

RESOLUTION NO. 23-214

RESOLUTION OF THE DIXON CITY COUNCIL APPROVING UPDATES TO THE MASTER FEE SCHEDULE FOR BUILDING AND FIRE DEPARTMENTS AND TECHNOLOGY FEE AND CORRESPONDING ANNUAL UPDATES BASED ON THE CONSUMER PRICE INDEX (CPI)

WHEREAS, the City of Dixon provides a wide ranges of services to specific users for which it has established user fees designed to recover or offset the cost of providing those services; and

WHEREAS, California laws require that the charges for services be in direct proportion to the costs associated with providing those services; and

WHEREAS, in 2019, the City contracted with Matrix Consulting Group to conduct a Cost of Services (User Fee) Study to determine the current full cost to provide specified services; and

WHEREAS, in an attempt to simplify the building permit fees, the methodology to calculate fees was changed from valuation based to square footage-based methodology; and

WHEREAS, the involved departments had reviewed the full costs determined in the Study and recommended changes to the specified fees for the City Clerk's office, Community Development Building and Planning, Engineering, Finance, Fire and Police, in amounts at the full cost or below it; and

WHEREAS, on April 7, 2020, the Dixon City Council reviewed the proposed fees, conducted a public hearing and ultimately adopted Resolution No. 20-050 approving the updated fee schedule in a two step, phase in approach; and

WHEREAS, the new fees have been in effect since October 8, 2020 and subsequently have been adjusted annually, each July 1st, based on the All Urban Consumer's Price Index, as follows; and

- April 20, 2021 – City Council Resolution No [21-083](#) –Effective July 1, 2021
- April 19, 2022 – City Council Resolution No [22-085](#) –Effective July 1, 2022
- April 18, 2023 – City Council Resolution No [23-082](#) –Effective July 1, 2023

WHEREAS, staff in the Building and Fire Departments have discovered some issues with the Master Fee schedule, including:

- 1) The square footage-based Building Fees are difficult to implement and were not accurately reflective of the time/costs to provide those services,

- 2) The change to square footage-based Building Fees has resulted in many types of permit applications received by the City that are not additions and thereby there is no adopted fee to charge;
- 3) Time estimates used in the building permit fees were not reflective of actual time and efforts by staff to process, review and inspect permit applications
- 4) Fire Department plan review fee (review of building permits) that was previously in the master fee schedule, reviewed and updated as part of the costs study, was inadvertently omitted from the master fee schedule update, thereby that fee has not been charged to cover Fire Department time in plan review;
- 5) Fire Department fees were not accurately reflective of the time/costs to provide those services; and

WHEREAS, in 2021, the City purchased a new ERP and Permit tracking software to update its financial systems as well as offer a more robust permit tracking software to improve the permit application, review and inspection processes for both staff (Engineering, Fire, Community Development, Building and Planning), as well provide more transparency and ease of use for the public; and

WHEREAS, the last cost study performed in 2019 was prior to the City's purchase of the new financial and permitting software (Tyler InCode and Energov) and an update to the Technology fee charged on every permit was necessary to account for the cost to purchase and maintain the new system; and

WHEREAS, the implementation of the Financial component of the software (InCode) commenced in 2022 and went live in Spring of 2023, while implementation of the Permit Tracking module (Energov) of the software commenced in August 2023 and is tentatively scheduled to "go live" by September 16, 2024; and

WHEREAS, in advance of the implementation of the Permit tracking software, staff desired to correct the multiple issues with the fee schedule, so that the new system can be built with a functional and up to date Master Fee schedule for building and fire permits; and

WHEREAS, in 2022, the City requested Matrix Consulting Group to conduct an update to Cost of Services (User Fee) Study for revert to the valuation based Building Permit fee system as well as review Building and Fire Permit fees and the technology fee to determine the current full cost to provide specified services, and

WHEREAS, on September 14, 2023 (via a zoom meeting) and September 20, 2023 (in person meeting at City Hall), staff invited over 100 contractors, homebuilders and developers who are currently performing work and have pulled permits in the City of Dixon to provide an overview of the fee schedule update process and present the draft findings. One homebuilder attended the first session; and

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WHEREAS, the involved departments had reviewed the change in methodology and full costs determined in the Study and recommended changes to the specified fees for the Community Development (Building Division) and Fire Department, in amounts at the full cost or below it; and

WHEREAS, the City Council at a regular meeting on November 7, 2023, conducted a public hearing and reviewed the proposed updated to the Master Fee Schedule for Building Permit fees, Fire Department fees and the technology fee. Notice of said meeting was published in both local newspapers 10 days in advance of the hearing as well as emailed to over 100 contractors, homebuilders and developers who are currently or recently pulled permits within the City of Dixon.

NOW THEREFORE, the City Council of the City of Dixon finds, after considering the evidence presented, that the fees identified in Exhibits A, B and C, and imposed by this update do not exceed the City's costs reasonably borne.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF DIXON DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. FEE SCHEDULE ADOPTION. The following schedule of fees and charges are hereby directed to be computed by and applied by the applicable City departments, and to be collected by the appropriate City department.

SECTION 2. SEPARATE FEE FOR EACH PROCESS. All fees set by this resolution are for each identified process, additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit measurement basis, the fee for each identified unit or portion therefore, within the indicated ranges of such units.

SECTION 3. FEES AND UPDATES TO MASTER FEE SCHEDULE. The fees shall be charged and collected for the enumerated services as indicated in Exhibit A.

- a. The entire existing section of Fire Department fees in the Master Fee Schedule shall be replaced with the new fees, as identified in Exhibit A.
- b. The Technology Fee, as specific in Exhibit B, shall be added to the Master Fee Schedule as a new item.
- c. The entire existing section of Building Permit fees, in the Master Fee Schedule, shall be replaced with the new fees, as identified in Exhibit C

No other changes to the Master Fee Schedule, aside from these listed in Exhibits A, B and C are part of this update. This update does not alter:

- Capital improvement fees (AB1600 impact fees), which are adopted by separate resolution.
- Other add on fees to building permits, i.e. Strong Motion Inspection Program

(SMIP) or Building Standards Administration, which are state mandated fees. added on to each building permit.

- General Plan Maintenance fee.
- Other department user fees adopted by the Master Fee Schedule.

SECTION 4. INTERPRETATIONS. This Resolution may be interpreted by the several City department heads in consultation with the City Manager. Should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

SECTION 5. 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 it's component parts, and all other sections of this Resolution shall remain in full force and effect,

SECTION 6. REPEALER. All Resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 7. EFFECTIVE DATE. This resolution shall go into full force and effect immediately. Updated fees and charges will be effective in 60 days after adoption, or Monday, January 8, 2024.

- a. The Fire Department fees, as specified in Exhibit A shall be effective on Monday, January 8, 2024
- b. The Technology Fee, as specific in Exhibit B shall be effective on Monday, January 8, 2024
- c. The Building Permit fees, as specified in Exhibit C, shall be effective at an undetermined date, to match the go live of the new permit tracking software. It is estimated that the go live date will be around summer of 2024. No later than 15 days prior to the go live date, Staff will provide the City Council, at a public meeting, an agenda item identifying the effective date.

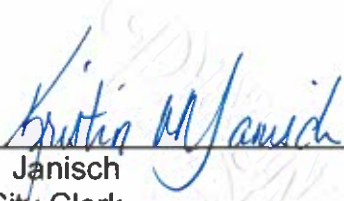
SECTION 8. APPLICABILITY. The updated fees shall only apply to new applications for permits. Any application filed prior to the effective date of this update shall be consistent with the fee schedule in place at the time of submittal.

SECTION 9. ANNUAL ADJUSTMENTS. The Finance Director will update the Master Fee Schedule annually on July 1, with fees based on the All Urban Consumers Price Index (CPI) for the San Francisco-Oakland-Hayward, February 12- Month Percent Change. The new fees shall be rounded to the nearest \$1, as appropriate, and the updated Master Fee Schedule will be subject to approval by the City Council each year prior to implementation.

**PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF DIXON ON THE 7th DAY OF NOVEMBER 2023, BY THE
FOLLOWING VOTE:**

AYES: Bogue, Ernest, Johnson, Hendershot, Bird
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:



Kristin M. Janisch
Elected City Clerk



Steven C. Bird
Mayor

Exhibits

- A: Fire Permit Fees
- B: Technology Fee
- C: Building Permit Fees

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EXHIBIT A
Fire Permit Fees – Update to Master Fee Schedule

This update to the Master Fee Schedule for Fire Permits shall:

1. Delete all references and fees contained under the headings of "Fire Protection System Plan Review, "Fire Code Construction Permit Fees," Fire Code Operation Permit Fees," and "Fire Service Fees – Per Hour;" and
2. Replace in the entirety with the following:

Fee Name	Unit	Current Fee	New Fee
FIRE CODE CONSTRUCTION PERMIT FEES			
Automatic Fire Extinguishing Systems			
<u>Fire sprinkler systems (includes plan review, hydrostatic test, and final inspection)</u>			
1 - 49 heads	Flat	\$412	\$690
50 - 100 heads	Flat	\$652	\$1,089
101 - 200 heads	Flat	\$892	\$1,488
Each Additional 100 heads (>200 heads)	Each Add 100 heads	\$253	\$423
<u>Kitchen hood systems (includes plan review and one inspection)</u>			
1 - 25 nozzles	Flat	\$333	\$556
26 - 50 nozzles	Flat	\$513	\$856
Each Additional 25 nozzles		New	\$557
Automatic fire-extinguishing systems - Other	Each	\$599	\$1,022
Compressed gases	Each	\$240	\$423
Cryogenic fluids	Each	\$240	\$423
Emergency responder radio coverage system	Each	\$240	\$423
Energy Storage Systems	Each	New	\$423
Fire Alarm and Detection Systems and Related Equipment			
<u>Fire alarm system (includes plan review, final inspection)</u>			
<25 devices	Flat	\$333	\$556
25 - 50 devices	Flat	\$422	\$706
51 - 100 devices	Flat	\$513	\$856
101 - 250 devices	Flat	\$602	\$1,006
251 - 500 devices	Flat	\$691	\$1,156
501 - 750 devices	Flat	\$782	\$1,305
751 - 1,000 devices	Flat	\$871	\$1,455

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EXHIBIT A
Fire Permit Fees - Update to Master Fee Schedule

Fee Name	Unit	Current Fee	New Fee
>1,001 devices	Flat	\$962	\$1,605
Fire alarm and detection systems and related equipment - -Other	Each	\$599	\$1,022
Fire pumps and related equipment	Each	\$359	\$623
Flammable and combustible liquids	Each	\$359	\$523
Fuel cell Power Systems	T&M		
Gas detection systems	Each	\$120	\$224
Gates and barricades across fire apparatus access roads	Each	\$120	\$224
Hazardous materials	Each	\$479	\$823
High-piled combustible storage	T&M		
Industrial ovens	Each	\$240	\$423
LP Gas	Each	\$240	\$523
Motor vehicle repair rooms and booths	Each	\$300	\$523
Plant extraction systems	Plant extraction systems	\$359	\$623
<u>Private fire hydrants</u>			
First Hydrant	Flat	New	\$224
Each Additional Hydrant	Each	New	\$100
Smoke control or smoke exhaust systems	Base + T&M for Inspection	New	\$48
Solar photovoltaic power systems	Each	\$180	\$323
Special event structure	Each	\$180	\$323
Spraying and dipping	Each	\$359	\$623
Standpipe systems	Each	\$359	\$623
Temporary membrane structures, tents, and canopies	Each	\$100	\$323
FIRE CODE OPERATIONAL PERMIT FEES			
Additive Manufacturing	Each	New	\$323
Aerosol products	Each	\$240	\$224
Amusement buildings	Each	\$240	\$423
Aviation facilities	Each	\$359	\$623
Carnivals and fairs	Each	\$359	\$623
Cellulose nitrate film	Each	\$240	\$423
Combustible dust-producing operations	Each	\$240	\$423
Combustible fibers	Each	\$240	\$423
Compressed gases	Each	\$240	\$423
Covered and open mall buildings	Each	\$359	\$623
Cryogenic Fluids	Each	\$240	\$423

EXHIBIT A
Fire Permit Fees – Update to Master Fee Schedule

Fee Name	Unit	Current Fee	New Fee
Cutting and Welding	Each	\$120	\$224
Dry Cleaning	Each	\$120	\$224
Energy Storage Systems	Each	New	\$224
Exhibits and trade shows	Each	\$240	\$423
Explosives	Each	\$240	\$623
Fire hydrants and valves	Each	\$240	\$224
Flammable and combustible liquids	Each	\$300	\$423
Floor finishing	Each	\$240	\$224
Fruit and crop ripening	Each	\$240	\$224
Fumigation and thermal insecticidal fogging	Each	\$120	\$24
Hazardous materials	Each	\$359	\$623
HPM facilities	Each	\$479	\$823
High-piled storage	Each	\$359	\$423
Hot work operations	Each	\$240	\$224
Industrial ovens	Each	\$240	\$423
Lumber yards and woodworking plants	Each	\$359	\$423
Liquid- or gas-fueled vehicles or equipment in assembly buildings	Each	\$359	\$623
LP-gas	Each	\$359	\$623
Magnesium	Each	\$359	\$623
Miscellaneous combustible storage	Each	\$240	\$423
Mobile Fueling of hydrogen-fueled vehicles	T&M		T&M
Motor fuel-dispensing facilities	Each	\$359	\$224
Open burning	Each	\$120	\$48
Open flames and torches	Each	\$120	\$224
Open flames and candles	Each	\$120	\$224
Organic coatings	Each	\$359	\$623
Outdoor assembly event	T&M	T&M	
Places of assembly	Each	\$359	\$623
Plant extraction systems	Each	\$359	\$623
Private fire hydrants	Each	\$359	\$224
Pyrotechnic special effects material	Each	\$359	\$623
Pyroxylin plastics	T&M		T&M
Refrigeration equipment	Each	\$359	\$423
Repair garages and motor fuel-dispensing facilities	Each	\$240	\$423

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EXHIBIT A
Fire Permit Fees – Update to Master Fee Schedule

Fee Name	Unit	Current Fee	New Fee
Rooftop Heliports	Base + T&M for inspection		T&M
Spraying or dipping	Each	\$359	\$423
Storage of scrap tires and tire byproducts	Each	\$240	\$423
Temporary membrane structures, tents, and canopies	Each	\$180	\$323
Tire-rebuilding plants	Each	T&M	\$423
Waste handling	Each	T&M	\$423
Wood products	Each	\$240	\$423
Lithium Batteries	Each	New	\$224
Pyrotechnics and special effects	Base + T&M for Inspection		T&M
Live audiences	Base + T&M for Inspection		T&M
MISCELLANEOUS FEES, REVIEWS, AND INSPECTION			
Alternative Means and Method Request	Each	New	\$423
Special inspections and re-inspections	Each	\$133	\$224
Residential Construction Plan Review (Applies to both City of Dixon and Dixon Fire Protection District)	% of Bldg. Permit		35%
Commercial Construction Plan Review (Applies to both City of Dixon and Dixon Fire Protection District)	% of Bldg. Permit		35%
FIRE SERVICE FEES			
Staff vehicle	Per Hour	\$17	\$17
Utility vehicle	Per Hour	\$7	\$7
Pumper (Engine)	Per Hour	\$133	\$133
Water Tender	Per Hour	\$175	\$175
Aerial Ladder	Per Hour	\$846	\$846
Specialized Apparatus	Per Hour	\$332	\$332
Manpower - on duty (Captain)	Per Hour	\$90	\$90
Manpower - on duty (Firefighter/ Paramedic)	Per Hour	\$78	\$78
Manpower - off duty (computed by 1.5 times on-duty rate)	Per Hour	Computed at 1.5	Computed at 1.5

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EXHIBIT A
Fire Permit Fees - Update to Master Fee Schedule

Fee Name	Unit	Current Fee	New Fee
		times on duty rate	times on duty rate
Manpower - other	Per Hour	\$57	\$57

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EXHIBIT B
Technology Fee - Update to Master Fee Schedule

This update to the Master Fee Schedule shall:

1. Add to the Master Fee Schedule the following new fee:

Fee Name	Unit	Total Cost
TECHNOLOGY FEE		
Technology Fee surcharge on all building, planning, engineering and fire permit fees	% of building, planning, engineering or fire permit fee	8.00%

EXHIBIT C
Building Permit Fees – Update to Master Fee Schedule

Community Development Department
Building Division Fee Schedule

This update to the Master Fee Schedule shall:

1. Delete all references to “Miscellaneous Building Permits,” “Electrical Permit Fees,” “Mechanical Permit Fees,” “Plumbing Permit Fees,” and the tables for “Building Permit Fee type Square footage for Single Family, Duplex, Additional Dwelling Unit Residential Scaled Permit Fee Table,” and “Building Permit Fee Type Square Footage Methodology by Occupancy (Non Residential and Multi Family Residential) Table;” and
2. Replace in the entirety with the following:

Fee Name	Unit	Total Cost
BUILDING PERMIT FEES – VALUATION TABLE		
\$1 to \$2,000	Flat	\$305
\$2,001 to \$25,000		
First \$2,000	Base	\$305.41
Each additional \$1,000 or fraction thereof	Each additional	\$23.46
\$25,001 to \$50,000		
First \$25,000	Base	\$844.98
Each additional \$1,000 or fraction thereof	Each additional	\$20.28
\$50,001 to \$100,000		
First \$50,000	Base	\$1,351.97
Each additional \$1,000 or fraction thereof	Each additional	\$21.83
\$100,001 to \$500,000		
First \$100,000	Base	\$2,443.32
Each additional \$1,000 or fraction thereof	Each additional	\$9.80
\$500,001 to \$1,000,000		
First \$500,000	Base	\$6,362.80
Each additional \$1,000 or fraction thereof	Each additional	\$10.18
\$1,000,001 to \$5,000,000		
First \$1,000,000	Base	\$11,453.04
Each additional \$1,000 or fraction thereof	Each additional	\$2.48
\$5,000,001 to \$10,000,000		
First \$1,000,000	Base	\$21,379.02
Each additional \$1,000 or fraction thereof	Each additional	\$1.83
\$10,000,001+		
First \$10,000,000	Base	\$30,541.45
Each additional \$1,000 or fraction thereof	Each additional	\$0.92

BUILDING PLAN CHECK		
Residential, Commercial, Multi-Family, Industrial	% of Bldg. Permit	65%
Residential - Subsequent Identical plan	% of Bldg. Permit	25%
Fire Dept Plan Review	See Fire Department Fee	

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EXHIBIT C
Building Permit Fees – Update to Master Fee Schedule

Fee Name	Unit	Total Cost Schedule
MISCELANEOUS PERMITS AND SERVICES		
Windows		
First 5 Windows	Flat	\$188
Each Additional Window	Each	\$15
Reroof		
Residential	Flat	\$328
Commercial, Multi-Family, Industrial	Flat	\$994
Pool and Spa		
Residential (Single Family)		
Pool	Each	\$1,220
Spa	Each	\$656
Spa (Portable)	Each	\$328
Commercial / Multi-Family		
Pool	Each	\$1,932
Spa	Each	\$806
Demolition (Pool)	Each	\$430
Solar	Flat	\$251
Stucco / Siding		
Repair	Flat	\$234
New	Flat	\$563
Insulation		
Residential / Commercial	Flat	\$235
Standalone Construction		
Shed (Residential) - <250 sq ft, no trades	Each	\$375
Patio Cover (Residential)	Each	\$375
Trellis (Residential)	Flat	\$375
Porch / Deck	Each	\$610
Fireplace Insert	Flat	\$188
Kitchen or Bath Remodel		
Direct Replacement (No Structural or Trades)	Flat	\$141
Direct Replacement (No Structural, Includes Trades)	Flat	\$469
Not Direct Replacement (Structural)	% of Bldg. Permit	75%
Occupancy Permit		
Temporary Occupancy Permit	Flat	\$438
Change in Use/Occupancy Permit	Flat	\$226
Administrative Services		
Permit Extension, Reissuance, or Change of Contractor	Flat	\$196
Research, Etc. (No charge for 1 st 30 minutes)	Per Hour	\$196
Fee Estimate	Flat	\$196
Document/Plan reproduction (<11"x17")	Per Page	\$0.25

EXHIBIT C
Building Permit Fees - Update to Master Fee Schedule

Fee Name	Unit	Total Cost
Document/Plan reproduction (>11"x17")	Actual cost	Actual cost + 10%
General Administrative Fee	Per Hour	\$35/hr.

Additional Inspection Fees

Building Inspection Request (outside normal business hours)	T&M	\$127/Hour, (minimum of 2 hours)
Missed Inspection or Resinspection Fee		\$60

MECHANICAL

HVAC / Furnace

Residential

Complete Changeout	Each	\$281
Partial Changeout	Each	\$141

Non-Residential

<\$2,500 Valuation	Flat	\$468
>\$2,500 Valuation		See MEP Valuation Table

Standalone Mechanical

<\$2,500 Valuation	Flat	\$235
>\$2,500 Valuation		See MEP Valuation Table

PLUMBING

Water Heater	Flat	\$187
Sewer Repair	Flat	\$281
Gas Line Repair	Flat	\$187
Water Softener	Flat	\$94

Standalone Plumbing

Residential - up to \$2,500	Flat	\$235
All Others		See MEP Valuation Table

ELECTRICAL

Service Change (Residential)	Each	\$187
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Standalone Electrical

Residential - up to \$2,500	Flat	\$235
All Others		See MEP Valuation Table

Solar Systems

Residential Photovoltaic

15KW or less	Flat	\$450
Each KW above 15	Per KW	\$15

Non-Residential / Multi-Family Photovoltaic

50KW or less	Flat	\$1,000
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Between 50KW and 250 KW

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EXHIBIT C
Building Permit Fees – Update to Master Fee Schedule

Fee Name	Unit	Total Cost
First 50KW	Flat	\$1,000
Each KW above 50, up to 250 KW	Per KW	\$7
<u>Greater than 250 KW (base)</u>		
First 250 KW	Flat	\$2,400
Each KW above 250	Per KW	\$5
<u>EV Charger (EVSE)</u>		
Single Family Residential	Flat	\$188
Non-Residential / Multi-Family	See Building Valuation Table	
<u>ESS System (Battery)</u>	Flat	\$705

ELECTRICAL, MECHANICAL, PLUMBING PERMIT FEES – VALUATION TABLE

\$1 to \$2,500	Flat	\$303.56
\$2,501 to \$5,000		
First \$2,500	Base	\$303.56
Each additional \$1,000 or fraction thereof	Each additional	\$13.57
\$5,001 to \$10,000		
First \$5,000	Base	\$337.49
Each additional \$1,000 or fraction thereof	Each additional	\$59.21
\$10,001 to \$25,000		
First \$10,000	Base	\$633.53
Each additional \$1,000 or fraction thereof	Each additional	\$19.73
\$25,001 to \$50,000		
First \$25,000	Base	\$929.55
Each additional \$1,000 or fraction thereof	Each additional	\$29.56
\$50,001 to \$100,000		
First \$50,000	Base	\$1,668.62
Each additional \$1,000 or fraction thereof	Each additional	\$33.11
\$100,001 to \$500,000		
First \$100,000	Base	\$3,324.09
Each additional \$1,000 or fraction thereof	Each additional	\$10.03
\$500,001+		
First \$500,000	Base	\$7,334.28
Each additional \$1,000 or fraction thereof	Each additional	\$5.01