



**CITY OF HAYWARD**  
**AGENDA REPORT**

AGENDA DATE 05/29/01  
AGENDA ITEM \_\_\_\_\_  
WORK SESSION ITEM WS2

**TO:** Mayor and City Council  
**FROM:** Finance and Internal Services Director  
**SUBJECT:** Master Fee Schedule For 2001-2003

**RECOMMENDATION:**

It is recommended that Council review and comment on the following report regarding proposed changes to the Master Fee Schedule for fiscal year 2001-03.

**BACKGROUND/DISCUSSION:**

Each year, staff reviews the Master Fee Schedule to ensure that the various fees and service charges are appropriate and within State Guidelines. A detailed review and analysis of the Master Fee Schedule was performed in conjunction with the upcoming two-year budget cycle, 2001-03. Based on this review staff is recommending fee changes for Police Services, Airport Services, Engineering Services, Community and Economic Development Services, Fire Services and Assessment Districts.

The recommendation contained in this document has been developed pursuant to applicable Government Codes and the City's fee recovery policy. For ease of reference, all fee changes to the Master Fee Schedule are in table form after the departmental narrative. The summary table gives a brief description of the item, current fee, proposed fee 2001-02, estimated fee 2002-03 and the average of what other cities charge for a similar service, where applicable.

The current fee represents the amount adopted by Council. The proposed fee is staff's recommendation for the fiscal years 2001-03 Master Fee Schedule. As with the Operating Budget, the recommended Master Fee Schedule pertains to two fiscal years. In keeping with the City Charter, however, Council will formally adopt the Master Fee Schedule on a fiscal year basis. The fees listed under Other Agencies are an average of the City of Oakland, City of San Leandro and City of Berkeley fees, where applicable. A complete copy of the current Master Fee Schedule is on file in the City Clerk's Office. The current Master Fee Schedule has all changes adopted by the Council during the current fiscal year, including cost of living adjustments to certain fees provided for by earlier Council action.

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## SUMMARY OF PROPOSED CHANGES

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### **Police Services:**

The animal control unit has the responsibility of enforcing the City's leash policy and encouraging pet-owners to control the animal population. When pets are found unattended in public those animals are impounded. The majority of these animals are unaltered. The unaltered impoundment fees are new fees and are being proposed to encourage pet-owners' to take responsibility for reducing the pet population and complying with the existing pet leash policy.

Service Type:	Current Fee	Proposed FY2001-2002	Estimated FY 2002-2003	Other Agencies
Unaltered Impoundment	New	\$35.00	\$35.00	\$30.00
2 <sup>nd</sup> Violation	New	\$50.00	\$50.00	\$60.00
3 <sup>rd</sup> Violation	New	\$100.00	\$100.00	\$90.00

The adjustment to taxi driver permit and renewal fees reflects added costs for background investigations. The increase in costs are related to the Meagan's Law requirements, which includes statewide database access, personnel research time and related support services.

The livescan finger-printing is a new service and the proposed fee is recommended to recover the associated costs.

Service Type:	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
New Taxi Permit	\$24.00	\$71.00	\$71.00	\$82.00
Permit Renewal	\$24.00	\$50.00	\$50.00	\$82.00
Finger Printing	New	\$20.00	\$20.00	\$14.00

### **Airport Services**

These fees are being adjusted in accordance with City policy. The policy states "Every other year (biennially) on odd numbered years (2001, 2003), all aircraft parking and storage charges for the ensuing 24 month period shall be adjusted proportionally upward 75 percent of the percentage increase in the All Urban Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose area."

The 24-month period CPI is 9.33 percent. Seventy-five percent of the CPI is 7.00 percent. Staff multiplied each current rate by 7% and rounded the results to the nearest dollar.

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
Row "A" Hanger	\$174.00	\$186.00	\$186.00	Per Agreement
T-Hanger	\$234.00	\$260.00	\$260.00	Per Agreement
Large T-Hanger	\$357.00	\$382.00	\$382.00	Per Agreement
Executive Hanger	\$758.00	\$811.00	\$811.00	Per Agreement
Small Storage	\$50.00	\$54.00	\$54.00	Per Agreement
Medium Storage	\$65.00	\$70.00	\$70.00	Per Agreement
Large Storage	\$124.00	\$133.00	\$133.00	Per Agreement
X-Large Storage	\$159.00	\$170.00	\$170.00	Per Agreement

### **Engineering Services**

The new fees are related to the Sidewalk Rehabilitation Program. The program fee structure is \$425.00 for a single-family residential lot, \$425.00 for a multi-family residential with one or two damaged locations and \$425.00 per each additional damaged location. These fees were adopted by Council in connection with the Sidewalk Rehabilitation Program and accordingly are being incorporated into the Master Fee Schedule.

Service Type:	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
Single Family Residential Lots	New	\$425.00	\$425.00	Cost based on linear Footage
Multi-Family with 1 or 2 Damaged Locations	New	\$425.00	\$425.00	Cost based on linear Footage
Additional Locations	New	\$425.00	\$425.00	Cost based on linear footage

### **Community & Economic Development**

There are several changes proposed for this area of Master Fee Schedule. One of the key recommendations is to adopt Table Number 1A of the Building Code to establish fees for building permits. In 1994 the City partially adopted Table Number 1A of the Building Code, but indicated that where the City's fee schedule conflicted with Table 1A then the City schedule would take precedence. As a result the City's fees have remained static while Table 1A has been updated on a regular basis to reflect cost increases over time. Staff is recommending that Table 1A of the Building Code be adopted with out restriction. This will place the City on the same basis as many other cities in the Bay Area and assures that construction costs are current and

construction valuations are objectively computed. Table 1A information follows. Please note when reading the table that the fee consists of a base amount plus an amount for each thousand dollars of valuation over the base amount. For example in the tier \$2,001-\$25,000 the current fee is \$45.00 plus \$9.00 for every thousand dollars over two thousand dollars.

**Table 1A of the Building Code**

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
Building Permits:				
\$1.00 to \$500.00	\$15.00	\$23.50	\$23.50	Standard Table
\$501.00 to \$2,000.00	\$15 + \$2.00	\$23.50 + \$3.05	\$23.50 + \$3.05	Standard Table
\$2,001.00 to \$25,000.00	\$45 + \$9.00	\$69.50 + \$14.00	\$69.50 + \$14.00	Standard Table
\$25,001 to \$50,000.00	\$250.00 + \$6.50	\$391.25 + \$10.10	\$391.25 + \$10.10	Standard Table
\$50,001 to \$100,00.00	\$141.50 + \$4.50	\$643.75 + \$7.00	\$643.75 + \$7.00	Standard Table
\$100,001 to \$500,000.00	\$639.50 + \$3.50	\$993.75 + \$5.60	\$993.75 + \$5.60	Standard Table
\$500,001 to \$1,000,000.00	\$2,039.50 + \$3.00	\$3,233.75 + \$4.75	\$3,233.75 + \$4.75	Standard Table
Over \$1,000,000	\$3,539.50 + \$2.00	\$5,608.75 + \$3.15	\$5,608.75 + \$3.15	Standard Table

Except for a few revised existing fees the balance of the recommended fee changes for Community and Economic Development are new fees. The new fees range from a charge for accelerated plan checks to penalties for missed inspections. In general, the new fees streamline the Master Fee Schedule. For example, the new fee for Building Permit, swimming pool, spa includes building, electrical, mechanical and plumbing work. In other cases, the fee is changed to a more effective schedule by charging by the square foot for electrical work as opposed to the number of individual electrical circuits. In terms of amounts charged the new fees range from \$100 to \$500. In one case the fee is two times the permit fee and others 12% of the permit fee or an hourly rate.

One fee that might require additional explanation is the Investigation fee, permit not yet obtained. It is not unusual for an Inspector to be called to a site and find that work is proceeding, but a permit has not been issued. When the permit is obtained the fee for the first or investigation visit is twice the permit fee. This fee conforms to State law.

In a similar manner there is a new fee, Code violation, illegal projects. This fee charges \$86 per hour to recover costs in situations where a permit will not ultimately be issued. An example would be a garage conversion, which regardless of construction quality, would not be permitted.

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
Plan review fee and 2 back checks	100% of permit fee	65% of permit fee	65% of permit fee	Varies
Additional plan checks	New	\$86.00 per hour	\$86.00 per hour	Time & Materials
Accelerated plan review	New	\$125.00 per hour minimum 4 hours	\$125.00 per hour minimum 4 hours	Time & Materials + Overhead
New residential construction	Vary	\$0.08 per square foot	\$0.08 per square foot	Various Fees
Electrical all circuits	\$7.50 to \$27.50	\$0.10 per square foot	\$0.10 per square foot	Various Fees
Building permit for swimming pool, spa	New	\$300.00	\$300.00	Direct Cost
Residential outdoor spa	New	\$100.00	\$100.00	Direct Cost
Other than single family home	New	\$500.00	\$500.00	Direct Cost
Investigation Fee, permit not yet obtained	New	2 times permit fee	2 times permit fee	Direct Cost
Filing notice of substandard structure	New	\$100.00	\$100.00	Direct Cost
Lifting of substandard notice	New	\$100.00	\$100.00	Direct Cost
Posting of hazardous structure notice	New	\$100.00	\$100.00	Direct Cost
Title 24 (ADA) plan checks	New	12% of permit fee	12% of permit fee	Percent of permit
Plan check for energy compliance	Revised	12% of permit fee	12% of permit fee	Percent of permit
Code Violation Illegal Projects	New	\$86.00	\$86.00	Actual Costs
Missed preservation Inspection	New	\$53.00 plus \$53.00 penalty	\$53.00 plus \$53.00 penalty	\$110.00
Missed zoning or other inspection	NEW	\$94.00 plus \$94.00 penalty	\$94.00 plus \$94.00 penalty	Total Costs

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
CED hourly charge for abatement	New	\$40.00 per hour	\$40.00 per hour	Total Costs
Attorney hourly charge for abatement	New	\$82.00 per hour	\$82.00 per hour	Total Costs
Penalty to file lien (per parcel)	New	\$500.00	\$500.00	Total Costs

### Fire Services

The fire prevention fees are being changed to reflect the current \$133.00 fire services hourly rate for each inspection service. Additionally, staff has restructured the fee schedule to better match costs with the service type.

When the City became a Certified Unified Program Agency (CUPA) in 1997, it adopted the existing hazardous waste generator fee structure used by the County of Alameda. The County fees in 1996 were based on the number of employees, who handled business waste materials. There were 7 different fee levels, which ranged from \$191.00 per year to \$1,989.00 per year. However, the number of employees as a basis for generator fees did not correlate with the amount of business hazardous waste generated or the time required to complete a hazardous waste generator inspection. In view of this information staff is proposing that the current fee structure be deleted from the current Master Fee Schedule and be replaced with items noted below.

Service Type:	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
Plan check for fire protection	\$180.00 per application	\$266.00 per application	\$266.00 per application	Percent of building permit
Additional time for plan check	\$100.00/hour	\$133.00 hour	\$133.00 hour	\$160.00 per hour
New fire sprinkler system	\$0.95/head or \$332 application	\$399.00	\$399.00	\$440.00
<i>Alteration/Repair /or improvement</i>				
Less 30 heads	\$133.00	\$133.00	\$133.00	Vary
30 to 300 heads	\$0.95 per head	\$266.00	\$266.00	Vary
301 or more	\$0.95 per head	\$0.95 per head	\$0.95 per head	Vary
Underground fire prevention	\$266.00	\$399.00	\$399.00	Vary
Emergency underground repairs	New	\$266.00 per application	\$266.00 per application	Actual Costs

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
<i>Fire alarm system</i>				
Less 8 devices	\$332.00	\$133.00	\$133.00	\$145.00
8 to 24 devices	\$332.00	\$266.00	\$266.00	\$240.00
25 to 49 devices	\$332.00	\$399.00	\$399.00	\$240 + \$0.55 per head
50 or more devices	\$332.00	\$532.00	\$532.00	\$240 + \$0.55 per head
Lock box fee	\$64.00	\$75.00	\$75.00	Not Listed
Combustible fiber storage	\$125.00	\$133.00	\$133.00	\$188.00
<i>High-piled Stock</i>				
Less than 12,000 square feet	\$200.00	\$200.00	\$200.00	Direct Labor
12,000 or more square feet	\$200.00	\$299.00	\$299.00	Direct Labor
Required State Inspections	\$200.00 per inspection	\$266.00 per inspection	\$266.00 per inspection	\$65.00 per hour

The revised fee structure is determined by the quantity of hazardous waste generated. The State of California and Federal Government recognize three classes of generators which, are conditionally exempt small quantity generators, small quantity generators and large quantity generators. The revised fee schedule is based on the State and Federal generator classes. The proposed changes redistribute the program costs among the hazardous waste generator classes in a more equitable manner.

The California Accidental Release Plan is a pass-through fee which is mandated by the State of California CUPA program.

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
<i>Certified Unified Program Agency Fees</i>				
CUPA Oversight	\$18.50 per Facility	\$10.00 per Facility	\$10.00 per Facility	State Fee
Permit by Rule	\$498.00	Delete	Delete	Per State
Conditional Authorization	\$498.00	Delete	Delete	Per State
Conditional Exemption	\$20.75	Delete	Delete	Per State

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
<i>Hazardous Waste Generator Program</i>				
0 to 4 Employees	\$191.00 per year	Delete	Delete	\$191/year
5 to 9 Employees	\$221.00 Per year	Delete	Delete	\$221/year
10 to 19 Employees	\$441.00 per year	Delete	Delete	\$441/year
20 to 49 Employees	\$662.00 per year	Delete	Delete	\$662/year
50 to 99 Employees	\$884.00 per year	Delete	Delete	\$884/year
100 to 499 Employees	\$1,326.00/year	Delete	Delete	\$1,326/year
500 or more Employees	\$1,989.00/year	Delete	Delete	\$1,989/year
Up to 27 Gallons, 220lb per month	New	\$89.00 year	\$89.00 year	Not Listed
27 to 270 Gallons, 220- 2,220lbs	New	\$191.00 year	\$191.00 year	Not Listed
270 Gallons, 2,220lbs or more	New	\$464.00 year	\$464.00 year	Not Listed
California Accidental Release Plan	New	\$105.00 per Facility	\$105.00 per Facility	Not Listed

### **Assessment Districts**

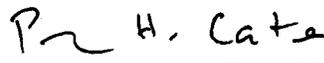
Assessment district fees are adjusted annually by the San Francisco Bay Area consumer price index, which is 3.5 percent.

Service Type	Current Fee	Proposed Fee FY 2001-2002	Estimated Fee FY 2002-2003	Other Agencies
<i>Assessment District Fees</i>				
Establishment Fee	\$2,522.00	\$2,610.00	\$2,701.00	Per Bond Terms
Annual Administration Fee	\$2,400.00	\$2,484.00	\$2,571.00	Per Bond Terms
Bond Call Fee	\$245.00	\$254.00	\$263.00	Per Bond Terms

Prepared by:

  
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Carl T. Guiton Jones, Auditor

Recommended by:

  
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Perry Carter, Finance Director

Approved by:

  
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Jesús Armas, City Manager