

CITY OF SOUTH SAN FRANCISCO
2017-18
ADOPTED MASTER FEE SCHEDULE



Members of the City Council

Pradeep Gupta, Ph.D
Mayor

Liza Normandy
Vice Mayor

Mark N. Addiego
Councilman

Richard A. Garbarino
Councilman

Karyl Matsumoto
Councilwoman

City Officials

Mike Futrell
City Manager

Krista Martinelli
City Clerk

Jason Rosenberg
City Attorney

Frank Risso
City Treasurer

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Chapter 1: City Clerk

By Resolution of the City Council

City Clerk - User Fee Study FY 17

Cost of Service for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
Agendas, Transcripts, Administrative Codes				
CC1	Agendas: City Council	Annually	[7]	\$ 40
CC2	Successor Agency	Annually		\$ 35
CC3	Oversight Board or any other legislative body	Annually		\$ 35
CC4	Transcripts			
	Folio Rate		[8]	Actual Cost
	Additional Copies	Per Page	[8]	\$ 0.10
Subpoena Processing Fees				
CC5	Complying with each subpoena and delivering records to attorney, attorney's representative, or deposition officer	Per Hr/Per Person	[2]	\$ 15
CC6	Clerical costs incurred in locating and making records available	Per Hr/Per Person	[5]	\$ 24

CC7	Standard reproduction of documents 8 1/2 x 14 inches or less	Per Page	[6,8]	\$	0.10
CC8	Standard reproduction of larger size documents	Per Page	[8]	\$	0.20
CC9	Daily cost for a non-public safety employee required to remain in attendance pursuant to a subpoena	Per Day	[9]	\$	150
CC10	Daily cost for a public safety employee required to remain in attendance pursuant to a subpoena	Per Day		\$	275
	Police - Sworn	Per Day	[9]		
	Fire	Per Day	[9]		
CC11	Daily cost for a custodian of records to appear to describe records	Per Day	[9]	\$	150
CC12	Daily cost for public safety custodian of records to appear to describe records	Per Day		\$	275
	Police - Sworn	Per Day	[9]		
	Fire	Per Day	[9]		
Other Fees					
CC13	Campaign Disclosure Statements (FPPC)	Per Page	[8]	\$	0.10
CC14	Candidate Statements	Deposit	[3]	\$	1,000

CC15	Candidates Election Manual <i>(for non-candidates, persons who fail to file nomination papers, or withdraw candidacy)</i>	Flat	[8]	No Charge
CC16	Duplication of Videotapes onto DVDs/CDs	Flat		\$ 53
CC17	Preparing Proof of Residence Letters or Notarizing Proof of Living Documents	Flat		\$ 9
CC18	Postage	Flat		Actual Cost
CC19	Duplication of Council meeting audio file to CD	Per CD		\$ 18
CC20	Copy of CD/DVD			
	External file	Per CD		\$ 13
	Non-existing file	Per CD		\$ 18
	City Clerk Meeting	Per CD		\$ 27
City-Wide Reproduction of Printed Matter				
CC21	Blueprinting:			
	Blue Line copies	Per s.f.	[8]	Actual Cost
	Sepia Line copies (\$4 minimum)	Per s.f.	[8]	Actual Cost
CC22	Photocopying of all items not otherwise listed in this Master Fee Schedule	Per Page	[4,6,8]	\$ 0.10
CC23	<i>deleted</i>			
CC24	Published materials for which there is a	Flat	[8]	Actual Cost

	stated cost.			
CC25	Hourly Rate:			
	City Clerk			\$ 107
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
TOTAL				

[Notes]

[1]

Sourced from client provided PDF "FY 16-17 Master Fee Schedule"

The only fee for complying with the subpoena shall not exceed fifteen dollars (\$15), plus the actual cost, if any, charged to the witness by a third person for retrieval and return of records held offsite by that third person. If the records are retrieved from microfilm, the reasonable cost, as defined in paragraph (1), shall also apply.

[2]

The amount of two hundred seventy-five dollars (\$275), together with the subpoena, shall be tendered to the person accepting the subpoena for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena.

(c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded.

(d) If the actual expenses should later prove to be more than the amount deposited, the difference shall be paid to the public entity by the party at whose request the subpoena is issued.

[3]

Proportionate share of actual cost imposed by San Mateo County Clerk / Elections Office. [December 19, 1979, R:143-1979]

[4]

Under the Public Records Act, the City may charge users for photocopying or duplicating records. If a Citizen claims that they are economically disadvantaged or indigent, staff may waive the fee for photocopying the first ten pages. Not more than ten pages per day per citizen may be waived under these circumstances. (Up to \$2.50 per day per person) This fee does not include charges for time spent by City staff gathering City records under the Public Records Act. Rather, it charges for time spent compiling and gathering data and putting it into another format requested by a member of the public, which is not covered under the Public Records Act. Note that requests for analysis or compilation of City data are discretionary requests, and are dependent on staff availability and time constraints.

[5]

[6]

Per Public Records Act (\$.10 per page). Ten cents (\$0.10) per page for standard reproduction of documents of a size 8 1/2 by 14 inches or less; twenty cents (\$0.20) per page for copying of documents from microfilm

[7]

Agendas that are emailed have no charge.

[8]

Placeholder for Master Fee Schedule (MFS); not included in cost analysis

[9]

Maximum daily cost.

Chapter 2: City Manager’s Office

**City Manager - User Fee Study FY 17
Cost of Service for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
CM1	Film Permit	Per Permit		\$ 542
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
TOTAL				

[Notes]

[1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"

Chapter 3: Finance Department

Finance - User Fee Study FY 17

Cost of Service for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
Fees for the Annual Budget, Comprehensive Annual Financial Report, and Other Materials				
F1	Business License Listing:			
	Master List	Per List		\$ 9
	Monthly Update	Per Update		\$ 9
F2	Overdue Invoices (\$10 minimum)	Monthly	[2,4]	1% of Bill
F4	Returned Checks Due to Insufficient Funds	Per Check	[3]	\$ 25
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
TOTAL				

[Notes]

- [1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"
- [2] One percent monthly beginning 60 days after the date on which the bill was due.

[3] *Per CA Civil Code; 1st NSF Check is limited to \$25 fee; each subsequent NSF check is limited to \$35 fee*

[4] *Placeholder for Master Fee Schedule (MFS); not included in cost analysis*

Chapter 4: Economic & Community Development Department

Planning Division

**Economic & Community Development -Planning - User Fee Study FY 17
Cost of Service for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
<u>Planning Division</u>	-			
<i>Public Hearing Cases</i>				
PL1	Planned Unit Development	Deposit	[7]	\$ 9,308
PL2	Precise Plan	Deposit	[7]	\$ 9,308
PL3	Precise Plan Modification (Residential Only)	Deposit	[7]	\$ 6,043
PL4	Conditional Use Permit:			
	Residential or Civic Use	Per Application	[7]	\$ 3,273
	All Others	Per Application	[7]	\$ 4,244
PL5	Conditional Use Permit Modification	Flat	[2,7]	\$ 2,206
PL6	Temporary Use Permit	Per Permit	[7]	\$ 1,557
PL7	Minor Use Permit			
	Residential	Per Permit	[7]	\$ 1,797
	All Others	Per Permit		\$ 1,631

PL8	Zoning Amendment (Text)	Deposit		\$ 8,155
PL9	Rezoning Map	Deposit		\$ 8,155
PL10	Site Clearance/Zoning Verification	Per Verification		\$ 163
PL11	Specific Plan	Deposit	[7]	\$ 19,926
PL12	Variance	For each variance		\$ 4,077
PL13	General Plan Amendments	Deposit	[7]	\$ 9,305
PL14	Master Plan	Deposit	[7]	\$ 19,760
PL15	Development Agreement	Deposit	[7]	\$ 17,419
PL16	Appeal of the Planning Commission's Decision to the City Council by:			
	Applicant	Flat		\$ 1,631
	Adjacent Property Owner	Flat		\$ 815
	City Resident	Flat		\$ 1,631
	Homeowners Association	Flat		\$ 1,631
	All Others	Flat		\$ 1,631
PL17	Appeal of the Chief Planner's decision to the Planning Commission by any party	Per Appeal		\$ 815
PL18	Time Extension-Non-Conforming Use	Per Extension		\$ 815
PL19	Time Extension for a Use Permit, Planned Unit Development Permit, Non-Conforming Status Permit, and for all Other Permits and Maps	Per Extension		\$ 815
PL20	Transportation Demand Management Plan:			

	Initial Filing Fee	Deposit		\$ 1,142
	Annual Monitoring (plus survey cost)	Deposit		\$ 1,631
	Tri-annual	Deposit	[3]	\$ 1,631
PL21	Modifications & Waivers			
	Minor (Staff Review)	Flat		\$ 245
	Major (Planning Commission Review)	Deposit		\$ 1,631
PL22	Design Review - Signs:			
	Type A (up to 25 sq.ft.)	Per Application		\$ 163
	Type B (up to 100 sq.ft.)	Per Application		\$ 815
	Type C / Master Sign	Per Application		\$ 1,631
PL23	Design Review - Single Family Residential/New or Additions to 2 or 3 Units	Per Application	[7]	\$ 1,146
PL24	Design Review - Multi-Family Residential / Subdivisions 4 or More Units/ Modifications / Additions to 4 or More Units	Per Application	[7]	\$ 2,043
PL25	Design Review - Commercial and Industrial	Per Application	[7]	\$ 2,458
PL26	Design Review - Projects Requiring Planning Commission Approval	Deposit	[7]	\$ 2,331
PL27	Design Review - Resubmitted (after 2 reviews by Design Review Board)	Flat	[7]	\$ 2,372
PL28	Environmental Document Fees - Categorical Exemption	Flat		\$ 163

PL29	Environmental Document Fees - Initial Study, Negative Declaration, Mitigated Negative Declaration and other Contract Planning Studies	Deposit	[3]	\$ 4,893
PL30	Environmental Document Fees - Environmental Impact Report (EIR)	Deposit	[4]	\$ 9,786
PL31	Subdivisions - Tentative Subdivision Map	Flat		\$ 815
PL32	Subdivisions - Tentative Parcel Map	Flat		\$ 163
PL33	Documents, Maps and Plans - Reproduction of Documents and Maps	Per Page		Refer to City Clerk Fee Schedule
<i>Miscellaneous Fees</i>				
PL34	Minor Changes to Approved Permit	Flat		\$ 163
PL35	Permit Program Maintenance Fee	Per Building Permit	[5]	\$ 25
PL36	Inspection Fees: Additional visits	Per Inspection Per Application		\$ 326
PL37	Certificate of Alteration	Each		\$ 1,631
PL38	General Plan Maintenance Fee		[5]	0.16% of Building Permit valuation > \$100K

PL39	Cultural Arts Contribution/Unit Landscaping Cost	Per sq. ft.	[5]	\$	8
PL40	City Attorney Cost Recovery Fee	Deposit	[5]	\$	2,000
PL41	Economic & Community Development Parking Exemption	Each		\$	1,631
PL42	Economic & Community Development Parking District Annexation Fee	Deposit		\$	8,155
PL43	Legal Notices, other than Zoning or General Plan Amendments	Deposit		\$	489
PL44	Legal Notices for Zoning and General Plan Amendments	Deposit		\$	489
PL45	Duplication of Planning Commission Meeting	Per Copy			Refer to City Clerk Fee Schedule
PL46	Zoning Verification Letter	Flat		\$	815
PL47	Zoning Administrator Decision	Flat		\$	815
PL48	Certificate of Convenience and Necessity (taxi)	Flat		\$	163
PL49	Sidewalk Dining Permit (Annual)	Flat		\$	489
PL50	Hourly Rate - Planning	Flat		\$	163

	<p>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</p>			
TOTAL [6]				

[Notes]

- [1] *Sourced from client provided PDF "FY 16-17 Master Fee Schedule"*
- [2] *The greater of 1/2 the Conditional Use Permit fee or \$400 for each modification*
- [3] *Consultant costs, plus 15% or \$500, whichever is greater.*
- [4] *Consultant costs, plus 15% or \$1,000, whichever is greater.*
- [5] *Placeholder for Master Fee Schedule (MFS); not included in cost analysis*
- [6] *Total "Annual Estimated Revenue at Current Fee" represents the total amounts collected, as many fees are structured on a deposit basis*
- [7] *Includes support costs from other departments (PW-Eng, Fire and Police)*

Building Inspection Division

**Economic & Community Development - Building - User Fee Study FY 17
Cost of Service for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
	<u>Building Inspection Division</u>			
	<i>Inspections and Re-inspections</i>			
	<i>Building, Plumbing, Electrical, and Mechanical for Residential and Commercial</i>			
BL1	Inspections or Re-inspections Outside Normal Business Hours	Per Hour		\$ 106
BL2	Re-inspections During Normal Business Hours	Per Hour		\$ 106
BL3	Building Inspection			
	\$0 - \$500	base fee @ \$500		\$ 79
	\$ 501	base fee @ \$500		\$ 79
	each additional \$100 or fraction thereof	each add'l \$100		\$ 1.8
	\$ 2,001	base fee @ \$2,000		\$ 106
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 23.0
	\$ 25,001	base fee @ \$25,000		\$ 635

	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 25.4
	\$ 50,001	base fee @ \$50,000		\$ 1,269
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 12.7
	\$ 100,001	base fee @ \$100,000		\$ 1,904
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 7.9
	\$ 500,001	base fee @ \$500,000		\$ 5,078
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 15.2
	\$ 1,000,001	base fee @ \$1,000,000		\$ 8,886
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 1.6
	\$ 3,000,001	base fee @ \$3,000,000		\$ 15,868
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 1.6
	\$ 5,000,001	base fee @ \$5,000,000		\$ 19,042
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.8

	\$ 10,000,001	base fee @ \$10,000,000	\$	23,273
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	0.8
	\$ 25,000,001	base fee @ \$25,000,000	\$	35,968
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	0.4
	\$ 50,000,001	base fee @ \$50,000,000	\$	46,546
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	0.9
BL4	Building Plan Checking (3 Plan Reviews) - Existing Residential			
	\$0 - \$500	base fee @ \$500	\$	26
	\$ 501	base fee @ \$500	\$	26
	each additional \$100 or fraction thereof	each add'l \$100	\$	1.8
	\$ 2,001	base fee @ \$2,000	\$	51
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	8.1
	\$ 25,001	base fee @ \$25,000	\$	264
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	10.6

	\$ 50,001	base fee @ \$50,000	\$ 466
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 10.6
	\$ 100,001	base fee @ \$100,000	\$ 1,058
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 5.3
	\$ 500,001	base fee @ \$500,000	\$ 3,174
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 4.2
	\$ 1,000,001	base fee @ \$1,000,000	\$ 5,289
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 5.3
BL5	Building Plan Checking (3 Plan Reviews) - New Residential & Commercial		
	\$0 - \$500	base fee @ \$500	\$ 29
	\$ 501	base fee @ \$500	\$ 29
	each additional \$100 or fraction thereof	each add'l \$100	\$ 1.8
	\$ 2,001	base fee @ \$2,000	\$ 67
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 12.7
	\$ 25,001	base fee @ \$25,000	\$ 328
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 14.8
	\$ 50,001	base fee @ \$50,000	\$ 532
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 14.8

	\$ 100,001	base fee @ \$100,000		\$ 1,481
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 3.7
	\$ 500,001	base fee @ \$500,000		\$ 2,962
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 6.8
	\$ 1,000,001	base fee @ \$1,000,000		\$ 6,347
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 2.1
	\$ 3,000,001	base fee @ \$3,000,000		\$ 10,579
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 3.2
	\$ 5,000,001	base fee @ \$5,000,000		\$ 16,926
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 1.3
	\$ 10,000,001	base fee @ \$10,000,000		\$ 23,273
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.6
	\$ 25,000,001	base fee @ \$25,000,000		\$ 31,736
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.2

	\$ 50,000,001	base fee @ \$50,000,000	\$ 35,968
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 0.7
BL5.1	Expedited Building Plan Check Fee		35% of plan check fee
BL6 new	Permit Processing - Initial Project Input, Fee Collection (Includes Existing/New Residential & Commercial Fees)		\$ 212
BL6.1 new	Permit Processing - Initial Project Input, Fee Collection (Includes Mechanical, Plumbing and Electrical Fees)		\$ 35
BL7	Plan Checking - Mechanical and Plumbing (Based on trade valuation) (Includes 3 Plan Reviews)		
	\$0 - \$500	base fee @ \$500	\$ 26
	\$ 500	base fee @ \$500	\$ 26
	each additional \$100 or fraction thereof	each add'l \$100	\$ 10.6
	\$ 1,000	base fee @ \$1,000	\$ 53
	each additional \$500 or fraction thereof	each add'l \$500	\$ 6.6
	\$ 3,000	base fee @ \$3,000	\$ 66
	each additional \$500 or fraction thereof	each add'l \$500	\$ 19.8
	\$ 5,000	base fee @ \$5,000	\$ 106

	each additional \$500 or fraction thereof	each add'l \$500	\$	10.6
	\$ 10,000	base fee @ \$10,000	\$	159
	each additional \$500 or fraction thereof	each add'l \$500	\$	15.9
BL8	Plan Checking - Electrical (Based on trade value valuation) (Includes 3 Plan Reviews)			
	\$ 500	base fee @ \$500	\$	26
	each additional \$100 or fraction thereof	each add'l \$100	\$	10.6
	\$ 1,000	base fee @ \$1,000	\$	53
	each additional \$500 or fraction thereof	each add'l \$500	\$	6.6
	\$ 3,000	base fee @ \$3,000	\$	66
	each additional \$500 or fraction thereof	each add'l \$500	\$	19.8
	\$ 5,000	base fee @ \$5,000	\$	106
	each additional \$500 or fraction thereof	each add'l \$500	\$	10.6
	\$ 10,000	base fee @ \$10,000	\$	159
	each additional \$500 or fraction thereof	each add'l \$500	\$	15.9
BL8.1	Title 24 Energy Plan Check Surcharge			25% of plan check fee
BL9	Additional Plan Review Required by Changes, additions or revisions to approved plans	Per Half-Hour	\$	53
<i>Miscellaneous Fees</i>				

BL10	State Mandated Training Fee Cost	Per Permit		\$ 8
BL11	Digital Plan Retention	deleted micro filming - same as DPR		\$0.03 per standard page. \$0.95 per oversized page. \$0.04 per microfiche scan.
BL12	Record Copying	Per page		Refer to City Clerk Fee Schedule
BL13	California Access Specialist Professional (CASp)			Actual Cost + CW overhead
BL14	Construction and Demolition (Projects > \$5,000 demolition and new construction > \$50,000)	Deposit	[3]	\$50/ton; \$200 minimum
BL15	Waste Management Plan Deposit	Deposit	[2]	\$50/ton; \$100 minimum
BL16	Commercial Photovoltaic	Flat	[4]	\$ 370
BL17	Residential Photovoltaic	Flat	[4]	\$ 212
BL18	Hourly Rate - Building	Flat		\$ 106

	<p>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</p>			
TOTAL				

[Notes]

- [1] *Sourced from client provided PDF "FY 16-17 Master Fee Schedule"
Deposit required @ \$50/ton. \$100 minimum per plan, \$50,000 maximum deposit required*
- [2] *for new construction and demolition, refunded upon completion of plan; deposit gains no interest.*
- [3] *Deposit required @ \$50/ton. \$200 minimum per plan, \$50,000 maximum deposit required for new construction and demolition, refunded upon completion of plan; deposit gains no interest.*
- [4] *CA Govt. Code SS 66015 limits Res. \$500 maximum; Comm. \$1,000 Maximum*

Chapter 5: Police Department**Police - User Fee Study FY 17****Cost of Service for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
	Alarms, Animal Control, Fingerprinting			
P1	Fingerprints			
	All individuals (City Employees excluded)	Per Person	[2]	\$ 55
	Live Scan Fingerprinting			\$ 70
	Permits			
P2	Alarm Registration (Commercial)			
	New/ Renewal	Flat		\$ 25
P3	False Alarm Fines		[3]	
	2nd alarm (Within 12 months of 1st alarm)	Per alarm		\$ 100
	3rd alarm (Within 12 months of 1st alarm)	Per alarm		\$ 200
	4th and other additional alarms within 12 months of the 1st preventable alarm	Per alarm		\$ 500
	False Alarm Response (average)	Flat	[9]	
P4	False Alarm Fine Appeal	Per appeal		\$ 55
P5	Bingo	Per Permit	[8]	\$ 55
	Initial Permit	Flat		\$ 55

	(Refundable if denied)			
	Annual Renewal	Per Renewal		\$ 510
P6	Card room I.D. Card:			
	Initial Operator Permit	Flat		\$ 1,705
	Initial Employee Permit	Flat		\$ 340
	Annual Renewal (for operator & employee permit)	Flat		\$ 85
	Replacement	Flat		\$ 85
P7	Cab Company	Per individual		\$ 55
	Driver Renewal Permit	Flat		\$ 55
P8	Vehicles for Hire:			
	Initial Certificate of Convenience and Necessity	Per individual		\$ 6,830
	Certificate of Renewal	Per Driver		\$ 170
P9	Special Event Permit	Flat	[6]	\$ 250
	Non-Profit Group / Charity Event	Flat	[6]	\$ 175
P10	Junk Collector	Per individual		\$ 85
P11	Massage Establishment or Bath House:			
	Initial Permit	Per individual		\$ 1,705
	Annual Renewal	Per individual		\$ 170
P12	<i>deleted</i>			
P13	Pawnbroker/Secondhand Goods Background Investigation:			
	Dealer	Per Permit		\$ 1,705

	Employee	Per Permit		\$ 340
P14	Fortune Telling	Per Permit		\$ 1,705
P15	Tow Vehicle Operator:			
	Initial Permit/ Annual Renewal	Flat		\$ 170
	Tow Vehicle Driver Permit (Five-Year)	Per Driver		\$ 170
P16	Renewal:			
	Tow Service Franchise Fee	Per Vehicle		\$ 50
	Replacement of Lost, Stolen, or Mutilated Permits	Per Permit		\$ 40
	Reissued Permits	Per Permit		\$ 40
P17	Photographs - Digital Photographs on Disks	Per Copy		\$ 55
Miscellaneous Fees				
P18	Vehicle Abatement	Per Vehicle	[4]	\$ 340
P19	Video Tape	Per Copy		\$ 50
P20	DVD Video	Per Copy		\$ 50
P21	In Car/ Bodycam Video - DVD	Per Copy		\$ 100
P22	Cassette Tape	Per Copy		\$ 50
P23	CD - Audio	Per Copy		\$ 50
P24	Police Reports	Per Page		Refer to City Clerk Fee Schedule
P25	Special Personnel Services		[5]	

	Security Personnel (Police Officer)			
	Staff Police Officer	Per Hour		\$ 110
	Discounted Rate for SSFUSD	Per Hour		\$ 90
P26	Transcripts			Refer to City Clerk Fee Schedule
P27	Emergency Response to Driving Under the Influence (DUI) Accidents		[6,7]	Actual Costs
	Incident Response (includes Accident, Hazmat, DUI or other incident)		[6]	Actual Costs
P28	Towed Vehicle Release, Negligent Operator	Per Vehicle		\$ 170
P29	Plan Check & Condition Formulation (Bldg)	flat		\$ 170
P30	Site Inspections	Hourly		\$ 170
P31	Firearm Storage Administration Fee			
	Single Firearm	Flat		\$ 340
	Each Additional Weapon	Flat		\$ 340
P32	Ammunition Storage Administration Fee			\$ 135
P33	Clearance Letter	Flat		\$ 10
P34	Hourly Rate:			
	Sworn			\$ 170
	Non-Sworn			\$ 100

	<p>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</p>			
TOTAL				

[Notes]

- [1] *Sourced from client provided PDF "FY 16-17 Master Fee Schedule"*
- [2] *Up to three cards per individual.*
- [3] *Resets every calendar year.*
- [4] *On public roadway only.*
- [5] *Hourly salary plus 40% for benefits plus 30% in administration charges; 30-minute minimum*
- [6] *Placeholder for Master Fee Schedule (MFS); not included in cost analysis*
- [7] *CA GC 53150-53159 DUI
Maximum \$12,000*
- [8] *Penal code: SSFMC Ch. 6.32*
- [9] *For Informational Purpose only*

Chapter 6: Fire Department**Fire - User Fee Study FY 17****Cost of Service for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
F1	<i>Fire Service Ambulance Transportation – ALS I</i>	Transport		\$ 1,950
F2	<i>Fire Service Ambulance Transportation – ALS II</i>			\$ 1,950
F3	<i>Fire Service Ambulance Transportation – BLS (Emergency)</i>			\$ 1,950
F4	<i>Fire Service Ambulance Transportation – BLS (Non-Emergency)</i>			\$ 680
F5	<i>deleted</i>			
F6	Contracted BLS Inter-Facility	Flat	[6]	\$ 401
F7	Mileage (All levels)	Per Mile	[4]	\$ 50
F8	Oxygen	Flat	[4]	\$ 120
Fire Service EMS Training				
F9	First-Aid / CPR / AED Classes for Residents (cost of textbook and certification card)	Per person	[4]	\$ 15
F10	First-Aid / CPR / AED Classes for Non-Residents	Per person	[4]	\$ 100
F11	First-Aid / CPR Classes for SSF Businesses	Per person	[4]	\$ 55

F12	Heartsaver® CPR/AED	Per person	[4]	\$	50
F13	Pediatric Education for Pre-hospital Professionals	Per person	[4]	\$	120
F14	American Heart Association "Professional Level" courses for the public and other outside agencies				
	ACLS Knowledge and Skills Review Workshops	Per person	[4]	\$	175
F15	Initial Recognition:				
	Pediatric Advanced Life Support (PALS)	Per person	[4]	\$	235
	Advance Cardiac Life Support (ACLS)	Per person	[4]	\$	235
	Basic Life Support-Health Care Provider (BLS-HCP)	Per person	[4]	\$	75
F16	Re-recognition:				
	Pediatric Advanced Life Support (PALS)	Per person	[4]	\$	190
	Advance Cardiac Life Support (ACLS)	Per person	[4]	\$	190
	Basic Life Support-Health Care Provider (BLS-HCP)	Per person	[4]	\$	50
F17	Lead EKG Class	Per person	[4]	\$	200
F18	Geriatric Education for Emergency Medical Services	Per person	[4]	\$	190
F19	Infrequent Paramedic Skills	Per person	[4]	\$	80
F20	Other EMS Continuing Education Classes	Per Hour Per Person	[4]	\$	8
F21	Student Materials, Supplies, etc. Required to Participate				Actual Cost
F22	Certification Fees required by Certifying Authority	Flat		\$	5
Fire Training Division					

F23	Emergency Response Team Class	Per Hour Per Person	[8]	\$ 28
F24	Permit Required Confined Space Class	Per Hour Per Person	[8]	\$ 28
F25	Hazardous Materials Responder Class	Per Hour Per Person	[8]	\$ 28
F26	Technical Rescue Class	Per Hour Per Person	[8]	\$ 28
F27	Vehicle Extrication Class	Per Hour Per Person	[8]	\$ 28
F28	Other Fire Training Continuing Education Classes	Per Hour Per Person	[8]	\$ 28
F29	Student Materials, Supplies, etc. Required to Participate			Actual Cost
F30	Certification Fees required by Certifying Authority	Flat		Actual Cost
Fire Prevention Division Permits and Fees				
<i>Fire Protective Systems Construction Permit</i>				
F32	Construction Without a Permit		[4]	2 Times cost of Permit

F33	Fire Protective Systems Inspection Fees (Inspection - includes 2 inspections; minimum \$125)			
	\$0 - \$6,000	Minimum base fee up to \$6,000		\$ 498
	\$ 6,001	base fee @ \$6,000		\$ 498
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 8.7
	\$ 25,001	base fee @ \$25,000		\$ 664
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 13.3
	\$ 50,001	base fee @ \$50,000		\$ 997
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 6.6
	\$ 100,001	base fee @ \$100,000		\$ 1,329
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 4.2
	\$ 500,001	base fee @ \$500,000		\$ 2,990
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 7.3
	\$ 1,000,001	base fee @ \$1,000,000		\$ 6,644
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.8
	3,000,001	base fee @ \$3,000,000		\$ 8,305
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.8
	5,000,001	base fee @ \$5,000,000		\$ 9,966
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.4
	10,000,001	base fee @ \$10,000,000		\$ 12,180
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.4

	25,000,001	base fee @ \$25,000,000	\$ 18,824
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 0.2
	50,000,001	base fee @ \$50,000,000	\$ 24,361
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 0.5
F108	Fire and Life Safety - Plan Check		
	\$0 - \$6,000	Minimum base fee up to \$6,000	\$ 83
	\$ 6,001	base fee @ \$6,000	\$ 83
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 8.7
	\$ 25,001	base fee @ \$25,000	\$ 166
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 13.3
	\$ 50,001	base fee @ \$50,000	\$ 332
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 39.9
	\$ 100,001	base fee @ \$100,000	\$ 2,658
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 10.0
	\$ 500,001	base fee @ \$500,000	\$ 6,644
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 8.0
	\$ 1,000,001	base fee @ \$1,000,000	\$ 10,630
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 3.5
	\$ 3,000,001	base fee @ \$3,000,000	\$ 17,717
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 5.3

	\$ 5,000,001	base fee @ \$5,000,000		\$ 28,347
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 2.1
	\$ 10,000,001	base fee @ \$10,000,000		\$ 38,977
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.9
	\$ 25,000,001	base fee @ \$25,000,000		\$ 53,151
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.3
	\$ 50,000,001	base fee @ \$50,000,000		\$ 60,237
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 1.2
F108.1	Expedited Fire Plan Check Fee			35% of plan check fee
F109	Fire Protection Systems - Plan Check (Includes 2 checks & 1 re-check)			
	\$0 - \$6,000	Minimum base fee up to \$6,000		\$ 166
	\$ 6,001	base fee @ \$6,000		\$ 166
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 8.7
	\$ 25,001	base fee @ \$25,000		\$ 332
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 3.3
	\$ 50,001	base fee @ \$50,000		\$ 415
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 1.7
	\$ 100,001	base fee @ \$100,000		\$ 498
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 1.2

	\$ 500,001	base fee @ \$500,000		\$ 997
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 3.3
	\$ 1,000,001	base fee @ \$1,000,000		\$ 2,658
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.9
	3000001	base fee @ \$3,000,000		\$ 4,429
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 1.3
	5000001	base fee @ \$5,000,000		\$ 7,087
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.5
	10000001	base fee @ \$10,000,000		\$ 9,744
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.2
	25000001	base fee @ \$25,000,000		\$ 13,288
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.1
	50000001	base fee @ \$50,000,000		\$ 15,059
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 0.3
F34	Construction Without a Permit		[4]	Two Times Cost of Permit
<i>Other Fire Prevention Inspections</i>				
F35	Annual Fire Inspection (Basic)	Flat		\$ 249
F36	Non-Construction Fire Re-inspection Fee	Flat		\$ 166
F37	Inspections Outside Normal Business Hours	Flat		\$ 166

F38	Construction Re-inspection Fees	Flat		\$ 166
F39	Inspection for Which a Fee is not Specifically Indicated	Flat		\$ 166
F40	Annual High-rise Building (2 Hr. Minimum)	Flat		\$ 166
F41	New Occupancy / Business	Flat		\$ 332
F43	Group R, Division 1 Occupancies and Group 4, Division 2 with 3 or more dwelling units per building (\$125 minimum charge)			
	0-10	Per living unit		\$ 249
	11-30	Per living unit		\$ 332
	31-50	Per living unit		\$ 498
	>50; each 50	Per living unit		\$ 664
F44	<i>deleted</i>			
F45	Title 19, 5 Year Automatic Fire Sprinkler Certification	Per System		\$ 332
F46	Pre-inspection of Residential Care Facilities	Flat		\$ 332
F47	<i>deleted</i>			
	<i>Operational Permits</i>			
F48	Operational Permit for multiple occupancy permits (fee to be charged for second and subsequent additional occupancy permits for inspections conducted on same site visit)	Flat		\$ 55

F49	Aerosol Products	Flat		\$	332
F50	Assemblies	Flat		\$	332
F51	Automobile Wrecking Yard	Flat		\$	332
F52	Battery Systems	Per System		\$	332
F53	Candles and Open Flames in Assembly Areas	Per Assembly		\$	166
F54	Combustible Fiber Storage	Flat		\$	332
F55	Combustible Material Storage	Flat		\$	332
F56	Commercial Rubbish-handling Operation	Flat		\$	332
F57	Compressed Gases	Per System		\$	166
F58	Cryogenics	Per System		\$	498
F59	Dry Cleaning Plants	Flat		\$	498
F60	Dust Producing Operations	Flat		\$	498
F61	Fire Alarm	Per Building		\$	498
F62	Flammable or Combustible Liquids, Pipelines, Store, Handle, or Use.	Per Tank		\$	498
F63	Hazardous Materials Storage, Transport on Site, Dispense, Use, or Handle Chemicals	Per Building	[2]	\$	664
F64	Hazardous Materials in Excess by Classifications; Store, Transport on Site, Dispense, Use, or Handle Chemicals in Excess of Amounts Listed in Table 105-C	Per class of chemical at each location		\$	332
F65	High-piled Storage	Per Location		\$	664
F66	Institutions and Day Care	Per Location		\$	332

F67	Large Family Day Care	Per Location		\$ 332
F68	Lumberyards	Flat		\$ 664
F69	Liquefied Petroleum Gases	Per Tank		\$ 332
F70	Magnesium Working	Flat		\$ 332
F71	Motor Vehicle Fuel Dispensing Stations	Per Location		\$ 332
F72	Organic Coatings	Flat		\$ 332
F73	Ovens, Industrial Baking or Drying	Per Oven		\$ 166
F74	Permit-Required Confined Space	Per Space		\$ 332
F75	Pyrotechnical Special Effects Material	Flat		\$ 664
F76	Radioactive Materials	Per Location		\$ 332
F77	Refrigeration Equipment	Per System		\$ 166
F78	Residential Care and Residential Care for the Elderly	Per Location		\$ 332
F79	Repair Garages	Flat		\$ 332
F80	Spraying or Dipping	Per Tank		\$ 332
F81	Tire Storage	Flat		\$ 498
F82	Wood Products	Flat		\$ 332
F83	Welding and Cutting Operations	Per Location		\$ 498
F84	Failure to Obtain a Permit	Varies	[4]	Two Times Permit Cost

F86	Flammable or Combustible Liquids; Remove, Install, Construct, Alter or Abandon an Underground or Above Ground Tank	Per Tank		\$ 664
F87	Hazardous Materials; Install, Repair, Abandon, Remove, Place-Out-of-Service, Tanks or Piping, Close or Substantially Modify a Storage Facility	Per Tank		\$ 664
	<i>Special Activity Permits</i>			
F89	Candles or Open Flames in Assembly Areas	Per Event		\$ 332
F90	Carnivals and Fairs	Per Event		\$ 664
F91	Christmas Tree Lots	Per Event		\$ 664
F92	Explosives or Blasting Agents	Flat		\$ 664
F93	Fire Hydrants and Water-Control Valves	Per Event		\$ 332
F94	<i>deleted</i>			
F95	Fireworks Displays by a Licensed Professional	Per Event		\$ 664
F96	Fumigation/Thermal Insecticide	Per Occurrence		\$ 166
F97	<i>deleted</i>			
F98	Parade Floats	Per Event		\$ 332
F99	Temporary Membrane Structures (tents)	Per Structure		\$ 332
F100	<i>deleted</i>			

F101	Failure to Obtain a Permit	Varies	[4]	Two Times Permit Cost
<i>Miscellaneous Fire Prevention Fees</i>				
F102	Hazard Mitigation Fee (Includes all other incident types)		[3,4]	Actual Cost
F103	Minimum Fire Protection System Plan Check	For <\$6,000 valuation		\$ 166
F104	Application for Use of Alternate Methods of Protection	Per Request		\$ 250
F105	Emergency Response DUI Cost Recovery		[3,4,5]	Actual Cost
F106	Emergency Response Hazmat Cost Recovery		[3,4]	Actual Cost
F107	Investigations	Hourly		\$ 166
F108	<i>moved</i>			
F109	<i>moved</i>			
F110	<i>deleted</i>			
F111	Additional Fire Plan Review (2 hr. minimum)	Hourly		\$ 166
F112	Fire Watch		[3]	Actual Cost
F113	Key Box Service	Per Location		\$ 83
F114	Preventable False Alarms			
	2nd alarm (Within 12 months of 1st alarm)	Flat	[4]	\$ 100
	3rd alarm (Within 12 months of 1st alarm)	Flat	[4]	\$ 200

	4th and other additional alarms within 12 months of the 1st preventable alarm	Flat	[4]	\$ 500
	False Alarm Response (average)	Flat	[7]	
F115	<i>deleted</i>			
F116	<i>deleted</i>			
F117	Plan Digitizing Fee			\$0.05 per letter; \$0.75 per plan; \$0.05 per image
	<i>Miscellaneous</i>			
F118	<i>deleted</i>			
F119	<i>deleted</i>			
F120	<i>deleted</i>			
F121	<i>deleted</i>			
F122	<i>deleted</i>			
F123	<i>deleted</i>			
F124	Reproduction of Printed Fire and Paramedic Reports	Per Page	[4]	Refer to City Clerk Fee Schedule
F125	Administrative Code Enforcement Fee (for failure to correct violations after receiving Courtesy Notice from Fire Prevention Division 14 day grace period to correct)	Flat		\$ 332
F126	Hourly Rate:			
	Prevention			\$ 166
	Emergency Services			

	Engine Company (3 person)			\$ 419
	Ambulance (2 person)			\$ 280
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
TOTAL				

[Notes]

- [1] *Sourced from client provided PDF "FY 16-17 Master Fee Schedule"*
- [2] *For each location/building that contains 55 gallons or more of a liquid, 500 pounds or more of a solid, or 200 cubic feet or more of a compressed gas*
- [3] *The cost shall include the provision of scene supervision, overhead, equipment, hourly wages and fringe benefit costs of the employees that responded to the incident.*
- [4] *Placeholder for Master Fee Schedule (MFS); not included in cost analysis*
- [5] *CA GC 53150-53159 DUI Maximum \$12,000*
- [6] *AMR/Kaiser Agreement; not included in cost analysis; fee set per agreement*
- [7] *For informational purpose only.*
- [8] *Class size ratio used is 1:6*

Chapter 7: Public Works Department

Engineering Division

**Public Works - Engineering User Fee Study FY 17
Cost of Service for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
	Engineering Division			
	<i>Inspection and Encroachment</i>			
PW1	Improvement Plan Check - (covers 2 plan checks and re-check)			
	Cost of Improvements			
	Up to \$50,000	Minimum base fee up to \$50,000		\$ 575
	\$ 50,001	base fee @ \$50,000		\$ 863
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 6
	\$ 100,001	base fee @ \$100,000		\$ 1,150
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 21
	\$ 250,001	base fee @ \$250,000		\$ 4,313
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 6

	\$ 500,001	base fee @ \$500,000	\$	5,751
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	12
	\$ 1,000,001	base fee @ \$1,000,000	\$	11,501
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	12
	4th and subsequent Plan Check		\$	144
PW1.1	Improvement Inspection (covers 2 inspections)			
	Cost of Improvements			
	Up to \$50,000	Minimum base fee up to \$50,000	\$	431
	\$ 50,001	base fee @ \$50,000	\$	431
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	4
	\$ 100,001	base fee @ \$100,000	\$	647
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	1
	\$ 250,001	base fee @ \$250,000	\$	863
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	2
	\$ 500,001	base fee @ \$500,000	\$	1,438
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$	3
	\$ 1,000,001	base fee @ \$1,000,000	\$	2,875

		0		
	each additional \$1,000 or fraction thereof	each add'l \$1,000		\$ 3
PW2	Encroachment Permit Inspection Fee (covers two inspections)	Flat	[8]	\$ 307
		Deposit		Estimated cost of improvement
	Additional Visits Beyond Two	Per Visit		\$ 144
PW3	<i>deleted</i>			
	<i>Miscellaneous Processing Fee</i>			
PW4	On-site inspection/processing fee for the recordation of the condition of the private sewer lateral.	Per Recordation		\$ 144
PW5	Off-site inspection/processing fee for the recordation of the condition of the private sewer lateral. (DVD Review)	Per Recordation		\$ 72
	<i>Subdivision Maps</i>			
PW6	Inspection Deposit	Deposit	[6]	2% of public improvement costs
PW7	Major Subdivision Tentative Map	Flat	[8]	\$ 307
	Per Lot	Per Unit		\$ 24
PW8	Final Map Filing Fee	Flat	[8]	\$ 307
	Per Lot	Per Unit		\$ 24
PW9	Minor Subdivision	Flat		\$ 144

	Tentative Map			
	Per Lot	Per Unit		\$ 24
PW10	Parcel Map Filing Fee	Per Map		\$ 288
PW11	Lot Line Adjustment	Per Adjustment	[8]	\$ 307
PW12	After-hours Site Inspections		[2,6]	Actual Cost
PW14	Easement Abandonment Request	Per easement		\$ 3,594
PW15	Subdivision and Parcel Map Plan Check (includes Coordination and administartion costs)	Deposit	[2,8]	\$ 1,026
PW16	Transportation - Single trip, or a modification of an original permit	Flat	[7]	\$ 16
PW17	Transportation - Annual or repetitive permit	Flat	[7]	\$ 90
PW18	Copy of CD/DVD	-	-	Refer To City Clerk Fee Schedule
PW19	<i>deleted</i>	-	-	
PW20	<i>deleted</i>	-	-	
PW21	<i>deleted</i>	-	-	
<i>Miscellaneous Fees</i>				
PW22	Hauling/Grading Plan Check and Permit Processing (Cubic Yards)			
	50 Cubic Yards or Less	Flat		\$ 288

	51 to 100 Cubic Yards	Flat		\$ 575
	101 to 1,000 Cubic Yards	Flat		\$ 575
	1,001 to 10,00 Cubic Yards	Flat		\$ 1,150
	10,001	Base Fee @ 10,000		\$ 1,438
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		\$ 8
	100,001	Base Fee @ 100,000		\$ 1,510
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		\$ 7
	200,001	Base Fee @ 200,000		\$ 1,581
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		\$ 79
PW23	Other plan checking and additional plan reviews required by changes, additions, or revisions to approved plans.		[2]	\$ 288
PW24	Grading Inspection Fees (Cubic Yards)			
	50 Cubic Yards or Less	Flat		\$ 288
	51 to 100 Cubic Yards	Flat		\$ 288
	101 to 1,000 Cubic Yards	Flat		\$ 288
	1,001 to 10,00 Cubic Yards	Flat		\$ 431
	10,001	Base Fee @ 10,000		\$ 431
	each additional 1,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		\$ 16

	100,001	Base Fee @ 100,000		\$ 575
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		\$ 29
	200,001	Base Fee @ 200,000		\$ 863
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		\$ 43
Other Inspections				
PW25	Inspections Outside of Normal Business Hours	Hourly	[3,6]	Actual Cost
PW26	Re-inspection Assessed Under Provisions of Section 305(h)	Flat	[4]	Actual Cost
PW27	Inspections for which a fee is not specifically indicated	Hourly	[4,6]	Actual Cost
Water Quality Control Division Pretreatment Fee Schedule				
PW28	Permits and Renewals: (valid for 3 year time intervals)			
	Significant Industrial Users	Every 3 years	[5]	\$ 575
	All Other Required Businesses	Every 3 years		\$ 144
PW29	<i>deleted</i>			
PW30	<i>deleted</i>			
PW31	Inspections - Outside of Normal Pretreatment Activities	Per Hour		\$ 144

PW32	Inspections - Outside of Normal Business Hours	Per Hour		\$ 144
PW33	Special Monitoring Activities for Enforcement and Surveillance	Per Hour		\$ 144
PW34	Special Sampling/Equipment Use	Per Hour		\$ 144
PW35	Wastewater Analysis			
	BOD	Per Test	[6]	Actual Cost
	COD	Per Test	[6]	Actual Cost
	TSS	Per Test	[6]	Actual Cost
	Oil & Grease	Per Test	[6]	Actual Cost
	Metals (except Hg)	Per Test	[6]	Actual Cost
	Hg	Per Test	[6]	Actual Cost
	pH	Per Test	[6]	Actual Cost
	Bioassay	Per Test	[6]	Actual Cost
	CN	Per Test	[6]	Actual Cost
	PAH	Per Test	[6]	Actual Cost
	Phenol	Per Test	[6]	Actual Cost
	Ammonia	Per Test	[6]	Actual Cost
	Conductivity	Per Test	[6]	Actual Cost
	Oxygen Uptake Rate	Per Test	[6]	Actual Cost
	Others		[6]	Actual Cost
	Hourly Rate:			
	Public Works - Engineering			\$ 144

	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
PW36	Waste Management Plan Review			1% of plan checking fee

[Notes]

- [1] *Sourced from client provided PDF "FY 16-17 Master Fee Schedule"*
- [2] *Hourly salary, plus 40% in benefits and another 30% in administrative costs; 1/2 hour minimum*
- [3] *Hourly salary, plus 50% overtime rate, plus 50% for benefits on base rate, plus 12% in administrative charges. Three-hour minimum.*
- [4] *Hourly salary, plus 50% for benefits on base rate, plus 12% in administrative charges. One half-hour minimum.*
- [5] *Defined in federal regulations and municipal ordinance.*
- [6] *Placeholder for Master Fee Schedule (MFS); not included in cost analysis*
- [7] *Maximum per State law (\$16/ \$90)*
- [8] *Includes support costs from Planning*

Chapter 8: Library Department

Library - User Fee Study FY 17

Cost of Service for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Adopted Fee Level / Deposit
Damaged and Missing Materials				
L1	AV Materials (contents or item damage)		[4]	Actual Cost of each item
L2	<i>deleted</i>			
L3	CD/DVD Cases, Replacement of Lost or Damaged	Per Case		\$ 2
	Missing Book, DVD, etc. from Set		[4]	Actual Cost of each item
	Missing CD - from Audio Book Vendors that offer Replacement		[4]	Prorated Cost of set
L4	<i>deleted</i>			
L5	<i>deleted</i>			
L6	<i>deleted</i>			
L7	Books		[4]	Actual Cost of each item
L8	Equipment		[4]	Actual Cost of each item

L9	Fines for Overdue Materials - Adult Materials, Books, Audio, Video, Magazines, DVDs etc. (Only affects adult borrowers)	Daily	[4,5]	\$	0.25
L10	Fines for Overdue Materials - Children's Materials - Books, Audio, Video, Magazines, DVDs, etc. (Only affects adult borrowers)	Daily	[4,5]	\$	0.15
L16	Lost, Replacement Charges - Magazines - See Processing Fee Below		[4]		Actual Cost of each item
L17	<i>deleted</i>	-	-		-
L18	Lost, Replacement Charges - Processing Fee (Peninsula Library Automated Network Policy) Applies to all Materials:				
	Catalogued Materials	Each	[5]	\$	5
	Generic Materials	Each	[5]	\$	2
Miscellaneous Charges					
L19	Past Due Patron Accounts Referred to a Collection Agency	Per Referral	[5]	\$	10
L20	Paypal Convenience Fee	Per Transaction	[4]	\$	0.50
L21	Computer Printouts				

	Black & White	Per Sheet	[4]	\$ 0.15
	Color	Per Sheet	[4]	\$ 0.50
L22	History Book - SSF	Each	[4]	\$ 5
L23	History Room Photographs - Digital Copies			
	Copy of CD/DVD (see City Clerk fee schedule)			Refer to City Clerk Fee Schedule
L24	History Room Photographs Print Copies	Per Item		\$ 15
L25	Postcards - SSF, 3.5" x 5"			
	Black and White	Each	[4]	\$ 0.50
	Color	Each	[4]	\$ 1.00
L26	Microfilm Copies	Each	[4]	\$ 0.25
L27	Photocopy	Per Page	[4]	\$ 0.20
L28	Postcard, ID		[4]	Price set by United States Postal Service
L29	Reserve: Out of County Reserve / Inter-Library Loan			
	SSF residents	Flat	[4]	\$ 3
	non-residents	Flat	[4]	\$ 5
L30	Returned Check, Insufficient Funds			See Finance Department Section
L33	USB Drives	Flat	[2,4]	Actual Cost
L34	Field Trip Fee	Flat	[3,4]	Actual Cost
	Hourly Rate			

	Full-time			\$ 111
	Part-time			\$ 23
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

[Notes]

- [1] *Sourced from client provided PDF "FY 16-17 Master Fee Schedule"*
- [2] *\$4-\$10 depending upon unit cost*
- [3] *\$10-\$40 depending upon cost of transportation, admission, etc.*
- [4] *Placeholder for Master Fee Schedule (MFS); not included in cost analysis*
- [5] *Fee set by Peninsula Library System (PLS)*

Chapter 9: Parks & Recreation Department

Parks and Recreation - User Fee Study FY 17

Fully Burdened Hourly Rate

**APPENDIX
A.10**

PROGRAMMATIC COST RECOVERY SUMMARY

Program		Adopted Cost Recovery Percentage
CULTURAL ARTS		0%
CONCERT IN THE PARK	[14]	36%
17230 - AQUATIC PROGRAM		44%
17240 - SPORTS & ATHLETICS		15%
17250 - RENTALS/PICNICS		104%
17260 - CLASSES/EVENTS	[16]	84%
17270 - REAL PROGRAM		69%
17275 - CHILDCARE		76%
17276 - SENIOR CENTERS		28%
17320 - PARK MAINTENANCE	[7]	n/a
17320 - PARK MAINTENANCE Adjustment	[13]	n/a
Community Gardens & Art Studio Rentals	[12]	n/a
17340 - STREET TREE MAINTENANCE		n/a
17340 - STREET TREE MAINTENANCE Adjustment	[13]	n/a
Tree Removal Permt		n/a
17420 - FACILITIES MAINTENANCE	[8]	n/a
17420 - FACILITIES MAINTENANCE Adjustment	[13]	n/a
17999 - GRANTS - PARKS & REC	[15]	75%
231-17531 - WEST PARK 3 MAINTENANCE		n/a
231-17531 - WEST PARK 3 MAINTENANCE Adjustment	[11]	n/a
232-17532 - STONEGATE RDG MAINT		n/a
232-17532 - STONEGATE RDG MAINT Adjustment	[11]	n/a
233-17533 - WILLOW GARDENS MAINT		n/a
233-17533 - WILLOW GARDENS MAINT Adjustment	[11]	n/a
234-17530 - WEST PARK 1 & 2 MAINTENANCE		n/a
234-17530 - WEST PARK 1 & 2 MAINTENANCE Adjustment	[11]	n/a
710-13315 SEWER MAINTENANCE	[10]	n/a
710-13315 SEWER MAINTENANCE - Adjustment	[11]	n/a
720-13720 - PARKING DISTRICT OPERATIONS	[10]	n/a

720-13720 - PARKING DISTRICT OPERATIONS Adjustment	[11]	n/a
740-13820 DRAINAGE	[10]	n/a
740-13820 DRAINAGE Adjustment	[11]	n/a
Misc Revenue (included in Admin)		n/a
Total		63%

[1] Sourced from "4 Staff position roster for all positions.xlsx"

[2] Sourced from "1 Line-item budgeted expenditures all funds departments and divisions.xlsx"

[3] Sourced from FY 15 Cost Allocation Plan, provided by City Finance Department.

[4] Excluded - one-time expense

[5] Water costs for General Fund Parks and Facilities Landscape

[6] Costs included in Cost Allocation Plan; adjustment included here, so as not to doublecount

[7] Includes costs for Program 17970 Minor Park Improvements; excluded for cost analysis purposes; general community benefit; Community Gardens & Art Studio costs have been reduced

[8] Includes costs for Program 17971 Minor Facilities Repairs/ Improvements; represents costs not accounted for in Cost Allocation Plan

[9] Sourced from FY 15-16 Revenue Actuals

[10] Cost provided for information purposes only

[11] Funds 231, 232, 233, 234, 710, 720 and 740 Programs excluded from Parks and Recreation Cost Analysis

[12] Community Gardens and Art Studio costs equal to revenue have been removed from Park Maintenance program costs and shown here; not not included in cost analysis detail

[13] Park, Street Tree and Facility Maintenance Maintenance have been excluded from cost analysis; intent is to capture Recreation related programs and services

[14] Concert in the Park Program included in Summary Table only; New in FY 15/16, therefore FY 16/17 used for cost analysis purposes; detail costs are included in Cultural Arts programs

[15] Revenue provided by P&R email dated 5.9.17 from Angela Duldulao; Big Lift Grant revenue is received on a reimbursement basis and has a different base year (Sept-Aug); revenue does not match the revenue report

[16] Adults age 62 and over are eligible for a Senior Discount of 20% off of class fees