

ADDITIONAL SUPPORTING
DOCUMENTATION AND MATERIALS
ARE AVAILABLE IN THE OFFICE OF
THE CITY CLERK

Index of attachments for the Resolution Approving Certain Fee Adjustments for Various City Services and Programs

- A. Resolution
- B. Various Staff Memo
- C. March 18, 2009 and April 22, 2009 Finance Subcommittee Meeting Minutes

ATTACHMENT A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS ESTABLISHING FEES FOR CERTAIN PUBLIC FACILITIES USES AND SERVICES PROVIDED BY THE BUILDING & SAFETY, POLICE, PLANNING & NEIGHBORHOOD SERVICES, FIRE, PARKS & RECREATION, PUBLIC WORKS AND ENGINEERING DEPARTMENTS AND THE OFFICE OF THE CITY ATTORNEY

WHEREAS, pursuant to Milpitas Municipal Code Section IV-3-2.00, the City Manager is directed to calculate and propose adjustments to fees and charges imposed by various City of Milpitas departments to assure recovery of all or part of costs “reasonably borne” in providing the facilities, products or services provided by said City departments; and

WHEREAS, accordingly, the City has conducted an extensive service and cost analysis of certain services provided by the Building & Safety, Police, Planning & Neighborhood Services, Fire, Parks & Recreation Services, Public Works, and Engineering Departments, and the Office of the City Attorney, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees for such services; and

WHEREAS, the proposed fees and cost recovery schedules comply with the percentage limitations of Milpitas Municipal Code Section IV-3-4.00 (Listing Percentage of “Costs Reasonably Borne” to Be Recovered for Various Service Centers); and

WHEREAS, the proposed fees and cost recovery schedules shall ensure that general fund monies are not unfairly and inequitably used to subsidize certain services and facilities usage to the detriment of other vital and important public needs; and

WHEREAS, the City last revised its rate of overhead charges for services on February 19, 1991 in Resolution No. 5954, and has not updated the service-specific schedules of City Departments in recent years; and

WHEREAS, pursuant to Government Code Sections 66016, 66017, and 66018, the specific fees to be charged for certain services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and

WHEREAS, a notice of public hearing has been provided per California Government Code Sections 6062a and 66016, and the required public hearing was held on June 2, 2009, at which time oral and written presentations were made and received; and

WHEREAS, an update of certain fees and charges to be paid by those requesting such services needs be adopted so that the City might carry into effect the policies set forth in Title IV, Chapter 3 of the Milpitas Municipal Code and ensure that fees for services rendered do not exceed the cost of providing the services for which they are imposed; and

WHEREAS, the proposed fee update is supported by detailed records, calculations based upon years of professional training, education and experience, and measurements of cost and resource allocations; and

WHEREAS, specifically, the total labor cost of providing any particular service shall include a calculation of the “fully loaded” hourly cost of each category of City employee under a methodology that measures both the direct cost and indirect cost components associated with providing a particular service (“Cost Allocation Methodology”), as set forth in the February 2007 Cost Allocation Study. Under the Cost Allocation Methodology, direct costs shall include payroll and benefits, supplies, contractual services and capital outlay. Indirect costs shall include City department administrative costs, central service costs, building occupancy costs, and facility and equipment costs. Such indirect costs are also known as administrative and overhead costs; and

WHEREAS, the 2007 Cost Allocation Methodology has been made available to the public and has been made an official part of the record and justification for the fees proposed in this Resolution; and

WHEREAS, examples of calculations of fully-loaded billing rates for three categories of City employees are attached hereto as Exhibit A; and

WHEREAS, the cost recovery or fee categories marked as “Private Job Account” or “PJ Account” in the attached Exhibit B shall be based upon the calculation of the fully-loaded cost of providing the service under the Cost Allocation Methodology for the actual amount of time each City employee or consultant in each employment classification provides for any given service on a particular project; and

WHEREAS, the flat fee schedules listed in Exhibit B by various departments, if they do not list the fee as a Private Job Account or cost recovery rate, incorporate the fully-loaded average hourly cost of the employees used in providing the listed service and incorporate all other applicable costs, such as equipment or material acquisition costs, that are not considered in the Cost Allocation Methodology; and

WHEREAS, the nature of the fees and the total amounts thereof, which are described and listed in Exhibit B, are hereby determined to be reasonable in that the amounts thereof are not in excess of the estimated reasonable costs of providing the services for which the fees are proposed to be charged. The basis upon which this finding is made is analyzed and set forth in the Staff Report and Attachments submitted for consideration of this Resolution at the June 2, 2009 public hearing of the City Council, the March 18, 2009 and the April 22, 2009 meetings of the Milpitas Finance Subcommittee, and the supporting documentation kept on file at the Office of the City Clerk, the last of which was made available at least ten (10) days in advance of the June 2, 2009 City Council public hearing; and

WHEREAS, all requirements of California Government Code Sections 66016, 66017, and 66018 are hereby found to have been complied with; and

WHEREAS, with the exception of those fees for services or facilities specifically listed in Exhibit B, the City Council does not wish to repeal or amend fees set by previous resolution.

NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. That cost recovery for the hourly rate of personnel expenses of City employees in the Building & Safety, Police, Planning & Neighborhood Services, Fire, Parks & Recreation Services, Public Works, and Engineering Departments and Office of the City Attorney shall be calculated according to the Cost Allocation Methodology, as set forth and described herein.
3. The flat rate and PJ Account fees by category, type and nature of service listed in Exhibit B are hereby determined to not exceed the estimated reasonable costs of providing said services.
4. The overhead accounting methodology set forth in Resolution No. 5954 (February 19, 1991) is hereby repealed and the Director of Finance is hereby directed to use the Cost Allocation Methodology for calculating those services listed in Exhibit B.
5. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

6. The fees and facilities use charges for the Parks and Recreation Department and the Police Department shall become effective immediately. All other fees shall become effective on August 1, 2009, sixty (60) days after this Resolution is adopted.

PASSED AND ADOPTED this _____ day of _____, by the following vote:

AYES:

NOES:

ABSET:

ABSTAIN:

ATTEST:

APPROVED:

Mary Lavelle, City Clerk

Robert Livengood, Mayor

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

EXHIBIT A

EXAMPLE CALCULATIONS OF FULLY LOADED HOURLY BILLING RATES

Plan Check Engineer Hourly Rate at Full Cost

Direct Cost:

Annual Salary & Benefits		\$ 157,344
Services, Supplies and Capital Equipment	\$ 21,875	
Divided by number of employees in the Function	4	<u>5,469</u>
subtotal		\$ 162,813

Indirect Cost:

Department Administration Overhead	7.42%	12,077
General Administration Overhead	30.29%	49,311
Building Occupancy & Maintenance Services	28.23%	<u>45,954</u>
Total Full Cost		<u><u>\$ 270,154</u></u>

Divided by work hours* 1,792

Hourly Rate \$ 151

Annual Paid Hours	2,080
Leave Hours	
Training	16
Vacation	128
Sick leave	40
Holidays	104
	<u>288</u>
*Work Hours	1,792

Police Officer Hourly Rate at Full Cost

Direct Cost:

Annual Salary & Benefits		\$ 182,986
Services, Supplies and Capital Equipment	\$ 435,121	
Divided by number of employees in the Function	56	<u>7,770</u>
subtotal		\$ 190,756

Indirect Cost:

Department Administration Overhead	52.93%	100,965
General Administration Overhead	16.28%	31,051
Building Occupancy & Maintenance Services	23.13%	<u>44,125</u>
Total Full Cost		<u><u>\$ 366,898</u></u>

Divided by work hours* 1,792

Hourly Rate \$ 205

Annual Paid Hours	2,080
Leave Hours	
Training	16
Vacation	128
Sick leave	40
Holidays	104
	<u>288</u>
*Work Hours	1,792

Building Permit Technician Hourly Rate at Full Cost

Direct Cost:

Annual Salary & Benefits		\$ 106,242
Services, Supplies and Capital Equipment	\$ 63,950	
Divided by number of employees in the Function	5	<u>12,790</u>
subtotal		\$ 119,032

Indirect Cost:

Department Administration Overhead	7.42%	8,830
General Administration Overhead	30.29%	36,051
Building Occupancy & Maintenance Services	28.23%	<u>33,597</u>
Total Full Cost		<u><u>\$ 197,509</u></u>

Divided by work hours* 1,792

Hourly Rate \$ 110

Annual Paid Hours	2,080
Leave Hours	
Training	16
Vacation	128
Sick leave	40
Holidays	104
	<u>288</u>
*Work Hours	1,792

EXHIBIT B

UPDATED FEES FOR PARTICULAR CITY DEPARTMENTS, SERVICES AND FACILITIES



CITY OF MILPITAS
BUILDING AND SAFETY DEPARTMENT

FEE SCHEDULE
(WITH CHANGES NOTED IN ITALICS)

Including Certain Plan Review Fees for Planning and Engineering Departments

INDEX OF FEES

1. New Residential	Page
A. Notes for Residential Fees	1
B. New Residential (Sq. ft.)	2-3
C. Remodel/Addition (Sq. ft.)	3
D. Combination Permits	4
E. Miscellaneous Construction	4
F. Miscellaneous Fees	4-5
G. Other Plan Check, Inspection and Permit Fees	5
H. Hourly Rates, Special Services and Fee Adjustments	5-6
2. Commercial/Industrial	
A. Notes for Commercial/Industrial Fees	7
B. New Shell Buildings (Sq. ft.)	8
C. Tenant or Interior Improvement (Sq. ft.)	8-12
D. New Buildings (Sq. ft.)	12-14
E. Miscellaneous Construction	15
F. Other Plan Check, Inspection and Permit Fees	15
G. Miscellaneous Fees	15-16
H. Hourly Rates, Special Services and Fee Adjustments	16
3. Grading	17
4. Site Improvements	17
5. Pools or Spas	17
6. Re-roofing	17
7. Electrical	
Fee Schedule A	18
8. Mechanical	
Fee Schedule A	19
9. Plumbing	
Fee Schedule A	20

Fee Schedule Part I RESIDENTIAL

A. Notes for Residential Fees

- 1. Total Permit Fee:** The total permit fee is the sum of the plan check fee, inspection fee and other applicable charges or fees. Mechanical, electrical and plumbing plan review fees are included in plan check fees.
- 2. Minimum Fee:** The minimum fee is the fee shown for 100 sq. ft. or as indicated.
- 3. Increment Fee:** The increment fee is per 100 sq. ft. or fraction thereof.
- 4. Projects Larger Than 100 sq. ft. or as Indicated:** The fee is the sum of (1) the fee shown for the nearest sq. ft. (less than the project total) plus (2) the product of each additional 100 sq. ft. multiplied by the increment fee.
- 5. Single-Family and Two-Family fees:** All fees noted for single-family residential are also applicable to two-family residential.
- 6. Multi-Family Residential:** See Part 2, Commercial/Industrial Fee Schedule (Hotels, Motels & Multi-Family Residential) for plan check and inspection fees.
- 7. New Single-Family and Multi-Family Residential Electrical, Mechanical and Plumbing Fees:** Fees are \$110.00 permit fee plus \$0.14/sf (single-family) or \$0.09 (multi-family) for electrical work as per Part 7, \$0.37 /sf (single-family) or \$0.25/sf (multi-family) for mechanical work as per Part 8, and \$0.14/sf (single-family) or \$0.09 (multi-family) for plumbing work as per Part 9. These fees include both the MPE plan check and inspection.
- 8. Tract or Repetitive Construction Fees:**
Plan Check Fees: 25% of original single-family or multi-family fee
Inspection Fee: As noted on the published schedules

Example of Plan Check Fee:

Objective: Find the plan check fee for a 1,200 sq. ft. Custom 1-Story Residence, wood construction.

- Solution:
- Closest sq. ft. less than 1,200 is 1,000. Plan check fee base is thus \$1,434.00
 - Increment above 1,000 sq. ft. is 200 sq. ft. Incremental price is \$95.00 per 100 sq. ft., so product is $2 \times \$95 = \190.00
 - Total plan check fee is $\$1,434 + \$190 = \$1,624.00$

Fee Schedule Part I RESIDENTIAL

B. New Residential

Custom One-Story

Sq Ft	Plan Check Fee	increments	Inspection Fee	increments
1,000	\$1,434	\$95	\$2,208	\$161
1,500	\$1,910	\$86	\$3,015	\$145
2,000	\$2,338	\$77	\$3,742	\$131
2,500	\$2,723	\$69	\$4,395	\$118
3,000	\$3,070	\$62	\$4,984	\$106
4,000	\$3,693	\$56	\$6,043	\$95
5,000	\$4,256	\$51	\$6,997	\$86
10,000	\$6,783	\$45	\$11,287	\$77
15,000	\$9,057	\$42	\$15,149	\$64

Custom Two-Story

Sq Ft	Plan Check Fee	increments	Inspection Fee	increments
1,000	\$1,578	\$105	\$2,429	\$178
1,500	\$2,100	\$94	\$3,317	\$160
2,000	\$2,572	\$85	\$4,116	\$144
2,500	\$2,995	\$76	\$4,835	\$129
3,000	\$3,377	\$69	\$5,483	\$117
4,000	\$4,063	\$62	\$6,648	\$105
5,000	\$4,681	\$56	\$7,697	\$94
10,000	\$7,461	\$50	\$12,416	\$85
15,000	\$9,963	\$44	\$16,664	\$68

Tract Models One-Story

Sq Ft	Plan Check Fee	increments	Inspection Fee	increments
1,000	\$1,510	\$101	\$2,346	\$163
1,500	\$2,016	\$91	\$3,160	\$146
2,000	\$2,471	\$82	\$3,892	\$132
2,500	\$2,881	\$74	\$4,551	\$119
3,000	\$3,250	\$66	\$5,144	\$107
4,000	\$3,914	\$60	\$6,211	\$96
5,000	\$4,512	\$54	\$7,172	\$86
6,000	\$5,050	\$32	\$8,037	\$69

**Fee Schedule
Part I
RESIDENTIAL**

Tract Models Two-Story

Sq Ft	Plan Check Fee	increments	Inspection Fee	increments
1,000	\$1,661	\$111	\$2,581	\$179
1,500	\$2,217	\$100	\$3,475	\$161
2,000	\$2,719	\$90	\$4,281	\$145
2,500	\$3,169	\$81	\$5,006	\$130
3,000	\$3,575	\$73	\$5,658	\$117
4,000	\$4,306	\$66	\$6,832	\$106
5,000	\$4,963	\$59	\$7,889	\$95
6,000	\$5,555	\$47	\$8,840	\$75

C. Remodel/Addition

One-Story

Sq Ft	Plan Check Fee	increments	Inspection Fee	increments
100	\$159		\$193	
200	\$254		\$354	
300	\$349		\$515	
400	\$635	\$135	\$965	\$230
500	\$770	\$122	\$1,195	\$207
1,000	\$1,381	\$110	\$2,229	\$186
1,500	\$1,932	\$99	\$3,160	\$168
2,000	\$2,427	\$89	\$3,997	\$151
2,500	\$2,873	\$90	\$4,751	\$136
3,000	\$3,321	\$73	\$5,429	\$124

Two-Story

Sq Ft	Plan Check Fee	increments	Inspection Fee	increments
200	\$317		\$580	
300	\$422		\$745	
400	\$752	\$150	\$1,301	\$235
500	\$901	\$135	\$1,536	\$212
1,000	\$1,574	\$121	\$2,598	\$191
1,500	\$2,179	\$109	\$3,554	\$172
2,000	\$2,724	\$98	\$4,414	\$155
2,500	\$3,214	\$88	\$5,188	\$139
3,000	\$3,656	\$78	\$5,885	\$133

Fee Schedule Part I RESIDENTIAL

D. Combination Permits

Combination Permit Type	Plan Check Fee	MPE Combined Fee	Inspection Fee	Total Fee
Attached Garage-1 to 3 cars	\$453	\$0	\$276	\$729
Bathroom Remodel	\$131	\$115	\$276	\$522
Kitchen Remodel	\$131	\$115	\$276	\$522
Kitchen + 1 Bath Remodel	\$197	\$138	\$414	\$749
Stnd Patio Encl/Sun Room	\$197	\$138	\$351	\$686
Engrd Patio Encl/Sun Room	\$230	\$138	\$351	\$719
Garage conversion	\$197	\$138	\$351	\$686
Green House	\$197	\$0	\$351	\$548
Patio Cover	\$197	\$0	\$351	\$548
Detached Garage or Shed	\$197	\$69	\$351	\$617
Window, Skylight <i>or Door</i>	\$131	\$0	\$276	\$407
Additional Bathroom	\$0	\$115	\$276	\$391

E. Miscellaneous Construction

Permit Type	Plan Check Fee	MPE Combined Fee	Inspection Fee	Total Fee
Wood fences over 6' high, <i>concrete/masonry over 4' high*</i>	\$131	\$0	\$138	\$269
Sound Wall	\$302	\$0	\$414	\$716
Structural Roof Conversions	\$.44/sf	\$0	\$.69/sf	\$ 1.13/sf
AC Condenser Replacement	\$0	\$0	\$141	\$141
Furnace Replacement	\$0	\$0	\$141	\$141
Water Heater Replacement	\$0	\$0	\$141	\$141
Solar Panels (PV <i>or Water</i>)*	\$138	\$141	\$120	\$399
Solar Panels (PV <i>or Water</i>) without structural design*	\$0	\$141	\$0	\$141
<i>Fireplace reconstruction</i>	\$0	\$0	\$276	\$276
<i>Siding/stucco replacement</i>	\$0	\$0	\$276	\$276
<i>Seismic Strengthening</i>	\$0	\$0	\$276	\$276

*Fee listed limited to single-family and two-family residences

F. Miscellaneous Fees

◆ Change of Address, <i>per request</i>	\$350
◆ Extension of Plan Check	\$27
◆ Extension of Building Permit	\$27
◆ Records Research	\$22
◆ Records Research with Documentation, <i>per Address</i>	\$44

(continued next page)

Fee Schedule Part I RESIDENTIAL

F. Miscellaneous Fees (continued)

◆ Microfilming	
Document size 8 1/2 x 11	
1st 10 documents	\$1/ea
additional documents	\$.50/ea
Documents size 8 1/2 x 14 or larger	\$4/ea
◆ Report of Monthly or Yearly Building Permit Activity (no charge to public agencies)	\$38
◆ Reprinting of lost Building Permit cards	\$22
◆ Alternative Materials or Methods of Construction	\$350
◆ Strong Motion instrumentation and Seismic Hazard Mapping Fees (State Fees):	
Category 1-Residential, 1st to 3rd Story: Valuation x 0.0001= Fee (Min. Fee is \$.50)	
Category 2-All Other Buildings: Valuation x 0.00021= Fee (Min. Fee is \$.50)	
◆ <i>Building Standards Administration Special Revolving Fund</i>	
Permit Valuation \$1 to \$25,000	\$1
Permit Valuation \$25,001 to \$50,000	\$2
Permit Valuation \$50,001 to \$75,000	\$3
Permit Valuation \$75,001 to \$100,000	\$4
Every \$25,000 or fraction thereof above \$100,000	Add \$1
◆ *Permitting Automation Fee	2.5% of total permit fee

G. Other Plan Check, Inspection and Permit Fees

◆ Plan Check, Title 24 Energy Conservation	10% of Plan Check Fee
◆ After Hours Plan Check (2 hr. min.)	\$453
◆ After Hours Inspection (2 hr. min.)	\$414
◆ Plan Check Revisions (2 hr. min.)	\$302
◆ Resale Inspection	\$299
◆ Fire Damage Inspection (2 hr. min.)	\$276
◆ Inspection Investigation Fee (construction w/o permits, per MMC)	100% of Inspection Fee
◆ Reinspection	\$104
◆ Demolition Permit	\$138
◆ Residential Re-roofing Permit, Single-Family	\$368
◆ Residential Re-roofing Permit, Multi-Family (per each building)	\$518

H. Hourly Rates, Special Services and Fee Adjustments

◆ Building Inspection Division:	
<u>Fees Based on Hourly Rates:</u> When the nature of work precludes assessment of fees based on the square footage method, plan check fees and/or inspections shall be charged on an hourly rate basis.	
<u>Hourly Rates:</u> When hourly rates are used to assess fees, the rates shall be as follows:	
Clerical and Permit Technician	\$110/hr
Building Inspector	\$138/hr
Plan Checker	\$131/hr
Plan Check Engineer	\$151/hr

(continued next page)

Fee Schedule Part I RESIDENTIAL

H. Hourly Rates, Special Services and Fee Adjustments (continued)

Overtime Hourly Rates: When plan checks or inspections are performed on an overtime basis request of an applicant, overtime rates shall be as follows:

Clerical and Permit Technician	\$165/hr
Building Inspector	\$207/hr
Plan Checker	\$197/hr
Plan Check Engineer	\$227/hr
◆ Planning Division (for projects that have not established a Private Job account)	
Review of modifications to single-family residential projects, not in hillside areas	\$76
Review of modifications to single-family residential projects, hillside areas	\$151
All other permit application reviews (1/2 hr. minimum)	\$151/hr
◆ Engineering Division (for projects that have not established a Private Job account)	
Review of modifications to single-family residential projects	\$109
All other permit application reviews	\$151/hr

◆ **Special Services and Fee Adjustments**

Special Services: When the Building Inspection Division provides requested or necessary services that are not included in this Fee Schedule, the Chief Building Official may assess and collect such fees that are reasonably necessary to defray the cost of such services.

Fee Adjustments: In instances where the strict application of fees from this schedule would constitute a substantial inequity to an applicant or to the City, the Chief Building Official shall be authorized to adjust such fees on a case-by-case basis. Any such adjustments shall be recorded in writing and entered into the appropriate files.

I. Manufactured Home Permit Fees

◆ <i>Permit fee</i>	\$196
◆ <i>Awning, each</i>	\$196
◆ <i>Porch larger than 12 sf</i>	\$196
◆ <i>Deck larger than 12 sf</i>	\$196
◆ <i>Cabana, each</i>	\$196
◆ <i>Ramada, each</i>	\$196
◆ <i>Fence over 6' high</i>	\$196
◆ <i>Windbreak over 6' high</i>	\$196
◆ <i>Private garage</i>	\$196
<i>Mechanical, electrical or plumbing, add</i>	\$196
◆ <i>Stop Work Notice</i>	100% of Inspection Fee
◆ <i>Additional 1 hour inspection time</i>	\$82
◆ <i>Additional 1/2 hour inspection time</i>	\$41

**All fees for the above are based upon Standard Approved Plans with numbers issued by the Department of HCD. All other plan fees will be based upon square footage.*

Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL

A. Notes for Commercial/Industrial Fees:

1. **Total Permit Fee:** The total permit fee is the sum of the plan check fee, inspection fee and other applicable fees. Mechanical, electrical and plumbing review fees are not included in plan check fees.
2. **Minimum Fee:** The minimum fee is the fee shown for 1,000 sq. ft.
3. **Increment Fee:** The increment fee is per 100 sq. ft. or fraction thereof.
4. **Projects Larger Than 1000 sq. ft. or as Indicated:** The fee is the sum of (1) the fee shown for the nearest sq. ft. (less than the project total) plus (2) the product of each additional 100 sq. ft. multiplied by the increment fee.
5. **Issuance Fee:** When more than one specialty permit (mechanical, electrical and plumbing) is concurrently issued to one applicant, only one issuance fee of \$110.00 will be charged.
6. **Electrical, Mechanical and Plumbing Fees, Hotels and Motels:** These fees shall be tabulated using a unit count of fixtures, equipment, appliances and items from Parts 7, 8 and 9 Schedules.
7. **Fee Selection:** For the purpose of selecting appropriate fees in this schedule, the main exterior wall materials shall be used to determine whether fees for "wood" (Type V bldgs), "concrete" (Type III bldgs), or "steel" (Type II bldgs) are to be used. Fees for improvements to existing buildings shall likewise be based on the main exterior wall material.

Example of Plan Check Fee:

Objective: Find the plan check fee for a 1,200 sq. ft. Commercial or Industrial Shell Building project with wood construction.

- Solution:
- a. Closest sq. ft. less than 1,200 is 1,000. Plan check fee base is thus \$2,281.00
 - b. Increment above 1,000 sq. ft. is 200 sq. ft. Incremental price is \$57.00 per 100 sq. ft., so product is $2 \times \$57 = \114.00
 - c. Total plan check fee is $\$2,281 + \$114 = \$2,395.00$

**Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL**

B. NEW SHELL BUILDINGS

SHELL												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 2,281	\$ 57	\$ 2,630	\$ 66	2608	\$ 62	\$ 1,095	\$ 23	\$ 930	\$ 18	\$ 769	\$ 14
5,000	\$ 4,570	\$ 52	\$ 5,262	\$ 59	5083	\$ 56	\$ 2,020	\$ 21	\$ 1,668	\$ 17	\$ 1,337	\$ 13
10,000	\$ 7,145	\$ 46	\$ 8,222	\$ 53	7868	\$ 50	\$ 3,061	\$ 19	\$ 2,498	\$ 15	\$ 1,976	\$ 11
15,000	\$ 9,463	\$ 42	\$ 10,887	\$ 48	10374	\$ 45	\$ 3,998	\$ 17	\$ 3,245	\$ 13	\$ 2,550	\$ 10
20,000	\$ 11,549	\$ 38	\$ 13,285	\$ 43	12629	\$ 41	\$ 4,842	\$ 15	\$ 3,917	\$ 12	\$ 3,068	\$ 9
35,000	\$ 17,181	\$ 34	\$ 19,760	\$ 39	18719	\$ 37	\$ 7,119	\$ 14	\$ 5,733	\$ 11	\$ 4,465	\$ 8
50,000	\$ 22,250		\$ 25,587		24200		\$ 9,168		\$ 7,366		\$ 5,722	

C. TENANT or INTERIOR IMPROVEMENT

OFFICE-T.I.												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 780	\$ 32	\$ 808	\$ 37	\$ 808	\$ 37	\$ 1,228	\$ 22	\$ 1,066	\$ 18	\$ 1,051	\$ 15
5,000	\$ 2,047	\$ 29	\$ 2,281	\$ 33	\$ 2,281	\$ 33	\$ 2,122	\$ 20	\$ 1,786	\$ 16	\$ 1,664	\$ 14
10,000	\$ 3,472	\$ 26	\$ 3,937	\$ 30	\$ 3,937	\$ 30	\$ 3,128	\$ 18	\$ 2,596	\$ 15	\$ 2,353	\$ 12
15,000	\$ 4,755	\$ 23	\$ 5,428	\$ 27	\$ 5,428	\$ 27	\$ 4,034	\$ 16	\$ 3,325	\$ 13	\$ 2,973	\$ 11
20,000	\$ 5,909	\$ 21	\$ 6,770	\$ 24	\$ 6,770	\$ 24	\$ 4,849	\$ 15	\$ 3,981	\$ 12	\$ 3,531	\$ 10
35,000	\$ 9,026	\$ 19	\$ 10,392	\$ 22	\$ 10,392	\$ 22	\$ 7,049	\$ 13	\$ 5,752	\$ 11	\$ 5,038	\$ 9
50,000	\$ 11,832		\$ 13,652		\$ 13,652		\$ 9,029		\$ 7,346		\$ 6,395	

**Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL**

C. TENANT or INTERIOR IMPROVEMENT

CHURCH-T.I.																		
SQ. FT.	WOOD			CONCRETE			STEEL			WOOD			CONCRETE			STEEL		
	Plan Check Fee	increments		Plan Check Fee	increments		Plan Check Fee	increments		Inspection Fee	increments		Inspection Fee	increments		Inspection Fee	increments	
1,000	\$ 1,587	\$ 68		\$ 1,752	\$ 71		\$ 1,747	\$ 70		\$ 1,649	\$ 48		\$ 1,354	\$ 45		\$ 1,058	\$ 41	
5,000	\$ 4,316	\$ 61		\$ 4,584	\$ 64		\$ 4,545	\$ 63		\$ 3,585	\$ 44		\$ 3,151	\$ 40		\$ 2,712	\$ 37	
10,000	\$ 7,387	\$ 55		\$ 7,770	\$ 57		\$ 7,693	\$ 57		\$ 5,763	\$ 39		\$ 5,173	\$ 36		\$ 4,573	\$ 34	
15,000	\$ 10,151	\$ 50		\$ 10,638	\$ 52		\$ 10,526	\$ 51		\$ 7,723	\$ 35		\$ 6,993	\$ 33		\$ 6,248	\$ 30	
20,000	\$ 12,638	\$ 45		\$ 13,219	\$ 46		\$ 13,075	\$ 46		\$ 9,487	\$ 32		\$ 8,631	\$ 29		\$ 7,756	\$ 27	
35,000	\$ 19,353	\$ 40		\$ 20,187	\$ 42		\$ 19,959	\$ 41		\$ 14,251	\$ 29		\$ 13,053	\$ 27		\$ 11,826	\$ 24	
50,000	\$ 25,397			\$ 26,458			\$ 26,155			\$ 18,538			\$ 17,033			\$ 15,489		

RESTAURANT-T.I.																		
SQ. FT.	WOOD			CONCRETE			STEEL			WOOD			CONCRETE			STEEL		
	Plan Check Fee	increments		Plan Check Fee	increments		Plan Check Fee	increments		Inspection Fee	increments		Inspection Fee	increments		Inspection Fee	increments	
1,000	\$ 1,669	\$ 83		\$ 1,718	\$ 92		\$ 1,718	\$ 92		\$ 1,858	\$ 61		\$ 1,701	\$ 58		\$ 1,671	\$ 52	
5,000	\$ 4,990	\$ 75		\$ 5,391	\$ 83		\$ 5,391	\$ 83		\$ 4,309	\$ 55		\$ 4,013	\$ 52		\$ 3,763	\$ 47	
10,000	\$ 8,727	\$ 67		\$ 9,524	\$ 74		\$ 9,524	\$ 74		\$ 7,065	\$ 50		\$ 6,613	\$ 47		\$ 6,117	\$ 42	
15,000	\$ 12,090	\$ 61		\$ 13,244	\$ 67		\$ 13,244	\$ 67		\$ 9,546	\$ 45		\$ 8,954	\$ 42		\$ 8,236	\$ 38	
20,000	\$ 15,116	\$ 54		\$ 16,591	\$ 60		\$ 16,591	\$ 60		\$ 11,779	\$ 40		\$ 11,060	\$ 38		\$ 10,143	\$ 34	
35,000	\$ 23,288	\$ 49		\$ 25,629	\$ 54		\$ 25,629	\$ 54		\$ 17,807	\$ 36		\$ 16,748	\$ 34		\$ 15,291	\$ 31	
50,000	\$ 30,643			\$ 33,764			\$ 33,764			\$ 23,233			\$ 21,866			\$ 19,925		

**Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL**

C. TENANT or INTERIOR IMPROVEMENT

EDUCATION T.I.																		
	WOOD			CONCRETE			STEEL			WOOD			CONCRETE			STEEL		
SQ. FT.	Plan Check	increments		Plan Check	increments		Plan Check	increments		Inspection	increments		Inspection	increments		Inspection	increments	
	Fee			Fee			Fee			Fee			Fee			Fee		
1,000	\$ 1,537	\$ 59		\$ 1,569	\$ 65		\$ 1,585	\$ 68		\$ 1,843	\$ 59		\$ 1,671	\$ 52		\$ 1,383	\$ 50	
5,000	\$ 3,910	\$ 53		\$ 4,166	\$ 58		\$ 4,300	\$ 61		\$ 4,186	\$ 53		\$ 3,763	\$ 47		\$ 3,395	\$ 45	
10,000	\$ 6,579	\$ 48		\$ 7,088	\$ 53		\$ 7,354	\$ 55		\$ 6,822	\$ 47		\$ 6,117	\$ 42		\$ 5,659	\$ 41	
15,000	\$ 8,981	\$ 43		\$ 9,718	\$ 47		\$ 10,102	\$ 49		\$ 9,194	\$ 43		\$ 8,236	\$ 38		\$ 7,696	\$ 37	
20,000	\$ 11,142	\$ 39		\$ 12,085	\$ 43		\$ 12,576	\$ 45		\$ 11,329	\$ 38		\$ 10,143	\$ 34		\$ 9,530	\$ 33	
35,000	\$ 16,979	\$ 35		\$ 18,475	\$ 38		\$ 19,256	\$ 40		\$ 17,094	\$ 35		\$ 15,291	\$ 31		\$ 14,480	\$ 30	
50,000	\$ 22,233			\$ 24,227			\$ 25,267			\$ 22,282			\$ 19,925			\$ 18,935		

CLINICS T.I.																		
	WOOD			CONCRETE			STEEL			WOOD			CONCRETE			STEEL		
SQ. FT.	Plan Check	increments		Plan Check	increments		Plan Check	increments		Inspection	increments		Inspection	increments		Inspection	increments	
	Fee			Fee			Fee			Fee			Fee			Fee		
1,000	\$ 1,483	\$ 77		\$ 1,509	\$ 81		\$ 1,509	\$ 81		\$ 1,912	\$ 71		\$ 1,619	\$ 68		\$ 1,470	\$ 66	
5,000	\$ 4,555	\$ 69		\$ 4,767	\$ 73		\$ 4,767	\$ 73		\$ 4,752	\$ 64		\$ 4,333	\$ 61		\$ 4,108	\$ 59	
10,000	\$ 8,011	\$ 62		\$ 8,432	\$ 66		\$ 8,432	\$ 66		\$ 7,946	\$ 57		\$ 7,386	\$ 55		\$ 7,076	\$ 53	
15,000	\$ 11,121	\$ 56		\$ 11,730	\$ 59		\$ 11,730	\$ 59		\$ 10,820	\$ 52		\$ 10,134	\$ 49		\$ 9,747	\$ 48	
20,000	\$ 13,921	\$ 50		\$ 14,699	\$ 53		\$ 14,699	\$ 53		\$ 13,408	\$ 47		\$ 12,607	\$ 45		\$ 12,151	\$ 43	
35,000	\$ 21,479	\$ 45		\$ 22,714	\$ 48		\$ 22,714	\$ 48		\$ 20,393	\$ 42		\$ 19,285	\$ 40		\$ 18,642	\$ 39	
50,000	\$ 28,281			\$ 29,928			\$ 29,928			\$ 26,680			\$ 25,295			\$ 24,483		

**Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL**

C. TENANT or INTERIOR IMPROVEMENT

RETAIL STORES-T.I.												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 1,093	\$ 34	\$ 1,130	\$ 40	\$ 1,112	\$ 37	\$ 1,301	\$ 36	\$ 1,303	\$ 36	\$ 1,006	\$ 32
5,000	\$ 2,443	\$ 30	\$ 2,744	\$ 36	\$ 2,599	\$ 33	\$ 2,723	\$ 32	\$ 2,739	\$ 32	\$ 2,289	\$ 29
10,000	\$ 3,962	\$ 27	\$ 4,560	\$ 33	\$ 4,272	\$ 30	\$ 4,323	\$ 29	\$ 4,353	\$ 29	\$ 3,733	\$ 26
15,000	\$ 5,329	\$ 25	\$ 6,195	\$ 29	\$ 5,778	\$ 27	\$ 5,763	\$ 26	\$ 5,806	\$ 26	\$ 5,032	\$ 23
20,000	\$ 6,559	\$ 22	\$ 7,665	\$ 26	\$ 7,133	\$ 24	\$ 7,058	\$ 23	\$ 7,114	\$ 24	\$ 6,202	\$ 21
35,000	\$ 9,881	\$ 20	\$ 11,637	\$ 24	\$ 10,792	\$ 22	\$ 10,556	\$ 21	\$ 10,646	\$ 21	\$ 9,359	\$ 19
50,000	\$ 12,870		\$ 15,211		\$ 14,084		\$ 13,705		\$ 13,824		\$ 12,200	

MANUFACTURE NON-HAZARDOUS-T.I.												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 1,039	\$ 24	\$ 1,334	\$ 23	\$ 1,335	\$ 23	\$ 1,233	\$ 23	\$ 937	\$ 20	\$ 928	\$ 18
5,000	\$ 1,998	\$ 22	\$ 2,244	\$ 20	\$ 2,255	\$ 21	\$ 2,158	\$ 21	\$ 1,719	\$ 18	\$ 1,648	\$ 16
10,000	\$ 3,076	\$ 19	\$ 3,268	\$ 18	\$ 3,290	\$ 19	\$ 3,199	\$ 19	\$ 2,599	\$ 16	\$ 2,458	\$ 15
15,000	\$ 4,047	\$ 17	\$ 4,189	\$ 17	\$ 4,221	\$ 17	\$ 4,136	\$ 17	\$ 3,392	\$ 14	\$ 3,187	\$ 13
20,000	\$ 4,921	\$ 15	\$ 5,018	\$ 15	\$ 5,059	\$ 15	\$ 4,980	\$ 15	\$ 4,105	\$ 13	\$ 3,843	\$ 12
35,000	\$ 7,279	\$ 14	\$ 7,256	\$ 13	\$ 7,321	\$ 14	\$ 7,257	\$ 14	\$ 6,030	\$ 12	\$ 5,614	\$ 11
50,000	\$ 9,402		\$ 9,271		\$ 9,358		\$ 9,306		\$ 7,762		\$ 7,208	

**Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL**

C. TENANT or INTERIOR IMPROVEMENT

MANUFACTURE HAZARDOUS-T.I.												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 1,676	\$ 30	\$ 1,973	\$ 29	\$ 1,973	\$ 29	\$ 1,474	\$ 17	\$ 1,193	\$ 16	\$ 1,054	\$ 16
5,000	\$ 2,875	\$ 27	\$ 3,138	\$ 26	\$ 3,138	\$ 26	\$ 2,149	\$ 15	\$ 1,832	\$ 14	\$ 1,684	\$ 14
10,000	\$ 4,223	\$ 24	\$ 4,447	\$ 24	\$ 4,447	\$ 24	\$ 2,908	\$ 14	\$ 2,551	\$ 13	\$ 2,393	\$ 13
15,000	\$ 5,436	\$ 22	\$ 5,626	\$ 21	\$ 5,626	\$ 21	\$ 3,592	\$ 12	\$ 3,199	\$ 12	\$ 3,032	\$ 11
20,000	\$ 6,528	\$ 20	\$ 6,687	\$ 19	\$ 6,687	\$ 19	\$ 4,207	\$ 11	\$ 3,781	\$ 10	\$ 3,606	\$ 10
35,000	\$ 9,477	\$ 18	\$ 9,551	\$ 17	\$ 9,551	\$ 17	\$ 5,868	\$ 10	\$ 5,355	\$ 9	\$ 5,157	\$ 9
50,000	\$ 12,131		\$ 12,129		\$ 12,129		\$ 7,363		\$ 6,770		\$ 6,553	

D. NEW BUILDINGS

THEATER												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 1,693	\$ 60	\$ 1,719	\$ 65	\$ 1,719	\$ 65	\$ 1,688	\$ 56	\$ 1,375	\$ 49	\$ 1,238	\$ 49
5,000	\$ 4,100	\$ 54	\$ 4,317	\$ 58	\$ 4,317	\$ 58	\$ 3,911	\$ 50	\$ 3,329	\$ 44	\$ 3,196	\$ 44
10,000	\$ 6,807	\$ 49	\$ 7,239	\$ 53	\$ 7,239	\$ 53	\$ 6,411	\$ 45	\$ 5,527	\$ 40	\$ 5,400	\$ 40
15,000	\$ 9,244	\$ 44	\$ 9,869	\$ 47	\$ 9,869	\$ 47	\$ 8,661	\$ 40	\$ 7,506	\$ 36	\$ 7,382	\$ 36
20,000	\$ 11,437	\$ 39	\$ 12,236	\$ 43	\$ 12,236	\$ 43	\$ 10,686	\$ 36	\$ 9,286	\$ 32	\$ 9,167	\$ 32
35,000	\$ 17,358	\$ 36	\$ 18,626	\$ 38	\$ 18,626	\$ 38	\$ 16,153	\$ 33	\$ 14,094	\$ 29	\$ 13,985	\$ 29
50,000	\$ 22,687		\$ 24,378		\$ 24,378		\$ 21,074		\$ 18,420		\$ 18,322	

**Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL**

D. NEW BUILDINGS

GAS STATION												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 1,445	\$ 70	\$ 1,524	\$ 84	\$ 1,545	\$ 88	\$ 1,939	\$ 76	\$ 1,844	\$ 83	\$ 1,649	\$ 73
5,000	\$ 4,243	\$ 63	\$ 4,884	\$ 76	\$ 5,062	\$ 79	\$ 4,966	\$ 68	\$ 5,184	\$ 75	\$ 4,582	\$ 66
10,000	\$ 7,391	\$ 57	\$ 8,665	\$ 68	\$ 9,019	\$ 71	\$ 8,371	\$ 61	\$ 8,941	\$ 68	\$ 7,882	\$ 59
15,000	\$ 10,224	\$ 51	\$ 12,067	\$ 61	\$ 12,580	\$ 64	\$ 11,436	\$ 55	\$ 12,323	\$ 61	\$ 10,852	\$ 53
20,000	\$ 12,774	\$ 46	\$ 15,129	\$ 55	\$ 15,785	\$ 58	\$ 14,194	\$ 50	\$ 15,367	\$ 55	\$ 13,525	\$ 48
35,000	\$ 19,658	\$ 41	\$ 23,397	\$ 50	\$ 24,438	\$ 52	\$ 21,642	\$ 45	\$ 23,584	\$ 49	\$ 20,741	\$ 43
50,000	\$ 25,853		\$ 30,838		\$ 32,226		\$ 28,344		\$ 30,980		\$ 27,236	

PARKING STRUCTURES												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 1,615	\$ 46	\$ 1,974	\$ 56	\$ 1,922	\$ 47	\$ 1,899	\$ 44	\$ 1,871	\$ 39	\$ 1,548	\$ 30
5,000	\$ 3,459	\$ 41	\$ 4,229	\$ 51	\$ 3,800	\$ 42	\$ 3,647	\$ 39	\$ 3,418	\$ 35	\$ 2,760	\$ 27
10,000	\$ 5,534	\$ 37	\$ 6,766	\$ 46	\$ 5,913	\$ 38	\$ 5,614	\$ 35	\$ 5,158	\$ 31	\$ 4,123	\$ 25
15,000	\$ 7,401	\$ 34	\$ 9,049	\$ 41	\$ 7,815	\$ 34	\$ 7,384	\$ 32	\$ 6,725	\$ 28	\$ 5,350	\$ 22
20,000	\$ 9,081	\$ 30	\$ 11,104	\$ 37	\$ 9,526	\$ 31	\$ 8,977	\$ 29	\$ 8,134	\$ 25	\$ 6,454	\$ 20
35,000	\$ 13,618	\$ 27	\$ 16,652	\$ 33	\$ 14,148	\$ 28	\$ 13,278	\$ 26	\$ 11,941	\$ 23	\$ 9,435	\$ 18
50,000	\$ 17,702		\$ 21,645		\$ 18,307		\$ 17,150		\$ 15,366		\$ 12,118	

**Fee Schedule
Part 2
COMMERCIAL/INDUSTRIAL**

D. NEW BUILDINGS

HOTEL/MOTEL/MULTI-FAMILY												
SQ. FT.	WOOD		CONCRETE		STEEL		WOOD		CONCRETE		STEEL	
	Plan Check Fee	increments	Plan Check Fee	increments	Plan Check Fee	increments	Inspection Fee	increments	Inspection Fee	increments	Inspection Fee	increments
1,000	\$ 1,832	\$ 85	\$ 2,253	\$ 107	\$ 2,252	\$ 107	\$ 1,904	\$ 94	\$ 1,632	\$ 95	\$ 1,496	\$ 95
5,000	\$ 5,236	\$ 77	\$ 6,518	\$ 96	\$ 6,513	\$ 96	\$ 5,678	\$ 85	\$ 5,437	\$ 86	\$ 5,315	\$ 86
10,000	\$ 9,066	\$ 69	\$ 11,317	\$ 86	\$ 11,306	\$ 86	\$ 9,923	\$ 76	\$ 9,718	\$ 77	\$ 9,610	\$ 77
15,000	\$ 12,513	\$ 62	\$ 15,636	\$ 78	\$ 15,620	\$ 78	\$ 13,744	\$ 69	\$ 13,571	\$ 69	\$ 13,477	\$ 70
20,000	\$ 15,615	\$ 56	\$ 19,523	\$ 70	\$ 19,502	\$ 70	\$ 17,183	\$ 62	\$ 17,038	\$ 62	\$ 16,956	\$ 63
35,000	\$ 23,992	\$ 50	\$ 30,017	\$ 63	\$ 29,984	\$ 63	\$ 26,468	\$ 56	\$ 26,400	\$ 56	\$ 26,351	\$ 56
50,000	\$ 31,530		\$ 39,462		\$ 39,419		\$ 34,824		\$ 34,825		\$ 34,806	

NOTES:

- Occupancies not noted will be classified to the closest category of building use noted above.
- Fees for all projects larger than 50,000 sq. ft. will be determined by the following valuation table:

Total Valuation	Inspection Fee	Plan Check Fee	Mechanical, Plumbing & Electrical Fee
\$ 500,001 and Up	\$10,235.00 for the first \$ 500,001.00, plus \$14.72 for each additional \$ 1,000.00 or fraction thereof	14% of Inspection fee	See Parts 7,8 & 9

Fee Schedule

Part 2

COMMERCIAL/INDUSTRIAL

E. Miscellaneous Construction

◆ Roof equipment	
\$578 first piece of equipment	
\$289 each additional piece of equipment	
◆ Equipment Installation, tank farm \$289 (first) and \$145 (others)	
◆ Racks > 6', per <i>each</i> type	
\$289 first rack	
\$145 each 5 additional racks or <i>fraction thereof</i>	
◆ Roof Screen	\$578
◆ Fences	\$578
◆ Monument Sign (<i>not including electrical</i>)	\$289
◆ Wall Mounted Sign, <i>first two (not including electrical)</i>	\$220
◆ Solar (PV) 0 to 8 kW	\$675
◆ Solar (PV) 9 to 48 kW	\$903
◆ Solar (PV) 49 kW and above	\$2,214
◆ Structures not listed:	
Plan Check Engineer hourly rate (1 hr. min.)	\$151
Building Inspector hourly rate (1 hr. min.)	\$138

F. Other Plan Check, Inspection and Permit Fees

◆ Plan Check, Title 24 Energy Conservation	10% of Plan Check fee
◆ After Hours Plan Check (2 hr. min.)	\$453
◆ After Hours Inspection (2 hr. min.)	\$414
◆ Certificate of Occupancy Inspection	\$303
◆ Courtesy Inspection under a Temporary Permit (2 hr. min.)	\$276
◆ Fire Damage Inspection	\$276
◆ Inspection Investigation Fee (construction w/o permits per MMC)	100% of permit fee
◆ Reinspection	\$104
◆ Christmas Tree Lot Permit	\$138
◆ Demolition Permit	\$138
◆ Temporary Building Permit	\$460

G. Miscellaneous Fees

◆ Change of Address, <i>per request (large projects will require additonal fee)</i>	\$350
◆ Microfilming	
8 1/2 x 11, 1st 10	\$1/ea
8 1/2 x 11, 11 +	\$.50/ea
<i>Documents size 8 1/2 x 14 or larger</i>	\$4/ea
◆ Extension of Plan Check	\$27
◆ Extension of Building Permit	\$27
◆ Records Research	\$22
◆ Records Research with Documentation, per Address	\$44
◆ Report of Monthly Building Permit Activity (no charge to public agencies)	\$38
◆ Reprinting lost Building Permit Cards	\$22

(continued next page)

Fee Schedule

Part 2

COMMERCIAL/INDUSTRIAL

G. Miscellaneous Fees (continued)

- ◆ Alternative Materials or Methods of Construction Request \$350
- ◆ Strong Motion instrumentation and Seismic Hazard Mapping Fees (State Fee):
 - Category 1 - Residential, 1st to 3rd Story: Valuation x 0.0001= Fee (Minimum Fee is \$.50)
 - Category 2 - All Other Buildings: Valuation x 0.00021= Fee (Minimum Fee is \$.50)
- ◆ Disabled Access Exception Request \$302
- ◆ Faithful Performance Bond - Execution \$253
- ◆ *Building Standards Administration Special Revolving Fund*
 - Permit Valuation \$1 to \$25,000 \$1
 - Permit Valuation \$25,001 to \$50,000 \$2
 - Permit Valuation \$50,001 to \$75,000 \$3
 - Permit Valuation \$75,001 to \$100,000 \$4
 - Every \$25,000 or fraction thereof above \$100,000 Add \$1
- ◆ *Permitting Automation Fee 2.5% of total permit fee

H. Hourly Rates, Special Services and Fee Adjustments

◆ Building Inspection Division

Fees Based on Hourly Rates: When the nature of work precludes assessment of fees based on the square footage method, plan check fees and/or inspections shall be charged on an hourly rate basis

Hourly Rates: When hourly rates are used to assess fees, the rates shall be as follows:

Clerical and Permit Technician	\$110/hr
Building Inspector	\$138/hr
Plan Checker	\$131/hr
Plan Check Engineer	\$151/hr

Overtime Hourly Rates: When plan checks or inspections are performed on a overtime basis at request of an applicant, overtime rates shall be as follows:

Clerical and Permit Technician	\$165/hr
Building Inspector	\$207/hr
Plan Checker	\$197/hr
Plan Check Engineer	\$227/hr

- ◆ **Planning Division** (for projects that have not established a Private Job account)
 - Permit application review \$151/hr (\$76 min. charge)

- ◆ **Engineering Division** (for projects that have not established a Private Job account)
 - Commercial and Industrial permit application review \$151/hr (\$109 min. charge)

◆ Special Services and Fee Adjustments

Special Services: When the Building Inspection Division provides requested or necessary services that are not included in this Fee Schedule, the Chief Building Official may assess and collect such fees that are reasonably necessary to defray the cost of such services.

Fee Adjustments: In instances where the strict application of fees from this schedule would constitute a substantial inequity to an applicant or to the City, the Chief Building Official shall be authorized to adjust such fees on a case-by-case basis. Any such adjustments shall be recorded in writing and entered into the appropriate files.

Fee Schedule Parts 3-9

3. Grading

- ♦ **Plan Check**
Grading Plan Check (2 hr. min.) \$151/hr
- ♦ **Inspection**
0 - 10,000 Cubic Yards \$455
10,001 - 100,000 Cubic Yards:
 \$455 plus \$60 for each additional 10,000 cy or fraction thereof
Over 100,000 Cubic Yards:
 \$994 plus \$30 for each additional 10,000 cy or fraction thereof
- ♦ *Permitting Automation Fee 2.5% of total permit fee

4. Site Improvements

- ♦ **Plan Check**
Site Improvement Plan Check (2 hr. min.) \$151/hr
- ♦ **Inspection** (*Note: Fee Accumulates*)

	sq.ft.	sq.ft.	\$/sq.ft.
	0	50,000	\$0.160
<i>For each additional:</i>	50,001	100,000	<i>add</i> \$0.090
<i>For each additional:</i>	100,001	500,000	<i>add</i> \$0.040
<i>For each additional:</i>	500,001	1,000,000	<i>add</i> \$0.026
<i>For each additional:</i>	1,000,001	2,000,000	<i>add</i> \$0.022
<i>For each additional:</i>	2,000,001	and up	<i>add</i> \$0.020
- ♦ Storm Drain Permit per project \$138
- ♦ *Permitting Automation Fee 2.5% of total permit fee

5. Pools or Spas

- ♦ Pool or Spa Plan Check (1 hr. minimum) \$151/hr
- ♦ Swimming Pool - Private \$345
- ♦ Swimming Pool - Public \$483
- ♦ Spa -separate \$207
- ♦ Private Pool and Spa together \$483
- ♦ *Permitting Automation Fee 2.5% of total permit fee

6. Re-Roofing

- ♦ Single-Family Residential, each building \$368
 - ♦ Multi-Family, Residential, each building \$518
 - ♦ Commercial/Industrial, each building** \$667
 - ♦ *Permitting Automation Fee 2.5% of total permit fee
- **Additional fees may be charged for roof penetrations or equipment installation*

7. Electrical

- ♦ See Schedule A, Part 7

8. Mechanical

- ♦ See Schedule A, Part 8

9. Plumbing

- ♦ See Schedule A, Part 9

**Fee Schedule
Part 7
ELECTRICAL**

Schedule A

	<u>Fee</u>
♦ Electrical Permit Issuance.....	\$110
♦ Plan Check Fee.....	\$ 151/hr
♦ Permit Fee, New Residential Construction, Single-Family.....	\$0.14/sq. ft.
♦ Permit Fee, New Residential Construction, Mutli-Family.....	\$0.09/sq. ft.
♦ Receptacle Outlets and/or Switches - first 20.....	\$67
♦ Receptacle Outlets and/or Switches - each additional 20.....	\$52
♦ Lighting Fixtures, Sockets - first 20.....	\$67
♦ Lighting Fixtures, Sockets - each additional 20.....	\$52
♦ Pole/Platform-Mounted/Theatrical Fixtures, each.....	\$30
♦ Circuit Breaker Panel/Subpanel - <i>each</i>	\$52
♦ Electrical Range, each.....	\$30
♦ Cook Top/Oven each.....	\$30
♦ Dryer, each.....	\$30
♦ Air Conditioner, each.....	\$30
♦ Water Heater, each.....	\$30
♦ Heater, each.....	\$30
♦ Residential Appliance Self-Contained - under 1 HP, KW, KVA, each.....	\$30
♦ Sign, lighting systems from one branch circuit.....	\$110
♦ Services - not over 200 amps, each (new or change).....	\$67
♦ Services - 201 amps - 1000 amps, each (new or change).....	\$110
♦ Services - over 1000 amperes, each (new or change).....	\$161
♦ Power Apparatus/ <i>Transformer</i> - each.....	\$52
♦ Miscellaneous Apparatus, Conduits & Conductors, each.....	\$52
♦ X-Ray unit, each.....	\$30
♦ Welder Outlet, each.....	\$30
♦ Temporary Power Pole, each.....	\$52
♦ Temporary Meter Set, each.....	\$52
♦ Swimming Pool/Spa.....	\$161
♦ Elevator, each.....	\$110
♦ Cellular Floors per 100 ft.....	\$67
♦ Trolley/Plug-in Busways per 100 ft.....	\$67
♦ Floor Duct per 100 lineal foot.....	\$67
♦ Power Duct per 100 ft.....	\$30
♦ Special Circuitry, per circuit.....	\$52
♦ Carnivals, Circuses - Electrical-driven Rides, each.....	\$30
♦ Carnivals, Circuses - Mechanical-driven Rides, each.....	\$30
♦ Electrical System of Area & Boot Lighting, each.....	\$30
♦ *Permitting Automation Fee.....	2.5% of total permit fee

**Fee Schedule
Part 8
MECHANICAL**

Schedule A

	<u>Fee</u>
♦ Mechancial Permit Issuance.....	\$110
♦ Plan Check Fee.....	\$ 151/hour
♦ Permit Fee, New Residential Construction, Single Family and Two-Family....	\$0.14/sq. ft.
♦ Heating/Ventilation /Exhaust - Single-Family and Two-Family	\$0.23/sq. ft.
♦ Permit Fee, New Residential Construction, Multi Family.....	\$0.09/sq. ft.
♦ Heating/Ventilation /Exhaust - Multi-Family	\$0.16/sq. ft.
♦ Install Furnace (<i>Other Than Suspended, Wall or Floor Mounted Heaters</i>)....	\$81
♦ Install or Replace - Suspended Heater.....	\$67
♦ Install or Replace - Recess Wall Heater.....	\$52
♦ Install or Replace - Floor-mounted Heater.....	\$52
♦ Install, Relocate, Replace Vent (not included with appliance).....	\$52
♦ Install Hood Serviced by Mechanical Exhaust - Residential.....	\$30
♦ Install Hood Serviced by Mechanical Exhaust - Commercial.....	\$81
♦ Duct Work Extended from Existing System, each.....	\$52
♦ Install Industrial-type Incinerator.....	\$81
♦ Install/Replace Boiler - First One.....	\$52
♦ Install/Replace Boiler - Each additional.....	\$30
♦ Install/Replace AC Unit 0-5 ton <2000 CFM - first.....	\$52
♦ Install/Replace AC Unit 0-5 ton <2000 CFM - each additional.....	\$37
♦ Install/Replace AC Unit Over 5 ton >2000 CFM - first.....	\$110
♦ Install/Replace AC Unit Over 5 ton >2000 CFM - each additional.....	\$52
♦ Install/Replace Fire or Fire/Smoke Dampers - 5 (or portion of).....	\$52
♦ Exhaust & Product Conveyor Systems -each.....	\$52
♦ Non-portable Evaporative Cooler.....	\$52
♦ Ventilation Fan Connected to Single Duct, Bath Fan.....	\$30
♦ Ventilation System, not HVAC.....	\$30
♦ Other Regulated Appliance.....	\$52
♦ Process Piping	
Hazardous process piping system one to four outlets.....	\$67
Hazardous process piping system five or more outlets, per outlet.....	\$30
Non-hazardous process piping system one to four outlets.....	\$67
Non-hazardous process piping system five or more outlets, per outlet.....	\$30
♦ *Permitting Automation Fee.....	2.5% of total permit fee

**Fee Schedule
Part 9
PLUMBING**

Schedule A

	<u>Fee</u>
♦ Plumbing Permit Issuance.....	\$110
♦ Plan Check Fee.....	\$151/hr
♦ Permit Fee, New Residential Construction, Single-Family.....	\$0.14/sq. ft.
♦ Permit Fee, New Residential Construction, Multi-Family.....	\$0.09/sq. ft.
♦ Plumbing Fixtures - 5 traps (or portion of).....	\$67
♦ Building Sewer (New or Replacement).....	\$67
♦ Rain Water System per Drain/Overflow - 5 (or portion of).....	\$67
♦ Water Heater and Vent.....	\$81
♦ Gas Piping System - (each appliance).....	\$67
♦ <i>Automatic Gas Shut-off Device (Seismic or Excess Flow) if not part of new gas piping system.....</i>	<i>\$67</i>
♦ Industrial Waste Pre-Treatment System.....	\$110
♦ Grease Trap.....	\$67
♦ Grease Interceptor.....	\$81
♦ Water System Installation.....	\$67
♦ Repair/Alteration of Drain/Vent.....	\$67
♦ Landscape Sprinkler System.....	\$67
♦ Landscape Reclaim Water, per valve.....	\$161
♦ Backflow Protection - First 5.....	\$52
♦ Backflow Protection - Each Additional 5 (or portion of).....	\$30
♦ Reclaim Water System, No Irrigation.....	\$161
♦ Swimming Pool/Spa.....	\$110
♦ Private Sewage Disposal System.....	\$52
♦ * Permitting Automation Fee.....	2.5% of total permit fee

CERTAIN UPDATED PARKS AND RECREATION FEES

Rental Date Transfer Fee				
All Indoor Facilities				
Should a request for a change of rental date be made, a rescheduling fee of \$100 will be implemented providing the date and staff availability, and there are 45 days remaining prior to the original scheduled date.				
City Hall Building Plaza and Grounds				
Facility / Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Application Fee (non-refundable)	\$20 per application	\$20 per application	\$20 per application	\$20 per application
Community Center				
Facility / Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Rental Deposits: Community Hall(Auditorium Only)	None	\$500.00	\$500.00	\$500.00
Rental Fees: Auditorium	No fee	\$38.00/hr	\$115.00/hr	\$145.00/hr
Facility Attendant Fees	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Teen Center				
Facility / Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Rental Deposits: Gathering Room	None	\$500.00	\$500.00	\$500.00
Sports Center				
Facility/Sports Fields/ Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Rental Deposits – All	None	\$500.00	\$500.00	\$500.00
Rental Fees: Large Gym	\$25.00/hr	\$25.00/hr	\$50.00/hr	\$100.00/hr
Instructional Pool	No fee	\$25.00/hr + lifeguards	\$50.00/hr + lifeguards	\$100.00/hr + lifeguards
Yard Pool	No fee	\$30.00/hr + lifeguards	\$60.00/hr + lifeguards	\$120.00/hr + lifeguards
Meter Pool	No fee	\$35.00/hr + 2 guards	\$70.00/hr + 2 guards	\$140.00/hr + 2 guards
Tiny Tot Pool	No fee	\$20.00/hr + lifeguards	\$40.00/hr + lifeguards	\$80.00/hr + lifeguards
Softball/Baseball/Soccer Field w/o lights	No fee	\$15.00/hr	\$20.00/hr	\$40.00/hr
Lifeguard Fees (per Lifeguard)	\$15.00/hr	\$15.00/hr	No change	\$30.00/hr
Softball/Baseball/Soccer Field w/ lights	No fee	\$20.00/hr	\$30.00/hr	\$60.00/hr
Facility Attendant/Scorekeeper (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Picnic Areas				
Facility/Sports Fields/ Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Application Fee (non-refundable)	\$20 per application	\$20 per application	\$20 per application	\$20 per application

Senior Center and Sal Cracolice Building				
Facility / Service				
Rental Deposits: Auditorium	None	\$500.00	\$500.00	\$500.00
Facility Attendant Fees (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Higuera Adobe				
Facility / Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Facility Attendant Fees (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr
Facility/Sports Fields/Service				
	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Tennis Court (per court)	No fee	\$6.00/hr	\$8.00/hr	\$12.00/hr
Tennis Court w/lights (per court)	No fee	\$8.00/hr	\$10.00/hr	\$14.00/hr
Festival Rental Fees				
Facility/Sports Fields/ Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)
Facility Attendant (per attendant)	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr

DEPARTMENT OR DIVISION	DESCRIPTION OF FEE, RATE OR CHARGE	Fee
Senior Programs	<i>Senior Citizen Trip Admin Fee</i>	\$3.00-\$6.00
	<i>Senior Citizen Trips</i>	<i>Actual Cost to City + Trip Admin Fee</i>
Community Garden	<i>Community Garden</i>	
	• <i>Senior Resident Rate</i>	\$30.00/year
	• <i>Resident Rate</i>	\$60.00/year

MILPITAS POLICE DEPARTMENT
Administrative Tow Fee Schedule

<u>Authority</u>	<u>Description</u>	<u>Fee</u>
VC 14602.6	Suspended/revoked license, unlicensed driver, VC 13352 or VC 23575 restriction DUI arrest with .10% BAC or higher and at least one prior conviction within 10 years	\$346
VC 14602.8	Traffic obstruction on bridge, viaduct, causeway, tube, or tunnel	\$50
VC 22651(a)	Traffic hazard or obstruction on highway	\$50
VC 22651(b)	Recovered stolen/embezzled vehicle on public property	\$0
VC 22651(c)	Blocking private driveway	\$50
VC 22651(d)	Blocking fire hydrant	\$346
VC 22651(e)	Parked more than 4 hours on right-of-way of freeway	\$50
VC 22651(f)	Injured or ill driver unable to move vehicle on public property	\$0
VC 22651(g)	Driver is arrested	\$346
VC 22651(h)(1)	Driver is served a suspension or revocation order per VC 13388 or VC 13389	\$346
VC 22651(h)(2)	Five or more delinquent parking violation notices on public property	\$346
VC 22651(I)(1)	Illegally parked without license plates or evidence of registration	\$346
VC 22651(j)	Parked more than 72 hours on public property in violation of local ordinance	\$50
VC 22651(k)	Parked on public property construction zone in violation of local ordinance	\$50
VC 22651(l)	Parked on public property movement zone in violation of local ordinance	\$50
VC 22651(m)	Parked on public property in violation of local ordinance & removal signage	\$50
VC 22651(n)	Expired Registration over 6 months on public property or off-street parking facility	\$346
VC 22651(o)	Unlicensed driver (VC 12500, VC 14601, VC 14604, etc.)	\$346
VC 22651(p)	Parked more than 24 hours on highway located in common interest development	\$50
VC 22651(q)	Illegally parked and blocks movement of other legally parked vehicle	\$50
VC 22651(r)	Parked more than 8 hours at rest area or viewpoint	\$50
VC 22651(s)	Driver is issued a notice to appear for VC 25279 - private security vehicles	\$50
VC 22651(t)	Recovered stolen/embezzled vehicle on private property	\$0
VC 22653(a)	Vehicle involved in accident and left on private property but owner is unavailable	\$0
VC 22653(b)	Driver is arrested & private property owner requests vehicle removal	\$346
VC 22653(c)	Hit & run investigation, public property or private property open to general public	\$50
VC 22655(a)	Evasion investigation (VC 2800.1 or VC 2800.2)	\$50
VC 22655.3	Vehicle used to commit a public offense	\$346
VC 22655.5(a)	Vehicle shows crime committed or contains evidence of crime committed	\$50
VC 22655.5(b)	Vehicle parked on right-of-way of railroad, street railway, or light rail line (7.5 ft.)	\$50
VC 22656	Abandoned vehicle pursuant to VC 22523	\$50
VC 22669(a)	Vehicle parked on public property without engine, transmission, wheels, doors, etc.	\$50
VC 22669(d)	Speed contest per VC 23109(a)	\$346
VC 23109.2(a)(2)(A)	Reckless driving on a highway per VC 23103(a)	\$346
VC 23109.2(a)(2)(B)	Reckless driving in an off-street parking facility per VC 23103(b)	\$346
VC 23109.2(a)(2)(C)	Exhibition of speed per VC 23109(c)	\$346

CERTAIN UPDATED PUBLIC WORKS FEES

S-090 – Water Meter Installation Fee

The fee for water meter installation shall be a flat fee of \$184.

S-090A - Meter Acquisition Fee*

The fee for meter acquisition shall be imposed as follows:

Size	Meter Cost	Remote Read Transmission System**
Low Flow		
5/8"	\$58.46	\$205.68
3/4"	\$90.93	\$205.68
1"	\$130.57	\$205.68
1 ½"	\$348.57	\$205.68
2"	\$482.80	\$205.68
Irrigation		
3/4"	\$90.93	\$205.68
1"	\$130.98	\$205.68
1 ½"	\$567.23	\$205.68
2"	\$644.09	\$205.68
3"	\$745.84	\$205.68
Recycled		
1 ½"	\$364.80	\$205.68
2"	\$527.18	\$404.86
High Flow Compound		
2"	\$1,668.13	\$404.86
3"	\$2,135.77	\$404.86
4"	\$2,447.76	\$404.86
6"	\$4,831.21	\$404.86
8"	\$7,828.64	\$404.86

* Fee includes cost of meter equipment plus sales tax

** Imposed only for High-Density Developments and Hard-to-Read locations

CERTAIN UPDATED PLANNING FEES

Service Center	Description	% Cost Recovery (IV-3-4.00)	Current Fee	Proposed Fee
S-001	PLANNING RESEARCH FEE	10%	1 st 30 min. free; \$40/hr afterward	n/c
S-003	ZONING CONFORMANCE LETTER	100	\$40	n/c
S-004	ZONING CODE INTERPRETATION	50	No fee	n/c
S-005	APPEAL OF STAFF INTERPRETATION	0	No fee	n/c
S-005A	APPEAL OF PLANNING COMMISSION DECISION	100	\$100	n/c
S-006	ZONING CODE TEXT AMENDMENT	100	\$2,000 deposit	PJ Account
S-006A	ZONE CHANGE	100	\$2,000 deposit	PJ Account
S-007	PRELIMINARY PLAN REVIEW	0	No fee	n/c
S-008	DEVELOPMENT AGREEMENT	100	\$5,000 deposit	PJ Account
S-009	DEVELOPMENT AGREEMENT AMENDMENT	100	\$2,500 deposit	PJ Account
S-010	BASIC DEVELOPMENT SERVICES	100	No fee	n/c
S-010A	GENERAL PLAN AMENDMENT	100	\$2,000 deposit	PJ Account
S-010B	PLANNED UNIT DEVELOPMENT	100	\$2,000 deposit	PJ Account
S-010C	SITE DEVELOPMENT PERMITS (S ZONE) <ul style="list-style-type: none"> • New multi-family or nonresidential building/site development • Major building or site modifications to existing development • New hillside homes • Building additions <ul style="list-style-type: none"> ○ 25,000+ sf. ○ 10,000-25,000 sf. ○ 1,000-10,000 sf. ○ less than 1,000 sf. • Minor building or site modifications to existing development • Building signs & freestanding signs under 6 feet in height 	100	\$2,000 deposit \$2,000 deposit \$1,050 fee \$2,000 deposit \$1,050 flat fee \$500 flat fee \$250 flat fee \$250 flat fee \$250 flat fee	PJ Account PJ Account PJ Account PJ Account PJ Account PJ Account PJ Account PJ Account
S-010D	PLANNED SIGNAGE PROGRAM	100	\$250 fee	PJ Account
	AMENDMENTS / MODIFICATIONS TO PREVIOUS APPROVALS	100	50% of flat fee or PJ deposit	n/c
S-010F	TENTATIVE MAP (MAJOR)	100	\$2,000 deposit	PJ Account
S-010G	PARCEL MAP (MINOR)	100	\$2,000 deposit	PJ Account
S-010H	NEWSPAPER ADVERTISEMENT	100	\$225 for expedited ad published in daily paper	PJ Account
S-011	PLANNING TIME EXTENSION	100	\$300 fee	n/c
S-012	GENERAL PLAN MAINTENANCE	0	No fee	n/c

Service Center	Description	% Cost Recovery (IV-3-4.00)	Current Fee	Proposed Fee
S-030	ENVIRONMENTAL CATAGORICAL EXEMPTION	0	No fee	n/c
S-031	ENVIRONMENTAL INITIAL STUDY & NEGATIVE DECLARATION	100	\$50 for non-PJ applications	PJ Account
S-031A	ENVIRONMENTAL IMPACT REPORT	100	\$2,000 deposit	PJ Account
S-031B	CALIFORNIA FISH & GAME FEE	100	Applicant pays County Clerk	n/c
S-032	VARIANCE <ul style="list-style-type: none"> • Non-residential & multi-family • Single family • Signs 	50-100	\$2,000 deposit \$375 fee \$700 fee	PJ Account n/c n/c
S-032A	USE PERMITS Use permits in non-residential, multi-family districts.	100	\$1,000 deposit	PJ Account
S-032B	USE PERMITS <ul style="list-style-type: none"> • Use permits in single family districts • Family day care homes 	50-100	\$375 \$50	n/c

CERTAIN UPDATED FIRE DEPARTMENT FEES

A Fire Department Permit Automation Fee of \$ 6.77 shall be collected for the recovery of costs for computer related hardware, software and services over a five year time period from the date of the imposition of this fee. The Fire Department Permit Automation Fee shall apply to all:

- Fire Life-Safety Construction Permits
- Fixed Fire Extinguishing System Permits
- Fixed Fire Detection and Alarm System Permits
- Fire Department review of projects requiring an Engineering Department review
- Fire Department review of projects requesting Planning Department approvals
- Fire Code Permit Inspections
- Life-Safety Inspections completed by the Fire Marshal's Office and Fire Engine Company

**CERTAIN UPDATED OFFICE OF THE CITY ATTORNEY AND REDEVELOPMENT
AGENCY COUNSEL FEES**

PREPARATION, REVIEW OR AMENDMENT OF DEVELOPMENT AGREEMENTS, OWNER PARTICIPATION AGREEMENTS, AND OTHER SIMILAR DEVELOPMENT-RELATED DOCUMENTS	PJ Account
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ATTACHMENT B

MEMORANDUM

Office of Dennis Graham, Chief of Police



To: Honorable Mayor and City Council
Through: Tom Williams, City Manager
From: Dennis Graham, Chief of Police
Subject: Administrative Tow Fee *S. 2*
Date: May 22, 2009

On April 4, 2000, the Milpitas City Council adopted Resolution No. 6988, which included the setting of an Administrative Tow Fee of \$150.00 pursuant to section 22850.5 of the California Vehicle Code, to charge administrative costs relating to the removal, impound, storage, or release of impounded vehicles. The costs include the salaries of the involved personnel, and a recent review of the costs warrants an increase in the Administrative Tow Fee.

We estimated the amount of time officers spent completing the associated tasks based on observations from supervisory personnel and adherence to established policies, procedures, & laws. The hourly rate used to calculate the cost of completing the tasks is the fully loaded rate, which was determined by the Finance Department. (Please see the attached memorandum from the Finance Department.)

The current costs for an officer to handle a driver with a suspended license are as follows:

1. Vehicle Stop & Impound

An officer normally conducts a traffic stop or comes into contact with a driver in the normal course of duties (such as investigating a traffic collision or responding to a call for service). Once an officer determines a driver was driving without a driver's license or was driving with a suspended/revoked driver's license, the officer will ultimately issue a citation or physically arrest the driver. If there are other occupants in the vehicle (including children), the officer will need to determine the appropriate disposition for each occupant. In order to impound the vehicle, an officer must first search it in order to confiscate any contraband or other dangerous items while waiting for the tow truck to arrive. The officer must also complete the appropriate forms for the citation (or arrest) as well as the forms for the vehicle impound. If the driver is physically arrested, an officer will also need to transport the arrested driver to the main jail. Because of the number of tasks required and the need for a "cover officer" to assist the primary officer (who is engaged in duties that divide his/her attention when the driver and/or occupants is/are still present), a total of two officers are normally required for each incident.

(2 officers) x (.75 hour) x (\$205/hour) =

\$307.50

2. Report Writing

After the driver has been cited or booked into the main jail and after a tow company has impounded the vehicle, the officer must still complete the required report forms and paperwork. The officer must review the driver's license record of the driver to confirm the suspension authorities and to confirm the proper service (notification) was completed to officially advise the driver of the suspension. If the driver has prior conviction(s) for driving with a suspended license, the officer must amend the citation (or complaint form in the case of a physical arrest) to allege the prior conviction(s). The officer must also certify the driver's license record with the appropriate stamp and signature. The officer reviews the registration record to ensure the information on the impound form is accurate and reviews the dispatcher's entry of the vehicle information into the statewide Stolen Vehicle System (SVS) database to record the impound. The officer completes a brief narrative on the report form.

$$(1 \text{ officer}) \times (.25 \text{ hour}) \times (\$205/\text{hour}) = \$ 51.25$$

3. Hearing Officer

The California Vehicle Code (CVC) requires the vehicle driven by a driver with a suspended/revoked license (or by someone who has never been issued a license) be impounded for thirty (30) days. The registered owner of such an impounded vehicle has a right to request a hearing to determine if the impound was proper and if there are circumstances that would warrant the release of the vehicle earlier than thirty (30) days. The hearing officer is one of the designated traffic officers in the Traffic Safety Unit who have been assigned to conduct hearings. The hearings are often conducted by telephone to expedite the matter. When a hearing officer receives a request for a hearing from the registered owner via Records or Dispatch, the hearing officer will review the report forms associated to the case in order to ascertain the circumstances of why the vehicle was impounded and to review the driver's license record of the driver. The hearing officer will interview the registered owner to determine how the driver came into possession of the vehicle and to learn of any other relevant facts. Once the hearing officer makes a decision, he notifies the registered owner and enters the decision into the vehicle release binder at the front desk so that any other employee handling any further inquiries about the same impounded vehicle will be aware of the decision already made. Once an impounded vehicle is available to be released, an officer or records clerk will complete the vehicle release form.

$$(1 \text{ officer}) \times (.50 \text{ hour}) \times (\$205/\text{hour}) = \$ 102.50$$

TOTAL: \$461.25

Absent additional criminal charges or other extraneous factors, the itemized tasks and associated costs above represent the requirements to properly handle a driver with a suspended license and impound the vehicle.

The costs total \$461.25, and the Chief of Police has recommended updating the Administrative Tow Fee to at least \$250.00. This information was taken to the Finance Sub-Committee on March 18, 2009 with a recommendation that Administrative Tow Fees be increased. The Finance Sub-Committee indicated they would be in favor of an increase to 75% of the fully loaded cost to provide the services. 75% of the fully loaded cost is \$346.00.

In addition to impounding a vehicle as a result of the driver having a suspended license or not having a license at all, officers also have tow companies impound or simply store vehicles under a variety of circumstances & CVC authorities. In order to accurately reflect the associated costs that can be less than the above costs for impounding a vehicle as a result of a driver with a suspended license and to accommodate the wide array of individual circumstances, a three-tier schedule is recommended.

Tier A	\$346.00
Tier B	\$50.00
Tier C	\$0.00

Each tier would be designated for each CVC authority commonly used to impound or store a vehicle in order to standardize the Administrative Tow Fee for each of type of occurrence.

Tier A (\$346.00) would be assigned to CVC authorities and the impound scenarios that require all of the steps listed above (such as cases involving a driver with a suspended license).

Tier B (\$50.00) would be assigned to CVC authorities that require fewer tasks to be completed by an officer. Such CVC authorities generally involve the storage of unoccupied vehicles that are parked illegally. Since the parked vehicles in these incidents are unoccupied, normally only one officer is required to handle the matter, and the level of report writing and amount of forms required are reduced. Nevertheless, an officer still spends at least 15 minutes to complete the necessary tasks to have the vehicle towed, which exceeds the recommended \$50.00 fee. Examples of such CVC authorities include those for vehicles illegally parked in a construction zone, blocking a driveway, blocking another legally parked vehicle, and abandoned on a public roadway.

Tier C (\$0.00) would be assigned to CVC authorities that involve storing a vehicle on behalf of a driver or registered owner under circumstances that are beyond his or her control as determined by the Watch Commander or a Field Supervisor, such as when a stolen vehicle is recovered or when a driver becomes ill or injured. Tier C (\$0.00) would essentially be a City Council authorized waiver of the Administrative Tow Fee.

Police Department staff has determined the recommended Administrative Tow Fees do not exceed the reasonable cost to provide the services.

MEMORANDUM

Engineering Division



To: Emma Karlen, Finance Director

Through: Greg Armendariz, Public Works Director

From: Kathleen Phalen, Utility Section Leader

Subject: Proposed Water Meter Fee Adjustment

Date: March 5, 2009

cc.: Fernando Bravo, Land Development Section Leader
Stephan Smith, Utility Maintenance

The Department of Public Works (DPW) asks the Finance Subcommittee to recommend to the City Council that water meter acquisition and installation fees be adjusted to cover current costs. These fees were last adjusted in July 2006.

For billing purposes, the City requires that water service customers have a water meter to measure usage. Typical meters range in size from 5/8" to 8", corresponding to the diameter of the water service line, and are for various types of water services including potable low-flow domestic and commercial, potable irrigation, potable high-flow compound, and recycled water. The City purchases the meters and installs them at the request of customers when they establish new services or change the size of their services. The City bills a fee to cover the full cost of the meters, associated equipment, and labor. The City does not charge for replacing defective or worn out meters.

Title IV, Section 3-4.00 – "Schedule of Fees and Service Charges," of the Milpitas Municipal Code includes water meter acquisition and meter installation as service center fees S-090A and S-090, respectively, and directs staff to calculate and propose fees to attain 100% cost recovery. The proposed fees to recovery costs are described as follows:

S-090A – "Meter Acquisition Fees" are listed in the attached table. These fees are the City's actual cost for meter and ancillary equipment purchase, including sales tax. The City's policy is that meters to be installed in High-Density Developments and in Hard-to-Read locations, as determined by the Finance Accounting Services Manager, will include remote read registers and transmitters to allow remote walk-by or drive-by readings.

S-090 – Water Meter Installation Fee is \$184. This represents the direct and indirect labor cost to install one meter. Direct labor is salary and benefits. Indirect overhead is derived from the Cost Allocation Study approved by the City Council in February 2007. The fully loaded labor rate for the Maintenance Worker (MW) is \$140 per hour which is an average of the FY09/10 rates for MW II and MW III. The fully loaded rate for the Finance Department Fiscal Assistant is \$87 per hour. The time for installation is one hour for a maintenance worker to receive the assignment and pick up equipment, travel to the installation site, install and test the meter, and report back results and one-half hour for the Fiscal Assistance to accept and log the customer request, set up the utility billing account, dispatch the request to DPW maintenance, and log the installation report.

S-090A - Meter acquisition fee*

Size	Type	Remote Read
Low Flow		
5/8"	\$58.46	\$205.68
3/4"	\$90.93	\$205.68
1"	\$130.57	\$205.68
1 1/2"	\$348.57	\$205.68
2"	\$482.80	\$205.68
Irrigation		
3/4"	\$90.93	\$205.68
1"	\$130.98	\$205.68
1 1/2"	\$567.23	\$205.68
2"	\$644.09	\$205.68
3"	\$745.84	\$205.68
Recycled		
1 1/2"	\$364.80	\$205.68
2"	\$527.18	\$404.86
High Flow Compound		
2"	\$1,668.13	\$404.86
3"	\$2,135.77	\$404.86
4"	\$2,447.76	\$404.86
6"	\$4,831.21	\$404.86
8"	\$7,828.64	\$404.86

* Fee includes cost of meter equipment plus sales tax

MEMORANDUM
Office of the City Attorney



Date: April 9, 2009
To: Finance Subcommittee
From: Michael J. Ogaz, City Attorney
By: Bryan M. Otake, Assistant City Attorney
Subject: City Legal Cost Recovery Fees for Certain Planning and Redevelopment Agency
Related Documents

Due to the City's change from an outside consultant to an in-house employee model for legal services, existing procedures for the City's recovery of certain legal costs are outdated. That is, currently the City may charge a private job (PJ) account for some of the costs for the preparation of development agreements, owner participation agreements, and other similar development-related legal documents when such work is done by "outside consulting assistance." Such language was apparently used, in part, because by definition the City's legal services were entirely provided by outside consultant lawyers.

The City Attorney's Office therefore proposes to ask the City Council to amend the existing Planning Division and Zoning Application Fee Structure, set by Milpitas City Council Resolution No. 7626 (September 6, 2006) and other fee programs, to allow in-house legal staff to recover City costs for the same development agreement preparation and other similar services. In short, the City Attorney's Office is requesting to have its services treated in the same manner as services provided by other City departments in cases where the City Council requires cost recovery of City staff work by way of a PJ account.

MEMORANDUM

Office of Chief Building Official



To: Tom Williams, City Manager

From: Keyvan Irannejad, Chief Building Official

Subject: **Proposed Fee Increase**

Date: February 24, 2009

Introduction:

The Building and Safety Department is proposing an adjustment in its Fee Schedule. The Department's Fee Schedule received a major revision that was adopted in July 2004 and a minor revision in July 2006. The 2004 revision was intended to recover the Departments "fully burdened" hourly costs as determined by the City's Finance Department in order to comply with the Council's directive to assure recovery of "costs reasonably borne" found in Ordinance 164.2. This was accomplished by having the Department charge fees based upon the typical hours of service to be provided at the hourly cost of City staff to provide that service.

Each year our cost of service increases. Based upon information provided by the Finance Department, the hourly rate for a Building Inspector has increased from the current rate charged of \$120 per hour to \$138 per hour. The hourly rate for a Building Plan Check Engineer has increased from the current rate charged of \$138 per hour to \$151 per hour.

Survey of Fees for Surrounding Cities:

A fee survey of surrounding cities was conducted. The survey identifies our existing and proposed fees and compares them to surrounding cities. Based on the results of the survey, Milpitas' position overall remains below average. *The survey is attached for your review.*

Proposal:

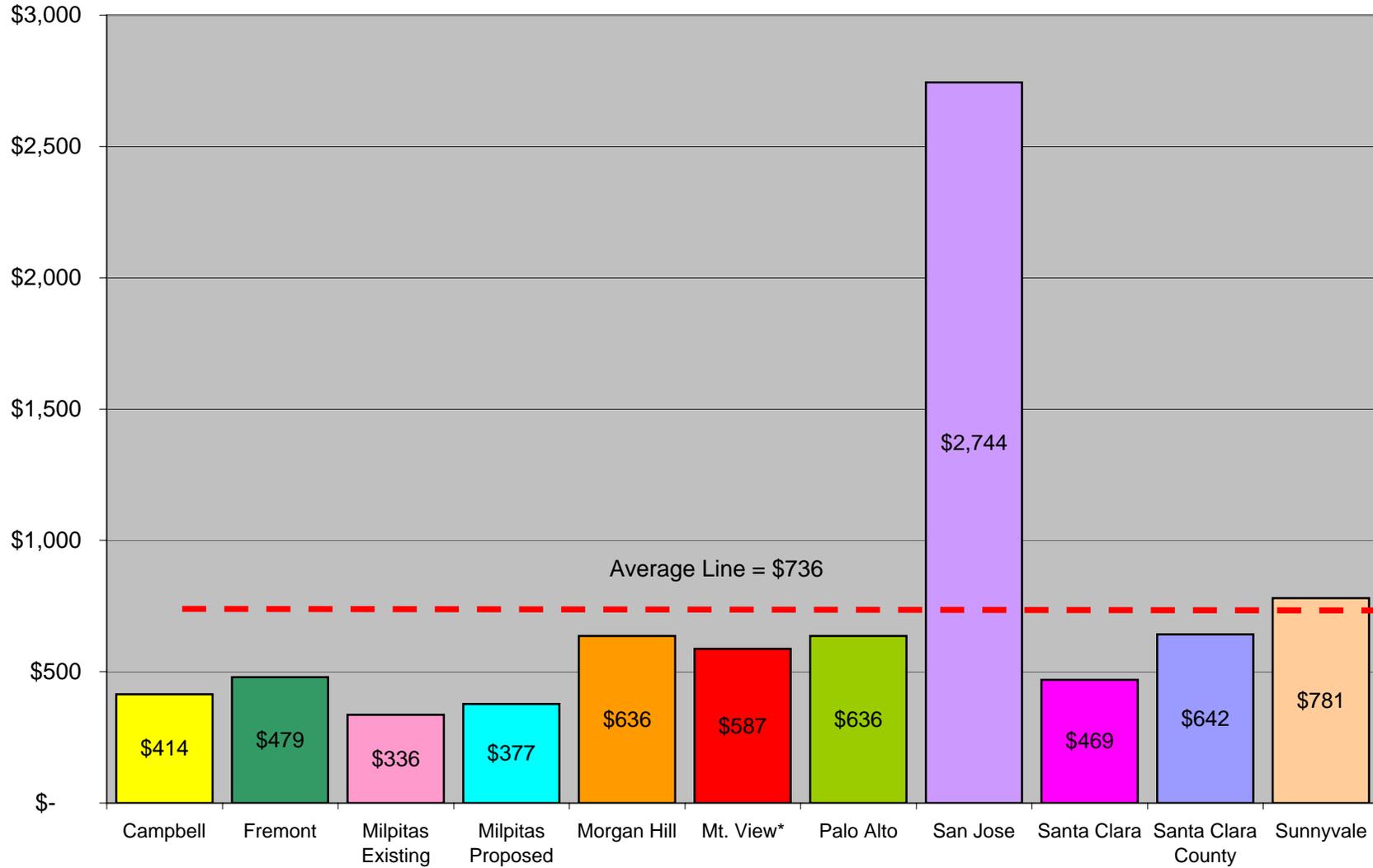
It is proposed we increase our inspection fees by 15% and our plan check fees by 9.4% to recover our current "costs reasonably borne" as required by Ordinance 164.2. This will result in an average overall increase in our permit fees of 12%.

Not included in the fee increase are changes to permits to residential properties for replacing a water heater, replacing a furnace, replacing an air conditioner condenser, and residential or commercial Photovoltaic solar installation.

A copy of the new fee schedule is attached for your review.

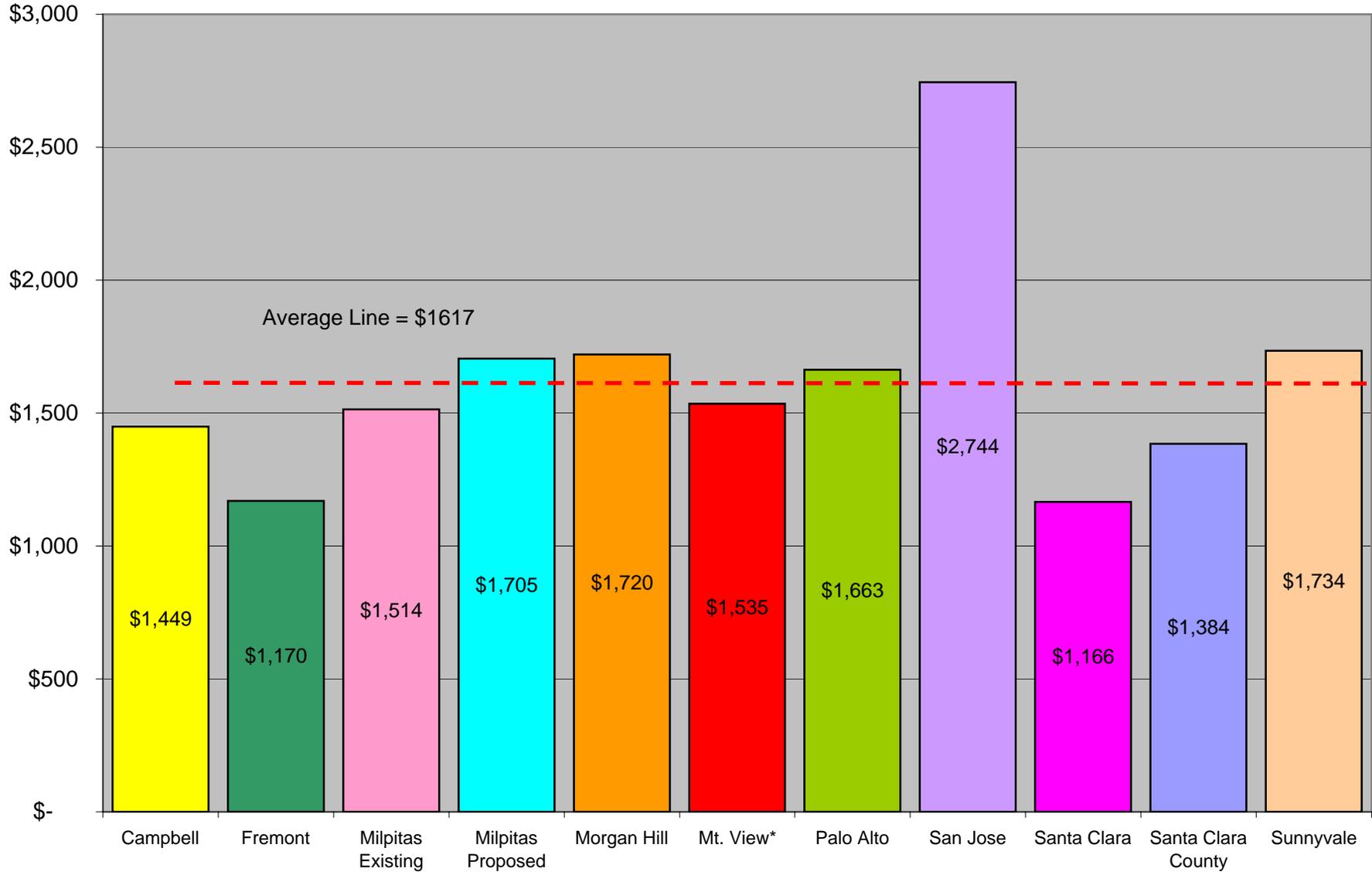
✓ cc: Emma Karlen, Finance Director

Case I - Addition to Single-Family Dwelling, 1 Story, 100 sf
Construction Valuation \$12,500



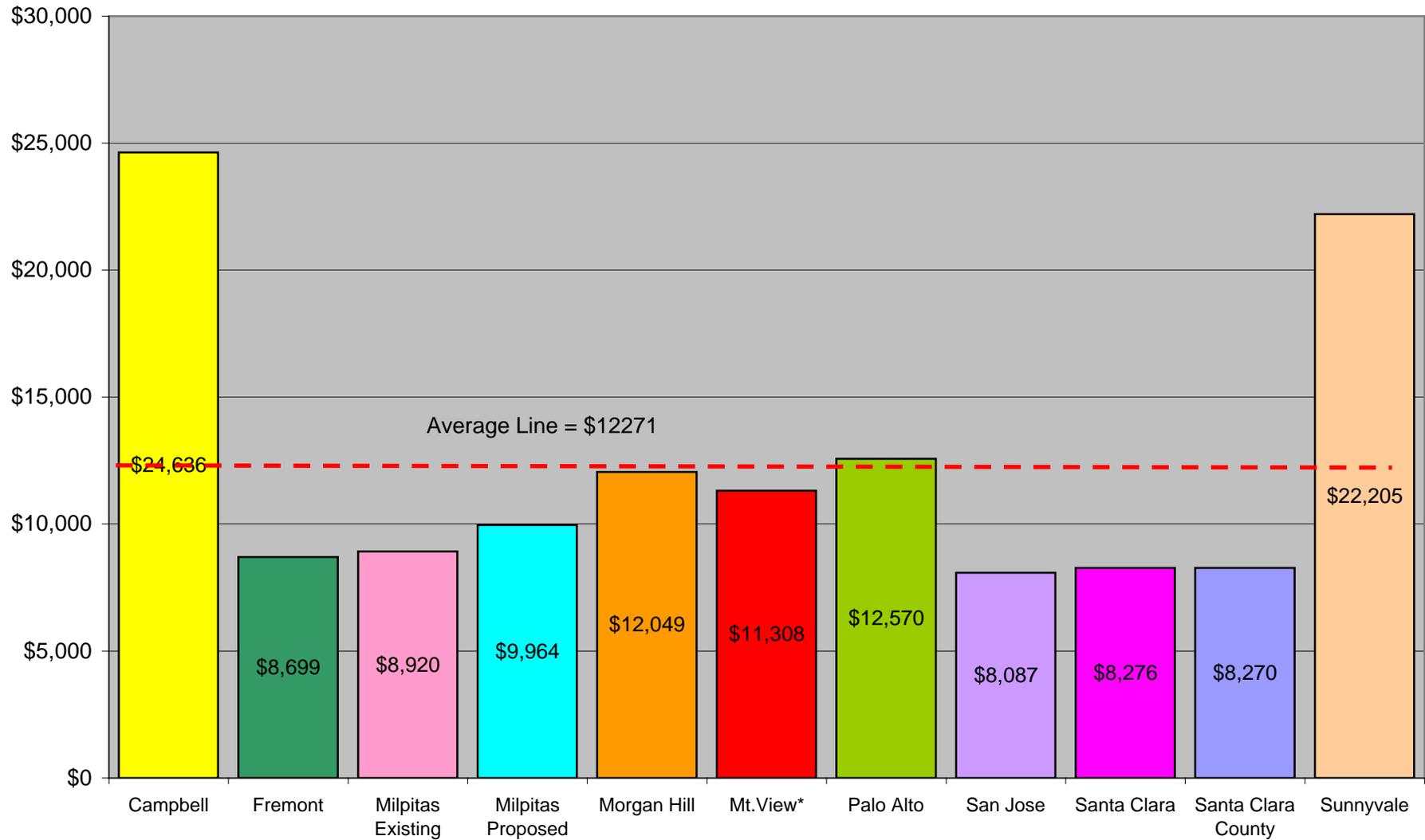
*Data from 2/8/07

Case II - Addition to Single-Family Dwelling, 1 Story, 350 sf
Construction Valuation \$43,750



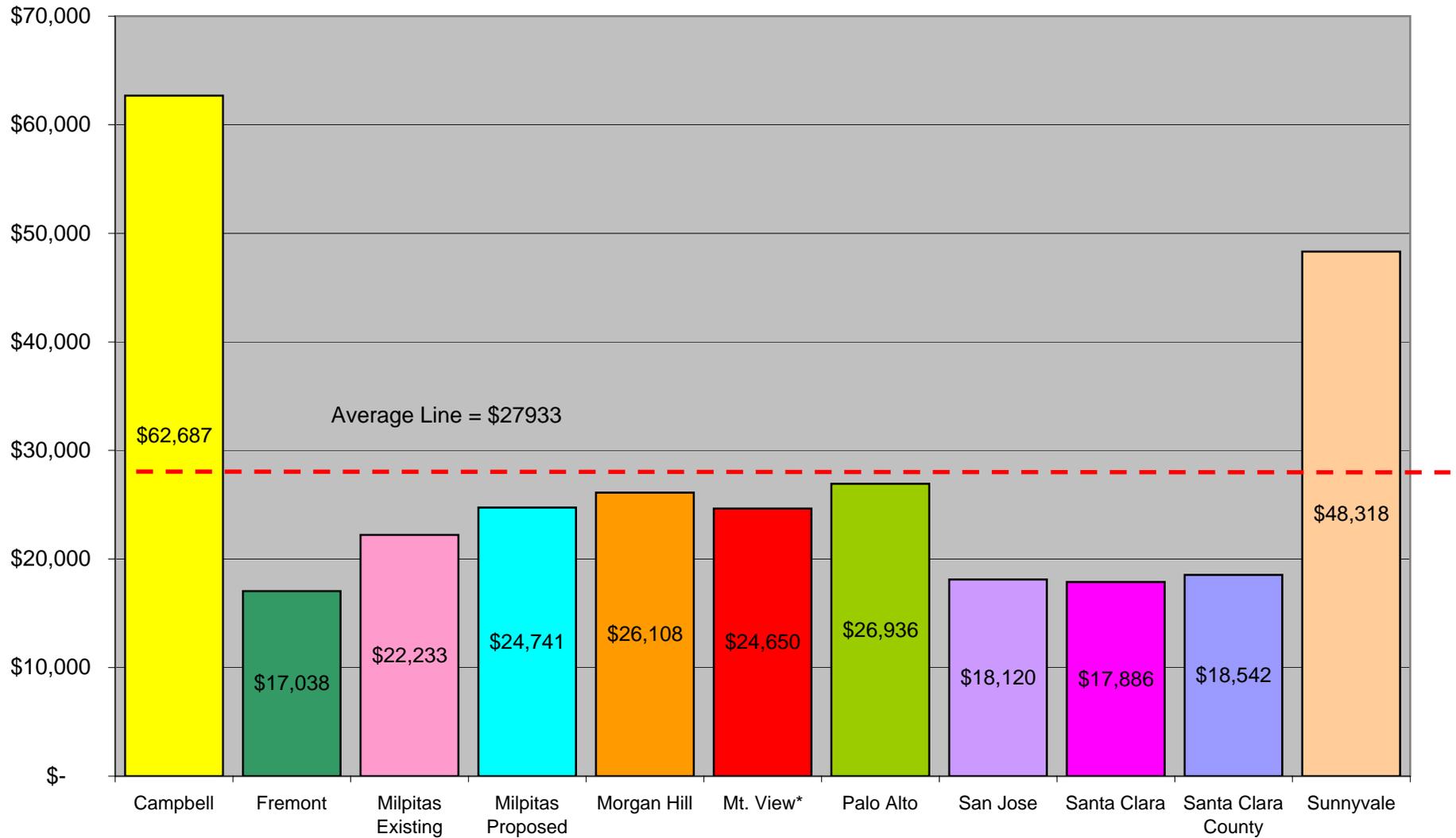
*Data from 2/8/07

Case III - Tenant Improvement in Existing Wood Framed Office Building, 15,000 sf
Construction Valuation \$709,000



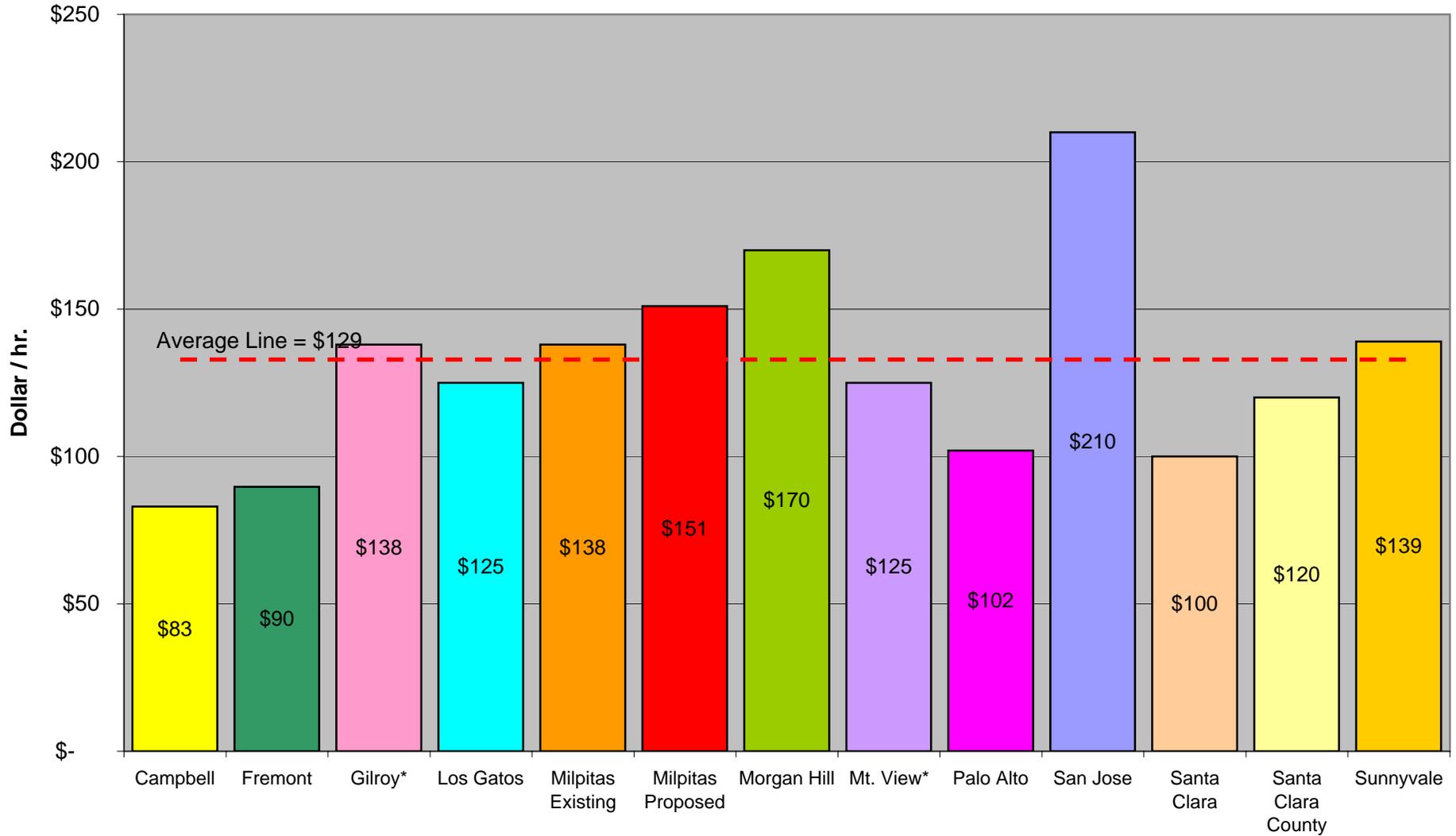
*Data from 2/8/07

**Case IV - New Wood Framed Commercial/Industrial Building, Shell Only (No Tenant Improvement)
1-Story, 30,000 sf, Construction Valuation \$1,973,000**



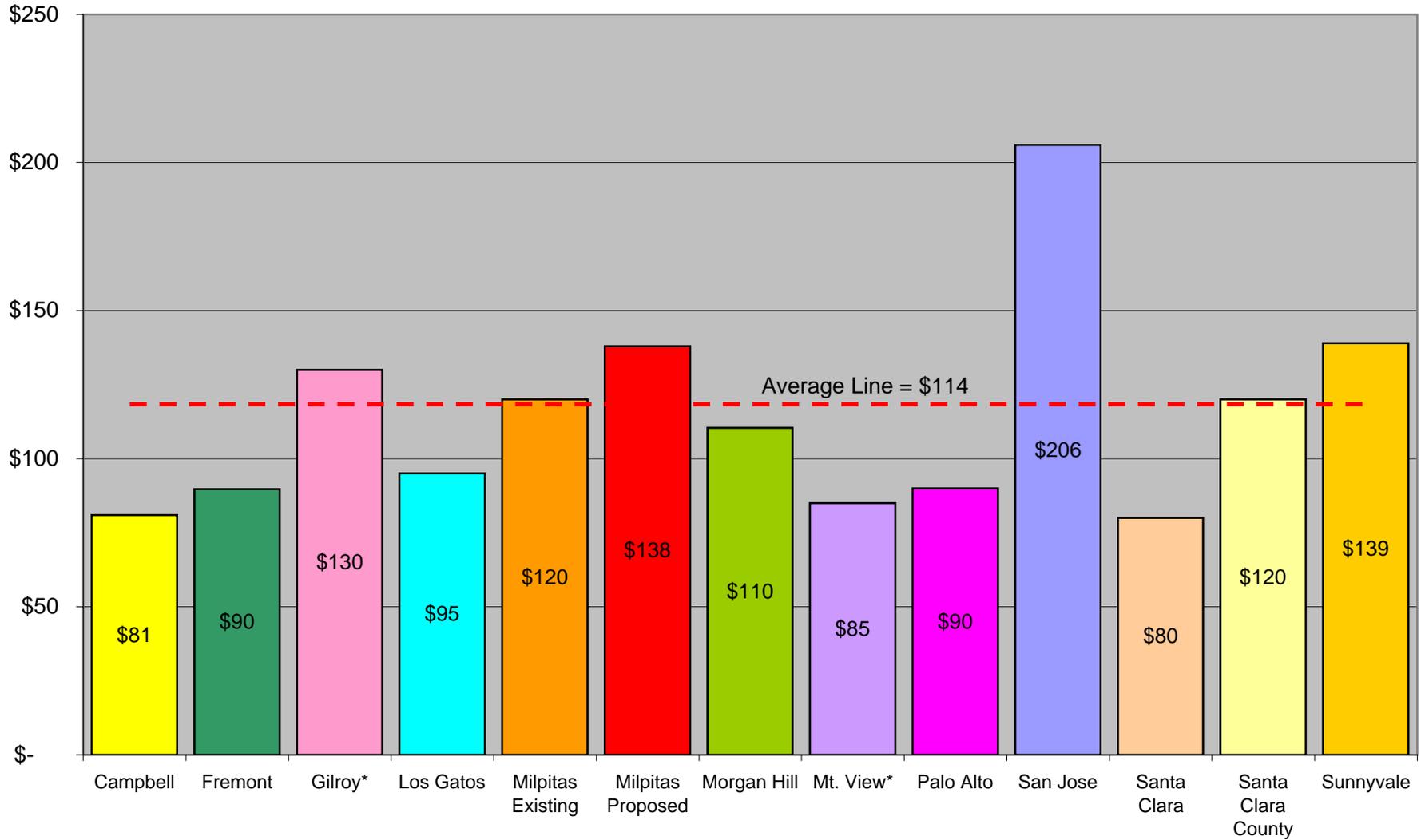
*Data from 2/8/07

Hourly Plan Check Fee



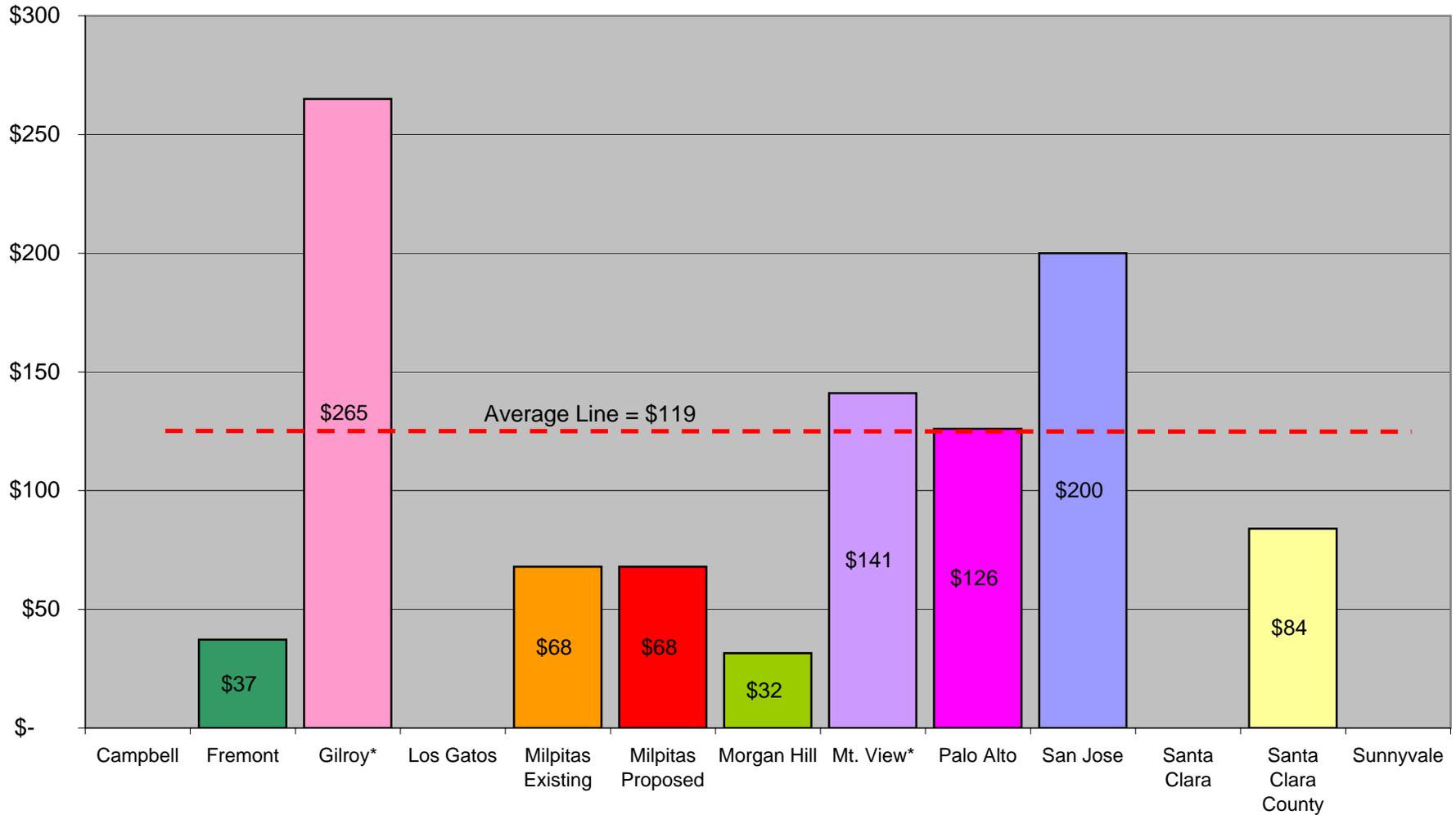
*Data from 2/8/07

Hourly Inspection Fee



*Data from 2/8/07

Microfilm & Imaging for
30 Pages 8.5" x 11"
&
12 Pages 17" x 22" or Larger



*Data from 2/8/07

MEMORANDUM

Department of Planning & Neighborhood Services



To: Emma Karlen, Finance Director
From: James Lindsay, Planning & Neighborhood Services Director
Subject: Planning Fee Adjustments
Date: February 24, 2009

We are proposing to eliminate the initial deposit amounts within Planning Fee Scheduled and to change a number of applications with flat fees that should be 100% cost recovery to Private Job (PJ) Accounts. Eliminating the initial deposit within the fee resolution will allow us to require additional funds up front for more complex projects and therefore not having to continually go back to the applicant for more money.

n/c = no change & PJ = Private Job

Service Center	Description	% Cost Recovery (IV-3-4.00)	Current Fee	Proposed Fee
S-001	PLANNING RESEARCH FEE	10%	1 st 30 min. free; \$40/hr afterward	n/c
S-003	ZONING CONFORMANCE LETTER	100	\$40	n/c
S-004	ZONING CODE INTERPRETATION	50	No fee	n/c
S-005	APPEAL OF STAFF INTERPRETATION	0	No fee	n/c
S-005A	APPEAL OF PLANNING COMMISSION DECISION	100	\$100	n/c
S-006	ZONING CODE TEXT AMENDMENT	100	\$2,000 deposit	PJ Account
S-006A	ZONE CHANGE	100	\$2,000 deposit	PJ Account
S-007	PRELIMINARY PLAN REVIEW	0	No fee	n/c
S-008	DEVELOPMENT AGREEMENT	100	\$5,000 deposit	PJ Account
S-009	DEVELOPMENT AGREEMENT AMENDMENT	100	\$2,500 deposit	PJ Account
S-010	BASIC DEVELOPMENT SERVICES	100	No fee	n/c
S-010A	GENERAL PLAN AMENDMENT	100	\$2,000 deposit	PJ Account
S-010B	PLANNED UNIT DEVELOPMENT	100	\$2,000 deposit	PJ Account

Service Center	Description	% Cost Recovery (IV-3-4.00)	Current Fee	Proposed Fee
S-010C	SITE DEVELOPMENT PERMITS (S ZONE) <ul style="list-style-type: none"> • New multi-family or nonresidential building/site development • Major building or site modifications to existing development • New hillside homes • Building additions <ul style="list-style-type: none"> ○ 25,000+ sf. ○ 10,000-25,000 sf. ○ 1,000-10,000 sf. ○ less than 1,000 sf. • Minor building or site modifications to existing development • Building signs & freestanding signs under 6 feet in height 	100	\$2,000 deposit \$2,000 deposit \$1,050 fee \$2,000 deposit \$1,050 flat fee \$500 flat fee \$250 flat fee \$250 flat fee \$250 flat fee	PJ Account PJ Account PJ Account PJ Account PJ Account PJ Account PJ Account
S-010D	PLANNED SIGNAGE PROGRAM	100	\$250 fee	PJ Account
	AMENDMENTS / MODIFICATIONS TO PREVIOUS APPROVALS	100	50% of flat fee or PJ deposit	n/c
S-010F	TENTATIVE MAP (MAJOR)	100	\$2,000 deposit	PJ Account
S-010G	PARCEL MAP (MINOR)	100	\$2,000 deposit	PJ Account
S-010H	NEWSPAPER ADVERTISEMENT	100	\$225 for expedited ad published in daily paper	PJ Account
S-011	PLANNING TIME EXTENSION	100	\$300 fee	n/c
S-012	GENERAL PLAN MAINTENANCE	0	No fee	n/c
S-030	ENVIRONMENTAL CATEGORICAL EXEMPTION	0	No fee	n/c
S-031	ENVIRONMENTAL INITIAL STUDY & NEGATIVE DECLARATION	100	\$50 for non-PJ applications	PJ Account
S-031A	ENVIRONMENTAL IMPACT REPORT	100	\$2,000 deposit	PJ Account
S-031B	CALIFORNIA FISH & GAME FEE	100	Applicant pays County Clerk	n/c
S-032	VARIANCE <ul style="list-style-type: none"> • Non-residential & multi-family • Single family • Signs 	50-100	\$2,000 deposit \$375 fee \$700 fee	PJ Account n/c n/c
S-032A	USE PERMITS Use permits in non-residential, multi-family districts.	100	\$1,000 deposit	PJ Account
S-032B	USE PERMITS <ul style="list-style-type: none"> • Use permits in single family districts • Family day care homes 	50-100	\$375 \$50	n/c

MEMORANDUM



To: Tom Williams, City Manager
Through: Ruben Grijalva, Interim Fire Chief
CC: Emma Karlen, Finance Director
Michael Ogaz, City Attorney
From: Bill Marion, Information Services Director
Patricia Joki, Fire Marshal
Subject: Justification for Permit Automation Fee
Date: February 19, 2009 (revised May 19, 2009)

BACKGROUND:

In 2006, Council approved an Online Permitting/Development System focused on providing online new development permitting capability to support the process improvement initiatives. This approval included collection of a permit automation fee to recover the costs of the development software.

In 2006 'off-the-shelf' software was not designed to capture both new development processes and fire department annual permit and inspection program data without extensive programming. Because of this, the fire department maintained its permit and inspection software, which at that time met the needs of the department, and used the new development software to capture data needed by Planning, Engineering and the Building and Safety Departments.

DISCUSSION:

Over the past two years, the Fire Department has identified redundant processes that can be eliminated in its inspection and fire permit process to streamline the program for the customer. The department proposes to mirror this in its database software while also making it current with today's technology. To accomplish these changes a funding resource is necessary as currently no monies are collected to cover computer related activities. This cost could be recovered through a permitting automation fee.

To estimate the amount of funding necessary, the Fire Department used a process similar to that employed by the Building and Safety Department when determining funds needed for the online permitting/development system.

The attached table shows costs for computer hardware and software, maintenance and data conversions, along with the number of facilities the Fire Department routinely inspects, reviews and issues permits and/or approvals for. These are all identified as 'activities'. A total of approximately 5700 activities for the 2008 calendar year were conducted. Based upon this data, recovery of the annual estimated costs within a 3 year time period would require an estimated charge of \$ 11.28 per activity. Conversely, the period to collect the necessary funds could be extended to five years and

the cost per activity would be reduced to \$ 6.77, which would also correspond with the estimated hardware replacement schedule.

Currently the Fire Prevention Division charges no fees for computer related equipment, programs or software, or life-safety inspections conducted by fire engine companies. Fees are charged for annual permits, inspections, and plan reviews as detailed in resolution # 7721 approved by City Council in December 2007. The Permit Automation Fee would be in addition to those fees already collected.

The proposed fee would apply to:

- Fire Life-Safety Construction Permits
- Fixed Fire Extinguishing System Permits
- Fixed Fire Detection and Alarm System Permits
- Fire Department review of projects requiring an Engineering Department review
- Fire Department review of projects requesting Planning Department approvals
- Fire Code Permit Inspections
- Life-Safety Inspections completed by the Fire Marshal's Office and Fire Engine Company

The changes made to the Fire Department's database software, for which the fee would be implemented, would allow the customer to view plan check status, comments and inspection results and view historical inspection data online and also schedule an inspection. Other improvements provided by the automated system include:

- Information will be more readily and more quickly available and will streamline inspection and plan check staff data entry to more effectively utilize technology and provide one-stop access to records for both fire department and building and safety department personnel use.
- It will bring fire department databases current with technology.
- Comply with State statute requiring compliance for hazardous material inventory statement and hazardous material business plan reporting.
- Provide emergency responders immediate electronic access (24/7) to emergency response information.
- And, further the City's current 'green' practice of reducing paper resources, storage costs, staff time and costs by making information available electronically.

Overall, these adjustments would provide a higher level of service to citizens, the business community, builders and developers.

While the fee does represent an increase in the overall monetary cost to an applicant or business, it will more than repay the customer with time savings and improved service. The City will benefit in that existing staff will be more productive and the overall experience of doing-business-in-Milpitas will be improved, making the City more attractive for future development and business activities.

RECCOMENDATION:

1) Staff recommends an annual fee of \$ 6.77 be assessed on each activity conducted by the Fire Department to recover the costs of computer related hardware, software and services over a five year time period.

HARDWARE, SOFTWARE & SERVICES COST ESTIMATES

ANNUAL COST	EQUIPMENT ¹	SOFTWARE ²	TOTAL
YEAR 1	-0-	32,100	32,100
YEAR 2	-0-	32,100	32,100
YEAR 3	32,500	32,100	64,600
YEAR 4	-0-	32,100	32,100
YEAR 5	-0-	32,100	32,100
TOTAL			193,000

¹ New hardware (desktop PC's & Tablet PC's)

² Software maintenance & upgrades, database conversion for tablet P/C, reports (15+), updates for fire code changes & technical support

ANNUAL FIRE DEPARTMENT ACTIVITIES

ANNUAL ACTIVITIES CONDUCTED	AMOUNT
Hazardous Material plan checks and inspections	150
Life-safety plan checks and inspections	2600
Permits & inspections	1000
Engine company life-safety inspections	2000
TOTAL	5700

ANNUAL COST PER ACTIVITY (One Inspection per year)

Cost Recovery 3 years \$11.28
 Cost Recovery 4 years \$8.50
 Cost Recovery 5 years \$6.77

COST COMPARISONS FOR ENGINE COMPANY INSPECTIONS

CITY	ACTIVITY	COST
MILPITAS	Self & Engine Company	None
SAN JOSE	Engine Company	None
FREMONT	Self inspections	\$74
	Moderate hazards	\$148
	Significant hazards	\$222
SANTA CLARA	Home business	\$20 (one time only cost)
	Light/ordinary hazard	\$ 95 20K square feet \$129 >20 to 50K square feet \$197 >50 square feet
	Extra Hazard	\$358 up to 20K square feet \$650 >20K to 50K square feet \$1020 >50K square feet

1

2

PERMIT AUTOMATION FEE SCHEDULE*

The Permit Automation Fee of \$ 6.77 would be added to the following activities:

- Fire Life-Safety Construction Permits
- Fixed Fire Extinguishing System Permits
- Fixed Fire Detection and Alarm System Permits
- Fire Department review of projects requiring an Engineering Department review
- Fire Department review of projects requesting Planning Department approvals
- Fire Code Permit Inspections
- Life-Safety Inspections completed by the Fire Marshal's Office

The Permit Automation Fee of \$ 6.77 would be charged for the following activities:

- Life-Safety Inspections completed by the Fire Engine Company

* The fee is based on a five year amortization period for the computer equipment and software.



Milpitas Parks & Recreation Services Department

To: Mayor and City Councilmembers
Through: Tom Williams, City Manager
From: Bonnie Greiner, Parks and Recreation Services Director
Subject: **Proposed Fee Increases**
Date: May 20, 2009

In the effort to be fiscally responsible, the Parks and Recreation Services Department is continuously reviewing, evaluating programs and comparing fees to other local surrounding cities. After reviewing all of the current fees, staff is proposing to adjust the following fees to align them with competing program costs and make them comparable to neighboring cities surveyed. Staff has surveyed neighboring cities to compare program fees, facility rental rates, and non-resident charges.

Staff has also explored new and innovative ways to attract customers that would increase program participation numbers, thus increasing revenue for the city without impacting current residents and their "first priority status".

New "Become a Local Card":

Over the past year, staff has noticed a decline in "non-resident" participation in programs, thus reducing revenue. Staff is proposing the new "Locals Only" card. All non Milpitas residents interested in participating in Recreation classes may purchase a yearly honorary membership card for a fee. The honorary membership fee allows non Milpitas residents to enroll in Recreation classes and pay the resident rate. This card does not apply to special programs, trips, or Sports Center activities.

The yearly membership would accommodate different recreation needs.

Yearly Membership Fees:

Family (up to 4 members)	\$100.00
Family (up to 8 members)	\$200.00

Milpitas residents will maintain priority status when signing up for all Parks and Recreation Services Programs. The "Local" card will waive the non-resident fee of \$20.00 per class and ultimately encourage enrollment of non-residents who live closely to our Recreation facilities. Not only will this encourage non-residents to apply, but it will potentially generate additional revenue.



Milpitas Community Center, 457 E. Calaveras Blvd., (408) 586-3210
Milpitas Senior Center, 540 S. Abel St., (408) 586-2775
Milpitas Sports Center, 1325 E. Calaveras Blvd., (408) 586-3225
Milpitas Teen Center, 1325 E. Calaveras Blvd., (408) 586-3296
Milpitas Park Maintenance, 1265 N. Milpitas Blvd., (408) 586-2600

Other program fee increases which were found to be below the average and are proposed for increases include the following:

Please refer to attached Fee schedule for fee increases in the following areas: Application Fee, Rental Deposits, Facility Attendant Fee, Mobile Stage, Large Gym, Pools, Tennis Courts, Sports Fields, Senior Trip Admin Fee, Rental Date Transfer Fee and Community Garden.

Milpitas Tidal Waves Swim Team:

The Milpitas Tidal Waves is an eleven month USA Sanctioned Swim Team averaging the capacity of 100 swimmers per month. Upon reviewing swim team fees, findings indicate that most clubs surveyed use a “tiered system” fee structure and have higher fee schedules than the Milpitas Tidal Waves.

Athletes on each respective team are divided into groups based on skill level. The fee structure is calculated based upon the duration of coaching hours per group level. Essentially, the “beginner” level groups have the least amount of training time and pay the least amount of team fees per month. The “Junior” level groups have longer practice times and therefore pay more per month. The “Senior” level groups have the most amount of practice time and pay the most team fees per month.

The Milpitas Tidal Waves (MTW) swim team is currently divided into three distinct group levels with different lengths of practice time; however current team fees are the same for all swimmers at \$50.00 per month for residents and \$70.00 per month for non-residents. The “tiered system” fee structure can be introduced for the “Beginner”, “Junior” and “Senior” level groups and fees can be increased to be more comparable with other swim organizations in neighbor cities.

Nearly twenty percent of the MTW swim team is comprised of non-resident participants, who currently pay an additional \$20.00 per month to participate, per the established non-resident fee. Due to limited pool size and available hours, the swim team enrollment is limited to 100 swimmers.

Currently the enrollment is on a first come, first serve basis. Beginning July 1, 2009, residents will have a longer period to “pre register” for the next month, giving the Milpitas residents a greater opportunity to participate in the program.

Proposed New Monthly Fee Structure:

\$65.00 per month	1 hour per day practice time
\$75.00 per month	1.5 hours per day practice time
\$85.00 per month	2 hours per day practice time

Current Program Cost:	\$211,845 (staffing and supplies)
Current Revenue:	\$57,000
Projected Additional Revenue:	\$25,500
Projected Total Revenue:	\$82,500

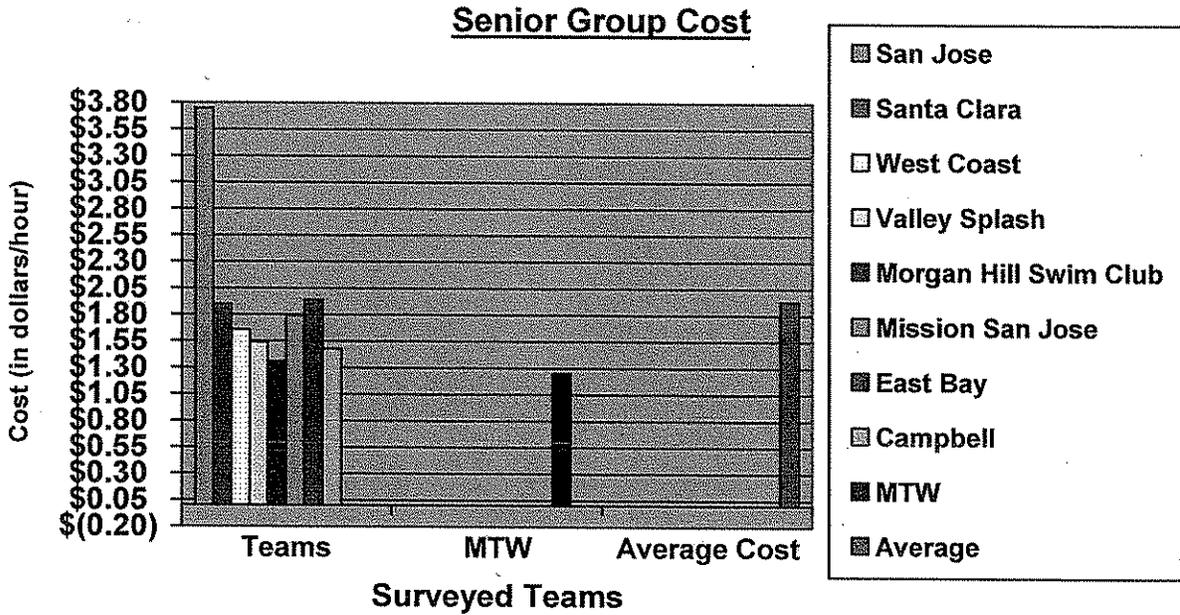
Non-Resident Fee/per Month:

Current: \$20 per month
New Proposed Fee: \$50 per month

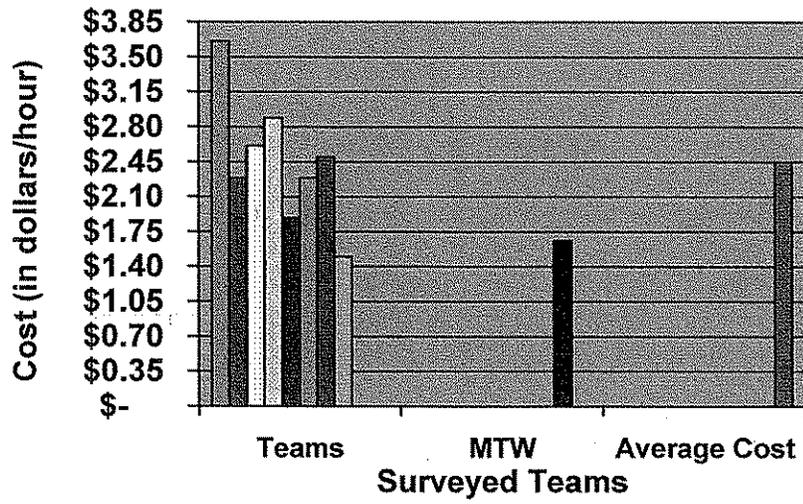
No other team charges a non-resident fee, however all charge an annual registration fee. The range in cost of those annual registration fees was \$10 to \$100. The average of those costs was \$67.

The graphs below compare the current group fees per hour of practice for local swim clubs. Summary of Cost per hour for comparison only.

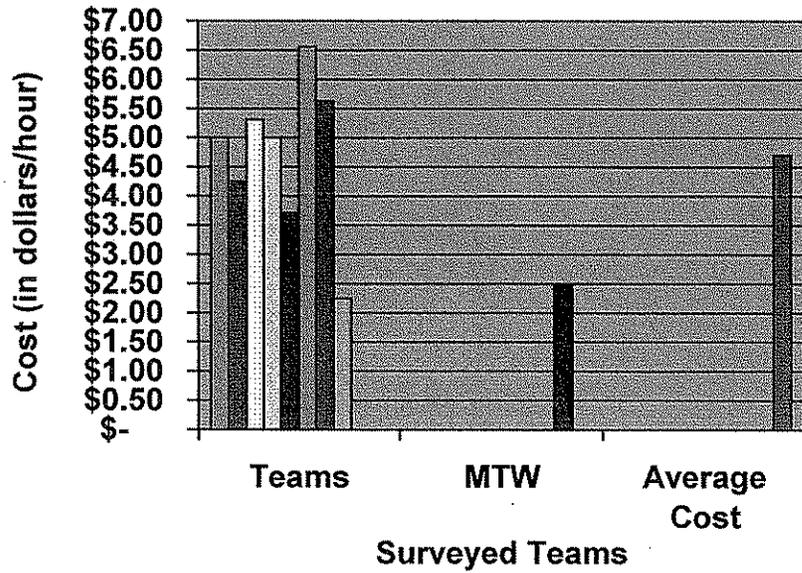
	<u>Beginner</u>	<u>Junior</u>	<u>Senior</u>
Local team Average:	\$4.71	\$2.45	\$1.93
Current MTW:	\$2.50	\$1.66	\$1.25
Proposed MTW:	\$3.25	\$2.50	\$2.13



Junior Group Cost



Beginner Group Cost



Fee Schedule and Proposed Changes

Rental Date Transfer Fee (All Indoor Facilities)

Should a request for a change of rental date be made, a rescheduling fee of \$100 will be implemented providing the date and staff availability, and there are 45 days remaining prior to the original scheduled date.

City Hall Building Plaza and Grounds		Milpitas Schools, Chamber and Gov Agencies (Priority I)	Resident Non-Profits (Priority II)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)	Benchmark Cities (Campbell, Cupertino, San Jose, Sunnyvale, Mt. View, Santa Clara)
Facility / Service		9 months to proposed date	9 months to proposed date	1 year to proposed date	6 months to proposed date	
Application Fee (non-refundable)		\$15 per application	\$15 per application	\$15 per application	\$15 per application	\$35 per application
Current Fees		\$20 per application	\$20 per application	\$20 per application	\$20 per application	This proposed fee increase applies to all facility rental applications
Proposed Fee						

Community Center		Milpitas Schools, Chamber and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)	Benchmark Cities (Campbell, Cupertino, San Jose, Sunnyvale, Mt. View, Santa Clara)
Facility / Service		9 months to proposed date	9 months to proposed date	1 year to proposed date	6 months to proposed date	
Rental Deposits: Community Hall (Auditorium Only)						
Current Fees		None	\$150.00	\$250.00	\$350.00	Avg. Fees \$517
Proposed Fees		None	\$500.00	\$500.00	\$500.00	
Rental Fees: Auditorium						
Current Fees		No fee	\$38.00/hr	\$100.00/hr	\$130.00/hr	
Proposed Fees		No fee	\$38.00/hr	\$115.00/hr	\$145.00/hr	

Facility Attendant Fees						
Current Fees	Actual Cost to City	Actual Cost to City	\$15.00/hr	\$15.00/hr	\$15.00/hr	
Proposed Fees	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr	

Teen Center						
Facility / Service	Milpitas Schools, Chamber, and Gov Agencies (Priority I)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)	Benchmark Cities (Campbell, Cupertino, San Jose, Sunnyvale, Mt. View, Santa Clara)	
Reservations Accepted	90 days to proposed date	90 days to proposed date	1 year to proposed date	6 months to proposed date		Avg. Fees \$517
Rental Deposits: Gathering Room						
Current Fees	None	\$150.00	\$500.00	\$600.00		
Proposed Fees	None	\$500.00	\$500.00	\$500.00		

Sports Center						
Facility/Sports Fields/ Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)	Benchmark Cities (Campbell, Cupertino, San Jose, Sunnyvale, Mt. View, Santa Clara)	
Reservations Accepted	90 days to proposed date	90 days to proposed date	90 days to proposed date	60 days to proposed date		
Rental Deposits – All						Avg. Fees \$517
Current Fees	None	\$150.00	\$250.00	\$350.00		
Proposed Fees	None	\$500.00	\$500.00	\$500.00		
Rental Fees: Large Gym						*No increase in fees; facility custodial charge absorbed into hourly rate
Current Fees	No fee	\$30.00/hr	\$30.00/hr	\$75.00/hr		
Proposed Fees	\$25.00/hr	\$25.00/hr	\$50.00/hr	\$100.00/hr		
Instructional Pool						
Current Fees	No fee	\$15.00/hr + lifeguards	\$15.00/hr + lifeguard	\$30.00/hr + lifeguards		
Proposed Fees	No fee	\$25.00/hr + lifeguards	\$50.00/hr + lifeguards	\$100.00/hr + lifeguards		

Yard Pool						
Current Fees	No fee	\$20.00/hr + lifeguards	\$20.00/hr + lifeguards	\$20.00/hr + lifeguards	\$40.00/hr + lifeguards	
Proposed Fees	No fee	\$30.00/hr + lifeguards	\$30.00/hr + lifeguards	\$60.00/hr + lifeguards	\$120.00/hr + lifeguards	
Meter Pool						
Current Fees	No fee	\$25.00/hr + lifeguards	\$25.00/hr + lifeguards	\$25.00/hr + lifeguards	\$50.00/hr + lifeguards	
Proposed Fees	No fee	\$35.00/hr + 2 guards	\$35.00/hr + 2 guards	\$70.00/hr + 2 guards	\$140.00/hr + 2 guards	
Tiny Tot Pool						
Current Fees	No fee	\$10.00/hr + lifeguards	\$10.00/hr + lifeguards	\$10.00/hr + lifeguards	\$20.00/hr + lifeguards	
Proposed Fees	No fee	\$20.00/hr + lifeguards	\$20.00/hr + lifeguards	\$40.00/hr + lifeguards	\$80.00/hr + lifeguards	
Lifeguard Fees (per Lifeguard)		Actual Cost to City	Actual Cost to City	\$15.00/hr	\$15.00/hr	
Proposed Fees	\$15.00/hr	\$15.00/hr	No change	No change	\$30.00/hr	

Sports Center (Cont.)						
Facility/Sports Fields/ Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority IIb)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)	Benchmark Cities (Campbell, Cupertino, San Jose, Sunnyvale, Mt. View, Santa Clara)	
Reservations Accepted	90 days to proposed date	90 days to proposed date	90 days to proposed date	60 days to proposed date		
Softball/Baseball/Soccer Field w/o lights	No fee	\$4.00/hr	\$4.00/hr	\$20.00/hr	Avg. Fees (Res./Non Res) \$30.95/\$51.35	
Proposed Fees	No fee	\$15.00/hr	\$20.00/hr	\$40.00/hr		
Softball/Baseball/Soccer Field w/ lights	No fee	\$9.00/hr	\$9.00/hr	\$30.00/hr	Avg. Fees (Res./Non Res) \$40.43/\$58.09	
Proposed Fees	No fee	\$20.00/hr	\$30.00/hr	\$60.00/hr		
Facility Attendant/Scorekeeper (per attendant)						
Current Fees	Actual Cost to City	Actual Cost to City	\$15.00/hr	\$30.00/hr		
Proposed Fees	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr		

Picnic Areas							
Facility/Sports Fields/ Service	Milpitas Schools Chamber and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)	Benchmark Cities (Campbell, Cupertino, San Jose, Sunnyvale, Mt. View, Santa Clara)		
Reservations Accepted	90 days to proposed date	90 days to proposed date	90 days to proposed date	60 days to proposed date			
Application Fee (non-refundable)	\$15 per application	\$15 per application	\$15 per application	\$15 per application	\$35 per application		
Current Fees	\$20 per application	\$20 per application	\$20 per application	\$20 per application	This proposed fee increase applies to all facility rental applications		
Proposed Fee	None	\$150.00	\$250.00	\$350.00			
	None	\$500.00	\$500.00	\$500.00			
Facility Attendant Fees (per attendant)	Actual Cost to City	Actual Cost to City	Actual Cost to City	\$15.00/hr			
Current Fees	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr			
Proposed Fees							

Senior Center and Sal Gracofice Building							
Facility / Service							
Reservations Accepted							
Rental Deposits: Auditorium							
Current Fees							
Proposed Fees							
Facility Attendant Fees (per attendant)							
Current Fees							
Proposed Fees							

Higuera Adobe							
Facility / Service	Milpitas Schools Chamber and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)	Non-Residents (Priority V)	Benchmark Cities (Campbell, Cupertino, San Jose, Sunnyvale, Mt. View, Santa Clara)		
Reservations Accepted	90 days to proposed date	90 days to proposed date	1 year to proposed date	6 months to proposed date			
Facility Attendant Fees (per attendant)	Actual Cost to City	Actual Cost to City	Actual Cost to City	\$15.00/hr			
Current Fees	\$30.00/hr	\$30.00/hr	\$30.00/hr	\$60.00/hr			
Proposed Fees							

Tournament Field/Tennis Courts			
Facility/Sports Fields/ Service	90 days to proposed date	90 days to proposed date	90 days to proposed date
Reservations Accepted	90 days to proposed date	90 days to proposed date	60 days to proposed date
Tennis Court (per court)			Avg. Fees(Res./Non Res) \$10.00/\$14.00
Current Fees	No fee	\$3.75/hr	\$8.00/hr
Proposed Fees	No fee	\$6.00/hr	\$12.00/hr
Tennis Court w/lights (per court)			
Current Fees	No fee	\$5.00/hr	\$10.00/hr
Proposed Fees	No fee	\$8.00/hr	\$14.00/hr

Festival/Rental Fees			
Facility/Sports Fields/ Service	Milpitas Schools, Chamber, and Gov Agencies (Priority II)	Resident Non-Profits (Priority III)	Milpitas Residents (Priority IV)
Reservations Accepted	90 days to proposed date	90 days to proposed date	60 days to proposed date
Facility Attendant (per attendant)	Actual Cost to City	Actual Cost to City	Actual Cost to City
Current Fees	\$30.00/hr	\$30.00/hr	\$60.00/hr
Proposed Fees	\$30.00/hr	\$30.00/hr	\$60.00/hr

Program/ Service	DESCRIPTION OF FEE, RATE OR CHARGE	CURRENT FEE and FEE STRUCTURE	Proposed Fee	
Senior Programs	Senior Citizen Trip Admin Fee	\$1/per	\$3.00-\$6.00	
	Senior Citizen Trips	Actual cost to City plus trip Admin Fee	Actual Cost to City + Trip Admin Fee	
	Community Garden			
Community Garden	• Senior Resident Rate	\$15.00/year	\$30.00/year	
	• Resident Rate	\$30.00/year	\$60.00/year	
	•			
Swim Team/Tidal Waves	Monthly Swim Team Fee/Tidal Waves	First child - \$50.00/month* Second child - \$40.00/month* Third child - \$30.00/month*	Beginner - \$65.00/month Junior - \$75.00/month Senior - \$85.00/month	
	Non-Resident Fee(per child)	\$20.00/month	\$50.00/month	
	USS Registration Fee (per child)	\$50.00/yearly		
	Locals only card-family membership	Up to 4 members Up to 8 members		\$100.00/yearly \$200.00/yearly
Locals Only Card				

ATTACHMENT C

CITY OF MILPITAS

MINUTES of: **CITY COUNCIL (FINANCE) SUBCOMMITTEE**

Date/Time: **Wednesday, March 18, 2009 – 4:00 p.m.**

- I. CALL TO ORDER:** Council Member Debbie Giordano called the meeting to order at 4:00 pm

Attendance:

City Manager: Thomas C. Williams
City Council: Council Member Debbie Giordano, Council Member Armando Gomez
Staff: Emma Karlen, Jane Corpus-Takahashi, Bryan Otake, Dennis Graham, Patricia Joki, Bill Marion, James Lindsay, Greg Armendariz, Kathleen Phalen, Ruben Grijalva, Bonnie Greiner, Aaron Bueno, Rosana Cacao, Keyvan Irannejad

- II. CITIZENS FORUM:** No Comments

III. APPROVAL of MINUTES: The January 14, 2009 meeting minutes were approved.

IV. ITEMS FOR DISCUSSION

A. Proposed Fee Increase / Adjustments from Various Departments - Parks & Recreation, Planning, Engineering, Building, Fire and Police

- **Bonnie Greiner, Parks & Recreation Service Director** – Presented proposed fee increases for some current City Recreation programs in addition to new program fees:

Milpitas Tidal Wave Swim Team – After a comparison with neighboring swim teams, the City of Milpitas fees are much lower. The recommendations are: Increase monthly fees for - Beginner group \$65; Junior group \$75 and Senior group \$85. The fee increase is proportionate with the allotted practice time. Increase the non-resident fee from \$20.00/month to \$50.00/month. After the proposed fee increases, the swim program fees would be average. The swim team is limited to 100 swimmers.

Councilmember Gomez would like the swim program to provide local preference to Milpitas residents. The Parks & Recreation Service Director will make the necessary clarification prior to the budget hearing process.

“Become a Local” Card - Over the past year there has been a decline in non-residents participating in City recreation classes. Staff is proposing a new program for non-Milpitas residents. Those interested in participating in recreation classes may purchase a yearly “locals” membership card for a fee. Membership would eliminate non-residents from paying the \$20.00 per class non-resident fee. The proposed fee for a family up to four is \$100/yr; and for a family up to eight is \$200/yr.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

Community Garden – Staff compared our community garden fees to neighboring community gardens and determined that Milpitas is well under the average fee rate. Staff is proposing to increase the fee to be in line with surrounding community gardens.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

Youth Sports Field User Fee – Many neighboring cities charge a Youth Sports Field User fee per child that participates on any sports team. Staff is proposing to similarly implement a fee of \$5.00 per child who participates on any Milpitas team. The fee will be applied towards field maintenance costs.

Council Members Armando Gomez and Debbie Giordano – Did not approve the proposed fee at this time. Recommendation was made for possible outreach, and further review would be needed.

- **James Lindsay, Planning Director** – Staff is proposing to eliminate the initial deposit amount currently within the Planning fee resolution. This will administratively allow adjusting the required deposit based on the complexity of an application. This is not an extra fee. The deposit will be used as a draw against the project. Additionally, there are about seven permit types that are currently shown as flat fees in the fee schedule. Staff is requesting that these be converted to the Private Job system in order to recover costs.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

- **Kathleen Phalen, Principal Civil Engineer** – Staff is recommending that water meter acquisition and installation fees for new projects be adjusted to cover current costs. The adjustments are to cover the fully loaded labor rate along with the meter cost. These fees were last adjusted in July 2006.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

- **Keyvan Irannejad, Chief Building Official** – The Building Department fee schedule went through a major revision in 2004 and a minor revision in 2006. The revisions were done in order to recover the “fully burdened” hourly costs. Staff conducted a fee survey of surrounding cities and the results indicate Milpitas is below average. Each year costs increase. Staff is proposing a 15% hourly rate fee increase for

inspections and a 9.4% plan check fee increase. The proposed increases will only affect larger additions and commercial projects.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

- **Ruben Grijalva, Interim Fire Chief** – Staff is proposing nominal fee increases in the Fire Prevention Bureau to recover the costs of hardware & software services to improve effectiveness in the Bureau as well as efficiency to be able to collect and manage data.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

- **Patricia Joki, Fire Marshal** – Fire Prevention has been streamlining internal processes. However, their current software and hardware are not able to keep up with the changes. Additional resources are necessary, but are not in their current budget. By updating the department’s resources businesses could view their plan check and inspection results online, schedule inspections online, look at historical data online. The new hardware and software will enable staff to communicate with other agencies and meet the mandated requirement to share data with the state.

The Fire Department conducts approximately 5,700 activities yearly, such as facilities routinely inspected, fire life-safety permits, plans reviewed and annual permits. Following a cost calculation, the total estimated cost to update hardware and software resources is \$193,000. This cost can be recovered annually through an additional permitting fee per activity over the following optional periods: 3 years cost recovery @ \$11.28 per activity, 4 years cost recovery @ \$8.50 per activity or 5 years cost recovery @ \$6.77 per activity.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

- **Dennis Graham, Chief of Police** – In 2000 Milpitas City Council adopted Resolution No. 6988 authorizing an administrative tow fee of \$150.00. After calculating the “loaded cost” of \$641.00 related to a single tow, staff is proposing to increase the tow fee from \$150 to \$250 for the following type of tows: suspended and unlicensed drivers, drivers that are arrested, drivers involved in speed competition and vehicles with registrations that are six month or longer out of date.

Council Member Debbie Giordano – Indicated that the tow fee increase should be a minimum of \$300.

Tom Williams, City Manager – Indicated that the tow fee should be at least 75% cost recovery of the loaded fee, and recommended raising the tow fee to \$480.

B. Proposed Changes to Facility Use Rules and Regulations

Rosana Cacao, Recreations Volunteer Coordinator – The last amendment to the Facility Use Rules and Master Fee Schedule was in 2004. The proposed changes to the current Master Fee Schedule will provide language clarification in areas of facility use, rules and regulations, will further limit the City’s liability of facility rentals along with increasing fees to be consistent with surrounding cities.

Council Member Debbie Giordano requested the Parks & Recreation Service Director provide the fee increases as percentages.

Tom Williams, City Manager – Recommended to schedule a meeting on April 15th to allow more time for Council Members to review the information presented.

C. Purchase of Park Land for the Transit Area

Tom Williams, City Manager – This item is being deferred to a future date. Negotiations are still in progress with Integral Partners on an OPA and development agreement to determine the level of funding for the RDA land purchase identified in the Transit Area Specific Plan. If an agreement is reached between the developer and staff, then staff will move forward with the acquisition.

D. Proposed Agreement with MCTV to Manage Cable Channel 26

Bill Marion, Director of Information Services – A concept behind the cable TV studio was that a private nonprofit organization could operate the studio for the City, thereby removing the City from a position of determining what is acceptable and eliminate the City from any situation that could claim censorship. A private nonprofit group was formed called Milpitas Community Television, and an agreement was developed to for this group to operate the studio. The City would provide funding over four years by applying the money due from Comcast under the cable TV franchise agreement. There would be no net cost to the City.

Council Members Armando Gomez and Debbie Giordano – There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

E. Review of the FY 09-10 Capital Improvement Plan and Five-Year Plan

Greg Armendariz, Public Works Director/City Engineer – A slide presentation was made highlighting the summary of the 5-year Capital Improvement Project (CIP) program starting with FY09-10. The total CIP budget for FY09-10 is \$19Million. This year the CIP is heavily focused on the City’s infrastructure. The various CIP fund categories are: community improvement, parks, streets, water projects, sewer & storm.

Several community improvement projects were bonded with FY2003 RDA bonds. Bids for the Sr. Center came in low, thus a portion of the Sr. Center budget is being defunded. A large portion of the budgeted money for streets is from outside funding. The Library Project came in around \$2 Million under budget. There is one new park project off Calle Oriente near Park Victoria. The City is facing aging infrastructure with the water/ sewer/storm systems. The City is working on emergency preparedness, seismic retrofitting of pump stations and fire hydrant replacement. The main sewage pump station retrofit project was complete and came in \$1 Million under budget. The Berryessa pump station storm improvement project was completed and came in \$200,000 + under budget.

Council Member Armando Gomez – Requested a review of the Parks Master Plan and the Sports Center Master Plan for any immediate needs over 3 yrs.

Bonnie Greiner, Parks and Recreations Supervisor – Review of the Parks Master Plan draft should be completed within next few months, and the final document should be ready in August.

Greg Armendariz, Public Works Director/City Engineer – Indicated that he and the Parks and Recreations Supervisor will be reviewing the Sports Center Master Plan. A new CIP will be necessary the second or third year of the five-year CIP. This would need to be a new CIP because there will be extensive revisions to the Master Plan and the revisions will need to be completed in phases.

V. OTHER BUSINESS

VI. NEXT MEETING – The next meeting will be scheduled April 15, 2009 in order to complete the discussion on the remaining Park & Recreation fees and an overall preview of the City budget.

VII. ADJOURNMENT

ATTACHMENT C

CITY OF MILPITAS

MINUTES of: **CITY COUNCIL (FINANCE) SUBCOMMITTEE**

Date/Time: **Wednesday, April 22, 2009 – 4:00 p.m.**

- I. CALL TO ORDER:** Council Member Debbie Giordano called the meeting to order at 4:05 pm

Attendance:

City Manager: Thomas C. Williams

City Council: Council Member Debbie Giordano, Council Member Armando Gomez

Staff: Emma Karlen, Jane Corpus-Takahashi, Flora Tzeng, Mike Ogaz, Bryan Otake, Carmen Valdez, Dennis Graham, Greg Armendariz, Kathleen Phalen, Ruben Grijalva, Bonnie Greiner, Rosana Cacao, Keyvan Irannejad, James Lindsay

- II. CITIZENS FORUM:** No Comments

- III. APPROVAL of MINUTES:** The March 18, 2009 meeting minutes were approved.

IV. ITEMS FOR DISCUSSION

A. Proposed Changes to Facility Use Rules and Regulations

Bonnie Greiner, Recreation Supervisor – The majority of the changes to the Facility Use Rules and Regulations Manual were recommended by the City Attorney’s office and ABAG in order to limit the City’s liabilities to facility rentals. There are two main proposed changes: 1) Implement a new rescheduling fee of \$100 to reschedule an event, provided staff and the new rental date are available. There must be at least 45 remaining days from the original event date; 2) Following a survey of other City facilities, The City of Milpitas is below in some fees. The recommendation is to increase the application fee by \$5 and also increase the rental deposit.

Council Member Debbie Giordano –There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

B. Donation Request – Blind Children’s Camp

Emma Karlen, Director of Financial Services – Reported that this request was withdrawn by the applicant as he no longer works at this organization.

C. City Legal Cost Recovery Fees for Certain Planning and RDA Related Documents

Bryan Otake, Assistant City Attorney – Request to provide a minor update to modify the language for cost recovery of fee resolutions changing the wording: “**outside legal services**” may be charged to a private job account to “**legal services**” may be charged....

Council Member Debbie Giordano –There was no objection to the recommendation. The recommendation will go before the City Council for final approval.

D. SFPUC Water Contract

Kathleen Phalen, Principal Civil Engineer – The recommended action from the Finance Subcommittee is to approve two agreements – these agreements go hand in hand: 1) Water Supply Agreement with the San Francisco Public Utilities Commission 2) Individual water sales agreement between Milpitas and the San Francisco Public Utilities Commission. The agreements will be expiring at the end of June 2009.

The City of Milpitas, along with other agencies, contracted with the Bay Area Water Supply and Conservation Agency (BAWSCA) to negotiate a new agreement. Some of the terms of the new agreement are: The supply assurance remains unchanged at 184 million gallons per day non-revocable supply (excluding San Jose and Santa Clara). The principle is also unchanged whereby we pay for the water we use. The interim supply limitation and the power are new. The capital payment changes from a utility method to a cash method. SFPUC has committed to complete a \$4.3 billion Water System Improvement Program by 2015. The agreement is for 25 years with two options for additional five year extensions.

Council Member Debbie Giordano – **There was no objection to the recommendation. The recommendation will go before the City Council on June 2, 2009 for final approval.**

E. Preview of the FY 09-10 Proposed Operating Budget

Emma Karlen, Director of Financial Services – The City’s general fund has been faced with a structural budget deficit since 2001 where expenditures outpace revenue. Expenditures go up an average of 3.6% a year, revenue goes up an average of 3% a year. A major contribution to costs is the PERS rate. CALPERS investment portfolio has lost a significant amount of money so it is expected that in 2011-12 the PERS rate will jump to 40%. Other important factors affecting cost increase is the medical costs for current employees and retiree medical benefits funding.

The general fund gap for FY2009-10 is \$8.75 million. Strategies to balance the budget are to request an RDA loan repayment of \$6 million and to defund 9 vacant positions for a savings of \$1.5 million. Additionally staff plans on meeting with the various union representatives to negotiate an increase of all employees’ PERS contribution by 2.5% for a savings of \$900,000. Long term there will be discussions addressing employees’ total compensation package and possibly discuss with the unions a modification to contracts for a tiered benefit package.

In many other cities and agencies employees have taken a pay reduction or furlough. By asking employees to contribute to their benefits it would only impact their net pay and would not affect their PERS retirement and salary. As challenging as the situation is, the City is obligated to honor the current contracts. If the unions and employees are not willing to be part of the solution, the only other option would be staffing reductions.

It is projected there will be a reduced general fund revenue of about 3.4% for next year due to lower property taxes revenue, a decrease in building permit/inspection fees and lower interest income in the City's portfolio. What has helped our budget situation is that sales tax revenue is about 3% higher than projected. Through the City's economic development outreach efforts, the City asked some of the larger companies to change their tax filing status so that the sales/use tax would come directly to the City. This has resulted in \$0.5 million since January. It is projected there will be a 4.9% decrease in expenditures for next year by using the strategies noted above.

The proposed FY2009-10 budget will not reduce program or service cuts or use of the general fund reserve. The projected reserve level by the end of next year is \$5.9 million for Library and Performance Arts, \$2.8 million for uninsured claims, \$5.4 million PERS rate stabilization and \$14.7 million unreserved/ undesignated. The five year projection does not look good. Revenue and salaries are projected at a modest increase. Services and supplies will be constant. However, it is projected benefits will have a huge increase of about 40% in 2011-2012 due to increased CalPERS contribution. The RDA loan balance will be exhausted if we use \$6 million every year without addressing the structural deficit.

Staff is also requesting Council to approve budget guidelines and fiscal policy changes:

- Review the yearly proposed budget prior to the budget hearing through budget study sessions or by going through the Finance Subcommittee.
- Change the format of the departmental presentations during the budget hearing to emphasize and resolve structural deficit details.
- Clarify wording – Ability to use the PERS stabilization reserve when employer contribution rate exceeds previous year's contribution rate by more than 3% **of payroll** with City Council's approval.
- Clarify wording – The City **will attempt to set aside \$500,000** annually from the general fund revenue for the storm drain replacement reserve
- Clarify wording – The City **will attempt to set aside \$250,000** annually from the general fund reserve for the technical equipment replacement reserve.
- Other minor verbiage changes.

Council Members Debbie Giordano and Armando Gomez – Approved the proposed budget recommendations. The recommendation will go before the City Council for approval.

V. OTHER BUSINESS

VI. NEXT MEETING – The next meeting will be scheduled _____, 2009

VII. ADJOURNMENT