

Fee Study Project

Revised Timeline

CAP/User Fee	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cost Allocation Plan								
Kick-Off Meeting								
Obtain Budget & Personnel Data								
Review of Central Services/Time								
Review Allocation Factors								
Review Results with City								
Prepare Final Cost Allocation Plan								
User Fee Study								
Review Service List								
Review Staff Time Allocations								
Fully Burdened Hourly Rates								
Review Draft Report with City								
Prepare Final Report								
Present Report to the Council								
3 Years CAP Updates - TBD								