



CITY OF ATASCADERO CITY COUNCIL AGENDA

HYBRID MEETING INFORMATION:

In accordance with City Council Resolution No. 2022-038 and the requirements of AB 361, the City Council Meeting will be available via teleconference for those who wish to participate remotely. The City Council meeting will also be held in the City Council Chambers and in-person attendance will be available at that location.

HOW TO OBSERVE THE MEETING REMOTELY:

To participate remotely, residents can livestream the meeting on [Zoom](#), SLO-SPAN.org, on Spectrum cable Channel 20 in Atascadero, and listen live on KPRL Radio 1230AM and 99.3FM. The video recording of the meeting will repeat daily on Channel 20 at 1:00 am, 9:00 am, and 6:00 pm and will be available through the City's website and on the City's YouTube Channel. To participate remotely using the Zoom platform please visit https://us02web.zoom.us/webinar/register/WN_ZwJ7a031S3KXauEym9ehaA.

HOW TO SUBMIT PUBLIC COMMENT:

Individuals who wish to provide public comment in-person may attend the meeting in the City Council Chambers. Individuals who wish to participate remotely may call **(669) 900-6833** (Meeting ID: 889 2347 9018) to listen and provide public comment via phone or via the [Zoom](#) platform using the link above.

If you wish to comment but not via a live platform, please email public comments to cityclerk@atascadero.org. Such email **comments must identify the Agenda Item Number in the subject line of the email**. The comments will be forwarded to the City Council and made a part of the administrative record. ***To ensure distribution to the City Council prior to consideration of the agenda, the public is encouraged to submit comments no later than 12:00 p.m. the day of the meeting.*** Those comments, as well as any comments received after that time, but before the close of the item, will be distributed to the City Council, posted on the City's website, and will be made part of the official public record of the meeting. ***Please note, email comments will not be read into the record.***

AMERICAN DISABILITY ACT ACCOMMODATIONS:

Any member of the public who needs accommodations should contact the City Clerk's Office at cityclerk@atascadero.org or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

City Council agendas and minutes may be viewed on the City's website: www.atascadero.org/agendas.

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the office of the City Clerk and are available for public inspection on our website, www.atascadero.org. Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the City Council. The Minutes of this meeting will reflect these numbers. All documents submitted by the public during Council meetings that are made a part of the record or referred to in their statement will be noted in the Minutes and available for review by contacting the City Clerk's office. All documents will be available for public inspection by appointment during City Hall business hours.

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CITY OF ATASCADERO CITY COUNCIL

AGENDA

Tuesday, June 14, 2022

**City Hall Council Chambers, 4th floor
6500 Palma Avenue, Atascadero, California**

City Council Regular Session:

6:00 P.M.

City Council Closed Session:

**Immediately following
the conclusion of the City
Council Regular Session**

REGULAR SESSION – CALL TO ORDER: 6:00 P.M.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Newsom

ROLL CALL: Mayor Moreno
Mayor Pro Tem Newsom
Council Member Bourbeau
Council Member Dariz
Council Member Funk

APPROVAL OF AGENDA: Roll Call

Recommendation: Council:

1. Approve this agenda; and
2. Waive the reading in full of all ordinances appearing on this agenda, and the titles of the ordinances will be read aloud by the City Clerk at the first reading, after the motion and before the City Council votes.

CLOSED SESSION – REPORT (IF ANY)

1. May 24, 2022

- A. CONSENT CALENDAR:** (All items on the consent calendar are considered to be routine and non-controversial by City staff and will be approved by one motion if no member of the Council or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the Consent Calendar and will be considered in the listed sequence with an opportunity for any member of the public to address the Council concerning the item before action is taken.)
1. **City Council Draft Action Minutes – May 24, 2022**
 - Recommendation: Council approve the May 24, 2022 Draft City Council Regular Meeting Minutes. [City Clerk]
 2. **March 2022 Investment Report**
 - Fiscal Impact: None.
 - Recommendation: Council receive and file the City Treasurer’s report for quarter ending March 31, 2022. [City Treasurer]
 3. **2022-2023 Annual Spending Limit**
 - Fiscal Impact: None.
 - Recommendation: Council adopt the attached Draft Resolution establishing the annual spending limit for fiscal year 2022-2023. [Administrative Services]
 4. **Authorizing Temporary Road Closures for 2022 Hot El Camino Cruise Nite and Colony Days Parade Route**
 - Fiscal Impact: Cruise Nite incurs no net fiscal impact. The City cost of conducting the event is approximately \$15,000 and is included in the adopted budget. It is anticipated that these costs will be fully recovered through budgeted sponsorships and entry fees.
 - Recommendation: Council:
 1. Adopt Draft Resolution A authorizing temporary road closures and restrictions on August 19, 2022 for the Hot El Camino Cruise Nite.
 2. Adopt Draft Resolution B authorizing temporary road closures and restrictions on October 1, 2022 for the Colony Days Parade Route. [Public Works]
 5. **2022 Measure F-14 Pavement Rehabilitation Construction Award**
 - Fiscal Impact: \$2,761,237.
 - Recommendations: Council:
 1. Award a construction contract for \$2,761,237 to Souza Construction for the 2022 Measure F-14 Pavement Rehabilitation Project (Project No. C2021R01).
 2. Authorize the Director of Administrative Services to allocate an additional \$600,000 in Measure F-14 fund balance to the 2022 Measure F-14 Pavement Rehabilitation Project. [Public Works]
 6. **General Municipal Election – November 8, 2022**
 - Fiscal Impact: \$40,000.
 - Recommendations: Council adopt the following Resolutions for the purpose of electing a Mayor, two members to the City Council, and a City Treasurer:
 1. Draft Resolution A, calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, November 8, 2022 for the election of a Mayor, two Council Members, and a City Treasurer

2. Draft Resolution B, requesting the Board of Supervisors of the County of San Luis Obispo to consolidate a General Municipal Election to be held on November 8, 2022. [City Clerk]

7. AB 481 – Military Equipment Policy

- Fiscal Impact: None.
- Recommendation: Council adopt on second reading, by title only, a Draft Ordinance adopting a Military Equipment Policy in accordance with Assembly Bill 481. [Police Department]

8. Virtual Meetings – AB 361 Requirements

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution making findings consistent with the requirements of AB 361 to continue to allow for the conduct of virtual meetings. [City Manager]

9. Centennial Plaza Surplus Land Declaration Zone Change (ZCH) 22-0022 5901 West Mall

- Fiscal Impact: None.
- Recommendation: Council adopt a Resolution declaring the vacant parcels of land surrounding Centennial Plaza location in Downtown and owned by the City of Atascadero as surplus land. [Community Development]

10. Priority Legislative Budget Project – Delegation of Authority Downtown Infrastructure Enhancement Plan Project

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution approving delegation of authority to the City Manager or her designee for executing Priority Legislative Budget Project documents associated with the Downtown Infrastructure Enhancement Plan Project. [Public Works]

11. Legal Services Budget

- Fiscal Impact: \$100,000 in FY 21-22 and \$135,000 in FY 22-23.
- Recommendation: Council authorize the Director of Administrative Services to appropriate an additional \$100,000 in General Fund Reserves for legal services in FY 21-22 and \$135,000 in FY 22-23. [City Attorney]

UPDATES FROM THE CITY MANAGER: (The City Manager will give an oral report on any current issues of concern to the City Council.)

COMMUNITY FORUM: (This portion of the meeting is reserved for persons wanting to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Speakers are limited to three minutes. Please state your name for the record before making your presentation. Comments made during Community Forum will not be a subject of discussion. A maximum of 30 minutes will be allowed for Community Forum, unless changed by the Council. Comments will be allowed for the entire 30-minute period so if the final speaker has finished before the 30 minute period has ended and a member of the public wishes to make a comment after the Council has commenced another item, the member should alert the Clerk within the 30 minute period of their desire to make a comment and the Council will take up that comment upon completion of the item which was

commenced. Any members of the public who have questions or need information may contact the City Clerk's Office, between the hours of 8:30 a.m. and 5:00 p.m. at (805) 470-3400, or cityclerk@atascadero.org.)

B. PUBLIC HEARINGS:

1. Apple Valley Assessment Districts

- Fiscal Impact: Annual assessments for 2022/2023 will total \$38,500 for road/drainage system maintenance and \$63,000 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Apple Valley. Contributions of \$11,000 for half the cost of the park will be made from the City's General Fund, and an equal revenue source will be recognized from contributions made by the developer.
- Recommendations: Council:
 1. Adopt Draft Resolution A approving the final Engineer's Report regarding the Street and Storm Drain Maintenance District No. 01 (Apple Valley), and the levy and collection of annual assessments related thereto for fiscal year 2022/2023.
 2. Adopt Draft Resolution B ordering the levy and collection of assessments for fiscal year 2022/2023 for Street and Storm Drain Maintenance District No. 01 (Apple Valley).
 3. Adopt Draft Resolution C approving the final Engineer's Report regarding the Landscaping and Lighting District No. 01 (Apple Valley), and the levy and collection of annual assessments related thereto in fiscal year 2022/2023.
 4. Adopt Draft Resolution D ordering the levy and collection of assessments for fiscal year 2022/2023 for Landscaping and Lighting District No. 01 (Apple Valley). [Administrative Services]

2. De Anza Estates Assessment Districts

- Fiscal Impact: Annual assessments for 2022/2023 will total \$30,562 for road/drainage system maintenance and \$15,875 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in De Anza Estates. The City General Fund will contribute \$1,400 for the fiscal year 2022/2023 for half of the maintenance costs of the trails and open space.
- Recommendations: Council:
 1. Adopt Draft Resolution A approving the final Engineer's Report regarding the Street and Storm Drain Maintenance District No. 03 (De Anza Estates), and the levy and collection of annual assessments related thereto for fiscal year 2022/2023.
 2. Adopt Draft Resolution B ordering the levy and collection of assessments for fiscal year 2022/2023 for Street and Storm Drain Maintenance District No. 03 (De Anza Estates).
 3. Adopt Draft Resolution C approving the final Engineer's Report regarding the Landscaping and Lighting District No. 03 (De Anza Estates), and the levy and collection of annual assessments related thereto in fiscal year 2022/2023.
 4. Adopt Draft Resolution D ordering the levy and collection of assessments for fiscal year 2022/2023 for Landscaping and Lighting District No. 03 (De Anza Estates). [Administrative Services]

3. Woodridge (Las Lomas) Assessment Districts

- Fiscal Impact: Annual assessments for 2022/2023 will total \$99,189 for road/drainage system maintenance and \$70,452 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Las Lomas (Woodridge). The City General Fund will contribute \$2,600 for the fiscal year 2022/2023 for 25% of the maintenance costs of the trails and open space.
- Recommendations: Council:
 1. Adopt Draft Resolution A approving the final Engineer's Report regarding the Street and Storm Drain Maintenance District No. 02 – Woodridge (Las Lomas), and the levy and collection of annual assessments related thereto for Fiscal Year 2022/2023.
 2. Adopt Draft Resolution B ordering the levy and collection of assessments for Fiscal Year 2022/2023 for Street and Storm Drain Maintenance District No. 02 – Woodridge (Las Lomas).
 3. Adopt Draft Resolution C approving the final Engineer's Report regarding the Landscaping and Lighting District No. 02 – Woodridge (Las Lomas), and the levy and collection of annual assessments related thereto in Fiscal Year 2022/2023.
 4. Adopt Draft Resolution D ordering the levy and collection of assessments for Fiscal Year 2022/2023 for Landscaping and Lighting District No. 02 – Woodridge (Las Lomas). [Administrative Services]

4. Downtown Parking & Business Improvement Area (DPBIA) Confirmation of Annual Assessment (FY 2022-2023)

- Fiscal Impact: Adopting the staff recommendation will result in the collection of approximately \$12,800 and expenditure of \$12,820 in budgeted DPBIA funds.
- Recommendation: Council adopt Draft Resolution confirming the annual assessment for the Downtown Parking and Business Improvement Area (Fiscal Year 2022-2023). [City Manager]

5. Atascadero Tourism Business Improvement District (ATBID) Confirmation of Annual Assessment (Fiscal Year 2022-2023)

- Fiscal Impact: Annual assessments for 2022-2023 are expected to be approximately \$298,170 (or higher based on the current trend) and will be assessed as 2% of the rent charged on the occupied rooms and spaces for transient services.
- Recommendation: Council adopt Draft Resolution confirming the annual assessment for the Atascadero Tourism Business Improvement District (Fiscal Year 2022-2023). [City Manager]

6. Amendments and Additions to Fee Schedule

- Fiscal Impact: The fiscal impact of the fee update is unknown; however, revenues are expected to increase with adoption of the draft fee schedule and fees will be more fairly allocated based changes that have occurred in the economy, City staffing, City procedures, and regulations since the last Cost Study was completed.
- Recommendation: Council adopt Draft Resolution A establishing a schedule of Fees and Charges for City Services. [Administrative Services]

- C. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:** (On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. The following represent standing committees. Informative status reports will be given, as felt necessary):

Mayor Moreno

1. City Selection Committee
2. County Mayors Round Table
3. Regional Economic Action Coalition (REACH)
4. SLO Council of Governments (SLOCOG)
5. SLO Regional Transit Authority (RTA)

Mayor Pro Tem Newsom

1. City / Schools Committee
2. Design Review Committee
3. League of California Cities – Council Liaison
4. Visit SLO CAL Advisory Committee

Council Member Bourbeau

1. City of Atascadero Finance Committee
2. City / Schools Committee
3. Integrated Waste Management Authority (IWMA)
4. SLO County Water Resources Advisory Committee (WRAC)

Council Member Dariz

1. Air Pollution Control District
2. California Joint Powers Insurance Authority (CJPIA) Board
3. City of Atascadero Finance Committee
4. Community Action Partnership of San Luis Obispo (CAPSLO)

Council Member Funk

1. Atascadero Basin Ground Water Sustainability Agency (GSA)
2. Design Review Committee
3. Homeless Services Oversight Council

- D. INDIVIDUAL DETERMINATION AND / OR ACTION:** (Council Members may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. The Council may take action on items listed on the Agenda.)

1. City Council
2. City Clerk
3. City Treasurer
4. City Attorney
5. City Manager

- E. RECESS TO CLOSED SESSION FOLLOWING CONCLUSION OF CITY COUNCIL REGULAR SESSION**

COUNCIL CLOSED SESSION:

- 1. CLOSED SESSION -- PUBLIC COMMENT**
- 2. COUNCIL LEAVES TO BEGIN CLOSED SESSION**
- 3. CLOSED SESSION -- CALL TO ORDER**
 - a. Conference with Real Property Negotiators**
(Govt. Code 54956.8)
Real Property: 5970 El Camino Real (APN 030181031)
Agency Negotiator: Rachelle Rickard, City Manager
Negotiating Parties: Fred C. Pflum Revocable Trust
Subject of Negotiations: Purchase price and/or terms of payment
- 4. CLOSED SESSION – ADJOURNMENT**

Announcement(s) of any reportable action(s) taken in Closed Session that occur(s) after the adjournment of Regular Session will be made at the beginning of the next Regular City Council meeting as Closed Session is not recorded or videotaped.

Please note: Should anyone challenge any proposed development entitlement listed on this Agenda in court, that person may be limited to raising those issues addressed at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing. Correspondence submitted at this public hearing will be distributed to the Council and available for review in the City Clerk's office.

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CITY OF ATASCADERO CITY COUNCIL

DRAFT MINUTES

Tuesday, May 24, 2022

City Hall Council Chambers, 4th floor
6500 Palma Avenue, Atascadero, California

City Council Regular Session:

6:00 P.M.

City Council Closed Session:

Immediately following
the conclusion of the City
Council Regular Session

REGULAR SESSION – CALL TO ORDER: 6:00 P.M.

Mayor Moreno called the meeting to order at 6:02 p.m. and led the Pledge of Allegiance.

ROLL CALL:

Present: Council Members Bourbeau, Dariz (by teleconference), and Funk, Mayor Pro Tem Newsom and Mayor Moreno

Absent: None

Others Present: None

Staff Present: City Manager Rachelle Rickard, Administrative Services Director Jeri Rangel, Community Development Director Phil Dunsmore, Fire Chief Casey Bryson, Police Chief Bob Masterson, Public Works Director Nick DeBar, City Attorney Brian Pierik, Deputy City Manager/City Clerk Lara Christensen and IT Manager Luke Knight

APPROVAL OF AGENDA:

- MOTION:** By Council Member Bourbeau and seconded by Council Member Funk to:
1. Approve this agenda; and,
 2. Waive the reading in full of all ordinances appearing on this agenda, and the titles of the ordinances will be read aloud by the City Clerk at the first reading, after the motion and before the City Council votes.

Motion passed 5:0 by a roll-call vote.

CLOSED SESSION – REPORT (IF ANY)

1. May 10, 2022

City Attorney Pierik noted that there was no reportable action.

A. CONSENT CALENDAR:

1. City Council Draft Action Minutes – May 10, 2022

- Recommendation: Council approve the May 10, 2022 Draft City Council Regular Meeting Minutes. [City Clerk]

2. April 2022 Accounts Payable and Payroll

- Fiscal Impact: \$2,797,945.95
- Recommendation: Council approve certified City accounts payable, payroll and payroll vendor checks for April 2022. [Administrative Services]

3. Downtown Parking Business Improvement Area (DPBIA) Annual Assessment

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution, declaring intent to levy the annual Downtown Parking and Business Improvement Area assessment, and set a public hearing for June 14, 2022. [City Manager]

4. Atascadero Tourism Business Improvement District (ATBID) Annual Assessment

- Fiscal Impact: None.
- Recommendation: Council:
 1. Approve the ATBID Annual Report.
 2. Adopt Draft Resolution declaring intent to levy an annual Business Improvement District assessment on lodging businesses within the Atascadero Tourism Business Improvement District, and set a public hearing for June 14, 2022. [City Manager]

5. Atascadero Tourism Business Improvement District (ATBID) Board Appointment of Three Board Members for New Term

- Fiscal Impact: None.
- Recommendation: Council appoint Patricia Harden, Deana Alexander and Amar Sohi to the ATBID Advisory Board for the term expiring June 30, 2024. [City Manager]

6. Adopting a List of Projects for Fiscal Year 2022-2023 Funded by SB 1: The Road Repair and Accountability Act of 2017

- Fiscal Impact: Approval of the Draft Resolution adopting the list of projects for SB 1 Funding will allow the City to receive an estimated \$675,246 in 2022-2023 SB1 funding.

- Recommendation: Council adopt Draft Resolution adopting a list of projects to be funded with Road Maintenance and Rehabilitation Account revenues from SB 1 (The Road Repair and Accountability Act of 2017) for Fiscal Year (FY) 2022-2023. [Public Works]

7. Traffic Way and Ardilla Avenue Pavement Rehabilitation

- Fiscal Impact: \$385,791
- Recommendation: Council award a construction contract for \$385,791 to Souza Construction for the Traffic Way and Ardilla Avenue Pavement Rehabilitation Project – Project No. C2020R01 (which includes the Traffic Way/US 101 Alleyway Rehabilitation Project). [Public Works]

8. Diablo Canyon Power Plant – REACH Letter of Support

- Fiscal Impact: None.
- Recommendation: Council authorize the Mayor to sign a letter on behalf of the City, drafted by REACH and the Diablo Canyon Power Plant (DCPP) MOU stakeholder group, in support of responsible and economically beneficial reuse opportunities at DCPP if and when DCPP is closed. [City Manager]

9. Virtual Meetings – AB 361 Requirements

- Fiscal Impact: None.
- Recommendation: Council adopt the Draft Resolution making findings consistent with the requirements of AB 361 to continue to allow for the conduct of virtual meetings. [City Manager]

MOTION: By Council Member Bourbeau and seconded by Mayor Pro Tem Newsom to approve the Consent Calendar. (#A-3: Resolution No. 2022-035) (#A-4: Resolution No. 2022-036) (#A-6: Resolution No. 2022-037) (#A-7: Contract No. 2022-007) (#A-8: Contract No. 2022-008) (#A-9: Resolution No. 2022-038)
Motion passed 5:0 by a roll-call vote.

UPDATES FROM THE CITY MANAGER:

City Manager Rickard gave an update on projects and events within the City.

COMMUNITY FORUM:

The following persons spoke in-person, by telephone or through the webinar: Zachariah Jackson, Ron Walters, and Geoff Auslen

B. MANAGEMENT REPORTS:

1. Affordable/Inclusionary Housing Impact Fee Nexus Studies

- Fiscal Impact: None.
- Recommendations: Council review and provide direction on potential strategies for an affordable housing program in an effort to implement City Housing Element Policy. [Community Development]

Community Development Director Dunsmore gave the report and answered questions from the Council.

Mayor Moreno recessed the meeting at 7:59 p.m.

Mayor Moreno reconvened the meeting with all present at 8:10 p.m.

PUBLIC COMMENT:

The following persons on this item: None

Mayor Moreno closed the Public Comment period.

The City Council provided direction and input on a preferred affordable housing program and fee structure options for the implementation of the City's Housing Element Policy.

C. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:

The following Council Members gave brief update reports on their committees since their last Council meeting:

Mayor Moreno

1. County Mayors Round Table

Mayor Pro Tem Newsom

1. Design Review Committee
2. Visit SLO CAL Advisory Committee

Council Member Bourbeau

1. Integrated Waste Management Authority (IWMA)

Council Member Dariz

1. Air Pollution Control District

Council Member Funk

1. Homeless Services Oversight Council

D. INDIVIDUAL DETERMINATION AND / OR ACTION:

Council Member Funk reminded voters to fill out and return their ballots for the June 7, 2022 Election.

E. RECESS TO CLOSED SESSION FOLLOWING CONCLUSION OF CITY COUNCIL REGULAR SESSION

Mayor Moreno recessed the Regular Meeting at 9:53 p.m. and called the Closed Session Meeting to order.

COUNCIL CLOSED SESSION:

1. CLOSED SESSION -- PUBLIC COMMENT - None
2. COUNCIL LEAVES TO BEGIN CLOSED SESSION
3. CLOSED SESSION -- CALL TO ORDER

a. Conference with Real Property Negotiators

(Govt. Code 54956.8)

Real Property: 5970 El Camino Real (APN 030181031)

Agency Negotiator: Rachelle Rickard, City Manager

Negotiating Parties: Fred C. Pflum Revocable Trust

Subject of Negotiations: Purchase price and/or terms of payment

4. CLOSED SESSION – ADJOURNMENT

F. ADJOURN

Following Closed Session, the meeting was adjourned at 10:12 pm; no reportable action.

MINUTES PREPARED BY:

Lara K. Christensen
City Clerk

APPROVED:

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Atascadero City Council

March 2022

Staff Report - City Treasurer

March 2022 Investment Report

RECOMMENDATION:

Council receive and file the City Treasurer's report for quarter ending March 31, 2022.

REPORT IN BRIEF:

Cash and Investments

Checking	\$ 3,233,688	
Zoo Credit Card Deposit Account	25,739	
Certificates of Deposit	13,920,000	
Government Securities	13,453,408	
Supranational Securities	3,498,682	
Municipal Securities	2,910,672	
LAIF	22,814,275	
Cash with Fiscal Agents	<u>2,604,205</u>	
Cash in Banks at March 31, 2022		\$ 62,460,669
Timing Differences		<u>(2,235,470)</u>
Cash and Investments at March 31, 2022		<u><u>\$ 60,225,199</u></u>

Investment Activity

Securities Purchased:

Purchase Date	Description	Type	Cost	Maturity Date
01/18/22	Federal Farm Credit Bank CUSIP #3133EJ4E6	Government Security	\$ 214,640	12/28/26
01/19/22	San Joaquin Hills Transportation Corridor Agency CUSIP #798111HF0	Municipal Security	506,380	01/15/27
02/17/22	Federal Agriculture Mort Assn CUSIP #31422XTX0	Government Security	540,650	02/10/27
02/23/22	Beal Bank USA Las Vegas, NV	Certificate of Deposit	245,000	02/17/27
03/16/22	American Express National Bank Sandy, UT	Certificate of Deposit	245,000	03/16/27
03/17/22	Federal Home Loan Bank CUSIP #3130ADU5	Government Security	518,755	03/12/27
03/23/22	Beal Bank USA Plano, TX	Certificate of Deposit	245,000	03/17/27

Investment Activity (continued)

Securities Matured:

<u>Maturity Date</u>	<u>Description</u>	<u>Type</u>	<u>Original Cost</u>	<u>Amount Matured</u>
01/13/22	Federal Home Loan Mortgage Co CUSIP #3137EADB2	Government Security	\$ 507,340	\$ 500,000
02/09/22	Triad Bank Frontenac, MO	Certificate of Deposit	245,000	245,000
02/14/22	Everbank Jacksonville, FL	Certificate of Deposit	245,000	245,000
03/11/22	Federal Home Loan Bank CUSIP 313378CR0	Government Security	505,975	500,000
03/24/22	First Sentry Bank Huntington, WV	Certificate of Deposit	245,000	245,000

Securities Sold Prior to Maturity:

None

Other Reportable Activities:

None

**CITY OF ATASCADERO
TREASURER'S REPORT**

**ITEM NUMBER:
DATE:**

**A-2
06/14/22**

CASH & INVESTMENTS ACTIVITY SUMMARY

for the quarter ending March 31, 2022

	<u>CHECKING ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>FISCAL AGENT</u>	<u>TOTALS</u>
Balance per Banks at January 1, 2022	\$ 3,733,578	\$ 53,875,017	\$ 2,278,606	\$ 59,887,201
Receipts	10,905,880	184,233	147	11,090,260
Recognition of Premiums & Discounts	-	(23,711)	-	(23,711)
Disbursements	(8,296,010)	-	(197,071)	(8,493,081)
Transfers In	6,028,927	8,590,425	522,523	15,141,875
Transfers Out	<u>(9,112,948)</u>	<u>(6,028,927)</u>	<u>-</u>	<u>(15,141,875)</u>
Balance per Banks at March 31, 2022	<u>\$ 3,259,427</u>	<u>\$ 56,597,037</u>	<u>\$ 2,604,205</u>	62,460,669
Timing Differences				<u>(2,235,470)</u>
Adjusted Treasurer's Balance				<u><u>\$ 60,225,199</u></u>

CITY OF ATASCADERO
INVESTMENT REPORT
March 31, 2022

<u>MATURITY DATE</u>	<u>DESCRIPTION (ISSUER)</u>	<u>PURCHASE DATE</u>	<u>INVESTMENT TYPE</u>	<u>INVESTMENT RATING</u>	<u>STATED % RATE</u>	<u>YIELD</u>	<u>FACE VALUE</u>	<u>PREMIUM/ (DISCOUNT)</u>	<u>COST OF INVESTMENT</u>	<u>MARKET VALUE</u>	<u>UNREALIZED GAIN / (LOSS)</u>
<i>Funds Managed by City</i>											
n/a	Local Agency Invest. Fund (LAIF)	n/a	State Investment Fund	n/a	n/a	0.37%	\$ 22,814,275	n/a	\$ 22,814,275	\$ 22,557,695	\$ (256,580)
n/a	Broker Money Market	n/a	Money Fund	n/a	n/a	Vary	-	n/a	-	-	-
04/05/22	Federal National Mortgage Assn CUSIP #3135G0T45	05/04/17	Government Security	Aaa	1.88%	1.88%	500,000	n/a	500,000	500,095	95
05/17/22	MB Financial Bank Chicago, IL	02/09/22	Certificate of Deposit	n/a	2.00%	2.00%	245,000	n/a	245,000	245,495	495
05/31/22	Lakeside Bank Chicago, IL	06/02/17	Certificate of Deposit	n/a	2.00%	2.00%	245,000	n/a	245,000	245,632	632
06/10/22	Federal Home Loan Bank CUSIP #313379Q69	05/31/17	Government Security	Aaa	2.13%	1.86%	500,000	255	500,255	501,555	1,300
07/05/22	Sallie Mae Bank Salt Lake City, UT	07/08/19	Certificate of Deposit	n/a	2.20%	2.20%	245,000	n/a	245,000	246,122	1,122
07/12/22	Barclays Bank Wilmington, DE	07/12/17	Certificate of Deposit	n/a	2.20%	2.20%	245,000	n/a	245,000	246,181	1,181
07/27/22	Federal Farm Credit Bank CUSIP #3133EDE65	07/12/17	Government Security	n/a	3.05%	1.98%	302,000	1,040	303,040	304,226	1,186
08/03/22	Federal Farm Credit Bank CUSIP #3133EHTS2	08/17/17	Government Security	Aaa	1.90%	1.72%	500,000	304	500,304	501,915	1,611
09/09/22	Federal Home Loan Bank CUSIP #313380GJ0	09/11/17	Government Security	Aaa	2.00%	1.62%	500,000	833	500,833	502,190	1,357
09/14/22	Int'l Amer. Development Bank CUSIP #4581X0CZ9	12/18/17	Supranational Security	Aaa	1.75%	2.23%	500,000	(1,101)	498,899	500,070	1,171
10/05/22	Federal National Mortgage Assn CUSIP #3135G0T78	01/18/18	Government Security	Aaa	2.00%	2.30%	500,000	(768)	499,232	502,120	2,888
11/28/22	Bank of New England Salem, NH	07/26/19	Certificate of Deposit	n/a	2.05%	2.05%	245,000	n/a	245,000	246,820	1,820
01/18/23	Int'l Amer. Development Bank CUSIP #4581X0DA3	01/18/18	Supranational Security	Aaa	2.50%	2.46%	500,000	147	500,147	503,120	2,973
01/18/23	Int'l Amer. Development Bank CUSIP #4581X0DA3	12/06/18	Supranational Security	Aaa	2.50%	2.90%	500,000	(1,565)	498,435	503,120	4,685
02/21/23	Merrick Bank South Jordan, UT	12/18/18	Certificate of Deposit	n/a	3.35%	3.35%	245,000	n/a	245,000	249,758	4,758

CITY OF ATASCADERO
INVESTMENT REPORT
March 31, 2022

MATURITY DATE	DESCRIPTION (ISSUER)	PURCHASE DATE	INVESTMENT TYPE	INVESTMENT RATING	STATED % RATE	YIELD	FACE VALUE	PREMIUM/ (DISCOUNT)	COST OF INVESTMENT	MARKET VALUE	UNREALIZED GAIN / (LOSS)
03/10/23	Federal Home Loan Bank CUSIP #3130ADMX7	03/16/18	Government Security	Aaa	2.50%	2.71%	\$ 500,000	\$ (967)	\$ 499,033	\$ 503,915	\$ 4,882
03/24/23	Bell Bank Fargo, ND	03/24/20	Certificate of Deposit	n/a	0.85%	0.85%	245,000	n/a	245,000	243,986	(1,014)
04/11/23	Federal Farm Credit Bank CUSIP #3133EJKN8	04/11/18	Government Security	Aaa	2.70%	2.71%	500,000	(56)	499,944	505,245	5,301
04/12/23	Morgan Stanley Salt Lake City, UT	04/12/18	Certificate of Deposit	n/a	2.95%	2.95%	245,000	n/a	245,000	249,067	4,067
05/08/23	Old Missouri Bank Springfield, MO	05/06/19	Certificate of Deposit	n/a	2.50%	2.50%	100,000	n/a	100,000	101,222	1,222
05/09/23	Goldman Sachs New York, NY	05/09/18	Certificate of Deposit	n/a	3.15%	3.15%	245,000	n/a	245,000	249,728	4,728
06/06/23	Citibank Sioux Falls, SD	06/06/18	Certificate of Deposit	n/a	3.25%	3.25%	245,000	n/a	245,000	250,160	5,160
06/27/23	PeopleFirst Bank Joliet, IL	03/27/20	Certificate of Deposit	n/a	1.00%	1.00%	245,000	n/a	245,000	243,498	(1,502)
07/31/23	Medallion Bank Salt Lake City, UT	07/31/18	Certificate of Deposit	n/a	3.25%	3.25%	245,000	n/a	245,000	250,410	5,410
07/31/23	Int'l Finance Corporation CUSIP #45950KCP3	09/12/18	Supranational Security	Aaa	2.88%	2.90%	500,000	(166)	499,834	504,550	4,716
08/01/23	Discover Bank Wilmington, DE	08/01/18	Certificate of Deposit	n/a	3.35%	3.35%	245,000	n/a	245,000	250,738	5,738
09/26/23	MidSouth Bank Lafayette, LA	09/26/18	Certificate of Deposit	n/a	3.10%	3.10%	245,000	n/a	245,000	250,023	5,023
09/27/23	Int'l Bank for Recon & Develop CUSIP #459058GL1	02/06/19	Supranational Security	Aaa	3.00%	2.55%	500,000	3,293	503,293	505,770	2,477
09/27/23	Nicolet National Bank Green Bay, WI	03/27/20	Certificate of Deposit	n/a	1.25%	1.25%	245,000	n/a	245,000	243,354	(1,646)
09/29/23	Alma Bank Astoria, NY	03/31/20	Certificate of Deposit	n/a	1.10%	1.10%	245,000	n/a	245,000	242,788	(2,212)
11/06/23	Federal Farm Credit Bank CUSIP #3133EJQ85	11/06/18	Government Security	n/a	3.05%	3.06%	500,000	(62)	499,938	507,675	7,737

CITY OF ATASCADERO
INVESTMENT REPORT
March 31, 2022

MATURITY DATE	DESCRIPTION (ISSUER)	PURCHASE DATE	INVESTMENT TYPE	INVESTMENT RATING	STATED % RATE	YIELD	FACE VALUE	PREMIUM/ (DISCOUNT)	COST OF INVESTMENT	MARKET VALUE	UNREALIZED GAIN / (LOSS)
11/08/23	Morgan Stanley Private Bank New York, NY	11/08/18	Certificate of Deposit	n/a	3.55%	3.55%	\$ 245,000	n/a	\$ 245,000	\$ 251,470	\$ 6,470
12/08/23	Federal Home Loan Bank CUSIP #3130AAHE1	04/30/20	Government Security	n/a	2.50%	0.39%	640,000	22,793	662,793	641,715	(21,078)
01/30/24	First Premier Bank Sioux Falls, SD	01/30/19	Certificate of Deposit	n/a	2.95%	2.95%	245,000	n/a	245,000	249,219	4,219
02/22/24	Bank of Delight Delight, AR	02/22/19	Certificate of Deposit	n/a	2.85%	2.85%	245,000	n/a	245,000	248,677	3,677
03/08/24	Federal Home Loan Bank CUSIP #3130AB3H7	03/07/19	Government Security	Aaa	2.38%	2.58%	750,000	(2,888)	747,112	750,435	3,323
03/27/24	First National Bank East Lansing, MI	03/27/19	Certificate of Deposit	n/a	2.75%	2.75%	245,000	n/a	245,000	248,026	3,026
04/26/24	Mainstreet Bank Fairfax, VA	05/01/19	Certificate of Deposit	n/a	2.60%	2.60%	245,000	n/a	245,000	247,207	2,207
05/13/24	Federal Farm Credit Bank CUSIP #3133EKLB0	05/13/19	Government Security	Aaa	2.31%	2.32%	500,000	(72)	499,928	500,755	827
05/16/24	Enterprise Bank Allison Park, PA	05/16/19	Certificate of Deposit	n/a	2.60%	2.60%	245,000	n/a	245,000	247,134	2,134
06/01/24	Tulare County Pension Bond CUSIP #899154AW8	09/28/20	Municipal Security	A1	3.56%	0.79%	120,000	7,121	127,121	121,620	(5,501)
06/26/24	Commerce Bank Geneva, MN	06/26/19	Certificate of Deposit	n/a	2.30%	2.30%	245,000	n/a	245,000	245,394	394
07/26/24	Abacus Federal Savings New York, NY	07/26/19	Certificate of Deposit	n/a	2.00%	2.00%	245,000	n/a	245,000	243,554	(1,446)
08/01/24	Federal Farm Credit Bank CUSIP 3133EJM55	07/24/19	Government Security	Aaa	3.25%	1.92%	427,000	12,847	439,847	436,108	(3,739)
08/19/24	CF Bank Worthington, OH	08/19/19	Certificate of Deposit	n/a	1.85%	1.85%	245,000	n/a	245,000	242,506	(2,494)
08/28/24	Genoa Banking Company Genoa, OH	08/28/19	Certificate of Deposit	n/a	1.80%	1.80%	245,000	n/a	245,000	242,133	(2,867)
08/28/24	Int'l Bank for Recon & Develop CUSIP #459056HV2	10/18/19	Supranational Security	Aaa	1.50%	1.62%	500,000	(1,394)	498,606	489,010	(9,596)

CITY OF ATASCADERO
INVESTMENT REPORT
March 31, 2022

MATURITY DATE	DESCRIPTION (ISSUER)	PURCHASE DATE	INVESTMENT TYPE	INVESTMENT RATING	STATED % RATE	YIELD	FACE VALUE	PREMIUM/ (DISCOUNT)	COST OF INVESTMENT	MARKET VALUE	UNREALIZED GAIN / (LOSS)
08/30/24	Preferred Bank Los Angeles, CA	08/30/19	Certificate of Deposit	n/a	1.85%	1.85%	\$ 245,000	n/a	\$ 245,000	\$ 242,403	\$ (2,597)
09/10/24	Peoples Bank Rock Valley, IA	03/23/20	Certificate of Deposit	n/a	1.50%	1.50%	100,000	n/a	100,000	98,067	(1,933)
09/20/24	Bank of Deerfield Deerfield, WI	09/20/19	Certificate of Deposit	n/a	1.70%	1.70%	245,000	n/a	245,000	241,320	(3,680)
09/25/24	Grand River Bank Grandville, MI	03/25/20	Certificate of Deposit	n/a	1.00%	1.00%	245,000	n/a	245,000	237,126	(7,874)
10/15/24	Federal National Mortgage Assn CUSIP #3135G0W66	03/13/20	Government Security	Aaa	1.63%	0.81%	500,000	10,264	510,264	489,910	(20,354)
11/08/24	Raymond James Bank St. Petersburg, FL	11/08/19	Certificate of Deposit	n/a	1.80%	1.80%	245,000	n/a	245,000	241,411	(3,589)
12/13/24	Federal Home Loan Bank CUSIP #3130A3GE8	03/13/20	Government Security	Aaa	2.75%	0.84%	500,000	25,538	525,538	503,760	(21,778)
01/15/25	Int'l Bank for Recon & Develop CUSIP #459058HT3	01/16/20	Supranational Security	Aaa	1.63%	1.66%	500,000	(532)	499,468	487,595	(11,873)
01/20/25	Live Oak Banking Company Wilmington, NC	01/24/20	Certificate of Deposit	n/a	1.85%	1.85%	245,000	n/a	245,000	240,904	(4,096)
01/24/25	Baycoast Bank Swansea, MA	01/24/20	Certificate of Deposit	n/a	1.70%	1.70%	245,000	n/a	245,000	239,875	(5,125)
02/12/25	Federal Home Loan Mtge Corp CUSIP #3137EAEP0	03/13/20	Government Security	Aaa	1.50%	0.79%	500,000	10,076	510,076	486,035	(24,041)
03/03/25	Federal Farm Credit Bank CUSIP #3133ELQY3	03/04/20	Government Security	Aaa	1.21%	0.88%	500,000	4,702	504,702	481,670	(23,032)
03/26/25	Evergreen Bank Group Oak Brook, IL	03/26/20	Certificate of Deposit	n/a	1.00%	1.00%	245,000	n/a	245,000	234,122	(10,878)
03/27/25	Bank of Romney Romney, WV	03/27/20	Certificate of Deposit	n/a	1.15%	1.15%	245,000	n/a	245,000	235,163	(9,837)
03/27/25	First Jackson Bank Stevenson, AL	03/27/20	Certificate of Deposit	n/a	1.15%	1.15%	245,000	n/a	245,000	235,163	(9,837)
04/01/25	El Cajon Taxable Pension Obl CUSIP 282659AX9	01/27/21	Municipal Security	Aa	1.18%	0.70%	650,000	9,248	659,248	616,909	(42,339)

CITY OF ATASCADERO
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March 31, 2022

MATURITY DATE	DESCRIPTION (ISSUER)	PURCHASE DATE	INVESTMENT TYPE	INVESTMENT RATING	STATED % RATE	YIELD	FACE VALUE	PREMIUM/ (DISCOUNT)	COST OF INVESTMENT	MARKET VALUE	UNREALIZED GAIN / (LOSS)
04/28/25	First National Bank McGregor, TX	04/28/20	Certificate of Deposit	n/a	1.35%	1.35%	\$ 245,000	n/a	\$ 245,000	\$ 236,278	\$ (8,722)
04/29/25	Flagstar Bank Troy, MI	03/26/20	Certificate of Deposit	n/a	1.15%	1.15%	245,000	n/a	245,000	234,872	(10,128)
07/01/25	University of California CUSIP #91412GU94	10/22/20	Municipal Security	Aa2	3.06%	0.81%	300,000	21,713	321,713	301,503	(20,210)
09/01/25	San Bernardino Successor Agency Swansea, MA	10/22/20	Municipal Security	Aa	4.00%	0.71%	175,000	19,456	194,456	184,154	(10,302)
10/01/25	Folsom Cordova School District CUSIP #34440PCN9	11/10/20	Municipal Security	Aa-	3.00%	1.00%	400,000	27,521	427,521	402,808	(24,713)
11/07/25	Federal National Mortgage Assn CUSIP #3135G06G3	12/14/20	Government Security	Aaa	0.50%	0.42%	500,000	1,431	501,431	465,490	(35,941)
11/15/25	Tulare Sewer Revenue CUSIP 899124MF5	12/11/20	Municipal Security	Aa	1.46%	0.58%	400,000	12,503	412,503	380,532	(31,971)
12/11/25	BMW Bank North America Salt Lake City, UT	12/11/20	Certificate of Deposit	n/a	0.50%	0.50%	245,000	n/a	245,000	227,086	(17,914)
12/18/25	Third Federal Savings & Loan Cleveland, OH	12/18/20	Certificate of Deposit	n/a	1.46%	1.46%	245,000	n/a	245,000	226,556	(18,444)
01/15/26	First Reliance Bank Florence, SC	01/15/21	Certificate of Deposit	n/a	0.30%	0.30%	245,000	n/a	245,000	224,761	(20,239)
01/22/26	ConnectOne Bank Englewood Cliffs, NJ	01/22/21	Certificate of Deposit	n/a	0.45%	0.45%	245,000	n/a	245,000	225,986	(19,014)
01/22/26	Luana Savings Bank Luana, IA	01/22/21	Certificate of Deposit	n/a	0.40%	0.40%	245,000	n/a	245,000	225,628	(19,372)
02/11/26	Ind'l & Com'l Bank of China New York, NY	02/22/21	Certificate of Deposit	n/a	0.45%	0.45%	245,000	n/a	245,000	225,785	(19,215)
03/02/26	Federal Farm Credit Bank CUSIP #3133EFH91	03/03/21	Government Security	Aaa	2.22%	0.75%	876,000	49,631	925,631	865,313	(60,318)
03/27/26	Federal Agriculture Mtge Corp CUSIP #31422XDX7	03/30/21	Government Security	n/a	0.83%	0.87%	500,000	(745)	499,255	467,950	(31,305)
04/23/26	Malaga Bank Palos Verdes Peninsula, CA	04/23/21	Certificate of Deposit	n/a	0.55%	0.55%	245,000	n/a	245,000	225,623	(19,377)

CITY OF ATASCADERO
INVESTMENT REPORT
March 31, 2022

MATURITY DATE	DESCRIPTION (ISSUER)	PURCHASE DATE	INVESTMENT TYPE	INVESTMENT RATING	STATED % RATE	YIELD	FACE VALUE	PREMIUM/ (DISCOUNT)	COST OF INVESTMENT	MARKET VALUE	UNREALIZED GAIN / (LOSS)
04/24/26	Federal National Mortgage Assn CUSIP #3135G0K36	04/26/21	Government Security	Aaa	2.13%	0.77%	\$ 500,000	\$ 27,146	\$ 527,146	\$ 492,650	\$ (34,496)
05/19/26	Eaglemark Savings Bank Reno, NV	05/19/21	Certificate of Deposit	n/a	0.70%	0.70%	245,000	n/a	245,000	226,794	(18,206)
06/30/26	UBS Bank USA Salt Lake City, UT	05/19/21	Certificate of Deposit	n/a	0.90%	0.90%	245,000	n/a	245,000	228,142	(16,858)
07/01/26	New York Community Bank Hicksville, NY	06/29/21	Certificate of Deposit	n/a	0.85%	0.85%	245,000	n/a	245,000	227,713	(17,287)
07/22/26	Toyota Financial Savings Bank Henderson, NV	07/22/21	Certificate of Deposit	n/a	0.95%	0.95%	245,000	n/a	245,000	228,455	(16,545)
08/01/26	Rancho Adobe Fire Protection CUSIP #752096AE7	10/14/21	Municipal Security	Aa	1.43%	1.25%	260,000	1,968	261,968	244,761	(17,207)
08/13/26	Synchrony Bank Draper, UT	08/13/21	Certificate of Deposit	n/a	0.90%	0.90%	245,000	n/a	245,000	227,701	(17,299)
09/24/26	Federal National Mortgage Assn CUSIP #3135G0Q22	09/24/21	Government Security	Aaa	1.88%	0.80%	500,000	23,731	523,731	486,735	(36,996)
09/29/26	First Bank Richmond Richmond, IN	09/29/21	Certificate of Deposit	n/a	0.55%	0.55%	245,000	n/a	245,000	223,531	(21,469)
11/17/26	Capital One National McLean, VA	11/17/21	Certificate of Deposit	n/a	1.10%	1.10%	245,000	n/a	245,000	228,739	(16,261)
11/17/26	Capital One Bank Glen Allen, VA	11/17/21	Certificate of Deposit	n/a	1.10%	1.10%	245,000	n/a	245,000	228,739	(16,261)
12/21/26	Federal Home Loan Bank CUSIP #3130AQF65	12/30/21	Government Security	Aaa	1.25%	1.26%	500,000	(170)	499,830	472,900	(26,930)
12/28/26	Federal Farm Credit Banks CUSIP #3133EJ4E6	01/18/22	Government Security	Aaa	3.13%	1.58%	200,000	14,065	214,065	205,300	(8,765)
12/31/26	Bank of Kremlin Kremlin, OK	12/31/21	Certificate of Deposit	n/a	1.05%	1.05%	245,000	n/a	245,000	227,652	(17,348)
01/15/27	San Joaquin Hills Trans Agency CUSIP # 798111HF0	01/19/22	Municipal Security	A2	2.15%	1.88%	500,000	6,142	506,142	477,140	(29,002)
02/10/27	Federal Agriculture Mtge Corp CUSIP #31422XTX0	02/17/22	Government Security	n/a	1.60%	1.96%	550,000	(9,142)	540,858	525,173	(15,685)

CITY OF ATASCADERO
INVESTMENT REPORT
March 31, 2022

<u>MATURITY DATE</u>	<u>DESCRIPTION (ISSUER)</u>	<u>PURCHASE DATE</u>	<u>INVESTMENT TYPE</u>	<u>INVESTMENT RATING</u>	<u>STATED % RATE</u>	<u>YIELD</u>	<u>FACE VALUE</u>	<u>PREMIUM/ (DISCOUNT)</u>	<u>COST OF INVESTMENT</u>	<u>MARKET VALUE</u>	<u>UNREALIZED GAIN / (LOSS)</u>
02/17/27	Beal Bank USA Las Vegas, NV	02/23/22	Certificate of Deposit	n/a	1.90%	1.90%	\$ 245,000	n/a	\$ 245,000	\$ 236,672	\$ (8,328)
03/12/27	Federal Home Loan Bank CUSIP #3130A3DU5	03/17/22	Government Security	Aaa	3.00%	2.20%	500,000	18,622	518,622	511,165	(7,457)
03/16/27	American Express Nat'l Bank Sandy, UT	03/16/22	Certificate of Deposit	n/a	2.00%	2.00%	245,000	n/a	245,000	237,652	(7,348)
03/17/27	Beal Bank Plano, TX	03/23/22	Certificate of Deposit	n/a	2.00%	2.00%	245,000	n/a	245,000	235,942	(9,058)
Total Funds Managed by the City							<u>56,284,275</u>	<u>312,762</u>	<u>56,597,037</u>	<u>55,468,520</u>	<u>(1,128,517)</u>
Funds Managed by Fiscal Agent											
n/a	BNY Western Trust Hamilton Treas. Money	n/a	Treasury Fund	Aaa	n/a	1.09%	1,753,352	n/a	1,753,352	1,753,352	-
n/a	BNY Western Trust Hamilton Treas. Money	n/a	Treasury Fund	Aaa	n/a	0.88%	850,853	n/a	850,853	850,854	1
Total Funds Managed by Fiscal Agent							<u>2,604,205</u>	<u>n/a</u>	<u>2,604,205</u>	<u>2,604,206</u>	<u>1</u>
							<u>\$ 58,888,480</u>	<u>\$ 312,762</u>	<u>\$ 59,201,242</u>	<u>\$ 58,072,726</u>	<u>\$ (1,128,516)</u>

Average Maturity of Total Portfolio 841 Days

Weighted Average Yield of Total Portfolio 1.12%

Certification:

It has been verified that this investment portfolio is in conformity with the City of Atascadero's investment policy, which was approved by the City Council on September 8, 2020.

The City Treasurer certifies that there is sufficient liquidity to meet the City of Atascadero's estimated future expenditures for a period of six months.

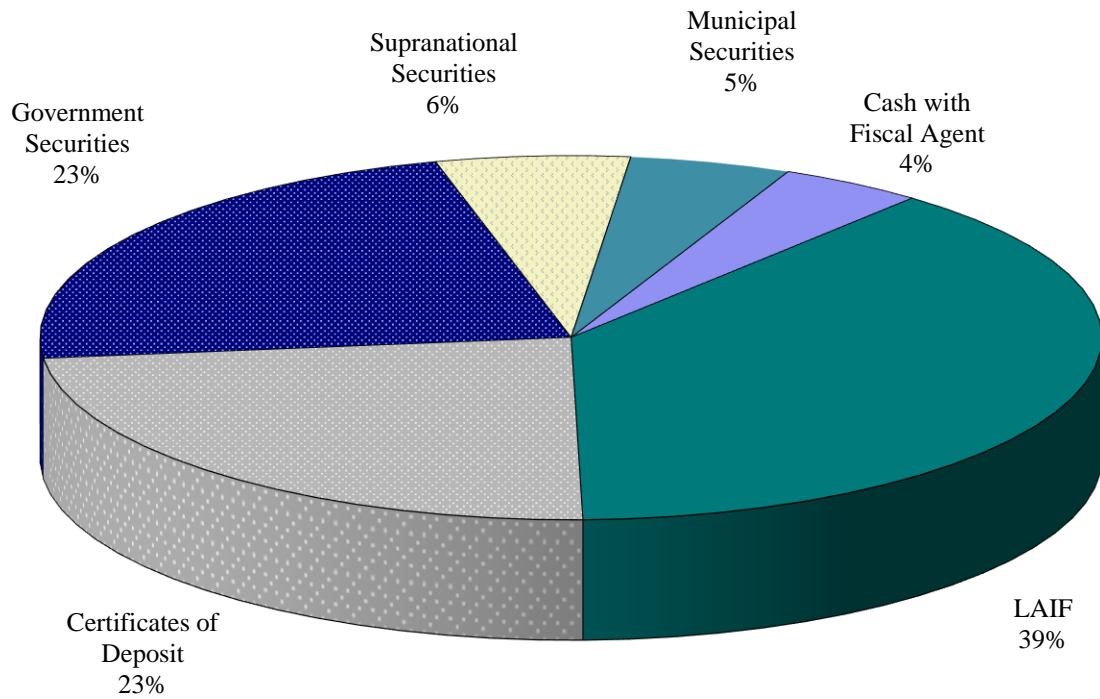
Verified by : _____
Jeri Rangel - Director of Administrative Services

Approved by: _____
Gere Sibbach - City Treasurer

**City of Atascadero
Investments by Type
March 2022**

ITEM NUMBER:
DATE:

A-2
06/14/22

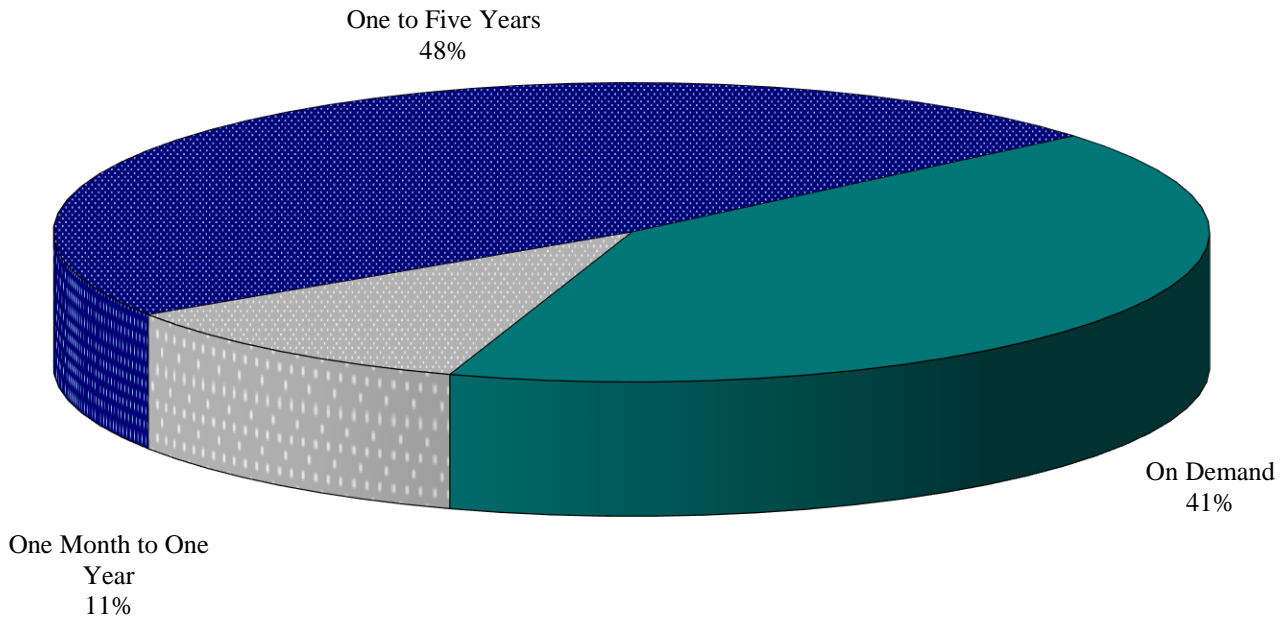


<u>Investment</u>	<u>March 2022</u>
LAIF	\$ 22,814,275
Certificates of Deposit	13,920,000
Government Securities	13,453,408
Supranational Securities	3,498,682
Municipal Securities	2,910,672
Cash with Fiscal Agent	2,604,205
	<u>\$ 59,201,242</u>

City of Atascadero
Investments by Maturity *
March 2022

ITEM NUMBER:
 DATE:

A-2
 06/14/22



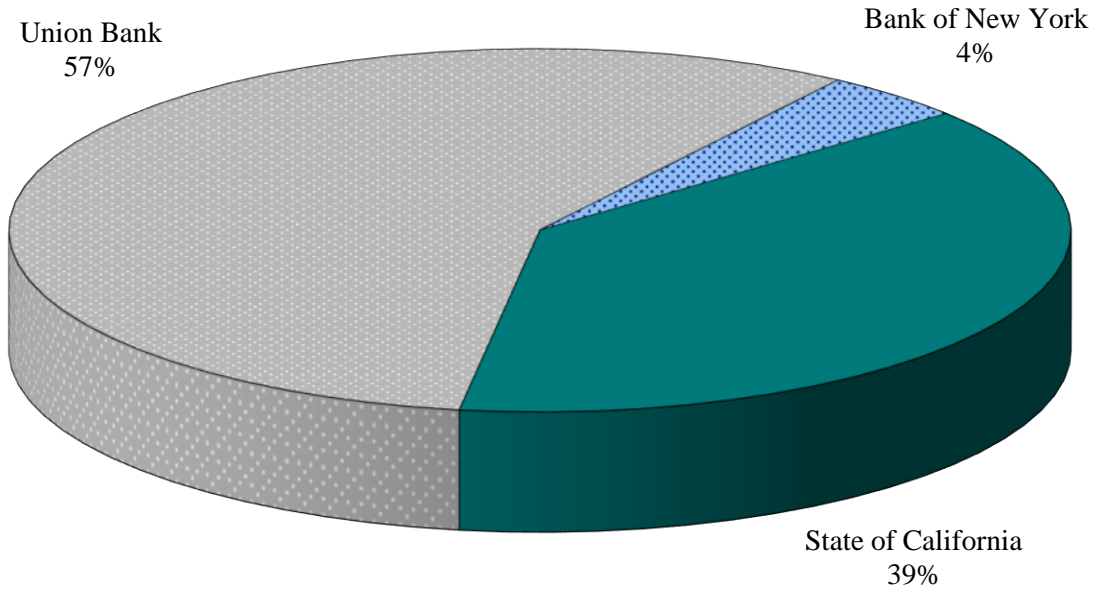
<u>Investment</u>	<u>March 2022</u>
On Demand	\$ 23,314,275
One Month to One Year	6,015,178
One to Five Years	<u>27,267,584</u>
	<u>\$ 56,597,037</u>

* Cash with fiscal agent is not included in the totals for this graph because the amounts are restricted based on bond covenants, and therefore, the City doesn't retain the option to liquefy these funds at will.

City of Atascadero
Investments by Custodial Agent
March 2022

ITEM NUMBER:
DATE:

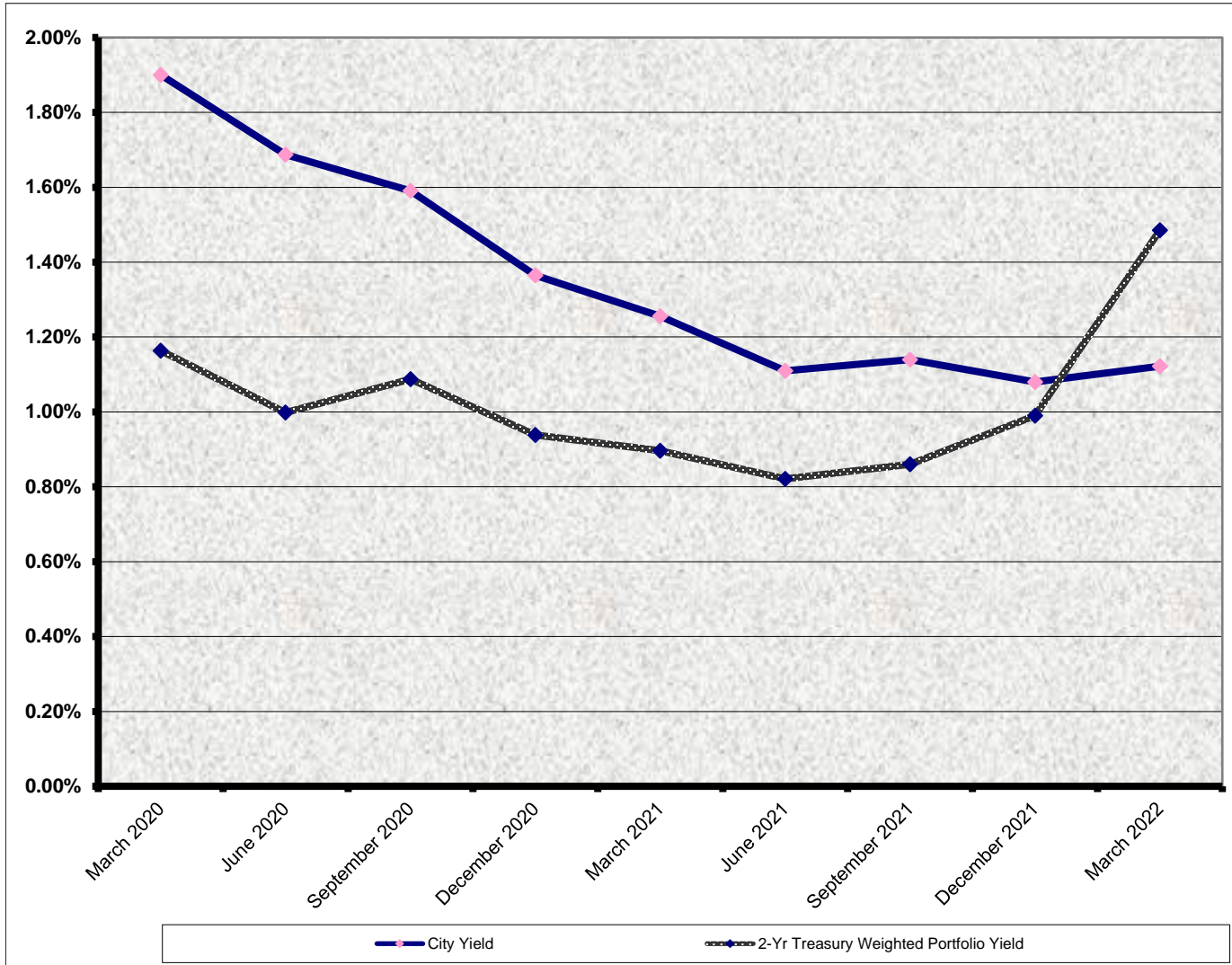
A-2
06/14/22



<u>Custodial Agent</u>	<u>March 2022</u>
State of California	\$ 22,814,275
Union Bank	33,782,762
Bank of New York	2,604,205
	<u>\$ 59,201,242</u>

City of Atascadero
Investment Yield vs. 2-Year Treasury Yield
For the Quarter Ended March 31, 2022

ITEM NUMBER: A-2
DATE: 06/14/22



	<u>City Yield</u>	<u>2-Yr Treasury Weighted Portfolio Yield</u>
March 2020	1.90%	1.16%
June 2020	1.69%	1.00%
September 2020	1.59%	1.09%
December 2020	1.36%	0.94%
March 2021	1.26%	0.90%
June 2021	1.11%	0.82%
September 2021	1.14%	0.86%
December 2021	1.08%	0.99%
March 2022	1.12%	1.49%



Atascadero City Council

Staff Report – Administrative Services Department

2022-2023 Annual Spending Limit

RECOMMENDATION:

Council adopt the attached Draft Resolution establishing the annual spending limit for fiscal year 2022-2023.

DISCUSSION:

The City's annual spending limit (Gann Limit) must be approved by Council at the beginning of each fiscal year. Staff calculates the new limit based on the formula set forth in Proposition 111.

The limit was calculated as follows:

A. Prior Year Spending Limit		\$	43,516,409
B. Population Factor (County)	1.0028		
C. Inflation Factor (Assessed Value)	<u>1.1022</u>		
D. Adjustment Factor (B * C)	<u>1.1053</u>		
E. Total Adjustment (A*(D-1))			<u>4,582,278</u>
F. Current Year Limit (A + E)		\$	<u><u>48,098,687</u></u>

FISCAL IMPACT:

None.

ATTACHMENT:

Draft Resolution- Adopting the Fiscal Year 2022-2023 Annual Spending Limit

DRAFT RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, ADOPTING THE FISCAL YEAR 2022-2023 ANNUAL SPENDING LIMIT

WHEREAS, Proposition 111 revises the methodology used to calculate the Annual Spending Limit; and

WHEREAS, the City of Atascadero must select the most appropriate criteria to be used in calculating the annual limit.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero

SECTION 1. That the City of Atascadero elects to use the following criteria for fiscal year 2022-2023 in establishing its new Annual Spending Limit:

County Population and
Growth in Non-Residential Assessed Valuation

SECTION 2. That the annual spending limit for 2022-2023 is calculated as follows:

Fiscal Year	Percentage Change	New Limit
2022-2023	10.53%	\$48,098,687

SECTION 3. Any judicial action or challenge must be commenced within 45 days of the effective date of this resolution.

SECTION 4. Documentation used in determining the Annual Spending Limit is available to the public in the Administrative Services Department, 6500 Palma Avenue, Atascadero, California.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ADOPTED:

CITY OF ATASCADERO

By: _____
Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

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Atascadero City Council

Staff Report – Public Works Department

Authorizing Temporary Road Closures for 2022 Hot El Camino Cruise Nite and Colony Days Parade Route

RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A authorizing temporary road closures and restrictions on August 19, 2022 for the Hot El Camino Cruise Nite.
2. Adopt Draft Resolution B authorizing temporary road closures and restrictions on October 1, 2022 for the Colony Days Parade Route.

DISCUSSION:

Historically, the City participates in two special events each year that require encroachment permits from Caltrans: Hot El Camino Cruise Nite and the Colony Days Parade. Both of these events require the closure of Highway 41 at El Camino Real and the closure of the US 101 northbound Highway 41 exit. In order to obtain a Caltrans encroachment permit, the City must provide Caltrans with a traffic control and detour plan for the Highway 41 closures. In addition, Caltrans requires a City Council resolution authorizing the temporary road closure of El Camino Real and the other streets affected along the routes.

Hot El Camino Cruise Nite: Friday, August 19, 2022 (event 6:30 to 9:00 p.m.)

This event begins at 6:30 p.m. but requires temporary road closures in advance of the start time to secure and clear the event route. The following road segments are proposed to be closed from 5:00 p.m. until 9:00 p.m. for the Hot El Camino Cruise Nite event:

- El Camino Real from Curbaril Avenue to Traffic Way
- San Luis Avenue from Curbaril Avenue to Pueblo Avenue
- Pueblo Avenue from San Luis Avenue to El Camino Real
- East Mall from El Camino Real to Palma Avenue
- West Mall from El Camino Real to Lewis Avenue
- Entrada Avenue from El Camino Real to Lewis Avenue
- Traffic Way from El Camino Real to Lewis Avenue
- Palma Avenue from Traffic Way to East Mall

The Hot El Camino Cruise Nite event attracts tourists and spectators who line El Camino Real to view the vehicles that participate in this historically popular event.

The following evening, “Dancing in the Streets,” a popular event that debuted in 2016, will have street closures that will only impact the downtown area from West Mall to Traffic Way. “Dancing in the Streets” is tentatively planned for Saturday, August 20, 2022 from 5:00 p.m. to 10:00 p.m. A resolution is not needed for this event since Caltrans highway operations are unaffected by the event.

Colony Days Parade: Saturday, October 1, 2022 (event 10:00 a.m. to 1:00 p.m.)

The Colony Days Parade route will begin on El Camino Real near Pueblo Avenue and travel northbound on El Camino Real, then turn east on West Mall ending at Lewis Avenue near City Hall. Required road closures are very similar to Hot El Camino Cruise Nite except Lewis Avenue (between Entrada Avenue and East Mall) and West Mall (between Lewis Avenue and Olmeda Avenue) will also be closed, while Traffic Way, Entrada Avenue, and Palma Avenue (between Traffic Way and Entrada Avenue), will remain open.

Road closures for the Colony Days Parade occurs in two stages. The first stage occurs at 8:00 a.m. and is a “soft” closure that closes a portion of the parade route to allow floats and other participants to set up. The second stage occurs at 9:30 a.m. and is a “hard” closure that prohibits all unauthorized vehicles from driving through the parade route or any closed road.

A detail of each of the road closures is included in the Draft Resolutions (Attachments 1 & 2) and on the proposed route for Hot El Camino Cruise Nite and Colony Days (Attachment 3).

FISCAL IMPACT:

Cruise Nite incurs no net fiscal impact. The City cost of conducting the event is approximately \$15,000 and is included in the adopted budget. It is anticipated that these costs will be fully recovered through budgeted sponsorships and entry fees.

The Colony Days closure of the parade route is expected to take over 100 hours of budgeted staff time for road closure applications, set-up and oversight of the road closure. Colony Days is a non-profit event co-sponsored by the City.

ATTACHMENTS:

1. Draft Resolution A - Cruise Nite
2. Draft Resolution B - Colony Days
3. Maps - Proposed Hot El Camino Cruise Nite and Colony Days Parade Routes

DRAFT RESOLUTION A

**RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ATASCADERO, CALIFORNIA,
AUTHORIZING TEMPORARY ROAD CLOSURES AND RESTRICTIONS
FOR HOT EL CAMINO CRUISE NITE**

BE IT RESOLVED, by the City Council of the City of Atascadero that the Hot El Camino Cruise Nite route is hereby established as: El Camino Real from Curbaril Avenue to Entrada Avenue to Palma Avenue to Traffic Way and returning to El Camino Real. Additionally, San Luis Avenue from Curbaril Avenue to Pueblo Avenue, and Pueblo Avenue from San Luis Avenue to El Camino Real, will be closed for participant registration and check-in activities.

BE IT FURTHER RESOLVED that in order to provide a closed route for the Cruise, the area described above is designated as a “No Parking” and tow-away zone from 5:00 p.m. until 9:00 p.m., on August 19, 2022.

BE IT FURTHER RESOLVED that the City Engineer is authorized to make modifications to the above road restrictions and associated traffic control plan as necessary to address conflicts, improve efficiencies, and for public health, welfare, and safety purposes.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ___th day of _____, 2022

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

DRAFT RESOLUTION B

**RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ATASCADERO, CALIFORNIA,
AUTHORIZING TEMPORARY ROAD CLOSURES AND RESTRICTIONS
FOR COLONY DAYS PARADE ROUTE**

BE IT RESOLVED by the City Council of the City of Atascadero that the Colony Days Parade route is hereby established as El Camino Real from Curbaril Avenue to West Mall and ending at Lewis Avenue with the Colony Day Festivities centered at the Sunken Gardens. Additionally, San Luis Avenue from Curbaril Avenue to Pueblo Avenue and Pueblo Avenue from Luis Avenue to El Camino Real will be closed for Colony Days Parade staging area.

BE IT FURTHER RESOLVED that in order to provide a reserved route for the Parade, staging and associated activities, the following actions are required:

Friday, September 30, 2022 through Saturday, October 1, 2022 – 24 hours

Establish “No Parking” and tow-away zone

- East Mall – South side only, from El Camino Real to Palma Avenue

Saturday, October 1, 2022 – 6:00 a.m. until 5:00 p.m.

Establish road closure and tow-away zone

- East Mall, from El Camino Real to Palma Avenue
- West Mall, from El Camino Real to Lewis Avenue
- Palma Avenue, from East Mall to West Mall

Saturday, October 1, 2022 – 8:00 a.m. until 1:00 p.m. (Hard closure at 9:30 a.m.)

Establish road closure and tow-away zone

- El Camino Real, from Curbaril Avenue to Entrada Avenue
- San Luis Avenue, from Curbaril Avenue to Pueblo Avenue
- Pueblo Avenue, from San Luis Avenue to El Camino Real
- Lewis Avenue, from Entrada Avenue to East Mall (close at 10:00 a.m.)
- West Mall, from Lewis Avenue to Olmeda Avenue (close at 10:00 a.m.)

BE IT FURTHER RESOLVED that the City Engineer is authorized to make modifications to the above road restrictions and associated traffic control plan as necessary to address conflicts, improve efficiencies, and for public health, welfare, and safety purposes.

ITEM NUMBER: A-4
DATE: 06/14/22
ATTACHMENT: 2

PASSED AND ADOPTED at a regular meeting of the City Council held on the ___th day of _____, 2022

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

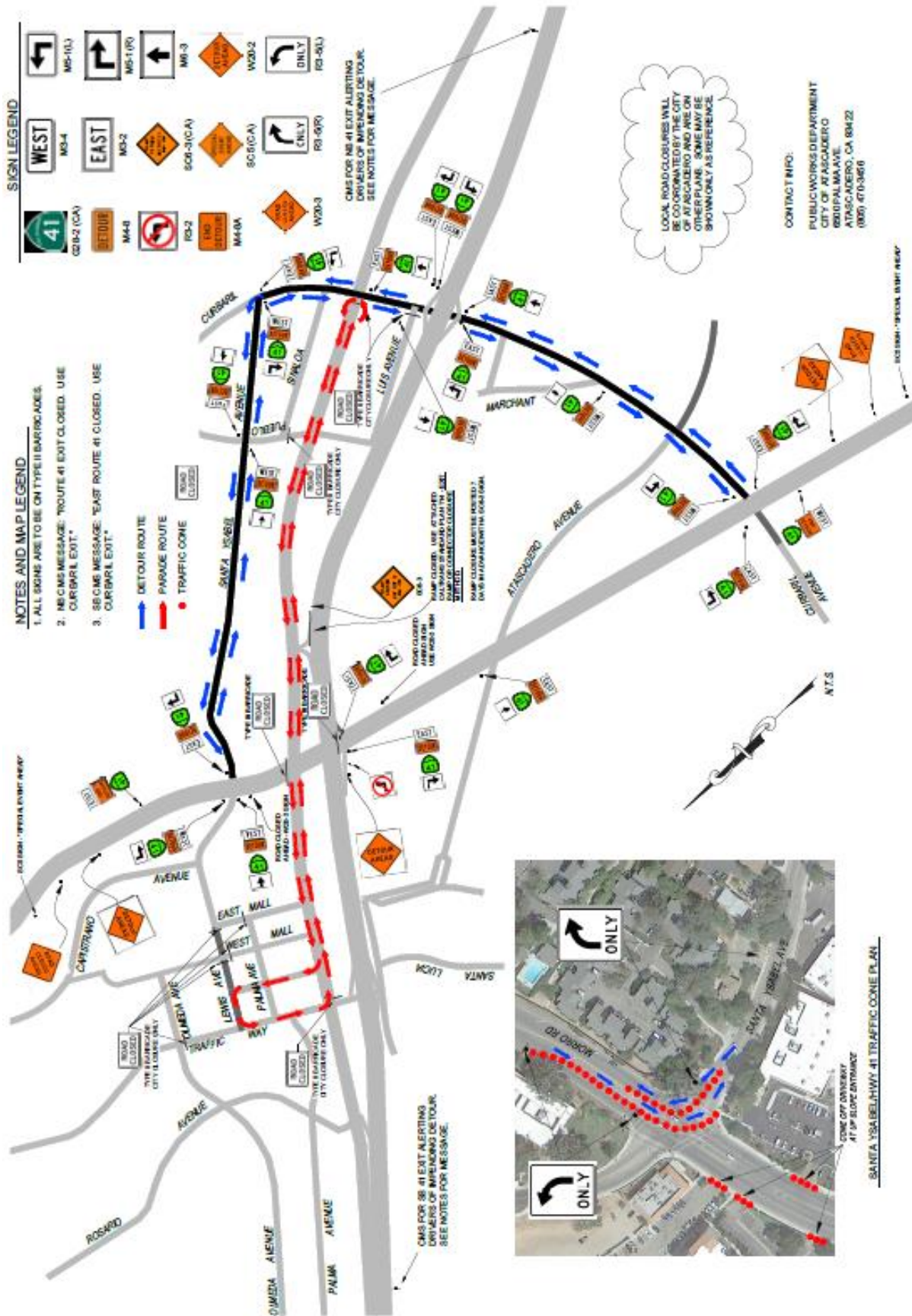
ATTEST:

Lara K. Christensen, City Clerk

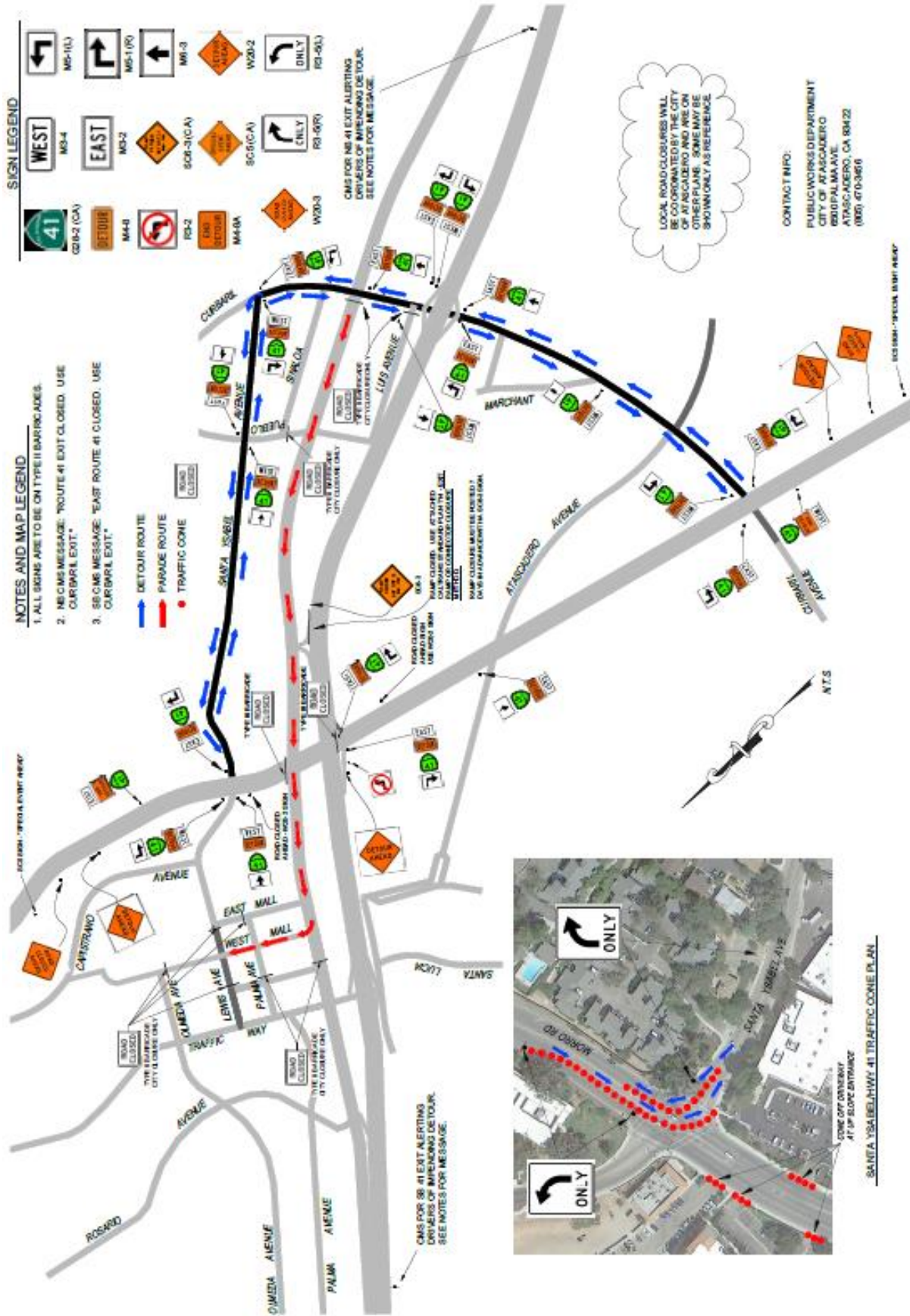
APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

Hot El Camino Cruise Nite



Colony Days Parade



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Atascadero City Council

Staff Report – Public Works Department

2022 Measure F-14 Pavement Rehabilitation Construction Award

RECOMMENDATIONS:

Council:

1. Award a construction contract for \$2,761,237.00 to Souza Construction, Inc. for the 2022 Measure F-14 Pavement Rehabilitation Project (Project No. C2021R01).
2. Authorize the Director of Administrative Services to allocate an additional \$600,000 in Measure F-14 fund balance to the 2022 Measure F-14 Pavement Rehabilitation Project.

DISCUSSION:

Background

Sales Tax Measure F-14 was approved by voters in November 2014 to fund the repair, maintenance, and rehabilitation of City-maintained local roadways with a one-half cent sales tax over twelve years. A list of projects to be funded with Measure F-14 revenue is developed each budget cycle by employing the Critical Point Management technique with the City's Pavement Management Program. The roadway segments in the chart below are part of the 2022 Measure F-14 Pavement Rehabilitation Project and included in the current Budget and 5-Year Capital Improvement Program (CIP). This project has a total of 3.27 centerline road miles, or 6.54 lane miles. A map showing these segments is also attached for reference (Attachment 1).

Road Segments in Measure F-14 2022 Rehabilitation Project

Road Segment	From	To	Length (ft.)	Width (ft.)	Area (sq. ft.)	2019 PCI
Ardilla Rd	Balboa Rd	North End	2,478	20	49,560	40
Balboa Rd	Santa Ana Rd	San Fernando Rd	4,615	21	96,915	22
Cebada Rd	Santa Ana Rd	End	2,375	21	49,875	41
Cenegal Rd	Laurel Rd	End (historical)	5,340	20	106,800	22
Corriente Rd	San Fernando Rd	Santa Ana Rd	2,439	21	51,219	19

Total: 17,247 354,369

Design Analysis

Pavement Engineering Inc. (PEI) performed pavement testing services and preliminary design recommendations, which were then coordinated with Rick Engineering Company in final design work and preparing construction plans and specifications for the project. Balboa Road, and portions of Ardilla Road, Cenegal Road and Corriente Road are proposed to be fully reconstructed. The remaining portions of Ardilla Road, Cenegal Road and Corriente Road, as well as all of Cebada Road will be rehabilitated with asphalt overlay or mill existing asphalt and overlay. All treatment options were based on an assessment of subgrade quality, current roadway conditions, and traffic volumes.

Staff was heavily involved in value engineering during the design process and worked closely with the consultants (Rick Engineering and PEI) to determine the appropriate level of treatment on each roadway. As part of the design process, each roadway segment was analyzed to determine if and where underlying structural issues existed, and where the pavement degradation was confined to the surface courses and could be remedied with a less costly treatment (overlay, mill & overlay, etc.). The design team worked together to pinpoint the worst areas, determine the causes of failure, (drainage issues, poorly compacted subgrade fill, insufficient structural section, etc.), and focus the major repairs at these locations. Where the roadways were deteriorated beyond what could be repaired using these rehabilitation efforts, full roadway section reconstruction was utilized.

Bid Analysis

The project was publicly bid starting April 26, 2022 for a minimum of 30 days in accordance with State Contracting Laws and Atascadero Purchasing Policies. A public bid opening occurred on May 26, 2022 and three bids were received ranging from \$2,761,237 to \$3,456,789. The bids were reviewed for accuracy and compliance with project bidding requirements, and the City Engineer has determined that Souza Construction of San Luis Obispo is the lowest responsive bidder at \$2,761,237.

Bidding was competitive for this project and Souza’s bid is considered a fair price for this project scope, particularly given the rapid recent escalation of construction costs. Specifically, costs for asphalt and trucking have increased by approximately 20-30% over the last year, with the majority of that increase occurring since the beginning of 2022. For reference, the materials cost for hot mix asphalt (delivered) for this project has increased by approximately \$125,000 over the past year. Costs to off-haul excavated soils and import Class 2 base and other construction materials have risen similarly.

The 2021-2023 adopted budget includes \$3,000,000 in Measure F-14 monies for project funding. To date, there has been approximately \$260,000 spent for the design and bid phases of the project. State Law requires the City to maintain or re-establish existing survey monuments during road construction. The City will contract directly with a licensed land surveyor for survey monument perpetuation/preservation work, which is estimated at \$50,000. Other non-construction costs remaining include material testing, coordination, and inspection fees that are estimated to be around \$197,415, or about 7% of construction costs. Staff is recommending contracting with a qualified material testing firm for Quality Assurance (QA) testing and a construction management firm for construction inspection services.

A standard contingency of 20% is customarily used for capital projects as a safeguard for quantity over-runs and if unknown conditions arise which require a change in plans. The risk for unknowns drops significantly on roadway projects if excavation is not a part of construction. In addition, estimated quantities for projects such as this are based upon known pavement surface areas and identifiable item quantities, therefore the risk for actual versus estimated quantity deviation drops significantly. Given the thorough fieldwork performed during design, staff is comfortable recommending a lower construction contingency of 12%, or \$331,348, of the construction contract amount. While every project is different, and staff agrees that a healthy contingency is prudent, it should be noted that the average contingency use over the previous five F-14 projects has been less than 5%.

During construction, some inconvenience is expected to vehicular and pedestrian traffic along the roadway segments. The contractor will be required to prepare a traffic control plan, and City staff and the contracted construction inspector will work with the contractor to minimize travel delays and impediments to driveways on all roadway segments. Since the majority of the pavement rehabilitation will match existing grades, the number of driveways that will need to be removed and replaced is reduced. This will limit impacts to individual property owners. Property owners on each roadway segment will be notified of the construction schedule prior to work beginning.

ENVIRONMENTAL REVIEW:

The proposed project is Categorically Exempt (Class 1) from the provisions of the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.) pursuant to CEQA Guidelines Section 15301, because it is limited to repair and maintenance of existing facilities. A finding of exemption is on file in the project records

FISCAL IMPACT:

The fiscal impact is \$3,000,000 in budgeted Measure F-14 Funds plus an additional \$600,000 in Measure F-14 Reserve funds to be appropriated. The total project cost is \$3,600,000 as follows:

ESTIMATED EXPENDITURES	
Design and Bid Phase	\$ 260,000
Construction Contract	2,761,237
Survey Monument Perpetuation	50,000
Construction Inspection / Testing / Administration @ 7%	197,415
Construction Contingency @ 12%	331,348
Total Estimated Expenditures:	\$ 3,600,000

BUDGETED FUNDING SOURCES	
Measure F-14 Fund: FY2021-2023 Adopted Budget	\$3,000,000
Measure F-14 Fund: Allocation of additional funds to the project (2021-2023 Budget)	600,000
Total Budgeted Funding Sources:	\$3,600,000

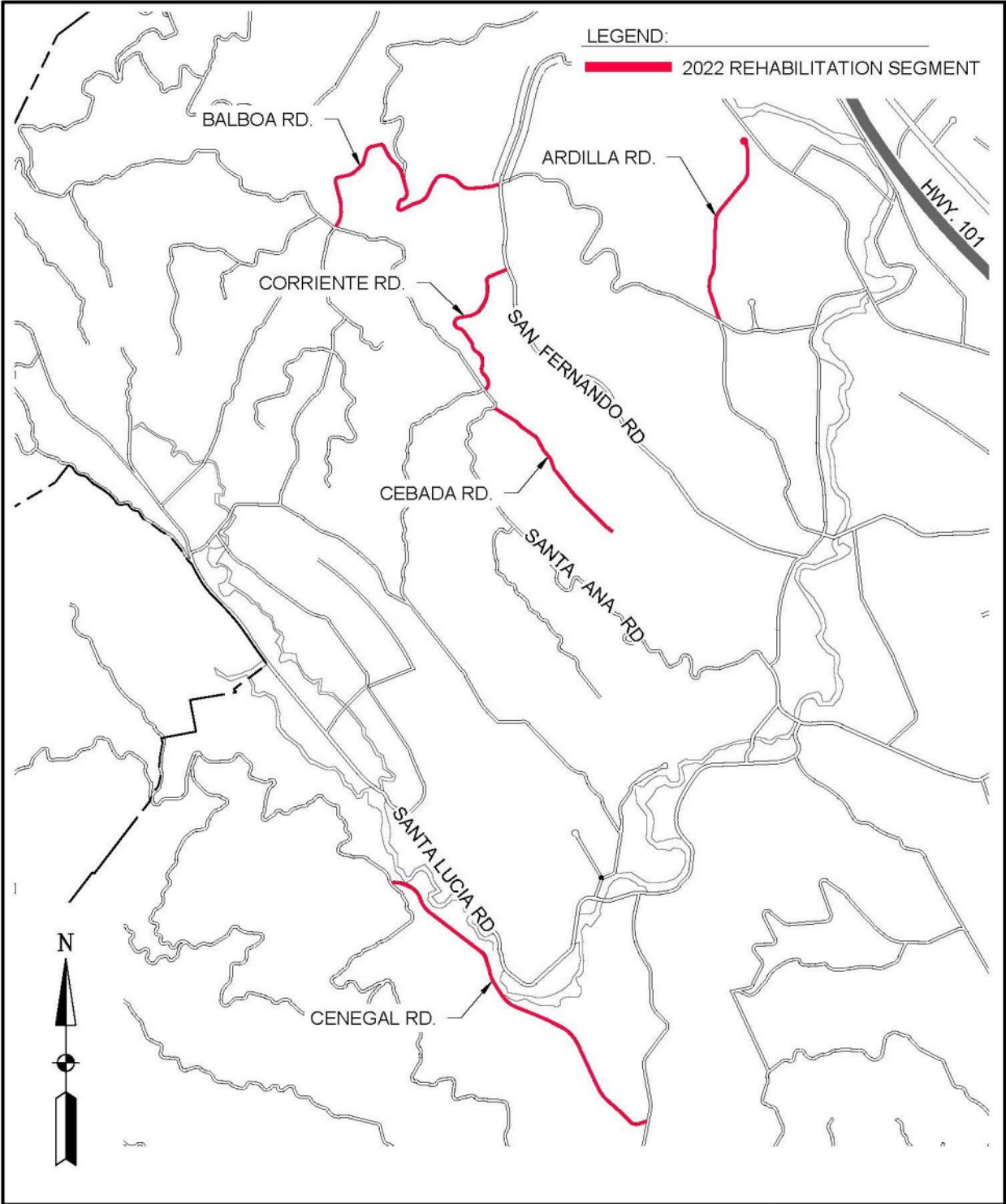
ALTERNATIVES:

Staff does not recommend any alternatives. Council may direct staff to rebid the project, however, staff believes the low bid received is very reasonable given the current construction costs market. In addition, Souza’s bid was very competitive and nearly \$700,000 less than the other two bids received, which were within one percent of each other. A rebid is certain to result in increased bid proposal amounts.

ATTACHMENTS:

1. Project Location Map
2. Bid Summary

**2022 F-14 PMP PROJECT
STREET LOCATIONS**



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Atascadero City Council

City Clerk Report

General Municipal Election November 8, 2022

(The City Council must adopt resolutions to initiate the election process, to combine the City's election with the County.)

RECOMMENDATIONS:

Council adopt the following Resolutions for the purpose of electing a Mayor, two members to the City Council, and a City Treasurer:

1. Draft Resolution A, calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, November 8, 2022 for the election of a Mayor, two Council Members, and a City Treasurer.
2. Draft Resolution B, requesting the Board of Supervisors of the County of San Luis Obispo to consolidate a General Municipal Election to be held on November 8, 2022.

DISCUSSION:

The General Municipal Election will be held on Tuesday, November 8, 2022. The terms of Mayor Heather Moreno, two Council Members, Susan Funk and Heather Newsom, and City Treasurer Gere Sibbach will expire in November 2022. The Mayor has a two-year term, the Council Members have four-year terms, and the City Treasurer has a four-year term. The City Council must adopt a resolution to initiate the election process (Draft Resolution A). In order to combine the City's election with the County, the Council must also adopt a resolution requesting consolidation with the County (Draft Resolution B).

The qualifications required to run for Mayor are the same as for City Council Members and City Treasurer; a candidate must be registered to vote in the City of Atascadero and live within the Atascadero City limits. In addition, all Council Members, whether or not they are up for re-election, may also run for the office of elected Mayor. If a Council Member is mid-term when they run for Mayor, and is successful, the Council Member's position will become vacant. The City Council must then appoint a replacement, or call for a Special Election, within 60 days of the position becoming vacant. The vacancy would occur in December 2022 once the Mayor is sworn into office.

The cost to the City is determined by the number of registered voters on Election Day, and the number of Candidate Statements included in the Voter Pamphlet. Also, due to the State reduction in funding to the Counties for election costs, the County will be passing those costs along to the cities. The County's estimate for the 2022 election of officials in Atascadero is \$40,000 and the City currently has \$40,810 budgeted in General Funds for election costs.

FISCAL IMPACT:

Holding of a General Municipal Election for the election of a Mayor, two Council Members, and a City Treasurer is estimated to have a cost of \$40,000 in budgeted general funds.

ATTACHMENTS:

1. Draft Resolution A
2. Draft Resolution B

DRAFT RESOLUTION A

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, CALLING FOR THE HOLDING OF A
GENERAL MUNICIPAL ELECTION ON TUESDAY, NOVEMBER 8, 2022,
FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE
PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA
RELATING TO GENERAL LAW CITIES**

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 8, 2022, for the election of Municipal Officers.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Atascadero, California on Tuesday, November 8, 2022, a General Municipal Election for the purpose of electing a Mayor for the full term of two years; two Members of the City Council for the full term of four years; and a City Treasurer for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of San Luis Obispo Clerk-Recorder to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code § 10242, except as provided in § 14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 8. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ____ day of ____, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

DRAFT RESOLUTION B

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ATASCADERO, CALIFORNIA, REQUESTING THE
BOARD OF SUPERVISORS OF THE COUNTY OF SAN LUIS OBISPO
TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, NOVEMBER 8, 2022, WITH THE
STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE
PURSUANT TO § 10403 OF THE ELECTIONS CODE**

WHEREAS, the City Council of the City of Atascadero called a General Municipal Election to be held on November 8, 2022, for the purpose of the election of a Mayor, two Members of the City Council and a City Treasurer; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the City the precincts, polling places and election officers of the two elections be the same, and that the County Election Department of the County of San Luis Obispo canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of San Luis Obispo is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 8, 2022, for the purpose of the election of a Mayor, two Members of the City Council, and a City Treasurer.

SECTION 2. That the County Election Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Atascadero recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any related costs.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County Election Department of the County of San Luis Obispo.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ____ day of ____, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney



Atascadero City Council

Staff Report – Police Department

AB 481 – Military Equipment Policy

RECOMMENDATION:

Council adopt on second reading, by title only, a Draft Ordinance adopting a Military Equipment Policy in accordance with Assembly Bill 481.

DISCUSSION:

On September 30, 2021, California Assembly Bill 481 (AB 481) was signed into law, which codified California Government Code Sections 7070 to 7075. AB 481 requires a law enforcement agency to obtain approval, by ordinance at a regular meeting, a military equipment policy related to any funding, acquisition, or use of military equipment.

At the April 26, 2022 Council Meeting, a draft Military Equipment Policy was presented to the City Council for review and discussion. At the May 10, 2022 City Council meeting the the attached Draft Ordinance was introduced, adopting a Military Equipment Policy in accordance with Assembly Bill 481.

The Military Equipment Policy covers military equipment already in use by the City and satisfies the requirement of AB 481. Use of equipment identified in the Policy is very rare and the ability to use this equipment during rare and extreme circumstances provides the Police Department the necessary tools to protect the welfare of residents and police officers in this community. The Police Department has policies in place to deescalate situations and only uses this equipment as necessary to protect public safety.

FISCAL IMPACT:

There is no direct fiscal impact from the approval of this policy or adoption of this ordinance.

ATTACHMENTS:

1. Draft Ordinance
2. Draft Military Equipment Policy

DRAFT ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, ADOPTING A MILITARY EQUIPMENT USE POLICY IN ACCORDANCE WITH AB 481

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 (AB 481), which establishes several requirements related to the funding, acquisition, or use of military equipment. AB 481 is codified as Government Code sections 7070 to 7075; and

WHEREAS, certain approved military equipment, used by law enforcement in an authorized manner, can assist law enforcement to accomplish its fundamental mission to safeguard the public welfare, safety, civil rights, and civil liberties of the community it serves; and

WHEREAS, AB 481 requires the Atascadero Police Department to obtain approval of the City Council by an ordinance adopting a military equipment use policy, at a regular meeting held pursuant to California open meeting laws, prior to taking certain actions related to the funding, acquisition, deployment, or other use of military equipment. The term “military equipment” is defined in California Government Code section 7070(c); and

WHEREAS, AB 481 allows the City Council to approve the funding, acquisition, or continued use of military equipment within its jurisdiction as provided in the policy, only if it makes specified findings as provided in Government Code section 7071(d)(1); and

WHEREAS, the City posted a copy of the proposed Military Equipment Policy on the City’s website, to provide the public review period as required by Government Code section 7071(d)(2); and

WHEREAS, the Findings set forth in this ordinance are based on the information first presented to the City Council on April 26, 2022, in staff’s report, and the draft Military Equipment Policy attached thereto; and

WHEREAS, this Ordinance and the Atascadero Police Department’s Military Equipment Policy, which is hereby incorporated by reference as if set forth in full, meets the requirements of California Government Code sections 7070, subdivision (d) and 7071 subdivision (a)(1).

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ATASCADERO HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Recitals. The above recitals are true and correct.

SECTION 2. Environmental Review. The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

SECTION 3. Findings and Determinations. The City Council finds and determines as follows:

- a. The military equipment identified in the Atascadero Police Department Military Equipment Policy is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- b. The Atascadero Police Department Military Equipment Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- c. The military equipment identified in the Atascadero Police Department Military Equipment Policy is identified as currently owned as of the date of adoption of this ordinance and is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- d. Military equipment to be purchased, as identified in any annual report, is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
- e. The City did not previously have a military equipment use policy, however if any prior use did not comply with the Military Equipment Policy, which is hereby incorporated by reference as if set forth in full, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

SECTION 4. Adoption of Military Equipment Policy. Based on the above Findings and Determinations, the Military Equipment Policy, which is hereby incorporated by reference as if set forth in full, is approved and adopted as Atascadero Police Department Policy No. 708. The City Council further authorizes the City Manager, or their designee, without further Council action, to amend the Policy to the extent necessary to clarify the Policy or to comply with subsequent changes in law, to the extent such amendments do not require Council action.

SECTION 5. Annual Review. The City Council directs staff to establish an annual review procedure for the review of this ordinance, including the Military Equipment Policy, and approval of a military equipment report in accordance with Atascadero Police Department Policy No. 708 and Government Code sections 7071(e)(1) and 7072, to occur before May 1st of each subsequent year and the Findings and Determinations and approvals set forth in this ordinance shall be deemed to apply if the annual report is approved by the City Council.

SECTION 7. Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 8. Certification. The City Clerk is directed to certify the passage and adoption of this Ordinance, cause it to be entered into the City of Atascadero's book of original ordinances, make a note of the passage and adoption in the records of this meeting and within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 11. Effective Date. This Ordinance will take effect on the 30th day following its final passage and adoption.

ITEM NUMBER: A-7
DATE: 06/14/22
ATTACHMENT: 1

INTRODUCED at a regular meeting of the City Council held on _____, 2022 and **PASSED APPROVED** and **ADOPTED** by the City Council of the City of Atascadero, State of California, on _____, 2022.

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

708 Military Equipment

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

708.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department, in this case the Atascadero City Council.

Military equipment – Includes but is not limited to the following:

1. Unmanned, remotely piloted, powered aerial or ground vehicles.
2. Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
3. High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
4. Tracked armored vehicles that provide ballistic protection to their occupants.
5. Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
6. Weaponized aircraft, vessels, or vehicles of any kind.
7. Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
8. Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
9. Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue handguns.
10. Any firearm or firearm accessory that is designed to launch explosive projectiles.
11. Noise-flash diversionary devices and explosive breaching tools.
12. Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
13. TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
14. Kinetic energy weapons and munitions.
15. Any other equipment as determined by a governing body or a state agency to require additional oversight.

708.2 POLICY

It is the policy of the Atascadero Police Department that its members comply with the provisions of Government Code § 7071 with respect to military equipment.

708.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police will designate a member of the Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.

- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Atascadero Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the Department's website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

708.4 MILITARY EQUIPMENT INVENTORY

The attachment to this policy section constitutes a list of qualifying "military equipment" for the Department.

SEE ATTACHMENT: MILITARY EQUIPMENT INVENTORY.PDF

708.5 APPROVAL

The Chief of Police or his/her authorized designee shall obtain approval from the governing body, by way of an ordinance, adopting the military equipment policy. As part of the approval process, the Chief of Police or his/her authorized designee shall ensure the proposed military equipment policy is submitted to the governing body, and is available on the Department's website at least thirty (30) days prior to any public hearing concerning the military equipment at issue (Government Code § 7071).

The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

708.6 COORDINATION WITH OTHER JURISDICTIONS

This policy recognizes the need for agencies to provide assistance to each other, whether in ongoing combined or regional operations, occasional planned operations, or in exigent circumstances. Where applicable to the provisions of Government Code § 7070 through § 7075, such assisting agencies must comply with their respective military equipment use policies when rendering assistance.

708.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or his/her authorized designee will submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The annual military equipment report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of military equipment:

- a. A summary of how the military equipment was used and the purpose of its use.
- b. A summary of any complaints or concerns received concerning the military equipment.
- c. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
- d. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
- e. The quantity possessed for each type of military equipment.
- f. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

The Chief of Police or his/her authorized designee shall also make each annual military equipment report publicly available on the Department's website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

708.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

**ATASCADERO POLICE DEPARTMENT POLICY MANUAL
 ATTACHMENT TO POLICY MANUAL SECTION 708
 INVENTORY LIST OF AB 481 DEFINED MILITARY EQUIPMENT**

Equipment Name: 5.56mm Semi-Automatic Rifles and Ammunition - CA Govt. Code §7070(c)(10)		
Quantity Owned/Sought: 7 owned		Lifespan: Approximately 15 years
Equipment Capabilities: Semi-automatic rifles that fire a 5.56mm projectile.		
Atascadero		
Purpose/Authorized Uses: Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to:		
<ul style="list-style-type: none"> ● Situations where the officer reasonably anticipates an armed encounter. ● When an officer is faced with a situation that may require accurate and effective fire at long range. ● Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower. ● When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage. ● When an officer reasonably believes that a suspect may be wearing body armor. ● When authorized or requested by a supervisor. 		
Fiscal Impacts: The initial cost of equipment is approximately \$1,100 per rifle. The ongoing costs for ammunition vary, and maintenance is performed by Department staff.		
Legal/Procedural Rules Governing Use: All applicable State, Federal and Local laws governing police use of force. Various Atascadero Police Department Policies on Use of Force and Firearms including Atascadero Police Department Policy Manual sections: 300, 305, 310, 312, 314.7.3, 433.		
Training Required: Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as regular department firearms training and qualifications as required by law and policy.		

Equipment Name: 5.56mm Semi-automatic Rifles and Ammunition - CA Govt. Code §7070(c)(10)		
Quantity Owned/Sought: 17 owned		Lifespan: Approximately 15 years
Equipment Capabilities: Semi-automatic rifle capable of firing a 5.56mm projectile.		
Manufacturer Product Description: Bushmaster XM15-E2S Patrolman Rifle. Short barreled carbine for patrol operations		
Purpose/Authorized Uses: Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to:		
<ul style="list-style-type: none"> ● Situations where the officer reasonably anticipates an armed encounter. ● When an officer is faced with a situation that may require accurate and effective fire at long range. 		

**ATASCADERO POLICE DEPARTMENT POLICY MANUAL
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<ul style="list-style-type: none"> ● Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower. ● When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage. ● When an officer reasonably believes that a suspect may be wearing body armor. ● When authorized or requested by a supervisor.
<p>Fiscal Impacts: The initial cost of equipment is approximately \$1,100 per rifle. The ongoing costs for ammunition vary, and maintenance is performed by Department staff.</p>
<p>Legal/Procedural Rules Governing Use: All applicable State, Federal and Local laws governing police use of force. Various Atascadero Police Department Policies on Use of Force and Firearms including Atascadero Police Department Policy Manual sections: 300, 305, 310, 312, 314.7.3, 433.</p>
<p>Training Required: Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as regular department firearms training and qualifications as required by law and policy.</p>

<p>Equipment Name: 5.56mm Semi-Automatic Rifles and Ammunition - CA Govt. Code §7070(c)(10)</p>		
<p>Quantity Owned/Sought: 3 owned</p>		<p>Lifespan: Approximately 15 years</p>
<p>Equipment Capabilities: Semi-automatic rifles that fire a 5.56mm projectile.</p>		
<p>Manufacturer Product Description: Heckler and Koch G36C is a compact deployable patrol rifle ideal for compact carry locations such as motor vehicles and motorcycles.</p>		
<p>Purpose/Authorized Uses: Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to:</p> <ul style="list-style-type: none"> ● Situations where the officer reasonably anticipates an armed encounter. ● When an officer is faced with a situation that may require accurate and effective fire at long range. ● Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower. ● When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage. ● When an officer reasonably believes that a suspect may be wearing body armor. ● When authorized or requested by a supervisor. 		
<p>Fiscal Impacts: The initial cost of equipment is approximately \$1,100 per rifle. The ongoing costs for ammunition vary, and maintenance is performed by Department staff.</p>		
<p>Legal/Procedural Rules Governing Use: All applicable State, Federal and Local laws governing police use of force. Various Atascadero Police Department Policies on Use of Force and Firearms including Atascadero Police Department Policy Manual sections: 300, 305, 310, 312, 314.7.3, 433.</p>		
<p>Training Required: Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as regular department firearms training and qualifications as required by law and policy.</p>		

**ATASCADERO POLICE DEPARTMENT POLICY MANUAL
 ATTACHMENT TO POLICY MANUAL SECTION 708
 INVENTORY LIST OF AB 481 DEFINED MILITARY EQUIPMENT**

Equipment Name: 40 caliber and 9mm Semi-Automatic Rifles and Ammunition - CA Govt. Code §7070(c)(10)	
Quantity Owned/Sought: 2 owned	Lifespan: Approximately 15 years
Equipment Capabilities: Semi-automatic rifles that fire a 40 caliber and 9mm projectile.	
Product Description: Heckler and Koch MP5 sub machine gun made to cover a wide variety of different tactical requirements for specialized teams.	
Purpose/Authorized Uses: Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to: <ul style="list-style-type: none"> ● Situations where the officer reasonably anticipates an armed encounter. ● When an officer is faced with a situation that may require accurate and effective fire at long range. ● Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower. ● When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage. ● When an officer reasonably believes that a suspect may be wearing body armor. ● When authorized or requested by a supervisor. 	
Fiscal Impacts: The initial cost of equipment is approximately \$1,100 per rifle. The ongoing costs for ammunition vary, and maintenance is performed by Department staff.	
Legal/Procedural Rules Governing Use: All applicable State, Federal and Local laws governing police use of force. Various Atascadero Police Department Policies on Use of Force and Firearms including Atascadero Police Department Policy Manual sections: 300, 305, 310, 312, 314.7.3, 433.	
Training Required: Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as regular department firearms training and qualifications as required by law and policy.	

Equipment Name: .308 caliber bolt-action Rifle and Ammunition - CA Govt. Code §7070(c)(10)	
Quantity Owned/Sought: 1 owned	Lifespan: Approximately 15 years
Equipment Capabilities: The Remington 700 Sniper Rifle fires a .308 caliber projectile at extended distances.	
Manufacturer Product Description: The Remington 700 is the number one bolt-action of all time, proudly made in the U.S.A. For over 50 years, more Model 700s have been sold than any other bolt-action rifle before or since. The legendary strength of its 3-rings-of-steel receiver paired with a hammer-forged barrel, combine to yield the most popular bolt-action rifle in history.	
Purpose/Authorized Uses: This rifle is exclusively authorized for use by a sniper-trained SWAT officer, and may be deployed in circumstances where the officer can articulate a reasonable expectation that	

**ATASCADERO POLICE DEPARTMENT POLICY MANUAL
 ATTACHMENT TO POLICY MANUAL SECTION 708
 INVENTORY LIST OF AB 481 DEFINED MILITARY EQUIPMENT**

the rifle may be necessary. Examples of some general guidelines for deploying the rifle may include but are not limited to:

- Situations where the officer reasonably anticipates an armed encounter.
- When the officer is faced with a situation that may require accurate and effective fire at long range.
- Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower.
- When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- When an officer reasonably believes that a suspect may be wearing body armor.
- When authorized or requested by a supervisor.

Fiscal Impacts: \$1,604.12 per rifle. The ongoing costs for ammunition vary, and maintenance is performed by Department staff.

Legal/Procedural Rules Governing Use: All applicable State, Federal and Local laws governing police use of force. Various Atascadero Police Department Policies on Use of Force including Atascadero Police Department Policy Manual sections 300, 305, 310, 312, 314.7.3.

Training Required: In addition to patrol rifle and standard SWAT Operator training, SWAT Snipers must successfully complete a CA POST certified sniper course as well as regular SWAT Sniper training and qualifications as required by law and policy.

Equipment Name: 40mm Less Lethal Launchers and Kinetic Energy Munitions - CA Govt. Code §7070(c)(14)

Quantity Owned/Sought: 9 owned | **Lifespan:** Approximately 15 years

Equipment Capabilities: The 40mm Less Lethal Launcher is capable of firing 40mm Kinetic Energy Munitions.

Manufacturer Product Description:

Purpose/Authorized Uses: To compel an individual to cease his/her actions when such munitions present a reasonable option. A verbal warning of the intended use of the device should precede its application. The 40mm Less Lethal Launchers and Kinetic Energy Munitions are intended for use as a "less lethal" use of force option, which serves as an additional option to mitigate the possibility of using lethal force.

Fiscal Impacts: \$3,400 initial purchase per launcher, \$2,500 initial purchase of 40mm projectiles. The ongoing cost for munitions will vary.

Legal/Procedural Rules Governing Use: All applicable State, Federal and Local laws governing police use of force. Various Atascadero Police Department Policies on Use of Force, primarily Atascadero Police Department Policy Manual sections 300 and 308.

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**ATASCADERO POLICE DEPARTMENT POLICY MANUAL
ATTACHMENT TO POLICY MANUAL SECTION 708
INVENTORY LIST OF AB 481 DEFINED MILITARY EQUIPMENT**

Training Required: Initial orientation course including qualifications are provided by Department members who have attended a POST-certified instructor's course; annual recertification, including qualifications by demonstrated use in a training environment are required of all operators.



Atascadero City Council

Staff Report - City Manager

Virtual Meetings – AB 361 Requirements

RECOMMENDATION:

Council adopt Draft Resolution making findings consistent with the requirements of AB 361 to continue to allow for the conduct of virtual meetings.

DISCUSSION:

On March 4, 2020, Governor Newsom declared a state of emergency due to the novel coronavirus COVID-19. That declaration is still in effect. Since March 12, 2020, Executive Orders from the Governor relaxed various Brown Act meeting requirements relating to teleconferencing rules, temporarily suspending the Brown Act provisions requiring the physical presence of council, board and commission members at public meetings. The most recent extension of those Orders expired on September 30, 2021.

On Friday, September 17, 2021, the Governor signed AB 361. AB 361 amends Government Code section 54953 to provide more clarity on the Brown Act's rules and restrictions surrounding the use of teleconferencing to conduct meetings. The newly enacted Government Code Section 54953(e) creates alternate measures to protect the ability of the public to appear before local legislative bodies.

With the passage of AB 361, local agencies are allowed to continue to conduct virtual meetings during a declared state of emergency, provided local agencies comply with specified requirements. The City Council previously adopted Resolution No. 2021-066 on September 28, 2021, finding that the requisite conditions exist for the legislative bodies of the City of Atascadero to conduct remote teleconference meetings in compliance with AB 361. (Government Code Section 54953(e).) AB 361 requires the City Council to reconsider the circumstances of the state of emergency not later than 30 days after teleconferencing for the first time pursuant to AB 361 and every 30 days thereafter in order to continue to conduct remote teleconference meetings. The City Council previously adopted Resolution No. 2021-069 on October 26, 2021, Resolution No. 2021-073 on November 23, 2021, Resolution No. 2021-074 on December 14, 2021, Resolution No. 2022-001 on January 11, 2022, Resolution No. 2022-003 on February 8, 2022, Resolution No. 2022-010 on March 8, 2022, Resolution No. 2022-010 on April 12, 2022, Resolution No. 2022-032 on May 10, 2022, and Resolution No. 2022-038 on May 26, 2022, making the requisite findings to continue remote teleconferencing.

Circumstances have not changed since the Council's adoption of Resolution No. 2022-038.

In order to continue remote teleconferencing, the City Council must make the following findings (Gov. Code § 52953(e)(3)):

- The City Council has reconsidered the circumstances of the state of emergency.
- Any of the following circumstances exist:
 - The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - State or local officials continue to impose or recommend measures to promote social distancing.

Social distancing is the term used for measures that reduce physical contact between infectious and susceptible people during a disease outbreak. While local and state mask mandates have been lifted, and the San Luis Obispo County local health emergency has been terminated, there are still some remaining social distancing measures in place to reduce the spread of COVID.

- The California Department of Public Health continues to strongly recommend masks for all persons, regardless of vaccine status, in indoor public settings and businesses.
- The City remains subject to the State Occupational Safety and Health Administration (CalOSHA) regulations which, among other requirements, continues to obligate an employer to provide training to employees on COVID-19 transmission and risk reduction, including "The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination." (CCR Section 3205(c)5(D).)
- CDC continues to have quarantine and isolation recommendations for those that have tested positive for COVID, those that have symptoms of COVID and for those that have been exposed to COVID. These isolation and quarantine requirements continue to often prevent employees and community members from attending meetings in person.

Should the Draft Resolution not be adopted, and the City Council (or an individual Council Member) elects to attend virtually, the City must comply with the provisions of Government Code Section 54953(3)(b):

- Agendas shall be posted at all teleconferencing locations
- Each teleconference location shall be identified on the agenda
- Each teleconference location shall be accessible to the public
- At least a quorum of the Council shall participate from locations with the boundaries of the City
- The public shall be provided an opportunity to address the Council directly at each teleconference location

Adoption of the Draft Resolution does not prohibit the conduct of a traditional or hybrid meeting in accordance with state and local regulations. At Council's direction on March 8, 2022, and because CDC measures are still in place that could prevent a member of the public from participating in the meeting in person, if the Draft Resolution were not adopted staff will continue to conduct hybrid City Council meetings that allow public participation both virtually and in-person. At this time, there is not staff available to conduct all advisory body meetings (such as Planning Commission, Design Review Committee, ATBID, CSTOC) in a hybrid fashion and adoption of the Draft Resolution allows these meetings to continue to be conducted virtually. If the Draft Resolution was not adopted, these advisory bodies would need to return to the traditional in-person meeting model, effective immediately.

FISCAL IMPACT:

None.

ATTACHMENT:

Draft Resolution

DRAFT RESOLUTION

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF ATASCADERO, CALIFORNIA,
PROCLAIMING THE CONTINUING NEED TO MEET BY
TELECONFERENCE PURSUANT TO
GOVERNMENT CODE SECTION 54953(e)**

WHEREAS, all meetings of the City of Atascadero legislative bodies are open and public as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, Government Code section 54953(e) was added by AB 361, signed by Governor Newsom on September 17, 2021; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency as a result of the COVID-19 pandemic; and

WHEREAS, on March 17, 2020, the City of Atascadero declared a State of Emergency as a result of the COVID-19 pandemic; and

WHEREAS, such State of Emergency remains in effect; and

WHEREAS, COVID-19 continues to threaten the health and lives of City of Atascadero residents; and

WHEREAS, the Delta and Omicron variants are highly transmissible in indoor settings and breakthrough cases are more common; and

WHEREAS, state officials have imposed or recommended measures to promote social distancing to include the wearing of masks indoors, regardless of vaccination status; and

WHEREAS, the City Council previously adopted Resolution No. 2021-066 on September 28, 2021, Resolution No. 2021-069 on October 26, 2021, Resolution No. 2021-073 on November 23, 2021, Resolution No. 2021-074 on December 14, 2021, Resolution No. 2022-001 on January 11, 2022, Resolution No. 2022-003 on February 8, 2022, Resolution No. 2022-006 on March 8, 2022, Resolution No. 2022-010 on April 12, 2022, Resolution No. 2022-032 on May 10, 2022, and Resolution No. 2022-038 on May 26, 2022, finding that the requisite conditions exist and continue to exist for the legislative bodies of the City of Atascadero to conduct remote teleconference meetings in compliance with Government Code Section 54953(e); and

WHEREAS, Government Code Section 54953(e) requires that the City Council must reconsider the circumstances of the state of emergency every 30 days in order to continue to conduct remote teleconference meetings in compliance with AB 361.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Recitals. The above recitals are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. Findings. The City Council does hereby find that:

1. The City Council has reconsidered the circumstances of the state of emergency declared as a result of the COVID-19 pandemic.
2. The state of emergency continues to directly impact the ability of the members to meet safely in person.
3. State or local officials continue to impose or recommend measures to promote social distancing.

SECTION 3. Compliance with Government Code Section 54953(e). The City Council and other legislative bodies will continue to meet by teleconference in accordance with Government Code section 54953(e).

SECTION 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the date of adoption of this Resolution, or (ii) such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City of Atascadero may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 24th day of May, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ADOPTED:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney



Atascadero City Council

Staff Report - Community Development Department

Centennial Plaza Surplus Land Declaration Zone Change (ZCH) 22-0022 5901 West Mall

RECOMMENDATION:

Council adopt a Resolution declaring the vacant parcels of land surrounding Centennial Plaza located in Downtown and owned by the City of Atascadero as surplus land.

DISCUSSION:

Background:

On September 14, 2021, the City Council held a study session to consider the future use and disposition of the vacant lots on each side of Centennial Plaza. At the hearing, the City Council provided direction to staff to prepare a planned development overlay zone for the parcels to help guide future development with an emphasis on enriching the downtown and providing for quality aesthetics and economic development. At the same time, the City Council determined that the lots should eventually be utilized for private development that supports desired retail, restaurant, and related active uses around Sunken Gardens Park.

The following process was outlined at the City Council hearing:

1. Remove the abandoned structure from the site (completed December 2021)
2. Proceed with a Planned Development (PD) overlay zone for the sites (completed April/May 2022)
- 3. Prepare a declaration of surplus land, consistent with the Surplus Land Act (SLA)**
4. Develop an RFP/RFQ to invite development proposals for the sites, consistent with the PD overlay zone.

We are now ready to move forward with item 3, the Surplus Land Act Declaration. On April 6, 2022, the City Council adopted the Planned Development Zone (PD) and asked staff to proceed with a surplus land declaration following the second reading and final approval of the Planned Development zone that will guide future development for these sites. The second reading occurred on May 10, and as of June 10, the PD zone is now in place.

Surplus Land Act

The Surplus Land Act (SLA) of California (Government Code Section 54221) requires that a City must declare property to be “surplus land” before the City can take any action (sale or lease) to dispose of the property. This declaration occurs by the adoption of a resolution by the City Council. Surplus land is land deemed not necessary for a local agency’s use.

In the fall of 2019, Assembly Bill 1486 amended the SLA to address the current housing crisis by promoting the construction of affordable housing on surplus land and requiring that local agencies notify HCD and developers of affordable housing projects when the City makes surplus land available. Noticed agencies and registered housing developers have 60 days from the date of notice to express interest in the property and 90 days to complete good-faith negotiations. The City is not required to sell the land to the interested party. If terms are not agreed upon between the interested party and the City within the 90-day period of good-faith negotiations, the City may negotiate with any other developers or interested parties for the disposition of surplus land. Likewise, the proposed declaration of surplus land does not authorize the sale or lease of the affected properties. Once the above process is complete, individual property transactions are required to come before the City Council for approval.

Process

Step 1: Adopt a resolution declaring subject lots as surplus land

Step 2: Prepare the required notification to HCD, agencies and affordable housing developers regarding the potentially available land

Step 3: Enter into a good faith negotiation if any parties express interest within the 60-day notification period.

Step 4: Following the 60-day period, and following any negotiations (negotiation period is 90 days if applicable) The SLA process is complete and the City may issue an RFP to attract qualified parties to purchase the property for development consistent with Downtown Zoning and the adopted Planned Development.

ENVIRONMENTAL DETERMINATION:

The California Environmental Quality Act (CEQA), Section 15061(3)(b), exempts activities which are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed text amendment will not have any significant adverse environmental impacts.

Any future development of the site would be exempt as infill development. They overlay zone change is not creating any added development potential other than what exists today and is anticipated by the 2002 General Plan.

FISCAL IMPACT

None.

ALTERNATIVES:

1. The City Council may determine that more information is needed on some aspect of the project and may refer the item back to Staff to develop the additional information. The Council should clearly state the type of information that is required. A motion, and approval of that motion, is required to continue the item to a future date.
2. The Council may modify the parcels or area that is declared as surplus prior to adopting a resolution or proceeding with SLA notification process.

ATTACHMENT:

Draft Resolution declaring Surplus Land

DRAFT RESOLUTION

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING THE VACANT PARCELS OF LAND SURROUNDING CENTENNIAL PLAZA AND OWNED BY THE CITY OF ATASCADERO AS SURPLUS LAND

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

WHEREAS, the Surplus Land Act (SLA) requires that before a local agency takes any action to sell or lease its property, it must declare the property to be “surplus land;” and

WHEREAS, “surplus land” means land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular meeting declaring that such land is surplus and is not necessary for the agency’s use; and

WHEREAS, the agency must give written notice of its availability to any local public entity, including schools and park districts, within whose jurisdiction the property is located, as well as to housing sponsors that have notified the State Department of Housing and Community Development (HCD) of their interest in surplus property; and

WHEREAS, the City of Atascadero owns the subject two parcels (Properties) surrounding Centennial Plaza, totaling approximately 12,500 square feet, with the following Assessor’s parcel numbers: - APN: 029-347-020 (.1715 acres) and 029-347-030 (.0571 acres).

WHEREAS, the City Council finds that the Centennial Plaza vacant properties are surplus land because they are not necessary for the local agency’s use, as described in Government Code Section 54221(c)(1); and

WHEREAS, the SLA requires that before the City Council disposes of the Properties or engages in negotiations to dispose of the Properties, the City shall send a written Notice of Availability of the Properties to certain designated entities.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero as follows:

SECTION 1. The preceding recitals are true and correct.

SECTION 2. The City Council hereby declares that the Properties are surplus land and not necessary for the City's use, as described in Government Code Section 54221(c)(1); and The City Manager, or designee, is authorized to prepare and send all notices required by State law related to the declaration of the above identified surplus property including, and without limitation, Notices of Availability of the surplus property as provided for by State law; and the City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Manager and City Attorney concerning any changes deemed necessary.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ___th day of _____, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

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Atascadero City Council

Staff Report - Public Works Department

Priority Legislative Budget Project – Delegation of Authority Downtown Infrastructure Enhancement Plan Project

RECOMMENDATION:

Council adopt Draft Resolution approving delegation of authority to the City Manager or her designee for executing Priority Legislative Budget Project documents associated with the Downtown Infrastructure Enhancement Plan Project.

DISCUSSION:

After an extensive two-year public engagement effort, the City Council approved the El Camino Real Downtown Infrastructure Plan (Plan) at its August 11, 2020 meeting. The Plan, a vision of the Downtown area to improve safety while nurturing the vitality of the Downtown, is a transformational effort to continue the City's investment in the Atascadero community. Currently, the project is in the initial survey and information gathering stage, which will transition into preliminary design this summer.

A key funding component of this project was the authorization in State Senate Bill 170 of \$3 million. Multiple transportation projects statewide received special one-time funding through this SB-170 program. Funds were originally earmarked in fall of 2021, to be administered through the California Department of Transportation (Caltrans). Since that time Caltrans staff has been developing agreement guidelines for the SB-170 funded projects, now collectively referred to as Priority Legislative Budget Projects (PLBP).

City staff received the formal PLBP agreement guidance document on May 24, 2022, and began preparing the Request for Funding Allocation and Finance Letter documents as requested. However, since May 24 the requirements have changed several times. The process has now been streamlined and is expected to consist of a funds transfer or similar agreement authorizing a one-time \$3 million transfer to the City. A deadline to have a signed agreement completed has been set for June 25, 2022.

At this time the City has not received a draft agreement from Caltrans. In order to meet the abbreviated timeline, staff is recommending Council delegate authority to the City

Manager or her designee to execute any and all Caltrans funding documents associated with the Downtown Infrastructure Enhancement Priority Legislative Budget Project.

FISCAL IMPACT:

Execution of required documents for the Priority Legislative Budget Project will result in the receipt of \$3 million in state funding for the Downtown Infrastructure Enhancement Project.

ATTACHMENT:

Draft Resolution

DRAFT RESOLUTION

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA APPROVING DELEGATION OF
AUTHORITY FOR EXECUTING PRIORITY LEGISLATIVE BUDGET
PROJECT DOCUMENTS**

WHEREAS, the City of Atascadero is eligible to receive Priority Legislative Budget Project Funding for certain transportation projects through the State of California and California Department of Transportation (CalTrans); and

WHEREAS, Resolution 2003-059 authorized the City Manager or his designee to execute all Master Agreements, Program Supplemental Agreements, Cooperative Agreements, Right of Way Certifications, Fund Exchange Agreements, Project Certifications, Fund Transfer Agreements and any amendments thereto with the California Department of Transportation; and

WHEREAS, Master Agreements, Program Supplemental Agreements, Cooperative Agreements, Right of Way Certifications, Fund Exchange Agreements, Project Certifications, Fund Transfer Agreements, other agreements or other documents may need to be executed with the State of California and/or the California Department of Transportation before Priority Legislative Budget Project Funds can be claimed; and

WHEREAS, the exact form or title of any such agreement is unknown at this time; and

WHEREAS, the City of Atascadero wishes to delegate authorization to execute any and all agreements, certifications, documents and any amendments thereto necessary to claim Priority Legislative Budget Project Funds to the City Manager or their designee.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The City Council of the City of Atascadero authorizes the City Manager or their designee to execute any Master Agreements, Program Supplemental Agreements, Cooperative Agreements, Right of Way Certifications, Fund Exchange Agreements, Project Certifications, Fund Transfer Agreements, other agreements, other documents and any amendments thereto with the California Department of Transportation or State of California that are necessary to claim Priority Legislative Budget Project Funds or implement the Priority Legislative Budget Project.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ____th day of _____, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney



Atascadero City Council

Staff Report - City Attorney

Legal Services Budget

RECOMMENDATION:

Council authorize the Director of Administrative Services to appropriate an additional \$100,000 in General Fund Reserves for legal services in FY 21-22 and \$135,000 in FY 22-23.

DISCUSSION:

The City's adopted Fiscal Year 2021-2022 adopted budget for the Legal Department is \$296,670. Burke, Williams & Sorensen provides City Attorney services through a contract with the City for routine business matters such as reviewing and drafting City documents (ordinances, contracts, Staff Reports), and providing legal advice regarding routine matters affecting the City. Burke, Williams & Sorensen provides the majority of the legal services for the City, but also included within the Legal Department budget are charges for other legal services that may be incurred by the City including specialty attorneys, legal representation for cases involving the municipal code and other necessary expenses related to legal services.

While the cost of legal services may vary quite a bit from year to year, the City's legal budget is adopted at an amount that assumes that there are minimal atypical legal services required. In other words, the \$296,670 budget is intended to cover a normal year in which there is minimal specialty services related to legal matters, very little litigation or threatened litigation, and enforcement of the municipal code is at a level that we have seen in previous years.

The cost for legal services during FY 21-22, however, is atypical and is expected to exceed current budgeted amounts due to substantial issues which have arisen during the year including required specialty services related to legal matters, litigation, threatened litigation, and increased municipal code enforcement.

Based upon the foregoing, it is estimated that an additional budget allocation of \$100,000 is needed for FY 21-22. Since many of the circumstances leading to the need for additional funding will cross fiscal years, an additional budget allocation of \$135,000 is requested for FY 22-23.

FISCAL IMPACT:

Implementing staff recommendation would result in the appropriation of \$100,000 of General Fund Reserves in FY 2021-2022 and \$135,000 of General Fund Reserves in FY 2022-2023.

ALTERNATIVES:

Do not increase the budget for City Attorney services. This alternative is not recommended as expenditure of funds on legal services is often intended as a preventative measure to avoid future risks and costs.



Atascadero City Council

Staff Report – Administrative Services Department

Apple Valley Assessment Districts

RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A approving the final Engineer's Report regarding the Street and Storm Drain Maintenance District No. 01 (Apple Valley), and the levy and collection of annual assessments related thereto for fiscal year 2022/2023.
2. Adopt Draft Resolution B ordering the levy and collection of assessments for fiscal year 2022/2023 for Street and Storm Drain Maintenance District No. 01 (Apple Valley).
3. Adopt Draft Resolution C approving the final Engineer's Report regarding the Landscaping and Lighting District No. 01 (Apple Valley), and the levy and collection of annual assessments related thereto in fiscal year 2022/2023.
4. Adopt Draft Resolution D ordering the levy and collection of assessments for fiscal year 2022/2023 for Landscaping and Lighting District No. 01 (Apple Valley).

DISCUSSION:

The City Council formed and began assessing Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) in 2005. This district was formed to provide funding for future routine maintenance of the streets, storm drains and sidewalks in the Apple Valley subdivision.

The City Council also formed and began assessing Landscaping and Lighting Maintenance District No. 01 (Apple Valley) in 2005. This district was formed to provide for funding and maintenance of street trees, open space, park area, medians, walkways, paths and other landscape and lighting improvements within the Apple Valley subdivision.

NBS, an independent financial consultant, was hired to prepare the engineer's report for the two districts. The engineer's reports and the levies must be approved by Council annually. This is done in a two-step process. Last month, three resolutions for each district (a total of 6 resolutions in all) were passed to begin the process of continuing the levies. At that time, the Engineer's Reports were preliminarily approved, proceedings

were initiated for the levy, and the date of tonight’s public hearing was established. The resolutions that are before the Council tonight are for the final approval of the Engineer’s Reports and for the approval of the annual levies.

The proposed assessments for fiscal year 2022/2023 are less than the Maximum Assessment Rate. In accordance with the formula voters of the district adopted in 2005, the Maximum Assessment Rate may be increased for inflation by the greater of the Consumer Price Index (CPI) or 3.0%. The Maximum Assessment Rate was increased 5.2% (CPI) this year for both districts.

The City has historically held an annual informational meeting with District residents, to review and gather input regarding the upcoming year’s assessment. Due to a combination of factors including the social distancing requirements due to the COVID-19, City Council’s stated direction for essentialism in order to better prioritize and streamline staff’s time and efforts, keeping down administration costs in the Districts, and dwindling community attendance at these meetings, the annual meeting was not held. An Assessment Information Notice was mailed to all property owners on April 12, 2022. The notice provided city staff contact information for questions and comments, dates for the related Council meetings, information on how to participate in the meeting, the proposed and current levies for both districts, and pages related to the districts from the City’s June 30, 2021, audited financial statements.

Staff has reviewed the short and long-term costs to maintain the districts and recommends the total cost of both districts of \$1,450 remains flat when compared to the prior year. The Landscaping and Lighting District levy is about 48% of the allowable maximum annual assessment and the Street and Storm Drain District is about 64% of the allowable maximum annual assessment.

District	Amount Per EBU Assessment Fiscal Year 21-22	Amount Per EBU Proposed Assessment Fiscal Year 2022-23
Atascadero Street and Storm Drain Maintenance District No. 01 Apple Valley	\$ 550.00	\$ 550.00
Atascadero Landscaping and Lighting Maintenance District No. 01 Apple Valley	\$ 900.00	\$ 900.00

FISCAL IMPACT:

Annual assessments for 2022/2023 will total \$38,500 for road/drainage system maintenance and \$63,000 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Apple Valley. Contributions of \$11,000 for half the cost of the park will be made from the City’s General Fund, and an equal revenue source will be recognized from contributions made by the developer.

ATTACHMENTS:

1. Draft Resolution A
2. Draft Resolution B
3. Engineer's Annual Levy Report - Street and Storm Drain Maintenance District No. 01 (Apple Valley)
4. Draft Resolution C
5. Draft Resolution D
6. Engineer's Annual Levy Report – Landscaping and Lighting District No. 01 (Apple Valley)

DRAFT RESOLUTION A

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT REGARDING THE STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 01 (APPLE VALLEY), AND THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS RELATED THERETO FOR FISCAL YEAR 2022/2023

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as "City Council"), pursuant to the provisions the Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703 (hereafter referred to as the "Act"), did by previous Resolution order the Engineer, NBS, to prepare and file a report in accordance with the Act in connection with Street and Storm Drain Maintenance District No. 01 (Apple Valley) (hereafter referred to as the "District") and the proposed levy and collection of assessments related thereto for fiscal year 2022/2023, said fiscal year starting July 1, 2022 and ending June 30, 2023; and

WHEREAS, the Engineer has prepared and filed with the City Clerk of the City of Atascadero and the City Clerk has presented to the City Council such report entitled "Engineer's Annual Levy Report for Street and Storm Drain Maintenance District No. 01 (Apple Valley), fiscal year 2022/2023" (hereafter referred to as "Engineer's Report") in accordance with the Act; and

WHEREAS, the City Council has carefully examined and reviewed the Engineer's Report as presented, and is satisfied with the items and documents as set forth therein, and finds that the levy of assessments has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Engineer's Report.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Engineer's Report as presented, consists of the following:

- a) Plans and specifications that describe the District and Improvements.
- b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements and the calculations used to establish each parcel's proportional special benefit assessment.
- c) The Budget that outlines the costs and expenses to service, and maintain the improvements including incidental expenses to operate the District.
- d) An Assessment Diagram that identifies the boundaries of the District.
- e) An Assessment Roll containing each of the Assessor Parcel Numbers that comprise the District and the proportional maximum assessment and the assessment for fiscal year 2022/2023.

SECTION 3. The Engineer’s Report as presented, is hereby approved, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the adoption and approval of the Engineer’s Report.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

DRAFT RESOLUTION B

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, ORDERING THE LEVY AND
COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2022/2023 FOR
STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 01
(APPLE VALLEY)**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as City Council) has by previous Resolutions initiated proceedings to levy special benefit assessments against parcels of land within Street and Storm Drain Maintenance District No. 01 (Apple Valley) (hereafter referred to as the “District”) for the fiscal year commencing July 1, 2022 and ending June 30, 2023; pursuant to the provisions of the Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703 (hereafter referred to as the “Act”) to pay the costs and expenses of operation, maintenance, repair and servicing of local street right-of-way improvements and storm drain facilities related thereto; and

WHEREAS, the Engineer selected by the City Council has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council an Engineer’s Report in connection with the proposed levy of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution adopt and approve said Engineer’s Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operation, maintenance, repair and servicing of local street right-of-way improvements and storm drain facilities related thereto; and

WHEREAS, the City Council conducted in May 2005 a property owner protest ballot proceeding for the District assessments proposed to be levied and majority protest of the assessments described in the Engineer’s Report did not exist pursuant to the provisions of the California State Constitution Article XIID.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Following notice duly given, the City Council has held a full and fair Public Hearing regarding its Resolution approving the Engineer’s Report prepared in connection therewith; the levy and collection of assessments, and considered the oral and written statements, protests and communications made or filed by interested persons.

SECTION 2. Based upon its review of the Engineer’s Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:

- a) The land within District will receive special benefit by the operation, maintenance and servicing of improvements to be provided by the District.
- b) The District includes the lands receiving such special benefit.

c) The net amount to be assessed upon the lands within the District is in accordance and apportioned by a formula and method which fairly distributes the net amount among the eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 3. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as the maintenance, operation, administration and servicing of the improvements that may include, but is not limited to local street right-of-way improvements and storm drain facilities within the District and the appurtenant facilities related thereto.

SECTION 4. The maintenance, operation and servicing of improvements shall be performed pursuant to the Act and the County Auditor of San Luis Obispo County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City.

SECTION 5. The City shall deposit the money representing assessments collected by the County for the District to the credit of a fund for the Street and Storm Drain Maintenance District No. 01 (Apple Valley), and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in the Engineers Report and generally described in Section 3 of this Resolution.

SECTION 6. The adoption of this Resolution constitutes the establishment of the maximum assessment rate described in the Engineer's Report and the levy of assessments for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 7. The City Clerk or her designee is hereby authorized and directed to file the levy with the County Auditor, per Section 54718 of the Act, upon adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

ITEM NUMBER: B-1
DATE: 06/14/22
ATTACHMENT: 2

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

CITY OF ATASCADERO

Fiscal Year 2022/23 Engineer's Report

Street and Storm Drain Maintenance District No. 01 (Apple Valley)

May 2022

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

CITY OF ATASCADERO
Street and Storm Drain Maintenance District No. 01
(Apple Valley)

6500 Palma Avenue
Atascadero, CA 93422
Phone – (805) 461-5000
Fax – (805) 461-7612

CITY COUNCIL

Heather Moreno, Mayor

Heather Newsom, Mayor Pro Tem

Charles Bourbeau, Council Member

Mark Dariz, Council Member

Susan Funk, Council Member

AGENCY STAFF

Rachelle Rickard, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

NBS

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

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1. ENGINEER’S LETTER

WHEREAS, on March 24, 2005 by Resolution No. 2005-042, the City Council of the City of Atascadero (the “City”), State of California, in accordance with and pursuant to the provisions of the Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703 (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII D (hereafter referred to as the “California Constitution”), established the City of Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) (the “District”); and

WHEREAS, on May 10, 2022, the City Council, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer’s Report for the District; and

WHEREAS, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

NOW THEREFORE, the assessments as detailed in this Engineer’s Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2022/23:

FY 2022/23 Summary of Assessment

Description	Amount
Estimated Annual Costs	\$22,090
Capital Reserve Collection/(Uses)	24,090
Levy Adjustments	(7,680)
Balance to Levy	\$38,500
Fiscal Year 2022/23 Maximum Rate	\$854.40
Fiscal Year 2022/23 Proposed Applied Rate	\$550.00

I, the undersigned, respectfully submit the enclosed Engineer’s Report and, to the best of my knowledge, information, and belief, the Engineer’s Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1982 Act.

 City Engineer



2. EXECUTIVE SUMMARY

Pursuant to the provisions of the *Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703* (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIIIID* (hereafter referred to as the “California Constitution”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), proposed to form and levy special benefit assessments for the district designated as:

Street and Storm Drain Maintenance District No. 01 (Apple Valley)

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Apple Valley, Tract 2495 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2022/23.

The City Council formed the District and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the street and storm drain improvements and facilities associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1982 Act and the substantive and procedural provisions of the California Constitution.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements and facilities. The annual assessments described herein will provide a funding source for the continued operation and maintenance of streets, storm drain system, and appurtenant facilities installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the streets and storm drain system that provides special benefits to properties within the District. The structure of the District (organization), the improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2495; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of this District’s formation, the City conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the *California Constitution, Article XIIIID Section 4*. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to

consider public testimonies, comments, and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. The tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein; therefore, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, a Report shall be prepared and presented to the City Council describing any changes to the improvements, proposed services, the annual budget or assessments for that fiscal year and the City Council may hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

3. PLANS AND SPECIFICATIONS

3.1 Benefiting Properties within the District

The territory within the District consists of the lots, parcels, and subdivisions of land within the proposed residential subdivision known as the Apple Valley, Tract 2495, which encompasses an area of land totaling approximately twenty-eight acres (27.71 acres).

This residential subdivision includes seventy (70) single-family residential homes. The subdivision is situated in the northern portion of the City just southwest of Highway 101 and is generally located:

- South of Del Rio Road;
- North of Conejo Road;
- West of Ramona Road; and,
- East of Graves Creek.

3.2 Funding Authorized by the 1982 Act

As generally defined by the 1982 Act and applicable to this District, the City may impose a benefit assessment to finance the maintenance and operation costs of the following services:

- Drainage and Flood Control;
- Streets and Roads.

In addition to imposing a benefit assessment for the annual maintenance and operation of the District improvements, the City may also authorize an assessment or utilize existing assessment revenues to finance the installation, construction, or replacement of drainage and flood control facilities as well as the street and road improvements (with some limitations). While such activities are permitted under the 1982 Act, the budget and assessments for this District only provide for normal maintenance and operation of the improvements. Since most major rehabilitation/construction projects result from unforeseen damages, the extent and cost of such projects are not easily predicted and to accumulate funds as part of the normal annual assessments would not be reasonable. If such funding becomes necessary, the City may present a new or increased assessment to the property owners to support the projects.

3.3 Description of Improvements and Services

The purpose of this District is to fund the activities necessary to maintain and service the local streets and the drainage and flood control systems constructed and installed in connection with development of properties within the residential subdivision known as Apple Valley, Tract 2495 pursuant to approved development plans and agreements. The improvements may consist of all or a portion of the public streets, drainage and flood control facilities associated with Tract 2495 and the maintenance of these improvements may include but are not limited to the materials, equipment, labor, and incidental expenses deemed necessary to keep these improvements in satisfactory condition.

The maintenance of the improvements and related activities shall be funded entirely or partially through the District assessments. The District improvements and services are generally described as:

- Street maintenance that may include but is not limited to the repair and servicing of street surfaces, curbs, gutters, bridges, driveway approaches, sidewalks, barricades, delineation, signage, or other facilities within the public street rights-of-way installed in connection with the development of properties in Tract 2495 and that have been dedicated to the City;
- Storm drain and flood control maintenance that may include but is not limited to inspection, repair and servicing of drainage basins, inlets, catch basins, manholes, outlets, drywells, pumps, filters, and storm drain pipes installed in connection with the development of properties of Tract 2495 as well as any off-site improvements and facilities directly associated with the aforementioned infrastructure that is deemed necessary to service or protect the properties including waste water treatment;
- The appurtenant, equipment, materials, and service contracts related to the aforementioned improvements and facilities;
- Specifically excluded are those improvements or facilities: located on private property or common areas; that may be provided or maintained by an agency other than the City; that may be provided by another assessment or tax levied by the City; or that may be provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

3.3.1 STREET MAINTENANCE

The street maintenance program may include but is not limited to: the repair of potholes, cracks, or other failures in the asphalt surface; repair or replacement of curbs, gutters, driveway approaches, and sidewalks as required as part of maintaining the streets; repair or installation of street signs, barricades, fencing, or other delineation; mechanized sweeping and cleaning of the streets and gutters; slurry sealing, overlays, and re-striping of the street surfaces. The specific activities and timing of various street and road maintenance services shall be determined by the City's Public Works Department as necessary to extend the life of the streets or to improve traffic circulation and safety as available funding permits. Specifically, the street improvements for this District are identified as:

- Approximately 106,460 square feet of asphalt street surface located on the perimeter of the development (south half of Del Rio Road); and the various interior streets identified as Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, and San Ramon Road.

- Approximately 5,320 linear feet of curb and gutter along Del Rio Road, Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, San Ramon Road, and Conejo Road;
- Approximately 3,545 square feet of decorative street pavers and 1,254 linear feet of curb and gutter in and around the two median islands on San Ramon Road (entryways to the development at Del Rio Road and Conejo Road);
- Approximately 70 driveway approaches, 25,394 square feet of sidewalks and various street signs within the District;
- Specifically, not included as part of the street maintenance program are the costs associated with major replacements or reconstruction. Although the District assessments will provide funding for regular maintenance and servicing of the improvements that will extend the useful life of the street improvements, the assessments are not intended to fund major replacements or reconstruction of the street surfaces or adjacent improvements such as curbs, gutters, or driveway approaches. The costs of extensive replacement or reconstruction activities such as grinding and resurfacing of the asphalt; and replacement of curbs, gutters, driveway approaches, and sidewalks is significantly more than the amount that can reasonably be collected annually under the provisions of the 1982 Act. When such repairs or activities are deemed necessary, the City will consider various financing options including new or increased assessments for property owner approval.

The Public Works Department shall authorize the operational activities and maintenance of the public street and right-of-way improvements, facilities, and services that may include, but are not limited to:

- Regular street sweeping services necessary to control dirt and debris on street surfaces and gutters;
- Annual inspection of street surface and repair of potholes and surface cracks as needed;
- Periodic slurry or overly of street surfaces and driveway approaches (typically one or the other once every five years);
- Periodic re-striping of traffic lanes, bike lanes, street parking areas, crosswalks, and intersections (typically in conjunction with slurry or overly activities);
- Graffiti abatement of public improvements within the street rights-of-way that are maintained by the District including but not limited to sandblasting, repainting and repair of fences, walls, barricades, sidewalks, and signage as needed;
- Annual inspection and periodic repair or replacement of decorative street- pavers as needed;
- Annual inspection and minor repairs of curbs, gutters, driveway approaches, and sidewalks including partial segment replacements as needed to ensure pedestrian and vehicle safety or the integrity of the street;
- Annual inspection and periodic repair or rehabilitation of street signs and traffic control devices;
- Annual inspection and repair of barricades, street-fencing, delineation or retaining walls within the street rights-of-way as needed.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis, such as slurry sealing or overlaying the asphalt streets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent when sufficient funds have been accumulated to perform the services deemed necessary by the City (approximately every five years). This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

3.3.2 STORM DRAIN AND FLOOD CONTROL MAINTENANCE

The storm drain and flood control system associated with the District may include but is not limited to: drainage basins and bio-filters; channel ways; storm drain inlets, catch basins, manholes, outlets; drywells, pumps, filters and pipes. The storm drain system to be maintained primarily involves on-site facilities (within the District boundaries) but may also include off-site improvements such as water treatment equipment, facilities or services mandated or required by Federal, State, or County regulations for water pollution control. The annual assessments for this District are intended to support a storm drain and flood control maintenance program that will adequately regulate and control storm water runoff resulting from the development of properties within the District. This maintenance program may include but is not limited to: inspection and documentation of the system; cleaning, servicing, or repair of the facilities and equipment; and the partial replacement or rehabilitation of equipment and facilities. The storm drain and flood control system includes but is not limited to:

- Approximately 30,050 square feet of drainage basin area;
- Twenty-eight (28) inlets, outlets, and manholes located throughout Tract 2495;
- Approximately 2,100 linear feet of storm drain pipe ranging from 18 inches to 42 inches in diameter.

The Public Works Department shall authorize and schedule the operational activities and maintenance of the storm drain and storm water pollution treatment infrastructure, facilities, and services that may include, but are not limited to:

- Cleaning of storm drain inlets, catch basins, manholes, and pipes as needed;
 - Stencil maintenance and documentation of facilities as required by Federal, State, or County regulations;
 - Cleaning and landscape maintenance of the drainage basins, bio-filter areas or channel ways as needed;
 - Debris removal and pest control in and around the storm drain facilities as needed;
 - Minor repairs and maintenance of the storm drain inlets, catch basins, and outlets as needed;
 - Street sweeping services necessary to control debris and water flow for the storm drain system;
- and,

- The operational costs related to NPDES compliance requirements.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis such as minor repairs to the storm drain inlets, catch basins, and outlets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent as needed to perform the services deemed necessary by the City. This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

4. ESTIMATE OF COSTS

Budget	2022/2023 Assessment
DIRECT COSTS	
Streets, Roads & Storm Drain Improvements	
Street Maintenance	\$8,350
Inspection & Operational Services - Roads, Drainage	8,010
Slurry Seal	
Total Annual Direct Costs	\$16,360
ADMINISTRATION EXPENSES	
City Annual Administration	\$1,860
Engineer's Report & Services	3,670
Public Noticing	200
Total Annual Administration Costs	\$5,730
TOTAL DIRECT & ADMINISTRATION COSTS	\$22,090
CAPITAL RESERVE COLLECTIONS/(USES)	
Collection for Street Surface Activities	\$21,800
Collection Street Re-striping	80
Collection for Repair Activities: Curbs, Gutters, Approaches & Sidewalks	850
Collection for Debris Removal	380
Collection for Storm Drain Fencing	380
Collection for Storm Drain Infrastructure	600
Total Annual Capital Reserve Collections/(Uses)	\$24,090
LEVY ADJUSTMENTS	
Interest Income - Improvement Fund	(\$10,200)
Interest Income - Operating Reserve Fund	(280)
Reserve Fund Collection/(Use)	2,800
Total Levy Adjustments	(\$7,680)
BALANCE TO LEVY	\$38,500
DISTRICT STATISTICS	
Total Parcels	74
Parcels Levied	70
Total EBU ⁽¹⁾	70
Levy per EBU	\$550.00
Maximum Levy per EBU	\$854.40
FUND BALANCE INFORMATION	
Beginning Operating Reserve Balance	\$13,930
Operational Reserve Interest	280
Surplus Transfer from Improvement Fund	7,829
Operational Reserve Collection (Use)	(\$7,680)
Estimated Ending Operating Reserve Balance	\$14,359
Beginning Improvement Fund Balance	\$496,630
Improvement Fund Interest	10,200
Surplus Transfer to Operations Fund	(\$7,829)
Improvement Fund Collection/(Use)	24,090
Estimated Ending Improvement Fund Balance	\$523,091

⁽¹⁾ Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel

5. METHOD OF ASSESSMENT

5.1 General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing for the maintenance, operation, and servicing of drainage and flood control improvements as well as streets, roads, and appurtenant facilities. The 1982 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service”.

Furthermore:

“The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service, except that the legislative body may, by resolution, determine that the estimated cost of work authorized ... is greater than can be conveniently raised from a single annual assessment and order that the estimated cost shall be raised by an assessment levied and collected in installments.... The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices in compliance with the provisions of the 1982 Act and the California Constitution. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

5.2 Benefit Analysis

Each of the proposed improvements and services, and the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1982 Act and the California Constitution. The street and storm drain improvements associated with this District were necessary and essential requirements for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City’s General Plan. As such the ongoing operation, servicing, and maintenance of those improvements would otherwise be the direct financial obligation of each individual property owner. Since each parcel to be assessed within the District could not have been developed in the absence of these improvements and facilities, each parcel has a direct investment in the proper maintenance of the improvements that is over and above any general benefits that may be conferred by such improvements and services.

The ongoing maintenance and servicing of the District improvements is an integral part of the appearance, use and preservation of the properties within the District and such services to be funded by annual assessments confer a particular and distinct special benefit to those parcels. The proper maintenance of streets and appurtenant facilities allows individual parcels to be used to their fullest extent by ensuring the safe and

efficient movement of people and goods to and from the benefiting properties. Likewise, the maintenance and servicing of the storm drain system ensures proper water flow and control of excess water during periods of rain, which is essential to preservation and protection of private property. Together the maintenance and servicing of the streets and storm drain system contributes to a specific enhancement of each of the parcels within the District and the absence of adequate maintenance and servicing of the District improvements could eventually have a negative impact on properties within the District.

Although the improvements may include public streets and storm drain facilities that connect to similar facilities outside the District boundaries, it is clear that the construction and installation of these improvements were only necessary for the development of properties within the District. As such, these improvements were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the ongoing maintenance, servicing and operation of the District improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. Any improvement or portion thereof (particularly off-site storm drain facilities) that may be considered general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within this District. However, the costs associated with installation or improvement of any off-site facilities that benefit the parcels within this District as well as other properties (shared benefit) may be allocated to the parcels within the District based on their proportional special benefit from such improvements.

5.3 Assessment Methodology

The costs associated with the improvements and services shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the California Constitution Article XIII D Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

The method of apportionment established for this District and described herein, reflects the proportional special benefit each property receives from the improvements and services based on the actual or proposed land use of that parcel as compared to other properties within the District based on similarities and differences in parcel land use.

5.3.1 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1982 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and

applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile-home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases; the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential property is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for the remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes, and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).

(4) Planned-Residential Development — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).

(5) Vacant Residential — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.0 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.0 EBU (parcels in excess of 25 acres are assigned 25.0 EBU). Parcels less than one acre, shall be assigned a minimum of 1.0 EBU (similar to a vacant lot within a residential tract).

(6) Exempt Parcels — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks, or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District.;
- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels, or bifurcated lots or properties with very restrictive development use.

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

(7) Special Cases — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel’s total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel’s EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU’s) is the sum of the individual EBU’s applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU’s of the parcels benefiting from the improvements. This Rate is then applied back to each parcel’s individual EBU to determine the parcel’s proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIIC and XIID), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).



The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to the future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-San Jose Area from February to February. The Maximum Assessment rate was increased by 5.1934% for Fiscal Year 2022/23.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

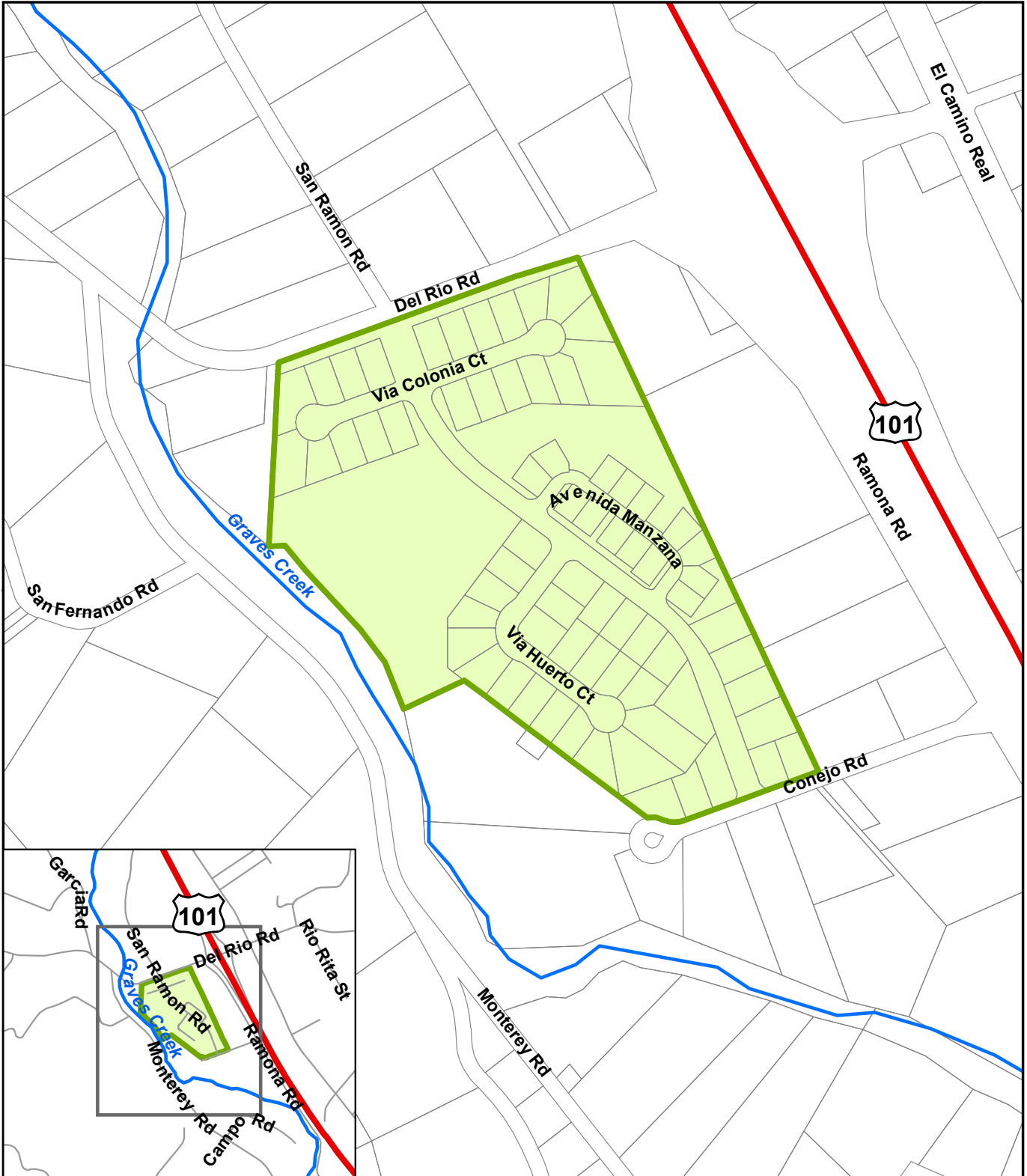
Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classification is permitted. Changes in land use or size of an individual property resulting in an assessment increase, are not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

6. ASSESSMENT DIAGRAM

The parcels within the Street and Storm Drain Maintenance District No. 01 (Apple Valley) consist of the lots, parcels, and subdivisions of land located in the residential development known as Apple Valley, Tract 2495. The District covers approximately twenty-eight acres (27.71 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



CITY OF ATASCADERO

APPLE VALLEY

Street and Storm Drain Maintenance District No. 1
Landscaping and Lighting District No. 1



Print Date: 5/13/2015
Printed by: City of Atascadero
GIS Division

7. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the proposed lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, rights-of-way, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

City of Atascadero
Street & Storm Drain Maintenance No. 1
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
049-192-001	6000 VIA COLONIA CT	SFR	\$550.00
049-192-002	6010 VIA COLONIA CT	SFR	550.00
049-192-003	6020 VIA COLONIA CT	SFR	550.00
049-192-004	6030 VIA COLONIA CT	SFR	550.00
049-192-005	6040 VIA COLONIA CT	SFR	550.00
049-192-006	6050 VIA COLONIA CT	SFR	550.00
049-192-007	6060 VIA COLONIA RD	SFR	550.00
049-192-008	6055 VIA COLONIA CT	SFR	550.00
049-192-009	6045 VIA COLONIA CT	SFR	550.00
049-192-010	6035 VIA COLONIA CT	SFR	550.00
049-192-011	6025 VIA COLONIA RD	SFR	550.00
049-192-012	6015 VIA COLONIA CT	SFR	550.00
049-192-013	6005 VIA COLONIA RD	SFR	550.00
049-192-014	5045 VIA COLONIA CT	SFR	550.00
049-192-015	5035 VIA COLONIA CT	SFR	550.00
049-192-016	5025 VIA COLONIA CT	SFR	550.00
049-192-017	5015 VIA COLONIA CT	SFR	550.00
049-192-018	5005 VIA COLONIA CT	SFR	550.00
049-192-019	5010 VIA COLONIA CT	SFR	550.00
049-192-020	5020 VIA COLONIA CT	SFR	550.00
049-192-021	5030 VIA COLONIA CT	SFR	550.00
049-192-022	5040 VIA COLONIA CT	SFR	550.00
049-193-001	6100 VIA HUERTO CT	SFR	550.00
049-193-002	6120 VIA HUERTO RD	SFR	550.00
049-193-003	6130 VIA HUERTO RD	SFR	550.00
049-193-004	6140 VIA HUERTO RD	SFR	550.00
049-193-005	6150 VIA HUERTO RD	SFR	550.00
049-193-006	6160 VIA HUERTO RD	SFR	550.00
049-193-007	6170 VIA HUERTO RD	SFR	550.00
049-193-008	6180 VIA HUERTO CT	SFR	550.00
049-193-010	6200 VIA HUERTO RD	SFR	550.00
049-193-011	6210 VIA HUERTO RD	SFR	550.00
049-193-012	6220 VIA HUERTO CT	SFR	550.00
049-193-013	6225 VIA HUERTO CT	SFR	550.00
049-193-014	6215 VIA HUERTO CT	SFR	550.00
049-193-015	6205 VIA HUERTO RD	SFR	550.00
049-193-016	6195 VIA HUERTO CT	SFR	550.00
049-193-017	6185 VIA HUERTO RD	SFR	550.00
049-193-018	6125 VIA HUERTO CT	SFR	550.00
049-193-019	6115 VIA HUERTO CT	SFR	550.00
049-193-020	6105 VIA HUERTO CT	SFR	550.00
049-193-021	2180 SAN RAMON RD	SFR	550.00

Slight variances may occur due to rounding

City of Atascadero
Street & Storm Drain Maintenance No. 1
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
049-193-022	2190 SAN RAMON RD	SFR	550.00
049-193-023	2200 SAN RAMON RD	SFR	550.00
049-193-024	2210 SAN RAMON RD	SFR	550.00
049-193-025	2220 SAN RAMON RD	SFR	550.00
049-193-026	6190 CONEJO RD	SFR	550.00
049-193-027	6180 CONEJO RD	SFR	550.00
049-193-028	6160 CONEJO RD	SFR	550.00
049-193-029	6140 CONEJO RD	SFR	550.00
049-193-030	6100 CONEJO RD	SFR	550.00
049-193-031	2235 SAN RAMON RD	SFR	550.00
049-193-032	2225 SAN RAMON RD	SFR	550.00
049-193-033	2215 SAN RAMON RD	SFR	550.00
049-193-034	2205 SAN RAMON RD	SFR	550.00
049-193-035	2195 AVENIDA MANZANA RD	SFR	550.00
049-193-036	2185 AVENIDA MANZANA RD	SFR	550.00
049-193-037	2175 AVENIDA MANZANA RD	SFR	550.00
049-193-038	2165 AVENIDA MANZANA RD	SFR	550.00
049-193-039	2135 AVENIDA MANZANA RD	SFR	550.00
049-193-040	2125 AVENIDA MANZANA RD	SFR	550.00
049-193-041	2115 AVENIDA MANZANA RD	SFR	550.00
049-193-042	2065 AVENIDA MANZANA RD	SFR	550.00
049-193-043	2055 AVENIDA MANZANA RD	SFR	550.00
049-193-044	2100 AVENIDA MANZANA RD	SFR	550.00
049-193-045	2110 AVENIDA MANZANA RD	SFR	550.00
049-193-046	2140 AVENIDA MANZANA RD	SFR	550.00
049-193-047	2150 AVENIDA MANZANA RD	SFR	550.00
049-193-048	2160 AVENIDA MANZANA RD	SFR	550.00
049-193-051	6190 VIA HUERTO CT	SFR	550.00
70 Accounts			\$38,500.00
70 Total Accounts			\$38,500.00

Slight variances may occur due to rounding

DRAFT RESOLUTION C

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, APPROVING THE FINAL ENGINEER'S
REPORT REGARDING THE LANDSCAPING AND LIGHTING
DISTRICT NO. 01 (APPLE VALLEY), AND THE LEVY AND
COLLECTION OF ANNUAL ASSESSMENTS RELATED THERETO IN
FISCAL YEAR 2022/2023**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as the "City Council"), pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code, did by previous Resolution order the Engineer, NBS, to prepare and file a report in accordance with Article 4 of Chapter 1 of Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500, in connection with the proposed levy for Landscaping and Lighting District No. 01 (Apple Valley) (hereafter referred to as the "District") and the collection of assessments related thereto for the fiscal year starting July 1, 2022 and ending June 30, 2023; and

WHEREAS, the Engineer has prepared and filed with the City Clerk of the City of Atascadero and the City Clerk has presented to the City Council such report entitled "Engineer's Annual Levy Report for the Landscaping and Lighting District No. 01 (Apple Valley), fiscal year 2022/2023" (hereafter referred to as the "Engineer's Report") in accordance with the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "Act"); and

WHEREAS, the City Council has carefully examined and reviewed the Engineer's Report as presented, and is satisfied with the items and documents as set forth therein, and finds that the levy of assessments has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Engineer's Report.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Engineer's Report as presented, consists of the following:

- a) Plans and specifications that describe the District and Improvements.
- b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements and the calculations used to establish each parcel's proportional special benefit assessment as well as a description of the assessment range formula that establishes the maximum assessment rate in subsequent fiscal years.
- c) The Budget that outlines the costs and expenses to service, and maintain the improvements including incidental expenses authorized by the Act to operate the District.
- d) An Assessment Diagram that identifies the boundaries of the District.

e) An Assessment Roll containing each of the Assessor's Parcel Numbers that comprise the District and the proportional maximum assessment and annual assessment for fiscal year 2022/2023.

SECTION 3. The Engineer's Report as presented, is hereby approved, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the adoption and approval of the Engineer's Report.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

DRAFT RESOLUTION D

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2022/2023 FOR LANDSCAPING AND LIGHTING DISTRICT NO. 01 (APPLE VALLEY)

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as City Council) has by previous Resolutions initiated proceedings and declared its intention to levy special benefit assessments against parcels of land within the Landscaping and Lighting District No. 01 (Apple Valley) (hereafter referred to as the "District") for fiscal year 2022/2023, said fiscal year commencing July 1, 2022 and ending June 30, 2023; pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500 (hereinafter referred to as the "Act") to pay the costs and expenses of operation, maintenance, repair and servicing of local landscaping, street lighting and appurtenant facilities related thereto; and

WHEREAS, the Engineer selected by the City Council has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council an Engineer's Report in connection with the proposed levy of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution adopt and approve said Engineer's Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operation, maintenance, repair and servicing of local landscaping, street lighting, and appurtenant facilities related thereto; and

WHEREAS, the City and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIID of the California State Constitution.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Following notice duly given, the City Council has held a full and fair Public Hearing regarding its Resolution approving the Engineer's Report prepared in connection with the levy and collection of assessments, and considered the oral and written statements, protests and communications made or filed by interested persons.

SECTION 2. Based upon its review of the Engineer's Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:

- a) The land within District will receive special benefit by the operation, maintenance and servicing of improvements to be provided by the District.
- b) The net amount to be assessed upon the lands within the District is in accordance and apportioned by a formula and method which fairly distributes the net amount among the eligible

parcels in proportion to the special benefit to be received by each parcel from the improvements and services for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 3. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as the maintenance, operation, administration and servicing of the improvements that may include, but is not limited to local street lights, landscaping, parks and open space areas within the District and appurtenant facilities related thereto.

SECTION 4. The maintenance, operation and servicing of improvements shall be performed pursuant to the Act and the County Auditor of San Luis Obispo County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City.

SECTION 5. The City shall deposit the money representing assessments collected by the County for the District to the credit of a fund for the Landscaping and Lighting District No. 01 (Apple Valley), and such money shall be expended for the maintenance, operation and servicing of the improvements as described in the Engineers Report and generally described in Section 3 of this Resolution.

SECTION 6. The adoption of this Resolution constitutes the levy of assessments for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 7. The City Clerk or their designee is hereby authorized and directed to file the levy with the County Auditor, per Sections 22645-22647 of the Act, upon adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

CITY OF ATASCADERO

Fiscal Year 2022/23 Engineer's Report For:

Landscaping and Lighting District

District No. 01 (Apple Valley)

May 2022

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

CITY OF ATASCADERO
Landscaping & Lighting District No. 01
(Apple Valley)

6500 Palma Avenue
Atascadero, CA 93422
Phone – (805) 461-5000
Fax – (805) 461-7612

CITY COUNCIL

Heather Moreno, Mayor

Heather Newsom, Mayor Pro Tem

Charles Bourbeau, Council Member

Mark Dariz, Council Member

Susan Funk, Council Member

AGENCY STAFF

Rachelle Rickard, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

NBS

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

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1. ENGINEER’S LETTER

WHEREAS, on March 24, 2005 by Resolution No. 2005-045, the City Council of the City of Atascadero (the “City”), State of California, in accordance with and pursuant to the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500 (the “1972 Act”) established the City of Atascadero Landscaping and Lighting District No. 01 (Apple Valley) (the “District”); and

WHEREAS, on May 10, 2022, the City Council, under the 1972 Act, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer’s Report for the District; and

WHEREAS, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

NOW THEREFORE, the assessments as detailed in this Engineer’s Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2022/23:

FY 2022/23 Budget Summary

Description	Total Costs	Costs Not Assessed	Proposed Assessment	Total Benefit Units	Maximum Rate	Proposed Rate Per BU
Annual Maintenance	\$71,700	(\$10,160)	\$61,540			
Special Annual Projects	11,000	0	11,000			
Administration	7,260	0	7,260			
Capital Reserve Collections/(Uses)	(2,509)	(650)	(3,159)			
Levy Adjustments	(24,451)	(10,810)	(13,641)			
Total	\$63,000	\$0	\$63,000	70	\$1,867.13	\$900.00

I, the undersigned, respectfully submit the enclosed Engineer’s Report and, to the best of my knowledge, information, and belief, the Engineer’s Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1972 Act.

 City Engineer



2. EXECUTIVE SUMMARY

Pursuant to the provisions of the Landscaping and *Lighting Act of 1972*, being *Part 2 of Division 15* of the *California Streets and Highways Code*, commencing with *Section 22500* (hereafter referred to as the “1972 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as “Article XIID”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), executed the proceedings required for the establishment of the special benefit assessment district designated as:

Landscaping and Lighting District No. 01 (Apple Valley)

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Apple Valley, Tract 2495 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2022/23, as required pursuant to Chapter 1, Article 4 of the 1972 Act.

The City Council formed the District, and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the landscaping and lighting improvements associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provisions of Article XIID.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements. The annual assessments will provide a funding source for the continued operation and maintenance of public landscaping and lighting improvements installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the planned development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the improvements. The boundaries of the District, the proposed improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2495; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of the District formation, the City of Atascadero conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID Section 4. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing on May 24, 2005 to consider public testimonies, comments and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing,

property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. Tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, an Engineer's Report shall be prepared and presented to the City Council describing the District any changes to the District or improvements and the proposed budget and assessments for that fiscal year and the City Council shall hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

3. PLANS AND SPECIFICATIONS

3.1 Description of the District

The territory within the District consists of the lots, parcels and subdivisions of land within the proposed residential subdivision known as the Apple Valley, Tract 2495, which encompasses an area of land totaling approximately twenty-eight acres (27.71 acres).

This residential subdivision includes seventy (70) single-family residential homes. The subdivision is situated in the northern portion of the City of Atascadero just southwest of Highway 101 and is generally located:

- South of Del Rio Road;
- North of Conejo Road;
- West of Ramona Road; and,
- East of Graves Creek

3.2 Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and associated assessments may include one or more of the following:

- 1) The installation or planting of landscaping;
- 2) The installation or construction of statuary, fountains, and other ornamental structures and facilities;
- 3) The installation or construction of public lighting facilities including, but not limited to street lights and traffic signals;
- 4) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof;
- 5) The installation of park or recreational improvements, including, but not limited to, all of the following:
 - a) Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - b) Lights, playground equipment, play courts, and public restrooms.
- 6) The acquisition of land for park, recreational, or open-space purposes or any existing improvement otherwise authorized pursuant to this section.
- 7) The maintenance or servicing, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement including but not limited to:
 - a) Repair, removal, or replacement of all or any part of any improvements;
 - b) Grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;
 - c) Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;

- d) The removal of trimmings, rubbish, debris, and other solid waste;
 - e) The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti;
 - f) Electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements;
 - g) Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- 8) Incidental expenses associated with the improvements including, but not limited to:
- a) The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - b) The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - c) Compensation payable to the County for collection of assessments;
 - d) Compensation of any engineer or attorney employed to render services;
 - e) Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - f) Costs associated with any elections held for the approval of a new or increased assessment.

3.3 Description of Improvements and Services

The purpose of this District is to ensure the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. The improvements may consist of all or a portion of the public landscaped areas, street lighting and appurtenant facilities within and adjacent to the District (Tract 2495). These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The improvements to be maintained and funded entirely or partially through the District assessments are generally described as:

- Streetscape landscaping including street trees located on the perimeter of the development and interior streets of Tract 2495 that are within the public rights-of-way or easements and dedicated to the City for maintenance;
- Open space areas and fuel modification areas within or adjacent to the District boundaries;
- Park areas, recreational equipment, trails and landscaped drainage facilities developed and constructed as part of developing properties within Tract 2495;
- Public lighting facilities including street lighting, safety lighting and ornamental lighting installed as part of the residential development or landscaped improvement areas;
- Appurtenant facilities, equipment, materials and utilities related to the aforementioned improvements;
- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City; improvements and facilities that may be provide by another assessment or tax

levied by the City or any improvement provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

3.3.1 LANDSCAPE IMPROVEMENTS

The landscape improvements for the District may include, but are not limited to turf, ground cover, shrubs and plants, trees, irrigation and drainage systems, ornamental lighting, masonry walls or other fencing, hardscape improvements, monuments, and associated appurtenant facilities located within the landscape easements or public rights-of-way. Specifically the landscape improvement areas for this District are identified as:

- Approximately 30,580 square feet of streetscape (parkway) landscaping within the public rights-of-way located on the perimeter of the development (south side of Del Rio Road); and along various locations of the interior streets including Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, and San Ramon Road.
- Approximately 108 street trees located along Del Rio Road, Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, San Ramon Road and Conejo Road;
- Approximately 12,541 square feet of landscaping and trees within the median islands on San Ramon Road located at the two entryways to the development (Del Rio Road and Conejo Road);
- Approximately 106,460 square feet of non-irrigated open space area within the District;
- Approximately 109,837 square feet of irrigated park and open space areas within the boundaries of the District including 56,647 square feet of turf; 40,335 square feet of irrigated open space; and 12,855 square feet of landscaped slopes within two drainage basins (6,690 and 6,165 square feet respectively); along with various trees and picnic areas;
- Approximately 10,320 square feet of paths and trails, 25,394 square feet sidewalks and 5,145 linear feet of fencing within and adjacent to the various landscape improvement areas.

3.3.2 PUBLIC LIGHTING IMPROVEMENTS

The lighting improvements may include but are not limited to the cost of providing electrical energy and servicing of lighting fixtures, poles, meters, conduits, electrical cable and associated appurtenant facilities associated with:

- Lighting facilities located within the landscaped areas including safety lights, security lights or ornamental lights installed as part of the District improvements.

4. ESTIMATE OF COSTS

BUDGET	Total Budget	Costs Not Assessed	2022/23 Assessment
DIRECT COSTS			
Annual Costs			
Landscape Services	\$47,500	(\$6,550)	\$40,950
Landscape Supplies	2,500	0	2,500
Landscape Utilities	14,440	(3,610)	10,830
City Landscape Services	7,260	0	7,260
Tree Trimming and Replacement	0	0	0
Total Annual Direct Costs	71,700	(\$10,160)	61,540
CAPITAL EXPENDITURES			
Special Projects	\$11,000	\$0	\$11,000
Total Annual Special Projects	\$11,000	\$0	\$11,000
ADMINISTRATION EXPENSES			
Annual Administration Expenses			
City Annual Administration	\$2,160	\$0	\$2,160
Engineer's Report & Services	4,500	0	4,500
Public Noticing	600	0	600
Total Administration	\$7,260	\$0	\$7,260
TOTAL DIRECT & ADMINISTRATION COSTS	\$89,960	(\$10,160)	\$79,800
CAPITAL RESERVE COLLECTIONS/(USES)			
Landscape Rehabilitation/Replacement	\$1,300	(\$650)	\$650
Median Rehabilitation/Replacement	238	0	238
Open Space Rehabilitation/Replacement	1,120	0	1,120
Tree Rehabilitation/Replacement	(5,967)	0	(5,967)
Other Rehabilitation/Replacement	800	0	800
Total Annual Capital Reserve Collections/(Uses)	(2,509)	(\$650)	(3,159)
LEVY ADJUSTMENTS			
Interest Income - Improvement Fund	(\$2,234)	\$0	(\$2,234)
Interest Income - Operating Reserve Fund	(1,336)	0	(1,336)
Contributions from other Sources	(10,810)	(10,810)	0
Reserve Collection/(Use)	(10,071)	0	(\$10,071)
Total Levy Adjustments	(\$24,451)	(\$10,810)	(\$13,641)
BALANCE TO LEVY	\$63,000	\$0	\$63,000
DISTRICT STATISTICS			
Total Parcels			74
Parcels Levied			70
Total EBU ⁽¹⁾			70
Levy per EBU			\$900.00
Maximum Levy per EBU			\$1,867.13
FUND BALANCE INFORMATION			
Beginning Operating Reserve Balance			\$45,088
Operational Reserve Interest			1,336
Surplus Transfer from Improvement Fund			21,988
Operational Reserve Collection (Use)			(13,641)
Estimated Ending Operating Reserve Balance			\$54,771
Beginning Improvement Fund Balance			\$114,192
Improvement Fund Interest			2,234
Surplus Transfer to Operations Fund			(21,988)
Improvement Fund Collection/(Use)			(2,509)
Estimated Ending Improvement Fund Balance			\$91,929

⁽¹⁾ Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel



5. METHOD OF ASSESSMENT

5.1 General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and have been established pursuant to the 1972 Act and the provisions of Article XIID. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

5.2 Benefit Analysis

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1972 Act and Article XIID. The improvements provided by this District and for which properties will be assessed have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such, these improvements would be necessary and required of individual property owners for the development of such properties and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are a distinct and special benefit to the properties within the District. Any improvement or portion thereof that is considered to be of general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within the District.

5.2.1 SPECIAL BENEFIT

The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of public lighting and well-maintained landscaping in close proximity to those properties

The special benefits associated with landscape improvements are specifically:

- Enhanced desirability of properties through association with the improvements.
- Improved aesthetic appeal of properties providing a positive representation of the area and properties.

- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
- Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
- Enhanced quality of life through well-maintained green space and landscaped areas.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
- Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation and attenuating noise.

The special benefits of street lighting and other public lighting facilities are the convenience, safety, and security of property, improvements, and goods. Specifically:

- Enhanced deterrence of crime and the aid to police protection.
- Increased nighttime safety on roads, streets and public areas.
- Improved ability of pedestrians and motorists to see.
- Improved ingress and egress to property.
- Reduced vandalism and other criminal act and damage to improvements or property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the esthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

5.2.2 GENERAL BENEFIT

In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way and other amenities available or visible to the public at large, the construction and installation of these improvements were only necessary for the development of properties within the District and were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

5.3 Assessment Methodology

The method of apportionment for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special

benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development.

The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

To identify and determine the special benefit to be received by each parcel and their proportionate share of the improvement costs it is necessary to consider the entire scope of the planned improvements as well as individual property development within the District. Upon review of the proposed improvements it has been determined that each of the residential parcels within the District receives special benefits from the improvements to be funded by annual assessments and based on the planned property development a single zone of benefit is appropriate for the allocation of the assessments and proportional benefit.

5.3.1 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1972 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.00 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against regarding special benefit (i.e. Equivalent Benefit Unit "EBU").
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately

assessed for the parcel's total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for remaining units.

- (3) Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (5) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent

of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.00 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.00 EBU (parcels in excess of 25 acres are assigned 25.00 EBU). Parcels less than one acre, shall be assigned a minimum of 1.00 EBU (similar to a vacant lot within a residential tract).

(6) Exempt Parcels — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District;
- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment but shall be reviewed annually by the assessment engineer to confirm the parcels' current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

(7) Special Cases — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
Vacant Residential Land	1.00	Per Acre
	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment

amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of “All Urban Consumers” for the San Francisco-Oakland-Hayward Area from February to February. The Maximum Assessment rate was increased by 5.1934% for Fiscal Year 2022/23.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate is established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District’s annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

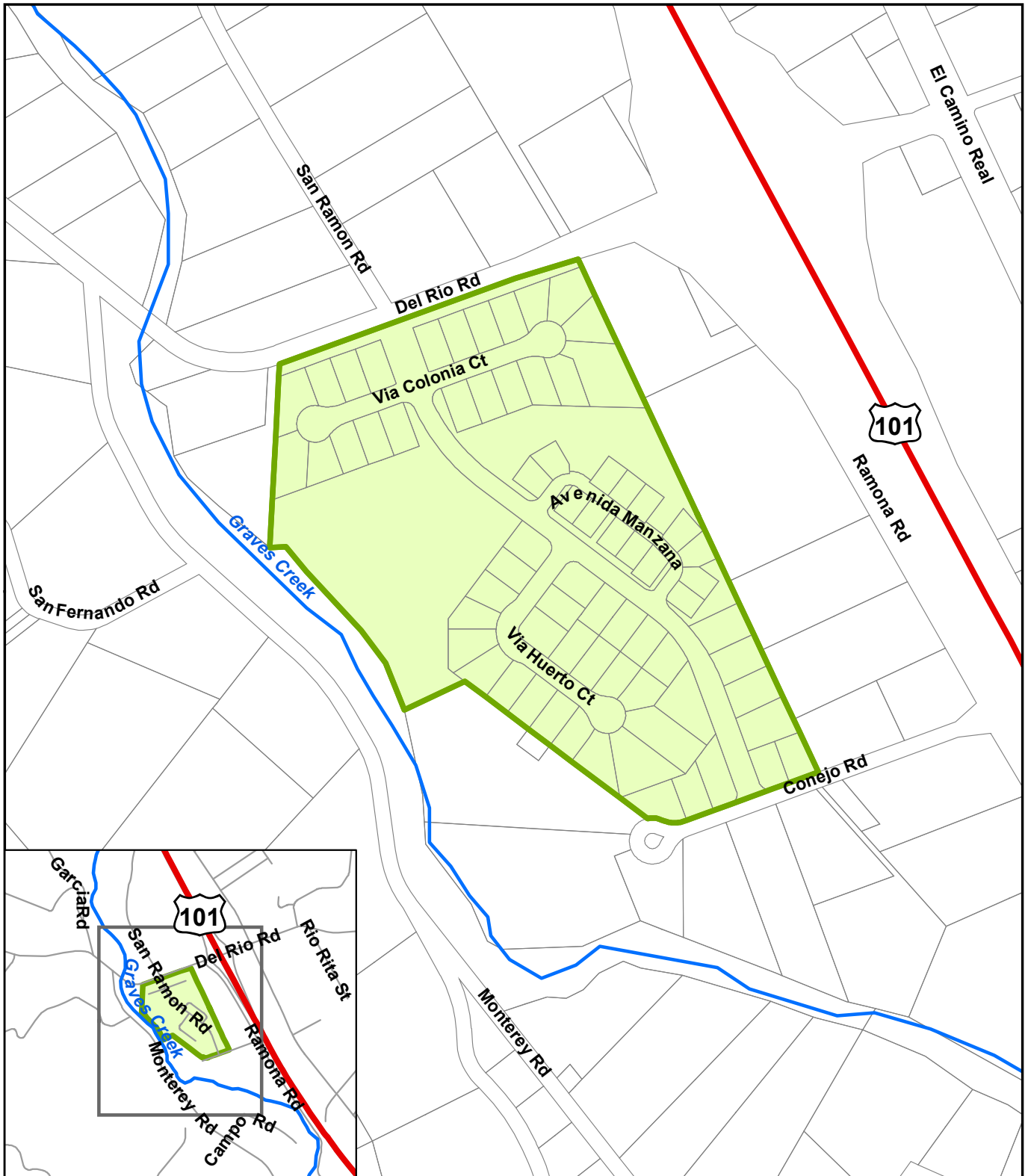
Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications are permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

6. ASSESSMENT DIAGRAM

The parcels within the Landscaping and Lighting District No. 01 (Apple Valley) consist of the lots, parcels and subdivisions of land located in the planned residential development known as Apple Valley, Tract 2495. The District covers approximately twenty-eight acres (27.71 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



CITY OF ATASCADERO

APPLE VALLEY

Street and Storm Drain Maintenance District No. 1
Landscaping and Lighting District No. 1



Print Date: 5/13/2015
Printed by: City of Atascadero
GIS Division

7. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, rights-of-way, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

City of Atascadero
Landscaping & Lighting Maint Dist No. 1
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
049-192-001	6000 VIA COLONIA CT	SFR	\$900.00
049-192-002	6010 VIA COLONIA CT	SFR	900.00
049-192-003	6020 VIA COLONIA CT	SFR	900.00
049-192-004	6030 VIA COLONIA CT	SFR	900.00
049-192-005	6040 VIA COLONIA CT	SFR	900.00
049-192-006	6050 VIA COLONIA CT	SFR	900.00
049-192-007	6060 VIA COLONIA RD	SFR	900.00
049-192-008	6055 VIA COLONIA CT	SFR	900.00
049-192-009	6045 VIA COLONIA CT	SFR	900.00
049-192-010	6035 VIA COLONIA CT	SFR	900.00
049-192-011	6025 VIA COLONIA RD	SFR	900.00
049-192-012	6015 VIA COLONIA CT	SFR	900.00
049-192-013	6005 VIA COLONIA RD	SFR	900.00
049-192-014	5045 VIA COLONIA CT	SFR	900.00
049-192-015	5035 VIA COLONIA CT	SFR	900.00
049-192-016	5025 VIA COLONIA CT	SFR	900.00
049-192-017	5015 VIA COLONIA CT	SFR	900.00
049-192-018	5005 VIA COLONIA CT	SFR	900.00
049-192-019	5010 VIA COLONIA CT	SFR	900.00
049-192-020	5020 VIA COLONIA CT	SFR	900.00
049-192-021	5030 VIA COLONIA CT	SFR	900.00
049-192-022	5040 VIA COLONIA CT	SFR	900.00
049-193-001	6100 VIA HUERTO CT	SFR	900.00
049-193-002	6120 VIA HUERTO RD	SFR	900.00
049-193-003	6130 VIA HUERTO RD	SFR	900.00
049-193-004	6140 VIA HUERTO RD	SFR	900.00
049-193-005	6150 VIA HUERTO RD	SFR	900.00
049-193-006	6160 VIA HUERTO RD	SFR	900.00
049-193-007	6170 VIA HUERTO RD	SFR	900.00
049-193-008	6180 VIA HUERTO CT	SFR	900.00
049-193-010	6200 VIA HUERTO RD	SFR	900.00
049-193-011	6210 VIA HUERTO RD	SFR	900.00
049-193-012	6220 VIA HUERTO CT	SFR	900.00
049-193-013	6225 VIA HUERTO CT	SFR	900.00
049-193-014	6215 VIA HUERTO CT	SFR	900.00
049-193-015	6205 VIA HUERTO RD	SFR	900.00
049-193-016	6195 VIA HUERTO CT	SFR	900.00
049-193-017	6185 VIA HUERTO RD	SFR	900.00
049-193-018	6125 VIA HUERTO CT	SFR	900.00
049-193-019	6115 VIA HUERTO CT	SFR	900.00
049-193-020	6105 VIA HUERTO CT	SFR	900.00
049-193-021	2180 SAN RAMON RD	SFR	900.00

Slight variances may occur due to rounding

City of Atascadero
Landscaping & Lighting Maint Dist No. 1
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
049-193-022	2190 SAN RAMON RD	SFR	900.00
049-193-023	2200 SAN RAMON RD	SFR	900.00
049-193-024	2210 SAN RAMON RD	SFR	900.00
049-193-025	2220 SAN RAMON RD	SFR	900.00
049-193-026	6190 CONEJO RD	SFR	900.00
049-193-027	6180 CONEJO RD	SFR	900.00
049-193-028	6160 CONEJO RD	SFR	900.00
049-193-029	6140 CONEJO RD	SFR	900.00
049-193-030	6100 CONEJO RD	SFR	900.00
049-193-031	2235 SAN RAMON RD	SFR	900.00
049-193-032	2225 SAN RAMON RD	SFR	900.00
049-193-033	2215 SAN RAMON RD	SFR	900.00
049-193-034	2205 SAN RAMON RD	SFR	900.00
049-193-035	2195 AVENIDA MANZANA RD	SFR	900.00
049-193-036	2185 AVENIDA MANZANA RD	SFR	900.00
049-193-037	2175 AVENIDA MANZANA RD	SFR	900.00
049-193-038	2165 AVENIDA MANZANA RD	SFR	900.00
049-193-039	2135 AVENIDA MANZANA RD	SFR	900.00
049-193-040	2125 AVENIDA MANZANA RD	SFR	900.00
049-193-041	2115 AVENIDA MANZANA RD	SFR	900.00
049-193-042	2065 AVENIDA MANZANA RD	SFR	900.00
049-193-043	2055 AVENIDA MANZANA RD	SFR	900.00
049-193-044	2100 AVENIDA MANZANA RD	SFR	900.00
049-193-045	2110 AVENIDA MANZANA RD	SFR	900.00
049-193-046	2140 AVENIDA MANZANA RD	SFR	900.00
049-193-047	2150 AVENIDA MANZANA RD	SFR	900.00
049-193-048	2160 AVENIDA MANZANA RD	SFR	900.00
049-193-051	6190 VIA HUERTO CT	SFR	900.00
70 Accounts			\$63,000.00
70 Total Accounts			\$63,000.00

Slight variances may occur due to rounding

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Atascadero City Council

Staff Report – Administrative Services Department

De Anza Estates Assessment Districts

RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A approving the final Engineer's Report regarding the Street and Storm Drain Maintenance District No. 03 (De Anza Estates), and the levy and collection of annual assessments related thereto for fiscal year 2022/2023.
2. Adopt Draft Resolution B ordering the levy and collection of assessments for fiscal year 2022/2023 for Street and Storm Drain Maintenance District No. 03 (De Anza Estates).
3. Adopt Draft Resolution C approving the final Engineer's Report regarding the Landscaping and Lighting District No. 03 (De Anza Estates), and the levy and collection of annual assessments related thereto in fiscal year 2022/2023.
4. Adopt Draft Resolution D ordering the levy and collection of assessments for fiscal year 2022/2023 for Landscaping and Lighting District No. 03 (De Anza Estates).

DISCUSSION:

The City Council formed and began assessing Street and Storm Drain Maintenance District No.03 (De Anza Estates) in 2005. This district was formed to provide funding for future routine maintenance of the streets, storm drains and sidewalks in the De Anza Estates subdivision.

The City Council also formed and began assessing Landscaping and Lighting Maintenance District No.03 (De Anza Estates) in 2005. This district was formed to provide for funding and maintenance of street trees, open space, park area, medians, walkways, paths and other landscaping and lighting improvements within the De Anza Estates subdivision.

NBS, an independent financial consultant, was hired to prepare the engineer's reports for the two districts. The engineer's reports and the levies must be approved by Council annually. This is done in a two-step process. Last month, three resolutions for each district (a total of 6 resolutions in all) were passed to begin the process of continuing the

levies. At that time, the Engineer’s Reports were preliminarily approved, proceedings were initiated for the levy, and the date of tonight’s public hearing was established. The resolutions that are before the Council tonight are for the final approval of the Engineer’s Reports and for the approval of the annual levies.

The proposed assessments for fiscal year 2022/2023 are less than the Maximum Assessment Rate. In accordance with the formula voters of the district adopted in 2005, the City may increase the Maximum Assessment Rate for inflation by the greater of the Consumer Price Index (CPI) or 3.0%. The Maximum Assessment Rate was increased by 5.2% (CPI) this year for both districts.

The City has historically held an annual informational meeting with District residents, to review and gather input regarding the upcoming year’s assessment. Due to a combination of factors including the social distancing requirements due to the COVID-19, City Council’s stated direction for essentialism in order to better prioritize and streamline staff’s time and efforts, keeping down administration costs in the Districts, and dwindling community attendance at these meetings, the annual meeting was not held. An Assessment Information Notice was mailed to all property owners on April 12, 2022. The notice provided City staff contact information for questions and comments, dates for the related Council meetings, information on how to participate in the meeting, the proposed and current levies for both districts, and pages related to the districts from the City’s June 30, 2021, audited financial statements.

Staff has reviewed the short and long-term costs to maintain the districts and recommends the total cost of both districts remains flat when compared to the prior year. The Landscaping and Lighting District levy is about 17% of the allowable maximum annual assessment and the Street and Storm Drain District is about 65% of the allowable maximum annual assessment.

District	Amount Per EBU Assessment Fiscal Year 2021-22	Amount Per EBU Proposed Assessment Fiscal Year 2022-23
Atascadero Street and Storm Drain Maintenance District No. 03 De Anza Estates - Senior Housing	\$ 342.48	\$ 342.48
Atascadero Street and Storm Drain Maintenance District No. 03 De Anza Estates - Single Family Residential	\$ 681.50	\$ 681.50
Atascadero Landscaping and Lighting Maintenance District No. 03 De Anza Estates	\$ 250.00	\$ 250.00

FISCAL IMPACT:

Annual assessments for 2022/2023 will total \$30,562 for road/drainage system maintenance and \$15,875 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in De Anza Estates. The City General Fund will contribute \$1,400 for the fiscal year 2022/2023 for half of the maintenance costs of the trails and open space.

ATTACHMENTS:

1. Draft Resolution A
2. Draft Resolution B
3. Engineer's Annual Levy Report - Street and Storm Drain Maintenance District No. 03 (De Anza Estates)
4. Draft Resolution C
5. Draft Resolution D
6. Engineer's Annual Levy Report - Landscaping and Lighting District No. 03 (De Anza Estates)

DRAFT RESOLUTION A

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT REGARDING THE STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 03 (DE ANZA ESTATES), AND THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS RELATED THERETO FOR FISCAL YEAR 2022/2023

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as "City Council"), pursuant to the provisions the Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703 (hereafter referred to as the "Act"), did by previous Resolution order the Engineer, NBS, to prepare and file a report in accordance with the Act in connection with Street and Storm Drain Maintenance District No. 03 (De Anza Estates) (hereafter referred to as the "District") and the proposed levy and collection of assessments related thereto for fiscal year 2022/2023, said fiscal year starting July 1, 2022 and ending June 30, 2023; and

WHEREAS, the Engineer has prepared and filed with the City Clerk of the City of Atascadero and the City Clerk has presented to the City Council such report entitled "Engineer's Annual Levy Report for Street and Storm Drain Maintenance District No. 03 (De Anza Estates), fiscal year 2022/2023" (hereafter referred to as "Engineer's Report") in accordance with the Act; and

WHEREAS, the City Council has carefully examined and reviewed the Engineer's Report as presented, and is satisfied with the items and documents as set forth therein, and finds that the levy of assessments has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Engineer's Report.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Engineer's Report as presented, consists of the following:

- a) Plans and specifications that describe the District and Improvements.
- b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements and the calculations used to establish each parcel's proportional special benefit assessment.
- c) The Budget that outlines the costs and expenses to service, and maintain the improvements including incidental expenses to operate the District.
- d) An Assessment Diagram that identifies the boundaries of the District.
- e) An Assessment Roll containing each of the Assessor Parcel Numbers that comprise the District and the proportional maximum assessment and the assessment for fiscal year 2022/2023.

SECTION 3. The Engineer’s Report as presented, is hereby approved, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the adoption and approval of the Engineer’s Report.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

DRAFT RESOLUTION B

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, ORDERING THE LEVY AND
COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2022/2023 FOR
STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 03
(DE ANZA ESTATES)**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as City Council) has by previous Resolutions initiated proceedings to levy special benefit assessments against parcels of land within Street and Storm Drain Maintenance District No. 03 (De Anza Estates) (hereafter referred to as the “District”) for the fiscal year commencing July 1, 2022 and ending June 30, 2023; pursuant to the provisions of the Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703 (hereafter referred to as the “Act”) to pay the costs and expenses of operation, maintenance, repair and servicing of local street right-of-way improvements and storm drain facilities related thereto; and

WHEREAS, the Engineer selected by the City Council has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council an Engineer’s Report in connection with the proposed levy of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution adopt and approve said Engineer’s Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operation, maintenance, repair and servicing of local street right-of-way improvements and storm drain facilities related thereto; and

WHEREAS, the City Council conducted in May 2005 a property owner protest ballot proceeding for the District assessments proposed to be levied and majority protest of the assessments described in the Engineer’s Report did not exist pursuant to the provisions of the California State Constitution Article XIID.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Following notice duly given, the City Council has held a full and fair Public Hearing regarding its Resolution approving the Engineer’s Report prepared in connection therewith; the levy and collection of assessments, and considered the oral and written statements, protests and communications made or filed by interested persons.

SECTION 2. Based upon its review of the Engineer’s Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:

- a) The land within District will receive special benefit by the operation, maintenance and servicing of improvements to be provided by the District.
- b) The District includes the lands receiving such special benefit.

c) The net amount to be assessed upon the lands within the District is in accordance and apportioned by a formula and method which fairly distributes the net amount among the eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 3. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as the maintenance, operation, administration and servicing of the improvements that may include, but is not limited to local street right-of-way improvements and storm drain facilities within the District and the appurtenant facilities related thereto.

SECTION 4. The maintenance, operation and servicing of improvements shall be performed pursuant to the Act and the County Auditor of San Luis Obispo County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City.

SECTION 5. The City shall deposit the money representing assessments collected by the County for the District to the credit of a fund for the Street and Storm Drain Maintenance District No. 03 (De Anza Estates), and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in the Engineers Report and generally described in Section 3 of this Resolution.

SECTION 6. The adoption of this Resolution constitutes the establishment of the maximum assessment rate described in the Engineer’s Report and the levy of assessments for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 7. The City Clerk or their designee is hereby authorized and directed to file the levy with the County Auditor, per Section 54718 of the Act, upon adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

CITY OF ATASCADERO

Fiscal Year 2022/23 Engineer's Report For:

Street and Storm Drain Maintenance District No. 03 (De Anza Estates)

May 2022

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

CITY OF ATASCADERO
Street and Storm Drain Maintenance District No. 03
(De Anza Estates)

6500 Palma Avenue
Atascadero, CA 93422
Phone – (805) 461-5000
Fax – (805) 461-7612

CITY COUNCIL

Heather Moreno, Mayor

Heather Newsom, Mayor Pro Tem

Charles Bourbeau, Council Member

Mark Dariz, Council Member

Susan Funk, Council Member

AGENCY STAFF

Rachelle Rickard, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

NBS

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

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1. ENGINEER’S LETTER

WHEREAS, on August 9, 2005 by Resolution No. 2005-071, the City Council of the City of Atascadero (the “City”), State of California, in accordance with and pursuant to the provisions of the Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703 (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII D (hereafter referred to as the “California Constitution”), established the City of Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) (the “District”); and

WHEREAS, on May 10, 2022, the City Council, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer’s Report for the District; and

WHEREAS, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

NOW THEREFORE, the assessments as detailed in this Engineer’s Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2022/23:

FY 2022/23 Summary of Assessment

Description	Zone A - Amount	Zone B - Amount	Total Amount
Estimated Annual Costs	\$8,061	\$14,329	\$22,390
Capital Reserve Collection/(Uses)	14,939	15,873	30,812
Levy Adjustments	(10,157)	(12,483)	(22,640)
Balance to Levy ⁽¹⁾	\$12,843	\$17,719	\$30,562
Fiscal Year 2022/23 Maximum Rate ⁽²⁾	\$848.36	\$1,048.84	
Fiscal Year 2022/23 Proposed Applied Rate ⁽²⁾	\$342.48	\$681.50	

(1) Total Levy Amount is rounded up to the nearest dollar.

(2) Rates above are per Equivalent Benefit Unit.

I, the undersigned, respectfully submit the enclosed Engineer’s Report and, to the best of my knowledge, information, and belief, the Engineer’s Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1982 Act.

 City Engineer



2. EXECUTIVE SUMMARY

Pursuant to the provisions of the *Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703* (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIII D* (hereafter referred to as the “California Constitution”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), proposed to form and levy special benefit assessments for the district designated as:

Street and Storm Drain Maintenance District No. 03 (De Anza Estates)

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as De Anza Estates, Tract 2498 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2022/23.

The City Council formed the District and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the street and storm drain improvements and facilities associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1982 Act and the substantive and procedural provisions of the California Constitution.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements and facilities. The annual assessments described herein will provide a funding source for the continued operation and maintenance of streets, storm drain system and appurtenant facilities installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the streets and storm drain system that provides special benefits to properties within the District. The structure of the District (organization), the improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2498; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of this District’s formation, the City conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the *California Constitution, Article XIII D Section 4*. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to consider public testimonies, comments and written protests regarding the formation of the District and

levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. The tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein; therefore, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, a Report shall be prepared and presented to the City Council describing any changes to the improvements, proposed services, the annual budget or assessments for that fiscal year and the City Council may hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

3. PLANS AND SPECIFICATIONS

3.1 Benefiting Properties within the District

The territory within the District consists of the lots, parcels and subdivisions of land within the proposed residential subdivision known as the De Anza Estates, Tract 2498, which encompasses an area of land totaling approximately seventy-six acres (75.84 acres).

This subdivision includes twenty-six (26) Single-Family Residential Units and sixty (60) Modified Housing/Senior Housing Units. The subdivision is situated in the northern portion of the City of Atascadero northeast of Highway 101 and is generally located:

- At the North end of El Camino Real;
- North and East of U.S. HWY 101; and,
- South and West of the Salinas River.

3.2 Funding Authorized by the 1982 Act

As generally defined by the Benefit Assessment Act of 1982 and applicable to this District, the City may impose a benefit assessment to finance the maintenance and operation costs of the following services:

- Drainage and Flood Control;
- Streets and Roads.

In addition to imposing a benefit assessment for the annual maintenance and operation of the District improvements, the City may also authorize an assessment or utilize existing assessment revenues to finance the installation, construction or replacement of drainage and flood control facilities as well as the street and road improvements (with some limitations). While such activities are permitted under the 1982 Act, the budget and assessments for this District only provide for normal maintenance and operation of the improvements. Since most major rehabilitation/construction projects result from unforeseen damages, the extent and cost of such projects are not easily predicted and to accumulate funds as part of the normal annual assessments would not be reasonable. If such funding becomes necessary, the City may present a new or increased assessment to the property owners to support the projects.

3.3 Description of Improvements and Services

The purpose of this District is to fund the activities necessary to maintain and service the local streets and the drainage and flood control systems constructed and installed in connection with development of properties within the residential subdivision known as (De Anza Estates), Tract 2498 pursuant to approved development plans and agreements. The improvements may consist of all or a portion of the public streets, drainage and flood control facilities associated with Tract 2498 and the maintenance of these improvements may include but are not limited to the materials, equipment, labor, and incidental expenses deemed necessary to keep these improvements in satisfactory condition. The maintenance of the improvements and related activities shall be funded entirely or partially through the District assessments. The District improvements and services are generally described as:

- Street maintenance that may include but is not limited to the repair and servicing of street surfaces, curbs, gutters, bridges, driveway approaches, sidewalks, barricades, delineation, signage

or other facilities within the public street rights-of-way installed in connection with the development of properties in Tract 2498 and that have been dedicated to the City;

- Storm drain and flood control maintenance that may include but is not limited to inspection, repair and servicing of drainage basins, inlets, catch basins, manholes, outlets, drywells, pumps, filters and storm drain pipes installed in connection with the development of properties of Tract 2498 as well as any off-site improvements and facilities directly associated with the aforementioned infrastructure that is deemed necessary to service or protect the properties including waste water treatment;
- The appurtenant, equipment, materials and service contracts related to the aforementioned improvements and facilities;
- Specifically excluded are those improvements or facilities: located on private property or common areas; that may be provided or maintained by an agency other than the City; that may be provided by another assessment or tax levied by the City; or that may be provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

3.3.1 STREET MAINTENANCE

The street maintenance program may include, but is not limited to: the repair of potholes, cracks or other failures in the asphalt surface; repair or replacement of curbs, gutters, driveway approaches and sidewalks as required as part of maintaining the streets; repair or installation of street signs, barricades, fencing or other delineation; mechanized sweeping and cleaning of the streets and gutters; slurry sealing, overlays and re-striping of the street surfaces. The specific activities and timing of various street and road maintenance services shall be determined by the City's Public Works Department as necessary to extend the life of the streets or to improve traffic circulation and safety as available funding permits. Specifically, the street improvements for this District are identified as:

- Approximately 66,000 square feet of asphalt street surface located on the interior streets of the development identified as El Camino Real north of the Upper Bridge Crossing; Ferrocarril Road from the Graves Creek Bridge northeast to the end of Tract 2498; and De Anza Court.
- Approximately 5,700 linear feet of curb and gutter along El Camino Real, Ferrocarril Road, and De Anza Court, 26 driveway approaches and various street signs within the District;
- Two bridges identified as the Upper Bridge Crossing (located on El Camino Real at the entryway to the tract) and the Graves Creek Bridge (located on Ferrocarril Road located at the entryway to the senior housing development);
- Specifically not included as part of the street maintenance program are the costs associated with major replacements or reconstruction. Although the District assessments will provide funding for regular maintenance and servicing of the improvements that will extend the useful life of the

street improvements, the assessments are not intended to fund major replacements or reconstruction of the street surfaces or adjacent improvements such as curbs, gutters or driveway approaches. The costs of extensive replacement or reconstruction activities such as grinding and resurfacing of the asphalt; and replacement of curbs, gutters driveway approaches and sidewalks is significantly more than the amount that can reasonably be collected annually under the provisions of the 1982 Act. When such repairs or activities are deemed necessary, the City will consider various financing options including new or increased assessments for property owner approval. Also not included as part of the street maintenance program are the street improvements within the senior housing development (street improvements southwest of the Graves Creek Bridge). The street improvements and facilities within the senior housing development shall be maintained and funded through a Homeowner's Association or similar entity.

The Public Works Department shall authorize the operational activities and maintenance of the public street and right-of-way improvements, facilities and services that may include, but are not limited to:

- Regular street sweeping services necessary to control dirt and debris on street surfaces and gutters;
- Annual inspection of street surface and repair of potholes and surface cracks as needed;
- Periodic slurry or overly of street surfaces and driveway approaches (typically one or the other once every five years);
- Periodic re-stripping of traffic lanes, bike lanes, street parking areas, crosswalks and intersections (typically in conjunction with slurry or overly activities);
- Graffiti abatement of public improvements within the street rights-of-way that are maintained by the District including but not limited to sandblasting, repainting and repair of fences, walls, barricades, sidewalks and signage as needed;
- Annual inspection and periodic repair or replacement of decorative street- pavers as needed;
- Annual inspection and minor repairs of curbs, gutters, driveway approaches and sidewalks including partial segment replacements as needed to ensure pedestrian and vehicle safety or the integrity of the street;
- Annual inspection and periodic repair or rehabilitation of street signs and traffic control devices;
- Annual inspection and repair of barricades, street-fencing, delineation or retaining walls within the street rights-of-way as needed.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis, such as slurry sealing or overlaying the asphalt streets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent when sufficient funds have been accumulated to perform the services deemed necessary by the City (approximately every five years). This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

3.3.2 STORM DRAIN AND FLOOD CONTROL MAINTENANCE

The storm drain and flood control system associated with the District may include but is not limited to: drainage basins and bio-filters; channel ways; storm drain inlets, catch basins, manholes, outlets; drywells, pumps, filters and pipes. The storm drain system to be maintained primarily involves on-site facilities (within the District boundaries) but may also include off-site improvements such as water treatment equipment, facilities or services mandated or required by Federal, State or County regulations for water pollution control. The annual assessments for this District are intended to support a storm drain and flood control maintenance program that will adequately regulate and control storm water runoff resulting from the development of properties within the District. This maintenance program may include but is not limited to: inspection and documentation of the system; cleaning, servicing or repair of the facilities and equipment; and the partial replacement or rehabilitation of equipment and facilities. The storm drain and flood control system includes but is not limited to:

- A single drainage basin of approximately 9,000 square feet;
- A total of approximately three (3) inlets, catch basins, manholes or outlets located within the single-family residential portion of Tract 2498;
- Approximately 200 linear feet of 24 inch storm drain pipe.

The Public Works Department shall authorize and schedule the operational activities and maintenance of the storm drain and storm water pollution treatment infrastructure, facilities and services that may include, but are not limited to:

- Cleaning of storm drain inlets, catch basins, manholes and pipes as needed;
- Stencil maintenance and documentation of facilities as required by Federal, State or County regulations;
- Cleaning and landscape maintenance of the drainage basins, bio-filter areas or channel ways as needed;
- Debris removal and pest control in and around the storm drain facilities as needed;
- Minor repairs and maintenance of the storm drain inlets, catch basins and outlets as needed;
- Street sweeping services necessary to control debris and water flow for the storm drain system; and,
- The operational costs related to NPDES compliance requirements.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis such as minor repairs to the storm drain inlets, catch basins and outlets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent as needed to perform the services deemed necessary by the City. This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

4. ESTIMATE OF COSTS

Budget	Zone A (Senior Housing)	Zone B (SF-Residential)	2022/2023 Assessment
DIRECT COSTS			
Streets, Roads & Storm Drain Improvements			
Drainage Maintenance Services	\$0	\$3,610	\$3,610
Street Sweeping Services	660	990	1,650
Inspection & Operational Services - Roads, Drainage	1,664	2,496	4,160
Street Maintenance	2,992	4,488	7,480
Total Annual Direct Costs	\$5,316	\$11,584	\$16,900
ADMINISTRATION EXPENSES			
City Annual Administration	\$800	\$800	\$1,600
Engineer's Report & Services	1,785	1,785	3,570
Public Noticing	160	160	320
Total Administration Costs	\$2,745	\$2,745	\$5,490
TOTAL DIRECT & ADMINISTRATION COSTS	\$8,061	\$14,329	\$22,390
CAPITAL RESERVE COLLECTIONS/(USES)			
Collection for Street Surface Activities	\$6,445	\$9,667	\$16,112
Collection for Street Re-striping	34	52	86
Collection for Repair Activities: Curbs, Gutters, Approaches & Sidewalks	116	174	290
Collection for Debris Removal	0	307	307
Collection for Bridges	8,344	5,562	13,906
Collection for Storm Drain Infrastructure	0	111	111
Total Capital Reserve Collections/(Uses)	\$14,939	\$15,873	\$30,812
LEVY ADJUSTMENTS			
Interest Income - Improvement Fund	(\$4,153)	(\$5,731)	(\$9,884)
Interest Income - Operating Reserve Fund	(120)	(166)	(286)
Reserve Fund Collection (Use)	(5,884)	(6,586)	(12,470)
Total Levy Adjustments	(\$10,157)	(\$12,483)	(\$22,640)
BALANCE TO LEVY	\$12,843	\$17,719	\$30,562
DISTRICT STATISTICS			
Total Parcels	61	28	89
Parcels Levied	60	26	86
Total EBU ⁽¹⁾	37.5	26	63.5
Proposed Levy per EBU	\$342.48	\$681.50	
Maximum Levy per EBU	\$848.36	\$1,048.84	
FUND BALANCE INFORMATION			
Beginning Operating Reserve Balance	\$5,935	\$8,190	\$14,125
Operational Reserve Interest	120	166	286
Surplus Transfer from Improvement Fund	9,574	13,211	22,785
Operational Reserve Collection (Use)	(9,511)	(13,131)	(\$22,642)
Ending Operating Reserve Balance	\$6,118	\$8,436	\$14,554
Beginning Improvement Fund Balance	\$203,738	\$281,353	\$485,091
Improvement Fund Interest	4,153	5,731	9,884
Surplus Transfer to Operations Fund	(9,574)	(13,211)	(22,785)
Improvement Fund Collection/(Use)	12,948	17,864	30,812
Estimated Ending Improvement Fund Balance	\$211,265	\$291,737	\$503,002

⁽¹⁾ Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel



5. METHOD OF ASSESSMENT

5.1 General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing for the maintenance, operation and servicing of drainage and flood control improvements as well as streets, roads and appurtenant facilities. The 1982 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service”.

Furthermore:

“The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service, except that the legislative body may, by resolution, determine that the estimated cost of work authorized ... is greater than can be conveniently raised from a single annual assessment and order that the estimated cost shall be raised by an assessment levied and collected in installments.... The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices in compliance with the provisions of the 1982 Act and the California Constitution. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

5.2 Benefit Analysis

Each of the proposed improvements and services, and the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1982 Act and the California Constitution. The street and storm drain improvements associated with this District were necessary and essential requirements for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such the ongoing operation, servicing and maintenance of those improvements would otherwise be the direct financial obligation of each individual property owner. Since each parcel to be assessed within the District could not have been developed in the absence of these improvements and facilities, each parcel has a direct investment in the proper maintenance of the improvements that is over and above any general benefits that may be conferred by such improvements and services.

The ongoing maintenance and servicing of the District improvements is an integral part of the appearance, use and preservation of the properties within the District and such services to be funded by annual assessments confer a particular and distinct special benefit to those parcels. The proper maintenance of streets and appurtenant facilities allows individual parcels to be used to their fullest extent by ensuring the safe and

efficient movement of people and goods to and from the benefiting properties Likewise, the maintenance and servicing of the storm drain system ensures proper water flow and control of excess water during periods of rain, which is essential to preservation and protection of private property. Together the maintenance and servicing of the streets and storm drain system contributes to a specific enhancement of each of the parcels within the District and the absence of adequate maintenance and servicing of the District improvements could eventually have a negative impact on properties within the District.

Although the improvements may include public streets and storm drain facilities that connect to similar facilities outside the District boundaries, it is clear that the construction and installation of these improvements were only necessary for the development of properties within the District. As such, these improvements were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the ongoing maintenance, servicing and operation of the District improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. Any improvement or portion thereof (particularly off-site storm drain facilities) that may be considered general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within this District. However, the costs associated with installation or improvement of any off-site facilities that benefit the parcels within this District as well as other properties (shared benefit) may be allocated to the parcels within the District based on their proportional special benefit from such improvements.

5.3 Assessment Methodology

The costs associated with the improvements and services shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the California Constitution Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

The method of apportionment established for this District and described herein, reflects the proportional special benefit each property receives from the improvements and services based on the actual or proposed land use of that parcel as compared to other properties within the District based on similarities and differences in parcel land use.

5.3.1 ZONES OF BENEFIT:

While it has been determined that the improvements to be maintained by the District are entirely a special benefit to properties within the District (No measurable general benefit), upon review of the various improvements, the location and need for such improvements and the proposed development of properties within the District it has been determined that the improvements and services that will benefit the single-family residential properties are not identical to the improvements and services that will benefit the senior housing development, although they do share in the benefit of some of the improvements. Therefore, it has been determined that two separate zones of benefit are required to appropriately allocate the costs of

maintaining the improvements and establish proportional special benefit assessments. The properties associated with the senior housing development have been identified and designated as “Zone A”, and the single-family residential properties within Tract 2498 have been identified and designated as “Zone B” based on the improvements associated with those properties.

- (1) Zone A (Senior Housing Portion of Tract 2489)** — It has been determined that these properties benefit and shall proportionately share in the costs associated with maintaining and servicing the Upper Bridge Crossing, El Camino Real and the western portion of Ferrocarril Road leading into these properties. It has also been determined that the construction of the Graves Creek Bridge was only necessary for the development of these properties and therefore the cost to service and maintain this facility shall be entirely allocated to these properties. Conversely, the storm drain improvements that will be maintained by the City within Tract 2498 have been constructed as part of developing the twenty-six single-family residential properties and it has been determined that the senior housing properties do not receive direct and special benefit from those particular improvements. While these properties will not be assessed for the storm drain improvements, it should be noted that some storm drain facilities will be constructed as part of the senior housing development; however these improvements are not included in this District and will be provided and maintained by a Homeowner’s Association or similar entity.
- (2) Zone B (Single-Family Residential Portion of Tract 2498)** — Along with the properties in Zone A, the single-family residential properties within Tract 2498 benefit and shall proportionately share in the costs associated with maintaining and servicing the Upper Bridge Crossing and El Camino Real. In addition, the overall development of these particular properties required the construction and installation of the street improvements on Ferrocarril Road and De Anza Court as well as the entire storm drain system to be maintained by the District. Therefore, the cost of maintaining and servicing these particular improvements shall be budgeted and allocated proportionately to only those properties in Zone B. Conversely, the construction of the Graves Creek Bridge was only necessary for the development of the senior housing and the properties within Zone B will not share in the cost of maintaining this particular facility.

5.3.2 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property’s proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1982 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property’s specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

5.3.3 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases, the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential property is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for the remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) **Modified Housing/Senior Housing Units** — Modified Housing or Senior Housing is generally defined as residential units that would typically be classified as Condominiums or Town-homes, but have specific deed restrictions that may limit the size or use of all units within the development. This classification is not applicable to individual single-family residential parcels unless all single-family residential parcels within that particular development or subdivision have the same restrictions.

(For example: One or more single-family units within a subdivision that are deed restricted as “Affordable Housing” or “Senior Housing” does not qualify for this land use classification, unless all the units within that development have the same or similar deed restrictions.) Since this classification generally involves Condominium or Town-home type properties, that are generally assigned 0.75 EBU, it has been determined that an appropriate allocation of special benefit for modified housing units or senior housing units is best represented by an assignment of 0.625 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to a single APN.

- (5) Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (6) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property’s special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.0 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.0 EBU (parcels in excess of 25 acres are assigned 25.0 EBU). Parcels less than one acre, shall be assigned a minimum of 1.0 EBU (similar to a vacant lot within a residential tract).
- (7) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include but is not limited to:
- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
 - Dedicated public easements including open space areas, utility rights-of- way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District.;

- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

(8) Special Cases — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel’s total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Modified Housing/Senior Housing Units	0.625	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel’s EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU’s) is the sum of the individual EBU’s applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU’s of the parcels benefiting from the improvements. This Rate is then applied back to each parcel’s individual EBU to determine the parcel’s proportionate benefit and assessment obligation for the improvements.



Total Balance to Levy / Total EBU = Levy per EBU

Levy per EBU x Parcel EBU = Parcel Levy Amount

5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to the future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-San Jose Area from February to February. The Maximum Assessment rate was increased by 5.1934% for Fiscal Year 2022/23.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of

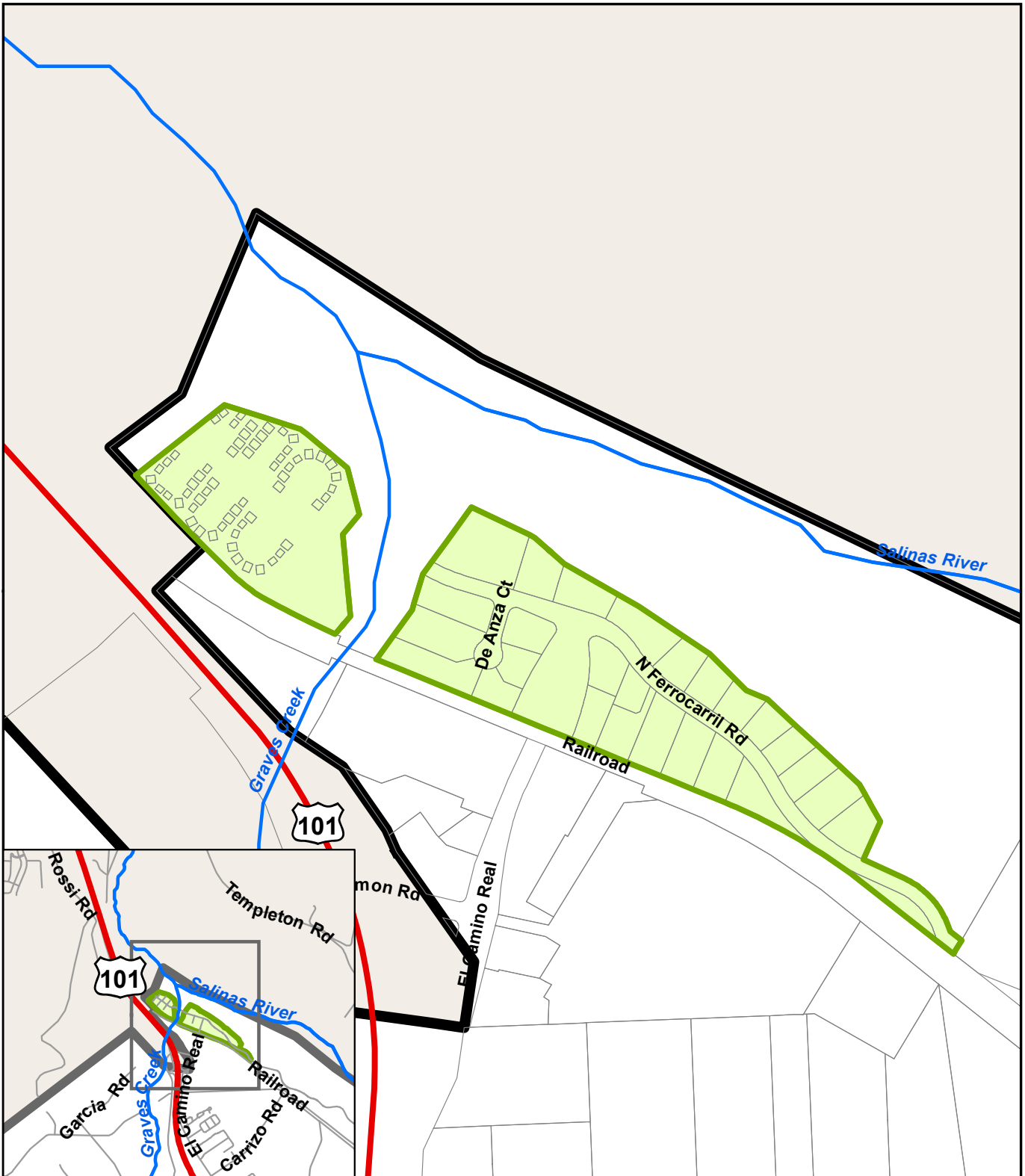
apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications is permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

6. ASSESSMENT DIAGRAM

The parcels within the Street and Storm Drain Maintenance District No. 03 (De Anza Estates) consist of the lots, parcels and subdivisions of land located in the residential development known as De Anza Estates, Tract 2498. The District covers approximately seventy-six acres (75.84 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



CITY OF ATASCADERO

DE ANZA ESTATES

Street and Storm Drain Maintenance District No. 3
Landscaping and Lighting District No. 3



Print Date: 5/13/2015
Printed by: City of Atascadero
GIS Division

7. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the proposed lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, right-of-ways, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

City of Atascadero
Street & Storm Drain Maintenance No. 3
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Zone	Land Use	Levy Amount
049-044-002	755 N FERROCARRIL RD	B	Single Family Residential	\$681.50
049-044-003	765 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-004	805 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-005	905 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-006	955 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-007	1025 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-008	1055 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-009	1155 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-010	1255 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-011	1305 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-012	1355 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-013	1200 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-014	1100 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-015	1000 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-016	950 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-017	860 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-018	850 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-019	870 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-020	880 N FERROCARRIL RD	B	Single Family Residential	681.50
049-044-021	705 DE ANZA CT	B	Single Family Residential	681.50
049-044-022	725 DE ANZA CT	B	Single Family Residential	681.50
049-044-023	750 DE ANZA CT	B	Single Family Residential	681.50
049-044-024	740 DE ANZA CT	B	Single Family Residential	681.50
049-044-025	720 DE ANZA CT	B	Single Family Residential	681.50
049-044-026	700 DE ANZA CT	B	Single Family Residential	681.50
049-044-033	655 N FERROCARRIL RD	B	Single Family Residential	681.50
049-046-002	503 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-003	505 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-004	507 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-005	509 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-006	511 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-007	513 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-008	515 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-009	517 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-010	519 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-011	521 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-012	524 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-013	526 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-014	528 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-015	530 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-016	532 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-017	534 N FERROCARRIL RD	A	Senior Housing Units	214.04

Slight variances may occur due to rounding

City of Atascadero
Street & Storm Drain Maintenance No. 3
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Zone	Land Use	Levy Amount
049-046-018	536 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-019	538 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-020	540 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-021	542 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-022	572 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-023	574 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-024	576 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-025	578 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-026	580 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-027	582 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-028	584 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-029	586 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-030	588 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-031	590 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-032	592 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-033	551 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-034	553 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-035	555 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-036	557 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-037	559 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-038	561 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-039	563 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-040	565 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-041	567 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-042	595 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-043	597 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-044	599 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-045	603 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-046	605 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-047	601 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-048	609 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-049	607 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-050	610 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-051	612 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-052	614 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-053	616 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-054	618 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-055	620 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-056	622 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-057	624 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-058	626 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-059	628 N FERROCARRIL RD	A	Senior Housing Units	214.04

Slight variances may occur due to rounding

City of Atascadero
Street & Storm Drain Maintenance No. 3
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Zone	Land Use	Levy Amount
049-046-060	630 N FERROCARRIL RD	A	Senior Housing Units	214.04
049-046-061	501 N FERROCARRIL RD	A	Senior Housing Units	214.04
86 Accounts				\$30,561.40
86 Total Accounts				\$30,561.40

DRAFT RESOLUTION C

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, APPROVING THE FINAL ENGINEER’S
REPORT REGARDING THE LANDSCAPING AND LIGHTING
DISTRICT NO. 03 (DE ANZA ESTATES), AND THE LEVY AND
COLLECTION OF ANNUAL ASSESSMENTS RELATED THERETO IN
FISCAL YEAR 2022/2023**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as the “City Council”), pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code, did by previous Resolution order the Engineer, NBS, to prepare and file a report in accordance with Article 4 of Chapter 1 of Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500, in connection with the proposed levy for Landscaping and Lighting District No. 03 (De Anza Estates) (hereafter referred to as the “District”) and the collection of assessments related thereto for the fiscal year starting July 1, 2022 and ending June 30, 2023; and

WHEREAS, the Engineer has prepared and filed with the City Clerk of the City of Atascadero and the City Clerk has presented to the City Council such report entitled “Engineer’s Annual Levy Report for the Landscaping and Lighting District No. 03 (De Anza Estates), fiscal year 2022/2023” (hereafter referred to as the “Engineer’s Report”) in accordance with the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the “Act”); and

WHEREAS, the City Council has carefully examined and reviewed the Engineer’s Report as presented, and is satisfied with the items and documents as set forth therein, and finds that the levy of assessments has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Engineer’s Report.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Engineer’s Report as presented, consists of the following:

- a) Plans and specifications that describe the District and Improvements.
- b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements and the calculations used to establish each parcel’s proportional special benefit assessment as well as a description of the assessment range formula that establishes the maximum assessment rate in subsequent fiscal years.
- c) The Budget that outlines the costs and expenses to service, and maintain the improvements including incidental expenses authorized by the Act to operate the District.
- d) An Assessment Diagram that identifies the boundaries of the District.

e) An Assessment Roll containing each of the Assessor Parcel Numbers that comprise the District and the proportional maximum assessment and annual assessment for fiscal year 2022/2023.

SECTION 3. The Engineer’s Report as presented, is hereby approved, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the adoption and approval of the Engineer’s Report.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

DRAFT RESOLUTION D

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, ORDERING THE LEVY AND
COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2022/2023 FOR
LANDSCAPING AND LIGHTING DISTRICT NO. 03
(DE ANZA ESTATES)**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as City Council) has by previous Resolutions initiated proceedings and declared its intention to levy special benefit assessments against parcels of land within the Landscaping and Lighting District No. 03 (De Anza Estates) (hereafter referred to as the "District") for fiscal year 2022/2023, said fiscal year commencing July 1, 2022 and ending June 30, 2023; pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500 (hereinafter referred to as the "Act") to pay the costs and expenses of operation, maintenance, repair and servicing of local landscaping, street lighting and appurtenant facilities related thereto; and

WHEREAS, the Engineer selected by the City Council has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council an Engineer's Report in connection with the proposed levy of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution adopt and approve said Engineer's Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operation, maintenance, repair and servicing of local landscaping, street lighting, and appurtenant facilities related thereto; and

WHEREAS, the City and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIID of the California State Constitution.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Following notice duly given, the City Council has held a full and fair Public Hearing regarding its Resolution approving the Engineer's Report prepared in connection with the levy and collection of assessments, and considered the oral and written statements, protests and communications made or filed by interested persons.

SECTION 2. Based upon its review of the Engineer's Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:

a) The land within District will receive special benefit by the operation, maintenance and servicing of improvements to be provided by the District.

b) The net amount to be assessed upon the lands within the District is in accordance and apportioned by a formula and method which fairly distributes the net amount among the eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 3. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as the maintenance, operation, administration and servicing of the improvements that may include, but is not limited to local street lights, landscaping, parks and open space areas within the District and appurtenant facilities related thereto.

SECTION 4. The maintenance, operation and servicing of improvements shall be performed pursuant to the Act and the County Auditor of San Luis Obispo County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City.

SECTION 5. The City shall deposit the money representing assessments collected by the County for the District to the credit of a fund for the Landscaping and Lighting District No. 03 (De Anza Estates), and such money shall be expended for the maintenance, operation and servicing of the improvements as described in the Engineers Report and generally described in Section 3 of this Resolution.

SECTION 6. The adoption of this Resolution constitutes the levy of assessments for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 7. The City Clerk or their designee is hereby authorized and directed to file the levy with the County Auditor, per Sections 22645-22647 of the Act, upon adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

CITY OF ATASCADERO

Fiscal Year 2022/23 Engineer's Report For:

Landscaping and Lighting District

No. 03 (De Anza Estates)

May 2022

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

**CITY OF ATASCADERO
Landscaping & Lighting District No. 03
(De Anza Estates)**

**6500 Palma Avenue
Atascadero, CA 93422
Phone – (805) 461-5000
Fax – (805) 461-7612**

CITY COUNCIL

Heather Moreno, Mayor

Heather Newsom, Mayor Pro Tem

Charles Bourbeau, Council Member

Mark Dariz, Council Member

Susan Funk, Council Member

AGENCY STAFF

Rachelle Rickard, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

NBS

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

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1. ENGINEER’S LETTER

WHEREAS, on August 9, 2005 by Resolution No. 2005-074, the City Council of the City of Atascadero (the “City”), State of California, in accordance with and pursuant to the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500 (the “1972 Act”) established the City of Atascadero Landscaping and Lighting District No. 03 De Anza Estates (the “District”); and

WHEREAS, on May 10, 2022, the City Council, under the 1972 Act, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer’s Report for the District; and

WHEREAS, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

NOW THEREFORE, the assessments as detailed in this Engineer’s Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2022/23:

FY 2022/23 Budget Summary

Description	Total Costs	Costs Not Assessed	Proposed Assessment	Total Benefit Units	Maximum Rate	Proposed Rate Per BU
Annual Maintenance	\$16,250	\$708	\$15,542			
Special Projects	2,500	0	2,500			
Administration	7,250	0	7,250			
Capital Reserve	4,114	500	3,614			
Collections/(Use)	(14,239)	(1,208)	(13,031)			
Levy Adjustments						
Total	\$15,875	\$0	\$15,875	63.5	\$1,503.92	\$250.00

I, the undersigned, respectfully submit the enclosed Engineer’s Report and, to the best of my knowledge, information, and belief, the Engineer’s Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1972 Act.

 City Engineer



2. EXECUTIVE SUMMARY

Pursuant to the provisions of the Landscaping and *Lighting Act of 1972*, being *Part 2 of Division 15* of the *California Streets and Highways Code*, commencing with *Section 22500* (hereafter referred to as the “1972 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as “Article XIID”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), executed the proceedings required for the establishment of the special benefit assessment district designated as:

Landscaping and Lighting District No. 03 (De Anza Estates)

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as De Anza Estates, Tract 2498 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2022/23, as required pursuant to Chapter 1, Article 4 of the 1972 Act.

The City Council formed the District, and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the landscaping and lighting improvements associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provisions of Article XIID.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements. The annual assessments will provide a funding source for the continued operation and maintenance of public landscaping and lighting improvements installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the planned development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the improvements. The boundaries of the District, the proposed improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2498; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of the District formation, the City of Atascadero conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID Section 4. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing on August 9, 2005 to consider public testimonies, comments and written protests

regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. Tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, an Engineer's Report shall be prepared and presented to the City Council describing the District any changes to the District or improvements and the proposed budget and assessments for that fiscal year and the City Council shall hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

3. PLANS AND SPECIFICATIONS

3.1 Description of the District

The territory within the District consists of the lots, parcels and subdivisions of land within the proposed residential subdivision known as the De Anza Estates, Tract 2498, which encompasses an area of land totaling approximately seventy-six acres (75.84 acres).

This subdivision is planned to include twenty-six (26) Single-Family Residential Units and sixty (60) Modified Housing/Senior Housing Units at build-out. The planned subdivision is situated in the northern portion of the City of Atascadero northeast of Highway 101 and is generally located:

- At the North end of El Camino Real;
- North and East of U.S. HWY 101; and,
- South and West of the Salinas River.

3.2 Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and associated assessments may include one or more of the following:

- 1) The installation or planting of landscaping;
- 2) The installation or construction of statuary, fountains, and other ornamental structures and facilities;
- 3) The installation or construction of public lighting facilities including, but not limited to street lights and traffic signals;
- 4) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof;
- 5) The installation of park or recreational improvements, including, but not limited to, all of the following:
 - a) Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - b) Lights, playground equipment, play courts, and public restrooms.
- 6) The acquisition of land for park, recreational, or open-space purposes or any existing improvement otherwise authorized pursuant to this section.
- 7) The maintenance or servicing, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement including but not limited to:
 - a) Repair, removal, or replacement of all or any part of any improvements;
 - b) Grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;
 - c) Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
 - d) The removal of trimmings, rubbish, debris, and other solid waste;

- e) The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti;
 - f) Electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements;
 - g) Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- 8) Incidental expenses associated with the improvements including, but not limited to:
- a) The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - b) The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - c) Compensation payable to the County for collection of assessments;
 - d) Compensation of any engineer or attorney employed to render services;
 - e) Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - f) Costs associated with any elections held for the approval of a new or increase assessment.

3.3 Description of Improvements and Services

The purpose of this District is to ensure the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. The improvements may consist of all or a portion of the public landscaped areas, street lighting and appurtenant facilities within and adjacent to the District (Tract 2498). These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The improvements to be maintained and funded entirely or partially through the District assessments are generally described as:

- Streetscape landscaping including street trees located on the perimeter of the development and interior streets of Tract 2498 that are within the public rights-of-way or easements and dedicated to the City for maintenance;
- Open space areas and fuel modification areas within or adjacent to the District boundaries;
- Park areas, recreational equipment, trails and landscaped drainage facilities developed and constructed as part of developing properties within Tract 2498;
- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City; improvements and facilities that may be provide by another assessment or tax levied by the City or any improvement provided and maintained by a Homeowner’s Association or similar entity.
- Public lighting facilities including street lighting, safety lighting and ornamental lighting installed as part of the residential development or landscaped improvement areas;
- Appurtenant facilities, equipment, materials and utilities related to the aforementioned improvements;
- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City;

improvements and facilities that may be provide by another assessment or tax levied by the City or any improvement provided and maintained by a Homeowner’s Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

3.3.1 LANDSCAPE IMPROVEMENTS

The landscape improvements for the District may include, but are not limited to turf, ground cover, shrubs and plants, trees, irrigation and drainage systems, ornamental lighting, masonry walls or other fencing, hardscape improvements, monuments, and associated appurtenant facilities located within the landscape easements or public rights-of-way. Specifically the landscape improvement areas for this District are identified as:

- Approximately 43,560 square feet of streetscape (parkway embankment) landscaping within the public rights-of-way located on El Camino Real within the boundaries of Tract 2498;
- An estimated 150 trees, including trees within the landscaped area on El Camino Real, various trees within the open space area and the street trees within the street right-of-way on Ferrocarril Road;
- Approximately 175,550 square feet (4.03 acres) of landscaped area in and around the two (2) drainage basins within Tract 2498;
- Approximately fifty-one (51) acres of non-irrigated open space area;
- Approximately 48,000 square feet of paved and unpaved trails; and 2,600 linear feet of steel rail fencing along the trail system and landscaped areas.

3.3.2 PUBLIC LIGHTING IMPROVEMENTS

The approved development plans for Tract 2498 do not include any proposed streetlight facilities.

4. ESTIMATE OF COSTS

BUDGET	Total Budget	Costs Not Assessed	2022/23 Assessment
DIRECT COSTS			
Annual Costs			
Landscape Services	\$8,000	(\$708)	\$7,292
Landscape Supplies	500	0	500
Landscape Utilities	1,000	0	1,000
City Landscape Services	6,250	0	6,250
Other Maintenance Services	500	0	500
Total Annual Direct Costs	\$16,250	(\$708)	\$15,542
CAPITAL EXPENDITURES			
Special Projects	\$2,500	\$0	\$2,500
Total Annual Special Projects	\$2,500	\$0	\$2,500
ADMINISTRATION EXPENSES			
Annual Administration Expenses			
City Annual Administration	\$2,220	\$0	\$2,220
Engineer's Report & Services	4,530	0	4,530
Public Noticing	500	0	500
Total Administration	\$7,250	\$0	\$7,250
TOTAL DIRECT & ADMINISTRATION COSTS	\$26,000	(\$708)	\$25,292
CAPITAL RESERVE COLLECTIONS/(USES)			
Landscape Rehabilitation/Replacement	\$438	\$0	\$438
Trail and Pathway Rehabilitation/Replacement	1,000	(500)	500
Park and Open Space Rehabilitation/Replacement	762	0	762
Tree Rehabilitation/Replacement	1,207	0	1,207
Park Rehabilitation/Replacement	707	0	707
Total Annual Capital Reserve Collections/(Uses)	\$4,114	(\$500)	\$3,614
LEVY ADJUSTMENTS			
Interest Income - Improvement Fund	(\$2,036)	\$0	(\$2,036)
Interest Income - Operating Reserve Fund	(324)	0	(324)
Contribution from Other Sources	(1,208)	(1,208)	0
Reserve Collection/(Use)	(10,671)	0	(10,671)
Total Levy Adjustments	(14,239)	(\$1,208)	(\$13,031)
BALANCE TO LEVY	\$15,875	\$0	\$15,875
DISTRICT STATISTICS			
Total Parcels			89
Parcels Levied			86
Total EBU ⁽¹⁾			63.50
Levy per EBU			\$250.00
Maximum Levy per EBU			\$1,503.92
FUND BALANCE INFORMATION			
Beginning Operating Reserve Balance			\$16,507
Operational Reserve Interest			324
Surplus Transfer from Improvement Fund			11,759
Operational Reserve Collection/(Use)			(13,031)
Estimated Ending Operating Reserve Balance			\$ 15,559
Beginning Improvement Fund Balance			\$104,562
Improvement Fund Interest			2,036
Surplus Transfer to Operations Fund			(11,759)
Improvement Fund Collection/(Use)			\$4,114
Estimated Ending Improvement Fund Balance			\$98,953

⁽¹⁾ Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel.



5. METHOD OF ASSESSMENT

5.1 General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and have been established pursuant to the 1972 Act and the provisions of Article XIID. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

5.2 Benefit Analysis

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1972 Act and Article XIID. The improvements provided by this District and for which properties will be assessed have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such, these improvements would be necessary and required of individual property owners for the development of such properties and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are a distinct and special benefit to the properties within the District. Any improvement or portion thereof that is considered to be of general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within the District.

5.2.1 SPECIAL BENEFIT

The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of public lighting and well-maintained landscaping in close proximity to those properties.

The special benefits associated with landscape improvements are specifically:

- Enhanced desirability of properties through association with the improvements.
- Improved aesthetic appeal of properties providing a positive representation of the area and properties.
- Enhanced adaptation of the urban environment within the natural environment from adequate green

space and landscaping.

- Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
- Enhanced quality of life through well-maintained green space and landscaped areas.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
- Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation and attenuating noise.

The special benefits of street lighting and other public lighting facilities are the convenience, safety, and security of property, improvements, and goods. Specifically:

- Enhanced deterrence of crime and the aid to police protection.
- Increased nighttime safety on roads, streets and public areas.
- Improved ability of pedestrians and motorists to see.
- Improved ingress and egress to property.
- Reduced vandalism and other criminal act and damage to improvements or property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the esthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

5.2.2 GENERAL BENEFIT

Upon reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District as well as the reasons for installing, constructing and maintaining such improvements, it is evident that the properties within the District receive special benefit from those improvements. While the District improvements clearly include public areas, easements, rights-of-way and other amenities available or visible to the public at large, the landscaped areas, trails, detention basin as well as the need to increase maintenance activities within the open space areas resulted solely from the development of properties within the District and would otherwise not have been required nor necessarily desired by any properties or developments outside the District and any public access or use of the improvements by others is incidental. Therefore, it has been determined that these improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large. However, while this development has facilitated a need for increased maintenance of the open space area associated with Tract 2498, it is also recognized that land conservation and ensuring adequate open space areas within the City does have some indirect, but not quantifiable, benefit to the community at large. Therefore, while the entire cost to maintain the open space area as well as the Horse Arena facility have been incorporated into the District budget, the annual cost to maintain the arena and a portion of the

open space area are not included in the proposed special benefit assessments. Should the City require maintenance of these areas, the associated costs will be funded by other revenue sources available to the City.

5.3 Assessment Methodology

The method of apportionment for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development.

The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

To identify and determine the special benefit to be received by each parcel and their proportionate share of the improvement costs it is necessary to consider the entire scope of the planned improvements as well as individual property development within the District. Upon review of the proposed improvements it has been determined that each of the residential parcels within the District receives special benefits from the improvements to be funded by annual assessments and based on the planned property development a single zone of benefit is appropriate for the allocation of the assessments and proportional benefit.

5.3.1 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1972 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.00 EBU per lot or parcel. This is the base value

that the other properties are compared and weighted against regarding special benefit.

- (2) Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for remaining units.
- (3) Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) Modified Housing/Senior Housing Units** — Modified Housing or Senior Housing is generally defined as residential units that would typically be classified as Condominiums or Town-homes, but have specific deed restrictions that may limit the size or use of all units within the development. This classification is not applicable to individual single-family residential parcels unless all single-family residential parcels within that particular development or subdivision have the same restrictions. (For example: One or more single-family units within a subdivision that are deed restricted as “Affordable Housing” or “Senior Housing” does not qualify for this land use classification, unless all the units within that development have the same or similar deed restrictions.) Since this classification generally involves Condominium or Town-home type properties, that are generally

assigned 0.75 EBU, it has been determined that an appropriate allocation of special benefit for modified housing units or senior housing units is best represented by an assignment of 0.625 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to a single APN.

- (5) Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (6) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.00 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.00 EBU (parcels in excess of 25 acres are assigned 25.00 EBU). Parcels less than one acre, shall be assigned a minimum of 1.00 EBU (similar to a vacant lot within a residential tract).
- (7) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:
- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
 - Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District;
 - Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels' current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

- (8) Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Modified Housing/Senior Housing Units	0.625	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$



5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-Hayward Area from February to February. The Maximum Assessment rate was increased by 5.1934% for Fiscal Year 2022/23.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate is recalculated and a new Maximum Assessment Rate is established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate has been calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional

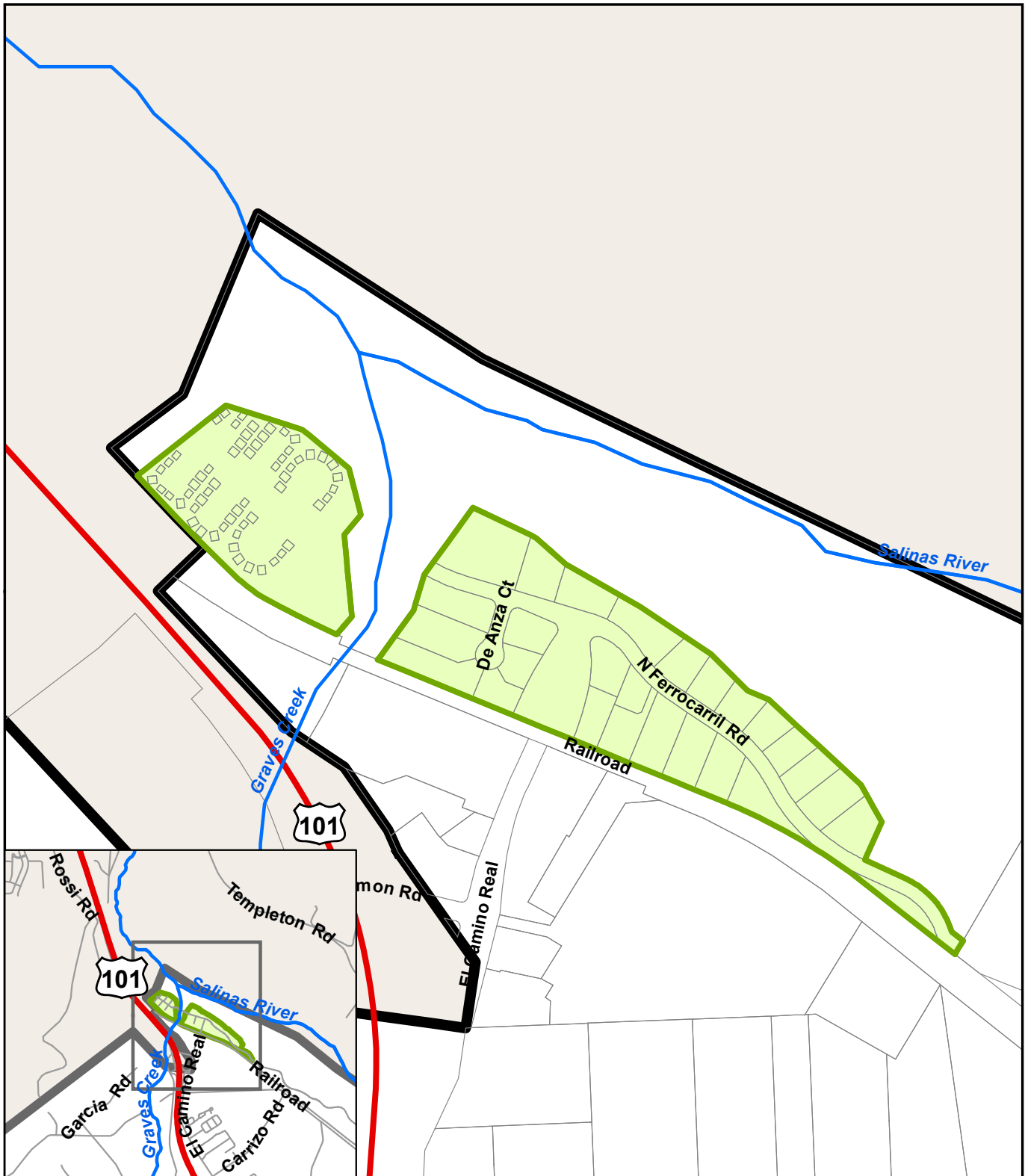
special benefit assigned to a land use classifications are permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

6. ASSESSMENT DIAGRAM

The parcels within the Landscaping and Lighting District No. 03 De Anza Estates consist of the lots, parcels and subdivisions of land located in the planned residential development known as De Anza Estates, Tract 2498. The District covers approximately seventy-six acres (75.84 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



CITY OF ATASCADERO

DE ANZA ESTATES

Street and Storm Drain Maintenance District No. 3
Landscaping and Lighting District No. 3



Print Date: 5/13/2015
Printed by: City of Atascadero
GIS Division

7. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, rights-of-way, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

City of Atascadero
Landscaping & Lighting Maint Dist No. 3
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
049-044-002	755 N FERROCARRIL RD	Single Family Residential	\$250.00
049-044-003	765 N FERROCARRIL RD	Single Family Residential	250.00
049-044-004	805 N FERROCARRIL RD	Single Family Residential	250.00
049-044-005	905 N FERROCARRIL RD	Single Family Residential	250.00
049-044-006	955 N FERROCARRIL RD	Single Family Residential	250.00
049-044-007	1025 N FERROCARRIL RD	Single Family Residential	250.00
049-044-008	1055 N FERROCARRIL RD	Single Family Residential	250.00
049-044-009	1155 N FERROCARRIL RD	Single Family Residential	250.00
049-044-010	1255 N FERROCARRIL RD	Single Family Residential	250.00
049-044-011	1305 N FERROCARRIL RD	Single Family Residential	250.00
049-044-012	1355 N FERROCARRIL RD	Single Family Residential	250.00
049-044-013	1200 N FERROCARRIL RD	Single Family Residential	250.00
049-044-014	1100 N FERROCARRIL RD	Single Family Residential	250.00
049-044-015	1000 N FERROCARRIL RD	Single Family Residential	250.00
049-044-016	950 N FERROCARRIL RD	Single Family Residential	250.00
049-044-017	860 N FERROCARRIL RD	Single Family Residential	250.00
049-044-018	850 N FERROCARRIL RD	Single Family Residential	250.00
049-044-019	870 N FERROCARRIL RD	Single Family Residential	250.00
049-044-020	880 N FERROCARRIL RD	Single Family Residential	250.00
049-044-021	705 DE ANZA CT	Single Family Residential	250.00
049-044-022	725 DE ANZA CT	Single Family Residential	250.00
049-044-023	750 DE ANZA CT	Single Family Residential	250.00
049-044-024	740 DE ANZA CT	Single Family Residential	250.00
049-044-025	720 DE ANZA CT	Single Family Residential	250.00
049-044-026	700 DE ANZA CT	Single Family Residential	250.00
049-044-033	655 N FERROCARRIL RD	Single Family Residential	250.00
049-046-002	503 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-003	505 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-004	507 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-005	509 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-006	511 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-007	513 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-008	515 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-009	517 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-010	519 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-011	521 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-012	524 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-013	526 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-014	528 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-015	530 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-016	532 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-017	534 N FERROCARRIL RD	Senior Housing Units	156.24

Slight variances may occur due to rounding

City of Atascadero
Landscaping & Lighting Maint Dist No. 3
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
049-046-018	536 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-019	538 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-020	540 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-021	542 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-022	572 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-023	574 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-024	576 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-025	578 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-026	580 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-027	582 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-028	584 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-029	586 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-030	588 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-031	590 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-032	592 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-033	551 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-034	553 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-035	555 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-036	557 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-037	559 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-038	561 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-039	563 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-040	565 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-041	567 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-042	595 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-043	597 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-044	599 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-045	603 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-046	605 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-047	601 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-048	609 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-049	607 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-050	610 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-051	612 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-052	614 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-053	616 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-054	618 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-055	620 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-056	622 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-057	624 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-058	626 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-059	628 N FERROCARRIL RD	Senior Housing Units	156.24

Slight variances may occur due to rounding

City of Atascadero
Landscaping & Lighting Maint Dist No. 3
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
049-046-060	630 N FERROCARRIL RD	Senior Housing Units	156.24
049-046-061	501 N FERROCARRIL RD	Senior Housing Units	156.24
86 Accounts			\$15,874.40
86 Total Accounts			\$15,874.40



Atascadero City Council

Staff Report – Administrative Services Department

Woodridge (Las Lomas) Assessment Districts

RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A approving the final Engineer's Report regarding the Street and Storm Drain Maintenance District No. 02 – Woodridge (Las Lomas), and the levy and collection of annual assessments related thereto for Fiscal Year 2022/2023.
2. Adopt Draft Resolution B ordering the levy and collection of assessments for Fiscal Year 2022/2023 for Street and Storm Drain Maintenance District No. 02 – Woodridge (Las Lomas).
3. Adopt Draft Resolution C approving the final Engineer's Report regarding the Landscaping and Lighting District No. 02 – Woodridge (Las Lomas), and the levy and collection of annual assessments related thereto in Fiscal Year 2022/2023.
4. Adopt Draft Resolution D ordering the levy and collection of assessments for Fiscal Year 2022/2023 for Landscaping and Lighting District No. 02 – Woodridge (Las Lomas).

DISCUSSION:

The City Council formed and began assessing Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) in 2005. This district was formed to provide funding for future routine maintenance of the streets, storm drains and sidewalks in the Woodridge (Las Lomas) subdivision.

The City Council also formed and began assessing Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) in 2005. This district was formed to provide for funding and maintenance of street trees, open space, park area, medians, walkways, paths and other landscape and lighting improvements within the Woodridge subdivision.

The Woodridge subdivision is now known as Las Lomas. The Assessment Districts were formed and named when the area was known as the Woodridge development. All references to Woodridge are now understood to mean the development known as Las Lomas.

NBS, an independent financial consultant, was hired to prepare the engineer's reports for the two districts. The engineer's reports and the levies must be approved by Council annually. This is done in a two-step process. Last month, three resolutions for each district (a total of 6 resolutions in all) were passed to begin the process of continuing the levies. At that time, the engineer's reports were preliminarily approved, proceedings were initiated for the levy, and the date of tonight's public hearing was established. The resolutions that are before the Council tonight are for the final approval of the Engineer's Reports and for the approval of the annual levies.

The proposed assessments for fiscal year 2022/2023 are less than the Maximum Assessment Rate. In accordance with the formula voters of the district adopted in 2005, the City may increase the Maximum Assessment Rate for inflation by the greater of the Consumer Price Index (CPI) or 3.0%. The Maximum Assessment Rate was increased by 5.2% (CPI) this year for both districts.

The City has historically held an annual informational meeting with District residents, to review and gather input regarding the upcoming year's assessment. Due to a combination of factors including the social distancing requirements due to the COVID-19, City Council's stated direction for essentialism in order to better prioritize and streamline staff's time and efforts, keeping down administration costs in the Districts, and dwindling community attendance at these meetings, the annual meeting was not held. An Assessment Information Notice was mailed to all property owners on April 12, 2022. The notice provided city staff contact information for questions and comments, dates for the related Council meetings, information on how to participate in the meeting, the proposed and current levies for both districts, and pages related to the districts from the City's June 30, 2021, audited financial statements.

The Landscaping and Lighting District levy is about 14% of the allowable maximum annual assessment and the Street and Storm Drain District is about 50% of the allowable maximum annual assessment.

The Districts are proposed to increase by Consumer Price Index (CPI). The Landscape and Lighting District is experiencing increased costs due to the aging landscape, increases in utilities (water and electricity), and increases in labor costs for the landscape maintenance contractor. City staff works to maximize efficiencies and minimize levy increases, however, modest levy increases are expected in future years in order to continue providing the existing service levels increased costs due to the aging landscape and increases in costs of labor and utilities.

At the direction of the homeowners in attendance at meetings held December 14, 2017, and April 11, 2018, the City staff set the levy for the Street and Storm Drain (SSD) Benefit Assessment District at an amount that will cover short-term maintenance, but will not be sufficient for long-term maintenance and repair.

This Assessment District levy amount is sufficient only for the annual operating costs and a periodic surface treatment (slurry seal) of the roads. As discussed at the aforementioned meetings and the Public Hearings, Neighborhood meetings, and Annual Notices since, these funds will only be enough to cover road maintenance costs through

fiscal year 2032/33. Beyond that time, the roads will require more in-depth road rehabilitation projects that will require significant funding. The estimated cost of that work is just under \$1,000,000 using current dollars, and is the financial obligation of the residents of the Benefit Assessment District. As 2034 approaches, a bond issue or other financing mechanism will need to be approved and paid for by the residents to fund the longer-term improvements needed to maintain the District. This information was included in the Assessment Information Notice that was mailed to the property owners.

District	Amount Per EBU Assessment Fiscal Year 2021-22	Amount Per EBU Proposed Assessment Fiscal Year 2022-23
Atascadero Street and Storm Drain Maintenance District No. 02 Las Lomas	\$ 407.00	\$ 428.00
Atascadero Landscaping and Lighting Maintenance District No. 02 Las Lomas	\$ 289.00	\$ 304.00

FISCAL IMPACT:

Annual assessments for 2022/2023 will total \$99,189 for road/drainage system maintenance and \$70,452 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Las Lomas (Woodridge). The City General Fund will contribute \$2,600 for the fiscal year 2022/2023 for 25% of the maintenance costs of the trails and open space.

ATTACHMENTS:

1. Draft Resolution A
2. Draft Resolution B
3. Engineer’s Annual Levy Report - Street and Storm Drain Maintenance District No. 02 – Woodridge (Las Lomas)
4. Draft Resolution C
5. Draft Resolution D
6. Engineer’s Annual Levy Report - Landscaping and Lighting District No. 02 – Woodridge (Las Lomas)

DRAFT RESOLUTION A

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, APPROVING THE FINAL ENGINEER'S REPORT REGARDING THE STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 02 (WOODRIDGE), AND THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS RELATED THERETO FOR FISCAL YEAR 2022/2023

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as "City Council"), pursuant to the provisions the Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703 (hereafter referred to as the "Act"), did by previous Resolution order the Engineer, NBS, to prepare and file a report in accordance with the Act in connection with Street and Storm Drain Maintenance District No. 02 (Woodridge) (hereafter referred to as the "District") and the proposed levy and collection of assessments related thereto for fiscal year 2022/2023, said fiscal year starting July 1, 2022 and ending June 30, 2023; and

WHEREAS, the Engineer has prepared and filed with the City Clerk of the City of Atascadero and the City Clerk has presented to the City Council such report entitled "Engineer's Annual Levy Report for Street and Storm Drain Maintenance District No. 02 (Woodridge), fiscal year 2022/2023" (hereafter referred to as "Engineer's Report") in accordance with the Act; and

WHEREAS, the City Council has carefully examined and reviewed the Engineer's Report as presented, and is satisfied with the items and documents as set forth therein, and finds that the levy of assessments has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Engineer's Report.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Engineer's Report as presented, consists of the following:

- a) Plans and specifications that describe the District and Improvements.
- b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements and the calculations used to establish each parcel's proportional special benefit assessment.
- c) The Budget that outlines the costs and expenses to service, and maintain the improvements including incidental expenses to operate the District.
- d) An Assessment Diagram that identifies the boundaries of the District.
- e) An Assessment Roll containing each of the Assessor Parcel Numbers that comprise the District and the proportional maximum assessment and the assessment for fiscal year 2022/2023.

SECTION 3. The Engineer’s Report as presented, is hereby approved, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the adoption and approval of the Engineer’s Report.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

DRAFT RESOLUTION B

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, ORDERING THE LEVY AND
COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2022/2023 FOR
STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 02
(WOODRIDGE)**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as City Council) has by previous Resolutions initiated proceedings to levy special benefit assessments against parcels of land within Street and Storm Drain Maintenance District No. 02 (Woodridge) (hereafter referred to as the “District”) for the fiscal year commencing July 1, 2022 and ending June 30, 2023; pursuant to the provisions of the Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703 (hereafter referred to as the “Act”) to pay the costs and expenses of operation, maintenance, repair and servicing of local street right-of-way improvements and storm drain facilities related thereto; and

WHEREAS, the Engineer selected by the City Council has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council an Engineer’s Report in connection with the proposed levy of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution adopt and approve said Engineer’s Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operation, maintenance, repair and servicing of local street right-of-way improvements and storm drain facilities related thereto; and

WHEREAS, the City Council conducted in May 2005 a property owner protest ballot proceeding for the District assessments proposed to be levied and majority protest of the assessments described in the Engineer’s Report did not exist pursuant to the provisions of the California State Constitution Article XIID.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Following notice duly given, the City Council has held a full and fair Public Hearing regarding its Resolution approving the Engineer’s Report prepared in connection therewith; the levy and collection of assessments, and considered the oral and written statements, protests and communications made or filed by interested persons.

SECTION 2. Based upon its review of the Engineer’s Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:

- a) The land within District will receive special benefit by the operation, maintenance and servicing of improvements to be provided by the District.
- b) The District includes the lands receiving such special benefit.

c) The net amount to be assessed upon the lands within the District is in accordance and apportioned by a formula and method which fairly distributes the net amount among the eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 3. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as the maintenance, operation, administration and servicing of the improvements that may include, but is not limited to local street right-of-way improvements and storm drain facilities within the District and the appurtenant facilities related thereto.

SECTION 4. The maintenance, operation and servicing of improvements shall be performed pursuant to the Act and the County Auditor of San Luis Obispo County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City.

SECTION 5. The City shall deposit the money representing assessments collected by the County for the District to the credit of a fund for the Street and Storm Drain Maintenance District No. 02 (Woodridge), and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in the Engineers Report and generally described in Section 3 of this Resolution.

SECTION 6. The adoption of this Resolution constitutes the establishment of the maximum assessment rate described in the Engineer’s Report and the levy of assessments for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 7. The City Clerk or their designee is hereby authorized and directed to file the levy with the County Auditor, per Section 54718 of the Act, upon adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

CITY OF ATASCADERO

Fiscal Year 2022/23 Engineer's Report For:

**Street and Storm Drain Maintenance
District No. 02 Las Lomas (Woodridge)**

May 2022



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

CITY OF ATASCADERO
Street and Storm Drain Maintenance District No. 02
Las Lomas (Woodridge)

6500 Palma Avenue
Atascadero, CA 93422
Phone – (805) 461-5000
Fax – (805) 461-7612

CITY COUNCIL

Heather Moreno, Mayor

Heather Newsom, Mayor Pro Tem

Charles Bourbeau, Council Member

Mark Dariz, Council Member

Susan Funk, Council Member

AGENCY STAFF

Rachelle Rickard, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

NBS

Adina McCargo, Project Manager

Tim Seufert, Client Services Director

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1. ENGINEER’S LETTER

WHEREAS, on March 24, 2005 by Resolution No. 2005-048, the City Council of the City of Atascadero (the "City"), State of California, in accordance with and pursuant to the provisions of the Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703 (hereafter referred to as the "1982 Act"), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as the "California Constitution"), established the City of Atascadero Street and Storm Drain Maintenance District No. 02 Las Lomas (Woodridge) (the "District"); and

WHEREAS, on May 10, 2022 the City Council, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer’s Report for the District; and

WHEREAS, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

NOW THEREFORE, the assessments as detailed in this Engineer’s Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2022/23:

FY 2022/23 Summary of Assessment

Description	Amount
Estimated Annual Costs	\$21,420
Capital Reserve Collection/(Uses)	114,270
Levy Adjustments	(36,501)
Balance to Levy	99,189
Fiscal Year 2022/23 Maximum Rate	\$854.78
Fiscal Year 2022/23 Proposed Applied Rate	\$428.00

I, the undersigned, respectfully submit the enclosed Engineer’s Report and, to the best of my knowledge, information, and belief, the Engineer’s Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1982 Act.

 City Engineer



2. EXECUTIVE SUMMARY

Pursuant to the provisions of the *Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703* (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIID* (hereafter referred to as the “California Constitution”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), proposed to form and levy special benefit assessments for the district designated as:

Street and Storm Drain Maintenance District No. 02 Las Lomas (Woodridge)

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Las Lomas (Woodridge), Tract 2525-1 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2022/23.

The City Council formed the District, and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the street and storm drain improvements and facilities associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1982 Act and the substantive and procedural provisions of the California Constitution.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements and facilities. The annual assessments described herein will provide a funding source for the continued operation and maintenance of streets, storm drain system and appurtenant facilities installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the streets and storm drain system that provides special benefits to properties within the District. The structure of the District (organization), the improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2525-1; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of this District’s formation, the City conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the *California Constitution, Article XIID Section 4*. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to consider public testimonies, comments and written protests regarding the formation of the District and

levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. The tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein; therefore, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, a Report shall be prepared and presented to the City Council describing any changes to the improvements, proposed services, the annual budget or assessments for that fiscal year and the City Council may hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

3. PLANS AND SPECIFICATIONS

3.1 Benefiting Properties within the District

The territory within the District consists of the lots, parcels and subdivisions of land within the residential subdivision known as the Las Lomas (Woodridge), Tract 2525-1, which encompasses an area of land totaling approximately one hundred and eleven acres (111.20 acres).

This residential subdivision includes one hundred forty-three (143) single-family residential units; thirty-five (35) condominium/senior housing units; and a single, one hundred (100) unit multi-family residential project at build-out. Due to parcel splits the multi-family residential project is spread over three parcels. The planned subdivision is situated in the southeast portion of the City of Atascadero and is generally located:

- South and east of Halcon Road;
- East of Highway 101 and El Camino Real
- South and west of the Southern Pacific Railroad Tracks; and
- North of Salinas Road and Santa Cruz Road

3.2 Funding Authorized by the 1982 Act

As generally defined by the Benefit Assessment Act of 1982 and applicable to this District, the City may impose a benefit assessment to finance the maintenance and operation costs of the following services:

- Drainage and Flood Control;
- Streets and Roads.

In addition to imposing a benefit assessment for the annual maintenance and operation of the District improvements, the City may also authorize an assessment or utilize existing assessment revenues to finance the installation, construction or replacement of drainage and flood control facilities as well as the street and road improvements (with some limitations). While such activities are permitted under the 1982 Act, the budget and assessments for this District only provide for normal maintenance and operation of the improvements. Since most major rehabilitation/construction projects result from unforeseen damages, the extent and cost of such projects are not easily predicted and to accumulate funds as part of the normal annual assessments would not be reasonable. If such funding becomes necessary, the City may present a new or increased assessment to the property owners to support the projects.

3.3 Description of Improvements and Services

The purpose of this District is to fund the activities necessary to maintain and service the local streets and the drainage and flood control systems constructed and installed in connection with development of properties within the residential subdivision known as Las Lomas (Woodridge), Tract 2525-1 pursuant to approved development plans and agreements. The improvements may consist of all or a portion of the public streets, drainage and flood control facilities associated with Tract 2525-1 and the maintenance of these improvements may include but are not limited to the materials, equipment, labor, and incidental expenses deemed necessary to keep these improvements in satisfactory condition. The maintenance of the improvements and related activities shall be funded entirely or partially through the District assessments. Not

all improvements have been fully accepted by the City. It is anticipated that will occur within the next fiscal year at which time the costs of maintenance for those improvements will be charged to the district. The District improvements and services are generally described as:

- Street maintenance that may include but is not limited to the repair and servicing of street surfaces, curbs, gutters, bridges, driveway approaches, sidewalks, barricades, delineation, signage or other facilities within the public street rights-of-way installed in connection with the development of properties in Tract 2525-1 and that have been dedicated to the City;
- Storm drain and flood control maintenance that may include but is not limited to inspection, repair and servicing of drainage basins, inlets, catch basins, manholes, outlets, drywells, pumps, filters and storm drain pipes installed in connection with the development of properties of Tract 2525-1 as well as any off-site improvements and facilities directly associated with the aforementioned infrastructure that is deemed necessary to service or protect the properties including waste water treatment;
- The appurtenant, equipment, materials and service contracts related to the aforementioned improvements and facilities;
- Specifically excluded are those improvements or facilities: located on private property or common areas; that may be provided or maintained by an agency other than the City; that may be provided by another assessment or tax levied by the City; or that may be provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

3.3.1 STREET MAINTENANCE

The street maintenance program may include, but is not limited to: the repair of potholes, cracks or other failures in the asphalt surface; repair or replacement of curbs, gutters, driveway approaches and sidewalks as required as part of maintaining the streets; repair or installation of street signs, barricades, fencing or other delineation; mechanized sweeping and cleaning of the streets and gutters; slurry sealing, overlays and re-striping of the street surfaces. The specific activities and timing of various street and road maintenance services shall be determined by the City's Public Works Department as necessary to extend the life of the streets or to improve traffic circulation and safety as available funding permits. Specifically, the street improvements for this District are identified as:

- Approximately 290,610 square feet of asphalt street surface located on the various interior streets identified as Calle Milano, Eliano Street, Via Cielo, Avion Road, Alcotan Lane, and Azor Lane;
- Approximately 13,750 linear feet of curb and gutter along Calle Milano, Eliano Street, Via Cielo, Avion Road, Alcotan Lane, and Azor Lane;
- Approximately 1,480 linear feet of curb and gutter in and around the median islands on Calle Milano and at Via Cielo;

- Approximately 145 driveway approaches, 45,264 square feet of sidewalks and various street signs within the District;
- Specifically not included as part of the street maintenance program are the costs associated with major replacements or reconstruction. Although the District assessments will provide funding for regular maintenance and servicing of the improvements that will extend the useful life of the street improvements, the assessments are not intended to fund major replacements or reconstruction of the street surfaces or adjacent improvements such as curbs, gutters or driveway approaches. The costs of extensive replacement or reconstruction activities such as grinding and resurfacing of the asphalt; and replacement of curbs, gutters driveway approaches and sidewalks is significantly more than the amount that can reasonably be collected annually under the provisions of the 1982 Act. When such repairs or activities are deemed necessary, the City will consider various financing options including new or increased assessments for property owner approval.

The Public Works Department shall authorize the operational activities and maintenance of the public street and right-of-way improvements, facilities and services that may include, but are not limited to:

- Regular street sweeping services necessary to control dirt and debris on street surfaces and gutters;
- Annual inspection of street surface and repair of potholes and surface cracks as needed;
- Periodic slurry or overly of street surfaces and driveway approaches (typically one or the other once every five years);
- Periodic re-stripping of traffic lanes, bike lanes, street parking areas, crosswalks and intersections (typically in conjunction with slurry or overly activities);
- Graffiti abatement of public improvements within the street rights-of-way that are maintained by the District including but not limited to sandblasting, repainting and repair of fences, walls, barricades, sidewalks and signage as needed;
- Annual inspection and periodic repair or replacement of decorative street- pavers as needed;
- Annual inspection and minor repairs of curbs, gutters, driveway approaches and sidewalks including partial segment replacements as needed to ensure pedestrian and vehicle safety or the integrity of the street;
- Annual inspection and periodic repair or rehabilitation of street signs and traffic control devices;
- Annual inspection and repair of barricades, street-fencing, delineation or retaining walls within the street rights-of-way as needed.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis, such as slurry sealing or overlaying the asphalt streets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent when sufficient funds have been accumulated to perform the services deemed necessary by the City (approximately every five years). This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

3.3.2 STORM DRAIN AND FLOOD CONTROL MAINTENANCE

The storm drain and flood control system associated with the District may include but is not limited to: drainage basins and bio-filters; channel ways; storm drain inlets, catch basins, manholes, outlets; drywells, pumps, filters and pipes. The storm drain system to be maintained primarily involves on-site facilities (within the District boundaries) but may also include off-site improvements such as water treatment equipment, facilities or services mandated or required by Federal, State or County regulations for water pollution control. The annual assessments for this District are intended to support a storm drain and flood control maintenance program that will adequately regulate and control storm water runoff resulting from the development of properties within the District. This maintenance program may include but is not limited to: inspection and documentation of the system; cleaning, servicing or repair of the facilities and equipment; and the partial replacement or rehabilitation of equipment and facilities. The storm drain and flood control system includes but is not limited to:

- Approximately 175,550 square feet of drainage basin area;
- Twenty-four (24) inlets, outlets and manholes located throughout Tract 2525-1;
- Approximately 4,965 linear feet of storm drain pipe ranging from 18 inches to 36 inches in diameter.

The Public Works Department shall authorize and schedule the operational activities and maintenance of the storm drain and storm water pollution treatment infrastructure, facilities and services that may include, but are not limited to:

- Cleaning of storm drain inlets, catch basins, manholes and pipes as needed;
- Stencil maintenance and documentation of facilities as required by Federal, State or County regulations;
- Cleaning and landscape maintenance of the drainage basins, bio-filter areas or channel ways as needed;
- Debris removal and pest control in and around the storm drain facilities as needed;
- Minor repairs and maintenance of the storm drain inlets, catch basins and outlets as needed;
- Street sweeping services necessary to control debris and water flow for the storm drain system; and,
- The operational costs related to NPDES compliance requirements.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis such as minor repairs to the storm drain inlets, catch basins and outlets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent as needed to perform the services deemed necessary by the City. This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

4. ESTIMATE OF COSTS

Budget	2022/2023 Assessment
DIRECT COSTS	
Streets, Roads & Storm Drain Improvements	
Street Maintenance	\$8,100
Drainage Maintenance Services	3,610
Inspection & Operational Services - Roads, Drainage	0
Total Annual Direct Costs	\$11,710
SPECIAL PROJECT	
	\$0
ADMINISTRATION EXPENSES	
City Annual Administration	\$1,800
City Operational Services	4,160
Engineer's Report & Services	3,450
Public Noticing	300
Total Annual Administration Costs	\$9,710
TOTAL DIRECT & ADMINISTRATION COSTS	\$21,420
CAPITAL RESERVE COLLECTIONS/(USES)	
Collection for Street Surface Activities	\$97,500
Collection for Repair Activities: Curbs, Gutters, Approaches & Sidewalks	12,500
Collection for Debris Removal	1,250
Collection for Storm Drain Infrastructure	3,020
Total Annual Capital Reserve Collections/(Uses)	\$114,270
LEVY ADJUSTMENTS	
Interest Income - Improvement Fund	(\$10,915)
Interest Income - Operating Reserve Fund	(375)
Reserve Fund Collection (Use)	(25,211)
Total Levy Adjustments	(\$36,501)
BALANCE TO LEVY	\$99,189
DISTRICT STATISTICS	
Total Parcels	191
Parcels Levied	181
Total EBU ⁽¹⁾	231.75
Levy per EBU	\$428.00
Maximum Levy per EBU	\$854.78
FUND BALANCE INFORMATION	
Beginning Operating Reserve Balance	\$13,535
Operational Reserve Interest	375
Surplus Transfer from Improvement Fund	36,514
Operational Reserve Collection (Use)	(36,501)
Ending Operating Reserve Balance	\$13,923
Beginning Improvement Fund Balance	\$316,986
Improvement Fund Interest	10,915
Surplus Transfer to Operations Fund	(36,514)
Improvement Fund Collection	114,270
Ending Improvement Fund Balance	\$405,657

⁽¹⁾ Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel



5. METHOD OF ASSESSMENT

5.1 General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing for the maintenance, operation and servicing of drainage and flood control improvements as well as streets, roads and appurtenant facilities. The 1982 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service”.

Furthermore:

“The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service, except that the legislative body may, by resolution, determine that the estimated cost of work authorized ... is greater than can be conveniently raised from a single annual assessment and order that the estimated cost shall be raised by an assessment levied and collected in installments.... The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices in compliance with the provisions of the 1982 Act and the California Constitution. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

5.2 Benefit Analysis

Each of the proposed improvements and services, and the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1982 Act and the California Constitution. The street and storm drain improvements associated with this District were necessary and essential requirements for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such the ongoing operation, servicing and maintenance of those improvements would otherwise be the direct financial obligation of each individual property owner. Since each parcel to be assessed within the District could not have been developed in the absence of these improvements and facilities, each parcel has a direct investment in the proper maintenance of the improvements that is over and above any general benefits that may be conferred by such improvements and services.

The ongoing maintenance and servicing of the District improvements is an integral part of the appearance, use and preservation of the properties within the District and such services to be funded by annual assessments confer a particular and distinct special benefit to those parcels. The proper maintenance of streets and appurtenant facilities allows individual parcels to be used to their fullest extent by ensuring the safe and efficient movement of people and goods to and from the benefiting properties Likewise, the maintenance and servicing of the storm drain system ensures proper water flow and control of excess

water during periods of rain, which is essential to preservation and protection of private property. Together the maintenance and servicing of the streets and storm drain system contributes to a specific enhancement of each of the parcels within the District and the absence of adequate maintenance and servicing of the District improvements could eventually have a negative impact on properties within the District.

Although the improvements may include public streets and storm drain facilities that connect to similar facilities outside the District boundaries, it is clear that the construction and installation of these improvements were only necessary for the development of properties within the District. As such, these improvements were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the ongoing maintenance, servicing and operation of the District improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. Any improvement or portion thereof (particularly off-site storm drain facilities) that may be considered general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within this District. However, the costs associated with installation or improvement of any off-site facilities that benefit the parcels within this District as well as other properties (shared benefit) may be allocated to the parcels within the District based on their proportional special benefit from such improvements.

5.3 Assessment Methodology

The costs associated with the improvements and services shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the California Constitution Article XIII D Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

The method of apportionment established for this District and described herein, reflects the proportional special benefit each property receives from the improvements and services based on the actual or proposed land use of that parcel as compared to other properties within the District based on similarities and differences in parcel land use.

5.3.1 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1982 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.



Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile-home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases, the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential property is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for the remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU

per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).

(4) Planned-Residential Development — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).

(5) Vacant Residential — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.0 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.0 EBU (parcels in excess of 25 acres are assigned 25.0 EBU). Parcels less than one acre, shall be assigned a minimum of 1.0 EBU (similar to a vacant lot within a residential tract).

(6) Exempt Parcels — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District.;
- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use.

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status. Government owned properties or public

properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

- (7) **Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel’s total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel’s EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU’s) is the sum of the individual EBU’s applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU’s of the parcels benefiting from the improvements. This Rate is then applied back to each parcel’s individual EBU to determine the parcel’s proportionate benefit and assessment obligation for the improvements.

$$\begin{aligned} \text{Total Balance to Levy} / \text{Total EBU} &= \text{Levy per EBU} \\ \text{Levy per EBU} \times \text{Parcel EBU} &= \text{Parcel Levy Amount} \end{aligned}$$

5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any



assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for fiscal year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to the future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-San Jose Area from February to February. The Maximum Assessment rate was increased by 5.1934% for Fiscal Year 2022/23.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications is permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIID Section 4c, that requires a public hearing and certain protest procedures including

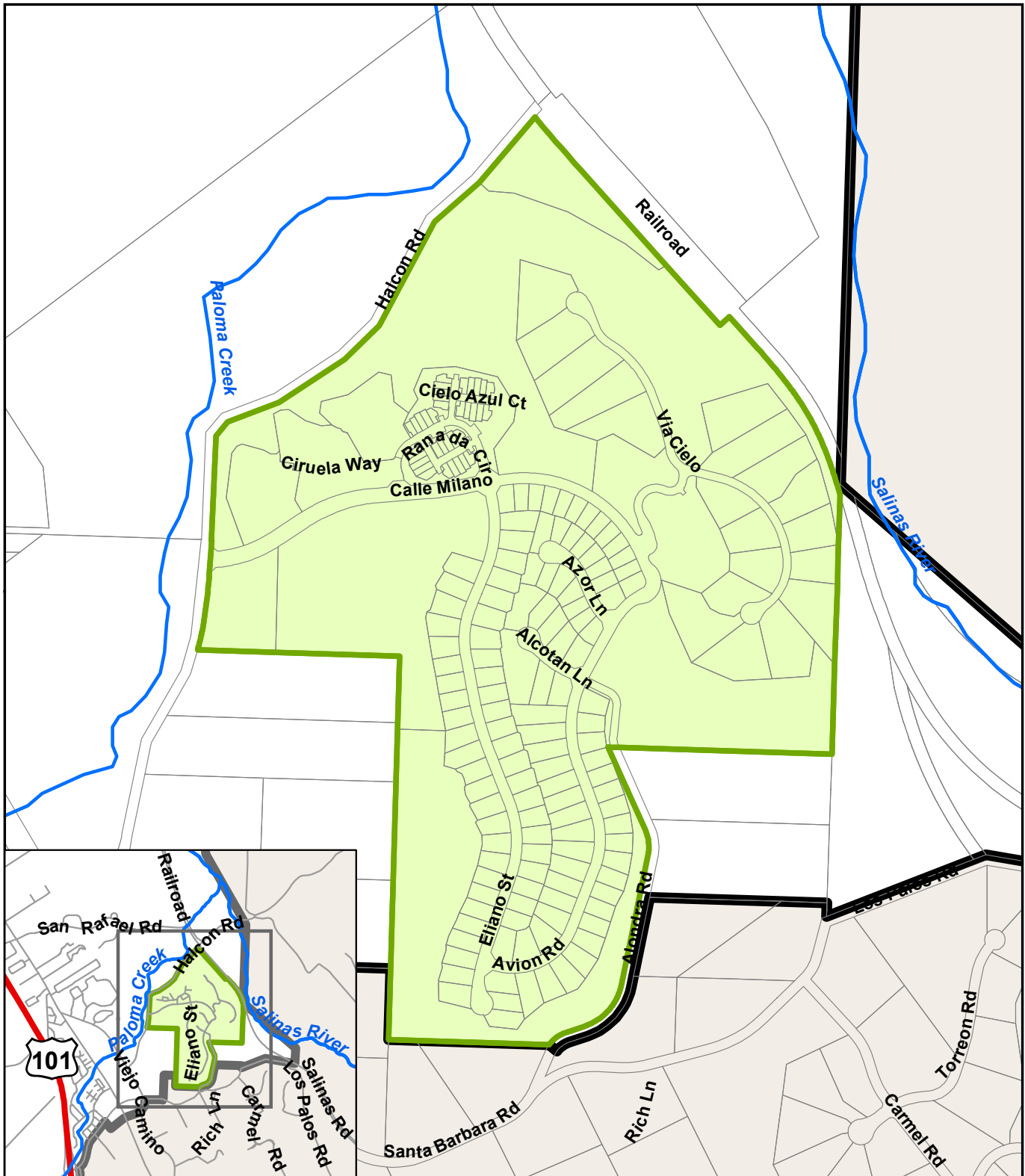
mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.



6. ASSESSMENT DIAGRAM

The parcels within the Street and Storm Drain Maintenance District No. 02 Las Lomas (Woodridge) consist of the lots, parcels and subdivisions of land located in the residential development known as Las Lomas (Woodridge), Tract 2525-1. The District covers approximately one hundred and eleven acres (111.20 acres) in the southeast portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



CITY OF ATASCADERO

LAS LOMAS

Street and Storm Drain Maintenance District No. 2
Landscaping and Lighting District No. 2



Print Date: 5/13/2015
Printed by: City of Atascadero
GIS Division

7. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the proposed lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, rights-of-way, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

City of Atascadero
Street & Storm Drain Maintenance No. 2
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
045-311-014	9341 DECHADO WAY	MFR	\$7,605.56
045-311-015	9261 LOS OLIVOS CIR	MFR	10,627.24
045-311-016	9110 CIRUELA WAY	MFR	8,517.20
045-312-001	9510 ALCOTAN RD	SFR	428.00
045-312-002	9520 ALCOTAN RD	SFR	428.00
045-312-003	11400 ELIANO ST	SFR	428.00
045-312-004	11390 ELIANO ST	SFR	428.00
045-312-005	11380 ELIANO ST	SFR	428.00
045-312-006	11370 ELIANO ST	SFR	428.00
045-312-007	11360 ELIANO ST	SFR	428.00
045-312-008	11350 ELIANO ST	SFR	428.00
045-312-009	11340 ELIANO ST	SFR	428.00
045-312-010	11320 ELIANO ST	SFR	428.00
045-312-011	11310 ELIANO ST	SFR	428.00
045-312-012	11305 ELIANO ST	SFR	428.00
045-312-013	11325 ELIANO ST	SFR	428.00
045-312-014	11335 ELIANO ST	SFR	428.00
045-312-015	11355 ELIANO ST	SFR	428.00
045-312-016	11365 ELIANO ST	SFR	428.00
045-312-017	11385 ELIANO ST	SFR	428.00
045-312-018	11395 ELIANO ST	SFR	428.00
045-312-019	11405 ELIANO ST	SFR	428.00
045-312-020	11415 ELIANO ST	SFR	428.00
045-312-021	11425 ELIANO ST	SFR	428.00
045-312-022	11435 ELIANO ST	SFR	428.00
045-312-023	9400 CALLE MILANO	SFR	428.00
045-312-024	9410 CALLE MILANO	SFR	428.00
045-312-025	9420 CALLE MILANO	SFR	428.00
045-312-026	9430 CALLE MILANO	SFR	428.00
045-312-027	9440 CALLE MILANO ST	SFR	428.00
045-312-028	9450 CALLE MILANO	SFR	428.00
045-312-029	9460 CALLE MILANO	SFR	428.00
045-312-030	9470 CALLE MILANO	SFR	428.00
045-312-031	9480 CALLE MILANO	SFR	428.00
045-312-032	9490 CALLE MILANO	SFR	428.00
045-312-033	9500 CALLE MILANO	SFR	428.00
045-312-034	9510 CALLE MILANO RD	SFR	428.00
045-312-035	9520 CALLE MILANO RD	SFR	428.00
045-312-036	9535 AZOR LN	SFR	428.00
045-312-037	9525 AZOR LN	SFR	428.00
045-312-038	9515 AZOR LN	SFR	428.00
045-312-039	9505 AZOR LN	SFR	428.00

Slight variances may occur due to rounding

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APN	Address	Land Use	Levy Amount
045-312-040	9495 AZOR LN	SFR	428.00
045-312-041	9485 AZOR LN	SFR	428.00
045-312-042	9475 AZOR LN	SFR	428.00
045-312-043	9465 AZOR LN	SFR	428.00
045-312-044	9470 AZOR LN	SFR	428.00
045-312-045	9480 AZOR RD	SFR	428.00
045-312-046	9500 AZOR LN	SFR	428.00
045-312-047	9520 AZOR LN	SFR	428.00
045-312-048	9530 AZOR LN	SFR	428.00
045-312-049	9540 AZOR LN	SFR	428.00
045-312-050	9550 AZOR LN	SFR	428.00
045-312-051	9515 ALCOTAN RD	SFR	428.00
045-312-052	9505 ALCOTAN RD	SFR	428.00
045-312-053	9495 ALCOTAN RD	SFR	428.00
045-312-054	9485 ALCOTAN RD	SFR	428.00
045-312-055	9475 ALCOTAN RD	SFR	428.00
045-312-056	9500 ALCOTAN RD	SFR	428.00
045-313-001	11455 MONTE VERDE DR	SFV	428.00
045-313-002	9500 VIA CIELO	SFR	428.00
045-313-003	9550 VIA CIELO	SFR	428.00
045-313-004	9600 VIA CIELO RD	SFR	428.00
045-313-005	9650 VIA CIELO RD	SFR	428.00
045-313-006	9700 VIA CIELO RD	SFR	428.00
045-313-007	9655 VIA CIELO RD	SFR	428.00
045-313-008	9625 VIA CIELO	SFR	428.00
045-313-009	9575 VIA CIELO	SFR	428.00
045-313-010	9565 VIA CIELO	SFR	428.00
045-313-011	9555 VIA CIELO	SFR	428.00
045-313-012	9505 VIA CIELO	SFR	428.00
045-313-013	9515 VIA CIELO	SFR	428.00
045-313-014	9525 VIA CIELO	SFR	428.00
045-313-015	9535 VIA CIELO	SFR	428.00
045-313-018	9350 VIA CIELO	SFR	428.00
045-313-019	9402 VIA CIELO LN	SFR	428.00
045-313-020	9450 VIA CIELO	SFR	428.00
045-313-021	11450 MONTE VERDE	SFR	428.00
045-313-026	9250 VIA CIELO	SFR	428.00
045-313-027	9300 VIA CIELO	SFR	428.00
045-314-001	11290 ELIANO ST	SFR	428.00
045-314-002	11280 ELIANO ST	SFR	428.00
045-314-003	11270 ELIANO ST	SFR	428.00
045-314-004	11260 ELIANO ST	SFR	428.00

Slight variances may occur due to rounding

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APN	Address	Land Use	Levy Amount
045-314-005	11250 ELIANO ST	SFR	428.00
045-314-006	11240 ELIANO ST	SFR	428.00
045-314-007	11220 ELIANO ST	SFR	428.00
045-314-008	11215 ELIANO ST	SFR	428.00
045-314-009	11225 ELIANO ST	SFR	428.00
045-314-010	11235 ELIANO ST	SFR	428.00
045-314-011	11245 ELIANO ST	SFR	428.00
045-314-012	11255 ELIANO ST	SFR	428.00
045-314-013	11265 ELIANO ST	SFR	428.00
045-314-014	11275 ELIANO ST	SFR	428.00
045-314-015	11285 ELIANO ST	SFR	428.00
045-314-016	11290 AVION RD	SFR	428.00
045-314-017	11280 AVION RD	SFR	428.00
045-314-018	11270 AVION RD	SFR	428.00
045-314-019	11260 AVION RD	SFR	428.00
045-314-020	11250 AVION RD	SFR	428.00
045-314-021	11240 AVION RD	SFR	428.00
045-314-022	11230 AVION RD	SFR	428.00
045-314-023	11210 AVION RD	SFR	428.00
045-314-024	11200 AVION RD	SFR	428.00
045-314-025	11205 AVION RD	SFR	428.00
045-314-026	11215 AVION RD	SFR	428.00
045-314-027	11225 AVION RD	SFR	428.00
045-314-028	11235 AVION RD	SFR	428.00
045-314-029	11245 AVION RD	SFR	428.00
045-314-030	11255 AVION RD	SFR	428.00
045-314-031	11275 AVION RD	SFR	428.00
045-314-032	11285 AVION RD	SFR	428.00
045-314-033	11295 AVION RD	SFR	428.00
045-315-001	11210 ELIANO ST	SFR	428.00
045-315-002	11190 ELIANO ST	SFR	428.00
045-315-003	11180 ELIANO ST	SFR	428.00
045-315-004	11170 ELIANO ST	SFR	428.00
045-315-005	11160 ELIANO ST	SFR	428.00
045-315-006	11150 ELIANO ST	SFR	428.00
045-315-007	11140 ELIANO ST	SFR	428.00
045-315-008	11130 ELIANO ST	SFR	428.00
045-315-009	11120 ELIANO ST	SFR	428.00
045-315-010	11105 ELIANO ST	SFR	428.00
045-315-011	11115 ELIANO ST	SFR	428.00
045-315-012	11125 ELIANO ST	SFR	428.00
045-315-013	11100 AVION RD	SFR	428.00

Slight variances may occur due to rounding

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APN	Address	Land Use	Levy Amount
045-315-014	11165 ELIANO ST	SFR	428.00
045-315-015	11185 ELIANO ST	SFR	428.00
045-315-016	11195 ELIANO ST	SFR	428.00
045-315-017	11205 ELIANO ST	SFR	428.00
045-315-018	11180 AVION RD	SFR	428.00
045-315-019	11170 AVION RD	SFR	428.00
045-315-020	11160 AVION RD	SFR	428.00
045-315-021	11150 AVION RD	SFR	428.00
045-315-022	11130 AVION RD	SFR	428.00
045-315-023	11110 AVION RD	SFR	428.00
045-315-024	11105 AVION RD	SFR	428.00
045-315-025	11115 AVION RD	SFR	428.00
045-315-026	11125 AVION RD	SFR	428.00
045-315-027	11135 AVION RD	SFR	428.00
045-315-028	11145 AVION RD	SFR	428.00
045-315-029	11155 AVION RD	SFR	428.00
045-315-030	11165 AVION RD	SFR	428.00
045-315-031	11175 AVION RD	SFR	428.00
045-315-032	11185 AVION RD	SFR	428.00
045-315-033	11195 AVION RD	SFR	428.00
045-316-041	9350 RIBERENA CIR	CON	321.00
045-316-042	9352 RIBERENA CIR	CON	321.00
045-316-043	9354 RIBERENA CIR	CON	321.00
045-316-044	9356 RIBERENA CIR	CON	321.00
045-316-045	9358 RIBERENA CIR	CON	321.00
045-316-046	9360 RIBERENA CIR	CON	321.00
045-316-047	9362 RIBERENA CIR	CON	321.00
045-316-048	9364 RIBERENA CIR	CON	321.00
045-316-049	9366 RIBERENA CIR	CON	321.00
045-316-050	9368 RIBERENA CIR	CON	321.00
045-316-051	9369 RIBERENA CIR	CON	321.00
045-316-052	9367 RIBERENA CIR	CON	321.00
045-316-053	9374 RIBERENA CIR	CON	321.00
045-316-054	9363 RIBERENA CIR	CON	321.00
045-316-055	9361 RIBERENA CIR	CON	321.00
045-316-056	9355 RANADA CIR	CON	321.00
045-316-057	9357 RANADA CIR	CON	321.00
045-316-058	9359 RANADA CIR	CON	321.00
045-316-059	9361 RANADA CIR	CON	321.00
045-316-060	9363 RANADA CIR	CON	321.00
045-316-061	9371 CADENCIA CT	CON	321.00
045-316-062	9373 CADENCIA CT	CON	321.00

Slight variances may occur due to rounding

City of Atascadero
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APN	Address	Land Use	Levy Amount
045-316-063	9375 CADENCIA CT	CON	321.00
045-316-064	9377 CADENCIA CT	CON	321.00
045-316-065	9379 CADENCIA CT	CON	321.00
045-316-066	9381 CIELO AZUL CT	CON	321.00
045-316-067	9383 CIELO AZUL CT	CON	321.00
045-316-068	9385 CIELO AZUL CT	CON	321.00
045-316-069	9387 CIELO AZUL CT	CON	321.00
045-316-070	9389 CIELO AZUL CT	CON	321.00
045-316-071	9388 CIELO AZUL CT	CON	321.00
045-316-072	9386 CIELO AZUL CT	CON	321.00
045-316-073	9384 CIELO AZUL CT	CON	321.00
045-316-074	9382 CIELO AZUL CT	CON	321.00
045-316-075	9380 CIELO AZUL CT	CON	321.00
181 Accounts			\$99,189.00
181 Total Accounts			\$99,189.00

DRAFT RESOLUTION C

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, APPROVING THE FINAL ENGINEER'S
REPORT REGARDING THE LANDSCAPING AND LIGHTING
DISTRICT NO. 02 (WOODRIDGE); AND THE LEVY AND COLLECTION
OF ANNUAL ASSESSMENTS RELATED THERETO IN
FISCAL YEAR 2022/2023**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as the "City Council"), pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code, did by previous Resolution order the Engineer, NBS, to prepare and file a report in accordance with Article 4 of Chapter 1 of Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500, in connection with the proposed levy for Landscaping and Lighting District No. 02 (Woodridge) (hereafter referred to as the "District") and the collection of assessments related thereto for the fiscal year starting July 1, 2022 and ending June 30, 2023; and

WHEREAS, the Engineer has prepared and filed with the City Clerk of the City of Atascadero and the City Clerk has presented to the City Council such report entitled "Engineer's Annual Levy Report for the Landscaping and Lighting District No. 02 (Woodridge), fiscal year 2022/2023" (hereafter referred to as the "Engineer's Report") in accordance with the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 (hereafter referred to as the "Act"); and

WHEREAS, the City Council has carefully examined and reviewed the Engineer's Report as presented, and is satisfied with the items and documents as set forth therein, and finds that the levy of assessments has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Engineer's Report.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Engineer's Report as presented, consists of the following:

- a) Plans and specifications that describe the District and Improvements.
- b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements and the calculations used to establish each parcel's proportional special benefit assessment as well as a description of the assessment range formula that establishes the maximum assessment rate in subsequent fiscal years.
- c) The Budget that outlines the costs and expenses to service, and maintain the improvements including incidental expenses authorized by the Act to operate the District.
- d) An Assessment Diagram that identifies the boundaries of the District.

e) An Assessment Roll containing each of the Assessor Parcel Numbers that comprise the District and the proportional maximum assessment and annual assessment for fiscal year 2022/2023.

SECTION 3. The Engineer’s Report as presented, is hereby approved, and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the adoption and approval of the Engineer’s Report.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

DRAFT RESOLUTION D

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, ORDERING THE LEVY AND
COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2022/2023 FOR
LANDSCAPING AND LIGHTING DISTRICT NO. 02 (WOODRIDGE)**

WHEREAS, the City Council of the City of Atascadero, California (hereafter referred to as City Council) has by previous Resolutions initiated proceedings and declared its intention to levy special benefit assessments against parcels of land within the Landscaping and Lighting District No. 02 (Woodridge) (hereafter referred to as the "District") for fiscal year 2022/2023, said fiscal year commencing July 1, 2022 and ending June 30, 2023; pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500 (hereinafter referred to as the "Act") to pay the costs and expenses of operation, maintenance, repair and servicing of local landscaping, street lighting and appurtenant facilities related thereto; and

WHEREAS, the Engineer selected by the City Council has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council an Engineer's Report in connection with the proposed levy of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution adopt and approve said Engineer's Report; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2022 and ending June 30, 2023, to pay the costs and expenses of operation, maintenance, repair and servicing of local landscaping, street lighting, and appurtenant facilities related thereto; and

WHEREAS, the City and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIID of the California State Constitution.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. Following notice duly given, the City Council has held a full and fair Public Hearing regarding its Resolution approving the Engineer's Report prepared in connection with the levy and collection of assessments, and considered the oral and written statements, protests and communications made or filed by interested persons.

SECTION 2. Based upon its review of the Engineer's Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that:

- a) The land within District will receive special benefit by the operation, maintenance and servicing of improvements to be provided by the District.
- b) The net amount to be assessed upon the lands within the District is in accordance and apportioned by a formula and method which fairly distributes the net amount among the eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 3. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as the maintenance, operation, administration and servicing of the improvements that may include, but is not limited to local street lights, landscaping, parks and open space areas within the District and appurtenant facilities related thereto.

SECTION 4. The maintenance, operation and servicing of improvements shall be performed pursuant to the Act and the County Auditor of San Luis Obispo County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City.

SECTION 5. The City shall deposit the money representing assessments collected by the County for the District to the credit of a fund for the Landscaping and Lighting District No. 02 (Woodridge), and such money shall be expended for the maintenance, operation and servicing of the improvements as described in the Engineers Report and generally described in Section 3 of this Resolution.

SECTION 6. The adoption of this Resolution constitutes the levy of assessments for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 7. The City Clerk or their designee is hereby authorized and directed to file the levy with the County Auditor, per Sections 22645-22647 of the Act, upon adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian Pierik, City Attorney

CITY OF ATASCADERO

Fiscal Year 2022/23 Engineer's Report For:

Landscaping and Lighting District

District No. 02 Las Lomas (Woodridge)

May 2022

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

**CITY OF ATASCADERO
Landscaping & Lighting District No. 02
Las Lomas (Woodridge)**

**6500 Palma Avenue
Atascadero, CA 93422
Phone – (805) 461-5000
Fax – (805) 461-7612**

CITY COUNCIL

Heather Moreno, Mayor

Heather Newsom, Mayor Pro Tem

Charles Bourbeau, Council Member

Mark Dariz, Council Member

Susan Funk, Council Member

AGENCY STAFF

Rachelle Rickard, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

NBS

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

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1. ENGINEER’S LETTER

WHEREAS, on March 24, 2005 by Resolution No. 2005-051, the City Council of the City of Atascadero (the “City”), State of California, in accordance with and pursuant to the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500 (the “1972 Act”) established the City of Atascadero Landscaping and Lighting District No. 02 Las Lomas (Woodridge) (the “District”); and

WHEREAS, on May 10, 2022 the City Council, under the 1972 Act, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer’s Report for the District; and

WHEREAS, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

NOW THEREFORE, the assessments as detailed in this Engineer’s Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2022/23:

FY 2022/23 Budget Summary

Description	Total Costs	Costs Not Assessed	Proposed Assessment	Total Benefit Units	Maximum Rate	Proposed Rate Per BU
Annual Maintenance	\$104,710	\$2,250	\$102,460			
Special Project	10,000	0	10,000			
Administration	6,440	0	6,440			
Capital Reserve Collections/(Use)	14,567	250	14,317			
Levy Adjustments	(48,825)	(2,500)	(46,325)			
Total	\$70,452	\$0	\$70,452	231.75	\$2,122.65	\$304.00

I, the undersigned, respectfully submit the enclosed Engineer’s Report and, to the best of my knowledge, information, and belief, the Engineer’s Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1972 Act.

 City Engineer



2. EXECUTIVE SUMMARY

Pursuant to the provisions of the Landscaping and *Lighting Act of 1972*, being *Part 2 of Division 15* of the *California Streets and Highways Code*, commencing with *Section 22500* (hereafter referred to as the “1972 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as “Article XIID”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), executed the proceedings required for the establishment of the special benefit assessment district designated as:

Landscaping and Lighting District No. 02 Las Lomas (Woodridge)

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Las Lomas (Woodridge), Tract 2525-1 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2022/23, as required pursuant to Chapter 1, Article 4 of the 1972 Act.

The City Council formed the District, and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the landscaping and lighting improvements associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provisions of Article XIID.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements. The annual assessments will provide a funding source for the continued operation and maintenance of public landscaping and lighting improvements installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the planned development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the improvements. The boundaries of the District, the proposed improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2525-1; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of the District formation, the City of Atascadero conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID Section 4. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing on May 24, 2005 to consider public testimonies, comments and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing,



property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. Tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, an Engineer's Report shall be prepared and presented to the City Council describing the District any changes to the District or improvements and the proposed budget and assessments for that fiscal year and the City Council shall hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

3. PLANS AND SPECIFICATIONS

3.1 Description of the District

The territory within the District consists of the lots, parcels and subdivisions of land within the residential subdivision known as the Las Lomas (Woodridge), Tract 2525-1, which encompasses an area of land totaling approximately one hundred and eleven acres (111.20 acres).

This residential subdivision includes one hundred forty-three (143) single-family residential units; thirty-five (35) condominium/senior housing units; and a single one hundred (100) unit multi-family residential project at build-out. Due to parcel splits the multi-family residential project is spread over three parcels. The planned subdivision is situated in the southeast portion of the City of Atascadero and is generally located:

- South and east of Halcon Road;
- East of Highway 101 and El Camino Real
- South and west of the Southern Pacific Railroad Tracks; and
- North of Salinas Road and Santa Cruz Road

3.2 Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and associated assessments may include one or more of the following:

- 1) The installation or planting of landscaping;
- 2) The installation or construction of statuary, fountains, and other ornamental structures and facilities;
- 3) The installation or construction of public lighting facilities including, but not limited to street lights and traffic signals;
- 4) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof;
- 5) The installation of park or recreational improvements, including, but not limited to, all of the following:
 - a) Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - b) Lights, playground equipment, play courts, and public restrooms.
- 6) The acquisition of land for park, recreational, or open-space purposes or any existing improvement otherwise authorized pursuant to this section.
- 7) The maintenance or servicing, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement including but not limited to:
 - a) Repair, removal, or replacement of all or any part of any improvements;
 - b) Grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;

- c) Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
 - d) The removal of trimmings, rubbish, debris, and other solid waste;
 - e) The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti;
 - f) Electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements;
 - g) Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- 8) Incidental expenses associated with the improvements including, but not limited to:
- a) The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - b) The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - c) Compensation payable to the County for collection of assessments;
 - d) Compensation of any engineer or attorney employed to render services;
 - e) Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - f) Costs associated with any elections held for the approval of a new or increased assessment.

3.3 Description of Improvements and Services

The purpose of this District is to ensure the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. The improvements may consist of all or a portion of the public landscaped areas, street lighting and appurtenant facilities within and adjacent to the District (Tract 2525-1). These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The improvements to be maintained and funded entirely or partially through the District assessments are generally described as:

- Streetscape landscaping including street trees located on the perimeter of the development and interior streets of Tract 2525-1 that are within the public rights-of-way or easements and dedicated to the City for maintenance;
- Open space areas and fuel modification areas within or adjacent to the District boundaries;
- Park areas, recreational equipment, trails and landscaped drainage facilities developed and constructed as part of developing properties within Tract 2525-1;
- Public lighting facilities including street lighting, safety lighting and ornamental lighting installed as part of the residential development or landscaped improvement areas
- Appurtenant facilities, equipment, materials and utilities related to the aforementioned improvements;

- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City; improvements and facilities that may be provide by another assessment or tax levied by the City or any improvement provided and maintained by a Homeowner’s Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

3.3.1 LANDSCAPE IMPROVEMENTS

The landscape improvements for the District may include, but are not limited to turf, ground cover, shrubs and plants, trees, irrigation and drainage systems, ornamental lighting, masonry walls or other fencing, hardscape improvements, monuments, and associated appurtenant facilities located within the landscape easements or public rights-of-way. Specifically, the landscape improvement areas for this District are identified as:

- Approximately 34,420 square feet of streetscape landscaping and trees within the public rights-of-way along or adjacent to Halcon Road, Calle Milano, Via Cielo and Eliano Street including but not limited to approximately 27,200 square feet of parkway landscaping and 7,220 square feet of median landscaping;
- Approximately 220,850 square feet (5.07 acres) of landscaped slope areas within the District boundaries and adjacent to the residential properties, open space areas, drainage basins and streets of Tract 2525-1;
- Approximately 175,550 square feet (4.03 acres) of landscaped area in and around the two (2) drainage basins within Tract 2525-1;
- Approximately 106,460 square feet of non-irrigated open space area within the District;
- Approximately 1,981,980 square feet of non-irrigated open space area within the boundaries of the District associated with the development of the residential properties within Tract 2525-1;
- Approximately 225 street trees located within the public rights-of-way of the streets within Tract 2525-1 including but not limited to Calle Milano, Via Cielo, Eliano Street, Avion Road, Azor Lane and Alcotan Lane;
- Approximately 1,910 square feet of paths and trails, 45,265 square feet sidewalks and 6,100 linear feet of fencing within and adjacent to the various landscape improvement areas.

3.3.2 PUBLIC LIGHTING IMPROVEMENTS

The lighting improvements may include but are not limited to the cost of providing electrical energy and servicing of lighting fixtures, poles, meters, conduits, electrical cable and associated appurtenant facilities associated with:

- There are five (5) public streetlights currently planned for Tract 2525-1. These streetlights are located on Calle Milano between Halcon Road and Eliano Street (The entryway to the residential properties within the District);
- Lighting facilities may also include but are not limited to safety lights, security lights or ornamental lights located within the various landscape improvement areas installed as part of the District's landscape improvements.

4. ESTIMATE OF COSTS

BUDGET	Total Budget	Costs Not Assessed	2022/23 Assessment
DIRECT COSTS			
Annual Costs			
Landscape Services	\$65,000	(2,250)	\$62,750
Landscape Supplies	2,000	0	2,000
Landscape Utilities	7,520	0	7,520
City Landscape Services	11,250	0	11,250
Other Maintenance Services	2,500	0	2,500
Total Annual Direct Costs	\$88,270	(\$2,250)	\$86,020
CAPITAL EXPENDITURES			
Special Projects	\$10,000	\$0	\$10,000
Total Annual Special Projects	\$10,000	\$0	\$10,000
ADMINISTRATION EXPENSES			
Annual Administration Expenses			
City Annual Administration	\$1,400	\$0	\$1,400
Engineer's Report & Services	4,530	0	4,530
Public Noticing	510	0	510
Total Administration	\$6,440	\$0	\$6,440
TOTAL DIRECT & ADMINISTRATION COSTS	\$104,710	(\$2,250)	\$102,460
CAPITAL RESERVE COLLECTIONS/(USES)			
Landscape Rehabilitation/Replacement	\$3,128	\$0	\$3,128
Median Rehabilitation/Replacement	138	0	138
Open Space Rehabilitation/Replacement	1,000	(250)	750
Tree Rehabilitation/Replacement	5,806	0	5,806
Slope Rehabilitation/Replacement	3,754	0	3,754
Other Rehabilitation/Replacement	741	0	741
Total Annual Capital Reserve Collections/(Uses)	\$14,567	(\$250)	\$14,317
LEVY ADJUSTMENTS			
Interest Income - Improvement Fund	(\$1,801)	\$0	(\$1,801)
Interest Income - Operating Reserve Fund	(1,329)	0	(1,329)
Contribution from Other Sources	(2,500)	(2,500)	0
Reserve Collection/(Use)	(43,195)	0	(43,195)
Total Levy Adjustments	(\$48,825)	(\$2,500)	(\$46,325)
BALANCE TO LEVY	\$70,452	\$0	\$70,452
DISTRICT STATISTICS			
Total Parcels			191
Parcels Levied			181
Total EBU ⁽¹⁾			231.75
Levy per EBU			\$304.00
Maximum Levy per EBU			\$2,122.65
FUND BALANCE INFORMATION			
Beginning Operating Reserve Balance			\$45,405
Operational Reserve Interest			1,329
Surplus Transfer from Improvement Fund			60,330
Operational Reserve Collection (Use)			(46,325)
Estimated Ending Operating Reserve Balance			\$60,739
Beginning Improvement Fund Balance			\$126,380
Improvement Fund Interest			1,801
Surplus Transfer to Operations Fund			(60,330)
Improvement Fund Collection/(Use)			14,567
Estimated Ending Improvement Fund Balance			\$82,418

⁽¹⁾ Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel



5. METHOD OF ASSESSMENT

5.1 General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and have been established pursuant to the 1972 Act and the provisions of Article XIID. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

5.2 Benefit Analysis

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1972 Act and Article XIID. The improvements provided by this District and for which properties will be assessed have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such, these improvements would be necessary and required of individual property owners for the development of such properties and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are a distinct and special benefit to the properties within the District. Any improvement or portion thereof that is considered to be of general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within the District.

5.2.1 SPECIAL BENEFIT

The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of public lighting and well-maintained landscaping in close proximity to those properties.

The special benefits associated with landscape improvements are specifically:

- Enhanced desirability of properties through association with the improvements.

- Improved aesthetic appeal of properties providing a positive representation of the area and properties.
- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping
- Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
- Enhanced quality of life through well-maintained green space and landscaped areas.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
- Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation and attenuating noise.

The special benefits of street lighting and other public lighting facilities are the convenience, safety, and security of property, improvements, and goods. Specifically:

- Enhanced deterrence of crime and the aid to police protection.
- Increased nighttime safety on roads, streets and public areas.
- Improved ability of pedestrians and motorists to see.
- Improved ingress and egress to property.
- Reduced vandalism and other criminal act and damage to improvements or property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the esthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

5.2.2 GENERAL BENEFIT

In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way and other amenities available or visible to the public at large, the construction and installation of these improvements (except portions of the open space areas) were only necessary for the development of properties within the District and were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. With respect to the open space areas, these areas are an integral part of property development within the District and clearly provide a direct and special benefit those properties. However, it is

also recognized that the majority of this open space area is located on the perimeter of the District and is directly accessible from surrounding properties and the public at large. Therefore, it has been determined that up to twenty-five percent (25%) of the costs to maintain this area shall be allocated as general benefit and not assessed as part of the District's special benefit assessments

5.3 Assessment Methodology

The method of apportionment for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development.

The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Article XIIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

To identify and determine the special benefit to be received by each parcel and their proportionate share of the improvement costs it is necessary to consider the entire scope of the planned improvements as well as individual property development within the District. Upon review of the proposed improvements it has been determined that each of the residential parcels within the District receives special benefits from the improvements to be funded by annual assessments and based on the planned property development a single zone of benefit is appropriate for the allocation of the assessments and proportional benefit.

5.3.1 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1972 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.00 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against regarding special benefit (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) **Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a

single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).

(5) Vacant Residential — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.00 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.00 EBU (parcels in excess of 25 acres are assigned 25.00 EBU). Parcels less than one acre, shall be assigned a minimum of 1.00 EBU (similar to a vacant lot within a residential tract).

(6) Exempt Parcels — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District;
- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels' current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

(7) Special Cases — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's

total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel’s EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU’s) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU’s of the parcels benefiting from the improvements. This Rate is then applied back to each parcel’s individual EBU to determine the parcel’s proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIIC and XIID), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment



amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-Hayward Area from February to February. The Maximum Assessment rate was increased by 5.1934% for Fiscal Year 2022/23.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate is established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco and San Mateo Counties in the State of California. This CPI has and will be used in all subsequent reports or until such time there is a revision per the BLS and approval from the City Council.

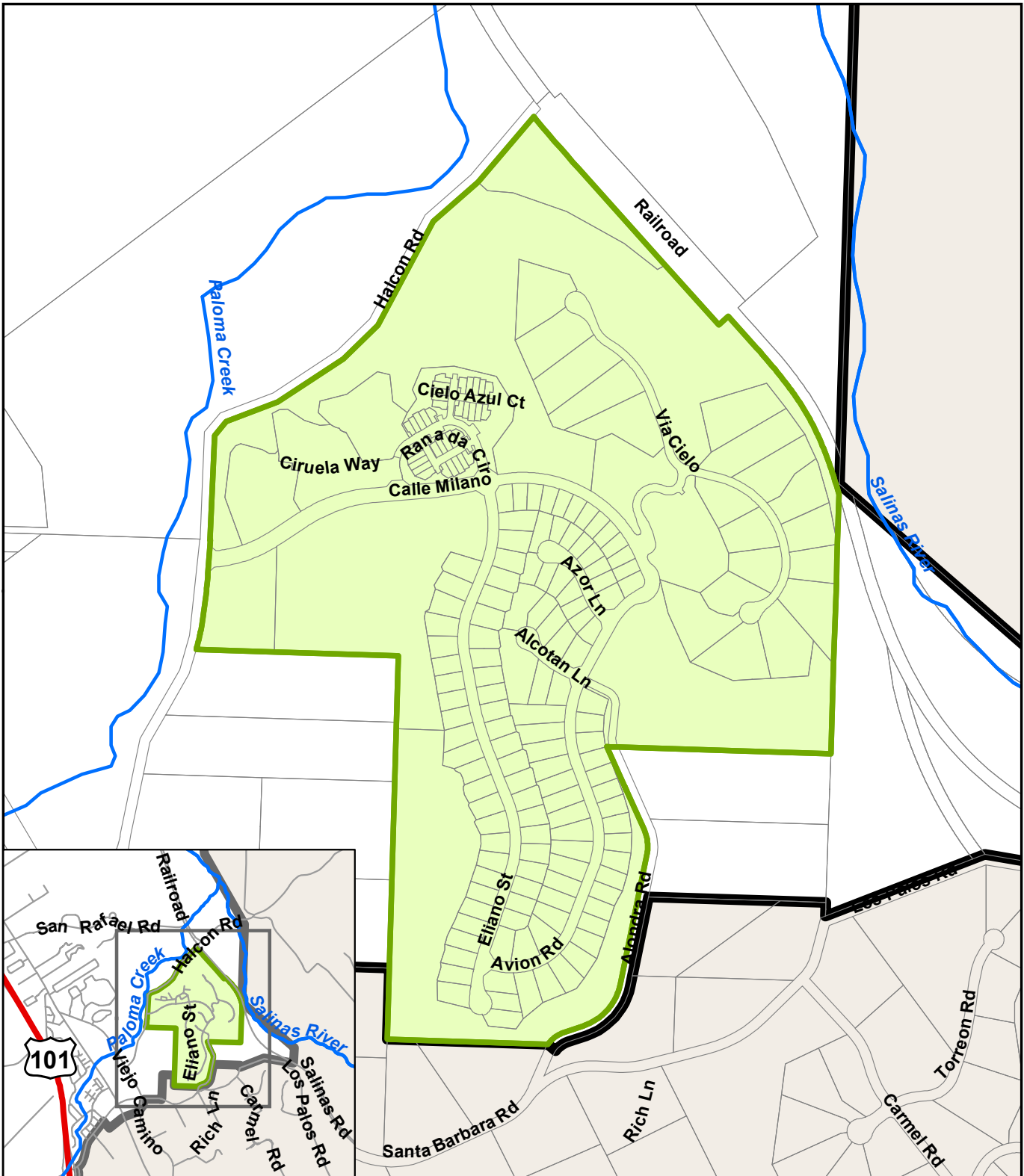
Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications are permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

6. ASSESSMENT DIAGRAM

The parcels within the Landscaping and Lighting District No. 02 Las Lomas (Woodridge) consist of the lots, parcels and subdivisions of land located in the planned residential development known as Las Lomas (Woodridge), Tract 2525-1. The District covers approximately one hundred and eleven acres (111.20 acres) in the southeast portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



CITY OF ATASCADERO

LAS LOMAS

Street and Storm Drain Maintenance District No. 2
Landscaping and Lighting District No. 2



Print Date: 5/13/2015
Printed by: City of Atascadero
GIS Division

7. ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, rights-of-way, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

City of Atascadero
Landscaping & Lighting Maint Dist No. 2
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
045-311-014	9341 DECHADO WAY	MFR	\$5,402.08
045-311-015	9261 LOS OLIVOS CIR	MFR	7,548.32
045-311-016	9110 CIRUELA WAY	MFR	6,049.60
045-312-001	9510 ALCOTAN RD	SFR	304.00
045-312-002	9520 ALCOTAN RD	SFR	304.00
045-312-003	11400 ELIANO ST	SFR	304.00
045-312-004	11390 ELIANO ST	SFR	304.00
045-312-005	11380 ELIANO ST	SFR	304.00
045-312-006	11370 ELIANO ST	SFR	304.00
045-312-007	11360 ELIANO ST	SFR	304.00
045-312-008	11350 ELIANO ST	SFR	304.00
045-312-009	11340 ELIANO ST	SFR	304.00
045-312-010	11320 ELIANO ST	SFR	304.00
045-312-011	11310 ELIANO ST	SFR	304.00
045-312-012	11305 ELIANO ST	SFR	304.00
045-312-013	11325 ELIANO ST	SFR	304.00
045-312-014	11335 ELIANO ST	SFR	304.00
045-312-015	11355 ELIANO ST	SFR	304.00
045-312-016	11365 ELIANO ST	SFR	304.00
045-312-017	11385 ELIANO ST	SFR	304.00
045-312-018	11395 ELIANO ST	SFR	304.00
045-312-019	11405 ELIANO ST	SFR	304.00
045-312-020	11415 ELIANO ST	SFR	304.00
045-312-021	11425 ELIANO ST	SFR	304.00
045-312-022	11435 ELIANO ST	SFR	304.00
045-312-023	9400 CALLE MILANO	SFR	304.00
045-312-024	9410 CALLE MILANO	SFR	304.00
045-312-025	9420 CALLE MILANO	SFR	304.00
045-312-026	9430 CALLE MILANO	SFR	304.00
045-312-027	9440 CALLE MILANO ST	SFR	304.00
045-312-028	9450 CALLE MILANO	SFR	304.00
045-312-029	9460 CALLE MILANO	SFR	304.00
045-312-030	9470 CALLE MILANO	SFR	304.00
045-312-031	9480 CALLE MILANO	SFR	304.00
045-312-032	9490 CALLE MILANO	SFR	304.00
045-312-033	9500 CALLE MILANO	SFR	304.00
045-312-034	9510 CALLE MILANO RD	SFR	304.00
045-312-035	9520 CALLE MILANO RD	SFR	304.00
045-312-036	9535 AZOR LN	SFR	304.00
045-312-037	9525 AZOR LN	SFR	304.00
045-312-038	9515 AZOR LN	SFR	304.00
045-312-039	9505 AZOR LN	SFR	304.00

Slight variances may occur due to rounding

City of Atascadero
Landscaping & Lighting Maint Dist No. 2
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
045-312-040	9495 AZOR LN	SFR	304.00
045-312-041	9485 AZOR LN	SFR	304.00
045-312-042	9475 AZOR LN	SFR	304.00
045-312-043	9465 AZOR LN	SFR	304.00
045-312-044	9470 AZOR LN	SFR	304.00
045-312-045	9480 AZOR RD	SFR	304.00
045-312-046	9500 AZOR LN	SFR	304.00
045-312-047	9520 AZOR LN	SFR	304.00
045-312-048	9530 AZOR LN	SFR	304.00
045-312-049	9540 AZOR LN	SFR	304.00
045-312-050	9550 AZOR LN	SFR	304.00
045-312-051	9515 ALCOTAN RD	SFR	304.00
045-312-052	9505 ALCOTAN RD	SFR	304.00
045-312-053	9495 ALCOTAN RD	SFR	304.00
045-312-054	9485 ALCOTAN RD	SFR	304.00
045-312-055	9475 ALCOTAN RD	SFR	304.00
045-312-056	9500 ALCOTAN RD	SFR	304.00
045-313-001	11455 MONTE VERDE DR	SFV	304.00
045-313-002	9500 VIA CIELO	SFR	304.00
045-313-003	9550 VIA CIELO	SFR	304.00
045-313-004	9600 VIA CIELO RD	SFR	304.00
045-313-005	9650 VIA CIELO RD	SFR	304.00
045-313-006	9700 VIA CIELO RD	SFR	304.00
045-313-007	9655 VIA CIELO RD	SFR	304.00
045-313-008	9625 VIA CIELO	SFR	304.00
045-313-009	9575 VIA CIELO	SFR	304.00
045-313-010	9565 VIA CIELO	SFR	304.00
045-313-011	9555 VIA CIELO	SFR	304.00
045-313-012	9505 VIA CIELO	SFR	304.00
045-313-013	9515 VIA CIELO	SFR	304.00
045-313-014	9525 VIA CIELO	SFR	304.00
045-313-015	9535 VIA CIELO	SFR	304.00
045-313-018	9350 VIA CIELO	SFR	304.00
045-313-019	9402 VIA CIELO LN	SFR	304.00
045-313-020	9450 VIA CIELO	SFR	304.00
045-313-021	11450 MONTE VERDE	SFR	304.00
045-313-026	9250 VIA CIELO	SFR	304.00
045-313-027	9300 VIA CIELO	SFR	304.00
045-314-001	11290 ELIANO ST	SFR	304.00
045-314-002	11280 ELIANO ST	SFR	304.00
045-314-003	11270 ELIANO ST	SFR	304.00
045-314-004	11260 ELIANO ST	SFR	304.00

Slight variances may occur due to rounding

City of Atascadero
Landscaping & Lighting Maint Dist No. 2
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
045-314-005	11250 ELIANO ST	SFR	304.00
045-314-006	11240 ELIANO ST	SFR	304.00
045-314-007	11220 ELIANO ST	SFR	304.00
045-314-008	11215 ELIANO ST	SFR	304.00
045-314-009	11225 ELIANO ST	SFR	304.00
045-314-010	11235 ELIANO ST	SFR	304.00
045-314-011	11245 ELIANO ST	SFR	304.00
045-314-012	11255 ELIANO ST	SFR	304.00
045-314-013	11265 ELIANO ST	SFR	304.00
045-314-014	11275 ELIANO ST	SFR	304.00
045-314-015	11285 ELIANO ST	SFR	304.00
045-314-016	11290 AVION RD	SFR	304.00
045-314-017	11280 AVION RD	SFR	304.00
045-314-018	11270 AVION RD	SFR	304.00
045-314-019	11260 AVION RD	SFR	304.00
045-314-020	11250 AVION RD	SFR	304.00
045-314-021	11240 AVION RD	SFR	304.00
045-314-022	11230 AVION RD	SFR	304.00
045-314-023	11210 AVION RD	SFR	304.00
045-314-024	11200 AVION RD	SFR	304.00
045-314-025	11205 AVION RD	SFR	304.00
045-314-026	11215 AVION RD	SFR	304.00
045-314-027	11225 AVION RD	SFR	304.00
045-314-028	11235 AVION RD	SFR	304.00
045-314-029	11245 AVION RD	SFR	304.00
045-314-030	11255 AVION RD	SFR	304.00
045-314-031	11275 AVION RD	SFR	304.00
045-314-032	11285 AVION RD	SFR	304.00
045-314-033	11295 AVION RD	SFR	304.00
045-315-001	11210 ELIANO ST	SFR	304.00
045-315-002	11190 ELIANO ST	SFR	304.00
045-315-003	11180 ELIANO ST	SFR	304.00
045-315-004	11170 ELIANO ST	SFR	304.00
045-315-005	11160 ELIANO ST	SFR	304.00
045-315-006	11150 ELIANO ST	SFR	304.00
045-315-007	11140 ELIANO ST	SFR	304.00
045-315-008	11130 ELIANO ST	SFR	304.00
045-315-009	11120 ELIANO ST	SFR	304.00
045-315-010	11105 ELIANO ST	SFR	304.00
045-315-011	11115 ELIANO ST	SFR	304.00
045-315-012	11125 ELIANO ST	SFR	304.00
045-315-013	11100 AVION RD	SFR	304.00

Slight variances may occur due to rounding

City of Atascadero
Landscaping & Lighting Maint Dist No. 2
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APN	Address	Land Use	Levy Amount
045-315-014	11165 ELIANO ST	SFR	304.00
045-315-015	11185 ELIANO ST	SFR	304.00
045-315-016	11195 ELIANO ST	SFR	304.00
045-315-017	11205 ELIANO ST	SFR	304.00
045-315-018	11180 AVION RD	SFR	304.00
045-315-019	11170 AVION RD	SFR	304.00
045-315-020	11160 AVION RD	SFR	304.00
045-315-021	11150 AVION RD	SFR	304.00
045-315-022	11130 AVION RD	SFR	304.00
045-315-023	11110 AVION RD	SFR	304.00
045-315-024	11105 AVION RD	SFR	304.00
045-315-025	11115 AVION RD	SFR	304.00
045-315-026	11125 AVION RD	SFR	304.00
045-315-027	11135 AVION RD	SFR	304.00
045-315-028	11145 AVION RD	SFR	304.00
045-315-029	11155 AVION RD	SFR	304.00
045-315-030	11165 AVION RD	SFR	304.00
045-315-031	11175 AVION RD	SFR	304.00
045-315-032	11185 AVION RD	SFR	304.00
045-315-033	11195 AVION RD	SFR	304.00
045-316-041	9350 RIBERENA CIR	CON	228.00
045-316-042	9352 RIBERENA CIR	CON	228.00
045-316-043	9354 RIBERENA CIR	CON	228.00
045-316-044	9356 RIBERENA CIR	CON	228.00
045-316-045	9358 RIBERENA CIR	CON	228.00
045-316-046	9360 RIBERENA CIR	CON	228.00
045-316-047	9362 RIBERENA CIR	CON	228.00
045-316-048	9364 RIBERENA CIR	CON	228.00
045-316-049	9366 RIBERENA CIR	CON	228.00
045-316-050	9368 RIBERENA CIR	CON	228.00
045-316-051	9369 RIBERENA CIR	CON	228.00
045-316-052	9367 RIBERENA CIR	CON	228.00
045-316-053	9374 RIBERENA CIR	CON	228.00
045-316-054	9363 RIBERENA CIR	CON	228.00
045-316-055	9361 RIBERENA CIR	CON	228.00
045-316-056	9355 RANADA CIR	CON	228.00
045-316-057	9357 RANADA CIR	CON	228.00
045-316-058	9359 RANADA CIR	CON	228.00
045-316-059	9361 RANADA CIR	CON	228.00
045-316-060	9363 RANADA CIR	CON	228.00
045-316-061	9371 CADENCIA CT	CON	228.00
045-316-062	9373 CADENCIA CT	CON	228.00

Slight variances may occur due to rounding

City of Atascadero
Landscaping & Lighting Maint Dist No. 2
Final Billing Detail Report for Fiscal Year 2022/23

APN	Address	Land Use	Levy Amount
045-316-063	9375 CADENCIA CT	CON	228.00
045-316-064	9377 CADENCIA CT	CON	228.00
045-316-065	9379 CADENCIA CT	CON	228.00
045-316-066	9381 CIELO AZUL CT	CON	228.00
045-316-067	9383 CIELO AZUL CT	CON	228.00
045-316-068	9385 CIELO AZUL CT	CON	228.00
045-316-069	9387 CIELO AZUL CT	CON	228.00
045-316-070	9389 CIELO AZUL CT	CON	228.00
045-316-071	9388 CIELO AZUL CT	CON	228.00
045-316-072	9386 CIELO AZUL CT	CON	228.00
045-316-073	9384 CIELO AZUL CT	CON	228.00
045-316-074	9382 CIELO AZUL CT	CON	228.00
045-316-075	9380 CIELO AZUL CT	CON	228.00
181 Accounts			\$70,452.00
181 Total Accounts			\$70,452.00

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Atascadero City Council

Staff Report – City Manager’s Office

Downtown Parking & Business Improvement Area (DPBIA) Confirmation of Annual Assessment (FY 2022-2023)

RECOMMENDATION:

Council adopt Draft Resolution confirming the annual assessment for the Downtown Parking and Business Improvement Area (Fiscal Year 2022-2023).

DISCUSSION:

The City of Atascadero established a Downtown Parking and Business Improvement Area in 1986 (Chapter 11 of the Atascadero Municipal Code) for the purpose of *acquisition, construction or maintenance of parking facilities, decoration of public places, promotion of public events, and general promotion of business activities in the downtown area*. The formation and operation of a Parking and Business Improvement Area is governed by the California Streets & Highways Code (Section 36500 et. Seq.). The Code requires the City to levy and collect the assessments, the City Council to adopt an annual Resolution of Intention declaring the City’s intent to levy an annual Downtown Parking and Business Improvement Area assessment, and hold a public hearing confirming the assessment. The City Council adopted a draft Resolution of Intention on May 24, 2022 and set a public hearing for June 14, 2022 to receive public comment.

The Downtown Parking and Business Improvement Area (BIA) assessment was reduced to \$0.00 starting in the 2009/2010 fiscal year at the behest of downtown landlords as part of a program to encourage downtown businesses. In January 2018, staff was approached by an informal committee of downtown business owners, who expressed interest in reinstating the full levy of the assessment for the Downtown Parking and Business Improvement Area (DPBIA). The full levy of the assessment is equal to 100 percent of the business license fee, essentially doubling the business license fee, and is charged to businesses located in the BIA.

In 2019, the City entered into an agreement with the Atascadero Chamber of Commerce. The Chamber of Commerce serves as the advisory body and the sub-contractor to the City regarding the DPBIA. The informal committee of downtown business owners advises the Chamber of Commerce on expenditures and assists in the creation of the annual budget. As part of the contract, the Chamber provides an annual accounting of expenditures for the BIA funds.

The Chamber has submitted a report, which was provided to the Council at the May 24, 2022 meeting and is Exhibit A to the proposed Resolution confirming the assessment. The Downtown Parking and Business Improvement Area assessments collected by the City are estimated at approximately \$12,820 annually. The recommended action would confirm the assessment and collection of these funds for downtown revitalization activities for 2022/2023. The report does not propose any changes to the boundaries of the DPBIA or of the assessment.

The Chamber of Commerce is proposing expenditures for 2022-2023 with the Downtown Parking and Business Improvement Area funds as follows:

	<u>2021-2022</u> <u>ESTIMATED</u>	<u>2022-2023</u> <u>REQUESTED</u>
<u>REVENUES</u>		
BIA Assessments-Received from City	\$ 14,480	\$ 12,820
Revenue From Events	-	1,000
Total Revenues	<u>14,480</u>	<u>13,820</u>
<u>EXPENSES</u>		
Events	(5,341)	(8,000)
Beautification/Miscellaneous	-	(22,870)
Marketing	-	(2,057)
Administration	(1,448)	(1,450)
Total Expenses	<u>(6,789)</u>	<u>(34,377)</u>
Net Income	7,691	(20,557)
BEGINNING AVAILABLE BALANCE	<u>12,866</u>	<u>20,557</u>
ENDING AVAILABLE BALANCE	<u>\$ 20,557</u>	<u>\$ -</u>

The proposed expenditures will focus to a combination of events and beautification ideas to help promote the downtown and strengthen the businesses in the area. There are several events held in the Downtown to help promote the downtown and strengthen the businesses in the area. One of these events, Taco Day on Traffic Way, has historically generated income for the committee through ticket sales. Income from this event is again anticipated in the 2022/2023 fiscal year in the amount of \$1,000. This revenue will be collected directly by the committee and/or the Chamber of Commerce.

The City will collect funds for the Downtown Parking and Business Improvement Area along with business license fees in December and January.

FISCAL IMPACT:

Adopting the staff recommendation will result in the collection of approximately \$12,800 and expenditure of \$12,820 in budgeted DPBIA funds.

ALTERNATIVES:

1. The City Council may choose not to adopt the Resolution, confirming the levy of the assessment as recommended, and discontinue the levy.
2. The City Council may grant Downtown Parking and Business Improvement Area assessment funds in an amount lower than requested.

ATTACHMENTS:

Draft Resolution

DRAFT RESOLUTION

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, CONFIRMING DOWNTOWN PARKING
AND BUSINESS IMPROVEMENT AREA ASSESSMENT FOR FISCAL
YEAR 2022-2023**

WHEREAS, the City of Atascadero established a Downtown Parking and Business Improvement Area (DBPIA), pursuant to Section 36500 et seq. of the Streets and Highways Code of the State of California; and

WHEREAS, Section 36533 of the Streets & Highway Code of the State of California requires a report to be filed with the City prior to the levy and collection of the assessment; and

WHEREAS, the City Council determined in 2010 to set the assessment at \$0.00 to provide a stimulus to downtown businesses in this time of unprecedented economic downturn, eliminating the need for a report in accordance with Section 36533 of the Streets & Highway Code of the State of California; and

WHEREAS, the City Council reinstated the full levy of the assessment for the DPBIA in 2018 at the request of downtown businesses; and

WHEREAS, the City has entered into an agreement with the Chamber of Commerce, which serves as the advisory body and the sub-contractor to the City regarding the DPBIA; and

WHEREAS, an informal committee of downtown business owners advises the Chamber of Commerce on expenditures and assists in the creation of the annual budget; and

WHEREAS, the Atascadero Chamber of Commerce filed a report with the City in accordance with Section 36533 of the Streets & Highway Code of the State of California attached hereto and incorporated herein by this reference; and

WHEREAS, the City Council having received the report adopted Resolution No. 2022-035 declaring intent to levy annual Downtown Parking and Business Improvement Area assessment pursuant to Section 36534 of said code; and

WHEREAS, the City Council did fix a time and place for a public hearing on the levy of the proposed assessment for fiscal year 2022-2023; and

WHEREAS, on June 14, 2022, the City Council conducted a public hearing at the date and time for such purpose; and

WHEREAS, the City Council did not receive the required number of protests for the levy of such assessment.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The City Council of the City of Atascadero does hereby confirm approval of the Section 36533 Report as originally filed and confirmation of approval of such report constitutes the levy of an assessment for fiscal year 2022-2023, pursuant to the Streets and Highways Code of the State of California.

SECTION 2. The Atascadero Chamber of Commerce is hereby designated to receive and manage, with direction from the downtown businesses, Downtown Parking and Business Improvement Area assessment funds for fiscal year 2022-2023.

PASSED AND ADOPTED at a regular meeting of the City Council held on the ___ day of ___, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

Exhibit A

Atascadero Chamber of Commerce Downtown Parking and Business Improvement Area Annual Report for Fiscal Year 2022-2023

The California Streets and Highways Code Section 36533 requires the preparation of a report for each fiscal year for which assessments are to be levied and collected to pay the costs of improvements and activities of the Improvement Area. The report may propose changes, including, but not limited to the boundaries of the parking and business improvement area or any benefit zones within the area, the basis and method of levying the assessments, and any changes in the classification of businesses.

No boundary changes are proposed for Fiscal Year 2022-2023. The boundaries are more specifically described as follows:

From the south corner of Morro Road at the Highway 101 over-crossing then in the generally northwest direction immediately adjacent to Highway 101, to a point at the intersection of El Camino Real and Rosario Avenue, then easterly along Rosario Avenue, to a point at the intersection of Rosario and Palma Avenue, then easterly along Palma Avenue to the rear lot line of parcels on the east side of Traffic Way, then north along said rear lot lines to include Lot 24 of Block LA, of Atascadero, then northerly along the center line of Traffic Way, to a point, then easterly to include the presently existing National Guard Armory Property. Then to a point easterly to the intersection of West Mall and Santa Ysabel Avenue at the West Mall bridge, then southerly along Santa Ysabel Avenue to a point at the intersection of the southerly leg of Hospital Drive and Santa Ysabel Avenue, then easterly from that point to the extension of proposed Highway 41, then southwesterly to the Morro Road/Highway 101 over-crossing, point of beginning.

Since 2000, the City, Community Redevelopment Agency, Chamber of Commerce, other organizations and the community have worked to strengthen the downtown business community, and implement the downtown revitalization strategy. In 2009, as the economic downturn was affecting businesses, the City Council made the decision to levy a \$0 assessment on the businesses in the District. The State of California dissolved all redevelopment agencies in 2011, and the City, Chamber of Commerce, and other organizations have worked in collaboration to continue the efforts of the Community Redevelopment Agency to provide better services to and strengthen the businesses in the downtown.

In 2017, an informal committee of downtown business owners formed to promote economic vitality and encourage business growth in the downtown. This committee will advise the Chamber of Commerce on expenditures and will assist in the creation of the annual budget for the Downtown Parking and Business Improvement Area (DPBIA). The

Atascadero Chamber of Commerce will serve as the advisory body and the sub-contractor to the City regarding the Downtown Parking and Business Improvement Area. The Chamber of Commerce is requesting that the City levy an assessment of 100% of the business license fee for businesses in the DPBIA. Each licensed business in the Improvement Area shall contribute to the assessment. Activities and improvements in the DPBIA are funded by the assessment.

The proposed work plan and budget for Fiscal Year 2022/2023 is as follows:

	<u>2021-2022</u>	<u>2022-2023</u>
	<u>ESTIMATED</u>	<u>REQUESTED</u>
<u>REVENUES</u>		
BIA Assessments-Received from City	\$ 14,480	\$ 12,820
Revenue From Events	-	1,000
Total Revenues	<u>14,480</u>	<u>13,820</u>
<u>EXPENSES</u>		
Events	(5,341)	(8,000)
Beautification/Miscellaneous	-	(22,870)
Marketing	-	(2,057)
Administration	<u>(1,448)</u>	<u>(1,450)</u>
Total Expenses	<u>(6,789)</u>	<u>(34,377)</u>
Net Income	7,691	(20,557)
BEGINNING AVAILABLE BALANCE	<u>12,866</u>	<u>20,557</u>
ENDING AVAILABLE BALANCE	<u>\$ 20,557</u>	<u>\$ -</u>

This report shall be filed with the City Clerk on behalf of the DPBIA for Fiscal Year 2022-2023.

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Atascadero City Council

Staff Report – City Manager’s Office

Atascadero Tourism Business Improvement District (ATBID) Confirmation of Annual Assessment (Fiscal Year 2022-2023)

RECOMMENDATIONS:

Council adopt Draft Resolution confirming the annual assessment for the Atascadero Tourism Business Improvement District (Fiscal Year 2022-2023).

DISCUSSION:

The City of Atascadero established the Atascadero Tourism Business Improvement District (ATBID) to levy annual assessments under the Parking and Business Improvement Area Law of 1989, by adopting Title 3, Chapter 16 of the Atascadero Municipal Code in April 2013. The activities to be funded by the assessments, on lodging businesses within the ATBID, are tourism promotions and marketing programs to promote the City as a tourism destination. The formation and operation of a Tourism Business Improvement District is governed by the California Streets & Highways Code (Section 36500 et. Seq.). The budget for the ATBID is submitted in conjunction with the City’s annual budget.

The City Council appointed ATBID Advisory Board Members to serve at the pleasure of the Council. The Advisory Board is made up of lodging business owners or employees, or other representatives holding the written consent of a lodging business owner within the ATBID area. Lodging owners are assessed (2%) of the rent charged by the business per occupied room or space per night for transient occupancies.

During the 2021-23 budget cycle, staff estimated that ATBID revenues for fiscal year 2020-21 would increase by 11% from fiscal year 2019-20. Actual ATBID revenues exceeded estimate for fiscal year 2020-21 and saw an increase of 23% over the previous fiscal year. ATBID revenue is expected to exceed revenue projections in fiscal year 2022. As of the writing of this report, staff projects that assessment revenue for fiscal year 2021-22 will be \$356,000, up 22% from the budgeted revenue and up 28% from 2020-21 actual assessment revenue. The current budget projects that assessment revenue for fiscal year 2022-23 will be \$298,170, however, with recent upward revenue trends, there is a good possibility that revenues will exceed that projection. Expenditures for fiscal year 2021-22 are expected to come in under budget by about \$18,540, or about 6%.

The ATBID fund balance is now projected to be \$473,720 at June 30, 2022, and \$464,910 at June 30, 2023.

The Streets & Highways Code requires that the Advisory Board provide a specific report to the City Council annually for the expenditure of funds derived from the assessment paid by lodging businesses within the City. The annual report must meet the requirements of the California Streets and Highway Code §36533. The Council received and approved the annual report at its May 24, 2022 meeting. After the approval of the report, the City Council is required to hold a public hearing. The purpose of the public hearing is to receive public comment prior to the assessment being collected.

Following the public hearing, it is staff's recommendation that the Council adopt the proposed Resolution. Adoption of the Resolution constitutes the levying of the assessment.

FISCAL IMPACT:

Annual assessments for 2022-2023 are expected to be approximately \$298,170 (or higher based on the current trend) and will be assessed as 2% of the rent charged on the occupied rooms and spaces for transient services.

ALTERNATIVE:

The City Council may direct staff to amend the Resolution before adoption.

ATTACHMENTS:

Draft Resolution

DRAFT RESOLUTION

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ATASCADERO, CALIFORNIA, CONFIRMING ATASCADERO TOURISM
BUSINESS IMPROVEMENT DISTRICT (ATBID) ASSESSMENT FOR
FISCAL YEAR 2022-2023**

WHEREAS, the City of Atascadero established the Atascadero Tourism Business Improvement District (ATBID) consistent with Section 36500 et seq. of the Streets and Highways Code of the State of California; and

WHEREAS, the City Council has determined to set the assessment at two percent (2%) of the rent charged by the Business per occupied room or space per night for transient occupancies; and

WHEREAS, the purpose of this assessment is to provide tourism promotions and marketing programs to promote the City as a tourism destination pursuant to the Streets & Highways Code of the State of California; and

WHEREAS, the City Council, having received the annual report from the ATBID, adopted Resolution No. 2022-036, declaring intent to levy annual ATBID assessment pursuant to Section 36534 of the California Streets and Highways Code; and

WHEREAS, the City Council did fix a time and place for a public hearing on the levy of the proposed assessment for fiscal year 2022-2023; and

WHEREAS, on June 14, 2022, the City Council conducted a public hearing at the date and time for such purpose; and

WHEREAS, the City Council did not receive the required number of protests for the levy of such assessment.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Atascadero:

SECTION 1. The City Council of the City of Atascadero does hereby confirm the assessment at two percent (2%) of the rent charged by the Business per occupied room or space per night for transient occupancies.

PASSED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June, 2022.

On motion by Council Member _____ and seconded by Council Member _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney



Atascadero City Council

Staff Report – Administrative Services Department

Amendments and Additions to Fee Schedule

RECOMMENDATION:

Council adopt Draft Resolution establishing a schedule of Fees and Charges for City Services.

DISCUSSION:

Background: The purpose of City government is to service the needs of the people. The City offers a variety of services to the community including those such as planning and building development services, park and recreational services, rental of City property, police and fire services, and other miscellaneous City services of a voluntary or limited nature. These services are funded in part by fees paid by the users and in part by general taxes. The degree to which the General Fund is needed to subsidize the costs of these services is ultimately determined by Council policy and Community priorities.

The California Government Code allows the City to charge fees (“fees”) to recipients of certain services to recover “costs reasonably borne” by the City in providing those services. The fees may not exceed those “costs reasonably borne” or they are considered special taxes that must be approved by two-thirds of the voters.

In order to determine the actual costs of providing services and ensure the fees charged do not exceed the costs, the City hired a consultant, Revenue & Cost Specialists, LLC (RCS), to perform a complete Cost Allocation and User Fee Study. RCS is an expert in the industry and has been providing fee and costing services to local government agencies for 42 years. RCS provided similar services to Atascadero in 2002, 2006, and 2014.

Analysis: It has been eight years since the last full fee study was completed in 2014. Beginning in 2015, City staff was able to build on the base fee study that RCS completed in 2014 by increasing fees based on the Consumer Price Index (CPI), and

presented fee reviews and evaluations which Council adopted. A CPI increase was not presented to Council in 2021 due to the effects of COVID on the economy.

Since 2014, there have been many changes in Atascadero; differences in the economy, in City staffing, in City procedures, and in regulations. These changes have all had an effect on the cost of providing services to the public. Due to these significant changes, staff felt it was prudent to again hire RCS to perform a full fee study to accurately capture and reflect the costs to provide services today and to better understand the impact of full cost recovery.

RCS met with each department a number of times to gather data, update the amount of time each employee spends providing each service, add new services, delete obsolete services, and review the related results. RCS uses a time-tested, thorough approach and were able to capture the effect of all the recent changes.

Some fees have historically been heavily subsidized by the City. Youth Sports is a good example. The Council has consistently demonstrated the desire to keep these fees affordable to the average family, resulting in a benefit to the entire community. Staff has upheld Council's desire by proposing subsidized fees for the categories of recreation, leisure, and culture. Included here are Youth and Adult Sports, Contract Classes, City Special Events, Pavilion and Colony Park Community Center rentals, Youth and Teen Services, City Hall Rentals, Park Rentals, Zoo and Zoo Garden Event Center fees, and Ballfield facilities rentals. Consistent with prior fee schedules, the proposed fee schedule recommends the City Manager or her designee may set and change the fees included in the categories of recreation, leisure and culture according to cost recovery guidelines and local market trends.

Council has historically indicated the intention to have development pay for itself. The majority of the development fees proposed reflect full cost recovery. If the people that benefit from the development service pay the full cost of that service, then general tax dollars don't need to be used to support that service. Instead, those tax dollars can be used for the benefit of the broader community, and are therefore more equitable. Recovering the full cost of the service also allows the City to deliver the development services more efficiently as it helps to provide the funding for the staffing needs of the department.

Staff is recommending that the fees in the following tables continue to be partially subsidized to encourage economic development, encourage compliance, ease the burdens of filing appeals, and/or encourage volunteerism in the community. All of these reasons are intended to provide broad community benefit and enhance the community as a whole.

City Fee Ref #	Fee Name	Proposed fee	
22-001-Sign	Administrative Use Permit Review- Signage	\$ 100	per application
22-001	Administrative Use Permit Review- Non-commercial wall mural	no charge	
22-001	Administrative Use Permit Review- Minor Outdoor Amplified Music	\$ 100	per application
22-018	Historic Conflict Lot Line Adjustment	\$ 1,500	per application
22-028	Appeal to Planning Commission	\$ 1,530	per application
22-029	Appeal to City Council	\$ 1,720	per application
22-030	Native Tree Removal Permit-Dead/Diseased Tree	no charge	
22-041D	Express Building Permit	\$ 450	per application
22-041D- Sign	Express Sign permit	\$ 75	per application
22-052	Appeal to Board of Appeals	\$ 1,305	per application
22-056	Temporary Encroachment Permit- Outdoor Dining - New	\$ 360	per application
22-056	Temporary Encroachment Permit- Outdoor Dining - Annual	\$ 165	per application
22-068	General Plan Maintenance	7.0%	of all building permits
22-079	Live Scan Fingerprint Processing- volunteers for Seniors/Youth	no charge	
22-079	Live Scan Fingerprint Processing- community group coaches or leaders	\$ 17	per person
22-079	Live Scan Fingerprint Processing- all others	\$ 35	per person

Certain fees are limited by State law or the Courts, and therefore, cost recovery on those fees is less than 100%. Included below are the fees limited by the State or Court.

Fees limited by State Law/Courts	
22-066	Transportation Permit
22-072	DUI Accident Response Investigation (maximum fee of \$12,000)
22-076	Repossessed Vehicle Release
22-082	Concealed Carry Weapons
22-083	Civil Subpoena of Records
22-084	Duces TecumSubpoena
22-091B	Day Care/Group Home Inspection
22-098	Fire Incident Report Copy
22-123	Candidate Initiative Filing
22-125	Document Reproduction

The remaining fees (other than the categories listed above) are proposed to be adjusted to reflect the actual changes in the costs of providing those services and to more accurately recover costs based on actual work performed and expenses incurred.

Conclusion: Council has a history of great fiscal stewardship and has maximized revenues and minimized costs to the extent possible, both in good economic times and bad. Council now has the information to make a conscious decision on which services should have full cost recovery and which should be subsidized by the General Fund.

Unfortunately, the City has limited resources. Since the same dollar can only be spent once, the key for the Council tonight is prioritizing how many of those dollars should be put toward the General Fund subsidy of specialty or voluntary services. Additional subsidies of services will further dilute the City’s ability to effectively provide those services.

It is recommended that the Council adopt Draft Resolution establishing a schedule of Fees and Charges for City Services. If approved, the Service Fees will go into effect sixty days (60) after the Resolution is adopted.

FISCAL IMPACT:

The fiscal impact of the fee update is unknown; however, revenues are expected to increase with adoption of the draft fee schedule and fees will be more fairly allocated based changes that have occurred in the economy, City staffing, City procedures, and regulations since the last Cost Study was completed.

ALTERNATIVES:

1. Council may change any of the proposed fees as long as the fee does not exceed the "costs reasonable borne" by providing the service.
2. Council may continue the item and refer it back to staff for additional analysis.
3. Council may keep the current fees. This option is not recommended as the amount of tax dollars necessary to provide these services would increase, reducing the amount of money available for key Council priorities.

ATTACHMENTS:

1. Draft Resolution
2. Service Fees- Current vs Proposed Fee Schedule (Exhibit A of Draft Resolution)
3. Revenue & Cost Specialists Fee Study

DRAFT RESOLUTION

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO
ADOPTING AMENDED FEES AND DEPOSITS TO OFFSET COSTS
INCURRED IN PLANNING SERVICES AND A SCHEDULE OF
FEES AND CHARGES FOR CITY SERVICES**

WHEREAS, the City of Atascadero has conducted an extensive and exhaustive analysis of its services, the costs reasonable borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and,

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and,

WHEREAS, the City of Atascadero provides various planning and building development services to the public including, but not limited to, processing applications, reviewing plans and maps, issuing permits and reviewing development agreements (the “Planning Services”); and,

WHEREAS, the City of Atascadero desires to establish a policy of recovering some portion of the costs reasonably borne of providing special services, including but not limited to park and recreation services, rental of City property, police and fire services, and other miscellaneous City services, of a voluntary or limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized unfairly and inequitably such special services (“City Services”); and,

WHEREAS, City Council intends to collect various fees (the “Fees”) and, in certain cases, require advance deposit of the Fees, to offset the costs associated with providing the Planning Services and City Services; and,

WHEREAS, because some of the Fees are described in Government Code section 66014, (i) notice of the time and place of this meeting as well as a general description of the matter to be considered are to be mailed at least 14 days prior to the date of this meeting to those parties (if any) who have filed requests for such notification, and (ii) data indicating the amount of the estimated cost required to provide the Services and the resources anticipated to fund the Planning Services were made available to the public at least 10 days prior to the date of this meeting, all in accordance with Government Code section 66016; and,

WHEREAS, Government Code Section 66016 applies to fees authorized in Government Code sections 51287, 56383, 57004, 65104, 65456, 65863.7, 65909.5, 66013, 66014 and 66451.2, Health & Safety Code sections 17951, 19132.3 and 19852, Public Resources Code section 41901 and Public Utilities Code section 21671.5 consisting of primarily fees for zoning variances, zoning changes, use permits, building inspections, building permits, filing and processing applications and petitions filed with LAFCO, the processing of subdivision maps, tentative, final and parcel maps and planning services to be charged for development projects; and,

WHEREAS, Government Code Section 66018 applies to the adopting or increasing fees to which

a specific statutory notice requirement does not apply; and

WHEREAS, pursuant to Government Code sections 66016 and 66018 the enactment or increase in any fees to be charged for services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and,

WHEREAS, Revenue & Cost Specialists, LLC, has prepared and presented to the City Council a “Fee Study Update for the City of Atascadero,” dated May, 2022 (the “Fee Study”), incorporated herein by this reference, which details the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues, if any; and,

WHEREAS, the City Council finds that the fee schedule detailed in Exhibit A attached hereto and incorporated herein by reference is consistent with the City of Atascadero General Plan; and,

WHEREAS, pursuant to Government Code Sections 66016 and 66018, the data required to be made available to the public prior to increasing the amount of the fees by this resolution was made available for public review at least 10 days prior to the date of this meeting; and,

WHEREAS, pursuant to Government Code Sections 66014, 66106, 66018 and 6062a, notice of a public hearing on the increase to the amount of fees was published in the Atascadero News twice, with at least five days intervening the two publications, commencing at least ten days prior to the date of this meeting; and,

WHEREAS, a duly noticed public hearing before the City Council was held on June 14, 2022, at which public testimony was received and duly considered on the proposed Planning Services and City Services Fees; and,

WHEREAS, the City Council has previously adopted Resolution No. 2020-030, setting forth such fees, and desires to amend and restate that Resolution in this Resolution, without rescinding said adoption; and,

WHEREAS, the amount of the Fees do not exceed the true cost of providing the Planning Services and City Services; and,

WHEREAS, the increase to the amount of the fees is not a “project” subject to the California Environmental Quality Act because it is a funding mechanism having no physical effect on the environment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atascadero:

SECTION 1. Recitals. The foregoing recitals are true and correct and the City Council so finds and determines.

SECTION 2. Establishment of the Fees. The Fees are hereby established in the amounts detailed on Exhibit A for the purpose of funding the cost of providing the Services.

SECTION 3. Collection of the Fees. The Fees levied pursuant to this Resolution shall be paid to the City either at the time the Planning Service or City Service is requested or required or shall, in certain cases, be advanced to the City in the form of an advance deposit as further detailed on Exhibit A.

SECTION 4. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

SECTION 5. Repealer. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 6. Effective Date. This Resolution shall take effect 60 days after the effective date of this Resolution, and shall remain in effect, until revised by the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council held on the _____th day of _____, 2022.

On motion by _____ and seconded by _____, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

CITY OF ATASCADERO

Heather Moreno, Mayor

ATTEST:

Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

Brian A. Pierik, City Attorney

EXHIBIT A
DRAFT FEE SCHEDULE

ITEM NUMBER: B-6
DATE: 06/14/22
ATTACHMENT: 2

Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PLANNING			
22-001	ADMINISTRATIVE USE PERMIT REVIEW	\$771 per application No charge - Non-commercial wall mural	Non-commercial wall mural - No charge Minor Outdoor Amplified Music - \$100 per application (subsidized) Other - \$1,920 per application
22-001-Sign	SIGNAGE ADMINISTRATIVE USE PERMIT REVIEW	\$100 per application, inclusive of noticing and label generation fees	\$100 per application, inclusive of noticing and label generation fees (subsidized)
22-002	MINOR CONDITIONAL USE PERMIT REVIEW	\$1,264 per application	\$2,795 per application
22-003	MAJOR CONDITIONAL USE PERMIT REVIEW	\$4,533 per application	Standard (less than 5 acres) - \$5,955 per application Major (5 acres or greater) - \$9,660 per application
22-004	VARIANCE APPLICATION	\$2,000 per application	\$2,980 per application
22-006	DEVELOPMENT AGREEMENT	\$13,913 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses	\$15,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses
22-006A	PLANNING AGREEMENT PREPARATION	None	\$165 per agreement
22-007	SPECIFIC PLAN	\$10,435 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses	\$12,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses
22-008	GENERAL PLAN/ZONING MAP AMENDMENT	\$7,994 per application	\$5,755 per application

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PLANNING (continued)			
22-010	GENERAL PLAN/ZONING TEXT AMENDMENT	\$4,388 per application \$8,388- Rezoning with a General Plan Amendment	Minor - \$2,390 per application Major - \$6,265 per application Combined with a map and/or master plan of development (CUP) - 50% of these fees
22-011	TENTATIVE PARCEL MAP	\$4,730 per application	\$5,205 per application
22-012	TENTATIVE TRACT MAP	\$6,510 per map + \$46 per lot over 15 lots	\$7,360 per map plus \$95 per lot over 10 lots
22-013	CONDOMINIUM CONVERSION TENTATIVE MAP	\$3,438 per map + \$74 per unit over 15 units \$5,704 per map + \$74 per unit over 15 units for Condominium Conversion with a Major Conditional Use Permit	\$6,365 per map plus \$105 per unit over 15 units Commercial - \$2,840 per map
22-014	PRECISE PLAN	\$2,371 per application	\$1,975 per application
22-015	MAP/CONDITIONAL USE PERMIT RECONSIDERATION/AMENDMENT REVIEW	\$1,472 per application - Minor \$4,267 per application - Major	\$2,585 per application
22-015A	PLANNED DEVELOPMENT REPEAL	None	\$1,160 per application
22-016	ENVIRONMENTAL IMPACT REPORT REVIEW	10% of contract consultant amount for City staff review	10% of contract consultant amount for City staff review

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PLANNING (continued)			
22-016A	ENVIRON MITIGATION NEGATIVE DECLARATION	\$1,687 per application in addition to other application fees where applicable	Standard - \$3,040 per application in addition to other application fees where applicable Expanded - \$5,070 per application in addition to other application fees where applicable
22-016B	ENVIRONMENTAL CATEGORICAL EXEMPTION	None	\$215 per application Class 32 - \$1,010 per application Plus any filing fees
22-016C	ENVIRONMENTAL IMPACT REPORT/MITIGATED NEGATIVE DECLARATION ADDENDUM	None	\$2,625 per application in addition to other application fees where applicable
22-017	ANNEXATION	\$17,391 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses	\$20,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses
22-018	LOT LINE ADJUSTMENT REVIEW	\$1,501 per application - Historic Conflict Lot Line Adjustment \$2,516 per application - Other	Historic Conflict Lot Line Adjustment - \$1,500 per application (subsidized) Urban Lot Split- \$2,570 per application Other - \$2,005 per application
22-019	VOLUNTARY LOT MERGER	\$1,525 per application	\$880 per application

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PLANNING (continued)			
22-022	SUBSTANTIAL CONFORMANCE FINDING	\$568 per application	\$595 per application
22-023	FINDING OF CONVENIENCE & NECESSITY	\$510 per application	\$495 per application
22-024	TEMPORARY OCCUPANCY REVIEW	Commercial - \$643 per application Residential - \$464 per application	Commercial/Industrial/Multi-Family - \$1,135 per application Single Family Residential - \$500 per application
22-025	ADMINISTRATIVE TIME EXTENSION REVIEW	\$458 per application	\$560 per application
22-026	PLANNING COMMISSION TIME EXTENSION REVIEW	\$841 per application	\$925 per application
22-027	CONTINUANCE	\$290 per application	\$300 per application
22-028	APPEAL TO PLANNING COMMISSION	\$806 per application (70% cost recovery)	\$1,530 per application for 70% cost recovery
22-029	APPEAL TO CITY COUNCIL	\$1,084 per application (70% cost recovery)	\$1,720 per application for 70% cost recovery
22-030	NATIVE TREE REMOVAL PERMIT	\$412 per permit- All trees other than Heritage trees \$968 per permit- Heritage trees	Dead/Diseased Tree - No Charge Non-Heritage Tree - \$245 per permit Heritage Tree - \$1,165 per permit

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PLANNING (continued)			
22-031	TREE PROTECTION PLAN / INSPECTION FOR BUILDING PERMIT	Minor (No Arborist Required) - No charge if done in conjunction with Planning Plan Check fee or \$70 per review if done independently Major - \$272 per application +: 6-25 trees - \$35 per tree over 5 trees 26-100 trees - \$12 per each tree over 25 trees 100+ trees - \$5 per each tree over 100 trees Fee includes one inspection and one re-inspection	Minor (No Arborist Required) - No charge if done in conjunction with Planning Plan Check fee or \$80 per review if done independently Major - \$325 per application Fee includes one inspection and one re-inspection
22-032	RE-INSPECT TREE PROTECTION	\$139 per inspection (Fee imposed on the third and any subsequent inspections)	\$165 per inspection Fee imposed on the third and any subsequent inspections
22-037	BUILDING ADDRESS ASSIGNMENT PROCESSING	\$533 per application	SFR/Duplex - \$80 per application 3-10 Units - \$120 per application 11-20 Units - \$365 per application Each Additional Unit over 20 - \$25
22-038	REAL ESTATE/PROPERTY INFO LETTER	\$139 per letter	\$230 per letter
22-039	CONSTRUCTION OPERATION AFTER-HOURS	\$481 per application	\$525 per application

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PLANNING (continued)			
22-040	PLANNING REVIEW/APPROVAL OF ENCROACHMENT PERMT	None	\$205 per permit
22-040A	PLANNING REVIEW / APPROVAL OF BUILDING PERMIT	Minor - \$104 per application Major - \$365 per application CUP/PD Compliance \$481 per application DRC Review \$412 per application +2.85% for document imaging	CUP/PD Compliance - \$570 per application DRC Review - \$490 per application Other - 15% of the Building Permit Fee + 7.5% Community Development Technology Surcharge
22-040B	PLANNING INSPECTION	\$139 per inspection	\$165 per inspection
22-040C	PLANNING- EXTRA PLAN CHECK/INSPECTION	\$139 per hour OR 1.3 times the actual cost of contract consultant	\$165 per hour OR 1.3 times the actual cost of contract consultant
22-040D	PLANNING BUSINESS LICENSE REVIEW	Currently part of New Business License Application fee (S-116)	Commercial Zoning Clearance - \$80 per application Home Occupation - \$80 per application Change of Owner - \$70 per application
22-040E	BUILDING BUSINESS LICENSE INSPECTION	Currently part of New Business License Application fee (S-116)	\$180 per business
22-040F	COMMUNITY DEVELOPMENT MISCELLANEOUS SERVICES	Charge all staff at the fully allocated hourly rates plus any outside legal expenses	Charge all staff at the fully allocated hourly rates plus any outside legal expenses
22-040G	COMMUNITY DEVELOPMENT TECHNOLOGY SURCHARGE	2.85% of permit and plan check fees	7.5% of fees as detailed in the individual services

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
BUILDING			
22-041	BUILDING PLAN CHECK	Plan Check - 65% of Building Permit Fee Outside Plan Check - 1.3 times the cost of outside consultant Disabled Access - Additional 10% of Building Permit Fee Energy Efficiency - Additional 10% of Building Permit Fee Document Imaging - 2.85% of Permit Fees	Plan Check - 65% of Building Permit Fee Outside Plan Check - 1.3 times the cost of outside consultant Disabled Access - Additional 10% of Building Permit Fee Energy Efficiency - Additional 10% of Building Permit Fee + 7.5% Community Development Technology Surcharge
22-041A	BUILDING PERMIT/INSPECTION	Building Permit - The current International Code Council (ICC) Building Valuation Tables including inflation indexing Plumbing Permits-10% of Building Permit Fee (\$87 minimum) Mechanical Permits-10% of Building Permit Fee (\$87 minimum) Electrical Permits-10% of Building Permit Fee (\$87 minimum) Document Imaging-2.85% of Permit Fees	Building Permit - The current International Code Council (ICC) Building Valuation Tables including inflation indexing, plus 25%. Plumbing Permits-10% of Building Permit Fee (\$87 minimum) Mechanical Permits-10% of Building Permit Fee (\$87 minimum) Electrical Permits-10% of Building Permit Fee (\$87 minimum) + 7.5% Community Development Technology Surcharge

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
BUILDING (continued)			
22-041C	OVER THE COUNTER MISCELLANEOUS BUILDING PERMIT	Water Heater - \$87 + 2.85% for document imaging Minor (1 inspection) - \$209 per permit + 2.85% for document imaging Major (2 inspections) - \$307 per permit + 2.85% for document imaging	Water Heater - \$95 Minor (1 inspection) - \$245 per permit Major (2 inspections) - \$425 per permit + 7.5% Community Development Technology Surcharge
22-041D	EXPRESS BUILDING PERMIT	\$522 per permit + 2.85% for document imaging except: Solar Systems - \$377 per permit + 2.85% for document imaging	Residential Rooftop Solar Systems under 10 KW - \$450 per permit (subsidized) Other - \$600 per permit + 7.5% Community Development Technology Surcharge
22-041D-Sign	EXPRESS SIGN PERMIT	\$51 per permit, inclusive of noticing and label generation fees + 2.85% for document imaging Exclusive of Monument Signs and Pole Signs	Sign Permit - \$75 per permit (subsidized) Exclusive of Monument Signs and Pole Signs
22-048	PLAN REVISION CHECKING	\$139 + actual cost of City staff at the fully allocated hourly rates or actual cost of consultant + 2.85% for document imaging	\$205 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant
22-049	BUILDING - EXTRA PLAN CHECK/INSPECTION	Plan Check - \$23 + \$130 per hour, 1 hour minimum or the actual cost of contract consultant Inspection - \$157 per extra inspection	Plan Check - \$35 plus \$180 per hour, 1 hour minimum or the actual cost of contract consultant Inspection - \$215 per extra inspection
22-050	RESTAMPING OF APPROVED PLANS	Residential - \$209 per plan Commercial - \$394 per plan	Single Family Residential - \$195 per plan Commercial/Industrial/Multi-Family - \$355 per plan

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
BUILDING (continued)			
22-051	LOST INSPECTION CARD	\$93 per card	\$125 per card
22-051A	CHANGE OF CONTRACTOR OR RESPONSIBLE PARTY	\$145 per application	\$195 per application
22-052	APPEAL TO BOARD OF APPEALS	\$788 per appeal for 70% cost recovery	\$1,305 per appeal for 70% cost recovery
22-068	GENERAL PLAN MAINTENANCE	5% of all building permit fees, which includes new buildings and additions.	7% of all building permits, which includes new structures and additions
22-069A	DISTRICT FORMATION PROCESSING	\$4,580 per district + any outside consultant or legal costs	\$4,710 per district plus any outside consultant or legal costs
22-069B	COMMUNITY FACILITY DISTRICT ANNEXATION	\$1,113 per district + any outside consultant or legal costs	\$1,360 per district plus any outside consultant or legal costs
22-117	CHANGE OF OCCUPANCY	\$210 per application	\$245 per application

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
FIRE DEVELOPMENT			
22-042	FIRE BUILDING PLAN CHECK/INSPECTION	\$99 per permit +2.85 % for document imaging	30% of Building Plan Check Fees + 7.5% Community Development Technology Surcharge
22-042A	FIRE SPRINKLER PLAN CHECK	New Residential - \$238 + actual cost of consultant Tenant Improvement Residential Plan Check - \$168 + actual cost of consultant Commercial Plan Check - \$128 + actual cost of City staff at the fully allocated hourly rates or actual cost of consultant +2.85% for document imaging	New Residential Plan Check - \$185 plus actual cost of consultant Tenant Improvement Residential Remodel Plan Check - \$185 plus actual cost of consultant Commercial Plan Check - \$185 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant + 7.5% Community Development Technology Surcharge
22-042B	FIRE SPRINKLER INSPECTION	Residential - \$180 Commercial - Charges at the fully allocated hourly rates for all personnel involved + all outside expenses	Residential - \$270 Commercial - Charges at the fully allocated hourly rates plus any outside expenses + 7.5 Community Development Technology Surcharge

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
FIRE DEVELOPMENT (continued)			
22-042C	EXTRA FIRE PLAN CHECK/INSPECTION	\$145 per hour extra plan check or inspection OR 1.3 times the actual cost of contract consultant (Fee to be assessed after initial plan check/inspection and one re-check/inspection)	\$195 per hour extra plan check or inspection OR Charge 130% of Actual Contract Costs for projects that use contract services Fee to be assessed after initial plan check/inspection and one re-check/inspection
22-042D	SPRINKLER EXPRESS PLAN CHECK/INSPECTION	\$157 per permit +2.85% for document imaging	\$215 per permit + 7.5% Community Development Technology Surcharge
22-043A	FIRE ALARM PLAN CHECK	\$157 + actual cost of contract consultant + 2.85% for document imaging	\$185 plus actual cost of consultant + 7.5% Community Development Technology Surcharge
22-043B	FIRE ALARM INSPECTION	Single Family Residential - \$64 Other - Charges at the fully allocated hourly rates of all personnel involved + all outside expenses	Single Family Residential - \$220 Other - Charges at the fully allocated hourly rates plus any outside expenses + 7.5% Community Development Technology Surcharge
22-044A	NEW FIRE HOOD/SUPPRESSION PLAN CHECK	\$157 + actual cost of consultant + 2.85% for document imaging	\$115 plus actual cost of consultant + 7.5% Community Development Technology Surcharge
22-044B	NEW FIRE HOOD/SUPPRESSION INSPECTION	\$110 per project	\$125 per project + 7.5% Community Development Technology Surcharge

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
FIRE DEVELOPMENT (continued)			
22-045	PRIVATE HYDRANT SYSTEM PC/INSPECTION	\$313 per system + 2.85% for document imaging	\$575 per system plus actual cost of consultant + 7.5% Community Development Technology Surcharge
PUBLIC WORKS			
22-053	ON-SITE GRADING PLAN CHECK - BUILDING	Less than 50 Cubic Yard Permit: \$423 Single Family Residence/Accessory: \$736 Commercial: \$794 + \$180 per each 5,000 sq ft after the first 5,000 sq ft Multi Family: \$1,716 + \$64 per unit Tract: 5-50 lots-\$1,409 + \$43 per lot for each lot over 5 lots 50+ lots-\$3,344 + \$30 per lot for each lot over 50 lots + 2.85% for document imaging	Minor (Less than 50 CY/1,000 sq ft of disturbed soil) - \$75 Single Family Residence/Accessory: 50-100 CY of disturbed soil - \$315 101-500 CY of disturbed soil - \$390 501+ CY/1 acre or more of disturbed soil - \$600 Commercial/Industrial/Multifamily - \$660 plus \$155 per each 5,000 sq ft of disturbed soil after the first 5,000 sq ft Rough Grading - \$475 + 7.5% Community Development Technology Surcharge
22-053A	ON-SITE GRADING PLAN CHECK - NO BUILDING	None	Minor (less than 10,000 sq ft of disturbed soil) - \$535 Standard (10,000 sq ft - 1 acre of disturbed soil) - \$970 Major (Greater than 1 acre of disturbed soil) - \$1,120 + 7.5% Community Development Technology Surcharge

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PUBLIC WORKS (continued)			
22-053C	ENGINEERING-EXTRA PLAN CHCK/INSPECTION	\$49 per plan/inspection + \$180 per hour per extra plan check or inspection OR 1.3 times the actual cost of contract consultant (Fee to be assessed after initial plan check/inspection and one re-check/inspection)	\$35 per plan/inspection plus \$150 per hour per extra plan check or inspection OR Charge 130% of actual contract costs for projects that use contract services Fee to be assessed after initial plan check/inspection and one re-check/inspection
22-053D	TEMPORARY STOCKPILE PERMIT	None	\$400 per permit
22-053E	PLOT PLAN REVIEW	None	Single Family - \$75 per lot Commercial/Industrial/Multi-Family - \$150 per lot
22-053F	ENGINEERING COMMERCIAL MODIFICATION REVIEW	None	\$135 per application
22-053G	ON-SITE STORMWATER MANAGEMENT PLAN CHECK	Currently included in Drainage Plan Check fees	Tier 3 - \$660 Tier 4 - \$1,020 Tiers 1 and 2 are included in grading plan check fees + 7.5% Community Development Technology Surcharge

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PUBLIC WORKS (continued)			
22-053H	SWPPP PLAN CHECK/INSPECTION	None	Plan Check - \$360 Inspection - \$300 per quarter per site + 7.5% Community Development Technology Surcharge
22-053W	OWTS (SEPTIC SYSTEM) PLAN CHECK	\$319 per plan + 2.85% for document imaging	New/Modified (associated with a structure) - \$395 per plan Replacement (not associated with a structure) - \$545 per plan + 7.5% Community Development Technology Surcharge
22-054	ON-SITE GRADING INSPECTION	Single Family Residence/Accessory: \$284 Commercial: \$632 + \$313 per each 5,000 sq. ft. after the first 5,000 sq. ft. Multi Family: \$406 + \$58 per unit Tract: 5-50 lots-\$632 + \$54 per lot for each lot over 5 lots 50+ lots-\$3,062 + \$31 per lot for each lot over 50 lots	Minor (Less than 50 CY/1,000 sq ft of disturbed soil) - \$115 Single Family Residence/Accessory: 50-100 CY of disturbed soil - \$290 101-500 CY of disturbed soil - \$410 501+ CY/1 acre or more of disturbed soil - \$775 Commercial/Industrial/Multi-Family - \$505 plus \$245 per each 5,000 sq ft of disturbed soil after the first 5,000 sq ft + 7.5% Community Development Technology Surcharge
22-054B	ON-SITE STORMWATER MGMT INSPECTION	Currently included in Drainage Inspection fees	\$365 per drainage facility + 7.5% Community Development Technology Surcharge

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PUBLIC WORKS (continued)			
22-054W	OWTS (SEPTIC SYSTEM) INSPECTION	\$110 per permit	\$355 per permit + 7.5% Community Development Technology Surcharge
22-055	PUBLIC IMPROVEMENT PLAN CHECK	\$0 - \$50,000 - 4.80% of the Engineer's Estimate (\$580 minimum) \$50,001 - \$100,000 - \$2,400 + 0.75% of the Engineer's Estimate over \$50,000 \$100,001 - \$250,000 - \$2,775 + 0.23% of the Engineer's Estimate over \$100,000 \$250,001 - \$500,000 - \$3,120 + 0.75% of the Engineer's Estimate over \$250,000 \$500,001+ - \$4,995 + 0.23% of the Engineer's Estimate over \$500,000 + 2.85% for document imaging	\$0 - \$50,000 - 7.40% of the Engineer's Estimate (\$1,000 minimum) \$50,001 - \$100,000 - \$3,700 plus 4.45% of the Engineer's Estimate over \$50,000 \$100,001 - \$500,000 - \$5,925 plus 1.55% of the Engineer's Estimate over \$100,000 \$500,001 - \$1,000,000 - \$12,140 plus 1.07% of the Engineer's Estimate over \$500,000 \$1,000,001 - \$2,000,000 - \$17,465 plus 0.53% of the Engineer's Estimate over \$1,000,000 \$2,000,001+ - \$22,795 plus 0.53% of the Engineer's Estimate over \$2,000,000 + 7.5% Community Development Technology Surcharge

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PUBLIC WORKS (continued)			
22-055A	PUBLIC IMPROVEMENT INSPECTION		\$0 - \$50,000 - 3.92% of the Engineer's Estimate (\$1,000 minimum)
			\$50,001 - \$100,000 - \$1,960 plus 4.07% of the Engineer's Estimate over \$50,000
		\$0 - \$50,000 - 3.4% of the Engineer's Estimate (\$580 minimum)	\$100,001 - \$500,000 - \$3,995 plus 0.98% of the Engineer's Estimate over \$100,000
		\$50,001 - \$100,000 - \$1,700 + 1.5% of the Engineer's Estimate over \$50,000	\$500,001 - \$1,000,000 - \$7,920 plus 0.82% of the Engineer's Estimate over \$500,000
		\$100,001+ - \$2,450 + 0.45% of the Engineer's Estimate over \$100,000	\$1,000,001 - \$2,000,000 - \$12,015 plus 0.47% of the Engineer's Estimate over \$1,000,000
			\$2,000,001+ - \$16,710 plus 0.47% of the Engineer's Estimate over \$2,000,000
			+ 7.5% Community Development Technology Surcharge

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PUBLIC WORKS (continued)			
22-055B	ENGINEERING AGREEMENTS	None	Public or Subdivision Improvements (Tract Map) - \$700 per agreement Deferral of Improvements (Parcel Map) - \$385 per agreement Sewer Extension Reimbursement - \$560 per agreement Oversizing Improvements Reimbursement - \$1,100 per agreement Maintenance of Stormwater Facilities -\$305 per agreement

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PUBLIC WORKS (continued)			
22-056	TEMPORARY ENCROACHMENT PERMIT	\$133 per permit	Short Term - \$105 Long Term - Minor - \$195 Long Term - Major - \$755 Outdoor Dining - New - \$360 (subsidized) Outdoor Dining - Annual - \$165 (subsidized) Overhead Structure - \$155 Miscellaneous Minor Use - \$105
22-057	STANDARD ENCROACHMENT PERMIT - IMPROVEMENT	Driveway Approach - \$238 Sidewalk - \$348 for first 50 linear feet + \$2 for each additional foot Curb/Gutter - \$348 for first 50 linear feet + \$2 for each additional foot Sidewalk/Curb/Gutter - \$464 for first 50 linear feet + \$3 for each additional foot	Driveway Approach: New - \$440 Replacement - \$185 Curb/Gutter - \$440 plus \$4 for each linear foot Sidewalk - \$305 plus \$4 for each linear foot Miscellaneous Minor - \$155 Public Improvements - See S-055 and S-055A

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PUBLIC WORKS (continued)			
22-058	UTILITY ENCROACHMENT PERMIT	\$296 - Water patch \$551 - 0-10' trench \$777 - 10'-50' trench \$1,096 - 50'-100' trench \$1,385 - 100'-300' Trench (plus \$2 per additional foot over 300 feet) \$466 - Annual Blanket Encroachment Permit (Registration Only)	Sewer Main Connection: SFR - \$255 per connect Commercial/Industrial/Multi-Family - \$405 per connect Trench - \$675 plus \$8 per linear foot Boring - \$675 plus \$4 per linear foot Overhead - \$675 plus \$2 per linear foot Surface Obstruction - \$305 plus \$85 per obstruction Subsurface Obstruction - \$305 plus \$60 per obstruction Overhead Obstruction - \$305 plus \$40 per obstruction Potholing - \$295 per every 10 potholes or fraction thereof Telecomm - Actual Costs
22-058A	TRAFFIC CONTROL PLAN CHECK	\$609 per project	Minor - \$145 per project Standard - \$290 per project Major - \$675 per project
22-058B	TRAFFIC CONTROL INSPECTION	Current fees are included in the Traffic Control Plan Check service	Minor - \$60 plus \$60 per day after the first day Standard - \$130 plus \$60 per day after the first day Major - \$290 plus \$60 per day after the first day
22-058C	SPECIAL EVENT STREET CLOSURE	All Street Closures are subject to the fully allocated hourly rates for all personnel involved, with a minimum of two (2) hours.	Review - \$130 plus the fully allocated hourly rate for all personnel involved after 1 hour Install - \$275 plus the fully allocated hourly rate for all personnel involved after 2 hours
22-058D	BLANKET ENCROACH PERMIT - UTILITY	\$466 - Annual Blanket Encroachment Permit	\$4,985 per utility per year plus \$205 per sub-permit in addition to any franchise payments

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PUBLIC WORKS (continued)			
22-058E	MISCELLANEOUS ENCROACHMENT PERMIT	None	Request for Time Extension/Renewal of Expired Permit - \$115 per permit Encroachment without a permit - Double fees Illegal Encroachment - Actual Costs
22-059	FINAL PARCEL MAP CHECK	\$2,035 per map + \$104 + \$6 per lot GIS fee + any recording fees + any consultant fees	\$2,960 per map plus \$104 plus \$6 per lot GIS fee
22-060	FINAL TRACT MAP CHECK	\$3,043 per map + \$31 per lot over 5 lots + \$104 + \$6 per lot GIS fee + any recording fees + any consultant fees Affordable Housing - \$412 per application + \$139 per unit + any outside or legal costs	\$3,760 per map plus \$41 per lot after 5 lots plus \$104 plus \$6 per lot GIS Fee Affordable Housing - \$655 per application plus \$165 per unit plus outside or legal costs
22-061	CONDOMINIUM CONVERSION FINAL MAP	\$3,043 per map + \$31 per unit + any consultant fees	\$3,080 per map Plus actual contract costs for over 15 units Plus any recording fees
22-062	FINAL MAP AMENDMENT	\$3,119 per application Certificate of Correction-\$823 per application	\$3,115 per application Certificate of Correction - \$465 per application
22-063	STREET/RIGHT OF WAY ABANDONMENT PROCESS	\$4,927 per application + any consultant fees	\$4,910 per application
22-064	CERTIFICATE OF COMPLIANCE	\$1,188 per application + any consultant fees	\$1,060 per certificate

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PUBLIC WORKS (continued)			
22-065	FLOOD PLAIN LETTER	\$522 per letter	\$615 per letter
22-066	TRANSPORTATION PERMIT	\$16 - Daily Permit \$90 - Annual Permit <i>Fees are set by the State</i>	\$16 - Single Trip Permit \$90 - Annual/Repetitive Permit <i>Fees are set by the State</i>
22-109	SEWER CONNECTION PROCESSING	\$46 per sewer connection permit	\$80 per sewer connection permit
22-110	EMERGENCY SEWAGE SPILL RESPONSE	Charge the fully allocated hourly rates for all personnel involved + any outside or material costs.	Charge the fully allocated hourly rates for all personnel involved plus any outside or material costs
POLICE			
22-069	CODE ENFORCEMENT	Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance, up to and including court action.	Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance and court action is necessary. Notice of Non-Compliance - \$249 plus County fees
22-070	NOISE DISTURBANCE RESPONSE CALL-BACK	Charge the fully allocated hourly rates for all personnel involved	Full costs of all responding personnel

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
POLICE (continued)			
22-071	POLICE FALSE ALARM RESPONSE	First three responses within a calendar year - No Charge Fourth and subsequent false alarm within a calendar year - \$174 per response	First three responses within a calendar year - No Charge Each subsequent false alarm within a calendar year - \$180 per response
22-072	DUI ACCIDENT RESPONSE INVESTIGATION	Charge the fully allocated hourly rate for all emergency personnel involved, not to exceed \$12,000 per incident by State Law.	Charge the fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000 per incident by State Law.
22-073	VEHICLE EQUIPMENT CORRECTION INSPECTION	\$41 per inspection	\$70 per inspection
22-074	VIN VERIFICATION	\$35 per request	\$80 per request
22-075	STORED/IMPOUNDED VEHICLE RELEASE	\$122 per vehicle	\$145 per vehicle
22-076	REPOSSESSED VEHICLE RELEASE	\$15 per vehicle This fee is set by State Law	\$15 per vehicle This fee is set by State Law
22-078	RECORDS CHECK/CLEARANCE LETTER	\$32 per letter + notary fee if applicable	\$35 per letter plus notary fee if applicable
22-079	LIVE SCAN FINGERPRINT PROCESSING	No Charge - Volunteers for Seniors/Youth \$17 per person - community group coaches or leaders \$35 per person - all others	No Charge - Volunteers for Seniors/Youth \$17 per person - community group coaches or leaders \$35 per person - all others

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
POLICE (continued)			
22-080	POLICE REPORT COPY	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10
22-081	POLICE DIGITAL FILE REPRODUCTION	\$3 per device	\$5 per device
22-082	CONCEALED CARRY WEAPONS LICENSE	\$115 New license application \$29 Renewal license application \$11 Amendments to existing license application +All required State and Federal agency fees	Fee is set by State Law: New application - \$100 Renewal application - \$25 Amended application - \$10 Psychological testing costs are to be added to the above fee up to \$150 20% of the fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.
22-083	CIVIL SUBPOENA OF RECORDS	\$15 + reproduction costs \$275 per day deposit + travel costs Fees are set by the Court	\$15 plus reproduction costs \$275 per day deposit plus travel costs Fees are set by the Court
22-084	DUCES TECUM SUBPOENA	\$15 per request + reproduction costs Fees are set by State Law.	\$15 per request plus reproduction costs Fees are set by the court

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POLICE (continued)			
22-085	POLICE SPECIAL SERVICES	Fully allocated costs of all personnel involved, + any actual material or equipment expenses required for the event.	Full costs of all personnel required, plus any actual material or equipment expenses required for the event.
FIRE			
22-045A	FIRE SPRINKLER SERVICE LETTER	\$35 per letter	\$50 per letter
22-045B	FIRE CODE POSITION LETTER	\$180 per letter	\$300 per letter
22-046	FIRE FLOW TEST	\$180 per test	\$245 per test
22-086	TEMPORARY TENT/CIRCUS PERMIT	\$110 per permit + \$46 per day after the first day	\$215 per permit plus \$95 per day after the first day
22-086A	PERMANENT TENT PERMIT	Charge the fully allocated hourly rate for all staff involved + any outside costs.	\$215 per permit
22-089	UNDERGROUND TANK REMOVAL	\$133 per tank - 1st inspection \$70 per tank - each subsequent inspection	\$215 per tank - 1st inspection \$115 per tank - each subsequent inspection
22-090	FIRE CODE PERMIT	\$64 per permit	\$195 per permit

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
FIRE (continued)			
22-091	ENGINE COMPANY INSPECTION	First 2 inspections - no charge 3rd and subsequent inspections - \$157 per inspection	First 2 inspections - no charge 3rd and subsequent inspections - \$195 per inspection
22-091A	HOTEL/MOTEL/ASSISTED LIVING FACILITY INSPECTION	None	\$510 per facility plus \$110 per floor after the first floor Fee includes two inspections
22-091B	DAY CARE/GROUP HOME INSPECTION	Maximum allowed under State law (currently \$50)	Residential Care Facility Consultation - \$50 (maximum allowed under State law) Inspection - \$220 per permit Fee includes two inspections
22-091C	APARTMENT INSPECTION	None	3-15 units - \$175 16-50 units - \$270 51-100 units - \$465 101+ units - \$660 Fee includes two inspections
22-092	FIRE FALSE ALARM RESPONSE	First 3 responses in a calendar year - No Charge 4th and subsequent response in a calendar year - \$267 per response	First 3 responses in a calendar year - No Charge Each subsequent response in a calendar year - \$380 per response

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
FIRE (continued)			
22-092A	NURSING HOME LIFT ASSIST	None	First 3 responses in a calendar year - No Charge Each subsequent response in a calendar year - \$440 per response
22-093	WEED ABATEMENT PROGRAM	Actual costs + 166% Administrative Fee + \$267 Flat Fee if lot must be cleared by the City This program is designed to only recover the cost of the properties that do not comply.	Actual costs plus 166% Administrative Fee plus \$267 flat fee if lot must be cleared by the City This program is designed to only recover the cost of the properties that do not comply.
22-094	HAZARDOUS MATERIALS RESPONSE	Charge the fully allocated hourly rate for all personnel involved.	Charge the fully allocated hourly rates for all personnel involved.
22-095	NEGLIGENT INCIDENT RESPONSE	Charge double the fully allocated hourly rates for all personnel involved.	Charge double the fully allocated hourly rates for all personnel involved.
22-096	FIRE/ARSON INVESTIGATION	Charge the fully allocated hourly rates for all personnel involved.	Charge the fully allocated hourly rates for all personnel involved.
22-098	FIRE INCIDENT REPORT COPY	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10
22-098A	FIRE CODE OCCUPANCY LETTER	\$70 per letter	\$220 per letter
22-098B	FIRE MISCELLANEOUS SERVICES	Fully allocated hourly rate of all staff time involved.	Charge all staff at the fully allocated hourly rates plus any outside or legal expenses

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
RECREATION			
22-099	ADULT SPORTS	<p>The City Manager or Designee may set and change Adult Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Adult Softball: \$640 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Basketball: \$421 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Volleyball: \$316 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p>	<p>The City Manager or Designee may set and change Adult Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Recreation Division to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Adult Softball: \$681 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Basketball: \$448 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Kickball: \$421 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Volleyball: \$336 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
RECREATION (continued)			
22-099	ADULT SPORTS (continued)	Adult Drop-in Programs: \$2 per person Light Fee: \$22 per hour Late Fee: After registration \$53 per team Forfeit Fee: \$27 per team Protest Fee: \$22 per team Add/Drop Fee: \$22 per transaction	Adult Drop-in Programs: \$2 per person Light Fee: \$23 per hour Late Fee: After registration \$57 per team Forfeit Fee: \$28 per team Protest Fee: \$23 per team Add/Drop Fee: \$23 per transaction
22-100	YOUTH SPORTS	The City Manager or Designee may set and change Youth Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows: Jr. Volleyball - \$50 per resident participant or \$56 for nonresident participants (\$5 discount for each additional family member) Youth Basketball - \$95 per participant or \$104 per nonresident participant (\$5 discount for each additional family member) T-Ball - \$85 per resident participant or \$95 for nonresident participant (\$5 discount for each additional family member) \$10 late fee per participant or family	The City Manager or Designee may set and change Youth Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Recreation Division to offer new and revised programs between fee updates. Current Fees are as follows: Jr. Volleyball - \$95 per resident participant or \$104.50 for nonresident participants (\$5 discount for each additional family member) Youth Basketball - \$105 per participant or \$115.50 per nonresident participant (\$5 discount for each additional family member) T-Ball - \$95 per resident participant or \$104.50 for nonresident participant (\$5 discount for each additional family member) \$10 late fee per participant or family

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
RECREATION (continued)			
22-103	CONTRACT RECREATION CLASSES	<p>City Contract Instructors receive 70% of the class fee and the City receives the remaining 30% for off-site classes and/or existing instructors.</p> <p>City Contract Instructors receive 60% of the class fee and the City receives the remaining 40% for on-site classes and/or new instructors.</p>	<p>City Contract Instructors receive 70% of the class fee and the City receives the remaining 30% for off-site classes and/or existing instructors.</p> <p>City Contract Instructors receive 60% of the class fee and the City receives the remaining 40% for on-site classes and/or new instructors.</p>
22-104	CITY SPECIAL EVENTS	<p>The City Manager or Designee may set and change Special Events according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>1st Banner Position - No charge Additional Banner Positions - \$51 each per week according to policy</p> <p>A temporary banner removal fee of \$27 will be charged if banner is left up more than one day after the event.</p>	<p>The City Manager or Designee may set and change Special Events according to cost recovery guidelines and local trends. This authorization is intended to allow the Recreation Division to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>1st Banner Position - No charge Additional Banner Positions - \$55 each per week according to policy</p> <p>A temporary banner removal fee of \$28 will be charged if banner is left up more than one day after the event.</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
RECREATION (continued)			
22-104	CITY SPECIAL EVENTS (continued)	Cruise Night: \$28 per car during pre-registration \$38 per car the night of the event Craft Faire \$69 per inside space for residents \$85 per inside space for nonresidents \$59 per outside space for residents \$75 per outside space for nonresidents Father/Daughter Dance: \$32 per couple for residents \$37 per couple for nonresidents + \$5 for each additional daughter Booth Fee (Booths allowed in accordance with City policy at other City-run events) \$0 Nonprofit vendors \$62 For Profit Vendors Other Special Events: Fully allocated cost of required personnel	Cruise Night: \$30 per car during pre-registration \$40 per car the night of the event Craft Faire \$69 per inside space for residents \$85 per inside space for nonresidents \$59 per outside space for residents \$75 per outside space for nonresidents Father/Daughter Dance: \$34 per couple for residents \$39 per couple for nonresidents + \$5 for each additional daughter Booth Fee (Booths allowed in accordance with City policy at other City-run events) \$0 Nonprofit vendors \$66 For Profit Vendors Other Special Events: Fully allocated cost of required personnel

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
RECREATION (continued)			
22-145	SPECIAL EVENT PERMIT	\$249 per permit (includes Fire Dept costs only)	Private Property 1-99 attendees - \$249 per application (subsidized) 100+ attendees - \$800 per application Public Property 1-99 attendees - \$1,095 per application 100+ attendees - \$3,190 per application Still Photography - \$45 per application Film Permit - \$355 per application Plus actual costs as necessary as determined by staff.
22-105	TRIPS AND TOURS	Charge the direct cost of the trip	Charge the direct cost of the trip

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
RECREATION (continued)			
22-148	ADVERTISING	<p>The City Manager or designee may set and change Advertising Fees according to cost recovery guidelines and local market trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>\$134 1/8 Page Ad \$211 1/4 Page Ad \$314 1/2 Page Ad \$262 Banner Ad \$591 Full Page Ad \$848 Inside Back Cover \$848 Inside Front Cover \$1,542 Back Cover</p>	<p>The City Manager or designee may set and change Advertising Fees according to cost recovery guidelines and local market trends. This authorization is intended to allow the Recreation Division to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>\$134 1/8 Page Ad \$211 1/4 Page Ad \$314 1/2 Page Ad \$262 Banner Ad \$591 Full Page Ad \$848 Inside Back Cover \$848 Inside Front Cover \$1,542 Back Cover</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PAVILION			
22-138	PAVILION CLEANING FEE	<p>Security Deposit: All special events require a \$406 security deposit.</p> <p>Security Guards: All events where alcohol is served require one guard per 100 people. \$23+ actual cost of security service (minimum of 4 hours)</p> <p>Application Fee: \$6 each</p> <p>Cleaning Fee: \$23 + contract cleaning charge + any repair costs for damage to the facility + fully allocated hourly rate of City personnel</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>	<p>Security Deposit: All special events require a \$429 security deposit.</p> <p>Security Guards: All events where alcohol is served require one guard per 100 people. \$24+ actual cost of security service (minimum of 4 hours)</p> <p>Application Fee: \$6 each</p> <p>Cleaning Fee: \$24 + contract cleaning charge + any repair costs for damage to the facility + fully allocated hourly rate of City personnel</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PAVILION (continued)			
22-106	PAVILION RENTAL	Rotary Room: Weekdays: \$46 per hour for residents \$52 per hour for nonresidents/commercial \$41 per hour for non-profits Evenings and Sundays: \$64 per hour for residents \$75 per hour for nonresidents/commercial \$41 per hour for non-profits Gronstrand Room: Weekdays: \$41 per hour for residents \$46 per hour for nonresidents/commercial \$35 per hour for non-profits Evenings and Sundays: \$52 per hour for residents \$58 per hour for nonresidents/commercial \$35 per hour for non-profits	Rotary Room: Weekdays: \$49 per hour for residents \$55 per hour for nonresidents/commercial \$43 per hour for non-profits Evenings and Sundays: \$67 per hour for residents \$80 per hour for nonresidents/commercial \$43 per hour for non-profits Gronstrand Room: Weekdays: \$43 per hour for residents \$49 per hour for nonresidents/commercial \$37 per hour for non-profits Evenings and Sundays: \$55 per hour for residents \$61 per hour for nonresidents/commercial \$37 per hour for non-profits

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PAVILION (continued)			
22-106	PAVILION RENTAL (continued)	<p>Community Room: Weekdays: \$35 per hour for residents \$35 per hour for nonresidents/commercial \$29 per hour for non-profits Evenings and Sundays: \$41 per hour for residents \$41 per hour for nonresidents/commercial \$29 per hour for non-profits</p> <p>Kitchen: Weekdays: \$52 per hour for residents \$58 per hour for nonresidents/commercial \$29 per hour for non-profits</p> <p>Evenings and Sundays: \$64 per hour for residents \$70 per hour for nonresidents/commercial \$29 per hour for non-profits</p> <p>Great Room: Weekdays: \$81 per hour for residents \$93 per hour for nonresidents/commercial \$70 per hour for non-profits</p>	<p>Community Room: Weekdays: \$37 per hour for residents \$37 per hour for nonresidents/commercial \$31 per hour for non-profits Evenings and Sundays: \$43 per hour for residents \$43 per hour for nonresidents/commercial \$31 per hour for non-profits</p> <p>Kitchen: Weekdays: \$55 per hour for residents \$61 per hour for nonresidents/commercial \$31 per hour for non-profits</p> <p>Evenings and Sundays: \$67 per hour for residents \$73 per hour for nonresidents/commercial \$31 per hour for non-profits</p> <p>Great Room: Weekdays: \$86 per hour for residents \$98 per hour for nonresidents/commercial \$73 per hour for non-profits</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PAVILION (continued)			
22-106	PAVILION RENTAL (continued)	<p>Great Room: Evenings and Sundays: \$110 per hour for residents \$128 per hour for nonresidents/commercial \$70 per hour for non-profits</p> <p>Combined: (Includes Great Room, Community Room, Kitchen and Lobby, Saturday Only) \$2,238 per day + \$197 cleaning fee for residents \$2,817 per day + \$197 cleaning fee for nonresidents/commercial</p> <p>\$70 per hour, 12 hour min for non-profits (Great Room only), additional fees apply for use of any other rooms</p> <p>Lakeside Room: \$41 per hour for residents \$40 per hour for nonresidents/commercial \$29 per hour for non-profits</p>	<p>Great Room: Evenings and Sundays: \$116 per hour for residents \$135 per hour for nonresidents/commercial \$73 per hour for non-profits</p> <p>Combined: (Includes Great Room, Community Room, Kitchen and Lobby, Saturday Only) \$2,363 per day + \$208 cleaning fee for residents \$2,975 per day + \$208 cleaning fee for nonresidents/commercial</p> <p>\$73 per hour, 12 hour min for non-profits (Great Room only), additional fees apply for use of any other rooms</p> <p>Lakeside Room: \$43 per hour for residents \$43 per hour for nonresidents/commercial \$31 per hour for non-profits</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PAVILION (continued)			
22-139	PAVILION EQUIPMENT RENTALS	<p>Non-profit organizations may receive a 50% discount on equipment rental fees. Upon approval of the City Manager or Designee, non-profit organizations that have ongoing rental agreements with the Pavilion on the Lake and have made significant donations to the City facilities are eligible to receive a full waiver of rental items.</p> <p>Gazebo Chairs: \$1.70 per chair + \$41 set-up fee Stage: \$12 per 4' x 8' piece Linens (optional): Fees set by the Pavilion Coordinator based on market conditions. Podium: \$23 per day TV/VCR: \$35 per day TV/VCR/DVD: \$41 per day Sound System: \$116 per day Overhead Projector: \$29 per day Portable Projector Screens: \$17 per day Electric Projector Screens: \$29 per day LCD Projector: \$116 per day Topiary Trees: \$23 each Lattice Screen: \$29 each without lights \$58 each with lights Microphone: \$23 each per day Mirrors: \$2 each Candleholders: \$1 each Wireless Internet: \$29 per day</p>	<p>Non-profit organizations may receive a 50% discount on equipment rental fees. Upon approval of the City Manager or Designee, non-profit organizations that have ongoing rental agreements with the Pavilion on the Lake and have made significant donations to the City facilities are eligible to receive a full waiver of rental items.</p> <p>Gazebo Chairs: \$1.80 per chair + \$43 set-up fee Stage: \$12 per 4' x 8' piece Podium: \$24 per day Sound System: \$122 per day Portable Projector Screens: \$18 per day Electric Projector Screens: \$31 per day LCD Projector: \$122 per day Lattice Screen: \$31 each without lights \$61 each with lights Mirrors: \$2 each Candleholders: \$1 each Wireless Internet: \$31 per day</p>

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PAVILION (continued)			
22-140	GAZEBO RENTALS	\$180 per day	\$190 per day
22-141	RANGER HOUSE RENTALS RANGER HOUSE RENTALS-ZOO ROOM	\$35 per hour for residents \$35 per hour for nonresidents/commercial \$29 per hour for non-profit	\$37 per hour for residents \$37 per hour for nonresidents/commercial \$31 per hour for non-profit
COLONY PARK COMMUNITY CENTER			
22-150	YOUTH & TEEN SERVICES	Teen Center membership - \$10 per year Teen Center membership card replacement - \$2 per card Teen Center Summer Club - \$57 per week	Teen Center membership - \$20 per year Teen Center membership card replacement - \$2 per card Teen Center Summer Club - \$100 per week

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
COLONY PARK COMMUNITY CENTER (continued)			
22-106A	COLONY PARK COMMUNITY CENTER RENTAL	<p>Non-refundable Deposit: All bookings require a 50% non-refundable deposit. Cancellations will forfeit the deposit</p> <p>Security Deposit: May be required at the discretion of the Director (refundable after event if no damages/extra charges apply).</p> <p>Security Guards: At the discretion of the Director, events require one guard per 100 people. \$22 + actual cost of security service</p> <p>Additional Staff Time: An additional hourly rental charge of \$22 per hour will apply if the City is required to schedule additional personnel in order to accommodate the event</p> <p>Fitness (Dance & Exercise Rooms Combined): Weekdays: \$50 per hour for residents \$55 per hour for nonresidents \$45 per hour for non-profits</p> <p>Fitness (Dance & Exercise Rooms Combined): Evenings, Saturdays and Sundays: \$66 per hour for residents \$71 per hour for nonresidents \$61 per hour for non-profits</p>	<p>Non-refundable Deposit: All bookings require a 50% non-refundable deposit. Cancellations will forfeit the deposit</p> <p>Security Deposit: May be required at the discretion of the City Manager or Designee (refundable after event if no damages/extra charges apply).</p> <p>Security Guards: At the discretion of the City Manager or Designee, events require one guard per 100 people. \$24 + actual cost of security service</p> <p>Additional Staff Time: An additional hourly rental charge of \$24 per hour will apply if the City is required to schedule additional personnel in order to accommodate the event</p> <p>Fitness (Dance & Exercise Rooms Combined): Weekdays: \$53 per hour for residents \$59 per hour for nonresidents \$47 per hour for non-profits</p> <p>Fitness (Dance & Exercise Rooms Combined): Evenings, Saturdays and Sundays: \$70 per hour for residents \$76 per hour for nonresidents \$64 per hour for non-profits</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
COLONY PARK COMMUNITY CENTER (continued)			
22-106A	COLONY PARK COMMUNITY CENTER RENTAL (continued)	<p>Conference Room:</p> <p>Weekdays: \$33 per hour for residents \$38 per hour for nonresidents \$28 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays: \$50 per hour for residents \$55 per hour for nonresidents \$45 per hour for non-profits</p> <p>Gymnasium:</p> <p>Weekdays: \$66 per hour for residents \$83 per hour for nonresidents \$61 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays: \$83 per hour for residents \$99 per hour for nonresidents \$78 per hour for non-profits</p> <p>Arts and Crafts Room:</p> <p>Weekdays: \$38 per hour for residents \$45 per hour for nonresidents \$33 per hour for non-profits</p>	<p>Conference Room:</p> <p>Weekdays: \$36 per hour for residents \$41 per hour for nonresidents \$29 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays: \$53 per hour for residents \$59 per hour for nonresidents \$47 per hour for non-profits</p> <p>Gymnasium:</p> <p>Weekdays: \$66 per hour for residents \$83 per hour for nonresidents \$61 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays: \$83 per hour for residents \$99 per hour for nonresidents \$78 per hour for non-profits</p> <p>Arts and Crafts Room:</p> <p>Weekdays: \$41 per hour for residents \$47 per hour for nonresidents \$35 per hour for non-profits</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
COLONY PARK COMMUNITY CENTER (continued)			
22-106A	COLONY PARK COMMUNITY CENTER RENTAL (continued)	Evenings, Saturdays and Sundays: \$55 per hour for residents \$61 per hour for nonresidents \$50 per hour for non-profits	Evenings, Saturdays and Sundays: \$59 per hour for residents \$64 per hour for nonresidents \$53 per hour for non-profits
22-106B	COMMUNITY CENTER CLEANING FEE	Cleaning Fee: Up to \$308 (applied at the discretion of the Director) Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)	Cleaning Fee: \$24 + contract cleaning charge + any repair costs for damage to the facility + fully allocated hourly rate of City personnel Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)
22-106C	COLONY PARK COMMUNITY CENTER EQUIPMENT RENTALS	Table and chair set up (groups of 50+): \$45 Scoreboard: \$28 per day Podium: \$28 per day TV/DVD: \$28 per day Sound system: \$111 per day Stage: \$11 per 4' x 8' piece Portable projector screen: \$23 per day Coffee service: \$3 per person (10 person min.)	Table and chair set up (groups of 50+): \$47 Scoreboard: \$29 per day Podium: \$29 per day TV/DVD: \$29 per day Sound system: \$117 per day Stage: \$11 per 4' x 8' piece Portable projector screen: \$24 per day Coffee service: \$3 per person (10 person min.)

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PARKS & FACILITIES RENTALS			
22-160	CITY HALL RENTALS	<p>Public Meeting Room (M-F 8:00-5:00): \$29 per hour for non-profit \$46 per hour for private resident \$51 per hour for private nonresident If outside of business hours: + Fully allocated hourly rate of all City personnel required \$49 per event cleaning fee for events that serve food</p> <p>City Council Chambers (M-F 8:00-5:00) 2 hour minimum rental \$102 per hour for non-profit \$124 per hour for private resident \$136 per hour for private nonresident \$513 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p> <p>City Council Chambers (Friday Evenings) 2 hour minimum rental \$421 per hour for non-profit \$513 per hour for private resident \$564 per hour for private non-resident \$513 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p>	<p>Public Meeting Room (M-F 8:00-5:00): \$30 per hour for non-profit \$48 per hour for private resident \$54 per hour for private nonresident If outside of business hours: + Fully allocated hourly rate of all City personnel required \$52 per event cleaning fee for events that serve food</p> <p>City Council Chambers (M-F 8:00-5:00) 2 hour minimum rental \$108 per hour for non-profit \$132 per hour for private resident \$144 per hour for private nonresident \$545 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p> <p>City Council Chambers (Friday Evenings) 2 hour minimum rental \$447 per hour for non-profit \$545 per hour for private resident \$599 per hour for private non-resident \$545 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PARKS & FACILITIES RENTALS			
22-160	CITY HALL RENTALS (continued)	City Council Chambers (Saturday & Sunday) \$3,953 per day for non-profit \$5,647 per day for private resident \$6,212 per day for private non-resident \$564 per hour in excess of 10 hours \$1,130 reservation deposit required \$103 per event cleaning fee for events that serve food and/or drinks Event Photography (Saturday & Sunday) 2 hour minimum \$169 per hour for private resident \$226 per hour for private nonresident Outdoor event Ceremony (Saturday & Sunday) \$395 per ceremony	City Council Chambers (Saturday & Sunday) \$3,953 per day for non-profit \$5,647 per day for private resident \$6,212 per day for private non-resident \$564 per hour in excess of 10 hours \$1,130 reservation deposit required \$103 per event cleaning fee for events that serve food and/or drinks Event Photography (Saturday & Sunday) 2 hour minimum \$179 per hour for private resident \$240 per hour for private nonresident Outdoor event Ceremony (Saturday & Sunday) \$420 per ceremony

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PARKS & FACILITIES RENTALS (continued)			
22-107A	PARK RENTALS	<p>In case of inclement weather, the applicant may request a refund of usage fees subject to an administrative fee or reschedule the reservation date subject to a reservation modification fee.</p> <p>In addition to the base rental rate listed below, all park facility charges are also subject to the following charges as applicable:</p> <ul style="list-style-type: none"> \$17 Reservation change or modification fee \$13 Use of utilities fee <p>Security Guards: At discretion of City Manager or Designee, events where alcohol is served require one guard per 100 people. \$22 + actual cost of security service</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged</p>	<p>In case of inclement weather, the applicant may request a refund of usage fees subject to an administrative fee or reschedule the reservation date subject to a reservation modification fee.</p> <p>In addition to the base rental rate listed below, all park facility charges are also subject to the following charges as applicable:</p> <ul style="list-style-type: none"> \$18 Reservation change or modification fee \$14 Use of utilities fee <p>Security Guards: At discretion of City Manager or Designee, events where alcohol is served require one guard per 100 people. \$24 + actual cost of security service</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PARKS & FACILITIES RENTALS (continued)			
22-107A	PARK RENTALS (continued)	<p>Barbeque Areas: \$61 per day for Paloma BBQ Areas \$61 per day for Lake Park BBQ Areas \$33 per day for Colony Park BBQ Areas \$83 per day for all 3 Colony Park BBQ areas</p> <p>Lake Park Bandstand: \$57 for nonprofits \$91 for all others</p> <p>Outdoor Movie Screen Rental: \$1,103 for 5 hours for nonprofits \$1,379 for 5 hours all others</p> <p>Faces of Freedom Veterans Memorial: \$83 per day No fee for veteran's organizations, individual veterans, or families of veterans for services and events. No security deposit will be required for these events.</p> <p>Sunken Gardens: \$186 per day for non-profit \$413 per day for all others</p> <p>Equestrian Arena: \$111 per day private use \$218 security deposit</p>	<p>Barbeque Areas: \$64 per day for Paloma BBQ Areas \$64 per day for Lake Park BBQ Areas \$35 per day for Colony Park BBQ Areas \$88 per day for all 3 Colony Park BBQ areas</p> <p>Lake Park Bandstand: \$61 for nonprofits \$97 for all others</p> <p>Faces of Freedom Veterans Memorial: \$88 per day No fee for veteran's organizations, individual veterans, or families of veterans for services and events. No security deposit will be required for these events.</p> <p>Sunken Gardens: \$197 per day for non-profit \$439 per day for all others</p> <p>Plaza at La Plaza: \$197 per day for non-profit \$439 per day for all others</p> <p>Equestrian Arena: \$117 per day private use \$231 security deposit</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PARKS & FACILITIES RENTALS (continued)			
22-107A	PARK RENTALS (continued)	Lake Park Special Event: \$552 per day for non-profits \$827 per day for others Stadium Park: \$ 827 per day for non-profits for a > 150 person event \$1,655 per day for all others for a >150 person event \$ 221 per day for non-profits for a <= 150 person event \$ 552 per day for all others for a <= 150 person event Paloma Creek Park Horseshoe Pits: \$13 per hour (2 hour minimum) Paloma Creek Park Sand Volleyball Court: \$13 per hour (2 hour minimum) Colony Park Bocce Ball Courts: \$13 per hour (2 hour minimum) None None Corn Hole Board Set Rental With Bags: \$32 per day plus \$103 refundable security deposit	Lake Park Special Event: \$585 per day for non-profits \$878 per day for others Stadium Park: \$ 878 per day for non-profits for a > 150 person event \$1,756 per day for all others for a >150 person event \$ 235 per day for non-profits for a <= 150 person event \$ 585 per day for all others for a <= 150 person event Paloma Creek Park Horseshoe Pits: \$15 per hour (2 hour minimum) Paloma Creek Park Sand Volleyball Court: \$15 per hour (2 hour minimum) Colony Park Bocce Ball Courts: \$15 per hour (2 hour minimum) Colony Park Pickleball Courts: \$15 per hour per court \$225 all four courts for the day Colony Park Outdoor Basketball Courts: \$15 per hour Corn Hole Board Set Rental With Bags: \$34 per day plus \$109 refundable security deposit

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
PARKS & FACILITIES RENTALS (continued)			
22-107	BALLFIELD/PARK FACILITY RENTAL	Ballfield and Open Fields fees: in addition to in-kind contributions \$28 per hour for field \$22 per hour for lights \$28 base rental per field (+ \$211 deposit) \$55 for field lining (one time per day)	Ballfield and Open Fields fees: in addition to in-kind contributions \$29 per hour for field \$24 per hour for lights \$29 base rental per field (+ \$500 deposit) \$59 for field lining (one time per day)
22-107B	BALLFIELD FACILITY TOURNAMENT RENTAL	<p>A Non-refundable deposit of 50% required on all bookings (unless a higher deposit is noted). There are no refunds due to bad weather.</p> <p>In addition to the rental rate listed below, all tournaments are also subject to the following charges as applicable:</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged \$22 per hour for lights \$28 per field per day base rental fee (+\$218 deposit) \$55 facility key replacement fee \$55 field lining fee (one time per day)</p> <p>In addition to in-kind contributions rental fees will be as follows: \$28 per hour per field or \$441 per day (12 hours max) for two fields \$772 for two days (24 hours max) for two fields</p> <p>Any rental of fields that is 5 or more hours will be treated as a Tournament and Tournament fees and policies will apply.</p>	<p>A Non-refundable deposit of 50% required on all bookings (unless a higher deposit is noted). There are no refunds due to bad weather.</p> <p>In addition to the rental rate listed below, all tournaments are also subject to the following charges as applicable:</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged \$24 per hour for lights \$29 per field per day base rental fee (+\$500 deposit) \$59 facility key replacement fee \$59 field lining fee (one time per day)</p> <p>In addition to in-kind contributions rental fees will be as follows: \$29 per hour per field or \$468 per day (12 hours max) for two fields \$819 for two days (24 hours max) for two fields</p> <p>Any rental of fields that is 5 or more hours will be treated as a Tournament and Tournament fees and policies will apply.</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
ZOO			
22-108	ZOO SERVICES	<p>Admissions: \$10 General (13 and up) \$9 Senior (65 and up) \$8 Child (5-12) \$5 Child (3-4)</p> <p>Military Day at the Charles Paddock Zoo - One dedicated day will be chosen during the year to offer "FREE Admission" for Active Military and their families. In the past, this day has been referred to as Armed Forces Day.</p> <p>Stroller Rental: \$5 per day - basic \$6 per day - theme</p> <p>Educational Programs: fees set by Zoo Director based on market conditions and cost of items being resold</p> <p>School Presentations, Camps, Special Programs: fees set by the Zoo Director based on market conditions and estimated variable costs of the program.</p> <p>Birthday parties: \$10-\$15 per child, based on market conditions and costs of items included</p> <p>Zoo Asset Sales: fees set by the Zoo Director, based on market conditions.</p> <p>Zoo Concessions, Vending & Gifts: fees set by the Zoo Director, based on market conditions and cost of items being resold.</p>	<p>Admissions: \$10 General (13 and up) \$9 Senior (65 and up) \$8 Child (5-12) \$5 Child (3-4)</p> <p>Military Day at the Charles Paddock Zoo - One dedicated day will be chosen during the year to offer "FREE Admission" for Active Military and their families. In the past, this day has been referred to as Armed Forces Day.</p> <p>Stroller Rental: \$5 per day - basic \$6 per day - theme</p> <p>Educational Programs: fees set by Zoo Director based on market conditions and cost of items being resold</p> <p>School Presentations, Camps, Special Programs: fees set by the Zoo Director based on market conditions and estimated variable costs of the program.</p> <p>Birthday parties: \$10-\$15 per child, based on market conditions and costs of items included</p> <p>Zoo Asset Sales: fees set by the Zoo Director, based on market conditions.</p> <p>Zoo Concessions, Vending & Gifts: fees set by the Zoo Director, based on market conditions and cost of items being resold.</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
ZOO (continued)			
22-108A	ZOO GARDEN EVENT CENTER	None	<p>Zoo Garden Event Center:</p> <p>In case of inclement weather, the applicant may request a refund of usage fees subject to an administrative fee or reschedule the reservation date subject to a reservation modification fee.</p> <p>Security Deposit: A Security Deposit may be required.</p> <p>Security Guards: At the discretion of the City Manager or designee, events require one guard per 100 people. \$24+ actual cost of security service (minimum of 4 hours)</p> <p>Weekdays: \$45 per hour for residents \$50 per hour for nonresidents/commercial \$40 per hour for non-profits</p> <p>Evenings* and Weekends: \$55 per hour for residents \$65 per hour for nonresidents/commercial \$40 per hour for non-profits</p> <p>Equipment (per rental) \$116 Sound System Rental \$29 Wi-Fi</p> <p style="font-size: small;">* Evenings begin at 5 p.m.</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
ZOO (continued)			
22-108A	ZOO GARDEN EVENT CENTER (continued)	None	<p>Additional Staff Time: An additional hourly rental charge of \$24 per hour will apply if the City is required to schedule additional personnel in order to accommodate the event</p> <p>Cleaning Fee: \$24 + contract cleaning charge + any repair costs for damage to the facility + fully allocated hourly rate of City personnel</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p> <p>Electricity is included in the rental fee. Tables, chairs, and restroom facilities are not included.</p>

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
BUSINESS LICENSES			
22-116	NEW BUSINESS LICENSE APPLICATION	\$241 - A Occupancy, H Occupancy, Sprinkler \$106 - All Other Occupancies \$77 - Out of Town Business or Contractor \$77 - Home Occupation	\$85 per application Planning, Building, and Fire fees are separate
22-118A	BUSINESS LICENSE REPRINT	\$15 per reprint	\$35 per reprint
22-119	SOLICITOR PERMIT	\$29 per permit + \$6 per card	\$70 per permit plus \$10 per card
22-077	SPECIAL BUSINESS DOJ CHECK	\$176 per application + any DOJ fees	\$230 per application plus any DOJ fees

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
GENERAL			
22-067	BLUEPRINT/MAP REPRODUCTION	Actual cost of reproduction and associated postage and/or mailing costs GIS printout fee - fully allocated rate of staff time spent on project Large building plan copy: \$5 per sheet	Actual cost of reproduction GIS printout fee based on actual time spent by staff Large building plan copy: \$5 per sheet
22-115	DAMAGE TO CITY PROPERTY REPAIR	Charge the fully allocated hourly rate for all required personnel + any material costs.	Charge the fully allocated hourly rates for all required personnel plus any material costs.
22-120	RETURNED CHECK PROCESSING	\$29 per NSF check	\$85 per NSF check
22-121	ELECTRONIC FILE COPY SERVICE	\$3 per device	\$5 per device
22-122	DOCUMENT CERTIFICATION	\$31 per document	\$31 per document
22-123	CANDIDATE/INITIATIVE FILING	Candidate - \$25 per candidate Initiative - \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition. Fees are set by Sate Law	Candidate - \$25 per candidate Initiative - \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition. Fees are set by Sate Law
22-124	RECORDS COMPILATION SERVICE	Charge the fully allocated hourly rate for all required personnel and any outside costs in accordance with Government Code section 6253.9.	Charge the fully allocated hourly rates for all required personnel and any outside costs in accordance with Government Code section 6253.9.

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
GENERAL (continued)			
22-125	DOCUMENT REPRODUCTION	Copying/Scanning/Faxing: Black & White: \$0.50 - 1st page \$0.10 - each additional page Color Copies: \$1 per page Fair Political Practices Commission copies - \$.10 per page Contract reproduction of documents: Actual cost of reproduction + actual postage and/or mailing expense Digital File Reproduction - \$3 per device	Copying/Scanning/Faxing: Black & White: \$0.50 - 1st page \$0.10 - each additional page Color Copies: \$1 per page Fair Political Practices Commission copies - \$.10 per page Contract reproduction of documents: Actual cost of reproduction Additional \$5 per request for statements five or more years old
22-127	CREDIT CARD PROCESSING	None	4.5% of the amount charged
22-142	MAILING NOTICES/LETTERS & LABELS	0-50 Labels: \$117 51-100 Labels: \$176 101-150 Labels: \$235 151+ Labels: \$293 0-50 Notices: \$88 51-100 Notices: \$147 101-150 Notices: \$205 151+ Notices: \$205 + \$1 per item over 150 + Actual cost of postage or other mailing fee	0-50 Labels: \$117 51-100 Labels: \$176 101-150 Labels: \$235 151+ Labels: \$293 0-50 Notices: \$88 51-100 Notices: \$147 101-150 Notices: \$205 151+ Notices: \$205 plus \$1 per item over 150 Plus actual cost of postage or other mailing fee

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Ref #	Fee Name	2020 Fees (Effective 07/27/2020)	Proposed Fees
GENERAL (continued)			
22-130A	ACTIVE NET REGISTRATION	Administrative fee associated with registering for an activity online through Active Net: Activity cost between \$0-\$10.99 - \$0.50 Activity cost between \$11.00-\$39.99 - \$1.00 Activity cost between \$40.00-\$199.99 - \$2.00 Activity cost \$200+ - \$10.00	Administrative fee associated with registering for an activity online through Active Net: Activity cost between \$0-\$10.99 - \$0.50 Activity cost between \$11.00-\$39.99 - \$1.00 Activity cost between \$40.00-\$199.99 - \$2.00 Activity cost \$200+ - \$10.00
22-131	DIRECTOR APPROVED FEE WAIVER	With the approval of the Administrative Services Director, staff would have the ability to waive certain fees that were incurred due to staff error.	With the approval of the Administrative Services Director, staff would have the ability to waive certain fees that were incurred due to staff error.
22-131A	WAIVER OF NOMINAL AMOUNTS	None	Waive nominal amounts under \$10 that are due to the City or owed by the City to reduce administrative cost burden.

Cost of Services Study for the City of Atascadero

MAY 2022



Revenue & Cost Specialists

1519 East Chapman Ave, Suite C
Fullerton, CA 92831

www.revenuecost.com

(714) 992-9020



May 31, 2022

Ms. Jeri Rangel, Director of Administrative Services
City of Atascadero
6500 Palma Avenue
Atascadero, CA 93422

Ms. Rangel,

This Report is submitted pursuant to our contract with the City to perform a revenue and cost analysis and to develop a cost distribution and cost control system for the City for its services.

The motivation for this study is the need of both the City Council and City staff to maintain City's services at a level commensurate with the standards previously set by the City Council, and to maintain effective policy and management control of City services.

This Report provides currently useful information about the City's status on recovery of costs for all City services. In addition, it will assist in projecting and determining the future level and equity of these City services.

RCS wishes to thank all City department heads and staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced. The response, awareness and information gathered and supplied by numerous City employees make this Report the sound one we believe it to be.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Eric Johnson', with a long, sweeping tail extending to the right.

ERIC JOHNSON
President

Revenue & Cost Specialists

1519 E. Chapman • Suite C • Fullerton, CA • 92831

EXECUTIVE SUMMARY

By acceptance of the Revenue & Cost Specialists (RCS) proposal, the City of Atascadero decided to subject its fee-based services to detailed analysis dedicated toward seeking alternate, and more equitable, ways to finance City services provided to the community. Due to the various demands made of the City, it is essential that the City Council and management have complete information upon which to assess fees charged to the public for services provided. Schedule 1 at the end of this Executive Summary lists each service reviewed in this study. It indicates that the City could realize approximately \$969,000 in additional new revenue if the recommendations provide herein are adopted and implemented.

Organization of Report. This Executive Summary explains RCS's philosophy concerning fee-based services and cost analysis with a discussion of Costs Generally Defined. The report then lists the Types of Costs included in our analysis and our General Recommendations.

COSTS GENERALLY DEFINED

The basic costs of operating any business are direct labor and employee benefits, direct materials, allied indirect costs, overhead costs, and fixed asset or "depreciation" charges.

Determination of Costs. After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIII B of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Also, because of Proposition 4, fee services cannot exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

As Article XIII B was written by the above business groups, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate all appropriations by an entity for reasonable costs appropriate for the continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement,

City of Atascadero Fee Study Update

expansion of services, and repayment of related bond issuances would be considered “costs reasonably borne.”¹

Principle Involved. A basic principle involved in this Report is the recognition of those full business costs as they are as defined by the authors of the Constitutional amendment, NOT just those costs which 1) the City might recognize and decide to budget; or 2) which it might decide to use in some other cost analysis methodology; or 3) that other jurisdictions not so complying might use; or 4) that some accounting or other consulting firm might decide it should use, based on some external, non-California legal requirements.

These cost elements have been determined in a businesslike manner per basic business principles, and applied to each and every fee-financed or fee-financeable service provided by the City, modified only slightly to accommodate the published intent and definitions of the authors of Article XIII B. Thus a logical, legal, and Constitutionally-mandated cost-consciousness can now be applied to City operations.

TYPES OF COSTS

Salaries and Wages. City government is in fact a service industry, therefore it is natural that salaries make up the largest single element of cost in most services.

Employee Fringe Benefits. Since the annual time of an employee has been fully allocated to service centers, fringe benefit costs also must be included. These costs are current operating expenses and are included in the City's Annual Budget. Fringe benefit costs were taken into consideration by salaried personnel employed by the City.

Maintenance and Operation Costs. All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies, etc., were derived from the 2021-2022 Council-approved budget and allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

Overhead Costs. Although overhead is a well established and necessary expense item in business, it is only recently that governments started adopting business techniques. As many believe that government is no different than a good corporation -- the axiom "Buy good management" should prevail in government corporations. RCS utilizes two types of overhead, which are discussed below in turn.

¹ A Summary of Proposed Implementing Legislation and Drafter's Intent with Regard to Article XIII B of the California Constitution (Proposition 4, November 6, 1979); Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

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General City Overhead is for the general administration of the City, such as the functions for City Council, City Manager, City Clerk, City Attorney, Human Resources, and Administrative Services. Each service is very important to the smooth functioning of the City. But, their primary function is to support other departments and not to provide an end-user service to the public.

Departmental and/or Divisional Overhead is usually allocations of the department head departmental administrative staff, or the division managers. Again, the purpose of these services is to insure the smooth functioning of the department and not to provide an end-user service to the public.

RCS calculated general overhead through our Cost Allocation Process and identified departments receiving each type of overhead service. Costs associated to the each department were included as well as a uniquely determined departmental overhead rate.

City of Atascadero Fee Study Update

GENERAL RECOMMENDATIONS

Adoption of Modifications to Current Fee Structure

It is recommended that the City Council adjust the fee schedule for the enumerated City services presented in Appendix A of this Report. Continued use of the "full business costing" concept will create consistency in the establishment of fees, and allow for timely adjustment to reflect changes in the cost of providing services.

Review of Suggested Recovery Rates

The City Council should review each service and the suggested recovery rate to determine how much of each service should be recovered through fees, and how much should be subsidized through the City's tax dollars. This review is very important because it gives City staff direction as to what the Council wants to subsidize and what it does not.

All Things To All People

While the City is deciding who to subsidize and what to finance, it should remember it cannot provide all things to all people. It should therefore prioritize what it hopes to accomplish. If the Council decides to provide more subsidies today, it is doing so at the expense of other services which can only be financed by tax dollars, such as Police Patrol services, Fire Suppression, Street Maintenance, and other public services. Therefore the Council must decide which direction it wants to proceed in, fully aware of the consequences of either action.

CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City's financial picture would be improved. Also, far more equity between taxpayers and fee-payers, as well as fairness between property-related and non property-related services could be secured, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

Appendix A – Summary of Current and Proposed Fees

Appendix A includes a summary of the current City fees matched up with the proposed fees for each service presented.

Appendix B - Detailed Worksheets

The substance of RCS's work effort on this project is primarily comprised of two different worksheets shown in the detail of this report (see Appendix B). The first, "Revenue and Cost

City of Atascadero Fee Study Update

Summary Worksheet" is on the left hand side. These worksheets include a description of the service, the current fee structure, the recommended recovery rate, and other pertinent information. Also included are the revenue and cost comparisons and suggestions for fee modifications.

Presented on the facing page, titled "Cost Detail Worksheet", is the worksheet which details the costs involved with each service. This page identifies those employees providing the service, the time spent, and their related costs.

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CITY OF ATASCADERO
 SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
 FISCAL YEAR 2021-2022

SCHEDULE 1

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-001	ADMINISTRATIVE USE PERMIT REV	\$7,710	\$19,179	(\$11,469)	40.2%	100%	\$11,500
S-002	MINOR CONDITIONAL USE PERMIT REVIEW	\$12,640	\$27,940	(\$15,300)	45.2%	100%	\$15,300
S-003	MAJOR CONDITIONAL USE PERMIT REVIEW	\$22,665	\$37,180	(\$14,515)	61.0%	100%	\$14,500
S-004	VARIANCE APPLICATION	\$2,000	\$2,978	(\$978)	67.2%	100%	\$1,000
S-006	DEVELOPMENT AGREEMENT	\$7,000	\$7,606	(\$606)	92.0%	100%	\$0 b
S-006A	PLANNING AGREEMENT PREPARATION	\$0	\$163	(\$163)	0.0%	100%	\$0 a
S-007	SPECIFIC PLAN	\$10,500	\$11,573	(\$1,073)	90.7%	100%	\$0 b
S-008	GENERAL PLAN/ZONING MAP AMENDMENT	\$8,388	\$5,753	\$2,635	145.8%	100%	\$0 a
S-009	PLANNED DEVELOPMENT ZONE CHANGE	N/A	N/A	N/A	N/A	100%	\$0 c
S-010	GENERAL PLAN/ZONING TEXT AMENDMENT	\$16,776	\$8,659	\$8,117	193.7%	100%	\$0 a
S-011	TENTATIVE PARCEL MAP	\$4,730	\$5,204	(\$474)	90.9%	100%	\$0 a
S-012	TENTATIVE TRACT MAP	\$9,730	\$14,061	(\$4,331)	69.2%	100%	\$0 a
S-013	CONDOMINIUM CONVERSION TENT. MAP	\$19,502	\$23,856	(\$4,354)	81.7%	100%	\$0 a
S-014	PRECISE PLAN	\$11,855	\$9,887	\$1,968	119.9%	100%	(\$2,000)
S-015	MAP/CUP RECONSIDER/AMEND REVIEW	\$2,944	\$5,174	(\$2,230)	56.9%	100%	\$2,200
S-015A	PLANNED DEVELOPMENT REPEAL	\$0	\$1,160	(\$1,160)	0.0%	100%	\$0 a
S-016	ENVIRONMENTAL IMPACT REPORT REVIEW	\$40,000	\$42,545	(\$2,545)	94.0%	100%	\$0 b
S-016A	ENVIRON MITIG. NEGATIVE DECLARATION	\$3,374	\$8,113	(\$4,739)	41.6%	100%	\$4,700
S-016B	ENVIRONMENTAL CATEGORICAL EXEMPTION	\$0	\$1,222	(\$1,222)	0.0%	100%	\$1,200
S-016C	EIR/MND ADDENDUM	\$0	\$2,627	(\$2,627)	0.0%	100%	\$0 a
S-017	ANNEXATION	\$20,000	\$22,466	(\$2,466)	89.0%	100%	\$0 b
S-018	LOT LINE ADJUSTMENT REVIEW	\$6,533	\$6,481	\$52	100.8%	100%	(\$100)
S-019	VOLUNTARY LOT MERGER	\$1,525	\$881	\$644	173.1%	100%	\$0 a
S-020	REVERSION TO ACREAGE	N/A	N/A	N/A	N/A	100%	\$0 c
S-021	AG. PRESERVE CANCELLATION	N/A	N/A	N/A	N/A	100%	\$0 c
S-022	SUBSTANTIAL CONFORMANCE FINDING	\$568	\$594	(\$26)	95.6%	100%	\$0
S-023	FINDING OF CONVENIENCE & NECESSITY	\$510	\$496	\$14	102.8%	100%	\$0
S-024	TEMPORARY OCCUPANCY REVIEW	\$3,142	\$4,263	(\$1,121)	73.7%	100%	\$1,100
S-025	ADMIN. TIME EXTENSION REVIEW	\$458	\$559	(\$101)	81.9%	100%	\$100
S-026	PLAN. COMM. TIME EXTENSION REVIEW	\$841	\$927	(\$86)	90.7%	100%	\$100
S-027	CONTINUANCE	\$290	\$298	(\$8)	97.3%	100%	\$0
S-028	APPEAL TO PLANNING COMMISSION	\$806	\$2,188	(\$1,382)	36.8%	70%	\$0 a
S-029	APPEAL TO CITY COUNCIL	\$1,084	\$2,458	(\$1,374)	44.1%	70%	\$0 a

CITY OF ATASCADERO
 SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
 FISCAL YEAR 2021-2022

SCHEDULE 1

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-030	NATIVE TREE REMOVAL PERMIT	\$9,104	\$8,940	\$164	101.8%	100%	(\$200)
S-031	TREE PROT PLAN/INSP BLDG PMT	\$36,349	\$42,764	(\$6,415)	85.0%	100%	\$0 a
S-032	REINSPECT TREE PROTECTION	\$695	\$816	(\$121)	85.2%	100%	\$100
S-033	ANNUAL UTILITY TREE PERMIT	N/A	N/A	N/A	N/A	100%	\$0 c
S-035	STREET NAME/RENAME PROCESSING	N/A	N/A	N/A	N/A	100%	\$0 c
S-037	BUILDING ADDRESS ASSIGNMENT PROCESS	\$3,198	\$836	\$2,362	382.5%	100%	(\$2,400)
S-038	REAL ESTATE/PROPERTY INFO LETTER	\$1,668	\$2,770	(\$1,102)	60.2%	100%	\$1,100
S-039	CONSTRUCTION OPERATION AFTER-HOURS	\$962	\$1,054	(\$92)	91.3%	100%	\$100
S-040	PLANNING REV/APPROVAL OF ENCR. PMT.	\$0	\$204	(\$204)	0.0%	100%	\$200
S-040A	PLANNING REV/APPROVAL OF BLDG PMT	\$47,190	\$58,170	(\$10,980)	81.1%	100%	\$11,000
S-040B	PLANNING INSPECTION	\$20,850	\$24,483	(\$3,633)	85.2%	100%	\$3,600
S-040C	PLANNING - EXTRA PLAN CHECK/INSPECT	\$3,475	\$4,081	(\$606)	85.2%	100%	\$600
S-040D	PLANNING BUSINESS LICENSE REVIEW	\$0	\$12,880	(\$12,880)	0.0%	100%	\$12,900
S-040E	BUILDING BUSINESS LICENSE INSPECT	\$0	\$27,872	(\$27,872)	0.0%	100%	\$27,900
S-040F	COM. DEV. MISCELLANEOUS SERVICES	N/A	N/A	N/A	N/A	100%	\$0 b
S-040G	COM DEV TECHNOLOGY SURCHARGE	\$20,400	\$135,000	(\$114,600)	15.1%	100%	\$114,600
S-041	BUILDING PLAN CHECK	\$294,930	\$350,590	(\$55,660)	84.1%	100%	\$55,700
S-041A	BUILDING PERMIT/INSPECTION	\$401,038	\$547,383	(\$146,345)	73.3%	100%	\$146,300
S-041C	OVER THE COUNTER MISC BLDG PERMIT	\$51,600	\$66,891	(\$15,291)	77.1%	100%	\$15,300
S-041D	EXPRESS BUILDING PERMIT	\$112,000	\$150,788	(\$38,788)	74.3%	100%	\$38,800
S-042	FIRE BUILDING PLAN CHECK/INSPECTION	\$50,170	\$91,178	(\$41,008)	55.0%	100%	\$41,000
S-042A	FIRE SPRINKLER PLAN CHECK	\$20,004	\$17,158	\$2,846	116.6%	100%	(\$2,800)
S-042B	FIRE SPRINKLER INSPECTION	\$13,600	\$22,541	(\$8,941)	60.3%	100%	\$8,900
S-042C	FIRE - EXTRA PLAN CHECK/INSPECTION	\$3,625	\$4,873	(\$1,248)	74.4%	100%	\$1,200
S-042D	SPRINKLER EXPRESS PLAN CHECK/INSP	\$1,884	\$2,560	(\$676)	73.6%	100%	\$700
S-043A	FIRE ALARM PLAN CHECK	\$628	\$738	(\$110)	85.1%	100%	\$100
S-043B	FIRE ALARM INSPECTION	\$214	\$444	(\$230)	48.2%	100%	\$200
S-044A	NEW FIRE HOOD/SUPPRESSION PLAN CHK	\$628	\$468	\$160	134.2%	100%	(\$200)
S-044B	NEW FIRE HOOD/SUPPRESSION INSPECT	\$440	\$498	(\$58)	88.4%	100%	\$100
S-045	PRIVATE HYDRANT SYSTEM PC/INSP	\$626	\$1,149	(\$523)	54.5%	100%	\$500
S-045A	FIRE SPRINKLER SERVICE LETTER	\$350	\$487	(\$137)	71.9%	100%	\$100
S-045B	FIRE CODE POSITION LETTER	\$360	\$595	(\$235)	60.5%	100%	\$200
S-046	FIRE FLOW TEST	\$3,600	\$4,929	(\$1,329)	73.0%	100%	\$1,300

CITY OF ATASCADERO
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2021-2022

SCHEDULE 1

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE
					CURRENT	SUGGEST	NEW REVENUE
S-048	PLAN REVISION CHECKING	\$26,400	\$33,215	(\$6,815)	79.5%	100%	\$6,800
S-049	BUILDING - EXTRA PLAN CHECK/INSPECT	\$23,250	\$27,802	(\$4,552)	83.6%	100%	\$4,600
S-050	RESTAMPING OF APPROVED PLANS	\$2,902	\$2,674	\$228	108.5%	100%	(\$200)
S-051	LOST INSPECTION CARD	\$1,116	\$1,521	(\$405)	73.4%	100%	\$400
S-051A	CHANGE OF CONTRACTOR/RESP. PARTY	\$290	\$390	(\$100)	74.4%	100%	\$100
S-052	APPEAL TO BOARD OF APPEALS	\$788	\$1,866	(\$1,078)	42.2%	70%	\$0 a
S-053	ON-SITE GRADING P/C - BUILDING	\$75,102	\$60,363	\$14,739	124.4%	100%	(\$14,700)
S-053A	ON-SITE GRADING P/C - NO BUILDING	\$0	\$2,630	(\$2,630)	0.0%	100%	\$2,600
S-053B	ON-SITE DRAINAGE PLAN CHECK	N/A	N/A	N/A	N/A	100%	\$0 c
S-053C	ENGINEERING - EXTRA PLAN CHECK/INSP	\$13,740	\$9,035	\$4,705	152.1%	100%	(\$4,700)
S-053D	TEMPORARY STOCKPILE PERMIT	\$0	\$2,003	(\$2,003)	0.0%	100%	\$2,000
S-053E	PLOT PLAN REVIEW	\$0	\$1,881	(\$1,881)	0.0%	100%	\$1,900
S-053F	ENGINEERING COMM. MODIFICATION REV	\$0	\$4,044	(\$4,044)	0.0%	100%	\$4,000
S-053G	ON-SITE STORMWATER MGMT PLAN CHECK	\$0	\$28,258	(\$28,258)	0.0%	100%	\$28,300
S-053H	SWPPP PLAN CHECK/INSPECTION	\$0	\$7,820	(\$7,820)	0.0%	100%	\$7,800
S-053W	OWTS (SEPTIC SYSTEM) PLAN CHECK	\$7,975	\$12,098	(\$4,123)	65.9%	100%	\$4,100
S-054	ON-SITE GRADING INSPECTION	\$40,333	\$37,352	\$2,981	108.0%	100%	(\$3,000)
S-054A	ON-SITE DRAINAGE INSPECTION	N/A	N/A	N/A	N/A	100%	\$0 c
S-054B	ON-SITE STORMWATER MGMT INSPECTION	\$0	\$14,672	(\$14,672)	0.0%	100%	\$14,700
S-054W	OWTS (SEPTIC SYSTEM) INSPECTION	\$2,750	\$8,877	(\$6,127)	31.0%	100%	\$6,100
S-055	PUBLIC IMPROVEMENT PLAN CHECK	\$58,570	\$143,606	(\$85,036)	40.8%	100%	\$85,000
S-055A	PUBLIC IMPROVEMENT INSPECTION	\$57,500	\$95,477	(\$37,977)	60.2%	100%	\$38,000
S-055B	ENGINEERING AGREEMENTS	\$0	\$10,719	(\$10,719)	0.0%	100%	\$10,700
S-056	TEMPORARY ENCROACHMENT PERMIT	\$5,586	\$10,178	(\$4,592)	54.9%	100%	\$4,600
S-057	STANDARD ENCROACH PERMIT - IMPROVE	\$55,770	\$70,072	(\$14,302)	79.6%	100%	\$14,300
S-057A	PERMANENT ENCROACHMENT PERMIT	N/A	N/A	N/A	N/A	100%	\$0 c
S-058	STANDARD ENCROACH PERMIT - UTILITY	\$45,720	\$76,863	(\$31,143)	59.5%	100%	\$31,100
S-058A	TRAFFIC CONTROL PLAN CHECK	\$21,315	\$7,288	\$14,027	292.5%	100%	(\$14,000)
S-058B	TRAFFIC CONTROL INSPECTION	\$0	\$5,108	(\$5,108)	0.0%	100%	\$5,100
S-058C	SPECIAL EVENT STREET CLOSURE	\$8,750	\$10,809	(\$2,059)	81.0%	100%	\$2,100
S-058D	BLANKET ENCROACH PERMIT - UTILITY	\$1,864	\$39,222	(\$37,358)	4.8%	100%	\$37,400
S-058E	MISCELLANEOUS ENCROACHMENT PERMIT	\$0	\$1,700	(\$1,700)	0.0%	100%	\$1,700
S-059	FINAL PARCEL MAP CHECK	\$12,210	\$17,753	(\$5,543)	68.8%	100%	\$5,500

CITY OF ATASCADERO
 SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
 FISCAL YEAR 2021-2022

SCHEDULE 1

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-060	FINAL TRACT MAP CHECK	\$17,387	\$31,580	(\$14,193)	55.1%	100%	\$14,200
S-061	CONDOMINIUM CONVERSION FINAL MAP	\$3,043	\$3,081	(\$38)	98.8%	100%	\$0 a
S-062	FINAL MAP AMENDMENT	\$3,942	\$3,583	\$359	110.0%	100%	\$0 a
S-063	STREET/R-O-W ABANDONMENT PROC.	\$9,854	\$9,821	\$33	100.3%	100%	\$0
S-064	CERTIFICATE OF COMPLIANCE	\$9,504	\$8,491	\$1,013	111.9%	100%	(\$1,000)
S-065	FLOOD PLAIN LETTER	\$3,132	\$3,678	(\$546)	85.2%	100%	\$500
S-066	TRANSPORTATION PERMIT	\$192	\$1,493	(\$1,301)	12.9%	15%	\$0 d
S-067	BLUEPRINT/MAP REPRODUCTION	\$250	\$297	(\$47)	84.2%	100%	\$0
S-068	GENERAL PLAN MAINTENANCE	\$11,500	\$100,000	(\$88,500)	11.5%	50%	\$38,500
S-069	CODE ENFORCEMENT	\$4,000	\$359,748	(\$355,748)	1.1%	100%	\$0
S-069A	DISTRICT FORMATION PROCESSING	\$4,580	\$4,710	(\$130)	97.2%	100%	\$0 a
S-069B	COMM FACILITY DISTRICT ANNEXATION	\$1,113	\$1,362	(\$249)	81.7%	100%	\$0 a
SUBTOTAL - COMMUNITY DEVELOPMENT		\$1,845,587	\$3,132,771	(\$1,287,184)	58.9%		\$861,000
S-070	NOISE DISTURBANCE RESP. CALL-BACK	\$0	\$781	(\$781)	0.0%	100%	\$0 b
S-071	POLICE FALSE ALARM RESPONSE	\$6,320	\$35,665	(\$29,345)	17.7%	100%	\$0
S-072	DUI ACCIDENT RESPONSE INVESTIGATION	\$0	\$21,048	(\$21,048)	0.0%	100%	\$0 b
S-073	VEHICLE EQUIPMENT CORRECTION INSP.	\$11,275	\$19,745	(\$8,470)	57.1%	100%	\$8,500
S-074	VIN VERIFICATION	\$2,415	\$5,411	(\$2,996)	44.6%	100%	\$3,000
S-075	STORED/IMPOUNDED VEHICLE RELEASE	\$14,396	\$17,165	(\$2,769)	83.9%	100%	\$2,800
S-076	REPOSSESSED VEHICLE RELEASE	\$990	\$2,152	(\$1,162)	46.0%	50%	\$0 d
S-077	SPECIAL BUSINESS DOJ CHECK	\$4,400	\$5,725	(\$1,325)	76.9%	100%	\$1,300
S-078	RECORDS CHECK/CLEARANCE LETTER	\$320	\$326	(\$6)	98.2%	100%	\$0
S-079	LIVE SCAN FINGERPRINT PROCESSING	\$5,560	\$74,514	(\$68,954)	7.5%	25%	\$0
S-080	POLICE REPORT COPY	\$174	\$11,345	(\$11,171)	1.5%	100%	\$0 d
S-081	POLICE DIGITAL FILE REPRODUCTION	\$150	\$2,333	(\$2,183)	6.4%	100%	\$0 d
S-082	CONCEALED CARRY WEAPON LICENSE	N/A	N/A	N/A	N/A	100%	\$0 d
S-083	CIVIL SUBPOENA OF RECORDS	\$450	\$3,912	(\$3,462)	11.5%	100%	\$3,500 d
S-084	DUCES TECUM SUBPOENA	\$150	\$1,304	(\$1,154)	11.5%	100%	\$1,200 d
S-085	POLICE SPECIAL SERVICES	\$2,100	\$2,352	(\$252)	89.3%	100%	\$300 b
S-086	TEMPORARY TENT/CIRCUS PERMIT	\$486	\$951	(\$465)	51.1%	100%	\$500
S-086A	PERMANENT TENT PERMIT	\$180	\$213	(\$33)	84.5%	100%	\$0

CITY OF ATASCADERO
 SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
 FISCAL YEAR 2021-2022

SCHEDULE 1

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-087	FIRE SPECIAL EVENT PERMIT	N/A	N/A	N/A	N/A	100%	\$0
S-088	CONFINED SPACE PERMIT	N/A	N/A	N/A	N/A	100%	\$0 d
S-089	UNDERGROUND TANK REMOVAL	\$133	\$213	(\$80)	62.4%	100%	\$0 a
S-090	FIRE CODE PERMIT	\$64	\$195	(\$131)	32.8%	100%	\$0 a
S-091	ENGINE COMPANY INSPECTION	\$0	\$869	(\$869)	0.0%	100%	\$0 a
S-091A	HOTEL/MOTEL/ASST LIVING FAC INSPECT	\$0	\$20,600	(\$20,600)	0.0%	100%	\$20,600
S-091B	DAY CARE/GROUP HOME INSPECTION	\$0	\$222	(\$222)	0.0%	100%	\$0 a
S-091C	APARTMENT INSPECTION	\$0	\$38,370	(\$38,370)	0.0%	100%	\$38,400
S-092	FIRE FALSE ALARM RESPONSE	\$0	\$21,975	(\$21,975)	0.0%	100%	\$0
S-092A	FIRE NURSING HOME LIFT ASSIST	\$0	\$22,238	(\$22,238)	0.0%	100%	\$0
S-093	WEED ABATEMENT PROGRAM	\$37,780	\$119,907	(\$82,127)	31.5%	100%	\$0
S-094	HAZARDOUS MATERIALS RESPONSE	\$0	\$39,150	(\$39,150)	0.0%	100%	\$0 b
S-095	NEGLIGENT INCIDENT RESPONSE	\$0	\$85,018	(\$85,018)	0.0%	100%	\$0 b
S-096	FIRE/ARSON INVESTIGATION	\$0	\$14,708	(\$14,708)	0.0%	100%	\$0 b
S-098	FIRE INCIDENT REPORT COPY	\$50	\$7,698	(\$7,648)	0.6%	100%	\$0 c
S-098A	FIRE CODE OCCUPANCY LETTER	\$60	\$2,220	(\$2,160)	2.7%	100%	\$2,200
S-098B	FIRE MISCELLANEOUS SERVICES	N/A	N/A	N/A	N/A	100%	\$0
	SUBTOTAL - PUBLIC SAFETY	\$87,453	\$578,325	(\$490,872)	15.1%		\$82,300
S-099	ADULT SPORTS	\$39,000	\$115,452	(\$76,452)	33.8%	35%	\$0
S-100	YOUTH SPORTS	\$72,790	\$289,326	(\$216,536)	25.2%	25%	\$0
S-102	YOUTH & TEEN SERVICES	\$1,200	\$168,717	(\$167,517)	0.7%	5%	\$0
S-103	CONTRACT RECREATION CLASSES	\$118,000	\$277,975	(\$159,975)	42.4%	50%	\$0
S-104	CITY SPECIAL EVENTS	\$62,000	\$140,078	(\$78,078)	44.3%	45%	\$0
S-106	PAVILION SERVICES	\$128,610	\$463,275	(\$334,665)	27.8%	30%	\$0
S-106A	COMMUNITY CENTER RENTAL	\$30,646	\$52,074	(\$21,428)	58.9%	60%	\$0
S-107	BALLFIELD/PARK FACILITY RENTAL	\$25,540	\$82,309	(\$56,769)	31.0%	30%	\$0
S-108	ZOO SERVICES	\$463,450	\$1,479,003	(\$1,015,553)	31.3%	35%	\$0
	SUBTOTAL - LEISURE & CULTURAL	\$941,236	\$3,068,209	(\$2,126,973)	30.7%		\$0
S-109	SEWER CONNECTION PROCESSING	\$2,300	\$3,895	100%	59.1%	100.0%	\$1,600

CITY OF ATASCADERO
 SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
 FISCAL YEAR 2021-2022

SCHEDULE 1

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
S-109A	SEWER CONNECTION INSPECTION	N/A	N/A	N/A	N/A	100%	\$0
S-110	EMERGENCY SEWAGE SPILL RESPONSE	\$0	\$4,090	100%	0.0%	100.0%	\$0 b
S-115	DAMAGE TO CITY PROPERTY REPAIR	\$0	\$2,416	100%	0.0%	100.0%	\$0 b
	SUBTOTAL - MAINTENANCE	\$2,300	\$10,401	\$3	22.1%		\$1,600
S-116	NEW BUSINESS LICENSE APP REV/ENFRC.	\$39,962	\$32,588	\$7,374	122.6%	100%	(\$7,400)
S-117	CHANGE OF OCCUPANCY	\$210	\$246	(\$36)	85.4%	100%	\$0
S-118A	BUSINESS LICENSE REPRINT	\$180	\$425	(\$245)	42.4%	100%	\$200
S-119	SOLICITOR PERMIT	\$41	\$89	(\$48)	46.1%	100%	\$0
S-120	RETURNED CHECK PROCESSING	\$580	\$1,725	(\$1,145)	33.6%	100%	\$1,100
S-121	ELECTRONIC FILE COPY SERVICE	\$3	\$3	\$0	100.0%	100%	\$0
S-122	DOCUMENT CERTIFICATION	\$310	\$309	\$1	100.3%	100%	\$0
S-123	CANDIDATE/INITIATIVE FILING	\$350	\$2,864	(\$2,514)	12.2%	15%	\$0 d
S-124	RECORDS COMPILATION SERVICE	\$0	\$276	(\$276)	0.0%	100%	\$0 b
S-125	DOCUMENT REPRODUCTION	\$110	\$216	(\$106)	50.9%	100%	\$0 d
S-127	CREDIT CARD PROCESSING	\$0	\$25,728	(\$25,728)	0.0%	100%	\$25,700
S-130	ACTIVE NET REGISTRATION	N/A	N/A	N/A	N/A	100%	\$0
S-131	DIRECTOR APPROVED FEE WAIVER	N/A	N/A	N/A	N/A	100%	\$0
S-142	MAILING NOTICES/LETTERS & LABELS	N/A	N/A	N/A	N/A	100%	\$0
S-145	SPECIAL EVENT PERMIT	\$1,494	\$5,990	(\$4,496)	24.9%	100%	\$4,500
	SUBTOTAL - ADMINISTRATION	\$43,240	\$70,459	(\$27,219)	61.4%		\$24,100
	GRAND TOTAL	\$2,919,816	\$6,860,165	(\$3,932,245)	42.6%		\$969,000

NOTES:

- (a) Insufficient data to determine financial impact
- (b) Fee determined by actual time and costs
- (c) Recommend removing fee as services is no longer provided
- (d) Fees are set by the State

APPENDIX A

SUMMARY
OF
CURRENT FEES
AND
PROPOSED FEES

**CITY OF ATASCADERO
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REF #: S-001 **TITLE: ADMINISTRATIVE USE PERMIT REV**

CURRENT FEE

Non-Commercial Wall Mural - No Charge
Signage - \$100 per application
Other - \$771 per application

RECOMMENDED FEE

Non-Commercial Wall Mural - No Charge
Signage - \$100 per application (subsidized)
Minor Outdoor Amplified Music - \$100 per application (subsidized)
Other - \$1,920 per application

REF #: S-002 **TITLE: MINOR CONDITIONAL USE PERMIT REVIEW**

CURRENT FEE

\$1,264 per application

RECOMMENDED FEE

\$2,795 per application

REF #: S-003 **TITLE: MAJOR CONDITIONAL USE PERMIT REVIEW**

CURRENT FEE

\$4,533 per application

RECOMMENDED FEE

Standard (less than 5 acres) - \$5,955 per application
Major (5 acres or greater) - \$9,660 per application

REF #: S-004 **TITLE: VARIANCE APPLICATION**

CURRENT FEE

\$2,000 per application

RECOMMENDED FEE

\$2,980 per application

REF #: S-006 **TITLE: DEVELOPMENT AGREEMENT**

CURRENT FEE

\$13,913 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.

RECOMMENDED FEE

\$15,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.

REF #: S-006A **TITLE: PLANNING AGREEMENT PREPARATION**

CURRENT FEE

None

RECOMMENDED FEE

\$165 per agreement

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-007 **TITLE: SPECIFIC PLAN**

CURRENT FEE

\$10,435 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.

RECOMMENDED FEE

\$12,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.

REF #: S-008 **TITLE: GENERAL PLAN/ZONING MAP AMENDMENT**

CURRENT FEE

General Plan Amendment - \$7,994 per application
Zoning Map Amendment - \$4,388 per application
Zoning Map Amendment with a General Plan Amendment - \$8,388 per application

RECOMMENDED FEE

\$5,755 per application

REF #: S-009 **TITLE: PLANNED DEVELOPMENT ZONE CHANGE**

CURRENT FEE

\$7,896 per application

RECOMMENDED FEE

This service should be removed from the fee schedule as the service is no longer provided.

REF #: S-010 **TITLE: GENERAL PLAN/ZONING TEXT AMENDMENT**

CURRENT FEE

General Plan Amendment - \$7,994 per application
Zoning Map Amendment - \$4,388 per application
Zoning Map Amendment with a General Plan Amendment - \$8,388 per application

RECOMMENDED FEE

Minor - \$2,390 per application
Major - \$6,265 per application
Combined with a map and/or master plan of development (CUP) - 50% of these fees

REF #: S-011 **TITLE: TENTATIVE PARCEL MAP**

CURRENT FEE

\$4,730 per map

RECOMMENDED FEE

\$5,205 per application

REF #: S-012 **TITLE: TENTATIVE TRACT MAP**

CURRENT FEE

\$6,510 per map plus \$46 per lot over 15 lots

RECOMMENDED FEE

\$7,360 per map plus \$95 per lot over 10 lots

**CITY OF ATASCADERO
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REF #: S-013 **TITLE: CONDOMINIUM CONVERSION TENT. MAP**

CURRENT FEE

\$3,438 per map plus \$74 per unit over 15 units

Condominium Conversion with a Major Conditional Use Permit -
\$5,704 per map plus \$74 per unit over 15 units

RECOMMENDED FEE

\$6,365 per map plus \$105 per unit over 15 units

Commercial - \$2,840 per map

REF #: S-014 **TITLE: PRECISE PLAN**

CURRENT FEE

\$2,371 per application

RECOMMENDED FEE

\$1,975 per application

REF #: S-015 **TITLE: MAP/CUP RECONSIDER/AMEND REVIEW**

CURRENT FEE

Minor - \$1,472 per application
Major - \$4,267 per application

RECOMMENDED FEE

\$2,585 per application

REF #: S-015A **TITLE: PLANNED DEVELOPMENT REPEAL**

CURRENT FEE

None

RECOMMENDED FEE

\$1,160 per application

REF #: S-016 **TITLE: ENVIRONMENTAL IMPACT REPORT REVIEW**

CURRENT FEE

10% of contract consultant amount for City staff review

RECOMMENDED FEE

10% of contract consultant amount for City staff review

REF #: S-016A **TITLE: ENVIRON MITIG. NEGATIVE DECLARATION**

CURRENT FEE

\$1,687 per application in addition to other application fees where applicable.

RECOMMENDED FEE

Standard - \$3,040 per application in addition to other application fees where applicable
Expanded - \$5,070 per application in addition to other application fees where applicable

**CITY OF ATASCADERO
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REF #: S-016B **TITLE: ENVIRONMENTAL CATEGORICAL EXEMPTION**

CURRENT FEE

None

RECOMMENDED FEE

\$215 per application
Class 32 - \$1,010 per application

Plus any filing fees

REF #: S-016C **TITLE: EIR/MND ADDENDUM**

CURRENT FEE

None

RECOMMENDED FEE

\$2,625 per application in addition to other application fees where applicable

REF #: S-017 **TITLE: ANNEXATION**

CURRENT FEE

\$17,391 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.

RECOMMENDED FEE

\$20,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.

REF #: S-018 **TITLE: LOT LINE ADJUSTMENT REVIEW**

CURRENT FEE

Historic Conflict Lot Line Adjustment - \$1,501 per application
Other - \$2,516 per application

RECOMMENDED FEE

Historic Conflict Lot Line Adjustment - \$1,500 per application (subsidized)
Urban Lot Split - \$2,570 per application
Other - \$2,005 per application

REF #: S-019 **TITLE: VOLUNTARY LOT MERGER**

CURRENT FEE

\$1,525 per application

RECOMMENDED FEE

\$880 per application

REF #: S-020 **TITLE: REVERSION TO ACREAGE**

CURRENT FEE

\$2,336 per application

RECOMMENDED FEE

This fee should be removed from the fee schedule as the service is no longer provided.

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-021 **TITLE: AG. PRESERVE CANCELLATION**

CURRENT FEE

\$1,977 per application

RECOMMENDED FEE

This fee should be removed from the fee schedule as the service is no longer provided.

REF #: S-022 **TITLE: SUBSTANTIAL CONFORMANCE FINDING**

CURRENT FEE

\$568 per application

RECOMMENDED FEE

\$595 per application

REF #: S-023 **TITLE: FINDING OF CONVENIENCE & NECESSITY**

CURRENT FEE

\$510 per application

RECOMMENDED FEE

\$495 per application

REF #: S-024 **TITLE: TEMPORARY OCCUPANCY REVIEW**

CURRENT FEE

Commercial - \$643 per application
Residential - \$464 per application

RECOMMENDED FEE

Commercial/Industrial/Multi-Family - \$1,135 per application
Single Family Residential - \$500 per application

REF #: S-025 **TITLE: ADMIN. TIME EXTENSION REVIEW**

CURRENT FEE

\$458 per application

RECOMMENDED FEE

\$560 per application

REF #: S-026 **TITLE: PLAN. COMM. TIME EXTENSION REVIEW**

CURRENT FEE

\$841 per application

RECOMMENDED FEE

\$925 per application

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-027 **TITLE: CONTINUANCE**

CURRENT FEE

\$290 per application

RECOMMENDED FEE

\$300 per application

REF #: S-028 **TITLE: APPEAL TO PLANNING COMMISSION**

CURRENT FEE

\$806 per application

RECOMMENDED FEE

\$1,530 per application for 70% cost recovery

REF #: S-029 **TITLE: APPEAL TO CITY COUNCIL**

CURRENT FEE

\$1,084 per application

RECOMMENDED FEE

\$1,720 per application for 70% cost recovery

REF #: S-030 **TITLE: NATIVE TREE REMOVAL PERMIT**

CURRENT FEE

Dead/Diseased Tree - No Charge
Other than Heritage Tree - \$412 per permit
Heritage Tree - \$968 per permit

RECOMMENDED FEE

Dead/Diseased Tree - No Charge
Non-Heritage Tree - \$245 per permit
Heritage Tree - \$1,165 per permit

REF #: S-031 **TITLE: TREE PROT PLAN/INSP BLDG PMT**

CURRENT FEE

Minor (No Arborist Required):
No charge if done in conjunction with Planning Plan Check fee or
\$70 per review if done independently
Major:
\$272 per application plus:
6-25 trees - \$35 per each tree over 5 trees
26-100 trees - \$12 per each tree over 25 trees
100+ trees - \$5 per each tree over 100 trees
Fee includes one inspection and one re-inspection

RECOMMENDED FEE

Minor (No Arborist Required):
No charge if done in conjunction with Planning Plan Check fee or
\$80 per review if done independently
Major - \$325 per application
Fee includes one inspection and one re-inspection

**CITY OF ATASCADERO
FEE COMPARISON REPORT
FY 2021-22**

REF #: S-032 **TITLE: REINSPECT TREE PROTECTION**

CURRENT FEE

\$139 per inspection

Fee imposed on the third and any subsequent inspections

RECOMMENDED FEE

\$165 per inspection

Fee imposed on the third and any subsequent inspections

REF #: S-033 **TITLE: ANNUAL UTILITY TREE PERMIT**

CURRENT FEE

\$1,374 per application

RECOMMENDED FEE

This fee should be removed from the fee schedule as the service is no longer provided.

REF #: S-035 **TITLE: STREET NAME/RENAME PROCESSING**

CURRENT FEE

\$725 per application

RECOMMENDED FEE

This fee should be removed from the fee schedule as the service is no longer provided.

REF #: S-037 **TITLE: BUILDING ADDRESS ASSIGNMENT PROCESS**

CURRENT FEE

\$533 per application

RECOMMENDED FEE

SFR/Duplex - \$80 per application
3-10 Units - \$120 per application
11-20 Units - \$365 per application
Each Additional Unit over 20 - \$25

REF #: S-038 **TITLE: REAL ESTATE/PROPERTY INFO LETTER**

CURRENT FEE

\$139 per letter

RECOMMENDED FEE

\$230 per letter

REF #: S-039 **TITLE: CONSTRUCTION OPERATION AFTER-HOURS**

CURRENT FEE

\$481 per application

RECOMMENDED FEE

\$525 per application

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-040 **TITLE: PLANNING REV/APPROVAL OF ENCR. PMT.**

CURRENT FEE

None

RECOMMENDED FEE

\$205 per permit

REF #: S-040A **TITLE: PLANNING REV/APPROVAL OF BLDG PMT**

CURRENT FEE

Minor - \$104 per application
Major - \$365 per application
CUP/PD Compliance - \$481 per application
DRC Review - \$412 per application

RECOMMENDED FEE

CUP/PD Compliance - \$570 per application
DRC Review - \$490 per application
Other - 15% of the Building Permit Fee

Plus 7.5% for Technology Surcharge

REF #: S-040B **TITLE: PLANNING INSPECTION**

CURRENT FEE

\$139 per inspection

RECOMMENDED FEE

\$165 per inspection

REF #: S-040C **TITLE: PLANNING - EXTRA PLAN CHECK/INSPECT**

CURRENT FEE

\$139 per hour or 1.3 times the cost of outside consultant

RECOMMENDED FEE

\$165 per hour or 1.3 times the cost of outside consultant

REF #: S-040D **TITLE: PLANNING BUSINESS LICENSE REVIEW**

CURRENT FEE

Currently part of New Business License Application fee (S-116)

RECOMMENDED FEE

Commercial Zoning Clearance - \$80 per application
Home Occupation - \$80 per application
Change of Owner - \$70 per application

REF #: S-040E **TITLE: BUILDING BUSINESS LICENSE INSPECT**

CURRENT FEE

Currently part of New Business License Application fee (S-116)

RECOMMENDED FEE

\$180 per business

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-040F **TITLE: COM. DEV. MISCELLANEOUS SERVICES**

CURRENT FEE

Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.

RECOMMENDED FEE

Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.

REF #: S-040G **TITLE: COM DEV TECHNOLOGY SURCHARGE**

CURRENT FEE

2.85% of permit and plan check fees (for document imaging only)

RECOMMENDED FEE

7.5% of fees as detailed in the individual services

REF #: S-041 **TITLE: BUILDING PLAN CHECK**

CURRENT FEE

Plan Check - 65% of Building Permit Fee
Outside Plan Check - 1.3 times the cost of outside consultant

Disabled Access - Additional 10% of Building Permit Fee
Energy Efficiency - Additional 10% of Building Permit Fee

RECOMMENDED FEE

Plan Check - 65% of Building Permit Fee
Outside Plan Check - 1.3 times the cost of outside consultant

Disabled Access - Additional 10% of Building Permit Fee
Energy Efficiency - Additional 10% of Building Permit Fee

Plus 7.5% for Technology Surcharge

REF #: S-041A **TITLE: BUILDING PERMIT/INSPECTION**

CURRENT FEE

Building Permits - Current ICC Building Code Tables
Plumbing Permits - 10% of Building Permit Fee (\$87 Min.)
Mechanical Permits - 10% of Building Permit Fee (\$87 Min.)
Electrical Permits - 10% of Building Permit Fee (\$87 Min.)
+ Re-Roof, Pool, Mobile Homes, & Moved
Disabled Access - Additional 10% of Building Permit Fee
Energy Efficiency - Additional 10% of Building Permit Fee

RECOMMENDED FEE

For 100% cost recovery all permit fees should be increased by 25%.

In addition, the square footage construction cost values should be adjusted to reflect higher cost geographic areas.

Plus 7.5% for Technology Surcharge

REF #: S-041C **TITLE: OVER THE COUNTER MISC BLDG PERMIT**

CURRENT FEE

Water Heater - \$87
Minor (1 inspection) - \$209 per permit
Major (2 inspections) - \$307 per permit

RECOMMENDED FEE

Water Heater - \$95
Minor (1 inspection) - \$245 per permit
Major (2 inspections) - \$425 per permit

Plus 7.5% for Technology Surcharge

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-041D **TITLE: EXPRESS BUILDING PERMIT**

CURRENT FEE

Solar Systems - \$377 per permit
Sign Permit - \$51 per permit
Other - \$522 per permit

RECOMMENDED FEE

Residential Rooftop Solar Systems under 10 KW - \$450 per permit (subsidized)
Sign Permit - \$75 per permit (subsidized)
Other - \$600 per permit

Plus 7.5% for Technology Surcharge

REF #: S-042 **TITLE: FIRE BUILDING PLAN CHECK/INSPECTION**

CURRENT FEE

\$99 per permit

RECOMMENDED FEE

30% of Building Plan Check Fees

Plus 7.5% for Technology Surcharge

REF #: S-042A **TITLE: FIRE SPRINKLER PLAN CHECK**

CURRENT FEE

New Residential Plan Check - \$238 plus actual cost of consultant
Tenant Impr Residential Plan Check - \$168 plus actual cost of consultant
Commercial Plan Check - \$128 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant

RECOMMENDED FEE

New Residential Plan Check - \$185 plus actual cost of consultant
Tenant Impr Residential Remodel Plan Check - \$185 plus actual cost of consultant
Commercial Plan Check - \$185 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant

Plus 7.5% for Technology Surcharge

REF #: S-042B **TITLE: FIRE SPRINKLER INSPECTION**

CURRENT FEE

Residential - \$180
Commercial - Charges at the fully allocated hourly rates plus any outside expenses.

RECOMMENDED FEE

Residential - \$270
Commercial - Charges at the fully allocated hourly rates plus any outside expenses.

Plus 7.5% for Technology Surcharge

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-042C TITLE: FIRE - EXTRA PLAN CHECK/INSPECTION

CURRENT FEE

\$145 per hour extra plan check or inspection

OR

Charge 130% of Actual Contract Costs for projects that use contract services

Fee to be assessed after initial plan check/inspection and one re-check/inspection.

RECOMMENDED FEE

\$195 per hour extra plan check or inspection

OR

Charge 130% of Actual Contract Costs for projects that use contract services

Fee to be assessed after initial plan check/inspection and one re-check/inspection.

REF #: S-042D TITLE: SPRINKLER EXPRESS PLAN CHECK/INSP

CURRENT FEE

\$157 per permit

RECOMMENDED FEE

\$215 per permit

Plus 7.5% for Technology Surcharge

REF #: S-043A TITLE: FIRE ALARM PLAN CHECK

CURRENT FEE

\$157 plus actual cost of consultant

RECOMMENDED FEE

\$185 plus actual cost of consultant

Plus 7.5% for Technology Surcharge

REF #: S-043B TITLE: FIRE ALARM INSPECTION

CURRENT FEE

Single Family Residential - \$64

Other - Charges at the fully allocated hourly rates plus any outside expenses.

RECOMMENDED FEE

Single Family Residential - \$220

Other - Charges at the fully allocated hourly rates plus any outside expenses

Plus 7.5% for Technology Surcharge

REF #: S-044A TITLE: NEW FIRE HOOD/SUPPRESSION PLAN CHK

CURRENT FEE

\$157 plus actual cost of consultant

RECOMMENDED FEE

\$115 plus actual cost of consultant

Plus 7.5% for Technology Surcharge

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REF #: S-044B **TITLE: NEW FIRE HOOD/SUPPRESSION INSPECT**

CURRENT FEE

\$110 per project

RECOMMENDED FEE

\$125 per project

Plus 7.5% for Technology Surcharge

REF #: S-045 **TITLE: PRIVATE HYDRANT SYSTEM PC/INSP**

CURRENT FEE

\$313 per system

RECOMMENDED FEE

\$575 per system plus actual cost of consultant

Plus 7.5% for Technology Surcharge

REF #: S-045A **TITLE: FIRE SPRINKLER SERVICE LETTER**

CURRENT FEE

\$35 per letter

RECOMMENDED FEE

\$50 per letter

REF #: S-045B **TITLE: FIRE CODE POSITION LETTER**

CURRENT FEE

\$180 per letter

RECOMMENDED FEE

\$300 per letter

REF #: S-046 **TITLE: FIRE FLOW TEST**

CURRENT FEE

\$180 per test

RECOMMENDED FEE

\$245 per test

REF #: S-048 **TITLE: PLAN REVISION CHECKING**

CURRENT FEE

\$139 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant

RECOMMENDED FEE

\$205 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant

**CITY OF ATASCADERO
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REF #: S-049 **TITLE: BUILDING - EXTRA PLAN CHECK/INSPECT**

CURRENT FEE

Plan Check - \$23 plus \$130 per hour, 1 hour minimum or the actual cost of contract consultant

Inspection - \$157 per extra inspection

RECOMMENDED FEE

Plan Check - \$35 plus \$180 per hour, 1 hour minimum or the actual cost of contract consultant

Inspection - \$215 per extra inspection

REF #: S-050 **TITLE: RESTAMPING OF APPROVED PLANS**

CURRENT FEE

Residential - \$209 per plan
Commercial - \$394 per plan

RECOMMENDED FEE

Single Family Residential - \$195 per plan
Commercial/Industrial/Multi-Family - \$355 per plan

REF #: S-051 **TITLE: LOST INSPECTION CARD**

CURRENT FEE

\$93 per card

RECOMMENDED FEE

\$125 per card

REF #: S-051A **TITLE: CHANGE OF CONTRACTOR/RESP. PARTY**

CURRENT FEE

\$145 per application

RECOMMENDED FEE

\$195 per application

REF #: S-052 **TITLE: APPEAL TO BOARD OF APPEALS**

CURRENT FEE

\$788 per application

RECOMMENDED FEE

\$1,305 per appeal for 70% cost recovery

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-053

TITLE: ON-SITE GRADING P/C - BUILDING

CURRENT FEE

Less than 50 Cubic Yard Permit - \$423
Single Family Residence/Accessory - \$736
Commercial - \$794 plus \$180 per each 5,000 sq ft after the first 5,000 sq ft
Multi Family - \$1,716 plus \$64 per unit
Tract:
5-50 lots - \$1,409 plus \$43 per lot for each lot over 5 lots
50+ lots - \$3,344 plus \$30 per lot for each lot over 50 lots

RECOMMENDED FEE

Minor (Less than 50 CY/1,000 sq ft of disturbed soil) - \$75
Single Family Residence/Accessory:
50-100 CY of disturbed soil - \$315
101-500 CY of disturbed soil - \$390
501+ CY/1 acre or more of disturbed soil - \$600
Commercial/Industrial/Multifamily - \$660 plus \$155 per each 5,000 sq ft of disturbed soil after the first 5,000 sq ft
Rough Grading - \$475

Plus 7.5% for Technology Surcharge

REF #: S-053A

TITLE: ON-SITE GRADING P/C - NO BUILDING

CURRENT FEE

None

RECOMMENDED FEE

Minor (less than 10,000 sq ft of disturbed soil) - \$535
Standard (10,000 sq ft - 1 acre of disturbed soil) - \$970
Major (Greater than 1 acre of disturbed soil) - \$1,120

Plus 7.5% for Technology Surcharge

REF #: S-053B

TITLE: ON-SITE DRAINAGE PLAN CHECK

CURRENT FEE

Single Family Residence/Accessory - \$133
Commercial - \$278 plus \$214 per each 5,000 sq ft after the first 5,000 sq ft
Multi Family - \$510 plus \$93 per unit
Tract:
5-50 lots - \$464 plus \$21 per lot for each lot over 5 lots
50+ lots - \$1,409 plus \$12 per lot for each lot over 50 lots

RECOMMENDED FEE

This fee should be removed from the fee schedule as it is now covered as part of the On-Site Grading Plan Check and other Stormwater fees.

plus 2.85% for document imaging

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-053C **TITLE: ENGINEERING - EXTRA PLAN CHECK/INSP**

CURRENT FEE

\$49 per plan/inspection plus \$180 per hour per extra plan check or inspection

OR

Charge 130% of Actual Contract Costs for projects that use contract services

Fee to be assessed after initial plan check/inspection and one re-check/inspection.

RECOMMENDED FEE

\$35 per plan/inspection plus \$150 per hour per extra plan check or inspection

OR

Charge 130% of Actual Contract Costs for projects that use contract services

Fee to be assessed after initial plan check/inspection and one re-check/inspection.

REF #: S-053D **TITLE: TEMPORARY STOCKPILE PERMIT**

CURRENT FEE

None

RECOMMENDED FEE

\$400 per permit

REF #: S-053E **TITLE: PLOT PLAN REVIEW**

CURRENT FEE

None

RECOMMENDED FEE

Single-Family - \$75 per lot
Commercial/Industrial/Multi-Family - \$150 per lot

REF #: S-053F **TITLE: ENGINEERING COMM. MODIFICATION REV**

CURRENT FEE

None

RECOMMENDED FEE

\$135 per application

REF #: S-053G **TITLE: ON-SITE STORMWATER MGMT PLAN CHECK**

CURRENT FEE

Currently included in Drainage Plan Check fees

RECOMMENDED FEE

Tier 3 - \$660
Tier 4 - \$1,020

Tiers 1 and 2 are included in grading plan check fees

Plus 7.5% for Technology Surcharge

**CITY OF ATASCADERO
FEE COMPARISON REPORT
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REF #: S-053H **TITLE: SWPPP PLAN CHECK/INSPECTION**

CURRENT FEE

None

RECOMMENDED FEE

Plan Check - \$360
Inspection - \$300 per quarter per site

Plus 7.5% for Technology Surcharge

REF #: S-053W **TITLE: OWTS (SEPTIC SYSTEM) PLAN CHECK**

CURRENT FEE

\$319 per plan

RECOMMENDED FEE

New/Modified (associated with a structure) - \$395 per plan
Replacement (not associated with a structure) - \$545 per plan

Plus 7.5% for Technology Surcharge

REF #: S-054 **TITLE: ON-SITE GRADING INSPECTION**

CURRENT FEE

Single Family Residence/Accessory - \$284
Commercial - \$632 plus \$313 per each 5,000 sq ft after the first 5,000 sq ft
Multi Family - \$406 plus \$58 per unit
Tract:
5-50 lots - \$632 plus \$54 per lot for each lot over 5 lots
50+ lots - \$3,062 plus \$31 per lot for each lot over 50 lots

RECOMMENDED FEE

Minor (Less than 50 CY/1,000 sq ft of disturbed soil) - \$115
Single Family Residence/Accessory:
50-100 CY of disturbed soil - \$290
101-500 CY of disturbed soil - \$410
501+ CY/1 acre or more of disturbed soil - \$775
Commercial/Industrial/Multifamily - \$505 plus \$245 per each 5,000 sq ft of disturbed soil after the first 5,000 sq ft

Plus 7.5% for Technology Surcharge

REF #: S-054A **TITLE: ON-SITE DRAINAGE INSPECTION**

CURRENT FEE

Single Family Residence/Accessory - \$145
Commercial - \$464 plus \$203 per each 5,000 sq ft after the first 5,000 sq ft
Multi Family - \$464 plus \$58 per unit
Tract:
5-50 lots - \$812 plus \$36 per lot for each lot over 5 lots
50+ lots - \$2,432 plus \$21 per lot for each lot over 50 lots

RECOMMENDED FEE

This fee should be removed from the fee schedule as it is now covered as part of the On-Site Grading Inspection fees.

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REF #: S-054B **TITLE: ON-SITE STORMWATER MGMT INSPECTION**

CURRENT FEE

Currently included in Drainage Inspection fees

RECOMMENDED FEE

\$365 per drainage facility
 Plus 7.5% for Technology Surcharge

REF #: S-054W **TITLE: OWTS (SEPTIC SYSTEM) INSPECTION**

CURRENT FEE

\$110 per permit

RECOMMENDED FEE

\$355 per permit
 Plus 7.5% for Technology Surcharge

REF #: S-055 **TITLE: PUBLIC IMPROVEMENT PLAN CHECK**

CURRENT FEE

\$0 - \$50,000 - 4.80% of the Engineer's Estimate (\$500 minimum)
 \$50,001 - \$100,000 - \$2,400 plus 0.75% of the Engineer's Estimate over \$50,000
 \$100,001-\$250,000 - \$2,775 plus 0.23% of the Engineer's Estimate over \$100,000
 \$250,001-\$500,000 - \$3,120 plus 0.75% of the Engineer's Estimate over \$250,000
 \$500,001+ - \$4,995 plus 0.23% of the Engineer's Estimate over \$500,000

RECOMMENDED FEE

\$0 - \$50,000 - 7.4% of the Engineer's Estimate (\$1,000 minimum)
 \$50,001 - \$100,000 - \$3,700 plus 4.45% of the Eng. Est. over \$50,000
 \$100,001 - \$500,000 - \$5,925 plus 1.55% of the Eng. Est. over \$100,000
 \$500,001 - \$1,000,000 - \$12,140 plus 1.07% of the Eng. Est. over \$500,000
 \$1,000,001 - \$2,000,000 - \$17,465 plus 0.53% of the Eng Est over \$1,000,000
 \$2,000,001+ - \$22,795 plus 0.53% of the Engineer's Estimate over \$2,000,000

Plus 7.5% for Technology Surcharge

REF #: S-055A **TITLE: PUBLIC IMPROVEMENT INSPECTION**

CURRENT FEE

\$0 - \$50,000 - 3.4% of the Engineer's Estimate (\$500 minimum)
 \$50,001 - \$100,000 - \$1,700 plus 1.5% of the Engineer's Estimate over \$50,000
 \$100,001+ - \$2,450 plus 0.45% of the Engineer's Estimate over \$100,000

RECOMMENDED FEE

\$0 - \$50,000 - 3.92% of the Engineer's Estimate (\$1,000 minimum)
 \$50,001 - \$100,000 - \$1,960 plus 4.07% of the Eng. Est. over \$50,000
 \$100,001 - \$500,000 - \$3,995 plus 0.98% of the Eng. Est. over \$100,000
 \$500,001 - \$1,000,000 - \$7,920 plus 0.82% of the Eng. Est. over \$500,000
 \$1,000,001 - \$2,000,000 - \$12,015 plus 0.47% of the Eng Est over \$1,000,000
 \$2,000,001+ - \$16,710 plus 0.47% of the Engineer's Estimate over \$2,000,000

Plus 7.5% for Technology Surcharge

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REF #: S-055B **TITLE: ENGINEERING AGREEMENTS**

CURRENT FEE

None

RECOMMENDED FEE

Public or Subdivision Improvements (Tract Map) - \$700 per agreement
Deferral of Improvements (Parcel Map) - \$385 per agreement
Sewer Extension Reimbursement - \$560 per agreement
Oversizing Improvements Reimbursement - \$1,100 per agreement
Maintenance of Stormwater Facilities - \$305 per agreement

REF #: S-056 **TITLE: TEMPORARY ENCROACHMENT PERMIT**

CURRENT FEE

\$133 per permit

RECOMMENDED FEE

Short Term - \$105
Long Term - Minor - \$195
Long Term - Major - \$755
Outdoor Dining - New - \$360 (subsidized)
Outdoor Dining - Annual - \$165 (subsidized)
Overhead Structure - \$155
Miscellaneous Minor Use - \$105

REF #: S-057 **TITLE: STANDARD ENCROACH PERMIT - IMPROVE**

CURRENT FEE

Driveway Approach - \$238
Sidewalk - \$348 for first 50 linear feet plus \$2 for each additional foot
Curb/Gutter - \$348 for first 50 linear feet plus \$2 for each additional foot
Sidewalk/Curb/Gutter - \$464 for first 50 linear feet plus \$3 for each additional foot

RECOMMENDED FEE

Driveway Approach:
New - \$440
Replacement - \$185
Curb/Gutter - \$440 plus \$4 for each linear foot
Sidewalk - \$305 plus \$4 for each linear foot
Miscellaneous Minor - \$155

Public Improvements - See S-055 and S-055A

REF #: S-057A **TITLE: PERMANENT ENCROACHMENT PERMIT**

CURRENT FEE

\$383 per permit

RECOMMENDED FEE

Remove this fee from the fee schedule as this service is no longer provided.

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REF #: S-058 **TITLE: STANDARD ENCROACH PERMIT - UTILITY**

CURRENT FEE

\$296 - Water Patch
\$551 - 0-10' Trench
\$777 - 10'-50' Trench
\$1,096 - 50-100' Trench
\$1,385 plus \$2 per every foot over 300 feet - 100'+ Trench

RECOMMENDED FEE

Sewer Main Connection: SFR - \$255 per connect
Comm/Ind/MFR - \$405 per connect
Trench - \$675 plus \$8 per LF
Boring - \$675 plus \$4 per LF
Overhead - \$675 plus \$2 per LF
Surface Obstruction - \$305 plus \$85 per obstruction
Subsurface Obstruction - \$305 plus \$60 per obstruction
Overhead Obstruction - \$305 plus \$40 per obstruction
Potholing - \$295 per every 10 potholes or fraction thereof
Telecomm - Actual Costs

REF #: S-058A **TITLE: TRAFFIC CONTROL PLAN CHECK**

CURRENT FEE

\$609 per project

RECOMMENDED FEE

Minor - \$145 per project
Standard - \$290 per project
Major - \$675 per project

REF #: S-058B **TITLE: TRAFFIC CONTROL INSPECTION**

CURRENT FEE

Current fees are included in the Traffic Control Plan Check service.

RECOMMENDED FEE

Minor - \$60 plus \$60 per day after the first day
Standard - \$130 plus \$60 per day after the first day
Major - \$290 plus \$60 per day after the first day

REF #: S-058C **TITLE: SPECIAL EVENT STREET CLOSURE**

CURRENT FEE

Charge the fully allocated hourly rate for all personnel involved with a 2 hour minimum plus any outside costs.

RECOMMENDED FEE

Review - \$130 plus the fully allocated hourly rate for all personnel involved after 1 hour
Install - \$275 plus the fully allocated hourly rate for all personnel involved after 2 hours

REF #: S-058D **TITLE: BLANKET ENCROACH PERMIT - UTILITY**

CURRENT FEE

\$466 per permit in addition to any franchise payments (registration only)

RECOMMENDED FEE

\$4,985 per utility per year plus \$205 per subpermit in addition to any franchise payments

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REF #: S-058E **TITLE: MISCELLANEOUS ENCROACHMENT PERMIT**

CURRENT FEE

None

RECOMMENDED FEE

Request for Time Extension/Renewal of Expired Permit - \$115 per permit

Encroachment without a permit - Double fees
Illegal Encroachment - Actual Costs

REF #: S-059 **TITLE: FINAL PARCEL MAP CHECK**

CURRENT FEE

\$2,035 per map

plus \$104 plus \$6 per lot GIS fee
plus any recording or consultant fees

RECOMMENDED FEE

\$2,960 per map

plus \$104 plus \$6 per lot GIS fee

REF #: S-060 **TITLE: FINAL TRACT MAP CHECK**

CURRENT FEE

\$2,035 per map plus \$31 per lot over 5 lots

plus \$104 plus \$6 per lot GIS Fee
plus any recording or consultant fees

Affordable Housing - \$412 per application plus \$139 per unit plus
any outside or legal costs

RECOMMENDED FEE

\$3,760 per map plus \$41 per lot after 5 lots

plus \$104 plus \$6 per lot GIS Fee

Affordable Housing - \$655 per application plus \$165 per unit plus
any outside or legal costs

REF #: S-061 **TITLE: CONDOMINIUM CONVERSION FINAL MAP**

CURRENT FEE

\$3,043 per map plus \$31 per unit

Plus any recording or consultant fees

RECOMMENDED FEE

\$3,080 per map

Plus actual contract costs for over 15 units

Plus any recording fees

REF #: S-062 **TITLE: FINAL MAP AMENDMENT**

CURRENT FEE

\$3,119 per application
Certificate of Correction - \$823 per application

RECOMMENDED FEE

\$3,115 per application
Certificate of Correction - \$465 per application

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REF #: S-063 **TITLE: STREET/R-O-W ABANDONMENT PROC.**

<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$4,927 per application plus any consultant fees	\$4,910 per application

REF #: S-064 **TITLE: CERTIFICATE OF COMPLIANCE**

<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,188 per application plus any consultant fees	\$1,060 per certificate

REF #: S-065 **TITLE: FLOOD PLAIN LETTER**

<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$522 per letter	\$615 per letter

REF #: S-066 **TITLE: TRANSPORTATION PERMIT**

<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$16 - Daily Permit \$90 - Annual Permit	\$16 - Single Trip Permit \$90 - Annual/Repetitive Permit
Fees are set by the State	Fees are set by the State

REF #: S-067 **TITLE: BLUEPRINT/MAP REPRODUCTION**

<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Actual Cost of Reproduction	Actual Cost of Reproduction
GIS Printout fee based on actual time spent by staff	GIS Printout fee based on actual time spent by staff
Large Building Plan Copy - \$5 per sheet	Large Building Plan Copy - \$5 per sheet

REF #: S-068 **TITLE: GENERAL PLAN MAINTENANCE**

<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
5% of all building permits, which includes new buildings and additions.	7% of all building permits, which includes new structures and additions.

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REF #: S-069 **TITLE: CODE ENFORCEMENT**

CURRENT FEE

Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance and court action is necessary.

Notice of Non-Compliance - \$249 plus County fees

RECOMMENDED FEE

Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance and court action is necessary.

Notice of Non-Compliance - \$249 plus County fees

REF #: S-069A **TITLE: DISTRICT FORMATION PROCESSING**

CURRENT FEE

\$4,580 per district plus any outside consultant or legal costs.

RECOMMENDED FEE

\$4,710 per district plus any outside consultant or legal costs.

REF #: S-069B **TITLE: COMM FACILITY DISTRICT ANNEXATION**

CURRENT FEE

\$1,113 per district plus any outside consultant or legal costs.

RECOMMENDED FEE

\$1,360 per district plus any outside consultant or legal costs.

REF #: S-070 **TITLE: NOISE DISTURBANCE RESP. CALL-BACK**

CURRENT FEE

Full Costs of all responding personnel

RECOMMENDED FEE

Full Costs of all responding personnel

REF #: S-071 **TITLE: POLICE FALSE ALARM RESPONSE**

CURRENT FEE

1st three responses within a calendar year - No Charge
Each subsequent false alarm within a calendar year - \$174 per response

RECOMMENDED FEE

1st three responses within a calendar year - No Charge
Each subsequent false alarm within a calendar year - \$180 per response

REF #: S-072 **TITLE: DUI ACCIDENT RESPONSE INVESTIGATION**

CURRENT FEE

Charge the fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000 per incident by State Law.

RECOMMENDED FEE

Charge the fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000 per incident by State Law.

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REF #: S-073 **TITLE: VEHICLE EQUIPMENT CORRECTION INSP.**

CURRENT FEE

\$41 per inspection

RECOMMENDED FEE

\$70 per inspection

REF #: S-074 **TITLE: VIN VERIFICATION**

CURRENT FEE

\$35 per request

RECOMMENDED FEE

\$80 per request

REF #: S-075 **TITLE: STORED/IMPOUNDED VEHICLE RELEASE**

CURRENT FEE

\$122 per vehicle

RECOMMENDED FEE

\$145 per vehicle

REF #: S-076 **TITLE: REPOSSESSED VEHICLE RELEASE**

CURRENT FEE

\$15 per vehicle

This fee is set by State Law

RECOMMENDED FEE

\$15 per vehicle

This fee is set by State Law

REF #: S-077 **TITLE: SPECIAL BUSINESS DOJ CHECK**

CURRENT FEE

\$176 per application plus any DOJ fees

RECOMMENDED FEE

\$230 per application plus any DOJ fees

REF #: S-078 **TITLE: RECORDS CHECK/CLEARANCE LETTER**

CURRENT FEE

\$32 per letter plus notary fee if applicable

RECOMMENDED FEE

\$35 per letter plus notary fee if applicable

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REF #: S-079 **TITLE: LIVE SCAN FINGERPRINT PROCESSING**

CURRENT FEE

No Charge - Volunteers for Seniors/Youth
\$17 per person - community group coaches or leaders
\$35 per person - all others

RECOMMENDED FEE

No Charge - Volunteers for Seniors/Youth
\$17 per person - community group coaches or leaders
\$35 per person - all others

REF #: S-080 **TITLE: POLICE REPORT COPY**

CURRENT FEE

As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:

1st page - \$0.50
each additional page - \$0.10

RECOMMENDED FEE

As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:

1st page - \$0.50
each additional page - \$0.10

REF #: S-081 **TITLE: POLICE DIGITAL FILE REPRODUCTION**

CURRENT FEE

\$3 per device

RECOMMENDED FEE

\$5 per device

REF #: S-082 **TITLE: CONCEALED CARRY WEAPON LICENSE**

CURRENT FEE

New application - \$115 \$29 - renewal application
Amended application - \$11

Plus any required State and Federal fees

RECOMMENDED FEE

Fee is set by State Law:

New application - \$100 \$25 - renewal application
Amended application - \$10
Psychological testing costs are to be added to the above fee up to \$150

20% of the fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.

REF #: S-083 **TITLE: CIVIL SUBPOENA OF RECORDS**

CURRENT FEE

\$15 plus reproduction costs
\$275 per day deposit plus travel costs

Fees are set by the Court

RECOMMENDED FEE

\$15 plus reproduction costs
\$275 per day deposit plus travel costs

Fees are set by the Court

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REF #: S-084 **TITLE: DUCES TECUM SUBPOENA**

CURRENT FEE

\$15 per request plus reproduction costs

Fees are set by the court.

RECOMMENDED FEE

\$15 per request plus reproduction costs

Fees are set by the court.

REF #: S-085 **TITLE: POLICE SPECIAL SERVICES**

CURRENT FEE

Full costs of all personnel required, plus any actual material or equipment expenses required for the event.

RECOMMENDED FEE

Full costs of all personnel required, plus any actual material or equipment expenses required for the event.

REF #: S-086 **TITLE: TEMPORARY TENT/CIRCUS PERMIT**

CURRENT FEE

\$110 per permit plus \$46 per day after the first day

RECOMMENDED FEE

\$215 per permit plus \$95 per day after the first day

REF #: S-086A **TITLE: PERMANENT TENT PERMIT**

CURRENT FEE

Charge the fully allocated hourly rate for all staff involved plus any outside costs.

RECOMMENDED FEE

\$215 per permit

REF #: S-087 **TITLE: FIRE SPECIAL EVENT PERMIT**

CURRENT FEE

\$249 per day

RECOMMENDED FEE

This should be removed and replaced with the Special Event fees in S-145.

REF #: S-088 **TITLE: CONFINED SPACE PERMIT**

CURRENT FEE

Hazard Permit - \$116
Extended Hazard Permit - \$696
Annual Hazard Permit - \$1,739

RECOMMENDED FEE

This fee should be removed from the fee schedule as the service is no longer provided.

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REF #: S-089 **TITLE: UNDERGROUND TANK REMOVAL**

CURRENT FEE

\$133 per tank - 1st inspection
\$70 per tank - each subsequent inspection

RECOMMENDED FEE

\$215 per tank - 1st inspection
\$115 per tank - each subsequent inspection

REF #: S-090 **TITLE: FIRE CODE PERMIT**

CURRENT FEE

\$64 per permit

RECOMMENDED FEE

\$195 per permit

REF #: S-091 **TITLE: ENGINE COMPANY INSPECTION**

CURRENT FEE

1st 2 inspections - no charge
3rd and subsequent inspections - \$157 per inspection

RECOMMENDED FEE

1st 2 inspections - no charge
3rd and subsequent inspections - \$195 per inspection

REF #: S-091A **TITLE: HOTEL/MOTEL/ASST LIVING FAC INSPECT**

CURRENT FEE

None

RECOMMENDED FEE

\$510 per facility plus \$110 per floor after the first floor
Fee includes two inspections.

REF #: S-091B **TITLE: DAY CARE/GROUP HOME INSPECTION**

CURRENT FEE

Residential Care Facility Consultation - \$50 (maximum allowed under State Law)
Inspection - No Charge

RECOMMENDED FEE

Residential Care Facility Consultation - \$50 (maximum allowed under State Law)
Inspection - \$220 per permit
Fee includes two inspections.

REF #: S-091C **TITLE: APARTMENT INSPECTION**

CURRENT FEE

None

RECOMMENDED FEE

3-15 units - \$175
16-50 units - \$270
51-100 units - \$465
101+ units - \$660
Fee includes two inspections.

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REF #: S-092 **TITLE: FIRE FALSE ALARM RESPONSE**

CURRENT FEE

1st 3 responses in a calendar year - No Charge
each subsequent response in a calendar year - \$267

RECOMMENDED FEE

1st 3 responses in a calendar year - No Charge
each subsequent response in a calendar year - \$380

REF #: S-092A **TITLE: FIRE NURSING HOME LIFT ASSIST**

CURRENT FEE

None

RECOMMENDED FEE

1st 3 responses in a calendar year - No Charge
each subsequent response in a calendar year - \$440 per response

REF #: S-093 **TITLE: WEED ABATEMENT PROGRAM**

CURRENT FEE

Actual costs plus 166% administration fee plus \$267 flat fee if lot
must be cleared by the City

This program is designed to only recover the cost of the properties
that do not comply.

RECOMMENDED FEE

Actual costs plus 166% administration fee plus \$267 flat fee if lot
must be cleared by the City

This program is designed to only recover the cost of the properties
that do not comply.

REF #: S-094 **TITLE: HAZARDOUS MATERIALS RESPONSE**

CURRENT FEE

Charge to fully allocated hourly rate for all personnel used.

RECOMMENDED FEE

Charge to fully allocated hourly rate for all personnel used.

REF #: S-095 **TITLE: NEGLIGENT INCIDENT RESPONSE**

CURRENT FEE

Charge the fully allocated hourly rates for all personnel used.

RECOMMENDED FEE

Charge double the fully allocated hourly rates for all personnel
used.

REF #: S-096 **TITLE: FIRE/ARSON INVESTIGATION**

CURRENT FEE

Charge the fully allocated hourly rates for all personnel used.

RECOMMENDED FEE

Charge the fully allocated hourly rates for all personnel used.

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REF #: S-098 **TITLE: FIRE INCIDENT REPORT COPY**

CURRENT FEE

As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:

1st page - \$0.50
each additional page - \$0.10

RECOMMENDED FEE

As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:

1st page - \$0.50
each additional page - \$0.10

REF #: S-098A **TITLE: FIRE CODE OCCUPANCY LETTER**

CURRENT FEE

\$60 per letter

RECOMMENDED FEE

\$220 per letter

REF #: S-098B **TITLE: FIRE MISCELLANEOUS SERVICES**

CURRENT FEE

Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.

RECOMMENDED FEE

Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.

REF #: S-099 **TITLE: ADULT SPORTS**

CURRENT FEE

Adult Kickball - \$421 per team
Adult Basketball - \$421 per team
Less than 8 non-residents - \$5 per non-resident player
Eight or more non-residents - plus 10%

Light Fee - \$22 per hour Late Fee - \$53 per team
Forfeit Fee - \$27 per team Protest Fee - \$22 per team
Add/Drop Fee - \$22 per transaction

RECOMMENDED FEE

This program is recovering 34% of its total costs and 126% of its direct costs.

Direct costs include direct part time salaries and benefits and direct operating expenses.

REF #: S-100 **TITLE: YOUTH SPORTS**

CURRENT FEE

Various fees such as:
Jr Volleyball - \$75 per participant
Basketball - \$95 per participant
T-Ball - \$95 per participant

\$5 discount for each additional family member
Non-Resident - plus 10%
Late Fee - \$10 per participant or family

RECOMMENDED FEE

This program is recovering 25% of its total costs and 92% of its direct costs.

Direct costs include direct part time salaries and benefits and direct operating expenses.

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REF #: S-102 TITLE: YOUTH & TEEN SERVICES

CURRENT FEE

Teen Center membership - \$10 per year
Teen Center membership card replacement - \$2 per card

Teen Center Summer Club - \$100 per week

RECOMMENDED FEE

This program is recovering 1% of its total costs and 6% of its direct costs.

Direct costs include direct part time salaries and benefits and direct operating expenses.

REF #: S-103 TITLE: CONTRACT RECREATION CLASSES

CURRENT FEE

The instructor receives 70% of the class fee and the City receives the remaining 30% for off-site classes and existing instructors.

The instructor receives 60% of the class fee and the City receives the remaining 40% for on-site classes.

RECOMMENDED FEE

This program is recovering 42% of its total costs and 131% of its direct costs.

Direct costs include direct part time salaries and benefits and direct operating expenses.

REF #: S-104 TITLE: CITY SPECIAL EVENTS

CURRENT FEE

Various fees for the various events

RECOMMENDED FEE

This program is recovering 44% of its total costs and 267% of its direct costs.

Direct costs include direct part time salaries and benefits and direct operating expenses.

REF #: S-106 TITLE: PAVILION SERVICES

CURRENT FEE

Various fees depending on the room rented and the group renting it.

RECOMMENDED FEE

The City should charge whatever the market will bear for the use of this facility.

REF #: S-106A TITLE: COMMUNITY CENTER RENTAL

CURRENT FEE

Various fees depending on the room rented and the group renting it.

RECOMMENDED FEE

The City should charge whatever the market will bear for the use of this facility.

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REF #: S-107 TITLE: BALLFIELD/PARK FACILITY RENTAL

CURRENT FEE

Ballfield fees: in addition to in-kind contributions
\$28 per hour \$28 base rental per field plus \$211 deposit
\$22 per hour - lights \$55 per day - field lining
Various fees for Tournament Rentals

BBQ Areas: Paloma/Lake Park - \$61 per day
Colony Park - \$33 per day All 3 areas - \$83 per day
Lake Park Bandstand: Non-Profit - \$57 Other - \$91

Various other park facility rental fees and concession revenues

RECOMMENDED FEE

The City should charge whatever the market will bear for the use of this facility.

REF #: S-108 TITLE: ZOO SERVICES

CURRENT FEE

Admissions:
\$10 - General (13 and up)
\$9 - Senior (65 and up)
\$8 - Child (5-12)
\$5 - Child (3-4)

Various other revenues including sales, food sales, vendor concessions, and the educational program.

RECOMMENDED FEE

The City should charge whatever the market will bear for the use of this facility.

REF #: S-109 TITLE: SEWER CONNECTION PROCESSING

CURRENT FEE

\$46 per sewer connection permit

RECOMMENDED FEE

\$80 per sewer connection permit

REF #: S-109A TITLE: SEWER CONNECTION INSPECTION

CURRENT FEE

\$250 per lateral

RECOMMENDED FEE

This fee is now included in S-058 and should be removed as a separate fee.

REF #: S-110 TITLE: EMERGENCY SEWAGE SPILL RESPONSE

CURRENT FEE

Charge the fully allocated hourly rates for all personnel involved, plus any outside or material costs.

RECOMMENDED FEE

Charge the fully allocated hourly rates for all personnel involved, plus any outside or material costs.

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REF #: S-115 **TITLE: DAMAGE TO CITY PROPERTY REPAIR**

CURRENT FEE

Charge the fully allocated hourly rate for all required personnel plus any material costs.

RECOMMENDED FEE

Charge the fully allocated hourly rate for all required personnel plus any material costs.

REF #: S-116 **TITLE: NEW BUSINESS LICENSE APP REV/ENFRC.**

CURRENT FEE

\$241 - A Occupancy, H Occupancy, Hood, Sprinkler
\$106 - All Other Occupancies
\$77 - Out of Town Business or Contractor
\$77 - Home Occupation

RECOMMENDED FEE

\$85 per application
Planning, Building, and Fire fees are separate.

REF #: S-117 **TITLE: CHANGE OF OCCUPANCY**

CURRENT FEE

\$210 per application

RECOMMENDED FEE

\$245 per application

REF #: S-118A **TITLE: BUSINESS LICENSE REPRINT**

CURRENT FEE

\$15 per reprint

RECOMMENDED FEE

\$35 per reprint

REF #: S-119 **TITLE: SOLICITOR PERMIT**

CURRENT FEE

\$29 per permit plus \$6 per card

RECOMMENDED FEE

\$70 per permit plus \$10 per card

REF #: S-120 **TITLE: RETURNED CHECK PROCESSING**

CURRENT FEE

\$29 per NSF check

RECOMMENDED FEE

\$85 per NSF check

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REF #: S-121 **TITLE: ELECTRONIC FILE COPY SERVICE**

CURRENT FEE

\$3 per device

RECOMMENDED FEE

\$5 per device

REF #: S-122 **TITLE: DOCUMENT CERTIFICATION**

CURRENT FEE

\$31 per document

RECOMMENDED FEE

\$31 per document

REF #: S-123 **TITLE: CANDIDATE/INITIATIVE FILING**

CURRENT FEE

Candidate - \$25 per candidate

Initiative - \$200 per initiative

Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.

Fees are set by State Law

RECOMMENDED FEE

Candidate - \$25 per candidate

Initiative - \$200 per initiative

Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.

Fees are set by State Law

REF #: S-124 **TITLE: RECORDS COMPILATION SERVICE**

CURRENT FEE

Charge the fully allocated hourly rate for all required personnel.

RECOMMENDED FEE

Charge the fully allocated hourly rate for all required personnel and any outside costs in accordance with Government Code section 6253.9.

REF #: S-125 **TITLE: DOCUMENT REPRODUCTION**

CURRENT FEE

Copying/Scanning/faxing:

Black & White:

\$0.50 - 1st page

\$0.10 - each additional page

Color - \$1 per page

FPPC copies - \$0.10 per page

Contract reproduction of documents - actual cost of reproduction

Additional \$5 per request for statements five or more years old

RECOMMENDED FEE

Copying/Scanning/faxing:

Black & White:

\$0.50 - 1st page

\$0.10 - each additional page

Color - \$1 per page

FPPC copies - \$0.10 per page

Contract reproduction of documents - actual cost of reproduction

Additional \$5 per request for statements five or more years old

**CITY OF ATASCADERO
FEE COMPARISON REPORT
FY 2021-22**

REF #: S-127 **TITLE: CREDIT CARD PROCESSING**

CURRENT FEE

None

RECOMMENDED FEE

4.5% of the amount charged

REF #: S-130 **TITLE: ACTIVE NET REGISTRATION**

CURRENT FEE

Activity cost between \$0-\$10.99 - \$0.50
Activity cost between \$11.00-\$39.99 - \$1.00
Activity cost between \$40.00-\$199.99 - \$2.00
Activity cost \$200+ - \$10

RECOMMENDED FEE

Activity cost between \$0-\$10.99 - \$0.50
Activity cost between \$11.00-\$39.99 - \$1.00
Activity cost between \$40.00-\$199.99 - \$2.00
Activity cost \$200+ - \$10

REF #: S-131 **TITLE: DIRECTOR APPROVED FEE WAIVER**

CURRENT FEE

RECOMMENDED FEE

REF #: S-142 **TITLE: MAILING NOTICES/LETTERS & LABELS**

CURRENT FEE

0-50 labels - \$88
51-100 labels - \$176
101-150 labels - \$235
151+ labels - \$293

0-50 notices - \$88
51-100 notices - \$147
101-150 notices - \$205
151+ notices - \$205 plus \$1 per item over 150
Plus actual cost of postage or other mailing fees

RECOMMENDED FEE

0-50 labels - \$117
51-100 labels - \$176
101-150 labels - \$235
151+ labels - \$293

0-50 notices - \$88
51-100 notices - \$147
101-150 notices - \$205
151+ notices - \$205 plus \$1 per item over 150
Plus actual cost of postage or other mailing fees

REF #: S-145 **TITLE: SPECIAL EVENT PERMIT**

CURRENT FEE

\$249 per permit (current Fire fee)

RECOMMENDED FEE

Private Property:
1-99 attendees - \$249 per application (subsidized)
100+ attendees - \$800 per application
Public Property:
1-99 attendees - \$1,095 per application
100+ attendees - \$3,190 per application
Still Photography - \$45 per application
Film Permit - \$355 per application

Plus actual costs as necessary as determined by staff.

APPENDIX B

REVENUE AND COST
SUMMARY WORKSHEETS
Matched With
COST DETAIL WORKSHEETS

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ADMINISTRATIVE USE PERMIT REV		REFERENCE NO. S-001	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Evaluate a minor use, which can be approved by staff, to determine conformance with City codes and standards.			
CURRENT FEE STRUCTURE Non-Commercial Wall Mural - No Charge Signage - \$100 per application Other - \$771 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$771.00	TOTAL REVENUE:	\$7,710
UNIT COST:	\$1,917.90	TOTAL COST:	\$19,179
UNIT PROFIT (SUBSIDY):	<u>\$(1,146.90)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(11,469)</u>
TOTAL UNITS:	10	PCT. COST RECOVERY:	40.20%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Non-Commercial Wall Mural - No Charge Signage - \$100 per application (subsidized) Minor Outdoor Amplified Music - \$100 per application (subsidized) Other - \$1,920 per application			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ADMINISTRATIVE USE PERMIT REV				REFERENCE NO. S-001		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	10	\$1,352
CD-PLANNING	ASST/ASSOC PLANNER		5.00	\$816.10	10	\$8,161
CD-PLANNING	COMM. DEVELOP. DIRECTOR		2.00	\$660.68	10	\$6,607
CD-PLANNING	SENIOR PLANNER		1.00	\$204.47	10	\$2,045
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.00	\$101.43	10	\$1,014
		TYPE SUBTOTAL	10.00	\$1,917.87		\$19,179
		TOTALS	10.00	\$1,917.90		\$19,179

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE MINOR CONDITIONAL USE PERMIT REVIEW		REFERENCE NO. S-002	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Evaluate a minor use to determine conformance with City codes and standards, and prepare a staff report to the Planning Commission.			
CURRENT FEE STRUCTURE \$1,264 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,264.00	TOTAL REVENUE:	\$12,640
UNIT COST:	\$2,794.00	TOTAL COST:	\$27,940
UNIT PROFIT (SUBSIDY):	<u>\$(1,530.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(15,300)</u>
TOTAL UNITS:	10	PCT. COST RECOVERY:	45.24%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,795 per application			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE MINOR CONDITIONAL USE PERMIT REVIEW				REFERENCE NO. S-002		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		2.00	\$270.38	10	\$2,704
CD-PLANNING	ASST/ASSOC PLANNER		10.00	\$1,632.20	10	\$16,322
CD-PLANNING	COMM. DEVELOP. DIRECTOR		1.00	\$330.34	10	\$3,303
CD-PLANNING	SENIOR PLANNER		2.00	\$408.94	10	\$4,089
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.50	\$152.15	10	\$1,522
		TYPE SUBTOTAL	16.50	\$2,794.01		\$27,940
		TOTALS	16.50	\$2,794.00		\$27,940

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE MAJOR CONDITIONAL USE PERMIT REVIEW		REFERENCE NO. S-003	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Evaluate a major use to determine conformance with City codes and standards, and prepare a staff report to the Planning Commission.			
CURRENT FEE STRUCTURE \$4,533 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$4,533.00	TOTAL REVENUE:	\$22,665
UNIT COST:	\$7,436.00	TOTAL COST:	\$37,180
UNIT PROFIT (SUBSIDY):	<u>\$(2,903.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(14,515)</u>
TOTAL UNITS:	5	PCT. COST RECOVERY:	60.96%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Standard (less than 5 acres) - \$5,955 per application Major (5 acres or greater) - \$9,660 per application			

May 30, 2022

CITY OF ATASCADERO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE				REFERENCE NO.		
MAJOR CONDITIONAL USE PERMIT REVIEW				S-003		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL	Standard	0.75	\$146.18	3	\$439
CD-PLANNING	ADMIN. ASSISTANT	Standard	3.00	\$405.57	3	\$1,217
CD-PLANNING	ASST/ASSOC PLANNER	Standard	12.00	\$1,958.64	3	\$5,876
CD-PLANNING	COMM. DEVELOP. DIRECTOR	Standard	2.00	\$660.68	3	\$1,982
CD-PLANNING	SENIOR PLANNER	Standard	1.00	\$204.47	3	\$613
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Standard	1.00	\$318.75	3	\$956
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Standard	0.75	\$76.07	3	\$228
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Standard	4.00	\$601.80	3	\$1,805
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Standard	0.25	\$59.58	3	\$179
TYPE SUBTOTAL			24.75	\$4,431.74		\$13,295
FIRE DEPT	FIRE MARSHAL	Major	1.50	\$292.37	2	\$585
CD-PLANNING	ADMIN. ASSISTANT	Major	3.00	\$405.57	2	\$811
CD-PLANNING	ASST/ASSOC PLANNER	Major	3.00	\$489.66	2	\$979
CD-PLANNING	COMM. DEVELOP. DIRECTOR	Major	5.00	\$1,651.70	2	\$3,303
CD-PLANNING	SENIOR PLANNER	Major	15.00	\$3,067.05	2	\$6,134
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Major	2.00	\$637.50	2	\$1,275
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Major	1.50	\$152.15	2	\$304
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Major	8.00	\$1,203.60	2	\$2,407
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Major	1.00	\$238.31	2	\$477
TYPE SUBTOTAL			40.00	\$8,137.91		\$16,276
CD-PLANNING	ADMIN. ASSISTANT	DRC	0.50	\$67.60	5	\$338
CD-PLANNING	COMM. DEVELOP. DIRECTOR	DRC	1.00	\$330.34	5	\$1,652
CD-PLANNING	SENIOR PLANNER	DRC	5.00	\$1,022.35	5	\$5,112
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	DRC	1.00	\$101.43	5	\$507
TYPE SUBTOTAL			7.50	\$1,521.72		\$7,609
TOTALS			72.25	\$7,436.00		\$37,180

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE VARIANCE APPLICATION		REFERENCE NO. S-004	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review proposed variance from the terms of the Zoning Code and prepare a staff report for the Planning Commission not associated with another entitlement application			
CURRENT FEE STRUCTURE \$2,000 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,000.00	TOTAL REVENUE:	\$2,000
UNIT COST:	\$2,978.00	TOTAL COST:	\$2,978
UNIT PROFIT (SUBSIDY):	\$(978.00)	TOTAL PROFIT (SUBSIDY):	\$(978)
TOTAL UNITS:	1	PCT. COST RECOVERY:	67.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,980 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
VARIANCE APPLICATION				S-004		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.50	\$202.79	1	\$203
CD-PLANNING	ASST/ASSOC PLANNER		10.00	\$1,632.20	1	\$1,632
CD-PLANNING	COMM. DEVELOP. DIRECTOR		3.00	\$991.02	1	\$991
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.50	\$152.15	1	\$152
		TYPE SUBTOTAL	16.00	\$2,978.16		\$2,978
		TOTALS	16.00	\$2,978.00		\$2,978

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DEVELOPMENT AGREEMENT		REFERENCE NO. S-006	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Develop, negotiate, and enforce agreements to develop land within specific physical requirements.			
CURRENT FEE STRUCTURE \$13,913 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$7,000.00	TOTAL REVENUE:	\$7,000
UNIT COST:	\$7,606.00	TOTAL COST:	\$7,606
UNIT PROFIT (SUBSIDY):	\$(606.00)	TOTAL PROFIT (SUBSIDY):	\$(606)
TOTAL UNITS:	1	PCT. COST RECOVERY:	92.03%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$15,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
DEVELOPMENT AGREEMENT				S-006		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE CHIEF		2.50	\$711.98	1	\$712
FIRE DEPT	FIRE MARSHAL		2.50	\$487.28	1	\$487
CD-PLANNING	ASST/ASSOC PLANNER	+ City Attorney	10.00	\$1,632.20	1	\$1,632
CD-PLANNING	COMM. DEVELOP. DIRECTOR		5.00	\$1,651.70	1	\$1,652
CD-PLANNING	SENIOR PLANNER		10.00	\$2,044.70	1	\$2,045
PW ADMIN	ASSOCIATE CIVIL ENGINEER		4.00	\$601.80	1	\$602
PW ADMIN	CITY ENGINEER/PW DIRECTOR		2.00	\$476.62	1	\$477
		TYPE SUBTOTAL	36.00	\$7,606.28		\$7,606
		TOTALS	36.00	\$7,606.00		\$7,606

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLANNING AGREEMENT PREPARATION		REFERENCE NO. S-006A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE AGREEMENT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Preparation of agreement required due to the needs of a potential development project.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$163.00	TOTAL COST:	\$163
UNIT PROFIT (SUBSIDY):	\$(163.00)	TOTAL PROFIT (SUBSIDY):	\$(163)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 per agreement			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PLANNING AGREEMENT PREPARATION				REFERENCE NO. S-006A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	1	\$163
		TYPE SUBTOTAL	1.00	\$163.22		\$163
		TOTALS	1.00	\$163.00		\$163

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SPECIFIC PLAN		REFERENCE NO. S-007	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review, comment on, and take to hearing, a specific plan for development of a specific parcel of property.			
CURRENT FEE STRUCTURE \$10,435 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10,500.00	TOTAL REVENUE:	\$10,500
UNIT COST:	\$11,573.00	TOTAL COST:	\$11,573
UNIT PROFIT (SUBSIDY):	\$(1,073.00)	TOTAL PROFIT (SUBSIDY):	\$(1,073)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.73%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$12,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SPECIFIC PLAN		REFERENCE NO. S-007				
NOTE Unit Costs are an Average of Total Units		TOTAL UNITS 1				
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		2.00	\$389.82	1	\$390
CD-PLANNING	ADMIN. ASSISTANT		3.00	\$405.57	1	\$406
CD-PLANNING	ASST/ASSOC PLANNER		25.00	\$4,080.50	1	\$4,081
CD-PLANNING	COMM. DEVELOP. DIRECTOR		5.00	\$1,651.70	1	\$1,652
CD-PLANNING	SENIOR PLANNER		10.00	\$2,044.70	1	\$2,045
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		3.00	\$304.29	1	\$304
PW ADMIN	ASSOCIATE CIVIL ENGINEER		10.00	\$1,504.50	1	\$1,505
PW ADMIN	CITY ENGINEER/PW DIRECTOR		5.00	\$1,191.55	1	\$1,192
		TYPE SUBTOTAL	63.00	\$11,572.63		\$11,573
		TOTALS	63.00	\$11,573.00		\$11,573

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE GENERAL PLAN/ZONING MAP AMENDMENT		REFERENCE NO. S-008	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Make recommendations regarding a proposed amendment to the City Comprehensive General Plan and City Zoning Map, that is not associated with a master plan of development and prepare reports to the Planning Commission and City Council.			
CURRENT FEE STRUCTURE General Plan Amendment - \$7,994 per application Zoning Map Amendment - \$4,388 per application Zoning Map Amendment with a General Plan Amendment - \$8,388 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$8,388.00	TOTAL REVENUE:	\$8,388
UNIT COST:	\$5,753.00	TOTAL COST:	\$5,753
UNIT PROFIT (SUBSIDY):	\$2,635.00	TOTAL PROFIT (SUBSIDY):	\$2,635
TOTAL UNITS:	1	PCT. COST RECOVERY:	145.80%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,755 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE GENERAL PLAN/ZONING MAP AMENDMENT					REFERENCE NO. S-008	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		2.00	\$270.38	1	\$270
CD-PLANNING	ASST/ASSOC PLANNER		2.00	\$326.44	1	\$326
CD-PLANNING	COMM. DEVELOP. DIRECTOR		4.00	\$1,321.36	1	\$1,321
CD-PLANNING	SENIOR PLANNER		12.00	\$2,453.64	1	\$2,454
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.50	\$152.15	1	\$152
PW ADMIN	ASSOCIATE CIVIL ENGINEER		5.00	\$752.25	1	\$752
PW ADMIN	CITY ENGINEER/PW DIRECTOR		2.00	\$476.62	1	\$477
		TYPE SUBTOTAL	28.50	\$5,752.84		\$5,753
		TOTALS	28.50	\$5,753.00		\$5,753

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLANNED DEVELOPMENT ZONE CHANGE		REFERENCE NO. S-009	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing a request to deviate from City design standards.			
CURRENT FEE STRUCTURE \$7,896 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This service should be removed from the fee schedule as the service is no longer provided.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PLANNED DEVELOPMENT ZONE CHANGE				REFERENCE NO. S-009		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE GENERAL PLAN/ZONING TEXT AMENDMENT		REFERENCE NO. S-010	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Make recommendations regarding a proposed amendment to the City Comprehensive General Plan and City Zoning Text and prepare reports to the Planning Commission and City Council.			
CURRENT FEE STRUCTURE General Plan Amendment - \$7,994 per application Zoning Map Amendment - \$4,388 per application Zoning Map Amendment with a General Plan Amendment - \$8,388 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$8,388.00	TOTAL REVENUE:	\$16,776
UNIT COST:	\$4,329.50	TOTAL COST:	\$8,659
UNIT PROFIT (SUBSIDY):	\$4,058.50	TOTAL PROFIT (SUBSIDY):	\$8,117
TOTAL UNITS:	2	PCT. COST RECOVERY:	193.74%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor - \$2,390 per application Major - \$6,265 per application Combined with a map and/or master plan of development (CUP) - 50% of these fees			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
GENERAL PLAN/ZONING TEXT AMENDMENT					S-010		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					2		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
CD-PLANNING	ADMIN. ASSISTANT	Minor	1.00	\$135.19	1	\$135	
CD-PLANNING	ASST/ASSOC PLANNER	Minor	5.00	\$816.10	1	\$816	
CD-PLANNING	COMM. DEVELOP. DIRECTOR	Minor	2.00	\$660.68	1	\$661	
CD-PLANNING	SENIOR PLANNER	Minor	2.00	\$408.94	1	\$409	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Minor	1.00	\$101.43	1	\$101	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Minor	1.00	\$150.45	1	\$150	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Minor	0.50	\$119.16	1	\$119	
TYPE SUBTOTAL			12.50	\$2,391.95		\$2,392	
CD-PLANNING	ADMIN. ASSISTANT	Major	4.00	\$540.76	1	\$541	
CD-PLANNING	ASST/ASSOC PLANNER	Major	5.00	\$816.10	1	\$816	
CD-PLANNING	COMM. DEVELOP. DIRECTOR	Major	4.00	\$1,321.36	1	\$1,321	
CD-PLANNING	SENIOR PLANNER	Major	15.00	\$3,067.05	1	\$3,067	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Major	1.00	\$101.43	1	\$101	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Major	2.00	\$300.90	1	\$301	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Major	0.50	\$119.16	1	\$119	
TYPE SUBTOTAL			31.50	\$6,266.76		\$6,267	
TOTALS			44.00	\$4,329.50		\$8,659	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TENTATIVE PARCEL MAP		REFERENCE NO. S-011	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review a tentative parcel map to assure accuracy and compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$4,730 per map			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$4,730.00	TOTAL REVENUE:	\$4,730
UNIT COST:	\$5,204.00	TOTAL COST:	\$5,204
UNIT PROFIT (SUBSIDY):	<u>\$(474.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(474)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,205 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE		REFERENCE NO.				
TENTATIVE PARCEL MAP		S-011				
NOTE		TOTAL UNITS				
Unit Costs are an Average of Total Units		1				
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE DEPT	FIRE MARSHAL		3.00	\$584.73	1	\$585
CD-PLANNING	ADMIN. ASSISTANT		2.00	\$270.38	1	\$270
CD-PLANNING	ASST/ASSOC PLANNER		12.00	\$1,958.64	1	\$1,959
CD-PLANNING	COMM. DEVELOP. DIRECTOR		1.00	\$330.34	1	\$330
CD-PLANNING	SENIOR PLANNER		2.00	\$408.94	1	\$409
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL		1.00	\$318.75	1	\$319
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.00	\$101.43	1	\$101
PW ADMIN	ASSOCIATE CIVIL ENGINEER		3.00	\$451.35	1	\$451
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.50	\$119.16	1	\$119
PW ADMIN		Contr Eng 4 Hr	0.00	\$660.00	1	\$660
		TYPE SUBTOTAL	25.50	\$5,203.72		\$5,204
		TOTALS	25.50	\$5,204.00		\$5,204

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TENTATIVE TRACT MAP		REFERENCE NO. S-012	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review a tentative tract map to assure accuracy and compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$6,510 per map plus \$46 per lot over 15 lots			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$9,730.00	TOTAL REVENUE:	\$9,730
UNIT COST:	\$14,061.00	TOTAL COST:	\$14,061
UNIT PROFIT (SUBSIDY):	<u>\$(4,331.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(4,331)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	69.20%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$7,360 per map plus \$95 per lot over 10 lots			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
TENTATIVE TRACT MAP				S-012		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE DEPT	FIRE MARSHAL		4.00	\$779.64	1	\$780
CD-PLANNING	ADMIN. ASSISTANT		3.00	\$405.57	1	\$406
CD-PLANNING	ASST/ASSOC PLANNER		15.00	\$2,448.30	1	\$2,448
CD-PLANNING	COMM. DEVELOP. DIRECTOR		3.00	\$991.02	1	\$991
CD-PLANNING	SENIOR PLANNER		4.00	\$817.88	1	\$818
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.00	\$101.43	1	\$101
PW ADMIN	ASSOCIATE CIVIL ENGINEER		5.00	\$752.25	1	\$752
PW ADMIN	CITY ENGINEER/PW DIRECTOR		1.00	\$238.31	1	\$238
PW ADMIN		Contr Eng 5 Hr	0.00	\$825.00	1	\$825
		TYPE SUBTOTAL	36.00	\$7,359.40		\$7,359
CD-PLANNING	ASST/ASSOC PLANNER	10+ Lots - Per Lot	0.20	\$32.64	70	\$2,285
PW ADMIN	ASSOCIATE CIVIL ENGINEER	10+ Lots - Per Lot	0.20	\$30.09	70	\$2,106
PW ADMIN		Contr .2 Hr Per Lot	0.00	\$33.00	70	\$2,310
		TYPE SUBTOTAL	0.40	\$95.73		\$6,701
TOTALS			36.40	\$14,061.00		\$14,061

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CONDOMINIUM CONVERSION TENT. MAP		REFERENCE NO. S-013	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review the tentative map of a conversion of existing structures to condominium and inspecting the conversion for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$3,438 per map plus \$74 per unit over 15 units Condominium Conversion with a Major Conditional Use Permit - \$5,704 per map plus \$74 per unit over 15 units			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$9,751.00	TOTAL REVENUE:	\$19,502
UNIT COST:	\$11,928.00	TOTAL COST:	\$23,856
UNIT PROFIT (SUBSIDY):	<u>\$(2,177.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(4,354)</u>
TOTAL UNITS:	2	PCT. COST RECOVERY:	81.75%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$6,365 per map plus \$105 per unit over 15 units Commercial - \$2,840 per map			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
CONDOMINIUM CONVERSION TENT. MAP					S-013		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					2		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
FIRE DEPT	FIRE MARSHAL	<15 Units	3.00	\$584.73	1	\$585	
CD-PLANNING	ADMIN. ASSISTANT	<15 Units	3.00	\$405.57	1	\$406	
CD-PLANNING	ASST/ASSOC PLANNER	<15 Units	20.00	\$3,264.40	1	\$3,264	
CD-PLANNING	SENIOR PLANNER	<15 Units	2.00	\$408.94	1	\$409	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	<15 Units	2.00	\$202.86	1	\$203	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	<15 Units	4.00	\$601.80	1	\$602	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	<15 Units	1.00	\$238.31	1	\$238	
PW ADMIN		Contr 4 Hr <15 Units	0.00	\$660.00	1	\$660	
		TYPE SUBTOTAL	35.00	\$6,366.61		\$6,367	
FIRE DEPT	FIRE MARSHAL	15+ Units - Per Unit	0.20	\$38.98	140	\$5,457	
CD-PLANNING	ASST/ASSOC PLANNER	15+ Units - Per Unit	0.20	\$32.64	140	\$4,570	
PW ADMIN		Cntr .2 Hr Per Unit	0.00	\$33.00	140	\$4,620	
		TYPE SUBTOTAL	0.40	\$104.62		\$14,647	
FIRE DEPT	FIRE MARSHAL	Commercial	3.00	\$584.73	1	\$585	
CD-PLANNING	ASST/ASSOC PLANNER	Commercial	4.00	\$652.88	1	\$653	
CD-PLANNING	SENIOR PLANNER	Commercial	1.00	\$204.47	1	\$204	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Commercial	0.50	\$50.72	1	\$51	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Commercial	3.00	\$451.35	1	\$451	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Commercial	1.00	\$238.31	1	\$238	
PW ADMIN		Comm Contr 4 Hr	0.00	\$660.00	1	\$660	
		TYPE SUBTOTAL	12.50	\$2,842.46		\$2,842	
TOTALS			47.90	\$11,928.00		\$23,856	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PRECISE PLAN		REFERENCE NO. S-014	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Projects not exempt from the CEQA environmental process, including review of the off-site impacts of grading where the slope is greater than ten percent and commercial/industrial projects greater than 2,500 square feet.			
CURRENT FEE STRUCTURE \$2,371 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,371.00	TOTAL REVENUE:	\$11,855
UNIT COST:	\$1,977.40	TOTAL COST:	\$9,887
UNIT PROFIT (SUBSIDY):	\$393.60	TOTAL PROFIT (SUBSIDY):	\$1,968
TOTAL UNITS:	5	PCT. COST RECOVERY:	119.90%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,975 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PRECISE PLAN				REFERENCE NO. S-014		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		1.50	\$292.37	5	\$1,462
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	5	\$676
CD-PLANNING	ASST/ASSOC PLANNER		6.00	\$979.32	5	\$4,897
PW ADMIN	ASSOCIATE CIVIL ENGINEER		3.00	\$451.35	5	\$2,257
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.50	\$119.16	5	\$596
		TYPE SUBTOTAL	12.00	\$1,977.39		\$9,887
		TOTALS	12.00	\$1,977.40		\$9,887

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE MAP/CUP RECONSIDER/AMEND REVIEW		REFERENCE NO. S-015	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a proposed condition change, architectural change without building redesign, addition of small structure in a PD Overlay, reconsideration to an already approved Conditional Use Permit, Planned Development, Specific Plan, or a Map.			
CURRENT FEE STRUCTURE Minor - \$1,472 per application Major - \$4,267 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,472.00	TOTAL REVENUE:	\$2,944
UNIT COST:	\$2,587.00	TOTAL COST:	\$5,174
UNIT PROFIT (SUBSIDY):	<u>\$(1,115.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(2,230)</u>
TOTAL UNITS:	2	PCT. COST RECOVERY:	56.90%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,585 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE MAP/CUP RECONSIDER/AMEND REVIEW					REFERENCE NO. S-015		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	2	\$390	
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	2	\$270	
CD-PLANNING	ASST/ASSOC PLANNER		5.00	\$816.10	2	\$1,632	
CD-PLANNING	COMM. DEVELOP. DIRECTOR		2.00	\$660.68	2	\$1,321	
CD-PLANNING	SENIOR PLANNER		2.00	\$408.94	2	\$818	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.00	\$101.43	2	\$203	
PW ADMIN	ASSOCIATE CIVIL ENGINEER		1.00	\$150.45	2	\$301	
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.50	\$119.16	2	\$238	
		TYPE SUBTOTAL	13.50	\$2,586.86		\$5,174	
		TOTALS	13.50	\$2,587.00		\$5,174	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLANNED DEVELOPMENT REPEAL		REFERENCE NO. S-015A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to remove the Planned Development Overlay zoning requirements of particular parcels.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,160.00	TOTAL COST:	\$1,160
UNIT PROFIT (SUBSIDY):	\$(1,160.00)	TOTAL PROFIT (SUBSIDY):	\$(1,160)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,160 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PLANNED DEVELOPMENT REPEAL				REFERENCE NO. S-015A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		3.00	\$489.66	1	\$490
CD-PLANNING	COMM. DEVELOP. DIRECTOR		1.00	\$330.34	1	\$330
CD-PLANNING	SENIOR PLANNER		1.00	\$204.47	1	\$204
		TYPE SUBTOTAL	6.00	\$1,159.66		\$1,160
		TOTALS	6.00	\$1,160.00		\$1,160

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ENVIRONMENTAL IMPACT REPORT REVIEW		REFERENCE NO. S-016	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE STUDY	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of an environmental impact report or a mitigated negative declaration of a proposed development.			
CURRENT FEE STRUCTURE 10% of contract consultant amount for City staff review			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$20,000.00	TOTAL REVENUE:	\$40,000
UNIT COST:	\$21,272.50	TOTAL COST:	\$42,545
UNIT PROFIT (SUBSIDY):	\$(1,272.50)	TOTAL PROFIT (SUBSIDY):	\$(2,545)
TOTAL UNITS:	2	PCT. COST RECOVERY:	94.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 10% of contract consultant amount for City staff review			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
ENVIRONMENTAL IMPACT REPORT REVIEW					S-016		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CD-PLANNING	ADMIN. ASSISTANT		3.00	\$405.57	2	\$811	
CD-PLANNING	COMM. DEVELOP. DIRECTOR		20.00	\$6,606.80	2	\$13,214	
CD-PLANNING	SENIOR PLANNER		50.00	\$10,223.50	2	\$20,447	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		1.00	\$101.43	2	\$203	
PW ADMIN	ASSOCIATE CIVIL ENGINEER		12.00	\$1,805.40	2	\$3,611	
PW ADMIN	CITY ENGINEER/PW DIRECTOR		6.00	\$1,429.86	2	\$2,860	
PW ADMIN	PUBLIC WORKS INSPECTOR		6.00	\$699.78	2	\$1,400	
		TYPE SUBTOTAL	98.00	\$21,272.34		\$42,545	
		TOTALS	98.00	\$21,272.50		\$42,545	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ENVIRON MITIG. NEGATIVE DECLARATION		REFERENCE NO. S-016A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of an environmental mitigated negative declaration of a proposed development. This review is in addition to other project applications and reviews.			
CURRENT FEE STRUCTURE \$1,687 per application in addition to other application fees where applicable.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,687.00	TOTAL REVENUE:	\$3,374
UNIT COST:	\$4,056.50	TOTAL COST:	\$8,113
UNIT PROFIT (SUBSIDY):	\$(2,369.50)	TOTAL PROFIT (SUBSIDY):	\$(4,739)
TOTAL UNITS:	2	PCT. COST RECOVERY:	41.59%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Standard - \$3,040 per application in addition to other application fees where applicable Expanded - \$5,070 per application in addition to other application fees where applicable			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
ENVIRON MITIG. NEGATIVE DECLARATION					S-016A		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					2		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
CD-PLANNING	ADMIN. ASSISTANT	Standard	2.00	\$270.38	1	\$270	
CD-PLANNING	ASST/ASSOC PLANNER	Standard	12.00	\$1,958.64	1	\$1,959	
CD-PLANNING	SENIOR PLANNER	Standard	2.00	\$408.94	1	\$409	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Standard	1.00	\$101.43	1	\$101	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Standard	2.00	\$300.90	1	\$301	
TYPE SUBTOTAL			19.00	\$3,040.29		\$3,040	
CD-PLANNING	ADMIN. ASSISTANT	Expanded	2.00	\$270.38	1	\$270	
CD-PLANNING	COMM. DEVELOP. DIRECTOR	Expanded	1.00	\$330.34	1	\$330	
CD-PLANNING	SENIOR PLANNER	Expanded	18.00	\$3,680.46	1	\$3,680	
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Expanded	1.00	\$101.43	1	\$101	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Expanded	3.00	\$451.35	1	\$451	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Expanded	1.00	\$238.31	1	\$238	
TYPE SUBTOTAL			26.00	\$5,072.27		\$5,072	
TOTALS			45.00	\$4,056.50		\$8,113	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ENVIRONMENTAL CATEGORICAL EXEMPTION		REFERENCE NO. S-016B	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of an environmental categorical exemption of a proposed development. This review is in addition to other project applications and reviews.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,222.00	TOTAL COST:	\$1,222
UNIT PROFIT (SUBSIDY):	\$(1,222.00)	TOTAL PROFIT (SUBSIDY):	\$(1,222)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$215 per application Class 32 - \$1,010 per application Plus any filing fees			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE ENVIRONMENTAL CATEGORICAL EXEMPTION					REFERENCE NO. S-016B	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	1	\$163
CD-PLANNING	SENIOR PLANNER		0.25	\$51.12	1	\$51
		TYPE SUBTOTAL	1.25	\$214.34		\$214
CD-PLANNING	ASST/ASSOC PLANNER	Class 32	4.00	\$652.88	1	\$653
CD-PLANNING	SENIOR PLANNER	Class 32	1.00	\$204.47	1	\$204
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Class 32	1.00	\$150.45	1	\$150
		TYPE SUBTOTAL	6.00	\$1,007.80		\$1,008
TOTALS			7.25	\$1,222.00		\$1,222

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE EIR/MND ADDENDUM		REFERENCE NO. S-016C	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of an addendum to an environmental impact report or environmental mitigated negative declaration of a proposed development. This review is in addition to other project applications and reviews.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$2,627.00	TOTAL COST:	\$2,627
UNIT PROFIT (SUBSIDY):	\$(2,627.00)	TOTAL PROFIT (SUBSIDY):	\$(2,627)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,625 per application in addition to other application fees where applicable			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE EIR/MND ADDENDUM				REFERENCE NO. S-016C		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER		2.00	\$326.44	1	\$326
CD-PLANNING	COMM. DEVELOP. DIRECTOR		1.00	\$330.34	1	\$330
CD-PLANNING	SENIOR PLANNER		7.00	\$1,431.29	1	\$1,431
PW ADMIN	ASSOCIATE CIVIL ENGINEER		2.00	\$300.90	1	\$301
PW ADMIN	CITY ENGINEER/PW DIRECTOR		1.00	\$238.31	1	\$238
		TYPE SUBTOTAL	13.00	\$2,627.28		\$2,627
		TOTALS	13.00	\$2,627.00		\$2,627

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ANNEXATION		REFERENCE NO. S-017	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review and process requests to annex to the City.			
CURRENT FEE STRUCTURE \$17,391 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$20,000.00	TOTAL REVENUE:	\$20,000
UNIT COST:	\$22,466.00	TOTAL COST:	\$22,466
UNIT PROFIT (SUBSIDY):	\$(2,466.00)	TOTAL PROFIT (SUBSIDY):	\$(2,466)
TOTAL UNITS:	1	PCT. COST RECOVERY:	89.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$20,000 deposit with staff charges at the fully allocated hourly rates plus any outside or legal expenses.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
ANNEXATION				S-017		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE CHIEF		6.00	\$1,708.74	1	\$1,709
FIRE DEPT	FIRE MARSHAL		6.00	\$1,169.46	1	\$1,169
CD-PLANNING	ADMIN. ASSISTANT		8.00	\$1,081.52	1	\$1,082
CD-PLANNING	ASST/ASSOC PLANNER		40.00	\$6,528.80	1	\$6,529
CD-PLANNING	COMM. DEVELOP. DIRECTOR		8.00	\$2,642.72	1	\$2,643
CD-PLANNING	SENIOR PLANNER		20.00	\$4,089.40	1	\$4,089
PW ADMIN	ASSOCIATE CIVIL ENGINEER		20.00	\$3,009.00	1	\$3,009
PW ADMIN	CITY ENGINEER/PW DIRECTOR		8.00	\$1,906.48	1	\$1,906
PW ADMIN		Contr Eng 2 Hr	0.00	\$330.00	1	\$330
		TYPE SUBTOTAL	116.00	\$22,466.12		\$22,466
		TOTALS	116.00	\$22,466.00		\$22,466

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE LOT LINE ADJUSTMENT REVIEW		REFERENCE NO. S-018	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a proposed change to the property boundary between two or more lots and checking the drawings of the maps relating to such change.			
CURRENT FEE STRUCTURE Historic Conflict Lot Line Adjustment - \$1,501 per application Other - \$2,516 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,177.67	TOTAL REVENUE:	\$6,533
UNIT COST:	\$2,160.33	TOTAL COST:	\$6,481
UNIT PROFIT (SUBSIDY):	<u>\$17.34</u>	TOTAL PROFIT (SUBSIDY):	<u>\$52</u>
TOTAL UNITS:	3	PCT. COST RECOVERY:	100.80%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Historic Conflict Lot Line Adjustment - \$1,500 per application (subsidized) Urban Lot Split - \$2,570 per application Other - \$2,005 per application			

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CITY OF ATASCADERO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE					REFERENCE NO.	
LOT LINE ADJUSTMENT REVIEW					S-018	
NOTE					TOTAL UNITS	
Unit Costs are an Average of Total Units					3	
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE DEPT	FIRE MARSHAL		0.50	\$97.46	1	\$97
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		5.00	\$816.10	1	\$816
CD-PLANNING	SENIOR PLANNER		1.00	\$204.47	1	\$204
PW ADMIN	ASSOCIATE CIVIL ENGINEER		2.00	\$300.90	1	\$301
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.50	\$119.16	1	\$119
PW ADMIN		Contr Eng 2 Hrs	0.00	\$330.00	1	\$330
		TYPE SUBTOTAL	10.00	\$2,003.28		\$2,003
CD-PLANNING	ADMIN. ASSISTANT	Historic	1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER	Historic	5.00	\$816.10	1	\$816
CD-PLANNING	SENIOR PLANNER	Historic	1.00	\$204.47	1	\$204
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Historic	2.00	\$300.90	1	\$301
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Historic	0.50	\$119.16	1	\$119
PW ADMIN		Historic Contr 2 Hr	0.00	\$330.00	1	\$330
		TYPE SUBTOTAL	9.50	\$1,905.82		\$1,906
FIRE DEPT	FIRE MARSHAL	SB9	0.50	\$97.46	1	\$97
CD-PLANNING	ADMIN. ASSISTANT	SB9	1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER	SB9	6.00	\$979.32	1	\$979
CD-PLANNING	COMM. DEVELOP. DIRECTOR	SB9	1.00	\$330.34	1	\$330
CD-PLANNING	SENIOR PLANNER	SB9	1.00	\$204.47	1	\$204
PW ADMIN	ASSOCIATE CIVIL ENGINEER	SB9	2.50	\$376.13	1	\$376
PW ADMIN	CITY ENGINEER/PW DIRECTOR	SB9	0.50	\$119.16	1	\$119
PW ADMIN		SB9 Contr 2 Hrs	0.00	\$330.00	1	\$330
		TYPE SUBTOTAL	12.50	\$2,572.07		\$2,572
TOTALS			32.00	\$2,160.33		\$6,481

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE VOLUNTARY LOT MERGER		REFERENCE NO. S-019	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Processing a request to combine multiple lots into one lot, including recordation of certificates.			
CURRENT FEE STRUCTURE \$1,525 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,525.00	TOTAL REVENUE:	\$1,525
UNIT COST:	\$881.00	TOTAL COST:	\$881
UNIT PROFIT (SUBSIDY):	\$644.00	TOTAL PROFIT (SUBSIDY):	\$644
TOTAL UNITS:	1	PCT. COST RECOVERY:	173.10%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$880 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE VOLUNTARY LOT MERGER				REFERENCE NO. S-019		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	1	\$163
CD-PLANNING	SENIOR PLANNER		0.50	\$102.24	1	\$102
PW ADMIN	ASSOCIATE CIVIL ENGINEER		1.00	\$150.45	1	\$150
PW ADMIN		Contr Eng 2 Hrs	0.00	\$330.00	1	\$330
		TYPE SUBTOTAL	3.50	\$881.10		\$881
		TOTALS	3.50	\$881.00		\$881

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE REVERSION TO ACREAGE		REFERENCE NO. S-020	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Processing a request to extinguish a subdivision map and revert to one lot.			
CURRENT FEE STRUCTURE \$2,336 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee should be removed from the fee schedule as the service is no longer provided.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE REVERSION TO ACREAGE				REFERENCE NO. S-020		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE AG. PRESERVE CANCELLATION		REFERENCE NO. S-021	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Processing a request to cancel an Agricultural Preserve.			
CURRENT FEE STRUCTURE \$1,977 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee should be removed from the fee schedule as the service is no longer provided.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE AG. PRESERVE CANCELLATION				REFERENCE NO. S-021		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SUBSTANTIAL CONFORMANCE FINDING		REFERENCE NO. S-022	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review a request to provide a finding that a proposed project substantially conforms with previous plans for that project.			
CURRENT FEE STRUCTURE \$568 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$568.00	TOTAL REVENUE:	\$568
UNIT COST:	\$594.00	TOTAL COST:	\$594
UNIT PROFIT (SUBSIDY):	\$(26.00)	TOTAL PROFIT (SUBSIDY):	\$(26)
TOTAL UNITS:	1	PCT. COST RECOVERY:	95.62%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$595 per application			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SUBSTANTIAL CONFORMANCE FINDING				REFERENCE NO. S-022		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER		2.00	\$326.44	1	\$326
CD-PLANNING	COMM. DEVELOP. DIRECTOR		0.50	\$165.17	1	\$165
CD-PLANNING	SENIOR PLANNER		0.50	\$102.24	1	\$102
		TYPE SUBTOTAL	3.00	\$593.85		\$594
		TOTALS	3.00	\$594.00		\$594

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FINDING OF CONVENIENCE & NECESSITY		REFERENCE NO. S-023	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Review of a proposed temporary use of alcohol during an event for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$510 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$510.00	TOTAL REVENUE:	\$510
UNIT COST:	\$496.00	TOTAL COST:	\$496
UNIT PROFIT (SUBSIDY):	\$14.00	TOTAL PROFIT (SUBSIDY):	\$14
TOTAL UNITS:	1	PCT. COST RECOVERY:	102.82%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$495 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
FINDING OF CONVENIENCE & NECESSITY				S-023		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	1	\$68
CD-PLANNING	ASST/ASSOC PLANNER		2.00	\$326.44	1	\$326
CD-PLANNING	SENIOR PLANNER		0.50	\$102.24	1	\$102
		TYPE SUBTOTAL	3.00	\$496.28		\$496
		TOTALS	3.00	\$496.00		\$496

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TEMPORARY OCCUPANCY REVIEW		REFERENCE NO. S-024	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing a request to temporarily occupy a parcel even though final occupancy has not been granted.			
CURRENT FEE STRUCTURE Commercial - \$643 per application Residential - \$464 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$523.67	TOTAL REVENUE:	\$3,142
UNIT COST:	\$710.50	TOTAL COST:	\$4,263
UNIT PROFIT (SUBSIDY):	\$(186.83)	TOTAL PROFIT (SUBSIDY):	\$(1,121)
TOTAL UNITS:	6	PCT. COST RECOVERY:	73.70%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Commercial/Industrial/Multi-Family - \$1,135 per application Single Family Residential - \$500 per application			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE TEMPORARY OCCUPANCY REVIEW					REFERENCE NO. S-024	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 6	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL	Comm/Indust/MFR	0.50	\$97.46	2	\$195
CD-PLANNING	COMM. DEVELOP. DIRECTOR	Comm/Indust/MFR	0.50	\$165.17	2	\$330
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Comm/Indust/MFR	2.00	\$637.50	2	\$1,275
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Comm/Indust/MFR	0.50	\$119.16	2	\$238
PW ADMIN	PUBLIC WORKS INSPECTOR	Comm/Indust/MFR	1.00	\$116.63	2	\$233
		TYPE SUBTOTAL	4.50	\$1,135.92		\$2,272
FIRE DEPT	FIRE MARSHAL	Residential	0.50	\$97.46	4	\$390
CD-PLANNING	ASST/ASSOC PLANNER	Residential	0.50	\$81.61	4	\$326
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Residential	1.00	\$318.75	4	\$1,275
		TYPE SUBTOTAL	2.00	\$497.82		\$1,991
		TOTALS	6.50	\$710.50		\$4,263

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ADMIN. TIME EXTENSION REVIEW		REFERENCE NO. S-025	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a minor request to extend the approval period for a development project, which can be approved by City staff.			
CURRENT FEE STRUCTURE \$458 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$458.00	TOTAL REVENUE:	\$458
UNIT COST:	\$559.00	TOTAL COST:	\$559
UNIT PROFIT (SUBSIDY):	\$(101.00)	TOTAL PROFIT (SUBSIDY):	\$(101)
TOTAL UNITS:	1	PCT. COST RECOVERY:	81.93%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$560 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ADMIN. TIME EXTENSION REVIEW				REFERENCE NO. S-025		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	1	\$68
CD-PLANNING	ASST/ASSOC PLANNER		2.00	\$326.44	1	\$326
CD-PLANNING	COMM. DEVELOP. DIRECTOR		0.50	\$165.17	1	\$165
		TYPE SUBTOTAL	3.00	\$559.21		\$559
		TOTALS	3.00	\$559.00		\$559

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLAN. COMM. TIME EXTENSION REVIEW		REFERENCE NO. S-026	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request to extend the approval period for a development project, which must be approved by the Planning Commission.			
CURRENT FEE STRUCTURE \$841 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$841.00	TOTAL REVENUE:	\$841
UNIT COST:	\$927.00	TOTAL COST:	\$927
UNIT PROFIT (SUBSIDY):	\$(86.00)	TOTAL PROFIT (SUBSIDY):	\$(86)
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.72%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$925 per application			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PLAN. COMM. TIME EXTENSION REVIEW				REFERENCE NO. S-026		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	1	\$68
CD-PLANNING	ASST/ASSOC PLANNER		3.00	\$489.66	1	\$490
CD-PLANNING	COMM. DEVELOP. DIRECTOR		0.50	\$165.17	1	\$165
CD-PLANNING	SENIOR PLANNER		1.00	\$204.47	1	\$204
		TYPE SUBTOTAL	5.00	\$926.90		\$927
		TOTALS	5.00	\$927.00		\$927

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CONTINUANCE		REFERENCE NO. S-027	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request to continue the review of a development application to a future meeting.			
CURRENT FEE STRUCTURE \$290 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$290.00	TOTAL REVENUE:	\$290
UNIT COST:	\$298.00	TOTAL COST:	\$298
UNIT PROFIT (SUBSIDY):	\$(8.00)	TOTAL PROFIT (SUBSIDY):	\$(8)
TOTAL UNITS:	1	PCT. COST RECOVERY:	97.32%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$300 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE CONTINUANCE				REFERENCE NO. S-027		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	1	\$163
		TYPE SUBTOTAL	2.00	\$298.41		\$298
		TOTALS	2.00	\$298.00		\$298

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE APPEAL TO PLANNING COMMISSION		REFERENCE NO. S-028	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review, report on, publish, and perform staff work for an appeal of a decision of City staff to the Planning Commission.			
CURRENT FEE STRUCTURE \$806 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$806.00	TOTAL REVENUE:	\$806
UNIT COST:	\$2,188.00	TOTAL COST:	\$2,188
UNIT PROFIT (SUBSIDY):	<u>\$(1,382.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(1,382)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	36.84%
SUGGESTED FEE FOR COST RECOVERY OF: 70% \$1,530 per application for 70% cost recovery			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE APPEAL TO PLANNING COMMISSION				REFERENCE NO. S-028		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		4.00	\$652.88	1	\$653
CD-PLANNING	COMM. DEVELOP. DIRECTOR		3.00	\$991.02	1	\$991
CD-PLANNING	SENIOR PLANNER		2.00	\$408.94	1	\$409
		TYPE SUBTOTAL	10.00	\$2,188.03		\$2,188
		TOTALS	10.00	\$2,188.00		\$2,188

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE APPEAL TO CITY COUNCIL		REFERENCE NO. S-029	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review, report on, publish, and perform staff work for an appeal of a decision of the Planning Commission or Board of Appeals to the City Council.			
CURRENT FEE STRUCTURE \$1,084 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,084.00	TOTAL REVENUE:	\$1,084
UNIT COST:	\$2,458.00	TOTAL COST:	\$2,458
UNIT PROFIT (SUBSIDY):	<u>\$(1,374.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(1,374)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	44.10%
SUGGESTED FEE FOR COST RECOVERY OF: 70% \$1,720 per application for 70% cost recovery			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE APPEAL TO CITY COUNCIL				REFERENCE NO. S-029		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		4.00	\$652.88	1	\$653
CD-PLANNING	COMM. DEVELOP. DIRECTOR		3.00	\$991.02	1	\$991
CD-PLANNING	SENIOR PLANNER		2.00	\$408.94	1	\$409
PW ADMIN	ASSOCIATE CIVIL ENGINEER		1.00	\$150.45	1	\$150
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.50	\$119.16	1	\$119
		TYPE SUBTOTAL	11.50	\$2,457.64		\$2,458
		TOTALS	11.50	\$2,458.00		\$2,458

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE NATIVE TREE REMOVAL PERMIT		REFERENCE NO. S-030	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request to remove a protected native tree.			
CURRENT FEE STRUCTURE Dead/Diseased Tree - No Charge Other than Heritage Tree - \$412 per permit Heritage Tree - \$968 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$650.29	TOTAL REVENUE:	\$9,104
UNIT COST:	\$638.57	TOTAL COST:	\$8,940
UNIT PROFIT (SUBSIDY):	<u>\$11.72</u>	TOTAL PROFIT (SUBSIDY):	<u>\$164</u>
TOTAL UNITS:	14	PCT. COST RECOVERY:	101.83%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Dead/Diseased Tree - No Charge Non-Heritage Tree - \$245 per permit Heritage Tree - \$1,165 per permit			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE NATIVE TREE REMOVAL PERMIT					REFERENCE NO. S-030	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 14	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER	Non-Heritage	1.50	\$244.83	8	\$1,959
		TYPE SUBTOTAL	1.50	\$244.83		\$1,959
CD-PLANNING	ADMIN. ASSISTANT	Heritage	1.50	\$202.79	6	\$1,217
CD-PLANNING	ASST/ASSOC PLANNER	Heritage	3.00	\$489.66	6	\$2,938
CD-PLANNING	COMM. DEVELOP. DIRECTOR	Heritage	0.50	\$165.17	6	\$991
CD-PLANNING	SENIOR PLANNER	Heritage	1.00	\$204.47	6	\$1,227
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT	Heritage	1.00	\$101.43	6	\$609
		TYPE SUBTOTAL	7.00	\$1,163.52		\$6,981
		TOTALS	8.50	\$638.57		\$8,940

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE TREE PROT PLAN/INSP BLDG PMT		REFERENCE NO. S-031	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review and inspection of a tree protection plan for protection of native trees.			
CURRENT FEE STRUCTURE Minor (No Arborist Required): No charge if done in conjunction with Planning Plan Check fee or \$70 per review if done independently Major: \$272 per application plus: 6-25 trees - \$35 per each tree over 5 trees 26-100 trees - \$12 per each tree over 25 trees 100+ trees - \$5 per each tree over 100 trees Fee includes one inspection and one re-inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$277.47	TOTAL REVENUE:	\$36,349
UNIT COST:	\$326.44	TOTAL COST:	\$42,764
UNIT PROFIT (SUBSIDY):	\$(48.97)	TOTAL PROFIT (SUBSIDY):	\$(6,415)
TOTAL UNITS:	131	PCT. COST RECOVERY:	85.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor (No Arborist Required): No charge if done in conjunction with Planning Plan Check fee or \$80 per review if done independently Major - \$325 per application Fee includes one inspection and one re-inspection			

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SERVICE TREE PROT PLAN/INSP BLDG PMT				REFERENCE NO. S-031		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 131		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER	Review	1.00	\$163.22	131	\$21,382
CD-PLANNING	ASST/ASSOC PLANNER	Inspection	1.00	\$163.22	131	\$21,382
		TYPE SUBTOTAL	2.00	\$326.44		\$42,764
		TOTALS	2.00	\$326.44		\$42,764

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE REINSPECT TREE PROTECTION		REFERENCE NO. S-032	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE INSPECTION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of a tree inspection plan over and above the standard number of inspections, to be determined by the Community Development Director			
CURRENT FEE STRUCTURE \$139 per inspection Fee imposed on the third and any subsequent inspections			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$139.00	TOTAL REVENUE:	\$695
UNIT COST:	\$163.20	TOTAL COST:	\$816
UNIT PROFIT (SUBSIDY):	\$(24.20)	TOTAL PROFIT (SUBSIDY):	\$(121)
TOTAL UNITS:	5	PCT. COST RECOVERY:	85.17%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 per inspection Fee imposed on the third and any subsequent inspections			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE REINSPECT TREE PROTECTION				REFERENCE NO. S-032		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	5	\$816
		TYPE SUBTOTAL	1.00	\$163.22		\$816
		TOTALS	1.00	\$163.20		\$816

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE ANNUAL UTILITY TREE PERMIT		REFERENCE NO. S-033	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Utility	
DESCRIPTION OF SERVICE Review of the Utility's plans for tree trimming/removal in the Utility's right-of-way for consistency with the Tree Ordinance.			
CURRENT FEE STRUCTURE \$1,374 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee should be removed from the fee schedule as the service is no longer provided.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE ANNUAL UTILITY TREE PERMIT				REFERENCE NO. S-033		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE STREET NAME/RENAME PROCESSING		REFERENCE NO. S-035	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing a request to name or rename a street.			
CURRENT FEE STRUCTURE \$725 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee should be removed from the fee schedule as the service is no longer provided.			

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 COST DETAIL WORKSHEET
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SERVICE STREET NAME/RENAME PROCESSING				REFERENCE NO. S-035		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE BUILDING ADDRESS ASSIGNMENT PROCESS		REFERENCE NO. S-037	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing a request to renumber a building address or number a building.			
CURRENT FEE STRUCTURE \$533 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$533.00	TOTAL REVENUE:	\$3,198
UNIT COST:	\$139.33	TOTAL COST:	\$836
UNIT PROFIT (SUBSIDY):	\$393.67	TOTAL PROFIT (SUBSIDY):	\$2,362
TOTAL UNITS:	6	PCT. COST RECOVERY:	382.54%
SUGGESTED FEE FOR COST RECOVERY OF: 100% SFR/Duplex - \$80 per application 3-10 Units - \$120 per application 11-20 Units - \$365 per application Each Additional Unit over 20 - \$25			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE				REFERENCE NO.		
BUILDING ADDRESS ASSIGNMENT PROCESS				S-037		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER	SFR/Duplex	0.50	\$81.61	4	\$326
		TYPE SUBTOTAL	0.50	\$81.61		\$326
CD-PLANNING	ASST/ASSOC PLANNER	3-10 Units	0.75	\$122.42	1	\$122
		TYPE SUBTOTAL	0.75	\$122.42		\$122
FIRE DEPT	FIRE MARSHAL	10-20 Units	0.50	\$97.46	1	\$97
CD-PLANNING	ASST/ASSOC PLANNER	10-20 Units	1.00	\$163.22	1	\$163
CD-PLANNING	SENIOR PLANNER	10-20 Units	0.50	\$102.24	1	\$102
		TYPE SUBTOTAL	2.00	\$362.92		\$363
CD-PLANNING	ASST/ASSOC PLANNER	Each Add'l 10 Units	0.15	\$24.48	1	\$24
		TYPE SUBTOTAL	0.15	\$24.48		\$24
TOTALS			3.40	\$139.33		\$836

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE REAL ESTATE/PROPERTY INFO LETTER		REFERENCE NO. S-038	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE LETTER	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing a request to provide the zoning and other planning information of a specific parcel.			
CURRENT FEE STRUCTURE \$139 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$139.00	TOTAL REVENUE:	\$1,668
UNIT COST:	\$230.83	TOTAL COST:	\$2,770
UNIT PROFIT (SUBSIDY):	\$(91.83)	TOTAL PROFIT (SUBSIDY):	\$(1,102)
TOTAL UNITS:	12	PCT. COST RECOVERY:	60.22%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$230 per letter			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE REAL ESTATE/PROPERTY INFO LETTER				REFERENCE NO. S-038		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	12	\$811
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	12	\$1,959
		TYPE SUBTOTAL	1.50	\$230.82		\$2,770
		TOTALS	1.50	\$230.83		\$2,770

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE CONSTRUCTION OPERATION AFTER-HOURS		REFERENCE NO. S-039	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a request, including neighborhood noticing, to have a construction operation that is not during allowable hours of business.			
CURRENT FEE STRUCTURE \$481 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$481.00	TOTAL REVENUE:	\$962
UNIT COST:	\$527.00	TOTAL COST:	\$1,054
UNIT PROFIT (SUBSIDY):	\$(46.00)	TOTAL PROFIT (SUBSIDY):	\$(92)
TOTAL UNITS:	2	PCT. COST RECOVERY:	91.27%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$525 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE CONSTRUCTION OPERATION AFTER-HOURS					REFERENCE NO. S-039	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	2	\$270
CD-PLANNING	ASST/ASSOC PLANNER		0.50	\$81.61	2	\$163
CD-PLANNING	COMM. DEVELOP. DIRECTOR		0.25	\$82.59	2	\$165
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	2	\$136
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL		0.50	\$159.38	2	\$319
		TYPE SUBTOTAL	2.75	\$526.93		\$1,054
		TOTALS	2.75	\$527.00		\$1,054

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE PLANNING REV/APPROVAL OF ENCR. PMT.		REFERENCE NO. S-040	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review and approval of Encroachment Permits by Planning staff.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$204.00	TOTAL COST:	\$204
UNIT PROFIT (SUBSIDY):	\$(204.00)	TOTAL PROFIT (SUBSIDY):	\$(204)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$205 per permit			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE PLANNING REV/APPROVAL OF ENCR. PMT.				REFERENCE NO. S-040		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	SENIOR PLANNER		1.00	\$204.47	1	\$204
		TYPE SUBTOTAL	1.00	\$204.47		\$204
		TOTALS	1.00	\$204.00		\$204

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLANNING REV/APPROVAL OF BLDG PMT		REFERENCE NO. S-040A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review and approval of Building Plans by Planning staff.			
CURRENT FEE STRUCTURE Minor - \$104 per application Major - \$365 per application CUP/PD Compliance - \$481 per application DRC Review - \$412 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$131.08	TOTAL REVENUE:	\$47,190
UNIT COST:	\$161.58	TOTAL COST:	\$58,170
UNIT PROFIT (SUBSIDY):	\$(30.50)	TOTAL PROFIT (SUBSIDY):	\$(10,980)
TOTAL UNITS:	360	PCT. COST RECOVERY:	81.12%
SUGGESTED FEE FOR COST RECOVERY OF: 100% CUP/PD Compliance - \$570 per application DRC Review - \$490 per application Other - 15% of the Building Permit Fee Plus 7.5% for Technology Surcharge			

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 COST DETAIL WORKSHEET
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SERVICE PLANNING REV/APPROVAL OF BLDG PMT				REFERENCE NO. S-040A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 360		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER	Minor	0.75	\$122.42	324	\$39,664
		TYPE SUBTOTAL	0.75	\$122.42		\$39,664
CD-PLANNING	ASST/ASSOC PLANNER	Major	2.67	\$435.80	14	\$6,101
		TYPE SUBTOTAL	2.67	\$435.80		\$6,101
CD-PLANNING	ASST/ASSOC PLANNER	Minor DRC Review	3.00	\$489.66	2	\$979
		TYPE SUBTOTAL	3.00	\$489.66		\$979
CD-PLANNING	ASST/ASSOC PLANNER	CUP/PD Compl	3.50	\$571.27	20	\$11,425
		TYPE SUBTOTAL	3.50	\$571.27		\$11,425
TOTALS			9.92	\$161.58		\$58,170

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE PLANNING INSPECTION		REFERENCE NO. S-040B	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE INSPECTION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of site and building design issues and conditions during construction by Planning Staff.			
CURRENT FEE STRUCTURE \$139 per inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$139.00	TOTAL REVENUE:	\$20,850
UNIT COST:	\$163.22	TOTAL COST:	\$24,483
UNIT PROFIT (SUBSIDY):	\$(24.22)	TOTAL PROFIT (SUBSIDY):	\$(3,633)
TOTAL UNITS:	150	PCT. COST RECOVERY:	85.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 per inspection			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE PLANNING INSPECTION				REFERENCE NO. S-040B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 150		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	150	\$24,483
		TYPE SUBTOTAL	1.00	\$163.22		\$24,483
		TOTALS	1.00	\$163.22		\$24,483

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE PLANNING - EXTRA PLAN CHECK/INSPECT		REFERENCE NO. S-040C	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of Planning applications after the standard number of reviews or inspections.			
CURRENT FEE STRUCTURE \$139 per hour or 1.3 times the cost of outside consultant			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$139.00	TOTAL REVENUE:	\$3,475
UNIT COST:	\$163.24	TOTAL COST:	\$4,081
UNIT PROFIT (SUBSIDY):	\$(24.24)	TOTAL PROFIT (SUBSIDY):	\$(606)
TOTAL UNITS:	25	PCT. COST RECOVERY:	85.15%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 per hour or 1.3 times the cost of outside consultant			

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 COST DETAIL WORKSHEET
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SERVICE PLANNING - EXTRA PLAN CHECK/INSPECT				REFERENCE NO. S-040C		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER		1.00	\$163.22	25	\$4,081
		TYPE SUBTOTAL	1.00	\$163.22		\$4,081
		TOTALS	1.00	\$163.24		\$4,081

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLANNING BUSINESS LICENSE REVIEW		REFERENCE NO. S-040D	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a new in-town business for compliance with Zoning Codes.			
CURRENT FEE STRUCTURE Currently part of New Business License Application fee (S-116)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$81.52	TOTAL COST:	\$12,880
UNIT PROFIT (SUBSIDY):	\$(81.52)	TOTAL PROFIT (SUBSIDY):	\$(12,880)
TOTAL UNITS:	158	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Commercial Zoning Clearance - \$80 per application Home Occupation - \$80 per application Change of Owner - \$70 per application			

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SERVICE PLANNING BUSINESS LICENSE REVIEW				REFERENCE NO. S-040D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 158		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ASST/ASSOC PLANNER	Zoning Clearance	0.50	\$81.61	156	\$12,731
		TYPE SUBTOTAL	0.50	\$81.61		\$12,731
CD-PLANNING	ASST/ASSOC PLANNER	Home Occupation	0.50	\$81.61	1	\$82
		TYPE SUBTOTAL	0.50	\$81.61		\$82
CD-PLANNING	ADMIN. ASSISTANT	Change Of Owner	0.50	\$67.60	1	\$68
		TYPE SUBTOTAL	0.50	\$67.60		\$68
TOTALS			1.50	\$81.52		\$12,880

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 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE BUILDING BUSINESS LICENSE INSPECT		REFERENCE NO. S-040E	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE BUSINESS	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Inspection of a new in-town business for compliance with Building Codes.			
CURRENT FEE STRUCTURE Currently part of New Business License Application fee (S-116)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$177.53	TOTAL COST:	\$27,872
UNIT PROFIT (SUBSIDY):	\$(177.53)	TOTAL PROFIT (SUBSIDY):	\$(27,872)
TOTAL UNITS:	157	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$180 per business			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE BUILDING BUSINESS LICENSE INSPECT					REFERENCE NO. S-040E		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 157		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CD-BUILDING	BUILDING INSPECTOR I/II		1.00	\$177.53	157	\$27,872	
		TYPE SUBTOTAL	1.00	\$177.53		\$27,872	
		TOTALS	1.00	\$177.53		\$27,872	

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 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE COM. DEV. MISCELLANEOUS SERVICES		REFERENCE NO. S-040F	
PRIMARY DEPARTMENT COM. DEVELOPMENT	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing miscellaneous Planning services not covered as part of other Planning fees.			
CURRENT FEE STRUCTURE Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.			

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 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE COM. DEV. MISCELLANEOUS SERVICES				REFERENCE NO. S-040F		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE COM DEV TECHNOLOGY SURCHARGE		REFERENCE NO. S-040G	
PRIMARY DEPARTMENT COMM. DEVELOPMENT	UNIT OF SERVICE N/A	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Costs related to technology needed to provide Community Development services, including permit system, software, services, hardware, and document imaging.			
CURRENT FEE STRUCTURE 2.85% of permit and plan check fees (for document imaging only)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$20,400.00	TOTAL REVENUE:	\$20,400
UNIT COST:	\$135,000.00	TOTAL COST:	\$135,000
UNIT PROFIT (SUBSIDY):	\$(114,600.00)	TOTAL PROFIT (SUBSIDY):	\$(114,600)
TOTAL UNITS:	1	PCT. COST RECOVERY:	15.11%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 7.5% of fees as detailed in the individual services			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE COM DEV TECHNOLOGY SURCHARGE				REFERENCE NO. S-040G		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING		Document Imaging	0.00	\$10,000.00	1	\$10,000
CD-BUILDING		Other Expenses	0.00	\$15,000.00	1	\$15,000
CD-BUILDING		Annual Maintenance	0.00	\$60,000.00	1	\$60,000
CD-BUILDING		System Replace	0.00	\$50,000.00	1	\$50,000
		TYPE SUBTOTAL	0.00	\$135,000.00		\$135,000
		TOTALS	0.00	\$135,000.00		\$135,000

**CITY OF ATASCADERO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22**

SERVICE BUILDING PLAN CHECK		REFERENCE NO. S-041	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan review of new construction to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE Plan Check - 65% of Building Permit Fee Outside Plan Check - 1.3 times the cost of outside consultant Disabled Access - Additional 10% of Building Permit Fee Energy Efficiency - Additional 10% of Building Permit Fee			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$819.25	TOTAL REVENUE:	\$294,930
UNIT COST:	\$973.86	TOTAL COST:	\$350,590
UNIT PROFIT (SUBSIDY):	\$(154.61)	TOTAL PROFIT (SUBSIDY):	\$(55,660)
TOTAL UNITS:	360	PCT. COST RECOVERY:	84.12%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Plan Check - 65% of Building Permit Fee Outside Plan Check - 1.3 times the cost of outside consultant Disabled Access - Additional 10% of Building Permit Fee Energy Efficiency - Additional 10% of Building Permit Fee Plus 7.5% for Technology Surcharge			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
BUILDING PLAN CHECK				S-041		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				360		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING		Contract Services	0.00	\$88.89	360	\$32,000
		TYPE SUBTOTAL	0.00	\$88.89		\$32,000
CD-BUILDING	BUILDING INSPECTOR I/II	Minor 500 SF PC	1.50	\$266.30	173	\$46,070
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Minor 500 SF	0.25	\$34.08	175	\$5,964
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Minor 500 SF	0.25	\$79.69	173	\$13,786
		TYPE SUBTOTAL	2.00	\$380.07		\$65,820
CD-BUILDING	BUILDING INSPECTOR I/II	Standard 2K SF PC	2.00	\$355.06	173	\$61,425
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Standard 2,000 SF	0.42	\$57.25	173	\$9,904
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Standard 2,000 SF	2.50	\$796.88	173	\$137,860
		TYPE SUBTOTAL	4.92	\$1,209.19		\$209,190
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$500K	0.50	\$68.16	8	\$545
CD-BUILDING		Contr 12 Hrs \$500K	0.00	\$1,500.00	8	\$12,000
		TYPE SUBTOTAL	0.50	\$1,568.16		\$12,545
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$1 Mil	0.50	\$68.16	4	\$273
CD-BUILDING		Contr 30 Hrs \$1 Mil	0.00	\$3,750.00	4	\$15,000
		TYPE SUBTOTAL	0.50	\$3,818.16		\$15,273
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$2 Mil	0.50	\$68.16	1	\$68
CD-BUILDING		Contr 50 Hrs \$2 Mil	0.00	\$6,250.00	1	\$6,250
		TYPE SUBTOTAL	0.50	\$6,318.16		\$6,318
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$5 Mil	0.50	\$68.16	1	\$68
CD-BUILDING		Contr 75 Hrs \$5 Mil	0.00	\$9,375.00	1	\$9,375

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE BUILDING PLAN CHECK				REFERENCE NO. S-041		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 360		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
		TYPE SUBTOTAL	0.50	\$9,443.16		\$9,443
		TOTALS	8.92	\$973.86		\$350,590

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE BUILDING PERMIT/INSPECTION		REFERENCE NO. S-041A	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of construction to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE Building Permits - Current ICC Building Code Tables Plumbing Permits - 10% of Building Permit Fee (\$87 Min.) Mechanical Permits - 10% of Building Permit Fee (\$87 Min.) Electrical Permits - 10% of Building Permit Fee (\$87 Min.) + Re-Roof, Pool, Mobile Homes, & Moved Disabled Access - Additional 10% of Building Permit Fee Energy Efficiency - Additional 10% of Building Permit Fee			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,113.99	TOTAL REVENUE:	\$401,038
UNIT COST:	\$1,520.51	TOTAL COST:	\$547,383
UNIT PROFIT (SUBSIDY):	\$(406.52)	TOTAL PROFIT (SUBSIDY):	\$(146,345)
TOTAL UNITS:	360	PCT. COST RECOVERY:	73.26%
SUGGESTED FEE FOR COST RECOVERY OF: 100% For 100% cost recovery all permit fees should be increased by 25%. In addition, the square footage construction cost values should be adjusted to reflect higher cost geographic areas. Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE					REFERENCE NO.	
BUILDING PERMIT/INSPECTION					S-041A	
NOTE					TOTAL UNITS	
Unit Costs are an Average of Total Units					360	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	BUILDING INSPECTOR I/II	Minor 500 SF	4.00	\$710.12	173	\$122,851
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Minor 500 SF	2.00	\$272.62	173	\$47,163
TYPE SUBTOTAL			6.00	\$982.74		\$170,014
CD-BUILDING	BUILDING INSPECTOR I/II	Standard 2,000 SF	7.00	\$1,242.71	173	\$214,989
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Standard 2,000 SF	3.50	\$477.09	173	\$82,537
TYPE SUBTOTAL			10.50	\$1,719.80		\$297,525
CD-BUILDING	BUILDING INSPECTOR I/II	Major \$500K	12.00	\$2,130.36	8	\$17,043
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$500K	5.00	\$681.55	8	\$5,452
TYPE SUBTOTAL			17.00	\$2,811.91		\$22,495
CD-BUILDING	BUILDING INSPECTOR I/II	Major \$1 Mil	30.00	\$5,325.90	4	\$21,304
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$1 Mil	5.00	\$681.55	4	\$2,726
TYPE SUBTOTAL			35.00	\$6,007.45		\$24,030
CD-BUILDING	BUILDING INSPECTOR I/II	Major \$2 Mil	60.00	\$10,651.80	1	\$10,652
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$2 Mil	5.00	\$681.55	1	\$682
TYPE SUBTOTAL			65.00	\$11,333.35		\$11,333
CD-BUILDING	BUILDING INSPECTOR I/II	Major \$5 Mil	120.00	\$21,303.60	1	\$21,304
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major \$5 Mil	5.00	\$681.55	1	\$682
TYPE SUBTOTAL			125.00	\$21,985.15		\$21,985
TOTALS			258.50	\$1,520.51		\$547,383

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE OVER THE COUNTER MISC BLDG PERMIT		REFERENCE NO. S-041C	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of miscellaneous Over the Counter permits for simple repairs/replacements, such as Windows, HVAC Units, Main Service Panel Upgrades, Water heaters, and Temporary Power Poles.			
CURRENT FEE STRUCTURE Water Heater - \$87 Minor (1 inspection) - \$209 per permit Major (2 inspections) - \$307 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$258.00	TOTAL REVENUE:	\$51,600
UNIT COST:	\$334.46	TOTAL COST:	\$66,891
UNIT PROFIT (SUBSIDY):	\$(76.46)	TOTAL PROFIT (SUBSIDY):	\$(15,291)
TOTAL UNITS:	200	PCT. COST RECOVERY:	77.14%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Water Heater - \$95 Minor (1 inspection) - \$245 per permit Major (2 inspections) - \$425 per permit Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE OVER THE COUNTER MISC BLDG PERMIT					REFERENCE NO. S-041C		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 200		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	200	\$13,632	
		TYPE SUBTOTAL	0.50	\$68.16		\$13,632	
CD-BUILDING	BUILDING INSPECTOR I/II	Minor	1.00	\$177.53	100	\$17,753	
		TYPE SUBTOTAL	1.00	\$177.53		\$17,753	
CD-BUILDING	BUILDING INSPECTOR I/II	Major	2.00	\$355.06	100	\$35,506	
		TYPE SUBTOTAL	2.00	\$355.06		\$35,506	
TOTALS			3.50	\$334.46		\$66,891	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE EXPRESS BUILDING PERMIT		REFERENCE NO. S-041D	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection and plan review of Express Building permits, including minor non-structural tenant improvements, residential remodel, simple generator installation, photovoltaic, single commercial or SFR demolition, or commercial hood/duct installation.			
CURRENT FEE STRUCTURE Solar Systems - \$377 per permit Sign Permit - \$51 per permit Other - \$522 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$446.22	TOTAL REVENUE:	\$112,000
UNIT COST:	\$600.75	TOTAL COST:	\$150,788
UNIT PROFIT (SUBSIDY):	\$(154.53)	TOTAL PROFIT (SUBSIDY):	\$(38,788)
TOTAL UNITS:	251	PCT. COST RECOVERY:	74.28%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Residential Rooftop Solar Systems under 10 KW - \$450 per permit (subsidized) Sign Permit - \$75 per permit (subsidized) Other - \$600 per permit Plus 7.5% for Technology Surcharge			

June 2, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE EXPRESS BUILDING PERMIT				REFERENCE NO. S-041D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 251		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	BUILDING INSPECTOR I/II	Inspection	2.00	\$355.06	251	\$89,120
CD-BUILDING	BUILDING INSPECTOR I/II	Plan Check	1.00	\$177.53	251	\$44,560
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	251	\$17,108
		TYPE SUBTOTAL	3.50	\$600.75		\$150,788
		TOTALS	3.50	\$600.75		\$150,788

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE BUILDING PLAN CHECK/INSPECTION		REFERENCE NO. S-042	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of Building Plan by Fire Department for such things as hydrant placement and driveway access, and inspection for final Fire review.			
CURRENT FEE STRUCTURE \$99 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$66.89	TOTAL REVENUE:	\$50,170
UNIT COST:	\$121.57	TOTAL COST:	\$91,178
UNIT PROFIT (SUBSIDY):	\$(54.68)	TOTAL PROFIT (SUBSIDY):	\$(41,008)
TOTAL UNITS:	750	PCT. COST RECOVERY:	55.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 30% of Building Plan Check Fees Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE BUILDING PLAN CHECK/INSPECTION				REFERENCE NO. S-042		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 750		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL	1 Hr/Wk - Inspect	0.07	\$13.52	750	\$10,140
FIRE DEPT	FIRE MARSHAL	5 Hr/Wk - Plan Check	0.55	\$108.05	750	\$81,038
		TYPE SUBTOTAL	0.62	\$121.57		\$91,178
		TOTALS	0.62	\$121.57		\$91,178

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE SPRINKLER PLAN CHECK		REFERENCE NO. S-042A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan check of a new fire sprinkler system to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE New Residential Plan Check - \$238 plus actual cost of consultant Tenant Impr Residential Plan Check - \$168 plus actual cost of consultant Commercial Plan Check - \$128 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$215.10	TOTAL REVENUE:	\$20,004
UNIT COST:	\$184.49	TOTAL COST:	\$17,158
UNIT PROFIT (SUBSIDY):	\$30.61	TOTAL PROFIT (SUBSIDY):	\$2,846
TOTAL UNITS:	93	PCT. COST RECOVERY:	116.59%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New Residential Plan Check - \$185 plus actual cost of consultant Tenant Impr Residential Remodel Plan Check - \$185 plus actual cost of consultant Commercial Plan Check - \$185 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
FIRE SPRINKLER PLAN CHECK				S-042A		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				93		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	93	\$6,287
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	93	\$6,339
		TYPE SUBTOTAL	1.00	\$135.76		\$12,626
FIRE DEPT	FIRE MARSHAL	Resident	0.25	\$48.73	70	\$3,411
		TYPE SUBTOTAL	0.25	\$48.73		\$3,411
FIRE DEPT	FIRE MARSHAL	Res Remodel	0.25	\$48.73	10	\$487
		TYPE SUBTOTAL	0.25	\$48.73		\$487
FIRE DEPT	FIRE MARSHAL	Commercial	0.25	\$48.73	3	\$146
		TYPE SUBTOTAL	0.25	\$48.73		\$146
FIRE DEPT	FIRE MARSHAL	Comm Remodel	0.25	\$48.73	10	\$487
		TYPE SUBTOTAL	0.25	\$48.73		\$487
TOTALS			2.00	\$184.49		\$17,158

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE SPRINKLER INSPECTION		REFERENCE NO. S-042B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of a new fire sprinkler system to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE Residential - \$180 Commercial - Charges at the fully allocated hourly rates plus any outside expenses.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$186.30	TOTAL REVENUE:	\$13,600
UNIT COST:	\$308.78	TOTAL COST:	\$22,541
UNIT PROFIT (SUBSIDY):	\$(122.48)	TOTAL PROFIT (SUBSIDY):	\$(8,941)
TOTAL UNITS:	73	PCT. COST RECOVERY:	60.33%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Residential - \$270 Commercial - Charges at the fully allocated hourly rates plus any outside expenses. Plus 7.5% for Technology Surcharge			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE SPRINKLER INSPECTION				REFERENCE NO. S-042B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 73		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.25	\$27.10	73	\$1,978
		TYPE SUBTOTAL	0.25	\$27.10		\$1,978
FIRE DEPT	FIRE MARSHAL	Residential	1.25	\$243.64	70	\$17,055
		TYPE SUBTOTAL	1.25	\$243.64		\$17,055
FIRE DEPT	FIRE MARSHAL	Commercial T&M	6.00	\$1,169.46	3	\$3,508
		TYPE SUBTOTAL	6.00	\$1,169.46		\$3,508
TOTALS			7.50	\$308.78		\$22,541

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE - EXTRA PLAN CHECK/INSPECTION		REFERENCE NO. S-042C	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of Fire applications after the standard number of reviews or inspections.			
CURRENT FEE STRUCTURE \$145 per hour extra plan check or inspection OR Charge 130% of Actual Contract Costs for projects that use contract services Fee to be assessed after initial plan check/inspection and one re-check/inspection.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$145.00	TOTAL REVENUE:	\$3,625
UNIT COST:	\$194.92	TOTAL COST:	\$4,873
UNIT PROFIT (SUBSIDY):	\$(49.92)	TOTAL PROFIT (SUBSIDY):	\$(1,248)
TOTAL UNITS:	25	PCT. COST RECOVERY:	74.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$195 per hour extra plan check or inspection OR Charge 130% of Actual Contract Costs for projects that use contract services Fee to be assessed after initial plan check/inspection and one re-check/inspection.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE - EXTRA PLAN CHECK/INSPECTION				REFERENCE NO. S-042C		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	25	\$4,873
		TYPE SUBTOTAL	1.00	\$194.91		\$4,873
		TOTALS	1.00	\$194.92		\$4,873

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SPRINKLER EXPRESS PLAN CHECK/INSP		REFERENCE NO. S-042D	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan check and inspection of a new UL300 fire sprinkler system or a fire sprinkler system with 3 heads or less to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$157 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$157.00	TOTAL REVENUE:	\$1,884
UNIT COST:	\$213.33	TOTAL COST:	\$2,560
UNIT PROFIT (SUBSIDY):	\$(56.33)	TOTAL PROFIT (SUBSIDY):	\$(676)
TOTAL UNITS:	12	PCT. COST RECOVERY:	73.59%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$215 per permit Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SPRINKLER EXPRESS PLAN CHECK/INSP				REFERENCE NO. S-042D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.17	\$18.43	12	\$221
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	12	\$2,339
		TYPE SUBTOTAL	1.17	\$213.34		\$2,560
		TOTALS	1.17	\$213.33		\$2,560

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE ALARM PLAN CHECK		REFERENCE NO. S-043A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan check of a new fire alarm system to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$157 plus actual cost of consultant			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$157.00	TOTAL REVENUE:	\$628
UNIT COST:	\$184.50	TOTAL COST:	\$738
UNIT PROFIT (SUBSIDY):	\$(27.50)	TOTAL PROFIT (SUBSIDY):	\$(110)
TOTAL UNITS:	4	PCT. COST RECOVERY:	85.09%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$185 plus actual cost of consultant Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE ALARM PLAN CHECK				REFERENCE NO. S-043A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL	+ Contractor	0.25	\$48.73	4	\$195
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	4	\$270
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	4	\$273
		TYPE SUBTOTAL	1.25	\$184.49		\$738
TOTALS			1.25	\$184.50		\$738

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE ALARM INSPECTION		REFERENCE NO. S-043B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of a new fire alarm system to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE Single Family Residential - \$64 Other - Charges at the fully allocated hourly rates plus any outside expenses.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$107.00	TOTAL REVENUE:	\$214
UNIT COST:	\$222.00	TOTAL COST:	\$444
UNIT PROFIT (SUBSIDY):	\$(115.00)	TOTAL PROFIT (SUBSIDY):	\$(230)
TOTAL UNITS:	2	PCT. COST RECOVERY:	48.20%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Single Family Residential - \$220 Other - Charges at the fully allocated hourly rates plus any outside expenses Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE ALARM INSPECTION				REFERENCE NO. S-043B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.25	\$27.10	2	\$54
		TYPE SUBTOTAL	0.25	\$27.10		\$54
FIRE DEPT	FIRE MARSHAL	SFR	1.00	\$194.91	1	\$195
		TYPE SUBTOTAL	1.00	\$194.91		\$195
FIRE DEPT	FIRE MARSHAL	MFR/Comm T&M	1.00	\$194.91	1	\$195
		TYPE SUBTOTAL	1.00	\$194.91		\$195
TOTALS			2.25	\$222.00		\$444

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE NEW FIRE HOOD/SUPPRESSION PLAN CHK		REFERENCE NO. S-044A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan check of a new fire suppression system for a Type 1 hood to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$157 plus actual cost of consultant			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$157.00	TOTAL REVENUE:	\$628
UNIT COST:	\$117.00	TOTAL COST:	\$468
UNIT PROFIT (SUBSIDY):	\$40.00	TOTAL PROFIT (SUBSIDY):	\$160
TOTAL UNITS:	4	PCT. COST RECOVERY:	134.19%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$115 plus actual cost of consultant Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE NEW FIRE HOOD/SUPPRESSION PLAN CHK				REFERENCE NO. S-044A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL	+ Contractor	0.25	\$48.73	4	\$195
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	4	\$273
		TYPE SUBTOTAL	0.75	\$116.89		\$468
		TOTALS	0.75	\$117.00		\$468

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE NEW FIRE HOOD/SUPPRESSION INSPECT		REFERENCE NO. S-044B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of a new fire hood suppression system to assure compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$110 per project			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$110.00	TOTAL REVENUE:	\$440
UNIT COST:	\$124.50	TOTAL COST:	\$498
UNIT PROFIT (SUBSIDY):	\$(14.50)	TOTAL PROFIT (SUBSIDY):	\$(58)
TOTAL UNITS:	4	PCT. COST RECOVERY:	88.35%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$125 per project Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE NEW FIRE HOOD/SUPPRESSION INSPECT					REFERENCE NO. S-044B	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.25	\$27.10	4	\$108
FIRE DEPT	FIRE MARSHAL		0.50	\$97.46	4	\$390
		TYPE SUBTOTAL	0.75	\$124.56		\$498
		TOTALS	0.75	\$124.50		\$498

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PRIVATE HYDRANT SYSTEM PC/INSP		REFERENCE NO. S-045	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE SYSTEM	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan check and inspection of a new private hydrant system to assure compliance with the Uniform Fire Code and City codes and standards.			
CURRENT FEE STRUCTURE \$313 per system			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$313.00	TOTAL REVENUE:	\$626
UNIT COST:	\$574.50	TOTAL COST:	\$1,149
UNIT PROFIT (SUBSIDY):	\$(261.50)	TOTAL PROFIT (SUBSIDY):	\$(523)
TOTAL UNITS:	2	PCT. COST RECOVERY:	54.48%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$575 per system plus actual cost of consultant Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE PRIVATE HYDRANT SYSTEM PC/INSP				REFERENCE NO. S-045		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	2	\$135
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	2	\$136
		TYPE SUBTOTAL	1.00	\$135.76		\$272
FIRE DEPT	FIRE MARSHAL	Plan Check	0.25	\$48.73	2	\$97
		TYPE SUBTOTAL	0.25	\$48.73		\$97
FIRE DEPT	FIRE MARSHAL	Inspection	2.00	\$389.82	2	\$780
		TYPE SUBTOTAL	2.00	\$389.82		\$780
TOTALS			3.25	\$574.50		\$1,149

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE SPRINKLER SERVICE LETTER		REFERENCE NO. S-045A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Preparing a letter describing the requirements for a new fire sprinkler system at the request of the property owner.			
CURRENT FEE STRUCTURE \$35 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.00	TOTAL REVENUE:	\$350
UNIT COST:	\$48.70	TOTAL COST:	\$487
UNIT PROFIT (SUBSIDY):	\$(13.70)	TOTAL PROFIT (SUBSIDY):	\$(137)
TOTAL UNITS:	10	PCT. COST RECOVERY:	71.87%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$50 per letter			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE SPRINKLER SERVICE LETTER				REFERENCE NO. S-045A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		0.25	\$48.73	10	\$487
		TYPE SUBTOTAL	0.25	\$48.73		\$487
		TOTALS	0.25	\$48.70		\$487

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE CODE POSITION LETTER		REFERENCE NO. S-045B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE LETTER	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing a letter describing the Fire Code interpretation or determination at the request of the property owner.			
CURRENT FEE STRUCTURE \$180 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$180.00	TOTAL REVENUE:	\$360
UNIT COST:	\$297.50	TOTAL COST:	\$595
UNIT PROFIT (SUBSIDY):	\$(117.50)	TOTAL PROFIT (SUBSIDY):	\$(235)
TOTAL UNITS:	2	PCT. COST RECOVERY:	60.50%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$300 per letter			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE CODE POSITION LETTER				REFERENCE NO. S-045B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.50	\$54.20	2	\$108
FIRE DEPT	FIRE CHIEF		0.17	\$48.41	2	\$97
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	2	\$390
		TYPE SUBTOTAL	1.67	\$297.52		\$595
TOTALS			1.67	\$297.50		\$595

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE FIRE FLOW TEST		REFERENCE NO. S-046	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE TEST	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing a water flow test of a new sprinkler system.			
CURRENT FEE STRUCTURE \$180 per test			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$180.00	TOTAL REVENUE:	\$3,600
UNIT COST:	\$246.45	TOTAL COST:	\$4,929
UNIT PROFIT (SUBSIDY):	\$(66.45)	TOTAL PROFIT (SUBSIDY):	\$(1,329)
TOTAL UNITS:	20	PCT. COST RECOVERY:	73.04%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$245 per test			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE FLOW TEST				REFERENCE NO. S-046		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 20		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.17	\$18.43	20	\$369
FIRE DEPT	FIRE MARSHAL		1.17	\$228.04	20	\$4,561
		TYPE SUBTOTAL	1.34	\$246.47		\$4,929
		TOTALS	1.34	\$246.45		\$4,929

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLAN REVISION CHECKING		REFERENCE NO. S-048	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan check of modifications or changes to approved plans.			
CURRENT FEE STRUCTURE \$139 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$264.00	TOTAL REVENUE:	\$26,400
UNIT COST:	\$332.15	TOTAL COST:	\$33,215
UNIT PROFIT (SUBSIDY):	\$(68.15)	TOTAL PROFIT (SUBSIDY):	\$(6,815)
TOTAL UNITS:	100	PCT. COST RECOVERY:	79.48%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$205 plus actual cost of City staff at the fully allocated hourly rates or actual cost of consultant			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PLAN REVISION CHECKING				REFERENCE NO. S-048		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 100		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		0.25	\$33.80	100	\$3,380
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	100	\$6,816
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL		0.33	\$105.19	100	\$10,519
		TYPE SUBTOTAL	1.08	\$207.15		\$20,715
CD-BUILDING		Contr 1 Hr	0.00	\$125.00	100	\$12,500
		TYPE SUBTOTAL	0.00	\$125.00		\$12,500
TOTALS			1.08	\$332.15		\$33,215

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE BUILDING - EXTRA PLAN CHECK/INSPECT		REFERENCE NO. S-049	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PLAN/INSPECT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan check or inspection of new building or remodels over and above the standard number of plan checks or inspections, to be determined by the Building Official.			
CURRENT FEE STRUCTURE Plan Check - \$23 plus \$130 per hour, 1 hour minimum or the actual cost of contract consultant Inspection - \$157 per extra inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$155.00	TOTAL REVENUE:	\$23,250
UNIT COST:	\$185.35	TOTAL COST:	\$27,802
UNIT PROFIT (SUBSIDY):	\$(30.35)	TOTAL PROFIT (SUBSIDY):	\$(4,552)
TOTAL UNITS:	150	PCT. COST RECOVERY:	83.63%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Plan Check - \$35 plus \$180 per hour, 1 hour minimum or the actual cost of contract consultant Inspection - \$215 per extra inspection			

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 COST DETAIL WORKSHEET
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SERVICE BUILDING - EXTRA PLAN CHECK/INSPECT				REFERENCE NO. S-049		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 150		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Extra Plan Check	0.25	\$34.08	75	\$2,556
CD-BUILDING		Contr 1 Hr PC	0.00	\$125.00	75	\$9,375
		TYPE SUBTOTAL	0.25	\$159.08		\$11,931
CD-BUILDING	BUILDING INSPECTOR I/II	Extra Inspection	1.00	\$177.53	75	\$13,315
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Extra Inspection	0.25	\$34.08	75	\$2,556
		TYPE SUBTOTAL	1.25	\$211.61		\$15,871
TOTALS			1.50	\$185.35		\$27,802

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE RESTAMPING OF APPROVED PLANS		REFERENCE NO. S-050	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Restamping of plans which were approved and stamped, but which were lost after issuance.			
CURRENT FEE STRUCTURE Residential - \$209 per plan Commercial - \$394 per plan			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$223.23	TOTAL REVENUE:	\$2,902
UNIT COST:	\$205.69	TOTAL COST:	\$2,674
UNIT PROFIT (SUBSIDY):	\$17.54	TOTAL PROFIT (SUBSIDY):	\$228
TOTAL UNITS:	13	PCT. COST RECOVERY:	108.53%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Single Family Residential - \$195 per plan Commercial/Industrial/Multi-Family - \$355 per plan			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE RESTAMPING OF APPROVED PLANS					REFERENCE NO. S-050		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 13		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.25	\$34.08	13	\$443	
		TYPE SUBTOTAL	0.25	\$34.08		\$443	
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Residential	0.50	\$159.38	12	\$1,913	
		TYPE SUBTOTAL	0.50	\$159.38		\$1,913	
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Comm/Ind/MFR	1.00	\$318.75	1	\$319	
		TYPE SUBTOTAL	1.00	\$318.75		\$319	
TOTALS			1.75	\$205.69		\$2,674	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE LOST INSPECTION CARD		REFERENCE NO. S-051	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE CARD	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Re-issuance of an inspection card which was lost after issuance.			
CURRENT FEE STRUCTURE \$93 per card			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$93.00	TOTAL REVENUE:	\$1,116
UNIT COST:	\$126.75	TOTAL COST:	\$1,521
UNIT PROFIT (SUBSIDY):	\$(33.75)	TOTAL PROFIT (SUBSIDY):	\$(405)
TOTAL UNITS:	12	PCT. COST RECOVERY:	73.37%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$125 per card			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE LOST INSPECTION CARD				REFERENCE NO. S-051		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	BUILDING INSPECTOR I/II		0.33	\$58.58	12	\$703
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	12	\$818
		TYPE SUBTOTAL	0.83	\$126.74		\$1,521
		TOTALS	0.83	\$126.75		\$1,521

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CHANGE OF CONTRACTOR/RESP. PARTY		REFERENCE NO. S-051A	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing a new application, new construction card, and a new letter of authorization due to a change of contractor or responsible party.			
CURRENT FEE STRUCTURE \$145 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$145.00	TOTAL REVENUE:	\$290
UNIT COST:	\$195.00	TOTAL COST:	\$390
UNIT PROFIT (SUBSIDY):	\$(50.00)	TOTAL PROFIT (SUBSIDY):	\$(100)
TOTAL UNITS:	2	PCT. COST RECOVERY:	74.36%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$195 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE CHANGE OF CONTRACTOR/RESP. PARTY				REFERENCE NO. S-051A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	BUILDING INSPECTOR I/II		0.33	\$58.58	2	\$117
CD-BUILDING	ADMIN SUPPORT ASSISTANT		1.00	\$136.31	2	\$273
		TYPE SUBTOTAL	1.33	\$194.89		\$390
		TOTALS	1.33	\$195.00		\$390

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE APPEAL TO BOARD OF APPEALS		REFERENCE NO. S-052	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review, report on, publish, and perform staff work for an appeal of a decision of City staff to the Board of Appeals.			
CURRENT FEE STRUCTURE \$788 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$788.00	TOTAL REVENUE:	\$788
UNIT COST:	\$1,866.00	TOTAL COST:	\$1,866
UNIT PROFIT (SUBSIDY):	<u>\$(1,078.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(1,078)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	42.23%
SUGGESTED FEE FOR COST RECOVERY OF: 70% \$1,305 per appeal for 70% cost recovery			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE APPEAL TO BOARD OF APPEALS					REFERENCE NO. S-052		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CD-BUILDING	ADMIN SUPPORT ASSISTANT		2.00	\$272.62	1	\$273	
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL		5.00	\$1,593.75	1	\$1,594	
		TYPE SUBTOTAL	7.00	\$1,866.37		\$1,866	
		TOTALS	7.00	\$1,866.00		\$1,866	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE ON-SITE GRADING P/C - BUILDING		REFERENCE NO. S-053	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Checking accuracy of compliance for on-site grading and drainage plans associated with a Building Permit with City codes, standards, and requirements.			
CURRENT FEE STRUCTURE Less than 50 Cubic Yard Permit - \$423 Single Family Residence/Accessory - \$736 Commercial - \$794 plus \$180 per each 5,000 sq ft after the first 5,000 sq ft Multi Family - \$1,716 plus \$64 per unit Tract: 5-50 lots - \$1,409 plus \$43 per lot for each lot over 5 lots 50+ lots - \$3,344 plus \$30 per lot for each lot over 50 lots			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$641.90	TOTAL REVENUE:	\$75,102
UNIT COST:	\$515.92	TOTAL COST:	\$60,363
UNIT PROFIT (SUBSIDY):	\$125.98	TOTAL PROFIT (SUBSIDY):	\$14,739
TOTAL UNITS:	117	PCT. COST RECOVERY:	124.42%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor (Less than 50 CY/1,000 sq ft of disturbed soil) - \$75 Single Family Residence/Accessory: 50-100 CY of disturbed soil - \$315 101-500 CY of disturbed soil - \$390 501+ CY/1 acre or more of disturbed soil - \$600 Commercial/Industrial/Multifamily - \$660 plus \$155 per each 5,000 sq ft of disturbed soil after the first 5,000 sq ft Rough Grading - \$475 Plus 7.5% for Technology Surcharge			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE					REFERENCE NO.		
ON-SITE GRADING P/C - BUILDING					S-053		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					117		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Minor	0.50	\$75.23	30	\$2,257	
		TYPE SUBTOTAL	0.50	\$75.23		\$2,257	
CD-PLANNING	ASST/ASSOC PLANNER	SFR/Access < 100 CY	1.00	\$163.22	30	\$4,897	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	SFR/Access <100 CY	1.00	\$150.45	30	\$4,514	
		TYPE SUBTOTAL	2.00	\$313.67		\$9,410	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	SFR/Access > 100 CY	1.50	\$225.68	30	\$6,770	
		TYPE SUBTOTAL	1.50	\$225.68		\$6,770	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	SFR/Acc >500 CY 1 Ac	2.50	\$376.13	2	\$752	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	SFR/Acc >500 CY 1 Ac	0.25	\$59.58	2	\$119	
		TYPE SUBTOTAL	2.75	\$435.71		\$871	
CD-PLANNING	ASST/ASSOC PLANNER	Comm/Ind/MFR <5K Sf	1.00	\$163.22	20	\$3,264	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Comm/Ind/MFR <5K Sf	2.50	\$376.13	20	\$7,523	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Comm/Ind/MFR <5K Sf	0.50	\$119.16	20	\$2,383	
		TYPE SUBTOTAL	4.00	\$658.51		\$13,170	
CD-PLANNING	ASST/ASSOC PLANNER	Comm-Add'l 5k Sq Ft	0.33	\$53.86	5	\$269	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Comm-Add'l 5k Sq Ft	0.50	\$75.23	5	\$376	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Comm-Add'l 5K Sq Ft	0.10	\$23.83	5	\$119	
		TYPE SUBTOTAL	0.93	\$152.92		\$765	
CD-PLANNING	SENIOR PLANNER	Rough Grading	0.50	\$102.24	57	\$5,828	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Rough Grading	0.50	\$68.16	57	\$3,885	
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Rough Grading	0.25	\$79.69	57	\$4,542	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Rough Grading	1.50	\$225.68	57	\$12,864	

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ON-SITE GRADING P/C - BUILDING				REFERENCE NO. S-053		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 117		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
		TYPE SUBTOTAL	2.75	\$475.77		\$27,119
		TOTALS	14.43	\$515.92		\$60,363

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ON-SITE GRADING P/C - NO BUILDING		REFERENCE NO. S-053A	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Checking accuracy of compliance for on-site grading and drainage plans without a Building Permit with City codes, standards, and requirements.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$2,630.00	TOTAL COST:	\$2,630
UNIT PROFIT (SUBSIDY):	\$(2,630.00)	TOTAL PROFIT (SUBSIDY):	\$(2,630)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor (less than 10,000 sq ft of disturbed soil) - \$535 Standard (10,000 sq ft - 1 acre of disturbed soil) - \$970 Major (Greater than 1 acre of disturbed soil) - \$1,120 Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
ON-SITE GRADING P/C - NO BUILDING					S-053A		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
CD-PLANNING	SENIOR PLANNER	Minor	1.00	\$204.47	1	\$204	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Minor	0.75	\$102.23	1	\$102	
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Minor	0.25	\$79.69	1	\$80	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Minor	1.00	\$150.45	1	\$150	
TYPE SUBTOTAL			3.00	\$536.84		\$537	
CD-PLANNING	SENIOR PLANNER	Standard	2.00	\$408.94	1	\$409	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Standard	0.75	\$102.23	1	\$102	
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Standard	0.50	\$159.38	1	\$159	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Standard	2.00	\$300.90	1	\$301	
TYPE SUBTOTAL			5.25	\$971.45		\$971	
CD-PLANNING	SENIOR PLANNER	Major	2.00	\$408.94	1	\$409	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Major	0.75	\$102.23	1	\$102	
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Major	0.50	\$159.38	1	\$159	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Major	3.00	\$451.35	1	\$451	
TYPE SUBTOTAL			6.25	\$1,121.90		\$1,122	
TOTALS			14.50	\$2,630.00		\$2,630	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ON-SITE DRAINAGE PLAN CHECK		REFERENCE NO. S-053B	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Checking accuracy of compliance of on-site drainage plans with City codes, standards, and requirements.			
CURRENT FEE STRUCTURE Single Family Residence/Accessory - \$133 Commercial - \$278 plus \$214 per each 5,000 sq ft after the first 5,000 sq ft Multi Family - \$510 plus \$93 per unit Tract: 5-50 lots - \$464 plus \$21 per lot for each lot over 5 lots 50+ lots - \$1,409 plus \$12 per lot for each lot over 50 lots plus 2.85% for document imaging			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee should be removed from the fee schedule as it is now covered as part of the On-Site Grading Plan Check and other Stormwater fees.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE ON-SITE DRAINAGE PLAN CHECK				REFERENCE NO. S-053B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ENGINEERING - EXTRA PLAN CHECK/INSP		REFERENCE NO. S-053C	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of Engineering applications after the standard number of reviews or inspections.			
CURRENT FEE STRUCTURE \$49 per plan/inspection plus \$180 per hour per extra plan check or inspection OR Charge 130% of Actual Contract Costs for projects that use contract services Fee to be assessed after initial plan check/inspection and one re-check/inspection.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$229.00	TOTAL REVENUE:	\$13,740
UNIT COST:	\$150.58	TOTAL COST:	\$9,035
UNIT PROFIT (SUBSIDY):	\$78.42	TOTAL PROFIT (SUBSIDY):	\$4,705
TOTAL UNITS:	60	PCT. COST RECOVERY:	152.08%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$35 per plan/inspection plus \$150 per hour per extra plan check or inspection OR Charge 130% of Actual Contract Costs for projects that use contract services Fee to be assessed after initial plan check/inspection and one re-check/inspection.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ENGINEERING - EXTRA PLAN CHECK/INSP				REFERENCE NO. S-053C		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 60		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Plan Check	0.25	\$34.08	30	\$1,022
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Plan Check	1.00	\$150.45	30	\$4,514
		TYPE SUBTOTAL	1.25	\$184.53		\$5,536
PW ADMIN	PUBLIC WORKS INSPECTOR	Inspection	1.00	\$116.63	30	\$3,499
		TYPE SUBTOTAL	1.00	\$116.63		\$3,499
		TOTALS	2.25	\$150.58		\$9,035

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TEMPORARY STOCKPILE PERMIT		REFERENCE NO. S-053D	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a temporary stockpile for compliance with City codes, standards, and requirements.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$400.60	TOTAL COST:	\$2,003
UNIT PROFIT (SUBSIDY):	\$(400.60)	TOTAL PROFIT (SUBSIDY):	\$(2,003)
TOTAL UNITS:	5	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$400 per permit			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE TEMPORARY STOCKPILE PERMIT				REFERENCE NO. S-053D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	BUILDING INSPECTOR I/II		1.00	\$177.53	5	\$888
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	5	\$341
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL		0.25	\$79.69	5	\$398
PW ADMIN	ASSOCIATE CIVIL ENGINEER		0.50	\$75.23	5	\$376
		TYPE SUBTOTAL	2.25	\$400.61		\$2,003
		TOTALS	2.25	\$400.60		\$2,003

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PLOT PLAN REVIEW		REFERENCE NO. S-053E	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE LOT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of individual lot grading and lot details for conformance with overall site improvement plans.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$94.05	TOTAL COST:	\$1,881
UNIT PROFIT (SUBSIDY):	\$(94.05)	TOTAL PROFIT (SUBSIDY):	\$(1,881)
TOTAL UNITS:	20	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Single-Family - \$75 per lot Commercial/Industrial/Multi-Family - \$150 per lot			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PLOT PLAN REVIEW				REFERENCE NO. S-053E		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 20		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER	SFR	0.50	\$75.23	15	\$1,128
		TYPE SUBTOTAL	0.50	\$75.23		\$1,128
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Comm/Ind/MFR	1.00	\$150.45	5	\$752
		TYPE SUBTOTAL	1.00	\$150.45		\$752
TOTALS			1.50	\$94.05		\$1,881

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ENGINEERING COMM. MODIFICATION REV		REFERENCE NO. S-053F	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review of a commercial tenant improvement for changes in sewer flow, site changes, and other modifications impacting Engineering-related matters.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$134.80	TOTAL COST:	\$4,044
UNIT PROFIT (SUBSIDY):	\$(134.80)	TOTAL PROFIT (SUBSIDY):	\$(4,044)
TOTAL UNITS:	30	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$135 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE ENGINEERING COMM. MODIFICATION REV				REFERENCE NO. S-053F		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 30		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER		0.50	\$75.23	30	\$2,257
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.25	\$59.58	30	\$1,787
		TYPE SUBTOTAL	0.75	\$134.81		\$4,044
		TOTALS	0.75	\$134.80		\$4,044

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ON-SITE STORMWATER MGMT PLAN CHECK		REFERENCE NO. S-053G	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of on-site stormwater facilities, hydrology/hydraulic calculations, and other related documents for projects with post-construction requirements for stormwater management.			
CURRENT FEE STRUCTURE Currently included in Drainage Plan Check fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$706.45	TOTAL COST:	\$28,258
UNIT PROFIT (SUBSIDY):	<u>\$(706.45)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(28,258)</u>
TOTAL UNITS:	40	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Tier 3 - \$660 Tier 4 - \$1,020 Tiers 1 and 2 are included in grading plan check fees Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ON-SITE STORMWATER MGMT PLAN CHECK				REFERENCE NO. S-053G		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 40		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Tier 3	4.00	\$601.80	35	\$21,063
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Tier 3	0.25	\$59.58	35	\$2,085
		TYPE SUBTOTAL	4.25	\$661.38		\$23,148
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Tier 4	6.00	\$902.70	5	\$4,514
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Tier 4	0.50	\$119.16	5	\$596
		TYPE SUBTOTAL	6.50	\$1,021.86		\$5,109
		TOTALS	10.75	\$706.45		\$28,258

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SWPPP PLAN CHECK/INSPECTION		REFERENCE NO. S-053H	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PLAN/PERMIT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of Stormwater Pollution Prevention Plans (SWPPP) and inspection of construction sites for compliance with stormwater requirements.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,564.00	TOTAL COST:	\$7,820
UNIT PROFIT (SUBSIDY):	<u>\$(1,564.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(7,820)</u>
TOTAL UNITS:	5	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Plan Check - \$360 Inspection - \$300 per quarter per site Plus 7.5% for Technology Surcharge			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SWPPP PLAN CHECK/INSPECTION				REFERENCE NO. S-053H		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Plan Check	2.00	\$300.90	5	\$1,505
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Plan Check	0.25	\$59.58	5	\$298
		TYPE SUBTOTAL	2.25	\$360.48		\$1,802
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Insp - 2 Hr/Qtr Site	2.00	\$300.90	20	\$6,018
		TYPE SUBTOTAL	2.00	\$300.90		\$6,018
		TOTALS	4.25	\$1,564.00		\$7,820

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE OWTS (SEPTIC SYSTEM) PLAN CHECK		REFERENCE NO. S-053W	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Plan check for a new, modified, or replacement Onsite Wastewater Treatment System (Septic System) for compliance with appropriate codes and design standards.			
CURRENT FEE STRUCTURE \$319 per plan			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$319.00	TOTAL REVENUE:	\$7,975
UNIT COST:	\$483.92	TOTAL COST:	\$12,098
UNIT PROFIT (SUBSIDY):	<u>\$(164.92)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(4,123)</u>
TOTAL UNITS:	25	PCT. COST RECOVERY:	65.92%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New/Modified (associated with a structure) - \$395 per plan Replacement (not associated with a structure) - \$545 per plan Plus 7.5% for Technology Surcharge			

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 COST DETAIL WORKSHEET
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SERVICE OWTS (SEPTIC SYSTEM) PLAN CHECK				REFERENCE NO. S-053W		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER	New/Modified	2.50	\$376.13	10	\$3,761
PW ADMIN	CITY ENGINEER/PW DIRECTOR	New/Modified	0.08	\$19.06	10	\$191
		TYPE SUBTOTAL	2.58	\$395.19		\$3,952
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Replacement	0.50	\$68.16	15	\$1,022
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Replacement	0.25	\$79.69	15	\$1,195
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Replacement	2.50	\$376.13	15	\$5,642
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Replacement	0.08	\$19.06	15	\$286
		TYPE SUBTOTAL	3.33	\$543.04		\$8,146
		TOTALS	5.91	\$483.92		\$12,098

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ON-SITE GRADING INSPECTION		REFERENCE NO. S-054	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Inspection for grading and drainage activities associated with a building for compliance with approved plans.			
CURRENT FEE STRUCTURE Single Family Residence/Accessory - \$284 Commercial - \$632 plus \$313 per each 5,000 sq ft after the first 5,000 sq ft Multi Family - \$406 plus \$58 per unit Tract: 5-50 lots - \$632 plus \$54 per lot for each lot over 5 lots 50+ lots - \$3,062 plus \$31 per lot for each lot over 50 lots			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$344.73	TOTAL REVENUE:	\$40,333
UNIT COST:	\$319.25	TOTAL COST:	\$37,352
UNIT PROFIT (SUBSIDY):	\$25.48	TOTAL PROFIT (SUBSIDY):	\$2,981
TOTAL UNITS:	117	PCT. COST RECOVERY:	107.98%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor (Less than 50 CY/1,000 sq ft of disturbed soil) - \$115 Single Family Residence/Accessory: 50-100 CY of disturbed soil - \$290 101-500 CY of disturbed soil - \$410 501+ CY/1 acre or more of disturbed soil - \$775 Commercial/Industrial/Multifamily - \$505 plus \$245 per each 5,000 sq ft of disturbed soil after the first 5,000 sq ft Plus 7.5% for Technology Surcharge			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.			
ON-SITE GRADING INSPECTION				S-054			
NOTE				TOTAL UNITS			
Unit Costs are an Average of Total Units				117			
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
PW ADMIN	PUBLIC WORKS INSPECTOR	Minor	1.00	\$116.63	30	\$3,499	
TYPE SUBTOTAL			1.00	\$116.63		\$3,499	
PW ADMIN	PUBLIC WORKS INSPECTOR	SFR/Access <100 CY	2.50	\$291.58	30	\$8,747	
TYPE SUBTOTAL			2.50	\$291.58		\$8,747	
PW ADMIN	PUBLIC WORKS INSPECTOR	SFR/Access >100 CY	3.50	\$408.21	30	\$12,246	
TYPE SUBTOTAL			3.50	\$408.21		\$12,246	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	SFR/Access >500 CY	0.50	\$75.23	2	\$150	
PW ADMIN	PUBLIC WORKS INSPECTOR	SFR/Access >500 CY	6.00	\$699.78	2	\$1,400	
TYPE SUBTOTAL			6.50	\$775.01		\$1,550	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Comm/Ind/MFR <5K Sf	0.25	\$37.61	20	\$752	
PW ADMIN	PUBLIC WORKS INSPECTOR	Comm/Ind MFR <5K Sf	4.00	\$466.52	20	\$9,330	
TYPE SUBTOTAL			4.25	\$504.13		\$10,083	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Comm-Add'l 5k Sq Ft	0.08	\$12.04	5	\$60	
PW ADMIN	PUBLIC WORKS INSPECTOR	Comm-Add'l 5K Sq Ft	2.00	\$233.26	5	\$1,166	
TYPE SUBTOTAL			2.08	\$245.30		\$1,227	
TOTALS			19.83	\$319.25		\$37,352	

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**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE ON-SITE DRAINAGE INSPECTION		REFERENCE NO. S-054A	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Reviewing and inspecting approved drainage improvements on private property.			
CURRENT FEE STRUCTURE Single Family Residence/Accessory - \$145 Commercial - \$464 plus \$203 per each 5,000 sq ft after the first 5,000 sq ft Multi Family - \$464 plus \$58 per unit Tract: 5-50 lots - \$812 plus \$36 per lot for each lot over 5 lots 50+ lots - \$2,432 plus \$21 per lot for each lot over 50 lots			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee should be removed from the fee schedule as it is now covered as part of the On-Site Grading Inspection fees.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ON-SITE DRAINAGE INSPECTION				REFERENCE NO. S-054A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ON-SITE STORMWATER MGMT INSPECTION		REFERENCE NO. S-054B	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE FACILITY	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection for construction of approved on-site stormwater facilities for projects with post-construction requirements for stormwater management.			
CURRENT FEE STRUCTURE Currently included in Drainage Inspection fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$366.80	TOTAL COST:	\$14,672
UNIT PROFIT (SUBSIDY):	\$(366.80)	TOTAL PROFIT (SUBSIDY):	\$(14,672)
TOTAL UNITS:	40	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$365 per drainage facility Plus 7.5% for Technology Surcharge			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ON-SITE STORMWATER MGMT INSPECTION					REFERENCE NO. S-054B		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 40		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PW ADMIN	ASSOCIATE CIVIL ENGINEER		0.50	\$75.23	40	\$3,009	
PW ADMIN	PUBLIC WORKS INSPECTOR		2.50	\$291.58	40	\$11,663	
		TYPE SUBTOTAL	3.00	\$366.81		\$14,672	
		TOTALS	3.00	\$366.80		\$14,672	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE OWTS (SEPTIC SYSTEM) INSPECTION		REFERENCE NO. S-054W	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Inspection for construction of a new, modified, or replacement Onsite Wastewater Treatment System (OWTS) for compliance with approved plans.			
CURRENT FEE STRUCTURE \$110 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$110.00	TOTAL REVENUE:	\$2,750
UNIT COST:	\$355.08	TOTAL COST:	\$8,877
UNIT PROFIT (SUBSIDY):	\$(245.08)	TOTAL PROFIT (SUBSIDY):	\$(6,127)
TOTAL UNITS:	25	PCT. COST RECOVERY:	30.98%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$355 per permit Plus 7.5% for Technology Surcharge			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE OWTS (SEPTIC SYSTEM) INSPECTION				REFERENCE NO. S-054W		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	BUILDING INSPECTOR I/II		2.00	\$355.06	25	\$8,877
		TYPE SUBTOTAL	2.00	\$355.06		\$8,877
		TOTALS	2.00	\$355.08		\$8,877

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PUBLIC IMPROVEMENT PLAN CHECK		REFERENCE NO. S-055	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PLAN	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of improvement plans for City infrastructure associated with subdivisions, developments, or other private property improvements.			
CURRENT FEE STRUCTURE \$0 - \$50,000 - 4.80% of the Engineer's Estimate (\$500 minimum) \$50,001 - \$100,000 - \$2,400 plus 0.75% of the Engineer's Estimate over \$50,000 \$100,001-\$250,000 - \$2,775 plus 0.23% of the Engineer's Estimate over \$100,000 \$250,001-\$500,000 - \$3,120 plus 0.75% of the Engineer's Estimate over \$250,000 \$500,001+ - \$4,995 plus 0.23% of the Engineer's Estimate over \$500,000			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,445.29	TOTAL REVENUE:	\$58,570
UNIT COST:	\$8,447.41	TOTAL COST:	\$143,606
UNIT PROFIT (SUBSIDY):	\$(5,002.12)	TOTAL PROFIT (SUBSIDY):	\$(85,036)
TOTAL UNITS:	17	PCT. COST RECOVERY:	40.79%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$0 - \$50,000 - 7.4% of the Engineer's Estimate (\$1,000 minimum) \$50,001 - \$100,000 - \$3,700 plus 4.45% of the Eng. Est. over \$50,000 \$100,001 - \$500,000 - \$5,925 plus 1.55% of the Eng. Est. over \$100,000 \$500,001 - \$1,000,000 - \$12,140 plus 1.07% of the Eng. Est. over \$500,000 \$1,000,001 - \$2,000,000 - \$17,465 plus 0.53% of the Eng Est over \$1,000,000 \$2,000,001+ - \$22,795 plus 0.53% of the Engineer's Estimate over \$2,000,000 Plus 7.5% for Technology Surcharge			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
PUBLIC IMPROVEMENT PLAN CHECK					S-055		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					17		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
FIRE DEPT	FIRE MARSHAL	Plan Chk/Inspect	2.00	\$389.82	17	\$6,627	
		TYPE SUBTOTAL	2.00	\$389.82		\$6,627	
CD-PLANNING	SENIOR PLANNER	Base	0.50	\$102.24	1	\$102	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Base	1.00	\$136.31	1	\$136	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Base	4.00	\$601.80	1	\$602	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Base	1.00	\$238.31	1	\$238	
		TYPE SUBTOTAL	6.50	\$1,078.66		\$1,079	
CD-PLANNING	SENIOR PLANNER	\$50,000	2.00	\$408.94	5	\$2,045	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	\$50,000	1.00	\$136.31	5	\$682	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$50,000	12.00	\$1,805.40	5	\$9,027	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$50,000	4.00	\$953.24	5	\$4,766	
		TYPE SUBTOTAL	19.00	\$3,303.89		\$16,519	
CD-PLANNING	SENIOR PLANNER	\$100,000	4.00	\$817.88	5	\$4,089	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	\$100,000	2.00	\$272.62	5	\$1,363	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$100,000	20.00	\$3,009.00	5	\$15,045	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$100,000	6.00	\$1,429.86	5	\$7,149	
		TYPE SUBTOTAL	32.00	\$5,529.36		\$27,647	
CD-PLANNING	SENIOR PLANNER	\$500,000	8.00	\$1,635.76	3	\$4,907	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	\$500,000	2.00	\$272.62	3	\$818	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$500,000	40.00	\$6,018.00	3	\$18,054	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$500,000	16.00	\$3,812.96	3	\$11,439	
		TYPE SUBTOTAL	66.00	\$11,739.34		\$35,218	
CD-PLANNING	SENIOR PLANNER	\$1,000,000	10.00	\$2,044.70	2	\$4,089	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	\$1,000,000	2.00	\$272.62	2	\$545	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$1,000,000	60.00	\$9,027.00	2	\$18,054	

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
PUBLIC IMPROVEMENT PLAN CHECK				S-055		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				17		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$1,000,000	24.00	\$5,719.44	2	\$11,439
		TYPE SUBTOTAL	96.00	\$17,063.76		\$34,128
CD-PLANNING	SENIOR PLANNER	\$2,000,000	12.00	\$2,453.64	1	\$2,454
CD-BUILDING	ADMIN SUPPORT ASSISTANT	\$2,000,000	2.00	\$272.62	1	\$273
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$2,000,000	80.00	\$12,036.00	1	\$12,036
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$2,000,000	32.00	\$7,625.92	1	\$7,626
		TYPE SUBTOTAL	126.00	\$22,388.18		\$22,388
TOTALS			347.50	\$8,447.41		\$143,606

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PUBLIC IMPROVEMENT INSPECTION		REFERENCE NO. S-055A	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Inspection of construction for City infrastructure associated with subdivisions, developments, or other private party			
CURRENT FEE STRUCTURE \$0 - \$50,000 - 3.4% of the Engineer's Estimate (\$500 minimum) \$50,001 - \$100,000 - \$1,700 plus 1.5% of the Engineer's Estimate over \$50,000 \$100,001+ - \$2,450 plus 0.45% of the Engineer's Estimate over \$100,000			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,382.35	TOTAL REVENUE:	\$57,500
UNIT COST:	\$5,616.29	TOTAL COST:	\$95,477
UNIT PROFIT (SUBSIDY):	\$(2,233.94)	TOTAL PROFIT (SUBSIDY):	\$(37,977)
TOTAL UNITS:	17	PCT. COST RECOVERY:	60.22%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$0 - \$50,000 - 3.92% of the Engineer's Estimate (\$1,000 minimum) \$50,001 - \$100,000 - \$1,960 plus 4.07% of the Eng. Est. over \$50,000 \$100,001 - \$500,000 - \$3,995 plus 0.98% of the Eng. Est. over \$100,000 \$500,001 - \$1,000,000 - \$7,920 plus 0.82% of the Eng. Est. over \$500,000 \$1,000,001 - \$2,000,000 - \$12,015 plus 0.47% of the Eng Est over \$1,000,000 \$2,000,001+ - \$16,710 plus 0.47% of the Engineer's Estimate over \$2,000,000 Plus 7.5% for Technology Surcharge			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.	
PUBLIC IMPROVEMENT INSPECTION					S-055A	
NOTE					TOTAL UNITS	
Unit Costs are an Average of Total Units					17	
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	SENIOR PLANNER	Base	0.50	\$102.24	1	\$102
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Base	2.00	\$300.90	1	\$301
PW ADMIN	OFFICE ASSISTANT III	Base	1.00	\$84.92	1	\$85
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Base	1.00	\$238.31	1	\$238
PW ADMIN	PUBLIC WORKS INSPECTOR	Base	4.00	\$466.52	1	\$467
TYPE SUBTOTAL			8.50	\$1,192.89		\$1,193
CD-PLANNING	SENIOR PLANNER	\$50,000	0.50	\$102.24	5	\$511
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$50,000	4.00	\$601.80	5	\$3,009
PW ADMIN	OFFICE ASSISTANT III	\$50,000	1.00	\$84.92	5	\$425
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$50,000	1.00	\$238.31	5	\$1,192
PW ADMIN	PUBLIC WORKS INSPECTOR	\$50,000	8.00	\$933.04	5	\$4,665
TYPE SUBTOTAL			14.50	\$1,960.31		\$9,802
CD-PLANNING	SENIOR PLANNER	\$100,000	1.00	\$204.47	5	\$1,022
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$100,000	6.00	\$902.70	5	\$4,514
PW ADMIN	OFFICE ASSISTANT III	\$100,000	1.00	\$84.92	5	\$425
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$100,000	2.00	\$476.62	5	\$2,383
PW ADMIN	PUBLIC WORKS INSPECTOR	\$100,000	20.00	\$2,332.60	5	\$11,663
TYPE SUBTOTAL			30.00	\$4,001.31		\$20,007
CD-PLANNING	SENIOR PLANNER	\$500,000	2.00	\$408.94	3	\$1,227
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$500,000	12.00	\$1,805.40	3	\$5,416
PW ADMIN	OFFICE ASSISTANT III	\$500,000	1.00	\$84.92	3	\$255
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$500,000	4.00	\$953.24	3	\$2,860
PW ADMIN	PUBLIC WORKS INSPECTOR	\$500,000	40.00	\$4,665.20	3	\$13,996
TYPE SUBTOTAL			59.00	\$7,917.70		\$23,753
CD-PLANNING	SENIOR PLANNER	\$1,000,000	3.00	\$613.41	2	\$1,227
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$1,000,000	16.00	\$2,407.20	2	\$4,814

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
PUBLIC IMPROVEMENT INSPECTION					S-055A		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					17		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
PW ADMIN	OFFICE ASSISTANT III	\$1,000,000	1.00	\$84.92	2	\$170	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$1,000,000	8.00	\$1,906.48	2	\$3,813	
PW ADMIN	PUBLIC WORKS INSPECTOR	\$1,000,000	60.00	\$6,997.80	2	\$13,996	
		TYPE SUBTOTAL	88.00	\$12,009.81		\$24,020	
CD-PLANNING	SENIOR PLANNER	\$2,000,000	4.00	\$817.88	1	\$818	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	\$2,000,000	24.00	\$3,610.80	1	\$3,611	
PW ADMIN	OFFICE ASSISTANT III	\$2,000,000	1.00	\$84.92	1	\$85	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	\$2,000,000	12.00	\$2,859.72	1	\$2,860	
PW ADMIN	PUBLIC WORKS INSPECTOR	\$2,000,000	80.00	\$9,330.40	1	\$9,330	
		TYPE SUBTOTAL	121.00	\$16,703.72		\$16,704	
TOTALS			321.00	\$5,616.29		\$95,477	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ENGINEERING AGREEMENTS		REFERENCE NO. S-055B	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE AGREEMENT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Prepare, review, and process engineering agreements and related documents with subdividers, developers, and other private parties related to public improvements and private improvements with common or shared interest.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$466.04	TOTAL COST:	\$10,719
UNIT PROFIT (SUBSIDY):	\$(466.04)	TOTAL PROFIT (SUBSIDY):	\$(10,719)
TOTAL UNITS:	23	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Public or Subdivision Improvements (Tract Map) - \$700 per agreement Deferral of Improvements (Parcel Map) - \$385 per agreement Sewer Extension Reimbursement - \$560 per agreement Oversizing Improvements Reimbursement - \$1,100 per agreement Maintenance of Stormwater Facilities -\$305 per agreement			

May 30, 2022

CITY OF ATASCADERO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE				REFERENCE NO.		
ENGINEERING AGREEMENTS				S-055B		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				23		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Public Improve	2.50	\$376.13	5	\$1,881
PW ADMIN	OFFICE ASSISTANT III	Public Improve	1.00	\$84.92	5	\$425
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Public Improve	1.00	\$238.31	5	\$1,192
TYPE SUBTOTAL			4.50	\$699.36		\$3,497
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Improve Deferral	1.50	\$225.68	5	\$1,128
PW ADMIN	OFFICE ASSISTANT III	Improve Deferral	0.50	\$42.46	5	\$212
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Improve Deferral	0.50	\$119.16	5	\$596
TYPE SUBTOTAL			2.50	\$387.30		\$1,937
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Sewer Ext Reimb	2.00	\$300.90	2	\$602
PW ADMIN	OFFICE ASSISTANT III	Sewer Ext Reimb	0.25	\$21.23	2	\$42
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Sewer Ext Reimb	1.00	\$238.31	2	\$477
TYPE SUBTOTAL			3.25	\$560.44		\$1,121
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Oversizing Improve	4.00	\$601.80	1	\$602
PW ADMIN	OFFICE ASSISTANT III	Oversizing Improve	0.25	\$21.23	1	\$21
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Oversizing Improve	2.00	\$476.62	1	\$477
TYPE SUBTOTAL			6.25	\$1,099.65		\$1,100
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Stormwater Facil	1.50	\$225.68	10	\$2,257
PW ADMIN	OFFICE ASSISTANT III	Stormwater Facil	0.25	\$21.23	10	\$212
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Stormwater Facil	0.25	\$59.58	10	\$596
TYPE SUBTOTAL			2.00	\$306.49		\$3,065
TOTALS			18.50	\$466.04		\$10,719

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TEMPORARY ENCROACHMENT PERMIT		REFERENCE NO. S-056	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review and inspection of temporary physical encroachment of private property and use in the public right-of-way			
CURRENT FEE STRUCTURE \$133 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$133.00	TOTAL REVENUE:	\$5,586
UNIT COST:	\$242.33	TOTAL COST:	\$10,178
UNIT PROFIT (SUBSIDY):	<u>\$(109.33)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(4,592)</u>
TOTAL UNITS:	42	PCT. COST RECOVERY:	54.88%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Short Term - \$105 Long Term - Minor - \$195 Long Term - Major - \$755 Outdoor Dining - New - \$360 (subsidized) Outdoor Dining - Annual - \$165 (subsidized) Overhead Structure - \$155 Miscellaneous Minor Use - \$105			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.	
TEMPORARY ENCROACHMENT PERMIT					S-056	
NOTE					TOTAL UNITS	
Unit Costs are an Average of Total Units					42	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Short Term	0.25	\$37.61	10	\$376
PW ADMIN	OFFICE ASSISTANT III	Short Term	0.08	\$6.79	10	\$68
PW ADMIN	PUBLIC WORKS INSPECTOR	Short Term	0.50	\$58.32	10	\$583
TYPE SUBTOTAL			0.83	\$102.72		\$1,027
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Long Term - Minor	0.25	\$37.61	5	\$188
PW ADMIN	OFFICE ASSISTANT III	Long Term - Minor	0.25	\$21.23	5	\$106
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Long Term - Minor	0.08	\$19.06	5	\$95
PW ADMIN	PUBLIC WORKS INSPECTOR	Long Term - Minor	1.00	\$116.63	5	\$583
TYPE SUBTOTAL			1.58	\$194.53		\$973
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Long Term - Major	2.00	\$300.90	3	\$903
PW ADMIN	OFFICE ASSISTANT III	Long Term - Major	0.50	\$42.46	3	\$127
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Long Term - Major	0.25	\$59.58	3	\$179
PW ADMIN	PUBLIC WORKS INSPECTOR	Long Term - Major	3.00	\$349.89	3	\$1,050
TYPE SUBTOTAL			5.75	\$752.83		\$2,258
CD-PLANNING	SENIOR PLANNER	Outdoor Dining - New	0.50	\$102.24	5	\$511
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Outdoor Dining - New	0.25	\$34.08	5	\$170
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	Outdoor Dining - New	0.50	\$159.38	5	\$797
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Outdoor Dining - New	1.00	\$150.45	5	\$752
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Outdoor Dining - New	0.25	\$59.58	5	\$298
PW ADMIN	PUBLIC WORKS INSPECTOR	Outdoor Dining - New	1.00	\$116.63	5	\$583
TYPE SUBTOTAL			3.50	\$622.36		\$3,112
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Outdoor Dining - Ann	1.00	\$150.45	5	\$752
PW ADMIN	OFFICE ASSISTANT III	Outdoor Dining - Ann	0.25	\$21.23	5	\$106
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Outdoor Dining - Ann	0.25	\$59.58	5	\$298
TYPE SUBTOTAL			1.50	\$231.26		\$1,156

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE TEMPORARY ENCROACHMENT PERMIT				REFERENCE NO. S-056			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 42			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Overhead Structures	0.50	\$75.23	4	\$301	
PW ADMIN	OFFICE ASSISTANT III	Overhead Structures	0.25	\$21.23	4	\$85	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Overhead Structures	0.25	\$59.58	4	\$238	
		TYPE SUBTOTAL	1.00	\$156.04		\$624	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Miscellaneous	0.25	\$37.61	10	\$376	
PW ADMIN	OFFICE ASSISTANT III	Miscellaneous	0.08	\$6.79	10	\$68	
PW ADMIN	PUBLIC WORKS INSPECTOR	Miscellaneous	0.50	\$58.32	10	\$583	
		TYPE SUBTOTAL	0.83	\$102.72		\$1,027	
TOTALS			14.99	\$242.33		\$10,178	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE STANDARD ENCROACH PERMIT - IMPROVE		REFERENCE NO. S-057	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Plan review and inspection for construction work of public and private improvements in the public right-of-way.			
CURRENT FEE STRUCTURE Driveway Approach - \$238 Sidewalk - \$348 for first 50 linear feet plus \$2 for each additional foot Curb/Gutter - \$348 for first 50 linear feet plus \$2 for each additional foot Sidewalk/Curb/Gutter - \$464 for first 50 linear feet plus \$3 for each additional foot			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$223.08	TOTAL REVENUE:	\$55,770
UNIT COST:	\$280.29	TOTAL COST:	\$70,072
UNIT PROFIT (SUBSIDY):	\$(57.21)	TOTAL PROFIT (SUBSIDY):	\$(14,302)
TOTAL UNITS:	250	PCT. COST RECOVERY:	79.59%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Driveway Approach: New - \$440 Replacement - \$185 Curb/Gutter - \$440 plus \$4 for each linear foot Sidewalk - \$305 plus \$4 for each linear foot Miscellaneous Minor - \$155 Public Improvements - See S-055 and S-055A			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
STANDARD ENCROACH PERMIT - IMPROVE					S-057		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					250		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Driveway Appr - Repl	0.25	\$34.08	50	\$1,704	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Driveway Appr - Repl	0.08	\$12.04	50	\$602	
PW ADMIN	OFFICE ASSISTANT III	Driveway Appr - Repl	0.25	\$21.23	50	\$1,062	
PW ADMIN	PUBLIC WORKS INSPECTOR	Driveway Appr - Repl	1.00	\$116.63	50	\$5,832	
TYPE SUBTOTAL			1.58	\$183.98		\$9,199	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Driveway Appr - New	0.25	\$34.08	75	\$2,556	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Driveway Appr - New	0.50	\$75.23	75	\$5,642	
PW ADMIN	OFFICE ASSISTANT III	Driveway Appr - New	0.25	\$21.23	75	\$1,592	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Driveway Appr - New	0.08	\$19.06	75	\$1,430	
PW ADMIN	PUBLIC WORKS INSPECTOR	Driveway Appr - New	2.50	\$291.58	75	\$21,869	
TYPE SUBTOTAL			3.58	\$441.18		\$33,089	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Curb Gutter Base	0.25	\$34.08	30	\$1,022	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Curb Gutter Base	1.00	\$150.45	30	\$4,514	
PW ADMIN	OFFICE ASSISTANT III	Curb Gutter Base	0.25	\$21.23	30	\$637	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Curb Gutter Base	0.25	\$59.58	30	\$1,787	
PW ADMIN	PUBLIC WORKS INSPECTOR	Curb Gutter Base	1.50	\$174.95	30	\$5,249	
TYPE SUBTOTAL			3.25	\$440.29		\$13,209	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Curb Gutter 10 LF	0.08	\$12.04	30	\$361	
PW ADMIN	PUBLIC WORKS INSPECTOR	Curb Gutter 10 LF	0.25	\$29.16	30	\$875	
TYPE SUBTOTAL			0.33	\$41.20		\$1,236	
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Sidewalk Base	0.25	\$34.08	15	\$511	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Sidewalk Base	0.75	\$112.84	15	\$1,693	
PW ADMIN	OFFICE ASSISTANT III	Sidewalk Base	0.25	\$21.23	15	\$318	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Sidewalk Base	0.08	\$19.06	15	\$286	
PW ADMIN	PUBLIC WORKS INSPECTOR	Sidewalk Base	1.00	\$116.63	15	\$1,749	

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
STANDARD ENCROACH PERMIT - IMPROVE				S-057		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				250		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
		TYPE SUBTOTAL	2.33	\$303.84		\$4,558
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Sidewalk Per 10 LF	0.05	\$7.52	15	\$113
PW ADMIN	PUBLIC WORKS INSPECTOR	Sidewalk Per 10 LF	0.25	\$29.16	15	\$437
		TYPE SUBTOTAL	0.30	\$36.68		\$550
CD-BUILDING	ADMIN SUPPORT ASSISTANT	SFR Frontage Improve	0.25	\$34.08	5	\$170
PW ADMIN	ASSOCIATE CIVIL ENGINEER	SFR Frontage Improve	1.25	\$188.06	5	\$940
PW ADMIN	OFFICE ASSISTANT III	SFR Frontage Improve	0.25	\$21.23	5	\$106
PW ADMIN	CITY ENGINEER/PW DIRECTOR	SFR Frontage Improve	0.25	\$59.58	5	\$298
PW ADMIN	PUBLIC WORKS INSPECTOR	SFR Frontage Improve	3.50	\$408.21	5	\$2,041
		TYPE SUBTOTAL	5.50	\$711.16		\$3,556
CD-BUILDING	ADMIN SUPPORT ASSISTANT	Miscellaneous	0.25	\$34.08	30	\$1,022
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Miscellaneous	0.25	\$37.61	30	\$1,128
PW ADMIN	OFFICE ASSISTANT III	Miscellaneous	0.08	\$6.79	30	\$204
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Miscellaneous	0.08	\$19.06	30	\$572
PW ADMIN	PUBLIC WORKS INSPECTOR	Miscellaneous	0.50	\$58.32	30	\$1,750
		TYPE SUBTOTAL	1.16	\$155.86		\$4,676
TOTALS			18.03	\$280.29		\$70,072

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PERMANENT ENCROACHMENT PERMIT		REFERENCE NO. S-057A	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review of the permanent physical encroachment of an object such as a planter or awning into the public right-of-way.			
CURRENT FEE STRUCTURE \$383 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Remove this fee from the fee schedule as this service is no longer provided.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PERMANENT ENCROACHMENT PERMIT				REFERENCE NO. S-057A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE STANDARD ENCROACH PERMIT - UTILITY		REFERENCE NO. S-058	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Utility	
DESCRIPTION OF SERVICE Plan review and inspection for construction work of private utility improvements in the public right-of-way			
CURRENT FEE STRUCTURE \$296 - Water Patch \$551 - 0-10' Trench \$777 - 10'-50' Trench \$1,096 - 50-100' Trench \$1,385 plus \$2 per every foot over 300 feet - 100'+ Trench			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$157.66	TOTAL REVENUE:	\$45,720
UNIT COST:	\$265.04	TOTAL COST:	\$76,863
UNIT PROFIT (SUBSIDY):	\$(107.38)	TOTAL PROFIT (SUBSIDY):	\$(31,143)
TOTAL UNITS:	290	PCT. COST RECOVERY:	59.48%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Sewer Main Connection: SFR - \$255 per connect Comm/Ind/MFR - \$405 per connect Trench - \$675 plus \$8 per LF Boring - \$675 plus \$4 per LF Overhead - \$675 plus \$2 per LF Surface Obstruction - \$305 plus \$85 per obstruction Subsurface Obstruction - \$305 plus \$60 per obstruction Overhead Obstruction - \$305 plus \$40 per obstruction Potholing - \$295 per every 10 potholes or fraction thereof Telecomm - Actual Costs			

May 30, 2022

CITY OF ATASCADERO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE				REFERENCE NO.		
STANDARD ENCROACH PERMIT - UTILITY				S-058		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				290		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Sewer Connect - SFR	0.25	\$37.61	55	\$2,069
PW ADMIN	OFFICE ASSISTANT III	Sewer Connect - SFR	0.25	\$21.23	55	\$1,168
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Sewer Connect - SFR	0.08	\$19.06	55	\$1,048
PW ADMIN	PUBLIC WORKS INSPECTOR	Sewer Connect - SFR	1.50	\$174.95	55	\$9,622
TYPE SUBTOTAL			2.08	\$252.85		\$13,907
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Sewer Conn-Comm/MF	0.50	\$75.23	25	\$1,881
PW ADMIN	OFFICE ASSISTANT III	Sewer Conn-Comm/MF	0.25	\$21.23	25	\$531
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Sewer Conn-Comm/MF	0.08	\$19.06	25	\$477
PW ADMIN	PUBLIC WORKS INSPECTOR	Sewer Conn-Comm/MF	2.50	\$291.58	25	\$7,290
TYPE SUBTOTAL			3.33	\$407.10		\$10,178
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Trench/Bore/OH Base	2.00	\$300.90	40	\$12,036
PW ADMIN	OFFICE ASSISTANT III	Trench/Bore/OH Base	0.25	\$21.23	40	\$849
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Trench/Bore/OH Base	1.00	\$238.31	40	\$9,532
PW ADMIN	PUBLIC WORKS INSPECTOR	Trench/Bore/OH Base	1.00	\$116.63	40	\$4,665
TYPE SUBTOTAL			4.25	\$677.07		\$27,083
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Trench Per 10 LF	0.25	\$37.61	30	\$1,128
PW ADMIN	PUBLIC WORKS INSPECTOR	Trench Per 10 LF	0.33	\$38.49	30	\$1,155
TYPE SUBTOTAL			0.58	\$76.10		\$2,283
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Boring Per 10 LF	0.08	\$12.04	25	\$301
PW ADMIN	PUBLIC WORKS INSPECTOR	Boring Per 10 LF	0.25	\$29.16	25	\$729
TYPE SUBTOTAL			0.33	\$41.20		\$1,030
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Overhead Per 10 LF	0.08	\$12.04	5	\$60
PW ADMIN	PUBLIC WORKS INSPECTOR	Overhead Per 10 LF	0.08	\$9.33	5	\$47
TYPE SUBTOTAL			0.16	\$21.37		\$107

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.			
STANDARD ENCROACH PERMIT - UTILITY				S-058			
NOTE				TOTAL UNITS			
Unit Costs are an Average of Total Units				290			
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Obstruction Base	1.00	\$150.45	50	\$7,523	
PW ADMIN	OFFICE ASSISTANT III	Obstruction Base	0.25	\$21.23	50	\$1,062	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Obstruction Base	0.08	\$19.06	50	\$953	
PW ADMIN	PUBLIC WORKS INSPECTOR	Obstruction Base	1.00	\$116.63	50	\$5,832	
TYPE SUBTOTAL			2.33	\$307.37		\$15,369	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Per Surface Obstruct	0.25	\$37.61	40	\$1,504	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Per Surface Obstruct	0.08	\$19.06	40	\$762	
PW ADMIN	PUBLIC WORKS INSPECTOR	Per Surface Obstruct	0.25	\$29.16	40	\$1,166	
TYPE SUBTOTAL			0.58	\$85.83		\$3,433	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Per Subsurface Obstr	0.08	\$12.04	5	\$60	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Per Subsurface Obstr	0.08	\$19.06	5	\$95	
PW ADMIN	PUBLIC WORKS INSPECTOR	Per Subsurface Obstr	0.25	\$29.16	5	\$146	
TYPE SUBTOTAL			0.41	\$60.26		\$301	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Per Overhead Obstr	0.08	\$12.04	5	\$60	
PW ADMIN	PUBLIC WORKS INSPECTOR	Per Overhead Obstr	0.25	\$29.16	5	\$146	
TYPE SUBTOTAL			0.33	\$41.20		\$206	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Per 10 Potholes	0.25	\$37.61	10	\$376	
PW ADMIN	OFFICE ASSISTANT III	Per 10 Potholes	0.08	\$6.79	10	\$68	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Per 10 Potholes	0.08	\$19.06	10	\$191	
PW ADMIN	PUBLIC WORKS INSPECTOR	Per 10 Potholes	2.00	\$233.26	10	\$2,333	
TYPE SUBTOTAL			2.41	\$296.72		\$2,967	
PW ADMIN	PUBLIC WORKS INSPECTOR	Telecomm - Actual	0.00	\$0.00	1	\$0	

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE STANDARD ENCROACH PERMIT - UTILITY				REFERENCE NO. S-058		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 290		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	16.79	\$265.04		\$76,863

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TRAFFIC CONTROL PLAN CHECK		REFERENCE NO. S-058A	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review of traffic control plans for construction, maintenance, and utility work or other traffic impacts in the public right-of-way.			
CURRENT FEE STRUCTURE \$609 per project			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$609.00	TOTAL REVENUE:	\$21,315
UNIT COST:	\$208.23	TOTAL COST:	\$7,288
UNIT PROFIT (SUBSIDY):	\$400.77	TOTAL PROFIT (SUBSIDY):	\$14,027
TOTAL UNITS:	35	PCT. COST RECOVERY:	292.47%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor - \$145 per project Standard - \$290 per project Major - \$675 per project			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
TRAFFIC CONTROL PLAN CHECK					S-058A		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					35		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Minor	0.50	\$75.23	25	\$1,881	
PW ADMIN	OFFICE ASSISTANT III	Minor	0.25	\$21.23	25	\$531	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Minor	0.08	\$19.06	25	\$477	
PW ADMIN	PUBLIC WORKS INSPECTOR	Minor	0.25	\$29.16	25	\$729	
TYPE SUBTOTAL			1.08	\$144.68		\$3,617	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Standard	1.00	\$150.45	8	\$1,204	
PW ADMIN	OFFICE ASSISTANT III	Standard	0.25	\$21.23	8	\$170	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Standard	0.25	\$59.58	8	\$477	
PW ADMIN	PUBLIC WORKS INSPECTOR	Standard	0.50	\$58.32	8	\$467	
TYPE SUBTOTAL			2.00	\$289.58		\$2,317	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Major	2.00	\$300.90	2	\$602	
PW ADMIN	OFFICE ASSISTANT III	Major	0.25	\$21.23	2	\$42	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Major	1.00	\$238.31	2	\$477	
PW ADMIN	PUBLIC WORKS INSPECTOR	Major	1.00	\$116.63	2	\$233	
TYPE SUBTOTAL			4.25	\$677.07		\$1,354	
TOTALS			7.33	\$208.23		\$7,288	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TRAFFIC CONTROL INSPECTION		REFERENCE NO. S-058B	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Inspection of traffic control devices for construction, maintenance, and utility work or other traffic impacts in the public right-of-way.			
CURRENT FEE STRUCTURE Current fees are included in the Traffic Control Plan Check service.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$145.94	TOTAL COST:	\$5,108
UNIT PROFIT (SUBSIDY):	\$(145.94)	TOTAL PROFIT (SUBSIDY):	\$(5,108)
TOTAL UNITS:	35	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor - \$60 plus \$60 per day after the first day Standard - \$130 plus \$60 per day after the first day Major - \$290 plus \$60 per day after the first day			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
TRAFFIC CONTROL INSPECTION				S-058B		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				35		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW ADMIN	PUBLIC WORKS INSPECTOR	Minor - 1st Day	0.50	\$58.32	25	\$1,458
TYPE SUBTOTAL			0.50	\$58.32		\$1,458
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Standard - 1st Day	0.08	\$12.04	8	\$96
PW ADMIN	PUBLIC WORKS INSPECTOR	Standard - 1st Day	1.00	\$116.63	8	\$933
TYPE SUBTOTAL			1.08	\$128.67		\$1,029
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Major - 1st Day	0.25	\$37.61	2	\$75
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Major - 1st Day	0.08	\$19.06	2	\$38
PW ADMIN	PUBLIC WORKS INSPECTOR	Major - 1st Day	2.00	\$233.26	2	\$467
TYPE SUBTOTAL			2.33	\$289.93		\$580
PW ADMIN	PUBLIC WORKS INSPECTOR	Each Add'l Day	0.50	\$58.32	35	\$2,041
TYPE SUBTOTAL			0.50	\$58.32		\$2,041
TOTALS			4.41	\$145.94		\$5,108

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SPECIAL EVENT STREET CLOSURE		REFERENCE NO. S-058C	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE CLOSURE	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review and installation of traffic control and parking restriction notices for temporary closure of public street(s) for special events			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all personnel involved with a 2 hour minimum plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$350.00	TOTAL REVENUE:	\$8,750
UNIT COST:	\$432.36	TOTAL COST:	\$10,809
UNIT PROFIT (SUBSIDY):	\$(82.36)	TOTAL PROFIT (SUBSIDY):	\$(2,059)
TOTAL UNITS:	25	PCT. COST RECOVERY:	80.95%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Review - \$130 plus the fully allocated hourly rate for all personnel involved after 1 hour Install - \$275 plus the fully allocated hourly rate for all personnel involved after 2 hours			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
SPECIAL EVENT STREET CLOSURE				S-058C		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	OFFICE ASSISTANT III	Base Review	0.50	\$42.46	25	\$1,062
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Base Review	0.25	\$59.58	25	\$1,490
PW OPERATIONS	OPERATIONS MANAGER	Base Review	0.25	\$29.98	25	\$750
TYPE SUBTOTAL			1.00	\$132.02		\$3,301
STREET MAINTENANCE	SR MAINT WORKER	Base Install	2.00	\$273.02	25	\$6,826
TYPE SUBTOTAL			2.00	\$273.02		\$6,826
STREET MAINTENANCE	SR MAINT WORKER	Base Instl Add'l Hrs	1.00	\$136.51	5	\$683
TYPE SUBTOTAL			1.00	\$136.51		\$683
TOTALS			4.00	\$432.36		\$10,809

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE BLANKET ENCROACH PERMIT - UTILITY		REFERENCE NO. S-058D	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Utility	
DESCRIPTION OF SERVICE Annual review & renewal of voluntary annual blanket encroachment permit with public utilities for routine maintenance and repair work on existing facilities located in public right-of-way, including plan review and inspection for subpermit work activities			
CURRENT FEE STRUCTURE \$466 per permit in addition to any franchise payments (registration only)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$466.00	TOTAL REVENUE:	\$1,864
UNIT COST:	\$9,805.50	TOTAL COST:	\$39,222
UNIT PROFIT (SUBSIDY):	<u>\$(9,339.50)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(37,358)</u>
TOTAL UNITS:	4	PCT. COST RECOVERY:	4.75%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,985 per utility per year plus \$205 per subpermit in addition to any franchise payments			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE BLANKET ENCROACH PERMIT - UTILITY					REFERENCE NO. S-058D		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Annual Base	12.00	\$1,805.40	4	\$7,222	
PW ADMIN	OFFICE ASSISTANT III	Annual Base	4.00	\$339.68	4	\$1,359	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Annual Base	8.00	\$1,906.48	4	\$7,626	
PW ADMIN	PUBLIC WORKS INSPECTOR	Annual Base	8.00	\$933.04	4	\$3,732	
		TYPE SUBTOTAL	32.00	\$4,984.60		\$19,938	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Per Subpermit	0.50	\$75.23	95	\$7,147	
PW ADMIN	OFFICE ASSISTANT III	Per Subpermit	0.25	\$21.23	95	\$2,017	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Per Subpermit	0.08	\$19.06	95	\$1,811	
PW ADMIN	PUBLIC WORKS INSPECTOR	Per Subpermit	0.75	\$87.47	95	\$8,310	
		TYPE SUBTOTAL	1.58	\$202.99		\$19,284	
TOTALS			33.58	\$9,805.50		\$39,222	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE MISCELLANEOUS ENCROACHMENT PERMIT		REFERENCE NO. S-058E	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Miscellaneous fees related to all encroachment permits for time extensions, renewal of expired permits, and penalties for work without a permit and illegal encroachments.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$113.33	TOTAL COST:	\$1,700
UNIT PROFIT (SUBSIDY):	\$(113.33)	TOTAL PROFIT (SUBSIDY):	\$(1,700)
TOTAL UNITS:	15	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Request for Time Extension/Renewal of Expired Permit - \$115 per permit Encroachment without a permit - Double fees Illegal Encroachment - Actual Costs			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE MISCELLANEOUS ENCROACHMENT PERMIT					REFERENCE NO. S-058E		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Extension/Renewal	0.25	\$37.61	15	\$564	
PW ADMIN	OFFICE ASSISTANT III	Extension/Renewal	0.08	\$6.79	15	\$102	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Extension/Renewal	0.25	\$59.58	15	\$894	
PW ADMIN	PUBLIC WORKS INSPECTOR	Extension/Renewal	0.08	\$9.33	15	\$140	
		TYPE SUBTOTAL	0.66	\$113.31		\$1,700	
PW ADMIN	PUBLIC WORKS INSPECTOR	No Permits - Double	0.00	\$0.00	20	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
PW ADMIN	PUBLIC WORKS INSPECTOR	Illegal - Actual	0.00	\$0.00	5	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.66	\$113.33		\$1,700	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FINAL PARCEL MAP CHECK		REFERENCE NO. S-059	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review and processing of a final parcel map for conformance with the Subdivision Map Act and with City codes and standards.			
CURRENT FEE STRUCTURE \$2,035 per map plus \$104 plus \$6 per lot GIS fee plus any recording or consultant fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,035.00	TOTAL REVENUE:	\$12,210
UNIT COST:	\$2,958.83	TOTAL COST:	\$17,753
UNIT PROFIT (SUBSIDY):	\$(923.83)	TOTAL PROFIT (SUBSIDY):	\$(5,543)
TOTAL UNITS:	6	PCT. COST RECOVERY:	68.78%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,960 per map plus \$104 plus \$6 per lot GIS fee			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FINAL PARCEL MAP CHECK				REFERENCE NO. S-059		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		0.50	\$97.46	6	\$585
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	6	\$811
CD-PLANNING	ASST/ASSOC PLANNER		4.00	\$652.88	6	\$3,917
PW ADMIN	ASSOCIATE CIVIL ENGINEER		4.00	\$601.80	6	\$3,611
PW ADMIN	OFFICE ASSISTANT III		2.00	\$169.84	6	\$1,019
PW ADMIN	CITY ENGINEER/PW DIRECTOR		2.00	\$476.62	6	\$2,860
PW ADMIN		Contr Eng 5 Hrs	0.00	\$825.00	6	\$4,950
		TYPE SUBTOTAL	13.50	\$2,958.79		\$17,753
		TOTALS	13.50	\$2,958.83		\$17,753

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FINAL TRACT MAP CHECK		REFERENCE NO. S-060	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review and processing of a final tract map for conformance with the Subdivision Map Act and with City codes and standards.			
CURRENT FEE STRUCTURE \$2,035 per map plus \$31 per lot over 5 lots plus \$104 plus \$6 per lot GIS Fee plus any recording or consultant fees Affordable Housing - \$412 per application plus \$139 per unit plus any outside or legal costs			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,173.38	TOTAL REVENUE:	\$17,387
UNIT COST:	\$3,947.50	TOTAL COST:	\$31,580
UNIT PROFIT (SUBSIDY):	<u>\$(1,774.12)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(14,193)</u>
TOTAL UNITS:	8	PCT. COST RECOVERY:	55.06%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,760 per map plus \$41 per lot after 5 lots plus \$104 plus \$6 per lot GIS Fee Affordable Housing - \$655 per application plus \$165 per unit plus any outside or legal costs			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
FINAL TRACT MAP CHECK				S-060		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				8		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	8	\$1,559
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	8	\$1,082
CD-PLANNING	ASST/ASSOC PLANNER		5.00	\$816.10	8	\$6,529
PW ADMIN	ASSOCIATE CIVIL ENGINEER		6.00	\$902.70	8	\$7,222
PW ADMIN	OFFICE ASSISTANT III		2.00	\$169.84	8	\$1,359
PW ADMIN	CITY ENGINEER/PW DIRECTOR		3.00	\$714.93	8	\$5,719
PW ADMIN		Contr Eng 5 Hrs	0.00	\$825.00	8	\$6,600
		TYPE SUBTOTAL	18.00	\$3,758.67		\$30,069
PW ADMIN		Contr .25/Add 5 Lots	0.00	\$41.25	1	\$41
		TYPE SUBTOTAL	0.00	\$41.25		\$41
CD-PLANNING	ASST/ASSOC PLANNER	Afford Housing Base	4.00	\$652.88	1	\$653
		TYPE SUBTOTAL	4.00	\$652.88		\$653
CD-PLANNING	ASST/ASSOC PLANNER	Aff Housing Per Unit	1.00	\$163.22	5	\$816
		TYPE SUBTOTAL	1.00	\$163.22		\$816
TOTALS			23.00	\$3,947.50		\$31,580

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CONDOMINIUM CONVERSION FINAL MAP		REFERENCE NO. S-061	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review the final map of a conversion of existing structures to condominium and inspecting the conversion for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$3,043 per map plus \$31 per unit Plus any recording or consultant fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,043.00	TOTAL REVENUE:	\$3,043
UNIT COST:	\$3,081.00	TOTAL COST:	\$3,081
UNIT PROFIT (SUBSIDY):	\$(38.00)	TOTAL PROFIT (SUBSIDY):	\$(38)
TOTAL UNITS:	1	PCT. COST RECOVERY:	98.77%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,080 per map Plus actual contract costs for over 15 units Plus any recording fees			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE CONDOMINIUM CONVERSION FINAL MAP				REFERENCE NO. S-061		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	1	\$195
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		5.00	\$816.10	1	\$816
PW ADMIN	ASSOCIATE CIVIL ENGINEER		5.00	\$752.25	1	\$752
PW ADMIN	CITY ENGINEER/PW DIRECTOR		1.50	\$357.47	1	\$357
PW ADMIN		Contr Eng 5 Hrs	0.00	\$825.00	1	\$825
		TYPE SUBTOTAL	13.50	\$3,080.92		\$3,081
		TOTALS	13.50	\$3,081.00		\$3,081

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FINAL MAP AMENDMENT		REFERENCE NO. S-062	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a proposed amendment to an already approved and recorded final parcel or tract map.			
CURRENT FEE STRUCTURE \$3,119 per application Certificate of Correction - \$823 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,971.00	TOTAL REVENUE:	\$3,942
UNIT COST:	\$1,791.50	TOTAL COST:	\$3,583
UNIT PROFIT (SUBSIDY):	\$179.50	TOTAL PROFIT (SUBSIDY):	\$359
TOTAL UNITS:	2	PCT. COST RECOVERY:	110.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,115 per application Certificate of Correction - \$465 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FINAL MAP AMENDMENT				REFERENCE NO. S-062		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		0.50	\$97.46	1	\$97
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	1	\$135
CD-PLANNING	ASST/ASSOC PLANNER		10.00	\$1,632.20	1	\$1,632
PW ADMIN	ASSOCIATE CIVIL ENGINEER		4.00	\$601.80	1	\$602
PW ADMIN	CITY ENGINEER/PW DIRECTOR		1.00	\$238.31	1	\$238
PW ADMIN		Contr Eng 2.5 Hrs	0.00	\$412.50	1	\$413
		TYPE SUBTOTAL	16.50	\$3,117.46		\$3,117
PW ADMIN	ASSOCIATE CIVIL ENGINEER	Cert Of Correct	2.00	\$300.90	1	\$301
PW ADMIN		Contr Eng 1 Hr	0.00	\$165.00	1	\$165
		TYPE SUBTOTAL	2.00	\$465.90		\$466
TOTALS			18.50	\$1,791.50		\$3,583

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE STREET/R-O-W ABANDONMENT PROC.		REFERENCE NO. S-063	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review and provide a report and opinion on the advisability of abandoning all or a portion of public right-of-way without a map.			
CURRENT FEE STRUCTURE \$4,927 per application plus any consultant fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$4,927.00	TOTAL REVENUE:	\$9,854
UNIT COST:	\$4,910.50	TOTAL COST:	\$9,821
UNIT PROFIT (SUBSIDY):	\$16.50	TOTAL PROFIT (SUBSIDY):	\$33
TOTAL UNITS:	2	PCT. COST RECOVERY:	100.34%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,910 per application			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE STREET/R-O-W ABANDONMENT PROC.					REFERENCE NO. S-063	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 2	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	2	\$390
CD-PLANNING	ADMIN. ASSISTANT		2.50	\$337.98	2	\$676
CD-PLANNING	ASST/ASSOC PLANNER		4.00	\$652.88	2	\$1,306
CD-PLANNING	COMM. DEVELOP. DIRECTOR		1.00	\$330.34	2	\$661
CD-PLANNING	SENIOR PLANNER		1.00	\$204.47	2	\$409
CENTRAL RECEPTION	OFFICE ASSISTANT I - PT		0.50	\$50.72	2	\$101
PW ADMIN	ASSOCIATE CIVIL ENGINEER		6.00	\$902.70	2	\$1,805
PW ADMIN	CITY ENGINEER/PW DIRECTOR		8.00	\$1,906.48	2	\$3,813
PW ADMIN		Contr Eng 2 Hrs	0.00	\$330.00	2	\$660
		TYPE SUBTOTAL	24.00	\$4,910.48		\$9,821
		TOTALS	24.00	\$4,910.50		\$9,821

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CERTIFICATE OF COMPLIANCE		REFERENCE NO. S-064	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE CERTIFICATE	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Prepare a Certificate of Compliance to exempt the applicant from the Subdivision Map Act.			
CURRENT FEE STRUCTURE \$1,188 per application plus any consultant fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,188.00	TOTAL REVENUE:	\$9,504
UNIT COST:	\$1,061.38	TOTAL COST:	\$8,491
UNIT PROFIT (SUBSIDY):	\$126.62	TOTAL PROFIT (SUBSIDY):	\$1,013
TOTAL UNITS:	8	PCT. COST RECOVERY:	111.93%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,060 per certificate			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE CERTIFICATE OF COMPLIANCE				REFERENCE NO. S-064		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 8		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT		1.00	\$135.19	8	\$1,082
CD-PLANNING	ASST/ASSOC PLANNER		2.00	\$326.44	8	\$2,612
CD-PLANNING	COMM. DEVELOP. DIRECTOR		0.50	\$165.17	8	\$1,321
PW ADMIN	ASSOCIATE CIVIL ENGINEER		1.00	\$150.45	8	\$1,204
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.50	\$119.16	8	\$953
PW ADMIN		Contr Eng 1 Hr	0.00	\$165.00	8	\$1,320
		TYPE SUBTOTAL	5.00	\$1,061.41		\$8,491
TOTALS			5.00	\$1,061.38		\$8,491

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FLOOD PLAIN LETTER		REFERENCE NO. S-065	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE LETTER	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing and researching a request to provide the flood plain information of a specific parcel.			
CURRENT FEE STRUCTURE \$522 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$522.00	TOTAL REVENUE:	\$3,132
UNIT COST:	\$613.00	TOTAL COST:	\$3,678
UNIT PROFIT (SUBSIDY):	\$(91.00)	TOTAL PROFIT (SUBSIDY):	\$(546)
TOTAL UNITS:	6	PCT. COST RECOVERY:	85.15%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$615 per letter			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FLOOD PLAIN LETTER				REFERENCE NO. S-065		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER		3.00	\$451.35	6	\$2,708
PW ADMIN	OFFICE ASSISTANT III		0.50	\$42.46	6	\$255
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.50	\$119.16	6	\$715
		TYPE SUBTOTAL	4.00	\$612.97		\$3,678
		TOTALS	4.00	\$613.00		\$3,678

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TRANSPORTATION PERMIT		REFERENCE NO. S-066	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Reviewing proposed route, vehicle, and cost of potential damage done by a vehicle that exceeds allowable weight, height, or width limits for general travel on City streets.			
CURRENT FEE STRUCTURE \$16 - Daily Permit \$90 - Annual Permit Fees are set by the State			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$16.00	TOTAL REVENUE:	\$192
UNIT COST:	\$124.42	TOTAL COST:	\$1,493
UNIT PROFIT (SUBSIDY):	\$(108.42)	TOTAL PROFIT (SUBSIDY):	\$(1,301)
TOTAL UNITS:	12	PCT. COST RECOVERY:	12.86%
SUGGESTED FEE FOR COST RECOVERY OF: 15% \$16 - Single Trip Permit \$90 - Annual/Repetitive Permit Fees are set by the State			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE TRANSPORTATION PERMIT				REFERENCE NO. S-066		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ADMIN. ASSISTANT		0.50	\$49.21	12	\$591
PW ADMIN	ASSOCIATE CIVIL ENGINEER		0.50	\$75.23	12	\$903
		TYPE SUBTOTAL	1.00	\$124.44		\$1,493
		TOTALS	1.00	\$124.42		\$1,493

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE BLUEPRINT/MAP REPRODUCTION		REFERENCE NO. S-067	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE COPY	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing copies of blueprints or maps on request.			
CURRENT FEE STRUCTURE Actual Cost of Reproduction GIS Printout fee based on actual time spent by staff Large Building Plan Copy - \$5 per sheet			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.71	TOTAL REVENUE:	\$250
UNIT COST:	\$42.43	TOTAL COST:	\$297
UNIT PROFIT (SUBSIDY):	<u>\$(6.72)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(47)</u>
TOTAL UNITS:	7	PCT. COST RECOVERY:	84.18%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Actual Cost of Reproduction GIS Printout fee based on actual time spent by staff Large Building Plan Copy - \$5 per sheet			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE BLUEPRINT/MAP REPRODUCTION				REFERENCE NO. S-067		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	OFFICE ASSISTANT III	+ Actual Costs	0.50	\$42.46	7	\$297
		TYPE SUBTOTAL	0.50	\$42.46		\$297
		TOTALS	0.50	\$42.43		\$297

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE GENERAL PLAN MAINTENANCE		REFERENCE NO. S-068	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Maintenance and update of the General Plan.			
CURRENT FEE STRUCTURE 5% of all building permits, which includes new buildings and additions.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$11,500.00	TOTAL REVENUE:	\$11,500
UNIT COST:	\$100,000.00	TOTAL COST:	\$100,000
UNIT PROFIT (SUBSIDY):	\$(88,500.00)	TOTAL PROFIT (SUBSIDY):	\$(88,500)
TOTAL UNITS:	1	PCT. COST RECOVERY:	11.50%
SUGGESTED FEE FOR COST RECOVERY OF: 50% 7% of all building permits, which includes new structures and additions.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE GENERAL PLAN MAINTENANCE				REFERENCE NO. S-068		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING		\$1 Mil Over 10 Years	0.00	\$100,000.00	1	\$100,000
		TYPE SUBTOTAL	0.00	\$100,000.00		\$100,000
		TOTALS	0.00	\$100,000.00		\$100,000

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CODE ENFORCEMENT		REFERENCE NO. S-069	
PRIMARY DEPARTMENT PLANNING/POLICE	UNIT OF SERVICE N/A	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Enforcement of the City's Zoning and Building codes.			
CURRENT FEE STRUCTURE Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance and court action is necessary. Notice of Non-Compliance - \$249 plus County fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$4,000.00	TOTAL REVENUE:	\$4,000
UNIT COST:	\$359,748.00	TOTAL COST:	\$359,748
UNIT PROFIT (SUBSIDY):	\$(355,748.00)	TOTAL PROFIT (SUBSIDY):	\$(355,748)
TOTAL UNITS:	1	PCT. COST RECOVERY:	1.11%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance and court action is necessary. Notice of Non-Compliance - \$249 plus County fees			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE CODE ENFORCEMENT				REFERENCE NO. S-069		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	CODE ENFORCEMENT OFFICER	100%	1,646.00	\$208,169.62	1	\$208,170
CD-PLANNING	ASST/ASSOC PLANNER	2 Hr/Wk Of 1	100.00	\$16,322.00	1	\$16,322
CD-PLANNING	COMM. DEVELOP. DIRECTOR	3 Hrs/Week	150.00	\$49,551.00	1	\$49,551
CD-BUILDING	DEP CD DIR/BLDG OFFICIAL	1 Hour/Day	250.00	\$79,687.50	1	\$79,688
PW ADMIN	ASSOCIATE CIVIL ENGINEER	40 Hr/Yr	40.00	\$6,018.00	1	\$6,018
		TYPE SUBTOTAL	2,186.00	\$359,748.12		\$359,748
		TOTALS	2,186.00	\$359,748.00		\$359,748

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DISTRICT FORMATION PROCESSING		REFERENCE NO. S-069A	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE DISTRICT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Processing and review of a new special district.			
CURRENT FEE STRUCTURE \$4,580 per district plus any outside consultant or legal costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$4,580.00	TOTAL REVENUE:	\$4,580
UNIT COST:	\$4,710.00	TOTAL COST:	\$4,710
UNIT PROFIT (SUBSIDY):	\$(130.00)	TOTAL PROFIT (SUBSIDY):	\$(130)
TOTAL UNITS:	1	PCT. COST RECOVERY:	97.24%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$4,710 per district plus any outside consultant or legal costs.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE DISTRICT FORMATION PROCESSING					REFERENCE NO. S-069A	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE	ADMIN. SERVICES DIRECTOR		8.00	\$2,353.84	1	\$2,354
CD-PLANNING	ADMIN. ASSISTANT		0.75	\$101.39	1	\$101
CD-PLANNING	ASST/ASSOC PLANNER		5.00	\$816.10	1	\$816
CD-PLANNING	COMM. DEVELOP. DIRECTOR		2.00	\$660.68	1	\$661
PW ADMIN	ASSOCIATE CIVIL ENGINEER		2.00	\$300.90	1	\$301
PW ADMIN	CITY ENGINEER/PW DIRECTOR		2.00	\$476.62	1	\$477
		TYPE SUBTOTAL	19.75	\$4,709.53		\$4,710
		TOTALS	19.75	\$4,710.00		\$4,710

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE COMM FACILITY DISTRICT ANNEXATION		REFERENCE NO. S-069B	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Processing and review of the annexation of a Community Facility district into the City.			
CURRENT FEE STRUCTURE \$1,113 per district plus any outside consultant or legal costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,113.00	TOTAL REVENUE:	\$1,113
UNIT COST:	\$1,362.00	TOTAL COST:	\$1,362
UNIT PROFIT (SUBSIDY):	\$(249.00)	TOTAL PROFIT (SUBSIDY):	\$(249)
TOTAL UNITS:	1	PCT. COST RECOVERY:	81.72%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,360 per district plus any outside consultant or legal costs.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE COMM FACILITY DISTRICT ANNEXATION				REFERENCE NO. S-069B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE	ADMIN. SERVICES DIRECTOR		1.00	\$294.23	1	\$294
CD-PLANNING	ADMIN. ASSISTANT		0.75	\$101.39	1	\$101
CD-PLANNING	ASST/ASSOC PLANNER		5.00	\$816.10	1	\$816
PW ADMIN	ASSOCIATE CIVIL ENGINEER		1.00	\$150.45	1	\$150
		TYPE SUBTOTAL	7.75	\$1,362.17		\$1,362
		TOTALS	7.75	\$1,362.00		\$1,362

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE NOISE DISTURBANCE RESP. CALL-BACK		REFERENCE NO. S-070	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE CALL-BACK	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Responding to a loud party or a similar disturbance of the peace to quiet the activity after an initial warning.			
CURRENT FEE STRUCTURE Full Costs of all responding personnel			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$78.10	TOTAL COST:	\$781
UNIT PROFIT (SUBSIDY):	\$(78.10)	TOTAL PROFIT (SUBSIDY):	\$(781)
TOTAL UNITS:	10	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Full Costs of all responding personnel			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE NOISE DISTURBANCE RESP. CALL-BACK					REFERENCE NO. S-070		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE DEPT	POLICE OFFICER/CORPORAL	15 M/E Of 2	0.50	\$78.10	10	\$781	
		TYPE SUBTOTAL	0.50	\$78.10		\$781	
		TOTALS	0.50	\$78.10		\$781	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE POLICE FALSE ALARM RESPONSE		REFERENCE NO. S-071	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Responding to an alarm by a Police Officer where the officer can find no evidence of forced entry and it is concluded that the alarm was activated due to an electrical or mechanical malfunction.			
CURRENT FEE STRUCTURE 1st three responses within a calendar year - No Charge Each subsequent false alarm within a calendar year - \$174 per response			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$32.75	TOTAL REVENUE:	\$6,320
UNIT COST:	\$184.79	TOTAL COST:	\$35,665
UNIT PROFIT (SUBSIDY):	\$(152.04)	TOTAL PROFIT (SUBSIDY):	\$(29,345)
TOTAL UNITS:	193	PCT. COST RECOVERY:	17.72%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 1st three responses within a calendar year - No Charge Each subsequent false alarm within a calendar year - \$180 per response			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE POLICE FALSE ALARM RESPONSE					REFERENCE NO. S-071		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 193		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE DEPT	POLICE OFFICER/CORPORAL	30 M/E Of 2	1.00	\$156.81	193	\$30,264	
		TYPE SUBTOTAL	1.00	\$156.81		\$30,264	
FINANCE	ACCOUNT CLERK I/II	First 3 Notices	0.33	\$29.86	143	\$4,270	
		TYPE SUBTOTAL	0.33	\$29.86		\$4,270	
FINANCE	ACCOUNT CLERK I/II	Each Add'l	0.25	\$22.62	50	\$1,131	
		TYPE SUBTOTAL	0.25	\$22.62		\$1,131	
TOTALS			1.58	\$184.79		\$35,665	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DUI ACCIDENT RESPONSE INVESTIGATION		REFERENCE NO. S-072	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE ACCIDENT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Responding to a DUI accident which results in property damage, injury, or death, or other DUI investigation in which the officer utilizes emergency lights and siren.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000 per incident by State Law.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$877.00	TOTAL COST:	\$21,048
UNIT PROFIT (SUBSIDY):	\$(877.00)	TOTAL PROFIT (SUBSIDY):	\$(21,048)
TOTAL UNITS:	24	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000 per incident by State Law.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE DUI ACCIDENT RESPONSE INVESTIGATION					REFERENCE NO. S-072		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 24		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE DEPT	POLICE SERGEANT	Non-Injury	0.25	\$56.62	13	\$736	
POLICE DEPT	POLICE OFFICER/CORPORAL	3 Hr Of 1/1 Hr Of 1	4.00	\$627.44	13	\$8,157	
POLICE DEPT	RECORDS LEAD TECH	Non-Injury	0.50	\$65.20	13	\$848	
		TYPE SUBTOTAL	4.75	\$749.26		\$9,740	
POLICE DEPT	POLICE SERGEANT	Injury	0.50	\$113.25	11	\$1,246	
POLICE DEPT	POLICE OFFICER/CORPORAL	4 Hr Of 1/ 1 Hr Of 1	5.00	\$784.29	11	\$8,627	
POLICE DEPT	RECORDS LEAD TECH	Injury	1.00	\$130.40	11	\$1,434	
		TYPE SUBTOTAL	6.50	\$1,027.94		\$11,307	
		TOTALS	11.25	\$877.00		\$21,048	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE VEHICLE EQUIPMENT CORRECTION INSP.		REFERENCE NO. S-073	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE INSPECTION	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Sign off on mechanical non-compliance citations.			
CURRENT FEE STRUCTURE \$41 per inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$41.00	TOTAL REVENUE:	\$11,275
UNIT COST:	\$71.80	TOTAL COST:	\$19,745
UNIT PROFIT (SUBSIDY):	\$(30.80)	TOTAL PROFIT (SUBSIDY):	\$(8,470)
TOTAL UNITS:	275	PCT. COST RECOVERY:	57.10%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$70 per inspection			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE VEHICLE EQUIPMENT CORRECTION INSP.					REFERENCE NO. S-073		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 275		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE DEPT	POLICE OFFICER/CORPORAL		0.25	\$39.20	275	\$10,780	
POLICE DEPT	RECORDS LEAD TECH		0.25	\$32.60	275	\$8,965	
		TYPE SUBTOTAL	0.50	\$71.80		\$19,745	
		TOTALS	0.50	\$71.80		\$19,745	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE VIN VERIFICATION		REFERENCE NO. S-074	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request to verify the Vehicle Identification Number of a vehicle.			
CURRENT FEE STRUCTURE \$35 per request			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$35.00	TOTAL REVENUE:	\$2,415
UNIT COST:	\$78.42	TOTAL COST:	\$5,411
UNIT PROFIT (SUBSIDY):	\$(43.42)	TOTAL PROFIT (SUBSIDY):	\$(2,996)
TOTAL UNITS:	69	PCT. COST RECOVERY:	44.63%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$80 per request			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE VIN VERIFICATION				REFERENCE NO. S-074		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 69		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	POLICE OFFICER/CORPORAL		0.50	\$78.42	69	\$5,411
		TYPE SUBTOTAL	0.50	\$78.42		\$5,411
		TOTALS	0.50	\$78.42		\$5,411

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE STORED/IMPOUNDED VEHICLE RELEASE		REFERENCE NO. S-075	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE VEHICLE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Collection and release of vehicles impounded or stored by the City.			
CURRENT FEE STRUCTURE \$122 per vehicle			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$122.00	TOTAL REVENUE:	\$14,396
UNIT COST:	\$145.47	TOTAL COST:	\$17,165
UNIT PROFIT (SUBSIDY):	\$(23.47)	TOTAL PROFIT (SUBSIDY):	\$(2,769)
TOTAL UNITS:	118	PCT. COST RECOVERY:	83.87%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$145 per vehicle			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE STORED/IMPOUNDED VEHICLE RELEASE				REFERENCE NO. S-075		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 118		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	POLICE SERGEANT		0.25	\$56.62	118	\$6,681
POLICE DEPT	POLICE OFFICER/CORPORAL		0.50	\$78.42	118	\$9,254
POLICE DEPT	RECORDS LEAD TECH		0.08	\$10.43	118	\$1,231
		TYPE SUBTOTAL	0.83	\$145.47		\$17,165
		TOTALS	0.83	\$145.47		\$17,165

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE REPOSSESSED VEHICLE RELEASE		REFERENCE NO. S-076	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE VEHICLE	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Receive and enter repossessed vehicles into the statewide computer system.			
CURRENT FEE STRUCTURE \$15 per vehicle This fee is set by State Law			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$15.00	TOTAL REVENUE:	\$990
UNIT COST:	\$32.61	TOTAL COST:	\$2,152
UNIT PROFIT (SUBSIDY):	\$(17.61)	TOTAL PROFIT (SUBSIDY):	\$(1,162)
TOTAL UNITS:	66	PCT. COST RECOVERY:	46.00%
SUGGESTED FEE FOR COST RECOVERY OF: 50% \$15 per vehicle This fee is set by State Law			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE REPOSSESSED VEHICLE RELEASE				REFERENCE NO. S-076		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 66		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	RECORDS LEAD TECH		0.25	\$32.60	66	\$2,152
		TYPE SUBTOTAL	0.25	\$32.60		\$2,152
		TOTALS	0.25	\$32.61		\$2,152

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SPECIAL BUSINESS DOJ CHECK		REFERENCE NO. S-077	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Processing an individual who is involved in the operation of certain special business, which involves checking that individual again the Department of Justice's records. This is for new businesses only.			
CURRENT FEE STRUCTURE \$176 per application plus any DOJ fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$176.00	TOTAL REVENUE:	\$4,400
UNIT COST:	\$229.00	TOTAL COST:	\$5,725
UNIT PROFIT (SUBSIDY):	\$(53.00)	TOTAL PROFIT (SUBSIDY):	\$(1,325)
TOTAL UNITS:	25	PCT. COST RECOVERY:	76.86%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$230 per application plus any DOJ fees			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SPECIAL BUSINESS DOJ CHECK				REFERENCE NO. S-077		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	POLICE CHIEF		0.08	\$25.58	25	\$640
POLICE DEPT	POLICE OFFICER/CORPORAL	Detective	0.50	\$78.35	25	\$1,959
POLICE DEPT	SR PROPERTY EVIDENCE TECH	Fingerprinting	0.67	\$125.05	25	\$3,126
		TYPE SUBTOTAL	1.25	\$228.98		\$5,725
		TOTALS	1.25	\$229.00		\$5,725

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE RECORDS CHECK/CLEARANCE LETTER		REFERENCE NO. S-078	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE LETTER	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Investigate and prepare clearance letter for individuals requesting this service.			
CURRENT FEE STRUCTURE \$32 per letter plus notary fee if applicable			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$32.00	TOTAL REVENUE:	\$320
UNIT COST:	\$32.60	TOTAL COST:	\$326
UNIT PROFIT (SUBSIDY):	\$(0.60)	TOTAL PROFIT (SUBSIDY):	\$(6)
TOTAL UNITS:	10	PCT. COST RECOVERY:	98.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$35 per letter plus notary fee if applicable			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE RECORDS CHECK/CLEARANCE LETTER				REFERENCE NO. S-078		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	RECORDS LEAD TECH		0.25	\$32.60	10	\$326
		TYPE SUBTOTAL	0.25	\$32.60		\$326
		TOTALS	0.25	\$32.60		\$326

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE LIVE SCAN FINGERPRINT PROCESSING		REFERENCE NO. S-079	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERSON	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request for fingerprinting for employment or personal reasons.			
CURRENT FEE STRUCTURE No Charge - Volunteers for Seniors/Youth \$17 per person - community group coaches or leaders \$35 per person - all others			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10.11	TOTAL REVENUE:	\$5,560
UNIT COST:	\$135.48	TOTAL COST:	\$74,514
UNIT PROFIT (SUBSIDY):	\$(125.37)	TOTAL PROFIT (SUBSIDY):	\$(68,954)
TOTAL UNITS:	550	PCT. COST RECOVERY:	7.46%
SUGGESTED FEE FOR COST RECOVERY OF: 25% No Charge - Volunteers for Seniors/Youth \$17 per person - community group coaches or leaders \$35 per person - all others			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE LIVE SCAN FINGERPRINT PROCESSING					REFERENCE NO. S-079		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 550		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE DEPT	RECORDS LEAD TECH		0.08	\$10.43	550	\$5,737	
POLICE DEPT	SR PROPERTY EVIDENCE TECH		0.67	\$125.05	550	\$68,778	
		TYPE SUBTOTAL	0.75	\$135.48		\$74,514	
		TOTALS	0.75	\$135.48		\$74,514	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE POLICE REPORT COPY		REFERENCE NO. S-080	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE REPORT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing copies of a crime report, accident report, or other police documents on request.			
CURRENT FEE STRUCTURE As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.50	TOTAL REVENUE:	\$174
UNIT COST:	\$32.60	TOTAL COST:	\$11,345
UNIT PROFIT (SUBSIDY):	\$(32.10)	TOTAL PROFIT (SUBSIDY):	\$(11,171)
TOTAL UNITS:	348	PCT. COST RECOVERY:	1.53%
SUGGESTED FEE FOR COST RECOVERY OF: 100% As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE POLICE REPORT COPY				REFERENCE NO. S-080		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 348		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	RECORDS LEAD TECH		0.25	\$32.60	348	\$11,345
		TYPE SUBTOTAL	0.25	\$32.60		\$11,345
		TOTALS	0.25	\$32.60		\$11,345

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE POLICE DIGITAL FILE REPRODUCTION		REFERENCE NO. S-081	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE DEVICE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing copies of crime or accident photographs on request. Providing Police video or audio files on request.			
CURRENT FEE STRUCTURE \$3 per device			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3.00	TOTAL REVENUE:	\$150
UNIT COST:	\$46.66	TOTAL COST:	\$2,333
UNIT PROFIT (SUBSIDY):	\$(43.66)	TOTAL PROFIT (SUBSIDY):	\$(2,183)
TOTAL UNITS:	50	PCT. COST RECOVERY:	6.43%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5 per device			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE POLICE DIGITAL FILE REPRODUCTION				REFERENCE NO. S-081		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	SR PROPERTY EVIDENCE TECH	Per Device	0.25	\$46.66	50	\$2,333
		TYPE SUBTOTAL	0.25	\$46.66		\$2,333
		TOTALS	0.25	\$46.66		\$2,333

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CONCEALED CARRY WEAPON LICENSE		REFERENCE NO. S-082	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Review of a request to carry a concealed weapon within the City.			
CURRENT FEE STRUCTURE New application - \$115 \$29 - renewal application Amended application - \$11 Plus any required State and Federal fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>Fee is set by State Law:</p> <p>New application - \$100 \$25 - renewal application Amended application - \$10 Psychological testing costs are to be added to the above fee up to \$150</p> <p>20% of the fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.</p>			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE CONCEALED CARRY WEAPON LICENSE				REFERENCE NO. S-082		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CIVIL SUBPOENA OF RECORDS		REFERENCE NO. S-083	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Court	
DESCRIPTION OF SERVICE Responding to a request from a civil subpoena			
CURRENT FEE STRUCTURE \$15 plus reproduction costs \$275 per day deposit plus travel costs Fees are set by the Court			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$15.00	TOTAL REVENUE:	\$450
UNIT COST:	\$130.40	TOTAL COST:	\$3,912
UNIT PROFIT (SUBSIDY):	\$(115.40)	TOTAL PROFIT (SUBSIDY):	\$(3,462)
TOTAL UNITS:	30	PCT. COST RECOVERY:	11.50%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$15 plus reproduction costs \$275 per day deposit plus travel costs Fees are set by the Court			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE CIVIL SUBPOENA OF RECORDS				REFERENCE NO. S-083		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 30		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	RECORDS LEAD TECH		1.00	\$130.40	30	\$3,912
		TYPE SUBTOTAL	1.00	\$130.40		\$3,912
		TOTALS	1.00	\$130.40		\$3,912

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DUCES TECUM SUBPOENA		REFERENCE NO. S-084	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Court	
DESCRIPTION OF SERVICE Processing a duces tecum subpoena at the request of the court.			
CURRENT FEE STRUCTURE \$15 per request plus reproduction costs Fees are set by the court.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$15.00	TOTAL REVENUE:	\$150
UNIT COST:	\$130.40	TOTAL COST:	\$1,304
UNIT PROFIT (SUBSIDY):	\$(115.40)	TOTAL PROFIT (SUBSIDY):	\$(1,154)
TOTAL UNITS:	10	PCT. COST RECOVERY:	11.50%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$15 per request plus reproduction costs Fees are set by the court.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE DUCES TECUM SUBPOENA					REFERENCE NO. S-084		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE DEPT	RECORDS LEAD TECH		1.00	\$130.40	10	\$1,304	
		TYPE SUBTOTAL	1.00	\$130.40		\$1,304	
		TOTALS	1.00	\$130.40		\$1,304	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE POLICE SPECIAL SERVICES		REFERENCE NO. S-085	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Providing Police services to special events such as parades, fairs, circuses, athletic events, etc.			
CURRENT FEE STRUCTURE Full costs of all personnel required, plus any actual material or equipment expenses required for the event.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$140.00	TOTAL REVENUE:	\$2,100
UNIT COST:	\$156.80	TOTAL COST:	\$2,352
UNIT PROFIT (SUBSIDY):	\$(16.80)	TOTAL PROFIT (SUBSIDY):	\$(252)
TOTAL UNITS:	15	PCT. COST RECOVERY:	89.29%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Full costs of all personnel required, plus any actual material or equipment expenses required for the event.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE POLICE SPECIAL SERVICES				REFERENCE NO. S-085		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE DEPT	POLICE OFFICER/CORPORAL		1.00	\$156.83	15	\$2,352
		TYPE SUBTOTAL	1.00	\$156.83		\$2,352
		TOTALS	1.00	\$156.80		\$2,352

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE TEMPORARY TENT/CIRCUS PERMIT		REFERENCE NO. S-086	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Providing inspections of temporary tents and circuses to assure compliance with the Uniform Fire Code.			
CURRENT FEE STRUCTURE \$110 per permit plus \$46 per day after the first day			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$121.50	TOTAL REVENUE:	\$486
UNIT COST:	\$237.75	TOTAL COST:	\$951
UNIT PROFIT (SUBSIDY):	<u>\$(116.25)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(465)</u>
TOTAL UNITS:	4	PCT. COST RECOVERY:	51.10%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$215 per permit plus \$95 per day after the first day			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE TEMPORARY TENT/CIRCUS PERMIT				REFERENCE NO. S-086		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.17	\$18.43	4	\$74
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	4	\$780
		TYPE SUBTOTAL	1.17	\$213.34		\$853
FIRE DEPT	FIRE MARSHAL	Each Additional Day	0.50	\$97.46	1	\$97
		TYPE SUBTOTAL	0.50	\$97.46		\$97
TOTALS			1.67	\$237.75		\$951

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PERMANENT TENT PERMIT		REFERENCE NO. S-086A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Providing inspections of permanent tents to assure compliance with the Uniform Fire Code.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all staff involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$180.00	TOTAL REVENUE:	\$180
UNIT COST:	\$213.00	TOTAL COST:	\$213
UNIT PROFIT (SUBSIDY):	\$(33.00)	TOTAL PROFIT (SUBSIDY):	\$(33)
TOTAL UNITS:	1	PCT. COST RECOVERY:	84.51%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$215 per permit			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE PERMANENT TENT PERMIT				REFERENCE NO. S-086A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.17	\$18.43	1	\$18
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	1	\$195
		TYPE SUBTOTAL	1.17	\$213.34		\$213
		TOTALS	1.17	\$213.00		\$213

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE SPECIAL EVENT PERMIT		REFERENCE NO. S-087	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Providing inspections of special events to assure compliance with the Uniform Fire Code.			
CURRENT FEE STRUCTURE \$249 per day			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This should be removed and replaced with the Special Event fees in S-145.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE FIRE SPECIAL EVENT PERMIT				REFERENCE NO. S-087		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CONFINED SPACE PERMIT		REFERENCE NO. S-088	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Providing responses of trained personnel and equipment for confined space rescues.			
CURRENT FEE STRUCTURE Hazard Permit - \$116 Extended Hazard Permit - \$696 Annual Hazard Permit - \$1,739			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee should be removed from the fee schedule as the service is no longer provided.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE CONFINED SPACE PERMIT				REFERENCE NO. S-088		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE UNDERGROUND TANK REMOVAL		REFERENCE NO. S-089	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Providing inspections of the removal of underground tanks to assure compliance with the Uniform Fire Code.			
CURRENT FEE STRUCTURE \$133 per tank - 1st inspection \$70 per tank - each subsequent inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$133.00	TOTAL REVENUE:	\$133
UNIT COST:	\$213.00	TOTAL COST:	\$213
UNIT PROFIT (SUBSIDY):	\$(80.00)	TOTAL PROFIT (SUBSIDY):	\$(80)
TOTAL UNITS:	1	PCT. COST RECOVERY:	62.44%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$215 per tank - 1st inspection \$115 per tank - each subsequent inspection			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE UNDERGROUND TANK REMOVAL				REFERENCE NO. S-089		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.17	\$18.43	1	\$18
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	1	\$195
		TYPE SUBTOTAL	1.17	\$213.34		\$213
		TOTALS	1.17	\$213.00		\$213

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE CODE PERMIT		REFERENCE NO. S-090	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Providing inspections of specific types of uses to assure compliance with the Uniform Fire Code.			
CURRENT FEE STRUCTURE \$64 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$64.00	TOTAL REVENUE:	\$64
UNIT COST:	\$195.00	TOTAL COST:	\$195
UNIT PROFIT (SUBSIDY):	\$(131.00)	TOTAL PROFIT (SUBSIDY):	\$(131)
TOTAL UNITS:	1	PCT. COST RECOVERY:	32.82%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$195 per permit			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE FIRE CODE PERMIT				REFERENCE NO. S-090		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	1	\$195
		TYPE SUBTOTAL	1.00	\$194.91		\$195
		TOTALS	1.00	\$195.00		\$195

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ENGINE COMPANY INSPECTION		REFERENCE NO. S-091	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE INSPECTION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Fire company inspection of a new or existing occupancy to assure compliance with the Uniform Fire Code.			
CURRENT FEE STRUCTURE 1st 2 inspections - no charge 3rd and subsequent inspections - \$157 per inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$869.00	TOTAL COST:	\$869
UNIT PROFIT (SUBSIDY):	\$(869.00)	TOTAL PROFIT (SUBSIDY):	\$(869)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 1st 2 inspections - no charge 3rd and subsequent inspections - \$195 per inspection			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.		
ENGINE COMPANY INSPECTION				S-091		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE DEPT	ADMIN. ASSISTANT		0.17	\$18.43	1	\$18
		TYPE SUBTOTAL	0.17	\$18.43		\$18
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	1st Inspection	1.00	\$176.21	1	\$176
FIRE DEPT	FIRE ENGINEER/PARAMEDIC	1st Inspection	1.00	\$143.70	1	\$144
FIRE DEPT	FIREFIGHTER	1st Inspection	1.00	\$118.31	1	\$118
		TYPE SUBTOTAL	3.00	\$438.22		\$438
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	2nd Inspection	0.50	\$88.11	1	\$88
FIRE DEPT	FIRE ENGINEER/PARAMEDIC	2nd Inspection	0.49	\$70.41	1	\$70
FIRE DEPT	FIREFIGHTER	2nd Inspection	0.50	\$59.16	1	\$59
		TYPE SUBTOTAL	1.49	\$217.68		\$218
FIRE DEPT	FIRE MARSHAL	3rd Inspection	1.00	\$194.91	1	\$195
		TYPE SUBTOTAL	1.00	\$194.91		\$195
		TOTALS	5.66	\$869.00		\$869

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE HOTEL/MOTEL/ASST LIVING FAC INSPECT		REFERENCE NO. S-091A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Fire and Life Safety inspections at hotels, motels, and assisted living facilities.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$556.76	TOTAL COST:	\$20,600
UNIT PROFIT (SUBSIDY):	\$(556.76)	TOTAL PROFIT (SUBSIDY):	\$(20,600)
TOTAL UNITS:	37	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$510 per facility plus \$110 per floor after the first floor Fee includes two inspections.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE HOTEL/MOTEL/ASST LIVING FAC INSPECT					REFERENCE NO. S-091A		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 37		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPT	ADMIN. ASSISTANT	Base	0.25	\$27.10	37	\$1,003	
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	Base	1.00	\$176.21	37	\$6,520	
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	Base - Paperwork	0.25	\$44.05	37	\$1,630	
FIRE DEPT	FIRE ENGINEER/PARAMEDIC	Base	1.00	\$143.70	37	\$5,317	
FIRE DEPT	FIREFIGHTER	Base	1.00	\$118.31	37	\$4,377	
		TYPE SUBTOTAL	3.50	\$509.37		\$18,847	
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	Add'l Floor	0.25	\$44.05	16	\$705	
FIRE DEPT	FIRE ENGINEER/PARAMEDIC	Add'l Floor	0.25	\$35.93	16	\$575	
FIRE DEPT	FIREFIGHTER	Add'l Floor	0.25	\$29.58	16	\$473	
		TYPE SUBTOTAL	0.75	\$109.56		\$1,753	
		TOTALS	4.25	\$556.76		\$20,600	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DAY CARE/GROUP HOME INSPECTION		REFERENCE NO. S-091B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE New and annual Fire and Life Safety inspections at day care and group home facilities.			
CURRENT FEE STRUCTURE Residential Care Facility Consultation - \$50 (maximum allowed under State Law) Inspection - No Charge			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$222.00	TOTAL COST:	\$222
UNIT PROFIT (SUBSIDY):	<u>\$(222.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(222)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Residential Care Facility Consultation - \$50 (maximum allowed under State Law) Inspection - \$220 per permit Fee includes two inspections.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE DAY CARE/GROUP HOME INSPECTION				REFERENCE NO. S-091B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.25	\$27.10	1	\$27
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	1	\$195
		TYPE SUBTOTAL	1.25	\$222.01		\$222
		TOTALS	1.25	\$222.00		\$222

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE APARTMENT INSPECTION		REFERENCE NO. S-091C	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Fire and Life Safety inspections at apartment buildings.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$196.77	TOTAL COST:	\$38,370
UNIT PROFIT (SUBSIDY):	\$(196.77)	TOTAL PROFIT (SUBSIDY):	\$(38,370)
TOTAL UNITS:	195	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
3-15 units - \$175 16-50 units - \$270 51-100 units - \$465 101+ units - \$660 Fee includes two inspections.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE				REFERENCE NO.		
APARTMENT INSPECTION				S-091C		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				195		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE DEPT	ADMIN. ASSISTANT		0.25	\$27.10	195	\$5,285
		TYPE SUBTOTAL	0.25	\$27.10		\$5,285
FIRE DEPT	FIRE MARSHAL	3-15 Units	0.75	\$146.18	170	\$24,851
		TYPE SUBTOTAL	0.75	\$146.18		\$24,851
FIRE DEPT	FIRE MARSHAL	16-50 Units	1.25	\$243.64	15	\$3,655
		TYPE SUBTOTAL	1.25	\$243.64		\$3,655
FIRE DEPT	FIRE MARSHAL	51-100 Units	2.25	\$438.55	9	\$3,947
		TYPE SUBTOTAL	2.25	\$438.55		\$3,947
FIRE DEPT	FIRE MARSHAL	101+ Units	3.25	\$633.46	1	\$633
		TYPE SUBTOTAL	3.25	\$633.46		\$633
TOTALS			7.75	\$196.77		\$38,370

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE FALSE ALARM RESPONSE		REFERENCE NO. S-092	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Responding to a fire alarm where it is concluded that the alarm was activated due to an electrical or mechanical malfunction.			
CURRENT FEE STRUCTURE 1st 3 responses in a calendar year - No Charge each subsequent response in a calendar year - \$267			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$385.53	TOTAL COST:	\$21,975
UNIT PROFIT (SUBSIDY):	<u>\$(385.53)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(21,975)</u>
TOTAL UNITS:	57	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 1st 3 responses in a calendar year - No Charge each subsequent response in a calendar year - \$380			

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SERVICE FIRE FALSE ALARM RESPONSE				REFERENCE NO. S-092		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 57		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	BATTALION CHIEF		0.50	\$51.15	57	\$2,916
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	15 M Of 1/30 M Of 1	0.75	\$132.16	57	\$7,533
FIRE DEPT	FIRE ENGINEER/PARAMEDIC	15 M Of 1/30 M Of 1	0.75	\$107.78	57	\$6,143
FIRE DEPT	FIREFIGHTER	15 M Of 1/30 M Of 1	0.75	\$88.73	57	\$5,058
		TYPE SUBTOTAL	2.75	\$379.82		\$21,650
FIRE DEPT	ADMIN. ASSISTANT	Billing	1.00	\$108.39	3	\$325
		TYPE SUBTOTAL	1.00	\$108.39		\$325
TOTALS			3.75	\$385.53		\$21,975

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE FIRE NURSING HOME LIFT ASSIST		REFERENCE NO. S-092A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Response to a Skilled Nursing Facility or Assisted Living Facility to provide a lift assist for a patient.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$444.76	TOTAL COST:	\$22,238
UNIT PROFIT (SUBSIDY):	\$(444.76)	TOTAL PROFIT (SUBSIDY):	\$(22,238)
TOTAL UNITS:	50	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 1st 3 responses in a calendar year - No Charge each subsequent response in a calendar year - \$440 per response			

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SERVICE FIRE NURSING HOME LIFT ASSIST				REFERENCE NO. S-092A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC		1.00	\$176.21	50	\$8,811
FIRE DEPT	FIRE ENGINEER/PARAMEDIC		1.00	\$143.73	50	\$7,187
FIRE DEPT	FIREFIGHTER		1.00	\$118.31	50	\$5,916
		TYPE SUBTOTAL	3.00	\$438.25		\$21,913
FIRE DEPT	ADMIN. ASSISTANT	Billing	1.00	\$108.39	3	\$325
		TYPE SUBTOTAL	1.00	\$108.39		\$325
TOTALS			4.00	\$444.76		\$22,238

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE WEED ABATEMENT PROGRAM		REFERENCE NO. S-093	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE LOT	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Posting, inspecting, and cleaning weeds and debris from private property when identified as a fire hazard.			
CURRENT FEE STRUCTURE Actual costs plus 166% administration fee plus \$267 flat fee if lot must be cleared by the City This program is designed to only recover the cost of the properties that do not comply.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$12.42	TOTAL REVENUE:	\$37,780
UNIT COST:	\$39.43	TOTAL COST:	\$119,907
UNIT PROFIT (SUBSIDY):	<u>\$(27.01)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(82,127)</u>
TOTAL UNITS:	3,041	PCT. COST RECOVERY:	31.51%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Actual costs plus 166% administration fee plus \$267 flat fee if lot must be cleared by the City This program is designed to only recover the cost of the properties that do not comply.			

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SERVICE WEED ABATEMENT PROGRAM				REFERENCE NO. S-093		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 3,041		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT	108.5 Hr/Year	0.04	\$3.87	3,041	\$11,769
FIRE DEPT	FIRE CHIEF	11.75 Hr/Year	0.00	\$1.09	3,041	\$3,315
FIRE DEPT	FIRE MARSHAL	163.5 Hr/Year	0.05	\$10.48	3,041	\$31,870
FIRE GRANTS & PROGR		Contract Services	0.00	\$23.49	3,041	\$71,433
TECHNOLOGY	INFO TECH MANAGER	10.5 Hr/Year	0.00	\$0.50	3,041	\$1,521
		TYPE SUBTOTAL	0.10	\$39.43		\$119,907
		TOTALS	0.10	\$39.43		\$119,907

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE HAZARDOUS MATERIALS RESPONSE		REFERENCE NO. S-094	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Responding to hazardous materials spills.			
CURRENT FEE STRUCTURE Charge to fully allocated hourly rate for all personnel used.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,957.50	TOTAL COST:	\$39,150
UNIT PROFIT (SUBSIDY):	\$(1,957.50)	TOTAL PROFIT (SUBSIDY):	\$(39,150)
TOTAL UNITS:	20	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge to fully allocated hourly rate for all personnel used.			

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 COST DETAIL WORKSHEET
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SERVICE HAZARDOUS MATERIALS RESPONSE				REFERENCE NO. S-094		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 20		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	BATTALION CHIEF		2.00	\$204.60	20	\$4,092
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	2 H/E Of 2	4.00	\$704.84	20	\$14,097
FIRE DEPT	FIRE ENGINEER/PARAMEDIC	2 H/E Of 2	4.00	\$574.80	20	\$11,496
FIRE DEPT	FIREFIGHTER	2 H/E Of 2	4.00	\$473.24	20	\$9,465
		TYPE SUBTOTAL	14.00	\$1,957.48		\$39,150
		TOTALS	14.00	\$1,957.50		\$39,150

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE NEGLIGENT INCIDENT RESPONSE		REFERENCE NO. S-095	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Response to a negligent incident			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rates for all personnel used.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$5,667.87	TOTAL COST:	\$85,018
UNIT PROFIT (SUBSIDY):	<u>\$(5,667.87)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(85,018)</u>
TOTAL UNITS:	15	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge double the fully allocated hourly rates for all personnel used.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE NEGLIGENT INCIDENT RESPONSE				REFERENCE NO. S-095		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	BATTALION CHIEF		4.00	\$409.20	15	\$6,138
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC	4 H/E Of 3	12.00	\$2,114.52	15	\$31,718
FIRE DEPT	FIRE ENGINEER/PARAMEDIC	4 H/E Of 3	12.00	\$1,724.40	15	\$25,866
FIRE DEPT	FIREFIGHTER	4 H/E Of 3	12.00	\$1,419.72	15	\$21,296
		TYPE SUBTOTAL	40.00	\$5,667.84		\$85,018
		TOTALS	40.00	\$5,667.87		\$85,018

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE FIRE/ARSON INVESTIGATION		REFERENCE NO. S-096	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE INVESTIGATION	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Investigation of all fires to determine if arson was the cause of the fire.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rates for all personnel used.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$980.53	TOTAL COST:	\$14,708
UNIT PROFIT (SUBSIDY):	\$(980.53)	TOTAL PROFIT (SUBSIDY):	\$(14,708)
TOTAL UNITS:	15	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rates for all personnel used.			

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 COST DETAIL WORKSHEET
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SERVICE				REFERENCE NO.		
FIRE/ARSON INVESTIGATION				S-096		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	BATTALION CHIEF		3.33	\$340.66	15	\$5,110
FIRE DEPT	FIRE CAPTAIN/PARAMEDIC		2.00	\$352.44	15	\$5,287
FIRE DEPT	FIRE ENGINEER/PARAMEDIC		2.00	\$287.40	15	\$4,311
		TYPE SUBTOTAL	7.33	\$980.50		\$14,708
		TOTALS	7.33	\$980.53		\$14,708

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE FIRE INCIDENT REPORT COPY		REFERENCE NO. S-098	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE REPORT	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Retrieving, approving, copying, and filing a fire incident report.			
CURRENT FEE STRUCTURE As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.50	TOTAL REVENUE:	\$50
UNIT COST:	\$76.98	TOTAL COST:	\$7,698
UNIT PROFIT (SUBSIDY):	\$(76.48)	TOTAL PROFIT (SUBSIDY):	\$(7,648)
TOTAL UNITS:	100	PCT. COST RECOVERY:	0.65%
SUGGESTED FEE FOR COST RECOVERY OF: 100% As this service is covered by the Public Records Act, the fee should match the City's copy charge fee: 1st page - \$0.50 each additional page - \$0.10			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE FIRE INCIDENT REPORT COPY					REFERENCE NO. S-098		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 100		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FIRE DEPT	ADMIN. ASSISTANT		0.50	\$54.20	100	\$5,420	
FIRE DEPT	FIRE CHIEF		0.08	\$22.78	100	\$2,278	
		TYPE SUBTOTAL	0.58	\$76.98		\$7,698	
		TOTALS	0.58	\$76.98		\$7,698	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE FIRE CODE OCCUPANCY LETTER		REFERENCE NO. S-098A	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE LETTER	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Processing a request to identify the allowable maximum occupancy for a structure.			
CURRENT FEE STRUCTURE \$60 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$6.00	TOTAL REVENUE:	\$60
UNIT COST:	\$222.00	TOTAL COST:	\$2,220
UNIT PROFIT (SUBSIDY):	\$(216.00)	TOTAL PROFIT (SUBSIDY):	\$(2,160)
TOTAL UNITS:	10	PCT. COST RECOVERY:	2.70%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$220 per letter			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE FIRE CODE OCCUPANCY LETTER				REFERENCE NO. S-098A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FIRE DEPT	ADMIN. ASSISTANT		0.25	\$27.10	10	\$271
FIRE DEPT	FIRE MARSHAL		1.00	\$194.91	10	\$1,949
		TYPE SUBTOTAL	1.25	\$222.01		\$2,220
		TOTALS	1.25	\$222.00		\$2,220

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE FIRE MISCELLANEOUS SERVICES		REFERENCE NO. S-098B	
PRIMARY DEPARTMENT FIRE	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing miscellaneous Fire services not covered as part of other Planning fees.			
CURRENT FEE STRUCTURE Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge all staff at the fully allocated hourly rates plus any outside or legal expenses.			

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 COST DETAIL WORKSHEET
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SERVICE FIRE MISCELLANEOUS SERVICES				REFERENCE NO. S-098B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE ADULT SPORTS		REFERENCE NO. S-099	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Operation of various adult sports programs, such as basketball and kickball.			
CURRENT FEE STRUCTURE Adult Kickball - \$421 per team Adult Basketball - \$421 per team Less than 8 non-residents - \$5 per non-resident player Eight or more non-residents - plus 10% Light Fee - \$22 per hour Late Fee - \$53 per team Forfeit Fee - \$27 per team Protest Fee - \$22 per team Add/Drop Fee - \$22 per transaction			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$39,000.00	TOTAL REVENUE:	\$39,000
UNIT COST:	\$115,452.00	TOTAL COST:	\$115,452
UNIT PROFIT (SUBSIDY):	\$(76,452.00)	TOTAL PROFIT (SUBSIDY):	\$(76,452)
TOTAL UNITS:	1	PCT. COST RECOVERY:	33.78%
SUGGESTED FEE FOR COST RECOVERY OF: 35%			
<p>This program is recovering 34% of its total costs and 126% of its direct costs.</p> <p>Direct costs include direct part time salaries and benefits and direct operating expenses.</p>			

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SERVICE ADULT SPORTS				REFERENCE NO. S-099		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
RECREATION	PART TIME STAFF	\$4,014	135.00	\$10,585.35	1	\$10,585
RECREATION	RECREATION COORDINATOR	20%	329.20	\$40,537.69	1	\$40,538
RECREATION	RECREATION SUPERVISOR	5%	82.30	\$12,086.58	1	\$12,087
RECREATION		Direct Expenses	0.00	\$18,180.00	1	\$18,180
CPCC	PART TIME STAFF	\$6,713	225.00	\$19,631.25	1	\$19,631
CPCC		Comm Center Maint	0.00	\$14,431.60	1	\$14,432
		TYPE SUBTOTAL	771.50	\$115,452.47		\$115,452
		TOTALS	771.50	\$115,452.00		\$115,452

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE YOUTH SPORTS		REFERENCE NO. S-100	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Operation of various youth sports programs, such as basketball, volleyball, and T-ball.			
CURRENT FEE STRUCTURE Various fees such as: Jr Volleyball - \$75 per participant Basketball - \$95 per participant T-Ball - \$95 per participant \$5 discount for each additional family member Non-Resident - plus 10% Late Fee - \$10 per participant or family			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$72,790.00	TOTAL REVENUE:	\$72,790
UNIT COST:	\$289,326.00	TOTAL COST:	\$289,326
UNIT PROFIT (SUBSIDY):	\$(216,536.00)	TOTAL PROFIT (SUBSIDY):	\$(216,536)
TOTAL UNITS:	1	PCT. COST RECOVERY:	25.16%
SUGGESTED FEE FOR COST RECOVERY OF: 25% This program is recovering 25% of its total costs and 92% of its direct costs. Direct costs include direct part time salaries and benefits and direct operating expenses.			

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CITY OF ATASCADERO
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SERVICE		REFERENCE NO.				
YOUTH SPORTS		S-100				
NOTE		TOTAL UNITS				
Unit Costs are an Average of Total Units		1				
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
RECREATION	PART TIME STAFF	\$6,690	225.00	\$17,642.25	1	\$17,642
RECREATION	RECREATION COORDINATOR	50%	823.00	\$101,344.22	1	\$101,344
RECREATION	RECREATION SUPERVISOR	5%	82.30	\$12,086.58	1	\$12,087
RECREATION		Direct Expenses	0.00	\$44,266.00	1	\$44,266
RECREATION		T-Ball Field Maint	0.00	\$2,549.00	1	\$2,549
CPCC	PART TIME STAFF	\$22,562	750.00	\$65,437.50	1	\$65,438
CPCC		Comm Center Maint	0.00	\$46,000.73	1	\$46,001
		TYPE SUBTOTAL	1,880.30	\$289,326.28		\$289,326
		TOTALS	1,880.30	\$289,326.00		\$289,326

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE YOUTH & TEEN SERVICES		REFERENCE NO. S-102	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Operation of various youth and teen programs, such as the Teen Center and Teen Summer Club.			
CURRENT FEE STRUCTURE Teen Center membership - \$10 per year Teen Center membership card replacement - \$2 per card Teen Center Summer Club - \$100 per week			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,200.00	TOTAL REVENUE:	\$1,200
UNIT COST:	\$168,717.00	TOTAL COST:	\$168,717
UNIT PROFIT (SUBSIDY):	\$(167,517.00)	TOTAL PROFIT (SUBSIDY):	\$(167,517)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.71%
SUGGESTED FEE FOR COST RECOVERY OF: 5%			
<p>This program is recovering 1% of its total costs and 6% of its direct costs.</p> <p>Direct costs include direct part time salaries and benefits and direct operating expenses.</p>			

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SERVICE YOUTH & TEEN SERVICES				REFERENCE NO. S-102		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
RECREATION	OFFICE ASSISTANT II	2%	32.92	\$3,176.12	1	\$3,176
RECREATION	PART TIME STAFF	\$10,703	360.00	\$28,227.60	1	\$28,228
RECREATION	RECREATION COORDINATOR	10%	164.60	\$20,268.84	1	\$20,269
CPCC	PART TIME STAFF	\$6,713	225.00	\$19,631.25	1	\$19,631
CPCC		Comm Center Maint	0.00	\$97,413.30	1	\$97,413
		TYPE SUBTOTAL	782.52	\$168,717.11		\$168,717
		TOTALS	782.52	\$168,717.00		\$168,717

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
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SERVICE CONTRACT RECREATION CLASSES		REFERENCE NO. S-103	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing recreation classes to adult and youths.			
CURRENT FEE STRUCTURE The instructor receives 70% of the class fee and the City receives the remaining 30% for off-site classes and existing instructors. The instructor receives 60% of the class fee and the City receives the remaining 40% for on-site classes.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$118,000.00	TOTAL REVENUE:	\$118,000
UNIT COST:	\$277,975.00	TOTAL COST:	\$277,975
UNIT PROFIT (SUBSIDY):	\$(159,975.00)	TOTAL PROFIT (SUBSIDY):	\$(159,975)
TOTAL UNITS:	1	PCT. COST RECOVERY:	42.45%
SUGGESTED FEE FOR COST RECOVERY OF: 50%			
This program is recovering 42% of its total costs and 131% of its direct costs. Direct costs include direct part time salaries and benefits and direct operating expenses.			

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SERVICE CONTRACT RECREATION CLASSES				REFERENCE NO. S-103		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
RECREATION	OFFICE ASSISTANT II	5%	82.30	\$7,940.30	1	\$7,940
RECREATION	RECREATION SUPERVISOR	20%	329.20	\$48,346.31	1	\$48,346
RECREATION		Direct Expenses	0.00	\$90,000.00	1	\$90,000
CPCC		Comm Center Maint	0.00	\$131,688.35	1	\$131,688
		TYPE SUBTOTAL	411.50	\$277,974.96		\$277,975
		TOTALS	411.50	\$277,975.00		\$277,975

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CITY SPECIAL EVENTS		REFERENCE NO. S-104	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE EVENT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing special events for the community, such as Concerts in the Park, Movies in the Park, Holiday Craft Fair, Father-Daughter Dance, and Cruise Night.			
CURRENT FEE STRUCTURE Various fees for the various events			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$8,857.14	TOTAL REVENUE:	\$62,000
UNIT COST:	\$20,011.14	TOTAL COST:	\$140,078
UNIT PROFIT (SUBSIDY):	\$(11,154.00)	TOTAL PROFIT (SUBSIDY):	\$(78,078)
TOTAL UNITS:	7	PCT. COST RECOVERY:	44.26%
SUGGESTED FEE FOR COST RECOVERY OF: 45%			
<p>This program is recovering 44% of its total costs and 267% of its direct costs.</p> <p>Direct costs include direct part time salaries and benefits and direct operating expenses.</p>			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE					REFERENCE NO.		
CITY SPECIAL EVENTS					S-104		
NOTE					TOTAL UNITS		
Unit Costs are an Average of Total Units					7		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
RECREATION	OFFICE ASSISTANT II	15%	35.27	\$3,402.99	7	\$23,821	
RECREATION	PART TIME STAFF	\$2,676	12.86	\$1,008.13	7	\$7,057	
RECREATION	RECREATION SUPERVISOR	15%	35.27	\$5,179.96	7	\$36,260	
RECREATION		Direct Expenses	0.00	\$2,078.57	7	\$14,550	
CPCC	PART TIME STAFF	\$4,475	21.43	\$1,869.64	7	\$13,087	
CPCC		Advertising	0.00	\$28.57	7	\$200	
BUILDING MAINTENANC	BLDG MAINT SPECIALIST	8.55%	40.21	\$4,094.99	7	\$28,665	
BUILDING MAINTENANC	OVERTIME	8.55%	25.41	\$34.55	7	\$242	
BUILDING MAINTENANC	SR BUILDING MAINT SPEC.	8.55%	20.10	\$2,313.80	7	\$16,197	
		TYPE SUBTOTAL	190.55	\$20,011.20		\$140,078	
		TOTALS	190.55	\$20,011.14		\$140,078	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE PAVILION SERVICES		REFERENCE NO. S-106	
PRIMARY DEPARTMENT COMM. SERVICES	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Rental and maintenance of the Pavilion on the Lake.			
CURRENT FEE STRUCTURE Various fees depending on the room rented and the group renting it.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$128,610.00	TOTAL REVENUE:	\$128,610
UNIT COST:	\$463,275.00	TOTAL COST:	\$463,275
UNIT PROFIT (SUBSIDY):	\$(334,665.00)	TOTAL PROFIT (SUBSIDY):	\$(334,665)
TOTAL UNITS:	1	PCT. COST RECOVERY:	27.76%
SUGGESTED FEE FOR COST RECOVERY OF: 30%			
The City should charge whatever the market will bear for the use of this facility.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE PAVILION SERVICES				REFERENCE NO. S-106		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PAVILION	PART TIME STAFF	\$45,295	1,500.00	\$104,145.00	1	\$104,145
PAVILION	RECREATION COORDINATOR	100%	1,646.00	\$180,846.02	1	\$180,846
PAVILION		Bldg Use & Maint	0.00	\$108,764.38	1	\$108,764
PAVILION		Op Suppl/Contract	0.00	\$29,460.00	1	\$29,460
PAVILION		Advert/Insur/Util	0.00	\$40,060.00	1	\$40,060
		TYPE SUBTOTAL	3,146.00	\$463,275.40		\$463,275
		TOTALS	3,146.00	\$463,275.00		\$463,275

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE COMMUNITY CENTER RENTAL		REFERENCE NO. S-106A	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Rental and maintenance of the Colony Park Community Center.			
CURRENT FEE STRUCTURE Various fees depending on the room rented and the group renting it.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$30,646.00	TOTAL REVENUE:	\$30,646
UNIT COST:	\$52,074.00	TOTAL COST:	\$52,074
UNIT PROFIT (SUBSIDY):	\$(21,428.00)	TOTAL PROFIT (SUBSIDY):	\$(21,428)
TOTAL UNITS:	1	PCT. COST RECOVERY:	58.85%
SUGGESTED FEE FOR COST RECOVERY OF: 60% The City should charge whatever the market will bear for the use of this facility.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE COMMUNITY CENTER RENTAL				REFERENCE NO. S-106A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
RECREATION	PART TIME STAFF	\$2,676	90.00	\$7,056.90	1	\$7,057
RECREATION	RECREATION SUPERVISOR	5%	82.30	\$12,086.58	1	\$12,087
CPCC	PART TIME STAFF	\$4,475	150.00	\$13,087.50	1	\$13,088
CPCC		Comm Center Maint	0.00	\$19,843.45	1	\$19,843
		TYPE SUBTOTAL	322.30	\$52,074.43		\$52,074
		TOTALS	322.30	\$52,074.00		\$52,074

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE BALLFIELD/PARK FACILITY RENTAL		REFERENCE NO. S-107	
PRIMARY DEPARTMENT RECREATION	UNIT OF SERVICE RENTAL	SERVICE RECIPIENT Comm. Group	
DESCRIPTION OF SERVICE Usage of the City's ballfields and park facilities by private or community groups.			
CURRENT FEE STRUCTURE Ballfield fees: in addition to in-kind contributions \$28 per hour \$28 base rental per field plus \$211 deposit \$22 per hour - lights \$55 per day - field lining Various fees for Tournament Rentals BBQ Areas: Paloma/Lake Park - \$61 per day Colony Park - \$33 per day All 3 areas - \$83 per day Lake Park Bandstand: Non-Profit - \$57 Other - \$91 Various other park facility rental fees and concession revenues			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$125.20	TOTAL REVENUE:	\$25,540
UNIT COST:	\$403.48	TOTAL COST:	\$82,309
UNIT PROFIT (SUBSIDY):	\$(278.28)	TOTAL PROFIT (SUBSIDY):	\$(56,769)
TOTAL UNITS:	204	PCT. COST RECOVERY:	31.03%
SUGGESTED FEE FOR COST RECOVERY OF: 30% The City should charge whatever the market will bear for the use of this facility.			

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CITY OF ATASCADERO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE				REFERENCE NO.		
BALLFIELD/PARK FACILITY RENTAL				S-107		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				204		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
RECREATION	OFFICE ASSISTANT II	Park/BBQ - 10%	0.82	\$79.40	200	\$15,880
		TYPE SUBTOTAL	0.82	\$79.40		\$15,880
RECREATION	RECREATION COORDINATOR	Tournament	1.00	\$123.14	1	\$123
		TYPE SUBTOTAL	1.00	\$123.14		\$123
RECREATION	RECREATION COORDINATOR	10% - Youth Groups	54.87	\$6,756.28	3	\$20,269
		TYPE SUBTOTAL	54.87	\$6,756.28		\$20,269
RECREATION		Adult Softball Field	0.00	\$5,438.00	1	\$5,438
RECREATION		Gen Rental Field Mnt	0.00	\$147.00	1	\$147
RECREATION		Babe Ruth Field Mnt	0.00	\$6,526.00	1	\$6,526
RECREATION		Girls Softball Field	0.00	\$13,697.00	1	\$13,697
RECREATION		AYSA Field Maint	0.00	\$9,188.00	1	\$9,188
RECREATION		Ltl League Field Mnt	0.00	\$9,092.00	1	\$9,092
RECREATION		HS Baseball Field	0.00	\$1,133.00	1	\$1,133
RECREATION		Adult Soccer Field	0.00	\$816.00	1	\$816
		TYPE SUBTOTAL	0.00	\$46,037.00		\$46,037
TOTALS			56.69	\$403.48		\$82,309

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ZOO SERVICES		REFERENCE NO. S-108	
PRIMARY DEPARTMENT ZOO	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Operating the Charles Paddock Zoo.			
CURRENT FEE STRUCTURE Admissions: \$10 - General (13 and up) \$9 - Senior (65 and up) \$8 - Child (5-12) \$5 - Child (3-4) Various other revenues including sales, food sales, vendor concessions, and the educational program.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$463,450.00	TOTAL REVENUE:	\$463,450
UNIT COST:	\$1,479,003.00	TOTAL COST:	\$1,479,003
UNIT PROFIT (SUBSIDY):	\$(1,015,553.00)	TOTAL PROFIT (SUBSIDY):	\$(1,015,553)
TOTAL UNITS:	1	PCT. COST RECOVERY:	31.34%
SUGGESTED FEE FOR COST RECOVERY OF: 35% The City should charge whatever the market will bear for the use of this facility.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.			
ZOO SERVICES				S-108			
NOTE				TOTAL UNITS			
Unit Costs are an Average of Total Units				1			
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
ZOO	ZOO DIRECTOR	100%	1,646.00	\$240,447.68	1	\$240,448	
ZOO	OVERTIME	\$12,456	2,080.00	\$20,592.00	1	\$20,592	
ZOO	PART TIME STAFF	\$102,398	3,400.00	\$181,764.00	1	\$181,764	
ZOO	LEAD ZOOKEEPER	100%	3,292.00	\$279,688.32	1	\$279,688	
ZOO		Insur/Utilities	0.00	\$91,180.00	1	\$91,180	
ZOO		Gift Shop Retail	0.00	\$37,000.00	1	\$37,000	
ZOO		Op Suppl/Contract	0.00	\$206,050.00	1	\$206,050	
ZOO	ZOO EDUCATOR CURATOR	100%	1,646.00	\$106,594.96	1	\$106,595	
ZOO	ZOOKEEPER I	100% Of 3	4,938.00	\$315,686.34	1	\$315,686	
		TYPE SUBTOTAL	17,002.00	\$1,479,003.30		\$1,479,003	
		TOTALS	17,002.00	\$1,479,003.00		\$1,479,003	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SEWER CONNECTION PROCESSING		REFERENCE NO. S-109	
PRIMARY DEPARTMENT ENGINEERING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing of a new sewer connection.			
CURRENT FEE STRUCTURE \$46 per sewer connection permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$46.00	TOTAL REVENUE:	\$2,300
UNIT COST:	\$77.90	TOTAL COST:	\$3,895
UNIT PROFIT (SUBSIDY):	\$(31.90)	TOTAL PROFIT (SUBSIDY):	\$(1,595)
TOTAL UNITS:	50	PCT. COST RECOVERY:	59.05%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$80 per sewer connection permit			

May 30, 2022

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SEWER CONNECTION PROCESSING				REFERENCE NO. S-109		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW ADMIN	ASSOCIATE CIVIL ENGINEER		0.25	\$37.61	50	\$1,881
PW ADMIN	OFFICE ASSISTANT III	Sewer Permit	0.25	\$21.23	50	\$1,062
PW ADMIN	CITY ENGINEER/PW DIRECTOR		0.08	\$19.06	50	\$953
		TYPE SUBTOTAL	0.58	\$77.90		\$3,895
		TOTALS	0.58	\$77.90		\$3,895

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SEWER CONNECTION INSPECTION		REFERENCE NO. S-109A	
PRIMARY DEPARTMENT SEWER	UNIT OF SERVICE LATERAL	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Inspection of the installation of a sewer saddle to allow connection to the City's wastewater system.			
CURRENT FEE STRUCTURE \$250 per lateral			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	15	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This fee is now included in S-058 and should be removed as a separate fee.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SEWER CONNECTION INSPECTION				REFERENCE NO. S-109A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE EMERGENCY SEWAGE SPILL RESPONSE		REFERENCE NO. S-110	
PRIMARY DEPARTMENT SEWER	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Responding to a private sewage spill which has spilled into the public right-of-way.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rates for all personnel involved, plus any outside or material costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,022.50	TOTAL COST:	\$4,090
UNIT PROFIT (SUBSIDY):	\$(1,022.50)	TOTAL PROFIT (SUBSIDY):	\$(4,090)
TOTAL UNITS:	4	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rates for all personnel involved, plus any outside or material costs.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE EMERGENCY SEWAGE SPILL RESPONSE					REFERENCE NO. S-110	
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 4	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
WASTEWATER	WWTP OPERATOR I/II		8.00	\$1,022.40	4	\$4,090
		TYPE SUBTOTAL	8.00	\$1,022.40		\$4,090
		TOTALS	8.00	\$1,022.50		\$4,090

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DAMAGE TO CITY PROPERTY REPAIR		REFERENCE NO. S-115	
PRIMARY DEPARTMENT STREET MAINT.	UNIT OF SERVICE INCIDENT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Repairing damage to City property.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all required personnel plus any material costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$241.60	TOTAL COST:	\$2,416
UNIT PROFIT (SUBSIDY):	\$(241.60)	TOTAL PROFIT (SUBSIDY):	\$(2,416)
TOTAL UNITS:	10	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rate for all required personnel plus any material costs.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE DAMAGE TO CITY PROPERTY REPAIR				REFERENCE NO. S-115		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PARK MAINTENANCE	MAINT WORKER II		2.00	\$241.56	10	\$2,416
		TYPE SUBTOTAL	2.00	\$241.56		\$2,416
		TOTALS	2.00	\$241.60		\$2,416

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE NEW BUSINESS LICENSE APP REV/ENFRC.		REFERENCE NO. S-116	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review and process new business license applications.			
CURRENT FEE STRUCTURE \$241 - A Occupancy, H Occupancy, Hood, Sprinkler \$106 - All Other Occupancies \$77 - Out of Town Business or Contractor \$77 - Home Occupation			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$106.00	TOTAL REVENUE:	\$39,962
UNIT COST:	\$86.44	TOTAL COST:	\$32,588
UNIT PROFIT (SUBSIDY):	\$19.56	TOTAL PROFIT (SUBSIDY):	\$7,374
TOTAL UNITS:	377	PCT. COST RECOVERY:	122.63%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$85 per application Planning, Building, and Fire fees are separate.			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE NEW BUSINESS LICENSE APP REV/ENFRC.					REFERENCE NO. S-116		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 377		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
FINANCE	ACCOUNT CLERK I/II		0.21	\$18.84	377	\$7,103	
CD-PLANNING	ADMIN. ASSISTANT		0.50	\$67.60	377	\$25,485	
		TYPE SUBTOTAL	0.71	\$86.44		\$32,588	
		TOTALS	0.71	\$86.44		\$32,588	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CHANGE OF OCCUPANCY		REFERENCE NO. S-117	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review of a proposed change of occupancy type for an existing building for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$210 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$210.00	TOTAL REVENUE:	\$210
UNIT COST:	\$246.00	TOTAL COST:	\$246
UNIT PROFIT (SUBSIDY):	\$(36.00)	TOTAL PROFIT (SUBSIDY):	\$(36)
TOTAL UNITS:	1	PCT. COST RECOVERY:	85.37%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$245 per application			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE CHANGE OF OCCUPANCY				REFERENCE NO. S-117		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-BUILDING	BUILDING INSPECTOR I/II		1.00	\$177.53	1	\$178
CD-BUILDING	ADMIN SUPPORT ASSISTANT		0.50	\$68.16	1	\$68
		TYPE SUBTOTAL	1.50	\$245.69		\$246
		TOTALS	1.50	\$246.00		\$246

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE BUSINESS LICENSE REPRINT		REFERENCE NO. S-118A	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE REPRINT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Reprinting a business license on request			
CURRENT FEE STRUCTURE \$15 per reprint			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$15.00	TOTAL REVENUE:	\$180
UNIT COST:	\$35.42	TOTAL COST:	\$425
UNIT PROFIT (SUBSIDY):	\$(20.42)	TOTAL PROFIT (SUBSIDY):	\$(245)
TOTAL UNITS:	12	PCT. COST RECOVERY:	42.35%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$35 per reprint			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE BUSINESS LICENSE REPRINT				REFERENCE NO. S-118A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CENTRAL RECEPTION	ADMIN SEC/CENTRAL RECEPT		0.25	\$35.45	12	\$425
		TYPE SUBTOTAL	0.25	\$35.45		\$425
		TOTALS	0.25	\$35.42		\$425

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SOLICITOR PERMIT		REFERENCE NO. S-119	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Processing an application for a solicitor permit to allow for door-to-door sales in the City.			
CURRENT FEE STRUCTURE \$29 per permit plus \$6 per card			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$41.00	TOTAL REVENUE:	\$41
UNIT COST:	\$89.00	TOTAL COST:	\$89
UNIT PROFIT (SUBSIDY):	\$(48.00)	TOTAL PROFIT (SUBSIDY):	\$(48)
TOTAL UNITS:	1	PCT. COST RECOVERY:	46.07%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$70 per permit plus \$10 per card			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE SOLICITOR PERMIT				REFERENCE NO. S-119		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CD-PLANNING	ADMIN. ASSISTANT	Base Time	0.50	\$67.60	1	\$68
		TYPE SUBTOTAL	0.50	\$67.60		\$68
CD-PLANNING	ADMIN. ASSISTANT	Time Per Card	0.08	\$10.82	2	\$22
		TYPE SUBTOTAL	0.08	\$10.82		\$22
TOTALS			0.58	\$89.00		\$89

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE RETURNED CHECK PROCESSING		REFERENCE NO. S-120	
PRIMARY DEPARTMENT FINANCE	UNIT OF SERVICE CHECK	SERVICE RECIPIENT Resident/Non-Resident/Business	
DESCRIPTION OF SERVICE Processing checks returned for insufficient funds.			
CURRENT FEE STRUCTURE \$29 per NSF check			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$29.00	TOTAL REVENUE:	\$580
UNIT COST:	\$86.25	TOTAL COST:	\$1,725
UNIT PROFIT (SUBSIDY):	\$(57.25)	TOTAL PROFIT (SUBSIDY):	\$(1,145)
TOTAL UNITS:	20	PCT. COST RECOVERY:	33.62%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$85 per NSF check			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE RETURNED CHECK PROCESSING				REFERENCE NO. S-120		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 20		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE	ACCOUNTING SPECIALIST		0.75	\$86.24	20	\$1,725
		TYPE SUBTOTAL	0.75	\$86.24		\$1,725
		TOTALS	0.75	\$86.25		\$1,725

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ELECTRONIC FILE COPY SERVICE		REFERENCE NO. S-121	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE DEVICE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing an electronic copy of an existing City record on request.			
CURRENT FEE STRUCTURE \$3 per device			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3.00	TOTAL REVENUE:	\$3
UNIT COST:	\$3.00	TOTAL COST:	\$3
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5 per device			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ELECTRONIC FILE COPY SERVICE				REFERENCE NO. S-121		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY MANAGER	ADMIN. ASSISTANT		0.03	\$2.92	1	\$3
		TYPE SUBTOTAL	0.03	\$2.92		\$3
		TOTALS	0.03	\$3.00		\$3

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DOCUMENT CERTIFICATION		REFERENCE NO. S-122	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE DOCUMENT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Certifying the authenticity of a City document on request.			
CURRENT FEE STRUCTURE \$31 per document			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$31.00	TOTAL REVENUE:	\$310
UNIT COST:	\$30.90	TOTAL COST:	\$309
UNIT PROFIT (SUBSIDY):	\$0.10	TOTAL PROFIT (SUBSIDY):	\$1
TOTAL UNITS:	10	PCT. COST RECOVERY:	100.32%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$31 per document			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE DOCUMENT CERTIFICATION					REFERENCE NO. S-122		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY MANAGER	ADMIN. ASSISTANT		0.17	\$16.53	10	\$165	
CITY MANAGER	DEP CITY MGR-ADMIN		0.08	\$14.32	10	\$143	
		TYPE SUBTOTAL	0.25	\$30.85		\$309	
		TOTALS	0.25	\$30.90		\$309	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CANDIDATE/INITIATIVE FILING		REFERENCE NO. S-123	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Processing and filing of candidate or initiative filing papers.			
CURRENT FEE STRUCTURE Candidate - \$25 per candidate Initiative - \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition. Fees are set by State Law			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$50.00	TOTAL REVENUE:	\$350
UNIT COST:	\$409.14	TOTAL COST:	\$2,864
UNIT PROFIT (SUBSIDY):	\$(359.14)	TOTAL PROFIT (SUBSIDY):	\$(2,514)
TOTAL UNITS:	7	PCT. COST RECOVERY:	12.22%
SUGGESTED FEE FOR COST RECOVERY OF: 15% Candidate - \$25 per candidate Initiative - \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition. Fees are set by State Law			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE CANDIDATE/INITIATIVE FILING				REFERENCE NO. S-123		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY MANAGER	DEP CITY MGR-ADMIN	Candidate	1.00	\$179.00	6	\$1,074
		TYPE SUBTOTAL	1.00	\$179.00		\$1,074
CITY MANAGER	DEP CITY MGR-ADMIN	Initiative	10.00	\$1,790.00	1	\$1,790
		TYPE SUBTOTAL	10.00	\$1,790.00		\$1,790
TOTALS			11.00	\$409.14		\$2,864

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE RECORDS COMPILATION SERVICE		REFERENCE NO. S-124	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Compiling City records for groups and individuals for their specialized reasons not of a general public nature. This does not include Public Records Requests.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all required personnel.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$276.00	TOTAL COST:	\$276
UNIT PROFIT (SUBSIDY):	\$(276.00)	TOTAL PROFIT (SUBSIDY):	\$(276)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rate for all required personnel and any outside costs in accordance with Government Code section 6253.9.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE RECORDS COMPILATION SERVICE					REFERENCE NO. S-124		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY MANAGER	ADMIN. ASSISTANT		1.00	\$97.25	1	\$97	
CITY MANAGER	DEP CITY MGR-ADMIN		1.00	\$179.00	1	\$179	
		TYPE SUBTOTAL	2.00	\$276.25		\$276	
		TOTALS	2.00	\$276.00		\$276	

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DOCUMENT REPRODUCTION		REFERENCE NO. S-125	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE ITEM	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Copying various City documents requested by the public.			
CURRENT FEE STRUCTURE Copying/Scanning/faxing: Black & White: \$0.50 - 1st page \$0.10 - each additional page Color - \$1 per page FPPC copies - \$0.10 per page Contract reproduction of documents - actual cost of reproduction Additional \$5 per request for statements five or more years old			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.49	TOTAL REVENUE:	\$110
UNIT COST:	\$0.97	TOTAL COST:	\$216
UNIT PROFIT (SUBSIDY):	\$(0.48)	TOTAL PROFIT (SUBSIDY):	\$(106)
TOTAL UNITS:	223	PCT. COST RECOVERY:	50.93%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Copying/Scanning/faxing: Black & White: \$0.50 - 1st page \$0.10 - each additional page Color - \$1 per page FPPC copies - \$0.10 per page Contract reproduction of documents - actual cost of reproduction Additional \$5 per request for statements five or more years old			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE DOCUMENT REPRODUCTION				REFERENCE NO. S-125		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 223		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY MANAGER	ADMIN. ASSISTANT	Avg 1-2 Pages	0.01	\$0.97	223	\$216
		TYPE SUBTOTAL	0.01	\$0.97		\$216
		TOTALS	0.01	\$0.97		\$216

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE CREDIT CARD PROCESSING		REFERENCE NO. S-127	
PRIMARY DEPARTMENT ADMINISTRATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Recovery of credit card processing fees.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$25,728.00	TOTAL COST:	\$25,728
UNIT PROFIT (SUBSIDY):	\$(25,728.00)	TOTAL PROFIT (SUBSIDY):	\$(25,728)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 4.5% of the amount charged			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE CREDIT CARD PROCESSING				REFERENCE NO. S-127		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
OTHER USES		Credit Card Fees	0.00	\$25,728.00	1	\$25,728
		TYPE SUBTOTAL	0.00	\$25,728.00		\$25,728
		TOTALS	0.00	\$25,728.00		\$25,728

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE ACTIVE NET REGISTRATION		REFERENCE NO. S-130	
PRIMARY DEPARTMENT ADMINISTRATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Administrative costs associated with registering for an activity online through Active Net.			
CURRENT FEE STRUCTURE Activity cost between \$0-\$10.99 - \$0.50 Activity cost between \$11.00-\$39.99 - \$1.00 Activity cost between \$40.00-\$199.99 - \$2.00 Activity cost \$200+ - \$10			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Activity cost between \$0-\$10.99 - \$0.50 Activity cost between \$11.00-\$39.99 - \$1.00 Activity cost between \$40.00-\$199.99 - \$2.00 Activity cost \$200+ - \$10			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE ACTIVE NET REGISTRATION				REFERENCE NO. S-130		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE DIRECTOR APPROVED FEE WAIVER		REFERENCE NO. S-131	
PRIMARY DEPARTMENT ADMINISTRATION	UNIT OF SERVICE WAIVER	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Waiving certain fees that were incurred due to staff error, with the approval of the Administrative Services Director.			
CURRENT FEE STRUCTURE 			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE DIRECTOR APPROVED FEE WAIVER				REFERENCE NO. S-131		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE MAILING NOTICES/LETTERS & LABELS		REFERENCE NO. S-142	
PRIMARY DEPARTMENT ADMINISTRATION	UNIT OF SERVICE N/A	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Generation of mailing labels and letters for a project.			
CURRENT FEE STRUCTURE 0-50 labels - \$88 51-100 labels - \$176 101-150 labels - \$235 151+ labels - \$293 0-50 notices - \$88 51-100 notices - \$147 101-150 notices - \$205 151+ notices - \$205 plus \$1 per item over 150 Plus actual cost of postage or other mailing fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 0-50 labels - \$117 51-100 labels - \$176 101-150 labels - \$235 151+ labels - \$293 0-50 notices - \$88 51-100 notices - \$147 101-150 notices - \$205 151+ notices - \$205 plus \$1 per item over 150 Plus actual cost of postage or other mailing fees			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE MAILING NOTICES/LETTERS & LABELS				REFERENCE NO. S-142		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF ATASCADERO
 REVENUE AND COST SUMMARY WORKSHEET
 FY 2021-22**

SERVICE SPECIAL EVENT PERMIT		REFERENCE NO. S-145	
PRIMARY DEPARTMENT ADMINISTRATION	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Comm. Group/Business	
DESCRIPTION OF SERVICE Review and coordinaton of special (temporary) events conducted on private or public property.			
CURRENT FEE STRUCTURE \$249 per permit (current Fire fee)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$249.00	TOTAL REVENUE:	\$1,494
UNIT COST:	\$998.33	TOTAL COST:	\$5,990
UNIT PROFIT (SUBSIDY):	\$(749.33)	TOTAL PROFIT (SUBSIDY):	\$(4,496)
TOTAL UNITS:	6	PCT. COST RECOVERY:	24.94%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Private Property: 1-99 attendees - \$249 per application (subsidized) 100+ attendees - \$800 per application Public Property: 1-99 attendees - \$1,095 per application 100+ attendees - \$3,190 per application Still Photography - \$45 per application Film Permit - \$355 per application Plus actual costs as necessary as determined by staff.			

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CITY OF ATASCADERO
 COST DETAIL WORKSHEET
 FY 2021-22

SERVICE				REFERENCE NO.			
SPECIAL EVENT PERMIT				S-145			
NOTE				TOTAL UNITS			
Unit Costs are an Average of Total Units				6			
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
POLICE DEPT	POLICE OFFICER/CORPORAL	Priv. Prop. - Small	0.26	\$40.78	1	\$41	
FIRE DEPT	FIRE MARSHAL	Priv. Prop. - Small	1.00	\$194.91	1	\$195	
CD-PLANNING	ADMIN. ASSISTANT	Priv. Prop. - Small	0.50	\$67.60	1	\$68	
CD-PLANNING	ASST/ASSOC PLANNER	Priv. Prop. - Small	0.50	\$81.61	1	\$82	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Priv. Prop. - Small	0.50	\$119.16	1	\$119	
TYPE SUBTOTAL			2.76	\$504.06		\$504	
POLICE DEPT	POLICE OFFICER/CORPORAL	Priv. Prop. - Large	0.26	\$40.78	1	\$41	
FIRE DEPT	FIRE MARSHAL	Priv. Prop. - Large	1.50	\$292.37	1	\$292	
CD-PLANNING	ADMIN. ASSISTANT	Priv. Prop. - Large	0.50	\$67.60	1	\$68	
CD-PLANNING	ASST/ASSOC PLANNER	Priv. Prop. - Large	1.00	\$163.22	1	\$163	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Priv. Prop. - Large	1.00	\$238.31	1	\$238	
TYPE SUBTOTAL			4.26	\$802.28		\$802	
POLICE DEPT	POLICE OFFICER/CORPORAL	Pub. Prop. - Small	0.26	\$40.78	1	\$41	
FIRE DEPT	FIRE MARSHAL	Pub. Prop. - Small	1.00	\$194.91	1	\$195	
CD-PLANNING	ADMIN. ASSISTANT	Pub. Prop. - Small	0.50	\$67.60	1	\$68	
RECREATION	RECREATION SUPERVISOR	Pub. Prop. - Small	0.75	\$110.15	1	\$110	
PW ADMIN	OFFICE ASSISTANT III	Pub. Prop. - Small	2.00	\$169.84	1	\$170	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Pub. Prop. - Small	0.50	\$119.16	1	\$119	
PW OPERATIONS	OPERATIONS MANAGER	Pub. Prop. - Small	1.00	\$119.93	1	\$120	
STREET MAINTENANCE	SR MAINT WORKER	Pub. Prop. - Small	2.00	\$273.02	1	\$273	
TYPE SUBTOTAL			8.01	\$1,095.39		\$1,095	
POLICE DEPT	POLICE OFFICER/CORPORAL	Pub. Prop. - Large	0.26	\$40.78	1	\$41	
FIRE DEPT	FIRE MARSHAL	Pub. Prop. - Large	1.50	\$292.37	1	\$292	
CD-PLANNING	ADMIN. ASSISTANT	Pub. Prop. - Large	0.50	\$67.60	1	\$68	
RECREATION	RECREATION SUPERVISOR	Pub. Prop. - Large	9.00	\$1,321.74	1	\$1,322	
PW ADMIN	OFFICE ASSISTANT III	Pub. Prop. - Large	2.00	\$169.84	1	\$170	
PW ADMIN	CITY ENGINEER/PW DIRECTOR	Pub. Prop. - Large	1.00	\$238.31	1	\$238	

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

CITY OF ATASCADERO
 COST DETAIL WORKSHEET
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SERVICE SPECIAL EVENT PERMIT				REFERENCE NO. S-145		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW OPERATIONS	OPERATIONS MANAGER	Pub. Prop. - Large	2.00	\$239.86	1	\$240
STREET MAINTENANCE	SR MAINT WORKER	Pub. Prop. - Large	6.00	\$819.06	1	\$819
		TYPE SUBTOTAL	22.26	\$3,189.56		\$3,190
CITY MANAGER	DEP CITY MGR-OUTREACH	Still Photography	0.25	\$44.75	1	\$45
		TYPE SUBTOTAL	0.25	\$44.75		\$45
CITY MANAGER	DEP CITY MGR-OUTREACH	Motion Picture	1.75	\$313.25	1	\$313
POLICE DEPT	POLICE OFFICER/CORPORAL	Motion Picture	0.26	\$40.78	1	\$41
		TYPE SUBTOTAL	2.01	\$354.03		\$354
TOTALS			39.55	\$998.33		\$5,990