

CITY OF SIERRA MADRE

FEE SCHEDULE

FY 2018-2019

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

Table of Contents

FEE SCHEDULE	PAGE
Administrative Fees	2
Planning and Zoning Fees	4
New Construction Permit Fees	8
Building and Safety Permit Fees	10
Public Works Fees	13
Library Fees	17
Facility Rental Fees	19
Field, Park, Garden Plot, and Banner Fees	21
Film Permit Fees	23
Recreation Class and Special Event Fees	25
Police Fees	27
Fire Fees	30
<p>Many of the fees listed in the Master Fee Schedule are applied on an hourly basis and are structured to recover the full cost of service for each activity type. The City will apply the following hourly rate against recorded time to determine the fee amount owed by each applicant. Hourly rates from other departments may also apply if staff from those other departments perform work on a specific application or request for service. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application. The City may impose a contract administration fee of 15% on the value of contracted services.</p> <p>For services requested of City staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rate for staff time involved in the service or activity.</p>	

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
Administrative Fees				
* Annual Business License Fees				
	New Business License Issuance			
Multiple	a) Home Occupation	\$225	\$234	per year
Multiple	b) Contractor	\$306	\$318	per year
Multiple	c) All Other Businesses	\$329	\$342	per year
Multiple	d) 30 Day Contractor	\$154	\$160	per year
Business License Renewal				
Multiple	a) Home Occupation	\$123	\$128	per year
Multiple	b) Contractor	\$203	\$211	per year
Multiple	c) All Other Businesses	\$174	\$181	per year
Multiple	d) 30 Day Contractor	\$103	\$107	per year
License/Permit Fees - Other				
City Contractor Business License				
CON001	a) New	\$166	\$172	each
CONR01	b) Renewal	\$89	\$92	each
3117	One-Day/Special Event License Fee	\$40	\$42	per event; must have established beginning and ending date and time
3116	Solicitor Permit	\$113	\$117	per person, per day
3120	Vending Machine License Fee	\$46	\$48	per machine, per year
Other Fees				
TOBACCO	Tobacco Retailer License Fee	\$0	\$0	per year
Reproduction Fees				
COPIES	a) Copying and/or Printing	\$0.20	\$0.21	per page
DVVDS	b) Copying Tapes or DVDs	\$19	\$20	each
Returned Check Fees				
RET CK	a) First Check	\$38; plus bank fees	\$39; plus bank fees	each
RET CK	b) Each Subsequent Check	\$38; plus bank fees	\$39; plus bank fees	each
Dial-A-Ride Fees				
DAR001	a) Dial-A-Ride Inside City (Seniors/Handicapped)	\$2	\$0.50	one way
DAR002	b) Dial-A-Ride Outside City (Seniors/Handicapped)	\$2	\$0.50	one way
* All Charges Include \$1 SB1186 State Fee				
Dog License Fees				
	a) Neutered	\$28	\$29	each
	b) Unneutered	\$45	\$47	each
	c) Neutered - For Seniors (Over 65)	\$14	\$15	each
	d) Unneutered - For Seniors (Over 65)	\$29	\$30	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
Administrative Fees				
DOG-PRK	Dog Park Tag Fees			
DOG-PRKS	a) Senior Resident	\$0	\$0	each
	b) All Other Residents	\$0	\$0	current
	Late Penalty Payment			
	Other Fees			
GARAGE	Garage Sale Application	\$19	\$20	per weekend
SAL	Collections	10%	10%	per month; max of 100% of original fee
ADMIN STAFF	Administrative Services Staff	\$124	\$129	per hour

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PLANNING AND ZONING FEES (1)				
	Zoning Fees			
	Design Review Permit:			
	a) Administrative Design Review Permit	\$1,100	\$1,142	each
	b) Standard	\$4,788	\$4,970	each
	Conditional Use Permit:			
CU001	a) Minor	\$1,100	\$1,142	each
CU005	b) Standard	\$4,788	\$4,970	each
CU015	c) Hillside Management Zone	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
CU010	d) Extension or Modification	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
CU020	e) Appeals	75% of Original Filing Fee	75% of Original Filing Fee	each
	f) Deposit Requirement	100% of Estimated Cost and processing fee	100% of Estimated Cost and processing fee	each
	Variance			
VAR001	a) Minor	\$1,100	\$1,142	each
VAR005	b) Major	\$4,788	\$4,970	each
PZ001	Zone Change Application	\$7,236	\$7,511	each
PZ005	General Plan Amendment	\$7,236	\$7,511	each
PZ010	Municipal Code Text Amendment	\$7,236	\$7,511	each
	Wireless Facilities			
	Minor Modification to Wireless Facilities	\$1,100	\$1,142	each
	New Wireless Facilities	\$4,788	\$4,970	each
	Home Occupation Permits			
PZ015	a) Affidavit	\$33	\$34	each
PZ020	b) Administrative Discretionary	\$364	\$378	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PLANNING AND ZONING FEES (1)				
	Second Dwelling Unit			
PZ025	Second Dwelling Unit Permit	\$2,174	\$2,257	each
PZ030	Zoning Verification Letter	\$364	\$378	each
	Environmental Fees			
	Fish and Game Fee (State) - EIR Filing	\$3,078	\$3,168	
	Fish and Game Fee (State) - Negative declaration filing	\$2,216	\$2,281	
	Fish and Game Fee Exemption			
EVN001	Categorical Exemption	\$163	\$169	each
EVN005	Initial Study - Negative Declaration	\$2,395	\$2,486	each
EVN010	Initial Study - Mitigated Negative Declaration	\$6,384	\$6,627	each
EVN015	Environmental Impact Report	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
EVN020	Geotechnical Report Review	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Noticing Fees			
	Noticing Publication and Postage			
NF001	a) Director Review Only	\$323	\$335	each
NF005	b) Planning Commission Only	\$642	\$666	each
NF010	c) Planning Commission and City Council	\$802	\$832	each
	Sign Permit			
SGN001	a) Temporary	\$163	\$169	each
SGN005	b) Temporary - Admin Review	\$323	\$335	
SGN010	c) Administrative Review Required	\$323	\$335	each
SGN015	d) Planning Commission Review Required	\$642	\$666	each
	Mills Act Fee			
MILL001	Mills Act Application	\$1,878	\$1,949	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PLANNING AND ZONING FEES (1)				
Temporary Use Fees				
	Temporary Use Permit:			
TU010	a) Block Party	\$52	\$49	each
TU005	b) All Other Uses Not Linked to a Special Event or Civic Event	\$130	\$135	each
	Administrative Historic Resource Determination		\$378	each
	Water Efficient Landscapes			
WT001	a) Water Efficient Landscape Plan Check Fee	\$418	\$434	each
WT002	b) Landscape Permit and Inspection Fee	\$314	\$326	each
Copies and Print Services				
OTH025	Copy of General Plan Map (Large - Plotter Size)	\$19	\$20	per page
OTH030	Copy of Zoning Map (Large - Plotter Size)	\$19	\$20	per page
Other Fees				
OTH005	Request for Public Facilities Fee Reduction/Waiver	\$834	\$866	each
OTH010	Pre-Application Review	\$563	\$584	each
OTH015	Request for Planning Consultation or Letter	\$88	\$91	per request
SUBDIVISION FEES				
PZ055	Parcel Map - Tentative/Vesting Tentative	\$6,880	\$7,141	each
PZ050	Tract Map - Tentative/Vesting Tentative	\$10,501	\$10,900	each
PZ070	Final Parcel Map Review	\$1,725	\$1,791	each
	Final Tract Map Review	\$1,725	\$1,791	each
PZ075	Map Extension	\$964	\$1,000	each
PZ080	Map Amendment	\$4,744	\$4,924	each
PZ035	Lot Line adjustment application and review	\$4,238	\$4,399	
PZ040	Lot Merger application and review	\$4,238	\$4,399	each
	Deposit Requirement	100% of Estimated Cost and processing fee	100% of Estimated Cost and processing fee	each
	Vacant Property Registration Fee	\$247	\$256	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PLANNING AND ZONING FEES (1)				
STAFF HOURLY RATE				
DEVSTAFF	Planning & Community Preservation Staff	\$216	\$224	per hour
PWSTAFF	Public Works Engineering Staff	\$149	\$155	per hour
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
NEW CONSTRUCTION FEES				
PC001	Building Permit Fees (1) Preliminary Plan Check	\$418	\$434	each
	\$1 to \$4,000			
PC002	a) Plan Check	\$418	\$434	each
BP001	b) Permit	\$215	\$223	each
	\$4,001 to \$25,000			
PC003	a) Plan Check	\$730-\$990	\$758-\$1,028	each
BP002	b) Permit	\$408 for the first \$4,000, plus \$25.62 for each add'l \$1,000, or fraction thereof, to and including \$25,000	\$424 for the first \$4,000, plus \$26.59 for each add'l \$1,000, or fraction thereof, to and including \$25,000	each
	\$25,001 to \$50,000			
PC003.5	a) Plan Check	\$940-\$1112	\$976-\$1,154	each
BP003	b) Permit	\$1,028 for the first \$25,000, plus \$14.95 for each add'l \$1,000, or fraction thereof, to and including \$50,000	\$1,067 for the first \$25,000, plus \$15.52 for each add'l \$1,000, or fraction thereof, to and including \$50,000	each
	\$50,001 to \$100,000			
PC004	a) Plan Check	\$1,463 for the first \$50,000, plus \$12.53 for each add'l \$1,000, or fraction thereof, to and including \$100,000	\$1,518 for the first \$50,000, plus \$13 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
BP004	b) Permit	\$1,411 for the first \$50,000, plus \$14.95 for each add'l \$1,000, or fraction thereof, to and including \$100,000	\$1,465 for the first \$50,000, plus \$15.52 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
	\$100,001 and Up			
PC004.5	a) Plan Check	\$2,163 for the first \$100,000, plus \$10.10 for each add'l \$1,000, or fraction thereof	\$2,245 for the first \$100,000, plus \$10.50 for each add'l \$1,000, or fraction thereof	each
BP005	b) Permit	\$1,833 for the first \$100,000, plus \$10.57 for each add'l \$1,000, or fraction thereof	\$1,903 for the first \$100,000, plus \$10.97 for each add'l \$1,000, or fraction thereof	each
Building Permit valuation based on current International Code Council (ICC)				

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
NEW CONSTRUCTION FEES				
BP009	SMIP Fee (2) a) Residential	Valuation Amount X 0.0001	Valuation Amount X 0.0001	per permit
BP010	b) Commercial	Valuation Amount X 0.00028	Valuation Amount X 0.00028	per permit
Building Standards Administration Special Revolving Fund Fee (3)				
	Permit Valuation:			
BP015	\$1-25,000	\$1	\$1	Senate Bill No. 1473 mandated fee.
BP015	\$25,001-50,000	\$2	\$2	Senate Bill No. 1473 mandated fee.
BP015	\$50,001-75,000	\$3	\$3	Senate Bill No. 1473 mandated fee.
BP015	\$75,001-100,000	\$4	\$4	Senate Bill No. 1473 mandated fee.
BP016	Every \$25,000 or fraction thereof above \$100,000	Add \$3	Add \$3	Senate Bill No. 1473 mandated fee.
STAFF HOURLY RATE				
DEVSTAFF	Planning & Community Preservation Staff	\$216	\$224	per hour
PWSTAFF	Public Works Engineering Staff	\$149	\$155	per hour
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
BUILDING AND SAFETY PERMIT FEES				
ELE001/MEC 001/PLB001	<p><u>Mechanical, Plumbing, and Electrical</u></p> <p>Mechanical, Plumbing, and Electrical Permits are each separate Building Permit Categories in which multiple inspections may occur. Inspections Bundle fees are based on number of inspections within a given Building Permit Category.</p> <p>(1) Includes air handling units, compressors, boilers, forced air units, furnaces, hoods, fans, vents, bathtubs, dishwashers, drinking fountains, laundry tubs, lawn sprinklers, piping alterations, showers, sinks, toilets, vac breakers, washbasins, water heaters, water softeners, home appliances, heating appliances, branch circuits, motors and AC units, outlets and fixtures.</p> <p>(2) When calculating fees, each ten branch circuits shall be considered one item, and each twenty outlets or fixtures shall be considered one item.</p>			
	ELE001/MEC 001/PLB001	a) 1 - 3 Items/Fixtures	\$221	\$229
ELE001/MEC 001/PLB001	b) 4 - 6 Items/Fixtures	\$314	\$326	each
ELE001/MEC 001/PLB001	c) 7 - 10 Items/Fixtures	\$523	\$543	each
ELE001/MEC 001/PLB001	d) 11 - 15 Items/Fixtures	\$614	\$637	each
ELE001/MEC 001/PLB001	e) 16 - 20 Items/Fixtures	\$783	\$813	each
ELE001/MEC 001/PLB001	f) 21 - 25 Items/Fixtures	\$991	\$1,029	each
ELE001/MEC 001/PLB001	g) 26 or More Items/Fixtures	\$1,200	\$1,246	each
	<p><u>Other Plumbing Permits/Inspections</u></p> <p>Pool Related Inspections:</p>			
PLB005	a) Swimming Pool Piping	\$626	\$650	each
PLB010	b) P-Trap for Pool	\$105	\$109	each
	<p>Sewer/Septic Related Inspections:</p>			
PLB015	a) House Sewer Connecting To Public Sewer	\$314	\$326	each
PLB020	b) All Other Sewer/Septic Inspections	\$626	\$650	each
PLB025	Water Piping System	\$418	\$434	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
BUILDING AND SAFETY PERMIT FEES				
	Other Electrical Permits/Inspections			
ELE020	Motors & AC Units - (Over 10HP)	\$163 plus \$10 per branch	\$169 plus \$10.38 per	each
ELE030	Service	\$196	\$203	each
ELE035	Solar	\$512	\$450	each
ELE040	Temporary Power Pole	\$44	\$46	each
	Other			
	Sales of Maps	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Field Consultation - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Office Consultation - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Correspondence request - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Request for City Council or Commission Action	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Public Works Administrative Plan Review	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Consulting	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	
DEM001	Demolition Permit Fee	\$114	\$118	each
	Discretionary Demolition Permit Fee	\$1,100	\$1,142	each
	Extension or Modification	75% of Original Filing Fee	75% of Original Filing Fee	each
	Commencing Work Without a Permit	Double Fee	Double Fee	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
BUILDING AND SAFETY PERMIT FEES				
STAFF HOURLY RATE				
DEVSTAFF PWSTAFF	Planning & Community Preservation Staff Public Works Engineering Staff DEPOSIT REQUIREMENTS	\$216 \$149 Deposits will be required to begin work; based upon estimated time to complete project	\$224 \$155 Deposits will be required to begin work; based upon estimated time to complete project	per hour per hour

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PUBLIC WORKS FEES				
Drainage/Precise Grading Plan Check Fees				
Grading Bond				
GRD025	a) Up to 1,500 Cubic Yards (1)	\$3,246	\$3,369	Deposit against costs
GRD025	b) Greater than 1,500 Cubic Yards (1)	\$6,490	\$6,737	Deposit against costs
Grading, Drainage and LID Plan Check/Inspection				
GRD011	Plan Check fee <1,000 Square Feet	\$2,000	\$1,500	per permit
GRD010	Plan Check fee > 1,000 Square Feet	Actual Cost; plus 15% processing fee	\$3,000	per permit
GRD005	Permit	\$31	\$32	per permit
Grading, drainage and LID Inspection				
GRD015	Grading Inspection Deposit	\$686	N/A	per permit
GRD015	Grading Inspection	Actual Cost; plus 15% processing fee	N/A	per permit
Street/Curb/Pavement/Drive Fees				
SC001	Preliminary Project Review	\$298	\$309	per permit
SC005	Curb Drain/Parkway Culvert	\$225	\$234	per permit
SC010	Driveway Approach	\$372	\$386	per permit
SC020	Curb and Gutter	\$227	\$236	per permit
Excavation - Paved				
SC025	a) 0-200 Linear Feet	\$225	\$234	per permit
SC026	b) Greater than 200 Linear Feet	\$298	\$309	per permit
EN085	Excavation Permit	\$31	\$32	per permit
Excavation - Unpaved				
SC030	a) 0-200 Linear Feet	\$149	\$155	per permit
SC030	b) Greater than 200 Linear Feet	\$149	\$155	per permit
Sidewalk Improvement				
SC035	a) 0-200 Linear Feet	\$227	\$236	per permit
ADDRESS002	Street Name assignment or change	\$441	\$458	per request
ADDRESS001	Street Address assignment or change	\$294	\$305	per request

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PUBLIC WORKS FEES				
	Public Improvement Inspection Fees			
	Public Improvement Inspection (Project Valuation)			
PI015	a) Up To \$10,000	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
PI015	b) \$10,001 - \$50,000	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
PI015	c) \$50,001-\$100,000	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
PI015	d) \$100,001-\$500,000	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
PI015	e) Greater than \$500,000	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
PI015	f) Continuous Inspection (Contract)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
	e) Public Improvement Inspection Deposit			per permit
	Improvement Construction - Plan Check	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
	Extension Fee			
PI010	Review of Project Extension Request	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per request

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PUBLIC WORKS FEES				
<u>Encroachment Fees</u>				
EN001	Crane Operation/Lane Blockage	\$448	\$465	per permit
EN005	Fence or Wall	\$596	\$619	per permit
EN010	Irrigation	\$149	\$155	per permit
EN015	Lighting or Minor Structures	\$149	\$155	per permit
EN020	Material Storage	\$76	\$79	per permit
EN025	Oversize Load	\$76	\$79	per permit
EN030	Scaffolding	\$280	\$291	per permit
EN035	Sidewalk Dining	\$393	\$408	per permit
EN040	Sidewalk Sale	\$128	\$133	per permit
EN045	Street Closure	\$204	\$212	
EN050	Sign	\$149	\$155	per permit
EN055	Trash Bin	\$76	\$79	per permit
	Removal of Illegal Trash Bin	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	
<u>Landscape and Tree Fees</u>				
LS005	Administrative Tree Review	\$38	\$39	each
LS010	Tree Commission Review	\$149	\$155	each
ST006	Tree Replacement/Mitigation	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	Each
	Landscape Plan Check	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Landscape Inspection:			
LS015	a) New	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
LS015	b) Annual	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
LS020	Appeal (TAC)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
PUBLIC WORKS FEES				
	Other			
	Public Works Administrative Plan Review	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
FOG001	FOG permit Annual Inspection	\$225	\$234	annually
FOG005	FOG Reinspection Fee	\$76	\$79	per permit
FOG010	Sewer Cleaning Fee	\$342	\$355	annually
NPD001	NPDES Illicit Discharge Response Fee	\$224	\$233	each
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	
STAFF HOURLY RATE				
DEVSTAFF	Development Services Staff	\$216	\$224	per hour
PWSTAFF	Public Works Engineering Staff	\$149	\$155	per hour

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
LIBRARY FEES			
Overdue Fees			
All Materials	\$0	\$0	
Miscellaneous			
Flash Drive Purchase	\$5	\$5	each
Photocopies (black & white or color)	20¢	20¢	per page
Check-Out Materials Without Library Card	\$0	\$0	
Interlibrary Loan Request	\$3 + cost of postage if obtained from library outside of SoCal Library Cooperative	n/a	per week
Projector or Screen Rental (plus \$25 refundable deposit)	\$20	\$25	each
Reserve Item Request	\$0	\$0	each request
Visitor Pass for Internet	\$0	\$0	each
Lost or Damaged Materials			
Bar Code Replacement	\$0	\$0	each
Container Replacement - Covers, CD, DVD, Tapes	\$2	\$2	each
Library Card Replacement	\$1	\$1	each
Replacement of Materials Fee			
a) Administrative Processing Fee (non-periodical)	\$5	\$5	each
b) Administrative Processing Fee (periodical)	\$0	\$0	
b) Material Replacement Cost			
Periodicals - Adult Collection		\$5	each
Periodicals - Children and Young Adult Collection		\$3	each
All Other Materials		cost of item + admin fee	each

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
LIBRARY FEES			
Archival Fees			
Reproduction Fee - Scanned Digital Image Archival Use	\$5	\$5	each
a) Books, Catalogues, Periodicals:			
i) For-Profit	\$55	\$60	per image
ii) Non-Profit	\$15	\$15	per image
b) Film, Video, TV, Digital Media, Online Use			
i) For-Profit	\$85	\$85	per image
ii) Non-Profit	\$20	\$20	per image
c) Slide Show/Display Image			
i) For-Profit	\$25	\$25	per image
ii) Non-Profit	\$5	\$5	per image
d) Loan Processing (Repositories or Institutions)	\$30	\$30	per loan processed
STAFF HOURLY RATE			
Library Staff - Full-Time	\$95	\$99	per hour
Library Staff - Part-Time	\$58	\$60	per hour

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FACILITY RENTAL FEES ***			
Community Center - Sierra Madre Room			
A) Daily Rental			
Private flat rate	\$300	\$311	
Private <2 hour block	\$100	\$104	
Non profit flat rate	\$200	\$208	
Non profit <2 hour block	\$100	\$104	
1) Non Profit (10 Hours)			for 10 hours
2) Non Profit (6 Hours)			for 6 hours
3) Non Profit (Additional Hours)			per hour
4) All Others (10 hours)			for 10 hours
5) All Others (6 Hours)			for 6 hours
6) All Others (Additional Hours)			per hour
B) Continual Use			
1) Monthly non profit	\$240	\$249	annually
2) Weekly non profit	\$1,000	\$1,038	annually
Hart Park House			
A) Daily Rental			
Private flat rate	\$200	\$208	
Private <2 hour block	\$75	\$78	
Non profit flat rate	\$150	\$156	
Non profit <2 hour block	\$75	\$78	
1) Non Profit (10 Hours)			for 10 hours
2) Non Profit (6 Hours)			for 6 hours
3) Non Profit (Additional Hours)			per hour
4) All Others (10 hours)			for 10 hours
5) All Others (6 Hours)			for 6 hours
6) All Others (Additional Hours)			per hour
B) Continual Use			
1) Non Profit (Monthly)	\$240	\$249	annually
2) All Others (Weekly)	\$1,000	\$1,038	annually

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FACILITY RENTAL FEES ***			
City Council Chambers:			
Private flat rate	\$200	\$208	
Private <2 hour block	\$75	\$78	
Non profit flat rate	\$150	\$156	
Non profit <2 hour block	\$75	\$78	
A) Local Organization/Non-Profit			per day
B) Private Group/Individuals			per day
EMT (If Required/Requested)	\$79	\$82	per hour
Facility Attendant (If Required/Requested):	\$25	\$26	per hour
Security Deposit	\$500	\$519	per rental; refundable, less damages
Elected Representative (For Official Business)	Fees Waived	Fees Waived	
Recreation Department Staff - Required for opening/closing facilities	\$25	\$26	per hour, 2 hour minimum
Cancellation Fee:			
A) Cancellation 30 or More Days Prior to Event	15% of deposit retained	15% of deposit retained	each
B) Cancellation Less than 30 Days Prior to Event	50% of deposit retained	50% of deposit retained	each
STAFF HOURLY RATE			
Recreation Staff - Full Time	\$92	\$95	per hour
Recreation Staff - Part Time	\$25	\$26	per hour
Public Works Maintenance Staff	\$84	\$87	per hour

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

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***			
Field Rental Fees			
Ball Field - Lighted field			
A) Local Organization/Non-Profit - 2 Hour Minimum	\$50	\$52	per hour
B) Private Group/Individuals - 2 Hour Minimum	\$90	\$93	per hour
Ball Field, basketball, tennis court, etc. - Unlighted field			
A) Local Organization/Non-Profit 2 Hour Minimum	\$30	\$31	per hour
B) Private Group/Individuals 2 Hour Minimum	\$55	\$57	per hour
Park Rental Fees			
Park Rental			
A) 1 - 100 People:			
1) Local Organization/Non-Profit	\$50	\$52	per day
2) Private Group/Individuals	\$90	\$93	per day
B) More than 100 People:			
1) Local Organization/Non-Profit	\$200	\$208	per day
2) Private Group/Individuals	\$300	\$311	per day
EMT - if requested/required	\$79	\$82	per hour
Community Garden Plot Fees			
Community Garden Plot			
A) Quarterly Rental - full plot	\$55	\$57	per quarter
B) Quarterly Rental - half plot	\$35	\$36	per quarter

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***			
Banner Fees			
Downtown District Street Light Pole Banners - Per Sign Banner Hanging - Per Week			
Banner Hanging and Removal - Non-Profit Groups Only	\$225	\$234	per week
Downtown District Street Light Pole Banner Hanging and Removal	\$1,330	\$1,381	per request
Sale of City Flag	Actual Cost of Flag plus 15%	Actual Cost of Flag plus 15%	per flag
STAFF HOURLY RATE			
Recreation Staff - Full Time	\$92	\$95	per hour
Recreation Staff - Part Time	\$25	\$26	per hour
Public Works Maintenance Staff	\$84	\$87	per hour

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

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

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FILM PERMIT FEES (1)(2)			
Still Photography *** (More than Two Cast and Crew)	\$300	\$300	per day
Student Filming***	\$0	\$0	per request with proper documentation
Extra Small Film Productions *** (5 or Fewer Cast and Crew)	\$300	\$300	per day
Small Film Productions *** (Between 6 and 50 Cast and Crew):			
A) First Day	\$1,000	\$1,000	per day
B) Each Additional Day	\$750	\$750	per day
Any Production Requiring More than Forty Hours of City Staff Time	Fully burdened hourly rate for all staff time	Fully burdened hourly rate for all staff time	per hour
Fee for Obtaining/Reviewing Neighborhood Approval	\$55	\$57	per hour
City Safety Monitors - as required:			
Police Personnel	\$109	\$113	
Fire Personnel	\$109	\$113	
Use of City Facilities	\$550	\$550	per day
Use of City Parking Stalls	\$13	\$13	per stall, per day
Refundable Deposit	\$2,000 against cost	\$2,076 against cost	
Violation of Hour Restrictions:			
Per production vehicle	\$1,055	\$1,095	per hour
Per personal vehicle	\$528	\$548	per hour
Film Monitor	\$176	\$183	per hour
Police Personnel	\$217	\$225	per hour
Fire Personnel	\$217	\$225	per hour
Cigarette Butts and Debris Pickup	\$6	\$6	

	Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FILM PERMIT FEES (1)(2)			
STAFF HOURLY RATE			
Recreation Staff - Full-Time/Film Monitor	\$83	\$83	per hour
Recreation Staff - Part-Time	\$25	\$26	per hour
Fire Staff	\$109	\$113	per hour
Police Staff	\$109	\$113	per hour
Public Works Engineering Staff	\$142	\$147	per hour
Public Works Maintenance Staff	\$81	\$84	per hour
DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete	Deposits will be required to begin work; based upon estimated time to complete	
<p>(1) Fees shown do not include fees required for traffic, fire, and police safety services provided by the City. Fees for these services will be billed at the fully-burdened hourly rates shown in this fee schedule. The City Manager, or the City Manager's designee shall provide the hourly rates for assistance from staff not represented via the fully-burdened hourly rates in this fee schedule.</p> <p>(2) Fees shown do not include business licensing, encroachment fees, or temporary use permit fees that may apply.</p> <p>*** Separate fee applies for productions anticipated to require more than forty hours of City Staff time.</p>			

	Current Fee FY 2017-2018	Proposed Fee FY 2018-20189	Unit
RECREATION CLASS AND SPECIAL EVENT FEES*			
Refund or Transfer of Recreation Program Fee	\$14	\$15	per request
Recreation Class Split	35%/65%	35%/65%	of fee
Special Events			
Mt. Wilson Trail Race - Adult with shirt	\$65	\$67	each
Mt. Wilson Trail Race - Youth with shirt	\$35	\$36	each
Huck Finn Day - Fishing Derby	\$15	\$16	each
Huck Finn Day - Family Fishing	\$25	\$26	each
Huck Finn Day - Campsite	\$60	\$62	each
Fourth of July - Parade Entry (Non Profit)	\$25	\$26	each
Fourth of July - Parade Entry (Private)	\$25	\$26	each
Fourth of July - Firecracker Run Entry (Youth)	\$20	\$21	each
Fourth of July - Firecracker Run Entry (Adult)	\$25	\$26	each
Spring Movie Series - Recommended Sponsorship	\$800	\$830	each
Concerts in the Park - Recommended Sponsorship	\$1,000	\$1,038	each
Recreation and Leisure Excursions	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	
Special Event Permit Fee			
Local Non-profit: 1-100 people	\$57	\$59	
Private Group/Individuals: 1-100 people	\$110	\$114	
Local Non-profit: More than 100 people	\$219	\$227	
Private Group/Individuals: More than 100 people	\$435	\$452	

	Current Fee FY 2017-2018	Proposed Fee FY 2018-20189	Unit
RECREATION CLASS AND SPECIAL EVENT FEES*			
STAFF HOURLY RATE			
Recreation Staff - Full-Time/Film Monitor	\$92	\$95	per hour
Recreation Staff - Part-Time	\$25	\$26	per hour
Fire Staff	\$112	\$116	per hour
Police Staff	\$112	\$116	per hour
Public Works Engineering Staff	\$146	\$152	per hour
Public Works Maintenance Staff	\$84	\$87	per hour
DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
POLICE FEES				
GARAGE SAL	Vehicle Related Fees			
	Vehicle Release (Abandoned, Stored, Misc.) (1)	\$137	\$142	each
	Vehicle Release (D.U.I. - Driver Arrested) (1)	\$435	\$452	each
	Vehicle Release (Repossession)	\$20	\$21	each
	Citation Sign-off (Onsite)	\$16	\$17	each
	Report Fees (2)			
	Crime Report	\$5	\$5	per page; \$33 maximum
	Minor Non-Criminal Incident Report Copies - (1 page)	\$6	\$6	per page; \$20 maximum
	Lost Cell Phone Report - (For Insurance Purposes)	\$29	\$30	each
	Traffic Accident Report (Non-Injury)	\$5	\$5	per page; \$20 maximum
	Traffic Accident Report (Injury)	\$5	\$5	per page; \$33 maximum
	Fingerprinting and Letter Services			
	Livescan Fingerprinting	\$39; plus pass-thru fees	\$40.50; plus pass-thru fees	each
	Fingerprinting (per card)			
	Clearance Letter	\$27	\$28	each
	Sign Fees			
	Garage/Yard Sale Permit	\$19	\$20	each
Illegal Sign Removal Fee (Release Of Property) Annual Permit:	\$57	\$59	each	
a) Residential		\$30	each	
b) Commercial		\$50	each	

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
POLICE FEES				
	Response Due To False Alarm <i>With</i> Permit:			
	a) First False Alarm Response		\$50	per response
	b) Two False Alarm Responses		\$100	per response
	b) Third or More Responses		\$150	per response
	Response Due To False Alarm <i>Without</i> Permit:			
	a) First False Alarm Response	\$0	\$100	per response
	b) Two False Alarm Responses	\$109	\$200	per response
	b) Third or More Responses	\$216	\$300	per response
	Late fee for Registration or Renewal		\$25	
	Late fee for False Alarms		\$25	
	Response Due To Loud Party Disturbance:			
	a) First Response	\$0	\$0	per response
	b) Each Additional Response	billed hourly with 2 hour min; plus 15% administration	billed hourly with 2 hour min; plus 15% administration	per response
	Emergency D.U.I. Response Fees			
	Emergency Response To D.U.I. Related Collision (up to a \$1,000 max)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per hour
	Overnight Parking Permit Fees			
PRK	Annual Permit	\$93	\$97	per permit
	Nightly	\$6	\$6	
	Permit Sticker Transfer or New Sticker	\$7	\$7	per sticker
	Other Fees			
	Administrative Citation First Offense	\$110	\$114	each
	Administrative Citation Second Offense	\$219	\$227	each
	Administrative Citation Third or more offense	\$543	\$564	each
	Carry of a Concealed Weapon Permit - Investigation (Per hour - 2 hour min. non- refundable set by State of California)	\$128	\$133	each
	Off-Site Vehicle inspection fee	\$63	\$65	each
	On-Site Vehicle inspection fee	\$31	\$32	each
	Overnight Parking Permit Including Investigation	\$5	\$5	each
	Special instruction Clases (plus cost of class training)	\$33	\$34	each
	Notice of City Code violation	\$59	\$61	each
	LA County / Pasadena booking Fee	Actual Cost plus 20% Administrative fee	Actual Cost plus 20% Administrative fee	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
POLICE FEES				
STAFF HOURLY RATE				
	Patrol Staff	\$150	\$156	per hour
	Dispatch/Records Staff	\$91	\$94	per hour
	Code Enforcement Staff	\$107	\$111	per hour
	Outside Court Supoena (per employee per request)	Set by State	Set by State	set by State

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FIRE FEES				
	Annual Fire And Life Safety Inspection			
	Annual Fire And Life Safety Inspection	\$73	\$76	per half hour; half hour minimum
	EMS/Paramedic Fees			
EMS	EMS/Paramedic Subscription Fee	\$65	\$67	per person
EMS-2	EMS Dispatch Fee	\$281	\$292	per response
	Fire Permit			
	Fire Permit	\$36	\$37	each
	Reports			
	Fire Report	\$28	\$29	each
	Medical Report	\$28	\$29	each
	Appearance/Standby Fees			
	Court Appearance and Office Hearing / Non-Compliance	\$143	\$148	per hour; 2 hour minimum
	Fire Watch	\$143	\$148	per hour; 2 hour minimum
	Fire Department Training Class Fee			
	Fire Department Training Class	Actual Cost; plus 25% processing fee	Actual Cost; plus 25% processing fee	each
	Response Fees			
	Response Due To False Alarm:			
	a) First False Alarm Response	\$0	\$0	per response
	b) Two False Alarm Responses	\$109	\$113	per response
	b) Third or More Responses	\$216	\$224	per response
	Illegal Burning	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per inspection
	Hazardous Materials Clean-Up	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Weed Abatement Fees			
	Weed Abatement	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each

Fee Code		Current Fee FY 2017-2018	Proposed Fee FY 2018-2019	Unit
FIRE FEES				
Other Fees				
	Additional Inspection of New System after third (per additional inspection)	\$143	\$148	each
	Fire Inspections (Failure to comply)	\$143	\$148	each
	Fire Inspections of Commercial and Multi-Residential (per 20 minutes at \$120 per hour)	\$143	\$148	each
	Installation or Removal of underground storage	\$143	\$148	each
	Review of requested activity - Fire permit	\$143	\$148	each
STAFF HOURLY RATE				
	Fire Staff	\$143	\$148	per hour
	Engine with 4 staffed positions	\$671	\$696	per hour
	Equipment rental			