

# CITY OF FOSTER CITY



# User Fee Study

May 2023





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## Executive Summary

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The City of Foster City engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.



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# User Fee Background

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## Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

## California User Fee History

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. As an example, in 2004-05, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of this study fell under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.



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## Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefitting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



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## Study Objective

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As the City of Foster City seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

## Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Foster City departments and fee groups:

- Community Development
- Parks and Recreation
- Public Works
- Police
- Administrative Services / Miscellaneous
- Public Works Maintenance – Water and Sewer

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.



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## Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.





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# Project Approach and Methodology

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## Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

## Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

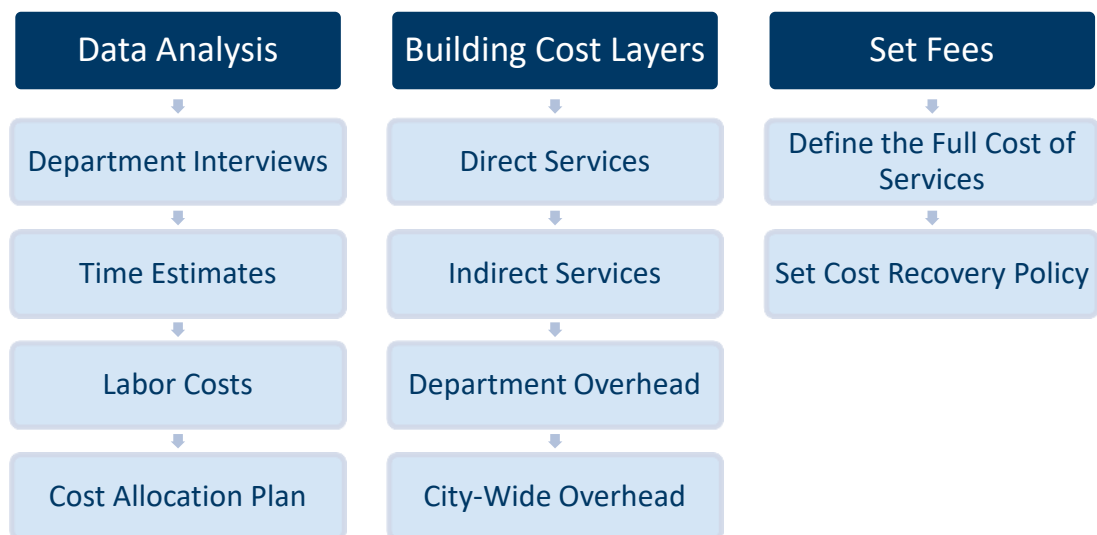
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fee’s cost based on the personnel and the amount of their time that is involved in providing each service.



## Summary Steps of the Study

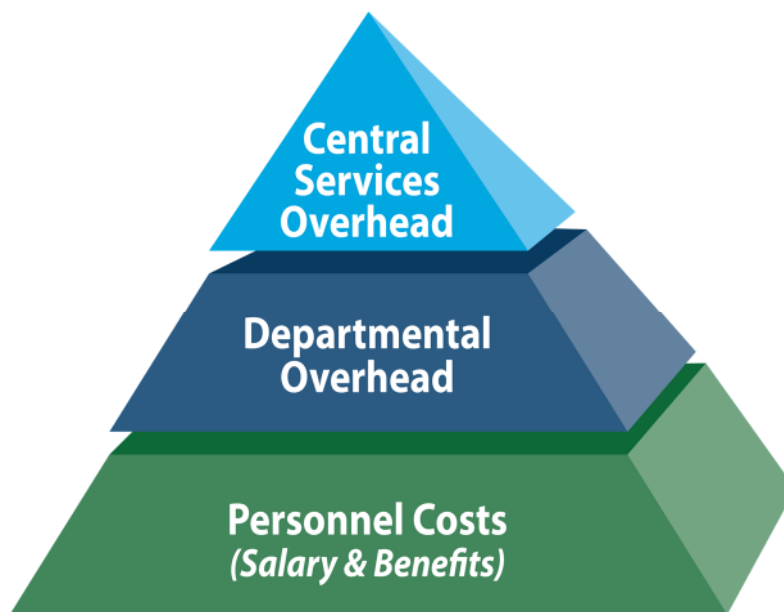
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



## Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City’s central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries and benefits for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, as provided via the City’s Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.





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## Methodology

The three methods of analysis for calculating fees used in this report are the:

**Case Study Method (Standard Unit Cost Build-Up Approach):** This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

**Programmatic Approach:** In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

**Valuation Based Fees:** This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

## Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- Internal and external reviews
- Cross-checking

## Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:



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- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
  - Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
  - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
  - Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
    - Departmental overhead and administration costs
    - Vehicle and Facility Maintenance support costs
    - Indirect overhead from the Cost Allocation Plan
  - Changes in processes and procedures within a department, or the City as a whole

## City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



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# Foster City User Fees

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## Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in **Appendix C**. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and City Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

A primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Foster City, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

## Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, many services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can



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be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.

## Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost of service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

## Summary

If the City's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to **Appendix C** of this report.



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## Community Development

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The Community Development Department is committed to planning, improving and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community.

The Building Division is responsible for ensuring that all construction projects permitted within the City comply with the California Building Codes, the Foster City Municipal Code and all other applicable codes and regulations.

The Planning/Code Enforcement Division is responsible for long term planning regarding growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.

### Analysis

Willdan individually reviewed the services and programs associated with the Community Development Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Community Development services relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit program), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. The analysis found that services are currently set below the full cost of providing them. It is recommended that the City adjust fees for Building services as detailed in [Appendix C](#).

In addition to the above referenced fees listed under Building, the Building Permit fee program is also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future construction trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed found that the program is currently operating at 59% cost recovery. It is suggested that the fees be increased to raise cost recovery to 68%, which would require a 15% increase. Current and new fees are detailed in [Appendix C](#).



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## Parks and Recreation

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Parks and Recreation manages the City's parks, recreation activities, and community events.

### Analysis

Willdan individually reviewed the services and programs associated with the Parks and Recreation Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Parks and Recreation programs encompassed facility rentals and other recreation services. The fee for use of government owned facilities and property can be set discretionally by the City per Proposition 26 to reduce the cost to the public for the facilities, and because there is market availability for facility use by the public. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community can be offset by rental or use fee revenue. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that many Recreation programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions and private businesses. Therefore, full cost recovery is typically not the primary goal of fee setting. Even so it is important for cities to understand the cost recovery of services within Parks and Recreation to make informed budget decisions based on limited general funding resources available. As such, a cost recovery analysis was performed, and it was determined that the Special Recreation Fund is currently operating at around 46% cost recovery based Fiscal Year 2022-23 expenditures and average Fiscal Year 2018-19 actuals revenues to Fiscal Year 2022-23 budgeted revenues (except Fiscal Year 2020-21). Additional cost support does exist in the form of Park & Recreation Administration as well as City central service support as determined through the Cost Allocation Plan. Staff has suggested most fees to remain as currently set except the Foster City Park sports fields rental rates and the gymnasium rental rate as detailed in [Appendix C](#).





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## Public Works

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The Public Works Department manages infrastructure construction, operations and maintenance programs for streets (including traffic signal systems and street lighting), drainage, lagoon and levee, water, and wastewater. The department also manages the City's Capital Improvement Program and reviews infrastructure improvements for private developments within the City. It is the Department's goal to provide courteous, responsive, and efficient services to the public and to other City departments and to effectively manage its programs in a responsible manner best serving the needs of the community.

### Analysis

Willdan individually reviewed the services and programs associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Public Works Services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fee levels are subsidizing the cost for most services. Staff has suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#).



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## Police

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The Chief of Police is responsible for administering and managing the Foster City Police Department. There are two divisions in the Police Department, the Administrative Division and the Patrol Division.

The Administrative Division is commanded by a Captain whose primary responsibility is to provide general management direction and control. The Administrative Division consists of the Records Bureau, Communications Center, Investigations Bureau, Crime Prevention Unit, Community Engagement Unit, Property Bureau, and the Hiring and Administrative Services.

The Patrol (Operations) Division is commanded by a Captain whose primary responsibility is to provide general management direction and control. The Patrol Division consists of Uniformed Patrol and Special Operations, which includes Traffic, Field Training Program, S.W.A.T., and Senior Community Services Officers.

## Analysis

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Public Safety Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing services. Staff has suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#).



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## Administrative Services

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The Administrative Services Department was created in February 2023 and provides human resources, risk management, and information technology services in support of the City's employees, operations, and community.

The Human Resources Division of the Administrative Services Department provides the following quality services to Foster City employees: recruitment and retention of qualified employees; training, development and education to promote individual and team success and increase overall value to the City; a safe and healthy working environment; inspiration and encouragement for a high level of employee morale through recognition, effective communication and feedback; resources for administering benefits, policies and procedures; and positive employee relations.

The Information Technology Division of the Administrative Services Department advocates, supports, and maintains the necessary technology to achieve the mission of the organization and efficient and effective service delivery.

### Analysis

Willdan individually reviewed the services associated with the Administrative Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Administrative Services services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing services. Staff has suggested reasonable fee adjustments to the fee schedule, as detailed in **Appendix C**. Also included in this section are the hourly rates by position for City staff. Full cost for each rate was determined based on the fully burdened hourly rate calculation method explained in the Project Approach and Methodology section of this report where position salary and benefit rates are burdened with additional cost support needed for each position to operate.



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## Public Works Maintenance – Water and Sewer

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The Water Division shall provide safe, cost effective, and reliable water supply to the District service area. The Wastewater Division shall maintain a reliable wastewater collection and conveyance system to protect the environment and public health and safety.

### Analysis

Willdan individually reviewed the services associated with Public Works Maintenance – Water and Sewer. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Public Works Maintenance – Water and Sewer services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are currently set below the full cost of providing the service. Staff has suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#).



## Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that were considered as reasonable for recovery through User Fees; however, only a percentage of the total cost is realized as staff doesn't just work on services related to User Fees, but also work on an array of other City functions. The amounts listed below are from the City's fiscal year 2022-23 actual expenditures but will not directly reconcile to total City actuals as costs that should not be included in overhead for personnel in the application of determining fully burdened cost were excluded. Examples of these costs are capital, debt, monetary transfers, and any other costs that is charged directly to fee service requestor.

### City of Foster City - User Fee Overhead Rate Calculations

Department	Total Personnel Cost	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
001: CD: PLANNING ADMINISTRATION	414,743	150,198	36%	0%
001: CITY CLERK - ADMINISTRATION	500,388	157,816	32%	0%
001: CITY CLERK - COMMUNICATIONS	461,618	129,439	28%	0%
001: CITY/DISTRICT MANAGER - ADMINISTRATION	1,390,645	522,308	38%	0%
001: COMMUNITY DEVELOPMENT	2,956,994	316,703	11%	53%
001: FINANCIAL SERVICES - ADMINISTRATION	557,546	180,895	32%	0%
001: FINANCIAL SERVICES - GENERAL ACCOUNTING	1,095,846	128,643	12%	0%
001: FINANCIAL SERVICES - TAXES & LICENSES	129,164	36,596	28%	0%
001: FINANCIAL SERVICES - UTILITY ACCOUNTING	249,454	134,026	54%	0%
001: FIRE	2,576,950	33,635	1%	4%
001: HUMAN RESOURCES DEPT	934,503	370,242	40%	0%
001: PARKS & RECREATION	3,297,622	2,859,626	87%	43%
001: POLICE	9,321,692	601,248	6%	91%
001: PUBLIC WORKS	2,280,230	1,942,377	85%	13%
003: SPECIAL RECREATION	1,466,241	677,699	46%	80%
401: WATER REVENUE	2,632,657	2,242,334	85%	8%
451: SEWER REVENUE	2,926,463	1,547,763	53%	12%



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## Appendix B – Salary and Benefit Hourly Rates

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Below are Salary and Benefit hourly rates of staff positions. The hourly rates were used in the study to determine the full cost of each service when combined with the associated overhead rates. They include the salary and benefit costs for each position based on the City's salary step schedule for positions and benefits rate added based on the average benefit rate of City staff. The total salary and benefits are then divided by 1,650 productive or billable hours to reduce the total 2,080 workable hours in a year to remove hours when positions are paid but not on the job such as holidays, paid leave, and sick pay. A further reduction of under 10% is made for administrative, general, or non-specific work hours. When a position is used in the study to identify direct work hours spent on a fee or service the applicable overhead rates of the operating unit (shown in [Appendix A](#)) is applied to that positions' salary and benefit rate to determine full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set, the City can charge up to the full cost of the service by using the salary benefit rate of the positions below along with the appropriate overhead factors from [Appendix A](#).



# City of Foster City - User Fee

## Salary & Benefit Hourly Rate Calculation

Position	S&B Hourly Rate
<b>Position Rates</b>	
ACCOUNTANT I	\$104.95
ACCOUNTANT II	\$115.71
ACCOUNTING MANAGER	\$156.67
ACCOUNTING SPECIALIST	\$88.22
ADMIN ASSISTANT I	\$91.22
ADMIN ASSISTANT II	\$100.57
ASSISTANT CITY MANAGER	\$258.89
ASSISTANT ENGINEER	\$130.00
ASSISTANT PLANNER	\$120.13
ASSOCIATE CIVIL ENGINEER	\$143.32
ASSOCIATE PLANNER	\$132.44
ASST.FINANCE DIRECTOR	\$183.29
BLDG LEAD MAINT WORKER	\$103.09
BLDG PERMIT TECHNICIAN	\$86.90
BLDG PERMIT TECHNICIAN II	\$91.25
BLDG SERVICES COOR ASST	\$46.83
BLDG SERVICES COORDINATOR	\$88.03
BLDG VEHICLE MAIN MANAGER	\$142.95
BUILDING INSPECTOR	\$123.82
BUILDING MAINT WORKER I	\$88.03
BUILDING MAINT WORKER II	\$97.05
BUILDING SERV.ASSISTANT	\$40.77
CHIEF BLDG. OFFICIAL	\$170.19
CITY CLERK/COMM DIRECTOR	\$222.17
CITY MANAGER	\$283.74
CLERICAL ASSISTANT, P/T	\$40.77
CODE ENFORCEMENT OFFCR I	\$89.13
CODE ENFORCEMENT OFFCR II	\$98.26
COMMUNICATIONS COORD/MGR	\$100.33
COMMUNICATIONS MANAGER	\$111.75
COMMUNITY DEV. DIRECTOR	\$228.56
DEPARTMENT INTERN	\$64.62
DEPUTY CITY CLERK	\$111.75
DEPUTY CITY MANAGER	\$222.17
DIRECTOR OF PUBLIC WORKS	\$228.56
ECON DEVELOPMENT MANAGER	\$172.68
ENGINEERING MANAGER	\$170.19



## City of Foster City - User Fee

### Salary & Benefit Hourly Rate Calculation

Position	S&B Hourly Rate
<b>Position Rates</b>	
EQPT.MAINTENANCE WORKER	\$92.43
FACILITIES MAIN WRKR II	\$87.13
FACILITIES MAINT WRKR I	\$69.65
FIN. SERVICES MANAGER	\$164.50
FINANCE DIRECTOR	\$222.17
HOUSING COORDINATOR	\$130.00
HR TECHNICIAN	\$93.59
HUMAN RESOURCES ANALYST	\$113.67
HUMAN RESOURCES DIRECTOR	\$222.17
HUMAN RESOURCES MANAGER	\$132.44
INFO TECH MANAGER	\$172.68
IRRIGATION TECHNICIAN	\$103.09
JUNIOR ENGINEER	\$117.91
MANAGEMENT ANALYST I	\$130.00
MANAGEMENT ANALYST II	\$143.32
MANAGEMENT ASSIST TO CM	\$103.18
MANAGEMENT ASSISTANT	\$93.59
MANAGEMENT COORDINATOR	\$103.18
MECHANIC I	\$101.90
OFFICE ASSISTANT I	\$63.18
OFFICE ASSISTANT II	\$80.63
PARKS & REC. DIRECTOR	\$222.17
PARKS LEAD MAINT WORKER	\$103.09
PARKS MAIN SUPERINTENDENT	\$137.87
PARKS MAINTENANCE WRKR	\$66.45
PARKS MAINTENANCE WRKR I	\$84.81
PARKS MAINTENANCE WRKR II	\$93.50
PARKS MTNC MANAGER	\$142.95
PAYROLL TECHNICIAN	\$98.19
PLANNING MANAGER	\$170.19
PLANS EXAMINER	\$150.51
POLICE CAPTAIN	\$218.53
POLICE CHIEF	\$253.32
POLICE CORPORAL	\$151.52
POLICE DISPATCH PER DIEM	\$86.16
POLICE DISPATCH SUPERVISO	\$139.57
POLICE DISPATCHER	\$119.44





## City of Foster City - User Fee

### Salary & Benefit Hourly Rate Calculation

Position	S&B Hourly Rate
<b>Position Rates</b>	
POLICE LEAD DISPATCHER	\$131.68
POLICE LIEUTENANT	\$188.78
POLICE OFFICER	\$137.20
POLICE RECORDS SPECIALIST	\$86.90
POLICE RECORDS SUPERVISOR	\$110.76
POLICE RECRUIT	\$107.50
POLICE SERGEANT	\$165.83
PRINCIPAL MGMT ANALYST	\$164.50
PW LEAD MAINT WORKER	\$105.00
PW MAINT SUPERINTENDENT	\$142.95
PW MAINTENANCE MANAGER	\$165.88
PW MAINTENANCE WORKER	\$67.69
PW MAINTENANCE WORKER I	\$86.39
PW MAINTENANCE WORKER II	\$95.24
RECORDS ANALYST I	\$91.94
RECORDS ANALYST II	\$101.36
RECREATION COORDINATOR I	\$98.43
RECREATION COORDINATOR II	\$108.52
RECREATION LEADER I	\$40.77
RECREATION LEADER II	\$43.70
RECREATION LEADER III	\$46.83
RECREATION MANAGER	\$142.95
RECREATION SUPERINTENDENT	\$111.09
SENIOR ACCOUNTANT	\$140.65
SENIOR CIVIL ENGINEER	\$165.88
SENIOR HR ANALYST	\$137.20
SENIOR MANAGEMENT ANALYST	\$144.53
SENIOR PLANNER	\$139.07
SOCIAL MEDIA/COMM ASST	\$103.18
SR. ACCOUNTING SPECIALIST	\$92.63
SR. BUILDING INSPECTOR	\$136.51
SR. COMM.SERVICES OFFICER	\$89.13
SR. SYSTEMS ANALYST	\$144.53
SR.ENGINEERING TECHNICIAN	\$109.84
SUPERVISING MECHANIC	\$95.22
TECHNOLOGY ANALYST I	\$98.19
TECHNOLOGY ANALYST II	\$113.67



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## City of Foster City - User Fee

### Salary & Benefit Hourly Rate Calculation

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Position	S&B Hourly Rate
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#### Position Rates

VIDEO PRODUCER	\$73.91
VIDEO TECHNICIAN	\$60.43
VIDEOGRAPHER	\$64.62



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## Appendix C – Cost Recovery Analysis

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The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee and suggested fee is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

All services and fees analyzed as part of this study fall under one or multiple categories one through five of the exemptions defined in Proposition 26. As such a cost analysis was performed to calculate the estimated reasonable full cost of each service, and suggested fees are recommended at or below those amounts. Estimated reasonable full costs were calculated based on City expenditures and time estimates.

To provide a thorough list of all fees and services, the schedules also includes items that were not part of the scope of this study. Examples of such items often are utility rates, taxes, in-lieu fees, and developer impact fees.

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
1					
2	<b>CDB-01</b>	<b>A - H) Building Permit Fees (Based on Valuation)</b>	<b>Building Permit Fee Schedule</b>		
3		I) Solar (Photovoltaic) Panels	Exempt from Building Permit Fees.		
4		J) General Plan and Title 15 Building and Title 17 Zoning Ordinance Maintenance Fees			
5		1) \$1 to \$500	No Fee		
6		4) Accessory Dwelling Units	New		
7		5) Affordable Housing Projects that are 100% income restricted	New		
8		6) \$501 and up	0.50% of the application value above \$500		
9		K) Kitchen Remodel Flat Rate	381.65		
10		L) Single Bathroom Remodel Flat Rate	305.75		
11	<b>CDP-01</b>	<b>Plan Checking Fees</b>			
12		1st Plan Check	70% of building fee		
13		2nd Plan Check	No additional cost		
14		3rd and following	Actual Cost		
15		Express Plan Check Fee	New		
16	<b>CDB-02</b>	<b>Plumbing Permit Fees</b>		Per Unit	
17		1. Plumbing Permit Fee	89.45		
18		2. Plumbing Supplemental Permit Fee	89.45		
19		3. For each trap	26.35		
20		4. For each building sewer system	56.70		
21		5. For each building water system	26.35		
22		6. For each rainwater system per drain	26.35		
23		7. For each water heater or vent	26.35		
24		8. For each gas piping system (1-5 outlets)	4.15		
25		9. For each gas outlet over 5 (per outlet)	4.15		
26		10. For each interceptor or grease trap	26.35		
27		11. For each repair to a water system	26.35		
28		12. For each repair to a drain/vent	26.35		
29		13. For each check/backflow (2" or smaller)	26.35		
30		14. For each check/backflow (over 2")	56.70		
31		15. For each vacuum breaker (1-5)	18.45		
32		16. For each vacuum breaker over 5	4.15		
33		17. For fire sprinkler systems	14.65		
34		18. For medical gas piping system	190.40		
35		19. For each medical gas outlet	18.45		
36		20. For graywater system	151.15		
37		21. For Plumbing per valuation	11.36	per each \$1,000 in valuation or fraction thereof	
38	<b>CDB-03</b>	<b>Mechanical Permit Fees</b>		Per Unit	
39		1. Mechanical Permit Fee	89.45		
40		2. Mechanical Supplement Permit Fee	89.45		
41		3. For each furnace/heat pump to 100,000 BTU	56.10		
42		4. For each furnace/heat pump over 100,000 BTU	68.80		
43		5. For each floor furnace	56.10		
44		6. For each suspended or wall furnace	56.10		
45		7. For each appliance vent	26.95		
46		8. For repair to a heating or cooling appliance.	50.95		
47		9. For each boiler/comp. to 100,000 BTU (3hp)	55.40		
48		10. For each boiler/comp. over 100,000 BTU (15hp)	103.25		
49		11. For each boiler/comp. over 500,000 BTU (30hp)	140.75		
50		12. For each boiler/comp. over 1,000,000 BTU (50hp)	211.30		
51		13. For each boiler/comp. over 1,750,000 BTU (over 50 hp)	350.95		
52		14. For each AC unit up to 10,000 CFM	40.00		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Exempt from Building Permit Fees.		\$0.00
NA	NA	No Fee		\$0.00
NA	NA	No Fee		NA
NA	NA	No Fee		NA
NA	NA	0.50% of the application value above \$500		\$0.00
\$924.09	53%	\$438.89		\$57.24
\$628.56	44%	\$351.61		\$45.86
NA	NA	70% of building fee		\$0.00
NA	NA	No additional cost		\$0.00
NA	NA	Actual Cost		\$0.00
\$161.20	0%	\$161.00		NA
			Per Unit	
\$506.73	80%	\$102.86		\$13.41
\$253.77	59%	\$102.86		\$13.41
\$156.09	83%	\$26.35		\$0.00
\$156.09	64%	\$56.70		\$0.00
\$156.09	83%	\$26.35		\$0.00
\$156.09	83%	\$26.35		\$0.00
\$156.09	83%	\$26.35		\$0.00
\$156.09	97%	\$4.15		\$0.00
\$156.09	97%	\$4.15		\$0.00
\$156.09	83%	\$26.35		\$0.00
\$156.09	83%	\$26.35		\$0.00
\$156.09	83%	\$26.35		\$0.00
\$156.09	83%	\$26.35		\$0.00
\$156.09	64%	\$56.70		\$0.00
\$156.09	88%	\$18.45		\$0.00
\$156.09	97%	\$4.15		\$0.00
\$156.09	91%	\$14.65		\$0.00
\$624.34	70%	\$190.40		\$0.00
\$156.09	88%	\$18.45		\$0.00
\$156.09	3%	\$151.15		\$0.00
\$22.87	43%	\$13.06	per each \$1,000 in valuation or fraction thereof	\$1.70
			Per Unit	
\$685.24	85%	\$102.86		\$13.41
\$633.21	84%	\$102.86		\$13.41
\$156.09	64%	\$56.10		\$0.00
\$156.09	56%	\$68.80		\$0.00
\$156.09	64%	\$56.10		\$0.00
\$156.09	64%	\$56.10		\$0.00
\$156.09	83%	\$26.95		\$0.00
\$156.09	67%	\$50.95		\$0.00
\$156.09	65%	\$55.40		\$0.00
\$156.09	34%	\$103.25		\$0.00
\$156.09	10%	\$140.75		\$0.00
\$156.09	0%	\$156.09		-\$55.21
\$156.09	0%	\$156.09		-\$194.86
\$156.09	74%	\$40.00		\$0.00

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
53		15. For each AC unit over 10,000 CFM	68.45		
54		16. For each single duct vent fan	26.95		
55		17. For each ventilation system	40.00		
56		18. For each hood	40.00		
57		19. For each domestic type incinerator	68.80		
58		20. For each commercial type incinerator	55.00		
59		21. For any other appliance	40.00		
60		22. Fireplace Inserts	39.25		
61		23. Freestanding Stove	39.25		
62		24. For Mechanical per valuation	11.36	per each \$1,000 in valuation or fraction thereof	
63	<b>CDB-04</b>	<b>Electrical Permit Fees</b>		Per Unit	
64		1. Electrical Permit Fee	89.45		
65		2. Electrical Supplement Permit Fee	89.45		
66		3. For each receptacle/switch/fixture	2.68		
67		4. For each circuit	2.68		
68		5. For each fixed electrical appliance	11.34		
69		6. For each new service to 200 amps	70.05		
70		7. For each new service 200 to 1,000 amps	142.10		
71		8. For each service upgrade 0 to 1,000 amps	94.80		
72		9. For each service upgrade over 1,000 amps	284.40		
73		10. For each additional meter	1.56		
74		11. For each temporary power pole	56.70		
75		12. For each circuit for a sign	56.70		
76		13. For each sub-panel	41.70		
77		14. For each pool/spa/hot-tub	56.75		
78		15. For each electric water heater	11.30		
79		16. For each electric heater	11.30		
80		17. For each motor 0 to 1 HP	11.30		
81		18. For each motor 2 to 10 HP	28.20		
82		19. For each motor 11 to 50 HP	56.75		
83		20. For each motor 51 to 100 HP	113.60		
84		21. For low voltage/wireless per \$100 val.	11.30		
85		22. For each busway	11.30		
86		23. For each miscellaneous	28.20		
87		24. For Electrical per val.	11.36	per each \$1,000 in valuation or fraction thereof	
88	<b>CDB-06</b>	<b>Grading Plan Fees</b>	Per Uniform Building Code-Current Edition		
89	<b>CDB-07</b>	<b>Penalty Fee - Building Division</b>			
90		a. R-1	312.75	processing fee	+ 200% of the permit fee
91		b. Others	787.40	processing fee	+ 200% of the permit fee
92	<b>CDB-08</b>	<b>Micro/Filming Processing Fee</b>	3.52	Plan Sheet	
93			1.78	Document Sheet	Less than 8 1/2" x 14"
94	<b>CDB-09</b>	<b>Administrative Fee</b>	12.65	Min. (or Actual Cost*)	
95	<b>CDB-10</b>	<b>Technology Fee</b>	4.80	per application	+ \$.80 per each \$1,000 in valuation or fraction thereof
96	<b>CDB-11</b>	<b>Permit Processing Fee</b>	46.80		
97	<b>CDM-01</b>	<b>Miscellaneous Fees</b>			
98		1. Reinspection Fee	Actual Cost		
99		2. After hours inspections / inspections outside of normal hours	Actual overtime cost, including overhead, 4 hour minimum		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$156.09	56%	\$68.45		\$0.00
\$156.09	83%	\$26.95		\$0.00
\$156.09	74%	\$40.00		\$0.00
\$156.09	74%	\$40.00		\$0.00
\$156.09	56%	\$68.80		\$0.00
\$156.09	65%	\$55.00		\$0.00
\$156.09	74%	\$40.00		\$0.00
\$156.09	75%	\$39.25		\$0.00
\$156.09	75%	\$39.25		\$0.00
\$22.87	43%	\$13.06	per each \$1,000 in valuation or fraction thereof	\$1.70
			Per Unit	
\$886.18	88%	\$102.86		\$13.41
\$253.77	59%	\$102.86		\$13.41
\$156.09	98%	\$2.68		\$0.00
\$156.09	98%	\$2.68		\$0.00
\$156.09	93%	\$11.34		\$0.00
\$156.09	55%	\$70.05		\$0.00
\$156.09	9%	\$142.10		\$0.00
\$156.09	39%	\$94.80		\$0.00
\$156.09	0%	\$156.09		-\$128.31
\$156.09	99%	\$1.56		\$0.00
\$156.09	64%	\$56.70		\$0.00
\$156.09	64%	\$56.70		\$0.00
\$156.09	73%	\$41.70		\$0.00
\$156.09	64%	\$56.75		\$0.00
\$156.09	93%	\$11.30		\$0.00
\$156.09	93%	\$11.30		\$0.00
\$156.09	93%	\$11.30		\$0.00
\$156.09	82%	\$28.20		\$0.00
\$156.09	64%	\$56.75		\$0.00
\$156.09	27%	\$113.60		\$0.00
\$156.09	93%	\$11.30		\$0.00
\$156.09	93%	\$11.30		\$0.00
\$156.09	82%	\$28.20		\$0.00
\$22.87	43%	\$13.06	per each \$1,000 in valuation or fraction thereof	\$1.70
NA	NA	Per Uniform Building Code-Current Edition		\$0.00
\$344.17	0%	\$344.00	processing fee	\$31.25
\$688.34	0%	\$688.00	processing fee	-\$99.40
\$42.26	90%	\$4.04	Plan Sheet	\$0.52
\$42.26	95%	\$2.04	Document Sheet	\$0.26
\$42.26	66%	\$14.54	Min. (or Actual Cost*)	\$1.89
NA	NA	\$4.80	per application	\$0.00
\$73.03	20%	\$58.68		\$11.88
NA	NA	Actual Cost		\$0.00
NA	NA	Actual overtime cost, including overhead, 4 hour minimum		\$0.00

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
100		3. Strong Motion Instrumentation and Seismic Hazard Mapping Fee	Per state of California Department of Conservation latest edition 2004 fees: Category 1 Construction (all Residential under 3 stories): \$13.00 per \$100,000 permit valuation; Category 2 Construction (Residential over 3 stories, all Commercial): \$28.00 per \$100,000 permit valuation		
101		4. Construction and Demolition Debris Recycling Deposit. Note: A pro-rata deposit refund is made for diversion rates less than required by ordinance.	50.00	Required deposit: per ton of debris estimated to be generated by project.	
102		All Projects: If calculation is less than \$1,000	1,000.00	minimum deposit	
103		Residential Projects: If calculation exceeds \$10,000	10,000.00	maximum deposit	
104		Commercial Projects: If calculation exceeds \$30,000	30,000.00	maximum deposit	
105		5. Request for author's release of plans.	32.10	base fee	
106		6. Building Standards Administration Special Revolving Fund	Per current state of California-State and Consumer Services Agency-Building Standards Commission valuation schedule		
107		7. C&D Application Fee			
108		a. C&D Application Fee - Roof	126.55		
109		b. C&D Application Fee - Others	354.65		
110	<b>CDP-02</b>	<b>Preliminary Project Review Fees</b>			
111		a. City Council/Planning Commission Review	Actual Cost* Subject to a minimum \$2,000 Deposit at time of filing		
112		b. Staff Review	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		
113	<b>CDP-03</b>	General Plan Amendment Fees	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		
114	<b>CDP-04</b>	Variance Fees	Actual Cost* Subject to a minimum \$2,000 Deposit at time of filing		
115	<b>CDP-05</b>	Zoning Text/Map Amendment Fees	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		
116	<b>CDP-06</b>	<b>Use Permit Modification Fees</b>			
117		a. Administrative Minor Use Permit Modification (e.g. paint change, landscape modifications, prototype amendments and other improvements per Section 17.06.030 of Title 17 Zoning of Foster City Municipal Code)	Actual Cost* Subject to a minimum \$500 Deposit at time of filing		
118		b. Administrative Major Use Permit Modification (e.g. Façade and site improvements)	Actual Cost* Subject to a minimum \$3,000 Deposit at time of filing		
119		c. Planning Commission/City Council Use Permit Modification (e.g. Use Permit list, facade upgrades to existing commercial/office buildings)	Actual Cost* Subject to a minimum \$3,000 Deposit at time of filing		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Per state of California Department of Conservation latest edition 2004 fees: Category 1 Construction (all Residential under 3 stories): \$13.00 per \$100,000 permit valuation; Category 2 Construction (Residential over 3 stories, all Commercial): \$28.00 per \$100,000 permit valuation		\$0.00
NA	NA	\$50.00	Required deposit: per ton of debris estimated to be generated by project.	\$0.00
NA	NA	\$1,000.00	minimum deposit	\$0.00
NA	NA	\$10,000.00	maximum deposit	\$0.00
NA	NA	\$30,000.00	maximum deposit	\$0.00
\$173.42	79%	\$36.92	base fee	\$4.82
NA	NA	Per current state of California-State and Consumer Services Agency-Building Standards Commission valuation schedule		\$0.00
\$161.20	10%	\$145.53		\$18.98
\$427.99	5%	\$407.85		\$53.20
NA	NA	Actual Cost* Subject to a minimum \$2,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$2,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$500 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$3,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		\$2,000.00

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
120	CDP-07	<b>Use Permit Fees</b>			
121		a. Administrative Use Permit (e.g. changes to existing wireless facility)	Actual Cost* Subject to a minimum \$750 Deposit at time of filing		
122		b. Planning Commission/City Council Use Permit (e.g. Residential Additions to Waterfront properties, Conditional Use Permits, new wireless facility)	Actual Cost* Subject to a minimum \$3,000 Deposit at time of filing		
123		c. Use Permit accompanying Specific Development Plan per Section 17.36.050 Title 17 Zoning of Foster City Municipal Code	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		
124		d. Density Bonus Fees per Section 17.86.040 of Title 17 Zoning of Foster City Municipal Code	Actual Cost* Subject to a minimum \$500 Deposit at time of filing		
125	CDP-08	<b>Architectural Review Fees (Excluding Solar Panels, which are exempt)</b>			
126		a. Administrative Minor Architectural Review (e.g. windows, decks, fences, front yard paving, skylights, accessory structures)	Actual Cost* Subject to a minimum \$750 Deposit at time of filing		
127		b. Administrative Major Architectural Review (e.g. additions to non-water front homes or residential additions less than 400 SF)	Actual Cost* Subject to a minimum \$2,000 Deposit at time of filing		
128		c. Planning Commission Architectural Review per Section 2.28.100 of Title 2 of the Foster City Municipal Code	Actual Cost* Subject to a minimum \$3,000 deposit at time of filing		
129	CDP-09	<b>Sign Review (Note 1)</b>			
130		a. Administrative Sign Permit	342.65		
131		b. Planning Commission Review/Sign Use Permit	Actual Cost* Subject to a minimum \$1,500 Deposit at time of filing		
132		c. Temporary/Promotional/Public Convenience Sign Review	114.15		
133	CDP-10	<b>Appeal Fees</b>			
134		a. Appeal by Resident / Applicant	Actual Cost* Subject to a minimum \$500 Deposit at time of filing		
135		b. Appeal by Non-Resident / Non-Applicant	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		
136	CDP-11	<b>Request for Planning Commission Interpretation Fees</b>	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		
137	CDP-12	<b>Environmental Assessment Fees</b>	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		
138	CDP-13	<b>Environmental Impact Report Fees</b>	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		
139	CDP-14	<b>Zoning Compliance Letter</b>	Actual cost* Subject to a minimum \$500 initial deposit		
140	CDP-15	<b>Development Agreement</b>	Actual cost* Subject to a minimum \$5,000 initial deposit		
141	CDP-16	<b>Disposition and Development Agreement</b>	Actual cost* Subject to a minimum \$5,000 initial deposit		
142	CDP-17	<b>Owner Participation Agreement</b>	Actual cost* Subject to a minimum \$5,000 initial deposit		
143	CDP-18	<b>Subdivision Map Fees</b>			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Actual Cost* Subject to a minimum \$750 Deposit at time of filing		\$0.00
\$6,009.14	0%	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		\$3,000.00
NA	NA	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$500 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$750 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$2,000 Deposit at time of filing		\$0.00
\$6,009.14	0%	Actual Cost* Subject to a minimum \$5,000 Deposit at time of filing		\$3,000.00
\$445.21	23%	342.65		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$1,500 Deposit at time of filing		\$0.00
\$177.07	36%	114.15		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$500 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$1,000 Deposit at time of filing		\$0.00
NA	NA	Actual Cost* Subject to a minimum \$10,000 Deposit at time of filing		\$5,000.00
NA	NA	Actual cost* Subject to a minimum \$500 initial deposit		\$0.00
NA	NA	Actual cost* Subject to a minimum \$5,000 initial deposit		\$0.00
NA	NA	Actual cost* Subject to a minimum \$5,000 initial deposit		\$0.00
NA	NA	Actual cost* Subject to a minimum \$5,000 initial deposit		\$0.00

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
144		a. Tentative Subdivision Map Fees	772.55	(or Actual Cost*)	
145		b. Tentative Parcel Map Fees	772.55	(or Actual Cost*)	
146		c. Tentative Subdivision or Parcel Map Revision Fees	772.55	(or Actual Cost*)	
147		d. Tentative Subdivision or Parcel Map Extension Fees	772.55	(or Actual Cost*)	
148		e. Lot Line Adjustment Fee	465.20	(or Actual Cost*)	
149	<b>CDP-19</b>	<b>Temporary Use Permit</b>			
150		- Minor Events/Use (as determined by the Director of Community Development Services) including shopping center promotional events; outdoor sales by individual stores within shopping centers; parking lot sales/fairs; outdoor exhibits or open displays; special small scale events sponsored by religious institutions or their supporting clubs, schools or school organizations and clubs or civic groups and clubs	Exempt		
151		- Major Events/Uses (as determined by the Community Development Director) including commercial operations by other than civic, school or religious organizations, clubs and institutions	156.15	(or Actual Cost*)	
152	<b>CDP-20</b>	<b>Code Enforcement</b>			
153		a. 1st Inspection and/or 1st Letter	0.00		
154		b. 2nd Inspection and/or 2nd Letter, and each additional inspection / letter thereafter	125.15		plus actual cost of City Attorney time, until compliance is achieved
155	<b>CDP-21</b>	<b>Penalty Fee - Planning Division (per Section 17.06.175 of Title 17 of the Municipal Code)</b>			
156		a. R-1	309.45	penalty processing fee	Deposit of twice the standard time and materials costs, against which 200% of the actual processing fees will be applied.
157		b. Others	779.05	penalty processing fee	Deposit of twice the standard time and materials costs, against which 200% of the actual processing fees will be applied.
158	<b>CDP-22</b>	Photography / Filming Temporary Use Permit Processing Fee	376.10		
159	<b>CDP-23</b>	Interdepartmental Evaluation Committee Review of Proposals by Persons, Businesses and Organizations Located Outside of Foster City (Excluding Land Use and Photography / Filming Temporary Use Permit see S-122 above)	125.15		
160	<b>CDP-24</b>	<b>Affordable Housing Commercial Linkage Fees for New Nonresidential Development Projects (Fee per Square Foot of Net New Gross Floor Area)</b>			
161		Hotel (effective till 8/19/2022)	12.50		
162		Retail, Restaurant and Services (effective till 8/19/2022)	6.25		
163		Office , Medical Office and Research and Development Uses (effective till 8/19/2022)	27.50		
164		Office (including Medical Office) (effective starting 8/20/2022)	30.00		
165		Retail (including Restaurant and Services) (effective starting 8/20/2022)	5.00		
166		Industrial (including Research & Development) (effective starting 8/20/2022)	30.00		
167		Hotel (effective starting 8/20/2022)	10.00		
168	<b>CDP-25</b>	Annual Wireless Facilities Site License (Per Site)	270.00		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$810.83	0%	\$810.00	(or Actual Cost*)	\$37.45
\$810.83	0%	\$810.00	(or Actual Cost*)	\$37.45
\$810.83	0%	\$810.00	(or Actual Cost*)	\$37.45
\$810.83	0%	\$810.00	(or Actual Cost*)	\$37.45
\$476.92	0%	\$476.00	(or Actual Cost*)	\$10.80
NA	NA	Exempt		\$0.00
\$286.04	0%	\$286.00	(or Actual Cost*)	\$129.85
\$247.74	100%	\$0.00		\$0.00
\$247.74	3%	\$240.00		\$114.85
\$333.90	0%	\$333.00	penalty processing fee	\$23.55
\$779.11	0%	\$779.05	penalty processing fee	\$0.00
\$374.58	0%	\$374.58		-\$1.52
\$354.15	0%	\$354.00		\$228.85
NA	NA	\$12.50		\$0.00
NA	NA	\$6.25		\$0.00
NA	NA	\$27.50		\$0.00
NA	NA	\$30.00		\$0.00
NA	NA	\$5.00		\$0.00
NA	NA	\$30.00		\$0.00
NA	NA	\$10.00		\$0.00
NA	NA	\$270.00		\$0.00



#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
169	CDP-26	Park in Lieu of Land Dedication Fee (Per Section 16.36.100 of Title 16 of Foster City Municipal Code)	The fees shall be computed based on fair market value of land that would otherwise have been dedicated, and at a ratio of five acres per one thousand project residents. Project residents shall be computed as provided in Section 16.36.040.  The population that will reside within a proposed project shall be calculated using the following factors and based upon the following formula:  Average Household Size X Number of Dwelling Units Proposed for Construction = Project Resident Population.		
170	CDP-27	<b>Below Market Rate Housing In-Lieu Fee</b>			
171		a. Rental – to be multiplied by the net rentable square feet. All net rentable square footage includes measurements from the outside surface of the exterior walls and includes all finished living space. It does not include parking areas, common hallways and stairways, common rooms, building lobbies, balconies, elevator shafts, and utility rooms. On July 1st of each year beginning in 2023 the fee amount shall be automatically adjusted in accordance with the change in the Engineering Construction Cost Index for San Francisco, California, most recently published by Engineering News-Record, for the elapsed time period from May of the previous year to May of the current year.	75.32	sq ft	
172		b. For Sale – to be multiplied by the habitable area measured from the outside surface of the exterior walls, including all finished living space and common areas inside the dwelling unit. It does not include unheated areas such as parking and balconies. On July 1st of each year beginning in 2023 the fee amount shall be automatically adjusted in accordance with the change in the Engineering Construction Cost Index for San Francisco, California, most recently published by Engineering News-Record, for the elapsed time period from May of the previous year to May of the current year.	48.21	sq ft	
173	CDP-28	<b>PARKS FACILITIES IMPACT FEE (effective starting 8/20/2022) (Note 3) (NEW)</b>			
174		Residential Development Projects (per unit) (Note2)			
175		Single Family Residential	14,926.00		
176		Multifamily Residential	11,639.00		
177		Non-Residential Development Projects (per Sq. Ft.)			
178		Office	6.24		
179		Retail	2.35		
180		Industrial	3.51		
181		Hotel	2.14		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	The fees shall be computed based on fair market value of land that would otherwise have been dedicated, and at a ratio of five acres per one thousand project residents. Project residents shall be computed as provided in Section 16.36.040.  The population that will reside within a proposed project shall be calculated using the following factors and based upon the following formula:  Average Household Size X Number of Dwelling Units Proposed for Construction = Project Resident Population.		\$0.00
NA	NA	\$75.32	sq ft	\$0.00
NA	NA	\$48.21	sq ft	\$0.00
NA	NA	\$14,926.00		\$0.00
NA	NA	\$11,639.00		\$0.00
NA	NA	\$6.24		\$0.00
NA	NA	\$2.35		\$0.00
NA	NA	\$3.51		\$0.00
NA	NA	\$2.14		\$0.00

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
182	CDP-29	<b>PUBLIC SAFETY IMPACT FEE (effective starting 8/20/2022) (Note 3) (NEW)</b>			
183		Residential Development Projects (per unit) (Note2)			
184		Single Family Residential	1,594.00		
185		Multifamily Residential	1,243.00		
186		Non-Residential Development Projects (per Sq. Ft.)			
187		Office	1.14		
188		Retail	0.64		
189		Industrial	0.38		
190		Hotel	0.23		
191	CDP-30	<b>TRANSPORTATION IMPACT FEE (effective starting 8/20/2022) (Note 3) (NEW)</b>			
192		Residential Development Projects (per unit) (Note2)			
193		Single Family Residential	2,123.00		
194		Multifamily Residential	1,656.00		
195		Non-Residential Development Projects (per Sq. Ft.)			
196		Office	3.62		
197		Retail	2.01		
198		Industrial	1.19		
199		Hotel	0.72		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$1,594.00		\$0.00
NA	NA	\$1,243.00		\$0.00
NA	NA	\$1.14		\$0.00
NA	NA	\$0.64		\$0.00
NA	NA	\$0.38		\$0.00
NA	NA	\$0.23		\$0.00
NA	NA	\$2,123.00		\$0.00
NA	NA	\$1,656.00		\$0.00
NA	NA	\$3.62		\$0.00
NA	NA	\$2.01		\$0.00
NA	NA	\$1.19		\$0.00
NA	NA	\$0.72		\$0.00

**Note 1:** The penalty fee for sign installed prior to obtaining a sign permit shall be double the normal fee. Signs erected by nonprofit and community interest groups, senior clubs and organizations deemed "similar" by the Community Development Director shall be exempt from the payment of sign permit application fees.

**Note 2:** A seventy-five percent (75%) reduction will be applied for very low and low income affordable units as defined in FCMC sections 17.90.020.P and 17.90.020.X, provided that at least twenty percent (20%) of units in the project are designated as affordable, and a one hundred percent (100%) fee reduction will be applied for very low and low units if at least twenty-five (25%) of the units in the project are designated as affordable.

**Note 3:** These fees are subject to annual adjustment to account for inflation based on construction cost data from the Engineering News Record Construction Cost Index (ENR CCI).

FOOTNOTE: \* "Actual Cost" is time and materials, including all direct and indirect overhead costs. "Actual Cost" billing begins after the initial fee payment amount is exceeded by direct and/or indirect costs.

Proposals designed and located in strict conformance with approved residential development design prototypical guidelines for property improvements in the specific subdivision shall be charged 1/2 of the usual fee for such improvements.

Initial fees paid at the time of project submittal for all project categories without deposit are considered minimum fees which are not refundable. Initial fees paid for project categories with deposits may be refunded in part, depending upon the amount of staff time and reimbursable expenditures expended on the project as determined by the Director of Community Development.

\* "Actual Cost" is time and materials, including all direct and indirect overhead costs.

For work requiring an outside consultant, the City will be reimbursed at the rate of the consultant plus 15% for administration.

EIR and other technical consultant contracts for a project shall be paid in full by the applicant.

When the account balance goes negative, the request to replenish funds shall be paid in full by the applicant within five (5) business days. If the payment is not paid in full, the project will be put on hold.

## Building Permit Fee Schedule (Based on Valuation)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0	500	51.15	<b>58.82</b>	0.00	<b>0.00</b>	0.00
501	2,000	51.15	<b>58.82</b>	6.45	<b>7.41</b>	100.00
2,001	25,000	152.55	<b>175.43</b>	30.75	<b>35.36</b>	1,000.00
25,001	50,000	864.20	<b>993.83</b>	21.40	<b>24.61</b>	1,000.00
50,001	100,000	1,403.60	<b>1,614.14</b>	15.20	<b>17.48</b>	1,000.00
100,001	500,000	1,086.95	<b>2,507.52</b>	11.95	<b>13.74</b>	1,000.00
500,001	1,000,000	7,064.20	<b>8,123.83</b>	10.30	<b>11.85</b>	1,000.00
1,000,001	9,999,999,999	12,287.30	<b>14,130.40</b>	6.10	<b>7.01</b>	1,000.00

**Percent Change = 15%**  
**Cost Recovery Level = 68%**

**Parks & Recreation**

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
1	PR-01	Adult Special Interest Class	Per current City The Guide (NOTE 3)		
2	PR-02	Youth Special Interest Class	Per current City The Guide (NOTE 3)		
3	PR-03	Day Camp	Per current City The Guide (NOTE 3)		
4	PR-04	Pre-School	Per current City The Guide (NOTE 3)		
5	PR-05	City Adult Sports Program	Per current City Sports Package (NOTE 3)		
6	PR-06	Private Youth/Adult Sports Coordination & Field Maintenance	Refer to Municipal Code 12.16.090 for Classification		
7		Classification A	0.00		
8		Classification B	0.00		
9		Classification C	15.70	per hour	
10		Classification D	15.70	per hour	
11		Classification E	15.70	per hour	
12	PR-07	City Youth Sports Organization Coordination & Field Maintenance	0.00		
13	PR-08	Summer Parks Youth Program	Per current City The Guide (NOTE 3)		
14	PR-09	Trips and Tours	Per current City The Guide (NOTE 3)		
15	PR-10	Recreation Building Rental	Per attached Schedule B		
16	PR-11	Elementary School Recreation Rental	Per attached Schedule B		
17	PR-12	Senior Citizen Programs	Per current City The Guide (NOTE 3)		
18	PR-13	Library Building Maintenance	Per Lease Agreement		
19	PR-14	Parks & Recreation Concessions	Per Contract		
20	PR-15	Library Community Center Rental	Per attached Schedule B		
21	PR-16	Park Fees	Per attached Schedule B		
22	PR-17	Sports Field Rental	Per attached Schedule B		
23	PR-18	Special Event Fees	Per attached Schedule B		
24	PR-19	Council Chambers Rental / Video Production Services	Per attached Schedule B		

NOTE 3: The Recreation Division sets activity fees according to :

1. Competing fees in other cities and colleges.
2. Session length and length of class time per meeting.
3. Class enrollment statistics regarding an activity and the fees that were charged for that activity.
4. Commensurate with instructor's qualification and experience.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Per current City The Guide (NOTE 3)	\$0.00
NA	NA	Per current City The Guide (NOTE 3)	\$0.00
NA	NA	Per current City The Guide (NOTE 3)	\$0.00
NA	NA	Per current City The Guide (NOTE 3)	\$0.00
NA	NA	Per current City Sports Package (NOTE 3)	\$0.00
NA	NA	Refer to Municipal Code 12.16.090 for Classification	\$0.00
NA	NA	\$0.00	\$0.00
NA	NA	\$0.00	\$0.00
NA	NA	\$16.45	\$0.75
NA	NA	\$16.45	\$0.75
NA	NA	\$16.45	\$0.75
NA	NA	\$0.00	\$0.00
NA	NA	Per current City The Guide (NOTE 3)	\$0.00
NA	NA	Per current City The Guide (NOTE 3)	\$0.00
NA	NA	Per attached Schedule B	\$0.00
NA	NA	Per attached Schedule B	\$0.00
NA	NA	Per current City The Guide (NOTE 3)	\$0.00
NA	NA	Per Lease Agreement	\$0.00
NA	NA	Per Contract	\$0.00
NA	NA	Per attached Schedule B	\$0.00
NA	NA	Per attached Schedule B	\$0.00
NA	NA	Per attached Schedule B	\$0.00
NA	NA	Per attached Schedule B	\$0.00
NA	NA	Per attached Schedule B	\$0.00
NA	NA	Per attached Schedule B	\$0.00

**FY 2022-23 Foster City Recreation Center and Community Center Rental Fees**

Room	Day of the Week	Current		Suggested		Current		Suggested	
		Resident	Unit	Resident	Unit	Non-Resident	Unit	Non-Resident	Unit
Lagoon Room	Monday -Thursday	\$104.00	hr	\$104.00	hr	\$156.00	hr	\$156.00	hr
	Friday - Sunday	\$182.00	hr. (5 hr. min.)	\$182.00	hr. (5 hr. min.)	\$260.00	hr. (5 hr. min.)	\$260.00	hr. (5 hr. min.)
Administrative Fee		\$26.00	flat fee	\$26.00	flat fee	\$26.00	flat fee	\$26.00	flat fee
Custodial Fee	For groups of over	\$52.00	flat fee	\$52.00	flat fee	\$52.00	flat fee	\$52.00	flat fee
Lagoon Rm Kitchen Fee		\$78.00	flat fee	\$78.00	flat fee	\$78.00	flat fee	\$78.00	flat fee
Mist, Crane, Gull, Mallard, Bluebird, Spirit, Clipper, Sunfish, Port (LCC), Starboard (LCC), Sail (LCC). Conf	Monday – Thursday	\$52.00	hr	\$52.00	hr	\$78.00	hr	\$78.00	hr
	Friday – Sunday	\$88.40	hr	\$88.40	hr	\$104.00	hr	\$104.00	hr
Bluebird Kitchen Fee		\$104.00	flat fee	\$104.00	flat fee	\$104.00	flat fee	\$104.00	flat fee
Spray and Bow	Monday – Thursday	\$41.60	hr	\$41.60	hr	\$67.60	hr	\$67.60	hr
	Friday – Sunday	\$67.60	hr	\$67.60	hr	\$88.40	hr	\$88.40	hr
Wind (LCC)	Monday – Thursday	\$78.00	hr	\$78.00	hr	\$104.00	hr	\$104.00	hr
	Friday – Saturday	\$130.00	hr. (5 hr. min.)	\$130.00	hr. (5 hr. min.)	\$187.20	hr. (5 hr. min.)	\$187.20	hr. (5 hr. min.)
Custodial Fee	For groups of over 80	\$52.00	flat fee	\$52.00	flat fee	\$52.00	flat fee	\$52.00	flat fee
Patio (with Wind Room)		\$104.00	flat fee	\$104.00	flat fee	\$104.00	flat fee	\$104.00	flat fee
VIBE - Kitchen, Small Activity Room and Patio	Monday – Sunday	\$74.80	hr	\$74.80	hr	\$91.50	hr	\$91.50	hr
The VIBE- (Entire Facility: includes Kitchen, Small Activity Rm, Main Floor, and Patio)	Monday – Sunday	\$156.00	hr	\$156.00	hr	\$208.00	hr	\$208.00	hr
Administrative Fee		\$26.00	flat fee	\$26.00	flat fee	\$26.00	flat fee	\$26.00	flat fee
Custodial Fee	For groups of over 100	\$52.00	flat fee	\$52.00	flat fee	\$52.00	flat fee	\$52.00	flat fee

(LCC) = Library Community Center

- \* Deposit for Lagoon and VIBE is \$500.00; Deposit for Wind Room is \$350.00. Deposit for all other rooms is \$200.00
- \* Proof of insurance will be required for all parties or if serving alcohol.
- \* Custodial fee of \$52 required for all parties/events larger than 100 (80 for LCC).
- \* First change to a facility and park rental is free. For additional changes (location and date), Renter will incur a \$10.40 charge per change.

**FY 2022-23 Non-Profit Organization Fee Structure**

Room	Day of the Week	Current		Suggested	
		Non-Profit Rate	Unit	Non-Profit Rate	Unit
Lagoon Room	Monday –Thursday	\$57.20	hr	\$57.20	hr
	Friday – Sunday	\$78.00	hr. (5 hr. min.)	\$78.00	hr. (5 hr. min.)
Administrative Fee		\$26.00	flat fee	\$26.00	flat fee
Custodial Fee	For groups over 100	\$52.00	flat fee	\$52.00	flat fee
Lagoon Rm. Kitchen Fee		\$78.00	flat fee	\$78.00	flat fee
Mist, Crane, Gull, Mallard, Bluebird, Spirit, Clipper, Sunfish, Port (LCC), Starboard (LCC)	Monday – Thursday	\$36.40	hr	\$36.40	hr
	Friday – Sunday	\$52.00	hr	\$52.00	hr
Bluebird Kitchen Fee		\$104.00	flat fee	\$104.00	flat fee
Spray and Bow	Monday – Thursday	\$26.00	hr	\$26.00	hr
	Friday – Sunday	\$36.40	hr	\$36.40	hr
Wind (LCC)	Monday - Thursday	\$57.20	hr	\$57.20	hr
	Friday - Sunday	\$88.40	hr	\$88.40	hr
Administrative Fee		\$26.00	flat fee	\$26.00	flat fee
Custodial Fee	For groups over 100	\$52.00	flat fee	\$52.00	flat fee

- \* To be eligible for this rate structure, groups must present the Parks and Recreation Department with their letter of non-profit status 501(c)(3)
- \* Deposit fees still apply
- \* Proof of insurance will be required for all parties or if serving alcohol.
- \* First change to a facility and park rental is free. For additional changes (location and date), Renter will incur a \$10.40 charge per change.

**FY 2022-23 FOSTER CITY FACILITY RENTALS- MATERIAL BASED FEES**

Recreation Center Material Fees	Current		Suggested	
	Fees	Unit	Fees	Unit
Material	\$10.40		\$10.40	
Coffee Maker*	\$10.40	each	\$10.40	each
Air Pots	\$10.40	for 3	\$10.40	for 3
Portable Coat Racks*	\$10.40	each	\$10.40	each
Portable Stage*	\$10.40		\$10.40	
Podium*	\$10.40	each	\$10.40	each
Microphone*	\$10.40		\$10.40	
TV/DVD Combo	\$10.40		\$10.40	
Large Screen 75" TV	New		\$50.00	flat fee
CD Player*	\$10.40		\$10.40	
The Vibe & LCC Material Fees	Current		Suggested	
Material	Fees			
BBQ Grill	\$15.60		\$15.60	
Patio Heater	\$15.60	each	\$15.60	each
Patio Umbrella	\$15.60	each	\$15.60	each
Cover for Pool Table	\$10.40	each	\$10.40	each

\*Lagoon room only

**FY 2022-23 Foster City School and Audubon Elementary School - Rental Fees**

Room	Day of the Week	Current		Suggested	
		Resident	Non-resident	Resident	Non-resident
School MPRs	Monday-Thursday	\$52	\$98.80	\$52.00	\$98.80
	Friday-Sunday	\$114.40	\$140.40	\$114.40	\$140.40

\* Proof of insurance will be required for all parties or if serving alcohol.

**FY 2022-23 Foster City School and Audubon Elementary School - Rental Fees – Non-Profit**

Room	Day of the Week	Current				Suggested			
		Resident Non-Profit	unit	Non-resident Non-Profit	unit	Resident Non-Profit	unit	Non-resident	unit
School MPRs	Monday-Thursday	\$31.20	hr	\$36.40	hr	\$31.20	hr	\$36.40	hr
	Friday-Sunday	\$46.80	hr	\$67.60	hr	\$46.80	hr	\$67.60	hr

- \* Deposit for School MPR Rooms is \$200.00
- \* To be eligible for the non-profit rate structure, groups must present the Parks and Recreation Department with their letter of non-profit status 501(c)(3)
- \* To be eligible for the resident non-profit rate, a roster must be presented showing at least 51% of the group to be Foster City residents in addition to the non-profit letter
- \* Deposit still applies
- \* Proof of insurance will be required for all parties or if serving alcohol.

**FY 2022-23 Special Non-Profit Facility Rental Fees – Non-Profit**

Special Non-Profit Category	Current		Suggested	
	Rate	unit	Rate	unit
County-Wide Community Group	\$20.80	hr	\$20.80	hr
Foster City Based Non-Profit Community Group	\$10.40	hr	\$10.40	hr
City Use or City Affiliated Community Group	No charge		No charge	



**FY 2022-23 Foster City Park Rental Rates**

Park	Current			Suggested	
	Resident Rate	Unit	Non-Resident	Resident Rate	Non-Resident
Gull, Marlin, Erckenbrack	\$78.00		N/A	\$78.00	N/A
		Capacity 50 people			
Boothbay	\$130.00	25-50 people	N/A	\$130.00	N/A
	\$182.00	51-100 people		\$182.00	
	\$234.00	101-150 people		\$234.00	
Leo Ryan Patio Area	\$78.00		N/A	\$78.00	N/A
		Capacity 50 people			
Leo Ryan Amphitheater Four (4) hour maximum rental time	\$156.00	1-100 people, flat fee	N/A	\$156.00	N/A
	\$260.00	101-150, flat fee		\$260.00	
Leo Ryan Gazebo Two (2) hour maximum rental time	\$41.60		N/A	\$41.60	N/A
		Capacity 25 people			
Leo Ryan Grass West	\$41.60		N/A	\$41.60	N/A
		Capacity 25 people			
Bridgeview and Shorebird Park	\$41.60		N/A	\$41.60	N/A
		Capacity 30 people			
Catamaran, Farragut	\$67.60		N/A	\$67.60	N/A
		Capacity 30 people			

\*Inflatable jump house -\$31.20 administrative fee

- \* First change to a facility and park rental is free. For additional changes (location and date), Renter will incur a \$10.40 charge per change.
- \* A \$26 cancellation fee will be charged for park rentals cancelled less than seven (7) calendar days in advance of the reservation.
- \* Proof of insurance will be required for all parties that are serving alcohol.
- \* Rain Out Policy- Full refunds will be issued if it rains during a scheduled rental and makes the reserved area unusable. Park user must contact Parks and Recreation Department staff within the week following the date of the permit. Requests to cancel a permit due to the forecast of bad weather will not be granted without a \$26 cancellation fee.
- \* If you are expecting at least 50 people at your event, it may require a Special Event Application, regardless of whether it is open to the public. If it requires three or more permits, it is considered to have a high impact for review as it must be reviewed by multiple departments in the City's Interdepartmental Evaluation Committee (IDEC).
- \* Damage reimbursement agreement.

**FY 2022-23 Foster City Park Sports Fields Rental Rate**

FY 2022-23	Current						Full Cost
	Foster City Youth Programs (Priority A & B Groups)	Unit	Resident Rate and Foster City Based Non-profits and Businesses (Priority C & D)	Unit	Non-Resident Youth and Teen Rate (Priority E)	Unit	
Softball/ Baseball Fields	\$10.40	resident	\$15.60	/hour/team, plus	\$36.40	hour	\$66.27
	\$46.80	Non-resident	\$36.40	/non-resident/season		hour	\$66.27
Soccer Fields	\$10.40	resident	\$20.80	/hour per team, plus	\$36.40	hour	\$66.27
	\$46.80	Non-resident	\$36.40	per non-resident/season		hour	\$66.27
Field Lights	\$31.20	hour	\$36.40	hour	\$36.40	hour	\$66.27

PRIORITY SCHEDULE (In accordance with Foster City Municipal Code Section 12.16.090):

- A. City of Foster City sponsored activities
- B. Foster City youth organizations (AYSO, PYSC, FCLL, FCYSA, FCYBA), city community service organizations, and special interest clubs conducting business meetings or programs which are free and open to the public
- C. Foster City residents
- D. Foster City based non-profit organizations and businesses
- E. Non-city non-profit residents, clubs or organizations

**Foster City Bocce Court Rental Rates**

Resident and Non-Resident Rates	Current		Suggested
	Rate	Unit	Rate
Court 1	\$26.00	hr	\$26.00
Court 2	\$26.00	hr	\$26.00

Proof of insurance (required if serving alcohol)

**Brewer Island Elementary School Gymnasium**

Resident and Non-Resident Rates	Current		Suggested
	Rate	Unit	Rate
Gym	\$78.00	hr	\$100.00
Liability Insurance*	\$1,000,000 coverage		

\*Coverage required for any and all use of the gymnasium

**Tennis Courts**

Resident Groups/Organizations Only. No private rentals.	Current		Suggested
	Rate	Unit	Rate
Edgewater Court #1	\$26.00	hr	\$26.00
Edgewater Court #3	\$26.00	hr	\$26.00
Edgewater Court #4	\$26.00	hr	\$26.00
Edgewater Court #5	\$26.00	hr	\$26.00
Boothbay Court #1	\$26.00	hr	\$26.00
Boothbay Court #2	\$26.00	hr	\$26.00

FY 22/23: Foster City Tennis Club non-resident rate \$36.40 per year.

**Pickleball Courts**

Resident Groups/Organizations Only.  
No private rentals.

	Current		Suggested
	Rate	Unit	Rate
Leo Ryan Pickleball Court #1	\$26.00	hr	\$26.00
Leo Ryan Pickleball Court #2	\$26.00	hr	\$26.00
Leo Ryan Pickleball Court #3	\$26.00	hr	\$26.00
Leo Ryan Pickleball Court #4	\$26.00	hr	\$26.00
Leo Ryan Pickleball Court #5	\$26.00	hr	\$26.00
Leo Ryan Pickleball Court #6	\$26.00	hr	\$26.00

**Foster City Outdoor Volleyball Court Rental Rates**

Resident and Non-Resident Rates	Current		Suggested
	Rate	Rate	Rate
Sand Court at Catamaran Park	\$26.00	hr	\$26.00
Sand Court at Boothbay Park	\$26.00	hr	\$26.00

### FY 2022-23 Citywide Special Event Fees

The goal of Special Event Fees is full cost recovery of events, while encouraging and supporting events that help promote a sense of community, enrich Foster City's culture and support the City's philosophy of inclusiveness and other values, by helping organizers A) lower costs and B) eliminate process burden and bureaucracy, where possible, without adding risks/unintended consequences.

**DEFINITIONS**

- Recurring Event - For the purpose of this fee, a "Recurring Event" is an event that has been held in Leo Ryan Park for at least the previous three (3) years without incident and has an anticipated attendance of under 3,000 people.

- Foster City Based Organizer - For the purpose of this discount, a "Foster City Based Organizer" maintains a physical presence (e.g., an office) in Foster City and its membership is at least 51% Foster-City based.

A special event is often referred to an outdoor function with over 50 people in attendance. Once the application is reviewed by City Staff, it will be forwarded to IDEC for further review if applicable. Per City Council direction, non-city co-sponsored special events are to be cost recovery.

\*IDEC stands for Interdepartmental Evaluation Committee

FEE TITLE	Current		Suggested
	Rate	Unit	Rate
Application Fee - Low Impact Events	\$1,061.00		\$1,061.00
Application Fee - Recurring High Impact Events (See Definition)	\$2,089.00		\$2,089.00
Application Fee - Nonrecurring High Impact Events (See	\$3,482.00		\$3,482.00
High Impact Recreation Center Day Fee	\$2,152.00		\$2,152.00
Street Closure Approval Fee	\$1,201.00		\$1,201.00
Boulevard Closure by City Staff	\$23,830.00		\$23,830.00
Special Events Open to the General Public without an entrance cost - Discount for Foster City Based Organizers (See Definition)	50% off Non-Permit fees up to \$10,000 cap		50% off Non-Permit fees up to \$10,000 cap
Special Events Open to the General Public without an entrance cost - Discount for Organizers Not Based in Foster City	25% off Non-Permit fees up to \$5,000 cap		25% off Non-Permit fees up to \$5,000 cap

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
1	PW-01	Subdivision Fees			
2		Public Works Plan Review and Inspection Fee			
3		a. Common area improvements in planned unit developments, including but not limited to recreational facilities (other than those covered by building fees) landscaping and irrigation, underground structures and utilities, curb and gutter, paving, sidewalks and other walkways and lighting.	3.0% of the approved engineers' estimated costs of construction of improvements including a 10% contingency		
4		b. Improvements in commercial and industrial developments, including but not limited to landscaping, and irrigation, underground structures and utilities, curb and gutter, paving, sidewalks and other walkways and lighting	3.0% of the approved engineers' estimated costs of construction of improvements including a 10% contingency		
5	PW-02	Minor Land Division Fees	83.95	Application Fee plus Actual Cost*	(Requires a deposit of 3% of the estimated construction cost with a \$5,000 minimum; deposit will be renewed when it reaches 50% of the original required amount)
6	PWE-01	Encroachment Permit/Non-Utility	171.25	Application Fee plus Actual Cost*	(Requires a deposit of 5% of the estimated construction cost with a \$1,000 minimum; deposit will be renewed when it reaches 50% of the original required amount)
7	PWE-02	Encroachment Permit/Utility	171.25	Application Fee plus Actual Cost*	
8	PWE-03	Encroachment Permit/Temporary placement of debris/storage box	57.00		
9	PWE-04	Encroachment Permit/Banner	169.00	Application Fee	plus \$750.00 required deposit
10	PWE-05	Encroachment Permit Renewal Fee	New		
11	PWE-06	Work done without Encroachment Permit	New		
12	PWE-07	Transportation Permit	Per CA Vehicle Code 35795 - \$16.00 per trip or \$90.00 annual permit		
13	PWE-08	Business Stormwater Inspection Fee	Rate of Sr. Engineering Technician or Actual Cost*		Flat rate to be charged at time of Business License renewal for first inspection- list of businesses to be inspected to be provided annually to Finance by PW. Second and subsequent inspections billed at time and materials hourly rate per master fee schedule.
14	PWE-09	PW Research (providing research, reports, etc.)	New		

\* "Actual Cost" is time and materials, including all direct and indirect overhead costs.

"Actual Cost" is charged against the required deposit.

For work requiring an outside consultant, the City will be reimbursed at the rate of the consultant plus 15% for administration.

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
NA	NA	6.0% of the approved engineers' estimated costs of construction of improvements including a 10% contingency		3%
NA	NA	6.0% of the approved engineers' estimated costs of construction of improvements including a 10% contingency		3%
\$177.27	15%	\$150.00	(Requires a deposit of 6% of the estimated construction cost with a \$7,000 minimum; deposit will be renewed when it reaches 50% of the original required amount)	\$66.05
\$467.18	57%	\$200.00	(Requires a deposit of 5% of the estimated construction cost with a \$1,000 minimum; deposit will be renewed when it reaches 50% of the original required amount)	\$28.75
\$419.53	5%	\$400.00		\$228.75
\$149.87	57%	\$65.00		\$8.00
\$409.97	51%	\$200.00	plus \$750.00 required deposit	\$31.00
NA	NA	15% of original permit fee		NA
NA	NA	The penalty fee for performing work prior to obtaining the encroachment permit shall be double the normal fee.		NA
NA	NA	Per CA Vehicle Code 35795 - \$16.00 per trip or \$90.00 annual permit		\$0.00
\$212.46	29%	\$150.00		\$0.00
NA	NA	Actual cost	plus \$750.00 required deposit	NA

Police

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
1	PD-02	<b>Parking Enforcement</b>	Per attached Parking Violations Fine Schedule A, plus \$3.00 State parking penalty assessment		
2	PD-03	<b>Vehicle Code Enforcement</b>	Per Current CA State Court Approved Bail Schedule		
3	PD-04	<b>Abandoned Vehicle</b>			
4		a. Mark	0.00		
5		b. Tow Release Fee	264.45		
6	PD-05	<b>Police Security Alarm Response - Standard Response</b>			
7		1st False Alarm	0.00		2 officers
8		2nd False Alarm	62.75		2 officers
9		3rd Alarm	128.80		2 officers
10		4th Alarm	128.80		2 officers
11		5th Alarm	228.25		2 officers
12		6th and 7th Alarm	228.25		2 officers
13		8th Alarm and thereafter	326.70	each	2 officers
14	PD-06	<b>Police Security Alarm Response - High Risk Response</b>			
15		1st False Alarm	0.00		3 officers, 1 Corporal & 1 Sergeant
16		2nd False Alarm	811.50		3 officers, 1 Corporal & 1 Sergeant
17		3rd False Alarm	973.80		3 officers, 1 Corporal & 1 Sergeant
18		4th False Alarm	1,137.15		3 officers, 1 Corporal & 1 Sergeant
19		5th False Alarm	1,299.45		3 officers, 1 Corporal & 1 Sergeant
20		6th False Alarm	1,461.75		3 officers, 1 Corporal & 1 Sergeant
21		7th False Alarm	1,625.15		3 officers, 1 Corporal & 1 Sergeant
22		8th Alarm and thereafter	1,787.40	each	3 officers, 1 Corporal & 1 Sergeant
23	PD-07	Fingerprinting	42.10	per card	
24	PD-08	<b>Report copying (including reports for Property Damage, Minor Accident or Injury Accident)</b>			
25		a. 1-2 Pages	4.52		
26		b. 3-9 Pages	5.07		
27		c. 10+ pages	6.28		
28	PD-09	<b>DUI Emergency Cost Recovery</b>	Government Code-Emergency Response Cost reimbursement up to \$12,000		
29	PD-10	<b>Solicitor Review</b>			
30		Non-Profit	69.55		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Per attached Parking Violations Fine Schedule A, plus \$3.00 State parking penalty assessment	\$0.00
NA	NA	Per Current CA State Court Approved Bail Schedule	\$0.00
\$90.02	100%	\$0.00	\$0.00
\$277.16	68%	\$90.00	-\$174.45
\$138.58	100%	\$0.00	\$0.00
\$138.58	53%	\$65.82	\$3.07
\$138.58	3%	\$135.11	\$6.31
\$138.58	3%	\$135.11	\$6.31
NA	NA	\$277.16	\$48.91
NA	NA	\$277.16	\$48.91
NA	NA	\$342.71	\$16.01
\$736.27	100%	\$0.00	\$0.00
NA	NA	\$811.50	\$0.00
NA	NA	\$973.80	\$0.00
NA	NA	\$1,137.15	\$0.00
NA	NA	\$1,299.45	\$0.00
NA	NA	\$1,461.75	\$0.00
NA	NA	\$1,625.15	\$0.00
NA	NA	\$1,787.40	\$0.00
\$90.02	51%	\$44.16	\$2.06
\$43.89	89%	\$4.74	\$0.22
\$43.89	88%	\$5.31	\$0.24
\$43.89	85%	\$6.58	\$0.30
NA	NA	Government Code-Emergency Response Cost reimbursement up to \$12,000	\$0.00
\$76.52	0%	\$76.52	\$6.97

Police

#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
31		For-Profit (Initial Review)	139.25		
32		For-Profit (Renewal)	46.70		
33	PD-11	Enforcement Vehicle Tow	67.25		
34	PD-12	Booking Fee	Per Current San Mateo County Charges		
35	PD-13	Local Records Check	33.05		
36	PD-14	Court Ordered Record Sealing	98.50		
37	PD-15	Records check processing	Federal / State actual charges		
38	PD-16	Concealed Weapon Permit Processing (non-refundable)	268.35		
39	PD-19	Planning Application Review and Inspection Services - Police	Actual Costs *		
40	PD-20	Video/Audio Duplication	36.30		
41	PD-21	Vehicle Repossession Fee -Per California Vehicle Code	20.00		

\* "Actual Cost" is time and materials, including all direct and indirect overhead costs.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$229.56	0%	\$229.56	\$90.31
\$76.52	0%	\$76.52	\$29.82
\$207.87	33%	\$138.58	\$71.33
NA	NA	Per Current San Mateo County Charges	\$0.00
\$87.77	61%	\$34.60	\$1.55
\$223.75	54%	\$103.32	\$4.82
NA	NA	Federal / State actual charges	\$0.00
NA	NA	\$268.35	\$0.00
NA	NA	Actual Costs *	\$0.00
\$55.94	32%	\$38.00	\$1.70
NA	NA	\$20.00	\$0.00

# SCHEDULE A

		Current		Suggested		
Code	Section	Fine	Penalty	Fine	Penalty	Description
27600	27600 cvc	\$38.00	\$42.00	\$38.00	\$42.00	MUDGUARD REQ \$10/PROOF CORR
22522	22522 cvc	\$328.00	\$42.00	\$328.00	\$42.00	OBSTRUCTING HANDICAPPED RAMP
10207G	10.207 (G) UFC	\$38.00	\$42.00	\$38.00	\$42.00	FIRE LANE/POSTED
4457	4457 cvc	\$123.00	\$42.00	\$123.00	\$42.00	STOLEN/LOST CARDS OR PLATES
1032060	10.32.060 MO	\$38.00	\$42.00	\$38.00	\$42.00	FOR SALE SIGN
1044040	10.44.040 MC	\$38.00	\$42.00	\$38.00	\$42.00	LOADING ZONE, COMMERCIAL
225078	22507.8 cvc	\$328.00	\$42.00	\$328.00	\$42.00	DISABLED PARKING
BOUNCE	NSF FEE	\$15.00	\$0.00	\$15.00	\$0.00	RETURNED CHECK FEE
1032030C	10.32.030 (C) MO	\$38.00	\$42.00	\$38.00	\$42.00	RED ZONE
225078C2	22507.8(C)(2)CVC	\$328.00	\$42.00	\$328.00	\$42.00	PARKED IN HASH MARKS
22500B	22500 (B) cvc	\$38.00	\$42.00	\$38.00	\$42.00	CROSSWALK
41525	41525 cvc	\$123.00	\$42.00	\$123.00	\$42.00	FOREIGN REG \$10 W/PROOF CORR
1032170	10.32.170 MO	\$38.00	\$42.00	\$38.00	\$42.00	GREEN ZONE - 24 MIN PKG
22500A	22500 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	WITHIN AN INTERSECTION
24951B	24951 (B) cvc	\$38.00	\$42.00	\$38.00	\$42.00	TURN SIGNALS \$10 W/PROOF CORR
267085	267085 cvc	\$38.00	\$42.00	\$38.00	\$42.00	TINTED WINDOWS \$10 W/PRF CORR
1032070	10.32.070 MO	\$38.00	\$42.00	\$38.00	\$42.00	REPAIR ON THE STREET
1044050	10.44.050 MO	\$38.00	\$42.00	\$38.00	\$42.00	PASSENGER LOADING ZONE
22500D	22500 CD) cvc	\$38.00	\$42.00	\$38.00	\$42.00	15 FT. OF FIREHOUSE
1032040	10.32.040 MO	\$38.00	\$42.00	\$38.00	\$42.00	PARKING ON PARKWAYS PROHIBITED
21210	21210 cvc	\$38.00	\$42.00	\$38.00	\$42.00	BICYCLE ON SIDEWALK
620010	62.00.10 MO	\$38.00	\$42.00	\$38.00	\$42.00	FIRE LANE
27155	27155 cvc	\$38.00	\$42.00	\$38.00	\$42.00	NO GAS CA-\$10 W/PROOF OF CORR
22500K	22500 CK) cvc	\$38.00	\$42.00	\$38.00	\$42.00	BRIDGE
1032250	10.32.250 MO	\$38.00	\$42.00	\$38.00	\$42.00	NO STOPPING ZONE
22500E	22500 CE) cvc	\$38.00	\$42.00	\$38.00	\$42.00	BLOCKING A DRIVEWAY
932020	9.32.020 EMIDC	\$38.00	\$42.00	\$38.00	\$42.00	NO PKG 1:00 AM TO SUNRISE
21113A	21113 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	DRIVE/PARK ON PUBLIC GROUNDS
22502A	22502 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	PARKED WITHIN 18IN OF CURB
224206A	224206 CA) cvc	\$38.00	\$42.00	\$38.00	\$42.00	VENDING IN VISTA AREA
22523A/B	22523 A/B cvc	\$123.00	\$42.00	\$123.00	\$42.00	ABANDONED VEHICLE
1032252	10.32.252 MO	\$38.00	\$42.00	\$38.00	\$42.00	RESTR PKG-OVERSIZED VEH
1032252A	10.32.252 (A) MO	\$38.00	\$42.00	\$38.00	\$42.00	RESTRICTED PARKING
5204	5204 cvc	\$38.00	\$42.00	\$38.00	\$42.00	NO TABS-\$10 W/PROOF CORRECTION
44625	4462.5 cvc	\$123.00	\$42.00	\$123.00	\$42.00	FALSE EVIDENCE OF REG-\$10/PRF
1032150	10.32.150 MO	\$38.00	\$42.00	\$38.00	\$42.00	CITY PROPERTY POSTED
5201F	5201 (F) cvc	\$38.00	\$42.00	\$38.00	\$42.00	PLATES COVERED-\$10 W/PRF CORR
1044020C	10.44.020(C) MC	\$38.00	\$42.00	\$38.00	\$42.00	PARKING OVER 3 MINUTES
22504	22504 cvc	\$38.00	\$42.00	\$38.00	\$42.00	ON A HIGHWAY
225078C	22507.8 (C) cvc	\$328.00	\$42.00	\$328.00	\$42.00	HANDICAP UNLOADING ZONE
5202	5204 cvc	\$38.00	\$42.00	\$38.00	\$42.00	IMPROP DISPLAY OF PLT-\$10/PRF
225078A	22507.8 (A) cvc	\$328.00	\$42.00	\$328.00	\$42.00	HANDICAPPED PARKING
22500F	22500 (F) cvc	\$38.00	\$42.00	\$38.00	\$42.00	PARKING ON SIDEWALK
22500G	22500 (G) cvc	\$38.00	\$42.00	\$38.00	\$42.00	NEAR EXCAVATION
26709A	26709 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	MIRRORS REQ \$10 W/PROOF CORR
1049020	10.49.020 MO	\$38.00	\$42.00	\$38.00	\$42.00	COMMERCIAL VEH PROHIBITED
xxxx	xxxx	\$0.00	\$0.00	\$0.00	\$0.00	ORIGINAL CITATION NOT RECEIVED

# SCHEDULE A

		Current		Suggested		
Code	Section	Fine	Penalty	Fine	Penalty	Description
5201	5201 cvc	\$38.00	\$42.00	\$38.00	\$42.00	POS OF PLATES \$10 W/PROOF CORR
58	58 EMID	\$38.00	\$42.00	\$38.00	\$42.00	NO PKG 1 AM TO SUNRISE
1032030D	10.32.030 (D) MO	\$38.00	\$42.00	\$38.00	\$42.00	POSTED NO PARKING
22515A	22515 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	UNATTENDED RUNNING VEHICLE
5200	5200 cvc	\$38.00	\$42.00	\$38.00	\$42.00	DISPLAY OF PLATES-\$10/PROOF
ADMINFEE	ADMIN FEE	\$25.00	\$0.00	\$25.00	\$0.00	ADMINISTRATIVE FEE
1032140	10.32.140 MO	\$38.00	\$42.00	\$38.00	\$42.00	COMM VEHICLE RESIDENTIAL DIST
21116A	21116 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	LEVEE/CANAL BANK
24607A	24607 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	REAR REFLECTORS \$10 W/PRF CORR
10322251	10.32.225(I)D MO	\$38.00	\$42.00	\$38.00	\$42.00	TRAILER ON CITY STREET
26710	26710 cvc	\$38.00	\$42.00	\$38.00	\$42.00	WINDSHIELD REQ \$10 W/PRF CORR
27465B	27465 (B) cvc	\$38.00	\$42.00	\$38.00	\$42.00	LOW TIRE TREAD-\$10/PROOF CORR
EFFDATE	20110101	\$0.00	\$0.00	\$0.00	\$0.00	EFFECTIVE DATE OF FINES
22502	22502 cvc	\$38.00	\$42.00	\$38.00	\$42.00	MUST PK IN DIRECT FLOW TRAFF
1017010	10.17.010 MO	\$38.00	\$42.00	\$38.00	\$42.00	FIRE LANE
22502E	22502 (E) cvc	\$38.00	\$42.00	\$38.00	\$42.00	WITHIN 18 INCHES OF CURB
22500L	22500 (L) cvc	\$328.00	\$42.00	\$328.00	\$42.00	PKDED RED ZONE HND CAP RAMP
226510	22651 (O) cvc	\$123.00	\$42.00	\$123.00	\$42.00	REG EXPIRED - 1 YR & 1 DAY
22520	22520 cvc	\$38.00	\$42.00	\$38.00	\$42.00	ON FREEWAY
22500C	22500 (C) cvc	\$38.00	\$42.00	\$38.00	\$42.00	BETWEEN ZONE AND CURB
1032050	10.32.050 MO	\$38.00	\$42.00	\$38.00	\$42.00	OVER 72 HOURS
1032130	10.32.130 MC	\$38.00	\$42.00	\$38.00	\$42.00	NO STOP/STAND/PARK
10206	10.206 UFC	\$38.00	\$42.00	\$38.00	\$42.00	FIRE HYDRANT/PRIVATE PROPERTY
22505	22505 cvc	\$38.00	\$42.00	\$38.00	\$42.00	POSTED NO PARKING
22500J	22500 (J) cvc	\$38.00	\$42.00	\$38.00	\$42.00	TUNNEL
1032030F	10.32.030 (F) MO	\$38.00	\$42.00	\$38.00	\$42.00	TRAFFIC HAZARD
22500I	22500 (I) cvc	\$38.00	\$42.00	\$38.00	\$42.00	LOADING ZONE
4462B	4462 (B) cvc	\$123.00	\$42.00	\$123.00	\$42.00	WRONG PLATES ON VEH-\$10/PROOF
24953A	24953 (A) cvc	\$38.00	\$42.00	\$38.00	\$42.00	TURN SIGNALS \$10 W/PRF CORR
CORRAMT	CORRECTABLE AM	\$10.00	\$0.00	\$10.00	\$0.00	CORRECTABLE AMOUNT
225001	22500.1 cvc	\$38.00	\$42.00	\$38.00	\$42.00	FIRE LANE
22514	22514 cvc	\$38.00	\$42.00	\$38.00	\$42.00	PARKED W/IN 15 FT OF HYDRANT
22500H	22500 (H) cvc	\$38.00	\$42.00	\$38.00	\$42.00	DOUBLE PARKED
4000A	4000 (A) cvc	\$123.00	\$42.00	\$123.00	\$42.00	UNREG VEHICLE-\$10 W/PRF CORR
4461B	4461 (B) cvc	\$123.00	\$42.00	\$123.00	\$42.00	IMPROPER USE OF TABS-\$10/PROOF
5201G	5201 (G) cvc	\$38.00	\$42.00	\$38.00	\$42.00	OBSTRUCT PLATE
4464	4464 cvc	\$38.00	\$42.00	\$38.00	\$42.00	ALTERED LIC PLATE \$10/PROOF
10322510	10.32.251(0) MO	\$38.00	\$42.00	\$38.00	\$42.00	TRAILER/BOAT PUBLIC ST
22521	22521 cvc	\$38.00	\$42.00	\$38.00	\$42.00	PKO W/IN 7 1/2 FT OF R/R TRACK
1032251E	10.32.251(E) MO	\$38.00	\$42.00	\$38.00	\$42.00	CAMPER EQUIPMENT
1032020	10.32.020 MO	\$38.00	\$42.00	\$38.00	\$42.00	RESTRICTED PARKING
1232020	12.32.020 FCMD	\$38.00	\$42.00	\$38.00	\$42.00	NO PKG 1:00 AM TO SUNRISE
4458	4458 cvc	\$123.00	\$42.00	\$123.00	\$42.00	STOLEN PLATE



#	REF No.	Fee Description	Current Fee/Charge	Unit	Notes
1	HR-01	<b>CalOpps</b>			
2		CalOpps Join Fee for Full Membership (One-time set up fee)	6,491.00		
3		Annual Fee for Full Membership	3,786.00		
4		Per-Posting Fee (Advertise Only)	540.00		
5	MISC-01	<b>New Business License Review</b>	35.00		
6		State Mandated Disability Access Fee (each Business Tax Application and renewal)	Per Senate Bill No. 1186 - \$4.00		
7		Business License for branches	25.00	/address	
8		Business License - reprinting	25.00	/certificate	
9	MISC-02	<b>Returned Deposit Processing</b>	Per CA Civil Code 1719 - \$25 for first and \$35 for each subsequent deposit		
10	MISC-03	<b>Check Stop Payment &amp; Replacement</b>	Actual costs		
11	MISC-04	<b>Document Printing and Copying</b>			
12		Photocopying	4.75	for 1st page	\$0.25 for each additional page
13		Large Documents	4.84	for 1st page	\$0.94 for each additional page
14		Special Maps	4.84	for 1st page	\$1.73 for each additional page
15		Blueprint	4.84	for 1st page	\$0.94 for each additional page
16	MISC-05	<b>Document Certification (Per document)</b>	16.80		
17	MISC-06	<b>Records &amp; Information Research</b>	101.90	per hour	
18	MISC-07	<b>Agenda/Minute Mailing</b>			
19		Agendas	90.75	/per year	plus postage cost
20		Agendas & Minutes	147.15	/per year	plus postage cost
21		Planning Commission Agendas	87.60	/per year	plus postage cost
22	MISC-08	Repair of City Property	100% of Dir. Exp. + Overhead		
23	MISC-09	Video / Audio Duplication (DVD, VHS, Cassette)	Actual costs		
24	MISC-10	For services requested of City Staff for which no fee is listed in this Master Fee Schedule, the appropriate fee hourly rates for staff time involved in the service	Per attached Schedule C		
25	MISC-11	For services requested of Outside Consultant, the City will be reimbursed at the rate of the consultant plus 15% for administration.	Actual costs + 15% Administration Cost		
26	MISC-12	Outgoing Wire Fee	60.00	wire	
27	MISC-13	Notary Fee	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$6,491.00	\$0.00
NA	NA	\$3,975.00	\$189.00
NA	NA	\$567.00	\$27.00
\$191.07	77%	\$43.00	\$8.00
NA	NA	Per Senate Bill No. 1186 - \$4.00	\$0.00
\$25.81	3%	\$25.00	\$0.00
\$25.81	3%	\$25.00	\$0.00
NA	NA	Per CA Civil Code 1719 - \$25 for first and \$35 for each subsequent deposit	\$0.00
NA	NA	Actual costs	\$0.00
\$12.91	61%	\$5.00	\$0.25
\$12.91	54%	\$6.00	\$1.16
\$12.91	46%	\$7.00	\$2.16
\$12.91	38%	\$8.00	\$3.16
\$36.75	43%	\$21.00	\$4.20
\$135.61	6%	\$127.00	\$25.10
\$114.00	1%	\$113.00	\$22.25
\$228.00	20%	\$183.00	\$35.85
\$114.00	4%	\$109.00	\$21.40
NA	NA	100% of Dir. Exp. + Overhead	\$0.00
NA	NA	Actual costs	\$0.00
NA	NA	Proposed Staff Billing Hourly Rates	NA
NA	NA	Actual costs + 15% Administration Cost	\$0.00
\$69.50	1%	\$69.00	\$9.00
NA	NA	\$15.00	NA

**FY 2023-24 Proposed Staff Billing Hourly Rate**

Department/Division	FY 22-23		Subsidy %	FY 23-24 Proposed Hourly Rate	Department/Division	FY 22-23		Subsidy %	FY 23-24 Proposed Hourly Rate
	Current Hourly Rate	Full Cost				Current Hourly Rate	Full Cost		
<b>Administrative Services Department</b>					<b>Parks &amp; Recreation</b>				
Administrative Assistant	NEW	\$140	0%	<b>\$140</b>	Administrative Assistant II	\$165	\$268	0%	<b>\$267</b>
Administrative Services Director		\$286	0%	<b>\$310</b>	Building Services Coordinator	\$147	\$234	0%	<b>\$234</b>
HR Manager	NEW	\$185	0%	<b>\$184</b>	Director of Parks & Recreation	\$311	\$591	0%	<b>\$591</b>
Human Resources Analyst		\$140	0%	<b>\$158</b>	Irrigation Technician	\$174	\$274	0%	<b>\$274</b>
Human Resources Technician		\$123	1%	<b>\$130</b>	Management Analyst I	\$222	\$346	0%	<b>\$345</b>
Information Technology Manager		\$198	0%	<b>\$241</b>	Management Coordinator	\$177	\$275	0%	<b>\$274</b>
Sr. Human Resources Technician		\$171	0%	<b>\$191</b>	Office Assistant I	\$135	\$168	0%	<b>\$168</b>
Sr. Systems Analyst		\$167	0%	<b>\$201</b>	Parks Maintenance Lead Worker	\$174	\$274	0%	<b>\$274</b>
Technology Analyst I		\$131	0%	<b>\$137</b>	Parks Maintenance Manager	\$244	\$380	0%	<b>\$380</b>
<b>City Clerk/Communications Department</b>					Parks Maintenance Worker I	\$134	\$226	0%	<b>\$225</b>
Communications Director / City Clerk		\$242	0%	<b>\$292</b>	Parks Maintenance Worker II	\$155	\$249	0%	<b>\$248</b>
Communications Manager		\$122	0%	<b>\$143</b>	Parks Supervisor	NEW	\$346	0%	<b>\$345</b>
Deputy City Clerk		\$122	0%	<b>\$147</b>	Recreation Coordinator	\$182	\$262	0%	<b>\$261</b>
Office Assistant		\$66	0%	<b>\$83</b>	Recreation Manager	\$244	\$380	0%	<b>\$380</b>
Social Media / Communication Assistant		\$110	0%	<b>\$132</b>	<b>Public Works Department</b>				
<b>City Manager Department</b>					Administrative Assistant II	\$186	\$209	0%	<b>\$209</b>
City Manager		\$348	0%	<b>\$390</b>	Associate Civil Engineer	\$228	\$299	0%	<b>\$298</b>
Assistant City Manager	NEW		0%	<b>\$305</b>	Building and Vehicle Maintenance Manager	\$244	\$298	0%	<b>\$297</b>
Management Analyst I		\$140	0%	<b>\$178</b>	Building Maintenance Lead Worker	\$173	\$215	0%	<b>\$214</b>
Principal Management Analyst		\$178	0%	<b>\$226</b>	Building Maintenance Worker I	\$139	\$183	0%	<b>\$183</b>
Senior Management Analyst	NEW	\$199	0%	<b>\$198</b>	Building Maintenance Worker II	\$156	\$202	0%	<b>\$202</b>
<b>Community Development Department</b>					Director of Public Works	\$311	\$476	0%	<b>\$476</b>
Administrative Assistant	NEW	\$169	0%	<b>\$169</b>	Engineering Manager	\$284	\$355	0%	<b>\$354</b>
Assistant Planner		\$198	0%	<b>\$201</b>	Equipment Maintenance Worker	\$153	\$193	0%	<b>\$192</b>
Associate Planner		\$228	0%	<b>\$222</b>	Management Analyst II	NEW	\$299	0%	<b>\$298</b>
Building Inspector		\$228	0%	<b>\$208</b>	Mechanic I	\$172	\$212	0%	<b>\$212</b>
Building Permit Technician I		\$140	0%	<b>\$146</b>	Principal Management Analyst	\$259	\$343	0%	<b>\$342</b>
Building Permit Technician II		\$154	0%	<b>\$153</b>	Public Works Maintenance Lead Worker	\$228	\$219	0%	<b>\$218</b>
Chief Building Official		\$284	0%	<b>\$286</b>	Public Works Maintenance Manager	\$284	\$346	0%	<b>\$345</b>
Code Enforcement Officer		\$113	1%	<b>\$149</b>	Public Works Maintenance Superintendent	\$254	\$298	0%	<b>\$297</b>
Community Development Director		\$311	0%	<b>\$384</b>	Public Works Maintenance Worker I	\$198	\$179	0%	<b>\$179</b>
Econ Development Manager	NEW		0%	<b>\$290</b>	Public Works Maintenance Worker II	\$198	\$198	0%	<b>\$198</b>
Housing Coordinator		\$171	0%	<b>\$218</b>	Senior Engineer	\$275	\$346	0%	<b>\$345</b>
Management Analyst II		\$171	0%	<b>\$241</b>	Senior Engineering Technician	\$198	\$229	0%	<b>\$228</b>
Management Assistant		\$140	0%	<b>\$157</b>	Vehicle Maintenance Worker I	\$139	\$193	0%	<b>\$192</b>
Plan Examiner		\$281	0%	<b>\$252</b>	<b>Police Department</b>				
Planning Manager		\$284	0%	<b>\$286</b>	Management Analyst I	\$125	\$263	50%	<b>\$131</b>
Senior Bldg Inspector		\$254	0%	<b>\$229</b>	Police Captain	\$254	\$441	40%	<b>\$266</b>
Senior Planner		\$254	0%	<b>\$233</b>	Police Chief	\$284	\$512	42%	<b>\$297</b>
<b>Financial Services Department</b>					Police Corporal	\$178	\$306	39%	<b>\$186</b>
Accountant I		\$104	0%	<b>\$117</b>	Police Dispatch Supervisor	\$166	\$282	38%	<b>\$174</b>
Administrative Assistant II		\$83	0%	<b>\$133</b>	Police Dispatcher	\$138	\$241	40%	<b>\$144</b>
Assistant Finance Director		\$183	0%	<b>\$242</b>	Police Lead Dispatcher	\$155	\$266	39%	<b>\$162</b>
Finance Director		\$237	0%	<b>\$294</b>	Police Lieutenant	\$224	\$381	39%	<b>\$234</b>
Financial Services Manager		\$176	0%	<b>\$217</b>	Police Officer	\$154	\$277	42%	<b>\$161</b>
Senior Accountant		\$148	0%	<b>\$157</b>	Police Records Specialist	\$97	\$176	42%	<b>\$101</b>
Accounting Specialist		\$89	0%	<b>\$98</b>	Police Records Supervisor	\$131	\$224	39%	<b>\$137</b>
Sr. Accounting Specialist		\$89	100%	<b>\$104</b>	Police Recruit	\$136	\$217	35%	<b>\$142</b>
					Police Sergeant	\$193	\$335	40%	<b>\$202</b>
					Reserve Officer	\$57	\$66	1%	<b>\$65</b>
					Sr. Comm. Services Officer	\$100	\$180	42%	<b>\$104</b>



#	REF No.	Fee Description	Current Fee/Charge	Unit
58		a. When a customer requests a water leak investigation, and the leak is found to be on the City side of the water meter	0.00	(deposit will be refunded)
59		b. When a customer requests a water leak investigation, and the leak is found to be on the Private Property side of the water meter	198.00	/hour (30 minutes minimum)
60	PWWA-06	<b>Water Meters (including installation)</b>		
61		a. 3/4"	Actual Meter Cost + \$198 / hour installation fee (1 hour minimum)	
62		b. 1"	Actual Meter Cost + \$198 / hour installation fee (1 hour minimum)	
63		c. 1-1/2"	Actual Meter Cost + \$198 / hour installation fee (1 hour minimum)	
64		d. 2"	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	
65		e. 3"	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	
66		f. 4"	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	
67		g. 6"	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	
68		h. 8" and larger Water Meter	Actual meter and labor cost	
69	PWWA-07	<b>Water Conservation Measures Violation</b>		
70		First Violation	100.00	
71		Second Violation	200.00	
72		Third and Subsequent Violation(s) within one year	500.00	per violation
73		Reactivating water service due to water conservation measures violation	100.00	per reactivation
74	PWWA-08	<b>Fire Hydrant Testing (per hydrant)</b>	257.00	
75	PWWA-09	<b>Temporary Hydrant Meter Application Fee &amp; Deposit</b>		
76		Application Fee	64.85	
77		Meter Deposit	1,557.00	
78		Meter Deposit processing charge (based on issuance date of meter)	Return within 1 month or less- charge 10% of deposit Return within 3 months or less- charge 15% of deposit Return within 6 months or less- charge 20% of deposit Return within 12 months or less- charge 25% of deposit	
79		Water Deposit	1,500.00	
80		Water Usage Charge	See PWWA-01	
81		Meter Charge	See PWWA-06	
82	PWWW-01	<b>Sewer Service</b>		
83		A. Sewer Service Connection Fees		
84		1) Single Family Residence	8,444.80	per dwelling unit (=1 EDU)
85		2) Multi Family	5,275.90	per dwelling unit (=0.625 EDUs)
86		3) Commercial	8,444.80	per EDU (as calculated below)
87		Low Strength	Low Strength EDUs = est. gpd[1] ÷ 200[2] x 0.65[3]	
88		Medium Strength	Med. Strength EDUs = est. gpd[1] ÷ 200[2] x 1.00[3]	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	\$0.00
NA	NA	\$198.00	\$0.00
NA	NA	Actual Meter Cost + \$198 / hour installation fee (1 hour minimum)	\$0.00
NA	NA	Actual Meter Cost + \$198 / hour installation fee (1 hour minimum)	\$0.00
NA	NA	Actual Meter Cost + \$198 / hour installation fee (1 hour minimum)	\$0.00
NA	NA	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	\$0.00
NA	NA	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	\$0.00
NA	NA	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	\$0.00
NA	NA	Actual Meter Cost + \$396/ hour installation fee (1 hour minimum)	\$0.00
NA	NA	Actual meter and labor cost	\$0.00
NA	NA	\$100.00	\$0.00
NA	NA	\$200.00	\$0.00
NA	NA	\$500.00	\$0.00
\$194.39	49%	\$100.00	\$0.00
\$388.79	31%	\$269.55	\$12.55
\$497.06	81%	\$95.00	\$30.15
NA	NA	\$1,557.00	\$0.00
NA	NA	Return within 1 month or less- charge 10% of deposit Return within 3 months or less- charge 15% of deposit Return within 6 months or less- charge 20% of deposit Return within 12 months or less- charge 25% of deposit	\$0.00
NA	NA	\$1,500.00	\$0.00
NA	NA	See PWWA-01	\$0.00
NA	NA	See PWWA-06	\$0.00
NA	NA	\$8,585 + ENR CCI Jul 2023 Index %	\$140.20
NA	NA	\$5,328 + ENR CCI Jul 2023 Index %	\$52.10
NA	NA	\$8,585 + ENR CCI Jul 2023 Index %	\$140.20
NA	NA	Low Strength EDUs = est. gpd[1] ÷ 200[2] x 0.65[3]	\$0.00
NA	NA	Med. Strength EDUs = est. gpd[1] ÷ 200[2] x 1.00[3]	\$0.00

#	REF No.	Fee Description	Current Fee/Charge	Unit
89		High Strength	High Strength EDUs = est. gpd[1] ÷ 200[2] x 2.84[3]	
90		B. Sewer Service Monthly Service Rates:		
91		1) Residential:		
92		a) Single Family	127.06	
93		b) Duplex (per dwelling unit)	106.73	
94		c) Townhouse (per dwelling unit)	106.73	
95		d) Apartment / Condominium (per dwelling unit)	106.73	
96		2) Commercial/Institutional:		
97		a) Low Strength (per unit of water billed)	5.34	
98		b) Medium Strength (per unit of water billed)	8.12	
99		c) High Strength (per unit of water billed)	23.09	
100		C. Sewer Availability Charges		
101		1) Parcels 1 acre and larger (per acre per year)	720.35	
102		2) Parcels less than 1 acre (per acre per year)	367.85	
103	PWM-01	Utility Street Use	0.00	
104	PWM-02	Private Refuse Utility Street Use	Per Franchise Agreement	
105	PWM-03	Street Lighting	NO	
106	PWM-04	Street and Easement Landscaping	CITY-	
107	PWM-05	Median Maintenance	WIDE	
108	PWM-06	Cul-de-Sac Maintenance	ASSESSMENTS	
109	PWM-07	Street Sweeping	AT	
110	PWM-08	Storm Drainage	THIS	
111	PWM-09	Neighborhood Park Maintenance	TIME	
112	PWM-10	Fat, Oil and Grease (FOG) Monitoring Program (Waste Discharge Permit Annual Fee)		
113		A. Class A (Industry) Waste Discharge Permit Annual Fee	504.49	per permit pass-through fee from San Mateo Source Control Inspectors
114		B. Class B (Restaurant) Waste Discharge Permit Annual Fee	348.80	per permit pass-through fee from San Mateo Source Control Inspectors
115		C. Analytical Services Fee	Actual Cost	per permit pass-through fee from San Mateo Source Control Inspectors
116	PWM-11	Sidewalk Maintenance Administration Fee		
117		Tier 1 - R1 (Voluntary)	419.90	per incident
118		Tier 2 - R1 (Advanced) and All Other Zones	419.90	per incident (or Actual Cost*)

[1] est. gpd = commercial customer's estimated gallons per day of indoor water use  
 [2] Estimated gallons per day of single family indoor water use  
 [3] Strength factors based on baseline single family strengths of 240 mg/L of BOD and 240 mg/L of TSS  
 mg/L = milligrams/liter  
 BOD = Biochemical Oxygen Demand  
 TSS = Total Suspended Solids

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	High Strength EDUs = est. gpd[1] ÷ 200[2] x 2.84[3]	\$0.00
NA	NA	Water and Wastewater Prop 218	\$0.00
NA	NA	Water and Wastewater Prop 218	\$0.00
NA	NA	Water and Wastewater Prop 218	\$0.00
NA	NA	Water and Wastewater Prop 218	\$0.00
NA	NA	Water and Wastewater Prop 218	\$0.00
NA	NA	Water and Wastewater Prop 218	\$0.00
NA	NA	Water and Wastewater Prop 218	\$0.00
NA	NA	\$741.95	\$21.60
NA	NA	\$378.85	\$11.00
NA	NA	\$0.00	\$0.00
NA	NA	Per Franchise Agreement	\$0.00
NA	NA	NO	\$0.00
NA	NA	CITY-	\$0.00
NA	NA	WIDE	\$0.00
NA	NA	ASSESSMENTS	\$0.00
NA	NA	AT	\$0.00
NA	NA	THIS	\$0.00
NA	NA	TIME	\$0.00
NA	NA	\$687.00	\$182.51
NA	NA	\$497.00	\$148.20
NA	NA	Actual Cost	\$0.00
\$1,003.53	85%	\$150 (Administrative Fee) + Actual Contractor Cost	-\$269.90
\$1,003.53	58%	\$419 (Administrative Fee) + Actual Contractor Cost	-\$0.90



27368 Via Industria, Suite 200  
Temecula, California 92590-4856  
800.755.6864 | Fax: 888.326.6864  
951.587.3500 | Fax: 951.587.3510  
[www.willdan.com](http://www.willdan.com)