

Agenda Report



Date: March 28, 2017
To: Jeffrey W. Collier, City Manager
From: Rod Hill, City Controller & Director of Human Resources
Subject: User Fee Study

RECOMMENDATION

Staff recommends that the City Council approve the user fees recommendations as prepared by the MGT Consulting Group in conjunction with their recently completed Cost Allocation Plan and Fee Study, and direct staff to proceed with a public hearing process to establish fees for various user fee services.

BACKGROUND

The City's last comprehensive fee study was completed in 2009. Because user fees are typically supported by labor costs, and no cost of living increases were granted to employees between 2008 and 2015, the majority of the fees have remained unchanged since 2009. In 2015, the City contracted with the MGT Consulting Group (MGT) to undertake the process of developing an updated cost allocation plan and fee study, with the intent of evaluating existing fees to determine if increases were justified.

DISCUSSION

While the purpose of the study was to identify the cost of fee related activities and recommend recovery levels, one outcome of the analysis is to identify the full cost of all services. It was necessary to identify all costs, whether fee-related or not, to insure a fair distribution of overhead costs across all activities, insuring a clear relationship between the cost of services and fees charged. The underlying methodology of the study is that no service should be burdened with costs that cannot be associated with that specific service.

Many non-fee related activities are appropriately funded by the General Fund, including portions of public safety, administration, park maintenance, library, and community services. These non-fee services account for approximately 84% of the General Fund's budget for those departments with user fees and 90% of the General Fund's overall operating budget (Table A).

Current Costs by User Fee Areas (Table A)

<u>Department/Division</u>	<u>General Fund Budget</u>	<u>User Fee Services</u>		<u>Non-User Fee Services</u>	
Community Development					
Building & Safety	\$1,258,939	\$1,200,268	95%	\$58,671	5%
Planning	\$1,470,197	\$904,976	62%	\$565,221	38%
Public Works					
Engineering	\$611,319	\$242,616	40%	\$368,703	60%
Community Services					
Parks	\$4,125,101	\$19,450	0%	\$4,105,651	100%
Recreation	\$3,387,002	\$2,681,940	79%	\$705,062	21%
Police	\$20,978,583	\$255,253	1%	\$20,723,330	99%
Library	\$3,563,400	\$602,441	17%	\$2,960,959	83%
City Clerk/Treasurer	\$2,511,361	\$177,517	7%	\$2,333,844	93%
Total	\$37,905,902	\$6,084,461	16%	\$31,821,441	84%

The study further identified the portion of user fee services currently being recovered through charges, as well as those being subsidized by the General Fund (Table B). Within departments the current cost recovery levels range from 41% for Library and Recreation to 90% for Building & Safety.

Current User Fee Subsidies by Department (Table B)

<u>Department/Division</u>	<u>User Fee Services</u>	<u>Funded by User Fees</u>		<u>Subsidy</u>	
Community Development					
Building & Safety	\$1,200,268	\$1,085,659	90%	\$114,609	10%
Planning	\$904,976	\$564,122	62%	\$340,854	38%
Public Works					
Engineering	\$242,616	\$154,707	64%	\$87,909	36%
Community Services					
Parks	\$19,450	\$17,402	89%	\$2,048	11%
Recreation	\$2,681,940	\$1,092,412	41%	\$1,589,528	59%
Police	\$255,253	\$208,700	82%	\$46,553	18%
Library	\$602,441	\$245,055	41%	\$357,386	59%
City Clerk/Treasurer	\$177,517	\$105,389	59%	\$72,128	41%
Total	\$6,084,461	\$3,473,446	16%	\$2,611,015	84%

The current subsidy of \$2.6 million is identified as the City's "window of opportunity" to increase fees and increase General Fund revenues. While it is not likely or recommended that the City recover all costs for fee related services, it is possible for the City to reasonably increase current fees and implement new fees for some services.

The cost recovery recommendations vary by department and programs. In the process of recommending cost recovery levels, staff carefully considered the effect of increasing fees might have on the individuals utilizing those services, and the community as a whole. Considerations were given to:

- Establishing fees that might allow individuals to participate in services they might not otherwise be able to afford.
- Consideration of community-wide benefit (i.e. school and youth group services).
- Elasticity of demand – the effect price increases might have on the demand for services.
- Pricing of services to encourage or discourage certain behaviors (i.e. low water heater permit prices to encourage proper installation or incremental false alarm fees to discourage multiple false alarms).
- Practicality of establishing a cost recovery system for some services (i.e. DUI response fees and false alarm response fees).

Development related fees (Building & Safety, Planning and Engineering) generally have higher cost recovery levels, which might in some cases reach 100%, but exceptions are commonly made for services such as appeal fees and those provided exclusively to residential applicants.

The recommendation for Building & Safety is to reach an overall recovery level of 96%, which includes new property valuations based on data provided by the Los Angeles County Department of Building and Safety, and other current standards.

The Engineering Division is responsible for all General Fund user fee activities within the Public Works Department. The department is recommending a cost recovery level of 73% for Engineering, as compared to the current level of 64%.

Recreation and Parks fees generally have very moderate cost recovery levels, with some programs being significantly subsidized or provided free of charge. Youth and senior programs tend to have the lowest cost recovery levels, while theatre, adult sports and miscellaneous classes tend to have moderate to high cost recovery levels. It should be noted that while MGT analyzed recreation fee recovery levels, the fee information provided in their report is primarily for reference purposes, as recreation services are typically elective and therefore an individual fee analysis is not required to support fee levels. However, MGT believes recreation fee levels could be increased by 5% to generate an additional \$152,009 in annual General Fund revenue.

Most of the Police Department's services are not user fees related, but the study is recommending recovery levels for fee related services of 92%. If adopted as proposed, approximately 58% of the additional revenue would be generated from vehicle release impound fees.

Eighty-three percent of the services provided by the Library are free to the public and completely subsidized by the General Fund. However, 17% of the Library's operations are associated with fee related services, such as overdue book fees, hold fees, and room rentals. The recommended cost recovery level is 39% for their fee related services, which is not unusual since local jurisdictions tend to heavily subsidize these services in an effort to make them available and accessible to the entire community.

Only 7% of the City Clerk/Treasurer's services are fee related, with the balance either subsidized by the General Fund or recovered through cost allocations charges to other operations. Recommended recovery levels average 80%.

Table C summarizes the study's recommendation and compares those figures with current recovery levels.

Recommended Recovery Levels by Department (Table C)

<u>Department/Division</u>	<u>User Fee Services</u>	<u>Current Recovery Levels</u>		<u>Recommended Recovery Levels</u>	
Community Development					
Building & Safety	\$1,200,268	\$1,085,659	90%	\$1,146,813	96%
Planning	\$904,976	\$564,122	62%	\$845,382	93%
Public Works					
Engineering	\$242,616	\$154,707	64%	\$177,063	73%
Community Services					
Parks	\$19,450	\$17,402	89%	\$17,402	89%
Recreation	\$2,681,940	\$1,092,412	41%	\$1,244,421	46%
Police	\$255,253	\$208,700	82%	\$235,907	92%
Library	\$602,441	\$245,055	41%	\$234,262	39%
City Clerk/Treasurer	\$177,517	\$105,389	59%	\$142,704	80%
Total	\$6,084,461	\$3,473,446	16%	\$4,043,954	84%

It is important to note that fee related expenditures account for only 10% of the total General Fund budget, with the balance of the expenditures having no specific fee related recovery source.

FISCAL IMPACT

If approved as proposed, staff will initiate the public hearing process and return with a resolution to amend the City's current fee schedule(s). Based on the proposed fees, the City's General Fund budget will annually include approximately \$570,509 of additional revenue enhancements which are directly related to the fee study (*table D*). This additional revenue will include a \$152,009 of revenue related to adjustments in recreation fees based on the consultant's analysis.

Recommended Revenue Increases by Department
(Table D)

<u>Department/Division</u>	<u>Increased Revenue</u>
Community Development	
Building & Safety	\$61,155
Planning	\$281,260
Public Works	
Engineering	\$22,356
Community Services	
Parks	\$0
Recreation	\$152,009
Police	\$27,207
Library	(\$10,793)
City Clerk/Treasurer	\$37,315
Total	\$570,509

Submitted by:

for 
Rod Hill
City Controller & Director of Human Resources

Attachments: A – Cost Recovery Study
 B – Proposed 2017-18 Fee Schedule



Cost Recovery Study Report of Findings

February, 2017



2251 Harvard Street, Suite 134 | Sacramento, CA 95815
916.443.3411 | mgtconsulting.com



Attachment A

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Section I
Executive Summary

EXECUTIVE SUMMARY

Introduction

MGT Consulting Group (MGT) is pleased to present the City of Whittier with this summary of findings for the cost of services study for fee-related activities.

The City last underwent a detailed cost of services study in 2009. Since that time, the City has made some adjustments to the original calculations, but has largely maintained the fee structure that was developed at that time. The City is interested in accurately reporting the true cost of providing various fee-related services, and exploring the possibilities of modifying current fees to better reflect the cost of providing services. The City contracted with MGT to perform this cost analysis using the adopted 2015/2016 fiscal year budget and staffing information and fee schedules currently in place.

MGT has conducted hundreds of user fee studies throughout the United States (with a particularly strong emphasis in California), and therefore has access to quality data and best practices, which guided this fee study process. MGT employed a defensible and transparent calculation methodology, and intuitive and powerful spreadsheet calculation models, which are fully customized for the City and can be used by city staff for future fee updates.

This report is the culmination of a collaborative effort between MGT and city staff. This study took place over the course of eighteen months and involved multiple site visits to meet with program management and staff in order to design the study, collect data, review MGT's analysis, and finally to develop recommendations for fee adjustments for the Council's review. MGT would like to take this opportunity to acknowledge all city staff who participated on this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to its success.

Study Scope and Objectives

This study included a review of fee-for-service activities within the following departments/divisions:

- ◆◆ City Clerk/Treasurer
- ◆◆ Community Development - Building & Safety
- ◆◆ Community Development - Planning
- ◆◆ Library
- ◆◆ Parks, Recreation and Community Services - Parks
- ◆◆ Parks, Recreation and Community Services - Recreation
- ◆◆ Public Works - Engineering
- ◆◆ Police

The study was performed under the general direction of the City Controller's Office. The primary goals of the study were to:

- ◆◆ Define what it costs the City to provide various fee-related services.
- ◆◆ Determine whether there are any opportunities to implement new fees.
- ◆◆ Identify service areas where the City might adjust fees based on the full cost of services and other economic or policy considerations.
- ◆◆ Develop revenue projections based on recommended increases (or decreases) to fees.

The information summarized in this report addresses each of these issues and provides the City of Whittier with the tools necessary to make informed decisions about possible fee adjustments and the resulting impact on general fund revenues.

Study Findings

While the purpose of this study is to identify the cost of fee-related activities, one of the outcomes of the analysis is to provide a complete picture of the full cost of all services offered. It is necessary to identify *all* costs, whether fee-related or not, so that there is a fair and equitable distribution of all indirect or overhead costs (discussed in a later section of this report) across all activities, thereby ensuring a definitive relationship between the cost of the service and the fee that is charged. No service should be burdened with costs that cannot be directly or indirectly linked to that service. Therefore, the first task in this study is to separate the fee-for-service activities from the non-fee activities. Some non-fee related activities are appropriately funded by discretionary general fund monies, such as public safety services, public information, and long range planning analysis. The costs of these other services are not built into the proposed cost recovery models for user fee services.

The exhibit below displays the costs and revenues of each service into the following categories:

Column A, Total Costs – Displays the total costs of each service area. This includes fee and non-fee related service costs. Non-fee related service costs are set aside from the analysis.

Column B, User Fee Costs – Of the total costs analyzed, \$6.1 million is related to user fee services. It is this \$6.1 million that is the focus of this study and represents the total potential for user fee-related revenues for the City.

Column C, Current Revenues – Based on current fee levels, the City generates fee related revenues of \$3.5 million and is experiencing an overall 57% cost recovery level. Within each department, current cost recovery levels range from 41% for the Library and Recreation up to 90% in Building and Safety. The detail of individual fees may be found in subsequent sections of this report.

Column D, General Fund Subsidy – Current fee levels recovery is 57% of full cost, leaving 43%, or \$2.6 million, to be funded by other sources. This \$2.6 million represents an opportunity for an updated and more focused cost recovery effort for fee-related services.

Column E, Cost Recovery Policy – This column shows potential additional revenue to be recovered if the City increases fees to recover the costs identified in this study. The overall cost recovery for the City would increase to 66% or \$4.0 million under this option. Within each division the individual recommendations vary based on economic factors and policy decisions based on the volume of activity and the beneficiary of the service.

Column F, Increased Revenue – \$570,509 in potential new revenue could be generated. This would represent an increase of 16.5% over the revenue currently being collected for these activities by the City on an annualized basis.

**City of Whittier
User Fee Cost & Revenue Analysis
FY 2015/2016**

User Fee Department	CURRENT				RECOMMENDED	
	(A) Total Costs	(B) Costs, User Fee Services	(C) Current Revenue	(D) Current Subsidy	(E) Cost Recovery Policy	(F) Increased Revenue
City Clerk/Treasurer	\$ 2,511,361	\$ 177,517	\$ 105,389 59%	\$ 72,128 41%	\$ 142,704 80%	\$ 37,315
Community Development						
Building & Safety	\$ 1,258,939	\$ 1,200,268	\$ 1,085,659 90%	\$ 114,609 10%	\$ 1,146,813 96%	\$ 61,155
Planning	\$ 1,470,197	\$ 904,976	\$ 564,122 62%	\$ 340,854 38%	\$ 845,382 93%	\$ 281,260
Library	\$ 3,563,400	\$ 602,441	\$ 245,055 41%	\$ 357,386 59%	\$ 234,262 39%	\$ (10,793)
Parks, Recreation, & Comm Svcs						
Parks	\$ 4,125,101	\$ 19,450	\$ 17,402 89%	\$ 2,048 11%	\$ 17,402 89%	\$ -
Recreation	\$ 3,387,002	\$ 2,681,940	\$ 1,092,412 41%	\$ 1,589,528 59%	\$ 1,244,421 46%	\$ 152,009
Public Works						
Engineering	\$ 611,319	\$ 242,616	\$ 154,707 64%	\$ 87,910 36%	\$ 177,063 73%	\$ 22,356
Police	\$ 20,978,583	\$ 255,253	\$ 208,700 82%	\$ 46,553 18%	\$ 235,907 92%	\$ 27,207
Totals:	\$ 37,905,902	\$ 6,084,460	\$ 3,473,445 57%	\$ 2,611,015 43%	\$ 4,043,954 66%	\$ 570,509

Analysis Highlights

City Clerk – The cost analysis for the City Clerk's department is showing an overall cost recovery of 59% (based on current revenue of \$105,389) and a 41% (\$72,128) subsidy rate. Individual cost recoveries range from 0% to over 100%. MGT's recommendation would be to lower those fees that are currently over-recovering so they do not exceed the 100% cost recovery level and to increase those fees that are under-recovering so that they meet the recommended recovery levels indicated on the executive summary. Several new fees are also recommended for consideration. With these recommendations, the current recovery rate would increase to 80%, which is an increase in revenue of \$37,315, leaving a 20% subsidy (\$34,813). It should be noted that there are several fees within the City Clerk's fee schedule that are set through the City's municipal code. This study did not recommend any changes to these fees. This study also did not analyze the fees relating to animal services. The City contracts this service out these contracted services did not fall under the scope of this study.

Building and Safety – The cost analysis for the Building and Safety Division of the Community Development Department is showing an overall cost recovery of 90% with a corresponding 10% subsidy rate. The City is currently using the 2013 California Building Standards Code to establish construction valuation and permit and plan review fees. In January, 2017 the department intends to present the 2016 California Building Standards Code tables for City Council consideration. MGT estimates that adopting the updated valuation and permit tables will enable the City to recover 96% of cost, which would increase revenues by approximately \$61,000.

Planning – The cost analysis for the Planning Division of the Community Development Department is showing an overall cost recovery of 62%, based on total annual costs of \$904,976 compared to annual revenues of \$564,122. Department management and staff recommend that fees be set at 100% of cost (with the exception of fees for Certificates of Appropriateness which are recommended at 50% of cost), which will increase most fees but also decrease others that are currently recovering more than cost. This department is also recommending that two fees be removed from the fee schedule and two fees be added. Public counter and telephone time will continue to be fully subsidized by the City's general fund. Implementing these recommendations would increase user fee revenue by approximately \$280,000 and set the cost recovery level to 93%.

Library – The cost analysis for the Library fees is showing an overall cost recovery of 41% (\$245,055) and a 59% (\$357,386) subsidy rate. Individual cost recoveries range from 18% to over 100%. MGT recommends that the City lower those fees that are currently over recovering so they do not exceed the 100% of cost while leaving most other fees unchanged (we are recommending only one fee be increased – the meeting room rental fee). It should be noted that in order to encourage patrons of the library to continue to utilize their services, most city libraries will heavily subsidize their fee-for-service activities. With these recommendations, the current recovery rate would actually decrease to 39% or \$234,262 which is a decrease in revenue of \$10,793 leaving a 61% or \$368,179 subsidy.

Parks – The cost analysis for the Park division of the Parks, Recreation and Community Services Department is showing an overall cost recovery of 89% (\$17,402) and a 11% (\$2,048) subsidy rate. Individual cost recoveries range from 59% to 100%. The department has determined that at this time they should keep fees at their current recovery levels and have recommended no adjustments.

Recreation – The cost analysis for the Recreation division of the Parks, Recreation and Community Services Department is showing an overall cost recovery of 41% (\$1,092,412) and a 59% (\$1,589,528) subsidy rate. Individual program recoveries range from 6% to over 100%. MGT's recommends lowering fees within those programs that are over recovering so that they do not exceed 100% of their costs. We recognize that most Recreation fees are not set at 100% full cost recovery and are driven by the need and demand for services as well as what is a benefit to the community. Department management and staff have made recommendations based on what they determine to be best practice and a benefit to the community. These recommendations increase revenues by \$152,009 which would increase the overall cost recovery level to 46%.

Engineering – The cost analysis for the Engineering division of the Public Works department is showing an overall cost recovery level of 64% when comparing current annual revenues of \$154,707 against total annual costs of \$242,616, leaving 36% of costs to be subsidized by the City's general fund. Department management and staff recommend that most fees be set to recover 100% of cost, which would adjust some fees upward and others downward. Two fees are set by the State and cannot be changed, regardless of cost. Five fees have moderate adjustments and will remain partially subsidized. Six fees are recommended for removal from the department's fee schedule, and six new fees are being proposed for the City's NPDES program. Implementation of these recommendations would increase this department's user fee revenues by \$22,356 and increase the overall cost recovery level to 73%.

Police – The cost analysis for the Police department is showing an overall cost recovery of 82% (\$206,948) and an 18% (\$44,843) subsidy rate. Individual cost recoveries range from 15% to over 100%. MGT's recommendation would be to lower those fees that are currently over recovering so they do not exceed the 100% cost recovery level and to increase those fees that are under recovering so that they meet the recommended recovery levels indicated on the executive summary. With these recommendations, the current recovery rate would increase to 92% or \$232,446 which is an increase in revenue of \$26,002 leaving an 8% or \$19,345 subsidy. It should be noted that there are several fees within the department's fee schedule that are set through by the State or the City's municipal code. These recovery levels are set to reflect the fees identified within those codes. In addition, there are some fees on the schedule that are penalties or fines, which can be set at whatever the agency deems reasonable and are not subject to the restrictions of Proposition 26. Also, the department recommends that the \$0.15 per page fee for Crime Reports be waived if a report is five pages or less in length (consistent with the policy of the City Clerk's Office).

Methodology

A cost of service study is comprised of two basic elements:

- ◆◆ Hourly rates of staff providing the service.
- ◆◆ Time spent to provide the service.

The product of the hourly rate calculation times the time spent yields the cost of providing the service.

Hourly Rates

The hourly rate methodology used in this study builds indirect costs into city staff hourly salary and benefit rates to arrive at fully burdened hourly rates. Fully burdened hourly rates are a mechanism used to calculate the total cost of providing services. Total cost is generally recognized as the sum of the direct cost together with a proportionate share of allowable indirect costs. The proper identification of all costs (including labor, operating expense, department administration and citywide support) as "direct" or "indirect" is crucial to the determination of the total cost of providing services.

Direct costs are typically defined as those that can be attributed specifically to a particular function or activity, including labor, and possibly materials or supplies. Indirect costs are those that support more than one program area and are not easily attributable to specific activities. Examples of indirect costs are departmental administrative and support staff, training and education time, public counter and telephone time, some service and supply costs, and citywide overhead costs from outside of the department as identified in the City's cost allocation plan.

MGT's hourly rate calculation methodology includes the following:

Personnel Services Analysis – each staff classification within the service area is analyzed in the study. The first burden factor is comprised of compensated absences such as vacation/holidays/sick leave days taken in a year's time. Staff classifications are then categorized as either direct (operational) or indirect (administrative or supervisory) labor. In some cases, a classification will have both direct and indirect duties. The total indirect portion of staff cost is incorporated into hourly overhead rates.

Indirect Cost Rate – a ratio of indirect cost to direct labor (salaries plus benefits) is established. There are three elements of indirect cost incorporated, including:

- ◆◆ Indirect Labor – includes compensated absences, administrative and supervisory staff costs.
- ◆◆ Other Operating Expenses – most services and supplies are included as a second layer of indirect cost. There are some service and supply expenses classified as "allowable direct"; these expenditures are not part of the indirect cost rate but will be included as directly supporting specific program areas.

- ◆◆ External Indirect Allocations – this represents citywide overhead (from the City's cost allocation plan).

Cost Allocation Plan. Many of the costs that support all city programs and services are budgeted in centralized activities such as 1) City Controller's Office, which provides payroll, budgeting, accounting and financial reporting, 2) Human Resources, which provides services in support of the City's workforce, and 3) the City Manager's Office, which provides administrative oversight to all city operations. The costs of these activities and other centralized services are considered indirect overhead that support fee-for-service activities, as well as other programs and functions within the City.

Fully Burdened Hourly Rates – incorporates all the elements that comprise the hourly rates used in this cost analysis.

- ◆◆ Each direct or operational staff classification is listed, together with the average annual salary.
- ◆◆ The hourly salary rate is calculated by the taking annual salary and dividing by 2,080 available productive hours in a year.
- ◆◆ The benefit rate reflects the average benefit rate multiplied against the salary rate.
- ◆◆ The overhead rate is derived by multiplying the internal and external indirect cost rates against the salary plus benefit rates.

The total combines the salary, benefits and overhead rates. This is the fully burdened rate for each staff classification.

MGT prepared indirect overhead rates and corresponding hourly rate calculations using FY 2015/2016 budgeted expenditures. The hourly rate schedules may be seen in **Section III** of this report.

Time Spent

Once fully burdened hourly rates were developed for city staff, the next step in the process was to identify staff time spent directly on each of the user fee activities. Each staff person involved in the user fee services identified time spent to complete each task associated with all user fee services. Annual volume statistics were also gathered in order to develop total annual workload information.

Fee Calculations and Revenue Projections

Given this information, MGT was able to calculate the cost of providing each service, both on a per-unit and total annual basis (per-unit cost multiplied by annual volume equals total annual cost). As mentioned above, costs were calculated by multiplying average time data or per-unit time calculations by the hourly labor rates; additional operating expenses directly associated with certain services were also added in. Finally, if other divisions provided support into certain user fee activities, this time was accounted for and added into the analysis as a crossover support activity. Full costs are then compared to current fees and revenues collected, and subsidies (or over-recoveries) are identified. User fee summaries by service area may be seen in **Section II** of this report.

Legal, Economic & Policy Considerations

Calculating the true cost of providing city services is a critical step in the process of establishing user fees and corresponding cost recovery levels. Although it is an important factor, other factors must also be given consideration. City decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, as well as the community as a whole.

The following legal, economic and policy issues help illustrate these considerations.

- ♦♦ **State Law** - In California, user fees are limited to the "estimated reasonable cost of providing a service" by Government Code section 66014(a) and other supplementary legislation. Proposition 26 was approved by California voter in November of 2010 and clarified which charges are considered user fees and which are considered taxes. The significance of this distinction is that user fees may be raised by Council action up to the limit of actual cost, whereas taxes may not be increased without a majority vote of the public. None of the fee adjustments recommended by MGT are considered taxes per Proposition 26 guidelines.
- ♦♦ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ♦♦ **Community benefit** - If a user fee service also benefits the community as a whole (at least to some extent), it is appropriate to subsidize a portion of the fee. Many community services fees have very moderate cost recovery levels. Some programs are provided free of charge or for a minimal fee regardless of cost. Youth and senior programs tend to have the lowest recovery levels. Miscellaneous classes tend to have a moderate cost recovery level and adult sports programs typically have a higher cost recovery level.
- ♦♦ **Private benefit** - If a user fee primarily benefits the fee payer, the fee is typically set at, or close to 100% full cost recovery. Development related fees generally fall into this category, however exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.
- ♦♦ **Service driver** - In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates city code.
- ♦♦ **Managing demand** - Elasticity of demand is a factor in pricing certain city services; increasing the price of some services results in a reduction of demand for those services, and vice versa.
- ♦♦ **Competition** - Certain services, such as recreation classes, may be provided by neighboring communities or the private sector, and therefore demand for these services can be highly dependent on what else may be available at lower prices. Furthermore, if the City's fees are too low, demand enjoyed by private-sector competitors could be adversely affected.
- ♦♦ **Incentives** - Fees can be set low to encourage participation in a service, such as a youth sports activities or a water heater permit.

- ♦♦ **Disincentives** - Penalties can be instituted to discourage undesirable behavior. Examples include fines for construction without a building permit and fines for excessive false alarms within a one-year period.

The flow chart below helps illustrate the economic and policy considerations listed above.

DECISION-MAKING FLOW CHART

Who Benefits	Type of Service	Tax vs. Fees Policy	Example Services
Community	Public	100% taxes	Public Safety Services
Primarily the community with some individual benefits	Public / Private	Mostly taxes & some fees	Code Enforcement Services
Primarily the individual with some community benefits	Private / Public	Mostly taxes & some fees	Appeal Fees
Individual benefit only	Private	100% fees	Planning Applications, Building Permits

Recommendations Going Forward

MGT recommends that the City build on its investment in this cost-of-service analysis by continuing to analyze its fees and charges. Once the commitment is made to understand the full cost of providing services, it is important to review and update the analysis in order to keep pace with changes in service delivery, staffing changes, and demand levels.

Most of our agencies ask us at the conclusion of the study: how often should this type of study be undertaken? Our advice is to undergo this detailed analysis at least every three to five years, with minor adjustments in the non-study years (to keep pace with economic factors). Some of our clients undergo these studies every other year, some have opted to split the study over the course of three years (i.e. a subset of departments gets studied every year, with each department's fees being analyzed once every three years), and finally we have other clients who chosen to review fees every fourth or fifth year. Virtually every client has set up for minor adjustments (typically using CPI percentages) in the off years, to mitigate any significant increases that may occur when the detailed cost analysis is undertaken in future years. This is particularly helpful once an agency has chosen to adopt a cost recovery policy – whether 100% of cost or something less – in order to keep fees at the desired level.

MGT also recommends that our clients consider a phase-in approach to some fees where the increase necessary to reach the proposed recovery level is so high that a one-year implementation is too cost prohibitive.

Whittier's recommendations for future fee adjustments can be summarized as follows:

- ◆◆ Update the detailed cost-of-service study every three to five years,
- ◆◆ Update the fees in the off-years by a regional CPI factor, and
- ◆◆ Continue the practice of updating Building & Safety fees concurrent with updated publications of the International Building Code (IBC) tables.

Section II
User Fee Summaries by Department

City Clerk / Treasurer

User Fee Study Summary Sheet

City of Whittier

City Clerk/Treasurer/Business License/Business Improvement Area/ Information Technology Services/Elections

FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Tow Car Permit Application	Fixed Fee	1	\$660	97%	\$678	\$678	\$660	\$18	100%	\$678	\$678	\$18	\$0
2	Set-up charge for custom reports (BL)	Per Half Hour	1	\$80	147%	\$54	\$54	\$80	-\$26	100%	\$54	\$54	-\$26	\$0
3	Set-up charge for custom reports (GIS)	Remove	0	\$0	0%	\$0	\$0	\$0	\$0	Same as fee #21. MGT recommends to remove this fee.				
4	Zoning Code	Remove	0	\$17	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
5	Census	Remove	0	\$2	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
6	Photocopy (8.5 X 11 Black & White)	Fixed Fee	2160	\$0.15	27%	\$0.55	\$1,197	\$324	\$873	27%	\$0.15	\$327	\$3	\$871
7	Microfilm Copy	Per Record	400	\$4	187%	\$2	\$854	\$1,600	-\$746	100%	\$2	\$854	-\$746	\$0
8	Microfilm Copy - Public Records Act	Remove	0	\$0.15	0%	\$0	\$0	\$0	\$0	Same as Fee #6. Recommend to remove fee from schedule				
9	Customized Records on CD / DVD	Fixed Fee	70	\$30	88%	\$34	\$2,389	\$2,100	\$289	88%	\$30	\$2,100	\$0	\$289
10	Records on Videotape	Remove	0	\$36	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
11	Records on Cassette Tape	Remove	0	\$19	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
12	Imaging (up to 11 X 17)	Per Sheet	11610	\$2.60	73%	\$3.54	\$41,086	\$30,186	\$10,900	100%	\$4	\$41,086	\$10,900	\$0
13	Imaging (up to 34 X 44)	Per Sheet	595	\$4.00	113%	\$3.54	\$2,106	\$2,380	-\$274	100%	\$4	\$2,106	-\$274	\$0
14	Certification of Records	Fixed Fee	10	\$16	93%	\$17	\$172	\$160	\$12	100%	\$17	\$172	\$12	\$0
15	Resident Alien Certification	Fixed Fee	5	\$16	93%	\$17	\$86	\$80	\$6	100%	\$17	\$86	\$6	\$0
16	Letter to Delinquent Business from City Attorney	Move to City Attorney	0	\$180	0%	\$0	\$0	\$0	\$0	Move fee to City Attorney department				
17	NSF Check - 1st	Remove	0	\$25	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
18	NSF Check - 2nd & Subsequent	Remove	0	\$35	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
19	Stop Payment/Check Reissuance	Remove	0	\$36	90%	\$40	\$0	\$0	\$0	Recommend to remove from fee schedule				
20	Research Fee	Per Hour	1	\$115	94%	\$122	\$122	\$115	\$7	100%	\$122	\$122	\$7	\$0
21	GIS Report Fee	Per Hour	4	\$122	94%	\$129	\$517	\$488	\$29	100%	\$129	\$517	\$29	\$0

User Fee Study Summary Sheet

City of Whittier

City Clerk/Treasurer/Business License/Business Improvement Area/ Information Technology Services/Elections

FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
22	Business License Application Fee-New	Fixed Fee	571	\$10	44%	\$23	\$13,122	\$5,710	\$7,412	65%	\$15	\$8,529	\$2,819	\$4,593
23	Business License Application Fee-Renewal	Fixed Fee	7547	\$7	52%	\$13	\$101,161	\$52,829	\$48,332	75%	\$10	\$75,871	\$23,042	\$25,290
24	GIS Maps (up to 11 X 17 Black & White)	Remove	0	\$20	0%	\$0	\$0	\$0	\$0	Same as fee #42. Recommend to remove this fee from the schedule				
25	GIS Maps (up to 11 X 17 Color)	Remove	0	\$31	0%	\$0	\$0	\$0	\$0	Same as fee #43. Recommend to remove this fee from the schedule				
26	GIS Maps (up to 34 X 44 Black & White)	Fixed Fee	15	\$32	98%	\$33	\$490	\$480	\$10	100%	\$33	\$490	\$10	\$0
27	GIS Maps (up to 34 X 44 Color)	Fixed Fee	15	\$43	128%	\$34	\$505	\$645	-\$140	100%	\$34	\$505	-\$140	\$0
33	ADA SB 1186	State	7547	\$1	67%	\$1	\$11,307	\$7,547	\$3,760	67%	\$1	\$7,547	\$0	\$3,760
34	Business License Penalties	Remove	0	\$0	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
35	Fingerprint Fee	See Police Fee Schedule	0	\$0	0%	\$30	\$0	\$0	\$0	See Police Dept Fee Schedule				
36	Applicant Fingerprint - each additional	See Police Fee Schedule	0	\$0	0%	\$21	\$0	\$0	\$0	See Police Dept Fee Schedule				
37	Massage (CUP)	Move to Comm Devel	0	\$0	0%	\$0	\$0	\$0	\$0	Recommend to moved this fee to Community Development				
39	Delinquent / Collection Processing Fee	Remove	0	\$0	0%	\$0	\$0	\$0	\$0	Recommend to remove from fee schedule				
40	Basic CD/DVD	Per CD/DVD	1	\$5	39%	\$13	\$13	\$5	\$8	39%	\$5	\$5	\$0	\$8
41	Scan copy	New Per Sheet	1	\$0	0%	\$0.55	\$0.55	\$0.00	\$0.55	27%	\$0.15	\$0.15	\$0.15	\$0
42	Photocopy (11 x 17) Black & White	New Per Sheet	1	\$0	0%	\$0.57	\$0.57	\$0.00	\$0.57	26%	\$0.15	\$0.15	\$0.15	\$0
43	Photocopy (11 x 17) Color	New Per Sheet	1	\$0	0%	\$0.65	\$0.65	\$0.00	\$0.65	23%	\$0.15	\$0.15	\$0.15	\$1
44	Photocopy (8.5 x 11) color	New Per Sheet	1	\$0	0%	\$0.63	\$0.63	\$0.00	\$0.63	24%	\$0.15	\$0.15	\$0.15	\$0
45	Payment Arrangement for Business License Fee	New Fixed Fee	25	\$0	0%	\$66	\$1,655	\$0	\$1,655	100%	\$66	\$1,655	\$1,655	\$0

User Fee Study Summary Sheet

City of Whittier

City Clerk/Treasurer/Business License/Business Improvement Area/ Information Technology Services/Elections

FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current				Recommendations						
				Per Unit		Annual		Per Unit		Annual				
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
	Total User Fees						\$177,517	\$105,389	\$72,128			\$142,704	\$37,315	\$34,813
	% of Full Cost							59%	41%			80%	35%	20%
	Total Other Services						\$2,333,844	\$0	\$2,333,844			\$0	\$0	\$2,333,844
	% of Full Cost							0%						
	Department Totals						\$2,511,361	\$105,389	\$2,405,972			\$142,704	\$37,315	\$2,368,657
	% of Full Cost							4%	96%			6%	35%	94%

Footnotes/Proposed Changes in Fee Methodology:

- Fee #1 Tow Car Permit Application - Recommend to rename this fee from tow truck application to tow car permit application to reflect what is listed in the code.
- Fee #2 Set-up charge for custom reports (BL) - Recommend changing the language to a per half hour rate rather than the hourly rate since the time spent is typically equal to or less than 30 minutes.
- Fee #3 Set-up charge for custom reports (GIS) - This fee is the same as fee # 21. MGT recommends removing this fee from the schedule.
- Fee #7 Microfilm Copy - Recommend changing this fee to charge per record.
- Fee #8 Microfilm Copy - Public Records Request - This fee is the same as fee # 6. MGT recommends removing this fee from the schedule.
- Fee #9 Customized Records on CD / DVD - Recommend to changed the name of this fee to customized records on CD/DVD.
- Fee #16 Letter to delinquent business from City Attorney - Recommend to move this fee to the City Attorney's dept.
- Fee #17 & #18 NSF Fees - Recommend removing these fees from the City's fee schedule. State law establishes allowable fees for NSF processing and if these fees are updated in the future, this office would like to use the state-published amounts.
- Fee #19 Stop Payment/Check Reissuance - The City Controller's department indicated that this is a very difficult item to collect on so they asked for it to be removed from the fee schedule.
- Fee # 24 & 25 GIS Maps (up to 11 x 17 Black and White or Color) - These fees are the same fees as fee # 42 & 43 the 11 x 17 BW or color copy costs. MGT recommends removing these fees from the schedule.
- Fee #33 ADA SB 1186 - This fee is set by the state and cannot be changed.
- Fee # 34 Business License Penalties - This service is now being contracted out. The city would like to remove this fee from the schedule.
- Fee # 35 & 36 Fingerprint fee - There are actually 2 separate fingerprinting fees on the police schedule. The Police department collects these fee but the City Clerk's department processes the payment. The City Clerk's department would like to continue to list this fee on their schedule. See the Police department's schedule for cost.
- Fee #37 Massage (CUP) - This fee is issued by the Community Development department.
- Fee #39 Delinquent/Collection Processing Fee - This service is now being contracted out and the City would like to remove it from their fee schedule.
- Fee #32 are set by the City's municipal code and are not a fee for service.
- Fee # 41- 44 are the same recommended cost as fee #6. The City can chose to list each of these fees on their fee schedule in addition to fee #6 or they can simply list the one fee for photocopies/scan.
- Fee #45 Payment Arrangement for Business License Fee - this is a new fee proposal to be charged for reviewing and approving a payment schedule (when requested by the business owner).

Community Development - Building

User Fee Study Summary Sheet

City of Whittier
 Building & Safety - 18141
 FY 2015/2016

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Annual		Per Unit		Annual				
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Plan Review	Total Annual	1	\$ 93,852	\$ 109,381	86%	\$ 109,381	\$ 93,852	\$ 15,529	100%	\$ 109,381	\$ 109,381	\$ 15,529	\$ -
2	Building Permits & Inspections	Total Annual	1	\$ 921,541	\$ 935,430	99%	\$ 935,430	\$ 921,541	\$ 13,889	100%	\$ 935,430	\$ 935,430	\$ 13,889	\$ -
3	Annual Maintenance Permit	Fixed Fee	-	\$ 240	\$ -	0%	\$ -	\$ -	\$ -		\$ 240	\$ -	\$ -	\$ -
4	Appeal of Building Official Decision	See Planning	6	\$ -	\$ -	0%	\$ -	\$ -	\$ -		-- See Planning --			
5	Circuit Protection Device	Fixed Fee	-	\$ 10	\$ 424	2%	\$ -	\$ -	\$ -	100%	\$ 424	\$ -	\$ -	\$ -
6	Grease Interceptor	Fixed Fee	12	\$ 300	\$ 424	71%	\$ 5,089	\$ 3,600	\$ 1,489	100%	\$ 424	\$ 5,089	\$ 1,489	\$ -
7	Pool Valuation	Fixed Fee	5	\$ 840	\$ 395	212%	\$ 1,977	\$ 4,200	\$ (2,223)	100%	\$ 395	\$ 1,977	\$ (2,223)	\$ -
8	Pool & Spa Valuation	Fixed Fee	5	\$ 910	\$ 395	230%	\$ 1,977	\$ 4,550	\$ (2,573)	100%	\$ 395	\$ 1,977	\$ (2,573)	\$ -
9	Replace Lost Job Card	Fixed Fee	17	\$ 60	\$ 79	76%	\$ 1,336	\$ 1,020	\$ 316	100%	\$ 79	\$ 1,336	\$ 316	\$ -
10	Re-Stamp Previously Approved Plans	Fixed Fee	5	\$ 120	\$ 122	99%	\$ 608	\$ 600	\$ 8	100%	\$ 122	\$ 608	\$ 8	\$ -
11	Spa Valuation	Fixed Fee	-	\$ 455	\$ 395	115%	\$ -	\$ -	\$ -	100%	\$ 395	\$ -	\$ -	\$ -
12	Special Inspector Registration (Annual)	Fixed Fee	33	\$ 120	\$ 91	132%	\$ 3,011	\$ 3,960	\$ (949)	100%	\$ 91	\$ 3,011	\$ (949)	\$ -
13	Technology Fee - M/P/E	Fixed Fee	1,780	\$ 10	\$ 45	22%	\$ 80,154	\$ 17,800	\$ 62,354	33%	\$ 15	\$ 26,700	\$ 8,900	\$ 53,454
14	Technology Fee - Bldg Permits	Fixed Fee	1,329	\$ 24	\$ 45	53%	\$ 59,846	\$ 31,896	\$ 27,950	100%	\$ 45	\$ 59,846	\$ 27,950	\$ -
15	Temporary Certification of Occupancy	Fixed Fee	11	\$ 240	\$ 133	181%	\$ 1,458	\$ 2,640	\$ (1,182)	100%	\$ 133	\$ 1,458	\$ (1,182)	\$ -
16	Stormwater Quality Inspection	New Fee	-	\$ -	\$ 186	0%	\$ -	\$ -	\$ -	100%	\$ 186	\$ -	\$ -	\$ -
17	Hourly Fees	Hourly	-	\$ 120	\$ 141	85%	\$ -	\$ -	\$ -	100%	\$ 141	\$ -	\$ -	\$ -
18	City Projects	Non-Fee	4	\$ -	\$ 9,996	0%	\$ 39,983	\$ -	\$ 39,983	0%	\$ -	\$ -	\$ -	\$ 39,983
19	Support to Planning	X-Support	1	\$ -	\$ 14,352	0%	\$ 14,352	\$ -	\$ 14,352	100%	\$ 14,352	\$ 14,352	\$ 14,352	\$ -
Total User Fees							\$1,200,268	\$1,085,659	\$114,609		\$1,146,813	\$61,155	\$53,454	
% of Full Cost								90%	10%		96%	6%	4%	
Total Other Services							\$58,671	\$0	\$58,671		\$14,352	\$14,352	\$44,320	
% of Full Cost								0%						
Department Totals							\$1,258,939	\$1,085,659	\$173,280		\$1,161,165	\$75,506	\$97,774	
% of Full Cost								86%	16%		92%	7%	8%	

Footnotes

- 1 Plan Review: The costs and revenues shown above represent those that are expended and retained by the City; most plan review is currently performed by a contract agency and 75% of the plan review fees are given to the consultant for their services. The cost analysis above indicates that the City is not retaining enough revenue to cover its costs. Department management is considering a proposal by the consultant to recover their fees based on hourly charges, in lieu of the current method of retaining 75% of the plan review fee. Additional cost analysis should be performed after this payment structure has been in place for a representative period, in order to determine whether plan check revenues are adequately recovering all costs (including city staff, consultant costs, and all overhead). This may result in a recommended adjustment to the plan review fee, which is currently set at 65% of the building permit.
- 2 Building Permits & Inspections: The City is currently using the 2013 California Building Standards Code to establish construction valuation and permit fees and plan review fees. In January 2017 the 2016 California Building Standards Code valuation schedule will be presented for adoption. MGT recommends that the City's permit fee tables and M/P/E fees remain unchanged as they are essentially recovering full cost.
- 3 Annual Maintenance Permit: No recent activity for this service, therefore no information available to calculate cost; MGT recommends this fee remain unchanged.
- 4 Appeal of Building Official Decision: Most appeals of the Building Official's decisions get handled internally before beginning the formal process of presentation to the Planning Commission, and therefore this fee is rarely imposed. MGT recommends this fee remain unchanged; no revenue projections have been made.
- 18 City Projects: No fees charged for city projects.
- 19 Support to Planning: This is crossover support to Planning fees; these costs are re-allocated to that division's cost analysis for recovery through that fee structure.

Community Development - Planning

User Fee Study Summary Sheet

City of Whittier
 Planning - 18161
 FY 15/16 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Per Unit		Current Recovery %	Annual		Per Unit		Annual		Recommend ed Subsidy		
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue			
1	Variance - Commercial or Residential	Fixed Fee	3	\$ 2,207	\$ 5,436	41%	\$ 16,307	\$ 6,620	\$ 9,687	100%	\$ 5,436	\$ 16,307	\$ 9,687	\$ -	
2	Variance Modification - Commercial or Residential	Fixed Fee	2	\$ 1,743	\$ 4,143	42%	\$ 8,286	\$ 3,485	\$ 4,801	100%	\$ 4,143	\$ 8,286	\$ 4,801	\$ -	
3	Variance (Minor) - Commercial or Residential	Fixed Fee	6	\$ 1,286	\$ 2,357	55%	\$ 14,143	\$ 7,716	\$ 6,427	100%	\$ 2,357	\$ 14,143	\$ 6,427	\$ -	
4	Conditional Use Permit	Fixed Fee	15	\$ 3,337	\$ 5,938	56%	\$ 89,069	\$ 50,055	\$ 39,014	100%	\$ 5,938	\$ 89,069	\$ 39,014	\$ -	
5	CUP (Minor) a. Residential	Fixed Fee	4	\$ 1,151	\$ 2,822	41%	\$ 11,287	\$ 4,604	\$ 6,683	100%	\$ 2,822	\$ 11,287	\$ 6,683	\$ -	
6	CUP (Minor) b. Commercial	Fixed Fee	1	\$ 1,439	\$ 2,822	51%	\$ 2,822	\$ 1,439	\$ 1,383	100%	\$ 2,822	\$ 2,822	\$ 1,383	\$ -	
7	CUP Modification a. Residential	Fixed Fee	1	\$ 1,971	\$ 4,207	47%	\$ 4,207	\$ 1,971	\$ 2,236	100%	\$ 4,207	\$ 4,207	\$ 2,236	\$ -	
8	CUP Modification b. Commercial	Fixed Fee	1	\$ 2,464	\$ 4,121	60%	\$ 4,121	\$ 2,464	\$ 1,657	100%	\$ 4,121	\$ 4,121	\$ 1,657	\$ -	
9	CUP Modification (Minor) - Residential or Commercial	Fixed Fee	1	\$ 1,744	\$ 2,432	72%	\$ 2,432	\$ 1,744	\$ 688	100%	\$ 2,432	\$ 2,432	\$ 688	\$ -	
10	Design Review Board	New Fee	1	\$ -	\$ 2,765	0%	\$ 2,765	\$ -	\$ 2,765	100%	\$ 2,765	\$ 2,765	\$ 2,765	\$ -	
11	Dev Rev A2. Additions up to 600 sq ft & Garages	Fixed Fee	83	\$ 107	\$ 641	17%	\$ 53,164	\$ 8,892	\$ 44,272	100%	\$ 641	\$ 53,164	\$ 44,272	\$ -	
12	Dev Rev A3. Additions over 600 sq ft & new SFD unit	Fixed Fee	64	\$ 1,026	\$ 1,803	57%	\$ 115,375	\$ 65,664	\$ 49,711	100%	\$ 1,803	\$ 115,375	\$ 49,711	\$ -	
13	Dev Rev A4. Accessory Living Area	Fixed Fee	2	\$ 821	\$ 1,076	76%	\$ 2,152	\$ 1,642	\$ 510	100%	\$ 1,076	\$ 2,152	\$ 510	\$ -	
14	Dev Rev A5. Two units	Fixed Fee	1	\$ 1,089	\$ 1,850	59%	\$ 1,850	\$ 1,089	\$ 761	100%	\$ 1,850	\$ 1,850	\$ 761	\$ -	
15	Dev Rev A7. Walls & Fence	Fixed Fee	15	\$ 100	\$ 75	134%	\$ 1,119	\$ 1,500	\$ (381)	100%	\$ 75	\$ 1,119	\$ (381)	\$ -	
16	Dev Rev A8. Siding & Window Review	Fixed Fee	142	\$ 100	\$ 75	134%	\$ 10,597	\$ 14,200	\$ (3,603)	100%	\$ 75	\$ 10,597	\$ (3,603)	\$ -	
17	Dev Rev A9. Banner & Portable Signs	Fixed Fee	32	\$ 76	\$ 84	90%	\$ 2,695	\$ 2,432	\$ 263	100%	\$ 84	\$ 2,695	\$ 263	\$ -	
18	Dev Rev A10. Master Sign Program	Fixed Fee	3	\$ 1,883	\$ 3,001	63%	\$ 9,003	\$ 5,649	\$ 3,354	100%	\$ 3,001	\$ 9,003	\$ 3,354	\$ -	
19	Dev Rev A11. Signs Consist w/ MSP	Fixed Fee	2	\$ 38	\$ 86	44%	\$ 172	\$ 76	\$ 96	100%	\$ 86	\$ 172	\$ 96	\$ -	
20	Dev Rev A12. Comm Wall/Fence/Sign	Fixed Fee	5	\$ 256	\$ 222	115%	\$ 1,109	\$ 1,280	\$ (171)	100%	\$ 222	\$ 1,109	\$ (171)	\$ -	
21	Dev Rev A12. Fence/Wall Exception	New Fee	1	\$ -	\$ 2,134	0%	\$ 2,134	\$ -	\$ 2,134	100%	\$ 2,134	\$ 2,134	\$ 2,134	\$ -	
22	Dev Rev A12. Awning	Fixed Fee	1	\$ 256	\$ 2,519	10%	\$ 2,519	\$ 256	\$ 2,263	100%	\$ 2,519	\$ 2,519	\$ 2,263	\$ -	
23	Dev Rev A13. Interior Tenant Improvement	Fixed Fee	60	\$ 104	\$ 115	91%	\$ 6,878	\$ 6,240	\$ 638	100%	\$ 115	\$ 6,878	\$ 638	\$ -	
24	Dev Rev A14. M-Zone remodel/new park, lots	Fixed Fee	2	\$ 1,492	\$ 1,131	132%	\$ 2,263	\$ 2,984	\$ (721)	100%	\$ 1,131	\$ 2,263	\$ (721)	\$ -	
25	Dev Rev A15. Comm Additions up to 5k sq ft	Fixed Fee	10	\$ 1,118	\$ 1,131	99%	\$ 11,314	\$ 11,180	\$ 134	100%	\$ 1,131	\$ 11,314	\$ 134	\$ -	
26	Dev Rev A16. Demo Permit - Historical	Fixed Fee	5	\$ 305	\$ 1,088	28%	\$ 5,441	\$ 1,525	\$ 3,916	100%	\$ 1,088	\$ 5,441	\$ 3,916	\$ -	
27	Dev Rev A17. Demo Permit	Fixed Fee	20	\$ 76	\$ 65	117%	\$ 1,301	\$ 1,520	\$ (219)	100%	\$ 65	\$ 1,301	\$ (219)	\$ -	
28	Dev Rev A18. Re-stamp / Re-issuance	Fixed Fee	100	\$ 86	\$ 65	132%	\$ 6,504	\$ 8,600	\$ (2,096)	100%	\$ 65	\$ 6,504	\$ (2,096)	\$ -	
29	Dev Rev A19. Planner Consultation	Hourly	10	\$ 172	\$ 130	132%	\$ 1,301	\$ 1,720	\$ (419)	100%	\$ 130	\$ 1,301	\$ (419)	\$ -	
30	Dev Rev B1. Additions Multi Family	Fixed Fee	2	\$ 2,157	\$ 2,326	93%	\$ 4,651	\$ 4,314	\$ 337	100%	\$ 2,326	\$ 4,651	\$ 337	\$ -	
31	Dev Rev B2. Three to Nine Units	Fixed Fee	1	\$ 1,883	\$ 3,060	62%	\$ 3,060	\$ 1,883	\$ 1,177	100%	\$ 3,060	\$ 3,060	\$ 1,177	\$ -	
32	Dev Rev B3. Adds/New Constr, C&M Zone 5k-15k sq ft	Fixed Fee	1	\$ 1,883	\$ 4,428	43%	\$ 4,428	\$ 1,883	\$ 2,545	100%	\$ 4,428	\$ 4,428	\$ 2,545	\$ -	
33	Dev Rev B4. Modify Level B or C Approval	Fixed Fee	1	\$ 566	\$ 2,596	22%	\$ 2,596	\$ 566	\$ 2,030	100%	\$ 2,596	\$ 2,596	\$ 2,030	\$ -	
34	Dev Rev C1. Ten or More Units	Fixed Fee	1	\$ 3,014	\$ 5,826	52%	\$ 5,826	\$ 3,014	\$ 2,812	100%	\$ 5,826	\$ 5,826	\$ 2,812	\$ -	
35	Dev Rev C2. Comm/Manuf 15k+/New	Fixed Fee	3	\$ 2,163	\$ 3,953	55%	\$ 11,859	\$ 6,489	\$ 5,370	100%	\$ 3,953	\$ 11,859	\$ 5,370	\$ -	
36	Dev Rev C3. Optional Development Standards	Fixed Fee	3	\$ 3,234	\$ 2,378	136%	\$ 7,133	\$ 9,702	\$ (2,569)	100%	\$ 2,378	\$ 7,133	\$ (2,569)	\$ -	
37	Uptown Specific Plan Dev Rev a. Signs	Fixed Fee	4	\$ 402	\$ 331	122%	\$ 1,323	\$ 1,608	\$ (285)	100%	\$ 331	\$ 1,323	\$ (285)	\$ -	
38	Uptown Specific Plan Dev Rev b. Awnings, etc	Fixed Fee	4	\$ 1,716	\$ 2,519	68%	\$ 10,078	\$ 6,864	\$ 3,214	100%	\$ 2,519	\$ 10,078	\$ 3,214	\$ -	
39	Uptown Specific Plan Dev Rev c. New Const or major rem	Fixed Fee	3	\$ 1,826	\$ 3,400	54%	\$ 10,201	\$ 5,478	\$ 4,723	100%	\$ 3,400	\$ 10,201	\$ 4,723	\$ -	
40	Uptown Specific Plan Dev Rev d. Modifications level B & u	Fixed Fee	1	\$ 512	\$ 2,651	19%	\$ 2,651	\$ 512	\$ 2,139	100%	\$ 2,651	\$ 2,651	\$ 2,139	\$ -	

User Fee Study Summary Sheet

City of Whittier
 Planning - 18161
 FY 15/16 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Current Recovery %	Annual		Per Unit		Annual		Recommended Subsidy	
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2		Increased Revenue
41	Subdivision a. Tentative Parcel Map	Fixed Fee	3	\$ 4,862	\$ 6,238	78%	\$ 18,714	\$ 14,586	\$ 4,128	100%	\$ 6,238	\$ 18,714	\$ 4,128	\$ -
42	Subdivision b. Tentative Tract Map	Fixed Fee	1	\$ 4,862	\$ 5,985	81%	\$ 5,985	\$ 4,862	\$ 1,123	100%	\$ 5,985	\$ 5,985	\$ 1,123	\$ -
43	Subdivision c. Lot Line Adjustment	Fixed Fee	3	\$ 5,139	\$ 6,524	79%	\$ 19,573	\$ 15,417	\$ 4,156	100%	\$ 6,524	\$ 19,573	\$ 4,156	\$ -
44	Subdivision d. Precise Plan of Development	Deposit	1	\$ 9,677	\$ 12,968	75%	\$ 12,968	\$ 9,677	\$ 3,291	100%	\$ 12,968	\$ 12,968	\$ 3,291	\$ -
45	Subdivision e. Hillside Plan	Deposit	1	\$ 15,149	\$ 13,044	116%	\$ 13,044	\$ 15,149	\$ (2,105)	100%	\$ 13,044	\$ 13,044	\$ (2,105)	\$ -
46	Subdivision f. Zone Change	Deposit	3	\$ 4,505	\$ 7,864	57%	\$ 23,593	\$ 13,515	\$ 10,078	100%	\$ 7,864	\$ 23,593	\$ 10,078	\$ -
47	Subdivision g. Specific Plan	Deposit	2	\$ 15,805	\$ 15,474	102%	\$ 30,947	\$ 31,610	\$ (663)	100%	\$ 15,474	\$ 30,947	\$ (663)	\$ -
48	Amendment a. General Plan	Deposit	2	\$ 10,010	\$ 10,805	93%	\$ 21,610	\$ 20,020	\$ 1,590	100%	\$ 10,805	\$ 21,610	\$ 1,590	\$ -
49	Amendment b. Zoning Regulations	Deposit	2	\$ 5,495	\$ 6,858	80%	\$ 13,716	\$ 10,990	\$ 2,726	100%	\$ 6,858	\$ 13,716	\$ 2,726	\$ -
50	Amendment c. Specific Plan	Deposit	2	\$ 5,302	\$ 6,640	80%	\$ 13,280	\$ 10,604	\$ 2,676	100%	\$ 6,640	\$ 13,280	\$ 2,676	\$ -
51	Historic a. Certificate of Appropriateness	Fixed Fee	20	\$ 1,218	\$ 5,959	20%	\$ 119,187	\$ 24,360	\$ 94,827	50%	\$ 2,980	\$ 59,593	\$ 35,233	\$ 59,593
52	Historic b. Certificate of Appropriateness Waiver	Fixed Fee	5	\$ 110	\$ 767	14%	\$ 3,833	\$ 550	\$ 3,283	100%	\$ 767	\$ 3,833	\$ 3,283	\$ -
53	Historic c. District Creation	Fixed Fee	1	\$ 5,696	\$ 9,841	58%	\$ 9,841	\$ 5,696	\$ 4,145	100%	\$ 9,841	\$ 9,841	\$ 4,145	\$ -
54	Historic d. Landmark Designation	Fixed Fee	3	\$ 853	\$ 4,838	18%	\$ 14,514	\$ 2,559	\$ 11,955	100%	\$ 4,838	\$ 14,514	\$ 11,955	\$ -
55	Historic e. Mills Act Agreement	Fixed Fee	2	\$ 1,339	\$ 4,849	28%	\$ 9,699	\$ 2,678	\$ 7,021	100%	\$ 4,849	\$ 9,699	\$ 7,021	\$ -
56	Envntl Review (CEQA) a. Initial Study	Fixed Fee	8	\$ 2,182	\$ 1,832	119%	\$ 14,655	\$ 17,456	\$ (2,801)	100%	\$ 1,832	\$ 14,655	\$ (2,801)	\$ -
57	Envntl Review (CEQA) b. Negative Declaration	Deposit	12	\$ 633	\$ 569	111%	\$ 6,828	\$ 7,596	\$ (768)	100%	\$ 569	\$ 6,828	\$ (768)	\$ -
58	Envntl Review (CEQA) c. EIR	Deposit	2	\$ 6,437	\$ 7,344	88%	\$ 14,687	\$ 12,874	\$ 1,813	100%	\$ 7,344	\$ 14,687	\$ 1,813	\$ -
59	Envntl Review (CEQA) d. Notice of Exemption	Fixed Fee	20	\$ 249	\$ 229	109%	\$ 4,585	\$ 4,980	\$ (395)	100%	\$ 229	\$ 4,585	\$ (395)	\$ -
60	Condition of Approval Monitoring	Fixed Fee	75	\$ 610	\$ 459	133%	\$ 34,389	\$ 45,750	\$ (11,361)	100%	\$ 459	\$ 34,389	\$ (11,361)	\$ -
61	Misc Documentation	Fixed Fee	1	\$ 422	\$ 294	143%	\$ 294	\$ 422	\$ (128)	100%	\$ 294	\$ 294	\$ (128)	\$ -
62	Zoning Verification Letter	Fixed Fee	13	\$ 331	\$ 440	75%	\$ 5,718	\$ 4,300	\$ 1,418	100%	\$ 440	\$ 5,718	\$ 1,418	\$ -
63	Clarification of Ambiguity	Fixed Fee	1	\$ 619	\$ 3,799	16%	\$ 3,799	\$ 619	\$ 3,180	100%	\$ 3,799	\$ 3,799	\$ 3,180	\$ -
64	Time Extension	Fixed Fee	1	\$ 537	\$ 2,110	25%	\$ 2,110	\$ 537	\$ 1,573	100%	\$ 2,110	\$ 2,110	\$ 1,573	\$ -
65	Agenda Fee	Fixed Fee	1	\$ 537	\$ 439	122%	\$ 439	\$ 537	\$ (98)	100%	\$ 439	\$ 439	\$ (98)	\$ -
66	Certificate of Compliance	Fixed Fee	13	\$ 843	\$ 718	117%	\$ 9,338	\$ 10,959	\$ (1,621)	100%	\$ 718	\$ 9,338	\$ (1,621)	\$ -
67	Equestrian Permit	Fixed Fee	1	\$ 930	\$ 3,010	31%	\$ 3,010	\$ 930	\$ 2,080	100%	\$ 3,010	\$ 3,010	\$ 2,080	\$ -
68	Temporary Use Permit	Fixed Fee	26	\$ 180	\$ 229	79%	\$ 5,961	\$ 4,680	\$ 1,281	100%	\$ 229	\$ 5,961	\$ 1,281	\$ -
69	Misc Documentation	Delete	-	\$ 338	\$ -	0%	\$ -	\$ -	\$ -	-- remove from fee schedule; duplicate of #58 above --				
70	Site Plan Review	Delete	-	\$ 43	\$ -	0%	\$ -	\$ -	\$ -	-- remove from fee schedule; service is not provided --				
71	Board/Commission Special Meeting	Fixed Fee	-	\$ 663	\$ 459	145%	\$ -	\$ -	\$ -	100%	\$ 459	\$ -	\$ -	\$ -
72	Appeal: Resident (owner occupied)	Fixed Fee	1	\$ 927	\$ 2,991	31%	\$ 2,991	\$ 927	\$ 2,064	100%	\$ 2,991	\$ 2,991	\$ 2,064	\$ -
73	Appeal: All Others	Fixed Fee	9	\$ 1,158	\$ 940	123%	\$ 8,456	\$ 10,422	\$ (1,966)	100%	\$ 940	\$ 8,456	\$ (1,966)	\$ -
74	Cottage Food Permit	New Fee	1	\$ -	\$ 1,076	0%	\$ 1,076	\$ -	\$ 1,076	100%	\$ 1,076	\$ 1,076	\$ 1,076	\$ -
75	Final Landscape Plan Check <1000 sq ft	Deposit	-	\$ 500	\$ 510	98%	\$ -	\$ -	\$ -	98%	\$ 500	\$ -	\$ -	\$ -
76	Final Landscape Plan Check 1001-5000 sq ft	Deposit	-	\$ 2,500	\$ 2,550	98%	\$ -	\$ -	\$ -	98%	\$ 2,500	\$ -	\$ -	\$ -
77	Final Landscape Plan Check 5001-10,000 sq ft	Deposit	-	\$ 5,000	\$ 5,002	100%	\$ -	\$ -	\$ -	100%	\$ 5,000	\$ -	\$ -	\$ -
78	Final Landscape Plan Check 10,001 plus sq ft	Deposit	-	\$ 5,000	\$ 4,972	101%	\$ -	\$ -	\$ -	101%	\$ 5,000	\$ -	\$ -	\$ -
79	Conceptual Landscape Plan Check < 1000 sq ft	Fixed Fee	-	\$ 500	\$ 497	101%	\$ -	\$ -	\$ -	101%	\$ 500	\$ -	\$ -	\$ -
80	Conceptual Landscape Plan Check 1,000-5,000 sq ft	Fixed Fee	-	\$ 850	\$ 833	102%	\$ -	\$ -	\$ -	102%	\$ 850	\$ -	\$ -	\$ -

User Fee Study Summary Sheet

City of Whittier
 Planning - 18161
 FY 15/16 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue ²	Increased Revenue	Recommended Subsidy
81	Conceptual Landscape Plan Check 5,001 - 10,000 sq ft	Fixed Fee	-	\$ 1,000	\$ 994	101%	\$ -	\$ -	\$ -	101%	\$ 1,000	\$ -	\$ -	\$ -
82	Conceptual Landscape Plan Check 10,001 plus sq ft	Fixed Fee	-	\$ 1,500	\$ 1,505	100%	\$ -	\$ -	\$ -	100%	\$ 1,500	\$ -	\$ -	\$ -
83	Hourly Planner Rate	Hourly	-	\$ -	\$ 160	0%	\$ -	\$ -	\$ -	100%	\$ 160	\$ -	\$ -	\$ -
84	Public Counter & Telephone	Public Suppt	1	\$ -	\$ 188,785	0%	\$ 188,785	\$ -	\$ 188,785	0%	\$ -	\$ -	\$ -	\$ 188,785
Total User Fees							\$904,976	\$564,122	\$340,854		\$845,382	\$281,260	\$59,593	
% of Full Cost								62%	38%		93%	50%	7%	
Total Other Services							\$565,221	\$0	\$565,221		\$0	\$0	\$565,221	
% of Full Cost								0%						
Department Totals							\$1,470,197	\$564,122	\$906,075		\$845,382	\$281,260	\$624,814	
% of Full Cost								38%	161%		58%	50%	42%	

Footnotes

Department management recommends that services that are highly variable (in terms of time spent) should be converted from a fixed fee basis to a deposit/direct cost recovery methodology. The full cost figures shown above for these fees represents the average amount of time spent for these applications; this figure should be used for the up-front deposit amount. The affected service areas are as follows:

- 44 Subdivision d. Precise Plan of Development
- 45 Subdivision e. Hillside Plan
- 46 Subdivision f. Zone Change
- 47 Subdivision g. Specific Plan
- 48 Amendment a. General Plan
- 49 Amendment b. Zoning Regulations
- 50 Amendment c. Specific Plan
- 57 Env'tal Review (CEQA) b. Negative Declaration
- 58 Env'tal Review (CEQA) c. EIR
- 75 Final Landscape Plan Check <1000 sq ft
- 76 Final Landscape Plan Check 1001-5000 sq ft
- 77 Final Landscape Plan Check 5001-10,000 sq ft
- 78 Final Landscape Plan Check 10,001 plus sq ft

56 Env'tal Review (CEQA) a. Initial Study

This service is currently being provided by a consultant. The full cost figure shown above represents that average amount of time staff spends in support of the consultant effort. Department management and staff recommend that this fee be converted from a fixed fee basis to "Consultant Cost + 15% Administrative Fee". The administrative fee would recover the staff costs shown above. This fee should also have a deposit collected up front.

Library

User Fee Study Summary Sheet

City of Whittier
 Library - 21211
 FY 2015-2016 Budget

#	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
3	Item Hold Fee	Fixed Fee	1,350	\$1	18%	\$5	\$7,311	\$1,350	\$5,961	18%	\$1	\$1,350	\$0	\$5,961
4	Interlibrary Loan	Fixed Fee	25	\$5	33%	\$15	\$375	\$125	\$250	33%	\$5	\$125	\$0	\$250
5	Library Card Replacement	Fixed Fee	1,200	\$7	188%	\$4	\$4,462	\$8,400	-\$3,938	100%	\$4	\$4,462	-\$3,938	\$0
6	Processing Fee	Fixed Fee	500	\$14	202%	\$7	\$3,469	\$7,000	-\$3,531	100%	\$7	\$3,469	-\$3,531	\$0
7	Hardcover Fiction Replacement - Adult	Fixed Fee	50	\$25	60%	\$42	\$2,093	\$1,250	\$843	60%	\$25	\$1,250	\$0	\$843
8	Hardcover Nonfiction Repl - Adult	Fixed Fee	50	\$35	95%	\$37	\$1,843	\$1,750	\$93	95%	\$35	\$1,750	\$0	\$93
9	Cataloged Paperbacks Repl - Adult	Fixed Fee	100	\$20	63%	\$32	\$3,186	\$2,000	\$1,186	63%	\$20	\$2,000	\$0	\$1,186
10	Hardcover Replacement - Children	Fixed Fee	100	\$20	54%	\$37	\$3,686	\$2,000	\$1,686	54%	\$20	\$2,000	\$0	\$1,686
11	Cataloged Paperbacks Repl - Children	Fixed Fee	150	\$10	31%	\$32	\$4,780	\$1,500	\$3,280	31%	\$10	\$1,500	\$0	\$3,280
12	Uncatalogued Paperbacks Repl Children	Fixed Fee	50	\$7	23%	\$30	\$1,493	\$350	\$1,143	23%	\$7	\$350	\$0	\$1,143
14	Magazines Replacement Ad & Children	Fixed Fee	50	\$7	26%	\$27	\$1,343	\$350	\$993	26%	\$7	\$350	\$0	\$993
15	Proctoring Tests	Fixed Fee	0	\$40	132%	\$30	\$0	\$0	\$0	100%	\$30	\$0	\$0	\$0
16	Microfilm Research Fee	Fixed Fee	20	\$40	33%	\$121	\$2,417	\$800	\$1,617	33%	\$40	\$800	\$0	\$1,617
17	Meeting Room Rental	per hour	5	\$81	90%	\$90	\$449	\$405	\$44	100%	\$90	\$449	\$44	\$0
18	Meeting Room Rental (Non-Profit)	per hour	5	\$25	28%	\$90	\$449	\$125	\$324	28%	\$25	\$125	\$0	\$324
19	Video Rental (DVD&VHS)	Fixed Fee	30,000	\$1	48%	\$2	\$62,436	\$30,000	\$32,436	48%	\$1	\$30,000	\$0	\$32,436
20	Overdue Fee - Books, CD's, BOT's	Fine	280,000	\$0.25	18%	\$1.39	\$388,492	\$70,000	\$318,492	18%	\$0.25	\$70,000	\$0	\$318,492
21	Overdue Fee - DVD & VHS	Fine	5,500	\$2	144%	\$1	\$7,631	\$11,000	-\$3,369	100%	\$1	\$7,631	-\$3,369	\$0
22	Passport Processing	Federal	3,546	\$25	127%	\$20	\$69,954	\$88,650	-\$18,696	127%	\$25	\$88,650	\$0	-\$18,696
23	Passport Picture	Fixed Fee	1,800	\$10	49%	\$20	\$36,570	\$18,000	\$18,570	49%	\$10	\$18,000	\$0	\$18,570

Total User Fees						\$602,441	\$245,055	\$357,386			\$234,262	-\$10,793	\$368,179
% of Full Cost											39%	-4%	61%
Total Other Services						\$2,960,959	\$0	\$2,960,959			\$0	\$0	\$2,960,959
% of Full Cost													
Department Totals						\$3,563,400	\$245,055	\$3,318,345			\$234,262	-\$10,793	\$3,329,138
% of Full Cost											7%	-4%	93%

Footnotes/Proposed Changes in Fee Methodology:

Fee # 17 & 18 are room rentals and are not subject to the restrictions of Prop. 26. The City can charge what the market will bear for these room rentals. MGT recommends adjusting this fee to a per hour basis: \$90 per hour for profit and \$25 per hour for non profit.
 Fees # 20 & 21 are fines and therefore the City can set these fines at what they feel is appropriate.
 Fee #22 is set by the federal government and cannot be changed.

Parks, Recreation & Community Services - Parks

User Fee Study Summary Sheet

City of Whittier
 Parks - 22221 & 22222
 FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current					Recommendations					
				Per Unit		Annual			Per Unit		Annual			
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Wedding - Penn Park	Fixed Fee	5	\$163	74%	\$220	\$1,101	\$815	\$286	74%	\$163	\$815	\$0	\$286
2	Wedding - Central Park	Fixed Fee	1	\$163	59%	\$277	\$277	\$163	\$114	59%	\$163	\$163	\$0	\$114
3	Photo Portraits Permit - Advance	Fixed Fee	44	\$79	95%	\$83	\$3,642	\$3,476	\$166	95%	\$79	\$3,476	\$0	\$166
4	Photo Portraits Permit - On Site	Fixed Fee	43	\$163	94%	\$173	\$7,427	\$7,009	\$418	94%	\$163	\$7,009	\$0	\$418
5	Photo Shoot/Filming	Fixed Fee	1	\$916	96%	\$950	\$950	\$916	\$34	96%	\$916	\$916	\$0	\$34
6	Table Reservations for Group Picnics	Fixed Fee	17	\$105	86%	\$123	\$2,086	\$1,785	\$301	86%	\$105	\$1,785	\$0	\$301
8	Company Picnics - Permit	Fixed Fee	4	\$163	76%	\$214	\$856	\$652	\$204	76%	\$163	\$652	\$0	\$204
9	Company Picnics - Table Reservations	Fixed Fee	4	\$105	74%	\$141	\$566	\$420	\$146	74%	\$105	\$420	\$0	\$146
10	Company Picnics - Extra Trash Bin	Fixed Fee	4	\$83	79%	\$105	\$421	\$332	\$89	79%	\$83	\$332	\$0	\$89
11	Company Picnics - Refundable Damage/Cleaning Deposit	Deposit	0	\$300	255%	\$118	\$0	\$0	\$0	255%	\$300			
12	Metal Detecting Permit	Annual Fee	6	\$120	77%	\$156	\$938	\$720	\$218	77%	\$120	\$720	\$0	\$218
13	Key Deposit (refundable)	Remove	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Recommend to remove from the schedule --														
14	Portable Restroom Trailer	Per Day	1	\$715	96%	\$746	\$746	\$715	\$31	96%	\$715	\$715	\$0	\$31
15	Tree Permits	Fixed Fee	1	\$236	100%	\$236	\$236	\$236	\$0	100%	\$236	\$236	\$0	\$0
16	Bounce House Permit	Fixed Fee	1	\$163	80%	\$203	\$203	\$163	\$40	80%	\$163	\$163	\$0	\$40
17	Landscape Plan Review <1000 sq ft	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														
18	Landscape Plan Review 1001-3000 sq ft	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														
19	Landscape Plan Review 3001-6000 sq ft	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														
20	Landscape Plan Review 6001-7000 sq ft	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														
21	Landscape Plan Review 7001-10,000 sq ft	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														
22	Landscape Plan Review 10,001+ sq ft	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														
24	Non Resident Picnic Reservation	Remove	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Recommend to remove from the schedule --														
25	Vacant Lot Plan Check - up to 1 acre	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														
26	Vacant Lot Plan Check - over 1 acre	moved to CDD	0	\$0	0%	\$0	\$0	\$0	\$0					
-- Moved to Community Development --														

User Fee Study Summary Sheet

City of Whittier
 Parks - 22221 & 22222
 FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current					Recommendations					
				Per Unit			Annual		Per Unit		Annual			
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
	Total User Fees						\$19,450	\$17,402	\$2,048			\$17,402	\$0	\$2,048
	% of Full Cost							89%	11%			89%	0%	11%
	Total Other Services						\$4,105,651	\$0	\$4,105,651			\$0	\$0	\$4,105,651
	% of Full Cost							0%						
	Department Totals						\$4,125,101	\$17,402	\$4,107,699			\$17,402	\$0	\$4,107,699
	% of Full Cost							0.4%	99.6%			0.4%	0.0%	99.6%

Footnotes/Proposed Changes in Fee Methodology:

- Fee #13 - Remove from schedule. The City no longer requires a deposit.
- Fee #17-22 - These fees have been moved to Community Development.
- Fee #25-26 - These fees have been moved to Community Development
- Fee # 11 is a refundable deposit and can be set at what the department deems reasonable.

Parks, Recreation & Community Services - Recreation

User Fee Study Summary Sheet

City of Whittier
Recreation
FY 2015/2016 Budget

#	Service Name	Fee Description	Current					Recommendations					
			Per Unit			Annual		Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Comm Center	Total Progr	\$15,400	6%	\$278,461	\$278,461	\$15,400	\$263,061	30%	\$83,538	\$83,538	\$68,138	\$194,923
2	Center Theater	Total Progr	\$30,000	33%	\$90,224	\$90,224	\$30,000	\$60,224	33%	\$29,774	\$29,774	-\$226	\$60,450
3	Uptown Senior Center	Total Progr	\$6,500	6%	\$107,117	\$107,117	\$6,500	\$100,617	15%	\$16,068	\$16,068	\$9,568	\$91,050
4	Skate Park	Non-Fee	\$0	0%	\$13,445	\$13,445	\$0	\$13,445	0%	\$0	\$0	\$0	\$13,445
5	Palm Park	Total Progr	\$14,000	11%	\$128,070	\$128,070	\$14,000	\$114,070	20%	\$25,614	\$25,614	\$11,614	\$102,456
6	Parnell Park	Total Progr	\$20,000	13%	\$153,535	\$153,535	\$20,000	\$133,535	30%	\$46,060	\$46,060	\$26,060	\$107,474
7	Spec Act Bldgs	Non-Fee	\$0	0%	\$18,493	\$18,493	\$0	\$18,493	0%	\$0	\$0	\$0	\$18,493
8	Depot	Non-Fee	\$0	0%	\$31,938	\$31,938	\$0	\$31,938	0%	\$0	\$0	\$0	\$31,938
9	Tennis Center	Total Progr	\$42,500	54%	\$79,069	\$79,069	\$42,500	\$36,569	54%	\$42,697	\$42,697	\$197	\$36,372
10	All Classes	Total Progr	\$433,400	88%	\$491,757	\$491,757	\$433,400	\$58,357	88%	\$432,746	\$432,746	-\$654	\$59,011
11	Concerts	Total Progr	\$18,000	29%	\$61,532	\$61,532	\$18,000	\$43,532	35%	\$21,536	\$21,536	\$3,536	\$39,996
12	Founders' Day	Non-Fee	\$0	0%	\$9,553	\$9,553	\$0	\$9,553	0%	\$0	\$0	\$0	\$9,553
13	Halloween	Delete								<i>Recommend to remove fee from schedule</i>			
14	Easter	Total Progr	\$7,600	21%	\$36,931	\$36,931	\$7,600	\$29,331	21%	\$7,755	\$7,755	\$155	\$29,175
15	4th of July	Non-Fee	\$0	0%	\$22,678	\$22,678	\$0	\$22,678	0%	\$0	\$0	\$0	\$22,678
16	Misc Spec Events	Non-Fee	\$0	0%	\$94,818	\$94,818	\$0	\$94,818	0%	\$0	\$0	\$0	\$94,818
17	Breakfast w/ Santa	Delete								<i>Recommend to remove fee from schedule</i>			
18	Softball	Total Progr	\$105,000	100%	\$104,816	\$104,816	\$105,000	-\$184	100%	\$104,816	\$104,816	-\$184	\$0
19	Mid-Winter Tennis Tournament	Non-Fee	\$0	0%	\$20,874	\$20,874	\$0	\$20,874	0%	\$0	\$0	\$0	\$20,874
20	York Field	Total Progr	\$58,514	63%	\$92,277	\$92,277	\$58,514	\$33,763	63%	\$58,135	\$58,135	-\$379	\$34,143
21	YS Affiliates	Total Progr	\$7,000	28%	\$25,196	\$25,196	\$7,000	\$18,196	28%	\$7,055	\$7,055	\$55	\$18,141
22	Therapeutics	Total Progr	\$8,110	13%	\$62,781	\$62,781	\$8,110	\$54,671	13%	\$8,162	\$8,162	\$52	\$54,619
23	WYN Club	Total Progr	\$18,660	6%	\$336,011	\$336,011	\$18,660	\$317,351	15%	\$50,402	\$50,402	\$31,742	\$285,609
24	Day Camp	Total Progr	\$20,000	13%	\$151,925	\$151,925	\$20,000	\$131,925	20%	\$30,385	\$30,385	\$10,385	\$121,540
25	Sr Spec Events	Total Progr	\$7,000	19%	\$36,850	\$36,850	\$7,000	\$29,850	19%	\$7,002	\$7,002	\$2	\$29,849
26	Sr Field Trips	Total Progr	\$24,000	70%	\$34,486	\$34,486	\$24,000	\$10,486	70%	\$24,140	\$24,140	\$140	\$10,346
27	Sr Info & Ref	Non-Fee	\$0	0%	\$9,905	\$9,905	\$0	\$9,905	0%	\$0	\$0	\$0	\$9,905
28	Brochure Prep	Overhead	\$0	0%	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0
29	Counter / Telephone	Overhead	\$0	0%	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0
30	Grants	Non-Fee	\$0	0%	\$28,510	\$28,510	\$0	\$28,510	0%	\$0	\$0	\$0	\$28,510
31	Special Projects	Non-Fee	\$0	0%	\$94,462	\$94,462	\$0	\$94,462	0%	\$0	\$0	\$0	\$94,462
39	Senior Classes	Total Progr	\$33,500	94%	\$35,803	\$35,803	\$33,500	\$2,303	94%	\$33,655	\$33,655	\$155	\$2,148

User Fee Study Summary Sheet

City of Whittier
Recreation
FY 2015/2016 Budget

#	Service Name	Fee Description	Current					Recommendations					
			Per Unit			Annual		Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
40	Junior Theatre	Total Progr	\$70,000	124%	\$56,351	\$56,351	\$70,000	-\$13,649	100%	\$56,351	\$56,351	-\$13,649	\$0
41	Aquatics	Total Progr	\$127,028	64%	\$197,495	\$197,495	\$127,028	\$70,467	64%	\$126,397	\$126,397	-\$631	\$71,098
42	Sports Camps	Delete							<i>Recommend to remove fee from schedule</i>				
43	Facility Rentals	Total Progr	\$24,900	25%	\$100,036	\$100,036	\$24,900	\$75,136	30%	\$30,011	\$30,011	\$5,111	\$70,025
44	YS Field Trips	Total Progr	\$1,300	6%	\$21,216	\$21,216	\$1,300	\$19,916	10%	\$2,122	\$2,122	\$822	\$19,094
45	Inter Department Support	Non-Fee	\$0	0%	\$26,994	\$26,994	\$0	\$26,994	0%	\$0	\$0	\$0	\$26,994
46	Commission/Committees	Non-Fee	\$0	0%	\$121,005	\$121,005	\$0	\$121,005	0%	\$0	\$0	\$0	\$121,005
47	YS Special Events	Non-Fee	\$0	0%	\$28,125	\$28,125	\$0	\$28,125	0%	\$0	\$0	\$0	\$28,125
48	Trainings	Non-Fee	\$0	0%	\$23,330	\$23,330	\$0	\$23,330	0%	\$0	\$0	\$0	\$23,330
49	Non Fee Activity	Non-Fee	\$0	0%	\$16,917	\$16,917	\$0	\$16,917	0%	\$0	\$0	\$0	\$16,917
50	Webgsite / Agendas	Non-Fee	\$0	0%	\$1,916	\$1,916	\$0	\$1,916	0%	\$0	\$0	\$0	\$1,916
51	Blue Star & Council	Non-Fee	\$0	0%	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0
52	Wedding - Penn Park	Parks X Suppt	\$0	0%	\$12	\$12	\$0	\$12	0%	\$0	\$0	\$0	\$12
53	Wedding - Central Park	Parks X Suppt	\$0	0%	\$12	\$59	\$0	\$59	0%	\$0	\$0	\$0	\$59
54	Table Reservations for Group Picnics	Parks X Suppt	\$0	0%	\$7	\$7	\$0	\$7	0%	\$0	\$0	\$0	\$7
55	Company Picnics - Permit	Parks X Suppt	\$0	0%	\$7	\$121	\$0	\$121	0%	\$0	\$0	\$0	\$121
56	Company Picnics - Table Reservations	Parks X Suppt	\$0	0%	\$12	\$47	\$0	\$47	0%	\$0	\$0	\$0	\$47
57	Company Picnics - Extra Trash Bin	Parks X Suppt	\$0	0%	\$7	\$28	\$0	\$28	0%	\$0	\$0	\$0	\$28
58	Company Picnics - Refundable Damage/Cleaning Deposit	Parks X Suppt	\$0	0%	\$12	\$47	\$0	\$47	0%	\$0	\$0	\$0	\$47
59	Tree Permits	Parks X Suppt	\$0	0%	\$36	\$36	\$0	\$36	0%	\$0	\$0	\$0	\$36
60	Bounce House Permit	Parks X Suppt	\$0	0%	\$12	\$12	\$0	\$12	0%	\$0	\$0	\$0	\$12
61	Metal Detecting Permit	Parks X Suppt	\$0	0%	\$12	\$71	\$0	\$71	0%	\$0	\$0	\$0	\$71
62	Indirect Cost for Director	Parks X Suppt	\$0	0%	\$86,380	\$86,380	\$0	\$86,380	0%	\$0	\$0	\$0	\$86,380

Total User Fees	\$2,681,940	\$1,092,412	\$1,589,528	\$1,244,421	\$152,009	\$1,437,519
% of Full Cost		41%	59%	46%	14%	54%
Total Other Services	\$705,061	\$0	\$705,061	\$0	\$0	\$705,061
% of Full Cost		0%				
Department Totals	\$3,387,002	\$1,092,412	\$2,294,590	\$1,244,421	\$152,009	\$2,142,581
% of Full Cost		32%	68%	37%	14%	63%

Public Works - Engineering

User Fee Study Summary Sheet

City of Whittier
Public Works - Engineering - 30332
FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Driveway Permit/Inspections	Fixed Fee	38	\$310	100%	\$309	\$11,758	\$11,780	-\$22	100%	\$309	\$11,758	-\$22	
2	Lane Closures	Delete		\$300						-- Now combined with #10; recommend removal from fee schedule --				
3	Sidewalks Permit/Inspection	Fixed Fee	28	\$230	74%	\$309	\$8,664	\$6,440	\$2,224	100%	\$309	\$8,664	\$2,224	
4	Curbs, Gutters, & Monolithic Curbs & Gutters	Fixed Fee	2	\$330	107%	\$309	\$619	\$660	-\$41	100%	\$309	\$619	-\$41	
5	Curb Drains	Fixed Fee	1	\$150	98%	\$153	\$153	\$150	\$3	100%	\$153	\$153	\$3	
6	Irrigation Systems in Public ROW	Delete		\$130						-- No activity, this fee should be removed from fee schedule --				
7	Materials Storage in Public ROW (incl canopies & fencing)	Fixed Fee	16	\$180	77%	\$235	\$3,758	\$2,880	\$878	77%	\$180	\$2,880		\$878
8	Temporary Fencing in Public ROW	Delete		\$180						-- Now combined with #7; recommend removal from fee schedule --				
9	Street Cut Permits	Fixed Fee	126	\$270	66%	\$408	\$51,354	\$34,020	\$17,334	80%	\$326	\$41,083	\$7,063	\$10,271
10	Street/Lane Closures	Fixed Fee	138	\$275	60%	\$457	\$63,101	\$37,890	\$25,211	80%	\$366	\$50,481	\$12,591	\$12,620
11	Permit Riders	Fixed Fee	3	\$90	167%	\$54	\$162	\$270	-\$108	100%	\$54	\$162	-\$108	
12	Oversize Load Permit	State Set	133	\$16	21%	\$75	\$9,912	\$2,128	\$7,784	21%	\$16	\$2,128		\$7,784
13	Annual Oversize Load Permit	State Set		\$90	109%	\$83				109%	\$90			
14	Parkway Excavation (non-street cut)	Fixed Fee	213	\$215	60%	\$358	\$76,230	\$45,870	\$30,360	60%	\$215	\$45,870		\$30,360
15	Residential Excavation in Public ROW	Delete		\$240						-- Replaced with #14; recommend removal from fee schedule --				
16	Non-Residential Excavation in Public ROW	Delete		\$180						-- Replaced with #14; recommend removal from fee schedule --				
17	Construction Canopy in Public ROW	Delete		\$470						-- Now combined with #7; recommend removal from fee schedule --				
18	Grading PC / Insp - Base Fee	Delete		\$1,370						-- Replaced with #'s19 & 20; recommend removal from fee schedule --				
19	Grading Plan Check - Base Fee	+ \$0.06/sf	11	\$754	100%	\$755	\$8,309	\$8,289	\$20	100%	\$755	\$8,309	\$20	
20	Grading Inspection - Base Fee	+ \$0.06/sf		\$617	99%	\$624				100%	\$624			
21	Penalty Fee	Doubled Fee								-- Penalty fees are double the original permit fee --				
22	Site Drainage Permit - NPDES	Fixed Fee		\$1,290	121%	\$1,067				100%	\$1,067			
23	Sewer Lateral Application - New / Repair	Delete		\$220						-- No activity, this fee should be removed from fee schedule --				
24	Sewer Dye Testing	Fixed Fee	2	\$150	77%	\$194	\$387	\$300	\$87	100%	\$194	\$387	\$87	
25	Newsrack Permit - New	Fixed Fee	2	\$290	99%	\$292	\$584	\$580	\$4	100%	\$292	\$584	\$4	
26	Newsrack Permit - Annual Renewal	Fixed Fee	40	\$30	69%	\$43	\$1,736	\$1,200	\$536	100%	\$43	\$1,736	\$536	
27	Quitclaim Deed	Fixed Fee		\$630	120%	\$525				100%	\$525			

User Fee Study Summary Sheet

City of Whittier
 Public Works - Engineering - 30332
 FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current					Recommendations					
				Per Unit		Annual			Per Unit		Annual			
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
28	Str/Alley Closing, Str Vac, or Light/Air Easement	Fixed Fee		\$1,220	118%	\$1,032				100%	\$1,032			
29	Summary Vacation of Excess Street ROW	Fixed Fee		\$940	118%	\$795				100%	\$795			
30	Curb Painting	Fixed Fee		\$540	157%	\$344				100%	\$344			
31	Tract/Parcel Map Processing	Fixed Fee		\$2,680	120%	\$2,225				100%	\$2,225			
32	Certificate of Compliance			\$830						-- This fee should be removed from Engineering's fee schedule --				
33	Improvement Plans & Studies Checking Fee	Fixed Fee		\$1,690	121%	\$1,398				100%	\$1,398			
34	Easements/ ROW Dedication	Fixed Fee		\$1,100	119%	\$925				100%	\$925			
35	Encroachment License Application Fee	Fixed Fee		\$1,380	119%	\$1,161				100%	\$1,161			
36	Encroachment License Renewal	Negotiated								100%				
37	Painting House Number on Curbs - Permit	Fixed Fee		\$730	71%	\$1,032				71%	\$730			
38	Updating City Maps	Fixed Fee		\$120	121%	\$99				100%	\$99			
39	Temporary Closure of Streets for Block Parties	Fixed Fee	12	\$100	25%	\$399	\$4,782	\$1,200	\$3,582	25%	\$100	\$1,200		\$3,582
40	Monitoring Well	Fixed Fee		\$1,310	117%	\$1,118				100%	\$1,118			
41	Sign Posting/Covering Signs	Fixed Fee	3	\$350	95%	\$369	\$1,108	\$1,050	\$58	95%	\$350	\$1,050		\$58
42	Galleria Space Lease Application	Fixed Fee		\$940	118%	\$799				100%	\$799			
43	Wide Load Inspection Fee	Fixed Fee		\$90	121%	\$75				100%	\$75			
44	Banner Hanging Application Fee	Fixed Fee		\$100	117%	\$85				100%	\$85			
45	Banner Hanging (Horizontal)	Fixed Fee		\$1,500	174%	\$861				100%	\$861			
46	Appeal of Pkg & Transp Comm Decision	Fixed Fee		\$650	45%	\$1,442				100%	\$1,442			
47	NPDES Development Project Fee	Fixed Fee		\$1,940	58%	\$3,320				100%	\$3,320			
48	NPDES (storm water) Runoff Analysis	New Proposal				\$2,299				100%	\$2,299			
49	NPDES (storm water) Industrial	New Proposal				\$3,369				100%	\$3,369			
50	NPDES (storm water) Commercial (gas station)	New Proposal				\$2,349				100%	\$2,349			
51	NPDES (storm water) Commercial (reset)	New Proposal				\$2,349				100%	\$2,349			
52	NPDES Sewer Video Review	New Proposal				\$280				100%	\$280			
53	Fire Flow Tests	New Proposal				\$547				100%	\$547			
54	Planning Application Review	X-Suppt	1			\$14,154	\$14,154		\$14,154					\$14,154

07

User Fee Study Summary Sheet

City of Whittier
Public Works - Engineering - 30332
FY 2015/2016 Budget

#	Service Name	Fee Description	Annual Volume	Current				Recommendations						
				Per Unit		Annual		Per Unit		Annual				
				Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
	Total User Fees						\$242,616	\$154,707	\$87,910			\$177,063	\$22,356	\$65,553
	% of Full Cost							64%	36%			73%	14%	27%
	Total Other Services						\$368,703		\$368,703					\$368,703
	% of Full Cost													
	Department Totals						\$611,319	\$154,707	\$456,612			\$177,063	\$22,356	\$434,256
	% of Full Cost							25%	75%			29%	14%	71%

Footnotes/Proposed Changes in Fee Methodology:

- | | |
|---|--|
| 2 Lane Closures | This service is now covered under #10 above; this fee should be removed from this department's fee schedule. |
| 3 Sidewalks Permit/Inspection | Proposed fee covers up to 300 square feet of project area. Each additional square foot shall be charged a fee of \$0.20 per square foot. |
| 4 Curbs, Gutters, & Monolithic Curbs & Gutters | Proposed fee covers up to 50 lineal feet. Each additional lineal foot shall be charged a fee of \$0.40 per lineal foot. |
| 6 Irrigation Systems in Public ROW | This service is no longer provided; this fee should be removed from this department's fee schedule. |
| 8 Temporary Fencing in Public ROW | This service is now covered under #7 above; this fee should be removed from this department's fee schedule. |
| 14 Parkway Excavation (non-street cut) | This fee will take the place of #15 and #16. |
| 15 Residential Excavation in Public ROW | This service is now covered under #14 above; this fee should be removed from this department's fee schedule. |
| 16 Non-Residential Excavation in Public ROW | This service is now covered under #14 above; this fee should be removed from this department's fee schedule. |
| 17 Construction Canopy in Public ROW | This service is now covered under #7 above; this fee should be removed from this department's fee schedule. |
| 18 Grading PC / Insp - Base Fee | This fee is now split into a separate plan check fee (#19) and inspection fee (#20); this fee should be removed from this department's fee schedule. |
| 19 Grading Plan Check - Base Fee | This fee (together with #20) replaces #18 above. In addition to this base fee, a fee of \$0.06/sq ft will also be collected, but only for projects greater than 1 acre (43,560 sq ft) in size. |
| 20 Grading Inspection - Base Fee | This fee (together with #19) replaces #18 above. In addition to this base fee, a fee of \$0.06/sq ft will also be collected, but only for projects greater than 1 acre (43,560 sq ft) in size. |
| 32 Certificate of Compliance | This service is provided by Community Development (Planning); this fee should be removed from this department's fee schedule. |
| 39 Temporary Closure of Streets for Block Parties | In July 2009, this fee was reduced to \$100 (Resolution No. 8221). The Master Fee Schedule currently lists this fee at \$430 and should be updated to reflect this reduced fee. |
| 40 Monitoring Well | Department management recommend billing for monitoring wells on a quarterly basis, so the recommended fee shown above would be divided by 4, or \$279.50 per quarter. |

Police

User Fee Study Summary Sheet

City of Whittier
 Police - 4041100-40412701, 717, 719
 FY 2015-2016 Budget

#	Service Name	Fee Related	Fee Description	Annual Volume	Current						Recommendations				
					Per Unit			Annual			Per Unit		Annual		
					Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Civil Subpoena - Witness	Fee	State	10	\$275	62%	\$445	\$4,448	\$2,750	\$1,698	62%	\$275	\$2,750	\$0	\$1,698
2	Local Criminal Record	Fee	Fixed Fee	53	\$42	177%	\$24	\$1,261	\$2,226	-\$965	100%	\$24	\$1,261	-\$965	\$0
3	Applicant Fingerprint	Fee	Fixed Fee	466	\$38	128%	\$30	\$13,785	\$17,708	-\$3,923	100%	\$30	\$13,785	-\$3,923	\$0
4	Applicant Fingerprint - add'l	Fee	Fixed Fee	25	\$17	82%	\$21	\$520	\$425	\$95	100%	\$21	\$520	\$95	\$0
5	Immigration Letters	Fee	Fixed Fee	85	\$20	84%	\$24	\$2,022	\$1,700	\$322	100%	\$24	\$2,022	\$322	\$0
6	Booking Fee (Trusty)	Fee	Per Day	84	\$80	99%	\$81	\$6,811	\$6,720	\$91	100%	\$81	\$6,811	\$91	\$0
7	Traffic Collision Report	Fee	Fixed Fee	1,000	\$9	65%	\$14	\$13,772	\$9,000	\$4,772	100%	\$14	\$13,772	\$4,772	\$0
8	Crime Reports	Fee	Per Page	0	\$0.15	27%	\$0.55	\$0	\$0	\$0	27%	\$0.15	\$0	\$0	\$0
9	Vehicle/Cart Impound Release	Fee	Fixed Fee	200	\$121	74%	\$164	\$32,853	\$24,200	\$8,653	100%	\$164	\$32,853	\$8,653	\$0
10	Vehicle Impound Release DUI	Fee	Fixed Fee	200	\$230	87%	\$265	\$53,046	\$46,000	\$7,046	100%	\$265	\$53,046	\$7,046	\$0
11	Citation Verification	Fee	Fixed Fee	800	\$11	36%	\$30	\$24,239	\$8,800	\$15,439	50%	\$15	\$12,120	\$3,320	\$12,120
12	Curfew Enforcement	Fee	Remove	0	\$19	0%	\$0	\$0	\$0	\$0	Recommend to remove fee from schedule				
13	Research/Compile Data	Fee	Per Hour	18	\$110	81%	\$136	\$2,445	\$1,980	\$465	100%	\$136	\$2,445	\$465	\$0
14	Create CD's / DVD's	Fee	Fixed Fee	78	\$5	15%	\$33	\$2,589	\$390	\$2,199	100%	\$33	\$2,589	\$2,199	\$0
15	Reproduce CD/DVD	Fee	Remove	0	\$5	0%	\$0	\$0	\$0	\$0	Recommend to remove fee from schedule. Same as #14				
16	Copy of Citation	Fee	Fixed Fee	1	\$10	100%	\$10	\$10	\$10	\$0	100%	\$10	\$10	\$0	\$0
17	Hourly Rate - Officer	Fee	Per Hour	10	\$108	75%	\$144	\$1,442	\$1,080	\$362	100%	\$144	\$1,442	\$362	\$0
18	Vehicle 30-Day Impound Release	Fee	Fixed Fee	200	\$121	74%	\$164	\$32,853	\$24,200	\$8,653	100%	\$164	\$32,853	\$8,653	\$0
19	Vehicle Repo Release	Fee	State	600	\$15	80%	\$19	\$11,268	\$9,000	\$2,268	80%	\$15	\$9,000	\$0	\$2,268
20	Subpoena Duces Tecum (1563 EC)	Fee	State	0	\$24	0%	\$0	\$0	\$0	\$0	This fee is set by the State. See footnote for details.				
21	Alarm Permit	Fee	Set by WMC	280	\$50	210%	\$24	\$6,661	\$14,000	-\$7,339	100%	\$24	\$6,661	-\$7,339	\$0
22	Alarm Permit Late	Fee	Penalty	75	\$57	240%	\$24	\$1,784	\$4,275	-\$2,491	240%	\$57	\$4,275	\$0	-\$2,491
23	False Alarm 2	Fee	Penalty	117	\$97	66%	\$147	\$17,168	\$11,349	\$5,819	66%	\$97	\$11,349	\$0	\$5,819
24	False Alarm 3	Fee	Penalty	20	\$126	86%	\$147	\$2,935	\$2,520	\$415	86%	\$126	\$2,520	\$0	\$415
25	False Alarm 4	Fee	Penalty	14	\$155	106%	\$147	\$2,054	\$2,170	-\$116	106%	\$155	\$2,170	\$0	-\$116
26	False Alarm 5	Fee	Penalty	8	\$183	125%	\$147	\$1,174	\$1,464	-\$290	125%	\$183	\$1,464	\$0	-\$290
27	False Alarm 6	Fee	Penalty	3	\$201	137%	\$147	\$440	\$603	-\$163	137%	\$201	\$603	\$0	-\$163
28	False Alarm 7+	Fee	Penalty	1	\$229	116%	\$197	\$197	\$229	-\$32	116%	\$229	\$229	\$0	-\$32
29	Loud Party - 2nd & Add'l Response	Fee	Fixed Fee	15	\$160	98%	\$163	\$2,445	\$2,400	\$45	100%	\$163	\$2,445	\$45	\$0
30	DUI Response to Accident	Fee	Per Hour	75	\$130	90%	\$144	\$10,817	\$9,750	\$1,067	100%	\$144	\$10,817	\$1,067	\$0
31	Code Enforcement - 1st Citation	Fee	Fine	0	\$100	0%	\$0	\$0	\$0	\$0	100%	\$100	\$0	\$0	\$0
32	Code Enforcement - 2nd Citation	Fee	Fine	0	\$200	0%	\$0	\$0	\$0	\$0	100%	\$200	\$0	\$0	\$0

User Fee Study Summary Sheet

City of Whittier
 Police - 4041100-40412701, 717, 719
 FY 2015-2016 Budget

#	Service Name	Fee Related	Fee Description	Annual Volume	Current					Recommendations					
					Per Unit		Annual			Per Unit		Annual			
					Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
33	Code Enforcement - 3rd Citation	Fee	Fine	0	\$500	0%	\$0	\$0	\$0	\$0	100%	\$500	\$0	\$0	\$0
34	Secondhand Dealer License	Fee	Fixed Fee	10	\$76	46%	\$167	\$1,668	\$760	\$908	100%	\$167	\$1,668	\$908	\$0
35	Firearm Dealer License	Fee	Fixed Fee	5	\$107	100%	\$107	\$534	\$535	-\$1	100%	\$107	\$534	-\$1	\$0
36	Special Event - Profit	non fee	CD X Suppl	12	\$108	75%	\$144	\$1,731	\$1,296	\$435	100%	\$144	\$1,731	\$435	\$0
37	Special Event - Non Profit	non fee	CD X Suppl	12	\$80	55%	\$144	\$1,731	\$960	\$771	100%	\$144	\$1,731	\$771	\$0
38	Prop Room Storage (PC 33880)	Fee	Proposed	1	\$0	0%	\$232	\$232	\$0	\$232	100%	\$232	\$232	\$232	\$0
39	Revoke User Permit	Fee	Remove	0	\$30	0%	\$0	\$0	\$0	\$0	<i>Recommend to remove fee from schedule</i>				
40	Concealed Weapons Permit	Fee	Remove	0	\$76	0%	\$0	\$0	\$0	\$0	<i>Recommend to remove fee from schedule</i>				
44	Bingo License (5.12.080 WMC)	Fee	Set by Code	4	\$50	63%	\$79	\$317	\$200	\$117	63%	\$50	\$200	\$0	\$117

Total User Fees		\$255,253	\$208,700	\$46,553		\$235,907	\$27,207	\$19,345
% of Full Cost						92%	13%	8%
Total Other Services		\$20,723,331	\$0	\$20,723,331		\$0	\$0	\$20,723,331
% of Full Cost						0%		
Department Totals		\$20,978,583	\$208,700	\$20,769,883		\$235,907	\$27,207	\$20,742,676
% of Full Cost						1%	13%	99%

Footnotes/Proposed Changes in Fee Methodology:

- Fee #1 Civil Subpoena - Witness - This fee is set by the state and cannot be changed.
- Fee #8 Crime Reports - This fee should be consistent with what the City charges per page for a photocopy, with the fee waived if a report is fewer than five pages in length. 6250 GC
- Fee#11 Citation Verification - MGT recommends a name change from VIN & citation verification to just citation verification. The city no longer does VIN verification.
- Fee #12 Curfew Enforcement - The curfew enforcement can be charged only upon conviction and then is capped at \$500 according to WMC. The department currently does not charge this fee. The department recommends to delete this fee from the schedule.
- Fee # 15 Reproduce CD/DVD - Time spent is the same as fee #14. Recommend to remove this fee.
- Fee #19 Vehicle Repo Release - This fee is set by the state 41612 GC and cannot be changed.
- Fee # 20 Subpoena Duces Tecum (1563 EC) - This fee is set in accordance w/ evid code 1563; duplication costs and hourly preparation. The maximum hourly rate is set at \$24/hr and \$0.10 per page.
- Fee # 22-28 Alarm Permit Late & False Alarms: These are penalties and are set in resolutions. Penalties can be set at whatever level the City deems appropriate.
- Fee # 31-33 Code Enforcement Citations: These are fines and can be set at whatever the City determines to be appropriate.
- Fee # 38 Prop Room Storage (PC 33880) - This is a potential new fee. PC 33880 became effective 1-1-16. The City will need to decide if they want to implement this new fee.
- Fee # 39 Revoke User Permit - The department no longer charges for this fee. MGT recommends to remove this fee from the schedule.
- Fee # 40 Concealed Weapons Permit - This service has been moved to the CHP and the City no longer provides the service. MGT recommends to remove this fee from the fee schedule.
- Fee # 44 Bingo License (5.12.080 WMC) - This fee is based on WMC 5.12.080 fixed fee listed as \$50.



Section III
Fully Burdened Hourly Rates by Department

City Clerk / Treasurer

Full Cost Hourly Rates

Agency: City of Whittier

Department: City Clerk/Treasurer/Business License/Business Improvement Area/
Information Technology Services/Elections

Fiscal Year: FY 2015/2016 Budget

Position	Annual Salary	Hourly			Total
		Salary & Benefits	Internal Dept Admin	Citywide Support	
1 City Clerk/Treasurer	\$ 139,008	\$ 92.03	\$ 91.43	\$ 29.42	\$ 212.87
2 Asst City Clerk/Treasurer	\$ 105,869	\$ 70.09	\$ 69.63	\$ 22.40	\$ 162.13
3 Deputy City Treasurer	\$ 83,205	\$ 55.08	\$ 54.73	\$ 17.61	\$ 127.42
4 Administrative Secretary	\$ 51,820	\$ 34.31	\$ 34.08	\$ 10.97	\$ 79.36
5 Acct Specialist II	\$ 46,901	\$ 31.05	\$ 30.85	\$ 9.93	\$ 71.82
6 Record Specialist II	\$ 41,816	\$ 27.68	\$ 27.50	\$ 8.85	\$ 64.04
7 Office Specialist I/II	\$ 41,816	\$ 27.68	\$ 27.50	\$ 8.85	\$ 64.04
8 Telephone Oper / Rec I/II	\$ 43,955	\$ 29.10	\$ 28.91	\$ 9.30	\$ 67.31
9 Info Tech Manager	\$ 117,260	\$ 77.63	\$ 77.12	\$ 24.82	\$ 179.57
10 Info Systems Analyst	\$ 82,666	\$ 54.73	\$ 54.37	\$ 17.49	\$ 126.59
11 Info Systems Technician	\$ 70,599	\$ 46.74	\$ 46.43	\$ 14.94	\$ 108.11
13 Business License Inspector	\$ 58,703	\$ 38.86	\$ 38.61	\$ 12.42	\$ 89.90

Notes:

Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.

Internal admin/indirect rate of 99.3% is applied to hourly personnel rate.

External admin/indirect rate of 32% is applied to hourly personnel rate.

Community Development - Building

Full Cost Hourly Rates

Agency:
Department:
Fiscal Year:

City of Whittier
Building & Safety - 18141
FY 2015/2016

Hourly						
Ord	Position	Annual Salary	Salary & Benefits	Internal Dept Admin	External Support	Total
1	Permit Technician I/II	\$ 42,632	\$ 28.64	\$ 26.31	\$ 18.89	\$ 73.84
2	Sr Bldg Insp / Plan Checker	\$ 82,816	\$ 55.63	\$ 51.11	\$ 36.70	\$ 143.44
3	Bldg Inspector I/II	\$ 69,850	\$ 46.92	\$ 43.11	\$ 30.95	\$ 120.98
4	Bldg Svcs Mgr / Bldg Official	\$ 113,505	\$ 76.25	\$ 70.05	\$ 50.30	\$ 196.60
5	Secretary	\$ 48,326	\$ 32.46	\$ 29.82	\$ 21.41	\$ 83.70

Notes:

Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.
Internal admin/indirect rate of 91.9% is applied to hourly personnel rate.
External admin/indirect rate of 66% is applied to hourly personnel rate.

Community Development - Planning

Full Cost Hourly Rates

Agency: **City of Whittier**
 Department: **Planning - 18161**
 Fiscal Year: **FY 15/16 Budget**

Hourly						
Ord	Position	Annual Salary	Salary & Benefits	Internal Dept Admin	External Support	Total
1	Permit Tech I/II	\$ 49,215	\$ 31.77	\$ 25.88	\$ 26.56	\$ 84.21
2	Planning Services Mgr	\$ 115,935	\$ 74.83	\$ 60.97	\$ 62.58	\$ 198.38
3	Principal Planner	\$ 101,487	\$ 65.51	\$ 53.37	\$ 54.78	\$ 173.66
4	Assoc/Asst Planner	\$ 76,013	\$ 49.07	\$ 39.98	\$ 41.03	\$ 130.07
5	Office Supervisor	\$ 62,198	\$ 40.15	\$ 32.71	\$ 33.57	\$ 106.43

Notes:

Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.
 Internal admin/indirect rate of 81.5% is applied to hourly personnel rate.
 External admin/indirect rate of 83.6% is applied to hourly personnel rate.

Library

Full Cost Hourly Rates

Agency:
Department:
Fiscal Year:

City of Whittier
Library - 21211
FY 2015-2016 Budget

Position	Annual Salary	Hourly			Total
		Salary & Benefits	Internal Dept Admin	Citywide Support	
1 Library Director	\$ 140,851	\$ 88.41	\$ 136.27	\$ 36.54	\$ 261.22
2 Library Svcs Manager	\$ 101,563	\$ 63.75	\$ 98.26	\$ 26.35	\$ 188.35
3 Library Media Supervisor	\$ 75,027	\$ 47.09	\$ 72.59	\$ 19.46	\$ 139.14
4 Librarian I/II	\$ 65,161	\$ 40.90	\$ 63.04	\$ 16.90	\$ 120.85
5 Library Asst II/III	\$ 48,471	\$ 30.42	\$ 46.89	\$ 12.57	\$ 89.89
6 Library Staff (Part Time Temp)	\$ 22,444	\$ 14.09	\$ 21.71	\$ 5.82	\$ 41.62
7 Asst Dir of Library Services	\$ 106,639	\$ 66.94	\$ 103.17	\$ 27.66	\$ 197.77
11 Supervising Library Asst.	\$ 59,440	\$ 37.31	\$ 57.51	\$ 15.42	\$ 110.23
12 Management Asst.	\$ 67,164	\$ 42.16	\$ 64.98	\$ 17.42	\$ 124.56

Notes:

- Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.
- Internal admin/indirect rate of 154.1% is applied to hourly personnel rate.
- External admin/indirect rate of 41.3% is applied to hourly personnel rate.

Parks, Recreation & Community Services - Parks

Full Cost Hourly Rates

Agency:
Department:
Fiscal Year:

City of Whittier
Parks - 22221 & 22222
FY 2015/2016 Budget

Position	Annual Salary	Hourly			Total
		Salary & Benefits	Internal Dept Admin	Citywide Support	
2 Admin Secretary	\$ 51,820	\$ 38.15	\$ 46.10	\$ 20.26	\$ 104.52
3 Office Specialist III	\$ 45,067	\$ 33.18	\$ 40.10	\$ 17.62	\$ 90.90
4 Park Manager	\$ 109,560	\$ 80.67	\$ 97.48	\$ 42.83	\$ 220.97
5 Park Maint Supervisor	\$ 76,892	\$ 56.61	\$ 68.41	\$ 30.06	\$ 155.08
6 Sr Facil Maint Worker	\$ 59,885	\$ 44.09	\$ 53.28	\$ 23.41	\$ 120.78
7 Facilities Maint Worker	\$ 51,939	\$ 38.24	\$ 46.21	\$ 20.30	\$ 104.75
8 Sr Park Equip Operator	\$ 58,997	\$ 43.44	\$ 52.49	\$ 23.06	\$ 118.99
9 Park Equip Operator	\$ 51,052	\$ 37.59	\$ 45.42	\$ 19.96	\$ 102.97
10 Sr Park Maint Worker	\$ 51,273	\$ 37.75	\$ 45.62	\$ 20.04	\$ 103.41
11 Park Maint Worker I	\$ 37,249	\$ 27.43	\$ 33.14	\$ 14.56	\$ 75.13
12 Park Maint Worker II	\$ 47,371	\$ 34.88	\$ 42.15	\$ 18.52	\$ 95.54
13 Tree Maint Supervisor	\$ 74,966	\$ 55.20	\$ 66.70	\$ 29.30	\$ 151.20
14 Sr Tree Trimmer / Climber	\$ 54,744	\$ 40.31	\$ 48.71	\$ 21.40	\$ 110.41
15 Tree Trimmer / Climber I/II	\$ 46,850	\$ 34.49	\$ 41.68	\$ 18.31	\$ 94.49

Notes:

Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.
Internal admin/indirect rate of 120.8% is applied to hourly personnel rate.
External admin/indirect rate of 53.1% is applied to hourly personnel rate.

Parks, Recreation & Community Services - Recreation

Full Cost Hourly Rates

Agency:

City of Whittier

Department:

Recreation

Fiscal Year:

FY 2015/2016 Budget

Position	Annual Salary	Hourly			Total
		Salary & Benefits	Internal Dept Admin	Citywide Support	
1 Office Specialist I/II	\$ 41,152	\$ 25.20	\$ 7.20	\$ 6.25	\$ 38.65
2 Facility Maint Worker	\$ 54,471	\$ 33.36	\$ 9.53	\$ 8.27	\$ 51.15
3 Comm Svcs Coord II	\$ 58,427	\$ 35.78	\$ 10.22	\$ 8.87	\$ 54.87
5 Comm Svcs Supervisor	\$ 73,867	\$ 45.24	\$ 12.92	\$ 11.21	\$ 69.37
6 Comm Svcs Program Manager	\$ 97,181	\$ 59.51	\$ 17.00	\$ 14.75	\$ 91.26
7 Director	\$ 151,282	\$ 92.65	\$ 26.46	\$ 22.96	\$ 142.07
8 Office Specialist III	\$ 40,877	\$ 25.03	\$ 7.15	\$ 6.20	\$ 38.39
10 Extra Help Comm. Serv	\$ 23,923	\$ 11.83	\$ 3.38	\$ 2.93	\$ 18.13

Notes:

Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.

Internal admin/indirect rate of 28.6% is applied to hourly personnel rate.

External admin/indirect rate of 24.8% is applied to hourly personnel rate.

Public Works - Engineering

Full Cost Hourly Rates

Agency:	City of Whittier
Department:	Public Works - Engineering - 30332
Fiscal Year:	FY 2015/2016 Budget

Position	Annual Salary	Hourly			Total
		Salary & Benefits	Internal Dept Admin	External Admin/Ovhd	
1 Civil Engr Assistant	\$ 79,975	\$ 53.06	\$ 43.78	\$ 19.15	\$ 115.98
2 Civil Engr Associate	\$ 87,923	\$ 58.33	\$ 48.13	\$ 21.05	\$ 127.51
3 Sr Engr Technician	\$ 68,518	\$ 45.46	\$ 37.51	\$ 16.41	\$ 99.37
4 Engineering Tech II	\$ 60,854	\$ 40.37	\$ 33.31	\$ 14.57	\$ 88.25
5 Senior Civil Engineer	\$ 92,328	\$ 61.25	\$ 50.54	\$ 22.11	\$ 133.90
6 Asst Director of Public Works	\$ 133,691	\$ 88.69	\$ 73.18	\$ 32.01	\$ 193.88
7 Director of Public Works	\$ 172,677	\$ 114.56	\$ 94.52	\$ 41.35	\$ 250.42

Notes:

Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.
 Internal admin/indirect rate of 82.5% is applied to hourly personnel rate.
 External admin/indirect rate of 36.1% is applied to hourly personnel rate.

Police

Full Cost Hourly Rates

Agency: City of Whittier
 Department: Police - 4041100-40412701, 717, 719
 Fiscal Year: FY 2015-2016 Budget

Position	Annual Salary	Hourly			Total
		Salary & Benefits	Internal Dept Admin	Citywide Support	
1 Captain	\$ 172,551	\$ 133.19	\$ 117.60	\$ 25.87	\$ 276.66
2 Chief of Police	\$ 212,343	\$ 163.91	\$ 144.72	\$ 31.84	\$ 340.47
3 Community Svcs Officer	\$ 54,818	\$ 42.31	\$ 37.36	\$ 8.22	\$ 87.89
4 Forensic Specialist I/II	\$ 73,108	\$ 56.43	\$ 49.83	\$ 10.96	\$ 117.22
5 Mgmt Analyst II	\$ 84,994	\$ 65.61	\$ 57.93	\$ 12.74	\$ 136.28
6 Parking Enforce Officer	\$ 46,435	\$ 35.84	\$ 31.65	\$ 6.96	\$ 74.45
7 Police Comm Supv	\$ 86,585	\$ 66.84	\$ 59.01	\$ 12.98	\$ 138.83
8 Police Corporal	\$ 103,652	\$ 80.01	\$ 70.64	\$ 15.54	\$ 166.19
9 Police Disp I, II, III & Sr	\$ 62,314	\$ 48.10	\$ 42.47	\$ 9.34	\$ 99.91
10 Police Lieutenant	\$ 153,389	\$ 118.40	\$ 104.54	\$ 23.00	\$ 245.94
11 Police Officer	\$ 89,956	\$ 69.44	\$ 61.31	\$ 13.49	\$ 144.23
12 Police Record Supv II	\$ 82,820	\$ 63.93	\$ 56.44	\$ 12.42	\$ 132.79
13 Police Sergeant	\$ 122,291	\$ 94.40	\$ 83.34	\$ 18.34	\$ 196.08
14 Police Support Svc Mgr	\$ 119,584	\$ 92.31	\$ 81.50	\$ 17.93	\$ 191.74
15 Police Svc Asst I, II, III & Sr	\$ 46,852	\$ 36.17	\$ 31.93	\$ 7.03	\$ 75.12
16 Prop & Evidence Tech	\$ 54,744	\$ 42.26	\$ 37.31	\$ 8.21	\$ 87.78
17 Secretary to Police Chief	\$ 58,790	\$ 45.38	\$ 40.07	\$ 8.82	\$ 94.26
18 Sr Forensic Specialist	\$ 82,816	\$ 63.93	\$ 56.44	\$ 12.42	\$ 132.78
19 Detective	\$ 96,569	\$ 74.54	\$ 65.81	\$ 14.48	\$ 154.84
20 Traffic Officer	\$ 97,240	\$ 75.06	\$ 66.27	\$ 14.58	\$ 155.91
21 Special Assign	\$ 98,855	\$ 76.31	\$ 67.37	\$ 14.82	\$ 158.50
22 Officer Trainee	\$ 53,686	\$ 41.44	\$ 36.59	\$ 8.05	\$ 86.08
23 Sr. Property & Evidence Tech	\$ 60,184	\$ 46.46	\$ 41.02	\$ 9.02	\$ 96.50

Notes:

Hourly personnel rate is calculated by dividing annual salary & benefits by 2,080 hours.

Internal admin/indirect rate of 88.3% is applied to hourly personnel rate.

External admin/indirect rate of 19.4% is applied to hourly personnel rate.

CITY CLERK – INFORMATION TECHNOLOGY -- TREASURER

1. Business License Application Fee	
o New	\$15.00
o Renewal	\$10.00
2. Certification of Records	\$17.00
3. Custom Reports – Business License (set-up charge) (c)	\$108.00/hour
4. Dog Licensing Fee	
o Altered	\$30.00
o Altered/Senior	\$7.50
o Unaltered	\$60.00
o Enforcement Fee	\$40.00
5. GIS Maps	
o Up to 34 x 44, Black & White	\$33.00
o Up to 34 x 44, Color	\$34.00
6. GIS Report Fee (c)	\$129.00/hour
7. Imaging	
o Up to 11 x 17	\$4.00/sheet
o Up to 34 x 44	\$4.00/sheet
8. Microfilm Copy	
o Other (a)	\$2.00
o Public Records Act (b)	\$0.15/page
9. Photocopy (8.5 x 11 – 11 x 17) Black & White, Color	\$0.15/page
10. Scanned Record Fee	\$0.15/page
11. Records	
o Copy CD / DVD	\$5.00
o Custom CD/DVD	\$30.00
12. Research Fee (c)	\$122.00/hour
13. Resident Alien Certification	\$17.00
14. Tow Truck Application	\$678.00
15. Zoning Code	\$17.00
16. ADA SB1186	\$1.00
17. Business License Payment Arrangement	\$66.00

(a) The first page will be charged at \$2.00. Each additional copy will be charged at a rate of \$0.15 per page.

(b) Fees are subject to change by state law.

(c) Fee is charged on a quarter-hour basis.

COMMUNITY DEVELOPMENT**Building & Safety Division****Building Permit Fees**

19. After Hours Inspection (3 hr minimum)	\$180.00/hour
o Sunday / Holiday (3 hr minimum)	\$240.00/hour
20. Annual Maintenance Permit	\$240.00
21. Appeal of Building Official Decision	See Planning
22. Application Revisions (1 hour m/m)	\$120.00/hour
23. Change of Address / Owner (1 hour m/m)	\$120.00/hour
24. Circuit Protection Device	\$10.00
25. Grease Interceptor	\$424.00
26. Investigation / Research Fee	\$120.00/hour
27. Permit Extension Fee	\$180.00
28. Permit Issuance Fee	\$31.00
29. Permit / TCO Time Extension Request	\$60.00
30. Plan Review	
o Building Plan Review	65% of Permit Fee
o Green Building Certified Projects (4 hour m/m)	\$120.00/hour
o MEP Review	\$120.00/hour
o State Disabled Access Requirements	10% of plan check fee
o State Energy Compliance Requirements	10% of plan check fee
31. Plan Review/Inspection: State Licensed Clinics (1 hour m/m)	\$120.00/hour
32. Pool – Valuation	\$395.00
33. Pool & Spa – Valuation	\$395.00
34. Hourly Rate / Re-Inspection / Re-Plan Check (1 hr m/m) (after 3 rd correction of same item)/	\$141.00/hour
35. Reinstatement Fee (e)	
o Passed Foundation Inspection	75% of original fee
o Passed Frame Inspection	50% of original fee
o Passed Drywall Inspection	25% of original fee
36. Replace Lost Job Card	\$79.00
37. Re-Stamp Previously Approved Plans	\$122.00 + printing
38. Review Accessibility Hardship Request (1 hour m/m)	\$120.00/hour
39. Review for Building Code Modification (1 hour m/m)	\$120.00/hour
40. Review of Special Reports, Deferred Submittals, etc. (1 hour m/m)	\$120.00/hour
41. Services Not Specifically Addressed	\$120.00/hour
42. Spa – Valuation	\$395.00
43. Special Inspector Registration (Annual)	\$91.00
44. State Green Building Fee	\$1.00 per \$25.00 of project valuation
(Fee accrues to the State, less 10% retained by City for Administration and education)	
45. Technology Fee (per permit)	
o Mechanical, Electrical, Plumbing	\$15.00
o All Others	\$45.00

46. Temporary Certification Of Occupancy \$133.00

City of Whittier Building Official will use the most current Building Valuation Factors, including those provided by the Los Angeles County Department of Building and Safety, to determine the appropriate valuation cost in addition to the following Valuation table:

47. Valuation – Table (f)

○ Up to \$500	\$44.00
○ \$501 - \$2,000	\$129.00
○ \$2,001 - \$25,000	\$729.00
○ \$25,001 - \$50,000	\$1,200.00
○ \$50,001 to \$100,000	\$1,850.00
○ \$100,001 to \$500,000	\$6,024.00
○ \$500,001 to \$1,000,000	\$10,448.00
○ \$1,000,001 and up	\$10,448.00
Plus \$5.78 for each additional \$1,000 valuation	

<u>Value Range</u>		<u>No. of Steps</u>	<u>Incremental Fee</u>
<u>Min</u>	<u>Max</u>		
\$501	\$2,000	15	\$5.67
\$2,001	\$25,000	23	\$26.09
\$25,001	\$50,000	25	\$18.84
\$50,001	\$100,000	50	\$13.00
\$100,001	\$500,000	400	\$10.43
\$500,001	\$1,000,000	500	\$8.85

Mechanical Fees

48. Appliance Vent – Only	\$9.00
49. Air Handler including unit	
○ Under 10,000 cfm	\$11.00
○ Over 10,000 cfm	\$20.00
50. Boiler, Comp, Absorption Sys	
○ Up to 3hp & 100,000 Btu	\$16.50
○ 3hp up to 15hp, up to 500,000 Btu	\$29.50
○ 15hp up to 30 hp, up to 1,000,000 Btu	\$40.50
○ 30hp up to 50hp, up to 1,750,000 Btu	\$61.50
○ Over 50 hp and over 1,750,000 Btu	\$102.00
51. Evaporative Cooler	\$11.00
52. Fireplace – PRE Fabricated	\$16.50
53. Floor Furnace	\$16.50
54. Forced air or gravity type furnace – 100,000 Btu	\$16.50
55. Forced air or gravity type furnace – 100,000 + Btu	\$20.00

56. Heater Floor Mounted	\$16.50
57. Heater – Recessed Type	\$16.50
58. Heater – Suspended Type	\$16.50
59. Incinerator – Commercial / Industrial	\$82.50
60. Kitchen Exhaust Hood – Commercial	\$31.00
61. Mechanical Exhaust Hood	\$11.00
62. Repair, alter, addition to each heating appliance, Refrigeration unit, comfort, cooling unit or system (up to 10 ducts)	\$15.50
63. Vent Fan	\$9.00
64. Vent System – Non HVAC	\$16.50
65. Any Mechanical Equipment Not Included Above	\$11.00
66. Stormwater Quality Inspection	\$186.00
Electrical Fees	
67. Light Fixture	\$1.50
68. Motors	
o 5hp max	\$7.50
o 10hp max	\$13.00
o 50hp max	\$27.50
o 100hp max	\$55.00
o 500hp max	\$82.50
o Over 500hp	\$93.50
69. Outlet / Switch	\$1.50
70. Outlet 208 v / 220 v	\$9.00
71. Pool or Spa	\$65.00
72. Residence	
o 750 sq ft	\$46.00
o 1,000 sq ft	\$61.50
o 1,400 sq ft	\$87.00
o 1,700 sq ft	\$105.50
o 2,000 sq ft	\$124.00
o 3,000 sq ft	\$186.00
o 4,000 sq ft	\$247.50
o Over 4,000 sq ft per 1,000 sq ft or fraction thereof	\$49.50
73. Service	
o Up to 200 amps	\$27.50
o 201 to 1,000 amps	\$68.00
o Over 1,000 amps	\$136.50
74. Sign	\$27.50
75. Sub-panel	\$33.00
76. Temporary Lighting	\$24.00
77. Temporary Pole	\$27.50

78. Time Clock	\$9.00
Plumbing Fees	
78. Back Flow	\$9.00
79. Bath Tub	\$9.00
80. Dishwasher	\$9.00
81. Drains – Building, Floor, Roof, P Trap	\$5.50
82. Drinking Fountain	\$9.00
83. Earthquake Shut-Off Valve	\$9.00
84. Floor Drains	\$9.00
85. Garbage Disposal	\$9.00
86. Gas Outlets – Additional	\$1.50
87. Gas System 1-4 Outlets	\$9.00
88. Laundry Tray	\$9.00
89. Lavatories	\$9.00
90. Lawn Sprinklers	\$11.00
91. Plumbing Piping without Fixtures	\$9.00
92. Pool / Spa Plumbing	\$18.50
93. Septic Tank or Cesspool	\$31.00
94. Sewer	\$18.50
95. Shower Pan	\$9.00
96. Sink	\$9.00
97. Sump Pump	\$11.00
98. Traps	\$9.00
99. Urinals	\$9.00
100. Washing Machine Stand Pipe	\$9.00
101. Waste Interceptor, Trap	\$33.00
102. Water Closet	\$9.00
103. Water Heater or Vent	\$9.00
104. Water Repipe (Complete Residential Unit)	\$49.50
105. Water Repipe (Main to Building)	\$27.50
106. Water Treating Equipment	\$9.00

- (e) If a permit is not finalized within a two-year period, the permit must be reinstated. The reinstatement varies according to how complete the project is.
- (f) When more current valuations are not available, the following increment table shall be used to determine permit fee.

Planning

107. Agenda Fee	\$439.00
108. Amendments (i)	
o General Plan	\$10,805.00
o Specific Plan	\$6,640.00
o Zoning Regulations	\$6,858.00
109. Appeals	
o All Others	\$940.00
o Residential (Owner Occupied)	\$2,991.00
110. Special Meeting (Board or Commission)	\$459.00
111. Certificate of Compliance	\$718.00
112. Certificate of Appropriateness	\$2,980.00
113. Clarification of Ambiguity	\$3,799.00
114. Conceptual Landscape Plan Check	
o < 1000 sq ft	\$500.00
o 1001-5000 sq ft	\$850.00
o 5001-10000 sq ft	\$1,000.00
o 10001+ sq ft	\$1,500.00
115. Condition of Approval Monitoring	\$459.00
116. Conditional Use Permit	\$5,938.00
o Large Family Day Care	\$3,377.00
o Modification – Commercial	\$4,121.00
o Modification – Residential	\$4,207.00
o Minor – Residential & Commercial	\$2,822.00
117. Cottage Food Permit	\$1,076.00
118. Demolition Permit	
o Historical	\$305.00
o Regular	\$76.00
119. Design Review Board Special Meeting	\$2,765.00
120. Development Review – A	
o a. Accessory Living Area	\$1,076.00
o a. Additions < 100 sq ft	\$641.00
o a. Garages & Additions	\$174.00
o a. Siding & Window	\$75.00
o a. Walls & Fence (Residential)	\$75.00
o a. Walls/Fence/Sign (Commercial)	\$222.00
o a. Fence/Wall Exception	\$2,134.00
o a. Awning	\$2,519.00
o a. Interior Tenant Improvements	\$115.00
o a. M-Zone remodel/new park lots	\$1,131.00
o a. Commercial Additions up to 5,000 Sq Ft	\$1,131.00
o a. Demo Permit – Historical	\$1,088.00
o a. Demo Permit (non-historical) & Re-Issuance	\$65.00
o b. Add to Multi Family Development	\$228.00

○ b. Additions < 600 sq ft & 1 Unit	\$1,803.00
○ b. Duplex or 2 units	\$1,850.00
○ c. Additions, Mfr. Remodel/New/Parking	\$1,492.00
○ c. Banner & Portable Signs	\$84.00
○ c. Comm/Manuf < 5k sq ft	\$1,118.00
○ c. Exterior / Remodel / Landscape / Neon	\$1,462.00
○ c. Master Sign Program	\$3,001.00
○ c. Signs / Awnings / Fence / Wall	\$256.00
○ c. Signs Consistent w/ MSP	\$86.00
○ c. Tenant Improvements (Comm/Manuf)	\$104.00
121. Development Review – B	
○ a. Additions Multi Family	\$2,326.00
○ a. Commercial/Manuf. 5-15k sq ft, Additions/New	\$4,428.00
○ a. Three – Nine Units	\$3,060.00
○ a. Modify Level B or C Approval	\$2,596.00
122. Development Review – C	
○ Comm/Manuf 15k sq ft +	\$3,953.00
○ Optional Development Standards	\$2,378.00
○ Ten or More Units	\$5,826.00
123. Documentation Preparation	\$294.00
124. Environmental Impact Report	\$7,344.00
125. Environmental Initial Study	
○ Consultant	\$1,832.00
○ In-House	\$1,832.00
126. Equestrian Permit	\$3,010.00
127. Final Landscape Plan Check	
○ < 1000 sq ft	\$500.00
○ 1001-5000 sq ft	\$2,500.00
○ 5001-10000 sq ft	\$5,000.00
○ 10001+ sq ft	\$5,000.00
128. Hillside Plan (h)	\$13,044.00
129. Historic	
○ Certificate of Appropriateness	\$1,218.00
○ District (Creation)	\$9,841.00
○ Landmark	\$4,838.00
○ Mills Act Agreement	\$4,849.00
130. Minor Conditional Use Permit	
○ Commercial	\$1,439.00
○ Modification – Commercial	\$1,744.00
○ Modification – Residential	\$1,744.00
○ Residential	\$1,151.00
131. Minor Variance	
○ Commercial or Non-Owner Occupied	\$2,357.00
○ Single Family (Owner Occupied)	\$2,357.00

132. Miscellaneous Documentation	\$422.00
133. Modify Level B or C Approval	\$2,596.00
134. Negative Declaration	\$569.00
135. Notice of Exemption	\$229.00
136. Planner Consultation	\$160.00/hour
137. Precise Plan of Development (h)	\$12,968.00
138. Re-Stamp / Re-Issue Fee	\$86.00
139. Site Plan Review	\$43.00
140. Specific Plan	\$15,474.00
141. Subdivision (i)	
o Lot Line Adjustment	\$6,524.00
o Tentative Parcel Map	\$6,238.00
o Tentative Tract Map	\$5,985.00
142. Technology Fee (per permit)	
143. Temporary Use Permit	\$229.00
144. Time Extension	\$2,110.00
145. Uptown Specific Plan Development Review	
o Awning, etc	\$2,519.00
o Modify B, C	\$2,651.00
o New Construction	\$3,400.00
o Signs	\$331.00
146. Variance (g)	
o Commercial or Non Owner Occupied	\$2,546.00
o Single Family (Owner Occupied)	\$2,037.00
147. Variance Modification	
o Commercial	\$1,936.00
o Residential	\$1,549.00
148. Waiver of Certification of Appropriateness	\$767.00
149. Zone Change	\$7,864.00
150. Zoning Compliance Letter – Commercial	\$360.00
151. Zoning Verification Letter	\$440.00

(g) The recommended fee for this service is a per acre fee.

(h) The recommended fee for this service is the fixed fee plus \$50/acre for each over 10.

(i) The recommended fee for this service is the fixed fee plus \$50/lot for each over 10.

LIBRARY

152. Interlibrary Loan	\$5.00
153. Item Hold	\$1.00
154. Library Card Replacement	\$4.00
155. Meeting Room Rental (Library)	\$90.00

156. Meeting Room Rental Non-Profit (Library)	\$25.00
157. Microfilm Research Fee (Library)	\$40.00
158. Overdue Fees	
o Books, CD's, BOT's	\$0.25
o Children	\$0.25
o DVD	\$2.00
159. Passport Picture	\$10.00
160. Passport Processing	\$25.00
161. Processing Fee	\$7.00
162. Proctoring Tests	\$30.00
163. Replacement	
o Cataloged Paperbacks – Adult	\$20.00
o Cataloged Paperbacks – Children	\$10.00
o Hardcover – Children	\$20.00
o Hardcover Fiction – Adult	\$25.00
o Hardcover Non-Fiction – Adult	\$35.00
o Magazines – Adult & Children	\$7.00
o Uncatalogued Paperback – Children	\$7.00
164. Video Rental	\$1.00
PARKS	
165. Additional Inspections	\$202.00
166. Bounce House Permit (j)	\$163.00
167. Company Picnics	
o Extra Trash Bin	\$83.00
o Permit	\$163.00
o Table Reservations	\$105.00
o Damage/Cleaning Deposit	\$300.00
168. Photo Portraits Permit	
o Advance	\$79.00
o On-Site	\$163.00
169. Photo Shoot / Filming	\$916.00
170. Picnic Reservation – Non Resident	\$5.00
171. Portable Restroom Trailer	\$715.00 per day
172. Table Reservations for Group Picnics	\$105.00
173. Tree Permits	\$236.00
174. Vacant Lot Plan Check	
o Up to 1 acre	\$150.00
o Over 1 acre	\$250.00
175. Weddings	
o Central Park	\$163.00
o Penn Park	\$163.00

- (j) Privately owned bounce houses are not allowed on City grounds. Only bounce houses owned by companies with a current City of Whittier business license and meeting City insurance requirements can be used.

PUBLIC WORKS - ENGINEERING

176. Appeal of Parking & Transportation Commission	\$1,442.00
177. Banner Hanging	
o Application	\$85.00
o Hanging Cost	\$861.00
178. Curb Drains	\$153.00
179. Curb Painting	\$344.00
180. Curbs, Gutters and Monolithic Curbs & Gutters (I)	\$309.00
181. Driveway Permit / Inspections (Resid/Comm)	\$309.00
182. Easements / ROW Dedication	\$925.00
183. Encroachment License	
o Application	\$1,161.00
o Renewal	Negotiated
184. Excavation in Public ROW	\$215.00
185. Fire Flow Tests	\$547.00
186. Galleria Space Lease Application	\$799.00
187. Grading Plan Check / Inspection	
o Base Fee	\$755.00
o Inspection	\$624.00
188. Improvement Plans & Studies Checking Fee (m) (o)	\$1,398.00
189. Material Storage in Public ROW	\$180.00
190. Monitoring Well (p)	\$1,118.00
191. Newsrack Permit (New)	\$292.00
o Annual Renewal	\$43.00
192. NPDES Development Project Fee (r)	\$3,320.00
193. NPDES Runoff Analysis	\$2,299.00
194. NPDES Industrial	\$3,369.00
195. NPDES Commercial (including Fuel Stations)	\$2,349.00
196. NPDES Sewer Video Review/Analysis	\$280.00
197. NPDES FOG Inspections	\$137.50
198. Oversize Load Permit	\$16.00
o Annual	\$90.00
199. Painting House Number on Curbs – Permit	\$730.00
200. Penalty Fee	Double cost of permit
201. Permit Riders	\$54.00
202. Quitclaim Deed	\$525.00
203. Sewer Dye Testing	\$194.00
204. Sidewalks Permit / Inspection (m)	\$309.00
205. Sign Posting / Covering Signs	\$350.00
206. Site Drainage Permit – NPDES	\$1,067.00

207. Street/Alley Closing, Street Vacation or Light/air easement	\$1,032.00
208. Street/Lane Closures	\$366.00
209. Street Cut Permits	\$326.00
210. Summary Vacation of Excess Street ROW	\$795.00
211. Temporary Closure of Streets (Block Parties)	\$100.00
212. Tract / Parcel Map Processing (o)	\$2,225.00
213. Updating City Maps	\$99.00
214. Water Connection Fee	
o ¾" Meter Size	\$2,571.00
o 1" Meter Size	\$4,284.00
o 1.5" Meter Size	\$8,572.00
o 2" Meter Size	\$17,140.00
o 3" Meter Size	\$41,140.00
o 4" Meter Size	\$71,995.00
o 6" Meter Size	\$157,702.00
o 8" Meter Size	\$274,263.00
215. Water Meter Relocation Fee	
o ¾" Meter Size	\$228.00
o 1" Meter Size	\$300.00
o 1.5" Meter Size	\$546.00
o 2" Meter Size	\$718.00
o 3" thru 8" Meter Size	Meter Cost +15%
216. Wide Load Inspection (q) (r)	\$75.00

- (k) Proposed fee covers up to 300 sq ft of project area. Each additional sq ft shall be charged a fee of \$0.20 per sq ft.
- (l) Proposed fee covers up to 50 lineal feet. Each additional lineal foot shall be charged a fee of \$0.40 per lineal foot.
- (m) In addition to the map processing fee, a plan check fee is charged according to the latest Los Angeles County Department of Public Works Land Development Division fee schedule. The plan check fee varies according to parcel or lot size.
- (n) An additional 2% fee is assessed against the estimated cost of construction. Minimum additional fee is \$100.
- (o) Two checks are included in fee. Upon the third and each subsequent check, a fee equal to 10% of the original fee will be assessed.
- (p) This is the maximum fee per well per year. The monitoring well fee is calculated on a quarterly monitoring basis and can be adjusted based on actual sampling requirements.
- (q) Originated and end in the City of Whittier.
- (r) Developer must reimburse consultant fee in addition to these figures.

POLICE

217. Alarm Permit	\$24.00
o Late	\$57.00
218. Applicant Fingerprint (t)	\$30.00
o Additional (t)	\$21.00
219. Bingo License	\$50.00
220. Booking Fee (Trusty) (y)	\$81.00/day
221. Citation / VIN Verification	\$15.00
222. Civil Subpoena – Witness (s)	\$275.00
223. Code Enforcement (z)	
o 1 st Citation	\$100.00
o 2 nd Citation	\$200.00
o 3 rd Citation	\$500.00
224. Create CD's / DVD Records	\$33.00
225. Copy of Citation	\$10.00
226. Criminal Records	\$24.00
227. Crime Reports (v)	\$0.15/per page
228. DUI Response to Accident (x)	\$144.00
229. False Alarm	
o 2	\$97.00
o 3	\$126.00
o 4	\$155.00
o 5	\$183.00
o 6	\$201.00
o 7+	\$229.00
230. Firearm Dealer	\$107.00
231. Immigrant Letters	\$24.00
232. Local Criminal Record	\$42.00
233. Loud Party – 2 nd & Additional	\$163.00
234. Officer Hourly Rate	\$144.00/hour
235. Permits	
o Non-Profit	\$34.00
o Profit	\$38.00
o Renewal	\$72.00
236. Property Room Storage	\$232.00
237. Reproduce Digital Photos	\$30.00
238. Research / Compile Data	\$136.00/hour
239. Second Dealer License	\$167.00
240. Special Event	\$144.00
241. Traffic Collision Report (u)	\$14.00
242. Vehicle / Cart Impound Release	\$164.00
o DUI	\$265.00
243. Vehicle 30-day Impound Release	\$164.00
244. Vehicle Repo Release (w)	\$15.00

- (s) Civil Subpoenas are set at \$150 as per CA Government Code Section 68097.2.
- (t) DOJ fees apply in addition to City fees. DOJ fees will be charged directly to the applicant.
- (u) The fee complies with Vehicle Code Section 20012, which restricts the fee for traffic collision reports.
- (v) Government Code Section 6253(b) restricts the fee for crime reports to the direct cost of duplication. The fee reflects the Citywide photocopy charge.
- (w) Repossession fees are restricted to \$15 as per CA Government Code Section 41612.
- (x) The State restricts DUI accident response cost to a total of \$12,000 (CA Government Code Section 53155).
- (y) Fee is charged on a per-day basis.
- (z) These fees are set as per California Government Code Section 36900.