City of Sierra Madre

User Fee Study

April 22, 2024

WILLDAN

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Executive Summary

The City of Sierra Madre 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 identify 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff. 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 adopt 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 benefits. 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, Proposition 26, 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. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

California User Fee History

Before Proposition 13, In times of fiscal shortages, California cities were able to raise 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. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. 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. In 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees further 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 fees analyzed as part of a User Fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.

Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby typically 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 reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the City's Cost Allocation Plan. This plan was used in the User Fee study to account for the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost through the study.

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 that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

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 five years, which would include adding, amending, or removing fees for programs/services.

Study Objective

As the City of Sierra Madre seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A User Fee Study provides 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 principal 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
- 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 Sierra Madre departments and fee groups:

- Administrative Fees
- Building and Safety
- Planning
- Public Works
- Library
- Community Services
- Police
- Fire
- Utility

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 provide them at existing, known, or reasonably anticipated service and staff level needs. 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 an influential dissertation on the qualities of the utilized tools, techniques, or alternative 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 such 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:

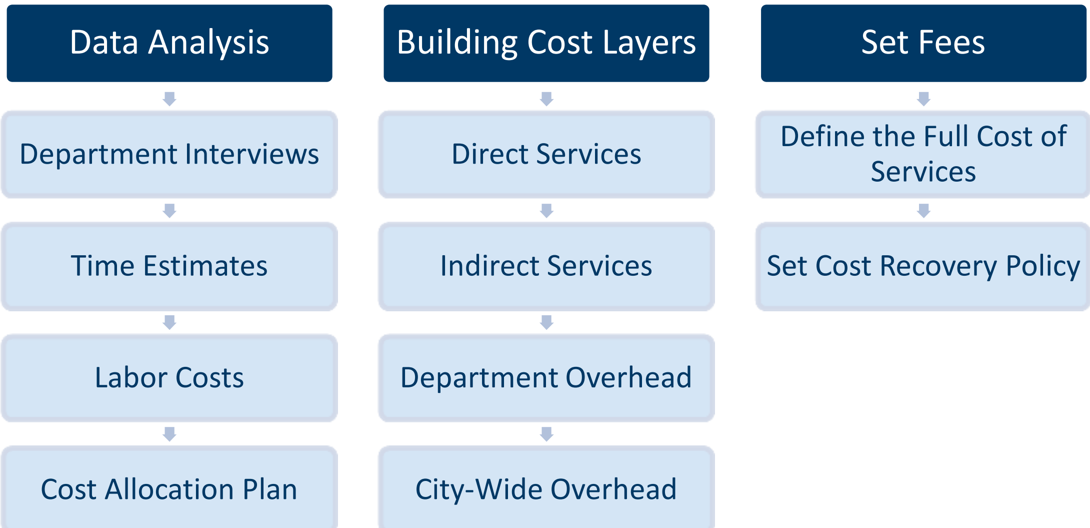
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours' employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

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

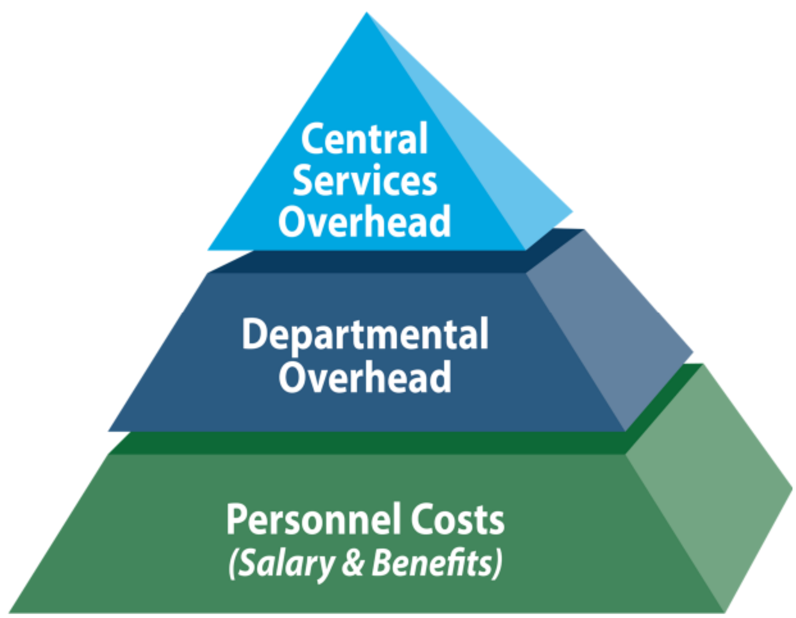
Summary Steps of the Study

The process of the study 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 (Personnel Costs):*** 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, as provided via 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 (Standard Unit Cost Build-Up Approach): 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: In some instances, the underlying data is not available or varies 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 rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

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
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in ***Appendix C***, the differences are 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
    - Vehicle and Facility Maintenance support costs
    - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the City as a whole
- Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

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
- 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.

Sierra Madre 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 obtained through interviews conducted with City staff 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 data 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, and will differ from City to City depending on staffing, positions involved, experience on staff, the use of consultants, and the policies and procedures in place for each City. 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 primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining 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 Sierra Madre, 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) who 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, some services fall into the range between these two extremes.

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, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

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 to ensure public safety) 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, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unobligated funds. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not have available funds that are otherwise directed to cover fee 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

City staff is recommending setting user fees at 100% of the full cost identified in this study except for specific considerations where it makes sense based on how service is provided such as trade fees within Building that are often coupled together when provided, or for the City xeroxing fee where the full cost would be considered prohibitive. City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives 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, division, and fee group 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.

Administrative Services

Administrative Services is responsible for the day-to-day business affairs and administration of the City, and executes the following tasks: Asset Management: Investing idle funds and managing cash flow; controlling fixed assets; collections of accounts receivable; managing returns on investments. Budgeting: Projecting revenues, preparing the annual budget document; monitoring compliance with the adopted budget. Business Licensing: Coordinating the issuance, renewal, and audit of business licenses within the City. Debt Service Administration: Coordinating the issuance of debt instruments; ensuring compliance with lender and regulatory restrictions; processing repayments of debt. Financial Accounting and Reporting: Recording all transactions in the general ledger of the City, Agency, and Financing Authority; processing of invoices; preparing internal and external financial reports. General Administration: Answering the City's general telephone line; providing internal and external mailing service; coordinating the purchase of office supplies and furnishings. Tax and Assessment Administration: Ensuring that all local taxes and assessments are remitted; ensuring that the City receives its portion of taxes and assessments levied on its behalf by other governments. Utility Billing: Billing of City utilities (Water & Sewer), processing of payments and customer service.

Analysis

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

The services included in Administrative Services fees are a mixture of business license fees, user fees and others set by the State. The analysis of the user fee 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 the 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 found that most of the fees are currently set above the full cost of providing the service and staff is recommending the fees be adjusted as detailed in ***Appendix C***. As a result, there would be:

- A decrease to 12 fees;
- 3 new fees would be added;
- The remaining fees would remain as currently set, and;
- The average fee change would be a decrease of 37%.

Building and Safety

The Planning and Community Preservation Department enforces the requirements of the Sierra Madre Municipal Code and carries out the rules, policies and objectives of the General Plan, as it relates to land use and development. The department is comprised of the City's Zoning, Advanced Planning, Historic Preservation, Code Enforcement, and Building and Safety services.

The Department also oversees Building and Safety Services which responds to inquiries relating to building development, building and structural plan check review, on-site inspections, and issuance of permits in compliance with adopted building and fire codes.

Analysis

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

The analysis of Building services relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit program), whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the 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 found that current fee levels are subsidizing the cost for most services. The analysis of Building Permit Fees relied primarily upon a program cost recovery analysis approach. The cost of providing services delivered by the Building Division were compared against past activity levels and revenue received for service. The Building Division's cost recovery was analyzed and was found to be 64%. It is recommended that the City increase cost recovery to 100% for Building services for most fees as detailed in ***Appendix C***. As a result, there would be:

- an increase to 35 fees, including the Building Permit Fees;
- 3 fees would decrease;
- 23 fees would remain as currently set;
- 9 new fees would be added, and;
- the average fee change would be an increase of 25% for flat fees and 57% for Building Permit Fees.

Planning

The Planning and Community Preservation Department enforces the requirements of the Sierra Madre Municipal Code and carries out the rules, policies and objectives of the General Plan, as it relates to land use and development. The department is comprised of the City's Zoning, Advanced Planning, Historic Preservation, Code Enforcement, and Building and Safety services.

Planning services include the processing of ministerial and discretionary zoning entitlements, subdivisions, environmental review (CEQA), municipal code text amendments, and zoning plan check review. The Department maintains the City's list of historic landmark structures, manages Mills Act contracts, and reviews project applications for their compliance with the City's historic preservation program. The Department contracts with Sapphos Environmental Services to prepare historic resource evaluation reports on properties 75 years of age and older that are requesting development applications.

Analysis

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

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the 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 found that current fee levels are subsidizing the cost for most services. It is recommended that the City increase cost recovery for Planning services for most fees as detailed in ***Appendix C***. As a result, there would be:

- An increase to 36 fees;
- 13 fees would decrease;
- 5 new fees would be added;
- 2 fees would change to actual cost from flat fee;
- 18 fees would remain as currently set, and;
- the average fee change would be an increase of 15%.

Public Works

The Public Works Department is responsible for the maintenance of all City infrastructure, including streets, storm drains, maintenance of all city buildings, park and landscape contract, city-owned trees, and the City's vehicle fleet. Staff's responsibility extends to various environmental compliance efforts, including storm water quality, air quality, solid waste landfill diversion programs, and local wildlife and tree protection codes. PW staff administers the City's contracts for Public Works projects, engineering services, solid waste disposal, street sweeping, transportation, ground maintenance, facility maintenance, public meeting broadcasts, Community Development Block Grants, and tree trimming services. PW staff is also the primary contact for the So. Cal. Gas Company, Southern California Edison, Clean Power Alliance, Athens Services, Spectrum Cable, and Frontier Fiber and Phone Service.

Analysis

Willdan individually reviewed the services 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 analysis of the Public Works services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the 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 found that fees are not in line with the current cost of providing service. It is recommended that the City adjust all fees to full cost recovery as detailed in ***Appendix C***. As a result, there would be:

- An increase for 11 fees;
- A decrease to 19 fees;
- 12 fees would remain as currently set, and;
- The average fee change would be a decrease of 4%.

Library

The Library provides access to current book and media materials through physical and electronic collections. The Library also produces programs focusing on reading, literacy, technology, and cultural growth, and maintains the City's historical archives.

Analysis

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

The analysis of the Library services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the 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 found that most flat rate fees are currently set below the full cost of providing the service. Staff has suggested reasonable fee adjustments to the fee schedule and they are detailed in ***Appendix C***. As a result, there would be:

- An increase for 2 fees;
- 20 fees would remain as currently set, and;
- The average change in fees would be an 8% increase.

Community Services

The Community Services Department consists of four full-time employees. The Department is responsible for a variety of facilities, parks, events, services and programs ranging from traditional recreation programs to arts and seniors. The Department oversees the Community Recreation Center and Youth Activity Center, Sierra Madre Aquatic Center, Hart Park House Senior Center, and six parks as well as supports and coordinates the activities of the City's Community Services Commission, Senior Community Commission, and various committees.

Analysis

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

The analysis of most Community Services programs encompassed facility rentals and other recreation services. The fee for use of government owned facilities and property can be set discretionally by the City per Proposition 26 to reduce the cost to the public for related facilities costs, and because there is market availability for facility use elsewhere. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is partially offset by rental or use fee revenue. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that many Community Services programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions and private businesses. Therefore, full cost recovery is typically not the primary goal of fee setting. A time and cost analysis was performed on some of the fees in the schedule that could have direct staff involvement identified to determine the direct cost for each. Staff has suggested reasonable fee adjustments to the fee schedule and they are detailed in ***Appendix C***. As a result, there would be:

- An increase for 46 fees;
- 17 fees will decrease;
- 19 fees would remain as currently set, and;
- The average change in fees would be a 2% increase.

Police

The Sierra Madre Police Department (SMPD) is committed to ensuring a safe environment for those who live, visit, and work in Sierra Madre. The Department consists of twenty-three full-time employees, fourteen part-time, six Reserve Officers, and twelve Police Volunteers, and it has a proud history of integrity and service. As guardians of this wonderful community, responsibilities include engaging the community, enforcing laws, and protecting the lives, property, and rights of all people, as guided by the Constitution. All personnel carry out their duties with a reverence for human life, guided by respect, integrity, dedication, and excellence in policing.

Analysis

Willdan individually reviewed the services 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 the Police services relied primarily upon a standard unit cost build-up approach for fees, excluding penalties, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the 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 found that fees are currently set below the full cost of providing service. It is recommended that the City set Police fees at the levels detailed in ***Appendix C***. As a result, there would be:

- An increase for 25 fees;
- 7 fees would decrease;
- 8 fees would remain as currently set, and;
- The average fee change would be an increase of 174%.

Fire

The Sierra Madre Fire Department, consisting of seventeen full-time personnel, two administrative, and fifteen operational, proudly protect those residing, working and visiting the City. The Department services a primarily residential area of 3.2 square miles with a wildland/urban interface to more than 11,000 residents. The Department is divided into 5 divisions: Administration, Operations, Emergency Medical Services, Training, and Prevention.

Fire Department personnel are committed to protecting life, property, and the environment through compassionate service concerning fire prevention, fire suppression, emergency medical services, technical rescue, hazardous materials mitigation, disaster response, public education, and community service.

As well as providing service to local and neighboring communities, the Fire Department also provides mutual aid to wildland fires throughout California, with their Type I Water Tender and California Office of Emergency Services Type VI Engine.

Analysis

Willdan individually reviewed the services 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 the Fire services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the 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 found that most fees are currently set below the full cost of providing service. It is recommended that the City increase cost recovery to 100% for Fire services as detailed in ***Appendix C***. As a result, there would be:

- An increase for 15 fees;
- 4 fees would decrease;
- 52 new fees would be added (primarily fire code permits & inspections);
- 1 fee would change to flat fee from actual cost;
- 17 fees would remain as currently set, and;
- The average fee change would be an increase of 80% for existing fees.

Utility

The Utility Services Department provides high-quality drinking water and sewer system maintenance to approximately 11,100 residents within the boundaries of The City of Sierra Madre. The department consists of 8 (Eight) full time employees.

Water Supply: The Utilities Department continues to diversify its water supply portfolio to ensure a reliable water supply during drought, regulatory constraints, and emergencies. Water rights account for approximately 45 percent of the City's water from our local groundwater aquifer. An additional 55 percent of the City's supply is imported from the San Gabriel Valley Municipal Water District. Imported water is allowed to percolate into the ground where it supplements our local groundwater aquifer. Water is produced by four groundwater wells and one natural spring. In total the department produces approximately 750 million gallons of water each year. Water is distributed through a network of over 55 miles of distribution mains to over 3,800 metered connections.

Sewer Operations: The Utility Services Department maintains approximately 186,000 feet of sewer mains and 833 sewer manholes. Personnel provides preventive maintenance services, repairs, engineering evaluations of sewer facilities, and administer the city sewer ordinances, and sewer construction programs. The Department also approves all new service connections to the sewer system.

Analysis

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

The analysis of the Utility services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the 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 found that most fees are currently set above the full cost of providing service. It is recommended that the City increase cost recovery to 100% for Utilities services as detailed in ***Appendix C***. As a result, there would be:

- An increase for 12 fees;
- 11 fees would decrease;
- 11 fees would remain as currently set, and;
- The average fee change would be a decrease of 130%.

Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a portion of the total allowable cost is recovered 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. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and other costs that are charged directly to the service requestor.

City of Sierra Madre - User Fee

Overhead Rate Calculations

Department	Total Personnel Services	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
10000: ADMINISTRATIVE SERVICES	1,049,700	187,800	18%	0%
10000: COMMUNITY AND PERSONNEL SERVICES	378,500	72,500	19%	72%
10000: DEVELOPMENT SERVICES	721,100	344,104	48%	36%
10000: POLICE	3,670,400	361,450	10%	57%
10000: PUBLIC LIBRARY	550,000	108,400	20%	121%
10000: PUBLIC SAFETY-FIRE/PARAMEDICS	2,596,800	366,630	14%	48%
10000: PUBLIC WORKS	260,000	183,700	71%	73%
71000: WATER ENTERPRISE FUND	1,111,650	578,900	52%	38%
72000: SEWER	670,050	103,150	15%	70%

Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in ***Appendix C.*** The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. 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 since indirect overhead cost only applies to non-central service functions of the City. 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, the City can charge up to the full cost of the FBHR for personnel involved.

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
10000: ADMINISTRATIVE SERVICES	Admin - Accounting Technician - Accounts Payable	$65.83
10000: ADMINISTRATIVE SERVICES	Admin - Administrative Analyst	$59.35
10000: ADMINISTRATIVE SERVICES	Admin - City Manager	$220.86
10000: ADMINISTRATIVE SERVICES	Admin - Deputy City Manager	$145.50
10000: ADMINISTRATIVE SERVICES	Admin - Executive Assistant	$70.84
10000: ADMINISTRATIVE SERVICES	Admin - Finance and Budget Manager	$113.03
10000: ADMINISTRATIVE SERVICES	Admin - Finance Director	$168.72
10000: ADMINISTRATIVE SERVICES	Admin - I.T Manager	$140.07
10000: ADMINISTRATIVE SERVICES	Admin - Senior Accountant	$86.09
10000: ADMINISTRATIVE SERVICES	Admin - Senior Network Administrator	$107.89
10000: ADMINISTRATIVE SERVICES	Admin - STAFF ACCOUNTANT	$65.81
10000: ADMINISTRATIVE SERVICES	Admin - Utility Account Specialist	$63.64
10000: COMMUNITY AND PERSONNEL SERVICES	Comm - Administrative Analyst	$103.22
10000: COMMUNITY AND PERSONNEL SERVICES	Comm - Administrative Assistant	$108.86
10000: COMMUNITY AND PERSONNEL SERVICES	Comm - Community Services Manager	$165.82
10000: COMMUNITY AND PERSONNEL SERVICES	Comm - Recreation Coordinator	$75.90
10000: DEVELOPMENT SERVICES	DS - Administrative Aide	$80.88
10000: DEVELOPMENT SERVICES	DS - Associate Planner	$131.45
10000: DEVELOPMENT SERVICES	DS - Code Enforcement Officer	$133.56
10000: DEVELOPMENT SERVICES	DS - Planning & Community Preservation Director	$306.06
10000: DEVELOPMENT SERVICES	DS - Planning Technician	$122.09
10000: DEVELOPMENT SERVICES	DS - Senior Planner	$166.06
10000: PUBLIC SAFETY-FIRE/PARAMEDICS	Fire - Administrative Analyst	$77.74
10000: PUBLIC SAFETY-FIRE/PARAMEDICS	Fire - Fire Captain	$186.20
10000: PUBLIC SAFETY-FIRE/PARAMEDICS	Fire - Fire Chief	$250.61
10000: PUBLIC SAFETY-FIRE/PARAMEDICS	Fire - Fire Engineer	$152.32
10000: PUBLIC SAFETY-FIRE/PARAMEDICS	Fire - Firefighter Paramedic	$137.93

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
10000: PUBLIC LIBRARY	Library - Analyst	$163.84
10000: PUBLIC LIBRARY	Library - Associate Librarian-Child	$144.82
10000: PUBLIC LIBRARY	Library - City Librarian	$186.21
10000: PUBLIC LIBRARY	Library - Library Technician	$101.57
32012: Dwntwn Landscaping Lighting Maint District	LMD - Maintenance Worker - Street/Sewer	$51.15
10000: POLICE	Police - Acting Police Lieutenant	$265.82
10000: POLICE	Police - Captain	$239.14
10000: POLICE	Police - Corporal	$177.54
10000: POLICE	Police - Dispatcher	$91.32
10000: POLICE	Police - Police Chief	$303.17
10000: POLICE	Police - Police Officer	$159.18
10000: POLICE	Police - Sergeant	$222.66
10000: POLICE	Police - Services Division Supervisor	$111.12
10000: PUBLIC WORKS	PW - Analyst	$231.35
10000: PUBLIC WORKS	PW - Administrative Assistant	$159.41
10000: PUBLIC WORKS	PW - Civil Engineer Deputy Director Of Public Works	$256.49
10000: PUBLIC WORKS	PW - Maintenance Worker - Street	$102.64
10000: PUBLIC WORKS	PW - Public Works Director	$516.23
10000: PUBLIC WORKS	PW - Utility Service Worker	$124.81
10000: PUBLIC WORKS	PW - Water Pump Operator I	$159.39
72000: SEWER	Sewer - Sewer Lead Worker	$135.15
71000: WATER ENTERPRISE FUND	Water - Water Foreman	$173.43
71000: WATER ENTERPRISE FUND	Water - Water Leadworker	$139.83
71000: WATER ENTERPRISE FUND	Water - Water Superintendent	$164.50

Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as "NA", the amount or percentage was not calculable. 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, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

ADMINISTRATIVE FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1		**Annual Business License Fees**							
2		New Business License Issuance							
3	3122	a) Home Occupation	$234	per year	Plus noticing costs	$214.33	0%	$214.00	-$20
4	Multiple	b) Contractor	$318	per year		$82.88	1%	$82.00	-$236
5	Multiple	c) All Other Businesses	$342	per year		$82.88	1%	$82.00	-$260
6	Multiple	d) Fixed Place of Business	New	per year		$497.76	11%	$444.00	NA
7	Multiple	e) 30 Day Contractor	$160	per year		$82.88	1%	$82.00	-$78
8		**Business License Renewal**							
9	3122R	a) Home Occupation	$128	per year		$82.88	1%	$82.00	-$46
10	Multiple	b) Contractor	$211	per year		$82.88	1%	$82.00	-$129
11	Multiple	c) All Other Businesses	$181	per year		$82.88	1%	$82.00	-$99
12	Multiple	d) Fixed Place of Business	New	per year		$82.88	1%	$82.00	NA
13	Multiple	e) 30 Day Contractor	$107	per year		$82.88	1%	$82.00	-$25
14	xxx	Pre-Issuance Inspection	New	each		$380.44	79%	$80.00	NA
15		**License/Permit Fees - Other**							
16		City Contractor Business License							
17	CON001	a) New	$172	each		$82.88	1%	$82.00	-$90
18	CONR01	b) Renewal	$92	each		$82.88	1%	$82.00	-$10
19	3114	One-Day/Special Event License Fee	$42	per event; must have established beginning and ending date and time		$42.44	1%	$42.00	$0
20	3300	SB 1186 DSA Fee	$4		Senate Bill No.1186. Any changes by State will go into effect automatically.	NA	NA	$4.00	$0
21	3116	Solicitor Permit	$117	per person, per day		$82.88	1%	$82.00	-$35
22		**Other Fees**							
23		Reproduction Fees							
24	COPIES	a) Copying and/or Printing	$0.25	per page		$0.25	0%	$0.25	$0

ADMINISTRATIVE FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
25	DVDS	b) Copying Tapes, DVDs, Flash Drive	$10	each		NA	NA	$10.00	$0
26		Returned Check/ACH Fees							
27		a) Returned Check	$40	each	plus bank fees	$203.14	80%	$40.00	$0
28		b) Returned ACH Item	$40	each	plus bank fees	$203.14	80%	$40.00	$0
29		**Trash Compactor Message Board Advertisements**							
30		- 30 day period	$161	per 30 days		NA	NA	$161.00	$0
31		- Each Additional - 30 day period	$85	per 30 days		$85.00	0%	$85.00	$0
32		- Each Additional message board (up to 2 boards)	$85	each message board		$85.00	0%	$85.00	$0
33		**Utility Bill Inserts/Flyers**	$134	per month		NA	NA	$134.00	$0
34		**Dial-A-Ride Fees**							
35		a) Dial-A-Ride Inside City (Seniors/Handicapped)	$0.50	one way		NA	NA	$0.50	$0
36		b) Dial-A-Ride Outside City (Seniors/Handicapped)	$0.50	one way		NA	NA	$0.50	$0
37		c) Fixed Route Service - General	$2	one way		NA	NA	$2.08	$0
38		d) Fixed Route Service - Children / Senior (Over 65) / Handicapped	$1	with City ID card		NA	NA	$1.04	$0
39		**Other Fees**							
40		Garage Sale Application	$20	per weekend		NA	NA	$20.00	$0
41		Collections	10%	per month; max of 100% of original fee		NA	NA	10%	$0
42		Credit Card Surcharge	Actual Cost		pass through charge	NA	NA	Actual Cost	$0
43	ADMIN STAFF	**Administrative Services Staff**	$134	per hour		$108.97	1%	$108.00	-$26

BUILDING AND SAFETY FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
1		**NEW CONSTRUCTION FEES**								
2		**Building Permit Fees**								
3	PC007	Over the Counter Plan Check	$560	2 hr. min; plus fraction thereof		$597.73	0%	$597.00	2 hr. min; plus fraction thereof	$37.00
4	PC007.5	Plan Check Revision Fee	Actual Cost ; plus 15% processing fee	Per 30 min.		NA	NA	Actual Cost ; plus 15% processing fee	Per 30 min.	$0.00
5	PC002	Plan Check (Valuation $1 to $4,000)	$541	each		$847.65	0%	$847.00	each	$306.00
6	PC003	Plan Check (Valuation $4,001 to $12,000)	$918-$1,256	each		$1,438.35	0%	$1,438-$1,968	each	$712.00
7		for the first $4,000	$918	plus $16.05 for each add'l $1000, or fraction thereof, to and including $25,000		$1,438.35	0%	$1,438.00	plus $25.15 for each add'l $1000, or fraction thereof, to and including $25,000	$520.00
8		Plan Check (Valuation 12,000-25,000)	New			$1,639.53	0%	$1,639.00	plus $25.15 for each add'l $1000, or fraction thereof, to and including $25,000	NA
9	PC003.5	Plan Check (Valuation $25,001 to $50,000)	$1,388-$1,790	each		$2,174.76	0%	$2,174 -$2,805	each	$1,015.00
10		for the first $25,000	$1,388	plus $16.05 for each add'l $1,000 or fraction thereof, to and including $50,000		$2,174.76	0%	$2,174.00	plus $25.15 for each add'l $1000, or fraction thereof, to and including $25,000	$786.00
11	PC004	Plan Check (Valuation $50,001 to $100,000)	$1,896-$2,803	each		$2,970.71	0%	$2,970 -$4,392	each	$1,589.00
12		for the first $50,000	$1,896	plus $18.15 for each add'l $1,000, or fraction thereof, to and including $100,000		$2,970.71	0%	$2,970.00	plus $28.44 for each add'l $1,000, or fraction thereof, to and including $100,000	$1,074.00
13	PC004.5	Plan Check (Valuation $100,001 and Up)	$2,803 for the first $100,000	plus $13.09 for each add'l $1,000, or fraction thereof		$4,391.82	0%	$4,391.00	plus $20.51 for each add'l $1,000, or fraction thereof	$1,588.00
14	PC005	Plan Check after 3rd Review	Actual Cost ; plus 15% processing fee			NA	NA	Actual Cost ; plus 15% processing fee		$0.00
15	PC008	Expedited Plan Check	150% of the Plan Check Fee			NA	NA	150% of the Plan Check Fee		$0.00
16		Building Fire Safety Plan Check	New	each		$546.14	0%	$546.00	each	NA
17	BP001	Permit (Valuation $1 to $4,000) a) Repair of lightweight material fence; permit exempted; b) Construction of lightweight fence; minimum permit fee; c) Construction of any wall or fence that requires foundation work including post and/or pilaster footing, mortar and/or grout; permit based on valuation.	$279	each		$437.15	0%	$437.00	each	$158.00
18	BP002	Permit (Valuation $4,001 to $25,000)	$527-$1,224	each		$825.72	0%	$825 -$1,918	each	$694.00
19		for the first $4,000	$527	plus $33.20 for each add'l $1,000, or fraction thereof, to and including $25,000		$825.72	0%	$825.00	plus $52.02 for each add'l $1,000, or fraction thereof, to and including $25,000	$298.00
20	BP003	Permit (Valuation $25,001 to $50,000)	$1,332-$1,816	each		$2,087.02	0%	$2,087 -$2,845	each	$1,029.00
21		for the first $25,000	$1,332	plus $19.38 for each add'l $1,000, or fraction thereof, to and including $50,000		$2,087.02	0%	$2,087.00	plus $30.37 for each add'l $1,000, or fraction thereof, to and including $50,000	$755.00
22	BP004	Permit (Valuation $50,001 to $100,000)	$1,828 - $2,797	each		$2,864.16	0%	$2,864 -$4,382	each	$1,585.00
23		for the first $50,000	$1,828	plus $19.38 for each add'l $1,000, or fraction thereof, to and including $100,000		$2,864.16	0%	$2,864.00	plus $30.37 for each add'l $1,000, or fraction thereof, to and including $50,000	$1,036.00
24	BP005	Permit (Valuation $100,001 and Up)	$2,797 for the first $100,000	plus $13.70 for each add'l $1,000, or fraction thereof		$4,382.42	0%	$4,382.00	plus $21.47 for each add'l $1,000, or fraction thereof	$1,585.00
25		Building Permit valuation based on current International Code Council (ICC)								
26		**SMIP Fee**								
27	BP009	a) Residential	Valuation Amount X 0.0001	per permit		NA	NA	Valuation Amount X 0.0001	per permit	$0.00
28	BP010	b) Commercial	Valuation Amount X 0.00028	per permit		NA	NA	Valuation Amount X 0.00028	per permit	$0.00
29		**Building Standards Administration Special Revolving Fund Fee**								
30		Permit Valuation:								
31	BP015	$1-25,000	$1		Per State. Senate Bill No.1473	NA	NA	$1.00		$0.00
32	BP015	$25,001-50,000	$2		Per State. Senate Bill No.1473	NA	NA	$2.00		$0.00
33	BP015	$50,001-75,000	$3		Per State. Senate Bill No.1473	NA	NA	$3.00		$0.00
34	BP015	$75,001-100,000	$5		Per State. Senate Bill No.1473	NA	NA	$5.00		$0.00

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
35	BP016	Every $25,000 or fraction thereof above $100,000	Add $3		Per State. Senate Bill No.1473	NA	NA	Add $3		$0.00
36	BP020	SB 1186 DSA Fee	$4		Senate Bill No.1186. Any changes by State will go into effect automatically.	NA	NA	$4.00		$0.00
37		Modification to Plan Check or Permit	New	each		NA	NA	Actual Cost ; plus 15% processing fee	each	NA
38		Extension of Plan Check or Permit	New	each		$287.11	0%	$287.00	each	NA
39		Certificate of Occupancy/Temporary C of O	New	each		$266.89	0%	$266.00	each	NA
40		**STAFF HOURLY RATE**								
41	DEVSTAFF	Planning & Community Preservation Staff	$244	per hour		$248.99	0%	$248.00	per hour	$4.00
42	PWSTAFF	Public Works Engineering Staff	$169	per hour		$221.48	0%	$221.00	per hour	$52.00
43		DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project			NA	NA	Deposits will be required to begin work; based upon estimated time to complete project		$0.00
44		**Mechanical, Plumbing, and Electrical**								
45	ELE001/MEC001/PLB001	Mechanical, Plumbing, and Electrical Permits are each separate Building Permit Categories in which multiple inspections may occur. Inspections Bundle fees are based on number of inspections within a given Building Permit Category.								
46		(1) Includes air handling units, compressors, boilers, forced air units, furnaces, hoods, fans, vents, bathtubs, dishwashers, drinking fountains, laundry tubs, lawn sprinklers, piping alterations, showers, sinks, toilets, vac breakers, washbasins, water heaters, water softeners, home appliances, heating appliances, branch circuits, motors and AC units, outlets and fixtures.								
47		(2) When calculating fees, each ten branch circuits shall be considered one item, and each twenty outlets or fixtures shall be considered one item.								
48	ELE001/MEC001/PLB001	a) 1 - 5 Items/Fixtures	$286	each		$380.44	0%	$380.00	each	$94.00
49	ELE001/MEC001/PLB001	b) 6 - 10 Items/Fixtures	$406	each		$680.00	0%	$680.00	each	$274.00
50	ELE001/MEC001/PLB001	d) 11 - 15 Items/Fixtures	$796	each		$979.56	0%	$979.00	each	$183.00
51	ELE001/MEC001/PLB001	e) 16 - 20 Items/Fixtures	$1,015	each		$1,279.12	0%	$1,279.00	each	$264.00
52	ELE001/MEC001/PLB001	f) 21 - 25 Items/Fixtures	$1,284	each		$1,578.68	0%	$1,578.00	each	$294.00
53	ELE001/MEC001/PLB001	g) 26 or More Items/Fixtures	$1,555	each		$1,878.24	0%	$1,878.00	each	$323.00
54		**Other Plumbing Permits/Inspections**								
55		Pool Related Inspections:								
56	PLB005	a) Swimming Pool Piping	$811	each		$639.56	0%	$639.00	each	-$172.00
57	PLB010	b) P-Trap for Pool	$136	each		$340.00	0%	$340.00	each	$204.00
58		Sewer/Septic Related Inspections:								
59	PLB015	a) House Sewer Connecting To Public Sewer	$406	each		$340.00	0%	$340.00	each	-$66.00
60	PLB020	b) All Other Sewer/Septic Inspections	$811	each		$639.56	0%	$639.00	each	-$172.00
61	PLB025	Water Piping System	$541	each		$639.56	0%	$639.00	each	$98.00
62		**Other Electrical Permits/Inspections**								
63	ELE020	Motors & AC Units - (Over 10HP)	$212	each, plus $12 per branch		$340.00	0%	$340.00	each, plus $12 per branch	$128.00
64	ELE030	Service Panel Upgrade	$254	each		$340.00	0%	$340.00	each	$86.00
65	ELE035	Solar	$450		Per State. Assembly Bill No.1414	NA	NA	$450.00		$0.00
66		Solar over 15 kW	$450 plus $15/kW over 15kW		Per State. Assembly Bill No.1414	NA	NA	$450 plus $15/kW over 15kW		$0.00
67	ELE045	Non-SFR Electrical EV Charging Station Plan Check Fee	$170	each		$614.82	0%	$614.00	each	$444.00
68	ELE040	Temporary Power Pole	$57	each		$340.00	0%	$340.00	each	$283.00
69		**Other**								
70		Building Special Inspection (Pre-Inspection)	New	each		$520.94	0%	$520.00		NA
71		Code Case Inspection	New	each		$422.44	0%	$422.00		NA
72		Request for Re-Inspection (no show or additoinal inspection)	New			$190.22	0%	$190.00		NA
73		Field Consultation - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	each	$0.00
74		Office Consultation - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	each	$0.00
75		Correspondence request - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	each	$0.00

BUILDING AND SAFETY FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
76		Request for City Council or Commission Action	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	each	$0.00
77		Public Works Administrative Plan Review	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	each	$0.00
78	OTH040	Consulting and Field Inspeciton Request	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	each	$0.00
79		DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project			NA	NA	Deposits will be required to begin work; based upon estimated time to complete project		$0.00
80	DEM001	Demolition Permit Fee	$148	each		$284.44	0%	$284.00	each	$136.00
81	CODEENF	Commencing Work Without a Permit	Double Fee	each		NA	NA	Double Fee	each	$0.00
82		Impound of shared mobile devices	$120	each		$153.78	1%	$153.00	each	$33.00
83		**STAFF HOURLY RATE**								
84	DEVSTAFF	Planning & Community Preservation Staff	$244	per hour		$248.99	0%	$248.00	per hour	$4.00
85	PWSTAFF	Public Works Engineering Staff	$169	per hour		$221.48	0%	$221.00	per hour	$52.00
86		DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project			NA	NA	Deposits will be required to begin work; based upon estimated time to complete project		$0.00
87		General Plan Update Fee	New	% of Building Plan Check and Permits		4.9%	NA	2.4%	% of Building Plan Check and Permits	NA

Plan Check Valuation Table
Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus $$	Suggested Plus $$	For every
0	4,000	541.00	**847.65**	0.00	**0.00**	0.00
4,001	12,000	918.00	**1,438.35**	16.05	**25.15**	1,000.00
12,001	25,000	1,046.40	**1,639.53**	16.05	**25.15**	1,000.00
25,001	50,000	1,388.00	**2,174.76**	16.05	**25.15**	1,000.00
50,001	100,000	1,896.00	**2,970.71**	18.15	**28.44**	1,000.00
100,001	9,999,999,999	2,803.00	**4,391.82**	13.09	**20.51**	1,000.00

Percent Change = 56.7%

Cost Recovery Level = 100%

Building Permit Valuation Table
Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus $$	Suggested Plus $$	For every
0	4,000	279.00	**437.15**	0.00	**0.00**	0.00
4,001	25,000	527.00	**825.72**	33.20	**52.02**	1,000.00
25,001	50,000	1,332.00	**2,087.02**	19.38	**30.37**	1,000.00
50,001	100,000	1,828.00	**2,864.16**	19.38	**30.37**	1,000.00
100,001	9,999,999,999	2,797.00	**4,382.42**	13.70	**21.47**	1,000.00

Percent Change = 56.7%

Cost Recovery Level = 100%

PLANNING AND ZONING FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1		**Zoning Fees**							
2		**Design Review Permit Application:**							
3	DRP001	a) Preliminary/Ministerial/Administrative Design Review Permit	$2,817	each		$3,509.39	0%	$3,500.00	$683.00
4	DRP005	b) Standard	$6,204	each		$6,153.64	0%	$6,150.00	-$54.00
5		**Conditional Use Permit Application:**							
6	CU001	a) Minor	$2,817	each		$3,197.92	0%	$3,190.00	$373.00
7	CU005	b) Standard	$6,204	each		$5,922.28	0%	$5,920.00	-$284.00
8		**Hillside Development Permit Application:**							
9	HDP001	a) Administrative Hillside Development Permit	$2,817	each		$3,509.39	0%	$3,500.00	$683.00
10	HDP005	b) Standard	$10,000 Deposit against Actual Cost; plus 15% processing fee	each		NA	NA	$10,000 Deposit against Actual Cost; plus 15% processing fee	$0.00
11		**Variance Application:**							
12	VAR001	a) Minor	$2,817	each		$3,509.39	0%	$3,500.00	$683.00
13	VAR005	b) Standard	$6,204	each		$6,153.64	0%	$6,150.00	-$54.00
14		**Accessory Dwelling Unit (Second Unit) Application:**							
15	PZ025	Accessory Dwelling Unit Permit	$2,817	each		$2,246.56	0%	$2,246.00	-$571.00
16		**Other**							
17	CU010	Entitlement Modification	75% of Original Filing Fee	each		NA	NA	75% of Original Filing Fee	$0.00
18		Entitlement Extension	New	each		$380.13	0%	$380.00	NA
19	PZ030	Zoning Verification Letter	$471	each		$511.59	0%	$510.00	$39.00
20	APPEAL	Appeals for Administrative Design Review Permit Reduced Fee if successful in the appeal by property owner	$500.00			$5,922.28	92%	$500.00	$0.00
21	APPEAL	Appeal to Planning Commission	75% of Original Filing Fee	each		$5,922.28	NA	75% of Original Filing Fee	$0.00
22	CU020	Appeals to City Council	50% of Original Filing Fee	each		$5,922.28	NA	50% of Original Filing Fee	$0.00
23	CU021	Appeals to City Council by Non-Applicant	$1,000	each		$5,922.28	83%	75% of original filing fee up to $1,000	$0.00
24	NF020	Appeal Associated Noticing Publication and Postage	$150.00	each		$1,034.68	86%	$150.00	$0.00
25		Fire Marshal Review	New	each		$546.14	0%	$546.00	NA
26		Deposit Requirement	100% of Estimated Cost and Processing Fee			NA	NA	100% of Estimated Cost and Processing Fee	$0.00
27		**General Amendments Application:**							
28	PZ001	Zone Change Application	$9,377	each		$10,477.29	0%	$10,470.00	$1,093.42
29	PZ005	General Plan Amendment	$9,377	each		$10,477.29	0%	$10,470.00	$1,093.42
30	PZ010	Municipal Code Text Amendment	$9,377	each		$9,575.43	0%	$9,570.00	$193.42
31	MP001	Master Plan	$9,377	each		$14,158.11	0%	$14,150.00	$4,773.42
32	SP001	Specific Plan	$9,377	each		$15,688.42	0%	$15,680.00	$6,303.42
33		**Wireless Facilities Application:**							
34	WIRE MMOD	Minor Modification to Wireless Facilities	$1,425	each		$2,409.21	0%	$2,400.00	$974.88
35	WIRENEW	New Wireless Facilities	$6,204	each		$5,922.28	0%	$5,920.00	-$284.40
36	WIRESM1-5	New Small Cell Wireless Facilities (1 to 5 Units)	$1,203	each		$2,409.21	0%	$2,400.00	$1,197.36
37	WIRESM+5	New Small Cell Wireless Facilities (each additional >5)	$120	each		$603.64	1%	$600.00	$479.74
38		**Home Occupation Permits**							
39	PZ015	a) Non-Discretionary	$43	each		$101.49	1%	$100.00	$56.71
40	PZ020	b) Administrative Discretionary Application	$471	each		$578.80	2%	$570.00	$98.57
41		**Environmental Fees (adjusted based State and County Fee)**							
42	EVN030	Fish and Wildlife Fee (State) - EIR Filing	$3,839	Per State		NA	NA	$3,839.00	$0.00
43	EVN035	Fish and Wildlife Fee (State) - Negative declaration filing	$2,764	Per State		NA	NA	$2,764.00	$0.00
44	EVN040	Fish and Wildlife Fee (State) - Mitigated Negative declaration filing	$2,764	Per State		NA	NA	$2,764.00	$0.00
45	EVN045	Fish and Wildlife Fee Exemption	$75	Per State		NA	NA	$75.00	$0.00

PLANNING AND ZONING FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
46	EVN001	Categorical Exemption	$212	each		$366.14	2%	$360.00	$148.34
47	EVN005	Initial Study Review - Negative Declaration	$3,103	each		$3,732.16	0%	$3,730.00	$627.20
48	EVN010	Initial Study Review - Mitigated Negative Declaration	$8,272	each		$7,268.27	0%	$7,260.00	-$1,011.73
49	EVN015	Environmental Impact Report	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	$0.00
50	EVN020	Geotechnical Report Review	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	$0.00
51		VMT Screening Review	New	per unit	for development over 5 units	$600.00	50%	$300.00	NA
52		Parking Analysis	New	each		NA	NA	Actual Cost; plus 15% processing fee	NA
53		**Noticing Fees**							
54		Noticing Publication and Postage							
55	NF001	a) Administrative Review Only	$419	each		$597.52	1%	$590.00	$171.48
56	NF005	b) Planning Commission, City Council	$832	each		$1,084.68	0%	$1,080.00	$247.78
57		Newspaper Noticing	New	each		$656.17	1%	$650.00	NA
58		**Sign Permit**							
59	SGN001	a) Temporary	$212	each		$691.19	0%	$690.00	$478.34
60	SGN005	b) Temporary - Admin Review	$419	each		$753.89	1%	$750.00	$331.48
61	SGN010	c) Administrative Review Required	$419	each		$753.89	1%	$750.00	$331.48
62	SGN015	d) Planning Commission Review Required	$832	each		$1,444.04	0%	$1,440.00	$607.78
63		**Historic Preservation**							
64	MILL001	Mills Act Application	$2,433	each		$2,348.80	0%	$2,340.00	-$92.93
65		Historic Landmark Dedication	$2,433	each		$3,506.41	0%	$3,500.00	$1,067.39
66		Certificate of Appropriateness	No Fee Permit			$1,153.31	100%	No Fee Permit	$0.00
67	DEM005	Discretionary Demolition Permit Fee	$1,425	each		$1,153.31	0%	$1,150.00	-$275.12
68		**Temporary Use Fees**							
69		Temporary Use Permit:							
70	TU010	a) Block Party	$57	each		$699.81	1%	$690.00	$632.84
71	TU005	b) All Other Uses Not Linked to a Special Event or Civic Event	$169	each		$468.97	2%	$460.00	$291.23
72		**Water Efficient Landscapes**							
73	WELO PC	a) Water Efficient Landscape Plan Check Fee	$560	each		$1,368.08	1%	$1,360.00	$799.72
74	WELO PERMT	b) Landscape Permit and Inspection Fee	$406	each		$945.88	1%	$940.00	$533.51
75		**Copies and Print Services**							
76	OTH030	Copy of General Plan Land Use / Zoning Map (11x17 Size)	$24	per page		$42.44	95%	$2.00	-$22.05
77		**Other Fees**							
78	OTH005	Request for Public Facilities Fee Reduction/Waiver	$1,081	each		$1,940.24	0%	$1,940.00	$858.83
79	OTH010	Pre Development Application Review	$1,065	each		$1,437.85	1%	$1,430.00	$365.01
80	OTH015	Request for Planning Consultation or Letter	$114	per request		$324.92	2%	$320.00	$205.75
81	VACANT	Vacant Property Registration Fee	$320	each		$307.56	2%	$300.00	-$19.90
82		**Subdivision Fees**							
83	PZ060	Subdivision Map Prefiling	$10,000 Deposit against Actual Cost; plus 15% processing fee			NA	NA	$10,000 Deposit against Actual Cost; plus 15% processing fee	$0.00
84	PZ055	Parcel Map - Tentative/Vesting Tentative	$8,915	each		$8,220.31	0%	$8,220.00	-$695.14
85	PZ050	Tract Map - Tentative/Vesting Tentative	$13,608	each		NA	NA	Actual Cost + 15%	NA
86	PZ070	Final Parcel Map Review, subdivision resulting into 4 parcels or less	$5,832	each		$5,786.54	0%	$5,780.00	-$52.38
87		Final Tract Map Review, subdivision resulting into more than 4 parcels	$8,749	each		NA	NA	Actual Cost + 15%	NA
88	PZ075	Map Extension	$1,248	each		$1,266.88	1%	$1,260.00	$11.66
89	PZ080	Map Amendment	$6,147	each		$7,649.28	0%	$7,640.00	$1,493.33
90	PZ035	Lot Line adjustment application and review	$5,249	each		$5,861.25	0%	$5,860.00	$610.86
91	PZ040	Lot Merger application and review	$3,499	each		$2,741.78	0%	$2,740.00	-$759.43

PLANNING AND ZONING FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
92		Deposit Requirement	100% of Estimated Cost and processing fee	each		NA	NA	100% of Estimated Cost and processing fee	$0.00
93		**STAFF HOURLY RATE**							
94	DEVSTAFF	Planning & Community Preservation Staff	$244	per hour		$248.99	0%	$248.00	$3.93
95	PWSTAFF	Public Works Engineering Staff	$169	per hour		$221.48	0%	$221.00	$52.00
96		DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project			NA	NA	Deposits will be required to begin work; based upon estimated time to complete project	$0.00

PUBLIC WORKS FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1		**PUBLIC WORKS FEES FOR GRADING/DRAINAGE/LID PLANS**						
2		**Refundable bond deposit for Grading/Drainage LID projects**						
3	GRD020	a) < 1,000 Square Feet	$2,405	Deposit against costs	NA	NA	$2,405.00	$0.00
4	GRD025	b) > 1,000 Square Feet	$4,811	Deposit against costs	NA	NA	$4,811.00	$0.00
5		Grading Plan Check/Inspection	$120	per project	$805.42	0%	$805.00	$685.00
6		Preliminary Project Review						
7	GRD011	Plan Check and Inspection fee < 1,000 Square Feet	$700	per permit	$244.73	0%	$244.00	-$456.00
8	GRD010	Plan Check and Inspection fee > 1,000 Square Feet	$1,300	per permit	$244.73	0%	$244.00	-$1,056.00
9	GRD005	Permit	$40	per permit	NA	NA	$40.00	$0.00
10	GRD015	Drainage only < 500SF upon reported concerns	$180	per permit	$315.95	0%	$315.00	$135.00
12		**Drainage/Precise Grading Plan Check Fees**						
13		**Street/Curb/Pavement/Drive Fees**						
14	SC001	Preliminary Project Review	$386	per project	$186.90	0%	$186.00	-$200.00
15	SC005	Curb Drain/Parkway Culvert	$291	per permit	$186.90	0%	$186.00	-$105.00
16	SC010	Driveway Approach	$295	per permit	$315.95	0%	$315.00	$20.00
17	SC020	Curb and Gutter	$295	per permit	$315.95	0%	$315.00	$20.00
18		**Excavation**						
19	SC025	Paved	$291	per permit	$1,110.52	0%	$1,110.00	$818.96
20	SC030	Unpaved	$194	per permit	$1,110.52	0%	$1,110.00	$916.38
21		**Sidewalk Improvement**	$295	per permit	$181.31	0%	$181.00	-$113.65
22		**Street/Address Assignments**						
23	ADDRESS002	Street Name assignment or change	$571	per request	$380.63	0%	$380.00	-$191.25
24	ADDRESS001	Street Address assignment or change	$381	per request	$115.68	1%	$115.00	-$266.24
25		**Public Improvement Inspection Fees**						
26		Public Improvement Inspection (Project Valuation)	Actual Cost; plus 15% processing fee	per project	NA	NA	Actual Cost; plus 15% processing fee	$0.00
27		Continuous Inspection (Contract)	Actual Cost; plus 15% processing fee	per project	NA	NA	Actual Cost; plus 15% processing fee	$0.00
28		Public Improvement Inspection Deposit	$10,000 deposit against costs	per project	NA	NA	$10,000 deposit against costs	$0.00
29		Improvement Construction - Plan Check	Actual Cost; plus 15% processing fee	per project	NA	NA	Actual Cost; plus 15% processing fee	$0.00
30		**Extension Fee**						
31	PI010	Review of Project Extension Request	Actual Cost; plus 15% processing fee	per request	NA	NA	Actual Cost; plus 15% processing fee	$0.00
32		**Encroachment Fees**						
33	EN001	Crane Operation/Lane Blockage	$581	per permit	$149.07	0%	$149.00	-$431.87
34	EN005	Fence or Wall	$194	per permit	$115.68	1%	$115.00	-$78.63
35	EN010	Irrigation	$194	per permit	$115.68	1%	$115.00	-$78.62
36	EN015	Lighting or Minor Structures	$194	per permit	$57.84	1%	$57.00	-$136.62
37	EN020	Material Storage	$99	per permit	$57.84	1%	$57.00	-$41.62
38	EN025	Oversize Load	$99	per permit	$57.84	1%	$57.00	-$41.62

PUBLIC WORKS FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
39	EN030	Scaffolding	$363	per permit	$329.45	0%	$329.00	-$34.20
40	EN035	Standard/Enhanced Sidewalk Dining	$509	per permit	$173.52	0%	$173.00	-$335.72
41	EN036	Street Patios Permit	$8	per square foot	NA	NA	$8.00	$0.00
42	EN040	Sidewalk Sale	$50	per permit	NA	NA	$9.00	-$41.00
43	EN045	Street Closure	$265	per permit	$302.57	0%	$302.00	$37.42
44	EN050	Sign	$194	per permit	$57.84	1%	$57.00	-$136.62
45	EN055	Trash Bin/Temporary Storage	$99	per permit	$57.84	1%	$57.00	-$41.62
46		**Tree Fees**						
47	LS010	Commission Review	$194	each	$173.52	0%	$173.00	-$20.62
48	ST006	Tree Replacement/Mitigation	Actual Cost; plus 15% processing fee	each	NA	NA	Actual Cost; plus 15% processing fee	$0.00
49		**Other**						
50	FOG001	FOG permit Annual Inspection	$291	annually	$502.85	0%	$502.00	$210.96
51	FOG005	FOG Reinspection Fee	$99	per permit	$445.01	0%	$445.00	$346.38
52	FOG010	Sewer Cleaning Fee	$443	annually	NA	NA	$443.00	$0.43
53	NPD001	NPDES Illicit Discharge Response Fee	$290	each	$311.52	0%	$311.00	$21.16
54		DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project		NA	NA	Deposits will be required to begin work; based upon estimated time to complete project	$0.00
55		**STAFF HOURLY RATE**						
56	PWSTAFF	Public Works Engineering Staff	$169	per hour	NA	NA	$169.00	$0.00

LIBRARY FEES

Item No.	Title	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Miscellaneous**						
2	Flash Drive Purchase	$4	each	$4.42	9%	$4.00	$0.00
3	Photocopies (Black and White)	$0.10	each	$0.10	0%	$0.10	$0.00
4	Photocopies (Color)	$0.20	each	$0.20	0%	$0.20	$0.00
6	**Material Replacement**						
7	Container Replacement - Covers, CD, DVD, Tapes	$2	each	NA	NA	$2.00	$0.00
8	Replacement of Materials Fee	$1	each	NA	NA	$1.00	$0.00
9	a) Administrative Processing Fee (non-periodical)	$5	each	NA	NA	$5.00	$0.00
10	b) Material Replacement Cost	$0	each	NA	NA	$0.00	$0.00
11	Periodicals - Adult collection	$5	each	NA	NA	$5.00	$0.00
12	Periodicals - Children and Young Adultcollection	$3	each	NA	NA	$3.00	$0.00
13	a) Hardcover - Fiction	cost of item	each	NA	NA	cost of item	$0.00
14	All Other Materials	Cost of Item+Admin Fee	each	NA	NA	Cost of Item+Admin Fee	$0.00
15	**Damaged Materials**						
16	Damaged Pages or Parts	$1	each	NA	NA	$1.00	$0.00
17	**Archival Fees**						
18	Reproduction Fee - Scanned Digital Image	$5	each	$5.56	10%	$5.00	$0.00
19	Archival Use						
20	a) Books, Catalogues, Periodicals:						
21	i) For-Profit	$64	per image	NA	NA	$64.00	$0.00
22	ii) Non-Profit	$15	per image	NA	NA	$15.00	$0.00
23	b) Film, Video, TV, Digital Media, Online Use:						
24	i) For-Profit	$90	per image	NA	NA	$90.00	$0.00
25	ii) Non-Profit	$22	per image	NA	NA	$22.00	$0.00
26	c) Slide Show/Display Image:						
27	i) For-Profit	$25	per image	NA	NA	$25.00	$0.00
28	ii) Non-Profit	$5	per image	NA	NA	$5.00	$0.00
29	d) Loan Processing (Repositories or Institutions)	$32	per loan processed	NA	NA	$32.00	$0.00
30	**STAFF HOURLY RATE**						
31	Library Staff - Full-Time	$105	per hour	$143.89	3%	$140.00	$35.00
32	Library Staff - Part-Time	$64	per hour	$69.47	6%	$65.00	$1.00

COMMUNITY SERVICES

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**FACILITY RENTAL FEES *** **							
2	**Hart Park House**							
3	A) Daily Rental							
4	Private flat rate	$254			NA	NA	$254.00	$0
5	Private <2 hour block	$96			NA	NA	$96.00	$0
6	Non profit flat rate	$192			NA	NA	$192.00	$0
7	Non profit <2 hour block	$96			NA	NA	$96.00	$0
8	B) Continual Use							
9	1) Non Profit (Monthly)	$307	annually		NA	NA	$307.00	$0
10	2) All Others (Weekly)	$1,275	annually		NA	NA	$1,275.00	$0
11	**City Council Chambers:**							
12	Private flat rate	$254			NA	NA	$254.00	$0
13	Private <2 hour block	$96			NA	NA	$96.00	$0
14	Non profit flat rate	$192			NA	NA	$192.00	$0
15	Non profit <2 hour block	$96			NA	NA	$96.00	$0
16	EMT (If Required/Requested)	$101	per hour		NA	NA	$101.00	$0
17	Facility Attendant (if required/requested) - Required for opening/closing facilities	$32	per hour		$108.86	1%	$108.00	$76
18	Security Deposit	$287	per rental; refundable, less damages		NA	NA	$287.00	$0
19	Elected Representative (For Official Business)	Fees Waived			NA	NA	Fees Waived	$0
20	**Cancellation Fee:**							
21	A) Cancellation 30 or More Days Prior to Event	15% of deposit retained	each		NA	NA	15% of deposit retained	$0
22	B) Cancellation Less than 30 Days Prior to Event	50% of deposit retained	each		NA	NA	50% of deposit retained	$0
23	Recreation Staff - Full Time	$102	per hour		$113.45	10%	$102.00	$0
24	Recreation Staff - Part Time	$28	per hour		NA	NA	$28.00	$0
25	Public Works Maintenance Staff	$94	per hour		$102.64	3%	$100.00	$6
26	*** Fees for Leagues and Other Organizations requesting frequent use of fields or parks may be subject to Special Use Agreements negotiated at terms and rates not included in this schedule.							
27	**FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES *** **							
28	**Field Rental Fees**							
29	Ball Field - Lighted field							

COMMUNITY SERVICES

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
30	A) Local Organization/Non-Profit - 2 Hour Minimum	$64	per hour		NA	NA	$64.00	$0
31	B) Private Group/Individuals - 2 Hour Minimum	$113	per hour		NA	NA	$113.00	$0
32	Ball Field, basketball, tennis courts, etc. - lighted							
33	A) Local Organization/Non-Profit 2 Hour Minimum	$38	per hour		NA	NA	$38.00	$0
34	B) Private Group/Individuals 2 Hour Minimum	$69	per hour		NA	NA	$69.00	$0
35	Basketball, Tennis, Volleyball Courts							
36	(no minimum, lights or no lights)	$6	per hour		NA	NA	$20.00	$14
37	**Park Rental Fees**							
38	Park Rental							
39	A) 1 - 100 People:							
40	1) Local Organization/Non-Profit	$64	per day		NA	NA	$64.00	$0
41	2) Private Group/Individuals	$115	per day		NA	NA	$115.00	$0
42	B) More than 100 People:							
43	1) Local Organization/Non-Profit	$254	per day		NA	NA	$254.00	$0
44	2) Private Group/Individuals	$382	per day		NA	NA	$382.00	$0
45	EMT - if requested/required	$159	per hour		NA	NA	$159.00	$0
46	**Community Garden Plot Fees**							
47	Community Garden Plot							
48	Quarterly Rental - half plot	$45	per quarter		NA	NA	$45.00	$0
49	**Banner Fees**							
50	Downtown District Street Light Pole Banners - Per Sign							
51	Banner Hanging - Per Week							
52	Banner Hanging and Removal - Non-Profit Groups Only	$286	per week		NA	NA	$286.00	$0
53	Downtown District Street Light Pole Banner Hanging and Removal	$1,696	per request		NA	NA	$1,696.00	$0
54	**STAFF HOURLY RATE**							
55	Recreation Staff - Full Time	$102	per hour		$113.45	3%	$110.00	$8
56	Recreation Staff - Part Time	$28	per hour		$31.80	6%	$30.00	$2
57	Public Works Maintenance Staff	$94	per hour		$102.64	3%	$100.00	$6
58	*** Fees for Leagues and Other Organizations requesting frequent use of fields or parks may be subject to Special Use Agreements negotiated at terms and rates not included in this schedule.							

COMMUNITY SERVICES

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
59	(1) Outside materials may include, but are not limited to, straw/hay bales, ponies, sound systems, bounce houses, etc.							
60	**FILM PERMIT FEES (1)(2)**							
61	Still Photography *** (More than Two Cast and Crew)	$344	per day		NA	NA	$344.00	$0
62	Small Film Productions ***(Between 6 and 50 Cast and Crew):							
63	A) First Day	$1,148	per day		NA	NA	$1,148.00	$0
64	B) Each Additional Day	$861	per day		NA	NA	$861.00	$0
65	-Nonprofit/Student							
66	A) First Day	$500	per day		NA	NA	$500.00	$0
67	B) Each Additional Day	$250	per day		NA	NA	$250.00	$0
68	Any Production Requiring More than Forty Hours of City Staff Time	Fully burdened hourly rate for all staff time	per hour		NA	NA	Fully burdened hourly rate for all staff time	$0
69	Use of City Facilities	$631	per day		NA	NA	$631.00	$0
70	Use of City Parking Stalls	$17	per stall, per day		NA	NA	$17.00	$0
71	Refundable Deposit	$2,386 against cost			NA	NA	$2,386 against cost	$0
72	Violation of Hour Restrictions:							
73	Per production vehicle	$1,346	per hour		NA	NA	$1,346.00	$0
74	Per personal vehicle	$674	per hour		NA	NA	$674.00	$0
75	Film Monitor	$225	per hour		NA	NA	$225.00	$0
76	Police Personnel	$277	per hour		NA	NA	$277.00	$0
77	Fire Personnel	$277	per hour		NA	NA	$277.00	$0
78	Cigarette Butts and Debris Pickup	$8			NA	NA	$8.00	$0
79	**STAFF HOURLY RATE**							
80	Recreation Staff - Full-Time/Film Monitor	$102	per hour		NA	NA	$102.00	$0
81	Fire Staff	$125	per hour		$160.96	1%	$160.00	$35
82	Police Staff	$125	per hour		$196.24	1%	$195.00	$70
83	Public Works Engineering Staff	$169	per hour		$221.48	1%	$220.00	$51
84	Public Works Maintenance Staff	$94	per hour		$102.64	3%	$100.00	$6

COMMUNITY SERVICES

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
85	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project			NA	NA	Deposits will be required to begin work; based upon estimated time to complete project	$0
86	(1) Fees shown do not include fees required for traffic, fire, and police safety services provided by the City. Fees for these services will be billed at the fully-burdened hourly rates shown in this fee schedule. The City Manager, or the City Manager's designee shall provide the hourly rates for assistance from staff not represented via the fully-burdened hourly rates in this fee schedule.							
87	(2) Fees shown do not include business licensing, encroachment fees, or temporary use permit fees that may apply.							
88	*** Separate fee applies for productions anticipated to require more than forty hours of City Staff time.							
89	**SPECIAL EVENT FEES**							
90	Refund or Transfer of Recreation Program F	$19	per request		$27.22	8%	$25.00	$6
91	**SPECIAL EVENT FEES**							
92	Mt. Wilson Trail Race - Adult with shirt	$80	each		NA	NA	$80.00	$0
93	Mt. Wilson Trail Race - Youth with shirt	$45	each		NA	NA	$45.00	$0
94	Family Night Under the Stars Package - Friday campsite + smores + movie	$45	per campsite		NA	NA	$45.00	$0
95	Barks-N-Brews Adult - 5k entry + 2 beers + tshirt	$30	per participant		NA	NA	$30.00	$0
96	Barks-N-Brews Youth - 5k entry + tshirt	$15	per participant		NA	NA	$15.00	$0
97	Fourth of July - Parade Entry (Non Profit)	$31	each		NA	NA	$31.00	$0
98	Fourth of July - Parade Entry (Private)	$31	each		NA	NA	$31.00	$0
99	Fourth of July - Firecracker Run Entry (Youth)	$25	each		NA	NA	$25.00	$0
100	Fourth of July - Firecracker Run Entry (Adult)	$31	each		NA	NA	$31.00	$0
101	Summer/ Seasonal Movie Series - Recommended Sponsorship	$990	each		NA	NA	$990.00	$0
102	Concerts in the Park - Recommended Sponsorship	$1,237	each		NA	NA	$1,237.00	$0
103	Community Bike Ride - Adult Entry + tshirt	$15	per participant		NA	NA	$15.00	$0
104	Community Bike Ride - Youth Entry + tshirt	$10	per participant		NA	NA	$10.00	$0

COMMUNITY SERVICES

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
105	Recreation Leisure Excursions	Actual Cost; plus 15% processing fee			NA	NA	Actual Cost; plus 15% processing fee	$0
106	**Special Event Permit Fee**							
107	Local Non-profit: 1-100 people	$72			$1,632.96	96%	$72.00	$0
108	Private Group/Individuals: 1-100 people	$141			$1,632.96	91%	$141.00	$0
109	Local Non-profit: More than 100 people	$279			$1,632.96	83%	$279.00	$0
110	Private Group/Individuals: More than 100 people	$555			$1,632.96	66%	$555.00	$0
111	**STAFF HOURLY RATE**							
112	Recreation Staff - Full-Time	$102	per hour		$113.45	3%	$110.00	$8
113	Recreation Staff - Part-Time	$28	per hour		$31.80	3%	$31.00	$3
114	Fire Staff	$125	per hour		$160.96	1%	$160.00	$35
115	Police Staff	$125	per hour		$196.24	1%	$195.00	$70
116	Public Works Engineering Staff	$169	per hour		$221.48	1%	$220.00	$51
117	Public Works Maintenance Staff	$94	per hour		$102.64	3%	$100.00	$6
118	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project			NA	NA	Deposits will be required to begin work; based upon estimated time to complete project	$0

POLICE FEES

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	**Vehicle Related Fees**							
2	Vehicle Release (Abandoned, Stored, Misc.) (1)	$178	each		$423.55	0%	$423.00	$245
3	Vehicle Release (D.U.I. - Driver Arrested) (1)	$564	each		$749.73	0%	$749.00	$185
4	Vehicle Release (Repossession)	$26	each		$264.37	0%	$264.00	$238
5	Citation Sign-off (Onsite)	$20	each		$144.51	0%	$144.00	$124
6	**Report Fees**							
7	Crime Report	$0.10	per page;$33 maximum		$638.50	0%	$638.00	$638
8	Minor Non-Criminal Incident Report Copies - (1 page)	$0.10	per page;$20 maximum		$423.65	0%	$423.00	$423
9	Lost Cell Phone Report - (For Insurance Purposes)	$0.10	each		$423.65	0%	$423.00	$423
10	Traffic Accident Report (Non-Injury)	$0.10	per page;$20 maximum		$638.50	0%	$638.00	$638
11	Traffic Accident Report (Injury)	$0.10	per page;$33 maximum		$749.83	0%	$749.00	$749
12	**Fingerprinting and Letter Services**							
13	Livescan Fingerprinting	$49	each	plus pass-thru fees	$187.88	0%	$187.00	$138
14	Ink Fingerprinting (per card)	$33			$187.88	0%	$187.00	$154
15	Clearance Letter	$34	each		$28.89	3%	$28.00	-$6
16	**Sign Fees**							
17	Illegal Sign Removal Fee (Release Of Property)	$73	each		$216.77	0%	$216.00	$143
18	a) Residential	$37			$216.77	0%	$216.00	$179
19	b) Commercial	$62			$216.77	0%	$216.00	$154
20	Response Due To False Alarm:							
21	a) First False Alarm Response	$0	per response		$187.88	0%	$187.00	$187
22	b) Two False Alarm Responses	$100	per response		$187.88	0%	$187.00	$87
23	b) Third or More Responses	$200	per response		$187.88	0%	$187.00	-$13
24	Response Due To Loud Party Disturbance:							
25	a) First Response	$0	per response		$1,179.42	0%	$1,179.00	$1,179
26	b) Each Additional Response	billed hourly with 2 hour min; plus 15% administration cost	per response		NA	NA	billed hourly with 2 hour min; plus 15% administration cost	$0
27	**Emergency D.U.I. Response Fees**							
28	Emergency Response To D.U.I. Related Collision (up to a $1,000 max)	Actual Cost; plus 15% processing fee	per hour		NA	NA	Actual Cost; plus 15% processing fee	$0
29	**Overnight Parking Permit Fees**							
30	Annual Permit	$120	per permit		$119.39	0%	$119.00	-$1
31	Nightly	$7			$119.39	0%	$119.00	$112
32	Permit Sticker Transfer or New Sticker	$10	per sticker		NA	NA	$10.00	$0
33	**Carry of a Concealed Weapon License**							

POLICE FEES

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
34	Initial Application Fee (non-refundable set by the State of California)	$95	per permit		NA	NA	$120.00	$25
35	Carry of a Concealed Weapon Permit - Investigation	$475	per permit		$4,097.52	85%	$600.00	$125
36	Amendments to Application Fee	$10	per permit		NA	NA	$10.00	$0
37	Replacement Card Fee	$15	per card		NA	NA	$10.00	-$5
38	**Other Fees**							
39	Administrative Citation First Offense	$100	each		NA	NA	$100.00	$0
40	Administrative Citation Second Offense	$200	each		NA	NA	$200.00	$0
41	Administrative Citation Third or more offense	$500	each		NA	NA	$500.00	$0
42	Off-Site Vehicle inspection fee	$82	each		NA	NA	$82.00	$0
43	On-Site Vehicle inspection fee	$40	each		NA	NA	$40.00	$0
44	Overnight Parking Permit Including Investigation	$6	each		NA	NA	$6.00	$0
45	Notice of City Code violation	$77	each		NA	NA	$77.00	$0
46	LA County / Pasadena booking Fee	Actual Cost plus 20% Administrative fee	each		NA	NA	Actual Cost plus 20% Administrativ e fee	$0
47	**STAFF HOURLY RATE**							
48	Patrol Staff	$170	per hour		$159.18	0%	$159.00	-$11
49	Dispatch/Records Staff	$103	per hour		$91.32	0%	$91.00	-$12
50	Code Enforcement Staff	$120	per hour		$133.56	0%	$133.00	$13
51	Outside Court Subpoena (per employee per request)	Set by State	Set by State		NA	NA	Set by State	$0

FIRE FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1		**EMS/Paramedic Fees**							
2	EMS	Paramedic Subscription Fee	$82	per person		NA	NA	$82.00	$0
3		Emergency Medical Services Dispatch (TNT) Fee	$273	each		$249.64	0%	$249.00	-$24
4		Electronic Patient Care Reporting (ePCR) Surcharge	New	Each		$5.00	0%	$5.00	NA
5		**Ambulance Rate (adjusted based County rates)**							
6		Advanced Life Support (ALS) Transport	$3,252	per patient		NA	NA	LA County Rates	$0
7		Basic Life Support (BLS) Transport	$2,171	per patient		NA	NA	LA County Rates	$0
8		Mileage	$28	per mile		NA	NA	LA County Rates	$0
9		Oxygen	$114	each unit		NA	NA	LA County Rates	$0
10		Night Charge	$30	each		NA	NA	LA County Rates	$0
11		Wait Time	$172	each 30mins	or fraction thereof after the first 30mins	NA	NA	LA County Rates	$0
12		Disposable Medical Supplies	$33	per transport		NA	NA	LA County Rates	$0
13		Electrocardiogram (EKG)	$22	each		NA	NA	LA County Rates	$0
14		**Annual Fire And Life Safety Inspection**							
15		Annual Fire And Life Safety Inspection	$95	per half hour	half hour minimum	NA	NA	$95.00	$0
16		**Fire Permit**							
17		Fire Permit	$47	each	Non-profit discount of 50%	$120.96	1%	$120.00	$73
18		Fire Permit - Nonprofit	$47	each	Non-profit discount of 50%	$120.96	50%	$60.00	$13
19		**Reports**							
20		Fire Report	$36	each		$58.31	1%	$58.00	$22
21		Medical Report	$36	each		$58.31	1%	$58.00	$22
22		**Appearance/Standby Fees**							
23		Court Appearance and Office Hearing / Non-Compliance	$185	per hour	2 hour minimum	NA	NA	$185.00	$0
24		Fire Watch	$185	per hour	2 hour minimum	NA	NA	$185.00	$0
25		**Fire Sprinkler Permits/Inspections**							
26	FSP001	13D Fire Sprinkler Permit/Inspection/Plan Check	$578	each		$718.26	0%	$718.00	$140
27	FSP010	13R/13 Fire Sprinkler Permit/Inspection/Plan Review	$159	each		$1,158.24	0%	$1,158.00	$999
28	FSP020	13R/13 Fire Sprinkler Tenant Improvement Permit/Inspection/Plan Review	Actual Cost; plus 15% processing fee	each		$718.26	0%	$718.00	NA
29		**Fire Department Training Class Fee**							
30		Fire Department Training Class	Actual Cost; plus 25% processing fee	each		NA	NA	Actual Cost; plus 25% processing fee	$0
31		**Response Fees**							
32		Response Due To False Alarm:							
33		a) First False Alarm Response	$0	per response		NA	NA	$0.00	$0
34		b) Two False Alarm Responses	$100	per response		NA	NA	$100.00	$0
35		b) Third or More Responses	$200	per response		NA	NA	$200.00	$0
36		Illegal Burning	Actual Cost; plus 15% processing fee	per inspection		NA	NA	Actual Cost; plus 15% processing fee	$0

FIRE FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
37		Hazardous Materials Clean-Up	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	$0
38		**Weed Abatement Fees**							
39		Weed Abatement	Actual Cost; plus 15% processing fee	each		NA	NA	Actual Cost; plus 15% processing fee	$0
40		**Other Fees**							
41		Additional Inspection of New System after third (per additional inspection)	$185	each		$278.29	0%	$278.00	$93
42		Fire Inspections (Third Inspection Penalty)	$185	each		$278.29	0%	$278.00	$93
43		Fire Inspections of Commercial	$185	each		$534.76	0%	$534.00	$349
44		Fire Inspections of Multi-Residential	$185	each		$534.76	0%	$534.00	$349
45		Fire Inspections of Schools (Public/Private)	$185	each		$534.76	0%	$534.00	$349
46		Installation or Removal of undergroud storage tanks	$185	each		$938.25	0%	$938.00	$753
47		Fire Code Permit (per permit)	$185	each		$278.29	0%	$278.00	$93
48		**STAFF HOURLY RATE**							
49		Fire staff - Movie Detail	$75			NA	NA	$75.00	$0
50		Fire Standby (Fire Marshal)	New	per hour		$219.99	0%	$219.00	NA
51		Chief Officer Standby	New	per hour		$250.61	0%	$250.00	NA
52		Engine with 4 staffed positions	$745	per hour		$840.44	0%	$840.00	$95
53		Equipment rental	$144			$144.00	0%	$144.00	$0
54		**Fire Code Permits & Inspection Rates**							
55		Aerosol Product	New			$498.28	0%	$498.00	NA
56		Apartments	New			$938.25	0%	$938.00	NA
57		Assembly Facility	New			$938.25	0%	$938.00	NA
58		Business Occupancy	New			$278.29	0%	$278.00	NA
59		Business Restaurant Occupancy	New			$498.28	0%	$498.00	NA
60		Candles/Open Flame in Assembly	New			$278.29	0%	$278.00	NA
61		Carnivals & Fairs	New			$498.28	0%	$498.00	NA
62		Combustible Dust Prod Ops	New			$663.27	0%	$663.00	NA
63		Combustible Fiber Storage	New			$1,323.23	0%	$1,323.00	NA
64		Commercial Rental Occupancy	New			$1,103.24	0%	$1,103.00	NA
65		Compressed Gases	New			$1,543.21	0%	$1,543.00	NA
66		Dry Cleaning Plants	New			$498.28	0%	$498.00	NA
67		Fireworks/Aerial Displays	New			$1,158.24	0%	$1,158.00	NA
68		Flammable/Combustible Liquid	New			$498.28	0%	$498.00	NA
69		Hazardous Materials 1 to 3 chemical(s)	New			$663.27	0%	$663.00	NA
70		Hazardous Materials 4 to 6 chemicals	New			$1,103.24	0%	$1,103.00	NA
71		Hazardous Materials 7 or more chemicals	New			$1,653.20	0%	$1,653.00	NA
72		High Piled Combustible Materials	New			$938.25	0%	$938.00	NA
73		Hot-Work Operations	New			$498.28	0%	$498.00	NA
74		Industrial Baking/Drying Oven	New			$1,928.19	0%	$1,928.00	NA
75		Liquid Gas Fueled Vehicles in Assembly Buildings	New			$883.25	0%	$883.00	NA
76		Liquefied Petroleum Gases > 5 gallons	New			$498.28	0%	$498.00	NA

FIRE FEES

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
77		Lumber Yard	New			$553.28	0%	$553.00	NA
78		Manufacturing/Industrial Storage Occupancy	New			$828.26	0%	$828.00	NA
79		Magnesium Working	New			$553.28	0%	$553.00	NA
80		Motor Vehicle Fuel Dispensing Stations	New			$498.28	0%	$498.00	NA
81		Pyrotechnical Special Effects Material	New			$1,048.24	0%	$1,048.00	NA
82		Refrigeration Equipment	New			$1,818.19	0%	$1,818.00	NA
83		Spraying/Dipping	New			$553.28	0%	$553.00	NA
84		Tent/Canopy/Temporary Air Supported Structure	New			$278.29	0%	$278.00	NA
85		Elevator Rescue Service	New		Fees applicable only during 3rd occurrence and asubsequent response at the same address location	$534.76	0%	$534.00	NA
86		Missed appointment	New			NA	NA	NA	NA
87		Re-inspections (Engine or Truck Company)	New	per hour		$534.76	0%	$534.00	NA
88		Rescue Ambulance Standby	New	per hour		$334.17	0%	$334.00	NA
89		High Rise Occupancy	New			$1,818.19	0%	$1,818.00	NA
90		Hospital Occupancy	New			$938.25	0%	$938.00	NA
91		Hotel or Motel Occupancy	New			$938.25	0%	$938.00	NA
92		Private School Occupancy	New			$938.25	0%	$938.00	NA
93		Public School Occupancy	New	per inspection		$938.25	0%	$938.00	NA
94		Key Box	New			$137.93	1%	$137.00	NA
95		Failure to obtain fire construction permit	New			NA	NA	Double Permit Fee	NA
96		AB-38 Defensible Space Inspection	New			$196.24	0%	$196.00	NA
97		**Plan Review**							
98		Architectural Design Review	New			$498.28	0%	$498.00	NA
99		**Administration Citations for Violations of the Uniform Fire Code**							
100		First Violation	New	Each		NA	NA	Varies	NA
101		Second violation within 12 month period	New	Each		NA	NA	125 % of fine listed	NA
102		Third and subsequent violation within 12 month period	New	Each		NA	NA	150% of fine listed	NA
103		Use, possession, storage, sale, or manufacturing of fireworks	New	Each		NA	NA	75.00	NA
104		Delinquent fines	New		Follows similar fees as DSD's	NA	NA	10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid	NA
105		Interest	New		Follows similar fees as DSD's	NA	NA	1/2 of 1% per month, pro rata	NA

UTILITY

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1		**New Meter Installation**						
2	NMI-001	New meters: 3/4"	$833	Minimum Fee - Plus costs over base fee	$409.37	0%	$409.00	-$424.00
3	NMI-005	New meters: 1"	$833	Minimum Fee - Plus costs over base fee	$409.37	0%	$409.00	-$424.00
4	NMI-010	New meters: 1" with 1" line	$3,786	Refundable Deposit - Less: Cost, plus 20% installation Fee	$2,765.61	0%	$2,765.00	-$1,021.00
5	NMI-015	New meters: 1 1/2" with 1 1/2" line	$5,568	Refundable Deposit - Less: Cost, plus 20% installation Fee	$3,011.70	0%	$3,011.00	-$2,557.00
6	NMI-020	New meters: 1 1/2"	$1,120	Minimum Fee - Plus costs over base fee	$859.22	0%	$859.00	-$261.00
7	NMI-025	New meters: 2"	$1,412	Minimum Fee - Plus costs over base fee	$1,727.31	0%	$1,727.00	$315.00
8	NMI-030	New meters: 2" with 2" line	$6,547	Refundable Deposit - Less: Cost, plus 20% installation Fee	$3,385.11	0%	$3,385.00	-$3,162.00
9	NMI-035	New meters: 4"	$6,801	Refundable Deposit - Less: Cost, plus 20% installation Fee, plus meter cost	$778.90	0%	$778.00	-$6,023.00
10	NMI-040	New meters: 4" fire line	$6,801	Refundable Deposit - Less: Cost, plus 20% installation Fee, plus meter cost	NA	NA	$6,800.91	$0.00
11	NMI-045	New meters: 4" with 4" line	$7,650	Refundable Deposit - Less: Cost, plus 20% installation Fee, plus meter cost	NA	NA	$7,649.97	$0.00
12		**Other Meter Charges**						
13		Portable water meter rental	$1,387	Minimum Fee - Plus costs over base fee	$159.41	0%	$159.00	-$1,228.00
14		Portable water meter deposit	$2,546	Refundable Deposit - Less: damage, rental fee, and consumption	NA	NA	$2,545.98	$0.00
15		Relocation of existing meter	$4,050	Up to 1" meter + abandon old service	$2,496.11	0%	$2,496.00	-$1,554.00
16		Relocation of existing meter	$5,602	Up to 1 1/2" meter + abandon old service	$2,496.11	0%	$2,496.00	-$3,106.00
17		Relocation of existing meter	$6,455	Up to 2" meter + abandon old service	$2,496.11	0%	$2,496.00	-$3,959.00
18		**Reinstall Meter at prior location**						
19		Reinstall Meter	$101	5/8", 3/4", & 1" meters (each occasion)	$124.81	1%	$124.00	$23.00
20		Reinstall Meter	$101	1 1/2" & 2" meters (each occasion)	$124.81	1%	$124.00	$23.00
21		**Other Fees & Services**						
22		New service or termination of existing service	$64	Per request	$159.41	0%	$159.00	$95.00
23		Owner request for seal/unseal meter	$103	Per request	$284.22	0%	$284.00	$181.00
24		Water delinquent turn off/on	$103	Per delinquent shut off/on	$284.22	0%	$284.00	$181.00
25		24 hour notice for turn-off	$48	Per occasion	$124.81	1%	$124.00	$76.00
26		Unauthorized connection to City line	$2,699	Fine per citation Plus estimated commodity charge	NA	NA	$2,698.72	$0.00
27		Unauthorized connection to fire hydrant	$2,699	Fine per citation Plus estimated commodity charge	NA	NA	$2,698.72	$0.00

UTILITY

Item No.	Fee Code #	Title	Current Fee/Charge	Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
28		Unauthorized use or alteration of water meter	$2,699	Fine per citation Plus estimated commodity charge	NA	NA	$2,698.72	$0.00
29		Water meter testing	$94	Fee for testing, more than 2% error rate	$124.81	1%	$124.00	$30.19
30		Sale of excess water to other municipalities		Based on specific negotiations				
31		Utility Account Establishment Fee	$32	One time fee, non-refundable	$159.41	80%	$32.47	$0.00
32		Deposit for new water service - Owner occupied property	$76	Refund in one year with good payment history or $0 deposit with letter from other utility co.	NA	NA	$75.77	$0.00
33		After hours service initiation/termination fee	$117	Per after hours service request	$249.62	53%	$116.66	$0.00
34		**Sewer**						
35	SWR005	Sewer Permit	$106	Minimum Permit Fee	$159.41	34%	$106.00	$0.00
36		**Other Sewer Fees**						
37	SWR010	Sewer Connection Fee	$410	Per connection	NA	NA	$410.00	$0.00
38	SWR015	Sewer Dye test	$295	Per request	$519.91	0%	$519.00	$224.00
39	SWR020	Sewer Stoppage Investigation	$147	Per investigation.	$519.91	0%	$519.00	$372.00
40	SWR025	Saddle Main Line	$447	Per request (includes two inspections)	$519.91	0%	$519.00	$72.00
41	SWR030	Residential Sewer Connection	$147	Per request	$519.91	0%	$519.00	$372.00

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