

Agenda Date: 7/5/2016

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Bruce Moe, Finance Director
Henry Mitzner, Controller
Steve S. Charelian, Revenue Services Manager

SUBJECT:

Review of Proposed FY 2017-2019 Cost Recovery Fees (Finance Director Moe).

DISCUSS AND PROVIDE DIRECTION

RECOMMENDATION:

Staff recommends that City Council review the proposed FY 2017-2019 cost recovery (user) fees.

FISCAL IMPLICATIONS:

Under current City cost recovery policies, staff estimates the updated rates will result in approximately \$60,000-\$550,000 of additional revenue. The amount of increased revenue is over a three year period: fiscal years 2016-17 through 2018-19. It is important to note that the proposed fees represent the cost for services that are discretionary on the part of the user. To the extent the City does not fully recover its costs for these services, General Fund taxes will subsidize the activity. Tax subsidies for services will reduce General Fund surpluses and correspondingly the Fund's ability to support activities such as long term capital improvements and pension stabilization efforts, as well as continued subsidies of the Storm Water and Street Lighting activities.

BACKGROUND:

Note: This item was originally scheduled as a public hearing for the June 21, 2016 City Council meeting. At that time, Council requested that the item come back for further study prior to conducting the public hearing. The public hearing has been rescheduled and will be noticed for July 19, 2016.

The City conducted its last comprehensive cost allocation plan (CAP) and user fee study in 2015, which identified the costs associated with providing each non-tax supported service,

and assigned the fully-burdened rate (i.e. direct labor costs, as well as indirect costs) of each City position involved in delivery of those services.

The purpose of the 2015 study was to identify areas where tax dollars may be subsidizing “personal choice” services, and to ensure the fees charged do not exceed the cost of providing the service since any excess may be considered a tax. Under State law, public agencies are entitled to recover the costs associated with providing certain services that are considered “personal choice.” The City conducts a comprehensive CAP and user fee study every four years as a municipal agency best practice.

A “personal choice” service is defined as a service where the customer is identifiable and the service is measurable. Examples of “personal choice” services include: building permits, block party permits, fire permits, alarm permits, and building plan checks. With limited ability to raise revenues, it is becoming increasingly important that the City fully recover its costs for services provided, where appropriate.

A “user fee” is a charge for service provided by a governmental agency to the public. Several laws such as Propositions 4, 13, 26 and 218 set parameters under which the user fees can be established and administered by local government. User fees charged by local agencies may not exceed the estimated reasonable cost of providing the service for which the fee is charged (any excess is then considered a tax subject to voter approval). Local governments have broad authority to implement user fees that reasonably recover the costs of their operations.

In July of 2014, the City contracted with the Matrix Consulting Group to update the Cost Allocation Plan (CAP) and conduct a Citywide User Fee Study (the City typically performs this review every 3-4 years) . The resulting fees were adopted by City Council in April 2015. During the adoption process, City Council referenced the new Memoranda of Understanding (MOU) for various labor groups that were under negotiations, and that they should be incorporated in updating future cost recovery fees. It was suggested that at the completion of the MOUs staff update cost recovery fees that include the adjustments to the fully burdened hourly rates. In January 2016 the first year of the MOU adjustments was initiated. The adjustments for all the bargaining units during fiscal year 2016-17 through FY 2018-19 range from 2.0% to 3.75%. Staff is now presenting the updated user fees that include the MOUs which are effective from FY 2015-2016 through FY 2018-2019.

The Finance Subcommittee reviewed the proposed update of the cost recovery fees at their June 16, 2016 meeting.

DISCUSSION:

In March 2016 staff contracted with the Matrix Consulting Group to update user fees to incorporate scheduled personnel costs so that the fees would more fully reflect the full cost of providing services. Additionally, subsequent to adoption of the fees in 2015, staff identified under-recovery of plan check and some building permit fees with valuation points over \$300,000. As a result, during the Matrix update, staff requested a review of the current Planning and Building Permit valuation tables. Staff provided Matrix with updated time estimates, and added two additional valuation points to better reflect and recover actual

costs for projects valued between \$3.5 and \$7.5 million, as well as projects valued at greater than \$7.5 million. The updated cost recovery fee schedule indicates full cost recovery for Plan Check and Building Permits (including inspections) at the higher valuation ranges.

At the completion of the study update, Matrix Consulting delivered a results memorandum (Attachment #2) for the Citywide cost recovery fee study update. It includes a table which identifies the negotiated MOU increases relating to personnel salaries and benefits for the various labor groups. The table outlines the percentage increase by bargaining unit for three years. The project team identified the bargaining unit for each classification within the City, and applied the corresponding percentage increase to salary and benefit costs to develop the corresponding fully burdened rates. Additionally, there is an updated cost recovery projection table for all services provided. The table is in attachment #2 which outlines the projected cost recovery by division and department based on MOU increases, time estimates and updated workload statistics.

Cost recovery fees are rounded to the nearest dollar. For example, if a permit cost is \$40.00 and the increase is 2% the total cost would be \$40.80 rounded to \$41.00. This is considered standard practice when updating a municipal agency's fee studies where a cost allocation plan was not concurrently updated to reflect overhead. This update does not include any changes to the cost allocation plan adopted in 2015. The MOU increases were applied based on staffing assumptions levels in FY14-15 and as such if certain positions transitioned from part-time to full-time or to different classifications, the relevant departmental and citywide overhead was not applied to those positions; in some cases these factors produced a base fee that may not have increased significantly.

During the 2015 study, specific fees were set by Council policy, State Law or by agreement and will not be adjusted by the MOU updates. Those fees are identified on the cost recovery fee schedules that reflect fees which the City Council has chosen to subsidize by policy. Other fees, variable service deposits, market driven rentals and fines include fees which are set and regulated by State Law, Agreement, Government Code/Statute or by the Courts will also not be adjusted.

PUBLIC OUTREACH/INTEREST:

On June 6, 2016 and June, 27 2016, the City notified the Building Industry Association of Southern California (BIA), The Gas Company and Southern California Edison (SCE) of the proposed fee adjustments to comply with California Government Code Section 66016. The Downtown Business Improvement District (BID), North Manhattan Beach BID and the MB Chamber of Commerce were all notified. In addition, staff emailed notification to over 250 Community Development members such as, contractors, builders, sub-contractors, architects etc.

LEGAL REVIEW

The City Attorney has reviewed the proposed adjustments, and the City has fully complied with all applicable state law requirements in noticing the proposed adjustments and, if approved, adjusting the fees.

Attachments:

1. Citywide Cost Recovery Fee Study Update Results Memorandum (Matrix Consulting)
2. User Fee Study Update Results Overview
3. Fiscal Years 2017-2019 Cost Recovery Fee Schedule



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June 3, 2016

**To: Bruce Moe, Finance Director
Marisa Lundstedt, Community Development Director**

From: Courtney Ramos, Manager, Matrix Consulting Group

SUBJECT: CITYWIDE FEE STUDY UPDATE RESULTS

The City of Manhattan Beach completed its previous Cost Allocation Plan & Citywide User Fee Study in 2010, and contracted with the Matrix Consulting Group to prepare an updated plan to ensure that it reflects current services and costs. The following memo provides a brief overview of the differences between the City's previous plan and the current plan, including: costs allocated, allocation methodology, and potential cost recoveries.

1. BACKGROUND

In July of 2014, the City of Manhattan Beach contracted with the Matrix Consulting Group to update their Cost Allocation Plan and conduct a Citywide User Fee study. These studies were completed and presented for adoption to Council in April 2015. Since the Council adoption of these studies new MOU's have been adopted, which affect the cost drivers associated with the User Fee study.

The City reached out to the Matrix Consulting Group in March of 2016 to update the Citywide User Fee study and incorporate updated personnel costs, so that Citywide fees would better reflect the full cost of providing services. Additionally, during this update, the City also requested that time estimates associated with valuation based Building Permits and Plan Check fees be adjusted to better reflect the services being provided.

The following sections provide an overview of the methodology used to update the Citywide Fee Schedule, and projected revenue impacts.

2. METHDOLOGY

The following subsections outline the updates to the various components of the user fee study.

(2.1) MOU Updates

In 2016 the City of Manhattan Beach negotiated MOU increases relating to personnel salaries and benefits for six bargaining units. The table on the following page outlines the percentage increase by bargaining unit for three years.

Bargaining Unit	FY 2016	FY 2017	FY 2018
MISC	2.00%	2.23%	3.00%
PSWN	2.00%	2.00%	2.85%
FIRE	2.00%	2.00%	2.75%
PMA	3.75%	3.75%	0.00%
MCNF	2.00%	2.23%	3.00%
MCSW	2.00%	2.23%	3.00%

The project team identified the bargaining unit for each classification within the City, and applied the corresponding percentage increase to FY 15 salary and benefit costs to develop new fully burdened rates for FY 16. The FY 17 percentage increases were then applied to the new FY 16 rates to develop fully burdened rates for FY 17, and so forth. The percentage increases were not applied to indirect costs (departmental and citywide overhead).

(2.2) Time Estimate Updates (Plan Check and Building Permits)

In addition to cost increases, the City requested that time estimates for valuation based Building permit (includes inspections) and plan check fees be reviewed and revised. The Building division provided updated time estimates, and revised the fee structure to better reflect the services being provided by the City. The following table shows by valuation range, the previous fee study time estimates, and the proposed time estimates.

Project Value Sliding Scale Category	Plan Check		Building Permits	
	Previous Fee Study Hours	Current Hours	Previous Fee Study Hours	Current Hours
Project Valuation - \$500.00 to \$2,000				
First \$500	0.50	0.50	0.50	0.50
Each Additional \$100 or fraction thereof				
Project Valuation - \$2,001 to \$25,000				
First \$2,000	1.50	1.50	2.00	2.00
Each Additional \$1,000 or fraction thereof				
Project Valuation - \$25,001 to \$50,000				
First \$25,000	5.00	4.50	6.75	6.75
Each Additional \$1,000 or fraction thereof				
Project Valuation \$50,001 to \$100,000				
First \$50,000	11.00	10.00	11.75	12.00
Each Additional \$1,000 or fraction thereof				
Project Valuation \$100,001 to \$500,000				
First \$100,000	14.00	13.50	22.00	21.00
Each Additional \$1,000 or fraction thereof				

CITY OF MANHATTAN BEACH, CA
Results of the Citywide Fee Study Update

Project Value Sliding Scale Category	Plan Check		Building Permits	
	Previous Fee Study Hours	Current Hours	Previous Fee Study Hours	Current Hours
Project Valuation \$500,001 to \$1,500,000				
First \$500,000	18.00	34.00	54.00	51.00
Each Additional \$1,000 or fraction thereof				
Project Valuation - \$1,500,001 to \$3,500,000				
First \$1,500,000	24.50	83.00	124.00	125.00
Each Additional \$1,000 or fraction thereof				
Project Valuation - \$3,500,001 to \$7,500,000				
First \$3,500,000		162.00		280.00
Each Additional \$1,000 or fraction thereof				
Project Valuation - \$7,500,000 and Over				
First \$7,500,000		263.00		412.00
Each Additional \$1,000 or fraction thereof				

As shown in the table above, time estimates were altered for both Plan Check and Building Permits, which include Inspection services. For some ranges, there were no changes to estimates, while in others there were either increases or decreases. Additionally, the Department elected to add two additional valuation ranges for projects valued between \$3.5 and \$7.5 million, as well as projects valued at greater than \$7.5 million.

(2.3) Workload / Volume Updates

In order to provide revenue projections, the project team utilized FY 14-15 workload statistics. However, where there was significant variation in workload between the previous year (FY 14-15) and the current year (FY15-16), City staff provided updated workload statistics to ensure more realistic revenue projections.

3. UPDATED COST RECOVERY PROJECTIONS (ALL SERVICES)

The following table outlines the projected cost recovery by division / department based on MOU increases, time estimate changes, and updated workload statistics.

Department	Estimated Current Revenue	FY 16-17 Revenue	FY 17-18 Revenue	FY 18-19 Revenue
City Clerk	\$2,217	\$2,143	\$2,171	\$2,209
Finance	\$29,586	\$29,782	\$30,196	\$30,769
Parks & Recreation	\$57,310	\$58,014	\$58,769	\$59,822
Police	\$11,640	\$11,808	\$11,970	\$12,043
Technical Support Services	\$12,349	\$12,533	\$12,630	\$12,749
Community Affairs	\$68,624	\$67,996	\$68,273	\$68,653
Parking	\$70,452	\$71,160	\$72,002	\$73,168
Animal Services	\$67,026	\$66,949	\$67,653	\$68,621

CITY OF MANHATTAN BEACH, CA
Results of the Citywide Fee Study Update

Department	Estimated Current Revenue	FY 16-17 Revenue	FY 17-18 Revenue	FY 18-19 Revenue
Fire	\$671,574	\$678,355	\$685,649	\$695,869
Planning	\$416,675	\$421,265	\$426,493	\$433,642
Building Valuation - Plan Check	\$1,074,006	\$1,573,467	\$1,595,158	\$1,625,144
Building Valuation - Permit	\$1,741,418	\$1,787,572	\$1,808,729	\$1,839,115
Building - Flat	\$237,889	\$240,750	\$243,673	\$247,696
Traffic Engineering	\$37,058	\$37,424	\$37,843	\$38,423
Public Works	\$1,570	\$1,574	\$1,584	\$1,599
Civil Engineering	\$97,833	\$99,026	\$100,350	\$102,171
Maintenance	\$4,525	\$4,603	\$4,679	\$4,784
Utilities	\$182,072	\$182,962	\$184,296	\$186,132
TOTAL	\$4,783,824	\$5,347,382	\$5,412,119	\$5,502,609

As the table above shows, the City's projected cost recovery is expected to increase significantly between FY 15 and FY 16, which is primarily due to the changes in time estimates associated with valuation based Building Permits (includes inspections) and Plan Check fees.

User Fee Study Update Results Overview



Background

- ◆ In 2014, the City contracted with the Matrix Consulting Group to conduct a Cost Allocation Plan and Citywide User Fee Study.
 - The results of these studies were presented to Council in April 2015.
- ◆ Earlier this fiscal year, the City approved MOU updates for the next three years (FY 2016-17 to FY 2018-19).
 - These updates affect the major cost drivers associated with the Citywide User Fee Study.
- ◆ The City reached out to the Matrix Consulting Group in March to update the Citywide User Fee Study.



Scope of Services

- ◆ Incorporate projected personnel cost increases to ensure that Citywide fees reflect the full cost of providing services.
- ◆ Review Building Valuation plan review and inspection time estimates.
- ◆ This update did **not** include:
 - Revisions to the Cost Allocation Plan.
 - Review of staffing or process efficiencies related to providing services.



MOU Update Methodology

- ◆ The bargaining unit for each classification with time in the User Fee Study was identified, and the corresponding percentage increase was applied.
 - The FY16 rate was applied to FY15 salary and benefit costs to develop a new fully burdened rate for FY16.
 - The FY17 percentage was applied to the new FY16 rate to develop fully burdened rates for FY17.
 - The FY18 percentage was applied to the new FY17 rate to develop fully burdened rates for FY18.
- ◆ MOU increase percentages were **not** applied to indirect costs (departmental or Citywide overhead).



Building Time Estimate Review

- ◆ Over the past year, the Building department monitored the time associated with plan review and inspection of various projects.
- ◆ This review revealed a discrepancy in the estimated plan review hours originally provided by staff in a key valuation range.
- ◆ Additionally, staff requested that two additional ranges be added to the valuation scale in order to better reflect the services being provided by the City, as well as differences in workload for higher valuations.
 - ➔ Projects valued between \$3,500,000 and \$7,500,00
 - ➔ Projects valued at over \$7,500,000



Time Estimate Update Methodology

- ◆ The Building division provided the project team with updated plan review and inspection time estimates.
- ◆ Some ranges had no changes, while others were either increased or decreased.
- ◆ Time estimates provided by staff were reviewed by the project team to ensure consistency and validity.



Revenue Projection Methodology

- ◆ The Project Team developed revenue projections based on the results of this update utilizing FY14-15 workload statistics.
- ◆ Where significant variations in workload between FY 14-15 and FY 15-16 occurred, City staff provided updated workload statistics to ensure more realistic projections.
- ◆ During FY 2016-17 through FY 2018-19 staff estimates the updated cost recovery fees will result in \$60,000 - \$550,000 per year in additional revenue.



Summary

- ◆ The City's revenue is projected to increase significantly between FY 2015-16 and FY 2016-17.
 - This is primarily due to changes in time estimates associated with valuation based Building permits.
- ◆ Updating fees annually to account for MOU increases is a Best Management Practice.



PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume
City Clerk							
11-031-1	Initiative Petition Processing	A formal notice of intent to circulate an initiative petition for a municipal measure. [California Election Code Section - 9202(b)]	\$ 200	\$ 200	\$ 200	\$ 200	STATUTE 1
11-031-2	Candidate Processing	Process a candidate for office in the City not to exceed \$25. [California Election Code Section - 10228]	\$ 25	\$ 25	\$ 25	\$ 25	STATUTE 10
11-031-3	Reproduction Service	Making a copy of a City document upon request	Per Copy \$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	STATUTE 24
11-031-4		Certified Copy	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	STATUTE 5
11-031-6	Copy Service	Making a copy of an audiotape, CD, DVD, or PDF file.	Tape / CD / DVD / PDF \$ 7	\$ 7	\$ 7	\$ 7	250
11-031-7		New Electronic File	\$ 7	\$ 7	\$ 7	\$ 7	0
11-031-8	Lobbyist Registration	Process registration for lobbyist.	\$ 13	\$ 13	\$ 14	\$ 14	1
Finance							
12-031-1	Return Check & Insufficient Funds Fee	Re-processing of checks or other payments due to insufficient funds.	\$ 51	\$ 51	\$ 52	\$ 53	180
12-031-2	Film Permits - Application	Review an application for a motion picture or still photography, which encroaches on the public right-of way.	Motion Picture \$ 466	\$ 473	\$ 479	\$ 489	30
12-031-3		Still Photography	\$ 170	\$ 172	\$ 175	\$ 178	20
12-032-1	Business License Identification Decal	Issue a decal when a business license requires the use of a vehicle on request.	\$ 4	\$ 4	\$ 4	\$ 4	500
12-032-2	License Listing Request	Providing a list of current or new businesses or animal licenses on request.	Existing \$ 38	\$ 38	\$ 39	\$ 40	12
12-032-3		New	\$ 19	\$ 19	\$ 19	\$ 20	30
Parks & Recreation							
14-01	Banner Installation	Hanging a banner across the public right-of-way at the request of a private party.	Sepulveda Blvd. \$ 290	\$ 293	\$ 296	\$ 300	0
14-02		All Other	\$ 268	\$ 271	\$ 273	\$ 277	70
14-03	Special Events Permit	Processing a request for a new special event by a private group within the City.	\$ 771	\$ 782	\$ 793	\$ 809	50
Police							
15-1	Amplified Sound Permit	Reviewing a Request to use amplified sound in a non-commercial area.	\$ 217	\$ 221	\$ 226	\$ 227	35
15-2	Bingo Permit	Review an application for a Bingo Permit for a City Organization to be valid for up to one year.	\$ 137	\$ 140	\$ 144	\$ 144	0
15-3	Retail Firearm Permit	Review of a request to sell firearms within the City	New \$ 963	\$ 978	\$ 994	\$ 1,012	0
15-4			Renewal	\$ 222	\$ 226	\$ 231	\$ 234
15-5	Block Party Permit	Review an application for a block party. (policy)	\$ 50	\$ 50	\$ 50	\$ 50	COUNCIL POLICY 65
15-6	Weapons Discharge Permit	Review an application for a weapons discharge permit within the City.	\$ 573	\$ 584	\$ 595	\$ 601	1

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Technical Support Services								
15-041-1	Fingerprint Card / Live Scan	Fingerprint a person on a card or process a live scan fingerprint. This is the City's charge in addition to any DOJ fees.	\$ 19	\$ 19	\$ 19	\$ 19	200	
15-041-2	Digital Reproduction	Providing a Police audio recording upon request.	Audio	\$ 56	\$ 57	\$ 57	\$ 58	40
15-041-3		Video	\$ 127	\$ 128	\$ 129	\$ 131	40	
15-041-4	Police Record Clearance Letter	Research and prepare clearance letter for individuals requesting the service.	\$ 42	\$ 42	\$ 43	\$ 43	20	
15-041-5	Police Photos - Film & Digital	Providing copies of police photographs on request.	Per Photo / Page	\$ 5.10	\$ 5.15	\$ 5.20	\$ 5.27	30
15-041-6		Providing copies of police photographs on a CD upon request.	Per CD	\$ 8	\$ 9	\$ 9	\$ 9	4
Technical Support Services Cont.,								
15-041-7	Data Research and Release	Research and compilation of data in police records upon request.	\$ 102	\$ 103	\$ 104	\$ 105	2	
15-041-8	Special Business - DOJ Check	Processing an individual who is involved in the operation of certain special businesses, which involves checking that individual against the DOJ's records.	\$ 870	\$ 882	\$ 895	\$ 913	0	
15-041-9	Police Reports	Producing a copy of a police report upon request.	\$ 25	\$ 26	\$ 26	\$ 26	0	
Community Affairs								
15-051-1	Alarm System Permit	Registration of new property alarms within the City.	New	\$ 54	\$ 54	\$ 54	\$ 55	250
15-051-2		Annual renewal of Alarm System Permits already registered within the City.	Renewal	\$ 25	\$ 25	\$ 25	\$ 25	2200
15-051-3	Alarm School	An as-needed class providing education and information associated with registration of alarm permits within the City.	\$ 62	\$ 63	\$ 63	\$ 64	2	
Jail Operations								
15-071-1	Booking Fee	Process an individual under arrest for booking.	\$ 250	\$ 252	\$ 255	\$ 259	0	
Parking								
15-081-1	Impound Vehicle Release	Collection and release from the Lot of vehicles impounded by the City.	Lot Release	\$ 114	\$ 115	\$ 116	\$ 118	518
15-081-2		Collection and release in the field of vehicles impounded by the City.	Field Release	\$ 46	\$ 46	\$ 47	\$ 47	0
15-081-3	Vehicle Inspection / Correction	Inspect and sign-off correction required citations.	\$ 25	\$ 25	\$ 26	\$ 26	120	
15-081-4	Boot Removal	Fee for removal of a parking boot, placed on vehicles due to non-payment of 5 or more city issued parking citations.	\$ 105	\$ 106	\$ 108	\$ 109	80	
15-081-5	Handicap Violation Waiver - Admin Fee	Processing of handicap violation waiver.	\$ 25	\$ 25	\$ 26	\$ 26	0	

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Animal Services								
15-091-1	Animal Relinquishment	Pick up of dead animals for relinquishment on request.	Dead	\$ 103	\$ 104	\$ 105	\$ 107	2
15-091-2		Pick up of live animals for relinquishment on request.	Live Animal	\$ 206	\$ 208	\$ 210	\$ 213	2
15-091-4	Animal Pickup	Picking up an animal upon request that has been trapped.		\$ 38	\$ 38	\$ 38	\$ 39	75
15-091-5	Animal Quarantine Inspection	Inspection of a home and re-checks when an animal is required to be quarantined.		\$ 258	\$ 260	\$ 263	\$ 267	1
15-091-6	Dog Licenses	Control and licensing of animals within the City Limits. - 50% discount for seniors 60+ with income under \$12,000. - No Charge for handicapped, disabled or seeing eye dogs. - Late Penalty of 20% per month not to exceed 100%.	Spayed / Neutered	\$ 20	\$ 20	\$ 20	\$ 20	2650
15-091-7			All Others	\$ 50	\$ 50	\$ 51	\$ 52	200
15-091-8			Duplicate Tag	\$ 4	\$ 4	\$ 4	\$ 4	75
Fire								
16-1	Fire Code Annual Permit	Review, issue and inspect a reoccurring annual Fire Department permit under Section 105 of the Uniform Fire Code.		\$ 214	\$ 217	\$ 219	\$ 223	50
16-2	Fire Code Permit	Issue a fire code permit for a facility or event involving a minor review and inspection under Section 105 of the Uniform Fire Code.	Minor	\$ 267	\$ 271	\$ 274	\$ 279	220
16-3		Review, issue and inspect a Fire Department permit for a major event.	Major Event	\$ 455	\$ 461	\$ 467	\$ 476	6
16-4	Fire Inspection - Special	Provide a special fire inspection of a facility or event. **Per hour		\$ 214	\$ 217	\$ 219	\$ 223	20
16-5	Annual Fire Code Permit Soundstage	Issue a fire code permit for a soundstage involving a major review and inspection. **Per year		\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	15
16-6	Fire Code Permit Re-Inspection	Issuing a fire code permit, which requires a re-inspection. **Per hour		\$ 214	\$ 217	\$ 219	\$ 223	10
16-7	High Rise Structure - Annual Inspection	Annual review of a high-rise structure to ensure that it complies with code requirements.		\$ 748	\$ 758	\$ 768	\$ 782	0
16-8	Annual Business Fire Inspection	Providing an annual fire and life safety inspection of a business with the City. **No Charge for first two inspections	0-2,000 SF	\$ 265	\$ 268	\$ 271	\$ 276	1040
16-9			2,000-10,000 SF	\$ 387	\$ 392	\$ 397	\$ 404	105
16-10			10,000+ SF	\$ 794	\$ 804	\$ 814	\$ 828	55
16-11			Complex Building	ACTUAL COST				0
16-12	State Mandated Fire Inspection	Providing an annual fire and life safety inspection of day care or public institutions as listed in the State Fire Code.	Day Care 1-8 Children	\$ 214	\$ 217	\$ 219	\$ 223	20
16-13			Day Care 9+ Children	\$ 214	\$ 217	\$ 219	\$ 223	10
16-14			Other	\$ 214	\$ 217	\$ 219	\$ 223	20

AGREEMENT

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
16-15	Residential Fire Sprinkler	Review a plan and inspect a residential fire sprinkler system for conformity with fire code requirements.	Plan Check	\$ 158	\$ 159	\$ 161	\$ 164	150
16-16		Inspection	\$ 211	\$ 214	\$ 216	\$ 220	150	
16-17	Commercial Fire Sprinkler	Review a plan and inspect a commercial fire sprinkler system for conformity with fire code requirements.	Plan Check	\$ 277	\$ 280	\$ 283	\$ 288	50
16-18		Inspection:						
16-19		1-50 heads	\$ 264	\$ 268	\$ 271	\$ 276	12	
16-20		51-100 heads	\$ 478	\$ 484	\$ 491	\$ 499	25	
16-21	Fire Alarm System	Review a plan and inspect a fire alarm system for conformity with fire code requirements.	101+ heads	\$ 692	\$ 701	\$ 710	\$ 723	13
16-22		Plan Check	\$ 211	\$ 214	\$ 216	\$ 220	50	
16-23		Inspection:						
16-24		0-2,000 SF	\$ 211	\$ 214	\$ 216	\$ 220	44	
16-25	Fire Protection System	Review a plan and inspect a fire protection system for conformity with fire code requirements.	2,000-10,000 SF	\$ 318	\$ 322	\$ 326	\$ 332	4
16-26		10,000+ SF	\$ 532	\$ 538	\$ 545	\$ 555	2	
16-27		Plan Check	\$ 264	\$ 268	\$ 271	\$ 276	10	
16-28	Solar System	Review a plan and inspect a solar power system for conformity with fire code requirements. (policy)	Inspection	\$ 425	\$ 430	\$ 436	\$ 443	10
16-28		Plan Check	\$ 50	\$ 50	\$ 50	\$ 50	0	
			Inspection	\$ 50	\$ 50	\$ 50	\$ 50	0
Planning								
17-020-1	Use Permit	Use Permits:						
17-020-2		Review an application for use permit for conformity with code requirements.	Use Permit	\$ 6,137	\$ 6,207	\$ 6,287	\$ 6,396	4
17-020-3		Review an application for a master use permit for conformity with code requirements.	Master	\$ 9,468	\$ 9,578	\$ 9,703	\$ 9,875	0
17-020-4		Master Use Permits:						
17-020-5		Review an application to amend a master use permit for conformity with code requirements	Amendment	\$ 4,915	\$ 4,972	\$ 5,037	\$ 5,126	0
17-020-6		Review an application for a conversion to a master use permit from a use permit for conformity with code requirements.	Conversion	\$ 4,512	\$ 4,564	\$ 4,623	\$ 4,704	0
17-020-7		Review an application for a Commercial Planned Development for conformity with code requirements.	Commercial	\$ 8,957	\$ 9,061	\$ 9,179	\$ 9,342	0
17-020-8	Planned Development	Review an application for a Residential Planned Development for conformity with code requirements.	Residential	\$ 5,988	\$ 6,058	\$ 6,136	\$ 6,244	0
17-020-9		Review an application for a Sr. Citizen Residential Planned Development for conformity with code requirements.	Sr. Citizen Residential	\$ 5,988	\$ 6,058	\$ 6,136	\$ 6,244	0

COUNCIL POLICY
COUNCIL POLICY

**PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)**

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Planning Cont.,								
17-020-8	Coastal Development Permit	Review an application for a coastal development that involves a public hearing in an appealable area or an administrative permit, or a request to transfer an ownership of a coastal development permit.	Administrative	\$ 1,274	\$ 1,287	\$ 1,303	\$ 1,324	29
17-020-9			Hearing	\$ 4,673	\$ 4,727	\$ 4,787	\$ 4,871	3
17-020-10			Hearing w / another discretionary application	\$ 2,061	\$ 2,083	\$ 2,108	\$ 2,142	6
17-020-11			Transfer	\$ 159	\$ 160	\$ 162	\$ 165	0
17-020-12	Variance	Review an application for a variance from the terms of the Zoning Code.	\$ 5,934	\$ 6,001	\$ 6,078	\$ 6,184	2	
17-020-13	Minor Exception	Review a proposed minor exception from the terms of the Zoning Code.	Without Notice	\$ 1,418	\$ 1,434	\$ 1,452	\$ 1,477	5
17-020-14			W / Notice or 3,000+ sq. ft.	\$ 1,908	\$ 1,929	\$ 1,952	\$ 1,985	25
17-020-15	Sign Exception	Review a proposed sign exception from the terms of the Zoning Code.	\$ 3,917	\$ 3,962	\$ 4,012	\$ 4,082	0	
17-020-16	Environmental Assessment Neg Dec	Reviewing circumstances and preparing an initial study and declaring whether or not a proposed project will have an adverse impact on the environment in accordance with CEQA requirements (Same as Negative Declaration Review).	\$ 3,006	\$ 3,040	\$ 3,079	\$ 3,133	2	
17-020-17	Tentative Parcel Map Review	Reviewing a tentative parcel (4 or fewer lots / units) map to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Administrative	\$ 1,276	\$ 1,291	\$ 1,309	\$ 1,333	5
17-020-18			Hearing	\$ 3,470	\$ 3,511	\$ 3,557	\$ 3,622	2
17-020-19			Hearing w / another discretionary application	\$ 1,343	\$ 1,359	\$ 1,377	\$ 1,402	5
17-020-20	Tentative Tract Map Review	Reviewing a tentative tract map (more than 4 lots or units) to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Administrative	\$ 3,960	\$ 4,007	\$ 4,060	\$ 4,134	0
17-020-21			Hearing w / another discretionary application	\$ 1,278	\$ 1,294	\$ 1,313	\$ 1,338	0
17-020-22	Lot Line Adjustment	Reviewing the proposed change to the property boundary into fewer lots and issuing a certificate of compliance.	\$ 1,106	\$ 1,119	\$ 1,133	\$ 1,153	2	
17-020-23	Certificate of Compliance	Review of records in order to determine compliance with the Subdivision Map Act.	\$ 1,586	\$ 1,604	\$ 1,625	\$ 1,653	0	
17-020-24	Development Permit Amendment	Review an application for amending a Use Permit, Variance, Development Agreement, Residential, Commercial, or Senior Citizen Residential Planned Development.	\$ 4,747	\$ 4,801	\$ 4,864	\$ 4,949	2	
17-020-25	Telecomm. Antenna Permit	Review an application for a Telecommunications Antenna Permit in order to ensure that it conforms to code requirements.	New	\$ 2,635	\$ 2,665	\$ 2,699	\$ 2,746	6
17-020-26			New in Public R-O-W	\$ 2,987	\$ 3,022	\$ 3,063	\$ 3,118	0
17-020-27			Amendment	\$ 1,125	\$ 1,138	\$ 1,152	\$ 1,172	2
17-020-28			Amendment in Public R-O-W	\$ 1,301	\$ 1,317	\$ 1,334	\$ 1,358	0
17-020-29	Small Day Care Center Permit	Review of a small day care center to ensure that it complies with code requirements.	\$ 316	\$ 320	\$ 323	\$ 329	1	
17-020-30	Large Family Day Care Home Permit	Review an application for a permit for a large family day care home to ensure that it complies with code requirements, as well as inspecting the site.	\$ 1,176	\$ 1,189	\$ 1,204	\$ 1,225	0	

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Planning Cont.,								
17-020-31	Group Entertainment Permit	Review an initial application for Class I (on-going) permit or a Class II (one-occasion) which allows for entertainment either incidental with the business being conducted or for which admission is being charged.						
		Class I	\$ 582	\$ 589	\$ 597	\$ 607	0	
17-020-32		Class II	\$ 635	\$ 643	\$ 652	\$ 662	0	
17-020-33		Review an application for renewing an ongoing Class I Group Entertainment Permit.	Renewal	\$ 406	\$ 412	\$ 418	\$ 424	6
17-020-34	Alcohol License Public Determination	Review of a public determination of convenience and necessity of a proposed alcohol license	\$ 1,753	\$ 1,773	\$ 1,796	\$ 1,828	0	
17-020-35	Alcohol / Live Music	Add-on to specific development permits regarding alcohol and live music.	\$ 104	\$ 107	\$ 110	\$ 110	3	
17-020-36	Bodywork (Massage)	Review an application for an owner of bodywork (massage) business for compliance with City codes and standards.	Application - Owner	\$ 384	\$ 388	\$ 393	\$ 399	0
17-020-37		Review an application to change a business location for a bodywork operation.	Business Location Change	\$ 334	\$ 338	\$ 341	\$ 346	0
17-020-38		Review documentation of a bodywork (massage) application which is associated with another special type of business and meets certain criteria.	Exemption	\$ 334	\$ 338	\$ 341	\$ 346	2
17-020-39	Sign Permit	Review an application for a permanent sign for conformity with code requirements.	Single Tenant	\$ 313	\$ 317	\$ 320	\$ 325	64
17-020-40			Multi Tenant	\$ 471	\$ 476	\$ 481	\$ 489	26
17-020-41			Face Change	\$ 124	\$ 125	\$ 127	\$ 129	15
17-020-42		Review an application for a temporary sign for conformity with code requirements. **Performance Bond also required.	Temporary	\$ 219	\$ 221	\$ 223	\$ 227	25
17-020-43	Sign Program	Administrative review of an application for a sign program for conformity with code requirements.	\$ 768	\$ 775	\$ 785	\$ 797	2	
17-020-44	Temporary Use Permit	Review an application for an administrative permit for a temporary use permit.	\$ 756	\$ 765	\$ 775	\$ 787	5	
17-020-45	Home Occupation Permit	Review an application for a home occupation business use for conformity with zoning regulations.	\$ 63	\$ 64	\$ 64	\$ 65	85	
17-020-46	Tree Trimming Permit	Processing an applications for a R-O-W permit to trim trees.	\$ 63	\$ 64	\$ 64	\$ 65	5	
17-020-47	Cultural Landmark Designation	Review an application for cultural landmark designation for a specific building or parcel at the request of the property owner.	\$ 2,556	\$ 2,584	\$ 2,616	\$ 2,661	10	

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume		
Planning Cont.,									
17-020-48	Appeals	Process an appeal to the Planning Commission of an administrative decision.	Appeal to PC - Admin	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	1
17-020-49		Appeal an administrative decision to the City Council.	Appeal to CC - Admin	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	0
17-020-50		Appeal of a Park & Public Improvement Commission decision to the City Council.	Appeal to CC - PPIC (Traffic)	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	2
17-020-51			Appeal to CC - PPIC (Encroachment)	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	0
17-020-52		Process an appeal to the City Council of a Planning Commission decision.	Appeal to CC - PC	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY	0
17-020-53	Public Hearing Notice	Sending public hearing notices to surrounding neighbors of a proposed development, as required under the terms of the Zoning Code.		\$ 69	\$ 70	\$ 70	\$ 72		28
17-020-54	Continuance	Review of a request by the applicant to continue the review of a development application to a future meeting prior to the meeting.	Standard	\$ 442	\$ 447	\$ 453	\$ 460		4
17-020-55			Extra Meeting	\$ 2,773	\$ 2,805	\$ 2,842	\$ 2,892		0
17-020-56	Time Extension Plan Review	Review administratively a request for an extension of time to complete a planning entitlement.	Administrative	\$ 313	\$ 317	\$ 321	\$ 327		2
17-020-57		Review an application for a time extension for completing a planning entitlement based upon the discretion of the Planning Commission.	Discretionary	\$ 2,239	\$ 2,265	\$ 2,294	\$ 2,334		0
17-020-58	Encroachment Permit	Review a permit for a right-of-way (permanent) encroachment.	R-O-W Development	\$ 1,554	\$ 1,573	\$ 1,594	\$ 1,624		35
17-020-59		Review a permit for transfer, revision, or minor permanent encroachment.	Transfer / Revision / Minor	\$ 728	\$ 736	\$ 745	\$ 758		30
17-020-60	City Fence Agreement	Review of a proposed non-standard fence which abuts the public right-of-way		\$ 304	\$ 308	\$ 312	\$ 319		3
17-020-61	Tree Permit - Private Property	Remove, replace, or protect a tree on private property under the terms of the Tree Ordinance.	Dead / Dying Tree	\$ 308	\$ 311	\$ 315	\$ 320		9
17-020-62			Removal / Replacement	\$ 261	\$ 264	\$ 267	\$ 271		9
17-020-63			Protection	\$ 344	\$ 346	\$ 349	\$ 352		12
17-020-66	New / Change Building Address Process	Processing a request to number or re-number a building lot.	Minor	\$ 328	\$ 331	\$ 335	\$ 339		15
17-020-67			Major	\$ 867	\$ 876	\$ 886	\$ 899		15
17-020-68	Planning Extra Plan Check	An hourly fee for plan checks over the standard number of plan checks within the Planning Dept.		\$ 145	\$ 147	\$ 149	\$ 151		0
17-020-69	Document Recording	Recording of documents with the County, per page.		\$ 9	\$ 9	\$ 9	\$ 9		0
17-020-70	Zoning Business Review	Review of a new business for conformance with Zoning Codes.		\$ 66	\$ 66	\$ 67	\$ 68		85
17-020-71	Outdoor Display Permit	Review an application to issue a permit for an outdoor display of merchandise in order to ensure conformity with code requirements.		\$ 154	\$ 156	\$ 158	\$ 160		10
17-020-72	Temporary Encroachment Permit	Review an application to issue a permit for a sidewalk dining permit in order to ensure conformity with code requirements.		\$ 272	\$ 275	\$ 278	\$ 283		2
17-020-73	Zoning Report	Providing written report on the zoning regulations for a particular property.		\$ 516	\$ 521	\$ 527	\$ 535		5

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
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New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Planning Cont.,								
17-020-74	Zoning Code Interpretation	Reviewing a request for an interpretation of the Municipal Code regarding zoning and issuing a Report on it.	\$ 444	\$ 449	\$ 455	\$ 463	2	
17-020-75	Final Parcel Map Review	Reviewing final parcel map to determine extent to which it complies with appropriate code requirements. **Map Copy Deposit of \$500	\$ 513	\$ 520	\$ 528	\$ 539	10	
Building								
17-030-17	Plan Check / Inspection - Landscape & Irrigation	Review an application for landscape and irrigation to conform to code requirements.	SFR 0 - 7,500 Sq. Ft.	\$ 572	\$ 578	\$ 585	\$ 595	10
17-030-18		MFR / Comm. / SFR > 7,500 Sq. Ft.	\$ 1,079	\$ 1,091	\$ 1,104	\$ 1,122	15	
17-030-19	Building Extra Plan Check	Plan Checks over the standard number of plan checks within the Bldg Dept.	Processing Fee	\$ 51	\$ 51	\$ 52	\$ 53	0
17-030-20			Hourly Rate	\$ 142	\$ 144	\$ 146	\$ 149	0
17-030-21	Re-inspection / Extra Inspection	Request for a reinspection or extra inspection over the standard number of inspections of a building site. (1 hr minimum)	Processing Fee	\$ 34	\$ 34	\$ 34	\$ 35	0
17-030-22			Hourly Rate	\$ 120	\$ 121	\$ 123	\$ 125	0
17-030-23	Bldg After Hours Inspection	Inspection requested after hours or on a weekend. (4 hr min.)	Base Fee	\$ 513	\$ 519	\$ 525	\$ 535	0
17-030-24			Each Addl. Hour	\$ 120	\$ 121	\$ 123	\$ 125	0
17-030-25	Special Request Inspection	Special investigations during normal working hours for extraordinary site review or for which a permit is not needed.	Processing Fee	\$ 34	\$ 34	\$ 34	\$ 35	0
17-030-26			Hourly Rate	\$ 114	\$ 115	\$ 117	\$ 119	0
17-030-27	Construction Operation After Hours	Reviewing an application for construction operation for work done after hours.	\$ 179	\$ 181	\$ 183	\$ 186	5	
17-030-28	Building Demolition	Plan review and inspection of a building demolition to ensure compliance with City Codes.	Base Fee (0-4 corners)	\$ 523	\$ 529	\$ 535	\$ 544	50
17-030-29			Ea. Addl. Corner (per corner)	\$ 65	\$ 66	\$ 66	\$ 67	5
17-030-30	Moving a Building	Review an application for moving a building within the City.	\$ 3,204	\$ 3,245	\$ 3,290	\$ 3,353	0	
17-030-31	Sewer Cap	Inspecting the capping of a sewer line to ensure compliance with City Codes.	\$ 40	\$ 40	\$ 41	\$ 42	50	
17-030-32	Water Service Determination	Processing a water service determination request.	\$ 101	\$ 102	\$ 103	\$ 105	30	
17-030-33	Construction Site Sign Production	Processing and production of contractor information signs for construction sites.	Base Fee	\$ 25	\$ 26	\$ 26	\$ 26	100
17-030-34			Per Sign	\$ 30	\$ 30	\$ 30	\$ 30	0
17-030-35	Deputy Inspector Certification	Reviewing a request for a deputy inspector certification.	\$ 34	\$ 34	\$ 34	\$ 35	15	
17-030-36	Building Permit Transfer	Transfer the ownership of a building permit.	\$ 51	\$ 51	\$ 52	\$ 53	10	
17-030-37	Restamping of Approved Plans	Restamping of plans which were approved and stamped, but which were lost by the owner.	\$ 152	\$ 153	\$ 155	\$ 158	5	

**PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)**

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Building Cont.,								
17-030-38	Residential Bldg Records Report	Provide a building records report on an address.	Per Application	\$ 297	\$ 301	\$ 304	\$ 309	450
17-030-39			Duplicate	\$ 51	\$ 51	\$ 52	\$ 53	40
17-030-40	Temporary Certificate of Occupancy	Review and approve a temporary certificate of occupancy to allow for occupancy before the final certificate is issued.	Certificate - Residential	\$ 729	\$ 738	\$ 748	\$ 761	30
17-030-41			Certificate - Commercial	\$ 1,689	\$ 1,709	\$ 1,730	\$ 1,760	10
17-030-42			Extension	\$ 227	\$ 230	\$ 233	\$ 237	2
17-030-43	Board of Building Appeals	Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.	\$ 465	\$ 471	\$ 479	\$ 488	0	
17-030-47	Garage Sale Permit	Review an application for a garage and yard sale permit. The municipal code allows 3 permits per household per year.	\$ 8	\$ 8	\$ 8	\$ 8	0	
17-030-48	Comm Dev Refund Processing	Processing a refund of a Community Development fee due to the actions of the applicant.	\$ 88	\$ 89	\$ 90	\$ 92	50	
17-030-49	Comm. Dev. Record Retention	Retaining a permanent copy on microfiche of records in Community Development.	Base Fee	\$ 34	\$ 34	\$ 34	\$ 35	0
17-030-50			Per Sheet Smaller than 11x17	\$ 2.00	\$ 2	\$ 2	\$ 2	0
17-030-51			Per Sheet Larger than 11x17	\$ 3.00	\$ 3	\$ 3	\$ 3	0
17-030-52			CD	\$ 51	\$ 51	\$ 52	\$ 53	0
17-030-54			Data Extraction:	\$ 65	\$ 66	\$ 66	\$ 67	0
Traffic Engineering								
17-050-1	Parking / Traffic Review	Review of parking / traffic conditions for development permits, including environmental assessment and amendment to development permits.	Development Permits	\$ 1,101	\$ 1,114	\$ 1,129	\$ 1,149	20
17-050-2			Env. Assessment / Amendment to Dev. Permits	\$ 680	\$ 689	\$ 698	\$ 711	10
17-050-3	Parking - Temporary for Construction	Temporary parking per vehicle for construction purposes (monthly) or moving vans and may be issued in advance up to 3 months and renewed thereafter.	\$ 78	\$ 78	\$ 79	\$ 80	6	
17-050-4	Parking - Temporary Construction Loading Zone	Temporary parking for construction purposes, where no parking spaces are available.	\$ 337	\$ 339	\$ 342	\$ 346	10	
17-050-5	Parking Request	Administrative Review of a parking-related issue, such as a request for a red zone or disabled parking space.	\$ 100	\$ 100	\$ 100	\$ 100	COUNCIL POLICY 12	
17-050-6	Traffic Request	Administrative Review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.	\$ 100	\$ 100	\$ 100	\$ 100	COUNCIL POLICY 12	
17-050-7	Stop Sign Request (2nd Request)	Processing a request to install a stop sign following initial denial / approval.	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY 2	
17-050-8	Appeal to PPIC	Appeal an administrative decision to the Parking & Public Improvement Commission.	Traffic	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY 2
17-050-9			Encroachment	\$ 500	\$ 500	\$ 500	\$ 500	COUNCIL POLICY 0

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Public Works								
18-011-1	Barricade Rental	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. This permit includes two 8' Street Closure Barricades.	Block Party Package	\$ 25	\$ 25	\$ 26	\$ 26	25
18-011-2		Assist residents with the daily rental of delineators, 18 inch cones and temporary no parking cardboard signs for moving purposes.	Moving Package - Standard	\$ 30	\$ 30	\$ 30	\$ 30	12
18-011-3		*Includes the price of the delineators and signs.	Moving Package - Deluxe	\$ 45	\$ 45	\$ 45	\$ 45	13
Civil Engineering								
18-021-1	Final Tract Map Review	Reviewing the final tract map to determine extent to which it complies with appropriate code requirements. **Map Copy Deposit of \$500	Application	\$ 710	\$ 720	\$ 732	\$ 748	3
18-021-2	New / Relocate Utility Pole	Review a request for a new or relocated utility pole.	Standard	\$ 1,993	\$ 2,019	\$ 2,050	\$ 2,091	10
18-021-3		Review a request for a new or relocated utility pole requiring PPIC review.	PPIC Review	\$ 2,487	\$ 2,521	\$ 2,560	\$ 2,614	0
18-021-4	Right-Of-Way Permits	Excavation Permit: Inspection of any utility-based excavation in the public right-of-way.	Non-Utility	\$ 221	\$ 223	\$ 226	\$ 231	47
18-021-5		Inspection of any utility-based excavation in the public right-of-way.	Utility 0-25 l.f.	\$ 376	\$ 381	\$ 386	\$ 393	50
18-021-6			Utility 26-100l.f.	\$ 481	\$ 487	\$ 494	\$ 503	25
18-021-7		**Performance bond also required.	Per l.f. over 25	\$ 1.85	\$ 1.88	\$ 1.90	\$ 2	0
18-021-8			Utility - 100+l.f.	\$ 620	\$ 628	\$ 637	\$ 650	4
18-021-9			Per l.f. over 100	\$ 1.85	\$ 1.88	\$ 1.90	\$ 1.94	0
18-021-10	Right-Of-Way Permits	Temporary Encroachment: Review a permit for a temporary encroachment into the public right-of-way.	Permit	\$ 239	\$ 241	\$ 244	\$ 247	91
18-021-11		Review a permit for a temporary encroachment into the public right-of-way including a lane closure.	If lane closure required	\$ 886	\$ 898	\$ 912	\$ 931	10
18-021-12	Traffic Control Plan	Review of traffic control plans relating to excavation or temporary encroachment permits. *Per Day	Plan Review	\$ 580	\$ 588	\$ 598	\$ 612	0
18-021-13			Inspection*	\$ 209	\$ 212	\$ 216	\$ 220	0
18-021-14	Sandblasting Permit	Review a permit for sandblasting in order to ensure conformity with code requirements. Inspect site if deemed necessary.		\$ 108	\$ 110	\$ 111	\$ 113	9
18-021-15	Wide / Oversize Vehicle Review	To review the plans for moving a wide / oversize vehicle through the city. **Set by State Law.		\$ 16	\$ 16	\$ 16	\$ 16	0

PROPOSED COST RECOVERY FEE SCHEDULE - MOU UPDATE
Attachment - A (Reso. 16-0037)

New Ref #	Category	Description	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Est. Annual Volume	
Civil Engineering Cont.,								
18-021-16	Vehicle Sidewalk or Walk Street	Issue a permit to a resident to operate a vehicle on the sidewalk or walk street. **Performance bond also required.	\$ 326	\$ 330	\$ 334	\$ 340	0	
18-021-17	Blueprint / Map Reproduction	Provide a copy of a blueprint or a map. Including research and retrieval of documents.	\$ 5	\$ 5	\$ 5	\$ 5	100	
18-021-18		Up to 24 x 36	\$ 21	\$ 21	\$ 21	\$ 21	0	
18-021-19	GIS Printout	Processing a request for a copy of a GIS printout. *Material costs not included.	\$ 58	\$ 58	\$ 58	\$ 58	0	
Maintenance								
18-032-1	Tree Removal Permit	**Per tree deposit of \$150	\$ 201	\$ 203	\$ 206	\$ 210	0	
18-032-2	News Rack Permit	Issue and review a permit for a news rack.	New Location	\$ 160	\$ 162	\$ 165	\$ 169	10
18-032-3			Renewal	\$ 45	\$ 46	\$ 47	\$ 48	65
Utilities								
18-1	Commercial SUSMP Review	Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.	\$ 736	\$ 747	\$ 759	\$ 776	5	
18-2	Temporary Water Meter Rental	Install or move a temporary 3" fire hydrant meter at a construction site.	Installation	\$ 93	\$ 94	\$ 95	\$ 97	10
18-3			Move	\$ 74	\$ 75	\$ 76	\$ 77	5
18-4	Water Meter Test	Field or bench calibration of a water meter upon a request by a resident or business.	5/8", 3/4", or 1" meter	\$ 242	\$ 244	\$ 247	\$ 250	0
18-5			1.5"+ meter	\$ 316	\$ 319	\$ 322	\$ 327	0
18-6	Water Service Turn-On	Turning on water service after water service has been turned off to a residence or business for contractor to work on water system or for non-payment of water bill. **\$15 collection for payment in the field. ***5% Penalty on unpaid water bills (per Reso. 5726).	Monday - Thursday 8 am - 4:30 pm	\$ 46	\$ 46	\$ 47	\$ 47	490
18-7			Afterhours, weekends, or holidays	\$ 211	\$ 213	\$ 215	\$ 218	30
18-8	Water Meter Installation	Installation of new water meter upon request **Material costs not included	3/4' - 1" meter	\$ 68	\$ 69	\$ 70	\$ 71	100
18-9			1" - 1.5" meter	\$ 118	\$ 119	\$ 120	\$ 122	0
18-10			2"+ meter	ACTUAL COST				
18-11	F.O.G. & Clean Bay Restaurant Inspections	Annual inspection of kitchen equipment/fixtures and Best Management Practices for compliance with stormwater and wastewater regulation compliance.	Initial Inspection	\$ 197	\$ 198	\$ 199	\$ 200	130
18-12			Follow-up Inspection	\$ 108	\$ 108	\$ 108	\$ 109	1
18-13	Clean Bay Restaurant Inspection for Stormwater Permit Compliance	Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance. **Plus additional County Fees	\$ 202	\$ 202	\$ 203	\$ 204	177	
18-14	Waste Management Plan	Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.	\$ 246	\$ 247	\$ 249	\$ 252	325	

PROPOSED SCALED PLAN CHECK & BUILDING PERMIT W/INSPECTION
Attachment - A (Reso. 16-0037)

Category	Plan Check				Building Permit w/Inspection				Est. Annual Volume
	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	Current Fee	FY16-17 Fee	FY17-18 Fee	FY18-19 Fee	
Project Valuation Sliding Scale									
Project Valuation - \$1.00 to \$500.00	\$ 67.80	\$ 70.56	\$ 71.54	\$ 72.88	\$ 52.99	\$ 54.45	\$ 55.10	\$ 56.02	38
Project Valuation - \$500.00 to \$2,000									
First \$500	\$ 67.80	\$ 70.56	\$ 71.54	\$ 72.88	\$ 52.99	\$ 54.45	\$ 55.10	\$ 56.02	151
Each Additional \$100 or fraction thereof	\$ 9.04	\$ 9.41	\$ 9.54	\$ 9.72	\$ 10.60	\$ 10.89	\$ 11.02	\$ 11.20	
Project Valuation - \$2,001 to \$25,000									
First \$2,000	\$ 203.39	\$ 211.69	\$ 214.61	\$ 218.64	\$ 211.94	\$ 217.81	\$ 220.38	\$ 224.09	850
Each Additional \$1,000 or fraction thereof	\$ 20.63	\$ 18.41	\$ 18.66	\$ 19.01	\$ 21.89	\$ 22.49	\$ 22.76	\$ 23.14	
Project Valuation - \$25,001 to \$50,000									
First \$25,000	\$ 677.95	\$ 635.08	\$ 643.83	\$ 655.93	\$ 715.31	\$ 735.09	\$ 743.79	\$ 756.29	159
Each Additional \$1,000 or fraction thereof	\$ 32.54	\$ 31.05	\$ 31.48	\$ 32.07	\$ 21.19	\$ 22.87	\$ 23.14	\$ 23.53	
Project Valuation \$50,001 to \$100,000									
First \$50,000	\$ 1,491.50	\$ 1,411.28	\$ 1,430.73	\$ 1,457.63	\$ 1,245.16	\$ 1,306.83	\$ 1,322.30	\$ 1,344.51	84
Each Additional \$1,000 or fraction thereof	\$ 8.14	\$ 9.88	\$ 10.02	\$ 10.20	\$ 21.72	\$ 19.60	\$ 19.83	\$ 20.17	
Project Valuation \$100,001 to \$500,000									
First \$100,000	\$ 1,898.27	\$ 1,905.23	\$ 1,931.49	\$ 1,967.80	\$ 2,331.36	\$ 2,286.96	\$ 2,314.02	\$ 2,352.90	96
Each Additional \$1,000 or fraction thereof	\$ 1.36	\$ 7.23	\$ 7.33	\$ 7.47	\$ 8.48	\$ 8.17	\$ 8.26	\$ 8.40	
Project Valuation \$500,001 to \$1,500,000									
First \$500,000	\$ 2,440.63	\$ 4,798.35	\$ 4,864.50	\$ 4,955.94	\$ 5,722.44	\$ 5,554.04	\$ 5,619.77	\$ 5,714.19	78
Each Additional \$1,000 or fraction thereof	\$ 0.88	\$ 6.92	\$ 7.01	\$ 7.14	\$ 7.42	\$ 8.06	\$ 8.15	\$ 8.29	
Project Valuation - \$1,500,001 to \$3,500,000									
First \$1,500,000	\$ 3,321.97	\$ 11,713.61	\$ 11,875.09	\$ 12,098.32	\$ 13,140.42	\$ 13,612.84	\$ 13,773.96	\$ 14,005.36	4
Each Additional \$1,000 or fraction thereof	\$ 0.44	\$ 5.57	\$ 5.65	\$ 5.76	\$ 3.71	\$ 8.44	\$ 8.54	\$ 8.68	
Project Valuation - \$3,500,001 to \$7,500,000									
First \$3,500,000	\$ 4,203.31	\$ 22,862.71	\$ 23,177.89	\$ 23,613.59	\$ 20,558.40	\$ 30,492.76	\$ 30,853.66	\$ 31,372.00	2
Each Additional \$1,000 or fraction thereof	\$ 0.44	\$ 3.56	\$ 3.61	\$ 3.68	\$ 5.00	\$ 3.59	\$ 3.64	\$ 3.70	
Project Valuation - \$7,500,000 and Over									
First \$7,500,000	\$ 5,965.98	\$ 37,116.62	\$ 37,628.31	\$ 38,335.64	\$ 40,558.40	\$ 44,867.92	\$ 45,398.96	\$ 46,161.65	2
Each Additional \$1,000 or fraction thereof	\$ 0.44	\$ 2.35	\$ 2.38	\$ 2.43	\$ 5.00	\$ 2.37	\$ 2.40	\$ 2.44	