



City of Palo Alto

Finance Committee Staff Report

(ID # 9210)

Report Type: Action Items

Meeting Date: 5/16/2018

Summary Title: Fiscal Year 2019 Proposed Municipal Fee Schedule

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From: City Manager

Lead Department: Administrative Services

Recommended Motion

Finance Committee to recommend that the City Council approve amendments to the Municipal Fee Schedule for Fiscal Year 2019.

Recommendation

Staff recommends that the Finance Committee recommend that the City Council approve proposed amendments to the Municipal Fee Schedule for Fiscal Year 2019.

Background

Annually, as part of the budget process, staff submits changes to the Municipal Fee Schedule for Finance Committee review and recommendation, followed by final approval by the City Council. The City charges fees 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. 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

Since the adoption in Fiscal Year 2015, the User Fee Cost Recovery Level Policy served as a guide for a number of departments to update their fees. Planning and Community Environment was the first department to go through a fee study and bring forward their recommended changes to the Finance Committee for review in Fiscal Year 2016. More recently, the Development Services Department presented their recommendations based on an extensive fee study to the Finance Committee for review in Fiscal Years 2017 and 2018.

Discussion

Prior to the adoption of the User Fee Cost Recovery Level policy on May 18, 2016, the City Council suggested 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 during the April 6, 2015 Study Session. Further, the City Council suggested that fees discussed in the report that brings forward amendments to the Municipal Fee Schedule be focused 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 was followed in the development of the annual 2017 Municipal Fee Schedule and has been continued in this report that recommends the Municipal Fee Schedule for Fiscal Year 2019.

The majority of fees across the City were increased by 2.6%, the average increase of salaries and benefits for Fiscal Year 2019, from Fiscal Year 2018 rates in order to maintain the cost recovery levels as approved in Fiscal Year 2018. Those fees that were adjusted by a factor greater than 2.6% to attain a higher cost recovery level or adjusted based on a fee or market study are detailed in Attachment A.

As mentioned above, the Development Services Department (DSD) underwent a comprehensive fee study over the past two years to fully examine and update their fees to ensure they recover full costs of providing the services. Due to an extensive list of fees, DSD first examined their non-valuation fees in Fiscal Year 2017 and followed up with examining and updating both their valuation and some of non-valuation fees, as well as implementing a new Reserve Policy in Fiscal Year 2018. DSD's recommended changes based on Phase II of this fee study were adopted by the City Council on October 2, 2017 as part of CMR #7525: *Public Hearing: Adoption of an Ordinance as Recommended by the Finance Committee to Amend the Fiscal Year 2018 Municipal Fee Schedule to Reflect Development Services Cost of Services Study and a Reserve Fund Policy*, and new rates went into effect earlier this year. As a result, recommended adjustments for Fiscal Year 2019 in Attachment A are limited to a small number of fees.

The Community Services Department (CSD) is recommending major changes to fees associated with and the Golf Course Program. The City Council approved recommended amendments to the FY 2018 golf course fees, along with a new management contract on April 16, 2018 as part of CMR #8848: *Public Hearing: Golf Course Fees/Budget Amendments; Approve New Contract for OB Sports*. Since approved fees in the Golf Course CMR will remain the same for Fiscal Year 2019, they have been omitted from this report.

The Planning and Community Development fees include an increase of additional three percent to recover an approximate \$75,000 for ongoing technical support of the City's centralized permitting system (Accela) and other technological enhancements. This funding will be used to modify systems as required by ordinance changes and to enhance fee calculations and collections, metrics and measurement tools, workflow integrations, and ancillary programs that provide a geographical view of entitlements and development in the City. These costs are recommended to be funded by the users that the systems support and are intended to advance City's efforts to streamline and modernize the permit process, improve customer service, and enhance inter-departmental efficiencies.

New Fees

As identified in Table 1 below, ten new fees are recommended to be added to the Fiscal Year 2019 Proposed Municipal Fee Schedule: one in Community Services, four in Development Services, one in Planning and Community Environment, one in Police, and three in Public Works.

- Community Services is adding a fee to address evolving facility rental requests.
- Development Services is adding a fee that is set and collected by the County tobacco retailer permit program. This fee is being added at the request of the County. DSD is also adding two fees for urban forest review of planning documents for minor projects, as well as a fee to recover costs of managing right of way closures due to construction or special events.
- Planning and Community Environment is adding a fee effective at the sunset of the

Southgate RPP District Resolution #7806 on September 30, 2018. This fee was previously approved in this resolution as a “Standard Annual Permit” at \$149.00 per year for the duration of the pilot period and is intended to remove the incentive for employees to park in neighborhoods.

- Police is adding a fee to require entities to acquire a day permit to provide/serve liquors at an event.
- Public Works is adding three fees related to their industrial waste discharge services.

Table 1. New Fees for 2019

Department	Fee Title	FY 2019 Proposed Fee	Cost Recovery Level
Community Services	Corporate Event Fee	\$4,000 - \$8,000 per event	High
Development Services	Tobacco Retail Permit Fee	One-time application fee \$340 Annual permit fee \$425	N/A
Development Services	Architectural Review - Minor Project Trees (ARB Review)	\$1,249 per review	High
Development Services	Architectural Review -Minor Project Trees (Staff Review)	\$249 per review	High
Development Services	Right of Way Closure Management	\$91 per occurrence	High
Planning and Community Environment	Southgate Residential Parking Permit – Full Price Employee Parking Permit	\$182.50 per six months (Note: after pilot period)	High
Police	One Day Liquor Permit Fee	\$50 per permit for For-Profit Corporations; \$37 per permit for Non-Profit Corporations	High
Public Works	Industrial Waste Discharge - Automotive	\$529 annually	High
Public Works	Industrial Waste Discharge - Exceptional Waste (High Volume)	\$5,523 annually	High
Public Works	Industrial Waste Discharge - Full (Non-categorical)	\$4,510 annually	High

Deleted Fees

Thirty-one fees are recommended to be deleted in the Fiscal Year 2019 Proposed Municipal Fee Schedule as follows: 1 in Administrative Services; 3 in Community Services; 11 in Development Services; 3 in Library; 5 in Planning and Community Environment; 2 in Police; and 6 in Citywide fees. Each fee, and the justification for its deletion, is detailed in Table 2 below.

Table 2. Deletion of Fees for FY 2019

Department	Fee Title	Justification
Administrative Services	Comprehensive Plan	This fee is redundant; fee is already in the Planning section.
Community Services	Lucie Stern Community Center Facility Rental - Corporate Package Add-On	There is little to no market for this fee for the facility.
Community Services	Portable Dance Floor	There is little to no market for this fee for the facility.

Community Services	Cubberley Community Center – Facility - B. Additional Performance Hours Past Ten	This is a duplicate fee.
Development Services	Boilers, Compressors and Absorption Systems: For the installation or relocation of each boiler or compressor up to 30 hp or each absorption system up to and including 1,000,000 Btu/h	This fee is being consolidated with another fee.
Development Services	Mechanical Permit - A. Base Fee	This fee is redundant.
Development Services	Aerosol Products	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Bowling Alley and Pin Refinishing Involving the use of Flammable Liquids	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Carnivals and Fairs	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Cellulose Nitrate Storage/Nitrate Film	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Malls – Covered	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Open Burning	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Parade Float	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Open Flame/Flame Producing Devices	This fee is deleted in order to address Council comments during Fee Study approval.
Development Services	Cell Tower Equipment	Staff recommendation to delete fee as fee is not practical. Cell Towers typically need additional reviews such as ARB, inspection, etc. This standalone fee does not capture the total costs.
Library	Overdue Materials - Chromebooks	This fine is now part of regular/standard fines.
Library	USB Flash Drive	Sale of item is so infrequent that it is no longer worthwhile service to provide.
Library	Headphones	Sale of item is so infrequent that it is no longer worthwhile service to provide.
Non-Departmental	Blueprint - Smaller than 18" x 26"	This service is no longer provided.
Non-Departmental	Blueprint - 18" x 26"	This service is no longer provided.
Non-Departmental	Blueprint - 25.5" x 27.5" (Block Book)	This service is no longer provided.
Non-Departmental	Blueprint - Roll Sizes	This service is no longer provided.
Non-Departmental	Utility Standards - Xerographic (larger than 11" x 17")	This service is no longer provided.
Non-Departmental	Utility Standards - Standard Specifications	This service is no longer provided.
Planning and Community Environment	Director's Hearing Requested	Charging a fee for this service is not allowed per the City Muni Code 18.77.075 (d). As such, the City has never charged this fee.
Planning and Community Environment	Tree Manual or Other Bounded Documents	This duplicate fee exists for bound documents.
Planning and Community Environment	Copy from Optical Disk	The department no longer utilizes optical disks.
Planning and Community Environment	Board or Commission Agenda	Available on the City website. No requests have been received for hard copies in a number of years.
Planning and Community Environment	Board or Commission Minutes	Available on the City website. No requests have been received for hard copies in a number of years.
Police	Background Check - Renewal	This fee type is not used in current practice.
Police	Adult Entertainment License – Renewal	This fee type is not used in current practice.

Changed Fees

One hundred sixty-two fees are recommended to be either (1) adjusted by a factor other than the baseline salary & benefits adjustments to attain a cost recovery level consistent with other fees or (2) changed based on a market study. The changed fees detailed in Attachment A are

broken down as follows: 1 in Administrative Services, 11 in Citywide/Non-Departmental, 9 in Community Services, 5 in Development Services, 1 in Library, 55 in Planning and Community Environment, 70 in Police, and 10 in Public Works. Each fee is listed by name along with the Adopted Fiscal Year 2018 rate, the Proposed Fiscal Year 2019 rate, the percentage change, and the fee change justification. In addition, staff is working on updates to the Municipal Fee policies for cost recovery levels as outlined in the Auditor's most recent Fee Audit report to allow for certain fees to exceed cost recovery levels.

Some examples of fees being increased by other than the baseline salary & benefits adjustments include the Public Works Department's Industrial Waste Discharge fees and the Development Services Department's Service Conductor/Switch - More than 800 ampere fee. The Public Works Department has been systematically reviewing costs of providing services in their department and this past year focused on the cost related to the Industrial Waste Discharge fees. Upon completion of this analysis, it was discovered that current fee rates have been well below actual costs resulting in low cost recovery levels. In recognition of the increasing financial liabilities of the City, staff is recommending that cost recovery levels be adjusted to the "high" or full cost recovery levels resulting in significant increases of ranging from several hundred to over one thousand percent. While the current recommendation is to adjust fees over a year, staff is also open to increasing rates more gradually over several years. The Development Service Department's Service Conductor/Switch - More than 800 ampere fee is proposed to be increased by more than 175%. Previously, the fee rate was erroneously calculated based on the cost of work being performed by contractors, and the proposed new rate is based on city staff costs to perform the work.

Development Impact Fees

In the Planning and Community Environment Department, development impact fees were updated to reflect the most recently published Construction Cost Index for the San Francisco Bay Area, as calculated by the Engineering News Record. This is in accordance with Municipal Code 16.64.110, as amended on November 28, 2016 (CMR #7518), to standardize when these fees are paid, bring uniformity to the calculation in effect, bring uniformity to the annual adjustment rate, and other updates. Since these fees are governed by the applicable Municipal Code section, they are not discussed in Attachment A.

Resource Impact

The majority of fees are recommended to be increased by 2.6% due to the equivalent average citywide increase in salary and benefits costs from the Fiscal Year 2018 Adopted Budget to the Fiscal Year 2019 Proposed Budget. As outlined in Attachment A, 152 fees are recommended to be changed by an amount greater than 2.6% to attain a higher cost recovery level consistent with other fees or adjusted based on a fee or market study. Development Impact fees are increased in accordance with the applicable Municipal Code sections. The revenue adjustments associated with these various fee level adjustments have been factored into the development of the Fiscal Year 2019 Proposed Operating Budget as appropriate.

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 - FY19 MuniFee - Changed Fees

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Administrative Services

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Mailing (Certified)	\$3.35 plus postage	\$3.45 plus postage	3.0%	This adjustment represents actual costs for certified mail sent by the U.S. Postal Service.

Citywide / Non-Departmental

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Black & White - All Sizes	\$0.13 per page	Single: \$0.15/page Double-sided: \$0.30/page	15.4%	This fee increase is to capture current costs of photocopying.
Color (1-100) 8.5" x 11"	Single: \$0.92; Double-Sided: \$1.84	Single: \$0.40 Double-sided: \$0.80	-56.5%	This fee decrease is to capture current costs of photocopying.
Color (1-100) 8.5" x 14"	Single: \$1.21; Double-Sided: \$2.43	Single: \$0.70 Double-sided: \$1.40	-42.1%	This fee decrease is to capture current costs of photocopying.
Color (1-100) 8.5" x 17"	Single: \$2.26; Double-Sided: \$4.52	Single: \$0.80 Double-Sided: \$1.60	-64.6%	This fee decrease is to capture current costs of photocopying.
Thumb Drive	\$11.00 each	\$8.00 each	-27.3%	Title change - Replaced "CD-ROM" with "Thumb Drive". CD-ROM is an outdated media storage type; USB thumb drive has higher storage capacity and is more cost effective.
Color Ink Jet Plot - 18" x 24"	\$15.00 per page	\$3.00 per page	-80.0%	Title change - Added "Color". New rates are based on current costs of photocopying.
Color Ink Jet Plot - 24" x 36"	\$27.00 per page	\$6.00 per page	-77.8%	Title change - Added "Color". New rates are based on current costs of photocopying.
Color Ink Jet Plot - 36" x 48"	\$39.00 per page	\$12.00 per page	-69.2%	Title change - Added "Color". New rates are based on current costs of photocopying.
22" x 36" or 24" x 36" or 26" x 26"	\$8.00 each	\$1.20 each	-85.0%	Title change - Removed "Blueprint". State mandates require that blueprints no longer be used due to the harmful chemicals in the manufacturing process. New rates are based on current costs of photocopying.
Utility Standards - Project Specification	\$25.00 each	\$30.00 each	20.0%	Title change. New price is based on actual costs charged by an outside contractor for this service.
Utility Standards - Project Plan Set (Up to 25 sheets)	\$25.00 each	\$30.00 each	20.0%	Title change. New price is based on actual costs charged by an outside contractor for this service.

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Community Services

Fee Title	2018 Adopted		2019 Proposed		% Change	Justification
	Residents	Non-Residents	Residents	Non-Residents		
Organic Garden Plot	\$0.75 per square foot		\$0.80 per square foot		6.7%	Fee is increased to align with market value.
Chairs - Padded	\$0.50 per item plus labor		\$1.50 per item plus labor		200.0%	Fee is increased from \$0.50 per use to \$1.50 per use to align with market value.
Exclusive Storage Space (As Available)	\$1.50 per square foot per month		\$2.00 per square foot per month		33.3%	Fee is increased from \$1.50 to \$2.00 per sq. ft. per month to align with market value.
Aquatics - Membership (Swim Pass) -Adult (18 and Over)	\$3.00 - \$6.00 per person	\$3.00 - \$8.00 per person	\$25.00 - \$60.00/person per month	\$25.00 - \$60.00/person per month	See Justification	New fee range is based on anticipated adjustments to align with market value.
Aquatics - Membership (Swim Pass) - Senior (60 and Over)	\$2.00 - \$4.00 per person	\$2.00 - \$5.00 per person	\$25.00 - \$60.00/person per month	\$25.00 - \$60.00/person per month	See Justification	New fee range is based on anticipated adjustments to align with market value.
Aquatics - Membership (Swim Pass) - Youth (17 and Under)	\$2.50 - \$5.00 per person	\$2.50 - \$6.00 per person	\$25.00 - \$60.00/person per month	\$25.00 - \$60.00/person per month	See Justification	New fee range is based on anticipated adjustments to align with market value.
Foothills Park - C. Oak Grove Picnic 101 - 150 People	\$217.00 per group		\$240.00 per group		10.6%	Fee is increased from \$217.00 per group to \$240.00 per group to align with market value.
Tournaments	<u>Weekday Rates</u> \$59.00 - \$85.00 per player	<u>Weekend/Prime Time Rates</u> \$70 - \$111 /player	<u>Weekday Rates</u> \$65.00 - \$110.00 /player	<u>Weekend/Prime Time Rates</u> \$79 - \$135 /player	29.4%	Title change - Removed "Shotgun Start". New rates are consistent with other golf course fees that were brought forward to the City Council and approved as part of CMR 8848 in April, 2018.
Cubberley Community Center Facility Rental - K. Additional hours past ten daily	<u>Basic Rate</u> \$200.00 per hour	<u>Non-Profit Rate</u> \$140.00 per hour	<u>Basic Rate</u> \$210.00 per hour	<u>Non-Profit Rate</u> \$147.00 per hour	5.0%	Fee increased to align with market value.

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Development Services

Fee Title	2018 Adopted*	2019 Proposed	% Change	Justification
Service Conductor/Switch - Greater than 800 ampre	\$209 each	\$575.00 each	175.1%	Fee changing to align with city staff costs, previously this work was costed based on contractual assistance.
Residential Systems (greater than 10kW)	\$340 each	\$270.00 each	-20.6%	Changing to ensure this fee plus other fees stay within the State mandate of \$450 in total.
Boilers, Compressors, and Absorption Systems	\$182 each	\$97.00 each	-47.3%	Title change - Removed "For the installation or relocation of each boiler or compressor exceeding 30 hp, or each absorption system exceeding 1,000,000 Btu/h". Fee is decreasing based on actual costs of providing service.
Automatic Fire Sprinkler Installation/Modification	\$780.00 for 1-19 Sprinkler Heads; \$1,724.00 plus \$4.80 per head for 20 or more Sprinkler Heads	\$814.00 for 1-19 Sprinkler Heads; \$1,800.00 plus \$3.00 per head for 20 or more Sprinkler Heads	4.4%	Fee lowered back to \$780 x 1.044% (tech 1.8% plus city 2.6%) based on Fire's recommendation that that there is a 2 hr Hydrostratic test required for any system of 20 heads or more. This is the justification for why the 1-19 head permit is significantly less.
Tree Inspection for Private Development	\$139 per inspection	\$164 per inspection	18.0%	Fee increased from \$139 to \$164 per inspection to adjust actual costs and meet Council cost-recovery directive

*Listed 2018 Adopted fees represent amended fees approved by the City Council on November 13, 2017 as part of CMR #8646.

Library

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Overdue Materials - In House Laptops	\$10 per item	\$0.30 per hour (\$9.00 max per item)	See Justification	Fine structure has been updated.

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Planning and Community Environment

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Legal Review Mitigation Monitoring - Environmental Impact Report	\$560 per application	\$592 per application	5.7%	Increased by an additional 3% above the citywide increase to fees in order to recover additional technology support costs for the permitting system. A full description can be found in the FY 2019 Proposed Operating Budget Planning and Community Environment Department Section (page 322).
Legal Review ARB Major	\$5,828 each	\$6,159 each		
Appeal Costs Exceeding Appeals Filing Fee	\$3,355 initial deposit plus any applicable Other Application fees.	\$3,545 initial deposit plus any applicable Other Application fees.		
Legal Review (Legislative review, zone change, plan amendment, etc.)	\$11,189 each	\$11,824 each		
Legal Review Environmental	\$10,555 each	\$11,154 each		
Design Enhancement Exception	\$6,200 plus applicable Other Application fees	\$6,552 plus applicable Other Application fees		
Architectural Review - Major Project	\$11,479 initial deposit plus Legal Review fees and applicable Other	\$12,131 initial deposit plus Legal Review fees and applicable Other		
Architectural Review - Minor Project (ARB Review)	\$7,784 plus applicable Other Application fees	\$8,226 plus applicable Other Application fees		
Architectural Review - Minor Project (Staff Review)	\$2,988.00 plus applicable Other Application fees	\$3,158 plus applicable Other Application fees		
Signs, Minor Facade Changes, Landscaping, Accessory Structures, or Similar Minor Changes to a Building Exterior - (Staff Review)	\$934 plus applicable Other Application fees	\$987 plus applicable Other Application fees		
Preliminary Review	\$6,096 plus applicable Other Application fees	\$6,442 plus applicable Other Application fees		
Signs - (Exceptions)	\$4,197 plus applicable Other Application fees	\$4,306 plus applicable Other Application fees		
Signs - (ARB Review)	\$3,904 plus applicable Other Application fees	\$4,126 plus applicable Other Application fees		
Temporary Sign Permit	\$172 per 15 days plus applicable Other Application fees	\$182 per 15 days plus applicable Other Application fees		
Comprehensive Plan Change	\$6,841 initial deposit	\$7,229 initial deposit		
Development Agreement	\$7,893 initial deposit plus Legal Review fees and applicable Other Application fees	\$8,341 initial deposit plus Legal Review fees and applicable Other Application fees		
Development Agreement - Annual Review	\$2,763 initial deposit plus Legal Review fees and applicable Other Application fees	\$2,920 initial deposit plus Legal Review fees and applicable Other Application fees		

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Planning and Community Environment (Continued)

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Home Improvement Exception	\$3,477.00 plus applicable Other Application fees	\$3,674 plus applicable Other Application fees	5.7%	Increased by an additional 3% above the citywide increase to fees in order to recover additional technology support costs for the permitting system. A full description can be found in the FY 2019 Proposed Operating Budget Planning and Community Environment Department Section (page 322).
CEQA Categorical Exemption	\$505.00 each	\$534 each		
Mitigation Monitoring - Environmental Impact Report	\$4,105.00 initial deposit plus applicable Other Application fees	\$4,338 initial deposit plus applicable Other Application fees		
Mitigation Monitoring - Mitigated Negative Declaration	\$1,368.00 initial deposit plus applicable Other Application fees	\$1,446 initial deposit plus applicable Other Application fees		
Environmental Document (Staff prepared)	\$5,592 initial deposit plus any applicable Other Application fees	\$5,910 initial deposit plus any applicable Other Application fees		
Historic Resource Review - Major Project	\$1,680.00 plus applicable Other Application fees	\$1,775 plus applicable Other Application fees		
Historic Resource Review - Minor Project (Staff Review)	\$1,119.00 plus applicable Other Application fees	\$1,183 plus applicable Other Application fees		
Demolition Application for Historic Buildings	\$1,119.00 plus applicable Other Application fees	\$1,183 plus applicable Other Application fees		
Transfer of Development Rights Projects	\$684.00 initial deposit plus Legal Review fees	\$702 initial deposit plus Legal Review fees		
Historic Resource Review of Individual Review Application	\$280.00 plus Individual Review fees and applicable Other Application fees	\$296 plus Individual Review fees and applicable Other Application fees		
Williamson Act Contract - Establish or Withdraw	\$2,157.00 initial deposit plus any applicable Other Application fees	\$2,279 initial deposit plus any applicable Other Application fees		
Mills Act Contract - Establish or Withdraw	\$2,052.00 initial deposit plus Legal Review fees and applicable Other Application fees	\$2,169 initial deposit plus Legal Review fees and applicable Other Application fees		
Preliminary Individual Review with Architect	\$420.00 per occurrence	\$444 per occurrence		
Individual Review - Minor Revisions to Approved Projects	\$3,278.00 plus cost of notices	\$3,464 plus cost of notices		
New Two-Story Addition or New Two-Story Home	\$7,880.00 plus applicable Other Application fees and any other entitlements necessary to complete the project, including historic review	\$8,327 plus applicable Other Application fees and any other entitlements necessary to complete the project, including historic review		

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Planning and Community Environment (Continued)

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Expansion of Existing Two-Story greater than 150 sq. ft.	\$6,308.00 plus applicable Other Application fees and any other entitlements necessary to complete the project, including historic review	\$6,666 plus applicable Other Application fees and any other entitlements necessary to complete the project, including historic review	5.7%	Increased by an additional 3% above the citywide increase to fees in order to recover additional technology support costs for the permitting system. A full description can be found in the FY 2019 Proposed Operating Budget Planning and Community Environment Department Section (page 322).
Pre-Screening fee	\$3,355 initial deposit plus any applicable Legal Review and Other Application fees.	\$3,545 initial deposit plus any applicable Legal Review and Other Application fees.		
Public Noticing - 600 ft. Radius	\$1,036.00 each	\$1,063 each		
Public Noticing - 150 ft. Radius	\$591.00 each	\$606 each		
Public Noticing beyond 600 ft. Radius	\$1,382.00 each	\$1,418 each		
Site and Design Major	\$25,188 initial deposit plus any Legal Review fees and applicable Other Application fees	\$26,618 initial deposit plus any Legal Review fees and applicable Other Application fees		
Subdivision Final Map	\$5,214.00 plus any applicable Other Application fees	\$5,510 plus any applicable Other Application fees		
Tentative Map	\$9,642.00 initial deposit plus Legal Review fees and applicable Other Application fees	\$10,189 initial deposit plus Legal Review fees and applicable Other Application fees		
Preliminary Parcel Map, Minor	\$5,224.00 plus Legal Review fees and applicable Other Application	\$5,521 plus Legal Review fees and applicable Other Application fees		
Parcel Map	\$4,360.00 plus any applicable Other Application fees	\$4,608.00 plus any applicable Other Application fees		
Preliminary Parcel Map, Minor with Exception	\$8,262.00 plus any applicable Other Application fees plus	\$8,731 plus any applicable Other Application fees plus		
Parcel Map, Minor with Exception	\$3,193.00 plus any applicable Other Application fees	\$3,374 plus any applicable Other Application fees		
Temporary Use Permit - Minor	\$1,278.00 plus any applicable Other Application fees	\$1,351 plus any applicable Other Application fees		
Conditional Use Permit - Director Level	\$6,434 plus any applicable Other Application fees	\$6,799 plus any applicable Other Application fees		
Conditional Use Permit - additional upon hearing request	\$10,786 plus any applicable Other Application fees	\$11,398 plus any applicable Other Application fees		
Wireless Tier 1: Minor AR	\$2,988.00 plus any applicable Other Application fees	\$3,158 plus any applicable Other Application fees		
Wireless Tier 2: Conditional Use Permit	\$6,434.00 plus any applicable Other Application fees	\$6,799 plus any applicable Other Application fees		

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Planning and Community Environment (Continued)

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Wireless Tier 3: Major ARB	\$6,832.00 plus any applicable Other Application fees	\$7,220 plus any applicable Other Application fees	5.7%	Increased by an additional 3% above the citywide increase to fees in order to recover additional technology support costs for the permitting system. A full description can be found in the FY 2019 Proposed Operating Budget Planning and Community Environment Department Section (page 322).
Variance - Director's Level	\$4,110 plus any applicable Other Application fees	\$4,343 plus any applicable Other Application fees		
Variance - additional upon hearing	\$10,786 each	\$11,398 each		
Zone Change Regular	\$6,841.00 initial deposit	\$7,229 initial deposit		
Planned Community Zone Change	\$8,210.00 initial deposit	\$8,676 initial deposit		
Planned Community Zone Change - Minor Change	\$1,678.00 initial deposit	\$1,773 initial deposit		

Police

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Background Check - New	\$180 each	\$190 each	5.6%	Staff time and non-salary expenses (materials) were assessed for each fee, and recommended adjustments to fees in FY 2019 aim to maintain or reach desired cost recovery levels. Variables analyzed include current activity levels and current costs of salary and non salary activities.
Third False Alarm	\$115 each	\$124 each	7.8%	
Fourth False Alarm	\$170 each	\$184 each	8.2%	
Alarm Registration Fee - New	\$40 each	\$50 each	25.0%	
Vehicle Impoundment Fee	\$135 each	\$140 each	3.7%	
Helicopter Landing Fee	\$55 per occurrence	\$60 per occurrence	9.1%	
Digital Media Reproduction Fee	\$42 per CD	\$50 per item	19.0%	
Research Fee	\$113 per hour	\$120 per hour	6.2%	
Location Crime Statistics Fee	\$55 each	\$65 each	18.2%	
Special Event Permit Fee - General	\$128 per permit	\$230 per permit	79.7%	
Special Event Permit Fee - 201 - 400 Attendees	\$138 per permit	\$250 per permit	81.2%	

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Police (Continued)

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Special Event Permit Fee - 401 - 600 Attendees	\$155 per permit	\$270 per permit	74.2%	<p>Staff time and non-salary expenses (materials) were assessed for each fee, and recommended adjustments to fees in FY 2019 aim to maintain or reach desired cost recovery levels. Variables analyzed include current activity levels and current costs of salary and non salary activities.</p>
Special Event Permit Fee - Each additional 200 Attendees	\$25 each	\$40 each	60.0%	
Clearance Letter	\$25 each	\$27 each	8.0%	
Billiard Room (non-refundable)	\$935 per year	\$960 per year	2.7%	
Bingo Establishment	\$62 per year	\$68 per year	9.7%	
Bingo Employee - New	\$88 each	\$95 each	8.0%	
Bingo Employee - Renewal	\$65 each	\$72 each	10.8%	
Bowling Alley (non-refundable)	\$140 per year	\$150 per year	7.1%	
Carnival	\$1,790.00 per day plus bond	\$1925.00 per day plus bond	7.5%	
Circus	\$1,790.00 per day plus bond	\$1925.00 per day plus bond	7.5%	
Closing-out Sale	\$82.00 up to 60 days	\$90.00 up to 60 days	9.8%	
Closing-out Sale Renewal (Two Maximum)	\$82.00 up to 30 days	\$90 up to 60 days	9.8%	
Mechanical Amusement Device Establishment	\$93.00 per year	\$102 per year	9.7%	
Fire Arms Dealer Master Permit - New	\$2480 per year	\$2680 per year	8.1%	
Fire Arms Dealer Master Permit - Renewal	\$445 per year	\$485 per year	9.0%	
Hot Tub Sauna - Employee (New)	\$102 each	\$120 each	17.6%	
Hot Tub Sauna - Employee (Renewal)	\$78 each	\$86 each	10.3%	
Massage Establishment - New	\$317 per year	\$360 per year	13.6%	
Massage Establishment - Renewal	\$160 per year	\$180 per year	12.5%	

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Police (Continued)

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Massage Establishment - Sole Proprietor (New)	\$212 per year	\$240 per year	13.2%	<p>Staff time and non-salary expenses (materials) were assessed for each fee, and recommended adjustments to fees in FY 2019 aim to maintain or reach desired cost recovery levels. Variables analyzed include current activity levels and current costs of salary and non salary activities.</p>
Massage Establishment - Sole Proprietor (Renewal)	\$160 per year	\$180 per year	12.5%	
Massage Establishment - Non-Certified (New)	\$335 per year	\$365 per year	9.0%	
Massage Establishment - Non-Certified (Renewal)	\$212 per year	\$240 per year	13.2%	
Massage Technician - New	\$167 each	\$180 each	7.8%	
Massage Technician - Renewal	\$112 each	\$120 each	7.1%	
Massage Practitioner - Non-Certified (New)	\$167 per year	\$180 per year	7.8%	
Massage Practitioner - Non-Certified (Renewal)	\$112 per year	\$120 per year	7.1%	
Massage Establishment - Sale or Transfer of Interest	\$112 per occurrence	\$120 per occurrence	7.1%	
Solicitor Employee (Under Master License)	\$37.00 duration of Master License	\$40.00 duration of Master License	8.1%	
Business Location Change	\$925 per occurrence	\$1,010 per occurrence	9.2%	
Pushcart Vendor - New	\$321 per quarter	\$349 per quarter	8.8%	
Pushcart Vendor - Renewal	\$115 per quarter	\$125 per quarter	8.7%	
Pushcart Vendor - Additional Cart	\$38 per quarter	\$45 per quarter	18.4%	
Pushcart Vendor - Location and/or Cart Change	\$203 each	\$225 each	10.8%	
Pushcart Vendor Employee - New	\$102 each	\$112 each	9.8%	
Pushcart Vendor Employee - Renewal	\$78 each	\$90 each	15.4%	
Secondhand Dealer - New	\$330 per application	\$360 per application	9.1%	
Secondhand Dealer - Renewal	\$80 per application	\$90 per application	12.5%	

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Police (Continued)

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Taxicab - Vehicle Inspection for Each Vehicle	\$63 per year	\$70 per year	11.1%	<p>Staff time and non-salary expenses (materials) were assessed for each fee, and recommended adjustments to fees in FY 2019 aim to maintain or reach desired cost recovery levels. Variables analyzed include current activity levels and current costs of salary and non salary activities.</p>
Taxicab - Master License (New)	\$2500 per year	\$2700 per year	8.0%	
Taxicab - Master License (Renewal)	\$1075 per year	\$1220 per year	13.5%	
Taxicab - Driver	\$43.00 per year up to 4 years	\$50 per year up to 4 years	16.3%	
Taxicab Driver - Replacement or Transfer Fee	\$53 each	\$60 each	13.2%	
Temporary Street Closure	\$115.00 - \$1,445.00 plus cost to provide certain services	\$122.00 - \$1,555 plus cost to provide certain services	7.6%	
Special Event - A. Police Agent	\$165 per hour	\$185 per hour	12.1%	
Special Event - A. Police Reserve	\$64 per hour	\$67 per hour	4.7%	
A. Police Sergeant	\$180 per hour	\$205 per hour	13.9%	
Special Event - B. Community Services Officer	\$67 per hour	\$70 per hour	4.5%	
Special Event - B. Police Agent	\$130 per hour	\$160 per hour	23.1%	
Special Event - B. Police Officer	\$123 per hour	\$130 per hour	5.7%	
Special Event - B. Police Reserve	\$52 per hour	\$55 per hour	5.8%	
Special Event - B. Police Sergeant	\$143 per hour	\$175 per hour	22.4%	

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Police (Continued)

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Special Event - C. Community Services Officer	\$64/hour	\$66/hour	3.1%	<p>Staff time and non-salary expenses (materials) were assessed for each fee, and recommended adjustments to fees in FY 2019 aim to maintain or reach desired cost recovery levels. Variables analyzed include current activity levels and current costs of salary and non salary activities.</p>
Special Event - C. Police Agent	\$123/hour	\$140/hour	13.8%	
Special Event - C. Police Officer	\$115/hour	\$120/hour	4.3%	
Special Event - C. Police Reserve	\$47/hour	\$50/hour	6.4%	
Special Event - C. Police Sergeant	\$135/hour	\$155/hour	14.8%	
Rodeo - New	\$1,750.00/day plus bond	\$1,890.00/day plus bond	8.0%	

**Municipal Fee Schedule Amendments for FY 2019
Changed Fees**

Public Works

Fee Title	2018 Adopted	2019 Proposed	% Change	Justification
Industrial Waste Discharge - Basic	\$1447/permit	\$3,105 annually	See Justification	Fee increased from \$1447 every five years to \$3105 annually to adjust for actual costs and meet Council cost-recovery directive.
Industrial Waste Discharge - Best Management Practices	\$491/permit	\$1,162 annually	See Justification	Fee increased from \$491 every five years to \$1162 annually to adjust for actual costs and meet Council cost-recovery directive.
Industrial Waste Discharge - Exceptional Waste	\$866/permit	\$3131/permit	See Justification	Fee increased from \$866 every five years to \$3131 annually to adjust for actual costs and meet Council cost-recovery directive.
Industrial Waste Discharge - Full	\$2431/permit	\$7,063 annually	See Justification	Fee increased from \$2431 every five years to \$7063 annually to adjust for actual costs and meet Council cost-recovery directive.
Industrial Waste Discharge - Groundwater	\$866/permit	\$1,180 annually	See Justification	Fee increased from \$866 every five years to \$1180 annually to adjust for actual costs and meet Council cost-recovery directive.
Off Hour Inspection	\$243/hour	\$259/hour	6.6%	Fee increased from \$243 to \$259 per hour to adjust for actual costs and meet Council cost-recovery directive.
Sweeping Services	Regular Time \$118.00/hour; Overtime & Holiday \$178.00/hour	Regular Time \$122.00/hour; Overtime & Holiday \$181.00/hour	3.4%	Fee increased from \$118 to \$122 per hour for regular time and \$173 to \$181 per hour for overtime to adjust for actual costs and meet Council cost-recovery directive
Supervision	Regular Time \$135.00/hour; Overtime & Holiday \$203.00/hour	Regular Time \$155.00/hour; Overtime & Holiday \$233.00/hour	14.8%	Fee increased from \$135 to \$155 per hour for regular time and \$203 to \$233 per hour for overtime to adjust for actual costs and meet Council cost-recovery directive.
Construction & Repair	Regular Time \$132.00/hour; Overtime & Holiday \$198.00/hour	Regular Time \$140.00/hour; Overtime & Holiday \$210.00/hour	6.1%	Fee increased from \$132.00 to \$140.00 per hour for regular time and \$198.00 per hour to \$210.00 per hour for overtime to adjust actual costs and meet Council cost-recovery directive
Traffic Control/Graffiti Services	Regular Time \$96.00/hour; Overtime & Holiday \$144.00/hour	Regular Time \$118.00/hour; Overtime & Holiday \$177.00/hour	18.6%	Fee increased from \$96 to \$118 per hour for regular time and from \$144 to \$177 per hour for overtime to adjust for actual costs and meet Council cost-recovery directive.