TIME ESTIMATES By Department

CITY OF MANHATTAN BEACH, CA

June 3, 2016



201 San Antonio Circle, Suite 148 Mountain View, CA 94040 650.858.0507

BUILDING FLAT FEES – TIME ESTIMATES

Division: Building
Old Ref #: FS1-1727
New Ref #: 17-030-09

Category: Plan Check / Inspection - Landscape & Irrigation

Range: SFR 0-7,500 sq. ft. (parcel)

Description: Review an application for landscape and irrigation for a SFR parcel

between 0-7,500 sq. ft. to conform to code requirements.

	Department	Position	Unit Time
Intake			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
Routing			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
Plan Review			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.25
	Building Planning	Building Inspector Associate Planner	0.50 1.00
	Training	Associate Figures	1.00
Resubmittal			
	Civil Engineering	Public Works Inspector	0.25
	Building Building	Sr. Plan Check Engineer Building Inspector	0.25 0.50
	Planning	Associate Planner	1.00
	. Idilining	According Figure 1	1.00
Plan Approva	als		
Permit Issuai	nce		
Supplementa	al permits plan review		
Inspection			
Process Fina	1		
1 100033 1 1116			

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5.00

 Division:
 Building

 Old Ref #:
 FS1-1727

 New Ref #:
 17-030-10

Category: Plan Check / Inspection - Landscape & Irrigation Range: MFR / Commercial / SFR > 7,500 sq. ft. (parcel)

Description: Review an application for landscape and irrigation for a MFR / Commercial / SFR parcel greater than 7,500 sq. ft. to conform to code.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
Routing			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
Plan Revie			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building Planning	Building Inspector Associate Planner	1.00 2.00
	rianning	Associate i latitlei	2.00
Resubmitta			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building Planning	Building Inspector Associate Planner	1.00 2.00
	Fianning	Associate Flatillel	2.00
Plan Appro	ovals		
Permit Issu	ıance		
Supplemen	ntal permits plan review		
Inspection			
Process Fi	nal		

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9.00

Division: Building
Old Ref #: FS1-1760
New Ref #: 17-030-11

Category: Building Extra Plan Check

Range: Processing Fee

Description: Plan checks over the standard number of plan checks within the Building Department. Processing fees plus an hourly rate.

	Department	Position	Unit Time
Intake			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
Routing			
Plan Revie	W		
	•		
Resubmitta	al		
Plan Appro	ovals		
Permit Issu	iance		
Cumplana	stal marraita mlan ravis		
Supplemen	ntal permits plan review		
Inspection			
Process Fi	nal		

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0.50

Division: Building
Old Ref #: FS1-1760
New Ref #: 17-030-12

Category: Building Extra Plan Check

Range: Hourly Rate

Description: Plan checks over the standard number of plan checks within the Building

Department. Processing fees plus an hourly rate.

	Department	Position	Unit Time
Intake			
Routing			
Plan Review			
I lall Review	Building	Sr. Plan Check Engineer	1.00
	3	3	
Resubmittal			
1100000			
Plan Approv	/als		
Dameit lague			
Permit Issua	ance		
Supplement	tal normite plan review		
Supplement	al permits plan review		
Inspection			
Process Fin	al		

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1.00

Division: Building
Old Ref #: FS1-1761
New Ref #: 17-030-13

Category: Reinspection / Extra Inspection

Range: Processing Fee

Description: Request for a reinspection or extra inspection over the standard number of inspections of a building site.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review			
Resubmittal			
Plan Approva	ıls		
Permit Issuai	1Ce		
Supplementa	l permits plan review		
Inspection			
Process Fina			

Total 0.33

Division: Building
Old Ref #: FS1-1761
New Ref #: 17-030-14

Category: Reinspection / Extra Inspection

Range: Hourly Rate

Description: Request for a reinspection or extra inspection over the standard number of inspections of a building site.

Department	Position	Unit Time
Intake		
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
, idin Approvalo		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Building	Sr. Bldg Inspector	1.00
Process Final		
L		

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1.00

Division: Building
Old Ref #: FS1-1762
New Ref #: 17-030-15

Category: Building After Hours Inspection

Range: Base Fee

Description: Inspection Requested after hours or on weekend (minimum 4 hours).

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review	V		
Resubmitta	l		
Plan Appro	vals		
Permit Issu	ance		
Supplemen	tal permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	4.00
Process Fir	nal		

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4.33

Division: Building
Old Ref #: FS1-1762
New Ref #: 17-030-16

Category: Building After Hours Inspection
Range: Each Additional Hour (above 4)

Description: Inspection Requested after hours or on weekend.

Department	Position	Unit Time
Intake		
Routing		
Plan Review		
I lall Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
i eriiit issuance		
Supplemental permits plan review		
Cappionional pointe plan 10416W		
Inspection	Co Dida la casa etca	4.00
Building	Sr. Bldg Inspector	1.00
Process Final		

Total

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1.00

Division: Building
Old Ref #: FS1-1763
New Ref #: 17-030-17

Category: Special Request Inspection

Range: Processing Fee

Description: Special investigations durings normal working hours for extraordinary site review or for which a permit is not needed.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review			
Resubmittal			
Plan Approvals			
Permit Issuance	e		
Supplemental	permits plan review		
Inspection			
Process Final			

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0.33

Division: Building
Old Ref #: FS1-1763
New Ref #: 17-030-18

Category: Special Request Inspection

Range: Hourly Rate

Description: Special investigations durings normal working hours for extraordinary site review or for which a permit is not needed.

	Department	Position	Unit Time
Intake			
Routing			
Routing			
Plan Review			
Resubmittal			
Plan Approva	ls		
D '' I			
Permit Issuan	ce		
Supplemental	permits plan review		
Inspection			
шэрссион	Building	Sr. Bldg Inspector	0.50
	Building	Code Enforcement Officer	0.50
Process Final			

Total 1.00

Division: Building
Old Ref #: FS1-1764
New Ref #: 17-030-19

Category: Construction Operation After Hours

Range:

Description: Reviewing an application for construction operation for work done after hours.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.50 0.50
Routing			
i touting			
Plan Revie	W		
	Building	Bldg Official	0.50
Resubmitta	al		
Plan Appro	ovals		
Permit Issu	uance		
Sunnlemer	ntal permits plan review	A/	
Сиррісінсі	nai permito pian reviet		
Inspection			
Process Fi	nal		

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1.50

Division: Building Old Ref#: FS1-1765 New Ref #: 17-030-20

Category: **Building Demolition**

Base Fee Range:

Description: Inspection of a building demolition to ensure compliance with City codes.

This is the base fee that includes 4 corners.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review			
	Planning Planning Civil Engineering	Planning Mgr Asst. Planner Public Works Inspector	0.25 1.75 1.25
Resubmittal			
Plan Approva Permit Issuan	ice		
Supplementa	permits plan review		
Inspection			
	Building	Building Inspector	1.50
Process Final			

Total

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5.08

Division:	Building
Old Ref #:	FS1-1765
New Ref #:	17-030-21

Building Demolition
Per Corner over 4 corners Category: Range:

Inspection of a building demolition to ensure compliance with City codes. This is the per corner fee for over 4 corners. Description:

	Department	Position	Unit Time
Intake			
Routing			
Plan Review			
	Planning	Asst. Planner	0.33
Resubmittal			
Plan Approva Permit Issuan			
Supplementa	l permits plan review		
Inspection			
	Building	Building Inspector	0.25
Process Final			

0.58

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Division: Building
Old Ref #: FS1-1766
New Ref #: 17-030-22
Category: Moving a Building

Range:

Description: Review an application for moving a building within the City.

Department Position Ur Intake Building Permit Tech Building Sr. Permit Tech Routing	0.25 0.25 0.25
Building Sr. Permit Tech	
Routing	
1	
Plan Review	
Police - Patrol Police - Traffic Police - Traffic Police - Parking Enf. Police - Parking Enf. Police - Parking Enf. Police Sergeant Comm. Svcs. Officer Fire - Prevention Building Traffic Engineering Civil Engineering Civil Engineering Public Works Inspector Fire - Prevention Resubmittal	6.00 1.00 6.00 0.25 1.00 0.50 4.00 8.00 0.25
Plan Approvals Permit Issuance	
Supplemental permits plan review	
Inspection	
Building Building Inspector	1.00
Process Final	

Total	28.50

Division: Building
Old Ref #: FS1-1767
New Ref #: 17-030-23
Category: Sewer Cap
Range:

Description: Inspecting the capping of a sewer line to ensure compliance with City

codes.

Department	Position	Unit Time
Intake	. commen	
Routing		
Kouting		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
In a section		
Inspection Building	Sr. Bldg Inspector	0.33
Building	Oi. Diag mopeotor	0.00
Process Final		

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0.33

Division: Building
Old Ref #: FS1-1768
New Ref #: 17-030-24

Category: Water Service Determination

Range:

Description: Processing a water service determination request.

D)epartment	Position	Unit Time
Intake			
Routing			
Routing			
Plan Review	o di alia a	On Downsit Took	0.50
l B	Building	Sr. Permit Tech Permit Tech	0.50 0.50
P	Building	Permit Tech	0.50
Resubmittal			
Plan Approvals			
Permit Issuance			
Supplemental po	ermits plan review		
1			
Inspection			
Process Final			

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1.00

Division: Building
Old Ref #: FS1-1770
New Ref #: 17-030-25

Category: Construction Site Sign Production

Range:

Description: Processing and producing contract information signs for construction sites.

	Department	Position	Unit Time
Intake	•		
	Building Building	Permit Tech Sr. Permit Tech	0.13 0.13
Routing			
Plan Revi	ew		
Resubmit	tal		
Plan Appr	ovals		
Permit Iss	suance		
Suppleme	ental permits plan review		
Inspection	n		
Process F	inal		

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0.25

Division: Building
Old Ref #: FS1-1771
New Ref #: 17-030-27

Category: Deputy Inspector Certification

Range:

Description: Reviewing a request for deputy inspector certification.

Department	Position	Unit Time
Intake		
Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Process Final		
1		

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0.33

Division: Building
Old Ref #: FS1-1772
New Ref #: 17-030-28

Category: Building Permit Transfer

Range:

Description: Transfer the ownership of a building permit.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review			
Resubmittal			
Plan Approval	S		
Permit Issuand	ce		
Supplemental	permits plan review		
Inspection			
Process Final			

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0.50

Division: Building
Old Ref #: FS1-1773
New Ref #: 17-030-29

Category: Restamping of Approved Plans

Range:

Description: Restamping of plans which were approved and stamped, but which were lost by the owner.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	0.75 0.75
Routing			
Plan Review			
Resubmittal			
Plan Approva	ls		
Permit Issuan	ce		
Supplemental	permits plan review		
Inspection			
Process Final			

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1.50

Division: Building
Old Ref #: FS1-1774
New Ref #: 17-030-30

Category: Residential Bldg Records Report

Range: Standard

Description: Providing a building records report on an address.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.75 0.75
Routing			
Plan Review			
	Planning	Asst. Planner	0.25
Resubmittal			
Plan Approva	Is		
Permit Issuan	ice		
i crime issuan			
Supplemental	permits plan review		
Inspection	Duilding	Duilding Incocator	0.50
	Building Building	Building Inspector Code Enforcement Officer	0.50
Process Final			

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2.75

Division: Building
Old Ref #: FS1-1774
New Ref #: 17-030-31

Category: Residential Bldg Records Report

Range: Duplicate

Description: Providing a building records report on an address.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review	N		
Resubmitta	ıl		
Plan Appro	vals		
Permit Issu	ance		
Supplemen	tal permits plan reviev	V	
Inspection			
Process Fir	nal		

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0.50

Division: Building Old Ref #: FS1-1775 New Ref #: 17-030-32

Temporary Certificate of Occupancy Certificate - Residential Category:

Range:

Review and approve a temporary certificate of occupancy to allow for Description: occupancy before the final certificate is issued.

	Department	Position	Unit Time
Intake			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
Routing			
Plan Review			
	Planning	Asst. Planner	0.50
	Fire - Prevention	Fire Marshal	0.50
	Civil Engineering	Public Works Inspector	1.00
	Building	Bldg Official	0.50
Resubmittal			
	Civil Engineering	Sr. Management Analyst	0.50
	Finance	Acct. Svcs. Rep	0.50
Dian Annroya	lo.		
Plan Approva	is		
Permit Issuan	ice		
i orimic loodan	Building	Permit Tech	0.75
	2 aag	Sr. Permit Tech	0.75
			5 5
Supplemental	l permits plan review		
<u> </u>	<u> </u>		
Inspection			
	Building	Sr. Bldg Inspector	1.00
Process Final			

Total	6.50
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Division: Building Old Ref #: FS1-1775 New Ref #: 17-030-33

Temporary Certificate of Occupancy Certificate - Commercial Category:

Range:

Review and approve a temporary certificate of occupancy to allow for Description:

occupancy before the final certificate is issued.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review			
	Planning Fire - Prevention Civil Engineering Building	Asst. Planner Fire Marshal Public Works Inspector Bldg Official	1.00 2.50 1.75 1.25
Resubmittal			
	Civil Engineering Finance Traffic Engineering	Sr. Management Analyst Acct. Svcs. Rep Sr. Management Analyst	0.75 1.00 1.00
Plan Approva	Is		
Permit Issuan			
	Building Building	Permit Tech Sr. Permit Tech	0.75 0.75
Supplemental	permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	1.75
Process Final			

13.00 Total

Division: Building
Old Ref #: FS1-1775
New Ref #: 17-030-34

Category: Temporary Certificate of Occupancy

Range: Extension

Description: Review and approve an extension to a temporary certificate of occupancy

to allow for occupancy before the final certificate is issued.

	Department	Position	Unit Time
Intake	5 ""	5	0 = 0
	Building Building	Permit Tech Sr. Permit Tech	0.50 0.50
Routing			
Routing			
Plan Review			
	Planning	Planning Mgr	0.17
	Building	Bldg Official	0.25
Resubmittal			
Plan Approva	ıls		
Permit Issuar	nce		
Supplementa	l permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	0.50
Process Fina			

Total 1.92

Division: Building
Old Ref #: FS1-1776
New Ref #: 17-030-35

Category: Board of Building Appeals

Range:

Description: Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.

	Department	Position	Unit Time
Intake			
Routing			
Plan Review			
	Building	Bldg Official	3.00
Resubmittal			
Dian America			
Plan Approval	s		
Permit Issuand	ce		
Supplemental	permits plan review		
Inspection			
Process Final			

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3.00

 Division:
 Building

 Old Ref #:
 FS1-1778

 New Ref #:
 17-030-36

Category: Garage Sale Permit

Range:

Description: Review an application for a garage and yard sale permit. The municipal code allows 3 permits a year.

Department	Position	Unit Time
Intake		
Building Building	Permit Tech Sr. Permit Tech	0.02 0.02
	Si. i emili ledi	0.02
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan i	eview	
Inchestion		
Inspection		
Process Final		
		_

Total 0.05

Division: Building
Old Ref #: FS1-1788
New Ref #: 17-030-37

Category: Community Development Refund Processing

Range:

Description: Processing a refund of a Community Development fee due to the actions of the applicant.

Department	Position	Unit Time
Intake		
Building Building Building Building	Sr. Permit Tech Permit Tech Secretary Bldg Official	0.08 0.08 0.50 0.17
Routing	Blag Official	0.17
, routing		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Process Final		

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0.83

Division: Building
Old Ref #: FS1-1787
New Ref #: 17-030-38

Category: Community Development Record Retention

Range: Base Fee

Description: Retaining a permanent copy on microfiche of records in Community

Development.

Department	Position	Unit Time
Intake		
Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Dunance Final		
Process Final		

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0.33

Division: Building
Old Ref #: FS1-1737
New Ref #: 17-030-41

Category: Community Development Record Retention

Range: CD

Description: Retaining a permanent copy on microfiche of records in Community

Development.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review			
Resubmittal			
Plan Approv	als		
i iuii itppiot	uio		
Permit Issua	nce		
Supplementa	al permits plan review		
Inspection			
Process Fina	al		

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0.50

Division: Building
Old Ref #: FS1-1787
New Ref #: 17-030-42

Category: Community Development Record Retention

Range: Data Extraction

Description: Retaining a permanent copy on microfiche of records in Community

Development.

	Department	Position	Unit Time
Intake		1 00111011	
	Building Building Building	Permit Tech Sr. Permit Tech Secretary	0.21 0.21 0.25
Routing	<u> </u>	,	
Plan Review			
Resubmittal			
Plan Approva	als		
Permit Issuai	nce		
Supplementa	Il permits plan review		
Inspection			
Process Fina	1		

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0.67

BUILDING VALUATION-BASED FEES – TIME ESTIMATES

Division: Building
Old Ref #: FS1-1759
New Ref #: 17-030-01

Category: New Construction, Tenent Improvement, & Remodel

Range: \$500 Valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$0 and \$500 to ensure compliance of

proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	0.25
Resubmittal			
Resubilitia			
Plan Approva	nls		
i idii Appiove			
Permit Issuar	nce		
Supplementa	I permits plan review		
Сирринопа	ролино риштотоп		
Inspection			
	Building	Sr. Bldg Inspector	0.13
	Building	Building Inspector	0.13
Process Fina			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13

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1.00

Division: Building
Old Ref #: FS1-1759
New Ref #: 17-030-02

Category: New Construction, Tenent Improvement, & Remodel

Range: \$2,000 valuation

Description: Check building and construction plans, and inspection of subsequent

construction valued between \$0 and \$2,000 to ensure compliance of

proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	0.13 0.13
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	1.25
Resubmittal			
Plan Approv			
Supplement	al permits plan review		
Inspection			
	Building Building	Sr. Bldg Inspector Building Inspector	0.63 0.63
Process Fin	al		
	Building Building	Sr. Permit Tech Permit Tech	0.38 0.38
		Total	3.50
			3.00

Category: New Construction, Tenent Improvement, & Remodel

Range: \$25,000 valuation

Description: Check building and construction plans, and inspection of subsequent

construction valued between \$2,001 and \$25,000 to ensure compliance of

proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	3.00
	Fire - Prevention	Fire Prev. Inspector	0.50
	Planning	Asst. Planner	0.50
Resubmittal			
Plan Approva	IS		
Permit Issuan	ice		
Cumplemental	l normaite ulen verrierr		
Supplemental	l permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	3.00
	Building	Building Inspector	3.00
Process Final			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.50

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11.25

Category: New Construction, Tenent Improvement, & Remodel

Range: \$50,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$25,001 and \$50,000 to ensure compliance of proposed work with City codes and standards.

	Department	Position	Unit Time	
Intake				
	Building	Sr. Permit Tech	0.50	
	Building	Permit Tech	0.50	
Davitina				
Routing				
Plan Review				
	Building	Sr. Plan Check Engineer	4.00	
	Civil Engineering	Public Works Inspector	0.50	
	Civil Engineering	City Engineer	1.00	
	Fire - Prevention	Fire Prev. Inspector	1.50	
	Planning	Associate Planner	1.00	
	Planning	Asst. Planner	1.00	
Resubmittal				
Diam Ammuni	1-			
Plan Approva	IS			
Permit Issuan	900			
remit issuan	ic c			
Supplemental	l permits plan review			
	ринистр			
Inspection				
	Building	Sr. Bldg Inspector	5.50	
	Building	Building Inspector	5.00	
	Civil Engineering	Public Works Inspector	0.50	
Process Final				
	Building	Sr. Permit Tech	0.50	
	Building	Permit Tech	0.50	

Total	22.00

Category: New Construction, Tenent Improvement, & Remodel

Range: \$100,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$50,001 and \$100,000 to ensure compliance

of proposed work with City codes and standards.

-	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	0.50 0.50
Routing			
Plan Review			
	Building Civil Engineering Civil Engineering Fire - Prevention Traffic Engineering Planning Planning	Sr. Plan Check Engineer Public Works Inspector City Engineer Fire Prev. Inspector Traffic Engineer Associate Planner Asst. Planner	6.00 1.00 1.00 1.00 0.50 0.50 2.50
Resubmittal			
Plan Approva			
Supplemental	permits plan review		
Inspection			
	Building Building Building Civil Engineering	Sr. Bldg Inspector Building Inspector Sr. Plan Check Engineer City Engineer	9.00 9.00 0.50 1.00
Process Final	<u> </u>		
	Building Building	Sr. Permit Tech Permit Tech	0.50 1.00

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34.50

Category: New Construction, Tenent Improvement, & Remodel

Range: \$500,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$100,001 and \$500,000 to ensure

compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	1.00
	Building	Permit Tech	1.50
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	12.00
	Civil Engineering	Public Works Inspector	2.00
	Fire - Prevention	Fire Prev. Inspector	2.00
	Planning	Associate Planner	2.00
	Planning Traffic Engineering	Asst. Planner Traffic Engineer	7.00 2.50
	Civil Engineering	City Engineer	4.00
Resubmittal	Olvii Engineening	Oity Engineer	4.00
Plan Approva Permit Issuan			
Supplemental	permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	20.00
	Building	Principal Bldg Inspector	19.00
	Civil Engineering	Public Works Inspector	4.50
	Civil Engineering Building	City Engineer Sr. Plan Check Engineer	3.00 1.50
	Dullully	or. I fall Officer Engineer	1.50
Process Final			
	Building	Sr. Permit Tech	2.00
	Building	Permit Tech	1.00

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85.00

Category: New Construction, Tenent Improvement, & Remodel

Range: \$1,500,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$500,001 and \$1,500,000 to ensure compliance of proposed work with City codes and standards.

l.	compliance of proposed work with City codes and standards.				
	Department	Position	Unit Time		
Intake					
	Building	Sr. Permit Tech	5.00		
	Building	Permit Tech	7.00		
Routing					
Plan Review	v				
I lall Review	Building	Sr. Plan Check Engineer	30.00		
	Civil Engineering	Public Works Inspector	4.00		
	Fire - Prevention	Fire Prev. Inspector	6.00		
	Planning	Associate Planner	14.00		
	Planning	Asst. Planner	3.00		
	Civil Engineering	City Engineer	10.00		
	Traffic Engineering	Traffic Engineer	4.00		
Resubmitta					
Plan Approv	<i>v</i> als				
D '4 !					
Permit Issua	ance				
Supplement	tal permits plan review				
Supplement	tai periilits pian review				
Inspection					
	Building	Sr. Bldg Inspector	46.00		
	Building	Principal Bldg Inspector	46.00		
	Civil Engineering	Public Works Inspector	8.00		
	Building	Building Inspector	8.00		
	Civil Engineering	City Engineer	5.00		
	Building	Sr. Plan Check Engineer	2.00		
	Building	Building Official	4.00		
Process Fin		<u> </u>			
	Building	Sr. Permit Tech	4.00		
	Building	Permit Tech	2.00		

208.00

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Division: Building New Ref #: 17-030-08

Category: New Construction, Tenent Improvement, & Remodel

Range: \$3,500,000 valuation

Description: Check building and construction plans, and inspection of subsequent

construction valued between \$1,500,001 and \$3,500,000 to ensure compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	7.00 10.00
Davitina			
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	72.00
	Civil Engineering	Public Works Inspector	8.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	28.00
	Planning	Asst. Planner	6.00
	Civil Engineering	City Engineer	18.00
Resubmittal	Traffic Engineering	Traffic Engineer	7.00
resubmittu			
Plan Approva	ls		
D '' I			
Permit Issuan	ice		
Supplementa	l permits plan review		
Сиррістопі	pomilio piam rovion		
Inspection			
	Building	Sr. Bldg Inspector	100.00
	Building	Principal Bldg Inspector	100.00
	Civil Engineering	Public Works Inspector	14.00
	Building Civil Engineering	Building Inspector City Engineer	20.00 14.00
	Building	Sr. Plan Check Engineer	12.00
	Building	Building Official	8.00
Process Final		Danding Onloid	0.00
	Building	Sr. Permit Tech	8.00
	Building	Permit Tech	4.00

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Total

442.00

Division: Building New Ref #: 17-030-08

Category: New Construction, Tenent Improvement, & Remodel

Range: \$7,500,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$3,500,001 and \$7,500,000 to ensure

compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	10.00
	Building	Permit Tech	14.00
Routing			
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	124.00
	Civil Engineering	Public Works Inspector	14.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	42.00
	Planning	Asst. Planner	8.00
	Civil Engineering	City Engineer	33.00
Resubmittal	Traffic Engineering	Traffic Engineer	12.00
Resubilitiai			
Plan Approva	als		
Permit Issua	nce		
Supplementa	al permits plan review		
Cappioment	in permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	150.00
	Building	Principal Bldg Inspector	150.00
	Civil Engineering	Public Works Inspector	18.00
	Building	Building Inspector	30.00
	Civil Engineering	City Engineer	20.00
	Building	Sr. Plan Check Engineer	16.00
Due cos s Sive	Building	Building Official	10.00
Process Fina		Sr. Permit Tech	10.00
	Building Building	Sr. Permit Tech	12.00 6.00
	Dullully	FEITHL IECH	0.00

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675.00

CITY CLERK – TIME ESTIMATES

 Division:
 City Clerk

 Old Ref #:
 FS5-1101

 New Ref #:
 11-031-01

Category: Initiative Petition Processing

Range:

Description: A formal notice of intent to circulate an intiative petition for a municipal

measure. [California Election Code Section - 9202(b)].

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	1.00
City Clerk	Sr. Deputy City Clerk	1.00
City Clerk	Management Analyst	1.00
_	-	

Total	3.00
Total	3.00

Division: City Clerk
Old Ref #: FS5-1102
New Ref #: 11-031-02

Category: Candidate Processing

Range:

Description: Process a candidate for office in the City not to exceed \$25. [California Election Code Section - 10228]

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	3.50
City Clerk	Sr. Deputy City Clerk	2.00

Total 5.50

 Division:
 City Clerk

 Old Ref #:
 FS5-1103

 New Ref #:
 11-031-03

Category: Reproduction Service

Range: Per Copy

Description: Making a copy of a City Document upon request.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City C	lerk 0.02

Total 0.02

 Division:
 City Clerk

 Old Ref #:
 FS5-1103

 New Ref #:
 11-031-04

Category: Reproduction Service

Range: Certified Copy

Description: Making a certified copy of a City Document upon request.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	0.03

Total 0.03

Division: City Clerk
Old Ref #: FS5-1104
New Ref #: 11-031-5

Category: Archive Retrieval

Range:

Description: Based upon request, retrieve an archived document per box pickup, delivery, and refile in storage.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	0.25
City Clerk	Sr. Deputy City Clerk	0.25
City Clerk	Management Analyst	0.25

Total 0.75

Division: City Clerk
Old Ref #: FS5-1105
New Ref #: 11-031-06
Category: Copy Service

Range: Tape / CD / DVD / PDF

Description: Making a copy of an audio tape, CD, DVD, or PDF file.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City Clerk	0.08

Total 0.08

Division: City Clerk
Old Ref #: 11-031-06
New Ref #: 11-031-07
Category: Copy Service
Range: New Electronic File

Description: Providing a copy of an audio tape, CD, DVD, or PDF file electronically.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City Clerk	0.08

Total 0.08

 Division:
 City Clerk

 Old Ref #:
 FS5-1106

 New Ref #:
 11-031-08

Category: Lobbyist Registration

Range:

Description: Process registration for lobbyist.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City Clerk	0.17

Total 0.17

FINANCE – TIME ESTIMATES

Old Ref #: FS5-1205 New Ref #: 12-052-01

Category: Return Check & Insufficient Funds Fee

Range:

Description: Re-processing of checks or other payments due to insufficient funds.

	Department	Position	Unit Time
Intake			
Dussesin	- / Davison		
Processing	g / Review		
	Revenue	Acct Services Rep I	0.25
	Accounting	Accountant	0.17
	Revenue	Revenue Services Mgr	0.08

Total

0.50

Old Ref #: FS5-1206 New Ref #: 12-031-02

Category: Film Permits - Application

Range: Motion Picture

Description: Review an application for a motion picture, which takes place in the

City.

	Department	Position	Unit Time
Intake			
Processing / R	eview		
	Revenue	Acct Services Rep I	4.25
	Revenue	Revenue Services Mgr	0.50
	Police	Sergeant	0.25
	Fire	Fire Marshal	0.13
	Fire	Fire Prevention Inspecto	0.13
		•	

Total 5.25

Old Ref #: FS5-1206 New Ref #: 12-031-03

Category: Film Permits - Application

Range: Still Photography

Description: Review an application for still photography, which takes place in the

City.

Position	Unit Time
Acct Services Rep I	1.20
Revenue Services Mgr	0.17
Fire Marshal	0.08
Fire Prevention Inspecto	0.08
Sergeant	0.17
J	
	Acct Services Rep I Revenue Services Mgr Fire Marshal Fire Prevention Inspecto

Total 1.70

Old Ref #: FS5-1204 New Ref #: 12-032-01

Category: Business Licenses Identification Decal

Range:

Description: Issue a decal when a business license requires the use of a vehicle on

request.

Department	Position	Unit Time
Intake		
Processing / Review		
Revenue	Acct Services Rep	I 0.05

Total 0.05

Old Ref #: FS5-1207 New Ref #: 12-032-02

Category: License Listing Request

Range: Existing

Description: Providing a list of existing businesses or animal licenses on request.

0.50

Total 0.50

Old Ref #: FS5-1207 New Ref #: 12-032-03

Category: License Listing Request Range: New Businesses List

Description: Providing a list of new businesses or animal licenses on request.

Position	Unit Time
Acct Services Rep I	0.25

Total

0.25

Division: Finance
Old Ref #: FS1-1815
New Ref #: 12-052-01
Category: GIS Printout

Range:

Description: Provide a copy of a GIS printout. This is the processing fee.

Department	Position	Unit Time
Intake & Processing		
Review		
Finance	GIS Analyst	0.50

Total

0.50

FIRE - TIME ESTIMATES

Old Ref #: FS2-1604 New Ref #: 16-1

Category: Fire Code Annual Permit

Range:

Review, issue and inspect a re-occuring annual Fire Department permit under Section 105 of the Uniform Fire Code Description:

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.17
Plan Review		
Prevention	Fire Prevention Inspector	0.17
Inspection		
Prevention	Fire Prevention Inspector	0.50
Permit Issuance		
Prevention	Fire Prevention Inspector	0.08

1.00 Total

Division: Fire - Prevention **Old Ref #:** FS2-1605

New Ref #: 16-2

Category: Fire Code Permit

Range: Minor

Description: Issue a fire code permit for a facility or event involving a minor review and

inspection under Section 105 of the Uniform Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Increation		
Inspection	Fire Decreation because to	0.75
Prevention	Fire Prevention Inspector	0.75
Permit Issuance		
Prevention	Fire Prevention Inspector	0.08

Total 1.25

Division: Fire - Prevention **Old Ref #:** FS2-1606

New Ref #: 16-3

Category: Fire Code Permit Range: Major Event

Description: Review, issue and inspect a Fire Department permit for a major event.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Marshal	0.08
Permit Research / Prep		
Prevention	Fire Marshal	0.08
Plan Review		
Prevention	Fire Marshal	1.00
Inspection		
Prevention	Fire Marshal	0.75
Permit Issuance		
Prevention	Fire Marshal	0.08

Total 2.00

Old Ref #: FS2-1607 New Ref #: 16-4

Category: Fire Inspection - Special

Range:

Description: Provide a special fire inspection of a facility or event.

Position	Unit Time
Fire Prevention Inspector	0.08
Fire Prevention Inspector	0.17
Fire Prevention Inspector	0.75
	Fire Prevention Inspector

Total

1.00

Old Ref #: FS2-1608 New Ref #: 16-5

Category: Annual Fire Code Permit Soundstage

Range:

Description: Issue a fire code permit for a soundstage involving a major review and inspection.

	Department	Position	Unit Time
Intake & Pro		1 Osition	Offic Tillie
IIIIake & FIU	Prevention	Fire Prevention Inspector	1.42
	Fievention	riie rieveililoii ilispectoi	1.42
Permit Rese	arch / Prep		
	Prevention	Fire Prevention Inspector	1.50
Plan Review	•		
Inspection			
_	Prevention	Fire Prevention Inspector	57.00
		·	
Permit Issua	ince		
	Prevention	Fire Prevention Inspector	0.08

Total 60.00

Old Ref #: FS2-1609 New Ref #: 16-6

Category: Fire Code Permit Re-inspeciton

Range: per hour

Description: Issuing a fire code permit which requires a re-inspection. This is an hourly

fee.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Impropriem		
Inspection	Fire Decreation less sets	0.75
Prevention	Fire Prevention Inspector	0.75
Permit Issuance		
Prevention	Fire Prevention Inspector	0.08

Total 1.00

Division: Fire - Prevention **Old Ref #:** FS2-1610

New Ref #: 16-7

Category: High Rise Structure - Annual Inspection

Range:

Description: Annual review of a high-rise structure to ensure that it complies with code requirements.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.17
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	3.25
Permit Issuance		

Total 3.50

Old Ref #: FS2-1611 New Ref #: 16-8

Category: Annual Business Fire Inspection

Range: 0-2,000 s.f.

Description: Providing an annual fire and life safety inspection of a business within the

City of 0-2,000 square feet in size.

	Department	Position	Unit Time
Intake & Proc			
Permit Resea	rch / Prep		
	Suppression Suppression Suppression	Fire Captain / Paramedic Fire Engr / Paramedic Firefighter / Paramedic	0.50 0.50 0.50
Plan Review			
Increation			
Inspection	Danieration	Fig. Day continue la consiste a	0.05
	Prevention	Fire Prevention Inspector	0.25
Permit Issuar	nce		

Total 1.75

Division: Fire - Prevention
Old Ref #: FS2-1611A

New Ref #: 16-9

Category: Annual Business Fire Inspection

Range: 2,000 - 10,000 s.f.

Description: Providing an annual fire and life safety inspection of a business within the

City of 2,001-10,000 square feet in size.

Department	Position	Unit Time
Intake & Processing		
Permit Research / Prep		
Suppression	Fire Captain / Paramedic	0.75
Suppression	Fire Engr / Paramedic	0.75
Suppression	Firefighter / Paramedic	0.75
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.33
	•	
Permit Issuance		
i crimit issuance		

Total 2.58

Division: Fire - Prevention
Old Ref #: FS2-1611B
New Ref #: 16-10

Category: Annual Business Fire Inspection

Range: 10,000+ s.f.

Description: Providing an annual fire and life safety inspection of a business within the

City of over 10,000 square feet in size.

	Department	Position	Unit Time
Intake & Proces			
Permit Research	ch / Prep		
	Suppression Suppression Suppression	Fire Captain / Paramedic Fire Engr / Paramedic Firefighter / Paramedic	1.50 1.50 1.50
Plan Review			
Inspection			
	Prevention	Fire Prevention Inspector	0.75
		The Frevention inspector	0.73
Permit Issuance	e		

Total 5.25

Division: Fire - Prevention
Old Ref #: FS2-1611C
New Ref #: 16-12

Category: State Mandated Fire Inspection

Range: Day Care 1-8 Children

Description: Providing an annual fire and life safety inspection of day care with 1-8

children as listed in the State Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.58
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.33
Permit Issuance		

Total 1.00

Division: Fire - Prevention
Old Ref #: FS2-1611C
New Ref #: 16-13

Category: State Mandated Fire Inspection

Range: Day Care 9+ Children

Description: Providing an annual fire and life safety inspection of day care with over 9

children as listed in the State Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.33
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.58
Permit Issuance		

Total 1.00

Division: Fire - Prevention Old Ref #: FS2-1611C

New Ref #: 16-14

Category: State Mandated Fire Inspection

Range: All Others

Providing an annual fire and life safety inspection of a public institution as Description: listed in the State Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.83
Permit Issuance		

Total 1.00

Division: Fire - Prevention

Old Ref #: FS2-1613 New Ref #: 16-15

Category: Residential Fire Sprinkler

Range: Plan Check

Description: Review a plan for a residential fire sprinkler system for conformity with code requirements.

	Department	Position	Unit Time
Intake & Pro	ocessing		
	Building	Permit Tech	0.50
Permit Rese	earch / Prep		
	Prevention	Fire Prevention Inspector	0.08
Plan Review	1		
	Prevention	Fire Prevention Inspector	0.42
Inspection			
Permit Issua	ance		

Total 1.00

Division: Fire - Prevention
Old Ref #: FS2-16-13

New Ref #: 16-16

Category: Residential Fire Sprinkler

Range: Inspection

Description: Inspect a residential fire sprinkler system for conformity with code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.67
Permit Issuance		

Total

1.25

Division: Fire - Prevention Old Ref #: FS2-1613A

New Ref #: 16-17

Category: Commercial Fire Sprinkler

Plan Check Range:

Description: Review a plan for a commercial fire sprinkler system for conformity with

fire code requirements.

	Department	Position	Unit Time		
Intake & Proc	ntake & Processing				
	Building	Permit Tech	0.50		
Permit Resea	rch / Prep				
	Prevention Community Development Community Development	Fire Prevention Inspector Associate Planner Assistant Planner	0.08 0.25 0.25		
Plan Review					
Inspection	Prevention	Fire Prevention Inspector	0.67		
Permit Issuar	nce				

Total

1.75

Division: Fire - Prevention
Old Ref #: FS2-1613A
New Ref #: 16-18

Category: Commercial Fire Sprinkler
Range: Inspection - 1-50 Heads

Description: Inspect a plan for a commercial fire sprinkler system of 1-50 heads for

conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.92
Permit Issuance		

Total 1.50

Division: Fire - Prevention
Old Ref #: FS2-1613A
New Ref #: 16-19

Category: Commercial Fire Sprinkler
Range: Inspection - 51-100 Heads

Description: Inspect a plan for a commercial fire sprinkler system of 51-100 heads for conformity with fire code requirements.

D	epartment	Position	Unit Time
Intake & Process	sing		
В	uilding	Permit Tech	0.50
Permit Research	n / Prep		
Р	revention	Fire Prevention Inspector	0.08
Plan Review			
Inspection			
P	revention	Fire Prevention Inspector	1.92
Permit Issuance			

Total

2.50

Division: Fire - Prevention
Old Ref #: FS2-1613A
New Ref #: 16-20

Category: Commercial Fire Sprinkler
Range: Inspection - 100+ Heads

Description: Inspect a plan for a commercial fire sprinkler system of over 100 heads

for conformity with fire code requirements.

Departm	nent	Position	Unit Time
Intake & Processing			
Building		Permit Tech	0.50
Permit Research / Prep			
Prevention		Fire Prevention Inspector	0.08
Plan Review			
Inspection			
Prevention	on	Fire Prevention Inspector	2.92
Permit Issuance			

Total 3.50

Division: Fire - Prevention
Old Ref #: FS2-1614
New Ref #: 16-21

Category: Fire Alarm System Range: Plan Check

Description: Review a plan for a fire alarm system for conformity with fire code

requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Prevention	Fire Prevention Inspector	0.67
Inspection		
Permit Issuance		

Total

1.25

Division: Fire - Prevention **Old Ref #:** FS2-1614

New Ref #: 16-22

Category: Fire Alarm System
Range: Inspection: 0-2,000 s.f.

Description: Inspect a plan for a fire alarm system of a 0-2,000 square feet structure

for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.42
Permit Issuance		

Total 1.25

Division: Fire - Prevention

Old Ref#: FS2-1614 New Ref #: 16-23

Category:

Fire Alarm System
Inspection: 2,001-10,000 s.f. Range:

Inspect a plan for a fire alarm system of a 2,001-10,000 square feet Description:

structure for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.92
Permit Issuance		

Total 1.75

Division: Fire - Prevention
Old Ref #: FS2-1614
New Ref #: 16-24

Category: Fire Alarm System
Range: Inspection:10,000+ s.f.

Description: Inspect a plan for a fire alarm system of a 10,000+ square feet structure for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	1.92
Permit Issuance		

Total

2.75

Division: Fire - Prevention
Old Ref #: FS2-1614A
New Ref #: 16-25

Category: Fire Protection System

Range: Plan Check

Description: Review a plan for a fire protection system for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Prevention	Fire Prevention Inspector	0.67
Inspection		
Permit Issuance		

Total 1.50

Division: Fire - Prevention
Old Ref #: FS2-1614A
New Ref #: 16-26

Category: Fire Protection System

Range: Inspection

Description: Inspect a plan for a fire protection system for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	1.42
Permit Issuance		

Total 2.25

Division:	Fire - Prevention
Old Ref #:	FS2-1614B
New Ref #:	16-27
Category:	Solar System
Range:	Plan Check

Description: Review a plan for a solar power system for conformity with fire code requirements.

	Department	Position	Unit Time
Intake & Proc	essing		
	Building	Permit Tech	0.50
Permit Resea	rch / Prep		
	Prevention Community Development Community Development	Fire Prevention Inspector Associate Planner Assistant Planner	0.08 0.25 0.25
Plan Review			
	Prevention Building	Fire Prevention Inspector Sr. Bldg Inspector	0.67 1.00
Inspection			
Permit Issuan	ce		

Total 2.75

Division:	Fire - Prevention
Old Ref #:	FS2-1614B
New Ref #:	16-28
Category:	Solar System
Range:	Inspection

Description: Inspect a plan for a solar power system for conformity with fire code requirements.

	Department	Position	Unit Time
Intake & Proc	essing		
	Building	Permit Tech	0.50
Permit Resea	rch / Prep		
	Prevention	Fire Prevention Inspector	0.08
Plan Review			
Inspection			
	Prevention Building	Fire Prevention Inspector Bldg Inspector	0.92 1.00
Permit Issuan	ce		

Total 2.50

PARKS & RECREATION – TIME ESTIAMTES

Division: Parks & Rec Old Ref #: FS3-1401 New Ref #: 14-01

Category: Banner Installation Sepulveda Blvd

Description: Hanging a banner across the public right-of-way at the request of a

private party.

	Department	Position	Unit Time	
Intake / Proce	essing			
	Parks & Recreation Public Works - Maintenance	Executive Secretary Maint Worker I / II		1.50 2.00

Total 3.50

Division: Parks & Rec Old Ref #: FS3-1401 New Ref #: 14-02

Category: Banner Installation

Range: All Other

Description: Hanging a banner across the public right-of-way at the request of a private party.

Department	Position	Unit Time	
Intake / Processing			
Parks & Recreation	Executive Secretary		1.00
Public Works - Maintenance	Maint Worker I / II		2.00

Total 3.00

Division: Parks & Rec Old Ref #: FS3-1401 New Ref #: 14-03

Category: Special Events Application

Range:

Description: Processing a request for a new special event within the City.

	Department	Position	Unit Time	
Intake / Proces	ssing			
	Parks & Recreation	Executive Secretary		0.50
Review				
	Public Works - Admin	Maint. Superintendent		0.75
	Police - Traffic	Sergeant		1.00
	Fire - Prevention	Fire Marshal		1.00
	Comm Dev - Traffic Engineering	Traffic Engineer		0.75
	Parks & Rec - Admin	Parks & Rec Director		0.75

Total 4.75

POLICE – TIME ESTIMATES

 Division:
 Police

 Old Ref #:
 FS2-1512

 New Ref #:
 15-1

Category: Amplified Sound Permit

Range:

Description: Reviewing a request to use amplified sound in a non-commercial area.

	Department	Position	Unit Time
Intake / Prep			
	Parking	Admin Clerk II	0.50
Processing			
	Traffic Traffic Patrol	Sergeant Lieutenant Captain	0.17 0.17 0.17
Permit Issuan	ce	·	
	Patrol	Police Officer	0.50

Total 1.50

Division: Police Old Ref#: FS2-1515 New Ref #: 15-2 Category: Bingo Permit

Range:

Description: Review an application for a Bingo Permit for an organization to be valid for up to one year.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Manager	0.25
Processing			
	Tech Support Services Admin	Records Tech Lieutenant	0.17 0.50
Permit Issuan	ce		

Total 0.92

Division: Police
Old Ref #: FS2-1514A

New Ref #: 15-3

Category: Retail Firearm Permit

Range: New

Description: Review of a request to sell firearms within the City.

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Investigation	Sergeant	4.00
	Admin	Chief of Police	0.50
	Admin	Captain	0.25
	Admin	Lieutenant	0.25
Permit Issuan	ce		

Total

5.00

 Division:
 Police

 Old Ref #:
 FS2-1541A

 New Ref #:
 15-4

Category: Retail Firearm Permit

Range: Renewal

Description: Review of a request to sell firearms within the City.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Manager	0.25
Processing			
	Investigation Admin Admin Admin	Sergeant Chief of Police Captain Lieutenant	0.25 0.08 0.25 0.25
Permit Issuan	ce		
	Finance - Revenue Planning	Revenue Svcs Mgr Planning Manager	0.17 0.08

Total 1.33

 Division:
 Police

 Old Ref #:
 FS2-1517

 New Ref #:
 15-5

Category: Block Party Permit

Range:

Description: Review an application for a block party. This fee is set by Council Policy.

	Department	Position	Unit Time
Intake / Prep			
	Parking	Admin Clerk II	0.50
Processing			
	Patrol Traffic Traffic HR	Captain Lieutenant Sergeant Risk Manager	0.17 0.17 0.33 0.25
Permit Issuan	ce		
	Patrol	Police Officer	0.50

Total

1.92

 Division:
 Police

 Old Ref #:
 FS2-1519

 New Ref #:
 15-6

Category: Weapons Discharge Permit

Range:

Description: Review an application for a weapons discharge permit within the City.

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Patrol	Captain	0.50
	Admin	Chief of Police	0.25
	Traffic	Sergeant	1.00
	Traffic	Lieutenant	0.50
	Fire	Fire Inspector	0.50
Permit Issuan		THE INSPECTOR	0.50
remint issuan	ic c		

Total

2.75

Division: Police - Community Affairs

Old Ref #: FS1-1777 New Ref #: 15-051-01

Category: Alarm System Permit

Range: New

Description: Registration of new alarm within the City

	Department	Position	Unit Time
Intake / Prep			
	Building	Permit Tech	0.13
Processing			
	Finance - Revenue	Acct Services Rep I	0.13
Permit Issuan	ce		
	Community Affairs	Admin Clerk II - P / T	0.42

Total 0.68

Division: Police - Community Affairs

Old Ref #: FS1-1777 New Ref #: 15-051-02

Category: Alarm System Permit

Range: Renewal

Description: Annual renewal of Alarm System Permits already registered within the City

	Department	Position	Unit Time
Intake / Prep			
	Community Affairs	Admin Clerk II - P / T	0.08
Processing			
	Finance - Revenue	Acct Services Rep I	0.08
Permit Issuan	ce		
	Community Affairs	Admin Clerk II - P / T	0.17

Total 0.33

Division: Police - Community Affairs

Old Ref #: FS1-1777
New Ref #: 15-051-03
Category: Alarm School

Range:

Description: An as-needed class providing education and information associated with reducing false alarms within the City.

	Department	Position	Unit Time
Intake / Prep			
	Community Affairs	Admin Clerk II - P / T	6.00
Processing			
	Community Affairs	Police Officer	2.50
	Finance - Revenue	Acct Services Rep I	10.00
	Community Affairs	Admin Clerk II - P / T	3.00
Permit Issuar	nce		

Total 21.50

Old Ref #: FS2-1514 New Ref #: 15-041-01

Category: Fingerprint Card / Live Scan Print

Range:

Description: Fingerprint a person on a card or process a live scan fingerprint. This is the City's charge in addition to any DOJ fees.

Department	Position	Unit Time
Intake / Prep		
Admin	Intern	0.42
Processing		
Permit Issuance		

Total 0.42

Old Ref #: FS2-1520 New Ref #: 15-041-02

Category: Video / Audio Reproduction

Range: Audio

Description: Providing a Police Audio tape on request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Manager	0.33
Processing			
	Tech Support Services	Admin Clerk II	0.17
Permit Issuan	ce		

Total 0.50

Old Ref #: FS2-1520 New Ref #: 15-041-03

Category: Video / Audio Reproduction

Range: Video

Description: Providing a police video recording upon request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Admin Clerk II	0.08
Processing			
	Tech Support Services	Admin Clerk II	0.67
	Tech Support Services	Police Service Officer	0.25
	Tech Support Services	Records Manager	0.25
Permit Issuan	ce		

Total 1.25

Old Ref #: FS2-1521 New Ref #: 15-041-04

Category: Police Record Clearance Letter

Range:

Description: Research and prepare clearance letter for individuals requesting the service.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.25
Processing			
	Admin	Captain	0.08
Permit Issuan	ce		

Old Ref #: FS2-1523 New Ref #: 15-041-05

Category: Police Photos - Film & Digital

Range: Per Photo / Page

Description: Providing copies of police photographs on request

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.05
Processing			
Permit Issuan	ce		

Total

0.05

Old Ref #: FS2-1523 New Ref #: 15-041-06

Category: Police Photos - Film & Digital

Range: Per CD

Description: Providing copies of police photographs on a CD upon request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.08
Processing			
Permit Issuan	ce		

Total

0.08

Division: Police - Tech Support Svcs

Old Ref #: FS2-1525 New Ref #: 15-041-07

Category: Data Research and Release

Range:

Description: Research and compilation of data in police records on request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	1.00
Processing			
Permit Issuan	ce		

Total

1.00

Division: Police - Tech Support Svcs

Old Ref #: FS2-1513 New Ref #: 15-041-08

Category: Special Business - DOJ Check

Range:

Description: Processing an individual who is involved in the operation of certain

special businesses, which involves checking that individual against the

DOJ's Records.

	Department	Position	Unit Time
Intake / Prep			
_			
Processing			
	Investigation	Sergeant	4.00
	Admin	Chief of Police	0.50
Permit Issuan	ice		
L			

Total

4.50

Division: Police - Tech Support Svcs

Old Ref #: N / A (New)
New Ref #: 15-041-09
Category: Police Reports

Range:

Description: Producing a copy of a police report upon request

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.25
Processing			
Permit Issuai	тсе		

Total

0.25

Division: Police - Jail Operations

Old Ref #: FS2-1506 New Ref #: 15-07-1 Category: Booking Fee

Range:

Description: Process an individual under arrest for booking.

	Department	Position	Unit Time
Intake / Prep			
_			
Processing			
	Patrol	Police Officer	1.00
	Jail Operations	Police Service Officer	1.00
	·		
Permit Issuar	nce		

Total

2.00

Division: Police - Parking
Old Ref #: FS2-1504
New Ref #: 15-081-01

Category: Impound Vehicle Release

Range: Lot Release

Description: Collection and release of vehicles impounded by the City.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.17
Processing			
	Parking	Community Service Officer	0.75
	Patrol	Sergeant	0.08
Permit Issuan	ce		
	Tech Support Services	Records Tech	0.17

Total 1.17

 Division:
 Police - Parking

 Old Ref #:
 N / A (New)

 New Ref #:
 15-081-02

Category: Impound Vehicle Release

Range: Field Release

Description: Collection and release of vehicles impounded by the City in the field.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.17
Processing			
	Parking	Community Service Officer	0.33
Permit Issuan	ce		

Total 0.50

Division: Police - Parking
Old Ref #: FS2-1505
New Ref #: 15-081-03

Category: Vehicle Inspeciton / Correction

Range:

Description: Inspect and sign-off correction required citations

	Department	Position	Unit Time
Intake / Prep			
	Parking	Community Service Officer	0.25
Processing			
Permit Issuan	ce		

Total

0.25

Division: Police - Parking
Old Ref #: FS2-1507
New Ref #: 15-081-04
Category: Boot Removal

Range:

Description: Installation and removal of a parking boot, due to non-payment of 5 or more parking citations.

	Department	Position	Unit Time
Intake / Prep			
	Finance - Revenue	Acct Services Rep I	0.25
Processing			
	Parking	Community Service Officer	1.00
Permit Issuan	ice		

Total 1.25

Division: Police - Parking
Old Ref #: N / A (New)
New Ref #: 15-081-05

Category: Handicap Violation Waiver - Admin Fee

Range:

Description: Processing of repeated handicap violation waivers for citations issued to individuals with a handicapped placard. No charge for the first waiver.

	Department	Position	Unit Time
Intake / Prep			
	Parking	Admin Clerk II	0.33
Processing			
Permit Issua	nce		

Total 0.33

Old Ref #: FS2-1508 New Ref #: 15-091-01

Category: Animal Relinquishment

Range: Dead

Description: Pick up of dead animals for relinquishment on request.

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Animal Services	Community Service Officer	1.00
Permit Issuar	200		
l elillit issual	ice		

Total 1.00

Old Ref #: FS2-1508 New Ref #: 15-091-02

Category: Animal Relinquishment

Range: Live Animal

Description: Pick up of live animals for relinquishment on request.

	Department	Position	Unit Time
Intake / Prep			
_			
Processing			
	Animal Services	Community Service Officer	2.00
Permit Issuan	ce		

Total

2.00

Old Ref #: FS2-1510
New Ref #: 15-091-04
Category: Animal Pick Up

Range:

Description: Picking up an animal upon request that has been trapped.

	Department	Position	Unit Time
Intake / Prep			
Processing			
Fiocessing			
	Animal Services	Community Service Officer	0.75
Permit Issuar	псе		

Total 0.75

Old Ref #: FS2-1510A New Ref #: 15-091-05

Category: Animal Quarantine Inspection

Range:

Description: Inspection of a home and re-checks when an animal is required to be quarantined.

	Department	Position	Unit Time
Intake / Prep			
	Animal Services	Community Service Officer	1.00
Processing			
	Animal Services	Community Service Officer	1.50
Permit Issuan	ice		

Total	2.50

Old Ref #: FS2-1511
New Ref #: 15-091-06
Category: Dog Licenses
Range: Spayed / Neutered

Description: Control and Licensing of Animals within the City Limits

	Department	Position	Unit Time
Intake / Prep			
D			
Processing			
	Animal Services	Community Service Officer	0.19
Permit Issuan	ce		

Total

0.19

Old Ref #: FS2-1511 New Ref #: 15-091-07

Category: Animal Quarantine Inspection

Range: All Others

Description: Control and Licensing of Animals within the City Limits

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Animal Services	Community Service Officer	0.48
Permit Issuan	ce		

Total

0.48

Old Ref #: FS2-1511
New Ref #: 15-091-08
Category: Dog Licenses
Range: Duplicate Tags

Description: Control and Licensing of Animals within the City Limits

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Animal Services	Community Service Officer	0.04
Permit Issuan			
Permit issuan	ice		

Total

0.04

PUBLIC WORKS – CIVIL ENGINEERING TIME ESTIMATES

Division:	PW - Admin
Old Ref #:	FS4-1861
New Ref #:	18-011-01
Category:	Barricade Rental
Range:	Block Party Package

Description: Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for block parties.

Department	Position	Unit Time
Intake & Processing		
Admin	Exec. Secretary	0.17
Street Maint.	Maint Worker II	0.06

Total

0.23

Division: PW - Admin **Old Ref #:** FS4-1861

New Ref #: 18-011-02 & 18-011-03 Category: Barricade Rental

Range: Moving package - Standard & Deluxe

Description: Assist residents with the daily rental of barricades without and with

flasher, 8ft. In length, delineators, 18 inch cones and temporary no

parking cardboard signs for moving purposes.

Department	Position	Unit Time
Intake & Processing		
Admin	Exec. Secretary	0.17

Total 0.17

Old Ref #: FS1-1802 New Ref #: 18-021-01

Category: Final Tract Map Review

Range:

Description: Reviewing the final tract map to determine extent to which it complies with appropriate code requirements

	Department	Position	Unit Time
Intake & Prod			
	Comm Dev Admin	Exec. Secretary	0.92
Review			
	Civil Engineering Planning Planning Comm Dev Admin	City Engineer Associate Planner Planning Mgr Comm. Dev. Director	2.00 1.08 0.17 0.17
Resubmittal			
	Civil Engineering	City Engineer	1.00
Inspection			
Permit Issua	nce		

Total 5.33

Old Ref #: FS1-1804 New Ref #: 18-021-02

Category: New / Relocate Utility Pole

Range: Standard

Description: Review a request for a new or relocated utility pole.

	Department	Position	Unit Time
Intake & Pro			
	Building Building	Permit Tech Secretary	1.00 0.50
Review			
Resubmittal	Planning Traffic Eng. Civil Engineering Civil Engineering Civil Engineering Comm Dev Admin	Associate Planner Sr. Mgmt Analyst City Engineer Public Works Inspector Sr. Civil Engineer Comm. Dev. Director	0.50 2.00 3.00 1.50 8.00 0.50
Inspection			
Permit Issua	nce		

Total 17.00

Old Ref #: FS1-1804 New Ref #: 18-02-03

Category: New / Relocate Utility Pole

Range: PPIC Review

Description: Review a request for a new or relocated utility pole.

Department	Position	Unit Time
		2
Building Building	Permit Tech Secretary	1.00 0.50
Planning Traffic Eng. Civil Engineering Civil Engineering Civil Engineering Comm Dev Admin	Associate Planner Sr. Mgmt Analyst City Engineer Public Works Inspector Sr. Civil Engineer Comm. Dev. Director	0.50 2.00 3.00 2.00 12.00 0.50
ice		
	essing Building Building Planning Traffic Eng. Civil Engineering Civil Engineering Civil Engineering	Building Permit Tech Building Secretary Planning Associate Planner Traffic Eng. Sr. Mgmt Analyst Civil Engineering City Engineer Civil Engineering Public Works Inspector Sr. Civil Engineer Comm Dev Admin Comm. Dev. Director

Total	21.50	0

Old Ref #: FS1-1805 New Ref #: 18-021-04

Category: Right-Of-Way Permits

Range: Excavation Permit - Non-Utility

Description: Inspection of any non-utility excavation in the public right-of-way.

	Department	Position	Unit Time
Intake & Proc			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.33
Review			
Review	Ob di En ada a ada a	Dulelle Meder le constant	0.00
	Civil Engineering	Public Works Inspector	2.00
Resubmittal			
Inspection			
Permit Issuan	ice		

Total

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2.83

Old Ref #: FS1-1805 New Ref #: 18-021-05

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - 0-25 l.f.

Description: Inspection of any utility-based excavation in the public right-of-way that

is 0-25 linear feet in size.

	Department	Position	Unit Time
Intake & Pro	ncessina	i osition	
make a riv	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
	· · · · ·	,	
Review			
	Civil Engineering	Public Works Inspector	3.50
Resubmitta			
Inspection			
mspection			
Permit Issu	ance		

Total 4.83

Old Ref #: FS1-1805 New Ref #: 18-02-06

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - 26-100 l.f.

Description: Inspection of any utility-based excavation in the public right-of-way that

is between 26-100 linear feet in size.

	Department	Position	Unit Time
Intake & Pr	ocessing		
	Building Building	Sr. Permit Tech Secretary	1.00 0.33
Review			
Resubmitta	Civil Engineering	Public Works Inspector	5.00
Inspection			
Permit Issu	ance		

Total

6.33

Old Ref #: FS1-1805 New Ref #: 18-021-07

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - per lineal foot over 25, less than 100

Description: Inspection of any utility-based excavation in the public right-of-way that

is between 26-100 linear feet in size.

	Department	Position	Unit Time
Intake & Pro	cessing		
Review			
	Civil Engineering	Public Works Inspector	0.03
Resubmittal			
Inspection			
Permit Issua	ance		

Total

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0.03

Old Ref #: FS1-1805 New Ref #: 18-021-08

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - 100+ I.f.

Description: Inspection of any utility-based excavation in the public right-of-way that

is larger than 100 linear feet in size.

	Department	Position	Unit Time
Intake & Pr	ocessing		
	Building Building	Sr. Permit Tech Secretary	1.00 0.33
Review			
Resubmitta	Civil Engineering	Public Works Inspector	6.50
Inspection			
Permit Issu	iance		

Total

7.83

Old Ref #: FS1-1805 New Ref #: 18-021-09

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - per lineal foot over 100

Description: Inspection of any utility-based excavation in the public right-of-way that

is over 100 linear feet in size.

	Department	Position	Unit Time
Intake & Pro	cessing		
Review			
	Civil Engineering	Public Works Inspector	0.03
Resubmittal			
Resubilitai			
Inspection			
Permit Issua	ince		

Total

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0.03

Old Ref #: FS1-1806 New Ref #: 18-021-10

Category: Right-Of-Way Permits

Range: Temporary Encroachment - per permit

Description: Review a permit for a temporary encroachment into the public right-of-

wav

	Department	Position	Unit Time
Intake & Pr	ocessing		
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.50
Review			
	Civil Engineering Traffic Eng.	Public Works Inspector Sr. Mgmt Analyst	1.17 0.50
Resubmitta	ıl		
Inspection			
Permit Issu	ance		

Total

2.67

Old Ref #: FS1-1806 New Ref #: 18-021-11

Category: Right-Of-Way Permits

Range: Temporary Encroachment - If lane closure required

Description: Review a permit for a temporary encroachment into the public right-of-

way including a lane closure.

	Department	Position	Unit Time
Intake & Pr			
	Building Building	Sr. Permit Tech Secretary	0.50 0.83
Review			
Resubmitta	Civil Engineering Traffic Eng. Civil Engineering	Public Works Inspector Traffic Engineer City Engineer	3.00 2.00 0.50
Inspection			
Permit Issu	iance		

Total 6.83

Old Ref #: N / A (New) New Ref #: 18-021-12

Category: Traffic Control Plan Range: Plan Review

Description: Review of traffic control plans relating to excavation or temporary

encroachment permits.

	Department	Position	Unit Time
Intake & Pr		FOSILIOII	Oliit Tillie
iiitake & i i	ocessing		
Review			
	Civil Engineering	City Engineer	2.00
	Traffic Eng.	Traffic Engineer	2.00
Resubmitta	N.		
Resubmitte			
Inspection			
Permit Issu	lance		
i crime issu			

Total

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4.00

Old Ref #: N / A (New) New Ref #: 18-021-13

Category: Traffic Control Plan

Range: Inspection

Description: Inspection of traffic control plans relating to excavation or temporary

encroachment permits.

	Department	Position	Unit Time
Intake & Proc	essing		
Review			
Resubmittal			
Inspection			
inspection	Civil Engineering	Public Works Inspector	3.00
	Civil Eligilleelilig	rubiic works irispector	3.00
Permit Issuan	ıce		

Total

Matrix Consulting Group Page 139

3.00

Old Ref #: FS1-1807 New Ref #: 18-021-14

Category: Sandblasting Permit

Range:

Description: Review a permit for sandblasting in order to ensure conformity with code requirements. Inspect site if deemed necessary.

	Department	Position	Unit Time
Intake & Pro			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.25
Review			
	Civil Engineering	Public Works Inspector	0.50
Resubmitta			
Inspection			
Permit Issu	ance		

Total 1.25

Old Ref #: FS1-1809 New Ref #: 18-021-15

Category: Wide / Oversize Vehicle Review

Range:

Description: To review the plans for moving a wide / oversize vehicle through the

city.

	Department	Position	Unit Time
Intake & Pro	ocessing		
	Building	Sr. Permit Tech	1.50
Review			
Resubmitta	Civil Engineering Police-Traffic	City Engineer Police Sergeant Traffic Engineer	0.50 0.25 0.50
Inquestion			
Inspection			
Permit Issu	ance		

Total 2.75

Old Ref #: FS1-1810 New Ref #: 18-021-16

Category: Vehicle Sidewalk or Walk Street

Range:

Description: Issue a permit to a resident to operate a vehice on the sidewalk or walk

	Department	Position	Unit Time		
Intake & Processing					
	Building	Sr. Permit Tech	1.00		
	Building	Secretary	0.25		
Review					
	Civil Engineering	Public Works Inspector	1.50		
	Police-Traffic	Police Sergeant	0.50		
Resubmitta					
Inspection					
Permit Issuance					

Total 3.25

Old Ref #: FS1-1814

New Ref #: 18-021-17 & 18-021-18
Category: Blueprint / Map Reproduction

Range: Up to 24 x 36

Description: Provide a copy of a blueprint or a map (per sheet)

	Department	Position	Unit Time
Intake & Pro	cossing	rosition	Ollit Tillie
ilitake & Più	cessing		
Review			
	Civil Engineering	Engineering Secretary	0.05
		ggy	0.00
Resubmittal			
Inonaction			
Inspection			
Permit Issua	ince		

Total

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0.05

Division: PW - Street Maintenance

Old Ref #: FS1-1808 New Ref #: 18-032-01

Category: Tree Removal Permit

Range:

Description: Reviewing the removal of a protected tree in the public right-of-way.

	Department	Position	Unit Time
Intake & Prod	essing		
	Building	Permit Tech	0.50
	Building	Secretary	0.50
Inspection			
	Civil Engineering	Public Works Inspector	1.50

Total	2.50
-------	------

Division: PW - Maintenance

Old Ref #: FS1-1811
New Ref #: 18-032-02
Category: Newsrack Permit

Range: New Permit Location

Description: Issue and review a permit for a news rack in a new location.

	Department	Position	Unit Time
Intake & Pi	ocessing		
Inspection			
_	Civil Engineering	Sr. Mgmt Analyst	1.00
	Civil Engineering	Public Works Inspector	1.00
		·	

Total

2.00

Division: PW - Maintenance

Old Ref #: FS1-18-11
New Ref #: 18-032-03
Category: Newsrack Permit

Range: Renewal

Description: Issue and review a permit for a news rack in a new location.

Department	Position	Unit Time
Intake & Processing		
Civil Engineering	Sr. Management Analyst	0.50

Total 0.50

Division: Public Works - Utilities

Old Ref #: FS1-1816 New Ref #: 18-1

Category: Commercial SUSMP Review

Range:

Description: Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.

	Department	Position	Unit Time
Reviewing	/ Processing		
	Building Admin Civil Eng	Permit Tech Utilities Mgr City Engineer	1.00 3.00 1.50
Payment			

Total 5.50

Division: Public Works - Utilities

Old Ref #: FS4-1850 New Ref #: 18-2

Category: Temporary Water Meter Rental

Range: Installation

Description: Install or move a temporary 3" fire hydrant meter at a construction site.

	Department	Position	Unit Time
Reviewing /	Processing		
	Water Maintenance	Maintenance Worker II	0.75
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 1.00

Division: Public Works - Utilities

Old Ref #: FS4-1850 New Ref #: 18-3

Category: Temporary Water Meter Rental

Range: Move

Description: Install or move a temporary 3" fire hydrant meter at a construction site.

Department	Position	Unit Time
Processing		
Water Maintenance	Maintenance Worker II	0.75
	Processing	Processing

Total 0.75

Division: PW - Utilities
Old Ref #: FS4-1851
New Ref #: 18-4

Category: Water Meter Test

Range: Bench Calibration 5/8", 3/4", or 1" meter

Description: Field or bench calibration of a 5/8", 3/4", or 1" water meter upon a request by a resident or business.

	Department	Position	Unit Time
Reviewing /	/ Processing		
	Water Maintenance	Maintenance Worker II	2.25
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 2.50

Division: PW - Utilities
Old Ref #: FS4-1851
New Ref #: 18-5

Category: Water Meter Test

Range: Bench Calibration 1.5"+ meter

Description: Field or bench calibration of a 1.5"+ water meter upon a request by a

resident or business.

	Department	Position	Unit Time
Reviewing /	Processing		
	Water Maintenance	Maintenance Worker II	3.00
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 3.25

Division: PW - Utilities
Old Ref #: FS4-1852
New Ref #: 18-6

Category: Water Service Turn On

Range: Regular Hours (Monday - Thursday 8am-4:30pm)

Description: Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for

non-payment of water bill.

	Department	Position	Unit Time
Reviewing /	Processing		
	Water Maintenance	Maintenance Worker II	0.33
Payment			
	Finance - Revenue	Acct Services Rep I	0.17

Total 0.50

Division: PW - Utilities
Old Ref #: FS4-1852
New Ref #: 18-7

Category: Water Service Turn On

Range: Afterhours, weekends, or holidays

Description: Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for

	Department	Position	Unit Time
Reviewing / I	Processing		
	Water Maintenance	Maintenance Worker II	2.00
Payment			
	Finance - Revenue	Acct Services Rep I	0.17

Total 2.17

Division: PW - Utilities Old Ref #: FS4-1853 18-8 New Ref #:

Water Meter Installation 3/4" - 1" Meter Category:

Range:

Description: Installation of a 3/4" - 1" new water meter on request.

	Department	Position	Unit Time
Reviewing / I	Processing		
	Water Maintenance	Maintenance Worker II	0.50
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 0.75

Division: PW - Utilities
Old Ref #: FS4-1853
New Ref #: 18-9

Category: Water Meter Installation

Range: 1" - 2" Meter

Description: Installation of a 1" - 2" new water meter on request.

	Department	Position	Unit Time
Reviewing / I	Processing		
	Water Maintenance	Maintenance Worker II	1.00
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 1.25

Division: PW - Utilities
Old Ref #: FS4-1853
New Ref #: 18-10

Category: Water Meter Installation Range: Greater than 2" Meter

Description: Installation of a 2"+ new water meter on request. Time and Materials.

Department	Position	Unit Time
Reviewing / Processing		
2		
Payment		

Total 0.00

Division: PW - Utilities
Old Ref #: FS4-1859
New Ref #: 18-11

Category: F.O.G. & Clean Bay Restaurant Inspections

Range: Initial Inspections

Description: Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation compliance.

	Department	Position	Unit Time
Reviewing / F	Processing		
	Water Maintenance	Secretary	0.17
Payment			
	Finance - Revenue	Acct Services Rep I	0.17

Total

0.33

Division: PW - Utilities
Old Ref #: FS4-1859
New Ref #: 18-12

Category: F.O.G. & Clean Bay Restaurant Inspections

Range: Follow-up Inspections

Description: Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation

Department	Position	Unit Time		
Reviewing / Processing				
Water Maintenance	Secretary	0.17		
Payment				

Total 0.17

Division: PW - Utilities **Old Ref #:** FS4-1856 / 1857

New Ref #: 18-13

Category: Clean Bay Restaurant Inspection for Stormwater Permit Compliance

Range:

Description: Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance.

Department	Position	Unit Time
Reviewing / Processing		
PW - Utilities	Secretary	0.50
Payment		

Total 0.50

Division: PW - Utilities
Old Ref #: FS1-1813
New Ref #: 18-14

Category: Waste Management Plan

Range:

Description: Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.

D	epartment	Position	Unit Time
Reviewing / Prod	essing		
В	uilding	Permit Tech	0.50
Payment			
P	W - Utilities	Sr. Management Analyst	1.00

Total 1.50

TRAFFIC ENGINEERING – TIME ESTIMATES

Division: Community Development - Planning

Old Ref #: New New Ref #: 17-050-01

Category: Development Traffic Review

Range:

Description: Review of parking / traffic conditions for use permits, master use permits, and planned developments (residential & Commercial).

Department	Position	Unit Time
Intake & Processing		
Inspection		
inspection	Tariffic Francisco	4
	Traffic Engineer	4
Review / Staff Report		
Planning	Asst. Planner	3
Police - Traffic	Police Sergeant	0.5
	3	
PPIC / Council		

Total

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7.5

Division: Community Development - Planning

Old Ref #: New New Ref #: 17-050-02

Category: Development Traffic Review

Range:

Description: Review of parking / traffic conditions for Environmental Assessment / Neg Dec and Amendment to Development Permit.

Department	Position	Unit Time
Intake & Processing		
Inspection		
Inspection	Traffic Engineer	3
	Traille Eligilleei	J
Review / Staff Report		
Planning	Asst. Planner	1
Police - Traffic	Police Sergeant	0.5
DDIO / Commell		
PPIC / Council		

Total

4.5

Old Ref #: FS1-1769 New Ref #: 17-050-03

Category: Parking - Temporary Construction

Range:

Description: Temporary parking per vehicle for construction purposes (monthly) or

moving vans and may be issued in advance up to 3 months and

renewed thereafter.

	Department	Position	Unit Time
Intake & Proc	essing		
	Building	Sr. Permit Tech	0.25
Inspection			
Review / Staf	f Report		
	Traffic Eng. Police - Parking Enf.	Sr. Mgmt Analyst Comm. Services Officer	0.25 0.25
PPIC / Counc	il		

I	Total	0.75
I	Total	0.75

Old Ref #: FS1-1769 New Ref #: 17-050-04

Category: Parking - Temporary for Construction

Range: Loading Zone

Description: Temporary parking for construction purposes, where no parking spaces are available.

	Department	Position	Unit Time			
Intake & Pro	Intake & Processing					
	Building	Sr. Permit Tech	1			
Inspection						
Review / Sta	ff Report					
	Traffic Eng. Police - Parking Enf.	Sr. Mgmt Analyst Comm. Services Officer	1 0.75			
PPIC / Coun	cil					

Total 2.75

Old Ref #: FS1-1781 New Ref #: 17-050-05 Category: Parking Request

Range:

Description: Administrative review of a parking-related issue, such as a request for a red zone or disabled parking space.

Department	Position	Unit Time
Intake & Processing		
Inspection		
	Traffic Engineer	1
- 1 101 55		
Review / Staff Report		
Traffic Eng.	Sr. Mgmt Analyst	2.5
Police - Traffic	Police Lieutenant	0.25
Police - Traffic	Police Sergeant	0.25
Police - Parking Enf.	Police Sergeant	0.25
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
PPIC / Council		

Old Ref #: FS1-1782 New Ref #: 17-050-06 Category: Traffic Request

Range:

Description: Administrative review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.

	Department	Position	Unit Time
Intake & P			
l			
Inspection			
		Traffic Engineer	2.5
Review / S	taff Report		
1.00101170	Traffic Eng.	Sr. Mgmt Analyst	2.5
	Police - Traffic	Police Lieutenant	0.25
	Police - Traffic	Police Sergeant	0.25
	Police - Parking Enf.	Police Sergeant	0.25
	Fire - Prevention	Fire Marshal	0.5
	PW Admin	Maint. Superintendent	
	Civil Engineering	City Engineer	
PPIC / Cou	ıncil		
11107000			

Total 6.25

Old Ref #: FS1-1783 New Ref #: 17-050-07

Category: Stop Sign Request (2nd Request)

Range:

Description: Processing a request to install a stop sign following initial denial / approval.

	Department	Position	Unit Time
Intake & Pro	•		3
		Traffic Engineer	2
Inspection			
		Traffic Engineer	2
Review / Sta	iff Report		
	Traffic Eng. Police - Traffic Police - Traffic Police - Parking Enf. Fire - Prevention PW Admin Civil Engineering Comm Dev Admin Comm Dev Admin	Sr. Mgmt Analyst Traffic Engineer Police Lieutenant Police Sergeant Police Sergeant Fire Marshal Maint. Superintendent City Engineer Comm. Dev. Director Exec. Secretary	10 4 0.5 0.5 0.5
PPIC / Coun	cil	Traffic Engineer	2

Total 22

Old Ref #: FS1-1784
New Ref #: 17-050-08
Category: PPIC Appeal
Range: Traffic

Description: Appealing a traffic-related administrative decision to the Parking and Public Improvement Commission.

Department	Position	Unit Time
Intake & Processing		
Inspection		
	Traffic Engineer	2
	_	
Review / Staff Report		
Traffic Eng.	Sr. Mgmt Analyst	10
	Traffic Engineer	4
Police - Traffic	Police Lieutenant	5
Police - Traffic	Police Sergeant	5 5
Comm Dev Admin	Comm. Dev. Director	
Comm Dev Admin	Exec. Secretary	
Contin Dev Admin	Exec. Secretary	
PPIC / Council		
	Traffic Engineer	2

Total

28

Division: Community Development - Planning

Old Ref #: FS1-1784
New Ref #: 17-050-09
Category: PPIC Appeal
Range: Encroachment

Description: Appealing an encroachment-related administrative decision to the

Parking and Public Improvement Commission.

	Department	Position	Unit Time
Intake & Proce			
Inspection			
Review / Staff	Report		
iteview / Otali	Planning	Associate Planner	10
	Planning	Planning Mgr	4
	Comm Dev Admin	Comm. Dev. Director	1
	Traffic Eng.	Sr. Mgmt Analyst	2
	=g.	og	_
PPIC / Counci	l		

Total 17

BUILDING FLAT FEES – TIME ESTIMATES

Division: Building
Old Ref #: FS1-1727
New Ref #: 17-030-09

Category: Plan Check / Inspection - Landscape & Irrigation

Range: SFR 0-7,500 sq. ft. (parcel)

Description: Review an application for landscape and irrigation for a SFR parcel

between 0-7,500 sq. ft. to conform to code requirements.

	Department	Position	Unit Time		
Intake					
	Building	Permit Tech	0.25		
	Building	Sr. Permit Tech	0.25		
Routing					
	Building	Permit Tech	0.25		
	Building	Sr. Permit Tech	0.25		
Plan Review					
	Civil Engineering	Public Works Inspector	0.25		
	Building	Sr. Plan Check Engineer	0.25		
	Building Planning	Building Inspector Associate Planner	0.50 1.00		
	- Tariffing	Associate Figures	1.00		
Resubmittal					
	Civil Engineering	Public Works Inspector	0.25		
	Building Building	Sr. Plan Check Engineer Building Inspector	0.25 0.50		
	Planning	Associate Planner	1.00		
	r idining	Addolate Flamer	1.00		
Plan Approva	als				
Permit Issua	nce				
Supplementa	al permits plan review				
Inspection					
Process Final					
1 100000 1 1110					

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5.00

 Division:
 Building

 Old Ref #:
 FS1-1727

 New Ref #:
 17-030-10

Category: Plan Check / Inspection - Landscape & Irrigation Range: MFR / Commercial / SFR > 7,500 sq. ft. (parcel)

Description: Review an application for landscape and irrigation for a MFR / Commercial / SFR parcel greater than 7,500 sq. ft. to conform to code.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
Routing			
	Building	Sr. Permit Tech	0.25
	Building	Permit Tech	0.25
Plan Review			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building Planning	Building Inspector Associate Planner	1.00 2.00
	r iailillig	Associate Flatiliei	2.00
Resubmittal			
	Civil Engineering	Public Works Inspector	0.25
	Building	Sr. Plan Check Engineer	0.75
	Building Planning	Building Inspector Associate Planner	1.00 2.00
	Flatifility	Associate Flatiliei	2.00
Plan Approva	als		
Permit Issua	nce		
Supplementa	al permits plan review		
Inspection			
Draces Fine	N.		
Process Fina	11		

Matrix Consulting Group Page 3

9.00

Division: Building
Old Ref #: FS1-1760
New Ref #: 17-030-11

Category: Building Extra Plan Check

Range: Processing Fee

Description: Plan checks over the standard number of plan checks within the Building Department. Processing fees plus an hourly rate.

	Department	Position	Unit Time
Intake			
	Building	Permit Tech	0.25
	Building	Sr. Permit Tech	0.25
Routing			
_			
Plan Revie	?₩		
Resubmitt	al		
DI 4			
Plan Appro	ovais		
Permit Iss	uance		
Suppleme	ntal normite plan review		
Suppleme	ntal permits plan review		
Inspection			
Process F	inal		

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0.50

Division: Building
Old Ref #: FS1-1760
New Ref #: 17-030-12

Category: Building Extra Plan Check

Range: Hourly Rate

Description: Plan checks over the standard number of plan checks within the Building

Department. Processing fees plus an hourly rate.

	Department	Position	Unit Time
Intake			
Routing			
Plan Review			
I lall Review	Building	Sr. Plan Check Engineer	1.00
	3	3	
Resubmittal			
110000000000000000000000000000000000000			
Plan Approv	/als		
Daweit lague			
Permit Issua	ance		
Supplement	tal normite plan review		
Supplement	al permits plan review		
Inspection			
Process Fin	al		

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1.00

Division: Building
Old Ref #: FS1-1761
New Ref #: 17-030-13

Category: Reinspection / Extra Inspection

Range: Processing Fee

Description: Request for a reinspection or extra inspection over the standard number of inspections of a building site.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review			
Resubmittal			
Plan Approva	ıls		
Permit Issuar	1Ce		
Supplementa	l permits plan review		
Inspection			
Process Fina			

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0.33

Category: Reinspection / Extra Inspection

Range: Hourly Rate

Description: Request for a reinspection or extra inspection over the standard number of inspections of a building site.

Department	Position	Unit Time
Intake		
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
, idin Approvalo		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Building	Sr. Bldg Inspector	1.00
Process Final		
L		

Matrix Consulting Group Page 7

1.00

Category: Building After Hours Inspection

Range: Base Fee

Description: Inspection Requested after hours or on weekend (minimum 4 hours).

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review	V		
Resubmitta	l		
Plan Appro	vals		
Permit Issu	ance		
Supplemen	tal permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	4.00
Process Fir	nal		

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4.33

Category: Building After Hours Inspection
Range: Each Additional Hour (above 4)

Description: Inspection Requested after hours or on weekend.

Department	Position	Unit Time
Intake		
Routing		
Plan Review		
I lall Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
i eriiit issuance		
Supplemental permits plan review		
Cappionional pointe plan 10416W		
Inspection	Co Dida la casa etca	4.00
Building	Sr. Bldg Inspector	1.00
Process Final		

Total

Matrix Consulting Group Page 9

1.00

Category: Special Request Inspection

Range: Processing Fee

Description: Special investigations durings normal working hours for extraordinary site review or for which a permit is not needed.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review			
Resubmittal			
Plan Approvals			
Permit Issuance	e		
Supplemental	permits plan review		
Inspection			
Process Final			

Matrix Consulting Group Page 10

0.33

Category: Special Request Inspection

Range: Hourly Rate

Description: Special investigations durings normal working hours for extraordinary site review or for which a permit is not needed.

	Department	Position	Unit Time
Intake			
Routing			
Routing			
Plan Review			
Resubmittal			
Plan Approva	ls		
D '' I			
Permit Issuan	ce		
Supplemental	permits plan review		
Inspection			
шэрссион	Building	Sr. Bldg Inspector	0.50
	Building	Code Enforcement Officer	0.50
Process Final			

Total 1.00

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Category: Construction Operation After Hours

Range:

Description: Reviewing an application for construction operation for work done after hours.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.50 0.50
Routing			
Plan Revie	W		
	Building	Bldg Official	0.50
Resubmitta	al		
Plan Appro	ovals		
Permit Issu	uance		
Sunnlemer	ntal permits plan review	A/	
Сиррісінсі	nai permito pian reviet		
Inspection			
Process Fi	nal		

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1.50

 Division:
 Building

 Old Ref #:
 FS1-1765

 New Ref #:
 17-030-20

Category: Building Demolition

Range: Base Fee

Description: Inspection of a building demolition to ensure compliance with City codes.

This is the base fee that includes 4 corners.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing			
Plan Review			
	Planning Planning Civil Engineering	Planning Mgr Asst. Planner Public Works Inspector	0.25 1.75 1.25
Resubmittal			
Plan Approva	nce		
Supplementa	al permits plan review		
Inspection			
	Building	Building Inspector	1.50
Process Fina	d		

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5.08

Division:	Building
Old Ref #:	FS1-1765
New Ref #:	17-030-21

Building Demolition
Per Corner over 4 corners Category: Range:

Inspection of a building demolition to ensure compliance with City codes. This is the per corner fee for over 4 corners. Description:

	Department	Position	Unit Time
Intake			
Routing			
Plan Review			
	Planning	Asst. Planner	0.33
Resubmittal			
Plan Approva Permit Issuan			
Supplementa	l permits plan review		
Inspection			
	Building	Building Inspector	0.25
Process Final			

0.58

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Division: Building
Old Ref #: FS1-1766
New Ref #: 17-030-22
Category: Moving a Building

Range:

Description: Review an application for moving a building within the City.

Department Position Ur Intake Building Permit Tech Building Sr. Permit Tech Routing	0.25 0.25 0.25
Building Sr. Permit Tech	
Routing	
1	
Plan Review	
Police - Patrol Police - Traffic Police - Traffic Police - Parking Enf. Police - Parking Enf. Police - Parking Enf. Police Sergeant Comm. Svcs. Officer Fire - Prevention Building Traffic Engineering Civil Engineering Civil Engineering Public Works Inspector Fire - Prevention Resubmittal	6.00 1.00 6.00 0.25 1.00 0.50 4.00 8.00 0.25
Plan Approvals Permit Issuance	
Supplemental permits plan review	
Inspection	
Building Building Inspector	1.00
Process Final	

Total	28.50

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Division: Building
Old Ref #: FS1-1767
New Ref #: 17-030-23
Category: Sewer Cap
Range:

Description: Inspecting the capping of a sewer line to ensure compliance with City

codes.

Department	Position	Unit Time
Intake	. commen	
Routing		
Kouting		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
In a section		
Inspection Building	Sr. Bldg Inspector	0.33
Building	Oi. Diag mopeotor	0.00
Process Final		

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0.33

Category: Water Service Determination

Range:

Description: Processing a water service determination request.

D)epartment	Position	Unit Time
Intake			
Routing			
Routing			
Plan Review	o di alia a	On Downsit Took	0.50
l B	Building	Sr. Permit Tech Permit Tech	0.50 0.50
P	Building	Permit Tech	0.50
Resubmittal			
Plan Approvals			
Permit Issuance			
Supplemental po	ermits plan review		
1			
Inspection			
Process Final			

Matrix Consulting Group Page 17

1.00

Category: Construction Site Sign Production

Range:

Description: Processing and producing contract information signs for construction sites.

	Department	Position	Unit Time
Intake	•		
	Building Building	Permit Tech Sr. Permit Tech	0.13 0.13
Routing			
Plan Revi	ew		
Resubmit	tal		
Plan Appr	ovals		
Permit Iss	suance		
Suppleme	ental permits plan review		
Inspection	n		
Process F	inal		

Matrix Consulting Group Page 18

0.25

Category: Deputy Inspector Certification

Range:

Description: Reviewing a request for deputy inspector certification.

Department	Position	Unit Time
Intake		
Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Process Final		
1		

Matrix Consulting Group Page 19

0.33

Category: Building Permit Transfer

Range:

Description: Transfer the ownership of a building permit.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review			
Resubmittal			
Plan Approval	S		
Permit Issuand	ce		
Supplemental	permits plan review		
Inspection			
Process Final			

Matrix Consulting Group Page 20

0.50

Category: Restamping of Approved Plans

Range:

Description: Restamping of plans which were approved and stamped, but which were lost by the owner.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	0.75 0.75
Routing			
Plan Review			
Resubmittal			
Plan Approva	ıls		
Permit Issuar	1Ce		
Supplementa	l permits plan review		
Inspection			
Process Fina			

Matrix Consulting Group Page 21

1.50

Category: Residential Bldg Records Report

Range: Standard

Description: Providing a building records report on an address.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.75 0.75
Routing			
Plan Review			
	Planning	Asst. Planner	0.25
Resubmittal			
Plan Approva	Is		
Permit Issuan	ice		
i crime issuan			
Supplemental	permits plan review		
Inspection	Duilding	Duilding Incocator	0.50
	Building Building	Building Inspector Code Enforcement Officer	0.50
Process Final			

Matrix Consulting Group Page 22

2.75

Category: Residential Bldg Records Report

Range: Duplicate

Description: Providing a building records report on an address.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review	N		
Resubmitta	ıl		
Plan Appro	vals		
Permit Issu	ance		
Supplemen	tal permits plan reviev	V	
Inspection			
Process Fir	nal		

Matrix Consulting Group Page 23

0.50

Category: Temporary Certificate of Occupancy

Range: Certificate - Residential

Description: Review and approve a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review			
	Planning Fire - Prevention Civil Engineering Building	Asst. Planner Fire Marshal Public Works Inspector Bldg Official	0.50 0.50 1.00 0.50
Resubmittal			
	Civil Engineering Finance	Sr. Management Analyst Acct. Svcs. Rep	0.50 0.50
Plan Approva	ls		
Permit Issuan			
	Building	Permit Tech Sr. Permit Tech	0.75 0.75
Supplemental	permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	1.00
Process Final			

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6.50

Temporary Certificate of Occupancy Certificate - Commercial Category:

Range:

Review and approve a temporary certificate of occupancy to allow for Description:

occupancy before the final certificate is issued.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review			
	Planning Fire - Prevention Civil Engineering Building	Asst. Planner Fire Marshal Public Works Inspector Bldg Official	1.00 2.50 1.75 1.25
Resubmittal			
	Civil Engineering Finance Traffic Engineering	Sr. Management Analyst Acct. Svcs. Rep Sr. Management Analyst	0.75 1.00 1.00
Plan Approva	Is		
Permit Issuan			
	Building Building	Permit Tech Sr. Permit Tech	0.75 0.75
Supplemental	permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	1.75
Process Final			

13.00 Total

Matrix Consulting Group Page 25

Category: Temporary Certificate of Occupancy

Range: Extension

Description: Review and approve an extension to a temporary certificate of occupancy

to allow for occupancy before the final certificate is issued.

	Department	Position	Unit Time
Intake	5 ""	5	0 = 0
	Building Building	Permit Tech Sr. Permit Tech	0.50 0.50
Routing			
Routing			
Plan Review			
	Planning	Planning Mgr	0.17
	Building	Bldg Official	0.25
Resubmittal			
Plan Approva	ıls		
Permit Issuar	nce		
Supplementa	l permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	0.50
Process Fina			

Total 1.92

Matrix Consulting Group Page 26

Category: Board of Building Appeals

Range:

Description: Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.

Department	Position	Unit Time
Intake		
Routing		
Plan Review		
Building	Bldg Official	3.00
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Process Final		
1 100033 1 11101		

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3.00

 Division:
 Building

 Old Ref #:
 FS1-1778

 New Ref #:
 17-030-36

Category: Garage Sale Permit

Range:

Description: Review an application for a garage and yard sale permit. The municipal code allows 3 permits a year.

Department	Position	Unit Time
Intake		
Building Building	Permit Tech Sr. Permit Tech	0.02 0.02
	Si. i emili ledi	0.02
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
, p		
Permit Issuance		
Supplemental permits plan i	eview	
Inchestion		
Inspection		
Process Final		
		_

Total 0.05

Matrix Consulting Group Page 28

Category: Community Development Refund Processing

Range:

Description: Processing a refund of a Community Development fee due to the actions of the applicant.

Department	Position	Unit Time
Intake		
Building Building Building Building	Sr. Permit Tech Permit Tech Secretary Bldg Official	0.08 0.08 0.50 0.17
Routing	Blag Official	0.17
, routing		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Process Final		

Matrix Consulting Group Page 29

0.83

Category: Community Development Record Retention

Range: Base Fee

Description: Retaining a permanent copy on microfiche of records in Community

Development.

Department	Position	Unit Time
Intake		
Building Building	Permit Tech Sr. Permit Tech	0.17 0.17
Routing		
Plan Review		
Resubmittal		
Plan Approvals		
Permit Issuance		
Supplemental permits plan review		
Inspection		
Dunance Final		
Process Final		

Matrix Consulting Group Page 30

0.33

Category: Community Development Record Retention

Range: CD

Description: Retaining a permanent copy on microfiche of records in Community

Development.

	Department	Position	Unit Time
Intake			
	Building Building	Permit Tech Sr. Permit Tech	0.25 0.25
Routing			
Plan Review			
Resubmittal			
Plan Approv	als		
i iuii itppiot	uio		
Permit Issua	nce		
Supplementa	al permits plan review		
Inspection			
Process Fina	al		

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0.50

Category: Community Development Record Retention

Range: Data Extraction

Description: Retaining a permanent copy on microfiche of records in Community

Development.

	Department	Position	Unit Time
Intake		1 00111011	
	Building Building Building	Permit Tech Sr. Permit Tech Secretary	0.21 0.21 0.25
Routing	<u> </u>	,	
Plan Review			
Resubmittal			
Plan Approva	als		
Permit Issuai	nce		
Supplementa	Il permits plan review		
Inspection			
Process Fina	1		

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0.67

BUILDING VALUATION-BASED FEES – TIME ESTIMATES

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Category: New Construction, Tenent Improvement, & Remodel

Range: \$500 Valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$0 and \$500 to ensure compliance of

proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	0.25
Resubmittal			
Resubilitia			
Plan Approva	nls		
i idii Appiove			
Permit Issuar	nce		
Supplementa	I permits plan review		
Сирринопа	ролино риштотоп		
Inspection			
	Building	Sr. Bldg Inspector	0.13
	Building	Building Inspector	0.13
Process Fina			
	Building	Sr. Permit Tech	0.13
	Building	Permit Tech	0.13

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1.00

Category: New Construction, Tenent Improvement, & Remodel

Range: \$2,000 valuation

Description: Check building and construction plans, and inspection of subsequent

construction valued between \$0 and \$2,000 to ensure compliance of

proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	0.13 0.13
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	1.25
Resubmittal			
Plan Approv			
Supplement	al permits plan review		
Inspection			
	Building Building	Sr. Bldg Inspector Building Inspector	0.63 0.63
Process Fin	al		
	Building Building	Sr. Permit Tech Permit Tech	0.38 0.38
		Total	3.50
			3.00

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Category: New Construction, Tenent Improvement, & Remodel

Range: \$25,000 valuation

Description: Check building and construction plans, and inspection of subsequent

construction valued between \$2,001 and \$25,000 to ensure compliance of

proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	0.25 0.25
Routing			
Plan Review			
	Building Fire - Prevention Planning	Sr. Plan Check Engineer Fire Prev. Inspector Asst. Planner	3.00 0.50 0.50
Resubmittal			
Plan Approva	ls		
Permit Issuan	ce		
Supplemental	permits plan review		
Inspection			
	Building Building	Sr. Bldg Inspector Building Inspector	3.00 3.00
Process Final			
	Building Building	Sr. Permit Tech Permit Tech	0.25 0.50

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11.25

Category: New Construction, Tenent Improvement, & Remodel

Range: \$50,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$25,001 and \$50,000 to ensure compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50
Davitina			
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	4.00
	Civil Engineering	Public Works Inspector	0.50
	Civil Engineering	City Engineer	1.00
	Fire - Prevention	Fire Prev. Inspector	1.50
	Planning	Associate Planner	1.00
	Planning	Asst. Planner	1.00
Resubmittal			
Diam Ammuni	1-		
Plan Approva	IS		
Permit Issuan	900		
remit issuan	ic c		
Supplemental	l permits plan review		
	ринистр		
Inspection			
	Building	Sr. Bldg Inspector	5.50
	Building	Building Inspector	5.00
	Civil Engineering	Public Works Inspector	0.50
Process Final			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	0.50

Total	22.00

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Category: New Construction, Tenent Improvement, & Remodel

Range: \$100,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$50,001 and \$100,000 to ensure compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake	B 11 11		2.50
	Building Building	Sr. Permit Tech Permit Tech	0.50 0.50
Routing			
Routing			
Plan Review			
	Building Civil Engineering	Sr. Plan Check Engineer Public Works Inspector	6.00 1.00
	Civil Engineering Civil Engineering	City Engineer	1.00
	Fire - Prevention	Fire Prev. Inspector	1.00
	Traffic Engineering	Traffic Engineer	0.50
	Planning Planning	Associate Planner Asst. Planner	0.50 2.50
Resubmittal	r larifiling	Asst. Flatiliei	2.50
Plan Approva	ls		
Permit Issuan	ice		
Supplemental	l permits plan review		
Inspection	Building	Sr. Bldg Inspector	9.00
	Building	Building Inspector	9.00
	Building	Sr. Plan Check Engineer	0.50
	Civil Engineering	City Engineer	1.00
Process Final			
	Building	Sr. Permit Tech	0.50
	Building	Permit Tech	1.00

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34.50

Category: New Construction, Tenent Improvement, & Remodel

Range: \$500,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$100,001 and \$500,000 to ensure

compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	1.00
	Building	Permit Tech	1.50
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	12.00
	Civil Engineering	Public Works Inspector	2.00
	Fire - Prevention	Fire Prev. Inspector	2.00
	Planning	Associate Planner	2.00
	Planning Traffic Engineering	Asst. Planner Traffic Engineer	7.00 2.50
	Civil Engineering	City Engineer	4.00
Resubmittal	Olvii Engineening	Oity Engineer	4.00
Plan Approva Permit Issuan			
Supplemental	permits plan review		
Inspection			
	Building	Sr. Bldg Inspector	20.00
	Building	Principal Bldg Inspector	19.00
	Civil Engineering	Public Works Inspector	4.50
	Civil Engineering Building	City Engineer Sr. Plan Check Engineer	3.00 1.50
	Dullully	or. I fall Officer Engineer	1.50
Process Final			
	Building	Sr. Permit Tech	2.00
	Building	Permit Tech	1.00

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85.00

Category: New Construction, Tenent Improvement, & Remodel

Range: \$1,500,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$500,001 and \$1,500,000 to ensure compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building	Sr. Permit Tech	5.00
	Building	Permit Tech	7.00
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	30.00
	Civil Engineering	Public Works Inspector	4.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	14.00
	Planning	Asst. Planner	3.00
	Civil Engineering	City Engineer	10.00
Resubmittal	Traffic Engineering	Traffic Engineer	4.00
Resubilitiai			
Plan Approva	ls		
Permit Issuan	ice		
Supplementa	I permits plan review		
	pomico piam revien		
Inspection			
opootion	Building	Sr. Bldg Inspector	46.00
	Building	Principal Bldg Inspector	46.00
	Civil Engineering	Public Works Inspector	8.00
	Building	Building Inspector	8.00
	Civil Engineering	City Engineer	5.00
	Building	Sr. Plan Check Engineer	2.00
	Building	Building Official	4.00
Process Final			
	Building	Sr. Permit Tech	4.00
	Building	Permit Tech	2.00

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208.00

Division: Building New Ref #: 17-030-08

Category: New Construction, Tenent Improvement, & Remodel

Range: \$3,500,000 valuation

Description: Check building and construction plans, and inspection of subsequent

construction valued between \$1,500,001 and \$3,500,000 to ensure compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	7.00 10.00
Davitina			
Routing			
Plan Review			
	Building	Sr. Plan Check Engineer	72.00
	Civil Engineering	Public Works Inspector	8.00
	Fire - Prevention	Fire Prev. Inspector	6.00
	Planning	Associate Planner	28.00
	Planning	Asst. Planner	6.00
	Civil Engineering	City Engineer	18.00
Resubmittal	Traffic Engineering	Traffic Engineer	7.00
resubmittu			
Plan Approva	ls		
D '' I			
Permit Issuan	ice		
Supplementa	l permits plan review		
Сиррістопі	pomilio piam rovion		
Inspection			
	Building	Sr. Bldg Inspector	100.00
	Building	Principal Bldg Inspector	100.00
	Civil Engineering	Public Works Inspector	14.00
	Building Civil Engineering	Building Inspector City Engineer	20.00 14.00
	Building	Sr. Plan Check Engineer	12.00
	Building	Building Official	8.00
Process Final		Danding Onloid	0.00
	Building	Sr. Permit Tech	8.00
	Building	Permit Tech	4.00

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Total

442.00

Division: Building New Ref #: 17-030-08

Matrix Consulting Group

Category: New Construction, Tenent Improvement, & Remodel

Range: \$7,500,000 valuation

Description: Check building and construction plans, and inspection of subsequent construction valued between \$3,500,001 and \$7,500,000 to ensure

compliance of proposed work with City codes and standards.

	Department	Position	Unit Time
Intake			
	Building Building	Sr. Permit Tech Permit Tech	10.00 14.00
Routing			
Plan Review			
	Building Civil Engineering Fire - Prevention Planning Planning Civil Engineering Traffic Engineering	Sr. Plan Check Engineer Public Works Inspector Fire Prev. Inspector Associate Planner Asst. Planner City Engineer Traffic Engineer	124.00 14.00 6.00 42.00 8.00 33.00 12.00
Resubmittal			
Plan Approva	ls		
Permit Issuan	ce		
Supplemental	permits plan review		
Inspection			
	Building Building Civil Engineering Building Civil Engineering Building Building Building	Sr. Bldg Inspector Principal Bldg Inspector Public Works Inspector Building Inspector City Engineer Sr. Plan Check Engineer Building Official	150.00 150.00 18.00 30.00 20.00 16.00 10.00
Process Final		Sr. Permit Tech	40.00
	Building Building	Permit Tech	12.00 6.00

675.00

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CITY CLERK – TIME ESTIMATES

 Division:
 City Clerk

 Old Ref #:
 FS5-1101

 New Ref #:
 11-031-01

Category: Initiative Petition Processing

Range:

Description: A formal notice of intent to circulate an intiative petition for a municipal

measure. [California Election Code Section - 9202(b)].

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	1.00
City Clerk	Sr. Deputy City Clerk	1.00
City Clerk	Management Analyst	1.00
_	-	

Total	3.00
Total	3.00

Division: City Clerk
Old Ref #: FS5-1102
New Ref #: 11-031-02

Category: Candidate Processing

Range:

Description: Process a candidate for office in the City not to exceed \$25. [California Election Code Section - 10228]

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	3.50
City Clerk	Sr. Deputy City Clerk	2.00

Total 5.50

 Division:
 City Clerk

 Old Ref #:
 FS5-1103

 New Ref #:
 11-031-03

Category: Reproduction Service

Range: Per Copy

Description: Making a copy of a City Document upon request.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City C	lerk 0.02

Total 0.02

 Division:
 City Clerk

 Old Ref #:
 FS5-1103

 New Ref #:
 11-031-04

Category: Reproduction Service

Range: Certified Copy

Description: Making a certified copy of a City Document upon request.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	0.03

Total 0.03

Division: City Clerk
Old Ref #: FS5-1104
New Ref #: 11-031-5

Category: Archive Retrieval

Range:

Description: Based upon request, retrieve an archived document per box pickup, delivery, and refile in storage.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	City Clerk	0.25
City Clerk	Sr. Deputy City Clerk	0.25
City Clerk	Management Analyst	0.25

Total 0.75

Division: City Clerk
Old Ref #: FS5-1105
New Ref #: 11-031-06
Category: Copy Service

Range: Tape / CD / DVD / PDF

Description: Making a copy of an audio tape, CD, DVD, or PDF file.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City Clerk	0.08

Total 0.08

Division: City Clerk
Old Ref #: 11-031-06
New Ref #: 11-031-07
Category: Copy Service
Range: New Electronic File

Description: Providing a copy of an audio tape, CD, DVD, or PDF file electronically.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City Clerk	0.08

Total 0.08

 Division:
 City Clerk

 Old Ref #:
 FS5-1106

 New Ref #:
 11-031-08

Category: Lobbyist Registration

Range:

Description: Process registration for lobbyist.

Department	Position	Unit Time
Reviewing / Processing		
City Clerk	Sr. Deputy City Clerk	0.17

Total 0.17

FINANCE – TIME ESTIMATES

Old Ref #: FS5-1205 New Ref #: 12-052-01

Category: Return Check & Insufficient Funds Fee

Range:

Description: Re-processing of checks or other payments due to insufficient funds.

	Department	Position	Unit Time
Intake			
Dussesin	- / Davison		
Processing	g / Review		
	Revenue	Acct Services Rep I	0.25
	Accounting	Accountant	0.17
	Revenue	Revenue Services Mgr	0.08

Total

0.50

Old Ref #: FS5-1206 New Ref #: 12-031-02

Category: Film Permits - Application

Range: Motion Picture

Description: Review an application for a motion picture, which takes place in the

City.

	Department	Position	Unit Time
Intake			
Processing / R	eview		
	Revenue	Acct Services Rep I	4.25
	Revenue	Revenue Services Mgr	0.50
	Police	Sergeant	0.25
	Fire	Fire Marshal	0.13
	Fire	Fire Prevention Inspecto	0.13
		•	

Total 5.25

Old Ref #: FS5-1206 New Ref #: 12-031-03

Category: Film Permits - Application

Range: Still Photography

Description: Review an application for still photography, which takes place in the

City.

Position	Unit Time
Acct Services Rep I	1.20
Revenue Services Mgr	0.17
Fire Marshal	0.08
Fire Prevention Inspecto	0.08
Sergeant	0.17
J	
	Acct Services Rep I Revenue Services Mgr Fire Marshal Fire Prevention Inspecto

Total 1.70

Old Ref #: FS5-1204 New Ref #: 12-032-01

Category: Business Licenses Identification Decal

Range:

Description: Issue a decal when a business license requires the use of a vehicle on

request.

Department	Position	Unit Time
Intake		
Processing / Review		
Revenue	Acct Services Rep	I 0.05

Total 0.05

Old Ref #: FS5-1207 New Ref #: 12-032-02

Category: License Listing Request

Range: Existing

Description: Providing a list of existing businesses or animal licenses on request.

0.50

Total 0.50

Old Ref #: FS5-1207 New Ref #: 12-032-03

Category: License Listing Request Range: New Businesses List

Description: Providing a list of new businesses or animal licenses on request.

Position	Unit Time
Acct Services Rep I	0.25

Total

0.25

Division: Finance
Old Ref #: FS1-1815
New Ref #: 12-052-01
Category: GIS Printout

Range:

Description: Provide a copy of a GIS printout. This is the processing fee.

Department	Position	Unit Time
Intake & Processing		
Review		
Finance	GIS Analyst	0.50

Total

0.50

FIRE - TIME ESTIMATES

Old Ref #: FS2-1604 New Ref #: 16-1

Category: Fire Code Annual Permit

Range:

Review, issue and inspect a re-occuring annual Fire Department permit under Section 105 of the Uniform Fire Code Description:

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.17
Plan Review		
Prevention	Fire Prevention Inspector	0.17
Inspection		
Prevention	Fire Prevention Inspector	0.50
Permit Issuance		
Prevention	Fire Prevention Inspector	0.08

1.00 Total

Division: Fire - Prevention **Old Ref #:** FS2-1605

New Ref #: 16-2

Category: Fire Code Permit

Range: Minor

Description: Issue a fire code permit for a facility or event involving a minor review and

inspection under Section 105 of the Uniform Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Increation		
Inspection	Fire Decreation because to	0.75
Prevention	Fire Prevention Inspector	0.75
Permit Issuance		
Prevention	Fire Prevention Inspector	0.08

Total 1.25

Division: Fire - Prevention **Old Ref #:** FS2-1606

New Ref #: 16-3

Category: Fire Code Permit Range: Major Event

Description: Review, issue and inspect a Fire Department permit for a major event.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Marshal	0.08
Permit Research / Prep		
Prevention	Fire Marshal	0.08
Plan Review		
Prevention	Fire Marshal	1.00
Inspection		
Prevention	Fire Marshal	0.75
Permit Issuance		
Prevention	Fire Marshal	0.08

Total 2.00

Old Ref #: FS2-1607 New Ref #: 16-4

Category: Fire Inspection - Special

Range:

Description: Provide a special fire inspection of a facility or event.

Position	Unit Time
Fire Prevention Inspector	0.08
Fire Prevention Inspector	0.17
Fire Prevention Inspector	0.75
	Fire Prevention Inspector

Total

1.00

Old Ref #: FS2-1608 New Ref #: 16-5

Category: Annual Fire Code Permit Soundstage

Range:

Description: Issue a fire code permit for a soundstage involving a major review and inspection.

	Department	Position	Unit Time
Intake & Pro		1 Osition	Offic Tillie
IIIIake & FIU	Prevention	Fire Prevention Inspector	1.42
	Fievention	riie rieveililoii ilispectoi	1.42
Permit Rese	arch / Prep		
	Prevention	Fire Prevention Inspector	1.50
Plan Review	•		
Inspection			
_	Prevention	Fire Prevention Inspector	57.00
		·	
Permit Issua	ince		
	Prevention	Fire Prevention Inspector	0.08

Total 60.00

Old Ref #: FS2-1609 New Ref #: 16-6

Category: Fire Code Permit Re-inspeciton

Range: per hour

Description: Issuing a fire code permit which requires a re-inspection. This is an hourly

fee.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Impropriem		
Inspection	Fire Decreation less sets	0.75
Prevention	Fire Prevention Inspector	0.75
Permit Issuance		
Prevention	Fire Prevention Inspector	0.08

Total 1.00

Division: Fire - Prevention **Old Ref #:** FS2-1610

New Ref #: 16-7

Category: High Rise Structure - Annual Inspection

Range:

Description: Annual review of a high-rise structure to ensure that it complies with code requirements.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.17
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	3.25
Permit Issuance		

Total 3.50

Old Ref #: FS2-1611 New Ref #: 16-8

Category: Annual Business Fire Inspection

Range: 0-2,000 s.f.

Description: Providing an annual fire and life safety inspection of a business within the

City of 0-2,000 square feet in size.

	Department	Position	Unit Time
Intake & Proc			
Permit Resea	rch / Prep		
	Suppression Suppression Suppression	Fire Captain / Paramedic Fire Engr / Paramedic Firefighter / Paramedic	0.50 0.50 0.50
Plan Review			
Increation			
Inspection	Danieration	Fig. Day continue la consiste a	0.05
	Prevention	Fire Prevention Inspector	0.25
Permit Issuar	nce		

Total 1.75

Division: Fire - Prevention
Old Ref #: FS2-1611A

New Ref #: 16-9

Category: Annual Business Fire Inspection

Range: 2,000 - 10,000 s.f.

Description: Providing an annual fire and life safety inspection of a business within the

City of 2,001-10,000 square feet in size.

Department	Position	Unit Time
Intake & Processing		
Permit Research / Prep		
Suppression	Fire Captain / Paramedic	0.75
Suppression	Fire Engr / Paramedic	0.75
Suppression	Firefighter / Paramedic	0.75
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.33
	•	
Permit Issuance		
i crimit issuance		

Total 2.58

Division: Fire - Prevention
Old Ref #: FS2-1611B
New Ref #: 16-10

Category: Annual Business Fire Inspection

Range: 10,000+ s.f.

Description: Providing an annual fire and life safety inspection of a business within the

City of over 10,000 square feet in size.

	Department	Position	Unit Time
Intake & Proce			
Permit Resear	ch / Prep		
	Suppression Suppression Suppression	Fire Captain / Paramedic Fire Engr / Paramedic Firefighter / Paramedic	1.50 1.50 1.50
Plan Review			
Inspection			
mapection	Prevention	Fire Prevention Inspector	0.75
		The Frevention inspector	0.73
Permit Issuan	ce		

Total 5.25

Division: Fire - Prevention
Old Ref #: FS2-1611C
New Ref #: 16-12

Category: State Mandated Fire Inspection

Range: Day Care 1-8 Children

Description: Providing an annual fire and life safety inspection of day care with 1-8

children as listed in the State Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.58
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.33
Permit Issuance		

Total 1.00

Division: Fire - Prevention
Old Ref #: FS2-1611C
New Ref #: 16-13

Category: State Mandated Fire Inspection

Range: Day Care 9+ Children

Description: Providing an annual fire and life safety inspection of day care with over 9

children as listed in the State Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.33
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		0.50
Prevention	Fire Prevention Inspector	0.58
Permit Issuance		

Total 1.00

Division: Fire - Prevention Old Ref #: FS2-1611C

New Ref #: 16-14

Category: State Mandated Fire Inspection

Range: All Others

Providing an annual fire and life safety inspection of a public institution as Description: listed in the State Fire Code.

Department	Position	Unit Time
Intake & Processing		
Prevention	Fire Prevention Inspector	0.08
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.83
Permit Issuance		

Total 1.00

Old Ref #: FS2-1613 New Ref #: 16-15

Category: Residential Fire Sprinkler

Range: Plan Check

Description: Review a plan for a residential fire sprinkler system for conformity with

code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Prevention	Fire Prevention Inspector	0.42
Inspection		
Permit Issuance		

Total 1.00

Division: Fire - Prevention Old Ref#: FS2-16-13 New Ref #: 16-16

Category: Residential Fire Sprinkler

Range: Inspection

Inspect a residential fire sprinkler system for conformity with code Description: requirements.

	Department	Position	Unit Time
Intake & Prod			
	Building	Permit Tech	0.50
Permit Resea	rch / Prep		
	Prevention	Fire Prevention Inspector	0.08
Plan Review			
Inspection			
	Prevention	Fire Prevention Inspector	0.67
Permit Issuar	nce		

Total 1.25

Division: Fire - Prevention Old Ref #: FS2-1613A

New Ref #: 16-17

Category: Commercial Fire Sprinkler

Plan Check Range:

Description: Review a plan for a commercial fire sprinkler system for conformity with

fire code requirements.

	Department	Position	Unit Time
Intake & Proc	essing		
	Building	Permit Tech	0.50
Permit Resea	rch / Prep		
	Prevention Community Development Community Development	Fire Prevention Inspector Associate Planner Assistant Planner	0.08 0.25 0.25
Plan Review			
	Prevention	Fire Prevention Inspector	0.67
Inspection			
Permit Issuan	ce		

Total

1.75

Division: Fire - Prevention
Old Ref #: FS2-1613A
New Ref #: 16-18

Category: Commercial Fire Sprinkler Range: Inspection - 1-50 Heads

Description: Inspect a plan for a commercial fire sprinkler system of 1-50 heads for

conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.92
Permit Issuance		

Total 1.50

Division: Fire - Prevention
Old Ref #: FS2-1613A
New Ref #: 16-19

Category: Commercial Fire Sprinkler
Range: Inspection - 51-100 Heads

Description: Inspect a plan for a commercial fire sprinkler system of 51-100 heads for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	1.92
Permit Issuance		

Total

2.50

Division: Fire - Prevention
Old Ref #: FS2-1613A
New Ref #: 16-20

Category: Commercial Fire Sprinkler
Range: Inspection - 100+ Heads

Description: Inspect a plan for a commercial fire sprinkler system of over 100 heads

for conformity with fire code requirements.

Departm	nent	Position	Unit Time
Intake & Processing			
Building		Permit Tech	0.50
Permit Research / Prep			
Prevention		Fire Prevention Inspector	0.08
Plan Review			
Inspection			
Prevention	on	Fire Prevention Inspector	2.92
Permit Issuance			

Total 3.50

Division: Fire - Prevention
Old Ref #: FS2-1614
New Ref #: 16-21

Category: Fire Alarm System Range: Plan Check

Description: Review a plan for a fire alarm system for conformity with fire code

requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.08
Plan Review		
Prevention	Fire Prevention Inspector	0.67
Inspection		
Permit Issuance		

Total

1.25

Division: Fire - Prevention **Old Ref #:** FS2-1614

New Ref #: 16-22

Category: Fire Alarm System
Range: Inspection: 0-2,000 s.f.

Description: Inspect a plan for a fire alarm system of a 0-2,000 square feet structure

for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.42
Permit Issuance		

Total 1.25

Division: Fire - Prevention

Old Ref #: FS2-1614 New Ref #: 16-23

Category:

Fire Alarm System
Inspection: 2,001-10,000 s.f. Range:

Inspect a plan for a fire alarm system of a 2,001-10,000 square feet Description:

structure for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	0.92
Permit Issuance		

Total 1.75

Division: Fire - Prevention
Old Ref #: FS2-1614
New Ref #: 16-24

Category: Fire Alarm System
Range: Inspection:10,000+ s.f.

Description: Inspect a plan for a fire alarm system of a 10,000+ square feet structure for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	1.92
Permit Issuance		

Total

2.75

Division: Fire - Prevention
Old Ref #: FS2-1614A
New Ref #: 16-25

Category: Fire Protection System

Range: Plan Check

Description: Review a plan for a fire protection system for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Prevention	Fire Prevention Inspector	0.67
Inspection		
Permit Issuance		

Total 1.50

Division: Fire - Prevention
Old Ref #: FS2-1614A
New Ref #: 16-26

Category: Fire Protection System

Range: Inspection

Description: Inspect a plan for a fire protection system for conformity with fire code requirements.

Department	Position	Unit Time
Intake & Processing		
Building	Permit Tech	0.50
Permit Research / Prep		
Prevention	Fire Prevention Inspector	0.33
Plan Review		
Inspection		
Prevention	Fire Prevention Inspector	1.42
Permit Issuance		

2.25

Total

Division:	Fire - Prevention
Old Ref #:	FS2-1614B
New Ref #:	16-27
Category:	Solar System
Range:	Plan Check

Description: Review a plan for a solar power system for conformity with fire code requirements.

	Department	Position	Unit Time
Intake & Proc	essing		
	Building	Permit Tech	0.50
Permit Resea	rch / Prep		
	Prevention Community Development Community Development	Fire Prevention Inspector Associate Planner Assistant Planner	0.08 0.25 0.25
Plan Review			
	Prevention Building	Fire Prevention Inspector Sr. Bldg Inspector	0.67 1.00
Inspection			
Permit Issuan	ce		

Total 2.75

Division:	Fire - Prevention
Old Ref #:	FS2-1614B
New Ref #:	16-28
Category:	Solar System
Range:	Inspection

Description: Inspect a plan for a solar power system for conformity with fire code requirements.

	Department	Position	Unit Time
Intake & Proc	essing		
	Building	Permit Tech	0.50
Permit Resea	rch / Prep		
	Prevention	Fire Prevention Inspector	0.08
Plan Review			
Inspection			
	Prevention Building	Fire Prevention Inspector Bldg Inspector	0.92 1.00
Permit Issuan	ce		

Total 2.50

PARKS & RECREATION – TIME ESTIAMTES

Division: Parks & Rec Old Ref #: FS3-1401 New Ref #: 14-01

Category: Banner Installation Sepulveda Blvd

Description: Hanging a banner across the public right-of-way at the request of a

private party.

	Department	Position	Unit Time	
Intake / Proce	essing			
	Parks & Recreation Public Works - Maintenance	Executive Secretary Maint Worker I / II		1.50 2.00

Total 3.50

Division: Parks & Rec Old Ref #: FS3-1401 New Ref #: 14-02

Category: Banner Installation

Range: All Other

Description: Hanging a banner across the public right-of-way at the request of a private party.

Department	Position	Unit Time	
Intake / Processing			
Parks & Recreation	Executive Secretary		1.00
Public Works - Maintenance	Maint Worker I / II		2.00

Total 3.00

Division: Parks & Rec Old Ref #: FS3-1401 New Ref #: 14-03

Category: Special Events Application

Range:

Description: Processing a request for a new special event within the City.

	Department	Position	Unit Time	
Intake / Proces	ssing			
	Parks & Recreation	Executive Secretary		0.50
Review				
	Public Works - Admin	Maint. Superintendent		0.75
	Police - Traffic	Sergeant		1.00
	Fire - Prevention	Fire Marshal		1.00
	Comm Dev - Traffic Engineering	Traffic Engineer		0.75
	Parks & Rec - Admin	Parks & Rec Director		0.75

Total 4.75

POLICE – TIME ESTIMATES

 Division:
 Police

 Old Ref #:
 FS2-1512

 New Ref #:
 15-1

Category: Amplified Sound Permit

Range:

Description: Reviewing a request to use amplified sound in a non-commercial area.

	Department	Position	Unit Time
Intake / Prep			
	Parking	Admin Clerk II	0.50
Processing			
	Traffic Traffic Patrol	Sergeant Lieutenant Captain	0.17 0.17 0.17
Permit Issuan	ce	·	
	Patrol	Police Officer	0.50

Total 1.50

Division: Police Old Ref#: FS2-1515 New Ref #: 15-2 Category: Bingo Permit

Range:

Description: Review an application for a Bingo Permit for an organization to be valid for up to one year.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Manager	0.25
Processing			
	Tech Support Services Admin	Records Tech Lieutenant	0.17 0.50
Permit Issuan	ce		

Total 0.92

Division: Police
Old Ref #: FS2-1514A

New Ref #: 15-3

Category: Retail Firearm Permit

Range: New

Description: Review of a request to sell firearms within the City.

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Investigation	Sergeant	4.00
	Admin	Chief of Police	0.50
	Admin	Captain	0.25
	Admin	Lieutenant	0.25
Permit Issuan	ce		

Total

5.00

 Division:
 Police

 Old Ref #:
 FS2-1541A

 New Ref #:
 15-4

Category: Retail Firearm Permit

Range: Renewal

Description: Review of a request to sell firearms within the City.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Manager	0.25
Processing			
	Investigation Admin Admin Admin	Sergeant Chief of Police Captain Lieutenant	0.25 0.08 0.25 0.25
Permit Issuan	ce		
	Finance - Revenue Planning	Revenue Svcs Mgr Planning Manager	0.17 0.08

Total 1.33

 Division:
 Police

 Old Ref #:
 FS2-1517

 New Ref #:
 15-5

Category: Block Party Permit

Range:

Description: Review an application for a block party. This fee is set by Council Policy.

	Department	Position	Unit Time
Intake / Prep			
	Parking	Admin Clerk II	0.50
Processing			
	Patrol Traffic Traffic HR	Captain Lieutenant Sergeant Risk Manager	0.17 0.17 0.33 0.25
Permit Issuan	ce		
	Patrol	Police Officer	0.50

Total

1.92

 Division:
 Police

 Old Ref #:
 FS2-1519

 New Ref #:
 15-6

Category: Weapons Discharge Permit

Range:

Description: Review an application for a weapons discharge permit within the City.

	Department	Position	Unit Time
Intake / Prep			
_			
Processing			
	Patrol	Captain	0.50
	Admin	Chief of Police	0.25
	Traffic	Sergeant	1.00
	Traffic	Lieutenant	0.50
	Fire	Fire Inspector	0.50
Permit Issuan		THE INSPECTOR	0.50
remint issuan	ic c		

Total

2.75

Division: Police - Community Affairs

Old Ref #: FS1-1777 New Ref #: 15-051-01

Category: Alarm System Permit

Range: New

Description: Registration of new alarm within the City

	Department	Position	Unit Time
Intake / Prep			
	Building	Permit Tech	0.13
Processing			
	Finance - Revenue	Acct Services Rep I	0.13
Permit Issuan	ce		
	Community Affairs	Admin Clerk II - P / T	0.42

Total 0.68

Division: Police - Community Affairs

Old Ref #: FS1-1777 New Ref #: 15-051-02

Category: Alarm System Permit

Range: Renewal

Description: Annual renewal of Alarm System Permits already registered within the City

	Department	Position	Unit Time
Intake / Prep			
	Community Affairs	Admin Clerk II - P / T	0.08
Processing			
	Finance - Revenue	Acct Services Rep I	0.08
Permit Issuan	ce		
	Community Affairs	Admin Clerk II - P / T	0.17

Total 0.33

Division: Police - Community Affairs

Old Ref #: FS1-1777
New Ref #: 15-051-03
Category: Alarm School

Range:

Description: An as-needed class providing education and information associated with reducing false alarms within the City.

	Department	Position	Unit Time
Intake / Prep			
	Community Affairs	Admin Clerk II - P / T	6.00
Processing			
	Community Affairs	Police Officer	2.50
	Finance - Revenue	Acct Services Rep I	10.00
	Community Affairs	Admin Clerk II - P / T	3.00
Permit Issuar	nce		

Total 21.50

Old Ref #: FS2-1514 New Ref #: 15-041-01

Category: Fingerprint Card / Live Scan Print

Range:

Description: Fingerprint a person on a card or process a live scan fingerprint. This is the City's charge in addition to any DOJ fees.

Department	Position	Unit Time
Intake / Prep		
Admin	Intern	0.42
Processing		
Permit Issuance		

Total 0.42

Old Ref #: FS2-1520 New Ref #: 15-041-02

Category: Video / Audio Reproduction

Range: Audio

Description: Providing a Police Audio tape on request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Manager	0.33
Processing			
	Tech Support Services	Admin Clerk II	0.17
Permit Issuan	ce		

Total 0.50

Old Ref #: FS2-1520 New Ref #: 15-041-03

Category: Video / Audio Reproduction

Range: Video

Description: Providing a police video recording upon request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Admin Clerk II	0.08
Processing			
	Tech Support Services	Admin Clerk II	0.67
	Tech Support Services	Police Service Officer	0.25
	Tech Support Services	Records Manager	0.25
Permit Issuan	ce		

Total 1.25

Old Ref #: FS2-1521 New Ref #: 15-041-04

Category: Police Record Clearance Letter

Range:

Description: Research and prepare clearance letter for individuals requesting the service.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.25
Processing			
	Admin	Captain	0.08
Permit Issuan	ce		

Old Ref #: FS2-1523 New Ref #: 15-041-05

Category: Police Photos - Film & Digital

Range: Per Photo / Page

Description: Providing copies of police photographs on request

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.05
Processing			
Permit Issuan	ce		

Total

0.05

Old Ref #: FS2-1523 New Ref #: 15-041-06

Category: Police Photos - Film & Digital

Range: Per CD

Description: Providing copies of police photographs on a CD upon request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.08
Processing			
Permit Issuan	ice		

Total

0.08

Old Ref #: FS2-1525 New Ref #: 15-041-07

Category: Data Research and Release

Range:

Description: Research and compilation of data in police records on request.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	1.00
Processing			
Permit Issuan	ce		

Total

1.00

Old Ref #: FS2-1513 New Ref #: 15-041-08

Category: Special Business - DOJ Check

Range:

Description: Processing an individual who is involved in the operation of certain

special businesses, which involves checking that individual against the

DOJ's Records.

	Department	Position	Unit Time
Intake / Prep			
_			
Processing			
	Investigation	Sergeant	4.00
	Admin	Chief of Police	0.50
Permit Issuan	ice		
L			

Total

4.50

Old Ref #: N / A (New)
New Ref #: 15-041-09
Category: Police Reports

Range:

Description: Producing a copy of a police report upon request

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.25
Processing			
Permit Issuai	тсе		

Total

0.25

Division: Police - Jail Operations

Old Ref #: FS2-1506 New Ref #: 15-07-1 Category: Booking Fee

Range:

Description: Process an individual under arrest for booking.

	Department	Position	Unit Time
Intake / Prep			
_			
Processing			
	Patrol	Police Officer	1.00
	Jail Operations	Police Service Officer	1.00
	·		
Permit Issuar	nce		

Total

2.00

Division: Police - Parking
Old Ref #: FS2-1504
New Ref #: 15-081-01

Category: Impound Vehicle Release

Range: Lot Release

Description: Collection and release of vehicles impounded by the City.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.17
Processing			
	Parking	Community Service Officer	0.75
	Patrol	Sergeant	0.08
Permit Issuan	ce		
	Tech Support Services	Records Tech	0.17

Total 1.17

 Division:
 Police - Parking

 Old Ref #:
 N / A (New)

 New Ref #:
 15-081-02

Category: Impound Vehicle Release

Range: Field Release

Description: Collection and release of vehicles impounded by the City in the field.

	Department	Position	Unit Time
Intake / Prep			
	Tech Support Services	Records Tech	0.17
Processing			
	Parking	Community Service Officer	0.33
Permit Issuan	ce		

Total 0.50

Division: Police - Parking
Old Ref #: FS2-1505
New Ref #: 15-081-03

Category: Vehicle Inspeciton / Correction

Range:

Description: Inspect and sign-off correction required citations

	Department	Position	Unit Time
Intake / Prep			
	Parking	Community Service Officer	0.25
Processing			
Permit Issuar	ice		

Total 0.25

Division: Police - Parking
Old Ref #: FS2-1507
New Ref #: 15-081-04
Category: Boot Removal

Range:

Description: Installation and removal of a parking boot, due to non-payment of 5 or more parking citations.

	Department	Position	Unit Time
Intake / Prep			
	Finance - Revenue	Acct Services Rep I	0.25
Processing			
	Parking	Community Service Officer	1.00
Permit Issuan	ice		

Total 1.25

Division: Police - Parking
Old Ref #: N / A (New)
New Ref #: 15-081-05

Category: Handicap Violation Waiver - Admin Fee

Range:

Description: Processing of repeated handicap violation waivers for citations issued to individuals with a handicapped placard. No charge for the first waiver.

	Department	Position	Unit Time
Intake / Prep			
	Parking	Admin Clerk II	0.33
Processing			
Permit Issua	nce		

Total 0.33

Old Ref #: FS2-1508 New Ref #: 15-091-01

Category: Animal Relinquishment

Range: Dead

Description: Pick up of dead animals for relinquishment on request.

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Animal Services	Community Service Officer	1.00
Permit Issuar	200		
l elillit issual	ice		

Total 1.00

Old Ref #: FS2-1508 New Ref #: 15-091-02

Category: Animal Relinquishment

Range: Live Animal

Description: Pick up of live animals for relinquishment on request.

	Department	Position	Unit Time
Intake / Prep			
_			
Processing			
	Animal Services	Community Service Officer	2.00
Permit Issuan	ce		

Total

2.00

Old Ref #: FS2-1510
New Ref #: 15-091-04
Category: Animal Pick Up

Range:

Description: Picking up an animal upon request that has been trapped.

	Department	Position	Unit Time
Intake / Prep			
Processing			
Fiocessing			
	Animal Services	Community Service Officer	0.75
Permit Issuar	псе		

Total 0.75

Old Ref #: FS2-1510A New Ref #: 15-091-05

Category: Animal Quarantine Inspection

Range:

Description: Inspection of a home and re-checks when an animal is required to be quarantined.

	Department	Position	Unit Time
Intake / Prep			
	Animal Services	Community Service Officer	1.00
Processing			
	Animal Services	Community Service Officer	1.50
Permit Issuan	ice		

Total	2.50

Old Ref #: FS2-1511
New Ref #: 15-091-06
Category: Dog Licenses
Range: Spayed / Neutered

Description: Control and Licensing of Animals within the City Limits

	Department	Position	Unit Time
Intake / Prep			
D			
Processing			
	Animal Services	Community Service Officer	0.19
Permit Issuan	ce		

Total

0.19

Old Ref #: FS2-1511 New Ref #: 15-091-07

Category: Animal Quarantine Inspection

Range: All Others

Description: Control and Licensing of Animals within the City Limits

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Animal Services	Community Service Officer	0.48
Permit Issuan	ce		

Total

0.48

Old Ref #: FS2-1511
New Ref #: 15-091-08
Category: Dog Licenses
Range: Duplicate Tags

Description: Control and Licensing of Animals within the City Limits

	Department	Position	Unit Time
Intake / Prep			
Processing			
	Animal Services	Community Service Officer	0.04
Permit Issuan			
Permit issuan	ice		

Total

0.04

PUBLIC WORKS – CIVIL ENGINEERING TIME ESTIMATES

Division:	PW - Admin
ווטואוטוו.	PVV - AUIIIII
Old Ref #:	FS4-1861
New Ref #:	18-011-01
Category:	Barricade Rental
Range:	Block Party Package

Description: Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for block parties.

Department	Position	Unit Time
Intake & Processing		
Admin	Exec. Secretary	0.17
Street Maint.	Maint Worker II	0.06

Total

0.23

Division: PW - Admin **Old Ref #:** FS4-1861

New Ref #: 18-011-02 & 18-011-03 Category: Barricade Rental

Range: Moving package - Standard & Deluxe

Description: Assist residents with the daily rental of barricades without and with

flasher, 8ft. In length, delineators, 18 inch cones and temporary no

parking cardboard signs for moving purposes.

Department	Position	Unit Time
Intake & Processing		
Admin	Exec. Secretary	0.17

Total 0.17

Old Ref #: FS1-1802 New Ref #: 18-021-01

Category: Final Tract Map Review

Range:

Description: Reviewing the final tract map to determine extent to which it complies with appropriate code requirements

	Department	Position	Unit Time
Intake & Prod			
	Comm Dev Admin	Exec. Secretary	0.92
Review			
	Civil Engineering Planning Planning Comm Dev Admin	City Engineer Associate Planner Planning Mgr Comm. Dev. Director	2.00 1.08 0.17 0.17
Resubmittal			
	Civil Engineering	City Engineer	1.00
Inspection			
Permit Issua	nce		

Total 5.33

Old Ref #: FS1-1804 New Ref #: 18-021-02

Category: New / Relocate Utility Pole

Range: Standard

Description: Review a request for a new or relocated utility pole.

	Department	Position	Unit Time
Intake & Pro			
	Building Building	Permit Tech Secretary	1.00 0.50
Review			
Resubmittal	Planning Traffic Eng. Civil Engineering Civil Engineering Civil Engineering Comm Dev Admin	Associate Planner Sr. Mgmt Analyst City Engineer Public Works Inspector Sr. Civil Engineer Comm. Dev. Director	0.50 2.00 3.00 1.50 8.00 0.50
Inspection			
Permit Issua	nce		

Total 17.00

Old Ref #: FS1-1804 New Ref #: 18-02-03

Category: New / Relocate Utility Pole

Range: PPIC Review

Description: Review a request for a new or relocated utility pole.

Department	Position	Unit Time
		2
Building Building	Permit Tech Secretary	1.00 0.50
Planning Traffic Eng. Civil Engineering Civil Engineering Civil Engineering Comm Dev Admin	Associate Planner Sr. Mgmt Analyst City Engineer Public Works Inspector Sr. Civil Engineer Comm. Dev. Director	0.50 2.00 3.00 2.00 12.00 0.50
ice		
	essing Building Building Planning Traffic Eng. Civil Engineering Civil Engineering Civil Engineering	Building Permit Tech Building Secretary Planning Associate Planner Traffic Eng. Sr. Mgmt Analyst Civil Engineering City Engineer Civil Engineering Public Works Inspector Sr. Civil Engineer Comm Dev Admin Comm. Dev. Director

Total	21.50	0

Old Ref #: FS1-1805 New Ref #: 18-021-04

Category: Right-Of-Way Permits

Range: Excavation Permit - Non-Utility

Description: Inspection of any non-utility excavation in the public right-of-way.

	Department	Position	Unit Time
Intake & Proc			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.33
Review			
Review	Ob di En ada a ada a	Dulelle Meder le constant	0.00
	Civil Engineering	Public Works Inspector	2.00
Resubmittal			
Inspection			
Permit Issuan	ice		

Total

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2.83

Old Ref #: FS1-1805 New Ref #: 18-021-05

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - 0-25 l.f.

Description: Inspection of any utility-based excavation in the public right-of-way that

is 0-25 linear feet in size.

	Department	Position	Unit Time
Intake & Pro	ncessina	i osition	
make a riv	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.33
	J	,	
Review			
	Civil Engineering	Public Works Inspector	3.50
Resubmitta			
Inspection			
mspection			
Permit Issu	ance		

Total 4.83

Old Ref #: FS1-1805 New Ref #: 18-02-06

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - 26-100 l.f.

Description: Inspection of any utility-based excavation in the public right-of-way that

is between 26-100 linear feet in size.

	Department	Position	Unit Time
Intake & Pr	ocessing		
	Building Building	Sr. Permit Tech Secretary	1.00 0.33
Review			
Resubmitta	Civil Engineering	Public Works Inspector	5.00
Inspection			
Permit Issu	ance		

Total

6.33

Old Ref #: FS1-1805 New Ref #: 18-021-07

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - per lineal foot over 25, less than 100

Description: Inspection of any utility-based excavation in the public right-of-way that

is between 26-100 linear feet in size.

	Department	Position	Unit Time
Intake & Pro	cessing		
Review			
	Civil Engineering	Public Works Inspector	0.03
Resubmittal			
Inspection			
Permit Issua	ance		

Total

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0.03

Old Ref #: FS1-1805 New Ref #: 18-021-08

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - 100+ I.f.

Description: Inspection of any utility-based excavation in the public right-of-way that

is larger than 100 linear feet in size.

	Department	Position	Unit Time
Intake & Pr	ocessing		
	Building Building	Sr. Permit Tech Secretary	1.00 0.33
Review			
Resubmitta	Civil Engineering	Public Works Inspector	6.50
Inspection			
Permit Issu	iance		

Total

7.83

Old Ref #: FS1-1805 New Ref #: 18-021-09

Category: Right-Of-Way Permits

Range: Excavation Permit - Utility - per lineal foot over 100

Description: Inspection of any utility-based excavation in the public right-of-way that

is over 100 linear feet in size.

	Department	Position	Unit Time
Intake & Pro	cessing		
Review			
	Civil Engineering	Public Works Inspector	0.03
Resubmittal			
Resubilittai			
Inspection			
Permit Issua	ince		

Total

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0.03

Old Ref #: FS1-1806 New Ref #: 18-021-10

Category: Right-Of-Way Permits

Range: Temporary Encroachment - per permit

Description: Review a permit for a temporary encroachment into the public right-of-

wav

	Department	Position	Unit Time
Intake & Pr	ocessing		
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.50
Review			
	Civil Engineering Traffic Eng.	Public Works Inspector Sr. Mgmt Analyst	1.17 0.50
Resubmitta	ıl		
Inspection			
Permit Issu	ance		

Total

2.67

Old Ref #: FS1-1806 New Ref #: 18-021-11

Category: Right-Of-Way Permits

Range: Temporary Encroachment - If lane closure required

Description: Review a permit for a temporary encroachment into the public right-of-

way including a lane closure.

	Department	Position	Unit Time
Intake & Pr			
	Building Building	Sr. Permit Tech Secretary	0.50 0.83
Review			
Resubmitta	Civil Engineering Traffic Eng. Civil Engineering	Public Works Inspector Traffic Engineer City Engineer	3.00 2.00 0.50
Inspection			
Permit Issu	iance		

Total 6.83

Old Ref #: N / A (New) New Ref #: 18-021-12

Category: Traffic Control Plan Range: Plan Review

Description: Review of traffic control plans relating to excavation or temporary

encroachment permits.

	Department	Position	Unit Time
Intake & Pr		FOSILIOII	Oliit Tillie
iiitake & i i	ocessing		
Review			
	Civil Engineering	City Engineer	2.00
	Traffic Eng.	Traffic Engineer	2.00
Resubmitta	N.		
Resubmitte			
Inspection			
Permit Issu	lance		
i crime issu			

Total

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4.00

Old Ref #: N / A (New) New Ref #: 18-021-13

Category: Traffic Control Plan

Range: Inspection

Description: Inspection of traffic control plans relating to excavation or temporary

encroachment permits.

	Department	Position	Unit Time
Intake & Proc	essing		
Review			
Resubmittal			
Inspection			
inspection	Civil Engineering	Public Works Inspector	3.00
	Civil Eligilleelilig	rubiic works irispector	3.00
Permit Issuan	ıce		

Total

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3.00

Old Ref #: FS1-1807 New Ref #: 18-021-14

Category: Sandblasting Permit

Range:

Description: Review a permit for sandblasting in order to ensure conformity with code requirements. Inspect site if deemed necessary.

	Department	Position	Unit Time
Intake & Pro			
	Building	Sr. Permit Tech	0.50
	Building	Secretary	0.25
Review			
	Civil Engineering	Public Works Inspector	0.50
Resubmitta			
Inspection			
Permit Issu	ance		

Total 1.25

Old Ref #: FS1-1809 New Ref #: 18-021-15

Category: Wide / Oversize Vehicle Review

Range:

Description: To review the plans for moving a wide / oversize vehicle through the

city.

	Department	Position	Unit Time
Intake & Pro	ocessing		
	Building	Sr. Permit Tech	1.50
Review			
Resubmitta	Civil Engineering Police-Traffic	City Engineer Police Sergeant Traffic Engineer	0.50 0.25 0.50
Inquestion			
Inspection			
Permit Issu	ance		

Total 2.75

Old Ref #: FS1-1810 New Ref #: 18-021-16

Category: Vehicle Sidewalk or Walk Street

Range:

Description: Issue a permit to a resident to operate a vehice on the sidewalk or walk

	Department	Position	Unit Time
Intake & Pro			
	Building	Sr. Permit Tech	1.00
	Building	Secretary	0.25
Review			
	Civil Engineering	Public Works Inspector	1.50
	Police-Traffic	Police Sergeant	0.50
Resubmitta			
Inspection			
Permit Issua	ance		

Total 3.25

Old Ref #: FS1-1814

New Ref #: 18-021-17 & 18-021-18
Category: Blueprint / Map Reproduction

Range: Up to 24 x 36

Description: Provide a copy of a blueprint or a map (per sheet)

	Department	Position	Unit Time
Intake & Pro	Department	FOSITION	Offic Tillie
IIIIake & Più	cessing		
Review			
	Civil Engineering	Engineering Secretary	0.05
		ggy	0.00
Resubmittal			
Inonaction			
Inspection			
Permit Issua	ınce		

Total

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0.05

Division: PW - Street Maintenance

Old Ref #: FS1-1808 New Ref #: 18-032-01

Category: Tree Removal Permit

Range:

Description: Reviewing the removal of a protected tree in the public right-of-way.

	Department	Position	Unit Time
Intake & Prod	essing		
	Building	Permit Tech	0.50
	Building	Secretary	0.50
Inspection			
	Civil Engineering	Public Works Inspector	1.50

Total	2.50
-------	------

Division: PW - Maintenance

Old Ref #: FS1-1811
New Ref #: 18-032-02
Category: Newsrack Permit

Range: New Permit Location

Description: Issue and review a permit for a news rack in a new location.

	Department	Position	Unit Time
Intake & Pi	ocessing		
Inspection			
_	Civil Engineering	Sr. Mgmt Analyst	1.00
	Civil Engineering	Public Works Inspector	1.00
		·	

Total

2.00

Division: PW - Maintenance

Old Ref #: FS1-18-11
New Ref #: 18-032-03
Category: Newsrack Permit

Range: Renewal

Description: Issue and review a permit for a news rack in a new location.

Department	Position	Unit Time
Intake & Processing		
Civil Engineering	Sr. Management Analyst	0.50

Total 0.50

Division: Public Works - Utilities

Old Ref #: FS1-1816 New Ref #: 18-1

Category: Commercial SUSMP Review

Range:

Description: Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.

	Department	Position	Unit Time
Reviewing	/ Processing		
	Building Admin Civil Eng	Permit Tech Utilities Mgr City Engineer	1.00 3.00 1.50
Payment			

Total 5.50

Division: Public Works - Utilities

Old Ref #: FS4-1850 New Ref #: 18-2

Category: Temporary Water Meter Rental

Range: Installation

Description: Install or move a temporary 3" fire hydrant meter at a construction site.

	Department	Position	Unit Time
Reviewing /	Processing		
	Water Maintenance	Maintenance Worker II	0.75
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 1.00

Division: Public Works - Utilities

Old Ref #: FS4-1850 New Ref #: 18-3

Category: Temporary Water Meter Rental

Range: Move

Description: Install or move a temporary 3" fire hydrant meter at a construction site.

Department	Position	Unit Time
Processing		
Water Maintenance	Maintenance Worker II	0.75
	Processing	Processing

Total 0.75

Division: PW - Utilities
Old Ref #: FS4-1851
New Ref #: 18-4

Category: Water Meter Test

Range: Bench Calibration 5/8", 3/4", or 1" meter

Description: Field or bench calibration of a 5/8", 3/4", or 1" water meter upon a request by a resident or business.

	Department	Position	Unit Time
Reviewing /	/ Processing		
	Water Maintenance	Maintenance Worker II	2.25
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 2.50

Division: PW - Utilities
Old Ref #: FS4-1851
New Ref #: 18-5

Category: Water Meter Test

Range: Bench Calibration 1.5"+ meter

Description: Field or bench calibration of a 1.5"+ water meter upon a request by a

resident or business.

	Department	Position	Unit Time
Reviewing /	Processing		
	Water Maintenance	Maintenance Worker II	3.00
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 3.25

Division: PW - Utilities
Old Ref #: FS4-1852
New Ref #: 18-6

Category: Water Service Turn On

Range: Regular Hours (Monday - Thursday 8am-4:30pm)

Description: Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for

non-payment of water bill.

	Department	Position	Unit Time
Reviewing /	Processing		
	Water Maintenance	Maintenance Worker II	0.33
Payment			
	Finance - Revenue	Acct Services Rep I	0.17

Total 0.50

Division: PW - Utilities
Old Ref #: FS4-1852
New Ref #: 18-7

Category: Water Service Turn On

Range: Afterhours, weekends, or holidays

Description: Turning on water service after water service service has been turned off to a residence or business for contractor to work on water system or for

	Department	Position	Unit Time
Reviewing / I	Processing		
	Water Maintenance	Maintenance Worker II	2.00
Payment			
	Finance - Revenue	Acct Services Rep I	0.17

Total 2.17

Division: PW - Utilities Old Ref #: FS4-1853 18-8 New Ref #:

Water Meter Installation 3/4" - 1" Meter Category:

Range:

Description: Installation of a 3/4" - 1" new water meter on request.

	Department	Position	Unit Time
Reviewing / I	Processing		
	Water Maintenance	Maintenance Worker II	0.50
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 0.75

Division: PW - Utilities
Old Ref #: FS4-1853
New Ref #: 18-9

Category: Water Meter Installation

Range: 1" - 2" Meter

Description: Installation of a 1" - 2" new water meter on request.

	Department	Position	Unit Time
Reviewing / I	Processing		
	Water Maintenance	Maintenance Worker II	1.00
Payment			
	Finance - Revenue	Acct Services Rep I	0.25

Total 1.25

Division: PW - Utilities
Old Ref #: FS4-1853
New Ref #: 18-10

Category: Water Meter Installation Range: Greater than 2" Meter

Description: Installation of a 2"+ new water meter on request. Time and Materials.

Department	Position	Unit Time
Reviewing / Processing		
2		
Payment		

Total 0.00

Division: PW - Utilities
Old Ref #: FS4-1859
New Ref #: 18-11

Category: F.O.G. & Clean Bay Restaurant Inspections

Range: Initial Inspections

Description: Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation compliance.

	Department	Position	Unit Time
Reviewing / F	Processing		
	Water Maintenance	Secretary	0.17
Payment			
	Finance - Revenue	Acct Services Rep I	0.17

Total

0.33

Division: PW - Utilities
Old Ref #: FS4-1859
New Ref #: 18-12

Category: F.O.G. & Clean Bay Restaurant Inspections

Range: Follow-up Inspections

Description: Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater and wastewater regulation

Department	Position	Unit Time
Reviewing / Processing		
Water Maintenance	Secretary	0.17
Payment		

Total 0.17

Division: PW - Utilities **Old Ref #:** FS4-1856 / 1857

New Ref #: 18-13

Category: Clean Bay Restaurant Inspection for Stormwater Permit Compliance

Range:

Description: Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance.

Department	Position	Unit Time
Reviewing / Processing		
PW - Utilities	Secretary	0.50
Payment		

Total 0.50

Division: PW - Utilities
Old Ref #: FS1-1813
New Ref #: 18-14

Category: Waste Management Plan

Range:

Description: Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.

	Department	Position	Unit Time
Reviewing / I	Processing		
	Building	Permit Tech	0.50
Payment			
	PW - Utilities	Sr. Management Analyst	1.00

Total 1.50

TRAFFIC ENGINEERING – TIME ESTIMATES

Division: Community Development - Planning

Old Ref #: New New Ref #: 17-050-01

Category: Development Traffic Review

Range:

Description: Review of parking / traffic conditions for use permits, master use permits, and planned developments (residential & Commercial).

Department	Position	Unit Time
Intake & Processing		
Inspection		
inspection		_
	Traffic Engineer	4
Review / Staff Report		
Planning	Asst. Planner	3
Police - Traffic	Police Sergeant	0.5
	g.	
PPIC / Council		

Total

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7.5

Division: Community Development - Planning

Old Ref #: New New Ref #: 17-050-02

Category: Development Traffic Review

Range:

Description: Review of parking / traffic conditions for Environmental Assessment / Neg Dec and Amendment to Development Permit.

Department	Position	Unit Time
Intake & Processing		
Inspection		
	Troffic Engineer	3
	Traffic Engineer	٥
Review / Staff Report		
Planning	Asst. Planner	1
Police - Traffic	Police Sergeant	0.5
PPIC / Council		

Total

4.5

Old Ref #: FS1-1769 New Ref #: 17-050-03

Category: Parking - Temporary Construction

Range:

Description: Temporary parking per vehicle for construction purposes (monthly) or

moving vans and may be issued in advance up to 3 months and

renewed thereafter.

	Department	Position	Unit Time
Intake & Pro			
	Building	Sr. Permit Tech	0.25
Inspection			
Review / Stat	ff Report		
	Traffic Eng. Police - Parking Enf.	Sr. Mgmt Analyst Comm. Services Officer	0.25 0.25
PPIC / Counc	il		

Total 0.75

Old Ref #: FS1-1769 New Ref #: 17-050-04

Category: Parking - Temporary for Construction

Range: Loading Zone

Description: Temporary parking for construction purposes, where no parking spaces are available.

	Department	Position	Unit Time
Intake & Pro			
	Building	Sr. Permit Tech	1
Inspection			
Review / Sta	ff Report		
	Traffic Eng. Police - Parking Enf.	Sr. Mgmt Analyst Comm. Services Officer	1 0.75
PPIC / Coun	cil		

Total 2.75

Old Ref #: FS1-1781 New Ref #: 17-050-05 Category: Parking Request

Range:

Description: Administrative review of a parking-related issue, such as a request for a red zone or disabled parking space.

Department	Position	Unit Time
Intake & Processing		
Inspection		
	Traffic Engineer	1
- 1 101 55		
Review / Staff Report		
Traffic Eng.	Sr. Mgmt Analyst	2.5
Police - Traffic	Police Lieutenant	0.25
Police - Traffic	Police Sergeant	0.25
Police - Parking Enf.	Police Sergeant	0.25
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
PPIC / Council		

Old Ref #: FS1-1782 New Ref #: 17-050-06 Category: Traffic Request

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Range:

Description: Administrative review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.

Department	Position	Unit Time
Intake & Processing		
Inspection		
	Traffic Engineer	2.5
Review / Staff Report		
Traffic Eng.	Sr. Mgmt Analyst	2.5
Police - Traffic	Police Lieutenant	0.25
Police - Traffic	Police Sergeant	0.25
Police - Parking Enf.	Police Sergeant	0.25
Fire - Prevention	Fire Marshal	0.5
PW Admin	Maint. Superintendent	
Civil Engineering	City Engineer	
PPIC / Council		
27707 500000		

Total

6.25

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Old Ref #: FS1-1783 New Ref #: 17-050-07

Category: Stop Sign Request (2nd Request)

Range:

Description: Processing a request to install a stop sign following initial denial / approval.

	Department	Position	Unit Time
Intake & Pro	•		3
		Traffic Engineer	2
Inspection			
		Traffic Engineer	2
Review / Sta	iff Report		
	Traffic Eng. Police - Traffic Police - Traffic Police - Parking Enf. Fire - Prevention PW Admin Civil Engineering Comm Dev Admin Comm Dev Admin	Sr. Mgmt Analyst Traffic Engineer Police Lieutenant Police Sergeant Police Sergeant Fire Marshal Maint. Superintendent City Engineer Comm. Dev. Director Exec. Secretary	10 4 0.5 0.5 0.5
PPIC / Coun	cil	Traffic Engineer	2

Total 22

Old Ref #: FS1-1784
New Ref #: 17-050-08
Category: PPIC Appeal
Range: Traffic

Description: Appealing a traffic-related administrative decision to the Parking and Public Improvement Commission.

Department	Position	Unit Time
Intake & Processing		
Inspection		
	Traffic Engineer	2
	_	
Review / Staff Report		
Traffic Eng.	Sr. Mgmt Analyst	10
	Traffic Engineer	4
Police - Traffic	Police Lieutenant	5
Police - Traffic	Police Sergeant	5 5
Comm Dev Admin	Comm. Dev. Director	
Comm Dev Admin	Exec. Secretary	
Contin Dev Admin	Exec. Secretary	
PPIC / Council		
	Traffic Engineer	2

Total

28

Division: Community Development - Planning

Old Ref #: FS1-1784
New Ref #: 17-050-09
Category: PPIC Appeal
Range: Encroachment

Description: Appealing an encroachment-related administrative decision to the

Parking and Public Improvement Commission.

	Department	Position	Unit Time
Intake & Proce			
Inspection			
Review / Staff	Report		
iteview / Otali	Planning	Associate Planner	10
	Planning	Planning Mgr	4
	Comm Dev Admin	Comm. Dev. Director	1
	Traffic Eng.	Sr. Mgmt Analyst	2
	=g.	og	_
PPIC / Counci	l		

Total 17