

# CITY OF SIERRA MADRE

## FEE SCHEDULE

### FY 2020-2021

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

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

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

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>ADMINISTRATIVE FEES</b>				
	<b>* Annual Business License Fees</b>			
	New Business License Issuance			
Multiple	a) Home Occupation	\$234	\$234	per year
Multiple	b) Contractor	\$318	\$318	per year
Multiple	c) All Other Businesses	\$342	\$342	per year
Multiple	d) 30 Day Contractor	\$160	\$160	per year
	<b>Business License Renewal</b>			
Multiple	a) Home Occupation	\$128	\$128	per year
Multiple	b) Contractor	\$211	\$211	per year
Multiple	c) All Other Businesses	\$181	\$181	per year
Multiple	d) 30 Day Contractor	\$107	\$107	per year
	<b>License/Permit Fees - Other</b>			
	City Contractor Business License			
CON001	a) New	\$172	\$172	each
CONR01	b) Renewal	\$92	\$92	each
3117	One-Day/Special Event License Fee	\$42	\$42	per event; must have established beginning and ending date and time
BP 020	SB 1186 DSA Fee	\$4	\$4	Senate bill No 1186 mandated fee
3116	Solicitor Permit	\$117	\$117	per person, per day
3120	Vending Machine License Fee	\$48	\$48	per machine, per year
	<b>Other Fees</b>			
	Reproduction Fees			
COPIES	a) Copying and/or Printing	\$0.10	\$0.10	per page
DVVDS	b) Copying Tapes or DVDs	\$5	\$5	each
	Returned Check Fees			
RET CK	a) First Check	\$40; plus bank fees	\$41; plus bank fees	each
RET CK	b) Each Subsequent Check	\$40; plus bank fees	\$41; plus bank fees	each
	<b>Trash Compactor Message Board Advertisements</b>			
	- 30 day period		\$150	per 30 days
	- Each Additional - 30 day period		\$65	per 30 days
	- Each Additional message board (up to 2 boards)		\$65	each message board

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>ADMINISTRATIVE FEES</b>				
DAR001	<b>Dial-A-Ride Fees</b> a) Dial-A-Ride Inside City (Seniors/Handicapped)	\$0.50	\$0.50	one way
DAR002	b) Dial-A-Ride Outside City (Seniors/Handicapped)	\$0.50	\$0.50	one way
DAR003	c) Fixed Route Service - General	\$2	\$2	one way
DAR004	d) Fixed Route Service - Children / Senior (Over 65) / Handicapped * All Charges Include \$1 SB1186 State Fee	\$1	\$1	with City ID card
	<b>Dog License Fees</b> a) Neutered	\$30	\$30	each
	b) Unneutered	\$48	\$48	each
	c) Neutered - For Seniors (Over 65)	\$15	\$15	each
	d) Unneutered - For Seniors (Over 65)	\$31	\$31	each
	<b>Late Penalty Payment</b>			
	<b>Other Fees</b>			
GARAGE SAL	Garage Sale Application	\$20	\$20	per weekend
	Collections	10%	10%	per month; max of 100% of original fee
ADMIN STAFF	<b>Administrative Services Staff</b>	\$134	\$134	per hour

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PLANNING AND ZONING FEES (1)</b>				
	<b>Zoning Fees</b>			
	<b>Design Review Permit:</b>			
	a) Administrative Design Review Permit	\$1,185	\$2,415	each
	b) Standard	\$5,159	\$5,319	each
	<b>Conditional Use Permit:</b>			
CU001	a) Minor	\$1,185	\$2,415	each
CU005	b) Standard	\$5,159	\$5,319	each
	<b>Hillside Development Permit:</b>			
HDP001	a) Administrative Hillside Development Permit	Actual Cost; plus 15% processing fee	\$2,415	each
HDP005	b) Standard	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	
	<b>Variance</b>			
VAR001	a) Minor	\$1,185	\$2,415	each
VAR005	b) Major	\$5,159	\$5,319	each
	<b>Accessory Dwelling Unit (Second Unit)</b>			
PZ025	Accessory Dwelling Unit and Junior Accessory Dwelling Unit Permit	\$2,342	\$2,415	
CU010	Extension or Modification	Actual Cost; plus 15% processing fee	75% of Original Filing Fee	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PLANNING AND ZONING FEES (1)</b>				
PZ030	Zoning Verification Letter	\$392	\$404	
CU020	Appeals	75% of Original Filing	75% of Original Filing	
	Deposit Requirement	100% of Estimated Cost and processing fee	100% of Estimated Cost and processing fee	
<b>General Amendments</b>				
PZ001	Zone Change Application	\$7,796	\$8,038	each
PZ005	General Plan Amendment	\$7,796	\$8,038	each
PZ010	Municipal Code Text Amendment	\$7,796	\$8,038	each
MP001	Master Plan		\$8,038	
SP001	Specific Plan		\$8,038	
<b>Wireless Facilities</b>				
	Minor Modification to Wireless Facilities	\$1,185	\$1,222	each
	New Wireless Facilities	\$5,159	\$5,319	each
	New Small Cell Wireless Facilities (1 to 5 Units)	\$1,000	\$1,031	each
	New Small Cell Wireless Facilities (each additional >5)	\$100	\$103	each
<b>Home Occupation Permits</b>				
PZ015	a) Affidavit	\$36	\$37	each
PZ020	b) Administrative Discretionary	\$392	\$404	each
<b>Environmental Fees</b>				
	Fish and Game Fee (State) - EIR Filing	\$3,288	\$3,390	
	Fish and Game Fee (State) - Negative declaration filing	\$2,367	\$2,440	
	Fish and Game Fee Exemption			

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PLANNING AND ZONING FEES (1)</b>				
EVN001	Categorical Exemption	\$176	\$181	each
EVN005	Initial Study - Negative Declaration	\$2,580	\$2,660	each
EVN010	Initial Study - Mitigated Negative Declaration	\$6,878	\$7,091	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
<b>Noticing Fees</b>				
Noticing Publication and Postage				
NF001	a) Director Review Only	\$348	\$359	each
NF005	b) Planning Commission and City Council	\$692	\$713	each
<b>Sign Permit</b>				
SGN001	a) Temporary	\$176	\$181	each
SGN005	b) Temporary - Admin Review	\$348	\$359	
SGN010	c) Administrative Review Required	\$348	\$359	each
SGN015	d) Planning Commission Review Required	\$692	\$713	each
<b>Mills Act Fee</b>				
MILL001	Mills Act Application	\$2,023	\$2,086	each
<b>Temporary Use Fees</b>				
Temporary Use Permit:				
TU010	a) Block Party	\$49	\$49	each
TU005	b) All Other Uses Not Linked to a Special Event or Civic Event	\$140	\$144	each
<b>Administrative Historic Resource Determination</b>				
	DPR-Form to Determine Eligibility	\$1,200	\$1,200	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PLANNING AND ZONING FEES (1)</b>				
	Historic Resource Evaluation (Eligible Projects)	\$3,400+	\$3,400+	
	<b>Water Efficient Landscapes</b>			
WT001	a) Water Efficient Landscape Plan Check Fee	\$450	\$464	each
WT002	b) Landscape Permit and Inspection Fee	\$338	\$348	each
	<b>Copies and Print Services</b>			
OTH025	Copy of General Plan Land Use Map (Large - Plotter)	\$21	\$21	per page
OTH030	Copy of Zoning Map (Large - Plotter Size)	\$20	\$21	per page
	<b>Other Fees</b>			
OTH005	Request for Public Facilities Fee Reduction/Waiver	\$899	\$927	each
OTH010	Pre Development Application Review	\$607	\$913	each
OTH015	Request for Planning Consultation or Letter	\$95	\$98	per request
	Vacant Property Registration Fee	\$266	\$274	each
	<b>Subdivision Fees</b>			
	Subdivision Prefiling		\$2,330	
PZ055	Parcel Map - Tentative/Vesting Tentative	\$7,413	\$7,643	each
PZ050	Tract Map - Tentative/Vesting Tentative	\$11,315	\$11,666	each
PZ070	Final Parcel Map Review, subdivision resulting into 4 parcels or less	\$1,859	\$5,000	each
	Final Tract Map Review, subdivision resulting into more than 4 parcels	\$1,859	\$7,500	each
PZ075	Map Extension	\$1,038	\$1,070	each
PZ080	Map Amendment	\$5,111	\$5,269	each
PZ035	Lot Line adjustment application and review	\$4,566	\$4,500	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PLANNING AND ZONING FEES (1)</b>				
PZ040	Lot Merger application and review	\$4,566	\$3,000	each
	Vesting Tentative Tract Map Prefiling		\$500 for the first 5 lots, \$25 per lot over 5 lots	
	Deposit Requirement	100% of Estimated Cost and processing fee	100% of Estimated Cost and processing fee	each
	<b>STAFF HOURLY RATE</b>			
DEVSTAFF	Planning & Community Preservation Staff	\$233	\$240	per hour
PWSTAFF	Public Works Engineering Staff	\$161	\$166	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 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>NEW CONSTRUCTION FEES</b>				
	<b>Building Permit Fees (1)</b>			
PC001	Preliminary Plan Check	\$450	\$464	each
PC007	Over the Counter Plan Check		\$480	each
PC002	Plan Check (Valuation \$1 to \$4,000)	\$450	\$464	each
PC003 BP002	Plan Check (Valuation \$4,001 to \$25,000)	\$787-\$1,067 \$439 for the first \$4,000, plus \$27.60 for each add'l \$1,000, or fraction thereof, to and including \$25,000	\$811-\$1,100 \$787 for the first \$4,000, plus \$13.76 for each add'l \$1000, or fraction thereof, to and including \$25,000	each each
PC003.5 BP003	Plan Check (Valuation \$25,001 to \$50,000)	\$1,013-\$1,198 \$1,108 for the first \$25,000, plus \$16.11 for each add'l \$1,000, or fraction thereof, to and including \$50,000	\$1,190-\$1,534 \$1,190 for the first \$25,000, plus \$13.76 for each add'l \$1,000 or fraction thereof, to and including \$50,000	each each
PC004	Plan Check ( Valuation \$50,001 to \$100,000)	\$1,576 for the first \$50,000, plus \$13.50 for each add'l \$1,000, or fraction thereof, to and including \$100,000	\$1,625 for the first \$50,000, plus \$15.56 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
PC004.5	Plan Check (Valuation \$100,001 and Up)	\$2,331 for the first \$100,000, plus \$10.88 for each add'l \$1,000, or fraction thereof	\$2,403 for the first \$100,000, plus \$11.22 for each add'l \$1,000, or fraction thereof	each
PC008	Expedited Plan Check		150% of the Plan Check Fee	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>NEW CONSTRUCTION FEES</b>				
<b>Building Permit Fees (1)</b>				
BP001	Permit (Valuation \$1 to \$4,000)	\$232	\$239	each
BP002	Permit (Valuation \$4,001 to \$25,000)	\$439 for the first \$4,000, plus \$27.60 for each add'l \$1,000, or fraction thereof, to and including \$25,000	\$452 for the first \$4,000, plus \$28.46 for each add'l \$1,000, or fraction thereof, to and including \$25,000	each
BP003	Permit (Valuation \$25,001 to \$50,000)	\$1,108 for the first \$25,000, plus \$16.11 for each add'l \$1,000, or fraction thereof, to and including \$50,000	\$1,142 for the first \$25,000, plus \$16.61 for each add'l \$1,000, or fraction thereof, to and including \$50,000	each
BP004	Permit (Valuation \$50,001 to \$100,000)	\$1,520 for the first \$50,000, plus \$16.11 for each add'l \$1,000, or fraction thereof, to and including \$100,000	\$1,567 for the first \$50,000, plus \$16.61 for each add'l \$1,000, or fraction thereof, to and including \$100,000	each
BP005	Permit (Valuation \$100,001 and Up)	\$1,975 for the first \$100,000, plus \$11.39 for each add'l \$1,000, or fraction thereof	\$2,036 for the first \$100,000, plus \$11.74 for each add'l \$1,000, or fraction thereof	each

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>NEW CONSTRUCTION FEES</b>				
Building Permit valuation based on current International Code Council (ICC)				
BP009	<b>SMIP Fee (2)</b> a) Residential	Valuation Amount X 0.0001	Valuation Amount X 0.0001	per permit
BP010	b) Commercial	Valuation Amount X 0.00028	Valuation Amount X 0.00028	per permit
<b>Building Standards Administration Special Revolving Fund Fee (3)</b>				
BP015	Permit Valuation: \$1-25,000	\$1	\$1	Senate Bill No. 1473 mandated fee. Senate Bill No. 1473 mandated fee. Senate Bill No. 1473 mandated fee. Senate Bill No. 1473 mandated fee. Senate Bill No. 1473 mandated fee.
BP015	\$25,001-50,000	\$2	\$2	
BP015	\$50,001-75,000	\$3	\$3	
BP015	\$75,001-100,000	\$4	\$4	
BP016	Every \$25,000 or fraction thereof above \$100,000	Add \$3	Add \$3	
BP020	SB 1186 DSA Fee	\$4	\$4	Senate bill No 1186 mandated fee
DEVSTAFF PWSTAFF	<b>STAFF HOURLY RATE</b> Planning & Community Preservation Staff Public Works Engineering Staff	\$233 \$161	\$240 \$166	per hour per hour
	<b>DEPOSIT REQUIREMENTS</b>	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>Building and Safety Fees</b>				
<b><u>Mechanical, Plumbing, and Electrical</u></b>				
ELE001/MEC 001/PLB001	<p>Mechanical, Plumbing, and Electrical Permits are each separate Building Permit Categories in which multiple inspections may occur. Inspections Bundle fees are based on number of 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	\$238	\$245	each
ELE001/MEC 001/PLB001	b) 4 - 6 Items/Fixtures	\$338	\$348	each
ELE001/MEC 001/PLB001	c) 7 - 10 Items/Fixtures	\$564	\$581	each
ELE001/MEC 001/PLB001	d) 11 - 15 Items/Fixtures	\$662	\$683	each
ELE001/MEC 001/PLB001	e) 16 - 20 Items/Fixtures	\$844	\$870	each
ELE001/MEC 001/PLB001	f) 21 - 25 Items/Fixtures	\$1,068	\$1,101	each

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>Building and Safety Fees</b>				
ELE001/MEC 001/PLB001	g) 26 or More Items/Fixtures	\$1,293	\$1,333	each
<b><u>Other Plumbing Permits/Inspections</u></b>				
Pool Related Inspections:				
PLB005	a) Swimming Pool Piping	\$674	\$695	each
PLB010	b) P-Trap for Pool	\$113	\$117	each
Sewer/Septic Related Inspections:				
PLB015	a) House Sewer Connecting To Public Sewer	\$338	\$348	each
PLB020	b) All Other Sewer/Septic Inspections	\$674	\$695	each
PLB025	Water Piping System	\$450	\$464	each

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>Building and Safety Fees</b>				
<b>Other Electrical Permits/Inspections</b>				
ELE020	Motors & AC Units - (Over 10HP)	\$176 plus \$10.38 per	\$181 plus \$10.38 per	each
ELE030	Service	\$211	\$218	each
ELE035	Solar	\$450	\$450	each
ELE040	Temporary Power Pole	\$47	\$48	each
	<b>Other</b>			
	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	\$123	\$127	each
	Discretionary Demolition Permit Fee	\$1,185	\$1,222	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
	Impound of shared mobile devices	\$100	\$103	each

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>Building and Safety Fees</b>				
DEVSTAFF PWSTAFF	<b>STAFF HOURLY RATE</b>			<b>Unit</b>
	Planning & Community Preservation Staff	\$233	\$240	per hour
	Public Works Engineering Staff	\$161	\$166	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 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PUBLIC WORKS FEES</b>				
<b><u>PUBLIC WORKS FEES FOR GRADING/DRAINAGE/LID PLANS</u></b>				
	<b>Refundable bond deposit for Grading/Drainage LID projects</b>			
GRD025	a) < 750 Square Feet	\$3,497	\$2,062	Deposit against costs
GRD025	b) > 750 Square Feet	\$6,993	\$4,124	Deposit against costs
	<b>Grading Plan Check/Inspection</b>			
	Plan Check fee <750 Square Feet	\$1,557	\$1,605	per permit
	Plan Check fee > 750 Square Feet	\$3,114	\$3,211	per permit
	Permit	\$33	\$34	per permit
	Drainage only < 500SF upon reported concerns		\$166	
	<b><u>Drainage/Precise Grading Plan Check Fees</u></b>			
	<b>Street/Curb/Pavement/Drive Fees</b>			
SC001	Preliminary Project Review	\$321	\$331	per permit
SC005	Curb Drain/Parkway Culvert	\$242	\$250	per permit
SC010	Driveway Approach	\$401	\$253	per permit
SC020	Curb and Gutter	\$245	\$253	per permit
	<b>Excavation</b>			
SC025	Paved	\$242	\$250	per permit
SC030	Unpaved	\$161	\$166	per permit
	<b>Sidewalk Improvement</b>	\$245	\$253	per permit
	<b>Street/Address Assignments</b>			
ADDRESS002	Street Name assignment or change	\$475	\$490	per request
ADDRESS001	Street Address assignment or change	\$317	\$327	per request



Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PUBLIC WORKS FEES</b>				
<b><u>Public Improvement Inspection Fees</u></b>				
	Public Improvement Inspection (Project Valuation)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
	Continuous Inspection (Contract)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
	Public Improvement Inspection Deposit	\$10,000 deposit against costs	\$10,000 deposit against costs	per permit
	Improvement Construction - Plan Check	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per permit
<b><u>Extension Fee</u></b>				
PI010	Review of Project Extension Request	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per request

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PUBLIC WORKS FEES</b>				
<b><u>Encroachment Fees</u></b>				
EN001	Crane Operation/Lane Blockage	\$483	\$498	per permit
EN005	Fence or Wall	\$642	\$166	per permit
EN010	Irrigation	\$161	\$166	per permit
EN015	Lighting or Minor Structures	\$161	\$166	per permit
EN020	Material Storage	\$82	\$85	per permit
EN025	Oversize Load	\$82	\$85	per permit
EN030	Scaffolding	\$302	\$311	per permit
EN035	Sidewalk Dining	\$423	\$436	per permit
EN040	Sidewalk Sale	\$138	\$142	per permit
EN045	Street Closure	\$220	\$227	per permit
EN050	Sign	\$161	\$166	per permit
EN055	Trash Bin/Temporary Storage	\$82	\$85	per permit
<b><u>Landscape and Tree Fees</u></b>				
LS010	Commission Review	\$161	\$166	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
LS020	Landscape Inspection: Appeal to Commission	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>PUBLIC WORKS FEES</b>				
	<b>Other</b>			
FOG001	FOG permit Annual Inspection	\$242	\$250	annually
FOG005	FOG Reinspection Fee	\$82	\$85	per permit
FOG010	Sewer Cleaning Fee	\$368	\$379	annually
NPD001	NPDES Illicit Discharge Response Fee	\$241	\$248	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	
	<b>STAFF HOURLY RATE</b>			<b>Unit</b>
PWSTAFF	Public Works Engineering Staff	\$161	\$166	per hour

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>LIBRARY FEES</b>			
<b>Miscellaneous</b>			
Flash Drive Purchase	\$5	\$4	each
Photocopies (Black and White or color)	\$0.20	\$0.20	each
Projector or Screen Rental (plus \$25 refundable deposit)	\$25	\$25	each
<b>Material Replacement</b>			
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) Material Replacement Cost (3)			
Periodicals - Adult collection	\$5	\$5	each
Periodicals - Children collection	\$3	\$3	each
Young Adult Collection			
All Other Materials	cost of item + admin fee	cost of item+admin fee	each
<b>Damaged Materials</b>			
Damaged Pages or Parts	\$0	\$1	each

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>LIBRARY FEES</b>			
<b>Archival Fees</b>			
Reproduction Fee - Scanned Digital Image Archival Use	\$5	\$5	each
a) Books, Catalogues, Periodicals:			
i) For-Profit	\$60	\$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
<b>STAFF HOURLY RATE</b>			
Library Staff - Full-Time	\$102	\$105	per hour
Library Staff - Part-Time	\$62	\$64	per hour

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>FACILITY RENTAL FEES ***</b>			
<b>Hart Park House</b>			
A) Daily Rental			
Private flat rate	\$215	\$222	
Private <2 hour block	\$81	\$84	
Non profit flat rate	\$162	\$167	
Non profit <2 hour block	\$81	\$84	
B) Continual Use			
1) Non Profit (Monthly)	\$259	\$267	annually
2) All Others (Weekly)	\$1,077	\$1,110	annually
<b>City Council Chambers:</b>			
Private flat rate	\$215	\$222	
Private <2 hour block	\$81	\$84	
Non profit flat rate	\$162	\$167	
Non profit <2 hour block	\$81	\$84	
EMT (If Required/Requested)	\$85	\$88	per hour
Facility Attendant (if required/requested) - Required for opening/closing facilities	\$27	\$28	per hour
Security Deposit	\$250	\$250	per rental; refundable, less damages
Elected Representative (For Official Business)	Fees Waived	Fees Waived	

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>FACILITY RENTAL FEES ***</b>			
<b>Cancellation Fee:</b>			
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
Recreation Staff - Full Time	\$99	\$102	per hour
Recreation Staff - Part Time	\$27	\$28	per hour
Public Works Maintenance Staff	\$91	\$94	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.

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***</b>			
<b>Field Rental Fees</b>			
Ball Field - Lighted field			
A) Local Organization/Non-Profit - 2 Hour Minimum	\$54	\$56	per hour
B) Private Group/Individuals - 2 Hour Minimum	\$96	\$99	per hour
Ball Field, basketball, tennis courts, etc. - lighted			
A) Local Organization/Non-Profit	\$32	\$33	per hour
2 Hour Minimum			
B) Private Group/Individuals	\$59	\$60	per hour
2 Hour Minimum			
Basketball, Tennis, Volleyball Courts (no minimum, lights or no lights)		\$5	per hour
<b>Park Rental Fees</b>			
Park Rental			
A) 1 - 100 People:			
1) Local Organization/Non-Profit	\$54	\$56	per day
2) Private Group/Individuals	\$97	\$100	per day
B) More than 100 People:			
1) Local Organization/Non-Profit	\$215	\$222	per day
2) Private Group/Individuals	\$323	\$333	per day
EMT - if requested/required	\$85	\$88	per hour



	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***</b>			
<b>Community Garden Plot Fees</b> Community Garden Plot Quarterly Rental - half plot	\$38	\$39	per quarter
<b>Banner Fees</b> Downtown District Street Light Pole Banners - Per Sign Banner Hanging - Per Week Banner Hanging and Removal - Non-Profit Groups Only Downtown District Street Light Pole Banner Hanging and Removal	\$242   \$1,433	\$250   \$1,477	per week   per request
<b>STAFF HOURLY RATE</b>			
Recreation Staff - Full Time	\$99	\$102	per hour
Recreation Staff - Part Time	\$27	\$28	per hour
Public Works Maintenance Staff	\$91	\$94	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.

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>FILM PERMIT FEES (1)(2)</b>			
Still Photography *** (More than Two Cast and Crew)	\$300	\$300	per day
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
Use of City Facilities	\$550	\$550	per day
Use of City Parking Stalls	\$14	\$14	per stall, per day
Refundable Deposit	\$2,155 against cost	\$2,222 against cost	

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>FILM PERMIT FEES (1)(2)</b>			
Violation of Hour Restrictions:			
Per production vehicle	\$1,137	\$1,172	per hour
Per personal vehicle	\$569	\$587	per hour
Film Monitor	\$190	\$196	per hour
Police Personnel	\$234	\$241	per hour
Fire Personnel	\$234	\$241	per hour
Cigarette Butts and Debris Pickup	\$6	\$7	
<b>STAFF HOURLY RATE</b>			
Recreation Staff - Full-Time/Film Monitor	\$86	\$89	per hour
Fire Staff	\$117	\$121	per hour
Police Staff	\$117	\$121	per hour
Public Works Engineering Staff	\$153	\$158	per hour
Public Works Maintenance Staff	\$87	\$90	per hour
<b>DEPOSIT REQUIREMENTS</b>	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>			

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>SPECIAL EVENT FEES</b>			
<b>Refund or Transfer of Recreation Program Fee</b>	\$16	\$16	per request
<b>Special Events</b>			
Mt. Wilson Trail Race - Adult with shirt	\$70	\$70	each
Mt. Wilson Trail Race - Youth with shirt	\$38	\$39	each
Huck Finn Day - Friday Campsite + Fishing Derby	\$60	\$60	per family of 4
Huck Finn Day - Fishing Derby Kids Only (Saturday A.M.)	\$10	\$10	per participant
Huck Finn Day - Family/ Open Fishing (Saturday Noon)	\$10	\$10	per participant
Huck Finn Day - Family/ Open Fishing (Saturday Noon)	\$32	\$32	per family of 4
Huck Finn Package - Friday Campsite + Fishing Derby + Family/ Open Fishing (All Saturday)	\$75	\$75	per family of 4
Fourth of July - Parade Entry (Non Profit)	\$27	\$27	each
Fourth of July - Parade Entry (Private)	\$27	\$27	each
Fourth of July - Firecracker Run Entry (Youth)	\$22	\$22	each
Fourth of July - Firecracker Run Entry (Adult)	\$27	\$27	each
Summer/ Seasonal Movie Series - Recommended Sponsorship	\$862	\$862	each
Concerts in the Park - Recommended Sponsorship Recreation Leisure Excursions	\$1,077 Actual Cost; plus 15% processing fee	\$1,077 Actual Cost; plus 15% processing fee	each

	<b>Current Fee FY 2019-2020</b>	<b>Proposed Fee FY 2020-2021</b>	<b>Unit</b>
<b>SPECIAL EVENT FEES</b>			
<b>Special Event Permit Fee</b>			
Local Non-profit: 1-100 people	\$61	\$63	
Private Group/Individuals: 1-100 people	\$119	\$123	
Local Non-profit: More than 100 people	\$236	\$243	
Private Group/Individuals: More than 100 people	\$469	\$484	
<b>STAFF HOURLY RATE</b>			
			<b>Unit</b>
Recreation Staff - Full-Time/Film Monitor	\$99	\$102	per hour
Recreation Staff - Part-Time	\$27	\$28	per hour
Fire Staff	\$121	\$125	per hour
Police Staff	\$121	\$125	per hour
Public Works Engineering Staff	\$157	\$162	per hour
Public Works Maintenance Staff	\$91	\$94	per hour
<b>DEPOSIT REQUIREMENTS</b>	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>POLICE FEES</b>				
<b>Vehicle Related Fees</b>				
	Vehicle Release (Abandoned, Stored, Misc.) (1)	\$148	\$153	each
	Vehicle Release (D.U.I. - Driver Arrested) (1)	\$469	\$484	each
	Vehicle Release (Repossession)	\$22	\$23	each
	Citation Sign-off (Onsite)	\$17	\$18	each
<b>Report Fees (2)</b>				
	Crime Report	\$0.10	\$0.10	per page; \$33 maximum
	Minor Non-Criminal Incident Report Copies - (1 page)	\$0.10	\$0.10	per page; \$20 maximum
	Lost Cell Phone Report - (For Insurance Purposes)	\$0.10	\$0.10	each
	Traffic Accident Report (Non-Injury)	\$0.10	\$0.10	per page; \$20 maximum
	Traffic Accident Report (Injury)	\$0.10	\$0.10	per page; \$33 maximum
<b>Fingerprinting and Letter Services</b>				
	Livescan Fingerprinting	\$42; plus pass-thru fees	\$43; plus pass-thru fees	each
	Ink Fingerprinting (per card)	\$28	\$29	
	Clearance Letter	\$29	\$30	each
<b>Sign Fees</b>				
	Illegal Sign Removal Fee (Release Of Property)	\$61	\$63	each
	a) Residential	\$31	\$32	
	b) Commercial	\$52	\$54	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>POLICE FEES</b>				
	Response Due To False Alarm: a) First False Alarm Response	\$0	\$0	per response
	b) Two False Alarm Responses	\$100	\$103	per response
	b) Third or More Responses	\$200	\$206	per response
	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 cost	billed hourly with 2 hour min; plus 15% administration cost	per response
PRK	<b>Emergency D.U.I. Response Fees</b> Emergency Response To D.U.I. Related Collision (up to a \$1,000 max)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per hour
	<b>Overnight Parking Permit Fees</b> Annual Permit	\$100	\$103	per permit
	Nightly	\$6	\$6	
	Permit Sticker Transfer or New Sticker	\$8	\$8	per sticker
	<b>Other Fees</b> Administrative Citation First Offense	\$119	\$123	each
	Administrative Citation Second Offense	\$236	\$243	each
	Administrative Citation Third or more offense	\$585	\$603	each
	Carry of a Concealed Weapon Permit - Investigation (Per hour - 2 hour min. non- refundable set by State of California)	\$138	\$142	each
	Off-Site Vehicle inspection fee	\$68	\$70	each
	On-Site Vehicle inspection fee	\$33	\$34	each
	Overnight Parking Permit Including Investigation	\$5	\$5	each
	Notice of City Code violation	\$64	\$66	each
	LA County / Pasadena booking Fee	Actual Cost plus 20% Administrative fee	Actual Cost plus 20% Administrative fee	each

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>POLICE FEES</b>				
<b>STAFF HOURLY RATE</b>				
	Patrol Staff	\$162	\$167	per hour
	Dispatch/Records Staff	\$98	\$101	per hour
	Code Enforcement Staff	\$115	\$119	per hour
	Outside Court Subpoena (per employee per request)	Set by State	Set by State	set by State



Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>FIRE FEES</b>				
	<b>Annual Fire And Life Safety Inspection</b>			
	Annual Fire And Life Safety Inspection	\$79	\$81	per half hour; half hour minimum
	<b>EMS/Paramedic Fees</b>			
EMS	EMS/Paramedic Subscription Fee	\$70	\$71	per person
EMS-2	EMS Dispatch Fee	\$303	\$312	per response
	<b>Fire Permit</b>			
	Fire Permit	\$39	\$40	each
	<b>Reports</b>			
	Fire Report	\$30	\$31	each
	Medical Report	\$30	\$31	each
	<b>Appearance/Standby Fees</b>			
	Court Appearance and Office Hearing / Non-Compliance	\$154	\$159	per hour; 2 hour minimum
	Fire Watch	\$154	\$159	per hour; 2 hour minimum
	<b>Fire Department Training Class Fee</b>			
	Fire Department Training Class	Actual Cost; plus 25% processing fee	Actual Cost; plus 25% processing fee	each
	<b>Response Fees</b>			
	Response Due To False Alarm:			
	a) First False Alarm Response	\$0	\$0	per response
	b) Two False Alarm Responses	\$100	\$100	per response
	b) Third or More Responses	\$200	\$200	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

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>FIRE FEES</b>				
	<b>Weed Abatement Fees</b> Weed Abatement	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	<b>Other Fees</b>			
	Additional Inspection of New System after third (per additional inspection)	\$154	\$159	each
	Fire Inspections (Failure to comply)	\$154	\$159	each
	Fire Inspections of Commercial and Multi-Residential (per 20 minutes at \$120 per hour)	\$154	\$159	each
	Installation or Removal of underground storage	\$154	\$159	each
	Review of requested activity - Fire permit	\$154	\$159	each
	<b>STAFF HOURLY RATE</b>			
	Fire staff - Movie Detail		\$75	
	Fire Staff	\$154	\$159	per hour
	Engine with 4 staffed positions	\$723	\$745	per hour
	Equipment rental	\$140	\$144	

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>UTILITY RATES</b>				
	<b>New Meter Installation</b>			
NMI-001	New meters: 3/4"	\$693	\$714	Minimum Fee - Plus costs over base fee
NMI-005	New meters: 1"	\$693	\$714	Minimum Fee - Plus costs over base fee
		\$3,148	\$3,246	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-010	New meters: 1" with 1" line			
		\$4,630	\$4,774	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-015	New meters: 1 1/2" with 1 1/2" line			
NMI-020	New meters: 1 1/2"	\$931	\$960	Minimum Fee - Plus costs over base fee
NMI-025	New meters: 2"	\$1,174	\$1,210	Minimum Fee - Plus costs over base fee
		\$5,444	\$5,613	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-030	New meters: 2" with 2" line			
		\$5,655	\$5,830	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-035	New meters: 4"			
		\$5,655	\$5,830	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-040	New meters: 4" fire line			
		\$6,361	\$6,558	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-045	New meters: 4" with 4" line			
	<b>Other Meter Charges</b>			
	Portable water meter rental	\$1,153	\$1,189	Minimum Fee - Plus costs over base fee
	Portable water meter deposit	\$2,117	\$2,183	Refundable Deposit - Less: damage, rental fee, and consumption
	Relocation of existing meter	\$706	\$728	Refundable Deposit - Less: Cost, plus 20% installation Fee
	<b>Reinstall Meter at prior location</b>			
	Reinstall Meter	\$84	\$87	5/8", 3/4", & 1" meters (each occasion)
	Reinstall Meter	\$84	\$87	1 1/2" & 2" meters (each occasion)

Fee Code		Current Fee FY 2019-2020	Proposed Fee FY 2020-2021	Unit
<b>UTILITY RATES</b>				
	<b>Other Fees &amp; Services</b>			
	New service or termination of existing service	\$53	\$55	Per request
	Owner request for seal/unseal meter	\$86	\$89	Per request
	Water delinquent turn off/on	\$86	\$89	Per delinquent shut off/on
	24 hour notice for turn-off	\$40	\$41	Per occasion
	Unauthorized connection to City line	\$2,244	\$2,314	Fine per citation Plus estimated commodity charge
	Unauthorized connection to fire hydrant	\$2,244	\$2,314	Fine per citation Plus estimated commodity charge
	Unauthorized use or alteration of water meter	\$2,244	\$2,314	Fine per citation Plus estimated commodity charge
	Water meter testing	\$78	\$80	Fee for testing, more than 2% error rate
	Sale of excess water to other municipalities			Based on specific negotiations
	Utility Account Establishment Fee	\$27	\$28	One time fee, non-refundable
	Deposit for new water service - Owner occupied property	\$63	\$65	Refund in one year with good payment history or \$0 deposit with letter from other
	After hours service initiation/termination fee	\$97	\$100	Per after hours service request
SWR005	<b>Sewer</b> Sewer Permit	\$88	\$91	Minimum Permit Fee
	<b>Other Sewer Fees</b>			
SWR010	Sewer Connection Fee	\$341	\$352	Per connection
SWR015	Sewer Dye test	\$245	\$253	Per request
SWR020	Sewer Stoppage Investigation	\$122	\$126	Per investigation.
SWR025	Saddle Main Line	\$372	\$384	Per request (includes two inspections )
SWR030	Residential Sewer Connection	\$122	\$126	Per request

	<b>Current Bi-monthly Fee FY2019-2020</b>	<b>Proposed Monthly Fee FY2020-2021</b>	
<b>UTILITY RATES</b>			
<b>Water Charges</b>			
Meter Size			MONTHLY/MONTHLY CHARGE
5/8", 3/4"	\$82.59	\$42.58	Per connection per bill
1"	\$100.91	\$52.02	Per connection per bill
1-1/2"	\$146.27	\$75.40	Per connection per bill
2"	\$200.94	\$103.58	Per connection per bill
3"	\$374.22	\$192.91	Per connection per bill
4"	\$629.20	\$324.35	Per connection per bill
<b>Low Income Discount:</b>			
			MONTHLY/MONTHLY CHARGE
5/8", 3/4"	\$53.76	\$27.71	Per connection per bill
1"	\$72.19	\$37.21	Per connection per bill
1-1/2"	\$102.92	\$53.06	Per connection per bill
2"	\$139.79	\$72.06	Per connection per bill
3"	\$225.81	\$116.41	Per connection per bill
4"	\$348.71	\$179.76	Per connection per bill
<b>Infrastructure Fixed Charge</b>			
			MONTHLY/MONTHLY CHARGE
5/8", 3/4"	\$39.52	\$20.37	Per connection per bill
1"	\$66.00	\$34.02	Per connection per bill
1-1/2"	\$131.59	\$67.83	Per connection per bill
2"	\$210.62	\$108.57	Per connection per bill
3"	\$461.16	\$237.73	Per connection per bill
4"	\$829.85	\$427.79	Per connection per bill

	<b>Current Bi-monthly Fee FY2019-2020</b>	<b>Proposed Monthly Fee FY2020-2021</b>	
<b>UTILITY RATES</b>			
<b>Variable Charge</b>			
Single Family			
Tier 1	\$2.80	\$2.89	Per 100 cu. Ft. of water (1 unit)
Tier 2	\$4.39	\$4.53	Per 100 cu. Ft. of water (1 unit)
Multi-Family	\$3.87	\$3.99	Per 100 cu. Ft. of water (1 unit)
Non-Residential	\$3.85	\$3.97	Per 100 cu. Ft. of water (1 unit)
Irrigation	\$3.95	\$4.07	Per 100 cu. Ft. of water (1 unit)
Institutional	\$4.26	\$4.39	Per 100 cu. Ft. of water (1 unit)
<b>Sewer Charges-Fixed</b>			
Customer Class			
Residential	\$36.42	\$18.75	Monthly Charge
Non-Residential			
Commercial	\$29.56	\$15.22	Monthly Charge
Institutional	\$29.56	\$15.22	Monthly Charge
<b>Sewer Charges-Variable</b>			
Non-Residential			
Commercial	\$0.67	\$0.35	Cost per CCF
Institutional	\$0.67	\$0.35	Cost per CCF