

# CITY OF SIERRA MADRE

## FEE SCHEDULE FY 2015-2016

**Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City of Sierra Madre. Examples of excluded items include, but are not limited to, development impact fees, utility rates and connection fees, fees imposed by and passed through to other agencies, and punitive fines and penalties.**

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Many of the fees listed in the Master Fee Schedule are applied on an hourly basis and are structured to recover the full cost of service for each activity type. The City will apply the following hourly rate against recorded time to determine the fee amount owed by each applicant. Hourly rates from other departments may also apply if staff from those other departments perform work on a specific application or request for service. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application. The City may impose a contract administration fee of 15% on the value of contracted services.

For services requested of City staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rate for staff time involved in the service or activity.

Fee Code		Current Fee FY 2015-2016	Unit
<b>Administrative Fees</b>			
<b>Annual Business License Fees</b>			
	New Business License Issuance		
Multiple	a) Home Occupation	\$219	per year
Multiple	b) Contractor	\$299	per year
Multiple	c) All Other Businesses	\$321	per year
Multiple	d) 30 Day Contractor	\$150	per year
<b>Business License Renewal</b>			
Multiple	a) Home Occupation	\$119	per year
Multiple	b) Contractor	\$198	per year
Multiple	c) All Other Businesses	\$169	per year
Multiple	d) 30 Day Contractor	\$100	per year
<b>License/Permit Fees - Other</b>			
<b>City Contractor Business License</b>			
CON001	a) New	\$161	each
CONR01	b) Renewal	\$86	each
3117	One-Day/Special Event License Fee	\$38	per event; must have established beginning and ending date and time
3116	Solicitor Permit	\$109	per person, per day
TOBACCO	Tobacco Retailer License Fee	\$0	per year
3120	Vending Machine License Fee	\$44	per machine, per year
<b>Reproduction Fees</b>			
COPIES	a) Copying and/or Printing	\$0.50	per page
RECORD	b) Public Records Request ( Copying/Printing)	\$0.06	per page
REQ			
DVVDS	c) Copying Tapes or DVDs	\$17	each
<b>Returned Check Fees</b>			
RET CK	a) First Check	\$37; plus bank fees	each
RET CK	b) Each Subsequent Check	\$37; plus bank fees	each
<b>Dial-A-Ride Fees</b>			
DAR001	a) Dial-A-Ride Inside City (Seniors/Handicapped)	\$2	one way; with voucher
DAR002	b) Dial-A-Ride Outside City (Seniors/Handicapped)	\$2	one way; with voucher
DAR003	c) Fixed Route Service - General	\$2	one way
DAR004	d) Fixed Route Service - Children / Senior (Over 65) / Handicapped	\$1	with City ID card
<b>Dog License Fees</b>			
	a) Neutered	\$26	each
	b) Unneutered	\$42	each
	c) Neutered - For Seniors (Over 65)	\$12	each
	d) Unneutered - For Seniors (Over 65)	\$27	each
<b>Dog Park Tag Fees</b>			
DOG-PRK	a) Senior Resident	\$0	each
DOG-PRKS	b) All Other Residents	\$0	current
<b>Late Penalty Payment</b>			
<b>Other Fees</b>			
GARAGE	Garage Sale Application	\$17	per weekend
SAL	Collections	10%	per month; max of 100% of original fee

Fee Code		Current Fee FY 2015-2016	Unit
<b>Administrative Fees</b>			
ADMIN STAFF	Administrative Services Staff	\$117	per hour

Fee Code		Current Fee FY 2015-2016	Unit
<b>PLANNING AND ZONING FEES (1)</b>			
<b>Zoning Fees</b>			
	Conditional Use Permit:		
CU001	a) Minor	\$1,050	each
CU005	b) Standard	\$4,570	each
CU015	c) Hillside Management Zone	Actual Cost; plus 15% processing fee	each
CU010	d) Extension or Modification	Actual Cost; plus 15% processing fee	each
CU020	e) Appeals	75% of Original Filing	each
	f) Deposit Requirement	100% of Estimated Cost and processing fee	each
<b>Variance</b>			
VAR001	a) Minor	\$1,050	each
VAR005	b) Major	\$4,570	each
PZ001	Zone Change Application	\$6,906	each
PZ005	General Plan Amendment	\$6,906	each
PZ010	Municipal Code Text Amendment	\$6,906	each
<b>Home Occupation Permits</b>			
PZ015	a) Affidavit	\$31	each
PZ020	b) Administrative Discretionary	\$347	each
PZ025	Second Dwelling Unit Permit	\$2,074	each
PZ030	Zoning Verification Letter	\$347	each
<b>Environmental Fees</b>			
Fish and Game Fee (State) - EIR Filing			
Fish and Game Fee (State) - Negative declaration filing			
Fish and Game Fee Exemption			
EVN001	Categorical Exemption	\$154	each
EVN005	Initial Study - Negative Declaration	\$2,286	each
EVN010	Initial Study - Mitigated Negative Declaration	\$6,094	each
EVN015	Environmental Impact Report	Actual Cost; plus 15% processing fee	each
EVN020	Geotechnical Report Review	Actual Cost; plus 15% processing fee	each
<b>Development Impact Fees</b>			
Development Impact Fees			
<b>Noticing Fees</b>			
Noticing Publication and Postage			

Fee Code		Current Fee FY 2015-2016	Unit
<b>PLANNING AND ZONING FEES (1)</b>			
NF001	a) Director Review Only	\$307	each
NF005	b) Planning Commission Only	\$612	each
NF010	c) Planning Commission and City Council Sign Permit	\$764	each
SGN001	a) Temporary	\$154	each
SGN005	b) Temporary - Admin Review	\$307	
SGN010	c) Administrative Review Required	\$307	each
SGN015	d) Planning Commission Review Required	\$612	each
<b>Mills Act Fee</b>			
MILL001	Mills Act Application	\$1,792	each
<b>Temporary Use Fees</b>			
Temporary Use Permit:			
TU010	a) Block Party	\$49	each
TU005	b) All Other Uses Not Linked to a Special Event or Civic Event	\$123	each
<b>Copies and Print Services</b>			
OTH025	Copy of General Plan Map (Large - Plotter Size)	\$17	per page
OTH030	Copy of Zoning Map (Large - Plotter Size)	\$17	per page
OTH035	Copy of General Plan w/o Binder	\$0.06	per page
<b>Other Fees</b>			
OTH005	Request for Public Facilities Fee Reduction/Waiver	\$796	each
OTH010	Pre-Application Review	\$537	each
OTH015	Request for Planning Consultation or Letter	\$83	per request
<b>SUBDIVISION FEES</b>			
PZ055	Parcel Map - Tentative/Vesting Tentative	Actual Cost; plus 15% processing fee	each
PZ050	Tract Map - Tentative/Vesting Tentative	Actual Cost; plus 15% processing fee	each
PZ070	Final Parcel Map Review	Actual Cost; plus 15% processing fee	each
	Final Tract Map Review	Actual Cost; plus 15% processing fee	each
PZ075	Map Extension	Actual Cost; plus 15% processing fee	each

Fee Code		Current Fee FY 2015-2016	Unit
<b>PLANNING AND ZONING FEES (1)</b>			
PZ080	Map Amendment	Actual Cost; plus 15% processing fee	each
PZ035	Lot Line adjustment application and review	Actual Cost; plus 15% processing fee	
PZ040	Lot Merger application and review	Actual Cost; plus 15% processing fee	each
	Deposit Requirement	100% of Estimated Cost and processing fee	each
<b>STAFF HOURLY RATE</b>			
DEVSTAFF	Planning & Community Preservation Staff	\$205	per hour
PWSTAFF	Public Works Engineering Staff	\$142	per hour
<b>DEPOSIT REQUIREMENTS</b>		Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project

Fee Code		Current Fee FY 2015-2016	Unit
<b>NEW CONSTRUCTION FEES</b>			
	<b>Building Permit Fees (1)</b>		
PC001	Preliminary Plan Check	\$399	each
	\$1 to \$4,000		
PC002	a) Plan Check	\$399	each
BP001	b) Permit	\$204	each
	\$4,001 to \$25,000		
PC003	a) Plan Check	\$697-\$945	each
BP002	b) Permit	\$389 for the first \$4,000, plus \$24.46 for each add'l \$1,000, or fraction thereof, to and including \$25,000	each
	\$25,001 to \$50,000		
PC003.5	a) Plan Check	\$897-\$1062	each
BP003	b) Permit	\$981 for the first \$25,000, plus \$14.27 for each add'l \$1,000, or fraction thereof, to and including \$50,000	each
	\$50,001 to \$100,000		
PC004	a) Plan Check	\$1,397 for the first \$50,000, plus \$12.95 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
BP004	b) Permit	\$1,347 for the first \$50,000, plus \$14.27 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
	\$100,001 and Up		
PC004.5	a) Plan Check	\$2,065 for the first \$100,000, plus \$9.65 for each add'l \$1,000, or fraction thereof	each
BP005	b) Permit	\$1,750 for the first \$100,000, plus \$10.10 for each add'l \$1,000, or fraction thereof	each

Fee Code		Current Fee FY 2015-2016	Unit
<b>NEW CONSTRUCTION FEES</b>			
Building Permit valuation based on current International Code Council (ICC)			
BP009	<b>SMIP Fee (2)</b> a) Residential	Valuation Amount X 0.0001	per permit
BP010	b) Commercial	Valuation Amount X 0.00028	per permit
	<b>Building Standards Administration Special Revolving Fund Fee (3)</b> Permit Valuation:		
BP015	\$1-25,000	\$1	Senate Bill No. 1473 mandated fee.
BP015	\$25,001-50,000	\$2	Senate Bill No. 1473 mandated fee.
BP015	\$50,001-75,000	\$3	Senate Bill No. 1473 mandated fee.
BP015	\$75,001-100,000	\$4	Senate Bill No. 1473 mandated fee.
BP016	Every \$25,000 or fraction thereof above \$100,000	Add \$3	Senate Bill No. 1473 mandated fee.
	<b>STAFF HOURLY RATE</b>		
DEVSTAFF	Planning & Community Preservation Staff	\$205	per hour
PWSTAFF	Public Works Engineering Staff	\$142	per hour
	<b>DEPOSIT REQUIREMENTS</b>	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Current Fee FY 2015-2016	Unit
<b>Building and Safety Fees</b>			
<b><u>Mechanical, Plumbing, and Electrical</u></b>			
ELE001/MEC 001/PLB001	<p>Mechanical, Plumbing, and Electrical Permits are each separate Building Permit Categories in which multiple inspections may occur. Inspections Bundle fees are based on number of</p> <p>(1) Includes air handling units, compressors, boilers, forced air units, furnaces, hoods, fans, vents, bathtubs, dishwashers, drinking fountains, laundry tubs, lawn sprinklers, piping alterations, showers, sinks, toilets, vac breakers, washbasins, water heaters, water softeners, home appliances, heating appliances, branch circuits, motors and AC units, outlets and fixtures.</p> <p>(2) When calculating fees, each ten branch circuits shall be considered one item, and each twenty outlets or fixtures shall be considered one item.</p>		
ELE001/MEC 001/PLB001	a) 1 - 3 Items/Fixtures	\$210	each
ELE001/MEC 001/PLB001	b) 4 - 6 Items/Fixtures	\$299	each
ELE001/MEC 001/PLB001	c) 7 - 10 Items/Fixtures	\$499	each
ELE001/MEC 001/PLB001	d) 11 - 15 Items/Fixtures	\$585	each
ELE001/MEC 001/PLB001	e) 16 - 20 Items/Fixtures	\$747	each
ELE001/MEC 001/PLB001	f) 21 - 25 Items/Fixtures	\$945	each
ELE001/MEC 001/PLB001	g) 26 or More Items/Fixtures	\$1,145	each
<b><u>Other Plumbing Permits/Inspections</u></b>			
PLB005	Pool Related Inspections: a) Swimming Pool Piping	\$597	each
PLB010	b) P-Trap for Pool	\$100	each
Sewer/Septic Related Inspections:			
PLB015	a) House Sewer Connecting To Public Sewer	\$299	each
PLB020	b) All Other Sewer/Septic Inspections	\$597	each
PLB025	Water Piping System	\$399	each

Fee Code		Current Fee FY 2015-2016	Unit
<b><u>Other Electrical Permits/Inspections</u></b>			
ELE020 ELE030 ELE035 ELE040	Motors & AC Units - (Over 10HP) Service Solar Temporary Power Pole	\$155 plus \$10 per branch \$186 \$488 \$41	each each each each
<b>Other</b>			
Sales of Maps			
Actual Cost; plus 15% processing fee			
each			
Field Consultation - Per hour after first 15min - in 15 min increments			
Actual Cost; plus 15% processing fee			
each			
Office Consultation - Per hour after first 15min - in 15 min increments			
Actual Cost; plus 15% processing fee			
each			
Correspondence request - Per hour after first 15min - in 15 min increments			
Actual Cost; plus 15% processing fee			
each			
Request for City Council or Commission Action			
Actual Cost; plus 15% processing fee			
each			
Public Works Administrative Plan Review			
Actual Cost; plus 15% processing fee			
each			
Consulting			
Actual Cost; plus 15% processing fee			
each			
DEPOSIT REQUIREMENTS			
Deposits will be required to begin work; based upon estimated time to complete project			
DEM001	Demolition Permit Fee	\$108	each
OTH020	Photocopying and/or Printing	\$0.50	per page
Extension or Modification			
75% of Original Filing Fee			
each			
Commencing Work Without a Permit			
Double Fee			
each			

Fee Code		Current Fee FY 2015-2016	Unit
<b>PUBLIC WORKS FEES</b>			
<b><u>Grading Fees</u></b>			
<b>Grading Bond</b>			
GRD025	a) Up to 1,500 Cubic Yards (1)	\$3,098	Deposit against costs
GRD025	b) Greater than 1,500 Cubic Yards (1)	\$6,195	Deposit against costs
<b>Grading Plan Check</b>			
GRD010	Grading Plan Check Deposit	\$1,420	Deposit against costs
GRD010	Grading Plan Check	Actual Cost; plus 15% processing fee	per permit (estimated)
GRD005	Grading Permit	\$29	per permit
<b>Grading Inspection</b>			
GRD010	Grading Plan Check	Actual Cost; plus 15% processing fee	per permit (estimated)
GRD015	Grading Inspection Deposit	\$653	Deposit against costs
GRD015	Grading Inspection	Actual Cost; plus 15% processing fee	per permit (estimated)
<b><u>Drainage/Precise Grading Plan Check Fees</u></b>			
<b>Street/Curb/Pavement/Drive Fees</b>			
SC001	Preliminary Project Review	\$284	per permit
SC005	Curb Drain/Parkway Culvert	\$214	per permit
SC010	Driveway Approach	\$354	per permit
	Curb and Gutter Removal and Reconstruction:	Actual Cost; plus 15% processing fee	per permit
<b>Excavation - Paved</b>			
SC025	a) 0-200 Linear Feet	\$214	per permit
SC026	b) Greater than 200 Linear Feet	\$284	per permit
EN085	Excavation Permit	\$29	per permit
<b>Excavation - Unpaved</b>			
SC030	a) 0-200 Linear Feet	\$142	per permit
SC030	b) Greater than 200 Linear Feet	\$142	per permit
<b>Sidewalk Inspection</b>			
SC035	a) 0-200 Linear Feet	\$216	per permit
SC036	b) Greater than 200 Linear Feet	\$209; plus \$35 per 10 linear foot	per permit
ADDRESS002	Street Name assignment or change	\$420	per request
ADDRESS001	Street Address assignment or change	\$280	per request
<b><u>Public Improvement Inspection Fees</u></b>			

Fee Code		Current Fee FY 2015-2016	Unit
<b>PUBLIC WORKS FEES</b>			
	Public Improvement Inspection (Project Valuation)		
PI015	a) Up To \$10,000	Actual Cost; plus 15% processing fee	per permit
PI015	b) \$10,001 - \$50,000	Actual Cost; plus 15% processing fee	per permit
PI015	c) \$50,001-\$100,000	Actual Cost; plus 15% processing fee	per permit
PI015	d) \$100,001-\$500,000	Actual Cost; plus 15% processing fee	per permit
PI015	e) Greater than \$500,000	Actual Cost; plus 15% processing fee	per permit
PI015	f) Continuous Inspection (Contract)	Actual Cost; plus 15% processing fee	per permit
	e) Public Improvement Inspection Deposit		per permit
	Improvement Construction - Plan Check	Actual Cost; plus 15% processing fee	per permit
	<b><u>Extension Fee</u></b>		
PI010	Review of Project Extension Request	Actual Cost; plus 15% processing fee	per request
	<b><u>Encroachment Fees</u></b>		
EN001	Crane Operation/Lane Blockage	\$427	per permit
EN005	Fence or Wall	\$568	per permit
EN010	Irrigation	\$142	per permit
EN015	Lighting or Minor Structures	\$142	per permit
EN020	Material Storage	\$72	per permit
EN025	Oversize Load	\$72	per permit
EN030	Scaffolding	Actual Cost; plus 15% processing fee	per permit
EN035	Sidewalk Dining	\$374	per permit
	Labatory Analysis	Actual Cost; plus 15% processing fee	per analysis
EN040	Sidewalk Sale	\$121	per permit
EN050	Sign	\$142	per permit
EN045	Street Closure - (Requires Temporary Use Permit)	\$194	per permit
EN055	Trash Bin	\$72	per permit
	Removal of Illegal Trash Bin	Actual Cost; plus 15% processing fee	
	<b><u>Landscape and Tree Fees</u></b>		
LS005	Administrative Tree Review	\$36	each
LS010	Tree Commission Review	\$142	each
ST006	Tree Replacement/Mitigation	Actual Cost; plus 15% processing fee	Each

Fee Code		Current Fee FY 2015-2016	Unit
<b>PUBLIC WORKS FEES</b>			
	Landscape Plan Check	Actual Cost; plus 15% processing fee	each
LS015	Landscape Inspection: a) New	Actual Cost; plus 15% processing fee	each
LS015	b) Annual	Actual Cost; plus 15% processing fee	each
LS020	Appeal (TAC)	Actual Cost; plus 15% processing fee	each
	<b><u>Other</u></b>		
	Public Works Administrative Plan Review	Actual Cost; plus 15% processing fee	each
FOG001	FOG permit Annual Inspection	\$214	annually
FOG005	FOG Reinspection Fee	\$72	per permit
FOG010	Sewer Cleaning Fee	\$326	annually
	NPDES Illicit Discharge Response Fee	\$213	each
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	
	<b>STAFF HOURLY RATE</b>	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
DEVSTAFF	Development Services Staff	\$205	per hour
PWSTAFF	Public Works Engineering Staff	\$142	per hour

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>LIBRARY FEES</b>		
<b>Overdue Fees</b>		
Books and Other Print and Digital Materials	\$0.25 adult & children; Maximum fine \$17	each, up to maximum
DVD	\$2 adult & children; Maximum fine \$32	each, up to maximum
<b>Miscellaneous</b>		
Flash Drive Purchase	\$12	each
Check-Out Materials Without Library Card	\$2	per occasion; three time max
Computer Class Deposit	\$22	deposit; retained if student does not attend
Copy/Print/Scan - Black and White	\$0.20	per side
Copy/Print/Scan - Color	\$3	per side
Interlibrary Loan Request	\$5; Up to 10 requests per year; \$28 for each additional request	per week
Projector or Screen Rental (plus \$25 refundable deposit)	\$17	each
Reserve Item Request	\$1	each request
Visitor Pass for Internet	\$1	each
Copies from archives	\$0.50	per side
DVD rentals		
a) Documentaries and Educational	\$0.00	per week
b) Entertainment DVDs	\$1	per week
<b>Lost or Damaged Materials</b>		
Bar Code Replacement	\$13	each
Container Replacement - Covers, CD, DVD, Tapes	\$19	each
Library Card Replacement	\$13	each
Replacement of Materials Fee		
a) Administrative Processing Fee	\$17	
b) Material Replacement Cost (3)		
i) Adult Collection (3)		
a) Hardcover - Fiction	\$28	each
b) Hardcover - Non-Fiction	\$31	each
c) Hardcover - Reference	\$116	each
d) Paperback - Fiction	\$18	each
e) Paperback, Trade - Fiction	\$20	each
f) Paperback - Non-Fiction	\$20	each
g) Paperback, Trade - Non-Fiction	\$22	each
h) Paperback - Reference	\$59	each
i) DVD	\$24	each
j) CD - Audio Book	\$64	each
k) CD - Music	\$17	each
l) MP3 - Audio Book	\$64	each

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>LIBRARY FEES</b>		
ii) Children and Young Adult Collection (3)		
a) Hardcover - Fiction	\$21	each
b) Hardcover - Non-Fiction	\$26	each
c) Hardcover - Reference	\$106	each
d) Paperback - Fiction	\$16	each
e) Paperback - Non-Fiction	\$16	each
f) Paperback - Reference	\$80	each
<b>Archival Fees</b>		
Reproduction Fee - Scanned Digital Image	\$12	each
Archival Use		
a) Books, Catalogues, Periodicals:		
i) For-Profit	\$53	per image
ii) Non-Profit	\$12	per image
b) Film, Video, TV, CD:		
i) For-Profit	\$79	per image
ii) Non-Profit	\$17	per image
c) Slide Show/Display Image		
i) For-Profit	\$27	per image
ii) Non-Profit	\$7	per image
d) Loan Processing (Repositories or Institutions)	\$27	per loan processed
<b>STAFF HOURLY RATE</b>		
	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
Library Staff - Full-Time	\$90	per hour
Library Staff - Part-Time	\$54	per hour

	Current Fee FY 2015-2016	Unit
<b>FACILITY RENTAL FEES ***</b>		
<b>Community Center - Fireside Room:</b>		
A) Local Organization/Non-Profit	\$376	per day
B) Private Group/Individuals	\$376	per day
<b>Community Center - Sierra Madre Room</b>		
A) Daily Rental		
1) Non Profit (10 Hours)	\$325	for 10 hours
2) Non Profit (6 Hours)	\$195	for 6 hours
3) Non Profit (Additional Hours)	\$34	per hour
4) All Others (10 hours)	\$660	for 10 hours
5) All Others (6 Hours)	\$396	for 6 hours
6) All Others (Additional Hours)	\$67	per hour
B) Continual Use		
1) Non Profit (Monthly)	\$158	annually
2) All Others (Weekly)	\$523	annually
<b>Hart Park House</b>		
A) Daily Rental		
1) Non Profit (10 Hours)	\$247	for 10 hours
2) Non Profit (6 Hours)	\$148	for 6 hours
3) Non Profit (Additional Hours)	\$26	per hour
4) All Others (10 hours)	\$490	for 10 hours
5) All Others (6 Hours)	\$294	for 6 hours
6) All Others (Additional Hours)	\$51	per hour
B) Continual Use		
1) Non Profit (Monthly)	\$158	annually
2) All Others (Weekly)	\$523	annually
<b>Community Center - Youth Activity Center</b>		
A) Daily Rental		
1) Non Profit (10 Hours)	\$501	for 10 hours
2) Non Profit (6 Hours)	\$300	for 6 hours
3) Non Profit (Additional Hours)	\$52	per hours
4) All Others (10 hours)	\$998	for 10 hours
5) All Others (6 Hours)	\$599	for 6 hours
6) All Others (Additional Hours)	\$101	per hour
B) Continual Use		
1) Non Profit (Monthly)	\$158	annually
2) All Others (Weekly)	\$523	annually
<b>City Council Chambers:</b>		
A) Local Organization/Non-Profit	\$257	per day
B) Private Group/Individuals	\$510	per day
EMT (If Required/Requested)	\$74	per hour

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>FACILITY RENTAL FEES ***</b>		
Facility Attendant/Lifeguard (If Required/Requested):	\$53	per hour
<b>Alcohol Permit Fee</b>	\$90	per request
Tables, Chairs * Audio Visual Equipment		
a) Continual User Groups	\$0	per event
b) Local Non-profit Organization	\$261	per event
c) All other renters	\$520	per event
Security Deposit	\$1,034	per rental; refundable, less damages
Recreation Department Staff - Required for opening/closing facilities	\$53	per hour, 2 hour minimum
Return Key Late Fee	\$27	Per Day
<b>Cancellation Fee:</b>		
A) Cancellation 30 or More Days Prior to Event	15% of deposit retained	each
B) Cancellation Less than 30 Days Prior to Event	50% of deposit retained	each

Recreation Staff - Full Time	\$87	per hour
Recreation Staff - Part Time	\$53	per hour
Public Works Maintenance Staff	\$79	per hour

\*\*\* Fees for Leagues and Other Organizations requesting frequent use of fields or parks may be subject to Special negotiated at terms and rates not included in this schedule.

	Current Fee FY 2015-2016	Unit
<b>FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***</b>		
<b>Field Rental Fees</b>		
Ball Field - Lighted field		
A) Local Organization/Non-Profit - 2 Hour Minimum	\$45	per hour
B) Private Group/Individuals - 2 Hour Minimum	\$87	per hour
Ball Field - Unlighted field		
A) Local Organization/Non-Profit 2 Hour Minimum	\$27	per hour
B) Private Group/Individuals 2 Hour Minimum	\$53	per hour
<b>Park Rental Fees</b>		
Park Rental		
A) 1 - 100 People:		
1) Local Organization/Non-Profit	\$43	per day
2) Private Group/Individuals	\$84	per day
B) More than 100 People:		
1) Local Organization/Non-Profit	\$259	per day
2) Private Group/Individuals	\$517	per day
EMT - if requested/required	\$74	per hour
<b>Community Garden Plot Fees</b>		
Community Garden Plot		
A) Quarterly Rental - full plot	\$53	per quarter
B) Quarterly Rental - half plot	\$32	per quarter
<b>Banner Fees</b>		
Downtown District Street Light Pole Banners - Per Sign		
Banner Hanging - Per Week		
Banner Hanging and Removal - Non-Profit Groups Only	\$214	per week
Downtown District Street Light Pole Banner Hanging and Removal	\$1,269	per request
Sale of City Flag	Actual Cost of Flag plus 15%	per flag
<b>STAFF HOURLY RATE</b>		
Recreation Staff - Full Time	\$87	per hour
Recreation Staff - Part Time	\$53	per hour
Public Works Maintenance Staff	\$79	per hour

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***</b>		

\*\*\* Fees for Leagues and Other Organizations requesting frequent use of fields or parks may be subject to Special negotiated at terms and rates not included in this schedule.

(1) Outside materials may include, but are not limited to, straw/hay bales, ponies, sound systems, bounce houses

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>FILM PERMIT FEES (1)(2)</b>		
Still Photography *** (More than Two Cast and Crew)	\$370	per day
Student Filming***	\$0	per request with proper documentation
Extra Small Film Productions *** (5 or Fewer Cast and Crew)	\$370	per day
Small Film Productions *** (Between 6 and 50 Cast and Crew):		
A) First Day	\$1,034	per day
B) Each Additional Day	\$775	per day
Large Film Productions *** (50 or More Cast and Crew):		
A) First Day	\$1,701	per day
B) Each Additional Day	\$1,362	per day
Any Production Requiring More than Forty Hours of City Staff Time	Fully burdened hourly rate for all staff time	per hour
Fee for Obtaining/Reviewing Neighborhood Approval	\$53	per hour
City Safety Monitors - as required:		
Police Personnel	\$106	
Fire Personnel	\$106	
Use of City Facilities	\$1,046	per day
Use of City Parking Stalls	\$12	per stall, per day
Refundable Deposit	\$2,000 against cost	
Violation of Hour Restrictions:		
Per production vehicle	\$1,034	per hour
Per personal vehicle	\$517	per hour
Film Monitor	\$172	per hour
Police Personnel	\$212	per hour
Fire Personnel	\$212	per hour
Cigarette Butts and Debris Pickup	\$5	

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>FILM PERMIT FEES (1)(2)</b>		
<b>STAFF HOURLY RATE</b>	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
Recreation Staff - Full-Time/Film Monitor	\$87	per hour
Recreation Staff - Part-Time	\$53	per hour
Fire Staff	\$106	per hour
Police Staff	\$106	per hour
Public Works Engineering Staff	\$139	per hour
Public Works Maintenance Staff	\$79	per hour
<b>DEPOSIT REQUIREMENTS</b>	Deposits will be required to begin work; based upon estimated time to complete project	

(1) Fees shown do not include fees required for traffic, fire, and police safety services provided by the City. Fees for these services will be billed at the fully-burdened hourly rates shown in this fee schedule.

The City Manager, or the City Manager's designee shall provide

the hourly rates for assistance from staff not represented via the fully-burdened hourly rates in this fee schedule.

(2) Fees shown do not include business licensing, encroachment fees, or temporary use permit fees.

\*\*\* Separate fee applies for productions anticipated to require more than forty hours of City Staff time.

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>RECREATION CLASS, SPECIAL EVENT, AND AQUATIC FEES*</b>		
<b>Refund or Transfer of Recreation Program Fee</b>	\$12	per request
<b>Recreation Class Split</b>	35%/65%	of fee
<b>Special Events</b>		
Mt. Wilson Trail Race - Adult with shirt	\$68	each
Mt. Wilson Trail Race - Youth with shirt	\$37	each
Huck Finn Day - Fishing Derby	\$12	each
Huck Finn Day - Family Fishing	\$22	each
Huck Finn Day - Campsite	\$58	each
Fourth of July - Parade Entry (Non Profit)	\$37	each
Fourth of July - Parade Entry (Private)	\$53	each
Fourth of July - Firecracker Run Entry (Youth)	\$17	each
Fourth of July - Firecracker Run Entry (Adult)	\$22	each
Oktoberfest - Golf Team	\$311	each
Oktoberfest - Golf Individual	\$87	each
Oktoberfest - Tennis	\$64	each
Oktoberfest - Lunch	\$32	each
Window Painting - Team of Four	\$27	each
Spring Movie Series - Recommended Sponsorship	\$827	each
Concerts in the Park - Recommended Sponsorship	\$1,034	each
Adult Softball - Team Registration	\$468	each
Adult Softball - Individual	\$48	each
Recreation and Leisure Excursions	Actual Cost; plus 15% processing fee	
<b>Special Event Permit Fee</b>		
Local Non-profit: 1-100 people	\$53	
Private Group/Individuals: 1-100 people	\$104	
Local Non-profit: More than 100 people	\$208	
Private Group/Individuals: More than 100 people	\$414	
	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>STAFF HOURLY RATE</b>		
Recreation Staff - Full-Time/Film Monitor	\$87	per hour
Recreation Staff - Part-Time	\$53	per hour
Fire Staff	\$106	per hour
Police Staff	\$106	per hour
Public Works Engineering Staff	\$139	per hour
Public Works Maintenance Staff	\$79	per hour

	<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
<b>RECREATION CLASS, SPECIAL EVENT, AND AQUATIC FEES*</b>		
DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Current Fee FY 2015-2016	Unit
<b>POLICE FEES</b>			
	<b>Vehicle Related Fees</b>		
	Vehicle Release (Abandoned, Stored, Misc.) (1)	\$130	each
	Vehicle Release (D.U.I. - Driver Arrested) (1)	\$414	each
	Vehicle Release (Repossession)	\$18	each
	Citation Sign-off (Onsite)	\$14	each
	<b>Report Fees (2)</b>		
	Crime Report	\$3	per page; \$33 maximum
	Minor Non-Criminal Incident Report Copies - (1 page)	\$4	per page; \$20 maximum
	Lost Cell Phone Report - (For Insurance Purposes)	\$27	each
	Traffic Accident Report (Non-Injury)	\$3	per page; \$20 maximum
	Traffic Accident Report (Injury)	\$3	per page; \$33 maximum
	<b>Fingerprinting and Letter Services</b>		
	Livescan Fingerprinting	\$37; plus pass-thru fees	each
	Fingerprinting (per card)		
	Clearance Letter	\$25	each
	<b>Sign Fees</b>		
GARAGE SAL	Garage/Yard Sale Permit	\$17	each
	<b>Code Enforcement and Nuisance Fees</b>		
	Illegal Sign Removal Fee (Release Of Property)	\$53	each
	Response Due To False Alarm:		
	a) First False Alarm Response	\$0	per response
	b) Two False Alarm Responses	\$103	per response
	b) Third or More Responses	\$205	per response
	Response Due To Loud Party Disturbance:		
	a) First Response	\$0	per response
	b) Each Additional Response	billed hourly with 2 hour min; plus 15% administration cost	per response
	<b>Emergency D.U.I. Response Fees</b>		
	Emergency Response To D.U.I. Related Collision (up to a \$1,000 max)	Actual Cost; plus 15% processing fee	per hour
	<b>Overnight Parking Permit Fees</b>		
PRK	Annual Permit	\$88	per permit

Fee Code		Current Fee FY 2015-2016	Unit
<b>POLICE FEES</b>			
	Nightly Permit Sticker Transfer or New Sticker <b>Other Fees</b> Administrative Citation First Offense Administrative Citation Second Offense Administrative Citation Third or more offense Alarm Permit: original application Alarm Permit: annual renewal Carry of a Concealed Weapon Permit - Investigation (Per hour - 2 hour min. non- refundable set by State of California) Off-Site Vehicle inspection fee On-Site Vehicle inspection fee Overnight Parking Permit Including Investigation Special instruction Clases (plus cost of class training) Notice of City Code violation LA County / Pasadena booking Fee	\$4 \$5 \$104 \$208 \$517 \$84 \$53 \$121  \$59 \$29 \$3 \$31  \$55 Actual Cost plus 20% Administrative fee	 per sticker  each each each each annual renewal each  each each each each  each each
	<b>STAFF HOURLY RATE</b>  Patrol Staff Dispatch/Records Staff Code Enforcement Staff Outside Court Supoena (per employee per request)	     Current Fee FY 2015-2016  \$143 \$86 \$101 Set by State	     Unit  per hour per hour per hour set by State

Fee Code		Current Fee FY 2015-2016	Unit
<b>FIRE FEES</b>			
EMS	<p><b>Plan Check</b> Plan Check - (Includes Plan Review and Site Inspections)</p> <p>Failure To Comply</p> <p><b>Annual Fire And Life Safety Inspection</b> Annual Fire And Life Safety Inspection</p> <p><b>EMS/Paramedic Subscription Fee</b> EMS/Paramedic Subscription Fee</p> <p><b>Fire Permit</b> Fire Permit</p> <p><b>Reports</b> Fire Report Medical Report</p> <p><b>Appearance/Standby Fees</b> Court Appearance and Office Hearing / Non-Compliance Fire Watch</p> <p><b>Fire Department Training Class Fee</b> Fire Department Training Class</p> <p><b>Response Fees</b> Response Due To False Alarm: a) First False Alarm Response  b) Two False Alarm Responses  b) Third or More Responses</p> <p>Illegal Burning</p> <p>Hazardous Materials Clean-Up</p> <p><b>Weed Abatement Fees</b> Weed Abatement</p> <p><b>Other Fees</b></p>	<p>\$135</p> <p>\$473</p> <p>\$69</p> <p>\$60</p> <p>\$69</p> <p>\$69</p> <p>\$69</p> <p>\$136</p> <p>\$136</p> <p>Actual Cost; plus 25% processing fee</p> <p>\$0</p> <p>\$103</p> <p>\$205</p> <p>Actual Cost; plus 15% processing fee</p> <p>Actual Cost; plus 15% processing fee</p> <p>Actual Cost; plus 15% processing fee</p>	<p>per hour</p> <p>each</p> <p>per half hour; half hour minimum</p> <p>per person</p> <p>each</p> <p>each</p> <p>each</p> <p>per hour; 2 hour minimum</p> <p>per hour; 2 hour minimum</p> <p>each</p> <p>per response</p> <p>per response</p> <p>per response</p> <p>per inspection</p> <p>each</p> <p>each</p>

Fee Code		Current Fee FY 2015-2016	Unit
<b>FIRE FEES</b>			
	Additional Inspection of New System after third (per additional inspection)	\$136	each
	Fire Inspections (Failure to comply)	\$136	each
	Fire Inspections of Commercial and Multi-Residential (per 20 minutes at \$120 per hour)	\$136	each
	Installation or Removal of underground storage tanks	\$136	each
	Review of requested activity - Fire permit	\$136	each
<b>STAFF HOURLY RATE</b>		<b>Current Fee FY 2015-2016</b>	<b>Unit</b>
	Fire Staff	\$136	per hour
	Engine with 4 staffed positions	\$640	per hour
	Equipment rental		

Fee Code		Current Fee FY 2015-2016	Unit
<b>UTILITY RATES</b>			
	<b>New Meter Installation</b>		
NMI-001	New meters: 3/4"	\$660	Minimum Fee - Plus costs over base fee
NMI-005	New meters: 1"	\$660	Minimum Fee - Plus costs over base fee
		\$3,004	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-010	New meters: 1" with 1" line	\$4,419	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-015	New meters: 1 1/2" with 1 1/2" line		
NMI-020	New meters: 1 1/2"	\$889	Minimum Fee - Plus costs over base fee
NMI-025	New meters: 2"	\$1,120	Minimum Fee - Plus costs over base fee
		\$5,196	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-030	New meters: 2" with 2" line	\$5,398	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-035	New meters: 4"	\$5,398	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-040	New meters: 4" fire line	\$6,071	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-045	New meters: 4" with 4" line		
	<b>Other Meter Charges</b>		
	Portable water meter rental	\$1,100	Minimum Fee - Plus costs over base fee
	Portable water meter deposit	\$2,020	Refundable Deposit - Less: damage, rental fee, and consumption
	Relocation of existing meter	\$673	Refundable Deposit - Less: Cost, plus 20% installation Fee
	Reinstall Meter at prior location		
	Reinstall Meter	\$79	5/8", 3/4", & 1" meters (each occasion)
	Reinstall Meter	\$79	1 1/2" & 2" meters (each occasion)
	<b>Other Fees &amp; Services</b>		
	New service or termination of existing service	\$50	Per request
	Owner request for seal/unseal meter	\$81	Per request
	Water delinquent turn off/on	\$81	Per delinquent shut off/on
	24 hour notice for turn-off	\$37	Per occasion
	Unauthorized connection to City line	\$2,142	Fine per citation Plus estimated commodity charge
	Unauthorized connection to fire hydrant	\$2,142	Fine per citation Plus estimated commodity charge
	Unauthorized use or alteration of water meter	\$2,142	Fine per citation Plus estimated commodity charge
	Water meter testing	\$73	Fee for testing, more than 2% error rate
	Sale of excess water to other municipalities		Based on specific negotiations
	Deposit for new water service - Owner occupied property	\$59	Refund in one year with good payment history or \$0 deposit with letter from other utility co.

Fee Code		Current Fee FY 2015-2016	Unit
<b>UTILITY RATES</b>			
	Deposit for new water service - Tennant occupied property  Deposit for non/late payment of utility bill  After hours service initiation/termination fee	\$92	Up to Three times the highest months bill - held until final bill Three times the highest month - held until 12 mo. on time payments  Per after hours service request
SWR005	<b>Sewer</b> Sewer Permit  <b>Other Sewer Fees</b> Sewer Connection Fee Sewer Dye test Sewer Stoppage Investigation Saddle Main Line Residential Sewer Connection	\$83   \$325 \$233 \$115 \$354 \$115	Minimum Permit Fee   Per connection Per request Per investigation. Per request (includes two inspections ) Per request

