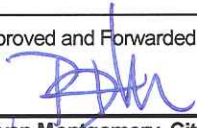




Agenda Date: 04/25/2017
Agenda Item: 4.1

STAFF REPORT

Approved and Forwarded to the City Council:


Bryan Montgomery, City Manager

Date: April 25, 2017
To: Bryan H. Montgomery, City Manager
From: Deborah Sultan, Finance Director
Subject: Approve a Resolution Establishing and Updating Certain City Fees

Background Information and Analysis

The City's Strategic Plan includes a bi-annual review and update of the City's Fees, consistent with the goal to ensure, with only a few exceptions, that fees for City services are sufficient to fully recover the cost of providing those services. The attached Cost of Service Study has been prepared in keeping with the strategic objective and goal. The last study was prepared and presented in April 2015, and the Council adopted the City's current fees at that time.

Like prior studies, the attached new Study includes calculation of the cost of providing services offered by the Planning Department, the Public Works/Engineering Department, General Administrative services and the Police Department and, with few exceptions, new full cost recovery recommended levels for fees the City charges and deposits collected for the listed services. The Study does not include a calculation of the cost of services provided by the Recreation Department or the Building Department. Fees for services provided by these departments are adopted by separate actions of the City Council; and the Study does not address impact fees which are adjusted using annual inflation factors.

Legal Requirements

State law contains a number of provisions which affect a City's establishing and updating City fees. They can be summarized generally as follows: a City may set fees to recover the full cost of providing services, but fees cannot be levied in excess of the cost of service or for general revenue purposes. A Cost of Service Study may be used as the basis to calculate and set fees to recover the full cost of providing services; and to make findings that the fees reflect a reasonable estimate of the cost of providing the applicable services.

As for the process of adopting fees, State law requires that changes to the City's fees be presented to the City Council at a Public Hearing; and that there be two publications of the meeting notice, that advance notice is provided to any party that requests to be notified of any proposed fee adjustments, and that the full package of the proposal is made available to the Public no less than 10 days prior to the Hearing. In addition, approved changes may take effect no less than 60 days after approval.

Staff has met the publishing and noticing requirements for the proposed changes herein, and Staff is recommending that any changes approved pursuant to this item become effective on July 1, 2017, which is 66 days from tonight.

Cost Recovery Strategy

You will see that the City's fee schedule uses a "deposit against time and materials" approach for recovering the cost of providing many services – in particular, those where the amount of time/cost can vary greatly depending upon circumstances – and where the costs are generally more significant; "fixed fees" are utilized where the cost of service is typically less, more predictable, where the City Council has decided to not recover the full cost of service, and/or when cost recovery is prescribed or limited to a specific dollar amount by statute.

When a citizen/applicant requests a service that is administered with a deposit against time and materials, they complete a processing agreement, acknowledging the deposit and that they will be charged the actual time and materials costs for the work performed. They also agree to provide additional deposits, if the costs exceed the initial deposit collected. The Finance Department sends a statement each month showing the individual charges to the project, and the applicant can follow up with Planning or Engineering with any questions about the work being performed.

The use of a deposit against time and materials approach has gained popularity in recent years, especially in the Planning and Engineering areas, because it provides a more effective means of holding both the City and the Applicant accountable for the costs of processing applications that can range from simple and uncomplicated, to complicated, controversial, and costly. It also provides the applicant with assurance that the City is not collecting fees in excess of the cost of providing the service. It is not the easiest method to administer, but the advantages appear to outweigh the cost.

Oakley's longstanding approach of using fixed fees where they appear to make more sense and deposits against time and materials for others is reflected in the attached Study and Resolution.

The Resolution and Fee Schedule

The Resolution attached includes an Exhibit from the Study (Exhibit A of the Resolution) listing the fees Staff recommends be adopted. In addition to recommending fee adjustments that reflect changes in the cost of services or changes in the Consumer Price Index (CPI), the Exhibit includes three new fees Staff recommends; Code Enforcement Re-inspection, Zoning verification letter and Recreation class cancellation to be established and added to the City's Fee Schedule. Adopting the Resolution would approve these changes and authorize Staff to update the City's Fee Schedule effective July 1, 2017.

Fiscal Impact

The fiscal impact of the recommended action is not expected to be significant overall. The recommendations generally include minor increases and decreases to the existing fee levels. It is worth mentioning that in the Public Works area, increased regulations are increasing the time required to perform certain reviews, most notably for C3 compliance, and the number of staff hours have increased in some areas where the City has brought more of the work in-house, where overall costs are less. The resulting fee increases, where they are increasing, are thus generally smaller.

Comparative Data

The Study - The attached Cost of Services Study contains background on the methodology of calculating the costs of services, an analysis comparing the updated costs to the prior study prepared in 2015, and a listing of what new fees and deposits would be appropriate, if the Council were to continue generally seeking full cost recovery.

Fee Comparisons - Staff has also updated its comparison of some of the largest and/or most common City's fees and deposits on a selected basis with those charged by Brentwood, Antioch, Pittsburg, and Concord, and it is included as Attachment 3 for your reference. While each jurisdiction structures its fees differently, we have provided comparable data, as close as we can discern; and it appears the proposed fees presented in the Study remain within the range of the group and very competitive.

Recommendation and Alternatives

Staff recommends the Council adopt the attached resolution that establishes the fees listed therein.

The Council has a wide range of alternatives available with this item. A more significant change might be to depart from the "deposit against time and materials" approach and move towards fixed fees. As mentioned above, prior City Councils, and all of our local east county neighboring cities, have stayed with the time and materials approach for more involved activities, as it preserves a greater level of both Staff and Applicant accountability; however it

is not the only approach available. Lesser significant changes might be to choose to modify the fee or deposit amounts for any of the individual services on the Proposed Fee Schedule (on Exhibit A to the Resolution).

Attachments

1. Cost of Services Study
2. Resolution and Exhibit A to the Resolution
3. Comparison of selected fees/deposits to other local cities

**City of Oakley
Cost of Services Study
2017 Update**

**For Presentation to the City Council
April 25, 2017**

City of Oakley Cost of Service Study

Introduction

The City's Strategic Plan includes a goal to assure that fees for City Services fully recover the cost of providing those services. The last time a full Cost of Service Study was prepared was in 2015. The attached study was prepared by Staff using a similar methodology. The purpose of the report is to assist in the implementation of the City's strategic goal and update the City's fees.

This Study includes a calculation of the cost of providing services offered by the Planning Department, Public Works/Engineering Department, General Administrative services, and the Police Department. The Study does not include a calculation of the cost of services provided by the Recreation Department or Building Department. Fees for services provided by these departments are adopted by separate actions of the City Council.

California statutes permit a City to set fees to recover the full cost of providing services. Fees cannot be levied in excess of the cost of service, or for general revenue purposes. A Cost of Service Study may be used as the basis to calculate and set fees to recover the full cost of providing services. It may also be used to make findings that the fees reflect a reasonable estimate of the cost of providing the applicable services.

Study Methodology

The Cost of Service Study calculates the full cost of providing City services by applying the following steps:

1. Estimate the number of hours each staff member spends on each type of development processing application or other City service.
2. Determine the full cost hourly rate for each staff member. The full cost hourly rate includes salary and benefits costs, department support costs and a citywide indirect cost factor.
3. Multiply the number of hours of staff time by the applicable full cost hourly rate, to calculate the estimated cost of providing the service.

The City of Oakley typically collects deposits from applicants and charges processing fees on a time and materials basis. This is an effective method of recovering all actual costs. The Study facilitates and supports this method of cost recovery by providing a current estimate of the amount of the deposit that should be collected for each application of service.

Study Exhibits

The Exhibits to the Study provide a detailed analysis of the methodology used to calculate the cost of providing each City service, and the proposed fees/deposits.

The Exhibits include the following information:

Exhibit A is a mock up of what the City Fee Schedule will look like with the new and updated fees, if approved as recommended. Some fees are proposed to be collected as fixed fees, and some are proposed to be collected as time and materials deposits with subsequent actual costs charged against the deposits. For the time and materials deposits, additional deposits may be collected in the event the original deposit is insufficient to recover the full cost of providing the service to a specific applicant. Likewise, at completion of processing, or if an application is withdrawn, unused deposits are returned to the applicant.

Exhibit B includes 1) the Fee Schedule adopted by the Council in 2015; 2) the proposed additions, deletions, and changes to the fee structure; 3) the estimated current average cost of providing each service; and 3) the proposed fees that would implement the City's goal of fully recovering the cost of processing development-related applications and for other City services.

The amounts from 2015 are included in Exhibit B's first set of columns as reference information. The fee descriptions also include a designation, where appropriate, indicating a fee/service type is new, one being changed, or if it is proposed for elimination.

The updated estimated cost of service, calculated by multiplying the staff hours in Exhibit C by the applicable full cost hourly rates in Exhibit D, is shown in Exhibit B's middle section.

The 2017 proposed fees are listed in Exhibit B's third set of columns. This is the same information presented in Exhibit A, but with an explanation of the basis of each fee proposed (e.g. cost of service or some other basis).

There are two basic exceptions to the City's goal of fully recovering the cost of providing services. First, there are certain fees the Council has previously directed staff to set at below the cost of service so as to encourage compliance or remove barriers that might prevent open public discourse. These included the following services:

- Copy of Meeting on Electronic Medium
- Home occupation permits
- Appeal by a non-applicant appellant
- Appeal of a decision to destroy, cut down or remove a protected tree

- Temporary road closure requests by non-profit applicants

For these select services, the fees are proposed to be increased only by a CPI factor since the last Study in 2015 (6.82%).

Second, certain police services are provided without a fee, such as abandoned and stolen vehicle services.

There are several new or restructured fees included in this Study. They include:

- Zone Verification Letter Fee
- Code Enforcement Re-inspection Fee
- Cancellation fee for Recreation Classes
- Encroachment inspections now included with Encroachment fees

Exhibit C identifies the average number of hours each staff member typically spends on each City service assuming a relatively smooth and straightforward application or circumstance. It includes not only the review time in the office, but also meetings with the applicant and/or their representatives, meetings with other City staff as necessary to ensure applications are properly reviewed by all appropriate departments, and when a part of the process, it includes the time to prepare for, attend and/or present information at City Council meetings (the City Council currently acts as both Planning Commission and City Council related to development applications). It does not include the hours for staff members supervising, managing or supporting front-line staff. The cost of these management and support staff members is included in the indirect costs applied to the hourly rates.

The individual and cumulative hours used in the Study were reviewed by the City's Department Heads to assure the reasonableness of the estimated hours.

Exhibit D shows the calculation of the full cost hourly rates for each staff member. The City's analysis includes salary, fringe benefits, departmental indirect costs and citywide indirect costs. Total costs were divided by the number of hours an employee is typically available for City services (adjusting by such factors as paid leave and time off) to calculate a base hourly rate for each City employee and contract employee.

Summary

The Cost of Service Study calculates the estimated cost incurred by the City in processing development related applications and in providing other public services. It recommends fees that meet, but do not exceed the cost of providing those services. It establishes reasonable deposits against which the actual time and material costs may be charged, and may be used as the basis for the

findings required for the adoption of a fee schedule. It also addresses the City's strategic objective to assure that fees fully reflect and recover the cost of City services, while allowing for certain exceptions to that goal, as a matter of public policy.

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
GENERAL ADMINISTRATIVE SERVICES					
Passport photos	\$20	\$15			Cost of service, not to exceed USPS fees (currently \$15)
Copying (8 1/2 x 11)		\$.40 1st page \$.25 thereafter			No change
Copying (8 1/2 x 14)		\$.65 1st page \$.50 thereafter			No change
Copying (11 x 17 or color copies)		\$1.00 1st page \$.75 thereafter			No change
Promotional items	n/a (1)	Cost + 10%			No change
Return check fee	\$61	\$25/\$35		\$25 for 1st, \$35 for subsequent	Maximum per Government Code Section 1719
Business license application	\$21	\$21			Cost of service
Zoning / subdivision map	n/a			Time and materials charge	Actual cost
General Plan copy	n/a			Time and materials charge	Actual cost
Subpoena services	n/a	\$24 per hour plus \$.10 per page			Maximum permitted by code
Subpoena Witness Fees	n/a		\$275	Per Day plus \$.575 per mile travel	Fee pursuant to AB 2612; mileage rate updated to IRS business rate.
Research & information services	n/a		Staff estimate	Time and materials charge	Actual cost
Administrative hearing	n/a			Time and materials charge	Actual cost
Administrative penalty citation	n/a	\$100 Varies, fee is cost of recording media only		For 1st citation in 1 year; \$200 and \$500 for subsequent citations in 1 year	City ordinance
Copy of Meeting on flash drive	\$12			Deposit is refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.	Cost of recording media only
Filing Fee for Notice of Intent to Circulate an Initiative Petition	\$1,703		\$200		Maximum permitted by code.
PLANNING DEPARTMENT SERVICES					
VARIANCES:					
Variances	\$3,067		\$2,900	Time and materials charge	Cost of service
CONDITIONAL USE PERMITS:					
Conditional Use Permit	\$3,848		\$3,500	Time and materials charge	Cost of service
Zoning Administrator Fees for Conditional Use Permit or Variance	\$595	\$595			Cost of service
SIGN PERMITS:					
Sign Permit Fees - Administrative Approval	\$74	\$74			Cost of service
Sign Permit Fees - Planning Commission Approval	\$372	\$372			Cost of service
DEVELOPMENT PLANS/DESIGN REVIEWS:					
Zoning Administrator Review repaint/re-façade	\$149	\$149			Cost of service
Zoning Administrator Review - All others	\$1,120	\$1,120			Cost of service
Planning Commission/City Council Review - Minor (ZA referrals, significant painting/facades)	\$2,493		\$2,400	Time and materials charge	Cost of service
Planning Commission/City Council Review - Major (Tent. Map- Homes, New Commercial/Industrial Construction)	\$4,081		\$4,000	Time and materials charge	Cost of service

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
SUBDIVISIONS:					
Major subdivisions	\$12,094		\$12,000	Plus \$100 per lot/unit over 50	Cost of service; Applicant pays any fees due to outside agencies
Parcel Maps (Minor subdivisions)	\$5,989		\$5,500	Time and materials charge	Cost of service; Applicant pays any fees due to outside agencies
Reversion to acreage	\$1,938		\$1,900	Time and materials charge	Cost of service; Applicant pays any fees due to outside agencies
Condo / conversion tentative map	\$8,549		\$7,000	Plus \$100 per lot/unit	Cost of service; Applicant pays any fees due to outside agencies
REZONINGS:					
Rezoning	\$6,716		\$6,500	Time and materials charge	Cost of service
GENERAL & SPECIFIC PLANS:					
Preliminary Review ("Merit" Review for Applicant)	\$1,740		\$2,000	Time and materials charge	Cost of service
Completion of Review					
In-House completion	\$10,880		\$10,000	Time and materials charge	Cost of service
Consultant completion			Contract + 25%		Cost of service
APPEALS:					
Applicant appeal	\$1,686		\$1,500	Time and materials charge	Cost of service
Neighbor/Non-Applicant Appeal	\$1,686	\$102	\$109		Current fee plus CPI
City Council Member Appeal	\$1,686	\$0			Existing policy
PERMIT EXTENSIONS:					
Administrative	\$149	\$149			Cost of service
Public hearing	\$790	\$790			Cost of service
TREES:					
Application to destroy, cut down or remove protected tree	\$473		\$450	Per tree; only charged if not part of a project	Cost of service
Appeal of decision to destroy, cut down or remove protected tree	\$994	\$140		Per tree	Current fee plus CPI
Damage to protected tree (penalty)		Per OMC			Penalty calculated pursuant to Oakley Municipal Code section 9.1.1112
OTHER FEES:					
Zoning Verification Letter	\$74	\$50			Cost of service
Additional HCP Application Review Fee (for applicable projects)	\$744		\$700	Time and materials charge	Cost of service
Geologic review	n/a		Contract + 25%	Time and materials charge	Actual cost
Gun ordinance annual license	\$198	\$198			Cost of service
Home occupation permit	\$149	\$102			Current fee plus CPI
Large Family Day Care	\$223	\$223			Cost of service
Mobile Vendor	\$117	\$117			Cost of service
Development agreements:					
Preliminary Review ("Merit" Review for Applicant)	\$3,354	\$500			Cost of service
Completion of Review	n/a		\$3,000	Time and materials charge	Cost of service
Construction and Debris Plan Fees (Solid Waste Diversion)	\$37	\$37			Cost of service
Unclassified Uses	\$744		Staff estimate	Time and materials charge	Actual cost
Residential Density Bonus Reivew	\$1,442		Page 2 of \$1,400	Time and materials charge	Cost of service
River Oaks Crossing Specific Plan Fee		----->		\$1.82 per square foot of leasable space developed at River Oaks Crossing	Actual cost

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
PUBLIC WORKS SERVICES					
ENCROACHMENT PERMITS:					
SMALL ENCROACHMENT PERMIT CATEGORY					
Concrete Driveway/Pathway Addition (back of sidewalk)	\$366	\$366		Includes inspection +current USA Fees	Cost of service
General Encroachment Permit	\$441	\$441		Includes inspection +current USA Fees	Cost of service
Tree Removal	\$149	\$149		Includes inspection +current USA Fees	Cost of service
Debris Box/Storage Container	\$101	\$101		Includes inspection +current USA Fees	Cost of service
LARGE ENCROACHMENT PERMIT CATEGORY					
Large Permit <= \$10,000	\$1,330	\$1,330			Cost of service
Large Permit > \$10,000				Based on estimate Deposit + bond; Time & materials charge	Cost of service
Utility company or district project				Time and materials charge	Cost of service
No inspection notification for permitted work	\$435	\$435		Plus inspection fees	Cost of service
MISCELLANEOUS ROAD PERMIT APPLICATIONS:					
House move review	\$569		\$569		Cost of service
House move inspection	\$227		\$227		Cost of service
Extra legal load	n/a	\$16		\$16 set by State; or \$100/yr + \$100 security deposit	Maximum permitted by code
Road closure permit, Ext / Mod (Major Utility Projects)	\$2,928	\$2,928			Cost of service
TEMP ROAD CLOSURES; CONST; SPECIAL EVENTS:					
Not for profit applicant	\$744	\$53			Current fee plus CPI
For profit applicant	\$744	\$744			Cost of service
SUBDIVISION MONUMENT CHECKING:					
1 - 2 Monuments	\$503	\$503			Cost of service
3 - 5 Monuments	\$617	\$617			Cost of service
6 - 9 Monuments	\$730	\$730			Cost of service
10 or more new monuments	\$844	\$844		Plus \$66 per monument >10	Cost of service
Error resolution / Discussion	\$954	\$954			Cost of service
MAP CHECKING:					
Final map	\$6,410		\$6,500	Plus \$34/lot	Cost of service
Parcel Map	\$3,114		\$3,000	Plus \$34/lot	Cost of service
Base map revision	\$780	\$780		Plus County fee	Cost of service
Certificate of correction review	\$1,494		\$1,494		Cost of service
Amended map revision	\$1,494		\$1,500	Plus \$34/lot	Cost of service
ROAD VACATIONS:					
Map exists	\$2,157		\$2,157		Cost of service
No map exists	\$2,157		\$2,157		Cost of service
ROAD MISCELLANEOUS:					
Road name change - Public road	\$1,494	\$1,494		Plus \$265 for 1 intersection & \$64>1	Cost of service
Address change / Private road name change	\$747	\$747			Cost of service
PUBLIC IMPROVEMENT PLAN REVIEW:					
Plan review					
\$25,000 or less	\$3,844		\$4,000	Plus 8% of improvements	Cost of service

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
\$25,000 - \$50,000	\$5,922		\$6,000	Plus 6% of improvements	Cost of service
\$50,001 or more	\$7,159		\$7,500	Plus 2% of improvements > \$50,000	Cost of service
Landscaping plan review (Parks Department)	\$2,002		\$2,000	Plus 2% of improvements	Cost of service
Commercial Site Plan Review	\$7,400		\$7,500	Plus 2% of improvements	Cost of service
C.3 Compliance Review	\$3,970		\$4,200		Cost of service
Bridges or major structures	\$15,559		\$15,000	Plus 6% of improvements	Cost of service
RELATED REVIEW:					
Drainage review (no improvement plans)	\$2,284		\$2,400		Cost of service
Condition of approval compliance check (no improvement plans)	\$1,974		\$2,000		Cost of service
Certificate of compliance	\$2,809		\$2,800		Cost of service
Lot line adjustment	\$3,774		\$3,900		Cost of service
PUBLIC IMPROVEMENT INSPECTION:					
\$100,000 or less	\$10,274		\$6,000	Plus 6.5% of improvements	Cost of service
\$100,001 or more	\$24,258		\$15,000	Plus 4.5% of improvements > \$100,000	Cost of service
Commercial Site Plan Inspection	\$8,049		\$6,500	Plus 2% of improvements	
Bridges or major structures	\$23,545		\$14,000	Plus 7% of improvements	Cost of service
Landscaping (Parks Department)	\$3,891		\$3,500	Plus 8% of improvements	Cost of service
FLOODPLAIN MANAGEMENT PROGRAM:					
Flood zone determination - Office review	\$987	\$75		Per lot, \$402 max. for adjacent lots	Current fee plus CPI
Flood zone determination - Field visit review	\$987	\$376		Plus \$67/lot, \$734 max. for adj. lots	Current fee plus CPI
Floodplain management compliance	\$987	\$45		Per parcel	Current fee plus CPI
Floodplain permit application	\$1,974		\$2,000		Cost of service
Floodplain base map revision	\$1,974	\$52		Per lot	Current fee plus CPI
Floodplain map amendments	\$1,974		\$2,000		Cost of service
GRADING:					
Plan review:					
\$100,000 or less	\$4,999	\$3,000		Plus 3% of improvement value	Cost of service
\$100,001 or more	\$11,123		\$4,000	Plus 1% of amount over \$100,000	Cost of service
Inspection:					
\$100,000 or less	\$9,794	\$5,000		Plus 5% of improvement value	Cost of service
\$100,001 or more	\$18,967		\$6,000	Plus 4% of amount over \$100,000	Cost of service
Stock Pile Permit	\$2,577		\$2,700		Cost of service
SPECIAL PERMITS & LICENSES					
Adult Business Permits	\$1,589		\$1,589		Cost of service
Massage Parlor Permits	\$1,108		\$1,108		Cost of service
Masseuse Permits	\$330	\$330		Ability to charge are subject to limits by State Law.	Cost of service
Bingo Licenses					Cost of service
New		\$50			Per Municipal Code 4.8.004 e2
Renewal		\$10			Per Municipal Code 4.8.004 e2
Public Dance Licenses	\$372	\$372			Cost of service
Sound Amplification Permit	\$372	\$372			Cost of service
Taxicab Owner Permit	\$287	\$286			Cost of service
Taxicab Driver Permit	\$287	\$286			Cost of service
Code enforcement Re-inspection Fees	\$100	\$100			Cost of service
Recreation class cancellation/refund fee	\$38	\$7			Cost of service

2017 PROPOSED FEES					Basis for proposed fees
2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment		
POLICE SERVICES					
Abandoned vehicle	\$93			No charge	Existing policy
ABC Permit	\$65	\$50			Cost of service
Accident report - property damage only	n/a	\$5			Cost of service
Accident report - injury (1-20/20+ / Extensive)	n/a	\$5			Cost of service
Photos to CD	\$25	\$25			Cost of service
Booking Fee		\$564			Contra Costa County Fee
Citation sign-off / vehicle inspection – Resident	\$39			No charge	Existing policy
Citation sign-off / vehicle inspection – Non-resident	\$39	\$39			Cost of service
Clearance Letters					
Fee for Resident		\$12			Cost of service
Fee for non-resident		\$25			Cost of service
Concealed weapons fee					
Initial fee (plus State fingerprinting processing fee)	\$457	\$450		Plus current DOJ fees	Cost of service
Renewal of existing license (plus State processing fee)	\$75	\$75		Plus current DOJ fees	Cost of service
Crime reports	n/a	\$5			Cost of service
Curfew violations	n/a				Cost of service
DUI Emergency response cost recovery	n/a			Actual Cost for staff, equipment, lab work	Cost of service
False alarm response (greater than 2 in 30 days)	\$88	\$88		After 2 alarms in 30 days	Cost of service
Fingerprint Services/Livescan					
Livescan applicant fingerprinting/Rolling Fee	\$21	\$21			Cost of Service
Gun Storage Services pursuant to Court orders					
Administrative processing fee (per incident)	\$12	\$12			Cost of service
Storage fee (per month or any fraction thereof) per gun		\$5			Cost of service
Parties and nuisances – Subsequent calls for service	\$466			Hourly charge; \$415 minimum	Cost of service
Review of Local Criminal History	\$25	\$25			Cost of service
Rotational Tow Application Fees	\$350	\$350			Cost of service
Special event permit –No ABC liquor license letter required	\$411	\$411			Cost of service
Special event – non-profit organization (with or without ABC letter)	\$411	\$411			Cost of service
Special event – wide vehicle escort/parades	n/a			Hourly charge; deposit set by PD	Existing policy
Second hand dealer license / Pawns	\$165	\$165		Plus Department of Justice fee	Maximum permitted by code
Solicitor / Peddler permits	\$245	\$245			Cost of Service
Subpoena deposit – Ofc. civil cases/day		\$24 per hour plus			
Subpoena duces tecum (Per EC 1563)		\$.10 per page		Per EC 1563	Maximum permitted by Code
Production of documents only		\$15			Evidence Code Section 1563 (b)
Appearance request (officers/records)		\$275			Government Code 68096.1
Vehicle abatement – Administrative fee	\$492	\$492			Cost of service
Vehicle Repossession Fee (VIN Verification charge individuals only)		\$15			Government Code 41612
Stored vehicle release – Recovered stolen vehicle	\$21				Existing policy
Stored vehicle release	\$100	\$100			Cost of service
Police Call For Service Fee (by Agreement)				Hourly to the nearest 1/10 hour.	Actual Cost
Parking Citation required by State		\$3		\$3 per parking citation	SB 1407- Ch 311, Statutes of 2008

Notes:

- (1) n/a indicates that there is not sufficient data to calculate the actual cost of service
- (2) CPI = 6.82% from December 2014 to December 2016 (the most recent US Dept of Labor CPI - SF-OAK-S.J).

	2015 ESTIMATED AVG COST OF SERVICE	2015 PROPOSED FEES		2017 ESTIMATED AVG COST OF SERVICE	2017 PROPOSED FEES			Basis for proposed fees
		Fixed Fee	Time and Material Deposit		Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	
GENERAL ADMINISTRATIVE SERVICES								
Passport photos	\$17	\$15		\$20	\$15			Cost of service, not to exceed USPS fees (currently \$15)
Copying (8 1/2 x 11)		\$.40 1st page \$.25 thereafter			\$.40 1st page \$.25 thereafter			No change
Copying (8 1/2 x 14)		\$.65 1st page \$.50 thereafter			\$.65 1st page \$.50 thereafter			No change
Copying (11 x 17 or color copies)		\$1.00 1st page \$.75 thereafter			\$1.00 1st page \$.75 thereafter			No change
Promotional items	n/a (1)	Cost + 10%		n/a (1)	Cost + 10%			No change
Return check fee	\$58	\$58		\$61	\$25/\$35	\$25 for 1st, \$35 for subsequent		Maximum per government code Section 1719
Business license application	\$20	\$20		\$21	\$21			Cost of service
Zoning / subdivision map	n/a			n/a		Time and materials charge		Actual cost
General Plan copy	n/a			n/a		Time and materials charge		Actual cost
Subpoena services	n/a	\$24 per hour plus \$.10 per page		n/a	\$24 per hour plus \$.10 per page			Maximum permitted by code
Subpoena Witness Fees	n/a		275	n/a		275	Per Day plus \$.575 per mile travel	Fee pursuant to AB 2612; mileage rate updated to IRS business rate.
Research & information services	n/a		Staff estimate	n/a		Staff estimate	Time and materials charge	Actual cost
Administrative hearing	n/a			n/a			Time and materials charge	Actual cost
Administrative penalty citation	n/a	\$100		n/a	\$100		For 1st citation in 1 year; \$200 and \$500 for subsequent citations in 1 year	City ordinance
Copy of Meeting on flash drive, CD, or DVD	\$12	Varies, fee is cost of recording media only		\$12	Varies, fee is cost of recording media only			Cost of recording media only
Filing Fee for Notice of Intent to Circulate an Initiative Petition	\$1,516		\$200	\$1,703		\$200	Deposit is refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.	Maximum permitted by code.
PLANNING DEPARTMENT SERVICES								
VARIANCES:								
Variances	\$2,950		\$2,900	\$3,067		\$2,900	Time and materials charge	Cost of service
CONDITIONAL USE PERMITS:								
Conditional Use Permit	\$3,765		\$3,500	\$3,848		\$3,500	Time and materials charge	Cost of service
Zoning Administrator Fees for Conditional Use Permit or Variance	\$572	\$572		\$595	\$595			Cost of service
SIGN PERMITS:								
Sign Permit Fees - Administrative Approval	\$71	\$71		\$74	\$74			Cost of service
Sign Permit Fees - Planning Commission Approval	\$357	\$357		\$372	\$372			Cost of service

	2015 ESTIMATED AVG COST OF SERVICE	2015 PROPOSED FEES		2017 ESTIMATED AVG COST OF SERVICE	2017 PROPOSED FEES			Basis for proposed fees
		Fixed Fee	Time and Material Deposit		Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	
DEVELOPMENT PLANS/DESIGN REVIEWS:								
Zoning Administrator Review repaint/re-façade	\$143	\$143		\$149	\$149			Cost of service
Zoning Administrator Review - All others	\$1,137	\$1,137		\$1,120	\$1,120			Cost of service
Planning Commission/City Council Review - Minor (ZA referrals, significant painting/facades)			\$2,400	\$2,493		\$2,400	Time and materials charge	Cost of service
Planning Commission/City Council Review - Major (Tent. Map- Homes, New Commercial/Industrial Construction)	\$4,071		\$4,000	\$4,081		\$4,000	Time and materials charge	Cost of service
SUBDIVISIONS:								
Major subdivisions	\$12,032		\$12,000	\$12,094		\$12,000	Plus \$100 per lot/unit over 50	Cost of service; Applicant pays any fees due to outside agencies
Parcel Maps (Minor subdivisions)	\$5,984		\$5,500	\$5,989		\$5,500	Time and materials charge	Cost of service; Applicant pays any fees due to outside agencies
Reversion to acreage	\$1,954		\$1,900	\$1,938		\$1,900	Time and materials charge	Cost of service; Applicant pays any fees due to outside agencies
Condo / conversion tentative map	\$8,227		\$7,000	\$8,549		\$7,000	Plus \$100 per lot/unit	Cost of service; Applicant pays any fees due to outside agencies
REZONINGS:								
Rezoning	\$6,574		\$6,500	\$6,716		\$6,500	Time and materials charge	Cost of service
GENERAL & SPECIFIC PLANS:								
Preliminary Review ("Merit" Review for Applicant)	\$1,740	\$1,740		\$1,979		\$2,000	Time and materials charge	Cost of service
Completion of Review								
In-House completion	\$10,690		\$10,000	\$10,880		\$10,000	Time and materials charge	Cost of service
Consultant completion			Contract + 25%			Contract + 25%		Cost of service
APPEALS:								
Applicant appeal	\$1,625		\$1,500	\$1,686		\$1,500	Time and materials charge	Cost of service
Neighbor/Non-Applicant Appeal	\$1,625	\$102		\$1,686	\$109			Current fee plus CPI
City Council Member Appeal	\$1,625	\$0		\$1,686	\$0			Existing policy
PERMIT EXTENSIONS:								
Administrative	\$143	\$143		\$149	\$149			Cost of service
Public hearing	\$617	\$617		\$790	\$790			Cost of service
TREES:								
Application to destroy, cut down or remove protected tree	\$474		\$450	\$473		\$450	Per tree; only charged if not part of a project	Cost of service
Appeal of decision to destroy, cut down or remove protected tree	\$974	\$140		\$994	\$143		Per tree	Current fee plus CPI
Damage to protected tree (penalty)		Per OMC			Per OMC			Penalty calculated pursuant to Oakley Municipal Code section 9.1.1112
OTHER FEES:								
Zoning Verification Letter				\$74	\$50			Cost of Service
Additional HCP Application Review Fee (for applicable projects)	\$715		\$700	\$744		\$700	Time and materials charge	Cost of service

	2015 ESTIMATED AVG COST OF SERVICE	2015 PROPOSED FEES		2017 ESTIMATED AVG COST OF SERVICE	2017 PROPOSED FEES			Basis for proposed fees
		Fixed Fee	Time and Material Deposit		Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	
Geologic review	n/a		Contract + 25%	n/a		Contract + 25%	Time and materials charge	Actual cost
Gun ordinance annual license	\$198	\$198		\$198	\$198			Cost of service
Home occupation permit	\$143	\$102		\$149	\$109			Current fee plus CPI
Large Family Day Care	\$214	\$214		\$223	\$223			Cost of service
Mobile Vendor	\$112	\$112		\$117	\$117			Cost of service
Development agreements:								
Preliminary Review ("Merit" Review for Applicant)	\$3,515	\$500		\$3,354	\$500			Cost of service
Completion of Review	n/a		\$3,000	n/a		\$3,000	Time and materials charge	Cost of service
Construction and Debris Plan Fees (Solid Waste Diversion)	\$36	\$36		\$37	\$37			Cost of service
Unclassified Uses	\$715		Staff estimate	\$744		Staff estimate	Time and materials charge	Actual cost
Residential Density Bonus Reivew	\$1,407		\$1,400	\$1,442		\$1,400	Time and materials charge	Cost of service
River Oaks Crossing Specific Plan Fee		---->				---->	\$1.82 per square foot of leasable space developed at River Oaks Crossing	Actual cost
PUBLIC WORKS SERVICES								
ENCROACHMENT PERMITS:								
SMALL ENCROACHMENT PERMIT CATEGORY								
Concrete Driveway/Pathway Addition (back of sidewalk)				\$366	\$366			Cost of service
General Encroachment Permit				\$441	\$441			Cost of service
Tree Removal				\$149	\$149			Cost of service
Debris Box/Storage Container				\$101	\$101			Cost of service
LARGE ENCROACHMENT PERMIT CATEGORY								
Large Permit <= \$10,000				\$1,330	\$1,330			Cost of service
Large Permit > \$10,000						Based on estimate	Deposit + bond	Cost of service
Utility company or district project	\$367		\$367				Time and materials charge	Cost of service
No inspection notification for permitted work	\$456	\$456		\$435	\$435		Plus inspection fees	Cost of service
MISCELLANEOUS ROAD PERMIT APPLICATIONS:								
House move review	\$581		\$581	\$569		\$569		Cost of service
House move inspection	\$244		\$244	\$227		\$227		Cost of service
Extra legal load	n/a	\$16		n/a	\$16		\$16 set by State; or \$100/yr + \$100 security deposit	Maximum permitted by code
Road closure permit, Ext / Mod (Major Utility Projects)	\$3,074	\$3,074		\$2,928	\$2,928			Cost of service
TEMP ROAD CLOSURES; CONST; SPECIAL EVENTS:								
Not for profit applicant	\$889	\$53		\$744	\$57			Current fee plus CPI
For profit applicant	\$621	\$621		\$744	\$744			Cost of service
SUBDIVISION MONUMENT CHECKING:								
1 - 2 Monuments	\$532	\$532		\$503	\$503			Cost of service
3 - 5 Monuments	\$654	\$654		\$617	\$617			Cost of service
6 - 9 Monuments	\$776	\$776		\$730	\$730			Cost of service
10 or more new monuments	\$898	\$898		\$844	\$844		Plus \$66 per monument > 10	Cost of service

City of Oakley
2017 Cost of Service Study
Costs and Proposed Fee Schedule

Exhibit B

Report Dated March 30, 2017

	2015 ESTIMATED AVG COST OF SERVICE	2015 PROPOSED FEES		2017 ESTIMATED AVG COST OF SERVICE	2017 PROPOSED FEES			Basis for proposed fees
		Fixed Fee	Time and Material Deposit		Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	
Error resolution / Discussion	\$993	\$993		\$954	\$954			Cost of service
MAP CHECKING:								
Final map	\$6,768		\$6,500	\$6,410		\$6,500	Plus \$34/lot	Cost of service
Parcel Map	\$3,292		\$3,000	\$3,114		\$3,000	Plus \$34/lot	Cost of service
Base map revision	\$821	\$821		\$780	\$780		Plus County fee	Cost of service
Certificate of correction review	\$1,568		\$1,568	\$1,494		\$1,500		Cost of service
Amended map revision	\$1,568		\$1,500	\$1,494		\$1,500	Plus \$34/lot	Cost of service
ROAD VACATIONS:								
Map exists	\$2,244		\$2,244	\$2,157		\$2,157		Cost of service
No map exists	\$2,244		\$2,244	\$2,157		\$2,157		Cost of service
ROAD MISCELLANEOUS:								
Road name change - Public road	\$1,568	\$1,568		\$1,494	\$1,494		Plus \$265 for 1 intersection & \$64>1	Cost of service
Address change / Private road name change	\$784	\$784		\$747	\$747			Cost of service
PUBLIC IMPROVEMENT PLAN REVIEW:								
Plan review								
\$25,000 or less	\$4,053		\$4,000	\$3,844		\$4,000	Plus 8% of improvements	Cost of service
\$25,000 - \$50,000	\$6,254		\$6,000	\$5,922		\$6,000	Plus 6% of improvements	Cost of service
\$50,001 or more	\$7,636		\$7,500	\$7,159		\$7,500	Plus 2% of improvements > \$50,000	Cost of service
Landscaping plan review (Parks Department)	\$2,014		\$2,000	\$2,002		\$2,000	Plus 2% of improvements	Cost of service
Commercial Site Plan Review	\$7,799		\$7,500	\$7,400		\$7,500	Plus 2% of improvements	Cost of service
C.3 Compliance Review	\$4,238		\$4,200	\$3,970		\$4,200		Cost of service
Bridges or major structures	\$15,979		\$15,000	\$15,559		\$15,000	Plus 6% of improvements	Cost of service
RELATED REVIEW:								
Drainage review (no improvement plans)	\$2,411		\$2,400	\$2,284		\$2,400		Cost of service
Condition of approval compliance check (no improvement plans)	\$2,060		\$2,000	\$1,974		\$2,000		Cost of service
Certificate of compliance	\$2,867		\$2,800	\$2,809		\$2,800		Cost of service
Lot line adjustment	\$3,937		\$3,900	\$3,774		\$3,900		Cost of service
PUBLIC IMPROVEMENT INSPECTION:								
\$100,000 or less	\$10,963		\$6,000	\$10,274		\$6,000	Plus 6.5% of improvements	Cost of service
\$100,001 or more	\$25,840		\$15,000	\$24,258		\$15,000	Plus 4.5% of improvements > \$100,000	Cost of service
Commercial Site Plan Inspection	\$8,573		\$6,500	\$8,049		\$6,500	Plus 2% of improvements	Cost of service
Bridges or major structures	\$24,274		\$14,000	\$23,545		\$14,000	Plus 7% of improvements	Cost of service
Landscaping (Parks Department)	\$4,024		\$3,500	\$3,891		\$3,500	Plus 8% of improvements	Cost of service
FLOODPLAIN MANAGEMENT PROGRAM:								
Flood zone determination - Office review	\$1,030	\$75		\$987	\$80		Per lot, \$402 max. for adjacent lots	Current fee plus CPI
Flood zone determination - Field visit review	\$1,030	\$376		\$987	\$402		Plus \$67/lot, \$734 max. for adj. lots	Current fee plus CPI
Floodplain management compliance	\$1,030	\$45		\$987	\$48		Per parcel	Current fee plus CPI
Floodplain permit application	\$2,060		\$2,000	\$1,974		\$2,000		Cost of service
Floodplain base map revision	\$2,060	\$52		\$1,974	\$56		Per lot	Current fee plus CPI
Floodplain map amendments	\$2,060		\$2,000	\$1,974		\$2,000		Cost of service

	2015 ESTIMATED AVG COST OF SERVICE	2015 PROPOSED FEES		2017 ESTIMATED AVG COST OF SERVICE	2017 PROPOSED FEES			
		Fixed Fee	Time and Material Deposit		Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
GRADING:								
Plan review:								
\$100,000 or less	\$5,274	\$3,000		\$4,999	\$3,000		Plus 3% of improvement value	Cost of service
\$100,001 or more	\$11,588		\$4,000	\$11,123		\$4,000	Plus 1% of amount over \$100,000	Cost of service
Inspection:								
\$100,000 or less	\$10,470	\$5,000		\$9,794	\$5,000		Plus 5% of improvement value	Cost of service
\$100,001 or more	\$20,240		\$6,000	\$18,967		\$6,000	Plus 4% of amount over \$100,000	Cost of service
Stock Pile Permit	\$2,752		\$2,700	\$2,577		\$2,700		Cost of service
SPECIAL PERMITS & LICENSES								
Adult Business Permits	\$1,551		\$1,551	\$1,589		\$1,589		Cost of service
Massage Parlor Permits	\$1,081		\$1,081	\$1,108		\$1,108		Cost of service
Masseuse Permits	\$327	\$327		\$330	\$330		Ability to charge are subject to limits by State Law.	Cost of service
Bingo Licenses	\$357	\$357		\$372	\$372			Cost of service
Public Dance Licenses	\$357	\$357		\$372	\$372			Cost of service
Sound Amplification Permit	\$357	\$357		\$372	\$372			Cost of service
Taxicab Owner Permit	\$286	\$286		\$287	\$286			Cost of service
Taxicab Driver Permit	\$286	\$286		\$287	\$286			Cost of service
Code enforcement Re-inspection Fees				\$100	\$100		New Fee for 2017 Study	Cost of service
Recreation class cancellation/refund fee				\$38	\$7		New Fee for 2017 Study	
POLICE SERVICES								
Abandoned vehicle	\$63			\$93			No charge	Existing policy
ABC Permit letter				\$65	\$50			
Accident report - property damage only	n/a	\$5		n/a	\$5			Existing policy
Accident report - Injury (1-20/20+ / Extensive)	n/a	\$5		n/a	\$5			Existing policy
Photos to CD				\$25	\$25			Cost of service
Booking Fee		\$564			\$564			Contra Costa County fee
Citation sign-off / vehicle inspection -- Resident	\$39			\$39			No charge	Existing policy
Citation sign-off / vehicle inspection -- Non-resident	\$39	\$39		\$39	\$39			Cost of service
Clearance letter	n/a			n/a				
Fee for resident	\$0	\$12		\$31	\$12			Cost of service
Fee for nonresident	\$0	\$25		\$62	\$25			
Concealed weapons fee	n/a			n/a				
Initial fee (plus State fingerprinting processing fee)	\$457	\$450		\$457	\$450		plus current DOJ fees	Cost of service
Renewal fee (plus State processing fee)	\$0	\$75		\$91	\$75		plus current DOJ fees	Cost of service
Crime reports	n/a	\$5		n/a	\$5			Existing policy
Curfew violations	n/a			n/a			No charge	Existing policy
DUI Emergency response cost recovery	n/a			n/a			Actual cost for staff, equipment, lab work.	Actual cost; GC 5130
False alarm response (greater than 2 in 30 days)	\$88	\$88		\$88	\$88		After 2 alarms in 30 days	Cost of service
Livescan applicant fingerprinting	\$21	\$21		\$21	\$21			Cost of service
Gun Storage Services pursuant to Court Order								

City of Oakley
 2017 Cost of Service Study
 Costs and Proposed Fee Schedule

Exhibit B

Report Dated March 30, 2017

	2015 ESTIMATED AVG COST OF SERVICE	2015 PROPOSED FEES		2017 ESTIMATED AVG COST OF SERVICE	2017 PROPOSED FEES			Basis for proposed fees
		Fixed Fee	Time and Material Deposit		Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	
Administrative processing fee per incident				\$12	\$12			Cost of service
Storage fee (per month or any fraction thereof) per gun					\$5			Cost of service
Parties and nuisances – Subsequent calls for service	\$466			\$466			Hourly charge; \$415 minimum	Cost of service
Review of Local Criminal History	\$25	\$25		\$25	\$25			
Rotational Tow Application Fees	\$350	\$350		\$350	\$350			Cost of service
Special event permit –No ABC liquor license letter required	\$411	\$411		\$411	\$411			Cost of service
Special event – non-profit organization (with or without ABC letter)	\$411	\$411		\$411	\$411			Cost of service
Special event – wide vehicle escort/parades	n/a			n/a			Hourly charge; deposit set by PD	Actual cost
Second hand dealer license / Pawns	\$165	\$165		\$165	\$165		Plus Department of Justice fee	Cost of service
Solicitor / Peddler permits	\$245	\$245		\$245	\$245			Cost of service
Subpoena deposit – Ofc. civil cases/day	n/a			n/a				Existing policy
Subpoena duces tecum (Per EC 1563)	n/a	\$24 per hour plus \$.10 per page		n/a	\$24 per hour plus \$.10 per page		Per EC 1563	Maximum permitted by code
Production of documents only		\$15			\$15			Evidence Code Section 1563 (b)
Appearance request (officer/records)		\$275			\$275			Government Code 68096.1
Vehicle abatement – Administrative fee	\$492	\$492		\$492	\$492			Cost of service
Vehicle Repossession Fee (VIN Verification charge individuals only)		\$15			\$15			Government Code 41612
Stored vehicle release – Recovered stolen vehicle	\$21			\$21			No charge	Existing policy
Stored vehicle release	\$99	\$99		\$99	\$99			Cost of service
Police Call For Service Fee (by Agreement)							Hourly to the nearest 1/10 hour.	Actual cost
Parking Citation required by State		\$3			\$3		\$3 per parking citation	SB 1407- Ch 311, Statutes of 2008
Notes:								
(1) n/a indicates that there is not sufficient data to calculate the actual cost of service								
(2) CPI = 6.82% from December 2014 to December 2016 (the most recent US Dept of Labor CPI - SF-OAK-SJ).								

	Senior Acct	Sr. Account. Tech.	Receptionist	Records Manager	City Attorney	City Clerk	Senior Planner	PW Administrative Specialist	City Engineer	Senior Engineer	Storm Water Engineer	Asst Engineer	PW Inspector	Park Maintenance Manager	Landscape Mtc Foreman	Recreation Supervisor	Senior Rec Leader	Police Chief	Police Lieutenant	Police Officer	Police Service Assistant	Police Service Ass't P/T	Contract Services
GENERAL ADMINISTRATIVE SERVICES																							
Passport photos			0.67																				
Copying (8 1/2 x 11)				0.08																			
Copying (8 1/2 x 14)				0.08																			
Copying (11 x 17 or color copies)				0.08																			
Promotional items																							
Return check fee	0.25	0.33																					
Business license application		0.25																					
Zoning / subdivision map																							
General Plan copy																							
Subpoena services						2																	
Subpoena witness fees																							
Research & information services																							
Administrative hearing						2																	
Administrative penalty citation																							
Copy of Meeting on Flash Drive				0.66																			
Filing Fee for Notice of Intent to Circulate a Initiative Petition						10																	

	Senior Acct	Sr. Account. Tech.	Receptionist	Records Manager	City Attorney	City Clerk	Senior Planner	PW Administrative Specialist	City Engineer	Senior Engineer	Storm Water Engineer	Asst Engineer	PW Inspector	Park Maintenance Manager	Landscape Mtc Foreman	Recreation Supervisor	Senior Rec Leader	Police Chief	Police Lieutenant	Police Officer	Police Service Assistant	Police Service Ass't P/T	Contract Services
PLANNING DEPARTMENT SERVICES																							
VARIANCES:																							
Variances					0.5		20																
CONDITIONAL USE PERMITS:																							
Conditional Use Permit					0.5		21		1	1	1	1											
Zoning Administrator Fees for Conditional Use Permit or Variance							4																
SIGN PERMITS:																							
Sign Permit Fees - Administrative Approval							0.5																
Sign Permit Fees - Planning Commission Approval							2.5																
DEVELOPMENT PLANS/DESIGN REVIEWS:																							
Zoning Administrator Review repaint/re-façade							1																
Zoning Administrator- All others							4			1	1	1		0.5						0.25			
PC/CC Review -Minor (ZA referrals, significant painting/façades)					1		12			1	1	1		0.5						0.25			
PC/CC Review - Major (tentative map-homes, new commercial/industrial construction)					1		18			3	2	3		0.5						0.25			
SUBDIVISIONS:																							
Major subdivisions					2		50		4	8	4	12			2								
Parcel Maps (Minor subdivisions)					1		23		2	4	2	8			0.5					0.25			
Reversion to acreage							5		2	2		4											
Condo / conversion tentative map					2		55																
REZONINGS:																							
Rezoning					2		35		1	2	1	4											
GENERAL & SPECIFIC PLANS:																							
Preliminary Review ("Merit" Review for Applicant)					1		3		2	2	1	4											
Completion of Review:																							
In-House completion							55		4	4	2	8											
Consultant completion																							
APPEALS:																							
Applicant appeal			0.5		1		10																
Neighbor/Non-Applicant Appeal			0.5		1		10																
City Council Member Appeal			0.5		1		10																
PERMIT EXTENSIONS:																							
Administrative							1																
Public hearing					0.25		5																

	Senior Acct	Sr. Account. Tech.	Receptionist	Records Manager	City Attorney	City Clerk	Senior Planner	PW Administrative Specialist	City Engineer	Senior Engineer	Storm Water Engineer	Asst Engineer	PW Inspector	Park Maintenance Manager	Landscape Mtc Foreman	Recreation Supervisor	Senior Rec Leader	Police Chief	Police Lieutenant	Police Officer	Police Service Assistant	Police Service Ass't P/T	Contract Services
TREES:																							
Application to destroy, cut down or remove protected tree							1.5			1				1									
Appeal of decision to destroy, cut down or remove protected tree							5			1				1									
Damage to protected tree (penalty)									1					1	1								
OTHER FEES:																							
Zoning Verification Fee							0.5																
Additional HCP Application Review Fee (for applicable projects)							5																
Geologic review																							
Gun ordinance annual license							1											0.25					
Home occupation							1																
Large Family Child Care							1.5																
Mobile vendor		0.5					0.5																
Development agreements:																							
Preliminary Review ("Merit" Review for Applicant)					50		100																
Completion of Review					1		2		2	10		8											
Construction and Debris Plan Fees (Solid Waste Diversion)							0.25																
Unclassified Uses							5																
Residential Density Bonus Review					3		6																
River Oaks Crossing Specific Plan Fee																							

	Senior Acct	Sr. Account. Tech.	Receptionist	Records Manager	City Attorney	City Clerk	Senior Planner	PW Administrative Specialist	City Engineer	Senior Engineer	Storm Water Engineer	Asst Engineer	PW Inspector	Park Maintenance Manager	Landscape Mtc Foreman	Recreation Supervisor	Senior Rec Leader	Police Chief	Police Lieutenant	Police Officer	Police Service Assistant	Police Service Asst P/T	Contract Services	
PUBLIC WORKS SERVICES																								
ENCROACHMENT PERMITS:																								
Small project (driveways, sidewalks, etc)									2				2											
Large project (street excavation or engineering plan required)									2.5				4											
Utility company and district projects									2				2											
Concrete Driveway/Pathway Addition (back of sidewalk)									1.5				1	1										
General Encroachment Permit									1.5	0.5			1	1										
Tree removal									1				0.5											
Debris Box/Storage Container									0.5															
Large Permit <=\$10,000									3.5	3			0.5	4.5										
ENCROACHMENT INSPECTIONS:																								
Small project (driveways, sidewalks, etc)													1	2										
Large project													1	8										
Utility company or district project													1	2										
Work done without permits									1				1	2										
No inspection notification for permitted work									1				1	2										
MISCELLANEOUS ROAD PERMIT APPLICATIONS:																								
House move review									1				4											
House move inspection																								
Extra legal load									1															
Road closure permit, Ext / Mod									4	2	8		8											
TEMP ROAD CLOSURES; CONST; SPECIAL EVENTS:																								
Not for profit applicant									4		1		2											
For profit applicant									4		1		2											
SUBDIVISION MONUMENT CHECKING:																								
1 - 2 Monuments											1		2	1										
3 - 5 Monuments											1		2	2										
6 - 9 Monuments											1		2	3										
10 or more new monuments											1		2	4										
Error resolution / Discussion										2	2		2											
MAP CHECKING:																								
Final map						1			4		20		20											
Parcel map									2		10		10											
Base map revision											2		4											
Certificate of correction review											2		4											
Amended map revision											2		4											
ROAD VACATIONS:																								
Map exists						1			2		4		8											
No map exists						1			2		4		8											
ROAD MISCELLANEOUS:																								
Road name change - Public road											2		4											
Address change / Private road name change											1		2											

	Senior Acct	Sr. Account. Tech.	Receptionist	Records Manager	City Attorney	City Clerk	Senior Planner	PW Administrative Specialist	City Engineer	Senior Engineer	Storm Water Engineer	Asst Engineer	PW Inspector	Park Maintenance Manager	Landscape Mtc Foreman	Recreation Supervisor	Senior Rec Leader	Police Chief	Police Lieutenant	Police Officer	Police Service Assistant	Police Service Ass't/P/T	Contract Services
PUBLIC IMPROVEMENT PLAN REVIEW:																							
Plan review																							
\$25,000 or less									2	8	2	16											
\$25,000 - \$50,000									3	12	4	24											
\$50,001 or more									4	20	6	20											
Landscaping plan review (Parks Department)									1	1		4		4	8								
Commercial Site Plan Review									4	12	6	32											
C.3 Compliance Review									1	4	8	16											
Bridges or major structures									4	16	6	20											60
RELATED REVIEW:																							
Drainage review (no improvement plans)									2	4	2	8											
Condition of approval compliance check (no improvement plans)									2	4		8											
Certificate of compliance					0.5		5		2	4		8											
Lot line adjustment					0.5		1		2	8		16											
PUBLIC IMPROVEMENT INSPECTION:																							
\$100,000 or less									2	8	8	24	40										
\$100,001 or more									4	16	16	60	100										
Commercial Site Plan Inspection									2	6	6	20	30										
Bridges or major structures									4	8	2	20	60										80
Landscaping (Parks Department)									1	1	2	8	8	4	10								
FLOODPLAIN MANAGEMENT PROGRAM:																							
Flood zone determination - Office review									1	2		4											
Flood zone determination - Field visit review									1	2		4											
Floodplain management compliance									1	2		4											
Floodplain permit application									2	4		8											
Floodplain base map revision									2	4		8											
Floodplain map amendments									2	4		8											
GRADING:																							
Plan review:																							
\$100,000 or less							0.5		2	12	2	20											
\$100,001 or more							0.5		4	20	4	30											20
Inspection:																							
\$100,000 or less									2	8	8	20	40										
\$100,001 or more									4	16	12	40	80										
Stock Pile Permit									1	4	1	4	10										
SPECIAL PERMITS & LICENSES																							
Adult Business Permits		0.5			2		6											0.5		1	0.5		
Massage Parlor Permits		0.5			1		4											0.5		1	0.5		
Masseuse Permits		0.5																0.5		1	0.5		
Bingo Licenses							2.5																
Public Dance Licenses							2.5																
Sound Amplification Permit							2.5																
Taxicab Owner Permit																		0.5		1	0.5		
Taxicab Driver Permit																		0.5		1	0.5		
Code enforcement re-inspection fees																							
Recreation cancellation/refund fee		0.25															0.1	0.25					

	Senior Acct	Sr. Account. Tech.	Receptionist	Records Manager	City Attorney	City Clerk	Senior Planner	PW Administrative Specialist	City Engineer	Senior Engineer	Storm Water Engineer	Asst Engineer	PW Inspector	Park Maintenance Manager	Landscape Mtc Foreman	Recreation Supervisor	Senior Rec Leader	Police Chief	Police Lieutenant	Police Officer	Police Service Assistant	Police Service Ass't P/T	Contract Services
POLICE SERVICES																							
Abandoned vehicle																						1.5	
ABC permit letter																		0.25				0.25	
Accident report - property damage only								4															
Accident report - Injury (1-20/20+ / Extensive)																							
Photos to CD																						1	
Citation sign-off / vehicle inspection – Resident																					0.25		
Citation sign-off / vehicle inspection – Non-resident																					0.25		
Clearance Letters																							
Fee for Resident																							0.5
Fee for non-resident																							1
Concealed weapons fee																							
Initial fee																		0.5	2			2.5	
Renewal Fee																		0.15				1	
Crime reports																							
Curfew violations																							
DUI / Emergency response cost recovery								4															
False alarm response (greater than 2 in 30 days)																					0.5	0.25	
Livescan applicant fingerprinting																						0.5	
Gun Storage Services pursuant to Court Order																							
Administrative Processing fee																							0.5
Storage fee (per month or any fraction thereof) per gun																							
Parties and nuisances – Subsequent calls for service																						3	
Review of Local Criminal History																						1	
Rotational Tow Application Fees																							
Special event permit – No ABC liquor license letter required								4										0.25					
Special event – non-profit organization (with or without ABC Letter)								4										0.25					
Special event – wide vehicle escort/parades								4										0.5			3		
Second hand dealer license / Pawns																		0.75					
Solicitor / Peddler permits			1															0.75					
Subpoena deposit – Ofc. civil cases/day																							
Subpoena duces tecum (Per EC 1553)																							
Vehicle abatement – Administrative fee																						1	
Stored vehicle release – Recovered stolen vehicle																						0.5	
Stored vehicle release																						0.5	
Police Call For Service Fee (by Agreement)																						1	
Parking Citation required by State																							

	Senior Accountant	Sr. Account Tech.	Receptionist	Records Manager	City Attorney	City Clerk	Senior Planner	PW Administrative Specialist	City Engineer	Senior Engineer	Storm Water Engineer	Assoc Engineer	PW Inspector	Parks Maintenance Manager	Landscape Mtc Foreman	Recreation Supervisor	Senior Rec Leader	Police Chief	Police Lieutenant	Police Officer	Police Service Assistant	Police Service Asst P/T	Other Contract Services
Hourly rate	\$131	\$85	\$31	\$71	\$183	\$169	\$149	\$89	\$207	\$150	\$155	\$120	\$113	\$100	\$95	\$117	\$20	\$197	\$176	\$158	\$62	\$25	\$150
S&B or \$/Hr	\$ 144,650	\$ 98,328	\$ 35,235	\$ 81,241	\$ 175	\$ 155,836	\$ 148,584	\$ 95,797	\$ 223,742	\$ 162,226	\$ 105	\$ 129,857	\$ 122,722	\$ 112,317	\$ 107,067	\$ 129,423	\$ 14	\$ 217,577	\$ 193,986	\$ 173,855	\$ 68,210	\$ 22	
COH	28.8%	28.8%	28.8%	28.8%	1.0%	28.8%	40.8%	37.7%	37.7%	37.7%	37.7%	37.7%	37.7%	34.9%	34.9%	34.9%	34.9%	34.9%	34.9%	34.9%	34.9%	34.9%	34.9%
DOH	16.1%	10.1%	10.1%	10.1%	3.7%	10.1%	19.4%	10.2%	10.2%	10.2%	10.2%	10.2%	10.2%	7.8%	7.8%	10.1%	10.1%	10.1%	10.1%	10.1%	10.1%	10.1%	0.0%
Analysis of Hours:																							
					City Staff	PD																	
Full Time Total					2,080	2,080																	
Less:																							
Vacation (3 wks avg/yr)					(120)	(120)																	
Sick (12 days/yr)					(96)	(96)																	
Breaks/Donning & Daufing (30 min/day)					(107)	(114)																	
Holidays (12+2 floating/yr)					(112)																		
Tracking Time/City Meetings					(45)																		
Productive Hours					1,600	1,750																	
Sources																							
S&B - FT 2014-15 Salary and Benefit Costs for City Employees, annualized if employee is part-time; County PD Book for FY 2015-16																							
\$/Hr - Per Agreements for hourly outside Contractors																							
COH = City Overhead. Overhead rates were retained from the 2014-15 rate calculations; updated as necessary to reflect organizational changes.																							
DOH = Department Overhead. Overhead rates were retained from the 2014-15 rate calculations, updated as necessary to reflect organizational changes.																							

RESOLUTION NO. __-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
REVISING FEES FOR PLANNING, PUBLIC WORKS, POLICE, AND
GENERAL ADMINISTRATIVE SERVICES**

WHEREAS, by Ordinance No. 01-99, adopted on July 1, 1999, the City Council of the City of Oakley provided for the continuation of all Contra Costa County ordinances, resolutions, rules, and regulations applicable to the City of Oakley area, including Contra Costa County ordinances and/or resolutions related to fees applicable to certain services provided by the City; and

WHEREAS, by Ordinance No. 7-99, adopted July 1, 1999, the City Council of the City of Oakley continued in effect all Contra Costa County fees, rates, and charges applicable in the City; and

WHEREAS, by Resolution No. 86-01, adopted September 10, 2001, the City Council adopted certain listed additional fees established to fund certain services provided by the Oakley Police Department; and

WHEREAS, by Resolution No. 84-03, adopted November 23, 2003, the City Council adopted updated fees for planning, public works, police and general administrative services; and

WHEREAS, by Resolution No. 135-06, adopted October 9, 2006, the City Council adopted updated fees for planning, public works, police and general administrative services; and

WHEREAS, by Resolution No. 112-09, adopted August 14, 2009, the City Council adopted updated fees for planning, public works, police and general administrative services; and

WHEREAS, by Resolution No. 61-11, adopted May 10, 2011, the City Council adopted updated fees for planning, public works, police and general and administrative services; and

WHEREAS by Resolution No. 33-13, adopted April 23, 2013, the City Council adopted updated fees for planning, public works, police and general and administrative services; and

WHEREAS, City Staff has prepared the attached report entitled City of Oakley Cost of Service Study ("Report"), presented to the Council on April 25, 2017, and which was available for public review 10 days before the public hearing regarding updating the City's fees; and

WHEREAS, the Report calculates the costs that the City incurs in providing services to project applicants, and compares the costs of providing such services with the fees presented to the Council in 2015; and

WHEREAS, the Report concludes that the for some services, the City presently does not recover from existing service fees the full cost of providing the services listed in the Report to those requesting such services; and

WHEREAS, the Report recommends revising the existing City service fees to recover the full, lawfully-recoverable costs incurred by the City in providing services to those who request them; and

WHEREAS, in accordance with Government Code Section 50076, fees that do not exceed the reasonable cost of providing the service or regulatory activity for which the fees are charged and which are not levied for general revenue purposes are not special taxes as defined in Article 3.5 of the Government Code; and

WHEREAS, in accordance with Government Code Section 66014, local agency fees for zoning variances, use permits, building inspections, building permits, filing and processing applications and petitions filed with the local agency formation commission or conducting proceedings filed under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code § 56000 *et seq.*), processing maps under the Subdivision Map Act (Government Code § 66410 *et seq.*), or planning services shall not exceed the estimated reasonable cost of providing the service for which the fee is charged, and fee amounts in excess of the estimated reasonable cost of providing the service for which the fee is charged must be submitted to, and approved by, the voters; and

WHEREAS, in accordance with Government Code Section 65104, fees to support the work of planning agencies shall not exceed the reasonable cost of providing the service for which the fee is charged; and

WHEREAS, in accordance with Government Code Section 65456, legislative bodies may, after adopting a specific plan, impose a specific plan fee upon persons seeking governmental approvals which are required to be consistent with the specific plan, and such fees shall, in the aggregate, defray but not exceed the cost of preparation, adoption and administration of the specific plan; and

WHEREAS, in accordance with Government Code Section 65909.5, reasonable city fees for the processing of use permits, zone variances, or zone changes shall not exceed the amount reasonably required to administer the processing of such permits, zone variances or changes; and

WHEREAS, in accordance with Government Code Section 66451.2, reasonable local agency fees for the processing of tentative, final, and parcel maps shall not exceed the amount reasonably required by the agency; and

WHEREAS, Evidence Code Section 1563 authorizes the recovery of reasonable costs for the production of subpoenaed business records, including the records local governments, and provides for the maximum fees that may be recovered; and

WHEREAS, the Report includes estimates of the reasonable costs—including personnel, maintenance and operation, professional services, and capital costs—of providing services by various City departments to those who request such services; and

WHEREAS, the Report recommends charging fees to recover up to the full cost of providing planning, public works, police and general administrative services to those who request them, with only a few exceptions. The Council has determined that application fees for home occupancy permits, appeals of decisions to destroy, cut down or move a protected tree, other non-applicant appeals, certain administrative fees, and certain police services should be less than their full cost to encourage participation in local government and family-oriented small business development that benefits the entire community; and

WHEREAS, fees adopted pursuant to Government Code Sections 66014, 65104, 65456, 65909.5, and 66451.2, and Health and Safety Code Sections 17951, 19132.3, and 19852, are to be imposed pursuant to Section 66016 of the Government Code, which imposes certain procedural requirements; and

WHEREAS, in accordance Government Code Section 66016, at least 14 days prior to the public hearing at which this Resolution was adopted, notice of the time and place of the hearing was mailed to eligible interested parties who filed written requests with the City for mailed notice of meetings on new or increased fees or service charges; and

WHEREAS, in accordance with the Government Code 66016, the Report was available for public review and comment for 10 days prior to the public hearing at which this Resolution was adopted; and

WHEREAS, 10 days advance notice of the public hearing at which this Resolution was adopted was given by publication in accordance with Section 6062a of the Government Code; and

FINDINGS

WHEREAS, the City Council of the City of Oakley finds as follows:

A. The purpose of the fees set forth in this resolution is to recover up to the full, lawfully recoverable costs incurred by the City in providing development-related and other services, and such fees are not levied for general revenue purposes.

B. After consideration of the Report, the testimony received at the noticed

public hearing regarding this Resolution, the staff report, the background documents to the staff report, and all correspondence received (together, "Record"), the City Council of the City of Oakley approves and adopts the proposed new fees attached as Exhibit A to this Resolution.

C. Adoption of the fees set forth in this resolution is intended to recover costs necessary to maintain the services within the City for which the fees are charged. The City currently provides the services listed in this resolution, and the fees set forth in this resolution will be used to maintain current service levels. As such, such fees as they relate to provision of development-related services within the City are not a "project" within the meaning of the California Environmental Quality Act (Public Resources Code § 21080(b)(8)(D)).

D. In adopting the fees set forth in this resolution, the City Council of the City of Oakley is exercising its powers under Article XI, Section 7 of the California Constitution.

E. The Record establishes that the costs listed in the Report as those incurred by the City in providing planning, public works, police, and general administrative services to those who request them are reasonable estimates of the cost of providing such services, and that the revisions recommended in the Report to existing fees for such services are necessary to recover the reasonable, estimated cost of providing such services in accordance with the analyses contained in the Report.

ADOPTION OF FEES

NOW, THEREFORE, the City Council of the City of Oakley does resolve as follows:

1. Definitions.

a. "Applicant" shall mean any person required by the City of Oakley Code or other applicable law to apply to the City of Oakley seeking a permit or other approval or services or to file documents, including but not limited to maps. "Applicant" shall also mean any person who: (i) is permitted by the City of Oakley Municipal Code or other applicable law to apply to the City of Oakley seeking a permit or other approval or services or to file documents, including, but not limited to maps, and who (ii) actually applies to the City seeking such permit or other approval or services or files such documents.

b. "Development Projects" shall mean the construction, alteration or addition, other than by the City of Oakley, of any building or structure within the City of Oakley, and any use of land, other than by the City of Oakley, including, but not limited to, subdivision of land, within the City of Oakley that is subject pursuant to the City of Oakley Municipal Code or other applicable law to first seeking and obtaining from the City a permit or other approval or services or to first filing documents, including, but not

limited to, maps with the City.

c. "Fees" shall mean the charge or charges imposed for the provision of services to recover the costs incurred by the City in providing the services subject to the fees.

2. City Services Fees Imposed.

Fees shall be imposed and paid at the times, and in the amounts, and otherwise apply and be administered as prescribed in this resolution.

3. Time for Payment of Fees.

All fees are due and payable at the time services subject to the fees are requested from the City. In the case of fees calculated on a time and materials basis, the amounts on the City's updated Fee Schedule shall be deposited with the City upon the submission of an application for a permit or other approval, upon a request for other related services, and when filing related documents, including, but not limited to, maps.

4. Fees Amounts.

The amounts of fees or deposits shall be as specified in the City's Fee Schedule as amended by Exhibit A attached hereto.

The Report calculates the current full cost hourly rates for staff time as the basis for fees that are charged on a time and material basis or against deposits. The City Manager is authorized to charge the full cost hourly rates for services provided.

5. Use of Fees Revenue.

The revenues received by payment of the fees and deposits shall be used to fund the estimated reasonable cost of providing the services for which the fees and deposits are charged, and the revenues shall not be used for general revenue purposes.

6. Subsequent Analysis and Revision of the Fees.

The fees and deposit amounts set herein are adopted and implemented by the City Council in reliance on the Record identified above. The City may continue to conduct further study and analysis to determine whether any of the City Fees need further revision. When additional information is available, the City Council may review the fees to determine that the fees amounts do not exceed the estimated reasonable cost of providing the services for which the fees are charged.

7. Effective Date.

This resolution shall become effective immediately. In accordance with Government Code Section 66017, the fees shall be effective no less than 60 days from the effective date of this resolution and, upon becoming effective, shall supersede existing fees for the same services. By this resolution, Staff is authorized to update the City Fee Schedule for the changes in the Exhibit attached hereto to become effective on July 1, 2017.

8. Severability.

The fees and all portions of this resolution are severable. Should any of the fees or any portion of this resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining fees and/or resolution portions shall be and continue in full force and effect, except as to those fees and/or resolution portions that have been adjudged invalid. The City Council of the City of Oakley hereby declares that it would have adopted each of the fees and this resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more of the fees or sections, subsections, clauses, sentences, phrases or other portions of this resolution may be held invalid or unconstitutional.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Oakley held on the 25th day of April 2017 by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED: _____
Sue Higgins, MAYOR

ATTEST:

Libby Vreonis, CITY CLERK

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
GENERAL ADMINISTRATIVE SERVICES					
Passport photos	\$20	\$15			Cost of service, not to exceed USPS fees (currently \$15)
Copying (8 1/2 x 11)		\$.40 1st page \$.25 thereafter			No change
Copying (8 1/2 x 14)		\$.65 1st page \$.50 thereafter			No change
Copying (11 x 17 or color copies)		\$1.00 1st page \$.75 thereafter			No change
Promotional items	n/a (1)	Cost + 10%			No change
Return check fee	\$61	\$25/\$35		\$25 for 1st, \$35 for subsequent	Maximum per Government Code Section 1719
Business license application	\$21	\$21			Cost of service
Zoning / subdivision map	n/a			Time and materials charge	Actual cost
General Plan copy	n/a			Time and materials charge	Actual cost
Subpoena services	n/a	\$24 per hour plus \$.10 per page			Maximum permitted by code Fee pursuant to AB 2612; mileage rate updated to IRS business rate.
Subpoena Witness Fees	n/a		\$275	Per Day plus \$.575 per mile travel	
Research & information services	n/a		Staff estimate	Time and materials charge	Actual cost
Administrative hearing	n/a			Time and materials charge	Actual cost
Administrative penalty citation	n/a	\$100 Varies, fee is cost of recording media only		For 1st citation in 1 year; \$200 and \$500 for subsequent citations in 1 year	City ordinance
Copy of Meeting on flash drive	\$12			Deposit is refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.	Cost of recording media only
Filing Fee for Notice of Intent to Circulate an Initiative Petition	\$1,703		\$200		Maximum permitted by code.
PLANNING DEPARTMENT SERVICES					
VARIANCES:					
Variances	\$3,067		\$2,900	Time and materials charge	Cost of service
CONDITIONAL USE PERMITS:					
Conditional Use Permit	\$3,848		\$3,500	Time and materials charge	Cost of service
Zoning Administrator Fees for Conditional Use Permit or Variance	\$595	\$595			Cost of service
SIGN PERMITS:					
Sign Permit Fees - Administrative Approval	\$74	\$74			Cost of service
Sign Permit Fees - Planning Commission Approval	\$372	\$372			Cost of service
DEVELOPMENT PLANS/DESIGN REVIEWS:					
Zoning Administrator Review repaint/re-façade	\$149	\$149			Cost of service
Zoning Administrator Review - All others	\$1,120	\$1,120			Cost of service
Planning Commission/City Council Review - Minor (ZA referrals, significant painting/facades)	\$2,493		\$2,400	Time and materials charge	Cost of service
Planning Commission/City Council Review - Major (Tent. Map- Homes, New Commercial/Industrial Construction)	\$4,081		\$4,000	Time and materials charge	Cost of service

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
SUBDIVISIONS:					
Major subdivisions	\$12,094		\$12,000	Plus \$100 per lot/unit over 50	Cost of service; Applicant pays any fees due to outside agencies
Parcel Maps (Minor subdivisions)	\$5,989		\$5,500	Time and materials charge	Cost of service; Applicant pays any fees due to outside agencies
Reversion to acreage	\$1,938		\$1,900	Time and materials charge	Cost of service; Applicant pays any fees due to outside agencies
Condo / conversion tentative map	\$8,549		\$7,000	Plus \$100 per lot/unit	Cost of service; Applicant pays any fees due to outside agencies
REZONINGS:					
Rezoning	\$6,716		\$6,500	Time and materials charge	Cost of service
GENERAL & SPECIFIC PLANS:					
Preliminary Review ("Merit" Review for Applicant)	\$1,740		\$2,000	Time and materials charge	Cost of service
Completion of Review					
In-House completion	\$10,880		\$10,000	Time and materials charge	Cost of service
Consultant completion			Contract + 25%		Cost of service
APPEALS:					
Applicant appeal	\$1,686		\$1,500	Time and materials charge	Cost of service
Neighbor/Non-Applicant Appeal	\$1,686	\$102	\$109		Current fee plus CPI
City Council Member Appeal	\$1,686	\$0			Existing policy
PERMIT EXTENSIONS:					
Administrative	\$149	\$149			Cost of service
Public hearing	\$790	\$790			Cost of service
TREES:					
Application to destroy, cut down or remove protected tree	\$473		\$450	Per tree; only charged if not part of a project	Cost of service
Appeal of decision to destroy, cut down or remove protected tree	\$994	\$140		Per tree	Current fee plus CPI
Damage to protected tree (penalty)		Per OMC			Penalty calculated pursuant to Oakley Municipal Code section 9.1.1112
OTHER FEES:					
Zoning Verification Letter	\$74	\$50			Cost of service
Additional HCP Application Review Fee (for applicable projects)	\$744		\$700	Time and materials charge	Cost of service
Geologic review	n/a		Contract + 25%	Time and materials charge	Actual cost
Gun ordinance annual license	\$198	\$198			Cost of service
Home occupation permit	\$149	\$102			Current fee plus CPI
Large Family Day Care	\$223	\$223			Cost of service
Mobile Vendor	\$117	\$117			Cost of service
Development agreements:					
Preliminary Review ("Merit" Review for Applicant)	\$3,354	\$500			Cost of service
Completion of Review	n/a		\$3,000	Time and materials charge	Cost of service
Construction and Debris Plan Fees (Solid Waste Diversion)	\$37	\$37			Cost of service
Unclassified Uses	\$744		Staff estimate	Time and materials charge	Actual cost
Residential Density Bonus Reivew	\$1,442		Page 2 of \$1,400	Time and materials charge	Cost of service
River Oaks Crossing Specific Plan Fee		----->		\$1.82 per square foot of leasable space developed at River Oaks Crossing	Actual cost

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
PUBLIC WORKS SERVICES					
ENCROACHMENT PERMITS:					
SMALL ENCROACHMENT PERMIT CATEGORY					
Concrete Driveway/Pathway Addition (back of sidewalk)	\$366	\$366		Includes inspection +current USA Fees	Cost of service
General Encroachment Permit	\$441	\$441		Includes inspection +current USA Fees	Cost of service
Tree Removal	\$149	\$149		Includes inspection +current USA Fees	Cost of service
Debris Box/Storage Container	\$101	\$101		Includes inspection +current USA Fees	Cost of service
LARGE ENCROACHMENT PERMIT CATEGORY					
Large Permit <= \$10,000	\$1,330	\$1,330			Cost of service
Large Permit > \$10,000				Based on estimate Deposit + bond; Time & materials charge	Cost of service
Utility company or district project				Time and materials charge	Cost of service
No inspection notification for permitted work	\$435	\$435		Plus inspection fees	Cost of service
MISCELLANEOUS ROAD PERMIT APPLICATIONS:					
House move review	\$569		\$569		Cost of service
House move inspection	\$227		\$227		Cost of service
Extra legal load	n/a	\$16		\$16 set by State; or \$100/yr + \$100 security deposit	Maximum permitted by code
Road closure permit, Ext / Mod (Major Utility Projects)	\$2,928	\$2,928			Cost of service
TEMP ROAD CLOSURES; CONST; SPECIAL EVENTS:					
Not for profit applicant	\$744	\$53			Current fee plus CPI
For profit applicant	\$744	\$744			Cost of service
SUBDIVISION MONUMENT CHECKING:					
1 - 2 Monuments	\$503	\$503			Cost of service
3 - 5 Monuments	\$617	\$617			Cost of service
6 - 9 Monuments	\$730	\$730			Cost of service
10 or more new monuments	\$844	\$844		Plus \$66 per monument >10	Cost of service
Error resolution / Discussion	\$954	\$954			Cost of service
MAP CHECKING:					
Final map	\$6,410		\$6,500	Plus \$34/lot	Cost of service
Parcel Map	\$3,114		\$3,000	Plus \$34/lot	Cost of service
Base map revision	\$780	\$780		Plus County fee	Cost of service
Certificate of correction review	\$1,494		\$1,494		Cost of service
Amended map revision	\$1,494		\$1,500	Plus \$34/lot	Cost of service
ROAD VACATIONS:					
Map exists	\$2,157		\$2,157		Cost of service
No map exists	\$2,157		\$2,157		Cost of service
ROAD MISCELLANEOUS:					
Road name change - Public road	\$1,494	\$1,494		Plus \$265 for 1 intersection & \$64>1	Cost of service
Address change / Private road name change	\$747	\$747			Cost of service
PUBLIC IMPROVEMENT PLAN REVIEW:					
Plan review					
\$25,000 or less	\$3,844		\$4,000	Plus 8% of improvements	Cost of service

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
\$25,000 - \$50,000	\$5,922		\$6,000	Plus 6% of improvements	Cost of service
\$50,001 or more	\$7,159		\$7,500	Plus 2% of improvements > \$50,000	Cost of service
Landscaping plan review (Parks Department)	\$2,002		\$2,000	Plus 2% of improvements	Cost of service
Commercial Site Plan Review	\$7,400		\$7,500	Plus 2% of improvements	Cost of service
C.3 Compliance Review	\$3,970		\$4,200		Cost of service
Bridges or major structures	\$15,559		\$15,000	Plus 6% of improvements	Cost of service
RELATED REVIEW:					
Drainage review (no improvement plans)	\$2,284		\$2,400		Cost of service
Condition of approval compliance check (no improvement plans)	\$1,974		\$2,000		Cost of service
Certificate of compliance	\$2,809		\$2,800		Cost of service
Lot line adjustment	\$3,774		\$3,900		Cost of service
PUBLIC IMPROVEMENT INSPECTION:					
\$100,000 or less	\$10,274		\$6,000	Plus 6.5% of improvements	Cost of service
\$100,001 or more	\$24,258		\$15,000	Plus 4.5% of improvements > \$100,000	Cost of service
Commercial Site Plan Inspection	\$8,049		\$6,500	Plus 2% of improvements	
Bridges or major structures	\$23,545		\$14,000	Plus 7% of improvements	Cost of service
Landscaping (Parks Department)	\$3,891		\$3,500	Plus 8% of improvements	Cost of service
FLOODPLAIN MANAGEMENT PROGRAM:					
Flood zone determination - Office review	\$987	\$75		Per lot, \$402 max. for adjacent lots	Current fee plus CPI
Flood zone determination - Field visit review	\$987	\$376		Plus \$67/lot, \$734 max. for adj. lots	Current fee plus CPI
Floodplain management compliance	\$987	\$45		Per parcel	Current fee plus CPI
Floodplain permit application	\$1,974		\$2,000		Cost of service
Floodplain base map revision	\$1,974	\$52		Per lot	Current fee plus CPI
Floodplain map amendments	\$1,974		\$2,000		Cost of service
GRADING:					
Plan review:					
\$100,000 or less	\$4,999	\$3,000		Plus 3% of improvement value	Cost of service
\$100,001 or more	\$11,123		\$4,000	Plus 1% of amount over \$100,000	Cost of service
Inspection:					
\$100,000 or less	\$9,794	\$5,000		Plus 5% of improvement value	Cost of service
\$100,001 or more	\$18,967		\$6,000	Plus 4% of amount over \$100,000	Cost of service
Stock Pile Permit	\$2,577		\$2,700		Cost of service
SPECIAL PERMITS & LICENSES					
Adult Business Permits	\$1,589		\$1,589		Cost of service
Massage Parlor Permits	\$1,108		\$1,108		Cost of service
Masseuse Permits	\$330	\$330		Ability to charge are subject to limits by State Law.	Cost of service
Bingo Licenses					Cost of service
New		\$50			Per Municipal Code 4.8.004 e2
Renewal		\$10			Per Municipal Code 4.8.004 e2
Public Dance Licenses	\$372	\$372			Cost of service
Sound Amplification Permit	\$372	\$372			Cost of service
Taxicab Owner Permit	\$287	\$286			Cost of service
Taxicab Driver Permit	\$287	\$286			Cost of service
Code enforcement Re-inspection Fees	\$100	\$100			Cost of service
Recreation class cancellation/refund fee	\$38	\$7			

2017 PROPOSED FEES					
	2017 ESTIMATED AVG COST OF SERVICE	Fixed Fee	Time and Material Deposit	Additional Fee or Deposit Comment	Basis for proposed fees
POLICE SERVICES					
Abandoned vehicle	\$93			No charge	Existing policy
ABC Permit	\$65	\$50			Cost of service
Accident report - property damage only	n/a	\$5			Cost of service
Accident report - injury (1-20/20+ / Extensive)	n/a	\$5			Cost of service
Photos to CD	\$25	\$25			Cost of service
Booking Fee		\$564			Contra Costa County Fee
Citation sign-off / vehicle inspection – Resident	\$39			No charge	Existing policy
Citation sign-off / vehicle inspection – Non-resident	\$39	\$39			Cost of service
Clearance Letters					
Fee for Resident		\$12			Cost of service
Fee for non-resident		\$25			Cost of service
Concealed weapons fee					
Initial fee (plus State fingerprinting processing fee)	\$457	\$450		Plus current DOJ fees	Cost of service
Renewal of existing license (plus State processing fee)	\$75	\$75		Plus current DOJ fees	Cost of service
Crime reports	n/a	\$5			Cost of service
Curfew violations	n/a				Cost of service
DUI Emergency response cost recovery	n/a			Actual Cost for staff, equipment, lab work	Cost of service
False alarm response (greater than 2 in 30 days)	\$88	\$88		After 2 alarms in 30 days	Cost of service
Fingerprint Services/Livescan					
Livescan applicant fingerprinting/Rolling Fee	\$21	\$21			Cost of Service
Gun Storage Services pursuant to Court orders					
Administrative processing fee (per incident)	\$12	\$12			Cost of service
Storage fee (per month or any fraction thereof) per gun		\$5			Cost of service
Parties and nuisances – Subsequent calls for service	\$466			Hourly charge; \$415 minimum	Cost of service
Review of Local Criminal History	\$25	\$25			Cost of service
Rotational Tow Application Fees	\$350	\$350			Cost of service
Special event permit –No ABC liquor license letter required	\$411	\$411			Cost of service
Special event – non-profit organization (with or without ABC letter)	\$411	\$411			Cost of service
Special event – wide vehicle escort/parades	n/a			Hourly charge; deposit set by PD	Existing policy
Second hand dealer license / Pawns	\$165	\$165		Plus Department of Justice fee	Maximum permitted by code
Solicitor / Peddler permits	\$245	\$245			Cost of Service
Subpoena deposit – Ofc. civil cases/day					
		\$24 per hour plus			
Subpoena duces tecum (Per EC 1563)		\$.10 per page		Per EC 1563	Maximum permitted by Code
Production of documents only		\$15			Evidence Code Section 1563 (b)
Appearance request (officers/records)		\$275			Government Code 68096.1
Vehicle abatement – Administrative fee	\$492	\$492			Cost of service
Vehicle Repossession Fee (VIN Verification charge individuals only)		\$15			Government Code 41612
Stored vehicle release – Recovered stolen vehicle	\$21				Existing policy
Stored vehicle release	\$100	\$100			Cost of service
Police Call For Service Fee (by Agreement)				Hourly to the nearest 1/10 hour.	Actual Cost
Parking Citation required by State		\$3		\$3 per parking citation	SB 1407- Ch 311, Statutes of 2008

Notes:

- (1) n/a indicates that there is not sufficient data to calculate the actual cost of service
- (2) CPI = 6.82% from December 2014 to December 2016 (the most recent US Dept of Labor CPI - SF-OAK-SJ).

Service Effective dates ----->	Proposed Oakley Proposed for 2015/16	Brentwood Current Fees	Antioch Current Fees	Pittsburg Current Fees	Concord Current Fees
Specific Plan - New/Amendment	\$2,000 deposit for merit review if applicant requests it; \$10,880 deposit against time and materials if reviewed in-house; Contract+25% deposit against actual costs, if contracted out.	\$5,800 deposit against time and materials; plus environmental work ranging from \$3,500 deposit if performed in house to actual consultant costs + 20% for City administration for full EIR contracted out.	Developer pays full consultant cost plus 35% of contract to City for admin.	\$15,000 Deposit against time and materials	From \$5,936 to Contract plus 20% for City Administration
General Plan Amendment	\$2,000 deposit for merit review if applicant requests it; \$10,880 deposit against time and materials if reviewed in-house; Contract+25% deposit against actual costs, if contracted out.	\$5,800 deposit against time and materials; plus environmental work ranging from \$3,500 deposit if performed in house to actual consultant costs + 20% for City administration for full EIR contracted out.	\$2,000 Deposit against time and materials	\$9,200 Deposit against time and materials	\$5,936
Development Agreements -if Comprehensive in scope	\$500 Fee for merit review if applicant requests it; \$3,000 as deposit for remainder against actual costs, if applicant chooses to move forward.	\$4,200 deposit against time and materials.	\$2,500 Deposit against time and materials	Actual Cost	\$7,284
Major Subdivision 101+ lots/units	\$12,000 + \$100/lot or unit over 50 Deposit against time and materials. Contract + 25% deposit against actual costs, for work that is contracted out.	\$6,000 deposit against time and materials plus environmental work ranging from \$3,500 deposit for Negative Declaration prepared by staff to actual consultant costs + 25% City Administration for full EIR.	\$25,000 Deposit against time and materials	\$16,000 Deposit against time and materials	\$10,052+ \$464 per lot; plus environmental work ranging from \$5,730 for Initial Study and Negative Declaration to Contract + 20% for full EIR.
Major Subdivision 31-100 lots/units	\$12,000 + \$100/lot or unit over 50 Deposit against time and materials. Contract + 25% deposit against actual costs, for work that is contracted out.	\$6,000 deposit against time and materials plus environmental work ranging from \$3,500 deposit for Negative Declaration prepared by staff to actual consultant costs + 25% City Administration for full EIR.	\$25,000 Deposit against time and materials	\$13,000 Deposit against time and materials	\$10,052+ \$464 per lot; plus environmental work ranging from \$5,730 for Initial Study and Negative Declaration to Contract + 20% for full EIR.
Major Subdivision 5-30 lots/units	\$12,000 Deposit against time and materials. Contract + 25% deposit against actual costs, for work that is contracted out.	\$6,000 deposit against time and materials plus environmental work ranging from \$3,500 deposit for Negative Declaration prepared by staff to actual consultant costs + 25% City Administration for full EIR.	\$25,000 Deposit against time and materials	\$13,000 Deposit against time and materials	\$10,052+ \$464 per lot; plus environmental work ranging from \$5,730 for Initial Study and Negative Declaration to Contract + 20% for full EIR.
Rezoning	\$6,500 Deposit against time and materials	\$4,900 deposit against time and materials.	\$2,000 Deposit against time and materials	\$3,000-\$15,000 Deposit against time and materials	From \$6,588-\$8,195
Design Review (Development Plan)	\$4,081 Deposit against time and materials	\$500/unit up to \$2,000; \$6,600 for 5 or more units - Both deposits against time and materials.	\$2,000 Deposit against time and materials	\$2,700 for 5-50 lots; \$4,700 for >50 lots	\$2,062
Conditional Use Permits (regular)	\$3,500 Deposit against time and materials	\$500/unit up to \$2,000; \$6,600 for 5 or more units - Both deposits against time and materials	\$2,000 Deposit against time and materials	\$2,500	\$8,808