

City of Hayward

Comprehensive User Fee Study Report

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EXECUTIVE SUMMARY

The City of Hayward (the City) engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction - particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.

USER FEE BACKGROUND

BACKGROUND

As part of a general cost recovery strategy, local governments have adopted user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

CALIFORNIA USER FEE HISTORY

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. Most recently, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.

ADDITIONAL POLICY CONSIDERATIONS

In recent years, there has been a growing trend for municipalities to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were derived from the City's Cost Allocation Plan.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor more directly to the personnel costs can be suitable if there is a clear method for obtaining said factor. For example, if a departments' personnel costs increase by 5% and account for 50% of that departments' total budget, then the inflator to account for the personnel cost increase would be 2.5%. Department budgets can be volatile from year to year, which could result in fee confusion for the community if there are constant unpredictable changes in the fees as a result of the previous calculation. To mitigate this effect, a substitute inflator such as one or a combination of personnel COLA's, Step increase levels, PERS, and/or healthcare cost increases are generally less volatile on a yearly basis, and can be applied Citywide to fees and services.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.

STUDY OBJECTIVE

As the City of Hayward seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principle goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

SCOPE OF THE STUDY

The scope of this study encompasses a review and calculation of the user fees charged by the following Hayward departments and fee groups:

- City Wide and City Clerk
- Finance
- City Manager
- Development
- Police
- Fire
- Information Technology
- Library and Community Services
- Maintenance
- Public Works
- Utilities and Environmental

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

AIM OF THE REPORT

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.

PROJECT APPROACH AND METHODOLOGY

CONCEPTUAL APPROACH

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

FULLY BURDENED HOURLY RATES

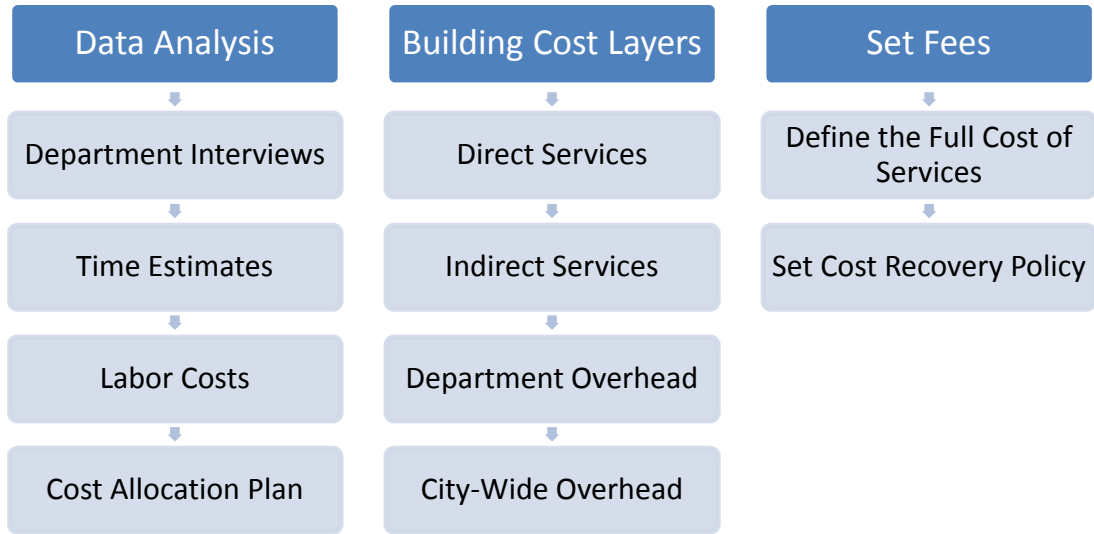
The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.

SUMMARY STEPS OF THE STUDY

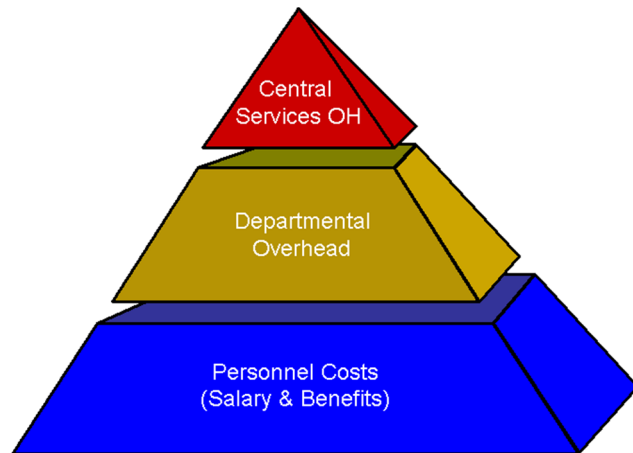
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



ALLOWABLE COSTS

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service ([Appendix A](#)). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City’s central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor:** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, detailed in the City’s Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



METHODOLOGY

The two methods of analysis for calculating fees used in this report are the:

Case Study Method: This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: The standard Case Study approach relies upon the detailed analysis of specific time estimates, salaries and benefits, expenditures, and overhead costs. In many instances, the underlying data are not available or vary widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. With these general constraints, and in order to maximize the utility of this analysis, Willdan employed a different methodology where appropriate.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division.

QUALITY CONTROL / QUALITY ASSURANCE

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- Confirmation of staff hours
- FTE balancing
- Internal and external reviews
- Cross-checking

REASONS FOR COST INCREASES / DECREASES OVER CURRENT FEES

Within the fee tables in [Appendix C](#), the differences identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the city as a whole

CITY STAFF CONTRIBUTIONS

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

HAYWARD USER FEES

COST RECOVERY

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and City Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principle goal of this study was to identify the cost of City services, in order to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

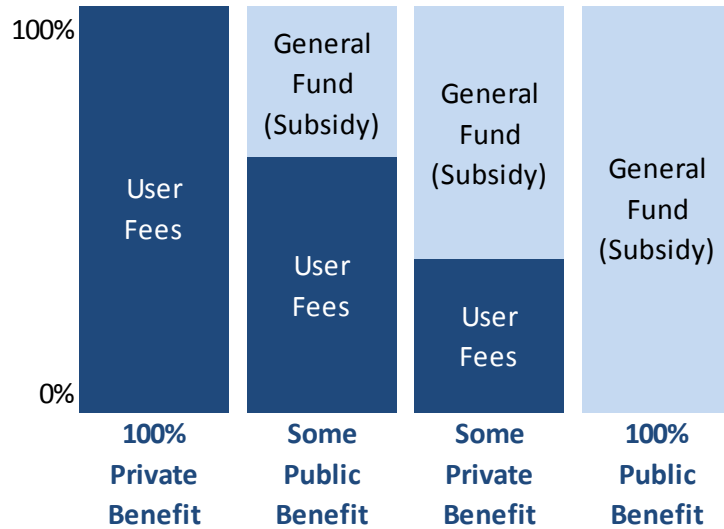
City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Hayward, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

SUBSIDIZATION

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) whom receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, a large number of services fall into the range between these two extremes (i.e., Library and Recreation services). The graphic on the following page illustrates the potential decision basis.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City. It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as sports programs and educational classes) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, (such as appeals of discretionary actions) without burdensome costs.



Despite the intent, it is important for the City and public to understand that subsidies must be covered by another

revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.

IMPACT ON DEMAND (ELASTICITY)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

SUMMARY

If the City’s overriding goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. City staff has reviewed the full costs and identified the “recommended fee levels” for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study’s analysis of their fees. For the full list of each fee’s analysis, refer to [Appendix C](#) of this report.

CITY CLERK AND CITY WIDE

The mission of the Office of the City Clerk is: to ensure the security and accessibility of all official City records; to serve as the information and records manager of all legislative proceedings; to conduct all aspects of municipal elections; and to serve as a support office to the City Council, City staff, City Boards and Commissions, and the residents of Hayward.

ANALYSIS

Willdan individually reviewed the services provided by City Clerk and other City wide services. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in City Clerk and the City wide fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City set fees at or near 100% cost recovery for most fees. As a result, while there will be increases to some fees and decreases to a few others as detailed in [Appendix C](#), the average fee change is 0% for City Clerk and 5% for City wide fees.

FINANCE

The Finance Department provides fiscal oversight and management of the City's financial operations and various related organizations. This includes financial reporting, fiscal analysis, budgeting, all accounting functions in the management of the city's finances, oversight of an external financial audit for compliance with City laws and policies, debt management, investment of the City's cash, grants administration, provision of purchasing services and ensuring compliance with all purchasing laws and policies, service to all the City's sales and use tax payers, billing and collections of the City's utility and tax bills.

ANALYSIS

Willdan individually reviewed the services provided by Finance. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services in Finance are predominately related to business permit and parking activity. The analysis relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City set Finance services at 100% cost recovery for most fees. As a result, while there will be increases to some fees and decreases to a few others as detailed in [Appendix C](#), the average fee change is a decrease of 11%, not accounting for new services.

CITY MANAGER

The City Manager's Office maintains operational responsibility for economic development, neighborhood partnerships, community preservation, and communications and media relations. Management of the Successor Agency to the Hayward Redevelopment Agency also falls under the purview of this department.

ANALYSIS

Willdan individually reviewed the services and programs associated with the City Manager's Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services covered under the City Manager are primary for economic development and film permit purposes. There are a couple fees that were determined based on the flat cost of providing service, and are recommended to be set at 100% cost recovery. The film permit fees were not adjusted as part of this study and are stated at their current levels. As a result, there are no suggested changes to the fees for City Manager.

DEVELOPMENT SERVICES

The Development Services Department is comprised of the Administration, Building, Code Enforcement and Planning Divisions. A primary task of the department is to assist Council, in planning for and regulating development in Hayward, in order to assure the economic, aesthetic, and environmental health of the community and a high quality of life for its residents. The Department seeks to protect the health and safety of the community through building inspection and enforcement of local, state, and federal standards; and to work with applicants and residents to achieve development that will add value to the City of Hayward within the goals and policies established by Council.

BUILDING ANALYSIS

Willdan individually reviewed the services and programs associated with Building. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The Building division underwent a very intensive internal analysis to determine the time and materials cost of providing service in order to calculate the full cost of providing services. The fee schedule listed in Appendix C is the result of that analysis that utilized the cost build up approach whereby the time of staff involved in each service is determined, and through the use of fully burdened hourly rates, the full cost was determined. The fees listed in Appendix C are at or near 100% cost recovery for most fees.

PLANNING ANALYSIS

Willdan individually reviewed the services and programs associated with Planning. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services provided by Planning are predominantly provided through the use of deposit systems where a reasonable deposit is collected upon inception of the service request and as staff expends effort on the project, the deposit is drawn down using the fully burdened hourly rates of staff. If additional cost is, or anticipated to be, expended above the deposit amount the City initially collected, the requestor will be billed for the additional amount. For all flat fees a standard unit cost build-up approach, whereby we determined the reasonable cost of

each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City set Planning services at 100% cost recovery for most fees. As a result, while there will be increases to some fees and decreases to others as detailed in [Appendix C](#), the average fee change is an increase of 57%.

CODE ENFORCEMENT ANALYSIS

Willdan individually reviewed the services and programs associated with Code Enforcement. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The two programs analyzed as part of this study was the Community Preservation Program and the Rental Housing & Hotel Inspection Fee Programs. The analysis of the Community Preservation Program a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis has shown that the fees are under recovering the cost of providing service. It is recommended that the City set these fees at 100% cost recovery for all fees except for Abatement and Lien Processing.

The Rental Housing & Hotel Inspection Fee Program involved the use of both a unit cost calculation for inspections above the initial inspection and first progress check, and a program cost analysis that includes the cost of maintaining the program and the initial inspection that is anticipated to be performed for each parcel every 5 years. This program cost is recovered through the annual fee for the program. Where previously there was an additional inspection fee per hotel and motel room, to simplify the structure of the fee schedule and to account for a relatively constant average amount of time spent on an inspection, the fees were changed to be assessed on a per parcel basis instead. As a result of the analysis it was determined that the fees are currently under covering the cost of maintaining the program as a whole, and that this difference will only grow as more rentals are opened in the City. Due to the removal of a per room or per unit charge for follow up inspections it was determined that the inspection fees were under recovering for instances where less than 4 units or rooms were inspected, and over recovering for 4 or greater units or rooms. Staff recommends that the fees be adjusted to the suggested levels as listed in [Appendix C](#). The revenue effect of these changes are estimated to be an overall increase to the entire program. The variable factors that make a more accurate estimate difficult are knowing the elasticity effect of increased penalties on the occurrence level of re-inspections, and it is unknown what the precise revenue affect the change to remove the per rental unit charge from the re-inspection fees will be.

Both programs also have penalty amounts that will apply for avoidable conditions, and those can be set at the City's discretion. The recommended penalty amounts are also detailed in [Appendix C](#).

POLICE

The members of the Hayward Police Department are committed to enhancing the quality of life in the city by maintaining partnerships with our diverse community, together creating safe and cohesive neighborhoods. They safeguard the lives and property of the people we serve, and to reduce the incidence and fear of crime. Animal Control services are included under Police in this analysis.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Police and Animal Control services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. This analysis has shown that the costs associated with Police and Animal Control services are greater than the amounts charged for most fees. It is recommended that the City set Police services at or near 100% cost recovery for most fees. There are additional services included in the fee schedule that are set based on factors outside the control of the Department such as State codes and previously established resolutions. Those fees should remain at their designated levels. All penalties are recommended to remain at their current levels as well. As a result, while there will be increases to some fees and decreases to others as detailed in [Appendix C](#), the average fee change is an increase of 34%.

FIRE

The mission of the Hayward Fire Department is to protect lives and property by providing superior fire suppression and emergency medical services (EMS), supported by prevention through responsible and innovative regulatory and educational programs.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Fire services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. This analysis has shown that the costs associated with Fire services are generally greater than the amounts charged for a majority of fees. It is recommended that the City set Fire services at 100% cost recovery for most fees. As a result, while there will be increases to some fees and decreases to others as detailed in [Appendix C](#), the average fee change is an increase of 4% for fire prevention services and 13% for hazardous materials services.

INFORMATION TECHNOLOGY

The Information Technology Department prioritizes, coordinates, and implements technology initiatives that are consistent with the strategic goals and resources of the City. This includes identifying new approaches and emerging technologies that can respond to the changing methods of delivering City services to mobile constituents and staff, and to the unique operational needs of City departments.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Information Technology Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Information Technology services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. This analysis has shown that the costs associated with Information Technology services are greater than the amounts charged for fees. It is recommended that the City set Information Technology services at 100% cost recovery for most fees. As a result, there would be increases to fees as detailed in [Appendix C](#), the average fee change is an increase of 31%.

LIBRARY AND COMMUNITY SERVICES DEPARTMENT

The mission of the Library and Community Services Department is to deliver equal opportunity in education to every Hayward resident, and to preserve and enhance the quality of life for all members of the Hayward community.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Library and Community Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Library and Community services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. Staff proposes that fees remain at their current levels.

MAINTENANCE SERVICES DEPARTMENT

The Maintenance Services Department provides front line services that are visible to residents and contribute to a safe, clean, and green community, consistent with Council's priorities. The Department is responsible for a wide range of functions including: maintaining the City's streets; graffiti removal on public property; illegal dumping

removal in the public right-of-way; major road corridor maintenance and improvement; street sweeping and cleaning of storm drains; emergency response to street, landscape, or hazardous material spill emergencies; maintenance of public landscaping; maintenance and operation of City buildings and structures; and acquisition, maintenance, and repair of City vehicles and equipment.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Maintenance Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Maintenance services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the personnel costs associated with the requested service. This analysis has shown that the costs associated with Maintenance services are generally greater than the amounts charged. It is recommended that the City set Maintenance services at 100% cost recovery for most fees. As a result, there would be increases to fees as detailed in [Appendix C](#), the average fee change is an increase of 34%.

PUBLIC WORKS

The Public Works-Engineering and Transportation Department is organized into six divisions: Administration, Design/Development Services, Construction Services, Transportation, Survey, and the Executive Airport Enterprise. The Department is responsible for providing engineering and transportation support to City operating departments and divisions and for implementation of the City's Capital Improvement Program. The Department is also charged with providing oversight to and support of daily Airport operations.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The primary programs included in the study for Public Works is Airport and Engineering. There are no proposed changes to the Airport fees. The analysis of Engineering services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. This analysis has shown that the costs associated with Public Works services are generally greater than the amounts charged for a majority of fees. It is recommended that the City set most Public Works services at or near 100% cost recovery, with some individual exceptions as identified in [Appendix C](#). As a result, there would be increases to fees as detailed in [Appendix C](#), the average fee change is an increase of 10% for Engineering Services.

UTILITIES & ENVIRONMENTAL SERVICES

The Utilities & Environmental Department is responsible for management of the City's Water Distribution System and Wastewater Collection and Treatment Systems, as well as the Solid Waste and Recycling Program, and the Stormwater Management System. In addition to operating and maintaining utilities facilities and equipment, this Department is responsible for compliance with all applicable local, state, and federal regulatory requirements related to Department operations, and has responsibility for developing, implementing, coordinating, and managing sustainability programs and activities in the City, including implementation of strategies and programs contained in the City's adopted Climate Action Plan.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Utilities & Environmental Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Utilities & Environmental services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. This analysis has shown that the costs associated with Environmental & Utilities services are generally greater than the amounts charged for a majority of fees. It is recommended that the City set most Utilities & Environmental services at or near 100% cost recovery, with some individual exceptions as identified in Exhibit B. In consultation with staff, it is recommended that the City adopt the fee increases as an incremental increase initially in the first year and a second increase in the second year to help mitigate impacts of getting to full cost for services. As a result, the average fee increase is 17% for the first year and 45% for the second year. As a result, there will be an overall increase in revenues associated with fee activity if participation levels remain the same.

APPENDIX A – TOTAL ALLOWABLE COST TO BE RECOVERED

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total allowable cost is realized as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City.

City of Hayward - User Fee Overhead Rate Calculations

Department	Salary and Benefits	Department Operations and Maintenance	Direct Overhead %	Cap Allocation %
CITY ATTORNEYS OFFICE	986,306	96,600	9.8%	0.0%
CITY CLERK	456,164	131,618	28.9%	0.0%
CITY MANAGERS OFFICE	2,902,841	1,274,922	43.9%	0.0%
FINANCE	3,020,742	805,255	26.7%	0.0%
FIRE	30,577,474	3,913,870	12.8%	5.9%
HUMAN RESOURCES	1,204,577	630,971	52.4%	0.0%
INFORMATION TECHNOLOGY	2,508,579	2,028,554	80.9%	0.0%
LIBRARY AND COMMUNITY SERVICES	3,256,361	1,658,337	50.9%	12.6%
MAINTENANCE SERVICES	3,440,730	1,342,412	39.0%	15.7%
MAYOR AND COUNCIL	414,403	113,399	27.4%	0.0%
POLICE	53,556,800	6,926,397	12.9%	6.5%
PUBLIC WORKS - ENGINEERING & T	4,969,082	604,014	12.2%	22.3%
PUBLIC WORKS - UTILITIES & ENV	-	2,929	0.0%	2.5%

Development Breakdown

ADMINISTRATION	682,575	50,663	7.4%	14.7%
PLANNING	2,300,280	1,596,190	69.4%	14.7%
BUILDING INSPECTION	2,399,615	1,145,894	47.8%	14.7%
CODE ENFORCEMENT	1,386,085	307,616	22.2%	14.7%

Fire Breakdown

HAZARDOUS MATERIALS	749,681	113,113	15.1%	5.9%
FIRE PREVENTION	1,850,219	390,682	21.1%	5.9%
OPERATIONS	27,262,441	3,391,141	12.4%	5.9%

APPENDIX B – FULLY BURDENED HOURLY RATES

Below are fully burdened hourly rates on an average department scale and at the staff position level for all City personnel. The FBHRs were used to determine the full cost of each service detailed in [Appendix C](#). They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For positions in central service departments, such as the City Clerk and Finance, the overhead of central service departments is not included, as that cost is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in [Appendix A](#)) will be applied to that central service positions' salary and benefit rate for full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set up, the City can charge up to the full cost of the FBHR for personnel involved.

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
CITY ATTORNEYS OFFICE	CITY ATTORNEYS OFFICE	112.53
CITY CLERK	CITY CLERK	101.84
CITY MANAGERS OFFICE	CITY MANAGERS OFFICE	121.27
PUBLIC WORKS - ENGINEERING & T	PUBLIC WORKS - ENGINEERING & T	122.56
FINANCE	FINANCE	90.38
FIRE	FIRE	158.46
HUMAN RESOURCES	HUMAN RESOURCES	113.83
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	168.99
MAYOR AND COUNCIL	MAYOR AND COUNCIL	29.43
MAINTENANCE SERVICES	MAINTENANCE SERVICES	115.50
POLICE	POLICE	132.30
LIBRARY AND COMMUNITY SERVICES	LIBRARY AND COMMUNITY SERVICES	106.85
PUBLIC WORKS - UTILITIES & ENV	PUBLIC WORKS - UTILITIES & ENV	80.76
PLANNING	PLANNING	163.58
BUILDING INSPECTION	BUILDING INSPECTION	142.87
CODE ENFORCEMENT	CODE ENFORCEMENT	105.15
FIRE	HAZARDOUS MATERIALS	165.21
FIRE	FIRE PREVENTION	221.26
FIRE	OPERATIONS	160.76

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
BUILDING INSPECTION	Bldg: Administrative Clerk II	88.04
BUILDING INSPECTION	Bldg: Building Inspector	146.72
BUILDING INSPECTION	Bldg: City Building Official	232.83
BUILDING INSPECTION	Bldg: Permit Technician	112.61
BUILDING INSPECTION	Bldg: Plan Checker	118.39
BUILDING INSPECTION	Bldg: Plan Checking Engineer	190.67
BUILDING INSPECTION	Bldg: Secretary	110.17
BUILDING INSPECTION	Bldg: Senior Permit Technician	108.32
BUILDING INSPECTION	Bldg: Senior Plan Checker	153.46
BUILDING INSPECTION	Bldg: Sr Bldg Inspector/Electrical	170.38
BUILDING INSPECTION	Bldg: Sr Bldg Inspector/Plum-Mech	167.28
BUILDING INSPECTION	Bldg: Sr Bldg Inspector/Structural	159.39
BUILDING INSPECTION	Bldg: Supervising Building Inspector	179.81
BUILDING INSPECTION	Bldg: Supervising Plan Chkr & Exped	172.72
CITY ATTORNEYS OFFICE	CA: Assistant City Attorney	125.94
CITY ATTORNEYS OFFICE	CA: City Attorney	175.87
CITY ATTORNEYS OFFICE	CA: Deputy City Attorney II	96.83
CITY ATTORNEYS OFFICE	CA: Legal Secretary II	76.84
CITY ATTORNEYS OFFICE	CA: Paralegal	79.72
CITY CLERK	CC: City Clerk	127.01
CITY CLERK	CC: Deputy City Clerk	99.92
CITY CLERK	CC: Management Analyst II	103.50
CITY CLERK	CC: Senior Secretary	76.92
ADMINISTRATION	CD Admin: Administrative Clerk II	53.21
ADMINISTRATION	CD Admin: Administrative Secretary	78.85
ADMINISTRATION	CD Admin: Dep Dir Of Dev Services	163.05
ADMINISTRATION	CD Admin: Director Of Development Svcs	184.55
ADMINISTRATION	CD Admin: Management Analyst II	103.37
CODE ENFORCEMENT	Code: Administrative Clerk I	73.60
CODE ENFORCEMENT	Code: Administrative Clerk II	74.47
CODE ENFORCEMENT	Code: Code Enforcement Inspector II	116.78
CODE ENFORCEMENT	Code: Code Enforcement Supervisor	134.40
CODE ENFORCEMENT	Code: Senior Secretary	84.20
CODE ENFORCEMENT	Code: Sr Code Enforcement Inspector	117.24
CITY MANAGERS OFFICE	CM: Administrative Clerk I	73.93
CITY MANAGERS OFFICE	CM: Administrative Clerk II	74.80
CITY MANAGERS OFFICE	CM: Assistant City Manager	245.06
CITY MANAGERS OFFICE	CM: Audio Video Specialist	98.47

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
CITY MANAGERS OFFICE	CM: City Manager	274.19
CITY MANAGERS OFFICE	CM: Code Enforcement Inspector II	117.29
CITY MANAGERS OFFICE	CM: Code Enforcement Supervisor	134.99
CITY MANAGERS OFFICE	CM: Comm & Media Relations Officer	137.15
CITY MANAGERS OFFICE	CM: Econ Development Specialist	124.27
CITY MANAGERS OFFICE	CM: Economic Development Manager	181.84
CITY MANAGERS OFFICE	CM: Executive Assistant	103.86
CITY MANAGERS OFFICE	CM: Management Analyst II	126.55
CITY MANAGERS OFFICE	CM: Management Fellow	54.68
CITY MANAGERS OFFICE	CM: Neighborhood Development Mgr	187.44
CITY MANAGERS OFFICE	CM: Senior Secretary	84.57
CITY MANAGERS OFFICE	CM: Sr Code Enforcement Inspector	117.75
CITY MANAGERS OFFICE	CM: Video Assistant	47.19
CITY MANAGERS OFFICE	CM: Web Specialist	123.76
PUBLIC WORKS - ENGINEERING & T	Engin: Administrative Secretary	82.77
PUBLIC WORKS - ENGINEERING & T	Engin: Airport Maintenanceworker	93.31
PUBLIC WORKS - ENGINEERING & T	Engin: Airport Manager	166.54
PUBLIC WORKS - ENGINEERING & T	Engin: Airport Operations Supervisor	144.30
PUBLIC WORKS - ENGINEERING & T	Engin: Assistant City Engineer	179.81
PUBLIC WORKS - ENGINEERING & T	Engin: Assistant Transportation Engr	131.32
PUBLIC WORKS - ENGINEERING & T	Engin: Assoc Civil Engineer	133.66
PUBLIC WORKS - ENGINEERING & T	Engin: Assoc Transportation Engineer	132.93
PUBLIC WORKS - ENGINEERING & T	Engin: Assoc Transportation Planner	126.24
PUBLIC WORKS - ENGINEERING & T	Engin: Construction Inspector	115.95
PUBLIC WORKS - ENGINEERING & T	Engin: Director Of Public Works	230.98
PUBLIC WORKS - ENGINEERING & T	Engin: Engineering Technician	100.80
PUBLIC WORKS - ENGINEERING & T	Engin: Management Analyst II	115.10
PUBLIC WORKS - ENGINEERING & T	Engin: Noise Abatement Analyst	80.87
PUBLIC WORKS - ENGINEERING & T	Engin: Secretary	80.05
PUBLIC WORKS - ENGINEERING & T	Engin: Senior Civil Engineer	145.19
PUBLIC WORKS - ENGINEERING & T	Engin: Senior Construction Inspector	133.78
PUBLIC WORKS - ENGINEERING & T	Engin: Senior Secretary	84.47
PUBLIC WORKS - ENGINEERING & T	Engin: Senior Transportation Engineer	160.96
PUBLIC WORKS - ENGINEERING & T	Engin: Sr Airport Maintenance Worker	100.20
PUBLIC WORKS - ENGINEERING & T	Engin: Supervising Construction Insp	154.69
PUBLIC WORKS - ENGINEERING & T	Engin: Survey Engineer	149.65
PUBLIC WORKS - ENGINEERING & T	Engin: Surveyor	121.70
PUBLIC WORKS - ENGINEERING & T	Engin: Traffic Signal Technician	101.88
PUBLIC WORKS - ENGINEERING & T	Engin: Transportation Manager	146.37

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
FINANCE	Fin: Accountant	84.50
FINANCE	Fin: Accounting Manager	137.71
FINANCE	Fin: Administrative Clerk I	66.13
FINANCE	Fin: Budget Officer	124.02
FINANCE	Fin: Customer Account Clerk	62.19
FINANCE	Fin: Data Systems Operator	67.22
FINANCE	Fin: Deputy Director Of Finance	139.84
FINANCE	Fin: Director Of Finance	208.66
FINANCE	Fin: Finance Technician	90.75
FINANCE	Fin: Mail & Purchasing Clerk	60.17
FINANCE	Fin: Management Analyst II	100.41
FINANCE	Fin: Purchasing & Services Manager	113.15
FINANCE	Fin: Purchasing Technician	78.71
FINANCE	Fin: Revenue Manager	142.99
FINANCE	Fin: Senior Account Clerk	76.15
FINANCE	Fin: Senior Accountant	122.83
FINANCE	Fin: Senior Customer Account Clerk	78.84
FIRE	Fire: Administrative Clerk II	61.35
FIRE	Fire: Apparatus Operator (56 Hr)	159.41
FIRE	Fire: Battalion Chief (56 Hr)	227.54
FIRE	Fire: Deputy Fire Chief (40 Hr)	267.24
FIRE	Fire: Emergency Medical Svcs Coord	115.32
FIRE	Fire: Environmental Specialist	123.72
FIRE	Fire: Fire Captain (56 Hr)	180.92
FIRE	Fire: Fire Chief	260.54
FIRE	Fire: Fire Marshal (40 Hr)	212.02
FIRE	Fire: Fire Prevention Insp (40 Hr)	145.09
FIRE	Fire: Fire Protection Engineer	134.41
FIRE	Fire: Fire Services Supervisor	117.58
FIRE	Fire: Fire Services Technician II	81.54
FIRE	Fire: Fire Training Officer (40 Hr)	232.37
FIRE	Fire: Firefighter (56 Hr)	135.02
FIRE	Fire: Haz Mat Investigator	100.96
FIRE	Fire: Haz Mat Program Coordinator	136.88
FIRE	Fire: Mail Clerk	62.67
FIRE	Fire: Management Analyst II	113.23
FIRE	Fire: Senior Secretary	68.85
FIRE	Fire: Staff Fire Captain (40 Hr)	180.59

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
HUMAN RESOURCES	HR: Administrative Intern	51.95
HUMAN RESOURCES	HR: Director Of Human Resources	208.68
HUMAN RESOURCES	HR: Human Resources Analyst II	121.22
HUMAN RESOURCES	HR: Human Resources Technician	87.76
HUMAN RESOURCES	HR: Senior Human Resources Analyst	134.72
INFORMATION TECHNOLOGY	IT: Administrative Secretary	136.06
INFORMATION TECHNOLOGY	IT: Director Of Info Tech/Cio	240.86
INFORMATION TECHNOLOGY	IT: Geographic Info Systems Coord	174.82
INFORMATION TECHNOLOGY	IT: Information Technology Manager	195.99
INFORMATION TECHNOLOGY	IT: It Analyst II	173.31
INFORMATION TECHNOLOGY	IT: It Technician	152.99
INFORMATION TECHNOLOGY	IT: Programmer Analyst	150.19
INFORMATION TECHNOLOGY	IT: Tech Solutions Analyst II	171.04
MAYOR AND COUNCIL	M&C: City Council	26.24
MAYOR AND COUNCIL	M&C: Mayor	48.57
MAINTENANCE SERVICES	Maint: Administrative Secretary	120.98
MAINTENANCE SERVICES	Maint: Director Of Maintenance Svcs	204.79
MAINTENANCE SERVICES	Maint: Electrician II	146.01
MAINTENANCE SERVICES	Maint: Equipment Mechanic II	114.40
MAINTENANCE SERVICES	Maint: Equipment Parts Storekeeper	106.21
MAINTENANCE SERVICES	Maint: Facilities & Building Manager	161.76
MAINTENANCE SERVICES	Maint: Facilities Carpenter II	131.20
MAINTENANCE SERVICES	Maint: Facilities Painter II	128.50
MAINTENANCE SERVICES	Maint: Facilities Serviceworker II	91.73
MAINTENANCE SERVICES	Maint: Fleet Management Supervisor	158.50
MAINTENANCE SERVICES	Maint: Groundskeeper I	101.42
MAINTENANCE SERVICES	Maint: Groundskeeper II	117.02
MAINTENANCE SERVICES	Maint: Groundskeeper III	105.21
MAINTENANCE SERVICES	Maint: Hvac Mechanic	146.01
MAINTENANCE SERVICES	Maint: Landscape Maint Supervisor	150.32
MAINTENANCE SERVICES	Maint: Maintenance Leader	116.51
MAINTENANCE SERVICES	Maint: Maintenance Worker	97.71
MAINTENANCE SERVICES	Maint: Management Analyst II	143.70
MAINTENANCE SERVICES	Maint: Senior Maintenance Leader	129.38
MAINTENANCE SERVICES	Maint: Senior Secretary	97.33
MAINTENANCE SERVICES	Maint: Streets Maintenance Manager	170.63
MAINTENANCE SERVICES	Maint: Sweeper Equipment Operator	108.27
MAINTENANCE SERVICES	Maint: Tree Trimmer	118.14

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
PLANNING	Plan: Administrative Clerk II	104.64
PLANNING	Plan: Assistant Planner	140.60
PLANNING	Plan: Associate Planner	173.47
PLANNING	Plan: Development Review Engineer	223.70
PLANNING	Plan: Development Review Specialist	130.79
PLANNING	Plan: Landscape Architect	195.15
PLANNING	Plan: Planning Manager	231.60
PLANNING	Plan: Principal Planner	229.38
PLANNING	Plan: Secretary	105.81
PLANNING	Plan: Senior Planner	178.73
PLANNING	Plan: Senior Secretary	115.99
POLICE	Police:	132.58
POLICE	Police: Administrative Secretary	84.01
POLICE	Police: Animal Care Attendant	59.92
POLICE	Police: Animal Control Officer	68.74
POLICE	Police: Animal Services Administrator	119.31
POLICE	Police: Call Taker	74.87
POLICE	Police: Chief Of Police	282.84
POLICE	Police: Communications Administrator	111.28
POLICE	Police: Communications Operator	86.07
POLICE	Police: Communications Supervisor	98.28
POLICE	Police: Community Service Officer	80.42
POLICE	Police: Counseling Supervisor	117.95
POLICE	Police: Crime Analyst	113.95
POLICE	Police: Crime Prevention Specialist	81.61
POLICE	Police: Crime Scene Technician	76.04
POLICE	Police: Environmental Specialist	110.90
POLICE	Police: Family Counselor I	93.53
POLICE	Police: Inspector	179.06
POLICE	Police: Jail Administrator	116.56
POLICE	Police: Jail Supervisor	92.00
POLICE	Police: Operations Support Svcs Mgr	161.15
POLICE	Police: P & T Administrator	131.78
POLICE	Police: Police Captain	236.89
POLICE	Police: Police Lieutenant	215.17
POLICE	Police: Police Officer	152.37
POLICE	Police: Police Programs Analyst	105.74
POLICE	Police: Police Records Clerk II	66.15

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
POLICE	Police: Police Sergeant	188.94
POLICE	Police: Prop & Evidence Administrator	116.87
POLICE	Police: Property Technician	74.75
POLICE	Police: Records Administrator	112.10
POLICE	Police: Records Supervisor	92.76
POLICE	Police: Secretary	70.48
POLICE	Police: Senior Management Analyst	115.24
POLICE	Police: Shelter Operations Supervisor	74.82
POLICE	Police: Shelter Volunteer Coord	66.72
POLICE	Police: Supervising Librarian I	122.61
POLICE	Police: Yfsb Administrator	135.47
LIBRARY AND COMMUNITY SERVICES	Rec: Administrative Clerk II	96.81
LIBRARY AND COMMUNITY SERVICES	Rec: Administrative Secretary	111.64
LIBRARY AND COMMUNITY SERVICES	Rec: Community Services Manager	172.28
LIBRARY AND COMMUNITY SERVICES	Rec: Director Of Lib & Commtly Svcs	258.78
LIBRARY AND COMMUNITY SERVICES	Rec: Housing Development Specialist	154.46
LIBRARY AND COMMUNITY SERVICES	Rec: Info Systems Support Tech	126.52
LIBRARY AND COMMUNITY SERVICES	Rec: Lead Library Assistant	93.53
LIBRARY AND COMMUNITY SERVICES	Rec: Librarian I	109.87
LIBRARY AND COMMUNITY SERVICES	Rec: Librarian I Pt	115.00
LIBRARY AND COMMUNITY SERVICES	Rec: Library Assistant	79.09
LIBRARY AND COMMUNITY SERVICES	Rec: Library Assistant Pt	78.37
LIBRARY AND COMMUNITY SERVICES	Rec: Library Operations Manager	134.52
LIBRARY AND COMMUNITY SERVICES	Rec: Library Page	35.95
LIBRARY AND COMMUNITY SERVICES	Rec: Literacy Program Coordinator	122.49
LIBRARY AND COMMUNITY SERVICES	Rec: Management Analyst II	152.90
LIBRARY AND COMMUNITY SERVICES	Rec: Senior Library Assistant	102.14
LIBRARY AND COMMUNITY SERVICES	Rec: Senior Library Page	63.99
LIBRARY AND COMMUNITY SERVICES	Rec: Sr Property Rehab Spec	170.18
LIBRARY AND COMMUNITY SERVICES	Rec: Supervising Librarian I	135.17
LIBRARY AND COMMUNITY SERVICES	Rec: Volunteer Prog Asst	79.14
LIBRARY AND COMMUNITY SERVICES	Rec: Volunteer Prog Asst Pt	106.02
PUBLIC WORKS - UTILITIES & ENV	Util: Accounting Manager	105.83
PUBLIC WORKS - UTILITIES & ENV	Util: Administrative Intern	51.93
PUBLIC WORKS - UTILITIES & ENV	Util: Administrative Secretary	68.25
PUBLIC WORKS - UTILITIES & ENV	Util: Assoc Civil Engineer	103.74
PUBLIC WORKS - UTILITIES & ENV	Util: Assoc Civil Engineer Pt	109.13
PUBLIC WORKS - UTILITIES & ENV	Util: Backflow/Cross Connect Tester	70.04

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
PUBLIC WORKS - UTILITIES & ENV	Util: Chemist	74.15
PUBLIC WORKS - UTILITIES & ENV	Util: Cross Connect Control Spec	67.69
PUBLIC WORKS - UTILITIES & ENV	Util: Director Of Public Works	171.83
PUBLIC WORKS - UTILITIES & ENV	Util: Electrician II	95.09
PUBLIC WORKS - UTILITIES & ENV	Util: Environmental Services Manager	122.56
PUBLIC WORKS - UTILITIES & ENV	Util: Equipment Operator	69.97
PUBLIC WORKS - UTILITIES & ENV	Util: Lab Supervisor	108.48
PUBLIC WORKS - UTILITIES & ENV	Util: Laboratory Technician	79.35
PUBLIC WORKS - UTILITIES & ENV	Util: Maintenance Worker	63.88
PUBLIC WORKS - UTILITIES & ENV	Util: Management Analyst II	79.25
PUBLIC WORKS - UTILITIES & ENV	Util: Operator-In-Training	72.38
PUBLIC WORKS - UTILITIES & ENV	Util: Secretary	58.32
PUBLIC WORKS - UTILITIES & ENV	Util: Senior Management Analyst	98.25
PUBLIC WORKS - UTILITIES & ENV	Util: Senior Secretary	67.11
PUBLIC WORKS - UTILITIES & ENV	Util: Senior Utilities Engineer	108.60
PUBLIC WORKS - UTILITIES & ENV	Util: Senior Utility Leader	85.69
PUBLIC WORKS - UTILITIES & ENV	Util: Senior Utility Leader - Sewer	90.05
PUBLIC WORKS - UTILITIES & ENV	Util: Senior Utility Service Rep.	89.97
PUBLIC WORKS - UTILITIES & ENV	Util: Solid Waste Manager	108.00
PUBLIC WORKS - UTILITIES & ENV	Util: Sr Utility Customer Svc Leader	82.94
PUBLIC WORKS - UTILITIES & ENV	Util: Sr Wpsc Inspector	90.58
PUBLIC WORKS - UTILITIES & ENV	Util: Storekeeper - Expediter	68.49
PUBLIC WORKS - UTILITIES & ENV	Util: Sustainability Tech/Assist	61.34
PUBLIC WORKS - UTILITIES & ENV	Util: Technical Intern	52.86
PUBLIC WORKS - UTILITIES & ENV	Util: Util Field Svcs Supervisor	100.17
PUBLIC WORKS - UTILITIES & ENV	Util: Utilities Maintenance Mechanic	78.90
PUBLIC WORKS - UTILITIES & ENV	Util: Utilities O & M Manager	108.08
PUBLIC WORKS - UTILITIES & ENV	Util: Utilities O & M Supervisor	113.98
PUBLIC WORKS - UTILITIES & ENV	Util: Utilities Service Worker	60.02
PUBLIC WORKS - UTILITIES & ENV	Util: Utility Leader	76.23
PUBLIC WORKS - UTILITIES & ENV	Util: Utility Leader-Sewer	79.79
PUBLIC WORKS - UTILITIES & ENV	Util: Utility Worker	70.01
PUBLIC WORKS - UTILITIES & ENV	Util: Utility Worker-Sewer	68.03
PUBLIC WORKS - UTILITIES & ENV	Util: Water Meter Mechanic	72.11
PUBLIC WORKS - UTILITIES & ENV	Util: Water Meter Reader	66.25
PUBLIC WORKS - UTILITIES & ENV	Util: Water Meter Reader Pt	64.41
PUBLIC WORKS - UTILITIES & ENV	Util: Water Pollution Control Admin	99.75
PUBLIC WORKS - UTILITIES & ENV	Util: Wpcf Lead Operator	84.35

City of Hayward - User Fee

Fully Burdened Hourly Rate Calculation - Full Time Employees

Department	Dept/Position	Fully Burdened Hourly Rate
PUBLIC WORKS - UTILITIES & ENV	Util: Wpcf Maintenance Supervisor	113.65
PUBLIC WORKS - UTILITIES & ENV	Util: Wpcf Manager	113.70
PUBLIC WORKS - UTILITIES & ENV	Util: Wpcf Operations Supervisor	107.00
PUBLIC WORKS - UTILITIES & ENV	Util: Wpcf Operator	68.41
PUBLIC WORKS - UTILITIES & ENV	Util: Wpcf Ops & Maintenance Mgr	118.41
PUBLIC WORKS - UTILITIES & ENV	Util: Wpsc Inspector	84.96
PUBLIC WORKS - UTILITIES & ENV	Util: Wstewtr Coll Sys Sprvsr	107.56

APPENDIX C – COST RECOVERY ANALYSIS & SUGGESTED FEE LEVELS

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, percent targeted cost recovery level, or percent change is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties and fines), or when there is not a current fee amount to compare against.

All City Departments

Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Administrative Citations	First Violation			NA	100.00	NA	\$ 100.00	0%
Administrative Citations	Second Violation			NA	200.00	NA	\$ 200.00	0%
Administrative Citations	Third and Subsequent Violations			NA	500.00	NA	\$ 500.00	0%
CD-ROM or DVD		each		\$ 20.00	20.00	100%	\$ 20.00	0%
Dishonored or Returned Payment from Bank or Credit Card	If paid within 30 days of notification			NA	\$25 + check amount	100%	\$25 + check amount	NA
Dishonored or Returned Payment from Bank or Credit Card	If paid after 30 days of notification		Subject to forgiveness of all or a portion of the fee by the Director of Finance. As authorized by the California Civil Code 1719 but not less than \$25.00	NA	As authorized by Civil Code 1719	100%	As authorized by Civil Code 1719	NA
Credit/Debit Card Payment Transaction Fee		per transaction		NA	3.95	100%	\$ 3.95	0%
Clerk-Assited Telephone Credit/Debit Card Payment			or 3%, whichever is greater	NA	3.95	100%	\$ 3.95	0%
Photocopying of File Materials	Black and White Copy (letter or legals)	per page		Variable	.5 first ten, .10 thereafter	100%	.5 first ten, .10 thereafter	NA
Photocopying of File Materials	Black and White Copy (11x17)	per page		Variable	1.00 first ten, .20 thereafter	100%	1.00 first ten, .20 thereafter	NA
Photocopying of File Materials	Color Copy (letter amd legal sizes)	per page		Variable	0.75	100%	\$ 0.75	0%
Photocopying of File Materials	Color Copy (11x17)	per page		Variable	1.50	100%	\$ 1.50	0%
	Research or Analysis of Records	per hour	involving more than 15 minutes (min \$20 charge)	\$ 76.92	39.00	100%	\$ 76.00	95%
Smoking Ordinance	Smokers Violating the Ordinance	per violation		NA	50.00	NA	\$ 50.00	0%
Smoking Ordinance	Fine for Business failure to enforce (1st Offense)			NA	1,000.00	NA	\$ 1,000.00	0%
Smoking Ordinance	Fine for Business failure to enforce (2nd Offense)			NA	1,500.00	NA	\$ 1,500.00	0%
Smoking Ordinance	Fine for Business failure to enforce (3rd Offense)			NA	2,000.00	NA	\$ 2,000.00	0%
Tobacco Ordinance	First Offense		penalty; 30 day TRL suspension	NA	1,500.00	NA	\$ 1,500.00	0%
Tobacco Ordinance	Second Offense		penalty; 30 day TRL suspension	NA	3,000.00	NA	\$ 3,000.00	0%
Tobacco Ordinance	Third Offense		penalty; 30 day TRL suspension	NA	5,000.00	NA	\$ 5,000.00	0%
Reinspection Fee				\$ 117.24	125.00	100%	\$ 117.00	-6%

City Clerk

Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Certification of Documents	First Page			\$ 13.32	15.00	100%	\$ 13.00	-13%
Certification of Documents	Each Succeeding Pages	per page		\$ 6.91	6.00	100%	\$ 7.00	17%
Certificate of Residency		per issuance		\$ 19.23	15.00	78%	\$ 15.00	0%
Photocopying of Public Records Black & White Copy: 8.5x11 or 14		first page		Variable	0.50	100%	\$ 0.50	0%
Photocopying of Public Records Black & White Copy: 8.5x11 or 14		each subsequent page	same document	Variable	0.10	100%	\$ 0.10	0%
Photocopying of Public Records Black & White Copy: 11x17		first page		Variable	1.00	100%	\$ 1.00	0%
Photocopying of Public Records Black & White Copy: 11x17		each subsequent page	same document	Variable	0.20	100%	\$ 0.20	0%
Photocopying of Public Records Color Copy: 8.5x11 or 14		per page		Variable	0.75	100%	\$ 0.75	0%
Photocopying of Public Records Color Copy: 11x17		per page		Variable	1.50	100%	\$ 1.50	0%
Photocopying of Public Records Photocopying of FPPC forms/statements		per page	Per Government Code 81008	NA	0.10	100%	\$ 0.10	0%
Traffic Code				NA	10.00	NA	\$ 10.00	0%
Traffic Regulations				NA	10.00	NA	\$ 10.00	0%
Reproduction of DVD of Meetings	City Council	per Disc	admin fee +actual contractor's invoice charges	\$ 20.00	20.00	100%	\$ 20.00	0%
Reproduction of DVD of Meetings	Planning Commission	per Disc	admin fee +actual contractor's invoice charges	\$ 20.00	20.00	100%	\$ 20.00	0%
Publication of "Notice of Intent to Circulate a Petition for Municipal Initiative"			refundable if a sufficient petition is filed within one year; Per Cal Election Code 9202b	NA	200.00	NA	\$ 200.00	0%
Election Year	Publication cost of the candidate's statement in the sample ballot pamphlet			Variable	actual printer cost	100%	actual printer cost	NA
Notary Service		per document	set by state statute	NA	10.00	NA	\$ 10.00	0%
Passport Service	Passport Fee (age 16 and over)		Set and Payable to US Dept of State	NA	110.00	NA	\$ 110.00	0%
Passport Service	Passport Fee (under 16)		Set and Payable to US Dept of State	NA	80.00	NA	\$ 80.00	0%
Passport Service	Passport Execution Fee		Set by US Dept of State, Payable to City of Hayward	NA	25.00	NA	\$ 25.00	0%
Passport Service	Express Mail from COH to LA		Set by USPS, Payable to City of Hayward	NA	22.95	NA	Set by USPS	NA
Passport Service	Express Mail from State to Customer		Set and Payable to US Dept of State	NA	20.66	NA	Set by US Dept of State	NA
Passport Service	Passport Photo		Payable to City of Hayward	\$ 19.23	7.50	39%	\$ 7.50	0%

Finance

Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee
Operating Permits	Bingo Permit - Initial or Renewal			\$ 28.85	50.00	100%	\$ 28.00
Operating Permits	Card Club Permit - Application Fee			\$ 94.67	40.00	100%	\$ 94.00
Operating Permits	Card Club Permit - Annual Table Fee	per table		\$ 142.01	8,693.00	100%	\$ 142.00
Operating Permits	Closeout Sale Permit - Initial Fee			\$ 24.50	76.00	100%	\$ 24.00
Operating Permits	Closeout Sale Permit - Renewal			\$ 24.50	67.00	100%	\$ 24.00
Operating Permits	Cabarets and Dance Licenses and Permits: Annual License	per year	payable quarterly in advance	\$ 24.50	103.00	100%	\$ 24.00
Operating Permits	Preferential Parking Permit - Initial Fee & Biennial Renewal Fee		up to two residential or visitor permits	\$ 18.55	50.00	100%	\$ 18.00
Operating Permits	Preferential Parking Permit - Each additional residential permit			\$ 6.68	25.00	100%	\$ 6.00
Operating Permits	Preferential Parking Permit - Each additional visitor permit			\$ 6.68	25.00	100%	\$ 6.00
Operating Permits	Preferential Parking Permit - Permit Replacement Fee			\$ 11.87	10.00	100%	\$ 11.00
Operating Permits	Tobacco Retailer License - Initial or Renewal Fee			\$ 10.37	400.00	100%	\$ 10.00
Miscellaneous Fees	Monthly Listing of New Hayward Based Businesses	per month		\$ 15.12	5.50	100%	\$ 15.00
Miscellaneous Fees	Business Verification/Ownership Research	per business		\$ 23.51	8.00	100%	\$ 23.00
Miscellaneous Fees	Parking Tax Offset Fee			\$ 2.50	2.50	100%	\$ 2.50
Miscellaneous Fees	Credit/Debit Card Payment Transaction Fee	per Transaction		\$ 3.95	3.95	100%	\$ 3.95
Miscellaneous Fees	Clerk-Assisted Telephone Credit/Debit Card Payment			\$ 2.50	3.95 or 3% whichever is higher	100%	\$ 2.50
Annual Business License Processing Fee	Cost for maintaining/processing business records in our Munis system - Database Fee	per record		\$ 19.31	New	52%	\$ 10.00
Customer Initiated Chargeback Fee	Cost recovery for time spent processing chargebacks.	per chargeback		\$ 62.40	New	40%	\$ 25.00

City Manager

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Administrative Services	Economic Development Committee Agenda		per year		\$ 4.00	4.00	100%	\$ 4.00	0%
Administrative Services	Economic Development Committee Minutes		per year		\$ 4.00	4.00	100%	\$ 4.00	0%
Administrative Services	Economic Profile or Plan		each		\$ 5.00	5.00	100%	\$ 5.00	0%
Administrative Services	Annual Bonds Issue Fees				NA	1/8 of 1% of bond amount	NA	1/8 of 1% of bond amount	NA
Administrative Services	Low Income Mortgage Credit				NA	2% of first year's credit payable as part of State Fee	NA	2% of first year's credit payable as part of State Fee	NA
Economic Development	Hayward Film Permit	Film Permit applications	per day		NA	125.00	NA	\$ 125.00	0%
Economic Development	Hayward Film Permit	Expedited Film Permit (3-5 days)		excludes larger productions	NA	250.00	NA	\$ 250.00	0%
Economic Development	Hayward Film Permit	Film Permit (TV series, movies, feature films, pilots)	per day		NA	175.00	NA	\$ 175.00	0%
Economic Development	Hayward Film Permit	Minor Encroachment Permit (filming)	flat fee	excluding work to be performed by Public Works, i.e. no traffic control plan provided, just review	NA	834.00	NA	\$ 834.00	0%
Economic Development	Hayward Film Permit	Major Encroachment Permit (filming)	flat fee	includes work from Public Works, traffic control plan	NA	1,507.00	NA	\$ 1,507.00	0%
Economic Development	Hayward Film Permit	Police clearance (filing)	hourly		NA	105.00	NA	\$ 105.00	0%
Economic Development	Hayward Film Permit	Fire Permit (filming)	flat fee	does not include cost if presence is required at event	NA	100.00	NA	\$ 100.00	0%
Economic Development	Hayward Film Permit	Filming on City Property/Facilities/Hangers (varies)	per day	Airport Property and Hangars- filming and photography requests will be authorized at the discretion of the Airport Manager provided that the requested activity will in no way interfere with the safe, orderly and uninterrupted use of Airport facilities by Airport users or portrays the Airport in a negative manner. (extra labor, security, engineering or comparable cost are not included)	NA	1,500.00	NA	\$ 1,500.00	0%
Economic Development	Hayward Film Permit	Filming at City Hall	per day	Does not include cost of guard, janitorial and insurance	NA	575.00	NA	\$ 575.00	0%

Planning

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Planning	Pre Application Meeting				NA	No Charge	0%	No Charge	NA
Planning	Code Assistance Meeting				NA	No Charge	0%	No Charge	NA
Planning	Annexation Proceedings		Deposit		NA	15,000.00	100%	\$ 15,000.00	0%
Planning	LAFCO Utility Service Agreement		Deposit	Preparation of documents in connection with utility service to property outside of the City limits	NA	5,000.00	100%	\$ 5,000.00	0%
Planning	Environment Assessment (Contract) Consultant Oversight		Deposit		NA	5,000.00	100%	\$ 5,000.00	0%
Planning	General Plan Amendment		Deposit		NA	12,000.00	100%	\$ 12,000.00	0%
Planning	Text Change to Zoning Ordinance		Deposit		NA	12,000.00	100%	\$ 12,000.00	0%
Planning	Rezoning and Prezoning		Deposit	Including New or Major Modification to a Planned Development	NA	12,000.00	100%	\$ 12,000.00	0%
Planning	Rezoning		Deposit	Planned Development Precise Plan or Preliminary Plan Minor Modification	NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Conditional Use Permit		Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Administrative Use Permit	Chickens	Per Application		NA	500.00	NA	\$ 500.00	0%
Planning	Administrative Use Permit	Food Vendors	Per Box		NA	700.00	NA	\$ 700.00	0%
Planning	Administrative Use Permit	Unattended Collection Boxes	Deposit		NA	1,300.00	100%	\$ 1,300.00	0%
Planning	Administrative Use Permit	Processed Administratively	Deposit		NA	2,000.00	100%	\$ 2,000.00	0%
Planning	Administrative Use Permit	Involving Public Hearing	Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Site Plan Review	Processed Administratively	Deposit		NA	2,000.00	100%	\$ 2,000.00	0%
Planning	Site Plan Review	Involving Public Hearing	Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Variance/Warrants - Processed Administratively		Deposit		NA	2,000.00	100%	\$ 2,000.00	0%
Planning	Variance/Warrants & Exceptions - Involving Public Hearing		Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Modifications of Approved Development Plan - Processed Administratively		Deposit		NA	2,000.00	100%	\$ 2,000.00	0%
Planning	Modification of Rehearing Approved Development Plan - Involving Public Hearing		Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Extension of Approved Development Plan/ Applications	Extension of Approved Development Plan/ Applications	Deposit		NA	1,000.00	100%	\$ 1,000.00	0%
Planning	Designation of Historical or Architectural Significance		Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Development Agreement	Annual Review	Deposit		NA	12,000.00	100%	\$ 12,000.00	0%
Planning	Development Agreement	Amendment Processing	Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Development Agreement	Review of application, negotiation of agreements. Processing through Planning Commission and City Council	Deposit		NA	1,000.00	100%	\$ 1,000.00	0%
Planning	Written Verification of Zoning Designation or Similar Requests		Per Application		NA	500.00	NA	\$ 500.00	0%
Planning	Research		Per hour after first 15 minutes	\$41 for first 15 minutes	\$ 163.58	\$216 plus \$41	100%	\$ 163.00	NA
Planning	Zoning Conformance Permit		Per Application		NA	210.00	NA	\$ 210.00	0%
Planning	Sign Permits	One Business			\$ 327.16	300.00	100%	\$ 327.00	9%
Planning	Sign Permits	Each Additional Business - same application			\$ 327.16	250.00	100%	\$ 327.00	31%
Planning	Sign Permits	Temporary Sign Permit	Deposit	Banners, Flags, Streamers, Pennants, Bunting, Searchlights, Inflatable Signs, Human Signs; plus \$200 Deposit	NA	\$100 fee + \$200	100%	\$100 fee + \$200	NA
Planning	Sign Permits	Portable/A-Fram Signs		Revocable Encroachment Permit	\$ 327.16	50.00	100%	\$ 327.00	554%
Planning	Sign Permits	Mural Art Signs		Registration Fee	\$ 490.74	50.00	100%	\$ 490.00	880%
Planning	Sign Program				\$ 817.91	1,500.00	100%	\$ 817.00	-46%
Planning	Appeal Fee for Applicant		Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Appeal Fee Other Than Applicant				\$ 408.95	250.00	100%	\$ 408.00	63%
Planning	Tentative Tract or Tentative Parcel Map	Processed Administratively	Deposit		NA	4,000.00	100%	\$ 4,000.00	0%
Planning	Tentative Tract or Tentative Parcel Map	Involving Public Hearing	Deposit		NA	6,000.00	100%	\$ 6,000.00	0%
Planning	Final Parcel Map		Deposit		NA	2,000.00	100%	\$ 2,000.00	0%
Planning	Final Tract Map		Deposit		NA	6,000.00	100%	\$ 6,000.00	0%

Planning

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Planning	Lot Line Adjustment		Deposit		NA	4,000.00	100%	\$ 4,000.00	0%
Planning	Certificate of Merger or Certificate of Compliance		Deposit		NA	4,000.00	100%	\$ 4,000.00	0%
Planning	Grading Permit Application				\$ 1,635.82	4,000.00	100%	\$ 1,635.00	-59%
Planning	Security Gate Application				\$ 1,635.82	2,000.00	100%	\$ 1,635.00	-18%
Planning	Encroachment Permit - Street Events			The City Manager may waive this fee for certain events	\$ 2,944.47	1,500.00	100%	\$ 2,944.00	96%
Planning	Encroachment Permit Application - Major Work				\$ 2,453.72	4,000.00	100%	\$ 2,453.00	-39%
Planning	Encroachment Permit Application - Minor Work				\$ 1,308.65	2,000.00	100%	\$ 1,308.00	-35%
Planning	Food Sharing Event				NA	No Charge	0%	No Charge	NA
Planning	Tree Preservation	Annual Pruning Certification			\$ 817.91	126.00	100%	\$ 817.00	548%
Planning	Tree Preservation	Tree removal/pruning			\$ 490.74	211.00	100%	\$ 490.00	132%
Planning	Mobilehome Park Closure/Change of Use				\$ 9,814.90	12,000.00	100%	\$ 9,814.00	-18%
Planning	Review of Building Permit Applications	Commercial/Industrial Tenant Improvements or additions			\$ 490.74	416.00	100%	\$ 490.00	18%
Planning	Review of Building Permit Applications	Addition - Single Family Dwelling			\$ 327.16	274.00	100%	\$ 327.00	19%
Planning	Review of Building Permit Applications	Addition - Multi Family Dwelling			\$ 327.16	568.00	100%	\$ 327.00	-42%
Planning	Review of Building Permit Applications	New accessory structure			\$ 327.16	186.00	100%	\$ 327.00	76%
Planning	Review of Building Permit Applications	New Single Family Dwelling			\$ 490.74	499.00	100%	\$ 490.00	-2%
Planning	Review of Building Permit Applications	New Single Family Dwelling - Hillside			\$ 490.74	721.00	100%	\$ 490.00	-32%
Planning	Review of Building Permit Applications	New Industrial Building			\$ 654.33	686.00	100%	\$ 654.00	-5%
Planning	Review of Building Permit Applications	New Commercial Building			\$ 654.33	742.00	100%	\$ 654.00	-12%
Planning	Review of Building Permit Applications	Over-the Counter approvals			\$ 163.58	149.00	100%	\$ 163.00	9%
Planning	Inspections - Planning and Landscape	Single Family Residential - Subdivision			\$ 1,145.07	212.00	100%	\$ 1,145.00	440%
Planning	Inspections - Planning and Landscape	Multi Family Residential Development			\$ 1,145.07	319.00	100%	\$ 1,145.00	259%
Planning	Inspections - Planning and Landscape	Single Family Residential - Hillside			\$ 817.91	255.00	100%	\$ 817.00	220%
Planning	Inspections - Planning and Landscape	Re-Inspection			\$ 490.74	212.00	100%	\$ 490.00	131%
Planning	Inspections - Planning and Landscape	Miscellaneous			\$ 327.16	79.00	100%	\$ 327.00	314%
Planning	General Plan Update Fee			12 % of Building Permit Fee	NA	12% of Building Permit Fee	100%	12% of Building Permit Fee	NA

Code Enforcement - Rental Housing & Hotel Inspection

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Rental Housing & Hotel Inspection Fees and Penalties	Annual fee for rental housing, hotel or motel units	Single Family, duplex, triplex or fourplex			\$ 88.51	41.00	100%	\$ 88.51	116%
Rental Housing & Hotel Inspection Fees and Penalties	Annual fee for rental housing, hotel or motel units	Five or more units	per unit		\$ 22.13	10.00	100%	\$ 22.13	121%
Rental Housing & Hotel Inspection Fees and Penalties	Request for postponement of initial inspection or progress check	First request			\$ -	No Charge	100%	No Charge	NA
Rental Housing & Hotel Inspection Fees and Penalties	Inspection, report and enforcement actions pursuant to HMC, Ch.9, Art. 5. Rental unit parcels	Initial Inspection (No violations found)			\$ 350.33	No Charge	100%	Included in Annual Fee	NA
Rental Housing & Hotel Inspection Fees and Penalties	Inspection, report and enforcement actions pursuant to HMC, Ch.9, Art. 5. Rental unit parcels	Initial Inspection (Violations found)			\$ 350.33	\$272 per parcel + \$27 hotel/motel room with violation	100%	\$ 350.33	NA
Rental Housing & Hotel Inspection Fees and Penalties	Inspection, report and enforcement actions pursuant to HMC, Ch.9, Art. 5. Rental unit parcels	Progress Checks - First Progress Check (Violations corrected)			\$ 350.33	No Charge	100%	No Charge	NA
Rental Housing & Hotel Inspection Fees and Penalties	Inspection, report and enforcement actions pursuant to HMC, Ch.9, Art. 5. Rental unit parcels	Progress Checks - First Progress Check (Violations not corrected)			\$ 350.33	\$154 per parcel + \$53 hotel/motel room with violation	100%	\$ 350.33	NA
Rental Housing & Hotel Inspection Fees and Penalties	Inspection, report and enforcement actions pursuant to HMC, Ch.9, Art. 5. Rental unit parcels	Progress Checks - Second Progress Check		plus \$400 penalty	\$ 350.33	\$154 per parcel + \$53 hotel/motel room with violation + \$200 penalty	100%	\$ 350.33	NA
Rental Housing & Hotel Inspection Fees and Penalties	Inspection, report and enforcement actions pursuant to HMC, Ch.9, Art. 5. Rental unit parcels	Progress Checks - Third Progress Check		plus \$800 penalty	\$ 350.33	\$154 per parcel + \$53 hotel/motel room with violation + \$400 penalty	100%	\$ 350.33	NA
Rental Housing & Hotel Inspection Fees and Penalties	Inspection, report and enforcement actions pursuant to HMC, Ch.9, Art. 5. Rental unit parcels	Progress Checks - Fourth and subsequent Progress Check		plus \$1600 penalty	\$ 350.33	\$154 per parcel + \$53 hotel/motel room with violation + \$800 penalty	100%	\$ 350.33	NA
Rental Housing & Hotel Inspection Fees and Penalties	Initial Inspection or Progress Check - No Access or Re-schedule	No Access - First Site Visit		plus \$400 penalty	\$ 116.78	100.00	100%	\$ 116.78	17%
Rental Housing & Hotel Inspection Fees and Penalties	Initial Inspection or Progress Check - No Access or Re-schedule	No Access - Second Site Visit		plus \$800 penalty	\$ 116.78	200.00	100%	\$ 116.78	-42%
Rental Housing & Hotel Inspection Fees and Penalties	Initial Inspection or Progress Check - No Access or Re-schedule	No Access - Third and subsequent Site Visit		plus \$1600 penalty	\$ 116.78	400.00	100%	\$ 116.78	-71%
Rental Housing & Hotel Inspection Fees and Penalties	Rent Control Deregulation Inspection pursuant to Ord. No. 83-023, as amended	Initial inspection/survey and one re-inspection			\$ 700.65	246.00	100%	\$ 700.65	185%
Rental Housing & Hotel Inspection Fees and Penalties	Rent Control Deregulation Inspection pursuant to Ord. No. 83-023, as amended	Additional re-inspections	per inspection		\$ 350.33	154.00	100%	\$ 350.33	127%
Rental Housing & Hotel Inspection Fees and Penalties	Lien (per parcel)				\$ 630.90	342.00	100%	\$ 630.90	84%
Rental Housing & Hotel Inspection Fees and Penalties	AdministrativeHearing Fee				\$ 946.35	225.00	100%	\$ 946.35	321%

Code Enforcement - Community Preservation Program

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Community Preservation Program	Request for Postponement of Inspection	1st Request			\$ 84.20	No Charge	100%	\$ 84.00	NA
Community Preservation Program	Request for Postponement of Inspection	2nd Request		plus \$100 penalty	\$ 84.20	No Charge	100%	\$ 84.00	NA
Community Preservation Program	Request for Postponement of Inspection	3rd Request		plus \$200 penalty	\$ 84.20	No Charge	100%	\$ 84.00	NA
Community Preservation Program	Request for Postponement of Inspection	"No Show" for Inspection		plus \$200 penalty	\$ 392.68	175.00	100%	\$ 392.00	124%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	First Violation (Initial inspection)			\$ 626.70	No Charge	100%	\$ 626.00	NA
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	First Violation (Reinspection shows violation eliminated)			\$ 626.70	No Charge	100%	\$ 626.00	NA
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	First Violation (Reinspection shows violation still exists)		plus \$100 penalty	\$ 626.70	522.00	100%	\$ 626.00	20%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	First Violation (Second inspection shows violation still exists)		plus \$200 penalty	\$ 626.70	522.00	100%	\$ 626.00	20%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	First Violation (Third inspection shows violation still exists)		plus \$500 penalty	\$ 626.70	522.00	100%	\$ 626.00	20%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	First Violation (Fourth inspection shows violation still exists)		plus \$500 penalty	\$ 626.70	522.00	100%	\$ 626.00	20%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	First Violation (fifth and subsequent inspections shows violation still exists)		plus \$500 penalty	\$ 626.70	522.00	100%	\$ 626.00	20%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	Subsequent violation within 1 year (Initial inspection and notices)		plus \$800 penalty	\$ 743.71	651.00	100%	\$ 743.00	14%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	Subsequent violation within 1 year (Each subsequent inspection violation still exists)		plus \$1000 penalty	\$ 626.70	506.00	100%	\$ 626.00	24%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	Abatement Costs	per parcel	plus contractor costs	\$ 1,325.86	992.00	75%	\$ 992.00	0%
Community Preservation Program	Violation of Community Preservation, Sign, Vehicle, Weed Abatement and Zoning Ordinances	Lien/Special Assessment Processing	per parcel		\$ 1,811.98	342.00	19%	\$ 342.00	0%
Community Preservation Program		Hearing Fee	per hearing	Administrative, special Assessment, Administrative Citation, and Lien Hearings	\$ 761.10	225.00	100%	\$ 761.00	238%

Police

Fee Group 1	Fee Group 2	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Animal Control	Impounding Charges	For each dog and cat	1st impoundment			\$ 86.03	35.00	100%	\$ 86.00	146%
Animal Control	Impounding Charges	For each dog and cat	2nd impoundment within one year			\$ 81.03	75.00	100%	\$ 81.00	8%
Animal Control	Impounding Charges	For each dog and cat	3rd impoundment within one year			\$ 149.77	150.00	100%	\$ 149.00	-1%
Animal Control	Impounding Charges	For each dog and cat	Impound dangerous animal			\$ 148.67	150.00	100%	\$ 148.00	-1%
Animal Control	Impounding Charges	For each dog and cat	Field Impound			\$ 125.75	100.00	100%	\$ 125.00	25%
Animal Control	Impounding Charges	For any unsterilized dog or cat impounded, an additional fee is assessed as mandated by the State of California Food & Agricultural Code.	1st Impoundment		State mandated penalty - F & A 30804.7	NA	35.00	NA	\$ 35.00	0%
Animal Control	Impounding Charges	For any unsterilized dog or cat impounded, an additional fee is assessed as mandated by the State of California Food & Agricultural Code.	2nd Impoundment		State mandated penalty - F & A 30804.7	NA	50.00	NA	\$ 50.00	0%
Animal Control	Impounding Charges	For any unsterilized dog or cat impounded, an additional fee is assessed as mandated by the State of California Food & Agricultural Code.	3rd Impoundment		State mandated penalty - F & A 30804.7	NA	100.00	NA	\$ 100.00	0%
Animal Control	Impounding Charges	For each horse, bull, cow, steer, calf, colt, sheep, lamb, goat or hog	1st impoundment		minimum \$40 (Charge will be total direct)	Variable	Case by Case	100%	Case by Case	NA
Animal Control	Impounding Charges	For each horse, bull, cow, steer, calf, colt, sheep, lamb, goat or hog	2nd impoundment within one year		minimum \$40	Variable	Case by Case	100%	Case by Case	NA
Animal Control	Impounding Charges	For each horse, bull, cow, steer, calf, colt, sheep, lamb, goat or hog	3rd impoundment within one year		minimum \$40	Variable	Case by Case	100%	Case by Case	NA
Animal Control	Impounding Charges		For each non-specified animal (rabbit, monkey, rat, etc.)		minimum \$40	Variable	Case by Case	100%	Case by Case	NA
Animal Control	Feeding and Boarding Charges		For each dog, cat or small domestic pet	per day		\$ 30.98	14.00	100%	\$ 30.00	114%
Animal Control	Feeding and Boarding Charges		Special needs animal (medications given, treatment)	per day		\$ 39.97	30.00	100%	\$ 39.00	30%
Animal Control	Feeding and Boarding Charges		For each horse, bull, cow, hog, steer, lamb, sheep, goat, colt, or calf.	per day	minimum (RTO); Fees will depend on actual board cost charged by ranch or 3rd party facility	Variable	10.00	100%	Based on Animal Needs	NA
Animal Control	Feeding and Boarding Charges		For each non-specified animal	per day	minimum (RTO)	\$ 19.97	2.00	100%	\$ 19.00	850%
Animal Control	Special Services		Owner surrender of adult unlicensed animals (includes boarding fees for the State mandated holding period)	per animal	plus 4 days of mandated board charged seperately	\$ 46.52	85.00	58%	\$ 27.00	-68%
Animal Control	Special Services		Owner surrender of additional animals less than ten weeks of age. Boarding fees for the State mandated holding period will also be charged.	per animal		\$ 13.29	5.00	100%	\$ 13.00	160%
Animal Control	Special Services		Owner surrenders - small animals/bird	per animal		\$ 46.52	30.00	100%	\$ 46.00	53%
Animal Control	Special Services		Owner brings dead animal to shelter for disposal (Under 50 lbs.)	per animal		\$ 37.02	54.00	100%	\$ 37.00	-31%
Animal Control	Special Services		Owner brings dead animal to shelter for disposal (Over 50 lbs.)	per animal		\$ 42.01	67.00	100%	\$ 42.00	-37%
Animal Control	Special Services		Transport fee for any owned animal, live or dead, transported to shelter	per animal		\$ 96.73	133.00	100%	\$ 96.00	-28%
Animal Control	Special Services		Transportation of stray injured or sick animal to a veterinarian, where owner is later identified.			Variable	Case by Case	100%	Case by Case	NA
Animal Control	Special Services		Veterinary treatment provided to an animal housed in the Shelter where the owner is later identified			Variable	Actual Vet Costs	100%	Actual Vet Costs	NA
Animal Control	Special Services		Rabies vaccination certificate			Variable	Actual Vet Costs	100%	Actual Vet Costs	NA
Animal Control	Special Services		Para-influenza type vaccine			Variable	Actual Vet Costs	100%	Actual Vet Costs	NA
Animal Control	Special Services		Medical Testing		Minimum (\$50 maximum)	\$ 17.98	10.00	100%	\$ 17.00	70%
Animal Control	Special Services		Microchip Insertion (Animal adopted from the Shelter)			\$ 30.00	15.00	100%	\$ 29.00	93%
Animal Control	Special Services		Microchip Insertion (Animals not adopted from the Shelter)			\$ 30.00	25.00	100%	\$ 29.00	16%
Animal Control	Animal Licence and Permit Fees	Unsterilized dog or cat	Flat fee is for 1, 2 or 3 years depending on Rabies Vaccination Certificate (not to exceed 3 years)			\$ 16.03	17.00	100%	\$ 16.00	-6%
Animal Control	Animal Licence and Permit Fees	Unsterilized dog or cat	Unsterilized animal		penalty	NA	35.00	NA	\$ 35.00	0%
Animal Control	Animal Licence and Permit Fees	Unsterilized dog or cat	Unsterilized license renewal		plus penalty	NA	17.00	NA	\$ 17.00	0%

Police

Fee Group 1	Fee Group 2	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Animal Control	Animal Licence and Permit Fees	Sterilized dog or cat license	Flat Fee is for 1, 2 or 3 years depending on Rabies Vaccination Certificate duration (not to exceed 3 years)			\$ 16.03	17.00	100%	\$ 16.00	-6%
Animal Control	Animal Licence and Permit Fees	Sterilized dog or cat license	Sterilized, license renewal			\$ 13.82	17.00	100%	\$ 13.00	-24%
Animal Control	Animal Licence and Permit Fees	Sterilized dog or cat license	Late Penalty			NA	5.00	NA	\$ 5.00	0%
Animal Control	Animal Licence and Permit Fees	Sterilized dog or cat license	Replacement/Duplicate License			\$ 13.82	8.00	100%	\$ 13.00	63%
Animal Control	Animal Licence and Permit Fees	Sterilized dog or cat license	Seeing or hearing dog			\$ 16.03	No Charge	0%	No Charge	NA
Animal Control	Animal Licence and Permit Fees	Sterilized dog or cat license	Fancier's Permit			\$ 243.26	250.00	100%	\$ 243.00	-3%
Animal Control	Pick-up and Disposal of Dead Animals from Veterinarian		For 1 to 5 animals			\$ 107.89	50.00	100%	\$ 107.00	114%
Animal Control	Pick-up and Disposal of Dead Animals from Veterinarian		For Over 5 animals	each		\$ 12.50	10.00	100%	\$ 12.00	20%
Animal Control	Observation Fees		For each dog, cat or small domestic pet for quarantine, evidence and protective custody.		per day	\$ 4.49	14.00	100%	\$ 4.00	-71%
Animal Control	Observation Fees		Other Animals			Variable	Actual Costs	100%	Actual Costs	NA
Animal Control	Observation Fees		Property inspections (required prior to home quarantines and for the private retention of all animals declared dangerous outside a City of Hayward hearing).		per inspection	\$ 72.64	53.00	100%	\$ 72.00	36%
Animal Control	Adoption Fees		The fees charged for dogs and cats offered for adoption shall be set by the Animal Services Manager. In no case shall this amount be less than \$5.00. In no case shall animals listed as "Owner Surrendered" be adopted by the previous owner without payment of all fees and charges (as specified in the schedule) for shelter service in impounding and caring for the animal.		minimum \$5	Variable	Case by Case	100%	Case by Case	NA
Animal Control	Adoption Fees		All Other Animals			Variable	Market Value	100%	Market Value	NA
Animal Control	Adoption Fees		Spaying and neutering (mandated for dogs and cats prior to adoption)			Variable	Veterinary contract cost	100%	Veterinary contract cost	NA
Animal Control	Adoption Fees		Administrative processing fee for the return of animals adopted from the shelter			\$ 11.03	10.00	100%	\$ 11.00	10%
Animal Control			Hearing Fee			\$ 496.63	150.00	100%	\$ 496.00	231%
Police Administration	Photocopying of Reports		Traffic Accident Reports	per report		\$ 16.54	12.00	100%	\$ 16.00	33%
Police Administration	Photocopying of Reports		Other Reports	per report		\$ 16.54	5.50	100%	\$ 16.00	191%
Police Administration			Photographs			\$ 24.92	Time & Motion	100%	\$ 24.00	NA
Police Administration			Fingerprinting	each	Fingerprint processing fees established by Federal or State agencies shall be additional charge	\$ 26.81	23.00	100%	\$ 26.00	13%
Police Administration	Traffic & Police Security Services		Traffic control and police security services for pre-planned, non-city sponsored events			Variable	Time & Motion	100%	Actual Cost	NA
Police Administration	Traffic & Police Security Services		Planned traffic control for contractors and utilities			Variable	Time & Motion	100%	Actual Cost	NA
Police Administration	Permit Processing	Taxi Drivers	Initial Permit			\$ 609.48	260.00	100%	\$ 609.00	134%
Police Administration	Permit Processing	Taxi Drivers	Annual renewal			\$ 304.74	186.00	100%	\$ 304.00	63%
Police Administration	Permit Processing	Taxi Drivers	Annual taxi operating sticker			\$ 152.37	247.00	100%	\$ 152.00	-38%
Police Administration	Permit Processing	Taxi Drivers	Lost permit replacement			\$ 26.81	91.00	100%	\$ 26.00	-71%
Police Administration	Permit Processing	Tow Permits	Company 1st License			\$ 304.74	297.00	100%	\$ 304.00	2%
Police Administration	Permit Processing	Tow Permits	Company Annual Renewal			\$ 40.21	297.00	100%	\$ 40.00	-87%
Police Administration	Permit Processing	Tow Permits	Driver 1st License			\$ 304.74	297.00	100%	\$ 304.00	2%
Police Administration	Permit Processing	Tow Permits	Driver Annual Renewal			\$ 40.21	297.00	100%	\$ 40.00	-87%
Police Administration	Permit Processing	Tow Permits	Lost Permit Replacement			\$ 40.21	74.00	100%	\$ 40.00	-46%
Police Administration	Permit Processing	Massage Establishment/technician permit	Initial Inspection/application and processing of new massage establishment			\$ 761.85	300.00	100%	\$ 761.00	154%
Police Administration	Permit Processing	Massage Establishment/technician permit	Annual Renewal fee for massage establishment			\$ 241.26	150.00	100%	\$ 241.00	61%
Police Administration	Permit Processing	Massage Establishment/technician permit	Badge Replacement			\$ 80.42	76.00	100%	\$ 80.00	5%
Police Administration	Permit Processing	Massage Establishment/technician permit	Massage Out-Call initial inspection /application			\$ 761.85	600.00	100%	\$ 761.00	27%
Police Administration	Permit Processing	Massage Establishment/technician permit	Massage Out-Call Renewal			\$ 241.26	300.00	100%	\$ 241.00	-20%

Police

Fee Group 1	Fee Group 2	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Police Administration	Permit Processing	Card clubs employee permit	Initial permit			\$ 241.26	153.00	100%	\$ 241.00	58%
Police Administration	Permit Processing	Card clubs employee permit	Annual renewal			\$ 160.84	153.00	100%	\$ 160.00	5%
Police Administration	Permit Processing	Card clubs employee permit	Lost permit replacement			\$ 80.42	76.00	100%	\$ 80.00	5%
Police Administration	Permit Processing		Auto Sales/Repair Permit			\$ 160.84	175.00	100%	\$ 160.00	-9%
Police Administration	Permit Processing		Background investigation			Variable	Time & Motion	100%	Time & Motion	NA
Police Administration	Permit Processing		Firearm dealers annual permit			\$ 1,294.99	513.00	100%	\$ 1,294.00	152%
Police Administration	Permit Processing		Diversion program			Variable	Time & Motion	0%	Time & Motion	NA
Police Administration	Permit Processing		Petty Theft Workshop	per participant		NA	80.00	0%	\$ 80.00	0%
Police Administration	Permit Processing		Other permit processing			Variable	Time & Motion	100%	Time & Motion	NA
Police Administration	Permit Processing		Alcohol Sales-Special Event Permits			\$ 304.74	42.00	100%	\$ 304.00	624%
Police Administration	Alarm Permit Fee		new and annual renewal			\$ 16.54	32.00	100%	\$ 16.00	-50%
Police Administration	Alarm Permit Fee		Low income or persons in a temporary or permanent disabled status			\$ 22.05	15.00	100%	\$ 22.00	47%
Police Administration	False Alarm Fees		First False Alarm Fee			\$ 185.45	No Charge	100%	\$ 185.00	NA
Police Administration	False Alarm Fees		Second False Alarm Fee			\$ 185.45	182.00	100%	\$ 185.00	2%
Police Administration	False Alarm Fees		Third False Alarm Fee		plus \$50 penalty	\$ 185.45	182.00	100%	\$ 185.00	2%
Police Administration	False Alarm Fees		Fourth False Alarm Fee		plus \$200 penalty	\$ 185.45	182.00	100%	\$ 185.00	2%
Police Administration	False Alarm Fees		Fifth and Each Fee		plus \$400 penalty	\$ 185.45	182.00	100%	\$ 185.00	2%
Police Administration			Vehicle Release Fee			\$ 33.08	235.00	100%	\$ 33.00	-86%
Police Administration	Vehicle Verification or Administrative Fee		Onsite verification			\$ 76.18	43.00	100%	\$ 76.00	77%
Police Administration	Vehicle Verification or Administrative Fee		Offsite verification			\$ 152.37	175.00	100%	\$ 152.00	-13%
Police Administration			Communication Tapes		per tape	\$ 98.28	103.00	100%	\$ 98.00	-5%
Police Administration			DVD or Flash Drive video requests			\$ 20.00	New	100%	\$ 20.00	NA
Police Administration			Clearance Letters		per letter	\$ 38.59	43.00	100%	\$ 38.00	-12%
Police Administration			Vehicle Abatement		per vehicle	\$ 160.84	263.00	100%	\$ 160.00	-39%
Police Administration	Prisoner Booking Fee		Cite & Release		per prisoner	NA	89.00	NA	\$ 89.00	0%
Police Administration	Prisoner Booking Fee		Hold for Court		per prisoner	NA	180.00	NA	\$ 180.00	0%
Police Administration	Prisoner Booking Fee		Transfer to Santa Rita		per prisoner	NA	199.00	NA	\$ 199.00	0%
Police Administration	Social Host Accountability Ordinance		First Violation		per sec 4-11.20 HMC - PENALTY	NA	750.00	NA	\$ 750.00	0%
Police Administration	Social Host Accountability Ordinance		Second Violation		per sec 4-11.20 HMC - PENALTY	NA	1,500.00	NA	\$ 1,500.00	0%
Police Administration	Social Host Accountability Ordinance		Third & Subsequent Violations		per sec 4-11.20 HMC - PENALTY	NA	2,500.00	NA	\$ 2,500.00	0%
Police Administration	Social Host Accountability Ordinance		Recovery of the cost of the public safety response to a "Social Host" ordinance violation using the fully burdened cost allocation rate		per sec 4-11.20 HMC - PENALTY	NA	Time & Motion	NA	Time & Motion	NA
Police Administration			Firearms Range Maintenance Fees		apportions the upkeep of the firearms range among user law enforcement agencies over a fiscal year period	NA	1,250.00	NA	\$ 1,250.00	0%
Police Administration	Alcoholic Beverage Outlets Fees		Level I		per sec 10-1.2750 HMC - fee set in Alcohol ordinance	NA	280.00	NA	\$ 280.00	0%
Police Administration	Alcoholic Beverage Outlets Fees		Level II		per sec 10-1.2750 HMC - fee set in Alcohol ordinance	NA	1,120.00	NA	\$ 1,120.00	0%
Police Administration	Alcoholic Beverage Outlets Fees		Critical Incident Fee		per sec 10-1.2750 HMC	NA	Time & Motion	NA	Time & Motion	NA
Police Administration	Alcoholic Beverage Outlets Fees		Violation of Ordinance: First Offense		per sec 10-1.2750 HMC - PENALTY	NA	750.00	NA	\$ 750.00	0%
Police Administration	Alcoholic Beverage Outlets Fees		Violation of Ordinance: Second Offense		per sec 10-1.2750 HMC - PENALTY	NA	1,500.00	NA	\$ 1,500.00	0%
Police Administration	Alcoholic Beverage Outlets Fees		Violation of Ordinance: Third Offense		per sec 10-1.2750 HMC - PENALTY	NA	2,500.00	NA	\$ 2,500.00	0%
Police Administration	Alcoholic Beverage Outlets Fees		Reinspection Fee		per sec 10-1.2750 HMC	NA	Time & Motion	NA	Time & Motion	NA
Police Administration	Alcoholic Beverage Outlets Fees		Alcohol Sales - Special Event Permit		per sec 10-1.2750 HMC - fee set in Alcohol ordinance	NA	42.00	NA	\$ 42.00	0%

Fire Prevention

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
	Standard Hourly Rate		per hour		\$ 221.26	210.00	100%	\$ 221.00	5%
	Overtime (Afterhour Inspection)		per hour		\$ 331.89	316.00	100%	\$ 331.00	5%
	Expedited Plan Review		per hour		\$ 331.89	316.00	100%	\$ 331.00	5%
	New Fire Sprinkler Systems PLUS Hydraulic Calculation Fee* (See Below)	1-29 Heads	per floor or system		\$ 1,548.81	1,476.00	100%	\$ 1,548.00	5%
	New Fire Sprinkler Systems PLUS Hydraulic Calculation Fee* (See Below)	30-100 Heads	per floor or system		\$ 1,880.70	1,793.00	100%	\$ 1,880.00	5%
	New Fire Sprinkler Systems PLUS Hydraulic Calculation Fee* (See Below)	101-200 Heads	per floor or system		\$ 2,101.96	2,004.00	100%	\$ 2,101.00	5%
	New Fire Sprinkler Systems PLUS Hydraulic Calculation Fee* (See Below)	201-350 Heads	per floor or system		\$ 2,433.85	2,320.00	100%	\$ 2,433.00	5%
	New Fire Sprinkler Systems PLUS Hydraulic Calculation Fee* (See Below)	351+ Heads	per floor or system		\$ 2,986.99	2,847.00	100%	\$ 2,986.00	5%
	Fire Sprinkler — Tenant Improvements (PLUS Hydraulic Calculation Fee*, if applicable)	LESS THAN 30 HEADS W/ NO HYDRO		Minor plan check required-only one inspection	\$ 663.78	630.00	100%	\$ 663.00	5%
	Fire Sprinkler — Tenant Improvements (PLUS Hydraulic Calculation Fee*, if applicable)	LESS THAN 30 HEADS WITH HYDRO		Minor plan check required-only one inspection	\$ 885.04	840.00	100%	\$ 885.00	5%
	Fire Sprinkler — Tenant Improvements (PLUS Hydraulic Calculation Fee*, if applicable)	30-100 Heads	per floor or system		\$ 1,659.44	1,582.00	100%	\$ 1,659.00	5%
	Fire Sprinkler — Tenant Improvements (PLUS Hydraulic Calculation Fee*, if applicable)	101-200 Heads	per floor or system		\$ 2,101.96	2,004.00	100%	\$ 2,101.00	5%
	Fire Sprinkler — Tenant Improvements (PLUS Hydraulic Calculation Fee*, if applicable)	201-350 Heads	per floor or system		\$ 2,433.85	2,320.00	100%	\$ 2,433.00	5%
	Fire Sprinkler — Tenant Improvements (PLUS Hydraulic Calculation Fee*, if applicable)	351+ Heads	per floor or system		\$ 2,986.99	2,847.00	100%	\$ 2,986.00	5%
	TRACT REVIEW – Fire Sprinkler Master Plan Check PLUS Hydraulic Calculation Fee*	Duplicate TRACT Plan Check: 13D SYSTEM (SFD/TOWNHOUSE)	per floor or system		\$ 885.04	840.00	100%	\$ 885.00	5%
	TRACT REVIEW – Fire Sprinkler Master Plan Check PLUS Hydraulic Calculation Fee*	Duplicate TRACT Plan Check: 13 SYSTEM (BUILDING)	per floor or system	200 Heads and Below	\$ 1,106.29	1,050.00	100%	\$ 1,106.00	5%
	TRACT REVIEW – Fire Sprinkler Master Plan Check PLUS Hydraulic Calculation Fee*	Duplicate TRACT Plan Check: 13 SYSTEM (BUILDING)	per floor or system	201 – 350 Heads	\$ 1,327.55	1,260.00	100%	\$ 1,327.00	5%
	TRACT REVIEW – Fire Sprinkler Master Plan Check PLUS Hydraulic Calculation Fee*	Duplicate TRACT Plan Check: 13 SYSTEM (BUILDING)	per floor or system	351+ Heads	\$ 1,548.81	1,470.00	100%	\$ 1,548.00	5%
	Additional Fire Sprinkler Review Items	Hydraulic Calculation*	per remote area		\$ 885.04	843.00	100%	\$ 885.00	5%
	Additional Fire Sprinkler Review Items	Antifreeze System	per system		\$ 1,659.44	1,582.00	100%	\$ 1,659.00	5%
	Additional Fire Sprinkler Review Items	Dry Pipe Valve	per valve		\$ 1,770.07	1,687.00	100%	\$ 1,770.00	5%
	Additional Fire Sprinkler Review Items	Deluge/Pre Action	per valve		\$ 2,101.96	2,004.00	100%	\$ 2,101.00	5%
	Additional Fire Sprinkler Review Items	Pressure Reducing Station	per valve		\$ 2,433.85	2,320.00	100%	\$ 2,433.00	5%
		Fire Pump	per pump		\$ 2,876.37	2,742.00	100%	\$ 2,876.00	5%
		Water Storage Tank: Gravity	per tank		\$ 1,659.44	1,582.00	100%	\$ 1,659.00	5%
		Water Storage Tank: Pressure	per tank		\$ 1,659.44	1,582.00	100%	\$ 1,659.00	5%
	Fire Standpipe System	Class I, II, III & Article 81	per standpipe		\$ 1,991.33	1,898.00	100%	\$ 1,991.00	5%
	Fire Alarm System -New	0-15 Devices	per system	All Initiating and indicating appliances, including Dampers	\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
	Fire Alarm System -New	16-50 Devices	per system		\$ 1,548.81	1,476.00	100%	\$ 1,548.00	5%
	Fire Alarm System -New	51-100 Devices	per system		\$ 1,991.33	1,898.00	100%	\$ 1,991.00	5%
	Fire Alarm System -New	101-500 Devices	per system		\$ 2,433.85	2,320.00	100%	\$ 2,433.00	5%
	Fire Alarm System -New	Each additional 25 devices up to 1,000	per system		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
	Fire Alarm System -New	1001+	per system		\$ 4,425.18	4,219.00	100%	\$ 4,425.00	5%

Fire Prevention

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Fire Alarm System -New	Each additional 100 devices		per system		\$ 2,212.59	2,109.00	100%	\$ 2,212.00	5%
	Existing system under 8 devices				\$ 663.78	630.00	100%	\$ 663.00	5%
Additional Fire Alarm Review Items	Hi/Lo Alarms		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Additional Fire Alarm Review Items	Low Air/Temp Alarms		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Additional Fire Alarm Review Items	Graphic Annunciator Review		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: Clean Agent Gas Systems		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: Dry Chemical Systems		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: Wet Chemical/Kitchen Hood		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: Foam Systems		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: Paint Spray Booth		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: Vehicle Access Gate		each		\$ 553.15	526.00	100%	\$ 553.00	5%
Hazardous Activities or Uses	Installation Permits: Monitoring		each		\$ 663.78	632.00	100%	\$ 663.00	5%
Hazardous Activities or Uses	Installation Permits: Aboveground—Flammable/Combustible Liquid Tank and/or Pipe		per site		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Hazardous Activities or Uses	Installation Permits: Underground—Flammable/Combustible Liquid Tank and/or Pipe		per site		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Hazardous Activities or Uses	Installation Permits: Fuel Dispensing System Complete		per site		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: High Piled/Rack/Shelf Storage		each		\$ 1,438.18	1,371.00	100%	\$ 1,438.00	5%
Hazardous Activities or Uses	Installation Permits: Smoke Control CFC		each		\$ 1,438.18	1,371.00	100%	\$ 1,438.00	5%
Hazardous Activities or Uses	Installation Permits: Medical Gas Alarms		per system		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
Hazardous Activities or Uses	Installation Permits: Refrigerant System		each		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Hazardous Activities or Uses	Installation Permits: Refrigerant Monitoring System		each		\$ 1,216.92	1,160.00	100%	\$ 1,216.00	5%
	AMMR Review		each		\$ 663.78	632.00	100%	\$ 663.00	5%
Activity Permits (Single Event/One-Time)	Open Flames and Candles (105.6.32)		per permit		\$ 885.04	843.00	100%	\$ 885.00	5%
Activity Permits (Single Event/One-Time)	Carnivals and Fairs (105.6.4)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Seasonal Lots (Christmas Tree/Pumpkin Lot)		per permit		\$ 221.26	210.00	100%	\$ 221.00	5%
Activity Permits (Single Event/One-Time)	Special Events (Haunted House/Camps)		per permit		\$ 221.26	210.00	100%	\$ 221.00	5%
Activity Permits (Single Event/One-Time)	Explosives (105.6.14)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Fireworks; Displays (105.6.14)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Hot-Works Operations (105.6.23)		per permit		\$ 885.04	843.00	100%	\$ 885.00	5%
Activity Permits (Single Event/One-Time)	LP-Gas (105.6.27)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings (105.6.26)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Covered Mall Buildings (105.6.9)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Open Burning (105.6.30)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Pyrotechnical Special Effects Material (105.6.36)		per permit		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Activity Permits (Single Event/One-Time)	Small Tent Structure (750 Sq. Ft. or less)		per permit		\$ 553.15	526.00	95%	\$ 526.00	0%

Fire Prevention

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Activity Permits (Single Event/One-Time)		Large Tent Structure (751 Sq. Ft. or above)	per permit		\$ 663.78	647.00	97%	\$ 647.00	0%
Activity Permits (Single Event/One-Time)		Fire Safety Inspections	per application		\$ 885.04	843.00	100%	\$ 885.00	5%
Activity Permits (Single Event/One-Time)		Non-Compliance Inspections	per inspection		\$ 885.04	843.00	100%	\$ 885.00	5%
Activity Permits (Single Event/One-Time)		Outside Agency	per inspection		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual State-Mandated Pre-Inspections		6 or less Occupants	per facility		\$ 774.41	50.00	6%	\$ 50.00	0%
Annual State-Mandated Pre-Inspections		7 or more Occupants	per facility		\$ 885.04	100.00	11%	\$ 100.00	0%
Annual State-Mandated		Apartments	per facility		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual State-Mandated		Apartments: More than 100 Units	per facility		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Annual State-Mandated	24 Hour Community Care Facilities	7 to 49	per facility		\$ 829.72	791.00	100%	\$ 829.00	5%
Annual State-Mandated	24 Hour Community Care Facilities	50 or More	per facility		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual State-Mandated	Day Care Centers	Residential 9-14	per facility		\$ 221.26	384.00	100%	\$ 221.00	-42%
Annual State-Mandated	Day Care Centers	Commercial 15+	per facility		\$ 442.52	436.00	100%	\$ 442.00	1%
Annual State-Mandated		High Rise Building	per facility		\$ 1,327.55	1,265.00	100%	\$ 1,327.00	5%
Annual State-Mandated		Homes for the Mentally Impaired (7 or more Occupants)	per facility		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual State-Mandated		Hospital and Jail	per facility		\$ 1,991.33	1,898.00	100%	\$ 1,991.00	5%
Annual State-Mandated		Hotels/Motels	per facility		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual State-Mandated		School	per facility		\$ 995.66	949.00	100%	\$ 995.00	5%
Reports		Life Safety Report	per report	\$0.10 each additional page of same document	Variable	\$0.50/page for first ten (10) pages of each document	100%	.5 first ten, .10 thereafter	NA
Reports		Life Safety Report Photographs	per photograph set		Variable	Direct cost of Duplication	100%	Direct cost of Duplication	NA
Reports		Subpoenaed Reports	per report	\$0.10 each additional page of same document	Variable	\$0.50/page for first ten (10) pages of each document	100%	.5 first ten, .10 thereafter	NA
Other Fire Fees		Technology Fee	per permit		NA	17.00	NA	\$ 17.00	0%
Other Fire Fees		Underground Fire Service Plan Check	each		\$ 1,991.33	1,898.00	100%	\$ 1,991.00	5%
Other Fire Fees		Emergency Underground Repair	each		\$ 663.78	630.00	100%	\$ 663.00	5%
Other Fire Fees		Hydrant Flow Test (existing Hydrants)	each		\$ 774.41	738.00	100%	\$ 774.00	5%
Other Fire Fees		Fire Plans Examiner Miscellaneous	each		\$ 331.89	316.00	100%	\$ 331.00	5%
Other Fire Fees		Re-Inspection Fee	per hour		\$ 387.20	369.00	100%	\$ 387.00	5%
Other Fire Fees		False Alarm Response *	per billed incident		\$ 995.66	949.00	100%	\$ 995.00	5%
Other Fire Fees		Fire Hydrants	per hydrant		\$ 221.26	210.00	100%	\$ 221.00	5%
Other Fire Fees		Re-roofing Permits /Siding/Windows (Applicable only in Wildland/Urban Interface)	per application		\$ 110.63	105.00	100%	\$ 110.00	5%
Other Fire Fees		Fire Permit Extension Fee	per 6-month extension		\$ 110.63	105.00	100%	\$ 110.00	5%
		Pre-Application/General Plan Review/Code Assistance	per meeting		\$ 885.04	843.00	100%	\$ 885.00	5%
		Self Inspection Program	per facility		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
		Planning/Engineering Referrals (HWD)	per application		\$ 885.04	843.00	100%	\$ 885.00	5%
		Business License Reviews	each		\$ 774.41	738.00	100%	\$ 774.00	5%
		Fairview Planning Referrals	each		\$ 331.89	316.00	100%	\$ 331.00	5%
		Fairview New Construction	per application		\$ 995.66	949.00	100%	\$ 995.00	5%
Annual Permits		Aerosol Products (105.6.1)	per year		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%

Fire Prevention

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Annual Permits		Amusement Buildings (105.6.2)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Aviation Facilities (105.6.3)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Carnivals and Fairs (105.6.4)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Cellulose Nitrate Film (105.6.5)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Combustible Dust-Producing Operations (105.6.6)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Combustible Fibers (105.6.7)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Compressed Gases (105.6.8)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Covered Mall Buildings (105.6.9)	per year		\$ 2,433.85	2,300.00	100%	\$ 2,433.00	6%
Annual Permits		Cryogenic Fluids (105.6.10)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Cutting and Welding (105.6.11)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Dry Cleaning Plants (105.6.12)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Exhibits and Trade Shows (105.6.13)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Explosives (105.6.14)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Fire Hydrants and Valves (105.6.15)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Flammable and Combustible Liquids (105.6.16)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Floor Finishing (105.6.17)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Fruit and Crop Ripening (105.6.18)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Fumigation or Thermal Insecticide Fogging (105.6.19)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Hazardous Materials (105.6.20)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		HPM facilities (105.6.21)	per year		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Annual Permits		High-Piled Storage < 12000 SF (105.6.22)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		High-Piled Storage > 12000 SF (105.6.22)	per year		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Annual Permits		Hot-Works Operations (105.6.23)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Industrial Ovens (105.6.24)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Lumber Yards and WoodWorking Plants (105.6.25)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings (105.6.26)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		LP-Gas (105.6.27)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Magnesium (105.6.28)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Miscellaneous Combustible Storage (105.6.29)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Open Burning (105.6.30)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Open Flames and Torches (105.6.31)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Open Flames and Candles (105.6.32)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Organic Coatings (105.6.33)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Places of Assembly < 300 (105.6.34)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Places of Assembly > 300 (105.6.34)	per year		\$ 1,106.29	1,054.00	100%	\$ 1,106.00	5%
Annual Permits		Private Fire Hydrants (105.6.35)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Pyrotechnical Special Effects Material (105.6.36)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Pyroxylin Plastics (105.6.37)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Refrigeration Equipment (105.6.38)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Repair Garages and Motor Fuel-Dispensing Facilities (105.6.39)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Rooftop Heliports (105.6.40)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Spraying or Dipping (105.6.41)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Storage of Scrap Tires and Tire Byproducts (105.6.42)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Tire-Rebuilding Plants (105.6.44)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Waste Handling (105.6.45)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Wood Products (105.6.46)	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Annual Permits		Essential City Facilities	per year		\$ 885.04	843.00	100%	\$ 885.00	5%
Fire Department Miscellaneous Fees: Building Permits		Minor Tenant Improvement	per permit		\$ 663.78	630.00	100%	\$ 663.00	5%

Fire Prevention

Fee Group	Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Fire Department Miscellaneous Fees: Building Permits		Revision-minor changes to (E) permit	per permit		\$ 331.89	316.00	100%	\$ 331.00	5%
Fire Department Miscellaneous Fees: Building Permits		Cellular Sites: Existing Site	per permit		\$ 663.78	630.00	100%	\$ 663.00	5%
Fire Department Miscellaneous Fees: Building Permits		Cellular Sites: New Site	per square footage		Variable	SEE CHART	100%	Variable	NA
Fire Department Miscellaneous Fees: Building Permits		Equipment Installations	per permit		\$ 663.78	630.00	100%	\$ 663.00	5%
Fire Department Miscellaneous Fees: Building Permits		HVAC/air units If over 2,000 cfm	per permit		\$ 221.26	210.00	100%	\$ 221.00	5%
New Construction Permits and Fees	New Construction				Variable	NA	100%	35%	NA

Hazardous Materials

Fee Group	Title	Sub Title	Unit	Notes	Full Cost per Inspt/Project	Avg Annual Cost per Inspt*	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Hazardous Materials Storage Permit	1A: Storage of one (1) or more types	Solid up to 500 lbs (pounds)	per year	Municipal Code, Chapter 3, Article 8	\$ 702.13	\$ 234.04	245.00	100%	\$ 234.00	-4%
Hazardous Materials Storage Permit	1A: Storage of one (1) or more types	Liquid up to 55 gallons	per year	Municipal Code, Chapter 3, Article 8	\$ 702.13	\$ 234.04	245.00	100%	\$ 234.00	-4%
Hazardous Materials Storage Permit	1A: Storage of one (1) or more types	Gaseous up to 2,000 cubic feet at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 702.13	\$ 234.04	245.00	100%	\$ 234.00	-4%
Hazardous Materials Storage Permit	2A: Storage of one (1) or more types	Solid between 500 & 5,000 lbs	per year	Municipal Code, Chapter 3, Article 8	\$ 743.43	\$ 247.81	279.00	100%	\$ 247.00	-11%
Hazardous Materials Storage Permit	2A: Storage of one (1) or more types	Liquid between 55 & 550 gallons	per year	Municipal Code, Chapter 3, Article 8	\$ 743.43	\$ 247.81	279.00	100%	\$ 247.00	-11%
Hazardous Materials Storage Permit	2A: Storage of one (1) or more types	Gaseous between 200 & 2,000 cubic feet at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 743.43	\$ 247.81	279.00	100%	\$ 247.00	-11%
Hazardous Materials Storage Permit	3A: Storage of one (1) to five (5) types	Solid between 5,000 & 25,000 lbs	per year	Municipal Code, Chapter 3, Article 8	\$ 784.73	\$ 261.58	346.00	100%	\$ 261.00	-25%
Hazardous Materials Storage Permit	3A: Storage of one (1) to five (5) types	Liquid between 550 & 2,750 gallons	per year	Municipal Code, Chapter 3, Article 8	\$ 784.73	\$ 261.58	346.00	100%	\$ 261.00	-25%
Hazardous Materials Storage Permit	3A: Storage of one (1) to five (5) types	Gaseous between 2,000 & 10,000 cubic feet at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 784.73	\$ 261.58	346.00	100%	\$ 261.00	-25%
Hazardous Materials Storage Permit	3B: Storage of six (6) or more types	Solid between 5,000 & 25,000 lbs	per year	Municipal Code, Chapter 3, Article 8	\$ 867.33	\$ 289.11	380.00	100%	\$ 289.00	-24%
Hazardous Materials Storage Permit	3B: Storage of six (6) or more types	Liquid between 550 & 2,750 gallons	per year	Municipal Code, Chapter 3, Article 8	\$ 867.33	\$ 289.11	380.00	100%	\$ 289.00	-24%
Hazardous Materials Storage Permit	3B: Storage of six (6) or more types	Gaseous between 2,000 & 10,000 cubic feet at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 867.33	\$ 289.11	380.00	100%	\$ 289.00	-24%
Hazardous Materials Storage Permit	4A: Storage of one (1) to five (5) types	Solid between 25,000 & 50,000 lbs	per year	Municipal Code, Chapter 3, Article 8	\$ 908.64	\$ 302.88	397.00	100%	\$ 302.00	-24%
Hazardous Materials Storage Permit	4A: Storage of one (1) to five (5) types	Liquid between 2,750 & 5,000 gallons	per year	Municipal Code, Chapter 3, Article 8	\$ 908.64	\$ 302.88	397.00	100%	\$ 302.00	-24%
Hazardous Materials Storage Permit	4A: Storage of one (1) to five (5) types	Gaseous between 10,000 & 20,000 cubic feet at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 908.64	\$ 302.88	397.00	100%	\$ 302.00	-24%
Hazardous Materials Storage Permit	4B: Storage of six (6) or more types	Solid between 25,000 & 50,000 lbs	per year	Municipal Code, Chapter 3, Article 8	\$ 949.94	\$ 316.65	414.00	100%	\$ 316.00	-24%
Hazardous Materials Storage Permit	4B: Storage of six (6) or more types	Liquid between 2,750 & 5,000 gallons	per year	Municipal Code, Chapter 3, Article 8	\$ 949.94	\$ 316.65	414.00	100%	\$ 316.00	-24%
Hazardous Materials Storage Permit	4B: Storage of six (6) or more types	Gaseous between 10,000 & 20,000 cubic feet at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 949.94	\$ 316.65	414.00	100%	\$ 316.00	-24%
Hazardous Materials Storage Permit	5A: Storage of one (1) to five (5) types	Solid 50,000 pounds or more	per year	Municipal Code, Chapter 3, Article 8	\$ 1,073.84	\$ 357.95	448.00	100%	\$ 357.00	-20%
Hazardous Materials Storage Permit	5A: Storage of one (1) to five (5) types	Liquid 5,000 gallons or more	per year	Municipal Code, Chapter 3, Article 8	\$ 1,073.84	\$ 357.95	448.00	100%	\$ 357.00	-20%
Hazardous Materials Storage Permit	5A: Storage of one (1) to five (5) types	Gaseous 20,000 cu. ft. or more at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 1,073.84	\$ 357.95	448.00	100%	\$ 357.00	-20%
Hazardous Materials Storage Permit	5B: Storage of six (6) to ten (10) types	Solid 50,000 pounds or more	per year	Municipal Code, Chapter 3, Article 8	\$ 1,197.75	\$ 399.25	482.00	100%	\$ 399.00	-17%
Hazardous Materials Storage Permit	5B: Storage of six (6) to ten (10) types	Liquid 5,000 gallons or more	per year	Municipal Code, Chapter 3, Article 8	\$ 1,197.75	\$ 399.25	482.00	100%	\$ 399.00	-17%
Hazardous Materials Storage Permit	5B: Storage of six (6) to ten (10) types	Gaseous 20,000 cu. ft. or more at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 1,197.75	\$ 399.25	482.00	100%	\$ 399.00	-17%
Hazardous Materials Storage Permit	5C: Storage of eleven (11) or more types	Solid 50,000 pounds or more	per year	Municipal Code, Chapter 3, Article 8	\$ 1,239.05	\$ 413.02	516.00	100%	\$ 413.00	-20%
Hazardous Materials Storage Permit	5C: Storage of eleven (11) or more types	Liquid 5,000 gallons or more	per year	Municipal Code, Chapter 3, Article 8	\$ 1,239.05	\$ 413.02	516.00	100%	\$ 413.00	-20%
Hazardous Materials Storage Permit	5C: Storage of eleven (11) or more types	Gaseous 20,000 cu. ft. or more at STP	per year	Municipal Code, Chapter 3, Article 8	\$ 1,239.05	\$ 413.02	516.00	100%	\$ 413.00	-20%
Other CUPA Program Elements	Annual State Surcharges	CUPA Program Oversight	per facility	Set by State	NA	N/A	24.00	NA	\$ 24.00	0%
Other CUPA Program Elements	Annual State Surcharges	Underground Storage Tanks (UST) Program	per UST	Set by State	NA	N/A	15.00	NA	\$ 15.00	0%
Other CUPA Program Elements	Annual State Surcharges	CalARP Program	per site	Set by State	NA	N/A	270.00	NA	\$ 270.00	0%
Other CUPA Program Elements	Annual State Surcharges	California Electronic Reporting System (CERS)	per facility	Set by State	NA	N/A	25.00	NA	\$ 25.00	0%
Other CUPA Program Elements	Hazardous Waste Generator Program	Up to 27 gallons; 220 lbs generated per month	per year		\$ 536.92	\$ 178.97	183.00	100%	\$ 178.00	-3%

Hazardous Materials

Fee Group	Title	Sub Title	Unit	Notes	Full Cost per Insp/Project	Avg Annual Cost per Insp*	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Other CUPA Program Elements	Hazardous Waste Generator Program	28 to 270 gallons; 221 to 2,220 lbs per month	per year		\$ 991.24	\$ 330.41	206.00	100%	\$ 330.00	60%
Other CUPA Program Elements	Hazardous Waste Generator Program	271 gallons or more; 2,221 lbs or more per month	per year		\$ 1,321.65	\$ 440.55	313.00	100%	\$ 440.00	41%
Other CUPA Program Elements	Hazardous Waste Treatment (Tiered Permit) Program	Permit by Rule (Fixed Units)	per facility per year		\$ 1,321.65	\$ 440.55	282.00	100%	\$ 440.00	56%
Other CUPA Program Elements	Hazardous Waste Treatment (Tiered Permit) Program	Permit by Rule (Transportable units)	per facility per year		\$ 1,321.65	\$ 440.55	282.00	100%	\$ 440.00	56%
Other CUPA Program Elements	Hazardous Waste Treatment (Tiered Permit) Program	Conditional Authorization	per facility per year		\$ 743.43	\$ 247.81	248.00	100%	\$ 247.00	0%
Other CUPA Program Elements	Hazardous Waste Treatment (Tiered Permit) Program	Conditional Exemption, Specified Waste	per facility per year		\$ 660.83	\$ 220.28	214.00	100%	\$ 220.00	3%
Other CUPA Program Elements	Hazardous Waste Treatment (Tiered Permit) Program	Conditional Exemption, Small Quantity Treatment	per facility per year		\$ 660.83	\$ 220.28	214.00	100%	\$ 220.00	3%
Other CUPA Program Elements	Hazardous Waste Treatment (Tiered Permit) Program	Conditional Exemption, Commercial Laundry	per facility per year		\$ 660.83	\$ 220.28	214.00	100%	\$ 220.00	3%
Other CUPA Program Elements	Hazardous Waste Treatment (Tiered Permit) Program	Conditional Exemption, Limited	per facility per year		\$ 660.83	\$ 220.28	214.00	100%	\$ 220.00	3%
Other CUPA Program Elements		Hazardous Materials Business Plan (HMBP)	per facility per year		\$ 743.43	\$ 247.81	206.00	100%	\$ 247.00	20%
Other CUPA Program Elements		Underground Storage Tank (UST) Program	for 1st UST per year		\$ 1,239.05	\$ 1,239.05	656.00	100%	\$ 1,239.00	89%
Other CUPA Program Elements		Underground Storage Tank (UST) Program	per addn'l UST per year		\$ 536.92	\$ 536.92	142.00	100%	\$ 536.00	277%
Other CUPA Program Elements	California Accidental Release Prevention (CalARP) Program	Aboveground Petroleum Storage Act Program - Spill Prevention Control and Countermeasure Plan	per facility per year		\$ 908.64	\$ 302.88	233.00	100%	\$ 302.00	30%
Other CUPA Program Elements	California Accidental Release Prevention (CalARP) Program	Small CalARP facility	per facility per year		\$ 2,560.70	\$ 2,560.70	1,244.00	100%	\$ 2,560.00	106%
Other CUPA Program Elements	California Accidental Release Prevention (CalARP) Program	Large CalARP facility	per facility per year		\$ 2,643.31	\$ 2,643.31	2,490.00	100%	\$ 2,643.00	6%
New Construction Permits and Fees	New Construction	Large, Tenant Improvement – New Facility			\$ -	Valuation Based	3,969.00	100%	Valuation Based	NA
New Construction Permits and Fees	New Construction	Medium, Tenant Improvement – New Facility			\$ -	Valuation Based	2,605.00	100%	Valuation Based	NA
New Construction Permits and Fees	New Construction	Small, Tenant Improvement – New Facility			\$ -	Valuation Based	1,319.00	100%	Valuation Based	NA
New Construction Permits and Fees	New Facility – No Construction	Medium to Large			\$ 1,982.48		1,601.00	100%	\$ 1,982.00	24%
New Construction Permits and Fees	New Facility – No Construction	Small			\$ 991.24		776.00	100%	\$ 991.00	28%
New Construction Permits and Fees	Underground Storage Tank	System Installation - VPH			\$ 4,171.47		3,433.00	100%	\$ 4,171.00	21%
New Construction Permits and Fees	Underground Storage Tank	Piping Installation			\$ 1,445.56		1,191.00	100%	\$ 1,445.00	21%
New Construction Permits and Fees	Underground Storage Tank	Piping Installation - VPH			\$ 1,775.97		New	100%	\$ 1,775.00	NA
New Construction Permits and Fees	Underground Storage Tank	UDC/Sump Installation			\$ 1,445.56		1,191.00	100%	\$ 1,445.00	21%
New Construction Permits and Fees	Underground Storage Tank	UDC/Sump Installation - VPH			\$ 1,775.97		New	100%	\$ 1,775.00	NA
New Construction Permits and Fees	Underground Storage Tank	System Removal			\$ 1,817.27		1,480.00	100%	\$ 1,817.00	23%
New Construction Permits and Fees	Underground Storage Tank	Piping Removal			\$ 1,156.45		957.00	100%	\$ 1,156.00	21%
New Construction Permits and Fees	Underground Storage Tank	UDC/Sump Removal			\$ 1,156.45		957.00	100%	\$ 1,156.00	21%
New Construction Permits and Fees	Underground Storage Tank	EVR Phase I Installation or Upgrade			\$ 660.83		542.00	100%	\$ 660.00	22%
New Construction Permits and Fees	Underground Storage Tank	EVR Phase II Installation or Upgrade			\$ 1,197.75		989.00	100%	\$ 1,197.00	21%
New Construction Permits and Fees	Underground Storage Tank	Monitoring System Installation or Upgrade			\$ 1,073.84		889.00	100%	\$ 1,073.00	21%
New Construction Permits and Fees	Underground Storage Tank	System Tank/Piping Repair			\$ 1,899.88		1,598.00	100%	\$ 1,899.00	19%
New Construction Permits and Fees	Underground Storage Tank	System Tank/Piping Repair - VPH			\$ 2,230.29		New	100%	\$ 2,230.00	NA
New Construction Permits and Fees	Underground Storage Tank	System Miscellaneous Component Repair - Major			\$ 1,899.88		1,598.00	100%	\$ 1,899.00	19%
New Construction Permits and Fees	Underground Storage Tank	System Miscellaneous Component Repair - Major - VPH			\$ 2,230.29		1,882.00	100%	\$ 2,230.00	18%
New Construction Permits and Fees	Underground Storage Tank	System Miscellaneous Component Repair - Minor			\$ 784.73		656.00	100%	\$ 784.00	20%
New Construction Permits and Fees	Underground Storage Tank	System Miscellaneous Component Repair - Minor - VPH			\$ 1,115.14		940.00	100%	\$ 1,115.00	19%
New Construction Permits and Fees	Underground Storage Tank	Temporary Closure			\$ 1,486.86		1,256.00	100%	\$ 1,486.00	18%
New Construction Permits and Fees	Aboveground Storage Tanks	System Installation			\$ 1,239.05		1,064.00	100%	\$ 1,239.00	16%

Hazardous Materials

Fee Group	Title	Sub Title	Unit	Notes	Full Cost per Insp/Project	Avg Annual Cost per Insp*	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
New Construction Permits and Fees	Aboveground Storage Tanks	System Removal			\$ 1,073.84		915.00	100%	\$ 1,073.00	17%
New Construction Permits and Fees	Aboveground Storage Tanks	System Repair or Modification			\$ 949.94		793.00	100%	\$ 949.00	20%
New Construction Permits and Fees	California Accidental Release Prevention (CalARP) Program	Large- Risk Management Plan Review			\$ 7,103.88		6,692.00	100%	\$ 7,103.00	6%
New Construction Permits and Fees	California Accidental Release Prevention (CalARP) Program	Small- Risk Management Plan Review			\$ 4,460.58		4,202.00	100%	\$ 4,460.00	6%
New Construction Permits and Fees	California Accidental Release Prevention (CalARP) Program	Other costs incurred, including but not limited to third-party review, laboratory work, public notice, communication and correspondence			\$ 165.21		142.00	100%	\$ 165.00	16%
New Construction Permits and Fees	Meetings	Code Assistance Meeting			\$ 413.02		348.00	100%	\$ 413.00	19%
New Construction Permits and Fees	Meetings	Pre-Application Meeting			\$ 330.41		281.00	100%	\$ 330.00	17%
New Construction Permits and Fees	Request for Alternate Means of Protection (AMP)	Review			\$ 660.83		232.00	100%	\$ 660.00	184%
Miscellaneous	Facility Closure	3A and above – full facility closure			\$ 1,817.27		1,520.00	100%	\$ 1,817.00	20%
Miscellaneous	Facility Closure	3A and above – partial facility closure			\$ 1,032.54		860.00	100%	\$ 1,032.00	20%
Miscellaneous	Facility Closure	Below 3A – full facility closure			\$ 619.52		521.00	100%	\$ 619.00	19%
Miscellaneous	Facility Closure	Below 3A – partial facility closure			\$ 413.02		346.00	100%	\$ 413.00	19%
Miscellaneous	Contamination	Staff Oversight	per hour		\$ 165.21		142.00	100%	\$ 165.00	16%
Miscellaneous	Sire Clearance	New construction/use – large			\$ 413.02		386.00	100%	\$ 413.00	7%
Miscellaneous	Sire Clearance	New construction/use – small			\$ 247.81		230.00	100%	\$ 247.00	7%
Miscellaneous	Sire Clearance	Property transfer – large			\$ 413.02		386.00	100%	\$ 413.00	7%
Miscellaneous	Sire Clearance	Property transfer – small			\$ 247.81		230.00	100%	\$ 247.00	7%
Miscellaneous	Other Inspections and Compliance Verification	Re-inspection (CUPA and non-CUPA)	per hour		\$ 165.21		142.00	100%	\$ 165.00	16%
Miscellaneous	Other Inspections and Compliance Verification	Re-inspection beyond allowed by permit	per inspection		\$ 330.41		270.00	100%	\$ 330.00	22%
Miscellaneous	Other Inspections and Compliance Verification	After-hours inspection	per hour		\$ 247.81		214.00	100%	\$ 247.00	15%
Miscellaneous	Other Inspections and Compliance Verification	Miscellaneous Inspections and Activities	per hour		\$ 165.21		142.00	100%	\$ 165.00	16%
Miscellaneous	Other Inspections and Compliance Verification	Compliance verification	per notice		\$ 82.60		72.00	100%	\$ 82.00	14%
Miscellaneous	California Environmental Reporting System	Assistance Fee	per hour		\$ 165.21		142.00	100%	\$ 165.00	16%
Miscellaneous	California Environmental Reporting System	Assistance Fee (after hours)	per hour		\$ 247.81		214.00	100%	\$ 247.00	15%
Miscellaneous	Plan Checking	Review Fee	per hour		\$ 165.21		142.00	100%	\$ 165.00	16%
Miscellaneous	Plan Checking	Checking Fee	per hour		\$ 165.21		142.00	100%	\$ 165.00	16%
Miscellaneous	Plan Checking	Expedited Plan Checking Fee	per hour		\$ 247.81		214.00	100%	\$ 247.00	15%

*All elements of permitted facilities are inspected once every three (3) years, with the exception of the UST and CalARP elements, which is why the full cost of the inspection must be divided by three (3) for all the other elements in order to get the annual cost of inspector

Technology Services

Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee
Video Technician	Video Services including editing and duplication	Per hour, per technician		\$ 98.47	75.00	100%	\$ 98.00
	GIS Map Fee		plus materials	\$ 76.49	Variable	100%	\$ 76.00

Library and Community Services

Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Overdue Fines	Print material, videotapes and sound recordings	per day	maximum - cost of item	NA	0.25	NA	\$ 0.25	0%
Overdue Fines	DVD's	per day	maximum - cost of item	NA	0.25	NA	\$ 0.25	0%
Overdue Fines	Reference materials (return within 7 days)	per day	maximum - cost of item	NA	3.00	NA	\$ 3.00	0%
Overdue Fines	Billing Fee – reference materials (returns after 7 days)			NA	75.00	NA	\$ 75.00	0%
Overdue Fines	Billing Fee – all others			NA	20.00	NA	\$ 20.00	0%
Overdue Fines	Fine Limit (non-returns)			Variable	Original cost of item plus Billing and Processing Fees	NA	Original cost of item plus Billing and Processing Fees	NA
Replacement of Lost/Damaged Pamphlet			(includes \$0.50 for Barcode Replacement)	\$ 2.00	2.00	100%	\$ 2.00	0%
Replacement of Lost/Damaged Audio/Visual Case	Multiple Cassettes/CD/DVD Cases			\$ 9.00	9.00	100%	\$ 9.00	0%
Replacement of Lost/Damaged Audio/Visual Case	Cassette Bags			\$ 3.00	3.00	100%	\$ 3.00	0%
Replacement of Lost/Damaged Audio/Visual Case	Single Compact Disc and DVD Cases			\$ 3.00	3.00	100%	\$ 3.00	0%
Replacement of Lost/Damaged Audio/Visual Case	Video Cassette Cases			\$ 4.00	4.00	100%	\$ 4.00	0%
Replacement of Lost/Damaged Audio/Visual Case	Video Booklet			\$ 3.00	3.00	100%	\$ 3.00	0%
	Inter-Library Loan		(+ any charges imposed by the lending library)	\$ 5.34	5.00	100%	\$ 5.00	0%
	Processing fee for lost item		(in addition to original cost of item)	\$ 26.71	6.00	22%	\$ 6.00	0%
	Replacement of lost library card (borrower's card)			\$ 2.00	2.00	100%	\$ 2.00	0%
	Replacement lost/damaged bar codes			\$ 1.00	1.00	100%	\$ 1.00	0%
	Teacher Loan Box		(includes \$0.50 for Barcode Replacement)	NA	10.00	100%	\$ 10.00	0%
	Mailing of library materials		Cost of mailing	Variable	Cost of mailing	100%	Cost of mailing	NA
"Fines-Free" Library Loan Program Membership Fees	Extended loan of up to 3 items at a time	per month		NA	2.99	NA	\$ 2.99	NA
"Fines-Free" Library Loan Program Membership Fees	Extended loan of up to 5 items at a time	per month		NA	4.99	NA	\$ 4.99	NA
"Fines-Free" Library Loan Program Membership Fees	Extended loan of up to 10 items at a time	per month		NA	8.99	NA	\$ 8.99	NA
	Rental of Equipment		Deposit based on cost of equipment	Variable	New	100%	Variable	NA

Maintenance Services

Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
City Hall Rental	Rotunda	Per Event	Includes 20 tables and 150 chairs	NA	675.00	0%	Market Based	NA
City Hall Rental	Prefunction Area	Per Event	Includes 20 tables and 150 chairs	NA	408.00	0%	Market Based	NA
City Hall Rental	Plaza – Half Day Rental	4-Hour Rental		NA	470.00	0%	Market Based	NA
City Hall Rental	Plaza – Full Day Rental	All Day Rental		NA	517.00	0%	Market Based	NA
City Hall Rental	Council Chambers	Per Event		NA	470.00	0%	Market Based	NA
City Hall Rental	Security Admin Fee	Per Event	plus security contract cost	\$ 57.75	47.00	100%	\$ 57.00	21%
City Hall Rental	Janitorial Admin Fee	Per Event	plus janitorial contract cost	\$ 57.75	47.00	100%	\$ 57.00	21%
City Hall Rental	Portable Bar	Per Event		\$ 76.00	76.00	100%	\$ 76.00	0%
City Hall Rental	Sound System	Per Event		\$ 133.00	133.00	100%	\$ 133.00	0%
City Hall Rental	Insurance Admin Fee – Third Party	Per Issuance		\$ 86.62	54.00	100%	\$ 86.00	59%
City Hall Rental	Cleaning and Damage Deposit	Per Event	Range from \$250 upwards, depending on size and nature of event	Variable	250.00	NA	\$ 250.00	0%
Equipment Rental	Chair Rental	per chair	(for one setup and per day)	\$ 3.85	3.00	100%	\$ 3.00	0%
Equipment Rental	60" Round Table (seats 8-10)	per table	(for one setup and per day)	\$ 11.55	9.00	100%	\$ 11.00	22%
Equipment Rental	24" Round Table (Bistro)	per table	(for one setup and per day)	\$ 9.62	8.00	100%	\$ 9.00	13%
Equipment Rental	8 Foot Long Table	per table	(for one setup and per day)	\$ 9.62	8.00	100%	\$ 9.00	13%
Equipment Rental	8 Foot Long Class Room Table	per table	(for one setup and per day)	\$ 9.62	8.00	100%	\$ 9.00	13%
Equipment Rental	Indoor Dance Floor (12' x 12')		(setup and take-down fee)	\$ 259.87	240.00	100%	\$ 259.00	8%
Equipment Rental	Table Linen: White - Round		(setup, take-down, laundry, and replacement/damage)	\$ 11.55	9.00	100%	\$ 11.00	22%
Equipment Rental	Table Linen: White - Small Round Cocktail Tables		(setup, take-down, laundry, and replacement/damage)	\$ 11.55	9.00	100%	\$ 11.00	22%
Equipment Rental	Table Linen: White - Square		(setup, take-down, laundry, and replacement/damage)	\$ 11.55	9.00	100%	\$ 11.00	22%
Equipment Rental	Table Linen: Banquet Drapes (5ft)		(setup, take-down, laundry, and replacement/damage)	\$ 15.40	12.00	100%	\$ 15.00	25%
Equipment Rental	Table Linen: Banquet Drapes (6ft)		(setup, take-down, laundry, and replacement/damage)	\$ 17.32	12.00	100%	\$ 17.00	42%
Equipment Rental	Table Linen: Banquet Drapes (8ft)		(setup, take-down, laundry, and replacement/damage)	\$ 21.17	17.00	100%	\$ 21.00	24%
Street Maintenance	Cart retrieval fee			\$ 379.16	91.00	100%	\$ 379.00	316%
Street Maintenance	Sign Fabricated & Installed by City Crew			\$ 566.43	317.00	100%	\$ 566.00	79%
Street Maintenance	Illegal Dumping on Public Right-of-Way - First Violation - Initial Inspection		No Penalty	\$ 224.28	No Charge	0%	No Charge	NA
Street Maintenance	Illegal Dumping on Public Right-of-Way - First Violation - First Follow-up inspection shows violation eliminated		No Penalty	\$ 339.78	No Charge	0%	No Charge	NA

Maintenance Services

Title	Sub Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Street Maintenance	Illegal Dumping on Public Right-of-Way - First Follow-up inspection shows violation still exists, City abates illegal dumping		plus \$100 Penalty	\$ 1,181.18	920.00	100%	\$ 1,181.00	28%
Street Maintenance	Illegal Dumping on Public Right-of-Way - Subsequent Violation (within 12 months/same owner) Initial Inspection		No Penalty	\$ 224.28	No Charge	0%	No Charge	NA
Street Maintenance	Illegal Dumping on Public Right-of-Way - Subsequent Violation (within 12 months/same owner) First Follow-up inspection shows violation eliminated		No Penalty	\$ 339.78	No Charge	0%	No Charge	NA
Street Maintenance	Illegal Dumping on Public Right-of-Way - Subsequent Violation (within 12 months/same owner) First Follow-up inspection shows violation still exists, City abates illegal dumping		\$800 Penalty	\$ 1,181.18	920.00	100%	\$ 1,181.00	28%
Street Maintenance	Illegal Dumping on Public Right-of-Way - Subsequent Violation (within 12 months/same owner) Each subsequent inspection shows violation still exists		\$1000 Penalty	\$ 1,181.18	920.00	100%	\$ 1,181.00	28%
Street Maintenance	Illegal Dumping on Public Right-of-way - Special Assessment	per parcel		NA	342.00	NA	\$ 342.00	0%
	Special Events	per hour		\$ 115.50	New	100%	\$ 115.00	NA

Public Works

Fee Group 1	Fee Group 2	Fee Group 3	Fee Group 4	Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage			Aircraft Hangar Waiting List Application		Refundable Deposit	NA	100.00	NA	\$ 100.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Space		Row "A" T-Hangars	per month		NA	242.00	NA	\$ 242.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Space		Standard T-Hangars	per month		NA	340.00	NA	\$ 340.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Space		Large T-Hangars	per month		NA	466.00	NA	\$ 466.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Space		Exec	per month		NA	848.00	NA	\$ 848.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Space		Executive I Hangars	per month		NA	1,119.00	NA	\$ 1,119.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Space		Executive II Hangars	per month		NA	1,221.00	NA	\$ 1,221.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Storage Rooms		Small	per month		NA	71.00	NA	\$ 71.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Storage Rooms		Medium	per month		NA	90.00	NA	\$ 90.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Storage Rooms		Large	per month		NA	174.00	NA	\$ 174.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Storage Rooms		Extra Large	per month		NA	222.00	NA	\$ 222.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Hangar Storage Rooms		Office Spaces	per month		NA	647.00	NA	\$ 647.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Tie Downs (Aircraft Gross Weight/Wing Span)		Single Engine	per month	3,500 lb.	NA	60.00	NA	\$ 60.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Tie Downs (Aircraft Gross Weight/Wing Span)		Twin Engine	per month	12,500 lb. less than 50 ft.	NA	75.00	NA	\$ 75.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Tie Downs (Aircraft Gross Weight/Wing Span)		12,501 - 25,000 lb. more than 50 ft.	per month		NA	108.00	NA	\$ 108.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Tie Downs (Aircraft Gross Weight/Wing Span)		25,001 - 75,000 lb.	per month		NA	161.00	NA	\$ 161.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Tie Downs (Aircraft Gross Weight/Wing Span)		Excess of 75,000 lbs.	per month		NA	216.00	NA	\$ 216.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span)		Single Engine	per month	3,500 lb. less than 40 ft.	NA	6.00	NA	\$ 6.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span)		Twin Engine	per month	12,500 lb. less than 50 ft.	NA	8.00	NA	\$ 8.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span)		12,501 - 25,000 lb. more than 50 ft.	per month		NA	12.00	NA	\$ 12.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span)		25,001 - 75,000 lb.	per month		NA	23.00	NA	\$ 23.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span)		Excess of 75,000 lbs	per month		NA	29.00	NA	\$ 29.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage	Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span)		Lighter-than air Airships	per month		NA	20.00	NA	\$ 20.00	0%
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage			Late Charge		whichever is greater	NA	\$15 or 5% of rent	NA	\$15 or 5% of rent	NA
Airport Services	Monthly and Daily Fees for Aircraft Parking and Storage			service of a member firm of the California Association of Photocopiers and Process Servers			NA	50.00	NA	\$ 50.00	0%
Airport Services	Permits			Airport Annual Business Permit			NA	120.00	NA	\$ 120.00	0%
Airport Services	Permits			Taxiway Access Permit			NA	786.00	NA	\$ 786.00	0%
Airport Services	Gate Access Cards			Initial Issue			NA	Free	NA	Free	NA
Airport Services	Gate Access Cards			Initial Issue for non-direct Airport Tenants			NA	35.00	NA	\$ 35.00	0%
Airport Services	Gate Access Cards			Replacement			NA	25.00	NA	\$ 25.00	0%
Airport Services	Hangar Padlock Keys			Duplicate Key			NA	5.00	NA	\$ 5.00	0%
Airport Services	Hangar Padlock Keys			Re-key Padlock			NA	35.00	NA	\$ 35.00	0%

Public Works

Fee Group 1	Fee Group 2	Fee Group 3	Fee Group 4	Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Airport Services	Landing Fee			0 - 3,500 pounds	Per Landing		NA	2.00	NA	\$ 2.00	0%
Airport Services	Landing Fee			3,501 - 6,250 pounds	Per Landing		NA	4.00	NA	\$ 4.00	0%
Airport Services	Landing Fee			6,251 - 12,500 pounds	Per Landing		NA	8.00	NA	\$ 8.00	0%
Airport Services	Landing Fee			12,501 - 25,000 pounds	Per Landing		NA	16.00	NA	\$ 16.00	0%
Airport Services	Landing Fee			25,001 - 50,000 pounds	Per Landing		NA	32.00	NA	\$ 32.00	0%
Airport Services	Landing Fee			50,001 pounds and above	Per Landing		NA	64.00	NA	\$ 64.00	0%
Airport Services	Landing Fee			0 - 3,500 pounds	Daily		NA	5.00	NA	\$ 5.00	0%
Airport Services	Landing Fee			3,501 - 6,250 pounds	Daily		NA	10.00	NA	\$ 10.00	0%
Airport Services	Landing Fee			6,251 - 12,500 pounds	Daily		NA	20.00	NA	\$ 20.00	0%
Airport Services	Landing Fee			12,501 - 25,000 pounds	Daily		NA	40.00	NA	\$ 40.00	0%
Airport Services	Landing Fee			25,001 - 50,000 pounds	Daily		NA	80.00	NA	\$ 80.00	0%
Airport Services	Landing Fee			50,001 pounds and above	Daily		NA	160.00	NA	\$ 160.00	0%
Airport Services	Landing Fee			0 - 3,500 pounds	Monthly		NA	13.00	NA	\$ 13.00	0%
Airport Services	Landing Fee			3,501 - 6,250 pounds	Monthly		NA	26.00	NA	\$ 26.00	0%
Airport Services	Landing Fee			6,251 - 12,500 pounds	Monthly		NA	52.00	NA	\$ 52.00	0%
Airport Services	Landing Fee			12,501 - 25,000 pounds	Monthly		NA	104.00	NA	\$ 104.00	0%
Airport Services	Landing Fee			25,001 - 50,000 pounds	Monthly		NA	208.00	NA	\$ 208.00	0%
Airport Services	Landing Fee			50,001 pounds and above	Monthly		NA	416.00	NA	\$ 416.00	0%
Airport Services	Hangar Exchange			Administration Fee for Exchange between Tenants	each Tenant		NA	60.00	NA	\$ 60.00	0%
Airport Services	Hangar Exchange			Administration Fee for Exchange into Vacant Hangar			NA	60.00	NA	\$ 60.00	0%
Airport Services				Tie-Down Exchange		Administration Fee to Exchange tie-down spaces	NA	25.00	NA	\$ 25.00	0%
Airport Services	Vacated Hangar Cleanup			Cleanup and disposal of items, minimum charge of 2 hours			NA	150.00	NA	\$ 150.00	0%
Airport Services	Vacated Hangar Cleanup			Additional hours, hourly rate			NA	75.00	NA	\$ 75.00	0%
Airport Services				Ramp Sweeping Services			NA	90.00	NA	\$ 90.00	0%
Airport Services				Maintenance Staff Service Charge	hourly	plus materials	NA	75.00	NA	\$ 75.00	0%
Airport Services	Airport Administration Building Meeting Room			Non-profit Aviation organization charging no fee to the public			NA	No charge	NA	No charge	NA
Airport Services	Airport Administration Building Meeting Room			For-profit Aviation organization charging a fee to the public	per day		NA	200.00	NA	\$ 200.00	0%
Engineering Services	Publication			Standard Detail			\$ 68.97	17.00	49%	\$ 34.00	100%
Engineering Services	Publication			No Parking Signs			\$ 25.78	14.00	100%	\$ 25.00	79%
Engineering Services	Publication			Copy and print full size prints (24x36) first 10 pages			\$ 5.00	5.00	100%	\$ 5.00	0%
Engineering Services	Publication			Copy and print full size prints (24x36) 11+ pages			\$ 2.00	2.00	100%	\$ 2.00	0%
Engineering Services	Survey			Curb and gutter staking, up to 100 linear ft.			\$ 851.41	760.00	100%	\$ 851.00	12%
Engineering Services	Survey			Curb and gutter staking: after 100 linear feet - each additional 50 linear feet			\$ 372.15	190.00	100%	\$ 372.00	96%
Engineering Services	Survey			Grade calculations and cut sheets per location			\$ 372.15	342.00	100%	\$ 372.00	9%
Engineering Services	Survey			Form checking: up to 100 linear feet			\$ 761.28	760.00	100%	\$ 761.00	0%
Engineering Services	Survey			Form checking: after 100 linear feet - each additional 50 linear feet			\$ 190.11	190.00	100%	\$ 190.00	0%
Engineering Services	Sidewalk Rehabilitation Program			Single Family Residential lots			\$ 2,542.00	550.00	22%	\$ 550.00	0%
Engineering Services	Sidewalk Rehabilitation Program			Multi Family with 1 or 2 damaged locations			\$ 2,542.00	550.00	22%	\$ 550.00	0%
Engineering Services	Sidewalk Rehabilitation Program			Additional locations			\$ 2,542.00	550.00	22%	\$ 550.00	0%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Concrete		Major Street Improvement Plan Review Curb, gutter, and/or sidewalk (including driveway) first 100 linear feet	Deposit	Time and Materials	\$ 2,520.29	2,400.00	100%	\$ 2,520.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Concrete		Each additional 100 linear feet or fraction thereof			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Concrete		Driveway, handicapped ramp, curb return			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Concrete		Planter strip fill (each property)			\$ 154.62	146.00	100%	\$ 154.00	5%

Public Works

Fee Group 1	Fee Group 2	Fee Group 3	Fee Group 4	Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Engineering Services	Public Works Encroachment Permit Inspection Fees	Drainage		Drainage system and appurtenance, first 100 linear feet			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Drainage		Each additional 100 linear feet or fraction thereof			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Drainage		Drainage tie-in to existing structures			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Drainage		Non-standard structures (other than above)			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Drainage		Manholes, vaults, area drains, storm water inlets, other standard structures			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Drainage		Storm Water Interceptors			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Street cuts, trenches, up to 100 linear feet			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Each additional 100 linear feet or fraction thereof			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Street cuts, other, up to 100 square feet			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Each additional 100 sq. feet or fraction thereof			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Debris box placed in right-of-way			\$ 270.63	259.00	100%	\$ 270.00	4%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Sidewalk area obstruction fee, first week			\$ 579.84	578.00	100%	\$ 579.00	0%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Sidewalk area obstruction fee, each additional week			\$ 115.95	108.00	100%	\$ 115.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Street Work & Miscellaneous		Compaction tests - each test as required per hour			\$ 115.95	Time & Materials	100%	Time & Materials	NA
Engineering Services	Public Works Encroachment Permit Inspection Fees	Monitoring well inspection and plan review		First well: Inspection			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Monitoring well inspection and plan review		First well: Plan Review			\$ 534.64	436.00	100%	\$ 534.00	22%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Monitoring well inspection and plan review		Each additional well at same site: Inspection			\$ 193.29	184.00	100%	\$ 193.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Utility Services - New or Repaired		Each new or replaced utility pole location			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Utility Services - New or Repaired		Each utility service connection in sidewalk or street (gas, electric, telephone, etc.)			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Laterals	From main in street or easement to building up to 100 linear feet			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Laterals	Each additional 100 linear feet or fraction thereof			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Laterals	Add for monitoring structure if required			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Laterals	From existing stub at right-of-way to building up to 100 linear feet			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Laterals	Each additional 100 linear feet or fraction thereof			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Laterals	Each building sewer repair or replacement: In public right-of-way, complete			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Laterals	Each building sewer repair or replacement: In public right-of-way, complete: In private property (no street evacuation)			\$ 425.18	403.00	100%	\$ 425.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Building Court Mains	Each building court main when plan, profile and cut sheet are required, initial 100 feet or less			\$ 541.13	512.00	100%	\$ 541.00	6%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Building Court Mains	Each additional 100 feet or fraction thereof			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Building Court Mains	Each building court main when plan only is required for initial 100 feet or less			\$ 483.16	457.00	100%	\$ 483.00	6%

Public Works

Fee Group 1	Fee Group 2	Fee Group 3	Fee Group 4	Title	Unit	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	Percent Change
Engineering Services	Public Works Encroachment Permit Inspection Fees	Sanitary Sewers	Sanitary Sewer Building Court Mains	Each additional 100 feet or fraction thereof			\$ 309.24	293.00	100%	\$ 309.00	5%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Additional Inspectors				For any public works encroachment permit on which an unreasonable number of inspections are required, an additional fee per inspection will be charged for each inspection over and above the number deemed reasonable by the City Engineer.	\$ 270.63	259.00	100%	\$ 270.00	4%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Development Plan Review		Industrial/Commercial			Variable	730.00	100%	\$ 730.00	0%
Engineering Services	Public Works Encroachment Permit Inspection Fees	Development Plan Review		Residential			Variable	360.00	100%	\$ 360.00	0%
Penalties	Public Works penalty for grading without a permit						NA	2,000.00	NA	\$ 2,000.00	0%
Penalties	Code violation illegal project, penalty fee may be applied daily						NA	125.00	NA	\$ 125.00	0%
Penalties	Code Enforcement Investigations fees for permit not yet obtained						NA	2,000.00	NA	\$ 2,000.00	0%

Utilities & Environmental Services

								2017	
Fee Group 1	Fee Group 2	Fee Group 3	Title	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee	
Water Service Charges			Fire Flow Test	Does not apply to special circumstances as determined by City	\$ 326.57	300.00	100%	\$ 326.00	
Water Service Charges	Other Water System Fees and Charges		Account Establishment Fee		\$ 70.69	40.00	72%	\$ 51.00	
Water Service Charges	Other Water System Fees and Charges		After-Hours Meter Activation Fee		\$ 72.34	70.00	97%	\$ 70.00	
Water Service Charges	Other Water System Fees and Charges		Meter Lock Fee		\$ 92.06	80.00	87%	\$ 80.00	
Water Service Charges	Other Water System Fees and Charges		Meter Removal Fee		\$ 90.22	80.00	89%	\$ 80.00	
Water Service Charges	Other Water System Fees and Charges		Meter Test Fee (≤ 1 inch meter)		\$ 223.25	70.00	48%	\$ 106.00	
Water Service Charges	Other Water System Fees and Charges		Meter Test Fee (1 1/2 - 2 inch meter)		\$ 295.37	290.00	98%	\$ 290.00	
Water Service Charges	Other Water System Fees and Charges		Meter Test Fee (≥ 3 inch meter)		\$ 367.48	290.00	100%	\$ 367.00	
Water Service Charges	Other Water System Fees and Charges		Noticing Fee		\$ 6.57	5.00	76%	\$ 5.00	
Water Service Charges	Development Plan Review		Industrial		\$ 179.93	N/A	50%	\$ 89.00	
Water Service Charges	Development Plan Review		Commercial		\$ 112.46	N/A	50%	\$ 56.00	
Water Service Charges	Development Plan Review		Residential		\$ 67.47	N/A	50%	\$ 33.00	
Stormwater System Service Charges			Stormwater Treatment Measure Inspection		\$ 352.87	275.00	100%	\$ 352.00	
Stormwater System Service Charges	Stormwater Facility Inspections		Industrial (under State Permit)		\$ 303.88	185.00	76%	\$ 229.00	
Stormwater System Service Charges	Stormwater Facility Inspections		Industrial (not under State Permit)		\$ 303.88	150.00	66%	\$ 200.00	
Stormwater System Service Charges	Stormwater Facility Inspections		Restaurant		\$ 196.39	130.00	80%	\$ 156.00	
Stormwater System Service Charges	Stormwater Facility Inspections		Commercial		\$ 165.90	110.00	80%	\$ 132.00	
Solid Waste Plan Review Fees	Development Plan Review		Single Family or Remodel		\$ 52.07	50.00	96%	\$ 50.00	
Solid Waste Plan Review Fees	Development Plan Review		Tract Development		\$ 169.15	160.00	95%	\$ 160.00	
Solid Waste Plan Review Fees	Development Plan Review	Commercial/Industrial	Tennant Improvement w/ Trash Enclosure		\$ 128.73	120.00	93%	\$ 120.00	
Solid Waste Plan Review Fees	Development Plan Review	Commercial/Industrial	Tennant Improvement w/o Trash Enclosure		\$ 87.84	80.00	91%	\$ 80.00	
Solid Waste Plan Review Fees	Development Plan Review		Mixed Use (Commercial & Residential)		Variable	Actual Cost	100%	Actual Cost	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Development Plan Review		Industrial		\$ 338.37	165.00	66%	\$ 221.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Development Plan Review		Commercial		\$ 338.37	95.00	44%	\$ 148.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Development Plan Review		Residential		\$ 206.47	50.00	39%	\$ 80.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Categorical	New Permit		\$ 3,103.50	2,210.00	83%	\$ 2,581.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Categorical	Permit Renewal		\$ 2,131.50	1,500.00	83%	\$ 1,760.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Categorical	Amendment		\$ 761.01	560.00	85%	\$ 645.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Non-Categorical Significant	New Permit		\$ 2,101.84	1,410.00	80%	\$ 1,687.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Non-Categorical Significant	Permit Renewal		\$ 1,525.67	1,010.00	80%	\$ 1,215.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Non-Categorical Significant	Amendment		\$ 594.58	410.00	82%	\$ 485.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Groundwater	New Permit		\$ 1,109.98	740.00	100%	\$ 1,109.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Groundwater	Permit Renewal		\$ 594.58	440.00	100%	\$ 594.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Groundwater	Amendment		\$ 367.08	270.00	100%	\$ 367.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Non-Sewered Credit	New Permit		\$ 334.64	410.00	100%	\$ 334.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Non-Sewered Credit	Permit Renewal		\$ 334.64	410.00	100%	\$ 334.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Discharge Permit Fees	Special Purpose	New Permit	One time Discharge	\$ 600.20	390.00	100%	\$ 600.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Compliance Schedule		Compliance Schedule	for correction violations	\$ 701.39	695.00	99%	\$ 695.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Sampling		Composite Sample with Lab Costs		\$ 583.35	580.00	99%	\$ 580.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Sampling		Composite Sample without Lab Costs		\$ 313.35	300.00	96%	\$ 300.00	
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Sampling		Grab Sample		\$ 270.87	185.00	100%	\$ 270.00	

Utilities & Environmental Services

								2017
Fee Group 1	Fee Group 2	Fee Group 3	Title	Notes	Full Cost	Current Fee	Cost Recovery Level (%)	Suggested Fee
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Sampling		Violation Follow-Up Sample with Lab Cost		\$ 590.90	585.00	99%	\$ 585.00
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Sampling		Violation Follow-Up Sample without Lab Cost		\$ 320.90	300.00	93%	\$ 300.00
Wastewater Discharge Permit Fees & Miscellaneous Charges	Wastewater Sampling		Sampling Equipment Fee		\$ 25.00	25.00	100%	\$ 25.00
Wastewater Discharge Permit Fees & Miscellaneous Charges	Violation follow-up inspection		Violation follow-up inspection		\$ 509.62	345.00	81%	\$ 411.00

A. Building Permit Fees

BUILDING PERMIT FEES CALCULATED BY VALUATION

This includes all new buildings, additions, tenant improvements, residential remodels and cell sites

- Valuation is defined as the fair market value of materials and labor for the work.
- Valuation shall be the higher of the stated valuation or the figure from the current International Code Council valuation table below.
- The current ICC Valuation data table below is adjusted with a regional construction cost modifier for the San Francisco Bay Area of 16%*.
**Source: The local modifier is 1.16 times the cost per square foot as published in the Building Standards Journal, April 2002 edition.*
- The valuation for tenant improvements, residential remodels or other projects that do not involve new square footage, shall be a minimum of **60%** of the cost per square foot in the valuation table below.

**Construction Type and
Minimum Cost Per Square Foot**

International Building Code Group

**Building Division staff will help determine the valuation for occupancies or construction types not listed in this table.*

	IIA	IIB	IIIA	IIIB	VA	VB
A-1 Assembly, theaters, with stage	250.68	240.19	225.83	219.32	206.42	198.60
A-1 Assembly, theaters, without stage	228.45	217.96	203.72	197.21	184.31	176.49
A-2 Assembly, restaurants, bars, banquet halls	192.64	186.17	173.98	170.26	157.39	153.11
A-3 Assembly, churches	230.86	220.38	206.42	199.91	187.02	179.20
A-3 Assembly, general, community halls, libraries	189.02	179.70	164.41	159.06	145.00	138.34
A-4 Assembly, arenas	226.13	216.80	201.40	196.05	181.99	175.33
B Business	197.57	187.78	171.16	164.72	150.21	143.56
E Educational	208.97	199.66	186.44	176.96	162.93	157.97
F-1 Factory and industrial, moderate hazard	113.48	109.24	97.87	93.45	80.62	75.91
F-2 Factory and industrial, low hazard	113.48	108.08	97.87	92.29	80.62	74.75
H-1 High Hazard, explosives	106.56	101.15	91.18	85.60	73.93	N/A
H-2 H-3 H-4 High Hazard	106.56	101.15	91.18	85.60	73.93	68.06
H-5 (HPM) semiconductor fabrication	197.57	187.78	171.16	164.72	150.21	143.56
I-1 Institutional, supervised environment	198.33	188.77	174.64	169.92	156.62	151.64
I-2 Institutional, hospitals	343.28	333.50	315.69	N/A	294.74	N/A
I-2 Institutional, nursing homes	233.15	223.37	207.90	N/A	186.95	N/A
I-4 Institutional, day care facilities	198.33	188.77	174.64	169.92	156.62	151.64
M Mercantile	141.28	134.80	123.37	119.65	106.78	102.50
R-1 Residential, hotels	200.16	190.60	176.76	172.04	158.75	153.76
R-2 Residential, multiple family	165.67	156.11	142.97	138.25	124.96	119.97
R-3 Residential, one- and two-family	158.35	154.08	148.42	144.55	138.89	130.68
R-4 Residential, care	198.33	188.77	174.64	169.92	156.62	151.64
S-1 Storage, moderate hazard	104.24	99.99	88.86	84.44	71.61	66.90
S-2 Storage, low hazard	104.24	98.83	88.86	83.28	71.61	65.74
U Utility, miscellaneous	80.09	76.01	68.70	64.16	54.32	51.77

BUILDING PERMIT FEES CALCULATED BY VALUATION

This includes all new buildings, additions, tenant improvements, residential remodels and cell sites

**All sub-permits (plumbing, mechanical and electrical) are included in the plan check and inspection fees for valuation based projects.*

- Once the valuation for the project is established, use the table below to determine the Building Inspection Fee. Several other fees are based on the Building Inspection Fee and this is outlined on the next page.

TOTAL VALUATION (Materials and Labor)	BUILDING INSPECTION FEE
\$1 to \$500	\$29.77
\$501 to \$2000	\$29.77 for the first \$500 plus \$3.87 for each additional \$100 or fraction thereof, to and including \$2000
\$2,001 to \$25,000	\$87.82 for the first \$2000 plus \$17.74 for each additional \$1000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$495.68 for the first \$25,000 plus \$12.80 for each additional \$1000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$815.70 for the first \$50,000 plus \$8.87 for each additional \$1000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1259.15 for the first \$100,000 plus \$7.09 for each additional \$1000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4097.18 for the first \$500,000 plus \$6.02 for each additional \$1000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$7109.14 for the first \$1,000,000 plus \$4.00 for each additional \$1000 or fraction thereof

BUILDING PERMIT FEES CALCULATED BY VALUATION*

This includes all new buildings, additions, tenant improvements, residential remodels and cell sites.

*All sub-permits (plumbing, mechanical and electrical) are included in the plan check and inspection fees for valuation based projects.

INSPECTION FEES

**Fire re-inspection fees are \$387

*Hazardous Materials Inspection Fees vary on complexity of project (see Hazardous Materials comments below in Plan Review Fee Section for examples and contacts for estimates.)

BUILDING INSPECTION FEE	<i>Based from Fee Table</i>	\$ _____
**FIRE INSPECTION FEE	<i>Flat Rate</i>	\$221
*HAZ-MAT INSPECTION FEE	<i>Minimum</i>	\$284/inspection

PLAN REVIEW FEES

The Building Plan Check Fee applies to all permits. Other review fees will be applied based on the specific scope of work.

*Hazardous Materials Review and Inspection fees generally range from \$1,300 for small projects, such as cellular communication sites to \$4,000 for larger or more complex projects, such as those that may have H-Occupancies. Please contact the Hayward Fire Department at (510) 583-4900 for an estimate for your specific project.

BUILDING INSPECTION FEE x 1.0 = **BUILDING PLAN CHECK FEE:** \$ _____
Plan Check fees for master plans shall be 1.25 x the BUILDING INSPECTION FEE

BUILDING INSPECTION FEE x .35 = **PLANNING REVIEW FEE:** \$ _____

BUILDING INSPECTION FEE x .35 = ***FIRE REVIEW FEE:** \$ _____

***HAZ-MAT REVIEW FEE** *Minimum* \$142/hour

SOLID WASTE REVIEW FEE *Flat Rate* \$80

PLOT PLAN REVIEW FEE (Planning and Building) *Flat Rate per Plot* \$441
This only applies to production homes.

FIRE PLOT PLAN REVIEW FEE *Flat Rate per Plot* \$110
This only applies to production homes.

BUILDING INSPECTION FEE x .03 = **TECHNOLOGY FEE:** \$ _____

BUILDING INSPECTION FEE x .16 = **COMMUNITY PLANNING FEE:** \$ _____

PERMIT ISSUANCE FEE (Flat Rate applies to all permits) \$147

ADMINISTRATIVE FEES

Administrative fees apply to all permits. This includes the individual permits not calculated by valuation on the following pages.

SMIP FEE RESIDENTIAL:
.00013% OF VALUATION

SMIP FEE COMMERCIAL:
.00028% OF VALUATION

CA BUILDING STANDARDS FEE:
\$1.00 (Valuation \$1-25k)
\$2.00 (Valuation \$25-50k)
\$3.00 (Valuation \$50-75k)
\$4.00 (Valuation \$75-100k)
Add \$1 per every 25k over 100k

SMIP: \$ _____

CA BLDG. STANDARDS FEE \$ _____

BUILDING PERMIT FEE: \$ _____

The Building Permit Fee is defined as the sum of the plan check, inspection, and administrative fees. Some projects will also have impact fees which are calculated separately.

<u>Miscellaneous Permit Fees – Not Calculated by Valuation</u>	Unit	Fee
1. Standard Hourly Rate (or fraction thereof) for Plan Check and Inspections	hour	\$147/hour
2. Revision (permit issuance fee and hourly plan check will also be charged)	hour	\$147
3. Permit Issuance Fee (applies to all permits)	each	\$147
4. Miscellaneous Items (for items that do not have a set fee)	each	\$147
5. Plot Plan Review		
a. Plot Plan Review and Processing (in addition to permit issuance fee)		\$441
6. Address Assignment		
a. Single	each	\$220.50
b. Multiple	each	\$73.50
		Building Inspection Fee
7. Demolition		
a. Commercial/Residential demolition up to 3,000 square feet	0-3000 sf	\$294
b. Each additional 3,000 square feet	each	\$147
8. Equipment Installation	first piece	\$294
a. Additional Equipment at Same Site	each	\$147
b. Equipment Pad	each	\$220.50
9. Damaged Building Survey Fire, flood, vehicle or similar damage		\$588
10. Patio Covers		
a. Patio Cover (requires drawings and hourly plan check)	each	\$294
b. Enclosed Patio (requires drawings and hourly plan check)	each	\$588
11. Photovoltaic Systems		
a. Residential (for systems that are not flush mounted, hourly plan check fees apply)	each system	\$300
b. Commercial, up to 50 kilowatts (hourly plan check fees apply)	each system	\$1,000
c. Commercial, each additional kilowatt 51kw-250kw (hourly plan check fees apply)	each kw	\$7
d. Commercial, each additional kilowatt over 250kw (hourly plan check fees apply)	each kw	\$5
12. Residential Package Permits		
a. Tub / Shower Enclosure (includes trades)		\$147
b. Remodel- Complete Bathroom (includes trades)		\$220.50
c. Remodel- Kitchen (includes trades)		\$441
13. Storage Racks		
a. Up to 100 linear feet	first 100lf	\$441
b. Each additional 100 linear feet	each 100lf	\$147

<u>Plumbing Mechanical & Electrical Fees – Not Calculated by Valuation</u>	Unit	Building Inspection Fee
14. Plumbing Permits – Residential (single-family and duplexes)		
a. Water Heater	each	\$73.50
b. Fixtures – covers 2 Inspections for any type or number of fixtures	2 site visits	\$147
c. Water Service Repair / Replacement	each	\$73.50
d. Water Pipe (Repair or Replacement)	each	\$147
e. Sewer on private property or Cleanout Installation	each	\$147
f. Sewer Ejector System	each	\$147
g. Solar Water Heating System - <i>Hourly plan check fees may apply for systems that are not flush mounted or have other structural issues.</i>	each	\$147
h. Residential Gas Piping		\$147
i. Residential Gas Test or Meter Reset	each	\$147
15. Plumbing Permits – Commercial + Multi-Family		
a. Water Heater (Repair or Replacement)	each	\$147
b. Water Service (Repair or Replacement)	each	\$147
c. Sewer Ejector System	each	\$147
d. Industrial / Commercial Process Piping System	Each 100 linear feet or fraction thereof	\$147
e. Gas Piping	Each 100 linear feet or fraction thereof	\$147
f. Gas Test / Meter Reset	each	\$147
g. Sewer on private property or Cleanout Installation	each	\$147
h. Grease Trap	each	\$147
i. Grease Interceptor	each	\$147
j. Vacuum Breaker, Backflow Preventer or Pressure Regulator	each	\$147
16. Mechanical Permits – Residential (single-family and duplexes)		
a. Heating and/or Cooling Equipment (including ducts)	each	\$147
b. Wall Furnace	each	\$147
c. Kitchen Hood and Bathroom Vents	each	\$73.50
17. Mechanical Permits – Commercial + Multi-Family		
<i>*For units over 400 pounds or for replacements that are not in the same location, hourly plan review fees apply.</i>		
a. *HVAC unit (includes all associated sub-permits)	each	\$220.50
d. *Air Handler Unit	each	\$147
b. Vent System	each	\$147
c. Exhaust Hood Replacement (additional hourly plan check may apply)	each	\$147
18. Electrical Permits – Commercial, Residential + Multi-Family		
a. General Electrical Permit - <i>Residential</i> (rough and final)	each	\$294
b. General Electrical Permit – <i>Commercial + Multi-Family</i> (rough and final)	each	\$441
c. Service Upgrade -- <i>Residential</i>	each	\$514.50
d. Additional Meter Reset (general electrical permit for first)	each	\$73.50
e. Temporary Power Installation	each	\$147

