

FEE NAME	Phase 1 & 2 of Commerical Cannabis Permit Application			
CODE SECTION	Chapter 68: Commercial Cannabis Businesses			
DATE LAST REVIEWED	N/A			
PROPOSED FEE	\$5,329.63			
	FEE JUSTIFICATION			
TASK	TITLE OF STAFF	DURATION OF HOUR	COST PER HOUR	COST
Zoning Verification	Senior Planner	2.5	\$ 61.62	\$ 154.05
Phase 1: Application Intake & Routing	Senior Planner	10	\$ 61.62	\$ 616.20
	Development Services Director	2	\$ 123.08	\$ 246.16
Phase 2: Initial Scoring (Third Party Evaluator)	Third Party Evavluator	-	-	\$ 3,000.00
Background Check	Third Party Evaluator	-	-	\$ 300.00
Payment Processing / Revenue Reconciliation	Customer Service Specialist	0.5	\$ 33.24	\$ 16.62
				\$ -
			SUBTOTAL	\$ 4,333.03
Administrative Overhead (23% of subtotal)				\$ 996.60
			TOTAL	\$ 5,329.63

FEE NAME	Phase 3 & 4 Commercial Cannabis Permit Program Application
CODE SECTION	Chapter 68: Commercial Cannabis Businesses
DATE LAST REVIEWED	N/A
PROPOSED FEE	\$6,699.44

	FEE JUSTIFICATION				
TASK	TITLE OF STAFF	DURATION OF HOUR	COST PER HOUR	COST	
Phase 3: Community Meeting	Senior Planner	8	\$ 61.62	\$	492.96
	Development Services Director	2	\$ 123.08	\$	246.16
Phase 4: Final Scoring	Development Services Director	8	\$ 123.08	\$	984.64
	Chief of Police	8	\$ 190.71	\$	1,525.68
	City Manager	8	\$ 174.03	\$	1,392.24
	Deputy City Manager	8	\$ 98.55	\$	788.40
Payment Processing / Revenue Reconciliation	Customer Service Specialist	0.5	\$ 33.24	\$	16.62
			SUBTOTAL	\$	5,446.70
Administrative Overhead (23% of subtotal)				\$	1,252.74
TOTAL				\$	6,699.44

FEE NAME	Commercial Cannabis Permit
CODE SECTION	Chapter 68: Commercial Cannabis Businesses
DATE LAST REVIEWED	N/A
PROPOSED FEE	\$1,816.51

FEE JUSTIFICATION				
TASK	TITLE OF STAFF	DURATION OF HOUR	COST PER HOUR	COST
Authorized Permittee Account Creation*				
Data Entry / Previous account status review	Customer Service Specialist	0.5	\$ 33.24	\$ 16.62
Payment Processing / Revenue Reconciliation	Customer Service Specialist	0.5	\$ 33.24	\$ 16.62
Permit Compliance				
Code Enforcement	Code Enforcement Supervisor	12	\$ 58.68	\$ 704.16
	Senior Planner	12	\$ 61.62	\$ 739.44
			SUBTOTAL	\$ 1,476.84
Administrative Overhead (23% of subtotal)				\$ 339.67
			TOTAL	\$ 1,816.51

*This does not include any business license taxation or zoning approvals. This is for establishing accounts and carrying over cannabis permit authorized businesses for reference and payment purposes. The expiration of this permit will match the expiration of the business license for consistency.

FEE NAME	Renewal of Commercial Cannabis Permit
CODE SECTION	Chapter 68: Commercial Cannabis Businesses
DATE LAST REVIEWED	N/A
PROPOSED FEE	\$4,016.52

FEE JUSTIFICATION				
TASK	TITLE OF STAFF	DURATION OF HOUR	COST PER HOUR	COST
Authorized Permittee Account Renewal*				
Data Entry / Previous account status review	Customer Service Specialist	0.5	\$ 33.24	\$ 16.62
Payment Processing / Revenue Reconciliation	Customer Service Specialist	0.5	\$ 33.24	\$ 16.62
Renewal Application Review				
	Senior Planner	6	\$ 61.62	\$ 369.72
	Development Services Director	2	\$ 123.08	\$ 246.16
	Development Services Director	2	\$ 123.08	\$ 246.16
	Chief of Police	2	\$ 190.71	\$ 381.42
	City Manager	2	\$ 174.03	\$ 348.06
	Deputy City Manager	2	\$ 98.55	\$ 197.10
Permit Compliance				
Code Enforcement	Code Enforcement Supervisor	12	\$ 58.68	\$ 704.16
	Senior Planner	12	\$ 61.62	\$ 739.44
			SUBTOTAL	\$ 3,265.46
Administrative Overhead (23% of subtotal)				\$ 751.06
			TOTAL	\$ 4,016.52

*This does not include any business license taxation or zoning approvals. This is for establishing accounts and carrying over cannabis permit authorized businesses for reference and payment purposes. The expiration of this permit will match the expiration of the business license for consistency.

FEE NAME	Late Fee for Renewal of Commercial Cannabis Permit
CODE SECTION	Chapter 68: Commercial Cannabis Businesses
DATE LAST REVIEWED	N/A
PROPOSED FEE	\$1,004.13

	FEE JUSTIFICATION				
TASK	TITLE OF STAFF	DURATION OF HOUR	COST PER HOUR	COST	
Late Fee					
25% Cost of CC Permit Renewal Fee				\$	1,004.13
			SUBTOTAL	\$	1,004.13
			TOTAL	\$	1,004.13

