



City of Palo Alto

Finance Committee Staff Report

(ID # 6878)

Report Type: Action Items

Meeting Date: 5/12/2016

Council Priority: City Finances

Summary Title: Muni Fee Schedule Fiscal Year 2017

Title: Finance Committee Recommendation Regarding Amendments to the Muni Fee Schedule for Fiscal Year 2017

From: City Manager

Lead Department: Administrative Services

Recommended Motion

Finance Committee to recommend to the City Council approval of amendments to the Municipal Fee Schedule for Fiscal Year 2017.

Recommendation

Staff recommends that the Finance Committee recommend to the City Council to approve amendments to the Municipal Fee Schedule for Fiscal Year 2017.

Background

Annually, as part of the budget process, staff submits changes to the Municipal Fee Schedule for Finance Committee review and approval and final approval by the City Council. The City charges fees and fines for a variety of services provided. For example, these include fees for photocopies, building inspection services, or room rentals.

In Fiscal Year 2013, staff embarked on a cost of services study for most departments. As discussed below, Planning and Community Environment (PCE) and Development Services departments were not included at that time. Part of that study included a review of the City's calculation of expenditures linked to a particular fee activity in order to determine the cost recovery level. These expenditures include the budgeted cost of staff time including salaries and benefits; related non-salary expenditures; department and citywide cost allocations to recuperate costs for department management oversight and internal support functions such as purchasing, payroll, or human resources.

On April 6, 2015 staff presented as part of a study session a draft User Fee Cost Recovery Level Policy. Based on Council input and support for the policy, Council approved the policy on May

18, 2015, detailed in the chart below.

Cost Recovery Level Group	Cost Recovery Percentage Range	Policy Considerations
Low	0% - 30%	<ul style="list-style-type: none"> No intended relationship between the amount paid and the benefit received Fee collection would not be cost effective and/or would discourage compliance with regulatory requirements No intent to limit the use of the service Public at large benefits even if they are not the direct users of the service Affordability of service to low-income residents
Medium	30.1% - 70%	<ul style="list-style-type: none"> Services which promote healthy activities and educational enrichment to the community Services having factors associated with the low and high cost recovery levels
High	70.1% - 100%	<ul style="list-style-type: none"> Individual users or participants receive most or all of the benefit of the service Other private or public sector alternatives provide the service The use of the service is specifically discouraged The service is regulatory in nature

The policy served as a guide to update the Planning and Community Environment Department fees that were brought to the Finance Committee for review in Fiscal Year 2016. That policy also served as a guide to update the Development Services Department Fees which are currently under review through a separate study; recommendations based on that study are anticipated to be brought forward for City Council consideration at a later date.

Discussion

As mentioned above, on May 18, 2015 the City Council approved the User Fee Cost Recovery Level policy. During the April 6, 2015 Study Session, the City Council requested that staff bring forward adjustments to fees as part of the amendments of the Municipal Fee Schedule for Fiscal Year 2016 using the policy as guidance. Further, the City Council requested that fees discussed in the report that brings forward amendments to the Municipal Fee Schedule focus on (1) new fees, (2) deletion of existing fees, and (3) changed fees to attain a higher cost recovery level consistent with other fees or based on a market study for similar services. That direction has been continued in this report that recommends the Municipal Fee Schedule for Fiscal Year 2017.

The majority of fees across the City were increased by 5.5%, the average increase of salaries and benefits for Fiscal Year 2017, from Fiscal Year 2016 rates in order to maintain the cost recovery level of Fiscal Year 2016 fees. Those fees that were adjusted by a factor other than 5.5% to attain a higher cost recovery level or adjusted based on a market study are detailed in Attachment A.

Both the Planning and Community Environment Department and the Development Services Department underwent significant Fee Studies in Fiscal Year 2016. As such, the fees discussed in this CMR, and Attachment A, do not include the majority of Planning and Community Environment Fees, since their recommended changes were adopted by City Council on March 28, 2016 as part of CMR #6638: *PUBLIC HEARING: Review and Adoption of a Resolution Increasing and Adjusting Department of Planning & Community Environment User Fees Based on a Cost of Services Study and Recommendations of the Finance Committee.*

Development Services' Fee adjustments are also not included in this report; recommendations will be brought forward for City Council consideration separately based upon a consultant fee study report.

Parallel to Development Services' Fee Study, the Public Works Department conducted its own internal evaluation of its fee setting based on the time necessary to perform the work associated with each fee. As a result, Public Works is recommending a number of changes to its fees, including those in the Public Works division of Development Services. Public Works' fees, including those in the Public Works division of Development Services, are therefore discussed in this CMR and Attachment A.

These recommended fee adjustments represent significant increases from the 2016 fees, and are expected to bring the Public Works fees much closer to full cost recovery. In addition, a recommendation is included as part of the Fiscal Year 2017 Proposed Operating Budget to shift approximately \$100,000 of staffing costs in the Public Works division of Development Services not associated with development-related work back to the Public Works Department. Over the course of Fiscal Year 2017, staff will track specific Public Works fees and their related expenditures to determine if they are properly aligned. If necessary, as part of the Fiscal Year 2018 budget process staff will recommend appropriate adjustments to bring them to full cost recovery.

New Fees

As identified in Table 1 below, eleven new fees, outside of Development Services, are recommended to be added to the Fiscal Year 2017 Proposed Municipal Fee Schedule: three in Community Services, one in the Public Works division of Development Services, one in Planning and Community Environment, three in the Police Department, and three in Public Works.

- Community Services is proposing a rental cleaning fee for Mitchell Park in response to customer demand for such a service, a fee to rent the Mitchell Park Community Center Teen Center to non-profits, and a fee to rent the Cubberley Community Center Running Track.
- In the Public Works division of Development Services, a new inspection fee is proposed to align with the Municipal Regional Stormwater Permit requirement by providing Wet Season Construction Site Stormwater Inspection for high priority locations (such as construction sites located on hillsides, near creeks, and/or with prior violations).
- Planning and Community Environment (PCE) is proposing the addition of an Individual

Review Refund Processing Fee for instances where staff work has already commenced but an application is canceled. PCE also anticipates bringing forth a recommended increase to the penalty for a Planned Community zone violation as part of the amendments to the penalty schedule in October 2016.

- The Police Department is adding fees for the renewal of a Secondhand Dealer license, an Office of Personnel Management/Department of Defense background check, and a separate fee for offsite document recovery, which was formerly included in the subpoena fee.
- Public Works is adding Map/Plan Review Fees for Individual Review (IR) of Trees, Encroachment Permits for non-residential long-term encroachments that occur for more than one month, and for Additional Temporary Discharge to Storm Drain from Construction Site Dewatering to capture the ongoing inspection and administrative costs.

Table 1. New Fees for 2017

Department	Fee Title	2017 Proposed	
Community Services	Mitchell Park - Cleaning Package (Add-on Only)	\$80.00 - \$500.00 per event	
Community Services	Mitchell Park Community Center - Teen Center	Basic Rate	Non-Profit Rate
		N/A	\$40.00 per hour
Community Services	Cubberley Community Center - Running Track	Resident Rate	Non-Resident Rate
		\$15.00 per hour	\$15.00 per hour
Development Services - Public Works	Storm Water - Wet Season Construction Site Stormwater Inspection	\$230.00 per month October through April	
Planning and Community Environment	Individual Review - Individual Review Refund Processing Fee <i>Note: Applies if staff work has commenced</i>	20% of Fee will be retained	
Police	Licenses – Secondhand Dealer – Renewal	\$75.00 per application	
Police	Background Check – OPM/DOD Background Check	\$5.00 per application	
Police	Special Fees – Offsite Document Recovery	\$30.00 per item	
Public Works	Map/Plan Review Fees – IR Review Trees	\$647.00 per application	
Public Works	Encroachment – Additional Non-Residential Long-Term (More than 5 Days)	\$500.00 per month	
Public Works	Storm Drain – Additional Temporary Discharge to Storm Drain from Construction Site Dewatering	\$217.00 per week for the duration of dewatering activities	

Changed Fees

One hundred and eighteen fees are recommended to be adjusted by either: (1) a factor greater than 5.5% to attain a higher cost recovery level consistent with other fees, or, (2) increased based on a market study. The 118 fees detailed in Attachment A are broken down as follows: 68 fees in the Community Services Department, seven fees in the Public Works Division of Development Services, 28 fees in the Public Works Department, and 15 fees in the Police

Department. Each fee is listed by name along with the Adopted Fiscal Year 2016 rate, the Proposed Fiscal Year 2017 rate, the percentage change, and the fee change justification.

An example of a fee being increased by a factor greater than 5.5% is the Public Works Non-Residential Encroachment Short-Term (Less than 5 days) Permit. Staff analyzed the body of work necessary to perform the work of administering the permit and, based on this analysis, the recommended fee increase is 101.2% in order to reach cost recovery. For facility rental fees in the Community Services Department, staff is proposing to adjust fees by a range of -6.3% to 50% to align the fees with current market rates.

As discussed above, Attachment A does not include adjustments for the Development Services consultant fee study, which will be brought forward at a later date. Additionally, no changes from Fiscal Year 2016 for Planning and Community Environment are included, due to the adoption of new Fees by City Council on March 28, 2016 as part of CMR #6638. Although not outlined in this report, a 5.5% increase to these Planning Fees is recommended to be effective January 1, 2017 to maintain cost recovery levels. A request was made by a member of the community to reduce the cost of parking in the College Terrace Residential Preferential Parking Program, but this report does not include changes for parking fees.

Deletion of Fees

Eight fees are recommended to be deleted in the Fiscal Year 2017 Proposed Municipal Fee Schedule as follows: seven fees in the Community Services Department (CSD) and one fee in the Library Department. Each fee, and the justification for its deletion, is detailed in Table 2 on the next page.

Table 2. Deletion of Fees for FY 2017

Dept.	Fee Title	2016 Adopted		2017 Proposed		Justification
		Resident Rate	Non-Resident Rate	Resident Rate	Non-Resident Rate	
CSD	Art Center - Green Room	\$55.00 per hour	\$83.00 per hour	N/A	N/A	Deleting this package as the Green Room was converted into offices and is no longer rentable.
CSD	Art Center- Package Rental - Auditorium and Green Room	\$119.00 per hour	\$179.00 per hour	N/A	N/A	Deleting this package as the Green Room was converted into offices and is no longer rentable.
CSD	Recreation Activities - Tennis Court Registrations for Tournaments and USTA League Play	\$5.00 - \$16.00 per hour	\$7.50 - \$24.00 per hour	N/A	N/A	Removal of fee as CSD no longer charges per person and rather rents by the hour for Tournament and League play.
CSD	Cubberley Community Center - Gynamistics Equipment	\$5.00 per piece	\$7.50 per piece	N/A	N/A	Deleting fee as the equipment is no longer available.
		Basic Rate	Non-Profit Rate	Basic Rate	Non-Profit Rate	
CSD	Cubberley Community Center - Theater Rentals - D. Additional Performance Hours beyond Four Hours per performance	\$115.00 per hour	\$81.00 per hour	N/A	N/A	Deleting fee to simplify the pricing structure to have one common set of add-on fees for all packages rather than add-ons for each individual package.
CSD	Cubberley Community Center - Theater Rentals - H. Additional Rehearsal Hours Past Ten	\$130.00 per hour	\$91.00 per hour	N/A	N/A	Deleting fee to simplify the pricing structure to have one common set of add-on fees for all packages rather than add-ons for each individual package.
CSD	Cubberley Community Center - Theater Rentals - K. Additional Performance	\$335.00 each	\$249.00 each	N/A	N/A	Deleting fee to simplify the pricing structure to have one common set of add-on fees for all packages rather than add-ons for each individual package.
Library	Sales - Coffee/Tea - Self-Serve	\$2.00 per cup				Library discontinued coffee/tea self- service when Rinconada Library reopened in 2015.

Development Impact Fees

In the Planning and Community Environment Department, development impact fees were updated in accordance with the applicable Municipal Code section which generally authorizes indexed increases. Since these fees are governed by the applicable Municipal Code section, they are not discussed in Attachment A. Staff anticipates a separate report to City Council in August 2016 to amend the Municipal Code in order to standardize when these fees are paid, bring uniformity to the calculation in effect, bring uniformity to the annual adjustment rate, and other updates.

Resource Impact

The majority of fees are recommended to be increased by 5.5% due to the equivalent average citywide increase in salary and benefits costs from the Fiscal Year 2016 Adopted Budget to the Fiscal Year 2017 Proposed Budget. As outlined in Attachment A, 122 fees are recommended to be changed by an amount other than 5.5% to attain a higher cost recovery level consistent with other fees or adjusted based on a market study. Development Impact fees are increased in accordance with the applicable Municipal Code sections.

As discussed, Development Services is in the process of a comprehensive consultant fee study

analysis. It is anticipated that a report on the findings of that fee study and recommended adjustments will be brought forward separately for City Council consideration in order to align fees with their respective costs.

Policy Implications

These recommendations are consistent with existing City policies. In accordance with Proposition 26, the amount of new or increased fees and charges is no more than necessary to cover the reasonable cost of the City service, and the manner in which those costs are allocated to a payer bears a fair and reasonable relationship to the payer's burden on, or benefits received from, such a City service.

Environmental Review

Adjustment to the Municipal Fee Schedule does not constitute a project as defined in Public Resource Code Section 21065 for the purpose of the California Environmental Quality Act.

Attachments:

- Attachment A - Municipal Fee Schedule Amendments for FY 2017 - Changed Fees(XLSX)

Community Services Department

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Residents	Non-Residents	Residents	Non-Residents	Residents	Non-Residents	
Art Center - Auditorium	\$131.00 per hour	\$197.00 per hour	\$145.00 per hour	\$219.00 per hour	10.7%	11.2%	Fee increase from \$131.00 per hour to \$145.00 per hour for Residents and from \$197.00 per hour to \$219.00 per hour for Non-Residents to align with market value based on new A/V equipment in the Auditorium.
Art Center - Children's Clay Studio	\$37.00 per hour	\$56.00 per hour	\$39.00 per hour	\$59.00 per hour	5.4%	5.4%	Fee increase from \$37.00 per hour to \$39.00 per hour for Residents and from \$56.00 to \$59.00 per hour for Non-Residents to align with market value.
Art Center - Children's Outdoor Classroom	\$85.00 per hour	\$128.00 per hour	\$89.00 per hour	\$133.00 per hour	4.7%	3.9%	Fee increase from \$85.00 per hour to \$89.00 per hour for Residents and from \$128.00 to \$133.00 per hour for Non-Residents to align with market value.
Art Center - Historic Courtyard	\$85.00 per hour	\$128.00 per hour	\$89.00 per hour	\$133.00 per hour	4.7%	3.9%	Fee increase from \$85.00 per hour to \$89.00 per hour for Residents and from \$128.00 per hour to \$133.00 per hour for Non-Residents to align with market value.
Art Center - Kitchen/Pre-school	\$37.00 per hour	\$56.00 per hour	\$39.00 per hour	\$59.00 per hour	5.4%	5.4%	Fee increase from \$37.00 per hour to \$39.00 per hour for Residents and from \$56.00 per hour to \$59.00 per hour for Non-Residents to align with market value.
Art Center - Lobby	\$85.00 per hour	\$128.00 per hour	\$89.00 per hour	\$133.00 per hour	4.7%	3.9%	Fee increase from \$85.00 per hour to \$89.00 per hour for Residents and from \$128.00 to \$133.00 per hour for Non-Residents to align with market value.
Art Center - Meeting Room	\$85.00 per hour	\$128.00 per hour	\$89.00 per hour	\$133.00 per hour	4.7%	3.9%	Fee increase from \$85.00 per hour to \$89.00 per hour for Residents and from \$128.00 to \$133.00 per hour for Non-Residents to align with market value.
Art Center - Project LOOK! Studio	\$37.00 per hour	\$56.00 per hour	\$39.00 per hour	\$59.00 per hour	5.4%	5.4%	Fee increase from \$37.00 per hour to \$39.00 per hour for Residents and from \$56.00 to \$59.00 per hour for Non-Residents to align with market value.
Art Center - Sculpture Garden	\$112.00 per hour	\$168.00 per hour	\$117.00 per hour	\$175.00 per hour	4.5%	4.2%	Fee increase from \$112.00 per hour to \$117.00 per hour for Residents and from \$168.00 per hour to \$175.00 per hour for Non-Residents to align with market value.
Art Center - Studio A	\$37.00 per hour	\$56.00 per hour	\$39.00 per hour	\$59.00 per hour	5.4%	5.4%	Fee increase from \$37.00 per hour to \$39.00 per hour for Residents and from \$56.00 to \$59.00 per hour for Non-Residents to align with market value.
Art Center - Studio B	\$37.00 per hour	\$56.00 per hour	\$39.00 per hour	\$59.00 per hour	5.4%	5.4%	Fee increase from \$37.00 per hour to \$39.00 per hour for Residents and from \$56.00 to \$59.00 per hour for Non-Residents to align with market value.
Arts Activities - Drop-in Activities	\$4.00 - \$54.00 per person	\$4.00 - \$54.00 per person	\$4.00 - \$100.00 per person	\$4.00 - \$100.00 per person	85.2%	85.2%	Fee range increase from \$4.00 - \$54.00 per person to \$4.00 - \$100.00 per person to expand the range to charge quarterly for ceramic lab fees which used to be paid on a hourly basis.
Foothills Park - A. Oak Grove Picnic 1 - 50 People	\$80.00 per group	Not Available	\$75.00 per group	Not Available	-6.3%	N/A	Fee decrease from \$80.00 per group to \$75.00 per group for Residents to align with market value.
Foothills Park - B. Oak Grove Picnic 51 - 100 People	\$135.00 per group	Not Available	\$149.00 per group	Not Available	10.4%	N/A	Fee increase from \$135.00 per group to \$149.00 per group for Residents to align with market value.
Foothills Park - C. Oak Grove Picnic 101 - 150 People	\$180.00 per group	Not Available	\$205.00 per group	Not Available	13.9%	N/A	Fee increase from \$180.00 per group to \$205.00 per group for Residents to align with market value.
General - Alma Plaza Community Room	\$110.00 per hour	\$165.00 per hour	\$115.00 per hour	\$173.00 per hour	4.5%	4.8%	Fee increase from \$110.00 per hour to \$115.00 per hour for Residents and from \$165.00 to \$173.00 per hour for Non-Residents to align with market value.
General - Arastradero Gateway Educational Facility	\$83.00 per hour	Not Available	\$87.00 per hour	Not Available	4.8%	N/A	Fee increase from \$83.00 per hour to \$87.00 per hour for Residents to align with market value.
General - Baylands Nature Interpretive Center Meeting Room	\$83.00 per hour	\$94.00 per hour	\$87.00 per hour	\$131.00 per hour	4.8%	39.4%	Fee increase from \$83.00 per hour to \$87.00 per hour for Residents and from \$94.00 to \$131.00 per hour for Non-Residents to align with market value.
General - Chairs - Metal Folding	\$1.00 per chair	\$1.50 per chair	\$1.50 per chair	\$2.25 per chair	50.0%	46.7%	Fee increase from \$1.00 per chair to \$1.50 per chair for Residents and \$1.50 per chair to \$2.25 per chair to align with market value.

Community Services Department

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Residents	Non-Residents	Residents	Non-Residents	Residents	Non-Residents	
General - Lawn Bowling Green's Kitchen and Meeting Facility	\$110.00 per hour	\$165.00 per hour	\$115.00 per hour	\$173.00 per hour	4.5%	4.8%	Fee increase from \$110.00 per hour to \$115.00 per hour for Residents and from \$165.00 to \$173.00 per hour for Non-Residents to align with market value.
General - Peers Park, Mitchell Park Field House	\$22.00 per hour	Not Available	\$23.00 per hour	Not Available	4.5%	N/A	Fee increase from \$22.00 per hour to \$23.00 per hour for Residents to align with market value.
General - Picnic Reservations - Arbor Group Site	\$43.00 per group	Not Available	\$45.00 per group	Not Available	4.7%	N/A	Fee increase from \$43.00 per hour to \$45.00 per hour for Residents to align with market value.
General - Picnic Reservations - East Meadow Group Site	\$65.00 per group	Not Available	\$69.00 per group	Not Available	6.2%	N/A	Fee increase from \$65.00 per hour to \$69.00 per hour for Residents to align with market value.
General - Picnic Reservations - Pine Grove Group Site	\$119.00 per group	Not Available	\$125.00 per group	Not Available	5.0%	N/A	Fee increase from \$119.00 per hour to \$125.00 per hour for Residents to align with market value.
General - Picnic Reservations - Redwood Group Site	\$97.00 per group	Not Available	\$101.00 per group	Not Available	4.1%	N/A	Fee increase from \$97.00 per hour to \$101.00 per hour for Residents to align with market value.
General - Picnic Reservations - Sequoia Group Site	\$54.00 per group	Not Available	\$57.00 per group	Not Available	5.6%	N/A	Fee increase from \$54.00 per hour to \$57.00 per hour for Residents to align with market value.
General - Picnic Reservations (1 - 15 people)	\$15.00 per group	\$19.00 per group	\$17.00 per group	\$21.00 per group	13.3%	10.5%	Fee increase from \$15.00 per hour to \$17.00 per hour for Residents and from \$19.00 to \$21.00 per hour for Non-Residents to align with market value.
General - Portable Public Address System	\$12.00 per use	\$18.00 per use	\$15.00 per use	\$21.00 per use	25.0%	16.7%	Fee increase from \$12.00 per use to \$15.00 per use for Residents and from \$18.00 per use to \$21.00 per use for Non-Residents to align with market value.
General - Tables - 6' Round	\$6.00 per table	\$9.00 per table	\$9.00 per table	\$11.00 per table	50.0%	22.2%	Fee increase from \$6.00 per table to \$9.00 per table for Residents and \$9.00 per table to \$11.00 per table to align with market value.
Junior Museum & Zoo - JMZ - Group Admission	\$55.00-\$135.00 per group	Fee plus up to 50%	\$5.00 per child	\$5.00 per child	N/A	N/A	Changing the fee structure from a group rate to an individual child rate to align with how we charge the fee.
Junior Museum & Zoo - JMZ - Science Child and Family Programs	\$57.00-\$1,120 per unit	Fee plus up to 50%	\$28.00 - \$379.00 per program	Fee plus up to 50%	N/A	N/A	Changing the fee structure from unit based to individual program based to align with how customer purchase programs.
Junior Museum & Zoo - JMZ - Science School and Group Programs	\$1,120.00-\$56,021.00 per program	Fee plus up to 50%	\$129.00 - \$340.00 per program	Fee plus up to 50%	N/A	N/A	Changing the fee structure from a unit to per program basis since most schools purchase individual programs.
Junior Museum & Zoo - Exhibit Hall	\$216.00 per hour	\$324.00 per hour	\$227.00 per hour	\$341.00 per hour	5.1%	5.2%	Fee increase from \$216.00 per hour to \$227.00 per hour for Residents and from \$324.00 to \$341.00 per hour for Non-Residents to align with market value.
Junior Museum & Zoo - Other Rooms	\$60.00 per hour	\$90.00 per hour	\$63.00 per hour	\$95.00 per hour	5.0%	5.6%	Fee increase from \$60.00 per hour to \$63.00 per hour for Residents and from \$90.00 to \$95.00 per hour for Non-Residents to align with market value.
Junior Museum & Zoo - Package Rental - All Available Space	\$540.00 per hour	\$810 per hour	\$567.00 per hour	\$851.00 per hour	5.0%	5.1%	Fee increase from \$540.00 per hour to \$567.00 per hour for Residents and from \$810.00 to \$851.00 per hour for Non-Residents to align with market value.
Junior Museum & Zoo - Science Lab 1	\$92.00 per hour	\$138.00 per hour	\$97.00 per hour	\$145.00 per hour	5.4%	5.1%	Fee increase from \$92.00 per hour to \$97.00 per hour for Residents and from \$138.00 to \$145.00 per hour for Non-Residents to align with market value.

Community Services Department

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Residents	Non-Residents	Residents	Non-Residents	Residents	Non-Residents	
Junior Museum & Zoo - Science Lab 2	\$60.00 per hour	\$90.00 per hour	\$63.00 per hour	\$95.00 per hour	5.0%	5.6%	Fee increase from \$60.00 per hour to \$63.00 per hour for Residents and from \$90.00 to \$95.00 per hour for Non-Residents to align with market value.
Junior Museum & Zoo - Zoo	\$216.00 per hour	\$324.00 per hour	\$227.00 per hour	\$341.00 per hour	5.1%	5.2%	Fee increase from \$216.00 per hour to \$227.00 per hour for Residents and from \$324.00 to \$341.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Ballroom (Room S)	\$167.00 per hour	\$249.00 per hour	\$175.00 per hour	\$263.00 per hour	4.8%	5.6%	Fee increase from \$167.00 per hour to \$175.00 per hour for Residents and from \$249.00 to \$263.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Community Room (Room R)	\$125.00 per hour	\$185.00 per hour	\$131.00 per hour	\$197.00 per hour	4.8%	6.5%	Fee increase from \$125.00 per hour to \$131.00 per hour for Residents and from \$185.00 to \$197.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Fireside Room (Room D)	\$95.00 per hour	\$145.00 per hour	\$99.00 per hour	\$149.00 per hour	4.2%	2.8%	Fee increase from \$95.00 per hour to \$99.00 per hour for Residents and from \$145.00 to \$149.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Kitchen	\$35.00 per hour	\$55.00 per hour	\$37.00 per hour	\$55.00 per hour	5.7%	0.0%	Fee increase from \$35.00 per hour to \$37.00 per hour for Residents to align with market value.
Lucie Stern Community Center - Package Rental - Community Room	\$149.00 per hour	\$229.00 per hour	\$157.00 per hour	\$235.00 per hour	5.4%	2.6%	Fee increase from \$149.00 per hour to \$157.00 per hour for Residents and from \$229.00 to \$235.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Package Rental - Exclusive Use	\$330.00 per hour	\$495.00 per hour	\$347.00 per hour	\$521.00 per hour	5.2%	5.3%	Fee increase from \$330.00 per hour to \$347.00 per hour for Residents and from \$495.00 to \$521.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Package Rental - Fireside Room	\$129.00 per hour	\$189.00 per hour	\$135.00 per hour	\$203.00 per hour	4.7%	7.4%	Fee increase from \$129.00 per hour to \$135.00 per hour for Residents and from \$189.00 to \$203.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Package Rental - Weddings (Sat)	\$360.00 per hour	\$545.00 per hour	\$379.00 per hour	\$569.00 per hour	5.3%	4.4%	Fee increase from \$360.00 per hour to \$379.00 per hour for Residents and from \$545.00 to \$569.00 per hour for Non-Residents to align with market value.
Lucie Stern Community Center - Patio	\$90.00 per hour	\$135.00 per hour	\$95.00 per hour	\$143.00 per hour	5.6%	5.9%	Fee increase from \$90.00 per hour to \$95.00 per hour for Residents and from \$135.00 to \$143.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - Adobe North Tech Lab	\$104.00 per hour	\$156.00 per hour	\$109.00 per hour	\$163.00 per hour	4.8%	4.5%	Fee increase from \$104.00 per hour to \$109.00 per hour for Residents and from \$156.00 to \$163.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - Adobe South or Matadero Room	\$82.00 per hour	\$123.00 per hour	\$87.00 per hour	\$131.00 per hour	6.1%	6.5%	Fee increase from \$82.00 per hour to \$87.00 per hour for Residents and from \$123.00 to \$131.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - El Palo Alto East or West On	\$104.00 per hour	\$156.00 per hour	\$109.00 per hour	\$163.00 per hour	4.8%	4.5%	Fee increase from \$104.00 per hour to \$109.00 per hour for Residents and from \$156.00 to \$163.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - El Palo Alto Room (Ballroom)	\$208.00 per hour	\$312.00 per hour	\$219.00 per hour	\$329.00 per hour	5.3%	5.4%	Fee increase from \$208.00 per hour to \$219.00 per hour for Residents and from \$312.00 to \$329.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - Kitchen	\$60.00 per hour	\$90.00 per hour	\$63.00 per hour	\$95.00 per hour	5.0%	5.6%	Fee increase from \$60.00 per hour to \$63.00 per hour for Residents and from \$90.00 to \$95.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - Package Rental - Adobe North	\$177.00 per hour	\$265.00 per hour	\$185.00 per hour	\$277.00 per hour	4.5%	4.5%	Fee increase from \$177.00 per hour to \$185.00 per hour for Residents and from \$265.00 to \$277.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - Package Rental - Birthday Package	\$208.00 per hour	\$312.00 per hour	\$219.00 per hour	\$329.00 per hour	5.3%	5.4%	Fee increase from \$208.00 per hour to \$219.00 per hour for Residents and from \$312.00 to \$329.00 per hour for Non-Residents to align with market value.

Community Services Department

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Residents	Non-Residents	Residents	Non-Residents	Residents	Non-Residents	
Mitchell Park Community Center - Package Rental - El Palo Alt	\$254.00 per hour	\$381.00 per hour	\$267.00 per hour	\$401.00 per hour	5.1%	5.2%	Fee increase from \$254.00 per hour to \$267.00 per hour for Residents and from \$381.00 to \$401.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - Package Rental - Exclusive U	\$473.00 per hour	\$709.00 per hour	\$497.00 per hour	\$745.00 per hour	5.1%	5.1%	Fee increase from \$473.00 per hour to \$497.00 per hour for Residents and from \$709.00 to \$745.00 per hour for Non-Residents to align with market value.
Mitchell Park Community Center - Package Rental - Weddings (Saturday and Sunday)	\$498.00 per hour	\$747.00 per hour	\$523.00 per hour	\$785.00 per hour	5.0%	5.1%	Fee increase from \$498.00 per hour to \$523.00 per hour for Residents and from \$747.00 to \$785.00 per hour for Non-Residents to align with market value.

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Basic Rate	Non-Profit Rate	Basic Rate	Non-Profit Rate	Basic Rate	Non-Profit Rate	
Cubberley Community Center - K. Additional Performance	\$355.00 each	\$249.00 each	\$350.00 each	\$245.00 each	-1.4%	-1.6%	Fee decrease from \$355.00 each to \$350.00 each for the basic rate and \$249.00 each to \$245.00 each for the Non-Profit Rate as we are splitting the difference between the additional package fee and the basic add on fee.

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Regular Time	Overtime & Holiday	Regular Time	Overtime & Holiday	Regular Time	Overtime & Holiday	
Cubberley Community Center - Theatre Technician	\$34.00 per hour	\$51.00 per hour	\$35.00 per hour	\$53.00 per hour	2.9%	3.9%	Fee increase from \$34.00 per hour to \$35.00 per hour for Regular Time and from \$51.00 per hour to \$53.00 per hour for Overtime and Holiday Pay for staffing cost increase.
General - Custodial Services	\$33.00 per hour	\$50.00 per hour	\$35.00 per hour	\$53.00 per hour	6.1%	6.0%	Fee increase from \$33.00 per hour to \$35.00 per hour for Regular Hours and \$50.00 per hour to \$53.00 per hour for Overtime & Holiday Hours to align with market value and increase personal cost.
General - Facility Attendant and/or Assistant	\$31.00 per hour	\$47.00 per hour	\$33.00 per hour	\$49.00 per hour	6.5%	4.3%	Fee increase from \$31.00 per hour to \$33.00 per hour for Regular Hours and \$47.00 per hour to \$49.00 per hour for Overtime & Holiday Hours to align with market value and increase personal cost.
General - Lifeguard	\$21.00 per hour	\$32.00 per hour	\$23.00 per hour	\$35.00 per hour	9.5%	9.4%	Fee increase from \$21.00 per hour to \$23.00 per hour for Regular Hours and \$32.00 per hour to \$35.00 per hour for Overtime & Holiday Hours to align with market value and increase personal cost.
General - Palo Alto Junior Museum & Zoo Attendant	\$29.00 per hour	\$44.00 per hour	\$31.00 per hour	\$47.00 per hour	6.9%	6.8%	Fee increase from \$29.00 per hour to \$31.00 per hour for Regular Hours and \$44.00 per hour to \$47.00 per hour for Overtime & Holiday Hours to align with market value and increase personal cost.
General - Park Ranger	\$61.00 per hour	Not Available	\$75.00 per hour	Not Available	23.0%	N/A	Fee increase from \$61.00 per hour to \$75.00 per hour for Residents to align with market value and increase personal cost.

Fee Title	2016 Adopted		2017 Proposed		% Change	Justification
Cubberley Community Center - Exclusive Storage Space (As Available)	\$1.00 per sq. ft. per month		\$1.50 per sq. ft. per month		50.0%	Fee increase from \$1.00 per sq. ft. per month to \$1.50 per sq. ft. per month to align with market value.
Golf - C. Large Bucket	\$10.00 - \$14.00 per bucket		\$10.00 - \$12.00 per bucket		-14.3%	Changes range from \$10.00 - \$14.00 to \$10.00 - \$12.00 as the large and jumbo bucket fees we reversed.
Golf - D. Jumbo Bucket	\$10.00 - \$12.00 per bucket		\$10.00 - \$14.00 per bucket		16.7%	Changes range from \$10.00 - \$12.00 to \$10.00 - \$14.00 as the large and jumbo bucket fees we reversed.
Park Activities - Open Space & Parks Special Use Permit	\$324.00 - \$2,163.00 each		\$300.00 - \$2,163.00 each		-7.4%	Changing fee range from \$324.00 - \$2,163.00 to \$300.00 - \$2,163.00 to accommodate smaller group, 1-150 people, Special Use Permits that occur on the fields/grass areas.

Development Services - Public Works Division

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted	2017 Proposed	% Change	Justification
Director's Approval - Protected Tree Removal	\$280.00 plus applicable Other Application fees	\$353.00 plus applicable Other Application fees	26.1%	Fee increased from \$280.00 to \$353.00 per removal to meet Council Cost-recovery directive
Engineering - A. 101 - 1,000 cubic yards	\$148.00 for the first 100 cubic yards, plus \$148.00 for each additional 100 cubic yards	\$139.00 for the first 100 cubic yards, plus \$139.00 for each additional 100 cubic yard or	-6.1%	Base fee reduced from \$148.00 to \$139.00 for first 100 cubic yards to adjust for actual costs and meet Council cost-recovery directive
Engineering - B. 1,001 - 10,000 cubic yards	\$1,480.00 for the first 1,000 cubic yards, plus \$148.00 for each additional 1,000 cubic	\$1,390.00 for the first 100 cubic yards, plus \$118.00 for each additional 1,000 cubic yards	-6.1%	Base fee reduced from \$1,480.00 to \$1,390.00 for first 1,000 cubic yards to adjust for actual costs and meet Council cost-recovery directive
Engineering - C. 10,000+ cubic yards	\$2,960 for the first 10,000 cubic yards, plus \$148.00 for each additional 10,000 cubic	\$2,680.00 for the first 10,000 cubic yards, plus \$517.00 for each additional 10,000 cubic	-9.5%	Base fee reduced from \$2,960.00 to \$2,680.00 for first 10,000 cubic yards to adjust for actual costs and meet Council cost-recovery directive
Inspection Fees - Tree Inspection for Private Development	\$243.00 per inspection	\$210.00 per inspection	-13.6%	Fee changed from \$243.00 for two inspections (1 each pre & post construction) to \$210.00 per inspection to adjust for actual costs and meet Council cost-recovery directive
Storm Water - Stormwater Treatment Feature Operations and Maintenance Inspection (Fmr. Storm Drain Inspection Fee)	\$436.00 per inspection (up to 4 hours) plus \$82.00 per hour thereafter	\$551.00 per inspection (up to 4 hours) plus \$82.00 per hour thereafter	26.4%	Fee increased from \$436.00 to 551.00 per inspection to meet Council Cost-recovery directive, name changed from Storm Drain Inspection Fee to Stormwater Treatment Operations and Maintenance Inspection
Storm Water - Storm Drain Plan Check Fee	\$476.00 per project	\$595.00 per project	25.0%	Fee increased from \$476.00 per project to \$595.00 per project. Staff proposes to increase the fee by 25% annually for six years until cost recovery is met.

Public Works Department

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted	2017 Proposed	% Change	Justification
Encroachment Permit - Dumpster Container	\$168.00 each	\$210.00 each	25.0%	Fee increased from \$168.00 each to \$210.00 each to meet Council cost-recovery directive
Encroachment Permit - Fence	\$191.00 each	\$1,496.00 each	683.2%	Fee increased from \$191.00 to \$1496.00 each to meet Council cost-recovery directive
Encroachment Permit - Non-Residential Single-Day	\$236.00 each	\$862.00 each	265.3%	Fee increased from \$236.00 to \$862.00 per project to adjust for actual costs and meet Council cost-recovery directive
Encroachment Permit - Non-Residential Long-Term (More than 5 days)	\$1,009.00 each	\$1,418.00 each	40.5%	Fee increased from \$1,009.00 to \$1,418.00 per project to adjust for actual costs and meet Council cost-recovery directive
Encroachment Permit - Non-Residential Short-Term (Less than 5 days)	\$504.00 each	\$1,014.00 each	101.2%	Fee increased from \$504.00 to \$1,014.00 to adjust for actual costs and meet Council cost-recovery directive
Encroachment Permit - Residential	\$501.00 each	\$721.00 each	43.9%	Fee increased from \$501.00 each to \$721.00 to adjust for actual costs and meet Council cost-recovery directive
Inspection Fees - Off Hour Inspection	\$209.00 per hour	\$230.00 per hour	10.0%	Fee increased from \$209.00 to \$230.00 to meet Council Cost-recovery directive
Operations - Tree Removal	\$100.00 per inch of damage plus planting installation	\$112.00 per inch of damage plus planting installation	12.0%	Fee increased from \$100.00 to 112.00 to meet Council Cost-recovery directive
Permit Fees - A. Construction in Public Right of Way (\$1.00 - \$5,999) Note: Including public or private subdivision streets	\$285.00 per occurrence	\$503.00 per occurrence	76.5%	Base fee increased from \$285.00 to \$503.00 to adjust for actual costs and meet Council cost-recovery directive
Permit Fees - B. Construction in Public Right of Way (\$6,000 - \$25,999) Note: Including public or private subdivision streets	\$285.00 + 3.9% of value greater than \$6,000	\$503.00 + 6.2% of value greater than \$6,000	76.5%	Base fee increased from \$285.00 to \$503.00 to adjust for actual costs and meet Council cost-recovery directive
Permit Fees - C. Construction in Public Right of Way (\$26,000 - \$100,999) Note: Including public or private subdivision streets	\$912.00 + 4.4% of value greater than \$26,000.00	\$1,743 + 7.5% of value greater than \$26,000.00	91.1%	Base fee increased from \$912.00 to \$1,743.00 to adjust for actual costs and meet Council cost-recovery directive
Permit Fees - D. Construction in Public Right of Way (\$101,000+) Note: Including public or private subdivision streets	\$4,745 + 3.0% of value greater than \$100,000.00	\$7,368 + 6.4% of value greater than \$100,000.00	55.3%	Base fee increased from \$4,745.00 to \$7,368.00 to adjust for actual costs and meet Council cost-recovery directive
Permit Fees - E. Certificate of Compliance/Certificate of Correction/Map Amendment Note: Including public or private subdivision streets	\$3,290.00 per occurrence	\$4,216.00 per occurrence	28.1%	Fee increased from \$3,290.00 to \$4,216.00 to meet Council Cost-recovery directive
Street Cut Fees - Pavement Condition - Excellent	\$18.00 per square foot	\$22.00 per square foot	22.2%	Fee increased from \$18.00 to \$22.00 to meet Council cost-recovery directive
Street Cut Fees - Pavement Condition - Fair	\$10.00 per square foot	\$13.00 per square foot	30.0%	Fee increased from \$10.00 to \$13.00 to meet Council cost-recovery directive
Street Cut Fees - Pavement Condition - Good	\$13.00 per square foot	\$16.00 per square foot	23.1%	Fee increased from \$13.00 to \$16.00 to meet Council cost-recovery directive
Street Cut Fees - Pavement Condition - Poor	\$9.00 per square foot	\$10.00 per square foot	11.1%	Fee increased from \$9.00 to \$10.00 to meet Council cost-recovery directive
Street Cut Fees - Service Lateral Connection	\$1,113 each	\$1,350 each	21.3%	Fee increased from \$1113.00 to \$1350.00 to meet Council cost-recovery directive

Public Works Department

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted		2017 Proposed		% Change	Justification
Storm Drain - Flood Zone Determination Letter	\$69.00 per letter		\$106.00 per letter		53.6%	Fee increased from \$69.00 per letter to \$106.00 per letter to meet Council cost-recovery directive
Storm Drain - Temporary Discharge to Storm Drain from Construction Site Dewatering	\$167.00 per request to discharge plus \$82.00 per month of discharge		\$2,903.00 per request to discharge		1638.3%	Fee increased from \$167.00 per request to discharge to \$2,903.00 per request to discharge to adjust for actual costs and meet Council cost-recovery directive. A new fee was added, as discussed in the body of the CMR, to separately cover the weekly cost of discharge.
Storm Drain - Temporary Elevation Benchmarks	\$314.00 per benchmark		\$365.00 per benchmark		16.2%	Fee increased from \$314.00 to \$365.00 to meet Council cost-recovery directive

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Regular Time	Overtime & Holiday	Regular Time	Overtime & Holiday	Regular Time	Overtime & Holiday	
Operations - Construction and Repair	\$107.00 per hour	\$161.00 per hour	\$125.00 per hour	\$185.00 per hour	16.8%	14.9%	Fee increased from \$107.00 per hour to \$125.00 per hour for regular time and \$161.00 per hour to \$185.00 per hour for overtime to meet Council cost-recovery directive
Operations - Supervision	\$128.00 per hour	\$192.00 per hour	\$139.00 per hour	\$207.00 per hour	8.6%	7.8%	Fee increased from \$128.00 per hour to \$139.00 per hour for regular time and \$192.00 per hour to \$207.00 per hour for overtime to meet Council cost-recovery directive
Operations - Sweeping Services	\$89.00 per hour	\$134.00 per hour	\$112.00 per hour	\$167.00 per hour	25.8%	24.6%	Fee increased from \$89.00 per hour to \$112.00 per hour for regular time and \$134.00 per hour to \$167.00 per hour for overtime to meet Council cost-recovery directive
Operations - Traffic Control/Graffiti Services	\$87.00 per hour	\$131.00 per hour	\$91.00 per hour	\$137.00 per hour	4.6%	4.6%	Fee increased from \$87.00 per hour to \$91.00 per hour for regular time and \$131.00 per hour to \$137.00 per hour for overtime to meet Council cost-recovery directive
Operations - Tree Services	\$103.00 per hour	\$155.00 per hour	\$117.00 per hour	\$137.00 per hour	13.6%	-11.6%	Fee increased from \$103.00 per hour to \$117.00 per hour for regular time and \$155.00 per hour to \$174.00 per hour for overtime to meet Council Cost-recovery directive

Fee Title	2016 Adopted		2017 Proposed		% Change		Justification
	Per load of 1,000 gal. or Less	Each Additional 500 gal.	Per load of 1,000 gal. or Less	Each Additional 500 gal.	Per load of 1,000 gal. or Less	Each Additional 500 gal.	
Wastewater Treatment - Grease Waste Disposal	\$110.00 per load of 1,000 gal. or less	\$56.00 each Additional 500 gal.	\$121.00 per load of 1,000 gal. or less	\$61.60 each Additional 500 gal.	10.0%	8.9%	Fee increased 10% to get closer to Council cost-recovery directive and lower subsidy from RWQCP partners
Wastewater Treatment - Septic Tank Waste and Portable Toilet Pumping Disposal	\$67.00 per load of 1,000 gal. or less	\$31.00 each Additional 500 gal.	\$73.00 per Load of 1,000 gal. or less	\$34.00 each Additional 500 gal.	9.0%	9.7%	Fee increased 10% to get closer to Council cost-recovery directive and lower subsidy from RWQCP partners

Police Department

Attachment A: Municipal Fee Schedule Amendments for FY 2017 - Changed Fees

Fee Title	2016 Adopted	2017 Proposed	% Change	Justification
Licenses - Massage Establishment - Renewal	\$100.00 per year	\$150.00 per year	50.0%	Staff time estimate increased to include inspection time. Fee adjusted to conform to cost recovery range.
Licenses - Massage Establishment - Sole Proprietor (New)	\$150.00 per year	\$200.00 per year	33.3%	Staff time estimate increased to include inspection time. Fee adjusted to conform to cost recovery range.
Licenses - Massage Establishment - Sole Proprietor (Renewal)	\$100.00 per year	\$150.00 per year	50.0%	Staff time estimate increased to include inspection time. Fee adjusted to conform to cost recovery range.
Licenses - Massage Establishment - Non-Certified (New)	\$150.00 per year	\$317.00 per year	111.3%	Staff time estimate increased to include inspection time. Fee adjusted to conform to cost recovery range.
Licenses - Massage Establishment - Non-Certified (Renewal)	\$100.00 per year	\$150.00 per year	50.0%	Staff time estimate increased to include inspection time. Fee adjusted to conform to cost recovery range.
Licenses - Taxicab - Driver Note: Does not include DOJ Fingerprint and Rolling Processing Fee	\$24.00 per year up to 4 years	\$40.00 per year up to 4 years	66.7%	Unit of measure clarified that fee is charged \$40 annually or up to \$160 for a four year permit. Fee amount also adjust to come into conformance with cost recovery range.
Licenses - Taxicab - Master License (New)	\$1,467.00 per year	\$2,400 per year	63.6%	Previous staff cost estimate did not properly account for hearing officer, risk manager and city attorney time.
Licenses - Taxicab - Transfer Fee	\$35.00 each	\$50.00 each	42.9%	Previous staff time calculation did not account for appointment related administrative tasks such as scheduling, filing, and recording permits. Fee amount adjusted to conform with cost recovery range.
Licenses - Taxicab - Vehicle Inspection for Each Vehicle	\$34.00 per year	\$60.00 per year	76.5%	Previous fee calculation did not account for appointment related administrative tasks such as scheduling, filing, and recording permits. and recording new permit. Fee amount adjusted to conform with cost recovery range.
Licenses - Secondhand Dealer - New	This fee was incorporated into the municipal fee schedule outside of the adopted budget process.	\$300.00 per application	N/A	The California Department of Justice has discontinued accepting new Secondhand Dealer/Pawnbroker License applications and has shifted this responsibility entirely to local law enforcement agencies. The local agency is required to accept and remit the license payment to the state after it has processed the application. Fee change reflects staff costs to process permit.
Licenses - Secondhand Dealer - DOJ -New	This fee was incorporated into the municipal fee schedule outside of the adopted budget process.	\$300.00 per application	N/A	The California Department of Justice has discontinued accepting new Secondhand Dealer/Pawnbroker License applications and has shifted this responsibility entirely to local law enforcement agencies. The local agency is required to accept and remit the license payment to the state after it has processed the application. Fee reflects only California Department of Justice costs.
Miscellaneous - Helicopter Landing Fee	\$25.00 per occurrence	\$50.00 per occurrence	100.0%	Staff time estimate increased to more accurately reflect time to review and process permit.
False Alarm - Alarm Registration Fee - New	\$25.00 each	\$40.00 each	60.0%	Staff time estimate revised to include additional administrative time.
False Alarm - Alarm Registration Fee - Renewal	\$18.00 each	\$40.00 each	122.2%	Staff time estimate revised to include additional administrative time.
Special Fees - Subpoena Fee	\$24.00 per hour plus \$12.00 per box offsite recovery	\$24.00 per hour	0.0%	Fee updated to separate subpoena fee and offsite document recovery charge, which is now its own Fee as detailed in the body of the CMR.