

CITY OF SIERRA MADRE

FEE SCHEDULE

FY 2016-2017

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		Adopted Fee FY 2016-2017	Unit
Administrative Fees			
	* Annual Business License Fees		
	New Business License Issuance		
Multiple	a) Home Occupation	\$225	per year
Multiple	b) Contractor	\$306	per year
Multiple	c) All Other Businesses	\$329	per year
Multiple	d) 30 Day Contractor	\$154	per year
	Business License Renewal		
Multiple	a) Home Occupation	\$123	per year
Multiple	b) Contractor	\$203	per year
Multiple	c) All Other Businesses	\$174	per year
Multiple	d) 30 Day Contractor	\$103	per year
	License/Permit Fees - Other		
CON001	City Contractor Business License		
	a) New	\$166	each
CONR01	b) Renewal	\$89	each
3117	One-Day/Special Event License Fee	\$40	per event; must have established beginning and ending date and time
3116	Solicitor Permit	\$113	per person, per day
3120	Vending Machine License Fee	\$46	per machine, per year
	Other Fees		
TOBACCO	Tobacco Retailer License Fee	\$0	per year
	Reproduction Fees		
COPIES	a) Copying and/or Printing	\$0.50	per page
RECORD REQ	b) Public Records Request (Copying/Printing)	\$0.06	per page
DVVDS	c) Copying Tapes or DVDs	\$18	each
	Returned Check Fees		
RET CK	a) First Check	\$38; plus bank fees	each
RET CK	b) Each Subsequent Check	\$38; plus bank fees	each
	Dial-A-Ride Fees		
DAR001	a) Dial-A-Ride Inside City (Seniors/Handicapped)	\$2	one way
DAR002	b) Dial-A-Ride Outside City (Seniors/Handicapped)	\$2	one way
	* All Charges Include \$1 SB1186 State Fee		

Fee Code		Adopted Fee FY 2016-2017	Unit
Administrative Fees			
	Dog License Fees		
	a) Neutered	\$27	each
	b) Unneutered	\$43	each
	c) Neutered - For Seniors (Over 65)	\$13	each
	d) Unneutered - For Seniors (Over 65)	\$28	each
	Dog Park Tag Fees		
DOG-PRK	a) Senior Resident	\$0	each
DOG-PRKS	b) All Other Residents	\$0	current
	Late Penalty Payment		
	Other Fees		
GARAGE SAL	Garage Sale Application	\$18	per weekend
	Collections	10%	per month; max of 100% of original fee
ADMIN STAFF	Administrative Services Staff	\$120	per hour

Fee Code		Adopted Fee FY 2016-2017	Unit
PLANNING AND ZONING FEES (1)			
Zoning Fees			
	Conditional Use Permit:		
CU001	a) Minor	\$1,071	each
CU005	b) Standard	\$4,662	each
CU015	c) Hillside Management Zone	Actual Cost; plus	each
CU010	d) Extension or Modification	15% processing fee Actual Cost; plus	each
CU020	e) Appeals	15% processing fee	each
	f) Deposit Requirement	75% of Original Filing 100% of Estimated Cost and processing fee	each
Variance			
VAR001	a) Minor	\$1,071	each
VAR005	b) Major	\$4,662	each
PZ001	Zone Change Application	\$7,045	each
PZ005	General Plan Amendment	\$7,045	each
PZ010	Municipal Code Text Amendment	\$7,045	each
Home Occupation Permits			
PZ015	a) Affidavit	\$32	each
PZ020	b) Administrative Discretionary	\$354	each
PZ025	Second Dwelling Unit Permit	\$2,116	each
PZ030	Zoning Verification Letter	\$354	each
Environmental Fees			
	Fish and Game Fee (State) - EIR Filing		
	Fish and Game Fee (State) - Negative declaration filing		
	Fish and Game Fee Exemption		
EVN001	Categorical Exemption	\$158	each
EVN005	Initial Study - Negative Declaration	\$2,332	each

Fee Code		Adopted Fee FY 2016-2017	Unit
PLANNING AND ZONING FEES (1)			
EVN010	Initial Study - Mitigated Negative Declaration	\$6,216	each
EVN015	Environmental Impact Report	Actual Cost; plus 15% processing fee	each
EVN020	Geotechnical Report Review	Actual Cost; plus 15% processing fee	each
Development Impact Fees			
Development Impact Fees			
Noticing Fees			
	Noticing Publication and Postage		
NF001	a) Director Review Only	\$314	each
NF005	b) Planning Commission Only	\$625	each
NF010	c) Planning Commission and City Council	\$780	each
	Sign Permit		
SGN001	a) Temporary	\$158	each
SGN005	b) Temporary - Admin Review	\$314	
SGN010	c) Administrative Review Required	\$314	each
SGN015	d) Planning Commission Review Required	\$625	each
Mills Act Fee			
MILL001	Mills Act Application	\$1,828	each
Temporary Use Fees			
	Temporary Use Permit:		
TU010	a) Block Party	\$50	each
TU005	b) All Other Uses Not Linked to a Special Event or Civic Event	\$126	each
Water Efficient Landscapes			
WT001	a) Water Efficient Landscape Plan Check Fee	\$407	each
WT002	b) Landscape Permit and Inspection Fee	\$305	each

Fee Code		Adopted Fee FY 2016-2017	Unit
PLANNING AND ZONING FEES (1)			
Copies and Print Services			
OTH025	Copy of General Plan Map (Large - Plotter Size)	\$18	per page
OTH030	Copy of Zoning Map (Large - Plotter Size)	\$18	per page
OTH035	Copy of General Plan w/o Binder	\$0.06	per page
Other Fees			
OTH005	Request for Public Facilities Fee Reduction/Waiver	\$812	each
OTH010	Pre-Application Review	\$548	each
OTH015	Request for Planning Consultation or Letter	\$85	per request
SUBDIVISION FEES			
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
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

Fee Code		Adopted Fee FY 2016-2017	Unit
PLANNING AND ZONING FEES (1)			
	STAFF HOURLY RATE		
DEVSTAFF	Planning & Community Preservation Staff	\$210	per hour
PWSTAFF	Public Works Engineering Staff	\$145	per hour
	DEPOSIT REQUIREMENTS		
		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

Fee Code		Adopted Fee FY 2016-2017	Unit
NEW CONSTRUCTION FEES			
	Building Permit Fees (1)		
PC001	Preliminary Plan Check	\$407	each
	\$1 to \$4,000		
PC002	a) Plan Check	\$407	each
BP001	b) Permit	\$209	each
	\$4,001 to \$25,000		
PC003	a) Plan Check	\$711-\$964	each
BP002	b) Permit	\$397 for the first \$4,000, plus \$24.95 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	\$915-\$1083	each
BP003	b) Permit	\$1,001 for the first \$25,000, plus \$14.56 for each add'l \$1,000, or fraction thereof, to and including \$50,000	each
	\$50,001 to \$100,000		
PC004	a) Plan Check	\$1,425 for the first \$50,000, plus \$12.21 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
BP004	b) Permit	\$1,374 for the first \$50,000, plus \$14.56 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
	\$100,001 and Up		
PC004.5	a) Plan Check	\$2,106 for the first \$100,000, plus \$9.84 for each add'l \$1,000, or	each
BP005	b) Permit	\$1,785 for the first \$100,000, plus \$10.30 for each add'l \$1,000, or	each

Building Permit valuation based on current International Code Council (ICC)

Fee Code		Adopted Fee FY 2016-2017	Unit
NEW CONSTRUCTION FEES			
BP009	SMIP Fee (2) a) Residential	Valuation Amount X 0.0001	per permit
BP010	b) Commercial	Valuation Amount X 0.00028	per permit
	Building Standards Administration Special Revolving Fund Fee (3) 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.
	STAFF HOURLY RATE		
DEVSTAFF	Planning & Community Preservation Staff	\$210	per hour
PWSTAFF	Public Works Engineering Staff	\$145	per hour
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Adopted Fee FY 2016-2017	Unit
Building and Safety Fees			
<u>Mechanical, Plumbing, and Electrical</u>			
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</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	\$215	each
ELE001/MEC 001/PLB001	b) 4 - 6 Items/Fixtures	\$305	each
ELE001/MEC 001/PLB001	c) 7 - 10 Items/Fixtures	\$509	each
ELE001/MEC 001/PLB001	d) 11 - 15 Items/Fixtures	\$597	each
ELE001/MEC 001/PLB001	e) 16 - 20 Items/Fixtures	\$762	each
ELE001/MEC 001/PLB001	f) 21 - 25 Items/Fixtures	\$964	each
ELE001/MEC 001/PLB001	g) 26 or More Items/Fixtures	\$1,168	each
<u>Other Plumbing Permits/Inspections</u>			
Pool Related Inspections:			
PLB005	a) Swimming Pool Piping	\$609	each
PLB010	b) P-Trap for Pool	\$102	each
Sewer/Septic Related Inspections:			
PLB015	a) House Sewer Connecting To Public Sewer	\$305	each
PLB020	b) All Other Sewer/Septic Inspections	\$609	each
PLB025	Water Piping System	\$407	each
<u>Other Electrical Permits/Inspections</u>			
ELE020	Motors & AC Units - (Over 10HP)	\$159 plus \$10 per branch	each

Fee Code		Adopted Fee FY 2016-2017	Unit
PUBLIC WORKS FEES			
<u>Grading Fees</u>			
Grading Bond			
GRD025	a) Up to 1,500 Cubic Yards (1)	\$3,160	Deposit against costs
GRD025	b) Greater than 1,500 Cubic Yards (1)	\$6,319	Deposit against costs
Grading Plan Check			
GRD010	Grading Plan Check Deposit	\$1,449	Deposit against costs
GRD010	Grading Plan Check	Actual Cost; plus 15% processing fee	per permit (estimated)
GRD005	Grading Permit	\$30	per permit
Grading Inspection			
GRD010	Grading Plan Check	Actual Cost; plus 15% processing fee	per permit (estimated)
GRD015	Grading Inspection Deposit	\$667	Deposit against costs
GRD015	Grading Inspection	Actual Cost; plus 15% processing fee	per permit (estimated)
<u>Drainage/Precise Grading Plan Check Fees</u>			
Street/Curb/Pavement/Drive Fees			
SC001	Preliminary Project Review	\$290	per permit
SC005	Curb Drain/Parkway Culvert	\$219	per permit
SC010	Driveway Approach	\$362	per permit
	Curb and Gutter Removal and Reconstruction:	Actual Cost; plus 15% processing fee	per permit
Excavation - Paved			
SC025	a) 0-200 Linear Feet	\$219	per permit
SC026	b) Greater than 200 Linear Feet	\$290	per permit
EN085	Excavation Permit	\$30	per permit
Excavation - Unpaved			
SC030	a) 0-200 Linear Feet	\$145	per permit
SC030	b) Greater than 200 Linear Feet	\$145	per permit
Sidewalk Inspection			
SC035	a) 0-200 Linear Feet	\$221	per permit

Fee Code		Adopted Fee FY 2016-2017	Unit
PUBLIC WORKS FEES			
SC036	b) Greater than 200 Linear Feet	\$213; plus \$35 per 10 linear foot	per permit
ADDRESS002	Street Name assignment or change	\$429	per request
ADDRESS001	Street Address assignment or change	\$286	per request
<u>Public Improvement Inspection Fees</u>			
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
<u>Extension Fee</u>			
PI010	Review of Project Extension Request	Actual Cost; plus 15% processing fee	per request

Fee Code		Adopted Fee FY 2016-2017	Unit
PUBLIC WORKS FEES			
<u>Encroachment Fees</u>			
EN001	Crane Operation/Lane Blockage	\$436	per permit
EN005	Fence or Wall	\$580	per permit
EN010	Irrigation	\$145	per permit
EN015	Lighting or Minor Structures	\$145	per permit
EN020	Material Storage	\$74	per permit
EN025	Oversize Load	\$74	per permit
EN030	Scaffolding	Actual Cost; plus 15% processing fee	per permit
EN035	Sidewalk Dining Labatory Analysis	\$382 Actual Cost; plus 15% processing fee	per permit per analysis
EN040	Sidewalk Sale	\$124	per permit
EN050	Sign	\$145	per permit
EN045	Street Closure - (Requires Temporary Use Permit)	\$198	per permit
EN055	Trash Bin	\$74	per permit
	Removal of Illegal Trash Bin	Actual Cost; plus 15% processing fee	
<u>Landscape and Tree Fees</u>			
LS005	Administrative Tree Review	\$37	each
LS010	Tree Commission Review	\$145	each
ST006	Tree Replacement/Mitigation	Actual Cost; plus 15% processing fee	Each
	Landscape Plan Check	Actual Cost; plus 15% processing fee	each
	Landscape Inspection:		
LS015	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

Fee Code		Adopted Fee FY 2016-2017	Unit
PUBLIC WORKS FEES			
	Other		
	Public Works Administrative Plan Review	Actual Cost; plus 15% processing fee	each
FOG001	FOG permit Annual Inspection	\$219	annually
FOG005	FOG Reinspection Fee	\$74	per permit
FOG010	Sewer Cleaning Fee	\$333	annually
	NPDES Illicit Discharge Response Fee	\$218	each
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	
	STAFF HOURLY RATE	Adopted Fee FY 2016-2017	Unit
DEVSTAFF	Development Services Staff	\$210	per hour
PWSTAFF	Public Works Engineering Staff	\$145	per hour

	Adopted Fee FY 2016-2017	Unit
LIBRARY FEES		
Overdue Fees		
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
Miscellaneous		
Flash Drive Purchase	\$13	each
Check-Out Materials Without Library Card	\$3	per occasion; three time max deposit; retained if student does not attend
Computer Class Deposit	\$23	per side per side per week
Copy/Print/Scan - Black and White	\$0.20	
Copy/Print/Scan - Color	\$4	
Interlibrary Loan Request	\$5; Up to 10 requests per year; \$28 for each additional request	
Projector or Screen Rental (plus \$25 refundable deposit)	\$18	each
Reserve Item Request	\$2	each request
Visitor Pass for Internet	\$2	each
Copies from archives	\$0.50	per side
DVD rentals		
a) Documentaries and Educational	\$0.00	per week
b) Entertainment DVDs	\$1	per week
Lost or Damaged Materials		
Bar Code Replacement	\$14	each
Container Replacement - Covers, CD, DVD, Tapes	\$20	each
Library Card Replacement	\$14	each
Replacement of Materials Fee		
a) Administrative Processing Fee	\$18	
b) Material Replacement Cost (3)		
i) Adult Collection (3)		
a) Hardcover - Fiction	\$29	each
b) Hardcover - Non-Fiction	\$32	each
c) Hardcover - Reference	\$119	each
d) Paperback - Fiction	\$19	each
e) Paperback, Trade - Fiction	\$21	each

	Adopted Fee FY 2016-2017	Unit
LIBRARY FEES		
f) Paperback - Non-Fiction	\$21	each
g) Paperback, Trade - Non-Fiction	\$23	each
h) Paperback - Reference	\$61	each
i) DVD	\$25	each
j) CD - Audio Book	\$66	each
k) CD - Music	\$18	each
l) MP3 - Audio Book	\$66	each
ii) Children and Young Adult Collection (3)		
a) Hardcover - Fiction	\$22	each
b) Hardcover - Non-Fiction	\$27	each
c) Hardcover - Reference	\$109	each
d) Paperback - Fiction	\$17	each
e) Paperback - Non-Fiction	\$17	each
f) Paperback - Reference	\$82	each
Archival Fees		
Reproduction Fee - Scanned Digital Image	\$13	each
Archival Use		
a) Books, Catalogues, Periodicals:		
i) For-Profit	\$55	per image
ii) Non-Profit	\$13	per image
b) Film, Video, TV, CD:		
i) For-Profit	\$81	per image
ii) Non-Profit	\$18	per image
c) Slide Show/Display Image		
i) For-Profit	\$28	per image
ii) Non-Profit	\$8	per image
d) Loan Processing (Repositories or Institutions)	\$28	per loan processed
STAFF HOURLY RATE		
	Adopted Fee FY 2016-2017	Unit
Library Staff - Full-Time	\$92	per hour
Library Staff - Part-Time	\$56	per hour

	Adopted Fee FY 2016-2017	Unit
FACILITY RENTAL FEES ***		
Community Center - Fireside Room:		
A) Local Organization/Non-Profit	\$384	per day
B) Private Group/Individuals	\$384	per day
Community Center - Sierra Madre Room		
A) Daily Rental		
1) Non Profit (10 Hours)	\$332	for 10 hours
2) Non Profit (6 Hours)	\$199	for 6 hours
3) Non Profit (Additional Hours)	\$35	per hour
4) All Others (10 hours)	\$674	for 10 hours
5) All Others (6 Hours)	\$404	for 6 hours
6) All Others (Additional Hours)	\$69	per hour
B) Continual Use		
1) Non Profit (Monthly)	\$162	annually
2) All Others (Weekly)	\$534	annually
Hart Park House		
A) Daily Rental		
1) Non Profit (10 Hours)	\$252	for 10 hours
2) Non Profit (6 Hours)	\$151	for 6 hours
3) Non Profit (Additional Hours)	\$27	per hour
4) All Others (10 hours)	\$500	for 10 hours
5) All Others (6 Hours)	\$300	for 6 hours
6) All Others (Additional Hours)	\$53	per hour
B) Continual Use		
1) Non Profit (Monthly)	\$162	annually
2) All Others (Weekly)	\$534	annually
Community Center - Youth Activity Center		
A) Daily Rental		
1) Non Profit (10 Hours)	\$512	for 10 hours
2) Non Profit (6 Hours)	\$306	for 6 hours
3) Non Profit (Additional Hours)	\$54	per hours
4) All Others (10 hours)	\$1,018	for 10 hours
5) All Others (6 Hours)	\$611	for 6 hours
6) All Others (Additional Hours)	\$104	per hour
B) Continual Use		
1) Non Profit (Monthly)	\$162	annually

	Adopted Fee FY 2016-2017	Unit
FACILITY RENTAL FEES ***		
2) All Others (Weekly)	\$534	annually
City Council Chambers:		
A) Local Organization/Non-Profit	\$263	per day
B) Private Group/Individuals	\$521	per day
EMT (If Required/Requested)	\$76	per hour
Facility Attendant/Lifeguard (If Required/Requested):	\$55	per hour
Security Deposit	\$1,055	per rental; refundable, less damages
Elected Representative (For Official Business)	Fees Waived	
Recreation Department Staff - Required for opening/closing facilities	\$55	per hour, 2 hour minimum
Return Key Late Fee	\$28	Per Day
Cancellation Fee:		
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	\$89	per hour
Recreation Staff - Part Time	\$55	per hour
Public Works Maintenance Staff	\$81	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.

	Adopted Fee FY 2016-2017	Unit
FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***		
Field Rental Fees		
Ball Field - Lighted field		
A) Local Organization/Non-Profit - 2 Hour Minimum	\$46	per hour
B) Private Group/Individuals - 2 Hour Minimum	\$89	per hour
Ball Field - Unlighted field	\$0	
A) Local Organization/Non-Profit 2 Hour Minimum	\$28	per hour
B) Private Group/Individuals 2 Hour Minimum	\$55	per hour
Park Rental Fees		
Park Rental		
A) 1 - 100 People:		
1) Local Organization/Non-Profit	\$44	per day
2) Private Group/Individuals	\$86	per day
B) More than 100 People:		
1) Local Organization/Non-Profit	\$265	per day
2) Private Group/Individuals	\$528	per day
EMT - if requested/required	\$0	
	\$76	per hour
Community Garden Plot Fees		
Community Garden Plot		
A) Quarterly Rental - full plot	\$0	
	\$55	per quarter
B) Quarterly Rental - half plot	\$33	per quarter

	Adopted Fee FY 2016-2017	Unit
FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***		
Banner Fees		
Downtown District Street Light Pole Banners - Per Sign		
Banner Hanging - Per Week		
Banner Hanging and Removal - Non-Profit Groups Only	\$219	per week
Downtown District Street Light Pole Banner Hanging and Removal	\$1,295	per request
Sale of City Flag	Actual Cost of Flag plus 15%	per flag
STAFF HOURLY RATE		
Recreation Staff - Full Time	\$89	per hour
Recreation Staff - Part Time	\$55	per hour
Public Works Maintenance Staff	\$81	per hour

*** Fees for Leagues and Other Organizations requesting frequent use of fields or parks may be subject to Special negotiated 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

	Adopted Fee FY 2016-2017	Unit
FILM PERMIT FEES (1)(2)		
Still Photography *** (More than Two Cast and Crew)	\$378	per day
Student Filming***	\$0	per request with proper documentation
Extra Small Film Productions *** (5 or Fewer Cast and Crew)	\$378	per day
Small Film Productions *** (Between 6 and 50 Cast and Crew): A) First Day	\$1,055	per day
B) Each Additional Day	\$791	per day
Large Film Productions *** (50 or More Cast and Crew): A) First Day	\$1,736	per day
B) Each Additional Day	\$1,390	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	\$55	per hour
City Safety Monitors - as required: Police Personnel	\$109	
Fire Personnel	\$109	
Use of City Facilities	\$1,067	per day
Use of City Parking Stalls	\$13	per stall, per day
Refundable Deposit	\$2,000 against cost	
Violation of Hour Restrictions:		

	Adopted Fee FY 2016-2017	Unit
FILM PERMIT FEES (1)(2)		
Per production vehicle	\$1,055	per hour
Per personal vehicle	\$528	per hour
Film Monitor	\$176	per hour
Police Personnel	\$217	per hour
Fire Personnel	\$217	per hour
Cigarette Butts and Debris Pickup	\$6	
STAFF HOURLY RATE		
	Adopted Fee FY 2016-2017	Unit
Recreation Staff - Full-Time/Film Monitor	\$89	per hour
Recreation Staff - Part-Time	\$55	per hour
Fire Staff	\$109	per hour
Police Staff	\$109	per hour
Public Works Engineering Staff	\$142	per hour
Public Works Maintenance Staff	\$81	per hour
DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete	
<p>(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.</p> <p>(2) Fees shown do not include business licensing, encroachment fees, or temporary use permit fees.</p> <p>*** Separate fee applies for productions anticipated to require more than forty hours of City Staff time.</p>		

	Adopted Fee FY 2016-2017	Unit
RECREATION CLASS AND SPECIAL EVENT FEES*		
Refund or Transfer of Recreation Program Fee	\$13	per request
Recreation Class Split	35%/65%	of fee
Special Events		
Mt. Wilson Trail Race - Adult with shirt	\$70	each
Mt. Wilson Trail Race - Youth with shirt	\$38	each
Huck Finn Day - Fishing Derby	\$13	each
Huck Finn Day - Family Fishing	\$23	each
Huck Finn Day - Campsite	\$60	each
Fourth of July - Parade Entry (Non Profit)	\$38	each
Fourth of July - Parade Entry (Private)	\$55	each
Fourth of July - Firecracker Run Entry (Youth)	\$18	each
Fourth of July - Firecracker Run Entry (Adult)	\$23	each
Oktoberfest - Golf Team	\$318	each
Oktoberfest - Golf Individual	\$89	each
Oktoberfest - Tennis	\$66	each
Oktoberfest - Lunch	\$33	each
Window Painting - Team of Four	\$28	each
Spring Movie Series - Recommended Sponsorship	\$844	each
Concerts in the Park - Recommended Sponsorship	\$1,055	each
Adult Softball - Team Registration	\$478	each
Adult Softball - Individual	\$49	each
Recreation and Leisure Excursions	Actual Cost; plus 15% processing fee	
Special Event Permit Fee		
Local Non-profit: 1-100 people	\$55	
Private Group/Individuals: 1-100 people	\$107	
Local Non-profit: More than 100 people	\$213	
Private Group/Individuals: More than 100 people	\$423	

	Adopted Fee FY 2016-2017	Unit
RECREATION CLASS AND SPECIAL EVENT FEES*		
STAFF HOURLY RATE	Adopted Fee FY 2016-2017	Unit
Recreation Staff - Full-Time/Film Monitor	\$89	per hour
Recreation Staff - Part-Time	\$55	per hour
Fire Staff	\$109	per hour
Police Staff	\$109	per hour
Public Works Engineering Staff	\$142	per hour
Public Works Maintenance Staff	\$81	per hour
DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Adopted Fee FY 2016-2017	Unit
POLICE FEES			
GARAGE SAL	Vehicle Related Fees		
	Vehicle Release (Abandoned, Stored, Misc.) (1)	\$133	each
	Vehicle Release (D.U.I. - Driver Arrested) (1)	\$423	each
	Vehicle Release (Repossession)	\$19	each
	Citation Sign-off (Onsite)	\$15	each
	Report Fees (2)		
	Crime Report	\$4	per page; \$33 maximum
	Minor Non-Criminal Incident Report Copies - (1 page)	\$5	per page; \$20 maximum
	Lost Cell Phone Report - (For Insurance Purposes)	\$28	each
	Traffic Accident Report (Non-Injury)	\$4	per page; \$20 maximum
	Traffic Accident Report (Injury)	\$4	per page; \$33 maximum
	Fingerprinting and Letter Services		
	Livescan Fingerprinting	\$38; plus pass-thru fees	each
	Fingerprinting (per card)		
	Clearance Letter	\$26	each
	Sign Fees		
	Garage/Yard Sale Permit	\$18	each
	Code Enforcement and Nuisance Fees		
	Illegal Sign Removal Fee (Release Of Property)	\$55	each
	Response Due To False Alarm:		
a) First False Alarm Response	\$0	per response	
b) Two False Alarm Responses	\$106	per response	
b) Third or More Responses	\$210	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	

Fee Code		Adopted Fee FY 2016-2017	Unit
POLICE FEES			
PRK	Emergency D.U.I. Response Fees Emergency Response To D.U.I. Related Collision (up to a \$1,000 max)	Actual Cost; plus 15% processing fee	per hour
	Overnight Parking Permit Fees Annual Permit	\$90	per permit
	Nightly	\$5	
	Permit Sticker Transfer or New Sticker	\$6	per sticker
	Other Fees Administrative Citation First Offense	\$107	each
	Administrative Citation Second Offense	\$213	each
	Administrative Citation Third or more offense	\$528	each
	Alarm Permit: original application	\$86	each
	Alarm Permit: annual renewal	\$55	annual renewal
	Carry of a Concealed Weapon Permit - Investigation (Per hour - 2 hour min. non- refundable set by State of California)	\$124	each
	Off-Site Vehicle inspection fee	\$61	each
	On-Site Vehicle inspection fee	\$30	each
	Overnight Parking Permit Including Investigation	\$4	each
	Special instruction Clases (plus cost of class training)	\$32	each
	Notice of City Code violation	\$57	each
	LA County / Pasadena booking Fee	Actual Cost plus 20% Administrative fee	each
Adopted Fee FY 2016-2017			
Unit			
STAFF HOURLY RATE			
	Patrol Staff	\$146	per hour
	Dispatch/Records Staff	\$88	per hour
	Code Enforcement Staff	\$104	per hour
	Outside Court Supoena (per employee per request)	Set by State	set by State

Fee Code		Adopted Fee FY 2016-2017	Unit
FIRE FEES			
	Annual Fire And Life Safety Inspection		
	Annual Fire And Life Safety Inspection	\$71	per half hour; half hour minimum
	EMS/Paramedic Fees		
EMS	EMS/Paramedic Subscription Fee	\$62	per person
EMS-2	EMS Dispatch Fee	\$273	per response
	Fire Permit	\$0	
	Fire Permit	\$71	each
	Reports	\$0	
	Fire Report	\$71	each
	Medical Report	\$71	each
	Appearance/Standby Fees	\$0	
	Court Appearance and Office Hearing / Non-Compliance	\$139	per hour; 2 hour minimum
	Fire Watch	\$139	per hour; 2 hour minimum
	Fire Department Training Class Fee		
	Fire Department Training Class	Actual Cost; plus 25% processing fee	each
	Response Fees		
	Response Due To False Alarm:		
	a) First False Alarm Response	\$0	per response
	b) Two False Alarm Responses	\$106	per response
	b) Third or More Responses	\$210	per response
	Illegal Burning	Actual Cost; plus 15% processing fee	per inspection
	Hazardous Materials Clean-Up	Actual Cost; plus 15% processing fee	each
	Weed Abatement Fees		
	Weed Abatement	Actual Cost; plus 15% processing fee	each
	Other Fees		

Fee Code		Adopted Fee FY 2016-2017	Unit
FIRE FEES			
	Additional Inspection of New System after third (per additional inspection)	\$139	each
	Fire Inspections (Failure to comply)	\$139	each
	Fire Inspections of Commercial and Multi-Residential (per 20 minutes at \$120 per hour)	\$139	each
	Installation or Removal of underground storage	\$139	each
	Review of requested activity - Fire permit	\$139	each
STAFF HOURLY RATE		Adopted Fee FY 2016-2017	Unit
	Fire Staff	\$139	per hour
	Engine with 4 staffed positions	\$653	per hour
	Equipment rental		

Fee Code		Adopted Fee FY 2016-2017	Unit
UTILITY RATES			
New Meter Installation			
NMI-001	New meters: 3/4"	\$674	Minimum Fee - Plus costs over base fee
NMI-005	New meters: 1"	\$674	Minimum Fee - Plus costs over base fee
		\$3,065	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-010	New meters: 1" with 1" line		
		\$4,508	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"	\$907	Minimum Fee - Plus costs over base fee
NMI-025	New meters: 2"	\$1,143	Minimum Fee - Plus costs over base fee
		\$5,300	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-030	New meters: 2" with 2" line		
		\$5,506	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-035	New meters: 4"		
		\$5,506	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-040	New meters: 4" fire line		
		\$6,193	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-045	New meters: 4" with 4" line		
			installation Fee
Other Meter Charges			
	Portable water meter rental	\$1,122	Minimum Fee - Plus costs over base fee
		\$2,061	Refundable Deposit - Less: damage, rental fee, and consumption
	Portable water meter deposit		
		\$687	Refundable Deposit - Less: Cost, plus 20% installation Fee
	Relocation of existing meter		
	Reinstall Meter at prior location		
	Reinstall Meter	\$81	5/8", 3/4", & 1" meters (each occasion)
	Reinstall Meter	\$81	1 1/2" & 2" meters (each occasion)
Other Fees & Services			
	New service or termination of existing service	\$51	Per request
	Owner request for seal/unseal meter	\$83	Per request
	Water delinquent turn off/on	\$83	Per delinquent shut off/on
	24 hour notice for turn-off	\$38	Per occasion
		\$2,185	Fine per citation Plus estimated commodity charge
	Unauthorized connection to City line		

Fee Code		Adopted Fee FY 2016-2017	Unit
UTILITY RATES			
	Unauthorized connection to fire hydrant	\$2,185	Fine per citation Plus estimated commodity charge
	Unauthorized use or alteration of water meter	\$2,185	Fine per citation Plus estimated commodity charge
	Water meter testing	\$75	Fee for testing, more than 2% error rate
	Sale of excess water to other municipalities		Based on specific negotiations
	Utility Account Establishment Fee	\$26	One time fee, non-refundable
	Deposit for new water service - Owner occupied property	\$61	Refund in one year with good payment history or \$0 deposit with letter from other utility co.
	Deposit for new water service - Tennant occupied property		Up to Three times the highest months bill - held until final bill
	Deposit for non/late payment of utility bill		Three times the highest month - held until 12 mo. on time payments
	After hours service initiation/termination fee	\$94	Per after hours service request
SWR005	Sewer Sewer Permit	\$85	Minimum Permit Fee
	Other Sewer Fees		
SWR010	Sewer Connection Fee	\$332	Per connection
SWR015	Sewer Dye test	\$238	Per request
SWR020	Sewer Stoppage Investigation	\$118	Per investigation.
SWR025	Saddle Main Line	\$362	Per request (includes two inspections)
SWR030	Residential Sewer Connection	\$118	Per request

New Rates Adopted and Implemented: March 2014

	FY2016-2017	
Water Charges		
Meter Size		BI-MONTHLY CHARGE
5/8", 3/4"	\$76.61	Per connection per bill
1"	\$102.88	Per connection per bill
1-1/2"	\$146.67	Per connection per bill
2"	\$199.21	Per connection per bill
3"	\$321.81	Per connection per bill
4"	\$496.95	Per connection per bill
PRIVATE FIRE SERVICE		BI-MONTHLY CHARGE
2"	\$6.05	Per connection per bill
4"	\$37.45	Per connection per bill
Low Income Discount:		BI-MONTHLY SERVICE CHARGE
5/8", 3/4"	\$49.80	Per connection per bill
1"	\$66.87	Per connection per bill
1-1/2"	\$95.34	Per connection per bill
2"	\$129.49	Per connection per bill
3"	\$209.18	Per connection per bill
4"	\$323.02	Per connection per bill
Consumption Charge		
1) Residential Tiered Rates (\$/CCF)		
Water Consumption Fee Tier 1 (<11ccf)	\$2.58	Per 100 cu. ft. of water (1 unit)
Water Consumption Fee Tier 2 (12-33 ccf)	\$3.36	Per 100 cu. ft. of water (1 unit)
Water Consumption Fee Tier 3 (34-66 ccf)	\$3.95	Per 100 cu. ft. of water (1 unit)
Water Consumption Fee Tier 3 (>66 ccf)	\$5.36	Per 100 cu. ft. of water (1 unit)
2) Non-Residential Rate (\$/CCF)		
Uniform	\$3.74	Per 100 cu. ft. of water (1 unit)
Sewer Charges		
Customer Class		
1) Residential	\$31.30	Bi-monthly Charge
2) Non-Residential		
Commercial Institutional	\$18.96	Bi-Monthly Charge
a) Commercial	\$0.70	Cost per CCF
b) Institutional	\$0.42	Cost per CCF