

INSTRUCTIONS FOR READING THE USER FEE STUDY

CHAPTER I - BACKGROUND OF STUDY (page 11)

Provides State laws, which support the need and establishment of user fees.

CHAPTER II - IDENTIFYING AND COSTING SERVICE CENTERS (page 15)

Discusses how the fully allocated hourly rates are calculated and what types of costs are included.

CHAPTER III - OVERVIEW OF SERVICE REVENUES MATCHED AGAINST COSTS (page 21)

Summarizes all the fee-based services, showing how much it costs the City, and their current methods to pay for them. (see following example. S-001)

**CITY OF SANTA MARIA
SUMMARY OF FEE SERVICES AND CURRENT FINANCING
FISCAL YEAR 2019-20**

SCHEDULE 1

REF# (1)	SERVICE (2)	TOTAL SERVICE COST (3)	RESOURCES USED TO FINANCE SERVICE	
			FEES (4)	TAXES (5)
COMMUNITY DEVELOPMENT SERVICES				
S-001	CUP W/O SITE DEVELOPMENT TO ZA	\$40,617	\$10,366	\$30,251
S-002	CUP WITH SITE DEVELOPMENT TO ZA	\$55,747	\$9,071	\$46,676
S-003	CUP W/O SITE DEVELOPMENT TO PC	\$48,337	\$16,200	\$32,137
S-004	CUP WITH SITE DEVELOPMENT TO PC	\$98,952	\$27,504	\$71,448
S-005	PLANNED DEVELOPMENT TO PC	\$140,097	\$34,380	\$105,717
S-006	CUP/PD TO CITY COUNCIL	\$18,373	\$3,069	\$15,304
S-007	CUP/PD TO PLANNING COMMISSION	\$145,921	\$30,942	\$114,979
S-008	ADMIN DOWNTOWN PMT-OVER THE CNTR	\$3,814	\$0	\$3,814
S-009	ADMIN DOWNTOWN PRMT - MINOR	\$31,212	\$0	\$31,212
S-010	ADMIN DOWNTOWN PRMT - MAJOR	\$25,952	\$0	\$25,952
S-011	ADMIN DOWNTOWN PRMT - WITH SITE DEV	\$155,203	\$0	\$155,203
S-012	DOWNTOWN PERMIT TO PLAN. COMM.	\$35,287	\$0	\$35,287
S-013	DOWNTOWN PERMIT TO CITY COUNCIL	\$18,244	\$0	\$18,244
S-014	VARIANCE	\$11,538	\$2,107	\$9,431
S-015	ENVIRON. INITIAL STUDY/NEG DEC	N/A	N/A	N/A
S-016	ENVIRONMENTAL IMPACT REPORT	N/A	N/A	N/A
S-017	TENTATIVE PARCEL MAP - PLANNING	\$28,489	\$5,463	\$23,026

CHAPTER IV - SERVICE REVENUE RECOMMENDATIONS (page 33)

Summarizes possible cost recovery (new revenues) if the City were to adopt RCS suggested fees. (see following example. S-001)

**Table 1
Community Development Services**

REF # (1)	SERVICE (2)	TOTAL FEE REVENUE (3)	TOTAL SERVICE COST (4)	TOTAL PROFIT/ (SUBSIDY) (5)	PCT. RECOVERY FROM FEES		POSSIBLE NEW REVENUE (8)
					ACTUAL (6)	SUGGEST (7)	
S-001	CUP W/O SITE DEVELOPMENT TO ZA	\$10,366	\$40,617	(\$30,251)	25.5%	100%	\$30,300
S-002	CUP WITH SITE DEVELOPMENT TO ZA	\$9,071	\$55,747	(\$46,676)	16.3%	100%	\$46,700
S-003	CUP W/O SITE DEVELOPMENT TO PC	\$16,200	\$48,337	(\$32,137)	33.5%	100%	\$32,100
S-004	CUP WITH SITE DEVELOPMENT TO PC	\$27,504	\$98,952	(\$71,448)	27.8%	100%	\$71,400
S-005	PLANNED DEVELOPMENT TO PC	\$34,380	\$140,097	(\$105,717)	24.5%	100%	\$105,700
S-006	CUP/PD TO CITY COUNCIL	\$3,069	\$18,373	(\$15,304)	16.7%	100%	\$0
S-007	CUP/PD TO PLANNING COMMISSION	\$30,942	\$145,921	(\$114,979)	21.2%	100%	\$115,000
S-008	ADMIN DOWNTOWN PMT-OVER THE COUNTER	\$0	\$3,814	(\$3,814)	0.0%	100%	\$3,800

APPENDIX A - SUMMARY OF CURRENT FEES AND PROPOSED FEES (page 49)

Lists the Current Fee and Recommended Fee amounts for each service. (See following example. S-001)

**CITY OF SANTA MARIA
FEE COMPARISON REPORT
FY 2019-20**

REF #: S-001	TITLE: CUP W/O SITE DEVELOPMENT TO ZA
CURRENT FEE \$1,296 per application	RECOMMENDED FEE \$5,075 per application

APPENDIX B - REVENUE AND COST SUMMARY WORKSHEETS MATCHED WITH COST DETAIL WORKSHEETS (page 93)

Lists the summary and detail cost calculation for each user fee.

The even numbered pages show the service name, fee description, current fee, suggested fee, the per-unit costs, and per-unit profit/subsidy, depending on what the current fee is. It also shows the total cost to provide this fee service and the total revenues collected from this fee.

CITY OF SANTA MARIA REVENUE AND COST SUMMARY WORKSHEET FY 2019-20			
SERVICE CUP W/O SITE DEVELOPMENT TO ZA		REFERENCE NO. S-001	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE Zoning Administrator consideration of a conditional use permit without a site development plan.			
CURRENT FEE STRUCTURE \$1,296 per application			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1,295.75	TOTAL REVENUE:	\$10,366
UNIT COST:	\$5,077.13	TOTAL COST:	\$40,617
UNIT PROFIT (SUBSIDY):	\$(3,781.38)	TOTAL PROFIT (SUBSIDY):	\$(30,251)
TOTAL UNITS:	8	PCT. COST RECOVERY:	25.52%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$5,075 per application			

The odd-numbered pages provide a detailed break-down of who is involved and how much time it takes. The unit cost is equal to the unit time multiplied by the fully allocated hourly rate. Divide the unit cost by the unit time to get the fully allocated hourly rate for each position.

CITY OF SANTA MARIA
COST DETAIL WORKSHEET
FY 2019-20

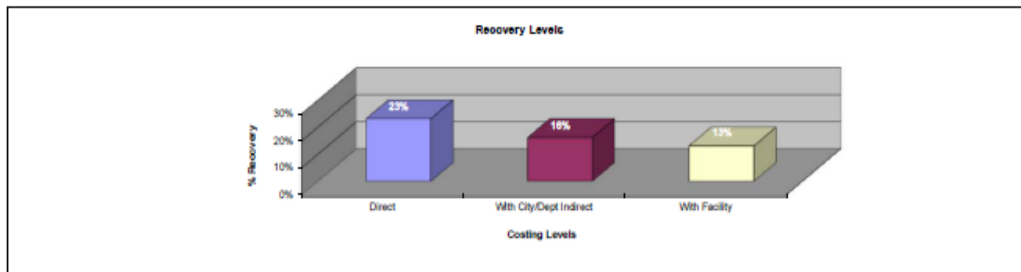
SERVICE CUP W/O SITE DEVELOPMENT TO ZA				REFERENCE NO. S-001		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 8		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CD-PLANNING	DIR OF COMM DEV		1.00	\$398.12	8	\$3,185
CD-PLANNING	OFFICE ASST II		2.25	\$229.19	8	\$1,834
CD-PLANNING	PLANNING DIV MANAGER		1.67	\$546.87	8	\$4,375
CD-PLANNING	PRINCIPAL PLANNER		2.50	\$668.55	8	\$5,348
CD-PLANNING	PROJECT PLANNER		15.00	\$2,630.25	8	\$21,042
FIRE-ADMIN	FIRE MARSHAL		1.00	\$245.12	8	\$1,961
PD-OPERATIONS	POLICE SERGEANT		0.50	\$113.54	8	\$908
PW-ENGINEERING	COMBO SR CIVIL ENGIENG II		1.00	\$193.81	8	\$1,550
UTIL-WATER	SR CIVIL ENGINEER		0.25	\$51.69	8	\$414
		TYPE SUBTOTAL	25.17	\$5,077.14		\$40,617
		TOTALS	25.17	\$5,077.13		\$40,617

APPENDIX C & D (page 593)

Provides RCS' analysis of Santa Maria's recreation services and Library room rental fees.

CITY OF SANTA MARIA
DETAIL OF RECREATION SERVICES
FISCAL YEAR 2019-2020

SERVICE	DIRECT COSTS			FACILITY MAINT	INDIRECT COSTS	TOTAL	REVENUES	RECOVERY		
	PROGRAM COST	FULL TIME COST	TOTAL					DIRECT RECOVERY	+ CITY/DEPT INDIRECT	+ FACILITY MAINT
ADULT SPORTS PROGRAMS	96,179	97,650	193,829	51,572	64,729	310,130	159,251	82.2%	61.6%	51.3%
YOUTH SPORTS PROGRAMS	21,434	17,552	38,986	0	11,660	50,646	8,971	23.0%	17.7%	17.7%
RECREATION CLASSES	21,089	54,203	75,292	116,592	36,642	228,526	45,755	60.8%	40.9%	20.0%
YOUTH RECREATION PROGRAMS	400,318	98,836	499,154	0	260,740	759,894	1,014	0.2%	0.1%	0.1%
TEEN RECREATION PROGRAMS	366,656	467,556	834,212	0	509,153	1,343,365	3,041	0.4%	0.2%	0.2%
ADAPTIVE RECREATION PROGRAMS	10,803	109,580	120,383	0	74,076	194,459	0	0.0%	0.0%	0.0%
GENERAL RECREATION PROGRAMS	119,910	179,394	299,304	0	170,940	470,244	46,951	15.7%	10.0%	10.0%
SENIOR PROGRAMS	20,060	156,075	176,135	0	105,506	281,641	0	0.0%	0.0%	0.0%
RECREATION/LAP SWIM	517,527	100,092	617,619	0	179,926	797,545	48,068	7.8%	6.0%	6.0%
SWIM LESSONS	229,476	44,382	273,858	0	79,781	353,639	50,933	18.6%	14.4%	14.4%
POOL ACTIVITIES	31,123	6,019	37,143	0	10,820	47,963	16,310	43.9%	34.0%	34.0%
POOL RENTAL	837,854	162,045	999,899	0	291,293	1,291,192	314,443	31.4%	24.4%	24.4%
RECREATION FACILITY RENTAL	0	0	0	1,013,132	0	1,013,132	227,769	N/A	N/A	22.5%
BALLFIELD RENTAL	0	0	0	207,261	0	207,261	41,787	N/A	N/A	20.2%
	2,672,430	1,493,384	4,165,814	1,388,557	1,795,266	7,349,637	964,293	23.1%	16.2%	13.1%



PROGRAM COSTS ARE PART TIME COSTS (INCLUDING BENEFITS) AND DIRECT OPERATING EXPENSES
FULL TIME COSTS ARE SALARIES AND BENEFITS
INDIRECT COSTS INCLUDES CITY OVERHEAD AND DEPARTMENTAL OVERHEAD.