

## NOTICE OF SPECIAL MEETING

Pursuant to Section 54956 of the Government Code of the State of California, a Special Meeting of the **Tracy City Council** is hereby called for:

**Date/Time:** **Tuesday, January 17, 2023, 6:00 p.m.**  
(or as soon thereafter as possible)

**Location:** **Tracy City Hall**  
**333 Civic Center Plaza, Tracy, CA.**

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Tracy City Council on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

***This meeting will be open to the public for in-person and remote participation pursuant to Government Code Section 54953(e)***

***The City of Tracy remains under a local emergency for COVID-19 and is now conducting teleconference meetings pursuant to State Law. Teleconferenced locations may include various locations including Tracy City Hall. In accordance with the California Department of Public Health Guidelines, universal masking is recommended for all persons regardless of vaccination status and social distancing protocols will be in place for Tracy City Hall.***

### **For Remote Public Comment:**

*During the Items from the Audience, public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:*

- *Comments via:*
  - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number:** 2552 237 1724 and **Event Password:** TracyCC
  - ***If you would like to participate in the public comment anonymously***, you may submit your comment via phone or in WebEx by typing “Anonymous” when prompted to provide a First and Last Name and inserting [Anonymous@example.com](mailto:Anonymous@example.com) when prompted to provide an email address.
  - **Join by phone by dialing** +1-408-418-9388, enter 25522371724#8722922# Press \*3 to raise the hand icon to speak on an item
  
- *Protocols for commenting via WebEx:*
  - *If you wish to comment under “Items from the Audience/Public Comment” portion of the agenda:*
    - *Listen for the Mayor to open “Items from the Audience/Public Comment”, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
    - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
  - *Comments for the “Items from the Audience/Public Comment” will be accepted until the public comment period is closed.*

CALL TO ORDER  
ROLL CALL

1. Items from the audience - *In accordance with Council Meeting Protocols and Rules of Procedure*, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, Council Members may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to Council.
2. CITY COUNCIL CONDUCT A WORKSHOP TO REVIEW THE USER FEE STUDY AND PROVIDE FEEDBACK
3. COUNCIL ITEMS AND COMMENTS
4. ADJOURNMENT



---

Mayor

**Posting Date: January 12, 2023**

The City of Tracy is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment, programs and facilities. Persons requiring assistance or auxiliary aids in order to participate, should contact the City Manager's Office at (209) 831-6000 at least 24 hours prior to the meeting.

Agenda Item 2

RECOMMENDATION

**Staff recommends that City Council conduct a workshop to review the user fee study and provide feedback.**

EXECUTIVE SUMMARY

The City contracted with NBS to perform a User Fee Study (Study). The City's main objectives in conducting this study were to ensure that existing fees do not exceed the costs of service and to provide an opportunity for the City Council to re-align fee amounts with the recommended cost recovery. The fees examined in the study are user and regulatory fees charged by various City departments and divisions. Specifically excluded from the study, were development impact fees, utility rates, and any special tax assessments that have distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this study.

BACKGROUND AND LEGISLATIVE HISTORY

California cities may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C, section 1. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees as a result of property ownership.

In May 2011, the City Council consolidated citywide fees into a master schedule (resolution 2011-101). The master fee schedule has been periodically amended for administrative and Consumer Price Index (CPI) adjustments, with the last amendment to the Master Fee Schedule on June 16, 2020, Resolution No. 2020-110 (Exhibit A).

The City contracted with NBS to perform a User Fee Study with the purpose of ensuring that existing fees do not exceed the costs of service and to providing an opportunity for the City Council to re-align fee amounts with recommended cost recovery fee amounts.

The fees examined in this Study specifically excluded development impact fees, utility rates, and any special tax assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this Study excluded facility and equipment rental rates, as well as most fines and penalties imposed by the City for violations to its requirements or codes.

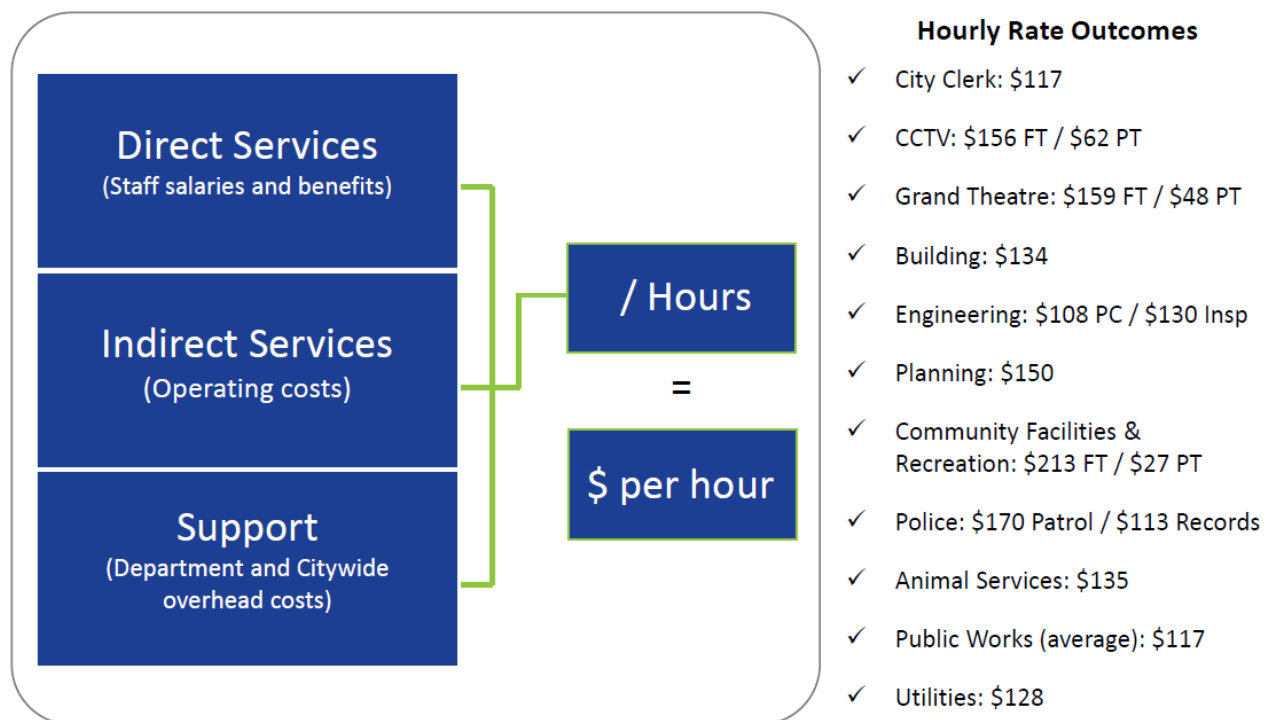
## ANALYSIS

NBS completed three phases of analysis for each City department or program.

1. Cost-of-service analysis
2. Fee establishment
3. Cost recovery evaluation

The following table depicts the factors included in the cost-of-service analysis. The hourly rate outcomes are used to establish fees for services.

# Hourly Cost Analysis



The Study examined user and regulatory fees charged by City divisions and departments. The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through the analysis. A cost recovery rate of 0% identifies no current recovery of costs from fee revenues. A rate of 100% means that the fee currently recovers the full cost of service. A rate greater than 100% means that the fee exceeded the full cost of service.

The following table provides a summary of the annual cost of service analysis results for each fee program studied.

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Finance Department	<i>data not available*</i>					
City Clerk's Office	<i>data not available*</i>					
City Manager Cable TV Department	1,095	2,576	(1,481)	43%	2,576	100%
Grand Theatre Center for the Arts/Cultural Arts Division	398,200	2,396,210	(1,998,010)	17%	398,200	17%
Building Safety Division	5,249,857	4,735,249	514,608	111%	4,700,507	99%
Engineering Division	3,498,312	5,624,366	(2,126,054)	62%	5,624,366	100%
Planning Division	466,183	886,140	(419,957)	53%	886,140	100%
General Plan Maintenance Surcharge	-	449,000	(449,000)	0%	381,650	85%
Community Facilities Division	282,819	1,399,305	(1,116,486)	20%	282,819	20%
Recreation Division	451,404	2,614,954	(2,163,550)	17%	451,404	17%
Police Department	188,588	198,084	(9,496)	95%	197,041	99%
Animal Services Unit	79,800	201,338	(121,538)	40%	149,461	74%
Public Works Department	<i>data not available*</i>					
Municipal Airport	756,052	795,347	(39,295)	95%	795,347	100%
Utilities Department	-	354,442	(354,442)	0%	354,442	100%
<b>Total</b>	<b>\$ 11,372,310</b>	<b>\$ 19,657,011</b>	<b>\$ (8,284,701)</b>	<b>58%</b>	<b>\$ 14,223,953</b>	<b>72%</b>

\* sufficient data regarding activity levels for fees charged was not available for purposes of annual revenue analysis.

As shown, the Study identified approximately \$11.4 million in annual revenue collected at current fee amounts, versus \$19.7 million of estimated costs eligible for recovery from fees or service. The City is currently recovering approximately 58% of the total costs associated with providing fee related services. Should the Council adopt fee levels at 100% of the calculated full cost recovery fee amounts determined by the Study, an additional \$8.3 million in costs could be recovered.

However, the full cost recovery figures are presented along with the recommended fee amounts which were prepared in accordance with the City's goals as pertaining to code compliance, cost recovery, and economic development. At City Staff's recommended fee amounts for Council's consideration, an additional \$2.9 million in costs could be recovered, for a cost recovery rate of 72%.

### FISCAL IMPACT

The City is currently recovering approximately 58% of the total costs associated with providing fee related services. Should the Council adopt fee levels at the recommended cost recovery rates, the City would recover an additional \$2.9 million in costs, bringing the cost recovery rate to 72%.

STRATEGIC PLAN

This agenda item supports the Governance Strategic Priority to ensure short and long-term fiscal health.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that City Council conduct a workshop to review the User Fee Study and provide feedback.

Prepared by: Sara Cowell, Director of Finance

Reviewed by: Karin Schnaider, Assistant City Manager

Approved by: Michael Rogers, City Manager

Attachments:

- Attachment A – Citywide User Fee Study Report
- Attachment B - Powerpoint Presentation





# CITY OF TRACY

*Final Report*  
Citywide User Fee Study

December 16, 2022

Prepared by:



Corporate Headquarters  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516

# TABLE OF CONTENTS

---

<b>1. Executive Summary .....</b>	<b>1</b>
1.1 Findings .....	1
1.2 Report Format .....	2
<b>2. Introduction and Fundamentals .....</b>	<b>4</b>
2.1 Scope of Study .....	4
2.2 Methods of Analysis .....	6
<b>3. Finance Department .....</b>	<b>11</b>
<b>4. City Clerk’s Office .....</b>	<b>12</b>
4.1 Cost of Service Analysis .....	12
4.2 Fee Establishment .....	12
4.3 Cost Recovery Evaluation .....	13
<b>5. City Manager Cable TV Department (CCTV) .....</b>	<b>14</b>
5.1 Cost of Service Analysis .....	14
5.2 Fee Establishment .....	14
5.3 Cost Recovery Evaluation .....	15
<b>6. Grand Theatre Center For The Arts / Cultural Arts Division .....</b>	<b>16</b>
6.1 Cost of Service Analysis .....	16
6.2 Fee Establishment .....	17
6.3 Cost Recovery Evaluation .....	18
<b>7. Building Safety Division .....</b>	<b>20</b>
7.1 Cost of Service Analysis .....	20
7.2 Fee Establishment .....	21



7.3	Cost Recovery Evaluation .....	22
<b>8.</b>	<b>Engineering Division .....</b>	<b>23</b>
8.1	Cost of Service Analysis .....	23
8.2	Fee Establishment .....	23
8.3	Cost Recovery Evaluation .....	24
<b>9.</b>	<b>Planning Division .....</b>	<b>26</b>
9.1	Cost of Service Analysis .....	26
9.2	Fee Establishment .....	27
9.3	Cost Recovery Evaluation .....	27
<b>10.</b>	<b>General Plan Surcharge.....</b>	<b>29</b>
10.1	Cost of Service Analysis .....	29
10.2	Fee Establishment.....	29
10.3	Cost Recovery Evaluation .....	30
<b>11.</b>	<b>Community Facilities Division .....</b>	<b>31</b>
11.1	Cost of Service Analysis .....	31
11.2	Fee Establishment.....	32
11.3	Cost Recovery Evaluation .....	33
<b>12.</b>	<b>Recreation Division.....</b>	<b>37</b>
12.1	Cost of Service Analysis .....	37
12.2	Fee Establishment.....	38
12.3	Cost Recovery Evaluation .....	39
<b>13.</b>	<b>Police Department.....</b>	<b>41</b>
13.1	Cost of Service Analysis .....	41
13.2	Fee Establishment.....	41

13.3	Cost Recovery Evaluation .....	42
<b>14.</b>	<b>Animal Services Unit .....</b>	<b>43</b>
14.1	Cost of Service Analysis .....	43
14.2	Fee Establishment.....	43
14.3	Cost Recovery Evaluation .....	44
<b>15.</b>	<b>Public Works Department .....</b>	<b>45</b>
15.1	Cost of Service Analysis .....	45
15.2	Fee Establishment.....	45
15.3	Cost Recovery Evaluation .....	46
<b>16.</b>	<b>Municipal Airport .....</b>	<b>47</b>
16.1	Cost of Service Analysis .....	47
16.2	Fee Establishment.....	47
16.3	Cost Recovery Evaluation .....	48
<b>17.</b>	<b>Utilities Department .....</b>	<b>49</b>
17.1	Cost of Service Analysis .....	49
17.2	Fee Establishment.....	49
17.3	Cost Recovery Evaluation .....	49
<b>18.</b>	<b>Conclusion.....</b>	<b>51</b>

**Appendices**

**Cost of Service Analysis (Fee Tables)**

Finance Department	Appendix A.1
City Clerk's Office	Appendix A.2
City Manager Cable TV Department	Appendix A.3
Building Safety Division	Appendix A.4
Engineering Division	Appendix A.5
Planning Division	Appendix A.6

Police Department	Appendix A.7
Animal Services Unit	Appendix A.8
Public Works Department	Appendix A.9
Utilities Department	Appendix A.10

**Comparative Fee Survey**

City Clerk's Office	Appendix B.1
Building Safety Division	Appendix B.2
Engineering Division	Appendix B.3
Planning Division	Appendix B.4
Community Facilities Division	Appendix B.5
Recreation Division	Appendix B.6
Police Department	Appendix B.7
Animal Services Unit	Appendix B.8
Public Works Department	Appendix B.9
Municipal Airport	Appendix B.10

# 1. EXECUTIVE SUMMARY

---

NBS performed a User Fee Study (Study) for the City of Tracy (City). The purpose of this report is to describe the Study’s findings and recommendations, which intend to defensibly update and establish user and regulatory fees for service for the City of Tracy, California.

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees a result of property ownership.

The City’s chief purposes in conducting this Study were to ensure that existing fees do not exceed the costs of service and to provide an opportunity for the City Council to re-align fee amounts with the adopted cost recovery policies.

## 1.1 Findings

This Study examined user and regulatory fees charged by various City divisions and departments, as listed below.

- Finance Department
- City Clerk’s Office
- City Manager Cable TV Department
- Grand Theatre/Cultural Arts Division
- Building Safety Division
- Engineering Division
- Planning Division
- General Plan Maintenance Surcharge
- Community Facilities Division
- Recreation Division
- Police Department
- Animal Services Unit
- Public Works Department
- Municipal Airport
- Utilities Department

The following table provides a summary of the annual cost of service analysis results for each fee program studied:

**TABLE 1. REPORT SUMMARY**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Finance Department	<i>data not available*</i>					
City Clerk's Office	<i>data not available*</i>					
City Manager Cable TV Department	1,095	2,576	(1,481)	43%	2,576	100%
Grand Theatre Center for the Arts/Cultural Arts Division	398,200	2,396,210	(1,998,010)	17%	398,200	17%
Building Safety Division	5,249,857	4,735,249	514,608	111%	4,700,507	99%
Engineering Division	3,498,312	5,624,366	(2,126,054)	62%	5,624,366	100%
Planning Division	466,183	886,140	(419,957)	53%	886,140	100%
General Plan Maintenance Surcharge	-	449,000	(449,000)	0%	381,650	85%
Community Facilities Division	282,819	1,399,305	(1,116,486)	20%	282,819	20%
Recreation Division	451,404	2,614,954	(2,163,550)	17%	451,404	17%
Police Department	188,588	198,084	(9,496)	95%	197,041	99%
Animal Services Unit	79,800	201,338	(121,538)	40%	149,461	74%
Public Works Department	<i>data not available*</i>					
Municipal Airport	756,052	795,347	(39,295)	95%	795,347	100%
Utilities Department	-	354,442	(354,442)	0%	354,442	100%
<b>Total</b>	<b>\$ 11,372,310</b>	<b>\$ 19,657,011</b>	<b>\$ (8,284,701)</b>	<b>58%</b>	<b>\$ 14,223,953</b>	<b>72%</b>

\* sufficient data regarding activity levels for fees charged was not available for purposes of annual revenue analysis.

As shown, the Study identified approximately \$11.4 million in annual revenue collected at current fee amounts, versus \$19.7 million of estimated costs eligible for recovery from fees for service. The City is currently recovering approximately 58% of the total costs associated with providing fee related services. Should the Council adopt fee levels at 100% of the calculated full cost recovery fee amounts determined by this Study, an additional \$8.3 million in costs could be recovered.

However, as discussed in Section 2.2.3 of this report, there may be reasons why policy makers chose to adopt fees at less than the calculated full cost recovery amount. As such, City staff provided initial recommended fee amounts for Council’s consideration. At City staff’s initial recommended fee amounts, an additional \$2.9 million in costs could be recovered, for a cost recovery rate of 72%.

## 1.2 Report Format

This report documents analytical methods and data sources used throughout the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses recommended fee amounts, and provides a comparative survey of fees to neighboring agencies for similar services.

- Section 2 of the report outlines the foundation of the Study and general approach.
- Sections 3 through 17 discuss the results of the cost of service analysis performed, segmented by category of fee and/or department. The analysis applied to each category/department falls into studies of: the fully burdened hourly rate(s), the calculation of the costs of providing

service, the cost recovery policies of each fee category, and the staff-recommended fees for providing services.

- Section 18 provides the grand scope conclusions of the analysis provided in the preceding sections.
- Appendices to this report include additional analytical details and a comparison of fees charged by neighboring agencies for similar services.



## 2. INTRODUCTION AND FUNDAMENTALS

---

### 2.1 Scope of Study

The following is a summarized list of fees studied for each Division and Department:

- Finance Department
  - Business Licenses
  - Transient Occupancy Tax (TOT)
- City Clerk's Office
  - Annual Subscriptions for Agendas and Minutes
  - Appeals
  - Document Certification
  - Photocopies
  - Duplicating Recording of Public Meeting
  - Notary and other Miscellaneous Administrative Processing Fees
- City Manager Cable TV Department
  - Video Production, Recording, Studio, and Post Production Services
- Grand Theatre/Cultural Arts Division
  - Hourly Rates for Full Time and Part Time Staff
  - Facility Use/Rental – Annual Cost Recovery Analysis
- Building Safety Division
  - Plan Check
  - Inspection and Permitting
- Engineering Division
  - Planning Application Review and Approvals
  - Land Development Engineering Application Review and Approvals
  - Subdivisions and Public Improvements Plan Check and Inspection
  - Other Miscellaneous Engineering Division Fees
- Planning Division
  - Planning Application Review and Approvals
  - Land Development Engineering Application Review and Approvals
  - Building Plan Check by Planning
- General Plan Maintenance Surcharge
  - General Plan Maintenance Surcharge
- Community Facilities Division
  - Hourly Rate for Full Time and Part Time Staff
  - Facility Use/Rental – Annual Cost Recovery Analysis
- Recreation Division
  - Hourly Rate for Full Time and Part Time Staff
  - Recreation Programs – Annual Cost Recovery Analysis
- Police Department

- Alarm Permits and False Alarm Fees
- Miscellaneous Business Permit Fees
- Record and Report Copy Fees
- Fingerprinting
- Taxi Permits
- Vehicle Release and Towing Fees
- Other Miscellaneous Administrative Fees
- Animal Services Unit
  - Animal Adoption
  - Board and Care
  - Cat Carrier, Neuter, Spay
  - Collar Identification
  - Dog Neuter, Spay
  - Impound
  - License Fee
  - Rabies Vaccination and Other Vaccinations
  - Veterinary Services
- Public Works Department
  - Banner Installation and Removal
  - Tree Removal
  - Tree Pruning/Maintenance
  - Special Events Support
  - Utilities Turn on/off
  - Shopping Cart Retrieval
  - Sidewalk Maintenance
- Municipal Airport
  - Overall Cost Recovery Analysis of Facility Use/Rental
- Utilities Department
  - NPDES MS4 Permit and Water Efficiency Review
  - Stormwater Post-Construction Standards Review
  - Water Efficient Landscape Ordinance (WELO) Review
  - Stormwater Post-Construction Treatment Annual Maintenance Inspection
  - Construction General Permit – SWPPP or ESCP
  - Construction Water – Metering
  - Pre-Treatment Program
  - Discharge Permit
  - Environment Compliance
  - New Water Main Testing

The fees examined in this Study specifically excluded development impact fees, utility rates, and any special tax assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this Study excluded facility and equipment rental rates, as well as most of fines and penalties imposed by the City for violations to its

requirements or codes. (The City is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.)

## 2.2 Methods of Analysis

There are three phases of analysis completed for each City department or program studied:

1. Cost of service analysis
2. Fee establishment
3. Cost recovery evaluation

### 2.2.1 COST OF SERVICE ANALYSIS

This cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

#### Direct Costs:

- **Direct personnel costs** – Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.
- **Direct non-personnel costs** – Discrete expenses incurred by the Department/Division due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity.

#### Indirect Costs:

- **Indirect personnel costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical support activities related to the direct services provided to the public.
- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to individual fee/rate categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as City Manager, Finance, Human Resources, etc. The amount of costs attributable to the departments or divisions included in this Study were sourced from the City's Cost Allocation Plan.

All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the City in the provision of all services and activities Citywide.

Nearly all of the fees under review in this Study require specific actions on the part of City staff to provide the service or conduct the activity. Because labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculates a

composite, fully burdened, hourly rate for each department, division, program, or activity, as applicable to the specific organization and needs of each area studied. The rate serves as the basis for further quantifying the average full cost of providing individual services and activities.

Deriving the fully burdened labor rate for each department, and various functional divisions within a department, requires two figures: the full costs of service and the number of hours available to perform those services. The full costs of service are quantified through the earlier steps described in this analysis. NBS derives the hours available from a complete listing of all City employees and/or hours of service available from contracted professionals.

The City has supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available for providing both fee-recoverable and non-fee recoverable services and activities. The productive labor hours divided into the annual full costs of service equals the composite fully burdened labor rate. Some agencies also use the resulting rates for other purposes than setting fees, such as when the need arises to calculate the full cost of general services or structure a cost recovery agreement with another agency or third party.

Fully burdened labor rates applied at the individual fee level estimate an average full cost of providing each service or activity. This step required the development of staff time estimates for the services and activities listed in the City's fee schedule. For all fee programs studied, time tracking records (if available) were useful in identifying time spent providing general categories of service (e.g. division administration, plan review, inspection, public information assistance, etc.). However, the City does not systematically track activity service time for all departments, or all individual fee-level services provided. Consequently, interviews and questionnaires were used to develop the necessary data sets describing estimated labor time. In many cases, the City estimated the average amount of time (in minutes and hours) it would take to complete a typical occurrence of each service or activity considered.

It should be noted that the development of these time estimates was not a one-step process: estimates received were carefully reviewed by both NBS and departmental management to assess the reasonableness of such estimates. Based on this review, the City reconsidered its time estimates until both parties were comfortable that the fee models reasonably reflected the average service level provided by the City. Then, time estimates were applied to the appropriate fully burdened labor rate to yield an average total cost of the service or activity.

### **2.2.2 FEE ESTABLISHMENT**

Establishing fees includes a range of considerations. The Study's process provided each division the opportunity to propose additions and deletions to their fee schedules, as well as rename, reorganize, and clarify fee names and categories. In most cases, the current structure of fees did not change; the focus is to recalibrate the fee amount to match the costs of services. In several cases, however, fee categories and fee names were simplified or re-structured to increase the likelihood of full cost recovery, or to enhance the fairness of how the fee applies to various types of fee payers.

Many such revisions better conform fees to current practices, as well as improve the calculation of fees owed by an individual, the application of fees, and the collection of revenues. Beyond this, some additions to the fee schedule were simply identification of existing services or activities performed by City staff for which no fee is currently charged.

The City's fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the City Council to approve rates for cost recovery under a "time and materials" approach. It also provides clear publication of those rates, so fee payers of any uniquely determined fee can reference the amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not contemplated by the adopted master fee schedule. These rare instances use the published rates to estimate a flat fee, or bill on an hourly basis, at the discretion of the director of each department.

### **2.2.3 COST RECOVERY EVALUATION**

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. A cost recovery rate of 0% identifies no current recovery of costs from fee revenues (or insufficient information available for evaluation). A rate of 100% means that the fee currently recovers the full cost of service. A rate between 0% and 100% indicates partial recovery of the full cost of service through fees. A rate greater than 100% means that the fee exceeded the full cost of service.

User fees and regulatory fees examined in this Study should not exceed the full cost of service. In other words, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, charging a fee above this threshold could require the consensus of the voters.

NBS also assists with modeling the "recommended" or "targeted" level of cost recovery for each fee, always established at 100%, or less, than the calculated full cost of service. Targets and recommendations always reflect agency-specific judgments linked to a variety of factors, such as existing policies, agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question.

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity completely benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reflecting that a truly public-benefit service is best funded by the general resources of the City, such as General Fund revenues (e.g., taxes). Conversely, when a service or activity completely benefits an individual or entity, there is generally closer to or equal to 100% of cost recovery from fees, collected from the individual or entity. An example of a completely private benefit service may be a request for exemption from a City regulation or process.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following other factors and considerations may influence or supplement the public/private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the citizenry served or current revenue levels? (In other words, would fee increases have the unintended consequence of driving away the population served?)
- Is there a good policy basis for differentiating between type of users (e.g., residents and non-residents, residential and commercial, non-profit entities, and business entities)?
- Are there broader City objectives that inform a less than full cost recovery target from fees, such as economic development goals and local social values?

Because this element of the Study is subjective, NBS provides each fee calculation at 100% full cost recovery as well as the framework for the City to adjust recommended fee amounts in accordance with the City's goals as pertains to code compliance, cost recovery, economic development, and social values. City staff and elected officials are responsible for localizing the information into a Master Fee Schedule that meets community needs.

#### **2.2.4 COMPARATIVE FEE SURVEY**

Appendix B presents the results of the Comparative Fee Survey for the City of Tracy. Often policy makers request a comparison of their jurisdiction's fees to surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

NBS worked with the City to choose five comparative agencies: Brentwood, Stockton, Livermore, Manteca and Modesto. The following should be noted about the general approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about the cost recovery policies or procedures inherent in each comparison agency.
- A "market based" decision to price services below the full cost of service calculation, is the same as making a decision to subsidize that service.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis provided for this Study on the comparative agencies' fees.
- Comparative fee survey efforts are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for provision of similar services.



In general, NBS reasonably attempts to source each comparison agency's fee schedule from the Internet, and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the client's existing fee structure.

### 2.2.5 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- The City of Tracy's Adopted Budget for Fiscal Year 2018-2019. Given the long timeline required to complete the Study, a 2% COLA adjustment was added to all salary costs included in the analysis to keep better pace with current year costs.
- A complete listing of all City personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts – provided by the Finance Department.
- Various correspondences with the City staff supporting the adopted budgets and current fees, including budget notes and expenditure detail not shown in the published document.
- Prevailing fee schedules by each involved department/division, per the City's Master Fee Schedule for FY 20/21.
- When available, annual workload data from a prior fiscal year provided by each involved department/division.

The City's adopted budget is the most significant source of information affecting cost of service results. NBS did not audit or validate the City's financial management and budget practices. This Study has accepted the City's budget as a legislatively adopted directive describing the most appropriate and reasonable level of City spending. Consultants accept the City Council's deliberative process and ultimate acceptance of the budget plan and further assert that through that legislative process, the City has yielded a reasonable expenditure plan, valid for use in setting cost-based fees.

### 3. FINANCE DEPARTMENT

---

The Finance Department ensures the fiscal foundation necessary to deliver community services. The Department is responsible for City budget preparation and compliance, accounting and financial reporting, debt issuance and management, accounts payable, City employee payroll preparation, utility billing, business licensing, accounts receivable, cashiering, and sales. The Finance Department also includes the elected office of City Treasurer who oversees the investment of City funds.

The Finance Department section of the City's fee schedule includes several miscellaneous administrative fees for services such as Business Licenses and Transient Occupancy Tax.

- Business Licenses –
  - Transfer, assignment, or duplication fee – The City outsources this service; rates are subject to increase by CPI at beginning of each calendar year per City agreement with Vendor.
  - State disability access fee – This fee is set by the State of California and is included on the fee schedule for transparency to applicants.
- Transient Occupancy Tax – Transient Occupancy Tax does not currently reside on City's Master Fee Schedule but is being added as part of this Study. The City outsources this service; rates are subject to increase by CPI at beginning of each calendar year per City agreement with Vendor.

The City of Tracy Finance Department facilitates the services listed above by outsourcing them to a third party. Since the services are outsourced, no cost of service analysis was performed. Appendix A.1 presents displays the Finance Department's proposed list of fees to be included in the Master Fee Schedule.

## 4. CITY CLERK’S OFFICE

The City Clerk’s Office provides a variety of administrative services in support of the City Council, including preparing City Council and other agency agendas and minutes, maintaining the City’s official records, recruiting for City Council appointed boards and commissions, administering City elections, and serving as Filing Officer for the Fair Political Practices Commission.

### 4.1 Cost of Service Analysis

NBS developed a composite, fully burdened, hourly rate for the City Clerk’s Office as shown in Table 2 below:

**TABLE 2. FULLY BURDENED HOURLY RATE – CITY CLERK**

Cost Element	Direct Services
Labor	\$ 164,222
Recurring Non-Labor	44,171
Citywide Overhead	16,960
Division Administration	79,507
<b>Department Total</b>	<b>\$ 304,860</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 117</b>
<i>Reference: Direct Hours Only</i>	<b>2,604</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$117**.

### 4.2 Fee Establishment

The following is a summary of changes made to the City’s fee schedule for the City Clerk’s Office:

- Fees for CCTV services, including Video Production, Recording, Studio, and Post Production Services will be moved to a separate fee schedule, see Chapter 5.
- The following are newly added fee categories; notated as “New” in the Current Fee / Deposit column of Appendix A.2:
  - Administrative Processing – Medical Leave Bank
  - Project Requiring Municipal Code Update

Section 2.2.3, *Fee Establishment*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

### 4.3 Cost Recovery Evaluation

Appendix A.2 presents the results of the detailed cost recovery analysis for the City Clerk’s fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service.

There were no instances of activity during the time period reflected in this analysis, therefore no annual projected revenue impact is provided.

## 5. CITY MANAGER CABLE TV DEPARTMENT (CCTV)

The City Manager Cable TV (CCTV) Department provides the residents with programming that reflects the City’s diversity. Festivals, Parades, Ground Breakings, Music, City Council Meetings, Ribbon Cuttings and Block Parties are a few of the programs offered by the City’s Governmental Access Station.

### 5.1 Cost of Service Analysis

CCTV staff provide services internally to various City departments, as well as externally to residents and local businesses that wish to utilize the City’s studio and production facilities. Table 3 below reflects the annual cost of service analysis outcome for internal services to other City Departments, labeled as “Cable TV / Citywide Internal Production Support”. Additionally, NBS developed a set of composite fully burdened hourly rates for full-time and part-time CCTV personnel. This structure of hourly rates best reflects the way the Department typically staffs CCTV services and activities.

**TABLE 3. FULLY BURDENED HOURLY RATES – CCTV – FULL TIME/PART TIME**

Cost Element	Cable TV / Citywide Internal Production Support	Video Production Services - Fee Program - City FT Staff	Video Production Services - Fee Program - PT Staff
Labor	\$ 118,350	\$ 5,539	\$ 2,258
Recurring Non-Labor	30,577	1,431	583
Citywide Overhead	10,353	485	198
Division Administration	72,605	3,398	1,385
<b>Department Total</b>	<b>\$ 231,886</b>	<b>\$ 10,853</b>	<b>\$ 4,425</b>
<b>Fully Burdened Hourly Rate</b>	<b>n/a</b>	<b>\$ 156</b>	<b>\$ 62</b>
<i>Reference: Direct Hours Only</i>	n/a	69	71
<b>Overtime Rate</b>	<b>n/a</b>	<b>\$ 184</b>	<b>\$ 73</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$156** for full-time employees and **\$62** for part-time employees in support of external customers. When work is performed after hours, a rate of **\$184** for full-time employees, and **\$73** for part-time employees can be used.

### 5.2 Fee Establishment

The following is a summary of changes made to the CCTV fee schedule:

- Segregation of CCTV fee categories from City Clerk Office’s fee schedule.
- Clarification of basic fee descriptions to better reflect services provided

- Addition of a new fee category for Project Application review. In general, CCTV staff provide project scoping services free of charge. Once an application for an event or production is received to formally initiate a project, this fee would apply.

Section 2.2.2, *Fee Establishment*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

### 5.3 Cost Recovery Evaluation

Appendix A.3 presents the results of the detailed cost recovery analysis for CCTV fees. These fees are charged to residents and businesses that wish to utilize the City’s studio and production facilities. The City does not currently charge internal departments for CCTV services.

In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service.

CCTV fees currently recover approximately 43% of the total annual cost of providing services. As shown in the following table, the City collects approximately \$1,095 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$2,600. Should the City Council adopt all fees at 100% of the Cost of Service per Activity amounts shown, revenue will increase by approximately \$1,500 per year.

**TABLE 4. COST RECOVERY OUTCOME - CCTV**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
City Manager Cable TV Department	1,095	2,576	(1,481)	43%	2,576	100%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, City Manager Cable TV staff, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee Level / Deposit” column in Appendix A.3 displays staff’s initial recommended fee amounts. City Staff recommended recovering 100% of the costs of providing services.

For more discussion on NBS’ overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.



## 6. GRAND THEATRE CENTER FOR THE ARTS / CULTURAL ARTS DIVISION

The Grand Theatre Center for the Arts is a professional arts organization and educative center within City government, as well as an important public resource as an economic redevelopment project in historic downtown Tracy. The Grand is a managed facility of the Division as a municipal, regional, interdisciplinary arts center. The Center features two theatres, three galleries, nine studio classrooms, as well as numerous public spaces built throughout five interconnected buildings. This design creates a lively point of community congregation, a unique cultural destination in the region, and provides significant cultural influence to the public and peers groups alike. The Cultural Arts Division Staff hosts the community-at-large and regularly consults with arts and cultural groups, as well as government and planning professionals seeking collaboration and information for use in their own projects. The Grand Foundation is the dedicated non-profit fundraising partner of the facility supporting programming and technical needs. The Center will celebrate its 15th Anniversary Season in 2021-22, and commemorate the 100-Year Anniversary of the historic Grand Theatre in 2023.

### 6.1 Cost of Service Analysis

For purposes of analysis, the cost of three primary categories of services offered at the Center were analyzed:

- Arts Education Program – providing instruction in dance, drama, music, literary arts, and visual arts. The City charges a fee for these services and class offerings, which experience normal fluctuations seasonally or annually depending on the demand for services and/or availability of staff or contractors to run classes.
- Rental Program – the specialized amenities, spaces, and equipment may be rented for use for events, productions, and school & community events.
- Other Cultural Arts and Theatre Programs – including Exhibitions Program, Presenting Program, Volunteer Program, Tracy Arts Commission, etc.

The following table shows the annual cost of service outcomes for the Grand Theatre Center for the Arts and Cultural Arts Division in total, as well as per each service category:

**TABLE 5. GRAND THEATRE CENTER FOR THE ARTS / CULTURAL ARTS ANNUAL COST OF SERVICE ANALYSIS**

Cost Element	Arts Education Program	Rental Program	Other Cultural Arts and Theatre Programs	TOTAL
Labor	\$ 188,961	\$ 179,657	\$ 300,443	\$ 669,061
Recurring Non-Labor	308,409	171,613	675,810	1,155,833
Citywide Overhead	16,365	15,560	26,020	57,946
Division Administration	140,074	100,019	273,278	513,371
<b>Total</b>	<b>\$ 653,810</b>	<b>\$ 466,849</b>	<b>\$ 1,275,551</b>	<b>\$ 2,396,210</b>

As shown, the total annual cost of providing all Center and Cultural Arts Division services is approximately \$2.4 million per year. Additionally, NBS developed a set of composite fully burdened hourly rates for full-time and part-time personnel. This structure of hourly rates best reflects the way the Division typically staffs its services and activities.

**TABLE 6. FULLY BURDENED HOURLY RATES – GRAND THEATRE CENTER FOR THE ARTS/CULTURAL ARTS – FULL TIME/PART TIME**

Cost Element	Full-Time	Part-Time	TOTAL
Salaries	\$ 389,080	\$ 56,178	\$ 445,257
Benefits	195,567	28,237	223,804
Recurring Non-Labor	873,912	126,181	1,000,093
Citywide Overhead	50,635	7,311	57,946
Division Administration	448,600	64,771	513,371
<b>Total</b>	<b>\$ 1,957,793</b>	<b>\$ 282,678</b>	<b>\$ 2,240,470</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 159</b>	<b>\$ 48</b>	<b>\$ 124</b>
<i>Reference: Direct Hours Only</i>	12,293	5,834	18,127
<b>Overtime Rate</b>	<b>\$ 175</b>	<b>\$ 53</b>	<b>\$ 136</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. For cost recovery related to support of any direct services provided to the public for use of the Center or when developing the cost of individual and/or seasonal arts education programs, the Division may utilize the fully burdened rate of **\$159** for full-time employees, **\$48** for part-time employees, or **\$124** as an average rate regardless of full or part time status. When work is performed after hours, a rate of **\$175** for full-time employees, **\$53** for part-time employees, and **\$136** on average can be used.

## 6.2 Fee Establishment

The Division’s current fee structure includes fees for Arts Education and Rental Programs. Fee revenue represents an important source of funding to help cover costs and sustain, if not improve, the level of service provided by the City.

Arts Education Program Fees listed on the fee schedule can include Ceramics & Fused Glass, Dance, Drama, Visual Arts, Music, Literary Arts, Senior classes, and more.

Fees for use of the Center are categorized as follows:

- EK Theatre and Studio Theatre are currently charged for an initial baseline number of hours of facility use, plus an hourly rate for additional hours of use as needed. Fee amounts vary depending on whether the facility is utilized during “Prime Time” hours or “Non-Prime Time” hours, whether the use of the facility is for a rehearsal, meeting, or performance, and whether the fee payor is a Non-Profit or Commercial entity.

- Box Office services are charged per event. Spaces such as the Dance Studio, Visual Arts Studios, Children’s Studio, Lobby Areas, etc. are charged per hour of use, with lower required numbers of initial baseline hours of paid use. Rates for Non-Profit and Commercial use vary, like the EK Theatre and Studio Theatre rates.
- Equipment rental such as pianos, microphone, tables, chairs, etc., and technical support are charged mostly on a per use / each basis.
- Miscellaneous labor fees are charged by the hour for various positions required for technical or facilitation services. Additional fees such as janitorial services per day, and an agreement processing fee also apply.

During the Study, NBS and the Division did not restructure the names and categorization of services shown within the list of current fees. The structure of fees for the Division is working well for the City, and it was determined that the City could continue with current practices or revise the fee structure on an ongoing basis as program offerings for Arts Education change, or as the groups using the Theatre’s needs change over time. The next section, Cost Recovery Evaluation, provides some specific legal parameters and industry norms specific to the setting of rental rates for government owned facilities, and recreational programs.

### 6.3 Cost Recovery Evaluation

The fees charged by the Grand Theatre Center for the Arts / Cultural Arts Division are either fees for recreational classes and programs, or fees for use of government property (the Center). Per Article XIII C of the California Constitution, classes and program fees are limited to the estimated costs of providing services.<sup>1</sup> The Article’s language pertaining to fees for use of government property does not include the “reasonable costs” limitation;<sup>2</sup> however, a general law city is subject to the constraint on the amount of a fee charged by Government Code section 50402.<sup>3</sup>

Recreation class and program offerings are typically seasonal in nature. They change subject to availability of resources to provide specialized instruction as well as local demand for the type of instruction offered. Additionally, pricing of services tends to be significantly influenced by the price for similar services offered by surrounding public agencies and other non-profit providers.

Because of these conditions, NBS’s approach to cost recovery evaluation is to perform a high-level cost analysis by basic program area to assist with understanding cost recovery performance and in developing a cost recovery policy, rather than an analysis at the individual fee level as seen in most other chapters of this report. The program-level cost recovery analysis estimated the Division’s annual cost recovery performance by comparing the revenues collected, to the total program costs established through the Study. The following table summarizes results of that analysis:

---

<sup>1</sup> Article XIII C, Section 1 (e)(2) Exception for Fees for Services and Products Provided

<sup>2</sup> Article XIII C, Section 1 (e)(4) exception for fees for use of government property

<sup>3</sup> 50402 (a) A city, county, or city and county owning property or leasing property which is devoted to park, amusement, or recreational purposes may make a charge for use or services provided therein in the amount as may be provided by resolution by the governing body. No charge shall be imposed which exceeds the cost of the service provided.

**TABLE 7. COST RECOVERY EVALUATION – GRAND THEATRE CENTER FOR THE ARTS /  
CULTURAL ARTS DIVISION**

Cost Element	Arts Education Program	Rental Program	Other Cultural Arts and Theatre Programs	TOTAL
Labor	\$ 188,961	\$ 179,657	\$ 300,443	\$ 669,061
Recurring Non-Labor	308,409	171,613	675,810	1,155,833
Citywide Overhead	16,365	15,560	26,020	57,946
Division Administration	140,074	100,019	273,278	513,371
<b>Total</b>	<b>\$ 653,810</b>	<b>\$ 466,849</b>	<b>\$ 1,275,551</b>	<b>\$ 2,396,210</b>
FY 17/18 Actual Revenue	\$120,000	\$ 68,000	\$ 210,200	\$398,200
<b>Current Cost Recovery %</b>	<b>18%</b>	<b>15%</b>	<b>16%</b>	<b>17%</b>

As shown, the City recovers approximately 18% of the full cost of running the Arts Education Program, 15% of the Rental Program, and 16% of Other Cultural Arts and Theatre Programs. The City collects approximately \$398,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$2.4 million. If the City were to charge 100% full cost recovery for these services, of the cost of providing each service, an additional \$2.0 million in costs could be recovered.

The seasonal and market driven pricing nature of the service offered by the Grand Theatre Center for the Arts & Cultural Arts Division will influence how best to use the Cost Recovery Evaluation’s results toward updating the Division’s individual fee amounts. It is uncommon for cultural arts programs, especially those for senior and youth, to recover 100% of the costs of providing services. These programs are generally seen by both elected officials and residents as a service beneficial to the community that should remain affordable to encourage participation. The Division and Council may want to consider an overall percentage increase to existing fee amounts “across the board” to come closer to, but not completely achieve, 100% cost recovery for any given program. For more discussion on factors influencing policy decisions to recover 100%, or less, of any given service through fees for service, see *Section 2.2.3, Cost Recovery Evaluation*, of this Report.

NBS provides the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, Division staff and City Council, can utilize this information to recommend and adopt fees at appropriate cost recovery levels equal to or below the full cost calculation. The Division’s staff report provides any initially recommended changes to fees for the Council’s consideration.

## 7. BUILDING SAFETY DIVISION

The Building Safety Division is responsible for permit processing, plan review, and inspections. The team provides public counter services, plan review for residential projects and commercial projects, and field inspections for code compliance during the construction phase of a project.

### 7.1 Cost of Service Analysis

NBS calculated the total estimated annual cost of Building Safety Division services, segregated between those costs that are eligible and/or targeted for recovery in fees for service, versus those that require another funding source other than fees. Fee-recoverable costs are also translated into a “fully burdened” hourly rate, for purposes of individual fee calculations. Table 8 shows the summary of outcomes from the Cost of Service Analysis:

**TABLE 8. FULLY BURDENED HOURLY RATE - BUILDING**

Cost Element	Public Information / Counter Time	CIP	Code Enforcement / Complaint Response	Direct Permitting Services - Processing	Direct Permitting Services - Plan Check	Direct Permitting Services - Inspection	TOTAL
Labor	\$ 158,896	\$ 41,256	\$ 68,465	\$ 105,890	\$ 302,475	\$ 730,025	\$ 1,407,007
Recurring Non-Labor	30,139	7,825	12,986	20,085	606,330	607,228	1,284,594
City-wide Overhead	20,163	5,235	8,688	13,437	38,382	92,634	178,538
Allocated Common Activities	61,481	15,963	26,491	40,971	278,366	420,226	843,497
<b>Division Total</b>	<b>\$ 270,678</b>	<b>\$ 70,279</b>	<b>\$ 116,630</b>	<b>\$ 180,383</b>	<b>\$ 1,225,552</b>	<b>\$ 1,850,113</b>	<b>\$ 3,713,636</b>
Cost Recovery Targeted from Fees	95%	0%	0%	100%	100%	100%	95%
Amount Targeted for Consideration in Billings/Fees	257,145	-	-	180,383	1,225,552	1,850,113	3,513,193
Amount Requiring Another Funding Source	13,534	70,279	116,630	-	-	-	200,443
<b>Fully Burdened Hourly Rate</b>							<b>\$ 134</b>
<i>Reference: Direct Hours Only</i>							
<b>Overtime Rate</b>							<b>\$ 147</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. The total annual cost of the Building Safety Division per year is approximately \$3.7 million. Approximately 95% of the total costs are eligible and/or targeted for recovery in fees, while approximately \$200,000 require another funding source. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$134** for the Building Safety Division. When work is performed after hours, a rate of **\$147** can be used.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Public Information / Counter Services** – Building Safety Division staff respond to phone calls and general information requests at the public counter. Costs associated with the provision of public information and public counter services are not only a basic and expected function of governmental services to the public, but also a supportive service to active and incoming

requests for plan check and permitting. Building Safety Division staff estimated that approximately 95% of these costs support the plan check and permitting process and are therefore targeted for recovery in fees for services, while the remaining 5% are pertaining to general governmental services such as public records requests, or inquiries that do not pertain to an active project or result in an active permit application. General governmental services require another funding source than fees for services.

- **CIP** – Building staff support the review and Implementation of various City capital improvement projects (CIP). These costs are not targeted for recovery in building’s fees for services and should be recovered from the City’s capital project funding sources.
- **Code Enforcement / Complaint Response** – Work activities in response to a complaint received by the Building Division related to violation of a prior condition of approval, Ordinance or State law. Includes complaint investigation, follow up, and any associated abatement or enforcement actions. These costs could be recovered through fines or penalties when efforts to gain compliance become excessive.
- **Direct Permitting Services (Processing/Plan Check/Inspection)** – Work activities associated with active building processing, plan check and permit applications, and inspection. 100% of these costs are recoverable in fees for service.

## 7.2 Fee Establishment

The City’s basis for most of its Building, Electrical, Mechanical, and Plumbing Permits is to determine a project’s value, as determined by building valuation data table, and to then apply fee amounts as established by the 1997 Administrative Code. While use of the 1997 Administrative Code fee table is an acceptable method for setting fees, the structure and amounts of fees charged by the City as a result are outdated in terms of current industry practices employed in California in 2021. The Building Division’s fees are regulatory in nature, and in California are also limited to the cost of providing the service for which the fee is charged. This Study focused on aligning fee amounts with the cost of services provided rather than applying the 1997 Administrative Code’s fee amounts at face values.

Overall, the Division took the opportunity within this Fee Study to significantly restructure the fee schedule. Notable changes include:

- **Building Permit and Plan Check Fees** - Overall, the method of calculating fees in terms of first establishing a project’s value and then applying the fee amounts from the scaled fee table is the same.
  - Recommended publishing actual scaled fee tables so the public and see what fee amounts apply per the value of their project.
  - Expanded scaled tables to include higher project value tiers to better align with City’s currently experienced average project valuations.
  - Developed separate scaled tables between Residential/Multi-Family/Commercial/Industrial building code designations.
- **Miscellaneous Minor Permits** - Based on a review of recent building permit record types, a list of over the counter permit projects was established. The list includes projects such as: demolition, pools, patio covers, decks, doors/windows, remodels, re-roof, signs, etc. These



fees can be charged on a “per project”/ “per permit” basis, and do not need to utilize the project value approach required for larger projects with more elaborate scopes of work involved.

- Electrical, Mechanical, and Plumbing Permit Fees – these fees continue to be itemized so that permits can be combined with larger projects that are assessed Building Permit and Plan Check Fees, as well as be tailored for small stand-alone projects such as changing out a residential water heater.
- Addition of new fee categories, notated as “New” in the Current Fee / Deposit column of Appendix A.4:

### 7.3 Cost Recovery Evaluation

Appendix A.4 presents the results of the detailed cost recovery analysis for the Building Safety Division’s fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service.

This Cost of Service per Activity calculation is reflective of the Building Division’s costs, as well the Engineering Division’s costs for supportive review as required by the City’s established development review processes. Planning also provides supportive review to Building Division plan and permit submittals. Planning has established a separate set of fees to be applied per project for each review completed, whereas the cost for providing inspection support for BSD projects are represented herein.

Building Safety Division fees currently recover approximately 111% of the total annual cost of providing services. As shown in the following table, the City collects approximately \$5.2 million per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$4.7 million. Should the City Council adopt all fees at 100% of the Cost of Service per Activity amounts shown, revenue will decrease by approximately \$515,000 per year.

**TABLE 9. COST RECOVERY OUTCOME**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Building Safety Division	5,249,857	4,735,249	514,608	111%	4,700,507	99%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, Building Safety Division staff, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee Level / Deposit” column in Appendix A.4 displays staff’s initial recommended fee amounts. With staff’s recommended adjustments, building fees are projected to recover just under 100% of the costs of providing services. For more discussion on NBS’ overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.

## 8. ENGINEERING DIVISION

The Engineering Division reviews plans for all private developments including residential, commercial, and industrial development to ensure conformance with City standards. Inspection services ensure compliance with city standards on all public and private projects. The sections within the Engineering Division covered by this analysis include Engineering Project Review, Construction management, and Project Plan Checks.

### 8.1 Cost of Service Analysis

NBS calculated the total estimated annual cost of fee related services within the Engineering Division, and translated costs into a “fully burdened” hourly rate, for purposes of individual fee calculations. Table 10 shows the summary of outcomes from the Cost of Service Analysis:

**TABLE 10. FULLY BURDENED HOURLY RATE - ENGINEERING**

Expenditure Type	Development Plan Check	Development Inspection	Total
Labor	\$ 787,133	\$ 848,375	\$ 1,635,509
Recurring Non-Labor	131,070	1,541,812	1,672,882
City-wide Overhead	91,178	268,502	359,681
Allocated Common Activities	178,259	469,531	647,790
<b>Division Total</b>	<b>\$ 1,187,640</b>	<b>\$ 3,128,221</b>	<b>\$ 4,315,862</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 108</b>	<b>\$ 130</b>	
<i>Reference: Direct Hours Only</i>	11,016	24,036	
<b>Overtime Rate</b>	<b>\$ 133</b>	<b>\$ 142</b>	

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. The total annual cost of the Engineering Division per year is approximately \$4.3 million. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$108** for Development Plan Check and **\$130** for Development Inspection. When work is performed after hours, a rate of **\$133** can be used for Development Plan Check and **\$142** for Development Inspection.

### 8.2 Fee Establishment

The following is a summary of overall changes made to the City’s fee schedule for the Engineering Division:

- Addition of new fee categories, notated as “New” in the Current Fee / Deposit column of Appendix A.5:
  - Final Subdivision Map Review – greater than 100 lots, each additional 100 lots

- Non-Technical Correction
- Legal description and plat review (lot merger)
- Water treatment plan check/ NPDES Compliance
- MWEL0
- Multi-Family Projects/Subdivisions
- Deletion of duplicate fee categories, and restructuring of fees to provide better readability, and to better align with current practices and service offerings.
  - Inspection Improvement Agreement deleted and grouped with Agreement Processing
  - Encroachment Permits restructured to group into Minor, Moderate and Major
  - Building Moving or Oversized Load moved to Building fee schedule

Section 2.2.2, Fee Establishment, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

### 8.3 Cost Recovery Evaluation

Appendix A.5 presents the results of the detailed cost recovery analysis for the Engineering Division’s fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service.

Each Cost of Service per Activity calculation is reflective of the Engineering Division’s development plan check and inspection costs, as well the Planning, Building, and Public Works department/division costs for supportive review as required by the City’s established development review processes.

Engineering Division’s fees currently recover approximately 62% of the total annual cost of providing services. As shown in the following table, the City collects approximately \$3.5 million per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$5.6 million. Should the City Council adopt all fees at 100% of the Cost of Service per Activity amounts shown, revenue will increase by approximately \$2.1 million per year.

**TABLE 11. COST RECOVERY OUTCOME**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Engineering Division	3,498,312	5,624,366	(2,126,054)	62%	5,624,366	100%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, Engineering Division staff, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee Level / Deposit” column in Appendix A.5 displays

staff's initial recommended fee amounts. With staff's recommended adjustments, engineering fees are projected to recover 100% of the costs of providing services.

For more discussion on NBS' overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.

## 9. PLANNING DIVISION

The Planning Division is responsible for implementing City policies that direct the physical development and community character of the City. Implementation of City development policies involves analysis and establishing conformance to local implementing plans, including various Specific Plans, the Zoning Code, Growth Management Ordinance and Guidelines, Planned Unit Developments, and the City’s Design Guidelines. Project development and approvals also involved environmental analysis to determine environmental impacts.

### 9.1 Cost of Service Analysis

NBS calculated the total estimated annual cost of Planning Division services, segregated between those costs that are eligible and/or targeted for recovery in fees for service, versus those that require another funding source other than fees. Fee-recoverable costs are also translated into a “fully burdened” hourly rate, for purposes of individual fee calculations. Table 12 shows the summary of outcomes from the Cost of Service Analysis:

**TABLE 12. FULLY BURDENED HOURLY RATE - PLANNING**

Cost Element	Support to City Depts/Council	Counter Time/ Public Information	General Plan Maint/Update Annual	Long Range Planning - Other	Direct Current Planning Services	Total
Labor	\$ 235,249	\$ 200,166	\$ 157,375	\$ 117,146	\$ 351,440	\$ 1,061,376
Recurring Non-Labor	28,943	24,627	19,362	14,413	43,239	130,584
Citywide Overhead	19,598	16,675	13,110	9,759	29,277	88,419
Allocated Common Activities	72,540	61,722	48,527	36,123	108,368	327,280
<b>Division Total</b>	<b>\$ 356,330</b>	<b>\$ 303,190</b>	<b>\$ 238,375</b>	<b>\$ 177,441</b>	<b>\$ 532,324</b>	<b>\$ 1,607,659</b>
Cost Recovery Targeted from Fees	0%	70%	0%	0%	100%	46%
Amount Targeted for Consideration in Billings/Fees	-	212,233	-	-	532,324	744,557
Amount Requiring Another Funding Source	356,330	90,957	238,375	177,441	-	863,102
<b>Fully Burdened Hourly Rate</b>						<b>\$ 150</b>
<i>Reference: Direct Hours Only</i>						<b>4,965</b>
<b>Overtime Rate</b>						<b>\$ 170</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. The total annual cost of the Planning Division per year is approximately \$1.6 million. Approximately 46% of the total costs are eligible and/or targeted for recovery in fees, while approximately \$863,000 require another funding source. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$150** for Planning Division support. When work is performed after hours, a rate of **\$170** can be used.

The cost category columns shown in the table above were adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully burdened hourly rate, the following provides summary descriptions of each cost category:

- **Support to City Depts/Council** – Planning staff provides support to other City Departments. These costs are not recommended for recovery from Planning fees.

- **Counter Time/Public Information** – Planning Staff responds to phone calls and general information requests that support the development review process. Costs associated with the provision of general public information and public counter services are not only a basic and expected function of governmental services to the public, but also an overall supportive and beneficial service to active and incoming applications and requests for development approval. Planning staff estimated that approximately 70% of these costs support land use application review activities and are therefore targeted for recovery in fees for services, while the remaining 30% require another funding source other than fees.
- **Long Range Planning** – Planning staff support the ongoing maintenance and cyclical update of the City’s General Plan and local zoning ordinances. These costs are targeted for recovery through the General Plan Surcharge as provided in the subsequent chapter.
- **Direct Current Planning Services** – Development review and approval comprises the majority of the Planning Division’s work efforts. 100% of these costs are eligible for recovery from the Division’s fees for service.

## 9.2 Fee Establishment

The following is a summary of overall changes made to the City’s fee schedule for Planning Division:

- Deletion of fees that are no longer used or not needed, such as:
  - General Plan Zoning Map
- Addition of new fee categories, notated as “New” in the Current Fee / Deposit column of Appendix A.6:
  - Multiple Signs sign permit
  - Tentative Map – Reasonable Accommodation (Accessibility)
  - 4<sup>th</sup> and subsequent review
  - General Plan Maintenance and Update
  - Single Family Building Plan Check
    - Single Family – Miscellaneous Minor Improvements, Plot Plan / Production Plan Review, New Model Home
    - Multi-family / Commercial / Industrial – New Building / Shell project
    - Tenant improvement

Section 2.22, *Fee Establishment*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

## 9.3 Cost Recovery Evaluation

Appendix A.6 presents the results of the detailed cost recovery analysis for the Planning Division’s fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service.

Each Cost of Service per Activity calculation is reflective of the Planning Division’s review costs, as well the Engineering, Building and Public Works department/division costs for supportive review as required by the City’s established development review processes.

Planning Division fees currently recover approximately 53% of the total annual cost of providing services. As shown in the following table, the City collects approximately \$466,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$886,000. Should the City Council adopt all fees at 100% of the Cost of Service per Activity amounts shown, revenue will increase by approximately \$420,000 per year.

**TABLE 13. COST RECOVERY OUTCOME**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Planning Division	466,183	886,140	(419,957)	53%	886,140	100%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, Planning Division staff, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee Level / Deposit” column in Appendix A.6 displays staff’s initial recommended fee amounts. With staff’s recommended adjustments, planning fees are projected to recover 100% of the costs of providing services.

For more discussion on NBS’ overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.

## 10. GENERAL PLAN SURCHARGE

The Planning Division is responsible for updating the City’s General Plan on a routine basis. This Plan helps to guide the growth of the community in a consistent manner. Government Code 66014 (b) allows local agencies to, “...include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations.” This section of the Government Code supports the inclusion of costs for general plan maintenance and updates in fees for service.

### 10.1 Cost of Service Analysis

As shown in

Table 1 below, the annual cost of a comprehensive General Plan update and its associated implementation is approximately \$449,000. This amount is based on the Department’s estimate of \$2.3 million in consultant and staff costs required for comprehensive updates to be performed every 1 - 10 years.

**TABLE 1. ANNUAL GENERAL PLAN UPDATE COSTS**

Cost	Total Cost	Amortization Period (Yrs)	Annual Cost
General Plan Update - Consultant Costs	\$ 2,000,000	10	\$ 200,000
Housing Element Update - Consultant Costs	\$ 85,000	8	\$ 10,625
<b>Subtotal Contract Costs</b>	<b>\$ 2,085,000</b>		<b>\$ 210,625</b>
City Staff - Average Annual	238,375	1	238,375
<b>Subtotal Annual Staff Costs</b>	<b>\$ 238,375</b>		<b>\$ 238,375</b>
<b>Total</b>	<b>\$ 2,323,375</b>		<b>\$ 449,000</b>

### 10.2 Fee Establishment

The Department and City Council should agree upon a desired annual cost recovery target for this fee program that is either equal to or less than 100%.

The City’s General Plan and Housing Element are the key plans, policies, and legal parameters required for the approval of development projects. However, it is also recognized that the General Plan has other applications which the City uses in its continued efforts to serve its existing residents and businesses. When developing a reasonable surcharge, each jurisdiction’s policy makers must decide to what degree new development impacts the revision and maintenance efforts of their General Plan, and to what degree the General Plan is required for approval of new development projects. For jurisdictions with large amounts of undeveloped land available, the impact is typically higher than for jurisdictions that are closer



to the “build-out” of available land resources. For example, Planning Division staff estimated that approximately 85% of the effort and costs shown in the table above are attributable to Development Review. Therefore, a reasonable surcharge could equal up to or below 85% recovery of costs.

In addition, the surcharge should apply only to development projects that have a significant impact on the update of the General Plan, or that are subject to more review and approval pertaining to the policies and requirements therein. The proposed surcharge is a percentage charged on top of the fee collected by the Building division for each identified relevant fee type. Relevant fee types include all new construction and additions building permit and plan check fees for projects that are greater than \$100,000 in value.

The following table provides options for surcharge amounts based on various cost recovery targets:

**TABLE 2. SURCHARGE CALCULATION**

Cost Recovery Target	Annual Costs Recovered @ Target	Surcharge Based on Applicable Building Project Valuation
85%	\$ 381,650	0.06%
75%	\$ 336,750	0.05%
50%	\$ 190,825	0.03%
25%	\$ 95,412	0.01%
<b>Total Project Valuation ( 2 YR AVE) - includes new construction and additions only &gt; \$100,000</b>		<b>\$ 679,554,689</b>

To recover 85% of the costs shown in Table 14 for updating and maintaining the City’s General Plan, a 0.06% surcharge fee needs to be added to each Building project that is impacted by the General Plan.

### 10.3 Cost Recovery Evaluation

The City does not currently charge a fee for General Plan Surcharge. The proposed surcharge would apply to selected types of building applications as discussed above. At 85% cost recovery, the surcharge would recover approximately \$382,000 annually.

**TABLE 16. COST RECOVERY OUTCOME**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
General Plan Maintenance Surcharge	-	449,000	(449,000)	0%	381,650	85%

# 11. COMMUNITY FACILITIES DIVISION

The Community Facilities Division facilitates the rental of the City’s parks and facilities. The City of Tracy has numerous spaces available, which are utilized for meetings and events, including: Tracy Transit Station Meeting Rooms and Lobby, Civic Center Meeting Rooms and Lobby, the Sports Complex Meeting Room, and the Tracy Community Center. The Division also coordinates the usage of its sports fields to many of the local sports organizations, as well as reservation of city streets as needed for community events. In addition to its primary role in parks and facility rentals, the Division also supports the Recreation Division with its program and service offerings throughout the year as needed.

Rental and permit fees, along with resources from the City’s General Fund, provide funding for the variety of parks and facilities available to the Tracy community. The fees collected for these programs represent an important source of funding to help cover costs and sustain – if not improve – the level of service provided by the City.

## 11.1 Cost of Service Analysis

The total estimated annual cost of the Community Facilities Division is approximately \$1.4 million per year. The table below provides further detail for the primary programs and services offered:

**TABLE 17. COMMUNITY FACILITIES - COST OF SERVICE ANALYSIS**

Cost Element	Patrol	Building Rentals	Park and Picnic Areas	Sports Facilities	Pool Rentals	Parades	Rec Programs Support	TOTAL
Labor	\$ 28,356	\$ 38,562	\$ 29,454	\$ 94,124	\$ 9,108	\$ 31,726	\$ 45,369	\$ 276,700
Recurring Non-Labor	14,660	18,846	16,684	39,772	2,162	6,240	23,036	121,400
Division & Citywide Overhead	4,195	5,393	4,775	681,390	1,231	1,786	6,593	705,363
Allocated Common Activities	23,266	30,215	26,070	162,630	4,233	12,750	36,677	295,842
<b>Division Total</b>	<b>\$ 70,477</b>	<b>\$ 93,017</b>	<b>\$ 76,983</b>	<b>\$ 977,916</b>	<b>\$ 16,735</b>	<b>\$ 52,502</b>	<b>\$ 111,676</b>	<b>\$1,399,305</b>

NBS gathered data regarding the amount of staff time per year spent on the Division’s various programs and services, and used that information as a primary driver in determining the total Citywide costs of providing each program. Section 2.2.1, Cost of Service Analysis, provides further definition and discussion of the elements of each total program cost calculation (such as Labor, Recurring Non-Labor, etc.).

Categorization of the Division’s primary services are briefly described as follows:

- **Patrol** – Activities that support the safety and maintenance of community facilities locations. These costs can be recovered indirectly through facility use/rental rates.
- **Building Rentals** – Rental of the Community Center, Senior Center, Tracy Sports Complex Meeting Room, Transit Station, Civic Center, and Storage Containers. These costs are 100% recoverable through rental rates.
- **Park and Picnic Areas** – Includes use of park and picnic areas, parking lots, and tennis courts. These costs are 100% recoverable through rental rates.

- **Sports Facilities** – Use of the Ritter Family Ball Park, Tracy Sports Complex, Plascencia Fields, Tiago, Galli, Clyde Bland, Veterans & Legacy Fields. These costs are 100% recoverable through rental rates.
- **Pool Rentals** – The Joe Wilson Community Pool. These costs are 100% recoverable through rental rates.
- **Parades & Special Events Permits** – Permitting of parades along the City’s established short, standard, and long parade routes. These costs are 100% recoverable through permit fees for each parade.
- **Recreation Programs Support** – Community Facilities Division staff support the operations of various recreational programs offered by the Recreation Division.

As some fees and services will require application of staff hourly rates, NBS derived the following blended fully burdened labor rates for full time versus part time personnel. This was performed uniquely for the Division, to conform to the way it typically staffs services and activities. Table 18 provides a summary of the hourly cost of service outcomes:

**TABLE 18. FULLY BURDENED HOURLY RATES – COMMUNITY FACILITES DIVISION – FULL TIME/PART TIME**

Cost Element	Full-Time	Part-Time
Salaries	\$ 454,097	\$ 506,630
Benefits	228,479	-
Recurring Non-Labor	369,182	411,891
Citywide Overhead	663,300	740,035
Division Administration	302,807	337,837
<b>Total</b>	<b>\$ 2,017,866</b>	<b>\$ 1,996,393</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 213</b>	<b>\$ 27</b>
<i>Reference: Direct Hours Only</i>	9,483	74,230
<b>Overtime Rate</b>	<b>\$ 237</b>	<b>\$ 30</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. Since staffing resources are shared between the Community Facilities and Recreation Division’s, a blended rate has been calculated for use by both Division’s. The fully burdened hourly rate for full-time staff is **\$213**; part-time staff, **\$27**. When work is performed after hours, the rates shown in the table as “Overtime Rate” can be applied.

## 11.2 Fee Establishment

The Division’s current fee schedule is mostly comprised of rental fees for City parks and facilities. There are also a few fees in the list that are for individual service requests. The difference between these types of fees is important, as further described in the Cost Recovery Evaluation section of this Chapter, below.

The following is a summarized description of which of the Division’s fees can be categorized as rental fees versus permitting and individual service request fees:

**Facility Rental Fees** - Includes hourly use of the following parks and facilities:

- Community Center for various rooms and areas
- Tracy Sports Complex Meeting Room
- Tracy Transit Station for various rooms and areas
- Tracy Civic Center Rental for various rooms and areas
- Park and Picnic Areas
- Parking Lot Rental
- Mobile Stage Rental
- Tennis Court Rental
- Lights
- Lolly Hansen Senior Center Rental various rooms and areas
- Sports Facilities various fields and lights for practice, game and Tournament use, storage container use, concessions, and vendor fees
- Joe Wilson Community Pool Rentals
- Use of Temporary Outfield Fencing

**Service Request Fees** – Includes fees for:

- Special Event Permit Application & Review
- Extra Dumpster Disposal
- Special Events in Civic Center Park – Full-Service Event Coordination
- Inflatable Structures Administrative Fee
- On Site Staffing
- Softball Field Preparations
- Extra Lifeguard Services
- Permits for Parades on Downtown Streets

During the Study, NBS and the Division did not restructure the names and categorization of services shown within the list of current fees. The structure of fees for the Division is working well for the City, and it was determined that the City could continue with current practices or revise the fee structure on an ongoing basis as the needs or types of groups using City parks and facilities change over time. The next section, Cost Recovery Evaluation, provides some specific legal parameters and industry norms specific to the setting of rental rates for government owned facilities, and recreational programs.

### **11.3 Cost Recovery Evaluation**

NBS performed a program-level cost recovery analysis which estimated annual cost recovery performance by comparing the revenues collected, to the total annual costs of services established through the Study.

**TABLE 19. COST RECOVERY EVALUATION – COMMUNITY FACILITIES DIVISION**

Cost Element	Patrol	Building Rentals	Park and Picnic Areas	Sports Facilities	Pool Rentals	Parades	Rec Programs Support	TOTAL
Labor	\$ 28,356	\$ 38,562	\$ 29,454	\$ 94,124	\$ 9,108	\$ 31,726	\$ 45,369	\$ 276,700
Recurring Non-Labor	14,660	18,846	16,684	39,772	2,162	6,240	23,036	121,400
Division & Citywide Overhead	4,195	5,393	4,775	681,390	1,231	1,786	6,593	705,363
Allocated Common Activities	23,266	30,215	26,070	162,630	4,233	12,750	36,677	295,842
<b>Division Total</b>	<b>\$ 70,477</b>	<b>\$ 93,017</b>	<b>\$ 76,983</b>	<b>\$ 977,916</b>	<b>\$ 16,735</b>	<b>\$ 52,502</b>	<b>\$ 111,676</b>	<b>\$1,399,305</b>
FY 19 Actual Revenue	n/a	\$ 64,087	\$ 16,947	\$ 195,777	\$ 4,928	\$ 1,080	n/a	\$ 282,819
<b>Current Cost Recovery %</b>	<b>n/a</b>	<b>69%</b>	<b>22%</b>	<b>20%</b>	<b>29%</b>	<b>2%</b>	<b>n/a</b>	<b>20%</b>

As shown, the City recovers approximately 69% of the full cost of Building Rentals, 22% of Park & Picnic Area rentals, 20% of Sports Facilities, 29% of Pool Rentals, and 2% of Parades Permits. The City collects approximately \$283,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$1.4 million. If the City were to charge 100% full cost recovery for these services, of the cost of providing each service, an additional \$1.1 million in costs could be recovered.

The fees charged by the Division are either fees for individual service requests, or fees for use of government property. Per Article XIII C of the California Constitution, classes and program fees are limited to the estimated costs of providing services.<sup>4</sup> The Article’s language pertaining to fees for use of government property does not include the “reasonable costs” limitation;<sup>5</sup> however, a general law city is subject to the constraint on the amount of a fee charged by Government Code section 50402.<sup>6</sup>

There are several unique attributes regarding the services provided by the Community Facilities Division that influence how best to use the Cost Recovery Evaluation results toward updating the Division’s individual fee amounts.

**Facility Rental Fees**

In NBS’ experience, it is uncommon for community facility rental fees to recover 100% of the costs of providing services. Access to and use of facilities is generally seen by both elected officials and residents as a service beneficial to the community that should remain affordable. Therefore, the Division and Council may want to consider an overall percentage increase to existing fee amounts “across the board” in order to come closer to, but not completely achieve, 100% cost recovery for any given program. Additionally, the results of the survey are included in Appendix B.5 to this Report. In general, the City’s

<sup>4</sup> Article XIII C, Section 1 (e)(2) Exception for fees for services and products provided, and Section 1(e)(3) Exception for fees imposed for regulatory services

<sup>5</sup> Article XIII C, Section 1 (e)(4) exception for fees for use of government property

<sup>6</sup> 50402 (a) A city, county, or city and county owning property or leasing property which is devoted to park, amusement, or recreational purposes may make a charge for use or services provided therein in the amount as may be provided by resolution by the governing body. No charge shall be imposed which exceeds the cost of the service provided.

facility rental fees are lower than comparison agencies. Most comparison agencies separate rates for resident vs non-resident applicants, which could allow for greater overall cost recovery. For more discussion on NBS’ approach to, as well as the general limitations of, comparative surveys, consult Section 2.2.4 of this report.

Regarding fees for lighting of facilities and fields on an as needed basis, if the City maintains metered data for individual locations that have lights or has access to cost per hour paid for electricity, field and facility lighting fees can be set according to the actual costs incurred per hour by the City during hours in which lights are typically used. It would also be acceptable to set lighting fees in line with a comparison of similar usage fees charged by other surrounding municipalities.

### Service Request Fees

As listed above, the Division charges several service request fees. To evaluate these fees for services, NBS interviewed staff to gather the estimated amount of time associated with all service request fees. Using the time estimates provided by City staff in combination with the fully-burdened hourly rates calculated above, NBS estimated the full cost for providing each service.

**TABLE 20. SERVICE REQUEST FEES ANALYSIS**

Fee	Estimated Time Per Activity (Hours)			Cost of Service per Activity	Current Fee	Current Cost Recovery %
	FT Staff	PT Staff	Other Dept Support			
<b>Administration - Special Event Application Review</b>						
Non-Profit	4.00	-	1.50	\$ 1,019	\$ 82	8%
Commercial	4.00	-	1.50	\$ 1,019	\$ 165	16%
<b>Extra Dumpster Disposal</b>	0.25	-	-	\$ 53	\$ 110	207%
<b>Special Events in City - Full service coordination</b>	4.00	7.00	32.00	\$ 5,429	\$ 1,844	34%
<b>Inflatable Structures Administrative Fee (All Classifications: Fee is applied to all approved inflatable requests to accompany a park rental)</b>	1.00	-	-	\$ 213	\$ 55	26%
<b>On-site Staffing for Sports Complex Use</b>						
Facilities Staff - During Business Hours - Full-Time	1.00	-	-	\$ 213	\$ 31	15%
Facilities Staff - During Business Hours - Part-Time	-	1.00	-	\$ 27	\$ 31	115%
Facilities Staff - Outside of Business Hours - Full-Time	1.00	-	-	\$ 237	\$ 31	13%
Facilities Staff - Outside of Business Hours - Part-Time	-	1.00	-	\$ 30	\$ 31	102%
<b>Softball Field Preparations</b>						
A Prep – Light Watering	-	0.25	0.50	\$ 60	\$ 6	10%
B Prep – Light Watering, Minor Dragging	-	0.25	0.50	\$ 60	\$ 18	30%
C Prep – Full Field Preparation	-	0.25	0.75	\$ 87	\$ 48	55%
<b>Non-Profit Verification</b>	-	1.00	-	\$ 27	NEW	%
<b>Extra Lifeguard</b>	-	1.00	-	\$ 27	\$ 17	63%
<b>Parades on Downtown Streets</b>						
Short Parade Route	-	-	33.00	\$ 5,720	\$ 1,137	20%
Standard Parade Route	-	-	38.00	\$ 6,470	\$ 1,422	22%
Long Parade Route	-	-	41.00	\$ 7,067	\$ 1,820	26%

The City is currently under-recovering all costs of providing services shown in Table 20, except for Extra Dumpster Disposal and Part Time staff hourly rates during and after business hours.

NBS provides the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, City staff and City Council, can utilize this information to recommend and adopt fees at appropriate cost recovery levels equal to or below the full cost calculation.

The Division's staff report should provide any initially recommended changes to fees for the Council's consideration. For more discussion on factors influencing policy decisions to recover 100%, or less, of any given service through fees for service, see *Section 2.2.3, Cost Recovery Evaluation*, of this Report.

## 12. RECREATION DIVISION

The Recreation Division of the Parks and Recreation Department is committed to ensuring access to outstanding programs, services and community amenities that contribute to the quality of life in Tracy.

### 12.1 Cost of Service Analysis

The total estimated annual cost of the Division is approximately \$2.6 million per year. The table below provides further detail for the primary programs and services offered:

**TABLE 21. RECREATION DIVISION - COST OF SERVICE ANALYSIS**

Expenditure Type	113-41401 Special Interest Classes	113-41402 Aquatics/ Community Pool	113-41403 Athletics	113-41404 Youth Development	113-41405 Senior Citizens	101-41406 Mayor's Community Youth Support	113-41408 Community Events	113-41409 Teen Recreation	101-41501 Community Facilities Support	Total
Labor	\$ 87,781	\$ 301,186	\$ 39,537	\$ 126,048	\$ 134,850	\$ -	\$ 132,862	\$ 69,870	\$ 20,373	\$ 912,506
Recurring Non-Labor	130,785	213,921	87,366	57,419	65,153	19,858	70,331	13,185	1,655	659,673
Division & City-wide Overhead	4,562	207,642	439,041	18,632	8,886	1,463	8,427	8,279	1,039	697,972
Allocated Common Activities	32,938	113,423	82,397	31,831	31,472	3,087	31,804	14,366	3,483	344,802
<b>Division Total</b>	<b>\$ 256,067</b>	<b>\$ 836,172</b>	<b>\$ 648,341</b>	<b>\$ 233,930</b>	<b>\$ 240,360</b>	<b>\$ 24,408</b>	<b>\$ 243,424</b>	<b>\$ 105,699</b>	<b>\$ 26,551</b>	<b>\$ 2,614,954</b>

NBS gathered data regarding the amount of staff time per year spent on the Division's various programs and services, and used that information as a primary driver in determining the total Citywide costs of providing each program. Section 2.2.1, Cost of Service Analysis, provides further definition and discussion of the elements of each total program cost calculation (such as Labor, Recurring Non-Labor, etc.).

Categorization of the Division's primary services are briefly described as follows:

- **Special Interest Classes** – Classes provided by City Staff and independent contract instructors to provide recreational services and programs for preschoolers, school age children, teens, adults, families, and seniors. These costs are 100% recoverable through registration fees.
- **Aquatics/Community Pool** – For participation in aquatics programs and swim lessons. These costs are 100% recoverable through registration fees.
- **Athletics** – For participation in a variety of adult and youth sports such as adult softball, Junior Warriors basketball, Junior Giants baseball and summer baseball/softball camps. These costs are 100% recoverable through registration fees.
- **Youth Development** – For participation in Recreation on Campus After School and summer camps. These costs are 100% recoverable through registration fees.
- **Senior Citizens** – For participation in classes, activities, special events and special service programs to anyone 50+ in age. These costs are 100% recoverable through registration fees.
- **Mayor's Community Youth Support** – The Mayor's Youth Support Network (MCYSN) is a collaborative effort involving residents, City, County, State, community-based organizations, businesses, Youth Advisory Commissioners, Parks and Community Service Commissioners, schools, parents, members of the faith based community, and local law enforcement with a desire to reach out and reconnect youth and families to services throughout the City. These costs are not recommended for recovery from fees.



- **Community Events** – For participation in seasonal community events. These costs are 100% recoverable through registration fees.
- **Teen Recreation** – For participation in Students Adding Fun to Education (S.A.F.E.) Teen After School Program, camps, and events. These costs are 100% recoverable through registration fees.
- **Community Facilities Support** – Recreation Division staff support the operations of various facility rentals and services offered by the Community Facilities Division.

As some fees and services will require application of staff hourly rates, NBS derived the following blended fully burdened labor rates for full time versus part time personnel. This was performed uniquely for the Division, to conform to the way it typically staffs services and activities. Table 22 provides a summary of the hourly cost of service outcomes:

**TABLE 22. FULLY BURDENED HOURLY RATES – RECREATION DIVISION – FULL TIME/PART TIME**

Cost Element	Full-Time	Part-Time
Salaries	\$ 454,097	\$ 506,630
Benefits	228,479	-
Recurring Non-Labor	369,182	411,891
Citywide Overhead	663,300	740,035
Division Administration	302,807	337,837
<b>Total</b>	<b>\$ 2,017,866</b>	<b>\$ 1,996,393</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 213</b>	<b>\$ 27</b>
<i>Reference: Direct Hours Only</i>	9,483	74,230
<b>Overtime Rate</b>	<b>\$ 237</b>	<b>\$ 30</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. Since staffing resources are shared between the Community Facilities and Recreation Division’s, a blended rate has been calculated for use by both Division’s. The fully burdened hourly rate for full-time staff is **\$213**; part-time staff, **\$27**. When work is performed after hours, the rates shown in the table as “Overtime Rate” can be applied.

## 12.2 Fee Establishment

The Division’s current fee schedule is comprised of program fees or recreational classes and service offerings. There are several miscellaneous fees such as for advertising in the City’s seasonal Activity Guide, software transaction fees, and special registration discounts. These miscellaneous fee items were not evaluated within the scope of this Fee Study.

During the Study, NBS and the Division did not restructure the names and categorization of the programs or services shown within the list of current fees. The structure of fees for the Division is working well for the City, and it was determined that the City could continue with current practices or revise the fee structure on an ongoing basis as the needs or types of groups participating in City programs change over time. The next section, Cost Recovery Evaluation, provides some specific legal parameters and industry norms specific to the setting of rental rates for government owned facilities, and recreational programs.

### 12.3 Cost Recovery Evaluation

Recreation class and program offerings are typically seasonal in nature. They change subject to availability of resources to provide specialized instruction as well as local demand for the type of instruction offered. Additionally, pricing of services tends to be significantly influenced by the price for similar services offered by surrounding public agencies and other non-profit providers.

Because of these conditions, NBS’s approach to cost recovery evaluation is to perform a high-level cost analysis by basic program area to assist with understanding cost recovery performance and in developing a cost recovery policy, rather than an analysis at the individual fee level as seen in most other chapters of this report. The program-level cost recovery analysis estimated the Division’s annual cost recovery performance by comparing the revenues collected, to the total program costs established through the Study. The following table summarizes the results of that analysis:

**TABLE 23. COST RECOVERY EVALUATION – RECREATION DIVISION**

Expenditure Type	113-41401 Special Interest Classes	113-41402 Aquatics/ Community Pool	113-41403 Athletics	113-41404 Youth Development	113-41405 Senior Citizens	101-41406 Mayor's Community Youth Support	113-41408 Community Events	113-41409 Teen Recreation	101-41501 Community Facilities Support	Total
Labor	\$ 87,781	\$ 301,186	\$ 39,537	\$ 126,048	\$ 134,850	\$ -	\$ 132,862	\$ 69,870	\$ 20,373	\$ 912,506
Recurring Non-Labor	130,785	213,921	87,366	57,419	65,153	19,858	70,331	13,185	1,655	659,673
Division & City-wide Overhead	4,562	207,642	439,041	18,632	8,886	1,463	8,427	8,279	1,039	697,972
Allocated Common Activities	32,938	113,423	82,397	31,831	31,472	3,087	31,804	14,366	3,483	344,802
<b>Division Total</b>	<b>\$ 256,067</b>	<b>\$ 836,172</b>	<b>\$ 648,341</b>	<b>\$ 233,930</b>	<b>\$ 240,360</b>	<b>\$ 24,408</b>	<b>\$ 243,424</b>	<b>\$ 105,699</b>	<b>\$ 26,551</b>	<b>\$ 2,614,954</b>
FY 18/19 Revenue	\$ 117,324	\$ 146,338	\$ 44,961	\$ 81,714	\$ 17,804	n/a	\$ 43,263	n/a	n/a	\$ 451,404
<b>Current Cost Recovery %</b>	<b>46%</b>	<b>18%</b>	<b>7%</b>	<b>35%</b>	<b>7%</b>	<b>n/a</b>	<b>18%</b>	<b>n/a</b>	<b>n/a</b>	<b>17%</b>

As shown, the City’s overall cost recovery for the Recreation Division is 17%. Table 23 above provides a breakout of cost recovery percentages by individual program or service area.

The seasonal and market driven pricing nature of the service offered by the Recreation Division will influence how best to use the Cost Recovery Evaluation’s results toward updating the Division’s individual fee amounts. In NBS’ experience, it is uncommon for recreation program fees to recover 100% of the costs of providing services. Programs provided by the Recreation Division are generally seen by both elected officials and residents as a service beneficial to the community that should remain affordable. Therefore, the Division and Council may want to consider an overall percentage increase to existing fee amounts “across the board” in order to come closer to, but not completely achieve, 100% cost recovery for any given program. The City may also continue its policy of discounting pricing for City of Tracy residents, and non-profit organizations through the use of general fund subsidy monies. It is important to remember that rates charged to non-residents and commercial organizations are subject to the 100% cost

recovery threshold, and may not be used to subsidize discounts offered to residents and non-profit organizations.

The results of comparison survey of fees are included in Appendix B.6 to this Report. In general, many of the programs and classes offered by the City of Tracy did not have readily comparable data to the agencies surveyed. This is due in part to the unique nature of Tracy's program/class offerings, in addition to many agencies discontinuing services due to COVID-19. Where comparisons were available, the following provides a high-level summary:

- Special Interest Classes – The City's fees for Special Interest classes were lower than agencies surveyed except for Tai Chi and Tennis Camps.
- After School Program – The City's After School and summer camp programs are in line with other agencies except for the City of Stockton which offers lower fees.
- Adult Sports – The City's fees for Adult sports are higher than agencies surveyed
- Youth Sports – The City's fees for Youth sports are inline or lower than agencies surveyed
- Aquatics – The City's fees for Aquatics are in line or lower than agencies surveyed.

For more discussion on NBS' approach to, as well as the general limitations of, comparative surveys, consult Section 2.2.4 of this report.

NBS provides the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, City staff and City Council, can utilize this information to recommend and adopt fees at appropriate cost recovery levels equal to or below the full cost calculation. The Division's staff report should provide any initially recommended changes to fees for the Council's consideration. For more discussion on factors influencing policy decisions to recover 100%, or less, of any given service through fees for service, see *Section 2.2.3, Cost Recovery Evaluation*, of this Report.

## 13. POLICE DEPARTMENT

The Police Department contains three Divisions: Field Operations, Special Operations, and Support Operations. This Study focuses on miscellaneous fees charged by the Department for services such as Alarm Permits and False Alarm Fees, Miscellaneous Business Permit Fees, Record and Report Copy Fees, Fingerprinting, Taxi Permits, Vehicle Release and Towing Fees, and Other Miscellaneous Administrative Fees. These fees relate to a specific service or activity performed at the request of an individual or entity and are not intended to recover the costs of generalized police services.

### 13.1 Cost of Service Analysis

Most of the fees analyzed in this Study are provided by the Records section of the Support Operations Division, and the Patrol Force section of the Field Operations Division. As such, NBS calculated a composite fully-burdened hourly rate for each section relevant to the services studied. Table 24 shows the summary of outcomes from the Cost of Service Analysis:

**TABLE 24. FULLY BURDENED HOURLY RATE – POLICE PATROL**

Expenditure Type	Patrol Direct Services	Records Direct Services
Labor	\$ 7,700,738	\$ 33,908
Recurring Non-Labor	1,090,319	17,657
Department/Citywide Overhead	2,618,953	11,404
Allocated Common Activities	2,854,601	36,108
<b>Department Total</b>	<b>\$ 14,264,610</b>	<b>\$ 99,077</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 170</b>	<b>\$ 113</b>
<i>Reference: Direct Hours Only</i>	<b>83,834</b>	<b>878</b>
<b>Overtime Rate</b>	<b>\$ 199</b>	<b>\$ 125</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$170** for Police Department Patrol support and **\$113** for Police Department Records support. When work is performed after hours, a rate of **\$199** for Patrol staff, and **\$125** for Records staff can be used.

### 13.2 Fee Establishment

The following is a summary of overall changes made to the City’s fee schedule for the Police Department:

- Addition of new fee categories, notated as “New” in the Current Fee / Deposit column of Appendix A.7:
  - Tape of Radio/Video Transmission, Digital or Hard Copy Photograph
  - Second-hand Dealer/Pawn Broker – New or Renewal City Processing

Section 2.2, *Methods of Analysis*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

### 13.3 Cost Recovery Evaluation

Appendix A.7 presents the results of the detailed cost recovery analysis for the Police Department’s fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service.

Police Department fees currently recover approximately 95% of the total annual cost of providing services. As shown in the following table, the City collects approximately \$189,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$198,000. Should the City Council adopt all fees at 100% of the Cost of Service per Activity amounts shown, revenue will decrease by approximately \$9,500 per year.

**TABLE 25. COST RECOVERY OUTCOME**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Police Department	188,588	198,084	(9,496)	95%	197,041	99%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, Police Department staff, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee Level / Deposit” column in Appendix A.7 displays staff’s initial recommended fee amounts. With staff’s recommended adjustments, police fees are projected to recover 99% of the costs of providing services.

For more discussion on NBS’ overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.

## 14. ANIMAL SERVICES UNIT

The Animal Services Unit provides education, protection, and the humane treatment of animals in order to insure a safe and healthy community and to promote the benefits of responsible pet ownership. The staff of the Animal Services Unit is responsible for enforcing Tracy Municipal Code relating to all animals and their well-being within the Tracy city limits. Services offered are Adoptions, Licensing, Investigations, Rabies Control, Lost/Found, Stray Control, Volunteer, VIP Mobile Vaccine Clinic, Big Heart Fund, and Volunteer Opportunities.

### 14.1 Cost of Service Analysis

NBS calculated the total estimated annual cost of Animal Services, segregated between those costs that are eligible and/or targeted for recovery in fees for service, versus those that require another funding source other than fees. Fee-recoverable costs are also translated into a “fully burdened” hourly rate, for purposes of individual fee calculations. Table 26 shows the summary of outcomes from the Cost of Service Analysis:

**TABLE 26. FULLY BURDENED HOURLY RATE – ANIMAL SERVICES**

Expenditure Type	Animal Direct Services
Labor	\$ 470,010
Recurring Non-Labor	80,120
Department/Citywide Overhead	127,085
Allocated Common Activities	541,516
<b>Department Total</b>	<b>\$ 1,218,731</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 135</b>
<i>Reference: Direct Hours Only</i>	<b>9,027</b>

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. The total annual cost of the Animal Services Division per year is approximately \$1.2 million. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$135** for Animal Services support.

### 14.2 Fee Establishment

No changes were made to the Animal Services Division’s Fee schedule. Section 2.2, *Methods of Analysis*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

### 14.3 Cost Recovery Evaluation

Appendix A.8 presents the results of the detailed cost recovery analysis for the Animal Services Division’s fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service.

The Animal Services Division currently recovers approximately 40% of the total annual cost of providing services. As shown in the following table, the City collects approximately \$80,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately \$201,000. Should the City Council adopt all fees at 100% of the Cost of Service per Activity amounts shown, revenue will increase by approximately \$122,000 per year.

**TABLE 27. COST RECOVERY OUTCOMES**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Animal Services Unit	79,800	201,338	(121,538)	40%	149,461	74%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the Animal Services Unit staff, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee Level / Deposit” column in Appendix A.8 displays staff’s initial recommended fee amounts. With staff’s recommended adjustments, Animal Services fees are projected to recover 74% of the costs of providing services.

For more discussion on NBS’ overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.

# 15. PUBLIC WORKS DEPARTMENT

The Public Works Department provides maintenance services for streets, trees, traffic control systems, parks, landscape maintenance districts, City buildings, City vehicles, graffiti removal, solid waste, and recycling. The department also maintains water distribution, sewer collection and drainage systems within the City.

## 15.1 Cost of Service Analysis

The Public Works Department provides a variety of services throughout the City. NBS developed composite fully burdened hourly rates for each of the Department’s primary services as relevant to the Fee Study. Outcomes are shown in Table 28 below:

**TABLE 28. FULLY BURDENED HOURLY RATES – PUBLIC WORKS**

Expenditure Type	Streets / Traffic Maint Direct	GF Parks Maint Direct	Sports Facilities Maint Direct	Legacy Field Maint Direct	Pool Maint Direct	Tree Maint Direct	Total
Labor	\$ 137,294	\$1,355,555	\$ 314,689	\$ 262,354	\$ 71,999	\$ 9,021	\$2,150,912
Recurring Non-Labor	61,454	606,764	140,859	117,433	32,228	4,038	962,776
City-wide Overhead	93,257	296,922	68,871	45,720	25,312	6,963	537,046
Allocated Common Activities	104,075	1,097,408	79,761	76,123	15,066	65,850	1,438,283
<b>Department Total</b>	<b>\$ 396,081</b>	<b>\$ 3,356,649</b>	<b>\$ 604,180</b>	<b>\$ 501,630</b>	<b>\$ 144,605</b>	<b>\$ 85,873</b>	<b>\$5,089,017</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 173</b>	<b>\$ 123</b>	<b>\$ 89</b>	<b>\$ 107</b>	<b>\$ 91</b>	<b>\$ 142</b>	<b>\$ 117</b>
<i>Reference: Direct Hours</i>	2,288	27,393	6,772	4,703	1,584	605	
<b>Overtime Rate</b>	<b>\$ 191</b>	<b>\$ 137</b>	<b>\$ 103</b>	<b>\$ 123</b>	<b>\$ 105</b>	<b>\$ 146</b>	

Section 2.2.1, *Cost of Service Analysis*, further describes the types of expenditures and allocated costs considered in the development of these rates. All subsequent cost of service calculations at the individual fee level assumes the following fully burdened hourly rates for during business hours and after business hours:

- Streets / Traffic Maintenance – \$173 / \$191
- General Fund Parks Maintenance – \$123 / \$137
- Sports Facilities Maintenance – \$89 / \$103
- Legacy Field Maintenance – \$107 / \$123
- Pool Maintenance – \$91 / \$105
- Tree Maintenance – \$142 / \$146

## 15.2 Fee Establishment

The Department currently has one fee listed in its section of the City’s Master Fee Schedule for Banner Installation and Removal. The current fee structure includes a “per banner: fee for each over the street banner location plus a fee for each street light banner zone. Banner fees were restructured during this



study as a fee for a “new location, per bracket,” and a fee per banner for an existing banner site. The fees per banner zone were eliminated.

The Department also added several new fee categories, which are notated as “New” in the Current Fee / Deposit column of Appendix A.9.

- Tree Removal Permits
- Tree Pruning/Maintenance Permits
- Tree Maintenance Inspection
- Special Events support to Parks & Recreation
- Utilities Turn on/off
- Shopping Cart Retrieval
- Sidewalk Maintenance

Section 2.2.3, *Fee Establishment*, provides additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

### **15.3 Cost Recovery Evaluation**

Appendix A.9 presents the results of the detailed cost recovery analysis for the Public Works Department’s fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. The “Cost of Service Per Activity” for each fee item is compared to the City’s current fee for each service, and the “Existing Cost Recovery %” shows whether each fee is under, over, or approximately equal to the cost of providing the service. The “Recommended Fee Level / Deposit” column in Appendix A.9 displays staff’s initial recommended fee amounts. All fees are recommended to be set at 100% cost recovery levels, with the exception of the Shopping Cart Retrieval fee and Banner Installation and Removal.

For more discussion on NBS’ overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.

## 16. MUNICIPAL AIRPORT

The Tracy Municipal Airport is located at the south end of Tracy Boulevard and was first constructed in 1928 as the "American Legion Airport" in September of 1928 with its grand opening and a three-day airshow in April of 1929. Airport services include hangar rentals, tie-downs, flight training, aircraft maintenance, aircraft sales and shipping, as well as aviation and jet fuel sales.

### 16.1 Cost of Service Analysis

The following table shows the annual cost of service outcome for the Airport as approximately \$795,000 per year. Section 2.2.1, Cost of Service Analysis, further describes the types of expenditures and allocated costs considered.

**TABLE 29. COST OF SERVICE ANALYSIS – MUNICIPAL AIRPORT**

Expenditure Type	Total Expenditures
Labor	\$ 195,920
Recurring Non-Labor	560,002
City-wide Overhead	39,425
<b>Division Total</b>	<b>\$ 795,347</b>

### 16.2 Fee Establishment

The Airport currently has one fee listed in the City’s Master Fee Schedule under the Community Facilities section, which is a day rental rate for use of the Airport facility for non-aviation events. The Airport also lists hangar rental fees on the City website. The costs of airplane fuel are passed through to users of the facility as needed at actual cost. The City’s Airport Master Plan from 1998 appears to reference fees for Tiedowns, Flight Training, and other miscellaneous services. However, after talking with City staff, these fees are not currently utilized.

Per Article XIII C of the California Constitution, the current fees charged for use of the Airport facility qualify as fees for entrance to or use of government property. The Article’s language pertaining to fees for use of government property does not include the “reasonable costs” limitation;<sup>7</sup> however, as a general law city, Tracy’s airport fees may be subject to the constraint on the amount of a fee charged by Government Code section 50402.<sup>8</sup>

<sup>7</sup> Article XIII C, Section 1 (e)(4) exception for fees for use of government property

<sup>8</sup> 50402 (a) A city, county, or city and county owning property or leasing property which is devoted to park, amusement, or recreational purposes may make a charge for use or services provided therein in the amount as may be provided by resolution by the governing body. No charge shall be imposed which exceeds the cost of the service provided.

At a minimum, NBS recommends the City to publish any and all facility use fees in the Master Fee Schedule rather than a combination of the Master Fee Schedule and the City’s website. Also, a comparison survey of fees charged by other small and/or regionally located municipal airports is located in Appendix B.10 of this report, so that the City can get a sense of what the general market pricing and options are for similar services.

### 16.3 Cost Recovery Evaluation

Similar to evaluations of facility use fees in other chapters of this report, NBS performed a high-level cost recovery analysis to assist in understanding current cost recovery performance. The analysis estimated the Airport’s annual cost recovery performance by comparing the revenues collected, to the total program costs established through the Study. The following table summarizes results of that analysis:

**TABLE 30. COST RECOVERY EVALUATION – MUNICIPAL AIRPORT**

Expenditure Type	Total Expenditures
Labor	\$ 195,920
Recurring Non-Labor	560,002
City-wide Overhead	39,425
<b>Division Total</b>	<b>\$ 795,347</b>
2019 Budgeted Revenue	\$ 756,052
<b>Current Cost Recovery %</b>	<b>95%</b>

As shown, the City recovers approximately 95% of the full cost of operating the Airport. The City may want to consider an overall percentage increase to existing fee amounts “across the board” to achieve 100% cost recovery. For more discussion on factors influencing policy decisions to recover 100%, or less, of any given service through fees for service, see *Section 2.2.3, Cost Recovery Evaluation*, of this Report.

NBS provides the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, City staff and City Council, can utilize this information to recommend and adopt fees at appropriate cost recovery levels. The City staff report should provide any initially recommended changes to fees for the Council’s consideration.

## 17. UTILITIES DEPARTMENT

---

The Utilities Department oversees the operation and maintenance of Water Treatment Plant, Wastewater Treatment Plant, Stormwater Management, Water Management, Utilities Laboratory, Equipment and Street Lights / Traffic Signals Maintenance.

### 17.1 Cost of Service Analysis

Staffing for maintenance and operation of various City utility systems are shared between the Water, Wastewater, and Drainage budgetary units. NBS aggregated costs between these units to calculate an average composite fully burdened hourly rate for purposes of individual fee calculations. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$128** during business hours, and when work is performed after hours, a rate of **\$151** can be used. Section 2.2.1, Cost of Service Analysis, further describes the types of expenditures and allocated costs considered in the development of the rates included in this report.

### 17.2 Fee Establishment

Prior to this Study, the Utilities Department did not have a list of fees for services that can be used to recover costs of providing various regulatory permitting and inspection services. The Study focused on developing a fee schedule that the Department can use to charge fees on a per request and per project basis. It should be noted that the fees studied are different than commodity water charges, etc. that are subject to Proposition 218.

As shown in Appendix A.10, a list of fees was developed for the following services:

- NPDES MS4 Permit and Water Efficiency Review
- Stormwater Post-Construction Standards Review
- Water Efficient Landscape Ordinance (WELO) Review
- Stormwater Post-Construction Treatment Annual Maintenance Inspection
- Construction General Permit – SWPPP or ESCP
- Construction Water – Metering
- Environmental Compliance
- New Water Main Testing
- 

Section 2.2, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

### 17.3 Cost Recovery Evaluation

Appendix A.10 presents the results of the detailed cost recovery analysis for the Utilities Department's fees. In the Appendix, the "Cost of Service per Activity" column establishes the maximum adoptable fee amount for the corresponding service identified in the "Fee Name" list. The "Cost of Service Per Activity" for each fee item is compared to the City's current fee for each service, and the "Existing Cost Recovery %" shows whether each fee is under, over, or approximately equal to the cost of providing the service.

The Utilities Department does not have a current fee schedule and does not recover any annual cost of providing services. At full cost recovery, the same demand for these services would recover approximately \$354,000. Should the City Council adopt all fees at 100% of the Cost of Service per Activity amounts shown, revenue will increase by approximately \$354,000 per year.

**TABLE 31. COST RECOVERY OUTCOMES**

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Utilities Department	-	354,442	(354,442)	0%	354,442	100%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, Utilities Department staff, considered appropriate cost recovery levels at or below that full cost. The “Recommended Fee Level / Deposit” column in Appendix A.10 displays staff’s initial recommended fee amounts. With staff’s recommended adjustments, utilities fees are projected to recover 100% of the costs of providing services.

For more discussion on NBS’ overall approach to the Cost Recovery Evaluation, consult section 2.2.3 of the Report.

## 18. CONCLUSION

---

Based on the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation outcomes presented in this Study, the proposed Master Schedule of Fees has been formatted for implementation and included in the accompanying Staff Report.

As discussed throughout this report, the proposed fee schedule intends to improve the City's recovery of costs incurred to provide individual services, as well as to adjust fees downward where fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect City revenues is difficult to quantify. For the near-term, the City should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the City, proposed fee amendments should enhance the City's cost recovery performance, over time, providing it the ability to stretch other resources further for the benefit of the public at large.

The City's Master Fee Schedule should become a living document but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the City. Once adopted by the Council, the fee schedule is the final word on the amount and way fees should be charged. Old fee schedules should be superseded by the new master document. If the master document is found to be missing fees, those fees need eventually to be added to the master schedule and should not continue to exist outside the consolidated, master framework.
- The City should consider adjusting these user fees and regulatory fees on an annual basis to keep pace at least with cost inflation. For all fees and charges, the City could use either a Consumer Price Index adjustment or a percentage of Labor Cost increase, and that practice would be well applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement; it becomes worthwhile only over time as significant shifts in organization, local practices, legislative values, or legal requirements change.

As a final note in this Study, it is worth acknowledging the path that fees in general have taken in California. The public demands ever more precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is inevitable in the not too distant future, that user fees and regulatory fees will demand an even greater level of analysis and supporting data to meet the public's evolving expectations. Technology systems will play an increased and significant role in an agency's ability to accomplish this. Continuous improvement and refinement of time tracking abilities will greatly enhance the City's ability to set fees for service and identify unfunded activities in years to come.

*Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the City's budgets, time estimate data, and workload information from City staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.*

## ***APPENDIX A.1***

---

### ***Cost of Service Analysis – Finance Department***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
1	Business Licenses									
	Transfer, assignment or duplication fee	duplication	[3]				\$ 5		\$14 per account/per year + CPI	
	State disability access fee	application or renewal	[4]				\$ 4		\$ 4	
2	Transient Occupancy Tax (TOT)	annual	[2, 3]				\$650 per property/year + CPI		\$650 per property/year + CPI	
3	Credit Card Processing Charges	actual cost					actual cost		actual cost	

**Notes**

- [1] Source: "City\_of\_Tracy\_Approved\_Master\_Fee\_Schedule\_FY\_20\_21.pdf", taken from City of Tracy public website
- [2] TOT current fee sourced from: Updated Complete Staff Report - Business License PSA HdL Software ks edits 2\_CAO 12-4-17 - ACM 13-13-17.pdf
- [3] City outsources this service; rates are subject to increase by CPI at beginning of each calendar year per City agreement with Vendor
- [4] Fee Set by State



## ***APPENDIX A.2***

---

### ***Cost of Service Analysis – City Clerk’s Office***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
1	Administrative Processing - Medical Leave Bank			0.50	\$ 117	\$ 59	NEW	%	\$ -	0%
2	Annual Subscriptions (City Council, Planning Commission)		[5]							
	Agendas (per month)	per month		n/a			\$ 45			
	Disc/ Agenda			n/a			\$ 2		Available Online	
	Minutes	per page		n/a			\$ 0.15			
3	Appeals									
	to City Council	each	[2]	4.00	\$ 117	\$ 468	\$ 194	41%	\$ -	0%
	to City Manager	each	[3]	4.00	\$ 117	\$ 468	\$ 194	41%	\$ -	0%
	by Impartial Hearing Officer	each	[4]	4.00	\$ 117	\$ 468	Shared equally by parties	%	\$ -	0%
4	Document Certification (per document)	document		0.25	\$ 117	\$ 29	\$ 18	61%	\$ -	0%
5	Photocopies									
	Paper Copy*	per page	[5]				\$ 0.15		\$ 0.10	
	Oversized Copy	per page					At cost		At cost	
	Maps*	per page					At cost		At cost	
6	Duplicating Recording of Public Meeting									
	Video or Audio	each					\$ 5		At cost	
	DVD of Council Meeting	each					\$ 5		At cost	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
7	Lobbyist									
	Registration	each	[6]	1.00	\$ 117	\$ 117	\$ 80	68%	\$ 117	100%
	Annual Renewal	each	[7]	0.50	\$ 117	\$ 59	\$ 40	68%	\$ 59	100%
8	Notary Fee		[9]				\$ 10		\$ 10	
9	Project Requiring Municipal Code Update	each		26.00	\$ 150	\$ 3,899	NEW	%	\$ 3,899	100%
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.	per hour		1.00	\$ 117	\$ 117	NEW	%	\$ 117	100%

**Notes**

- [1] Source: "City\_of\_Tracy\_Approved\_Master\_Fee\_Schedule\_FY\_20\_21.pdf", taken from City of Tracy public website
- [2] TMS §1.12.020(B)(2)
- [3] TMS §1.12.010(D)(2)
- [4] TMS §1.12.030
- [5] GOV §6253
- [6] TMC 6.32.030
- [7] Reso. 2016-25
- [8] TMC §3.36.010
- [9] GOV §8211

## **APPENDIX A.3**

---

### ***Cost of Service Analysis – City Manager Cable TV Department***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost of Service Per Activity	Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Staff Estimated Average Labor Time Per Activity (hours)				Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
				City Staff	PT	TOTAL									
				\$ 156	\$ 62										
1	Project Application Review Fee	per project	[2]	1.00	0.00	1.00	\$ 156	NEW	%	\$ 156	100%	-	\$ -	\$ -	\$ -
2	Video Production Fee														
	Single HD Camera with Operator (up to 8 hours)	per day		0.50	8.00	8.50	\$ 574	\$ 227	40%	\$ 574	100%	1	\$ 227	\$ 574	\$ 574
	Single HD Camera with Operator (half day)	per 1/2 day		0.50	4.00	4.50	\$ 326	\$ 114	35%	\$ 326	100%	2	\$ 228	\$ 652	\$ 652
3	Flypack with 4 Crew (Includes a portable switcher, 3 HD Cameras, graphics & audio feed)														
	Full Day	per day		0.50	32.00	32.50	\$ 2,061	\$ 1,024	50%	\$ 2,061	100%	-	\$ -	\$ -	\$ -
4	City Council Chamber Recording with 2 Crew (Includes 4 SD Cameras)														
	Full Day	per day		0.50	16.00	16.50	\$ 1,069	\$ 512	48%	\$ 1,069	100%	-	\$ -	\$ -	\$ -
	Half Day	per day		0.50	8.00	8.50	\$ 574	\$ 256	45%	\$ 574	100%	-	\$ -	\$ -	\$ -
5	Post Production Services														
	Editing Suite with Editor	per hour		0.00	1.00	1.00	\$ 62	\$ 32	52%	\$ 62	100%	5	\$ 160	\$ 310	\$ 310
	Motion Graphics Editor	per hour		0.00	1.00	1.00	\$ 62	\$ 32	52%	\$ 62	100%	-	\$ -	\$ -	\$ -
6	Advance Lighting / TV Studio Rental	per hour (2 hr min)	[3]	0.00	1.00	1.00	\$ 62	\$ 32	52%	\$ 62	100%	-	\$ -	\$ -	\$ -
7	General Crew Services including, but not limited to: Producer, Teleprompter Operator, Audio Tech, Extra, Studio Crew, Grip, etc...														
	FT City Staff - During business hours	per person / per hour		1.00	0.00	1.00	\$ 156	\$ 32	20%	\$ 156	100%	-	\$ -	\$ -	\$ -
	FT City Staff - After business hours	per person / per hour		1.00	0.00	1.00	\$ 184	\$ 32	17%	\$ 184	100%	-	\$ -	\$ -	\$ -
	PT City Staff - During business hours	per person / per hour		0.00	1.00	1.00	\$ 62	\$ 32	52%	\$ 62	100%	5	\$ 160	\$ 310	\$ 310
	PT City Staff - After business hours	per person / per hour		0.00	1.00	1.00	\$ 73	\$ 32	44%	\$ 73	100%	10	\$ 320	\$ 731	\$ 731

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost of Service Per Activity	Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Staff Estimated Average Labor Time Per Activity (hours)				Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
				City Staff	PT	TOTAL										
				\$ 156	\$ 62											
8	Miscellaneous Services															
	Green Screen	per use		0.00	2.00	2.00	\$ 124	\$ 17	14%	\$ 124	100%	-	\$ -	\$ -	\$ -	\$ -
	Camera Crane and Operator	per person / per hour		0.00	1.00	1.00	\$ 62	\$ 28	45%	\$ 62	100%	-	\$ -	\$ -	\$ -	\$ -
	Additional HD Cameras - Fixed	per use		0.00	2.00	2.00	\$ 124	\$ 28	23%	\$ 124	100%	-	\$ -	\$ -	\$ -	\$ -
	Additional HD Cameras - Manned	per person / per hour		0.00	1.00	1.00	\$ 62	\$ 26	42%	\$ 62	100%	-	\$ -	\$ -	\$ -	\$ -
	Graphics	each	[4]					\$28 to \$85		\$28 to \$85						
	Audio Files	each	[4]					\$28 to \$85		\$28 to \$85						
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.															
	Full Time	per hour		1.00	0.00	1.00	\$ 156	NEW	%	\$ 156	100%	-	\$ -	\$ -	\$ -	\$ -
	Part Time	per hour		0.00	1.00	1.00	\$ 62	NEW	%	\$ 62	100%	-	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>												<b>1,095</b>	<b>2,576</b>	<b>2,576</b>		

- Notes**
- [1] Copy fee. NBS did not evaluate.
  - [2] Project Scoping services are provided free of charge; application applies once project is formally initiated
  - [3] Equipment and Camera not included in hourly fee
  - [4] City will pass through vendor expense to applicant directly

## ***APPENDIX A.4***

---

### ***Cost of Service Analysis – Building Safety Division***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
<b>SCHEDULE II: BUILDING AND SAFETY DEPARTMENT: DEPOSITS AND FEES</b>																		
<b>I</b>	<b>BUILDING PERMIT FEES</b>																	
<b>1</b>	<b>Building Permit/Inspection - Residential</b>																	
	\$ 500	base fee @ \$500		0.25	0.00	0.50	0.00	0.00	0.75	\$ 101	\$ 31	30%	\$ 101	100%	9	\$ 275	\$ 906	\$ 906
		each additional \$100 or fraction thereof	each add'l \$100	0.000	0.000	0.117	0.000	0.000	0.117	\$ 15.66	\$ 3.98	n/a	\$ 15.66	n/a	5	\$ 20	\$ 78	\$ 78
	\$ 2,000	base fee @ \$2,000		0.25	0.00	2.25	0.00	0.00	2.50	\$ 336	\$ 90	27%	\$ 336	100%	22	\$ 77	\$ 7,383	\$ 7,383
		each additional \$1000 or fraction thereof	each add'l \$1,000	0.000	0.000	0.250	0.000	0.000	0.250	\$ 33.56	\$ 18.21	n/a	\$ 33.56	n/a	77	\$ 77	\$ 2,584	\$ 2,584
	\$ 10,000	base fee @ 10,000		0.25	0.00	4.25	0.00	0.00	4.50	\$ 604	\$ 236	39%	\$ 604	100%	13	\$ 236	\$ 7,853	\$ 7,853
		each additional \$1000 or fraction thereof	each add'l \$1,000	0.017	0.000	0.133	0.000	0.000	0.150	\$ 20.14	\$ 18.21	n/a	\$ 20.14	n/a	77	\$ 1,402	\$ 1,550	\$ 1,550
	\$ 25,000	base fee @ 25,000		0.50	0.00	6.25	0.00	0.00	6.75	\$ 906	\$ 509	56%	\$ 906	100%	18	\$ 9,157	\$ 16,310	\$ 16,310
		each additional \$1000 or fraction thereof	each add'l \$1,000	0.010	0.000	0.150	0.000	0.080	0.240	\$ 30.10	\$ 13.13	n/a	\$ 30.10	n/a	236	\$ 3,098	\$ 7,104	\$ 7,104
	\$ 50,000	base fee @ \$50,000		0.75	0.00	10.00	0.00	2.00	12.75	\$ 1,659	\$ 837	50%	\$ 1,659	100%	8	\$ 6,696	\$ 13,269	\$ 13,269
		each additional \$1000 or fraction thereof	each add'l \$1,000	0.003	0.000	0.080	0.000	0.000	0.083	\$ 11.07	\$ 9.09	n/a	\$ 11.07	n/a	337	\$ 3,064	\$ 3,732	\$ 3,732
	\$ 150,000	base fee @ \$150,000		1.00	0.00	18.00	0.00	2.00	21.00	\$ 2,766	\$ 1,655	60%	\$ 2,766	100%	64	\$ 105,935	\$ 177,031	\$ 177,031
		each additional \$1000 or fraction thereof	each add'l \$1,000	0.001	0.000	0.025	0.001	0.000	0.028	\$ 3.71	\$ 7.26	n/a	\$ 3.71	n/a	10,004	\$ 72,663	\$ 37,127	\$ 37,127
	\$ 350,000	base fee @ \$350,000		1.25	0.00	23.00	0.25	2.00	26.50	\$ 3,508	\$ 3,108	89%	\$ 3,508	100%	202	\$ 627,799	\$ 708,686	\$ 708,686
		each additional \$1000 or fraction thereof	each add'l \$1,000	0.001	0.000	0.025	0.000	0.000	0.026	\$ 3.52	\$ 7.26	n/a	\$ 3.52	n/a	18,936	\$ 137,540	\$ 66,725	\$ 66,725
	\$ 550,000	base fee @ 550,000		1.50	0.00	28.00	0.25	2.00	31.75	\$ 4,213	\$ 4,204	100%	\$ 4,213	100%	6	\$ 25,227	\$ 25,279	\$ 25,279
		each additional \$1000 or fraction thereof	each add'l \$1,000	0.003	0.000	0.051	0.000	0.004	0.058	\$ 7.66	\$ 6.15	n/a	\$ 7.66	n/a	70	\$ 431	\$ 536	\$ 536



Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Proc	PC	Insp	Plng	Eng			Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108								Current Fee	Full Cost Recovery	Recommend Fee
<b>2</b>	<b>Building Plan Check - Residential</b>																	
	\$ 500	base fee @ \$500		0.00	0.50	0.00	n/a	n/a	0.50	\$ 67	\$ 20	30%	\$ 67	100%	-	\$ -	\$ -	\$ -
	each additional \$100 or fraction thereof	each add'l \$100		0.000	0.033	0.000	n/a	n/a	0.033	\$ 4.47	\$ 2.59	n/a	\$ 4.47	n/a	-	\$ -	\$ -	\$ -
	\$ 2,000	base fee @ \$2,000		0.00	1.00	0.00	n/a	n/a	1.00	\$ 134	\$ 59	44%	\$ 134	100%	-	\$ -	\$ -	\$ -
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.125	0.000	n/a	n/a	0.125	\$ 16.78	\$ 11.84	n/a	\$ 16.78	n/a	-	\$ -	\$ -	\$ -
	\$ 10,000	base fee @ \$10,000		0.00	2.00	0.00	n/a	n/a	2.00	\$ 268	\$ 153	57%	\$ 268	100%	-	\$ -	\$ -	\$ -
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.067	0.000	n/a	n/a	0.067	\$ 8.95	\$ 11.84	n/a	\$ 8.95	n/a	-	\$ -	\$ -	\$ -
	\$ 25,000	base fee @ \$25,000		0.00	3.00	0.00	n/a	n/a	3.00	\$ 403	\$ 331	82%	\$ 403	100%	21	\$ 6,944	\$ 8,457	\$ 8,457
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.080	0.000	n/a	n/a	0.080	\$ 10.74	\$ 8.53	n/a	\$ 10.74	n/a	453	\$ 3,865	\$ 4,865	\$ 4,865
	\$ 50,000	base fee @ \$50,000		0.00	5.00	0.00	n/a	n/a	5.00	\$ 671	\$ 544	81%	\$ 671	100%	9	\$ 4,896	\$ 6,041	\$ 6,041
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.030	0.000	n/a	n/a	0.030	\$ 4.03	\$ 5.91	n/a	\$ 4.03	n/a	407	\$ 2,406	\$ 1,639	\$ 1,639
	\$ 150,000	base fee @ \$150,000		0.00	8.00	0.00	n/a	n/a	8.00	\$ 1,074	\$ 1,076	100%	\$ 1,074	100%	8	\$ 8,607	\$ 8,591	\$ 8,591
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.040	0.000	n/a	n/a	0.040	\$ 5.37	\$ 4.72	n/a	\$ 5.37	n/a	340	\$ 1,605	\$ 1,826	\$ 1,826
	\$ 350,000	base fee @ \$350,000		0.00	16.00	0.00	n/a	n/a	16.00	\$ 2,148	\$ 2,020	94%	\$ 2,148	100%	2	\$ 4,040	\$ 4,296	\$ 4,296
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.030	0.000	n/a	n/a	0.030	\$ 4.03	\$ 4.72	n/a	\$ 4.03	n/a	160	\$ 755	\$ 644	\$ 644
	\$ 550,000	base fee @ \$550,000		0.00	22.00	0.00	n/a	n/a	22.00	\$ 2,953	\$ 2,733	93%	\$ 2,953	100%	-	\$ -	\$ -	\$ -
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.040	0.000	n/a	n/a	0.040	\$ 5.37	\$ 4.00	n/a	\$ 5.37	n/a	-	\$ -	\$ -	\$ -
<b>3</b>	<b>Building Plan Check for Identical Building / Repeat Tract House / Plot Plans</b>	flat		1.00	4.00	0.00	n/a	n/a	5.00	\$ 671	\$ 917	137%	\$ 671	100%	262	\$ 240,352	\$ 175,850	\$ 175,850

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
4	<b>Building Permit/Inspection - Commercial/Multi-family/Industrial</b>																	
	\$ 10,000	base fee up \$10,000		0.50	0.00	10.00	1.00	0.00	11.50	\$ 1,559	\$ 236	15%	\$ 1,559	100%	12	\$ 2,828	\$ 18,713	\$ 18,713
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.000	0.667	0.000	0.000	0.667	\$ 89.49	\$ 18.21	n/a	\$ 89.49	n/a	64	\$ 1,165	\$ 5,727	\$ 5,727
	\$ 25,000	base fee @ 25,000		0.50	0.00	20.00	1.00	0.00	21.50	\$ 2,902	\$ 509	18%	\$ 2,902	100%	4	\$ 2,035	\$ 11,607	\$ 11,607
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.010	0.000	0.480	0.004	0.000	0.494	\$ 66.38	\$ 13.13	n/a	\$ 71.77	n/a	18	\$ 236	\$ 1,195	\$ 1,292
	\$ 50,000	base fee @ \$50,000		0.75	0.00	32.00	2.00	0.00	34.75	\$ 4,696	\$ 837	18%	\$ 4,696	100%	3	\$ 2,511	\$ 14,089	\$ 14,089
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.005	0.000	0.960	0.000	0.004	0.969	\$ 129.97	\$ 9.09	n/a	\$ 133.85	n/a	78	\$ 709	\$ 10,138	\$ 10,440
	\$ 100,000	base fee @ \$100,000		1.00	0.00	80.00	2.00	2.00	85.00	\$ 11,389	\$ 1,292	11%	\$ 11,389	100%	4	\$ 5,168	\$ 45,555	\$ 45,555
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.001	0.000	0.050	0.000	0.000	0.051	\$ 6.83	\$ 7.26	n/a	\$ 7.17	n/a	479	\$ 3,479	\$ 3,273	\$ 3,435
	\$ 500,000	base fee @ 500,000		1.25	0.00	100.00	3.00	2.00	106.25	\$ 14,257	\$ 4,204	29%	\$ 14,257	100%	3	\$ 12,613	\$ 42,771	\$ 42,771
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.001	0.000	0.100	0.000	0.000	0.101	\$ 13.49	\$ 6.15	n/a	\$ 13.49	n/a	1,057	\$ 6,501	\$ 14,260	\$ 14,260
	\$ 1,000,000	base fee @ 1,000,000		1.50	0.00	150.00	3.00	2.00	156.50	\$ 21,002	\$ 7,292	35%	\$ 21,002	100%	4	\$ 29,170	\$ 84,010	\$ 84,010
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.000	0.013	0.000	0.000	0.013	\$ 1.69	\$ 4.09	n/a	\$ 1.69	n/a	3,636	\$ 14,868	\$ 6,132	\$ 6,132
	\$ 5,000,000	base fee @ 5,000,000		1.75	0.00	200.00	3.00	2.00	206.75	\$ 27,748	\$ 23,649	85%	\$ 27,748	100%	1	\$ 23,649	\$ 27,748	\$ 27,748
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.000	0.020	0.000	0.000	0.020	\$ 2.69	\$ 4.73	n/a	\$ 2.69	n/a	1,616	\$ 7,643	\$ 4,349	\$ 4,349
	\$ 10,000,000	base fee @ 10,000,000	[3]	2.00	0.00	300.00	3.00	2.00	307.00	\$ 41,205	\$ 47,298	115%	\$ 41,205	100%	8	\$ 378,382	\$ 329,640	\$ 329,640
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.0001	0.0000	0.0210	0.0002	0.0001	0.0215	\$ 2.88	\$ 4.73	n/a	\$ 2.88	n/a	236,645	\$ 1,119,280	\$ 682,568	\$ 682,568

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Proc	PC	Insp	Plng	Eng			Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
5	<b>Building Plan Check - Commercial/Multi-family/Industrial</b>																	
	\$ 10,000	base fee up \$10,000		0.00	2.00	0.00	n/a	n/a	2.00	\$ 268	\$ 153	57%	\$ 268	100%	-	\$ -	\$ -	\$ -
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.013	0.000	n/a	n/a	0.013	\$ 1.79	\$ 11.84	n/a	\$ 17.90	n/a	-	\$ -	\$ -	\$ -
	\$ 25,000	base fee @ 25,000		0.00	4.00	0.00	n/a	n/a	4.00	\$ 537	\$ 331	62%	\$ 537	100%	4	\$ 1,323	\$ 2,148	\$ 2,148
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.080	0.000	n/a	n/a	0.080	\$ 10.74	\$ 8.53	n/a	\$ 10.74	n/a	18	\$ 154	\$ 193	\$ 193
	\$ 50,000	base fee @ \$50,000		0.00	6.00	0.00	n/a	n/a	6.00	\$ 805	\$ 544	68%	\$ 805	100%	3	\$ 1,632	\$ 2,416	\$ 2,416
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.120	0.000	n/a	n/a	0.120	\$ 16.11	\$ 5.91	n/a	\$ 16.11	n/a	78	\$ 461	\$ 1,256	\$ 1,256
	\$ 100,000	base fee @ \$100,000		0.00	12.00	0.00	n/a	n/a	12.00	\$ 1,611	\$ 840	52%	\$ 1,611	100%	4	\$ 3,359	\$ 6,443	\$ 6,443
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.030	0.000	n/a	n/a	0.030	\$ 4.03	\$ 4.72	n/a	\$ 4.03	n/a	479	\$ 2,261	\$ 1,929	\$ 1,929
	\$ 500,000	base fee @ 500,000		0.00	24.00	0.00	n/a	n/a	24.00	\$ 3,222	\$ 2,733	85%	\$ 3,222	100%	3	\$ 8,199	\$ 9,665	\$ 9,665
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.024	0.000	n/a	n/a	0.024	\$ 3.22	\$ 4.00	n/a	\$ 3.22	n/a	1,057	\$ 4,225	\$ 3,405	\$ 3,405
	\$ 1,000,000	base fee @ 1,000,000		0.00	36.00	0.00	n/a	n/a	36.00	\$ 4,833	\$ 4,740	98%	\$ 4,833	100%	4	\$ 18,960	\$ 19,330	\$ 19,330
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.005	0.000	n/a	n/a	0.005	\$ 0.60	\$ 2.66	n/a	\$ 0.60	n/a	3,636	\$ 9,664	\$ 2,196	\$ 2,196
	\$ 5,000,000	base fee @ 5,000,000		0.00	54.00	0.00	n/a	n/a	54.00	\$ 7,249	\$ 15,372	212%	\$ 7,249	100%	1	\$ 15,372	\$ 7,249	\$ 7,249
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.005	0.000	n/a	n/a	0.005	\$ 0.64	\$ 3.07	n/a	\$ 0.64	n/a	1,616	\$ 4,968	\$ 1,041	\$ 1,041
	\$ 10,000,000	base fee @ 10,000,000	[3]	0.00	78.00	0.00	n/a	n/a	78.00	\$ 10,470	\$ 30,744	294%	\$ 10,470	100%	8	\$ 245,949	\$ 83,764	\$ 83,764
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.0000	0.0055	0.0000	n/a	n/a	0.005	\$ 0.73	\$ 3.07	n/a	\$ 0.73	n/a	236,645	\$ 727,532	\$ 173,445	\$ 173,445

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
<b>6</b>	<b>Building Permit/Inspection - TI</b>																	
	\$ 10,000	base fee up \$10,000		0.50	0.00	12.00	0.50	n/a	13.00	\$ 1,753	\$ 236	13%	\$ 1,753	100%	40	\$ 9,426	\$ 70,118	\$ 70,118
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.000	0.533	0.000	n/a	0.533	\$ 71.59	\$ 18.21	n/a	\$ 71.59	n/a	181	\$ 3,296	\$ 12,958	\$ 12,958
	\$ 25,000	base fee @ 25,000		0.50	0.00	20.00	0.50	n/a	21.00	\$ 2,827	\$ 509	18%	\$ 2,827	100%	13	\$ 6,613	\$ 36,749	\$ 36,749
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.010	0.000	0.400	0.000	n/a	0.410	\$ 55.04	\$ 13.13	n/a	\$ 55.04	n/a	151	\$ 1,982	\$ 8,311	\$ 8,311
	\$ 50,000	base fee @ \$50,000		0.75	0.00	30.00	0.50	n/a	31.25	\$ 4,203	\$ 837	20%	\$ 4,203	100%	13	\$ 10,881	\$ 54,636	\$ 54,636
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.005	0.000	0.400	0.000	n/a	0.405	\$ 54.37	\$ 9.09	n/a	\$ 54.37	n/a	358	\$ 3,255	\$ 19,463	\$ 19,463
	\$ 100,000	base fee @ \$100,000		1.00	0.00	50.00	0.50	n/a	51.50	\$ 6,921	\$ 1,292	19%	\$ 6,921	100%	31	\$ 40,054	\$ 214,553	\$ 214,553
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.001	0.000	0.125	0.000	n/a	0.126	\$ 16.86	\$ 7.26	n/a	\$ 16.86	n/a	5,420	\$ 39,368	\$ 91,400	\$ 91,400
	\$ 500,000	base fee @ 500,000		1.25	0.00	100.00	0.50	n/a	101.75	\$ 13,666	\$ 4,204	31%	\$ 13,666	100%	9	\$ 37,840	\$ 122,998	\$ 122,998
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.001	0.000	0.040	0.000	n/a	0.041	\$ 5.44	\$ 6.15	n/a	\$ 5.44	n/a	2,136	\$ 13,137	\$ 11,613	\$ 11,613
	\$ 1,000,000	base fee @ 1,000,000		1.50	0.00	120.00	0.50	n/a	122.00	\$ 16,385	\$ 7,292	45%	\$ 16,385	100%	14	\$ 102,094	\$ 229,386	\$ 229,386
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.000	0.008	0.000	n/a	0.008	\$ 1.02	\$ 4.09	n/a	\$ 1.02	n/a	19,540	\$ 79,901	\$ 19,836	\$ 19,836
	\$ 5,000,000	base fee @ 5,000,000		1.75	0.00	150.00	0.50	n/a	152.25	\$ 20,445	\$ 23,649	116%	\$ 20,445	100%	1	\$ 23,649	\$ 20,445	\$ 20,445
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.000	0.030	0.000	n/a	0.030	\$ 4.09	\$ 4.73	n/a	\$ 4.09	n/a	2,000	\$ 9,460	\$ 8,178	\$ 8,178

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
<b>7</b>	<b>Building Plan Check - TI</b>																	
	\$ 10,000	base fee up \$10,000		0.00	2.00	0.00	n/a	n/a	2.00	\$ 268	\$ 153	57%	\$ 268	100%	-	\$ -	\$ -	\$ -
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.013	0.000	n/a	n/a	0.013	\$ 1.79	\$ 11.84	n/a	\$ 17.90	n/a	-	\$ -	\$ -	\$ -
	\$ 25,000	base fee @ 25,000		0.00	4.00	0.00	n/a	n/a	4.00	\$ 537	\$ 331	62%	\$ 537	100%	13	\$ 4,299	\$ 6,980	\$ 6,980
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.080	0.000	n/a	n/a	0.080	\$ 10.74	\$ 8.53	n/a	\$ 10.74	n/a	151	\$ 1,288	\$ 1,622	\$ 1,622
	\$ 50,000	base fee @ \$50,000		0.00	6.00	0.00	n/a	n/a	6.00	\$ 805	\$ 544	68%	\$ 805	100%	13	\$ 7,073	\$ 10,470	\$ 10,470
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.120	0.000	n/a	n/a	0.120	\$ 16.11	\$ 5.91	n/a	\$ 16.11	n/a	358	\$ 2,116	\$ 5,767	\$ 5,767
	\$ 100,000	base fee @ \$100,000		0.00	12.00	0.00	n/a	n/a	12.00	\$ 1,611	\$ 840	52%	\$ 1,611	100%	31	\$ 26,035	\$ 49,936	\$ 49,936
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.030	0.000	n/a	n/a	0.030	\$ 4.03	\$ 4.72	n/a	\$ 4.03	n/a	5,420	\$ 25,589	\$ 21,827	\$ 21,827
	\$ 500,000	base fee @ 500,000		0.00	24.00	0.00	n/a	n/a	24.00	\$ 3,222	\$ 2,733	85%	\$ 3,222	100%	9	\$ 24,596	\$ 28,995	\$ 28,995
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.024	0.000	n/a	n/a	0.024	\$ 3.22	\$ 4.00	n/a	\$ 3.22	n/a	2,136	\$ 8,539	\$ 6,882	\$ 6,882
	\$ 1,000,000	base fee @ 1,000,000		0.00	36.00	0.00	n/a	n/a	36.00	\$ 4,833	\$ 4,740	98%	\$ 4,833	100%	14	\$ 66,361	\$ 67,655	\$ 67,655
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.005	0.000	n/a	n/a	0.005	\$ 0.60	\$ 2.66	n/a	\$ 0.60	n/a	19,540	\$ 51,936	\$ 11,803	\$ 11,803
	\$ 5,000,000	base fee @ 5,000,000		0.00	54.00	0.00	n/a	n/a	54.00	\$ 7,249	\$ 15,372	212%	\$ 7,249	100%	1	\$ 15,372	\$ 7,249	\$ 7,249
	each additional \$1000 or fraction thereof	each add'l \$1,000		0.000	0.011	0.000	n/a	n/a	0.011	\$ 1.45	\$ 3.07	n/a	\$ 1.45	n/a	2,000	\$ 6,149	\$ 2,900	\$ 2,900

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis						Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)					Current Fee / Deposit			Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %	Annual Estimated Revenues				
				Proc	PC	Insp	Plng	Eng							Current Fee		Full Cost Recovery	Recommend Fee	
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108											
<b>II</b>	<b>MISCELLANEOUS MINOR PERMITS</b>																		
<b>8</b>	<b>Demolition</b>																		
	Residential	each		0.50	0.00	0.75	n/a	n/a	1.25	\$ 168	\$ 150	89%	\$ 168	100%	23	\$ 3,448	\$ 3,859	\$ 3,859	
	Commercial	each		0.50	0.75	0.75	n/a	n/a	2.00	\$ 268	\$ 136	50%	\$ 268	100%	12	\$ 1,627	\$ 3,222	\$ 3,222	
<b>9</b>	<b>Fire Sprinkler - Residential</b>																		
	Plan Check	each		0.00	2.00	0.00	n/a	n/a	2.00	\$ 268	\$ 248	92%	\$ 268	100%	1	\$ 248	\$ 268	\$ 268	
	Permit/Inspection	each		0.25	0.00	1.50	n/a	n/a	1.75	\$ 235	\$ 381	162%	\$ 235	100%	1	\$ 381	\$ 235	\$ 235	
<b>10</b>	<b>Patio Covers</b>																		
	Residential	each		0.50	1.00	1.50	n/a	n/a	3.00	\$ 403	\$ 541	134%	\$ 403	100%	50	\$ 27,059	\$ 20,136	\$ 20,136	
<b>11</b>	<b>Residential Pools</b>																		
	Fiberglass/Above Ground	each		0.75	0.50	1.50	n/a	n/a	2.75	\$ 369	\$ 158	43%	\$ 369	100%	1	\$ 158	\$ 369	\$ 369	
	Gunite (incl. mstr. Plan str. Review average fee)	each		0.75	1.75	5.50	n/a	n/a	8.00	\$ 1,074	\$ 1,500	140%	\$ 1,074	100%	63	\$ 94,472	\$ 67,655	\$ 67,655	
	Remodel/Repair	each		0.25	1.00	1.00	n/a	n/a	2.25	\$ 302	\$ 713	236%	\$ 302	100%	5	\$ 3,567	\$ 1,510	\$ 1,510	
<b>12</b>	<b>Post Fire Pre-permit Inspection</b>																		
	Residential	each		0.25	0.00	2.00	n/a	n/a	2.25	\$ 302	\$ 276	91%	\$ 302	100%	5	\$ 1,378	\$ 1,510	\$ 1,510	
	Commercial	each		0.25	0.00	3.00	n/a	n/a	3.25	\$ 436	\$ 276	63%	\$ 436	100%	1	\$ 276	\$ 436	\$ 436	
<b>13</b>	<b>Residential Remodel (includes MEP fees)</b>																		
	Kitchen/Bath < \$10,000	each		0.50	1.00	4.00	n/a	n/a	5.50	\$ 738	\$ 265	36%	\$ 738	100%	15	\$ 3,968	\$ 11,075	\$ 11,075	
	Kitchen/Bath \$10,000 - \$20,000	each		0.50	1.50	5.00	n/a	n/a	7.00	\$ 940	\$ 453	48%	\$ 940	100%	18	\$ 8,154	\$ 16,914	\$ 16,914	
	Kitchen/Bath \$21,000 - \$30,000	each		0.50	2.00	5.00	n/a	n/a	7.50	\$ 1,007	\$ 758	75%	\$ 1,007	100%	12	\$ 9,100	\$ 12,081	\$ 12,081	
<b>14</b>	<b>Non-Structural Re-roof</b>																		
	Residential	each		0.25	0.00	1.50	n/a	n/a	1.75	\$ 235	\$ 203	86%	\$ 235	100%	221	\$ 44,819	\$ 51,916	\$ 51,916	
	Commercial	each								See building valuation (Fee #6 & #7)		See building valuation (Fee #6 & #7)							
<b>15</b>	<b>Illuminated &amp; Non-Illuminated Wall Signs ONLY</b>																		
		each		0.25	1.00	1.00	n/a	n/a	2.25	\$ 302	\$ 510	169%	\$ 302	100%	40	\$ 20,413	\$ 12,081	\$ 12,081	
<b>16</b>	<b>Residential Stucco Siding</b>																		
		each		0.25	0.00	1.00	n/a	n/a	1.25	\$ 168	\$ 282	168%	\$ 168	100%	11	\$ 3,104	\$ 1,846	\$ 1,846	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
17	Res. Non-Habitable Accessory / Storage Structures	each		0.50	1.25	1.50	n/a	n/a	3.25	\$ 436	\$ 601	138%	\$ 436	100%	8	\$ 4,806	\$ 3,490	\$ 3,490
18	Temporary Office Trailers	each		0.50	1.00	1.50	n/a	n/a	3.00	\$ 403	NEW	%	\$ 403	100%	-	\$ -	\$ -	\$ -
19	Residential Windows/Doors - Retrofit/Like-for-like ONLY (size, operation and location)																	
	5 or less	each		0.25	0.00	0.75	n/a	n/a	1.00	\$ 134	\$ 193	144%	\$ 134	100%	14	\$ 2,700	\$ 1,879	\$ 1,879
	6-10	each		0.25	0.00	1.00	n/a	n/a	1.25	\$ 168	\$ 336	200%	\$ 168	100%	13	\$ 4,370	\$ 2,181	\$ 2,181
	11-15	each		0.25	0.00	1.25	n/a	n/a	1.50	\$ 201	\$ 344	171%	\$ 201	100%	4	\$ 1,376	\$ 805	\$ 805
	16+	each								See building valuation (Fee #1 & #2)		See building valuation (Fee #1 & #2)						
III	ELECTRICAL PERMIT FEES																	
20	Base Permit	per project		0.25	0.00	0.00	n/a	n/a	0.25	\$ 34	\$ -	0%	\$ 34	100%	-	\$ -	\$ -	\$ -
	PER UNIT FEE SCHEDULE:																	
21	Receptacles, switches, lighting outlets and circuits																	
	Residential																	
	First 5 or portion thereof	flat		0.00	0.00	0.75	n/a	n/a	0.75	\$ 101	\$ 73	72%	\$ 101	100%	45	\$ 3,273	\$ 4,530	\$ 4,530
	Each additional 5 or portion thereof	flat		0.00	0.00	0.50	n/a	n/a	0.50	\$ 67	\$ -	0%	\$ 67	100%	-	\$ -	\$ -	\$ -
	Added Circuits	each		0.00	0.00	0.25	n/a	n/a	0.25	\$ 34	\$ -	0%	\$ 34	100%	-	\$ -	\$ -	\$ -
	Commercial																	
	First 5 or portion thereof	flat		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ 73	36%	\$ 201	100%	-	\$ -	\$ -	\$ -
	Each additional 5 or portion thereof	flat		0.00	0.25	0.75	n/a	n/a	1.00	\$ 134	\$ -	0%	\$ 134	100%	-	\$ -	\$ -	\$ -
	Added Circuits	each		0.00	0.50	0.50	n/a	n/a	1.00	\$ 134	\$ -	0%	\$ 134	100%	-	\$ -	\$ -	\$ -
22	Installation, Alteration, or Relocation of Each Electrical Service:																	
	Residential																	
	Up to 200 Amps	each		0.00	0.00	1.00	n/a	n/a	1.00	\$ 134	\$ 77	57%	\$ 134	100%	58	\$ 4,475	\$ 7,786	\$ 7,786
	Over 200 Amps	each		0.00	0.00	1.25	n/a	n/a	1.25	\$ 168	\$ -	0%	\$ 168	100%	-	\$ -	\$ -	\$ -
	Commercial																	
	Up to 200 Amps	each		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ 77	38%	\$ 201	100%	-	\$ -	\$ -	\$ -
	Over 200 Amps and up to 800 AMPS	each		0.00	0.50	1.25	n/a	n/a	1.75	\$ 235	\$ -	0%	\$ 235	100%	-	\$ -	\$ -	\$ -
	Over 800 Amps	each		0.00	0.75	1.50	n/a	n/a	2.25	\$ 302	\$ -	0%	\$ 302	100%	-	\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
23	<b>Commercial/Residential Portable Electrical Generator - Temporary Use ONLY</b>																	
	1 Generator	flat		0.00	0.50	0.75	n/a	n/a	1.25	\$ 168	\$ 99	59%	\$ 168	100%	7	\$ 694	\$ 1,175	\$ 1,175
	2-5 Generators	flat		0.00	0.75	1.00	n/a	n/a	1.75	\$ 235	\$ 44	19%	\$ 235	100%	-	\$ -	\$ -	\$ -
	6+ Generators	flat		0.00	1.00	1.25	n/a	n/a	2.25	\$ 302	\$ 33	11%	\$ 302	100%	-	\$ -	\$ -	\$ -
24	<b>TEMPORARY POWER SERVICE:</b>																	
	1 Temporary power pole	flat		0.00	0.00	1.00	n/a	n/a	1.00	\$ 134	\$ 99	74%	\$ 134	100%	47	\$ 4,662	\$ 6,309	\$ 6,309
	2-5 Temporary power poles	flat		0.00	0.00	1.50	n/a	n/a	1.50	\$ 201	\$ 44	22%	\$ 201	100%	-	\$ -	\$ -	\$ -
	6+ Temporary power poles	flat		0.00	0.00	2.50	n/a	n/a	2.50	\$ 336	\$ 33	10%	\$ 336	100%	-	\$ -	\$ -	\$ -
25	<b>Solar (PV) Systems (State mandated fees)</b>																	
	Solar - Residential (Up to 15 kW)	flat		n/a	n/a	n/a	n/a	n/a	n/a	\$ 450	\$ 513	114%	\$ 450	100%	727	\$ 372,697	\$ 327,150	\$ 327,150
	Per kW above 15kW	per kW		n/a	n/a	n/a	n/a	n/a	n/a	\$ 15	\$ 87	583%	\$ 15	100%	12	\$ 1,067	\$ 183	\$ 183
	Solar - Commercial (Up to 50 kW)	flat		n/a	n/a	n/a	n/a	n/a	n/a	\$ 1,000	\$ -	0%	\$ 1,000	100%	-	\$ -	\$ -	\$ -
	Per kW between 51kW - 250kW	per kW		n/a	n/a	n/a	n/a	n/a	n/a	\$ 7	\$ -	0%	\$ 7	100%	-	\$ -	\$ -	\$ -
	Per kW above 250kW	per kW		n/a	n/a	n/a	n/a	n/a	n/a	\$ 5	\$ -	0%	\$ 5	100%	-	\$ -	\$ -	\$ -
IV	<b>MECHANICAL PERMIT AND PLAN CHECK FEES</b>																	
26	<b>For the issuance of each permit</b>	each		0.25	0.00	0.00	n/a	n/a	0.25	\$ 34	\$ -	0%	\$ 34	100%	-	\$ -	\$ -	\$ -
27	<b>HVAC, Evaporative coil systems; new, or change out or relocation (not including duct; see Fee #31 for new residential ducts)</b>																	
	Residential	each		0.00	0.25	1.50	n/a	n/a	1.75	\$ 235	\$ 159	68%	\$ 117	50%	161	\$ 25,599	\$ 37,821	\$ 18,911
	Commercial	each		0.00	0.75	2.00	n/a	n/a	2.75	\$ 369	\$ 159	43%	\$ 369	100%	-	\$ -	\$ -	\$ -
28	<b>Repair to existing mechanical system - Residential Only</b>	each		0.00	0.00	1.25	n/a	n/a	1.25	\$ 168	\$ 158	94%	\$ 168	100%	231	\$ 36,409	\$ 38,761	\$ 38,761
29	<b>For the installation or relocation of each wall heater, floor furnace, suspended, or floor mounted unit heater</b>																	
	Residential	each		0.00	0.25	1.00	n/a	n/a	1.25	\$ 168	\$ 148	88%	\$ 168	100%	21	\$ 3,108	\$ 3,524	\$ 3,524
	Commercial	each		0.00	0.50	1.25	n/a	n/a	1.75	\$ 235	\$ 148	63%	\$ 235	100%	-	\$ -	\$ -	\$ -



Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
31	For each new (or change out) Residential duct system	each		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ 165	82%	\$ 201	100%	2	\$ 331	\$ 403	\$ 403
32	For the installation, alteration, or addition to each commercial range hood(s), including ducts, blower(s), or fans attached thereto for type I, or II hoods.	each		0.00	1.00	4.00	n/a	n/a	5.00	\$ 671	\$ 218	33%	\$ 671	100%	7	\$ 1,528	\$ 4,698	\$ 4,698
33	For the installation of each domestic type vent fan or range hood, including attached duct (Residential Only)	each		0.00	0.00	0.75	n/a	n/a	0.75	\$ 101	\$ -	0%	\$ 50	50%	-	\$ -	\$ -	\$ -
34	For the installation or relocation of each boiler or compressor to and including three horse power or each absorption system to and including 100,000 B.T.U.	Residential	each	0.00	0.50	1.50	n/a	n/a	2.00	\$ 268	\$ -	0%	\$ 268	100%	-	\$ -	\$ -	\$ -
		Commercial	each	0.00	1.00	1.50	n/a	n/a	2.50	\$ 336	\$ -	0%	\$ 336	100%	-	\$ -	\$ -	\$ -
35	For the installation or relocation of each boiler or compressor over 3 HP or each absorption system over 100,000 B.T.U.	Residential	each	0.00	0.50	2.00	n/a	n/a	2.50	\$ 336	\$ -	0%	\$ 336	100%	-	\$ -	\$ -	\$ -
		Commercial	each	0.00	1.25	2.00	n/a	n/a	3.25	\$ 436	\$ -	0%	\$ 436	100%	-	\$ -	\$ -	\$ -
36	New Swimming Pool Heating Systems - heater/boiler (see fee #52 and fee #53 for plumbing elements)	Residential	each	0.00	0.50	1.50	n/a	n/a	2.00	\$ 268	\$ -	0%	\$ 268	100%	-	\$ -	\$ -	\$ -
		Commercial	each	0.00	0.75	2.00	n/a	n/a	2.75	\$ 369	\$ -	0%	\$ 369	100%	-	\$ -	\$ -	\$ -
37	Replacement Swimming Pool Heating System - heater/boiler (see fee #52 and fee #53 for plumbing elements). Residential Only	each		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ -	0%	\$ 201	100%	-	\$ -	\$ -	\$ -
37	For the installation of each fire/smoke/ceiling radiation damper	each									See building valuation (Fee #6 & #7)		See building valuation (Fee #6 & #7)					

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis						Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
38	For the installation or alteration of one residential metal chimney serving a fireplace or similar appliances	each		0.00	0.50	1.50	n/a	n/a	2.00	\$ 268	\$ -	0%	\$ 268	100%	-	\$ -	\$ -	\$ -
V	PLUMBING PERMIT AND PLAN CHECK FEES																	
39	For the issuance of each permit	each		0.25	0.00	0.00	n/a	n/a	0.25	\$ 34	\$ 44	131%	\$ 34	100%	-	\$ -	\$ -	\$ -
40	For 10 or less plumbing fixtures or traps, including water, waste, and vent piping																	
	Residential	flat		0.00	0.00	1.00	n/a	n/a	1.00	\$ 134	\$ 54	40%	\$ 67	50%	26	\$ 1,404	\$ 3,490	\$ 1,745
	Commercial	flat		0.00	1.00	2.00	n/a	n/a	3.00	\$ 403	\$ -	0%	\$ 403	100%	-	\$ -	\$ -	\$ -
41	Each additional plumbing fixture; Residential Only	each		0.00	0.00	0.25	n/a	n/a	0.25	\$ 34	\$ 12	36%	\$ 34	100%	-	\$ -	\$ -	\$ -
42	10 gas outlets or less, includes repairs, new work and line replacements																	
	Residential	flat		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ 50	25%	\$ 101	50%	12	\$ 600	\$ 2,416	\$ 1,208
	Commercial	flat		0.00	1.00	1.50	n/a	n/a	2.50	\$ 336	\$ -	0%	\$ 336	100%	-	\$ -	\$ -	\$ -
43	Repairs, replacements or relocation of each building sewer or building drain and backwater valve.																	
	Residential	each		0.00	0.00	0.75	n/a	n/a	0.75	\$ 101	\$ 74	74%	\$ 101	100%	34	\$ 2,516	\$ 3,423	\$ 3,423
	Commercial	each		0.00	0.50	0.75	n/a	n/a	1.25	\$ 168	\$ -	0%	\$ 168	100%	-	\$ -	\$ -	\$ -
44	For each interceptor (sand/grease) and each industrial waste pre-treatment interceptor	each		0.00	0.75	1.00	n/a	n/a	1.75	\$ 235	\$ 23	10%	\$ 235	100%	-	\$ -	\$ -	\$ -
45	Commercial roof rain water system	each		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ 12	6%	\$ 201	100%	-	\$ -	\$ -	\$ -
46	For each water supply system installation, alteration, replacement of water piping and Residential water treatment equipment																	
	Residential	each		0.00	0.00	1.00	n/a	n/a	1.00	\$ 134	\$ 45	34%	\$ 134	100%	4	\$ 180	\$ 537	\$ 537
	Commercial	each		0.00	0.75	1.50	n/a	n/a	2.25	\$ 302	\$ -	0%	\$ 302	100%	-	\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
47	<b>Drain and vent piping. Includes new systems, repairs, replacement lines, pool drains and separation tanks.</b>																	
	Residential	each		0.00	0.00	0.75	n/a	n/a	0.75	\$ 101	\$ 79	78%	\$ 101	100%	4	\$ 316	\$ 403	\$ 403
	Commercial	each		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ -	0%	\$ 201	100%	-	\$ -	\$ -	\$ -
48	<b>Repair/replacement of backflow prevention devices e.g. vacuum breakers.</b>																	
	Residential	each		0.00	0.00	0.75	n/a	n/a	0.75	\$ 101	\$ 77	76%	\$ 101	100%	1	\$ 77	\$ 101	\$ 101
	Commercial	each		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ -	0%	\$ 201	100%	-	\$ -	\$ -	\$ -
49	<b>Storage tank (or tankless) water heater repair or replacement, like-for-like</b>																	
	Residential	each		0.00	0.00	0.75	n/a	n/a	0.75	\$ 101	\$ 50	49%	\$ 50	50%	267	\$ 13,243	\$ 26,881	\$ 13,440
	Commercial	each		0.00	0.50	1.00	n/a	n/a	1.50	\$ 201	\$ 51	25%	\$ 201	100%	6	\$ 304	\$ 1,208	\$ 1,208
50	<b>New water heater installation (tankless or storage)</b>																	
	Residential	each		0.00	0.75	1.25	n/a	n/a	2.00	\$ 268	NEW	%	\$ 268	100%	-	\$ -	\$ -	\$ -
	Commercial	each		0.00	1.00	1.50	0.50	n/a	3.00	\$ 411	NEW	%	\$ 411	100%	-	\$ -	\$ -	\$ -
51	<b>New or Replacement of rooftop solar thermal water heating systems (NOT PV) (State mandated fees)</b>		[1]															
	Residential (up to 10 kWth)	flat		n/a	n/a	n/a	n/a	n/a	0.00	\$ -	\$ 450	%	\$ 450	%	-	\$ -	\$ -	\$ -
	Per kWth above 10 kWth	per kWth		n/a	n/a	n/a	n/a	n/a	0.00	\$ -	\$ 15	%	\$ 15	%	-	\$ -	\$ -	\$ -
	Commercial (up to 30 kWth)	flat		n/a	n/a	n/a	n/a	n/a	0.00	\$ -	\$ 1,000	%	\$ 1,000	%	-	\$ -	\$ -	\$ -
	Per kWth between 31 kWth - 260 kWth)	per kWth		n/a	n/a	n/a	n/a	n/a	0.00	\$ -	\$ 7	%	\$ 7	%	-	\$ -	\$ -	\$ -
	Per kWth above 260 kWth	per kWth		n/a	n/a	n/a	n/a	n/a	0.00	\$ -	\$ 5	%	\$ 5	%	-	\$ -	\$ -	\$ -
52	<b>New non-solar thermal pool appliance heating systems - plumbing elements only (see fee #36 for mechanical components)</b>																	
	Residential	each		0.00	0.25	0.75	n/a	n/a	1.00	\$ 134	\$ 45	34%	\$ 134	100%	4	\$ 180	\$ 537	\$ 537
	Commercial	each		0.00	0.25	0.75	n/a	n/a	1.00	\$ 134	\$ -	0%	\$ 134	100%	-	\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis						Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)					Current Fee / Deposit			Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %	Annual Estimated Revenues				
				Proc	PC	Insp	Plng	Eng							Current Fee		Full Cost Recovery	Recommend Fee	
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108											
53	Repair or replacement of non-solar thermal pool heating systems - plumbing elements only like for like																		
	Residential	each		0.00	0.00	0.75	n/a	n/a	0.75	\$ 101	NEW	%	\$ 50	50%	-	\$ -	\$ -	\$ -	
	Commercial	each		0.00	0.25	0.75	n/a	n/a	1.00	\$ 134	NEW	%	\$ 134	100%	-	\$ -	\$ -	\$ -	
VI	ADDITIONAL PLAN REVIEW / INSPECTION SERVICES																		
54	Accessibility Hardship Review	each		0.25	4.50	0.00	n/a	n/a	4.75	\$ 638	New	%	\$ 638	100%	-	\$ -	\$ -	\$ -	
55	Inspections outside of normal business hours (min 2 hours)																		
	First 2 Hours	per project		0.50	0.00	2.00	n/a	n/a	2.50	\$ 369	\$ 549	149%	\$ 369	100%	-	\$ -	\$ -	\$ -	
	Each additional hour (1/4 hour increments)	hourly		0.00	0.00	1.00	n/a	n/a	1.00	\$ 147	\$ 137	93%	\$ 147	100%	-	\$ -	\$ -	\$ -	
56	Reinspection fee (min 1/2 hour)																		
	First 1/2 Hour	hourly		0.25	0.00	0.50	n/a	n/a	0.75	\$ 101	\$ 46	46%	\$ 101	100%	-	\$ -	\$ -	\$ -	
	Each additional hour (1/4 hour increments)	hourly		0.00	0.00	1.00	n/a	n/a	1.00	\$ 134	\$ 46	34%	\$ 134	100%	-	\$ -	\$ -	\$ -	
57	Plan review for which no fee is specifically indicated (min 1/2 hour)																		
	First 1/2 Hour	per project		0.25	0.50	0.00	n/a	n/a	0.75	\$ 111	NEW	%	\$ 111	100%	28	\$ -	\$ 3,097	\$ 3,097	
	Each additional hour (1/4 hour increments)	hourly		0.00	1.00	0.00	n/a	n/a	1.00	\$ 147	NEW	%	\$ 147	100%	-	\$ -	\$ -	\$ -	
58	Inspections for which no fee is specifically indicated (min 1 hour)																		
	First 1 Hour	per project		0.00	0.00	1.00	n/a	n/a	1.00	\$ 134	\$ 46	34%	\$ 134	100%	-	\$ -	\$ -	\$ -	
	Each additional hour (1/4 hour increments)	hourly		0.00	0.00	1.00	n/a	n/a	1.00	\$ 134	\$ 46	34%	\$ 134	100%	-	\$ -	\$ -	\$ -	
59	Strong Motion Instrumentation Program (SMIP)	State Fee	[1]	n/a	n/a	n/a	n/a	n/a	0	0	Determined by the State	%	Determined by the State	%		\$ -	\$ -	\$ -	
60	Reissuance of Inspection Card	each		0.25	0.00	0.00	n/a	n/a	0.25	\$ 34	\$ -	0%	\$ 34	100%	-	\$ -	\$ -	\$ -	
61	Special Inspection (SOQ Review & Approval - New and each 3 yr renewal period)	hourly		1.50	0.00	0.00	n/a	n/a	1.50	\$ 201	\$ -	0%	\$ 201	100%	-	\$ -	\$ -	\$ -	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
62	<b>Temporary Certificates of Occupancy/Certificate of Occupancy</b>																	
	TCO/CO Issuance (Required)	each		0.75	0.00	0.00	0.75	0.75	2.25	\$ 294	\$ 91	31%	\$ 294	100%	-	\$ -	\$ -	\$ -
	TCO/CO Issuance (Non-Required)	each		0.75	0.00	0.00	n/a	n/a	0.75	\$ 101	\$ 91	90%	\$ 101	100%	-	\$ -	\$ -	\$ -
63	<b>Partial TCO</b>	each		0.75	0.50	1.00	n/a	n/a	2.25	\$ 302	\$ 91	30%	\$ 302	100%	-	\$ -	\$ -	\$ -
64	<b>Plan review for any submittals subsequent to 3rd submittal and for revisions (min 1/2 hour)</b>																	
	First 1/2 Hour	per project		0.00	0.50	0.00	n/a	n/a	0.50	\$ 67	\$ 46	69%	\$ 67	100%	-	\$ -	\$ -	\$ -
	Each additional hour (1/4 hour increments)	hourly		0.00	1.00	0.00	n/a	n/a	1.00	\$ 134	\$ 46	34%	\$ 134	100%	-	\$ -	\$ -	\$ -
65	<b>Expedited Plan Check (Outside normal business hours)</b>	each 1/2 hr		0.00	0.50	0.00	n/a	n/a	0.50	\$ 74	Hourly	%	\$ 74	100%	-	\$ -	\$ -	\$ -
66	<b>Record Retention (Digitizing Fee)</b>																	
	Up to 11x17	per page		0.50	0.00	0.00	n/a	n/a	0.50	\$ 67	\$ 0.17	0%	\$ 0.17	0%	-	\$ -	\$ -	\$ -
	Over 11x17	per page		2.00	0.00	0.00	n/a	n/a	2.00	\$ 268	\$ 2	1%	\$ 2	1%	-	\$ -	\$ -	\$ -
	Pick-up & Delivery	flat		0.25	0.00	0.00	n/a	n/a	0.25	\$ 34	\$ 0.28	1%	\$ 0.28	1%	-	\$ -	\$ -	\$ -
67	<b>Affidavit Process to Release/Provide Plans</b>	each		1.00	0.00	0.00	n/a	n/a	1.00	\$ 134	\$ 91	68%	\$ 134	100%	-	\$ -	\$ -	\$ -
68	<b>AMMR Review (minimum 2 hours)</b>																	
	First 2 Hours	per project		0.25	2.00	0.00	n/a	n/a	2.25	\$ 302	\$ 91	30%	\$ 302	100%	-	\$ -	\$ -	\$ -
	Each additional hour (1/4 hour increments)	hourly		0.00	1.00	0.00	n/a	n/a	1.00	\$ 134	\$ -	0%	\$ 134	100%	-	\$ -	\$ -	\$ -
69	<b>Investigation Fee</b>	each	[2]								2 times permit fee		3 times permit fee			\$ -	\$ -	\$ -
70	<b>Partial Permit Issuance and Non-standard Deferred Submittals</b>																	
	Partial Permit Issuance	each		0.75	0.00	0.00	0.50	n/a	1.25	\$ 176	\$ 91	52%	\$ 176	100%	-	\$ -	\$ -	\$ -
	Non-standard Deferred Submittals	each		0.75	0.00	0.00	n/a	n/a	0.75	\$ 101	\$ -	0%	\$ 101	100%	-	\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Estimated Average Labor Time Per Activity (hours)	Cost of Service Per Activity	Cost Recovery Analysis				Estimated Volume of Activity	Annual Estimated Revenue Analysis		
				Estimated Average Labor Time Per Activity (hours)							Current Fee / Deposit	Existing Cost Recovery %	Recommend Fee Level / Deposit	Recommend Cost Recovery %		Annual Estimated Revenues		
				Proc	PC	Insp	Plng	Eng								Current Fee	Full Cost Recovery	Recommend Fee
				\$ 134	\$ 134	\$ 134	\$ 150	\$ 108										
71	<b>FEMA Community Acknowledgement Form Processing (minimum 1 hour)</b>																	
	First 1 Hour	per project		0.00	1.00	0.00	n/a	n/a	1.00	\$ 134	\$ 46	34%	\$ 134	100%	-	\$ -	\$ -	\$ -
	Each additional hour (1/4 hour increments)	hourly		0.00	1.00	0.00	n/a	n/a	1.00	\$ 134	\$ 46	34%	\$ 134	100%	-	\$ -	\$ -	\$ -
72	<b>Special Projects ( minimum 1/4 hour) Special Events and Code Enforcement Activities</b>																	
	First 1/4 Hour	per project		0.00	0.25	0.00	n/a	n/a	0.25	\$ 34	\$ 91	271%	\$ 34	100%	-	\$ -	\$ -	\$ -
	Each additional hour (1/4 hour increments)	hourly		0.00	1.00	0.00	n/a	n/a	1.00	\$ 134	\$ 46	34%	\$ 134	100%	-	\$ -	\$ -	\$ -
73	<b>BUILDING MOVING</b>																	
	Permit Fee	per permit		1.00	1.00	3.00	1.00	0.25	6.25	\$ 848	\$ 142	17%	\$ 848	100%	-	\$ -	\$ -	\$ -
	Other	per hr.		0.00	1.00	0.00	0.00	0.00	1.00	\$ 134	Hrly rate for City Personnel	%	\$ 134	100%	-	\$ -	\$ -	\$ -
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.			1.00	0.00	0.00	n/a	n/a	1.00	\$ 134	\$ 130	97%	\$ 134	100%	-	\$ -	\$ -	\$ -
<b>TOTAL</b>															5,249,857	4,735,249	4,700,507	

**Notes**

[1] Fee set by State. NBS did not analyze.  
 [2] Penalty. NBS did not analyze.  
 [3] Fees for projects over \$10MM in valuation are initial deposits. Time and cost required for regulatory efforts will be billed on an actual cost basis.

## ***APPENDIX A.5***

---

### ***Cost of Service Analysis – Engineering Division***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis							Cost Recovery Analysis				Annual Estimated Revenue Analysis					
				Estimated Average Labor Time Per Activity (hours)							Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec Fee Level / Deposit	Rec Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
				31601 - ENG PROC.	31601 - ENG PLAN CHECK	31601 - ENG CONS	31606 - ENG INSP	Plng	Bldg	PW							TOTAL	Current	Full Cost	Rec
				\$ 108	\$ 108	\$ 108	\$ 130	\$ 150	\$ 134	\$ 117										
<b>I LAND DEVELOPMENT ENGINEERING APPLICATION REVIEW AND APPROVALS</b>																				
1	Agreement Processing																			
	Inspection Improvement Agreement	Per agreement		36.0	n/a	20.0	n/a	n/a	n/a	5.0	61.00	\$ 6,624	\$ 8,108	122%	\$ 6,624	100%	3	\$ 24,324	\$ 19,873	\$ 19,873
	Subdivision Improvement Agreement	Per agreement		36.0	n/a	24.0	n/a	n/a	n/a	5.0	65.00	\$ 7,055	\$ 8,108	115%	\$ 7,055	100%	12	\$ 97,296	\$ 84,665	\$ 84,665
	Deferred Improvement Agreement	Per agreement		36.0	n/a	22.0	n/a	n/a	n/a	5.0	63.00	\$ 6,840	\$ 8,108	119%	\$ 6,840	100%	2	\$ 16,216	\$ 13,680	\$ 13,680
	Off-site Improvement Agreement	Per agreement		36.0	n/a	28.0	n/a	n/a	n/a	5.0	69.00	\$ 7,487	\$ 8,108	108%	\$ 7,487	100%	10	\$ 81,080	\$ 74,866	\$ 74,866
	Park Improvement and Reimbursement Agreement	Per agreement		36.0	n/a	16.0	n/a	n/a	n/a	6.0	58.00	\$ 6,310	\$ 8,108	128%	\$ 6,310	100%	3	\$ 24,324	\$ 18,931	\$ 18,931
2	Grading Plan Check																			
	10,000 base fee			2.0	72.0	32.0	n/a	n/a	3.0	2.5	111.50	\$ 12,124	\$ 3,176	26%	\$ 12,124	100%	17	\$ 52,404	\$ 200,041	\$ 200,041
	each additional 10,000 CY each add'l			0.00	0.00	4.89	n/a	n/a	0.00	0.17	5.06	\$ 546.63	\$ 174	n/a	\$ 546.62	n/a	-	\$ -	\$ -	\$ -
	100,000 base fee			2.0	72.0	76.0	n/a	n/a	3.0	4.0	157.00	\$ 17,043	\$ 4,742	28%	\$ 17,043	100%	7	\$ 30,823	\$ 110,782	\$ 110,782
	each additional 10,000 CY each add'l			0.00	0.00	4.80	n/a	n/a	0.00	0.00	4.80	\$ 517.47	\$ 148	n/a	\$ 517.47	n/a	-	\$ -	\$ -	\$ -
	200,000 base fee			2.0	72.0	124.0	n/a	n/a	3.0	4.0	205.00	\$ 22,218	\$ 5,988	27%	\$ 22,218	100%	4	\$ 20,958	\$ 77,763	\$ 77,763
	each additional 10,000 CY each add'l			0.10	3.60	6.20	n/a	n/a	0.15	0.20	10.25	\$ 1,110.90	\$ 115	n/a	\$ 1,110.90	n/a	-	\$ -	\$ -	\$ -
3	Grading Permit and Inspection																			
	Residential or Commercial Lots ( Up to 5)	per project		7.0	30.0	n/a	10.0	n/a	n/a	3.0	50.00	\$ 5,643	\$ 1,796	32%	\$ 5,643	100%	17	\$ 29,634	\$ 93,102	\$ 93,102
	Subdivisions ( 5 lots or more)	per project		12.0	50.0	n/a	30.0	n/a	n/a	5.0	97.00	\$ 11,176	\$ 4,538	41%	\$ 11,176	100%	3	\$ 11,345	\$ 27,939	\$ 27,939
	Re-inspection fee	per inspection		n/a	n/a	n/a	3.0	n/a	n/a	2.0	5.00	\$ 625	\$ 130	21%	\$ 625	100%	3	\$ 390	\$ 1,876	\$ 1,876
4	4th & subsequent plan check	per submittal		1.0	7.0	n/a	n/a	n/a	0.5	2.5	11.00	\$ 1,223	\$ 1,796	147%	\$ 1,223	100%	10	\$ 17,960	\$ 12,231	\$ 12,231
	<b>SUBDIVISIONS</b>			[8]																
5	Final Parcel Map Review	per project		2.0	12.0	22.0	n/a	4.0	n/a	2.0	42.00	\$ 4,716	\$ 2,942	62%	\$ 4,716	100%	2	\$ 5,884	\$ 9,431	\$ 9,431
6	Final Subdivision Map Review																			
	5 - 49 lots	per project		4.0	20.0	36.0	n/a	4.0	n/a	n/a	64.00	\$ 7,068	\$ 2,385	34%	\$ 7,068	100%	3	\$ 7,155	\$ 21,205	\$ 21,205
	50 - 100 lots	per project		6.0	28.0	96.0	n/a	6.0	n/a	n/a	136.00	\$ 14,915	\$ 2,385	16%	\$ 14,915	100%	20	\$ 47,700	\$ 298,293	\$ 298,293
	>100 lots, each additional 100 lots	per 100 lots		6.0	28.0	96.0	n/a	8.0	n/a	n/a	138.00	\$ 15,215	New	%	\$ 15,215	100%	2	\$ -	\$ 30,429	\$ 30,429
7	Final Map Amendment Review	per project		28.0	n/a	28.0	n/a	n/a	1.0	n/a	57.00	\$ 6,171	\$ 1,465	24%	\$ 6,171	100%	2	\$ 2,930	\$ 12,343	\$ 12,343
8	Certification of Correction	per project		28.0	n/a	16.0	n/a	n/a	n/a	n/a	44.00	\$ 4,743	\$ 4,473	94%	\$ 4,743	100%	2	\$ 8,946	\$ 9,487	\$ 9,487



Fee No.	Fee Name	Fee Unit / Type	NOTES	Activity Service Cost Analysis								Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)								Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec Fee Level / Deposit	Rec Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
				31601 - ENG PROC.	31601 - ENG PLAN CHECK	31601 - ENG CONS	31606 - ENG INSP	Plng	Bldg	PW	TOTAL							Current	Full Cost	Rec
				\$ 108	\$ 108	\$ 108	\$ 130	\$ 150	\$ 134	\$ 117										
NEW	Non-Technical Correction (i.e. misspellings)	per project		n/a	n/a	2.0	n/a	n/a	n/a	n/a	2.00	\$ 216	New	%	\$ 216	100%	-	\$ -	\$ -	\$ -
10	Certificate of Compliance	per application		12.0	n/a	16.0	n/a	2.0	n/a	n/a	30.00	\$ 3,319	\$ 3,500	105%	\$ 3,319	100%	-	\$ -	\$ -	\$ -
11	Legal description and plat review (lot merger)	per application		12.0	n/a	16.0	n/a	n/a	n/a	n/a	28.00	\$ 3,019	NEW	%	\$ 3,019	100%	-	\$ -	\$ -	\$ -
<b>PUBLIC IMPROVEMENTS</b>																				
12	SIA, DIA, OIA, PIRA, Any Amendment	per amendment		24.0	n/a	24.0	n/a	n/a	n/a	4.0	52.00	\$ 5,644	\$ 274	5%	\$ 5,644	100%	18	\$ 4,940	\$ 101,598	\$ 101,598
13	Plan Check	per project up to \$5M, deposit/actual cost >\$5M																		
	\$ 2,000	base fee		10.0	55.0	9.0	n/a	n/a	0.5	1.0	75.50	\$ 8,162	\$ 127	2%	\$ 8,162	100%	7	\$ 892	\$ 57,135	\$ 57,135
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.13	1.52	0.83	n/a	n/a	0.02	0.04	2.54	\$ 275.19	\$ 64	n/a	\$ 275.20	n/a	-	\$ -	\$ -	\$ -
	\$ 25,000	base fee		13.0	90.0	28.0	n/a	n/a	1.0	2.0	134.00	\$ 14,492	\$ 1,593	11%	\$ 14,492	100%	4	\$ 6,371	\$ 57,967	\$ 57,967
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.24	2.40	0.80	n/a	n/a	0.02	0.04	3.50	\$ 378.24	\$ 64	n/a	\$ 378.24	n/a	-	\$ -	\$ -	\$ -
	\$ 50,000	base fee		19.0	150.0	48.0	n/a	n/a	1.5	3.0	221.50	\$ 23,948	\$ 3,185	13%	\$ 23,948	100%	2	\$ 6,371	\$ 47,895	\$ 47,895
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.10	0.12	0.84	n/a	n/a	0.01	0.00	1.07	\$ 115.62	\$ 64	n/a	\$ 115.62	n/a	-	\$ -	\$ -	\$ -
	\$ 100,000	base fee		24.0	156.0	90.0	n/a	n/a	2.0	3.0	275.00	\$ 29,728	\$ 6,371	21%	\$ 29,728	100%	8	\$ 47,780	\$ 222,963	\$ 222,963
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.01	0.01	0.07	n/a	n/a	0.00	0.00	0.08	\$ 8.84	\$ 64	n/a	\$ 8.84	n/a	-	\$ -	\$ -	\$ -
	\$ 500,000	base fee		26.0	159.0	116.0	n/a	n/a	3.0	3.5	307.50	\$ 33,263	\$ 31,853	96%	\$ 33,263	100%	1	\$ 31,853	\$ 33,263	\$ 33,263
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.01	0.11	0.13	n/a	n/a	0.00	0.00	0.25	\$ 26.69	\$ 64	n/a	\$ 26.69	n/a	-	\$ -	\$ -	\$ -
	\$ 1,000,000	base fee		31.0	212.0	180.0	n/a	n/a	4.0	4.0	431.00	\$ 46,609	\$ 63,706	137%	\$ 46,609	100%	4	\$ 254,826	\$ 186,435	\$ 186,435
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.01	0.05	0.04	n/a	n/a	0.00	0.00	0.10	\$ 10.46	\$ 64	n/a	\$ 10.46	n/a	-	\$ -	\$ -	\$ -
	\$ 5,000,000	base fee		51.0	415.0	340.0	n/a	n/a	6.0	6.5	818.50	\$ 88,461	\$ 318,532	360%	\$ 88,461	100%	2	\$ 637,064	\$ 176,921	\$ 176,921
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.01	0.08	0.07	n/a	n/a	0.00	0.00	0.16	\$ 17.69	\$ 64	n/a	\$ 17.69	n/a	-	\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis								Cost Recovery Analysis				Annual Estimated Revenue Analysis									
				Estimated Average Labor Time Per Activity (hours)								Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec Fee Level / Deposit	Rec Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues							
				31601 - ENG PROC.	31601 - ENG PLAN CHECK	31601 - ENG CONS	31606 - ENG INSP	PIng	Bldg	PW	TOTAL							Current	Full Cost	Rec					
				\$ 108	\$ 108	\$ 108	\$ 130	\$ 150	\$ 134	\$ 117															
14	Inspection	per project up to \$5M, deposit/actual cost >\$5M																							
	\$ 2,000	base fee		1.5	n/a	n/a	5.0	n/a	1.0	1.0	8.50	\$ 1,064	\$ 77	7%	\$ 1,064	100%	27	\$ 2,083	\$ 28,731	\$ 28,731					
		each add'l \$1,000 or fraction thereof		0.04	n/a	n/a	0.33	n/a	0.02	0.04	0.43	\$ 55.15	\$ 39	n/a	\$ 55.15	n/a	-	\$ -	\$ -	\$ -	\$ -				
	\$ 25,000	base fee		2.5	n/a	n/a	12.5	n/a	1.5	2.0	18.50	\$ 2,333	\$ 964	41%	\$ 2,333	100%	123	\$ 118,623	\$ 286,905	\$ 286,905					
		each add'l \$1,000 or fraction thereof		0.10	n/a	n/a	0.50	n/a	0.02	0.04	0.66	\$ 83.24	\$ 39	n/a	\$ 83.24	n/a	-	\$ -	\$ -	\$ -	\$ -				
	\$ 50,000	base fee		5.0	n/a	n/a	25.0	n/a	2.0	3.0	35.00	\$ 4,413	\$ 1,929	44%	\$ 4,413	100%	101	\$ 194,812	\$ 445,761	\$ 445,761					
		each add'l \$1,000 or fraction thereof		0.10	n/a	n/a	0.20	n/a	0.04	0.00	0.34	\$ 42.18	\$ 39	n/a	\$ 42.18	n/a	-	\$ -	\$ -	\$ -	\$ -				
	\$ 100,000	base fee		10.0	n/a	n/a	35.0	n/a	4.0	3.0	52.00	\$ 6,522	\$ 3,858	59%	\$ 6,522	100%	44	\$ 169,737	\$ 286,989	\$ 286,989					
		each add'l \$1,000 or fraction thereof		0.04	n/a	n/a	0.41	n/a	0.01	0.00	0.46	\$ 58.55	\$ 39	n/a	\$ 58.55	n/a	-	\$ -	\$ -	\$ -	\$ -				
	\$ 500,000	base fee		25.0	n/a	n/a	200.0	n/a	6.0	3.5	234.50	\$ 29,941	\$ 19,288	64%	\$ 29,941	100%	13	\$ 250,748	\$ 389,239	\$ 389,239					
		each add'l \$1,000 or fraction thereof		0.05	n/a	n/a	0.30	n/a	0.00	0.00	0.36	\$ 45.09	\$ 39	n/a	\$ 45.09	n/a	-	\$ -	\$ -	\$ -	\$ -				
	\$ 1,000,000	base fee		50.0	n/a	n/a	350.0	n/a	8.0	4.0	412.00	\$ 52,486	\$ 38,577	73%	\$ 52,486	100%	8	\$ 308,613	\$ 419,891	\$ 419,891					
		each add'l \$1,000 or fraction thereof		0.01	n/a	n/a	0.41	n/a	0.00	0.00	0.43	\$ 55.17	\$ 39	n/a	\$ 55.17	n/a	-	\$ -	\$ -	\$ -	\$ -				
	\$ 5,000,000	base fee		100.0	n/a	n/a	2,000.0	n/a	10.0	6.5	2,116.50	\$ 273,186	\$ 192,883	71%	\$ 273,186	100%	4	\$ 771,531	\$ 1,092,744	\$ 1,092,744					
		each add'l \$1,000 or fraction thereof		0.02	n/a	n/a	0.40	n/a	0.00	0.00	0.42	\$ 54.64	\$ 39	n/a	\$ 54.64	n/a	-	\$ -	\$ -	\$ -	\$ -				
15	As built, review after construction	per lot		2.0	10.0	n/a	10.0	n/a	1.5	5.0	28.50	\$ 3,384	\$ 39	1%	\$ 3,384	100%	41	\$ 1,598	\$ 138,639	\$ 138,639					
16	Water treatment plan check/ NPDES Compliance	per project		n/a	n/a	20.0	n/a	n/a	n/a	n/a	20.00	\$ 2,156	new	%	\$ 2,156	100%	-	\$ -	\$ -	\$ -	\$ -				
17	MWEL0	per project		n/a	1.0	n/a	n/a	n/a	n/a	n/a	1.00	\$ 108	new	%	\$ 108	100%	-	\$ -	\$ -	\$ -	\$ -				

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis								Cost Recovery Analysis				Annual Estimated Revenue Analysis						
				Estimated Average Labor Time Per Activity (hours)								Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec Fee Level / Deposit	Rec Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues				
				31601 - ENG PROC.	31601 - ENG PLAN CHECK	31601 - ENG CONS	31606 - ENG INSP	Plng	Bldg	PW	TOTAL							Current	Full Cost	Rec		
				\$ 108	\$ 108	\$ 108	\$ 130	\$ 150	\$ 134	\$ 117												
<b>18</b>	<b>MICRO IMAGING FEES</b>		[2,4]																			
	11" X 17" and smaller (B&W or Grayscale with 2" field index)	each										\$ 0.09			\$ 0.08							
	Larger than 11" X 17" (B&W or Grayscale with a two-field index)	each										\$ 0.97			\$ 0.88							
	11" X 17" and smaller (Color with two-field index)	each										\$ 0.17			\$ 0.15							
	18" X 24" Color document with a two-field index	each										\$ 0.58			\$ 0.53							
	24" X 36" Color document with a two-field index	each										\$ 2.00			\$ 2.00							
<b>19</b>	Segregation Of Assessment	per lot		3.0	n/a	n/a	n/a	n/a	n/a	9.0	12.00	\$ 1,380	\$ 52	4%	\$ 1,380	100%	2	\$ 104	\$ 2,760	\$ 2,760		
<b>20</b>	Record of Survey	per lot		12.0	n/a	16.0	n/a	n/a	n/a	9.0	37.00	\$ 4,075	\$ 384	9%	\$ 4,075	100%	-	\$ -	\$ -	\$ -	\$ -	
<b>21</b>	Street Easement Abandonment	per lot		76.0	n/a	n/a	n/a	n/a	n/a	9.0	85.00	\$ 9,250	\$ 1,867	20%	\$ 9,250	100%	2	\$ 3,734	\$ 18,500	\$ 18,500		
<b>22</b>	<b>ENCROACHMENT PERMITS</b>																					
	Minor: includes curb, gutter, sidewalk, driveway work, small business sidewalk sales	flat	[9]	0.8	0.0	0.0	2.0	n/a	n/a	4.0	6.75	\$ 811	\$ 71	9%	\$ 811	100%	99	\$ 7,029	\$ 80,267	\$ 80,267		
	Moderate: includes new service laterals, existing lateral repair or replacement, street pothole	flat	[9,10,11]	1.0	2.0	0.0	6.0	n/a	n/a	9.0	18.00	\$ 2,161	\$ 143	7%	\$ 2,161	100%	5	\$ 715	\$ 10,805	\$ 10,805		
	Major: includes any construction requiring more than 3 days on site, over 265 linear feet of work, road closures, phasing and/or multiple excavation locations, weekend work	flat	[9,10,11]																			
	\$ 10,000	flat		2.0	4.0	0.0	10.0	n/a	n/a	2.5	18.50	\$ 2,242	\$ 715	32%	\$ 2,242	100%	83	\$ 59,362	\$ 186,074	\$ 186,074		
	each additional \$1,000 or fraction thereof	flat		0.00	0.10	0.00	0.05	n/a	n/a	n/a	0.16	\$ 17.29	\$ -	n/a	18.76	n/a	-	\$ -	\$ -	\$ -	\$ -	
	\$ 50,000	flat		2.0	8.0	0.0	12.0	n/a	n/a	3.0	25.00	\$ 2,992	\$ 1,920	64%	\$ 2,992	100%	46	\$ 88,320	\$ 137,636	\$ 137,636		
	each additional \$1,000 or fraction thereof	flat		0.00	0.16	0.00	0.24	n/a	n/a	n/a	0.48	\$ 48.49	\$ -	n/a	57.88	n/a	-	\$ -	\$ -	\$ -	\$ -	
	\$ 100,000	flat		2.0	16.0	0.0	24.0	n/a	n/a	7.0	49.00	\$ 5,886	\$ 5,898	100%	\$ 5,886	100%	3	\$ 17,693	\$ 17,658	\$ 17,658		
	each additional \$1,000 or fraction thereof	flat		0.00	0.04	0.00	0.03	n/a	n/a	n/a	0.09	\$ 8.22	\$ -	n/a	9.98	n/a	-	\$ -	\$ -	\$ -	\$ -	
	\$ 500,000	flat		2.0	32.0	0.0	36.0	n/a	n/a	13.0	83.00	\$ 9,877	\$ 17,266	175%	\$ 9,877	100%	1	\$ 17,266	\$ 9,877	\$ 9,877		
	each additional \$1,000 or fraction thereof	flat		0.00	0.06	0.00	0.04	n/a	n/a	n/a	0.11	\$ 11.59	\$ -	n/a	12.29	n/a	-	\$ -	\$ -	\$ -	\$ -	
	\$ 1,000,000	flat		2.0	64.0	0.0	54.0	n/a	n/a	16.0	136.00	\$ 16,022	\$ -	0%	\$ 16,022	100%	-	\$ -	\$ -	\$ -	\$ -	
	each additional \$1,000 or fraction thereof	flat		0.00	0.06	0.00	0.05	n/a	n/a	n/a	0.14	\$ 14.14	\$ -	n/a	16.02	n/a	-	\$ -	\$ -	\$ -	\$ -	
	Swimming Pool	per project		1.0	1.0	0.0	2.0	n/a	n/a	4.0	8.00	\$ 946	\$ 240	25%	\$ 946	100%	56	\$ 13,447	\$ 52,950	\$ 52,950		

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis									Cost Recovery Analysis				Annual Estimated Revenue Analysis																					
				Estimated Average Labor Time Per Activity (hours)								Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec Fee Level / Deposit	Rec Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues																				
				31601 - ENG PROC.	31601 - ENG PLAN CHECK	31601 - ENG CONS	31606 - ENG INSP	Plng	Bldg	PW	TOTAL							Current	Full Cost	Rec																		
				\$ 108	\$ 108	\$ 108	\$ 130	\$ 150	\$ 134	\$ 117																												
<b>23</b>	<b>OVERSIZE LOAD PERMIT</b>																																					
	Single Permit	per permit	[6]	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 16	%	\$ 16	%	-	\$ -	\$ -	\$ -	\$ -																	
	Annual or Blanket Permit (fixed route)	annual	[6]	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 90	%	\$ 90	%	-	\$ -	\$ -	\$ -	\$ -																	
<b>24</b>	<b>REPRODUCTION, MAP AND DOCUMENT SALES</b>		[2,4]																																			
	Standard Plans, Standard Specs, and Design Standards	per doc		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 19	%	\$ 18	%	-	\$ -	\$ -	\$ -	\$ -																	
	Parks Manual	per doc		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 97	%	\$ 88	%	-	\$ -	\$ -	\$ -	\$ -																	
	Storm Drainage Master Plans	per doc		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 26	%	\$ 24	%	-	\$ -	\$ -	\$ -	\$ -																	
	Subdivision Maps	per doc		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 6	%	\$ 6	%	-	\$ -	\$ -	\$ -	\$ -																	
	Reproduction Fees	per sheet		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 2	%	\$ 2	%	-	\$ -	\$ -	\$ -	\$ -																	
	<b>NEW ADDRESS MAPPING FEES</b>																																					
<b>25</b>	Single-family/Single Building or Single Address	per lot		4.0	n/a	n/a	n/a	n/a	n/a	n/a	4.00	\$ 431	\$ 83	19%	\$ 431	100%	41	\$ 3,431	\$ 17,826	\$ 17,826																		
<b>26</b>	Multi-Family Projects/Subdivisions																																					
	2-10 units	flat		6.0	n/a	n/a	n/a	n/a	n/a	n/a	6.00	\$ 647	new	%	\$ 647	100%	-	\$ -	\$ -	\$ -	\$ -																	
	11-100 units	flat		8.0	n/a	n/a	n/a	n/a	n/a	n/a	8.00	\$ 862	new	%	\$ 862	100%	-	\$ -	\$ -	\$ -	\$ -																	
	101+ units	flat		10.0	n/a	n/a	n/a	n/a	n/a	n/a	10.00	\$ 1,078	new	%	\$ 1,078	100%	-	\$ -	\$ -	\$ -	\$ -																	
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.	hourly		n/a	n/a	n/a	1.0	n/a	n/a	n/a	1.00	\$ 130	\$ 130	100%	\$ 130	100%	-	\$ -	\$ -	\$ -	\$ -																	
<b>TOTAL</b>																	<b>3,498,312</b>	<b>5,624,366</b>	<b>5,624,366</b>																			

- Notes**
- [1] Source: "City\_of\_Tracy\_Approved\_Master\_Fee\_Schedule\_FY\_20\_21.pdf", taken from City of Tracy public website
  - [2] Plus 2% of Invoice total for Pick-up and delivery.
  - [3] For Sq. ft. or hourly charges, the lesser of two costs will be charged.
  - [4] Set by City policy, NBS did not evaluate.
  - [5] P218/utility rate; NBS did not evaluate
  - [6] Fee amount set by State and/or City Policy; NBS did not evaluate
  - [7] Encroachment Permits include 2 inspections, each inspection in excess of 2 are charge the base fee (Plus hourly rate for Inspection and Engineering Review)
  - [8] If technical studies are required, City to bill at actual costs
  - [9] Additional 2 hrs plan check if traffic control plan review is needed
  - [10] Additional inspections to be billed [hourly] per inspection
  - [11] Bond required

## ***APPENDIX A.6***

---

### ***Cost of Service Analysis – Planning Division***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Cost Recovery Analysis					Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)					Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
				Plng	Eng	Bldg	PW	TOTAL							Current	Full Cost	Recommended
				\$ 150	\$ 108	\$ 134	\$ 117										
<b>1</b>	<b>PLANNING APPLICATION REVIEW AND APPROVALS</b>																
1	Adult Business Use Permit	per cost recovery agreement		24.00	n/a	n/a	n/a	24.00	\$ 3,599	per cost recovery agrmt.	%	\$ 3,599	100%	-	\$ -	\$ -	\$ -
2	Annexation	per project		236.00	40.00	2.00	n/a	278.00	\$ 39,973	\$ 13,613	34%	\$ 39,973	100%	-	\$ -	\$ -	\$ -
<b>3</b>	<b>Appeals</b>																
	Appeal to City Council	per appeal		23.00	8.00	6.00	n/a	37.00	\$ 5,117	\$ 358	7%	\$ 5,117	100%	-	\$ -	\$ -	\$ -
	Appeal to Planning Commission	per appeal		19.00	8.00	6.00	n/a	33.00	\$ 4,517	\$ 358	8%	\$ 4,517	100%	2	\$ 716	\$ 9,035	\$ 9,035
4	Conditional Use Permit	per permit		28.00	10.00	2.00	n/a	40.00	\$ 5,546	\$ 4,549	82%	\$ 5,546	100%	4	\$ 18,195	\$ 22,183	\$ 22,183
5	Conditional Use Permit (Non-Profit Organizations)	per permit		28.00	10.00	2.00	n/a	40.00	\$ 5,546	\$413 - \$644	%	\$ 5,546	100%	-	\$ -	\$ -	\$ -
<b>6</b>	<b>Development Review</b>																
	Class A	per application	[2]	43.00	26.00	5.00	4.50	78.50	\$ 9,923	\$ 5,074	51%	\$ 9,923	100%	18	\$ 91,332	\$ 178,610	\$ 178,610
	Class B	per application	[3]	36.00	20.00	5.00	3.00	64.00	\$ 8,226	\$ 3,605	44%	\$ 8,226	100%	12	\$ 43,260	\$ 98,714	\$ 98,714
7	Ellis Specific Plan Pattern Book Certification	per request	[6]	27.00	n/a	3.00	n/a	30.00	\$ 4,452	\$ 3,605	81%	\$ 4,452	100%	-	\$ -	\$ -	\$ -
<b>8</b>	<b>ENVIRONMENTAL</b>																
	Environmental Assessment	per request	[4]	2.50	2.00	n/a	n/a	4.50	\$ 591	\$ 130	22%	\$ 591	100%	-	\$ -	\$ -	\$ -
	Environmental Initial Study	per study		18.00	10.00	n/a	n/a	28.00	\$ 3,777	\$ 1,841	49%	per cost recovery agrmt.	%	-	\$ -	\$ -	\$ -
	Negative Declaration	per neg. declaration		26.00	16.00	n/a	n/a	42.00	\$ 5,624	\$ 1,841	33%	per cost recovery agrmt.	%	-	\$ -	\$ -	\$ -
	Environment Impact Report	per cost recovery agreement		184.00	24.00	2.00	n/a	210.00	\$ 30,450	per cost recovery agrmt.	%	\$ 30,450	100%	-	\$ -	\$ -	\$ -
	Environmental Consistency Analysis	per cost recovery agreement		20.00	8.00	n/a	n/a	28.00	\$ 3,862	per cost recovery agrmt.	%	\$ 3,862	100%	-	\$ -	\$ -	\$ -
9	General Plan Amendment	per cost recovery agreement		28.00	8.00	1.00	4.00	41.00	\$ 5,196	per cost recovery agrmt.	%	\$ 5,196	100%	-	\$ -	\$ -	\$ -
10	Lot Line Adjustment	per LLA		4.50	28.00	1.00	n/a	33.50	\$ 3,828	\$ 529	14%	\$ 3,828	100%	7	\$ 3,703	\$ 26,794	\$ 26,794

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Cost Recovery Analysis					Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)					Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
				Plng	Eng	Bldg	PW	TOTAL							Current	Full Cost	Recommended	
				\$ 150	\$ 108	\$ 134	\$ 117											
<b>11</b>	<b>MICRO-IMAGING FEES</b>																	
	11" X 17" and smaller (B&W or Grayscale with 2" field index)	each	[5]		n/a		n/a	\$ 0.09	n/a	\$ 0.08	n/a	-	\$ -	\$ -	\$ -	\$ -		
	Larger than 11" X 17" (B&W or Grayscale with a two-field index)	each	[5]		n/a		n/a	\$ 0.97	n/a	\$ 0.88	n/a	-	\$ -	\$ -	\$ -	\$ -		
	11" X 17" and smaller (Color with two-field index)	each	[5]		n/a		n/a	\$ 0.17	n/a	\$ 0.15	n/a	-	\$ -	\$ -	\$ -	\$ -		
	18" X 24" Color document with a two-field index	each	[5]		n/a		n/a	\$ 0.58	n/a	\$ 0.53	n/a	-	\$ -	\$ -	\$ -	\$ -		
	24" X 36" Color document with a two-field index	each	[5]		n/a		n/a	\$ 2.00	n/a	\$ 2.00	n/a	-	\$ -	\$ -	\$ -	\$ -		
<b>12</b>	Noise Ordinance Variation	per project		47.00	n/a	2.00	n/a	49.00	\$ 7,317	\$ 5,186	71%	\$ 7,317	100%	-	\$ -	\$ -	\$ -	
<b>13</b>	Planned Unit Development	per PUD		45.00	12.00	2.00	15.00	74.00	\$ 8,311	\$ 10,177	122%	\$ 8,311	100%	1	\$ 10,177	\$ 8,311	\$ 8,311	
<b>14</b>	Planned Unit Development Amendment	per amend.		33.00	8.00	1.00	11.00	53.00	\$ 5,946	\$ 5,834	98%	\$ 5,946	100%	-	\$ -	\$ -	\$ -	
<b>15</b>	Planning Commission Determination	per determ.		23.50	14.00	n/a	n/a	37.50	\$ 5,034	\$ 1,303	26%	\$ 5,034	100%	6	\$ 7,818	\$ 30,201	\$ 30,201	
	<b>PLANNING DIVISION APPLICATION FEES</b>																	
<b>16</b>	Residential Growth Allotment	per RGA	[4]	17.75	n/a	8.00	n/a	25.75	\$ 3,736	\$ 2,164	58%	\$ 3,736	100%	7	\$ 15,148	\$ 26,151	\$ 26,151	
<b>17</b>	<b>Sign Permit</b>		[4]															
	Master Sign Program	per program		9.50	n/a	n/a	n/a	9.50	\$ 1,425	\$ 1,312	92%	\$ 1,425	100%	-	\$ -	\$ -	\$ -	
	Sign Permit																	
	Single Sign	per permit		3.00	n/a	n/a	n/a	3.00	\$ 450	\$ 591	131%	\$ 450	100%	50	\$ 29,550	\$ 22,495	\$ 22,495	
	Multiple Signs	per permit		4.00	n/a	n/a	n/a	4.00	\$ 600	NEW	%	\$ 600	100%	-	\$ -	\$ -	\$ -	
<b>18</b>	<b>Specific Plan Amendment</b>																	
	Minor	per project		25.00	5.00	2.00	3.50	35.50	\$ 4,557	\$ 6,612	145%	\$ 4,557	100%	2	\$ 13,224	\$ 9,113	\$ 9,113	
	Major	per cost recovery agreement		83.00	50.00	3.00	5.00	141.00	\$ 18,240	per cost recovery agrmt.	%	\$ 18,240	100%	-	\$ -	\$ -	\$ -	
<b>19</b>	Temporary Use Permit	per permit	[4]	4.75	2.00	2.00	1.58	10.33	\$ 1,196	\$ 93	8%	\$ 1,196	100%	37	\$ 3,441	\$ 44,268	\$ 44,268	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Cost Recovery Analysis					Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)					Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
				Plng	Eng	Bldg	PW	TOTAL							Current	Full Cost	Recommended	
				\$ 150	\$ 108	\$ 134	\$ 117											
<b>20</b>	<b>TENTATIVE MAP / TENTATIVE MAP AMENDMENT</b>																	
	Parcel Map	map		10.00	60.00	2.00	n/a	72.00	\$ 8,237	\$ 9,464	115%	\$ 8,237	100%	2	\$ 18,928	\$ 16,473	\$ 16,473	
	5 - 100 Lots	lot number		39.00	80.00	3.00	n/a	122.00	\$ 14,876	\$ 12,964	87%	\$ 14,876	100%	2	\$ 25,928	\$ 29,752	\$ 29,752	
	Over 100 Lots	lot number		78.00	140.00	4.00	n/a	222.00	\$ 27,327	\$ 20,224	74%	\$ 27,327	100%	1	\$ 20,224	\$ 27,327	\$ 27,327	
<b>21</b>	Time Extension	per request	[4]	16.00	4.00	n/a	n/a	20.00	\$ 2,831	\$ 545	19%	\$ 2,831	100%	6	\$ 3,270	\$ 16,984	\$ 16,984	
<b>22</b>	Variance	per variance		16.50	n/a	n/a	n/a	16.50	\$ 2,474	\$ 871	35%	\$ 2,474	100%	-	\$ -	\$ -	\$ -	
<b>23</b>	Reasonable Accommodation (Accessibility)	per variance		11.50	n/a	2.00	n/a	13.50	\$ 1,993	New	%	\$ 1,993	100%	-	\$ -	\$ -	\$ -	
<b>24</b>	<b>ZONING</b>																	
	Zone Change	per change		23.00	n/a	n/a	n/a	23.00	\$ 3,449	\$ 3,306	96%	\$ 3,449	100%	-	\$ -	\$ -	\$ -	
	Zone Text Amendment	per amendment		26.00	n/a	n/a	n/a	26.00	\$ 3,899	\$ 3,241	83%	\$ 3,899	100%	9	\$ 29,169	\$ 35,092	\$ 35,092	
	Zoning Research Letter	per letter	[4]	2.50	n/a	n/a	n/a	2.50	\$ 375	\$ 104	28%	\$ 375	100%	4	\$ 416	\$ 1,500	\$ 1,500	
<b>25</b>	Copies - City Documents and Maps			n/a						See City Clerk		See City Clerk						
<b>26</b>	4th and subsequent review	per submittal	[7]	n/a	2.00	0.50	n/a	2.50	n/a	New	%	Set by City Policy	%	-	\$ -	\$ -	\$ -	
<b>27</b>	General Plan Maintenance and Update			n/a						New		.05% of Building Valuation						
<b>III</b>	<b>BUILDING PLAN CHECK BY PLANNING</b>																	
<b>28</b>	<b>Single Family</b>																	
	Miscellaneous Minor Improvements	per project		0.50	n/a	n/a	n/a	0.50	\$ 75	New	%	\$ 75	100%	64	\$ -	\$ 4,799	\$ 4,799	
	Plot Plan / Production Plan Review	per project		0.50	n/a	n/a	n/a	0.50	\$ 75	New	%	\$ 75	100%	262	\$ -	\$ 19,646	\$ 19,646	
	New Model Home	per project		2.00	n/a	n/a	n/a	2.00	\$ 300	New	%	\$ 300	100%	-	\$ -	\$ -	\$ -	
<b>29</b>	<b>Multi-family/ Commercial/ Industrial</b>																	
	New Building / Shell project	per project		4.00	n/a	n/a	n/a	4.00	\$ 600	New	%	\$ 600	100%	10	\$ -	\$ 5,999	\$ 5,999	
	Tenant improvement	per project		2.00	n/a	n/a	n/a	2.00	\$ 300	New	%	\$ 300	100%	46	\$ -	\$ 13,797	\$ 13,797	
<b>RECON</b>	Ongoing project support	hourly		1.00	n/a	n/a	n/a	1.00	\$ 150	\$ 83	55%	\$ 150	100%	1,593	\$ 131,684	\$ 238,898	\$ 238,898	



Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis					Cost Recovery Analysis				Annual Estimated Revenue Analysis					
				Estimated Average Labor Time Per Activity (hours)					Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
				Plng	Eng	Bldg	PW	TOTAL							Current	Full Cost	Recommended	
				\$ 150	\$ 108	\$ 134	\$ 117											
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.			1.00	n/a	n/a	n/a	1.00	\$ 150	\$ 130	87%	\$ 150	100%	-	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>														\$ 466,183	\$ 886,140	\$ 886,140		

**Notes**

- [1] Source: "City\_of\_Tracy\_Approved\_Master\_Fee\_Schedule\_FY\_20\_21.pdf", taken from City of Tracy public website
- [2] Class A: New Single Family Residential 4 + units, New Multifamily Residential/ Office/ Commercial/Industrial
- [3] Class B: Single Family Residential 1-3 units (unless exempt pursuant to TMC Section 10.08.3930), Changes to existing Multifamily/ Office/ Commercial/ Industrial
- [4] Environmental Assessment fee not applicable
- [5] Plus 2% of invoice total for pick-up and delivery
- [6] Ellis Specific Plan, Section 6.3
- [7] Set by City Policy. Fee for each additional review 15% of original project budget or 2 hour minimum, whichever is greater.

Note: The City may require the applicant to sign a cost recovery agreement to pay actual costs instead of the fixed processing fee when (1) the anticipated costs of the project's environmental review or CEQA Documentation is likely to exceed the project's fixed fee or (2) the DS Director and the applicant mutually agree that a cost recovery agreement will be appropriate for the project in order to hire City consultants to work on the project.

## ***APPENDIX A.7***

---

### ***Cost of Service Analysis – Police Department***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours) - Total	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
				Patrol	Records										
1	<b>Alarm Permit; False Alarms</b> Alarm User permit	per permit		0.00	0.20	0.20	\$ 23	\$ 26	115%	\$ 23	100%	1,700	\$ 44,200	\$ 38,362	\$ 38,362
2	<b>False alarm costs, (plus penalties):</b>		[5]												
	4th response	each		2.00	1.00	3.00	\$ 453	\$ 38	8%	\$ 453	100%	-	\$ -	\$ -	\$ -
	5th response	each		2.00	1.00	3.00	\$ 453	\$ 71	16%	\$ 453	100%	-	\$ -	\$ -	\$ -
	6th response	each		2.00	1.00	3.00	\$ 453	\$ 91	20%	\$ 453	100%	-	\$ -	\$ -	\$ -
	7th response	each		2.00	1.00	3.00	\$ 453	\$ 104	23%	\$ 453	100%	-	\$ -	\$ -	\$ -
3	<b>Bicycles</b>														
	License and registration	per 3 years		0.00	0.10	0.10	\$ 11	\$ 8	71%	\$ 11	100%	-	\$ -	\$ -	\$ -
	Renewal	per 3 years		0.00	0.10	0.10	\$ 11	\$ 4	35%	\$ 11	100%	-	\$ -	\$ -	\$ -
4	<b>Bingo</b>														
	License	each		0.00	1.75	1.75	\$ 197	\$ 65	33%	\$ 197	100%	5	\$ 325	\$ 987	\$ 987
	Renewal	each		0.00	1.75	1.75	\$ 197	\$ 13	7%	\$ 197	100%	-	\$ -	\$ -	\$ -
5	<b>Cardrooms</b>														
	License and renewal	each		0.00	0.45	0.45	\$ 51	\$ 32	63%	\$ 51	100%	60	\$ 1,920	\$ 3,046	\$ 3,046
	Dealer/work permit	each		0.00	0.45	0.45	\$ 51	\$ 78	154%	\$ 51	100%	-	\$ -	\$ -	\$ -
	Department of Justice Fee	per permit	[1]					\$ 32		\$ 32					
	(City fingerprint fee)	each						See Fingerprint Fee #12		See Fingerprint Fee #12					
6	<b>Citation Sign-off for Agencies outside the City</b>	per citation		0.10	0.20	0.30	\$ 40	\$ 19	48%	\$ 40	100%	27	\$ 513	\$ 1,069	\$ 1,069
7	<b>Clearance Letter (for immigration or other clearance letter, Plus fingerprint fees)</b>	per letter		0.00	0.20	0.20	\$ 23	\$ 19	84%	\$ 23	100%	-	\$ -	\$ -	\$ -
8	<b>Crime Report/Traffic Report Copy</b>														
	Per page, Bulletin Entry	per page	[8]					\$ 0.15		\$ 0.15			\$ -	\$ -	\$ -
	Certified Copy of Reports	per letter		0.00	0.10	0.10	\$ 11	\$ -	0%	\$ 11	100%	-	\$ -	\$ -	\$ -
	Crime Analysis Reports	per report		0.00	1.00	1.00	\$ 113	\$ -	0%	\$ 113	100%	24	\$ -	\$ 2,708	\$ 2,708
	Traffic collision report (for other than victim)	per report	[8]					\$ 0.15		\$ 0.15			\$ -	\$ -	\$ -
9	<b>DUI</b>		[2]												
	Accident response and investigation	actual cost						\$ 12,000		\$ 12,000					
	Arrest and report	actual cost						\$ 1,000		\$ 1,000					

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours) - Total	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
				Patrol	Records											
				\$ 170	\$ 113											
10	<b>Concealed Weapons</b>		[4]													
	Permit	per permit	[3]	0.25	2.50	2.75	\$ 325	\$ 100	31%	\$ 325	100%	-	\$ -	\$ -	\$ -	\$ -
	Department of Justice Live Scan Fee	per permit						\$ 95		\$ 95						
	Renewal	per permit renewal	[9]	0.25	1.00	1.25	\$ 155	\$ 25	16%	\$ 25	16%	8	\$ 200	\$ 1,243	\$ 200	
	Department of Justice Fee - Payable to DOJ	per permit	[1]					\$ 52		\$ 52						
	Amended License	per amendment	[10]	0.25	0.50	0.75	\$ 99	\$ 10	10%	\$ 10	10%	-	\$ -	\$ -	\$ -	\$ -
	(City fingerprint fee)	each						See Fingerprint Fee #12		See Fingerprint Fee #12						
11	<b>DOJ, FBI and Fingerprint</b>		[4]													
	DOJ and FBI fee	per print	[1]					Per DOJ Fee Schedule		Per DOJ Fee Schedule						
	Fingerprint (City's rolling fee)	per request		0.00	0.25	0.25	\$ 28	\$ 20	71%	\$ 28	100%	433	\$ 8,660	\$ 12,214	\$ 12,214	
12	<b>Firearms Sales Permit</b>	per permit	[4]	0.00	0.25	0.25	\$ 28	\$ 34	121%	\$ 28	100%		\$ -	\$ -	\$ -	
	Department of Justice fee	per permit	[1]					\$ 32		\$ 32						
	(City fingerprint fee)	each						See Fingerprint Fee #12		See Fingerprint Fee #12						
13	<b>Palmistry License Fee</b>															
	New	per license		0.00	1.00	1.00	\$ 113	\$ 713	632%	\$ 113	100%	-	\$ -	\$ -	\$ -	\$ -
	Renewal	per renewal		0.00	1.00	1.00	\$ 113	\$ 454	402%	\$ 113	100%	-	\$ -	\$ -	\$ -	\$ -
14	<b>Police Photo (reproduction)</b>	per photo		0.00	0.50	0.50	\$ 56	\$ 54	96%	\$ 56	100%	-	\$ -	\$ -	\$ -	\$ -
	Plus traffic photo processing fee to insurance	per photo		0.00	0.50	0.50	\$ 56	\$ 34	60%	\$ 56	100%	-	\$ -	\$ -	\$ -	\$ -
	Photo CD's	per CD		0.00	0.50	0.50	\$ 56	\$ 50	89%	\$ 56	100%	60	\$ 3,000	\$ 3,385	\$ 3,385	
	Tape of Radio/Video Transmission, Digital or Hard copy Photographs	per tape		0.00	1.00	1.00	\$ 113	NEW	%	\$ 113	100%	-	\$ -	\$ -	\$ -	\$ -
15	<b>Police Special Services (for school and other semi-public special events)</b>	actual Costs						Actual Personnel Costs		Actual Personnel Costs						
16	<b>Repossession Release</b>	per vehicle						\$ 15		\$ 15						

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours) - Total	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
				Patrol	Records										
				\$ 170	\$ 113										
17	<b>Second-hand Dealer/Pawn Broker</b>		[4]												
	New or Renewal (Check payable to DOJ)	each	[7]												
	City Processing Fee	each		0.00	0.75	0.75	\$ 85	New	%	\$ 85	100%	-	\$ -	\$ -	\$ -
	DOJ Fee	each						\$ 300		\$ 300					
	Class B	each	[1]					\$ 32		\$ 32					
18	<b>Taxi Driver</b>														
	Permit	per permit		0.00	1.00	1.00	\$ 113	\$ 143	127%	\$ 113	100%	10	\$ 1,430	\$ 1,128	\$ 1,128
	Renewal	per renewal		0.00	0.45	0.45	\$ 51	\$ 104	205%	\$ 51	100%	-	\$ -	\$ -	\$ -
	Background investigation	each		0.00	1.00	1.00	\$ 113	\$ 13	12%	\$ 113	100%	-	\$ -	\$ -	\$ -
	(City fingerprint fee)	each						See Fingerprint Fee #12		See Fingerprint Fee #12					
19	<b>Tow Truck Driver/Attendant</b>														
	Permit	per permit		0.00	0.45	0.45	\$ 51	\$ 78	154%	\$ 51	100%	30	\$ 2,340	\$ 1,523	\$ 1,523
	Renewal	Per renewal		0.00	0.30	0.30	\$ 34	\$ 39	115%	\$ 34	100%	-	\$ -	\$ -	\$ -
20	<b>Vehicle Release</b>	per vehicle		0.50	0.55	1.05	\$ 147	\$ 140	95%	\$ 147	100%	900	\$ 126,000	\$ 132,419	\$ 132,419
21	<b>VIN Verification</b>	per request		1.00	1.00	2.00	\$ 283	\$ 26	9%	\$ 283	100%	-	\$ -	\$ -	\$ -
22	<b>Storage of Firearms</b>		[6]												
	Intake/Processing Fee	per firearm		0.00	1.50	1.50	\$ 169	\$ 66	39%	\$ 169	100%	-	\$ -	\$ -	\$ -
	Storage of Firearm (per domestic violence protective order)	per day						\$ 2		\$ 2					
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.														
	Patrol	per hour		1.00	0.00	1.00	\$ 170	NEW	%	\$ 170	100%	-	\$ -	\$ -	\$ -
	Records	per hour		0.00	1.00	1.00	\$ 113	NEW	%	\$ 113	100%	-	\$ -	\$ -	\$ -
<b>TOTAL</b>												188,588	198,084	197,041	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis						
				Estimated Average Labor Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours) - Total	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee		
				Patrol	Records												
				\$ 170	\$ 113												

**Notes**

- [1] Fee set by Department of Justice
- [2] Actual cost of personnel, up to maximum of \$12,000 for Accident Response and Investigation and up to \$1,000 for Arrest and Report
- [3] 20% of fee due at application; 80% at renewal
- [4] Not subject to CPI Adjustment
- [5] Per TMC 3.40.150
- [6] Per TMC 3.52.30
- [7] Applicable DOJ fee applies
- [8] Fee set by California Public Records Act 6253(B) and 20012 California Vehicle Code
- [9] Set by State Law 26190 (c)
- [10] Set by State Law 26190 (e)

## ***APPENDIX A.8***

---

### ***Cost of Service Analysis – Animal Services Unit***

Police Department (Animal Services Unit) - Citywide User Fee Study FY 2021

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
1	Animal Services		[6]											
	Animal adoption, Plus veterinary services	per animal		0.75	\$ 135	\$ 101	\$ 6	6%	\$ 6	6%	467	\$ 2,802	\$ 47,286	\$ 2,802
2	Animal bite	per call	[2]	0.50	\$ 135	\$ 68	\$ 39	58%	\$ 68	100%	74	\$ 2,886	\$ 4,995	\$ 4,995
3	Board and care (daily)													
	For impounded dogs	per dog		0.42	\$ 135	\$ 56	\$ 19	34%	\$ 56	100%	631	\$ 11,989	\$ 35,495	\$ 35,495
	For impounded cats	per cat		0.42	\$ 135	\$ 56	\$ 16	28%	\$ 56	100%	724	\$ 11,584	\$ 40,727	\$ 40,727
3	Cat carrier	per carrier	[5]	n/a	\$ 135	\$ -	\$ 6	%	Actual Cost of Carrier	%		\$ -	\$ -	\$ -
4	Cat neuter	per cat	[3]	n/a	\$ 135	\$ -	\$ 65	%	Actual Cost of vet services	%		\$ -	\$ -	\$ -
5	Cat spay	per cat	[3]	n/a	\$ 135	\$ -	\$ 117	%	Actual Cost of vet services	%		\$ -	\$ -	\$ -
6	Collar identification	per animal	[3]	n/a	\$ 135	\$ -	\$ 3	%	Actual cost of collar	%		\$ -	\$ -	\$ -
7	Dog neuter	per dog	[3]	n/a	\$ 135	\$ -	\$ 130	%	Actual Cost of vet services	%		\$ -	\$ -	\$ -
8	Dog spay	per dog	[3]	n/a	\$ 135	\$ -	\$ 194	%	Actual Cost of vet services	%		\$ -	\$ -	\$ -
9	Impound													
	First	per animal		0.67	\$ 135	\$ 90	\$ 26	29%	\$ 30	33%	103	\$ 2,678	\$ 9,270	\$ 3,090
	Second	per animal		0.67	\$ 135	\$ 90	\$ 39	43%	\$ 45	50%	10	\$ 390	\$ 900	\$ 450
	Third and above	per animal		0.67	\$ 135	\$ 90	\$ 52	58%	\$ 60	67%	10	\$ 520	\$ 900	\$ 600
10	Impound, additional State fee for unaltered, at large, animals:		[4]											
	First	per animal		n/a	\$ 135	\$ -	\$ 35	%		%		\$ -	\$ -	\$ -
	Second	per animal		n/a	\$ 135	\$ -	\$ 50	%	As set by State	%		\$ -	\$ -	\$ -
	Third	per animal		n/a	\$ 135	\$ -	\$ 100	%		%		\$ -	\$ -	\$ -



Police Department (Animal Services Unit) - Citywide User Fee Study FY 2021

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
11	License Fee													
	Unaltered dogs	per dog, per year		0.25	\$ 135	\$ 34	\$ 65	193%	\$ 34	100%	292	\$ 18,980	\$ 9,855	\$ 9,855
	Altered dogs	per dog, per year		0.25	\$ 135	\$ 34	\$ 13	39%	\$ 34	100%	1,109	\$ 14,417	\$ 37,431	\$ 37,431
	Replacement for lost	per license		0.25	\$ 135	\$ 34	\$ 6	18%	\$ 34	100%	3	\$ 18	\$ 101	\$ 101
	Late Fee	each	[7]	n/a	\$ 135	\$ -	\$ 22	%	\$ 22	%		\$ -	\$ -	\$ -
12	Low cost spay/neuter voucher	per animal		0.33	\$ 135	\$ 45	\$ 26	58%	\$ 45	100%	28	\$ 728	\$ 1,260	\$ 1,260
13	Multiple pet permit application													
	Application	each		3.00	\$ 135	\$ 405	\$ 32	8%	\$ 405	100%	6	\$ 192	\$ 2,430	\$ 2,430
	Permit	each		0.22	\$ 135	\$ 30	\$ -	0%	\$ 30	100%	6	\$ -	\$ 178	\$ 178
14	Owner surrender		[2]											
	Live animal	per animal		0.25	\$ 135	\$ 34	\$ 58	172%	\$ 34	100%	106	\$ 6,148	\$ 3,578	\$ 3,578
	Deceased animal (not at shelter)	per animal		0.50	\$ 135	\$ 68	\$ 26	39%	\$ 68	100%	-	\$ -	\$ -	\$ -
15	Rabies vaccination voucher	per animal	[3]	0.17	\$ 135	\$ 23	\$ 21	93%	\$ 21	93%	308	\$ 6,468	\$ 6,930	\$ 6,468
16	Vaccination	per animal		n/a	\$ 135	\$ -	\$ 6	%	Actual cost of vaccination	%		\$ -	\$ -	\$ -
17	Veterinary costs	Actual Cost		n/a	\$ 135	\$ -	Actual Cost	%	Actual Cost	%		\$ -	\$ -	\$ -
18	SNR Trap Rental	each	[8]	0.50	\$ 135	\$ 68	NEW	%	\$ 60	89%	-	\$ -	\$ -	\$ -
19	SNR Fee	each		1.50	\$ 135	\$ 203	NEW	%	\$ 20	10%	-	\$ -	\$ -	\$ -
20	Breeder Certificate	each		3.00	\$ 135	\$ 405	NEW	%	\$ 100	25%	-	\$ -	\$ -	\$ -
21	Dangerous Dog Permit	each		3.00	\$ 135	\$ 405	NEW	%	\$ 100	25%	-	\$ -	\$ -	\$ -
											\$ 79,800	\$ 201,338	\$ 149,461	

Notes

\* Not subject to CPI Adjustment

[1] Source: "City\_of\_Tracy\_Approved\_Master\_Fee\_Schedule\_FY\_20\_21.pdf", taken from City of Tracy public website

[2] Board and Care fees apply in addition to this fee.

[3] Veterinary costs charged separately.

[4] Fee set by State per F&A 30804.7

[5] Cost of carrier charged separately.

[6] Additional State/other fees may apply

[7] Fee set by Reso # 2009-178 and TMC 5.08.130(c).

[8] Refundable as long as trap is returned to City on the agreed upon date.



## ***APPENDIX A.9***

---

### ***Cost of Service Analysis – Public Works Department***

Public Works Department - User Fee Study FY 2021

Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Name	Fee Unit / Type	Activity Service Cost Analysis			Cost Recovery Analysis			
			Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %
1	Banner Installation and Removal								
	New Location	per bracket	2.50	\$ 173	\$ 433	\$ 259	60%	\$ 216	50%
	Existing Banner Site	each	2.00	\$ 173	\$ 346	New	%	\$ 173	50%
2	Tree Removal Permits	actual cost	n/a	n/a	n/a	New	%	actual cost	%
3	Tree Pruning/Maintenance Permit	per permit	4.00	\$ 142	\$ 567	New	%	\$ 567	100%
4	Tree Maintenance Inspection	per inspection	3.00	\$ 142	\$ 426	New	%	\$ 426	100%
5	Special Events (support to Parks)	per event	6.50	\$ 123	\$ 796	New	%	\$ 796	100%
6	Utilities Turn on/off	per trip	3.00	\$ 128	\$ 385	New	%	See Utilities Fee Schedule	%
7	Shopping Cart Retrieval	per retrieval	1.50	\$ 173	\$ 260	New	%	\$ -	0%
8	Sidewalk Maintenance	actual cost	n/a	n/a	n/a	New	%	actual cost	%
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.	per hour	1.00	\$ 117	\$ 117	NEW	%	\$ 117	100%

## ***APPENDIX A.10***

---

### ***Cost of Service Analysis – Utilities Department***

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
	<b>NPDES MS4 PERMIT AND WATER EFFICIENCY REVIEW</b>														
1	Tentative Subdivision Map/Vesting Tentative/Specific Plan														
	Plan Review	each		1.30	\$ 128	\$ 167	New	%	\$ 167	100%	10	\$ -	\$ 1,669	\$ 1,669	
2	Single Family														
	Plan Review	per building		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	10	\$ -	\$ 385	\$ 385	
	Permit	per building		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	10	\$ -	\$ 385	\$ 385	
3	Multiple Family Dwellings, Trailer Courts, Guest Dwellings, or Condominiums														
	Plan Review	per building		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	10	\$ -	\$ 385	\$ 385	
	Permit	per building		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	10	\$ -	\$ 385	\$ 385	
4	School Buildings or Churches														
	Plan Review	per building		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	2	\$ -	\$ 77	\$ 77	
	Permit	per building		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	2	\$ -	\$ 77	\$ 77	
5	Commercial Installations														
	Plan Review	per building		0.45	\$ 128	\$ 58	New	%	\$ 58	100%	20	\$ -	\$ 1,155	\$ 1,155	
	Permit	per building		0.45	\$ 128	\$ 58	New	%	\$ 58	100%	20	\$ -	\$ 1,155	\$ 1,155	
6	Industrial Installations														
	Plan Review	per building		0.45	\$ 128	\$ 58	New	%	\$ 58	100%	5	\$ -	\$ 289	\$ 289	
	Permit	per building		0.45	\$ 128	\$ 58	New	%	\$ 58	100%	5	\$ -	\$ 289	\$ 289	
7	Post-Construction Standards Maintenance Agreement														
	Plan Review, Submittal and Recording	per agreement		2.00	\$ 128	\$ 257	New	%	\$ 257	100%	15	\$ -	\$ 3,851	\$ 3,851	
8	Project Stormwater Plan and Operations Maintenance Plan														
	Plan Review	per plan		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	30	\$ -	\$ 1,155	\$ 1,155	
9	Erosion and Sediment Control Plan (Small Projects)														
	Plan Review	per plan		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	10	\$ -	\$ 385	\$ 385	
10	WELO Landscape Document Package Review														
	Prescriptive Approach (aggregate under 2,500 sq.ft.)	per package		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	10	\$ -	\$ 385	\$ 385	
	Performance Approach (>2,500 sq. ft.)	per package		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	40	\$ -	\$ 5,134	\$ 5,134	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
11	Trash Enclosure														
	Plan Review	per building		0.15	\$ 128	\$ 19	New	%	\$ 19	100%	3	\$ -	\$ 58	\$ 58	
	Permit	per building		0.15	\$ 128	\$ 19	New	%	\$ 19	100%	3	\$ -	\$ 58	\$ 58	
12	Business License Fee														
	Application Review	per application		0.25	\$ 128	\$ 32	New	%	\$ 32	100%	24	\$ -	\$ 770	\$ 770	
	Compliance Inspection	per application		0.50	\$ 128	\$ 64	New	%	\$ 64	100%	24	\$ -	\$ 1,540	\$ 1,540	
	<b>STORMWATER POST-CONSTRUCTION STANDARDS REVIEW</b>														
13	CONSTRUCTION AND/OR BUILDING INSPECTION AND FINAL														
	Inspection of Const. sites with grading permits that disturb 2,500 - 5,000 Sq. ft.	per inspection		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	10	\$ -	\$ 1,284	\$ 1,284	
	Inspection of Const. sites with grading permits that disturb 5,000 Sq.ft or more	per inspection		1.30	\$ 128	\$ 167	New	%	\$ 167	100%	100	\$ -	\$ 16,687	\$ 16,687	
	<b>WATER EFFICIENT LANDSCAPE ORDINANCE (WELO) REVIEW</b>														
14	WELO INSTALLATION INSPECTION AND FINAL														
	Inspection of New and Redevelopment Projects with 250 Sq. ft to 2,499 Sq. ft. of new or rehabilitated landscape	per inspection		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	10	\$ -	\$ 385	\$ 385	
	Inspection of New and Redevelopment Projects with more than 2500 Sq. ft. or more of new or rehabilitated landscape	per inspection		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	100	\$ -	\$ 12,836	\$ 12,836	
	<b>STORMWATER POST-CONSTRUCTION TREATMENT ANNUAL MAINTENANCE INSPECTION</b>														
15	Residential	per inspection		1.30	\$ 128	\$ 167	New	%	\$ 167	100%	75	\$ -	\$ 12,515	\$ 12,515	
16	Commercial / Industrial	per inspection		1.30	\$ 128	\$ 167	New	%	\$ 167	100%	25	\$ -	\$ 4,172	\$ 4,172	
	<b>CONSTRUCTION GENERAL PERMIT - SWPPP or ESCP</b>														
17	Plan Review	per plan		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	100	\$ -	\$ 12,836	\$ 12,836	
18	Compliance Inspection (2x per month)														
	< 1 acre	per inspection		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	75	\$ -	\$ 9,627	\$ 9,627	
	> 1 acre	per inspection		1.30	\$ 128	\$ 167	New	%	\$ 167	100%	25	\$ -	\$ 4,172	\$ 4,172	

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
19	Notice of Termination													
	< 1 acre	per inspection		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	75	\$ -	\$ 9,627	\$ 9,627
	> 1 acre	per inspection		1.30	\$ 128	\$ 167	New	%	\$ 167	100%	25	\$ -	\$ 4,172	\$ 4,172
20	Dewatering Report Review	per sampling		0.45	\$ 128	\$ 58	New	%	\$ 58	100%	10	\$ -	\$ 578	\$ 578
	<b>CONSTRUCTION WATER - METERING</b>													
21	Application Review	per application		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	80	\$ -	\$ 3,081	\$ 3,081
22	Meter Deposit	per meter					actual replacement cost	%	actual replacement cost	%	-	\$ -	\$ -	\$ -
23	Permit													
	Metered	per project		0.50	\$ 128	\$ 64	\$ 12	19%	\$ 64	100%	70	\$ -	\$ 4,493	\$ 4,493
	Load Count	per project		0.75	\$ 128	\$ 96	\$ 12	12%	\$ 96	100%	10	\$ -	\$ 963	\$ 963
24	Meter Rental - daily	per meter		n/a	\$ 128	n/a	\$ 25	%	\$ 25	%	-	\$ -	\$ -	\$ -
25	Unpermitted use of fire hydrant for construction water		[2]											
	1st violation	per violation		n/a	n/a	n/a	\$ 50	%	n/a	%	-	\$ -	\$ -	\$ -
	2nd violation	per violation		n/a	n/a	n/a	\$ 100	%	n/a	%	-	\$ -	\$ -	\$ -
	3rd and more	per violation		n/a	n/a	n/a	\$ 500	%	n/a	%	-	\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>PRE-TREATMENT PROGRAM</b>														
26	Industrial Installation													
	Those Industries that discharge wastewater greater than 25,000 gallons per day or fall under 40 CFR													
	Plan Review	per building		0.45	\$ 128	\$ 58	New	%	\$ 58	100%	1	\$ -	\$ 58	\$ 58
27	Miscellaneous Installations such food service establishments and dental offices													
	Plan Review	per building		0.30	\$ 128	\$ 39	New	%	\$ 39	100%	13	\$ -	\$ 501	\$ 501
<b>DISCHARGE PERMIT</b>														
28	Discharge Permit--Initial Permit Fee													
	Class I Permit (SIU)	first year		18.75	\$ 128	\$ 2,407	New	%	\$ 2,407	100%	1	\$ -	\$ 2,407	\$ 2,407
	Class II Permit (NSIU/NSCIU/Zero-discharge categorical)--Three (3) year permit	first year		5.98	\$ 128	\$ 768	New	%	\$ 768	100%	1	\$ -	\$ 768	\$ 768
	Class III Permit (Temporary Discharge Permit)	first permit cycle		9.00	\$ 128	\$ 1,155	New	%	\$ 1,155	100%	2	\$ -	\$ 2,310	\$ 2,310
	Class IV Permit (Hauled Liquid Waste)--Five (5) year permit	first year		6.00	\$ 128	\$ 770	New	%	\$ 770	100%	2	\$ -	\$ 1,540	\$ 1,540
29	Discharge Permit--Annual Permit Fee		[3]											
	Class I Permit (SIU)	annually		14.25	\$ 128	\$ 1,829	New	%	\$ 1,829	100%	4	\$ -	\$ 7,316	\$ 7,316
	Class II Permit (NSIU/NSCIU/Zero-discharge categorical)	annually		3.13	\$ 128	\$ 402	New	%	\$ 402	100%	3	\$ -	\$ 1,205	\$ 1,205
	Class III Permit (Temporary Discharge Permit)	annually		5.00	\$ 128	\$ 642	New	%	\$ 642	100%	2	\$ -	\$ 1,284	\$ 1,284
	Class IV Permit (Hauled Liquid Waste)	annually		4.13	\$ 128	\$ 530	New	%	\$ 530	100%	13	\$ -	\$ 6,892	\$ 6,892
30	Re-inspection/sampling/non-compliance inspection	per inspection		2.25	\$ 128	\$ 289	New	%	\$ 289	100%	4	\$ -	\$ 1,155	\$ 1,155
31	Laboratory analysis cost and rental equipment charges	per analysis		n/a	\$ 128	\$ -	New	%	Actual Cost	%	10	\$ -	\$ -	\$ -
<b>ENVIRONMENTAL COMPLIANCE</b>														
32	Food Service Establishment/FOG Annual Inspection/ Annual Permit Fee													
	Small Generator(PLACEHOLDER)	annually	[1]	1.25	\$ 128	\$ 160	New	%	\$ 160	100%	100	\$ -	\$ 16,045	\$ 16,045
	Medium Generator (PLACEHOLDER)	annually	[1]	1.60	\$ 128	\$ 205	New	%	\$ 205	100%	106	\$ -	\$ 21,769	\$ 21,769
	Large Generator (PLACEHOLDER)	annually	[1]	2.25	\$ 128	\$ 289	New	%	\$ 289	100%	100	\$ -	\$ 28,881	\$ 28,881
33	Re-inspection/sampling/non-compliance inspection	per inspection		1.50	\$ 128	\$ 193	New	%	\$ 193	100%	20	\$ -	\$ 3,851	\$ 3,851
34	Dental Facility One-Time Compliance Report Fee	per report	[2]	0.50	\$ 128	\$ 64	New	%	\$ 64	100%	4	\$ -	\$ 257	\$ 257



Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>NEW WATER MAIN TESTING</b>														
35	Sampling by City Staff - per site (Charges begin following initial sampling and one(1) resampling event)	per sample		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	-	\$ -	\$ -	\$ -
36	Laboratory analysis cost and rental equipment charges	per sample		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	500	\$ -	\$ 64,179	\$ 64,179
37	Backflow Device Testing	per device		3.00	\$ 128	\$ 385	New	%	\$ 385	100%	200	\$ -	\$ 77,015	\$ 77,015
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. 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.	per hour		1.00	\$ 128	\$ 128	New	%	\$ 128	100%	-	\$ -	\$ -	\$ -
												-	354,442	354,442

**Notes**  
 [1] Placeholder for generator size classification  
 [2] Penalties. NBS did not evaluate.

## ***APPENDIX B.1***

---

### ***Comparative Fee Survey – City Clerk’s Office***

City of Tracy					Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Notes	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
1	Administrative Processing - Medical Leave Bank			NEW	No comparison	\$ 27.57	No comparison	No comparison	No comparison
2	Annual Subscriptions (City Council, Planning Commission)		[5]						
	Agendas (per month)	per month		\$ 41	\$400/ annually paper copy No charge for annual email copy	No comparison	Available Online	Available Online	\$46/ annually
	Disc/ Agenda			\$ 2	No Charge - Email	\$ 5.75	Available Online	Available Online	\$ 30
	Minutes	per page		\$ 0.15		No comparison	Available Online	Available Online	\$ 30
3	Appeals								
	to City Council	each	[2]	\$ 177	No comparison	\$ 454	No comparison	\$ 1,457	\$ 368
	to City Manager	each	[3]	\$ 177					
	by Impartial Hearing Officer	each	[4]	Shared equally by parties					
4	Document Certification (per document)	document		\$ 18	\$ 24	\$ 6	No comparison	No comparison	No comparison
5	Photocopies								
	Paper Copy*	per page	[5]	\$ 0.15	0.28 pages 1-20/ \$0.10 each add'l	\$ 0.10	No comparison	No comparison	\$0.35 first copy/ \$0.10 each add'l
	Oversized Copy	per page		At cost	\$ 3.28	\$ 14			No comparison
	Maps*	per page		At cost	\$ 18.56	\$ 14			\$ 9
6	Duplicating Recording of Public Meeting								
	Video or Audio	each		\$ 5	\$ 10.92	\$ 6	No comparison	No comparison	No comparison
	DVD of Council Meeting	each		\$ 5	\$ 12.01	\$ 6			
7	Lobbyist								
	Registration	each	[6]	\$ 72	No comparison	No comparison	No comparison	No comparison	No comparison
	Registration	each	[7]	\$ 36					
8	Notary Fee		[9]	\$ 10	\$ 10	\$ 11	No comparison	No comparison	No comparison

## ***APPENDIX B.2***

---

### ***Comparative Fee Survey – Building Safety Division***

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
<b>SCHEDULE II: BUILDING AND SAFETY DEPARTMENT: DEPOSITS AND FEES</b>								
<b>I</b>	<b>BUILDING PERMIT FEES</b>							
<b>1</b>	<b>Building Plan Check/Inspection - Residential</b>							
	\$	500 base fee @ \$500	\$ 24	valuation per square foot (IBC class) - no comparison	\$ 107	valuation per 100 square foot (IBC class) - no comparison	\$ 560	\$2,010 - small res units (permit) \$2,946 - up to 5,000 sq.ft. (permit) \$2,946 - 5,000 s.f.t or greater (deposit)
		each additional \$100 or fraction thereof	\$ 3.05		\$108 - \$153		0.47% of valuation	
	\$	2,000 base fee @ \$2,000	\$ 69	valuation per square foot (IBC class) - no comparison	\$ 209	valuation per 100 square foot (IBC class) - no comparison	\$ 9	
		each additional \$1000 or fraction thereof	\$ 14.00		\$254 - \$675		0.47% of valuation	
	\$	25,000 base fee @ 25,000	\$ 392	valuation per square foot (IBC class) - no comparison	\$ 687	valuation per 100 square foot (IBC class) - no comparison	\$ 118	
		each additional \$1000 or fraction thereof	\$ 10.10		\$700 - \$1,000		0.47% of valuation	
	\$	50,000 base fee @ \$50,000	\$ 644	valuation per square foot (IBC class) - no comparison	\$ 1,011	valuation per 100 square foot (IBC class) - no comparison	\$ 235	
		each additional \$1000 or fraction thereof	\$ 7.00		\$1,022 - \$1,531		0.47% of valuation	
	\$	100,000 base fee @ \$100,000	\$ 994	valuation per square foot (IBC class) - no comparison	\$ 1,757	valuation per 100 square foot (IBC class) - no comparison	\$ 470	
		each additional \$1000 or fraction thereof	\$ 5.60		valuation x \$0.006787 for each dollar over \$100k + \$1,078		0.47% of valuation	
	\$	500,000 base fee @ 500,000	\$ 3,234	valuation per square foot (IBC class) - no comparison	valuation x \$0.006787 for each dollar over \$100k + \$1,078	valuation per 100 square foot (IBC class) - no comparison	\$ 2,350	
		each additional \$1000 or fraction thereof	\$ 4.75		valuation x \$0.006787 for each dollar over \$100k + \$1,078		0.47% of valuation	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
<b>2</b>	<b>Building Plan Check - Residential</b>							
	Up to \$500	base fee @ \$500	\$ 18	valuation per square foot (IBC class) - no comparison	\$ 32	valuation per 100 square foot (IBC class) - no comparison	\$ 476	\$2,010 - small res units (permit) \$2,946 - up to 5,000 sq.ft. (permit) \$2,946 - 5,000 s.f.t or greater (deposit)
	each additional \$ or fraction thereof	each add'l \$100	\$ 2.29		\$32 - \$45		85% of permit fee	
	\$ 2,000	base fee @ \$2,000	\$ 52	valuation per square foot (IBC class) - no comparison	\$ 62	valuation per 100 square foot (IBC class) - no comparison	\$ 8	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 10.50		\$62 - \$200		85% of permit fee	
	\$ 25,000	base fee @ 25,000	\$ 294	valuation per square foot (IBC class) - no comparison	\$ 203	valuation per 100 square foot (IBC class) - no comparison	\$ 100	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 7.58		\$203 - \$296		85% of permit fee	
	\$ 50,000	base fee @ \$50,000	\$ 483	valuation per square foot (IBC class) - no comparison	\$ 299	valuation per 100 square foot (IBC class) - no comparison	\$ 200	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 5.25		\$299 - \$453		85% of permit fee	
	\$ 100,000	base fee @ \$100,000	\$ 745	valuation per square foot (IBC class) - no comparison	\$ 738	valuation per 100 square foot (IBC class) - no comparison	\$ 400	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 4.20		42% of building permit fee		85% of permit fee	
	\$ 500,000	base fee @ 1,000,000	\$ 2,425	valuation per square foot (IBC class) - no comparison	\$ 1,878	valuation per 100 square foot (IBC class) - no comparison	\$ 1,998	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.56		42% of building permit fee		85% of permit fee	
<b>3</b>	Building Plan Check for Identical Building / Repeat Tract House	flat	\$ -	no comparison	no comparison	no comparison	\$ 305	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
4	Building Permit/Inspection - Commercial/Multi-							
	Up to \$500	base fee @ \$500	\$ 24	valuation per square foot (IBC class) - no comparison	\$ 104	valuation per 100 square foot (IBC class) - no comparison	\$ 2	deposits \$4,776 - new building without shell \$15,256 - new building with Interior Improvements \$4,791 - Apartment or Condo \$28,501 - Hotel
	each additional \$100 or fraction thereof	each add'l \$100	\$ 3.05		\$104 - \$181		0.47% of valuation	
	\$ 2,000	base fee @ \$2,000	\$ 69	valuation per square foot (IBC class) - no comparison	\$ 252	valuation per 100 square foot (IBC class) - no comparison	\$ 9	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 14.00		\$252 - \$848		0.47% of valuation	
	\$ 25,000	base fee @ 25,000	\$ 392	valuation per square foot (IBC class) - no comparison	\$ 864	valuation per 100 square foot (IBC class) - no comparison	\$ 118	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 10.10		\$864 - \$1,265		0.47% of valuation	
	\$ 50,000	base fee @ \$50,000	\$ 644	valuation per square foot (IBC class) - no comparison	\$ 1,279	valuation per 100 square foot (IBC class) - no comparison	\$ 235	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 7.00		\$1,279 - \$1,944		0.47% of valuation	
	\$ 100,000	base fee @ \$100,000	\$ 994	valuation per square foot (IBC class) - no comparison	\$ 1,757	valuation per 100 square foot (IBC class) - no comparison	\$ 470	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 5.60		valuation x \$0.006787 for each dollar over \$100k + \$1,078		0.47% of valuation	
	\$ 500,000	base fee @ 500,000	\$ 3,234	valuation per square foot (IBC class) - no comparison	\$ 4,472	valuation per 100 square foot (IBC class) - no comparison	\$ 2,350	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 4.75		valuation x \$0.006787 for each dollar over \$100k + \$1,078		0.47% of valuation	
	\$ 1,000,000	base fee @ 1,000,000	\$ 5,609	valuation per square foot (IBC class) - no comparison	\$ 7,865	valuation per 100 square foot (IBC class) - no comparison	\$ 4,700	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.65		valuation x \$0.006787 for each dollar over \$100k + \$1,078		0.47% of valuation	
	\$ 5,000,000	base fee @ 5,000,000	\$ 20,209	valuation per square foot (IBC class) - no comparison	\$ 46,425	valuation per 100 square foot (IBC class) - no comparison	\$ 23,500	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.65		valuation x \$0.005133 for each dollar over \$100k + \$20,760		0.47% of valuation	
	\$ 10,000,000	base fee @ 10,000,000	\$ 38,459	valuation per square foot (IBC class) - no comparison	\$ 76,290	valuation per 100 square foot (IBC class) - no comparison	\$ 47,000	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.65		valuation x \$0.005133 for each dollar over \$100k + \$20,760		0.47% of valuation	
	\$ 50,000,000	base fee @ 50,000,000	\$ 184,459	valuation per square foot (IBC class) - no comparison	\$ 298,410	valuation per 100 square foot (IBC class) - no comparison	\$ 235,000	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.65		valuation x \$0.005133 for each dollar over \$100k + \$20,760		0.47% of valuation	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
5	<b>Building Plan Check - Commercial/Multi-family/Industrial</b>							
	Up to \$500	base fee @ \$500	\$ 18	valuation per square foot (IBC class) - no comparison	\$ 29	valuation per 100 square foot (IBC class) - no comparison	\$ 2	deposits \$4,776 - new building without shell \$15,256 - new building with Interior Improvements \$4,791 - Apartment or Condo \$28,501 - Hotel
	each additional \$ or fraction thereof	each add'l \$100	\$ 2.29		\$29 - \$73		85% of permit fee	
	\$ 2,000	base fee @ \$2,000	\$ 52	valuation per square foot (IBC class) - no comparison	\$ 105	valuation per 100 square foot (IBC class) - no comparison	\$ 8	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 10.50		\$105 - 373		85% of permit fee	
	\$ 25,000	base fee @ \$25,000	\$ 294	valuation per square foot (IBC class) - no comparison	\$ 380	valuation per 100 square foot (IBC class) - no comparison	\$ 100	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 7.58		\$380 - \$561		85% of permit fee	
	\$ 50,000	base fee @ \$50,000	\$ 483	valuation per square foot (IBC class) - no comparison	\$ 712	valuation per 100 square foot (IBC class) - no comparison	\$ 200	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 5.25		\$712 - 866		85% of permit fee	
	\$ 100,000	base fee @ \$100,000	\$ 745	valuation per square foot (IBC class) - no comparison	\$ 1,421	valuation per 100 square foot (IBC class) - no comparison	\$ 400	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 4.20		valuation x \$0.005553 for each dollar over \$100k + \$866		85% of permit fee	
	\$ 500,000	base fee @ \$500,000	\$ 2,425	valuation per square foot (IBC class) - no comparison	\$ 3,643	valuation per 100 square foot (IBC class) - no comparison	\$ 1,998	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.56		valuation x \$0.005553 for each dollar over \$100k + \$866		85% of permit fee	
	\$ 1,000,000	base fee @ \$1,000,000	\$ 4,207	valuation per square foot (IBC class) - no comparison	\$ 6,419	valuation per 100 square foot (IBC class) - no comparison	\$ 3,995	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 2.74		valuation x \$0.005553 for each dollar over \$100k + \$866		85% of permit fee	
	\$ 5,000,000	base fee @ \$5,000,000	\$ 15,157	valuation per square foot (IBC class) - no comparison	\$ 21,866	valuation per 100 square foot (IBC class) - no comparison	\$ 19,975	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 2.74		valuation x \$0.004200 for each dollar over \$3m+ \$16,970		85% of permit fee	
	\$ 10,000,000	base fee @ \$10,000,000	\$ 28,844	valuation per square foot (IBC class) - no comparison	\$ 42,866	valuation per 100 square foot (IBC class) - no comparison	\$ 39,950	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 2.74		valuation x \$0.004200 for each dollar over \$3m+ \$16,970		85% of permit fee	
	\$ 50,000,000	base fee @ \$50,000,000	\$ 138,344	valuation per square foot (IBC class) - no comparison	\$ 210,866	valuation per 100 square foot (IBC class) - no comparison	\$ 199,750	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 2.74		valuation x \$0.004200 for each dollar over \$3m+ \$16,970		85% of permit fee	



City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
6	Building Permit/Inspection - TI							
	Up to \$500	base fee @ \$500	\$ 24	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 2	\$1,646 - 500 to 3,000 sq.ft. (permit) \$2,004 - x> 3,000 sq.ft. (deposit) \$1,102 - minor impr. and remodels (permit) \$541 - accessory bldgs less > 500 sq.ft. (permit) \$1,067 - garage up to 720 sq. ft. and no occ (permit) \$462 - Re-roofing (permit)
	each additional \$100 or fraction thereof	each add'l \$100	\$ 3.05				0.47% of valuation	
	\$ 2,000	base fee @ \$2,000	\$ 69	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 9	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 14.00				0.47% of valuation	
	\$ 25,000	base fee @ 25,000	\$ 392	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 118	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 10.10				0.47% of valuation	
	\$ 50,000	base fee @ \$50,000	\$ 644	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 235	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 7.00				0.47% of valuation	
	\$ 100,000	base fee @ \$100,000	\$ 994	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 470	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 5.60				0.47% of valuation	
	\$ 500,000	base fee @ 500,000	\$ 3,234	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 2,350	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 4.75				0.47% of valuation	
	\$ 1,000,000	base fee @ 1,000,000	\$ 5,609	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 4,700	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.65				0.47% of valuation	
	\$ 5,000,000	base fee @ 5,000,000	\$ 20,209	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 23,500	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.65				0.47% of valuation	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
<b>7</b>	<b>Building Plan Check - TI</b>							
	Up to \$500	base fee @ \$500	\$ 18	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 2	\$1,646 - 500 to 3,000 sq.ft. (permit) \$2,004 - x> 3,000 sq.ft. (deposit) \$1,102 - minor impr. and remodels (permit) \$541 - accessory bldgs less > 500 sq.ft. (permit) \$1,067 - garage up to 720 sq. ft. and no occ (permit) \$462 - Re-roofing (permit)
	each additional \$ or fraction thereof	each add'l \$100	\$ 2.29				85% of permit fee	
	\$ 2,000	base fee @ \$2,000	\$ 52	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 8	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 10.50				85% of permit fee	
	\$ 25,000	base fee @ 25,000	\$ 294	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 100	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 7.58				85% of permit fee	
	\$ 50,000	base fee @ \$50,000	\$ 483	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 200	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 5.25				85% of permit fee	
	\$ 100,000	base fee @ \$100,000	\$ 745	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 400	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 4.20				85% of permit fee	
	\$ 1,000,000	base fee @ 500,000	\$ 2,425	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 1,998	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 3.56				85% of permit fee	
	\$ 1,000,000	base fee @ 1,000,000	\$ 4,207	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 3,995	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 2.74				85% of permit fee	
	\$ 5,000,000	base fee @ 5,000,000	\$ 15,157	\$17.50/sq.f.t or contract price	no comparison	valuation per 100 square foot (IBC class) - no comparison	\$ 19,975	
	each additional \$1000 or fraction thereof	each add'l \$1,000	\$ 2.74				85% of permit fee	
<b>II</b>	<b>MISCELLANEOUS MINOR PERMITS</b>							
<b>8</b>	<b>Demolition</b>							
	Residential	each	\$ 150	\$216.64/hour	\$ 298	no comparison	\$ 50 - \$110	\$ 69
	Commercial	each	\$ 136				\$ 298	
<b>9</b>	<b>Fire Sprinkler - Residential</b>							
	Plan Check	each	\$ 248	\$ 538	no comparison	no comparison	no comparison	\$ 171
	Permit/Inspection	each	\$ 381				\$ 523	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
10	Patio Covers							
	Residential	each	\$ 491					\$ 411
	Commercial	each	\$ 6,223			no comparison	\$165 - \$357	\$ 1,102
11	Pools							
	OTC	each	\$ 374	\$979.27 + \$500 deposit	val based - private \$250 for \$1 - \$1,000 \$350 + 0.124x val \$1,001 - \$10,001 \$550 + 0.0062x over \$10,001	\$271 - \$361	\$246 - \$576	\$ 454
	Special	each	\$ 1,348		val based - public \$300 for \$1 to \$1,000 \$400 + 0.124x val \$1,001 - \$10,000 \$600 + 0.0062x val over \$10,001			
12	Post Fire Pre-permit Inspection							
	Residential	each	\$ 659	no comparison	\$ 93	no comparison	no comparison	no comparison
	Commercial	each	\$ 2,453					
13	Remodel							
	Residential	each	\$ 490	\$84.49 + \$15.08 for each supplemental permit	\$ 300	no comparison	\$ 255	\$ 730
	Commercial	each	\$ 5,951		no comparison		no comparison	\$ 1,102
14	Re-roof							
	Residential	each	\$ 184				\$ 112	\$ 289
	Commercial	each	\$ 1,098	\$216.64/hour	\$ 175	no comparison	\$112 first 10 squares \$38 each add'l 10 squares	\$ 462
15	Sign Permit	each	\$ 854	\$ 22	Non illuminated \$50 - \$300 Illuminated \$90 - \$600	\$271, \$90 add'l branch circuits		\$ 265
16	Stucco Siding	each	\$ 256				\$ 112	
17	Temporary Office Trailers or Storage Units	each	\$ 545	\$10/sq.ft.	no comparison	no comparison	no comparison	\$350 - \$1,000
18	Walls	each	\$ 5,365	\$27/l.f. (wall not exceeding 8 ft. high) \$35/l.f. (wall exceeding 8 ft. high)	no comparison	no comparison	\$395 1st l.f.; \$128 each add'l 100 l.f.	\$ 1,102

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
<b>III</b>	<b>ELECTRICAL PERMIT FEES</b>							
<b>20</b>	Base Permit	per project	\$ -	\$ 84	no comparison	no comparison	no comparison	\$ 200
	<b>PER UNIT FEE SCHEDULE:</b>							
<b>21</b>	Receptacles, switches, lighting and outlets. For receptacles, switches and lighting or other outlets.							
	1st 20 - each	per circuit	\$ 66	\$ 2	no comparison	\$271/ 1st 10	\$100 1st circuit	no comparison
	Additional outlets - each	per circuit	\$ -	\$ 1		\$90/each add'l 10	\$ 12	
<b>22</b>	For the Installation, Alteration, or Relocation of Each Electrical Service: <b>600 VOLTS OR LESS</b>							
	First 200 Ampere Capacity with One Meter Socket/Base	each	\$ 70	\$ 28	no comparison	\$ 271		
	Each Additional 100 Ampere Capacity or Fraction Thereof	each	\$ -	\$56.23/200 to 1,000 amperes in rating		\$316/201 to 1,000 amperes in rating	\$ 79	\$ 106
	Each Additional Meter Socket/Base	each	\$ -					
	<b>OVER 600 VOLTS</b>							
	First 200 KVA Capacity w/One Meter Socket/Base	each	\$ -	\$ 112	no comparison	\$ 496	no comparison	no comparison
	Each Additional 100 KVA Capacity	each	\$ -					
<b>23</b>	Portable Electrical Generator - Temporary Use	per project	\$ 99	\$22.49/carnivals and circuses	no comparison		no comparison	no comparison
<b>24</b>	<b>TEMPORARY POWER SERVICE:</b>							
	Up to 100 amps/10 poles	each	\$ 66	\$ 22	no comparison	\$ 225	no comparison	no comparison
	More than 100 amps/11 poles	each	\$ -					
<b>25</b>	<b>Solar Systems</b>	each						
	Solar - Residential (Up to 15 kW)		n/a	\$4.48 - up to and including 1 (each)	\$ 300	\$271 - up to and including 1 (each)		
	Per kW above 15kW		n/a	\$11.23 - Over 1 and not over 10 (each)	\$500 + \$15 per kw	\$316 - Over 1 and not over 10 (each)		
	Solar - Commercial (Up to 50 kW)		n/a	\$22.48 - Over 10 and not over 50 (each)	\$ 1,000	\$361 - Over 10 and not over 50 (each)	no comparison	no comparison
	Per kW between 51kW - 250kW		n/a		\$1,000 + \$7 per kw			
	Per kW above 250kW		n/a	\$44.98 - Over 50 and not over 100	\$2400 + \$5 per kw	\$451 - Over 50 and not over 100		
<b>IV</b>	<b>MECHANICAL PERMIT AND PLAN CHECK FEES</b>							
<b>26</b>	For the issuance of each permit	each	\$ -	\$ 84	no comparison	no comparison	no comparison	\$ 200
<b>27</b>	Residential HVAC, new, or change out, including duct system.	each	\$ 144	\$ 13	\$ 175	\$ 180	\$ 75	\$ 165

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
28	Repair or Replace existing system	each	\$ 143	\$13.48/ repair of heating appliance/refrigeration/cooling/absorption	no comparison	\$ 271	no comparison	no comparison
29	For the installation or relocation of each wall heater, floor furnace, suspended, or floor mounted unit heater	each	\$ 134	\$ 13	no comparison	\$ 225	no comparison	\$ 100
30	For the installation, relocation or alteration of comfort cooling and heating units or individual comfort cooling or heating units.	each	\$ -	\$ 13	\$ 75	\$ 271	no comparison	\$ 100
31	For each new duct system	each	\$ 150	\$ 10	\$ 222	\$ 225	no comparison	\$ 126
32	For the installation, alteration, or addition to each commercial range hood(s), including ducts, blower(s), or fans attached thereto for type I, or II hoods.	each	\$ 198	\$ 10	no comparison	\$ 451	no comparison	no comparison
33	For the installation of each domestic type vent fan or range hood, including attached duct.	each	\$ -	\$ 10	no comparison	\$ 225	no comparison	no comparison
34	For the installation or relocation of each boiler or compressor to and including three horse power or each absorption system to and including 100,000 B.T.U.	each	\$ -	\$ 13	no comparison	\$ 271	no comparison	no comparison
35	For the installation or relocation of each boiler or compressor to and including three horse power or each absorption system over 100,000 B.T.U.	each	\$ -	\$24.73 - \$33.76	no comparison	\$ 271	no comparison	no comparison
36	Swimming pool Heating Systems - heater/boiler	each	\$ -	\$ 975	no comparison	\$ 361	\$909 - \$1,132	no comparison
37	For the installation of each fire damper	each	\$ -	\$ 10	no comparison	\$ 180	no comparison	no comparison
38	For the installation, relocation, or alteration of one metal chimney serving a fireplace or similar appliances	each	\$ -	\$ 84	no comparison	\$ 180	\$ 137	\$ 100
<b>V</b>	<b>PLUMBING PERMIT AND PLAN CHECK FEES</b>							
39	For the issuance of each permit	each	\$ 40	\$ 84	no comparison	no comparison	no comparison	\$ 200

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
40	For 10 or less plumbing fixtures or trap, including water, waste, and vent piping	each	\$ 49	\$ 10	no comparison	\$ 135	no comparison	no comparison
41	Each additional plumbing fixture(s)	each	\$ 11	\$ 10	no comparison	\$ 135	no comparison	no comparison
42	10 gas outlets, includes repairs, new work and line replacements	each	\$ 45	\$7.51 per system up to 5 \$1.51 per system over 5	no comparison	no comparison	no comparison	\$ 100
43	For each building sewer or building lateral. Includes new lines, backwater valve, line abandonment and each mobile home sewer	each	\$ 67	\$ 22	no comparison	\$ 271	no comparison	no comparison
44	For each interceptor (sand/grease) and each industrial waste pre-treatment interceptor	each	\$ 21	\$ 11	no comparison	\$ 496	no comparison	\$0.81/ sq.ft.
45	Roof rain water system	each	\$ 11	\$ 11	no comparison	\$ 135	no comparison	no comparison
46	For each water supply system installation, alteration, replacement of water piping and water treatment equipment	each	\$ 41	\$ 10	no comparison	\$ 225	no comparison	no comparison
47	Drain and vent piping. Includes new systems, repairs, replacement lines, pool drains and separation tanks.	each	\$ 72	\$ 11	no comparison	\$ 225	no comparison	no comparison
48	Backflow prevention devices and vacuum breakers.	each	\$ 70	\$ 10	\$ 74	\$ 271	no comparison	no comparison
50	Water heater (new/replacement)							
	Residential	each	\$ 45	\$ 11	\$ 75	\$ 75	\$ 75	no comparison
	Commercial	each	\$ 46					
51	Swimming pool Heating Systems - plumbing / drain and vent	each	\$ 41	\$ 67	no comparison	\$ 180	no comparison	no comparison
VI	<b>ADDITIONAL PLAN REVIEW / INSPECTION SERVICES</b>							
54	Accessibility Hardship Review	each	New	no comparison	\$ 419	no comparison	no comparison	\$193/hour
55	Inspections outside of normal business hours (min 4 hours)							
	First 4 Hours	per project	\$ 498		\$282/ hour - 2.5 hr min	\$180/hour	\$ 670	\$224/hour
	Each additional hour	hourly	\$ 124.50	no comparison				

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood [3,4,5]	Stockton	Livermore	Manteca	Modesto [1,2]
56	Reinspection fee (min 1/2 hour)							
	First 1/2 Hour	per project	\$ 42	no comparison	\$187/hour	\$180/hour	\$110/unit	\$178/hour
	Each additional 1/2 hour	hourly	\$ 42					
57	Plan review for which no fee is specifically indicated (min 1 hour)							
	First 1 Hour	per project	\$ 42	no comparison	no comparison	\$180/hour	no comparison	\$178/hour
	Each additional hour	hourly	\$ 42					
59	Strong Motion Instrumentation Program (SMIP)	State Fee		no comparison	.00028 of total valuation fee - commercial .00013 of total valuation fee - residential	no comparison	.00028 of total valuation fee - commercial .00013 of total valuation fee - residential	no comparison
60	Reissuance of Inspection Card	each	\$ -	no comparison	no comparison	no comparison	\$ 327	no comparison
61	Special Inspection	hourly	\$ 83	no comparison	\$ 322	\$ 180	\$ 211	\$ 178
62	Occupancy Inspection	each	\$ 83	no comparison	\$ 161	no comparison	no comparison	no comparison
64	Hourly Plan Review	each	New	no comparison	no comparison	\$ 180	no comparison	\$178-\$193
66	Record Retention		\$3/page; \$0.50 per page under 8.5 X 11	no comparison	0.10 per page	no comparison	no comparison	no comparison

## ***APPENDIX B.3***

---

### ***Comparative Fee Survey – Engineering Division***



City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
1	Agreement Processing							
	Inspection Improvement Agreement	Per agreement	\$ 7,378	No comparison	\$ 5,000 Development	No comparison	No comparison	No comparison
	Subdivision Improvement Agreement	Per agreement	\$ 7,378					
	Deferred Improvement Agreement	Per agreement	\$ 7,378					
	Off-site Improvement Agreement	Per agreement	\$ 7,378					
Park Improvement and Reimbursement Agreement	Per agreement	\$ 7,378						
2	Grading Plan Check							
		10,000 base fee	\$ 2,890	3% of the estimated cost of grading and aoc. Improvements	No comparison	No comparison	No comparison	Based on cost estimate \$2,2000 - \$20,550 deposit
		each additional 10,000 CY	\$ 158					
		100,000 base fee	\$ -					
		each additional 10,000 CY	\$ 134					
		200,000 base fee	\$ -					
	each additional 10,000 CY	\$ 105						
3	Grading Permit and Inspection							
	Residential or Commercial Lots ( Up to 5)	per project	\$ 1,634	3.5% of estimated cost of grading and assoc. improvements	No comparison	No comparison	\$ 35	\$ -
	Subdivisions ( 5 lots or more)	per project	\$ 4,129					No comparison
Additional Plan Review Required by multiples changes, additions, or revisions after initial review completed	hourly	\$ 118	No comparison					
<b>SUBDIVISIONS</b>								
4	Tentative Subdivision Map	see planning	see planning	\$2,995 plus \$10 per lot	No comparison	\$ 13,935	\$944 - \$1,068	\$ 4,394
5	Vesting Tentative Subdivision Map	see planning	see planning	No comparison	No comparison	No comparison	No comparison	No comparison
6	Final Parcel Map Review	per review	\$ 2,677	\$2,995 plus \$30 per lot	\$ 3,193	Actual costs	No comparison	\$ 1,704
7	Final Subdivision Map Review	per review	\$ 2,171	\$2,995 plus \$30 per lot	No comparison	Actual costs	No comparison	\$ 2,735
8	Map Amendment Review	per review	\$ 1,333	No comparison	No comparison	\$ 2,730	No comparison	No comparison
9	Certification of Correction	per review	\$ 4,070	\$ 142	\$ 1,815	No comparison	No comparison	\$ 316
10	Certificate of Compliance - Lot Line Adjustment	per review	\$ 3,185	No comparison	\$ 1,792	\$ 3,215	\$ 1,231	\$ 680

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
<b>PUBLIC IMPROVEMENTS</b>								
11	Inspection Improvement Agreement	per agreement	\$ 7,378	No comparison	No comparison	No comparison	No comparison	No comparison
12	SIA, DIA, OIA, PIRA, Any Amendment	per amendment		No comparison	No comparison	No comparison	No comparison	No comparison
13	Plan Check							
	\$ 2,000	base fee	\$ 116	\$ 50	\$ 189	No comparison	\$ 60	\$ 2,000
	each additional \$1,000 or fraction thereof	each	\$ 58	\$ 25	\$ 55		\$ 30	No comparison
	\$ 25,000	base fee	\$ 1,450	\$ 625	\$ 1,454		\$ 750	\$ 2,000
	each additional \$1,000 or fraction thereof	each	\$ 58	\$ 25	\$ 55		\$ 30	No comparison
	\$ 50,000	base fee	\$ 2,900	\$ 1,250	\$ 2,829		\$ 1,500	\$ 4,000
	each additional \$1,000 or fraction thereof	each	\$ 58	\$ 25	\$ 55		\$ 30	No comparison
	\$ 100,000	base fee	\$ 5,800	\$ 2,500	\$ 3,273		\$ 3,000	\$ 6,750
	each additional \$1,000 or fraction thereof	each	\$ 58	\$ 25	\$ 30		\$ 30	No comparison
	\$ 500,000	base fee	\$ 29,000	\$ 12,500	\$ 15,273		\$ 5,100	\$ 11,350
	each additional \$1,000 or fraction thereof	each	\$ 58	\$ 25	\$ 30		\$ 10	No comparison
	\$ 1,000,000	base fee	\$ 35,000	\$ 22,500	\$ 20,280		\$ 10,200	\$ 20,550
	each additional \$1,000 or fraction thereof	each	\$ 35	\$ 23	\$ 30		\$ 10	No comparison
	\$ 5,000,000	base fee	Actual Cost	\$ 100,000	\$ 100,280		\$ 51,000	\$ 20,550
	each additional \$1,000 or fraction thereof	each	Actual Cost	\$ 20	\$ 20	\$ 10	No comparison	
14	Inspection (\$250,000)	per project	% of Imp. Const. Cost.	\$ 9,500	\$ 8,750	No comparison	\$ 13,609	No comparison
15	As builts, review after construction	per lot	\$ 35	No comparison	\$ 117	No comparison	No comparison	\$ 178
16	<b>MICRO IMAGING FEES</b>							
	11" X 17" and smaller (B&W or Grayscale with 2" field index)	each	\$ 0.08	No comparison	No comparison	No comparison	No comparison	No comparison
	Larger than 11" X 17" (B&W or Grayscale with a two-field index)	each	\$ 0.88					
	11" X 17" and smaller (Color with two-field index)	each	\$ 0.15					
	18" X 24" Color document with a two-field index	each	\$ 0.53					
	24" X 36" Color document with a two-field index	each	\$ 2.00					
17	Segregation Of Assessment	per lot	\$ 47	No comparison	\$ 908	No comparison	No comparison	No comparison
18	Record of Survey	per lot	\$ 349	No comparison	No comparison	No comparison	\$ 102	No comparison
24	Street Easement Abandonment	per lot	\$ 1,699	Hourly rate	\$ 2,797	No comparison	\$ 638	\$ 2,356

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
<b>25</b>	<b>ENCROACHMENT PERMITS</b>							
	Encroachment Base Fee	base fee	\$ 413	\$ 71	\$ 523	<i>No comparison</i>	\$159 - \$305	
	Price per square foot	per sq. ft.	\$ 19	<i>No comparison</i>	\$2 per foot beyond 50 l.f.	\$ 180	\$89/day	<i>No comparison</i>
	OR, Price per hour	per hr.	\$ 64					
	Sidewalks, plus whichever is less	base fee	\$ 65	\$ 71	\$ 523	<i>No comparison</i>	\$159 - \$305	\$ 231
	Price per square foot	per sq. ft.	\$ 19	<i>No comparison</i>	\$1 per ft. beyond 12 l.f.	\$ 180	\$29/ 20 l.f.	<i>No comparison</i>
	OR, Price per hour	per hr.	\$ 64	\$ 0.02				
	Driveways, Curbs, Plus whichever is less	base fee	\$ 64	\$ 71	\$ 523	<i>No comparison</i>	\$159 - \$305	\$ 231
	Price per hour	per hr.	\$ 59	\$ 0.16	\$2 per foot beyond 50 l.f.	\$ 180	\$29/ 20 l.f.	<i>No comparison</i>
	Trees, Utility Boxes/per hour (1 hour minimum)	base fee	\$ 64	\$ 71	\$ 523	<i>No comparison</i>		\$ 273
	Price per hour	per hr.	\$ 97	Hourly rate	\$3 per ft. beyond 50 l.f.	\$ 180	Deposit Required	<i>No comparison</i>
	Miscellaneous Encroachment Permit Plus hourly rate for Inspection and Engineering Review		\$ 130	Hourly rate	\$ 523 <i>No comparison</i>	\$ 180	Deposit Required	<i>No comparison</i>
<b>21</b>	<b>OVERSIZE LOAD PERMIT</b>							
	Single Permit	per permit	\$ 19	\$ 16	\$ 16	<i>No comparison</i>	\$ 16	<i>No comparison</i>
	Annual or Blanket Permit (fix route)	annual	\$ 106	<i>No comparison</i>	\$ 90	<i>No comparison</i>	\$ 90	<i>No comparison</i>
<b>22</b>	<b>BUILDING MOVING OR OVERSIZED LOAD</b>							
	Class B	per permit	\$ 675	<i>No comparison</i>	\$ 42	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>
	Other	per hr.	Varies					
<b>23</b>	<b>REPRODUCTION, MAP AND DOCUMENT SALES</b>							
	Standard Plans, Standard Specs, and Design Standards	per doc	\$ 18	\$ 19				
	Parks Manual	per doc	\$ 88					
	Storm Drainage Master Plans	per doc	\$ 24	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>
	Subdivision Maps	per doc	\$ 6					
	Reproduction Fees	per sheet	\$ 2					

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
	<b>NEW ADDRESS MAPPING FEES</b>							
24	Single-family	per lot	\$ 75	\$180 Subdivisions; \$45 Secondary Units	No comparison	No comparison	No comparison	No comparison
25	Multi-family projects ( 4 units or less)	per lot	\$ 75					
26	Multi-family projects ( 5 units or more)			\$180 Subdivisions; \$45 Secondary Units	No comparison	No comparison	No comparison	No comparison
	per lot	per lot	\$ 75					
	per dwelling unit	dwelling unit	\$ 38					

## ***APPENDIX B.4***

---

### ***Comparative Fee Survey – Planning Division***

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
1	Adult Business Use Permit	per project	per cost recovery agrmt.	\$ 4,256	No comparison	No comparison	No comparison	\$ 325
2	Annexation	per project	\$ 12,386	\$5,800 deposit		\$ 26,395	\$ 10,300	\$ 5,084
	Appeal to City Council	per appeal	\$ 326	\$ 325	\$20,000 deposit	\$ 3,597	\$ 3,083	\$ 368
	Appeal to Planning Commission	per appeal	\$ 326					
3	Conditional Use Permit	per permit	\$3,981 - \$6,252	\$500/ per unit up to \$2,200 deposit	Actual cost	\$ 5,181	\$ 9,247	\$846 - \$4,394
4	Conditional Use Permit (Non-Profit Organizations)	per permit	\$413 - \$644	\$217 Daycare SFR	No comparison	No comparison	No comparison	No comparison
5	Development Review							
	Class A	per application	\$ 4,617	No comparison	\$ 1,000	No comparison	No comparison	No comparison
	Class B	per application	\$ 3,281					
6	Ellis Specific Plan Pattern Book Certification	per request	\$ 3,281	No comparison	No comparison	No comparison	No comparison	No comparison
7	<b>ENVIRONMENTAL</b>							
	Environmental Assessment	per request	\$ 118	No comparison	No comparison	No comparison	No comparison	No comparison
	Environmental Initial Study	per study	\$ 1,675	No comparison	\$ 3,000	No comparison	\$14,498 - \$21,737	\$ 325
	Negative Declaration	per neg. declaration	\$ 1,675	\$3,500 deposit \$4,900 mitigated	\$ 1,500	\$ 5,796	No comparison	\$ 5,000
	Environment Impact Report	per project	per cost recovery agrmt.	consultant cost plus 25% of City Admin.	25% of consultant contract	\$ 8,424	\$ 22,532	\$ 10,000
8	General Plan Amendment	per project	per cost recovery agrmt.	No comparison	\$ 5,000	\$ 17,348	\$ 13,172	\$ 5,231
9	Lot Line Adjustment	per LLA	\$ 481	\$ 723	\$ 1,739	\$ 3,215	\$ 2,200	\$ 680

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
<b>10</b>	<b>MICRO-IMAGING FEES</b>							
	11" X 17" and smaller (B&W or Grayscale with 2" field index)	each	\$ 0.08	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>
	Larger than 11" X 17" (B&W or Grayscale with a two-field index)	each	\$ 0.88					
	11" X 17" and smaller (Color with two-field index)	each	\$ 0.15					
	18" X 24" Color document with a two-field index	each	\$ 0.53					
	24" X 36" Color document with a two-field index	each	\$ 2.00					
<b>11</b>	Noise Ordinance Variation	per project	\$ 4,719	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>
<b>12</b>	Planned Unit Development	per PUD	\$ 9,260	<i>No comparison</i>	\$ 3,000	\$ 11,601	\$12,525 - \$14,184	<i>No comparison</i>
<b>13</b>	Planned Unit Development Amendment	per amend.	\$ 5,308	\$2,200 deposit	.02 of all building permits	\$ 10,478	\$3,927 - \$7,834	<i>No comparison</i>
<b>14</b>	Planning Commission Determination	per determ.	\$ 1,186	\$900 deposit	\$ 1,000	\$ 7,762	\$ 557	\$ 105
	<b>PLANNING DIVISION APPLICATION FEES</b>							
<b>15</b>	Residential Growth Allotment	per RGA	\$ 1,969	\$ 3,057	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>
<b>16</b>	Sign Permit							
	Master Sign Program	per program	\$ 1,194	\$2,600 deposit	<i>No comparison</i>	\$ 1,382	\$ 1,630	\$ 265
	Sign Permit	per permit	\$ 538	\$ 272		\$ 510	<i>No comparison</i>	\$ 265
<b>17</b>	Specific Plan Amendment							
	Minor	per project	\$ 6,016	\$5,800 deposit	\$20,000 deposit	<i>No comparison</i>	\$ 5,683	\$ 2,899
	Major	per project	per cost recovery agrmt.				\$ 8,481	\$ 5,231

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
18	Temporary Use Permit	per permit	\$ 85	\$59 - \$746	\$ 100	\$ 500	\$ 404	<i>No comparison</i>
19	<b>TENTATIVE MAP</b>							
	Parcel Map	map	\$ 8,611	\$ 1,738	\$ 1,000		\$ 5,420	
	5 - 100 Lots	lot number	\$ 11,796	<i>No comparison</i>	\$3,000 - \$4,500 \$10,000 deposit; cost for recovery	\$ 13,935	\$ 12,181	\$ 2,622
	Over 100 Lots	lot number	\$ 18,402				\$ 14,592	
20	Time Extension	per request	\$ 495	\$ 1,220	<i>No comparison</i>	<i>No comparison</i>	\$ 3,521	\$ 105
21	Variance	per variance	\$ 793	\$1,700 deposit; \$838 admin. Variance	\$ 3,000	\$ 10,819	\$ 10,726	\$ 2,155
22	Reasonable Accommodation (Accessibility)	per variance	New	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	\$ 193
23	<b>ZONING</b>							
	Zone Change	per change	\$ 3,008	<i>No comparison</i>	\$ 5,000	\$ 10,008	\$ 9,295	\$ 3,550
	Zone Text Amendment	per amendment	\$ 2,949		<i>No comparison</i>		\$ 11,573	
	Zoning Research Letter	per letter	\$ 94		\$ 1,000	\$ 173	\$ 219	
24	General Plan Zoning Map	per map		<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>	<i>No comparison</i>
25	Third and subsequent review	per submittal	New	\$45/ hr.	\$ 187	<i>No comparison</i>	\$197/hr.	<i>No comparison</i>
26	General Plan Maintenance and Update (PLACEHOLDER)		New	\$ 302	.0015 of permit valuation	<i>No comparison</i>	<i>No comparison</i>	\$0.26/\$1,000 of valuation
	<b>BUILDING PLAN CHECK by PLANNING</b>							
28	Single Family							
	Miscellaneous Minor Improvements	per project	New	<i>No comparison</i>	\$229/hr.	<i>No comparison</i>	\$ 111	\$ 75
	Plot Plan / Production Plan Review	per project	New				\$ 48	
	Custom Home	per project	New				\$ 408	



City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
29	Multi-family/ Commercial/ Industrial							
	New Building / Shell project	per project	New	No comparison	\$229/hr.	No comparison	\$ 1,038	\$ 75
	Tenant improvement	per project	New				\$ 249	

## ***APPENDIX B.5***

---

### ***Comparative Fee Survey – Community Facilities Division***

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
1	Administration							
	Special Event Application Review							
	For Non-profit Organization	per application	\$ 82	\$ 53	\$ 55	no comparison	no comparison	\$ 25
	For Commercial Organization	per application	\$ 165					\$ 275
<b>COMMUNITY CENTER RENTALS</b>								
2	Main Hall (5,300 sq. ft.) Weekday Only - 4 hour minimum							
	For non-profit classification	per hour	\$ 44	\$ 140	no charge		Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 75	Resident: \$201 Non-Resident: \$221	\$ 35	Resident: \$120 Non-Resident: \$145	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
For commercial classification	per hour	\$ 107	\$ 261	\$ 35	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200			

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
3	Conference Room A or B (250 sq. ft.) Weekday Only - 2 hour minimum							
	For non-profit classification	per hour	\$ 9	\$ 70	no charge	Resident: \$80 Non-Resident: \$90	Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 14	Resident: \$100 Non-Resident: \$110	35		Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
	For commercial classification	per hour	\$ 19	\$ 130	\$ 35		Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
4	Entire Facility (6,200 sq. ft.) - 4 hour minimum Weekday Rates							
	For non-profit classification	per hour	\$ 49	\$ 140	no charge	Resident: \$120 Non-Resident: \$145	Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 87	Resident: \$201 Non-Resident: \$221	\$ 35		Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
	For commercial classification	per hour	\$ 123	\$ 261	\$ 35		Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	Weekend Rates							
	For non-profit classification	per hour	\$ 73	\$ 188	no charge		Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	
	For private classification	per hour	\$ 125	Resident: \$269 Non-Resident: \$295	\$ 35	Resident: \$120 Non-Resident: \$145	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 177	\$ 349	\$ 35		Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
<b>5</b>	Additional Fees							
	Extra Dumpster disposal fee -per dumpster/rental	per dumpster	\$ 110	no comparison	no comparison	no comparison	no comparison	no comparison
<b>6</b>	Deposits							
	Main Hall	deposit	\$ 472	Refundable Damage Deposit:	\$ 1,000		\$500 - \$600	
	Conference Room A or B	deposit	\$ 236	Non-Alcohol Event: \$250	50% of total rental amount		\$500 - \$600	
	Entire Facility	deposit	\$ 472	Alcohol Event: \$500	\$ 1,000	\$ 250	\$500 - \$600	50% of rent total, not less than \$100
	Alcohol Deposit	deposit	\$ 472	Kitchen Cleaning: \$200	\$50 + 15% of gross receipts		\$ 800	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
<b>TRACY SPORTS COMPLEX MEETING ROOM RENTALS</b>								
7	TSC Meeting Room (700 sq. ft.) - 2 hour minimum							
	For non-profit classification	per hour	\$ 18	<i>no comparison</i>	<i>no comparison</i>	Resident: \$50 Non-Resident: \$65	Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 32				Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
	For commercial classification	per hour	\$ 45				Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
8	Deposits							
	Meeting Room	deposit	\$ 259	Refundable Damage Deposit: Non-Alcohol Event: \$250 Alcohol Event: \$500 Kitchen Cleaning: \$200	<i>no comparison</i>	\$ 250	\$500 - \$600	50% of rent total, not less than \$100
	Alcohol Deposit	deposit	\$ 259			\$ 800		

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	<b>TRACY TRANSIT STATION</b>							
9	Room 103 or 104 (590 sq. ft.)							
	Weekday Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 22	\$ 17			Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350	
	For private classification	per hour	\$ 39	Resident: \$24 Non-Resident: \$26.25	\$ 35	Resident: \$50 Non-Resident: \$65	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 55	\$ 31			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum	
	Weekend Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 33	\$ 17			\$ 1,100	
	For private classification	per hour	\$ 58	Resident: \$24 Non-Resident: \$26.25	\$ 35	Resident: \$50 Non-Resident: \$65	Resident Friday Evening: \$350 Weekend: \$1,100  Non-Resident Friday Evening: \$750 Weekend: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ -	\$ 31			Resident Friday Evening: \$350 Weekend: \$1,100  Non-Resident Friday Evening: \$750 Weekend: \$1,200	



City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
10	Rooms 103 and 104 (Combined 1,180 sq. ft.)							
	Weekday Rate (2 hr. min)						Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum	
	For non-profit classification	per hour	\$ 43	\$ 34	\$ 35	Resident: \$120 Non-Resident: \$145	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 39	Resident: \$48.25 Non-Resident: \$51			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum	
	For commercial classification	per hour	\$ 111	\$ 60			Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum	
	Weekend Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 65	\$ 34	\$ 35	Resident: \$120 Non-Resident: \$145	\$ 1,100	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 117	Resident: \$48.25 Non-Resident: \$51			Resident Friday Evening: \$350 Weekend: \$1,100	
	For commercial classification	per hour	\$ 166	\$ 60			Non-Resident Friday Evening: \$750 Weekend: \$1,200	
							Resident Friday Evening: \$350 Weekend: \$1,100	
							Non-Resident Friday Evening: \$750 Weekend: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
11	Room 105 (931 sq. ft.) Weekday Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 34	\$ 17			Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	
	For private classification	per hour	\$ 60	Resident: \$26.25 Non-Resident: \$31	\$ 35	Resident: \$80 Non-Resident: \$90	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 86	\$ 31			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	Weekend Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 52	\$ 17			\$ 1,100	
	For private classification	per hour	\$ 91	Resident: \$26.25 Non-Resident: \$31	\$ 35	Resident: \$80 Non-Resident: \$90	Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 129	\$ 31			Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
12	Entire Facility (4,445 sq. ft.) Weekday Rate (4 hr. min)							
	For non-profit classification	per hour	\$ 101	\$ 54			Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	
	For private classification	per hour	\$ 177	Resident: \$78 Non-Resident: \$85	\$ 275	Resident: \$120 Non-Resident: \$145	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 252	\$ 101			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	Weekend Rate (4 hr. min)							
	For non-profit classification	per hour	\$ 151	\$ 54			\$ 1,100	
	For private classification	per hour	\$ 266	Resident: \$78 Non-Resident: \$85	\$ 275	Resident: \$120 Non-Resident: \$145	Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 379	\$ 101			Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	
<b>13</b>	Deposits							
	All conference rooms	deposit	\$ 259	Refundable Damage Deposit:	50% of total rental amount		\$500 - \$600	50% of rent total, not less than \$100
	Lobby or Entire facility	deposit	\$ 519	Non-Alcohol Event: \$250 Alcohol Event: \$500	50% of total rental amount	\$ 250	\$500 - \$600	
	Alcohol Deposit	deposit	\$ 519	Kitchen Cleaning: \$200	\$50 + 15% of gross receipts		\$ 800	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	<b>TRACY CIVIC CENTER RENTAL</b>							
14	Council Chambers (3,500 sq. ft.)							
	Weekday Rate (4 hr. min)							
	For non-profit classification	per hour	\$ 25				Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	
	For private classification	per hour	\$ 57	<i>no comparison</i>	\$ 35	<i>no comparison</i>	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 98				Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum  Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	Weekend Rate (4 hr. min)							
	For non-profit classification	per hour	\$ 43				\$ 1,100	
	For private classification	per hour	\$ 103	no comparison	\$ 35	no comparison	Resident Friday Evening: \$350 Weekend: \$1,100	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 148				Non-Resident Friday Evening: \$750 Weekend: \$1,200	
							Resident Friday Evening: \$350 Weekend: \$1,100	
							Non-Resident Friday Evening: \$750 Weekend: \$1,200	
15	Conference Room #109 (500 sq. ft.)							
	Weekday Rate (2 hr. min)						Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	
	For non-profit classification	per hour	\$ 18	\$ 17			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 32	Resident: \$24 Non-Resident: \$26.25	\$ 35	Resident: \$50 Non-Resident: \$65	Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
	For commercial classification	per hour	\$ 47	\$ 31			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum	
							Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	Weekend Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 28	\$ 17			\$ 1,100	
	For private classification	per hour	\$ 48	Resident: \$24 Non-Resident: \$26.25	\$ 35	Resident: \$50 Non-Resident: \$65	Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 69	\$ 31			Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	
<b>16</b>	Conference Room #203 (825 sq. ft.) Weekday Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 31	\$ 34			Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For private classification	per hour	\$ 54	Resident: \$48.25 Non-Resident: \$51.00	\$ 35	Resident: \$50 Non-Resident: \$65	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	
	For commercial classification	per hour	\$ 77	\$ 60			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	



City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	Weekend Rate (2 hr. min)							
	For non-profit classification	per hour	\$ 47	\$ 34			\$ 1,100	
	For private classification	per hour	\$ 81	Resident: \$48.25 Non-Resident: \$51.00	\$ 35	Resident: \$50 Non-Resident: \$65	Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 116	\$ 60			Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	
17	Lobby and Both Conference Rooms							
	Weekday Rate (4 hr. min)							
	For non-profit classification	per hour	\$ 49	\$ 34			Weekday: \$15 - \$35 Weekday Evening: \$50 - \$100, \$50/hour after 2 hour minimum Friday Evening: \$350 Weekend & Holidays: \$1,100	
	For private classification	per hour	\$ 86	Resident: \$48.25 Non-Resident: \$51.00	\$ 35	Resident: \$120 Non-Resident: \$145	Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 123	\$ 60			Resident Weekday: \$25 - \$45 Weekday Evening: \$140 - \$220, \$50/hour after 4 hour minimum Non-Resident Weekday: \$35 - \$55 Weekday Evening: \$180 - \$260, \$50/hour after 4 hour minimum Friday Evening: \$750 Weekend & Holidays: \$1,200	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	Weekend Rate (4 hr. min)							
	For non-profit classification	per hour	\$ 50	\$ 34			\$ 1,100	
	For private classification	per hour	\$ 89	Resident: \$48.25 Non-Resident: \$51.00	\$ 35	Resident: \$120 Non-Resident: \$145	Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	\$59 - \$205 for the first 2 hours, \$95 - \$339 for 4 hours, each add'l hour \$20 - \$69
	For commercial classification	per hour	\$ 184	\$ 60			Resident Friday Evening: \$350 Weekend: \$1,100 Non-Resident Friday Evening: \$750 Weekend: \$1,200	
	<b>SPECIAL EVENTS IN CIVIC CENTER PARK</b>							
18	Full service coordination (May through October)	flat	\$ 1,844	no comparison	no comparison	no comparison	no comparison	no comparison
19	<b>Deposits</b>							
	All conference rooms	deposit	\$ 259	Refundable Damage Deposit: Non-Alcohol Event: \$250 Alcohol Event: \$500 Kitchen Cleaning: \$200	typically 50% of total rental amount	no comparison	\$500 - \$600	no comparison
	Entire facility	deposit	\$ 519				\$500 - \$600	
	Alcohol Deposit	deposit	\$ 519				\$ 800	
	<b>PARK AND PICNIC AREAS</b>							
20	<b>Up to 50 people - 4 hour minimum</b>							
	For non-profit classification	per hour	\$ 16	1-25 capacity: \$6.75 - \$10 26-50 capacity: \$14	\$55 - \$200	40 or less Residents: \$75 Non-Residents: \$100  41-50 Residents: \$150 Non-Residents: \$175	Residents: \$40 - \$80 full day, \$30 - 50 for 5 hours Non-Residents: \$60 - \$150 full day, \$45 - \$100 for 5 hours	\$386 for 4 hours, \$963.50 each add'l hour
	For commercial non-profit classification	per hour	\$ 16	1-25 capacity: \$6.75 - \$10 26-50 capacity: \$14				
	For private classification	per hour	\$ 28	Resident 1-25 capacity: \$9.75 - \$14.50 26-50 capacity: \$20 Non-Resident 1-25 capacity: \$12.50 - \$18.75 26-50 capacity: \$26				
	For commercial classification	per hour	\$ 41	1-25 capacity: \$12.50 - \$18.75 26-50 capacity: \$26				

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
21	51 to 100 people - 4 hour minimum							
	For non-profit classification	per hour	\$ 23	\$ 29	\$55 - \$200	Residents: \$150 Non-Residents: \$175	Residents: \$40 - \$80 full day, \$30 - 50 for 5 hours Non-Residents: \$60 - \$150 full day, \$45 - \$100 for 5 hours	\$386 for 4 hours, \$963.50 each add'l hour
	For private classification	per hour	\$ 41	Resident: \$40.75 Non-Resident: \$52.75				
For commercial classification	per hour	\$ 59	\$ 53					
22	Over 100 people - 4 hour minimum							
	For non-profit classification	per hour	\$ 31	\$ 60	\$55 - \$200	Residents: \$200 Non-Residents: \$225	Residents: \$40 - \$80 full day, \$30 - 50 for 5 hours Non-Residents: \$60 - \$150 full day, \$45 - \$100 for 5 hours	\$386 for 4 hours, \$963.50 each add'l hour
	For private classification	per hour	\$ 54	Resident: \$87 Non-Resident: \$95				
For commercial classification	per hour	\$ 77	\$ 113					
23	Inflatable Structures Administrative Fee (All Classifications: Fee is applied to all approved inflatable requests to accompany a park rental)	day/structure	\$ 55	no comparison	no comparison	Residents: \$50 Non-Residents: \$60	no comparison	no comparison
24	Non-Profit Org (\$100 max) Non-profit classification	per rental	\$ 123	no comparison	no comparison	no comparison	no comparison	no comparison
25	Deposits							
	Less than 50, traditional activity	deposit	\$ -	no comparison	\$100 - Picnic Site Deposit \$1,000 - Venue Rental Deposit	\$100 - Picnic Deposit	\$ 50	50% of rental fee
	50-100; or less than 5 non-traditional	deposit	\$ 124					
	101-200 attendees	deposit	\$ 246					
	201- 300 attendees	deposit	\$ 369					
301 and above attendees	deposit	\$ 615						
26	Parking Lot Rental (Locations and Availability at City Discretion - 10 hr. max)							
	Base Fee (plus use fee, see below)	deposit	\$ 121	no comparison	\$500 - \$1,500	no comparison	no comparison	no comparison
	Use Fee				\$5 - \$10			
	For non-profit classification	per space	\$ 2					
For private classification	per space	\$ 5						
	For commercial classification	per space	\$ 6					
27	Mobile Stage Rental							
	"A" Set Up (36' x 14') for non-profit	per space	\$ 384	\$211 - \$279	\$ 800	no comparison	no comparison	no comparison
	Deposits							
	All stage rentals	per space	\$ 519	\$ 500	\$ 500	no comparison	no comparison	no comparison

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	<b>TENNIS COURT RENTALS</b>							
<b>28</b>	Non-Profit							
	Youth League	per hr./ court	\$ 6	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>
	Youth Tournament	per hr./ court	\$ 12					
	Adult League	per hr./ court	\$ 6					
	Adult Tournament	per hr./ court	\$ 14					
<b>29</b>	Private							
	Private Use	per hr./ court	\$ 6	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>
	League	per hr./ court	\$ 8					
	Tournament	per hr./ court	\$ 18					
<b>30</b>	Commercial							
	Private Use	per hr./ court	\$ 12	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>
	League	per hr./ court	\$ 12					
	Tournament	per hr./ court	\$ 18					
	<b>LIGHTS</b>							
<b>31</b>	Non-Profit							
	Youth League	per hr./ court	\$ 6	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>
	Youth Tournament	per hr./ court	\$ 8					
	Adult League	per hr./ court	\$ 6					
	Adult Tournament	per hr./ court	\$ 12					
<b>32</b>	Private							
	Private Use	per hr./ court	\$ 6	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>
	League	per hr./ court	\$ 12					
	Tournament	per hr./ court	\$ 14					
<b>33</b>	Commercial							
	Private Use	per hr./ court	\$ 6	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>
	League	per hr./ court	\$ 12					
	Tournament	per hr./ court	\$ 14					
<b>34</b>	Deposits - Tennis Court Rental	per day/ court	\$ 61	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>	<i>no comparison</i>

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
	<b>LOLLY HANSEN SENIOR CENTER RENTAL</b>							
<b>35</b>	Multi-Purpose Room (3,500 sq. ft.)							
	For non-profit classification	per hour	\$ 16	\$ 38				
	For private classification	per hour	\$ 28	Resident: \$54 Non-Resident: \$60	\$ 35	no comparison	no comparison	\$485 for 4 hours, \$28 for each add'l hour
<b>36</b>	Arts and Crafts Room (739 sq. ft.)							
	For non-profit classification	per hour	\$ 6	\$ 30				
	For private classification	per hour	\$ 11	Resident: \$43.50 Non-Resident: \$47.75	\$ 35	no comparison	no comparison	\$485 for 4 hours, \$28 for each add'l hour
<b>37</b>	Entire Facility (5,819 sq. ft.)							
	For non-profit classification	per hour	\$ 32	Fri-Sat first 5 hours: \$84/hr each add'l hour: \$75/hr  Sun-Thur \$60/hr Resident				
	For private classification	per hour	\$ 57	FRI-SAT first 5 hours: \$120/hr each add'l hour: \$108/hr  SUN-THUR \$86/hr ----- Non-Resident FRI-SAT first 5 hours: \$132/hr each add'l hour: \$119/hr  SUN-THUR	\$ 35	no comparison	no comparison	\$485 for 4 hours, \$28 for each add'l hour
	MOU - Hrs. provided to non-profits/gov.	per hour	\$ -	no comparison	no comparison	no comparison	no comparison	no comparison
<b>38</b>	Deposits							
	Multi-purpose room	per rental	\$ 224	Refundable Damage Deposit:				
	Arts and Crafts Room	per rental	\$ 224	Non-Alcohol Event: \$250	no comparison	no comparison	no comparison	50% of the rental fee
	Entire Facility	per rental	\$ 472	Alcohol Event: \$500				
	Alcohol Deposit	per rental	\$ 472	Kitchen Cleaning: \$200				

City of Tracy				Comparison Agencies					
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]	
<b>SPORT FACILITIES (TBP, TSC, PLASENCIA FIELDS, TIAGO, GALLI &amp; BLAND, VETERANS &amp; LEGACY FIELDS)</b>									
<b>39</b>	League/Individual (TBP, Tiago, Galli, Bland Fields)								
	For non-profit youth classification	hr./field	\$ 9	\$ 9	\$8/hr/field for 1/2 field \$15/hr/field for full field	\$ 16	\$	12	
	For non-profit adult classification	hr./field	\$ 14	\$ 9	\$12/hr/field for 1/2 field \$25/hr/field for full field	\$ 26			Synthetic fields: \$27 Grass fields: \$20
	For private classification	hr./field	\$ 25	Resident: \$13 Non-Resident: \$14.25	\$12/hr/field for 1/2 field \$25/hr/field for full field	\$ 26			Synthetic fields: \$27 Grass fields: \$20
	For commercial classification	hr./field	\$ 35	\$ 16	\$12/hr/field for 1/2 field \$25/hr/field for full field	\$ 26			Synthetic fields: \$32 - \$37 Grass fields: \$25 - \$30
<b>40</b>	League/Individual (TSC, Plascencia Fields, Veterans, Legacy Fields)								
	For non-profit youth classification	hr./field	\$ 11	\$ 9	\$8/hr/field for 1/2 field \$15/hr/field for full field	\$ 19	\$	12	
	For non-profit adult classification	hr./field	\$ 17	\$ 9	\$12/hr/field for 1/2 field \$25/hr/field for full field	\$ 29			Synthetic fields: \$27 Grass fields: \$20
	For private classification	hr./field	\$ 25	Resident: \$13 Non-Resident: \$14.25	\$12/hr/field for 1/2 field \$25/hr/field for full field	\$ 29			Synthetic fields: \$32 - \$37 Grass fields: \$20
	For commercial classification	hr./field	\$ 35	\$ 16	\$12/hr/field for 1/2 field \$25/hr/field for full field	\$ 29			Synthetic fields: \$32 - \$37 Grass fields: \$25 - \$30
<b>41</b>	Lights Fee - League/Individual								
	For non-profit youth classification	hr./field	\$ 9	\$ 9			\$	15	
	For non-profit adult classification	hr./field	\$ 12	\$ 9					
	For private classification	hr./field	\$ 15	Resident: \$13 Non-Resident: \$14.25	\$ 20	\$ 22			
	For commercial classification	hr./field	\$ 22	\$ 16					
<b>NEW</b>	Non profit verification charge	each	NEW	no comparison	no comparison	no comparison	no comparison	no comparison	
<b>43</b>	Deposit for Baseball/Softball Bases	per rental	\$ 275	\$250 - \$500	no comparison	no comparison	no comparison	\$ 400	
<b>44</b>	Storage Container License (per sq.ft. of ground space)	sq. ft.	\$ 0.46	no comparison	no comparison	no comparison	no comparison	no comparison	

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
45	Daily Fee ~ Tournaments - Standard Fields							
	Non-Profit Youth Classification	hr./ field	\$ 74	Entire Facility: \$229 Ball/Soccer Fields - First Field: \$18	\$12/hr/field for 1/2 field \$20/hr/field for full field			
	Non-Profit Adult Classification	hr./ field	\$ 119	Entire Facility: \$229 Ball/Soccer Fields - First Field: \$18	\$18/hr/field for 1/2 field \$30/hr/field for full field			
	Private Classification	hr./ field	\$ 148	Resident Entire Facility: \$328 Ball/Soccer Fields - First Field: \$26 ----- Non-Resident Entire Facility: \$360 Ball/Soccer Fields - First Field: \$28.50	\$18/hr/field for 1/2 field \$30/hr/field for full field	\$ 34	no comparison	Rentals are only available for the entire complex Weekday: \$2,464 Weekend Daily: \$4,360 Two day entire complex tournament fee: \$6,740
	Commercial Classification	hr./ field	\$ 148	Entire Facility: \$426 Ball/Soccer Fields - First Field: \$33.75	\$18/hr/field for 1/2 field \$30/hr/field for full field			
46	Lights Fee ~ Tournaments							
	Non-Profit Youth Classification	hr./ field	\$ 9					
	Non-Profit Adult Classification	hr./ field	\$ 12					
	Private Classification	hr./ field	\$ 12	\$27 - \$33.75	\$ 20	\$ 30	no comparison	\$ 15
	Commercial Classification	hr./ field	\$ 12					
47	Gate Fee ~ Tournaments							
	All Classifications	per tournament	\$ 114	no comparison	no comparison	no comparison	no comparison	no comparison
48	On-site Staffing for Sports Complex Use							
	Non-Profit Youth Classification	hr./ complex	\$ 31					
	Non-Profit Adult Classification	hr./ complex	\$ 31					
	Private Classification	hr./ complex	\$ 31	Hourly Rate plus Benefits	\$ 20	no comparison	no comparison	no comparison
	Commercial Classification	hr./ complex	\$ 31					
49	Softball Field Preparations							
	A Prep – Light Watering	per prep	\$ 6	\$ 20	\$ 20	\$ 22		
	B Prep – Light Watering, Minor Dragging	per prep	\$ 18	\$ 20	\$ 20	\$ 22	no comparison	\$30 - \$35
	C Prep – Full Field Preparation	per prep	\$ 48	\$ 34	\$ 20	\$ 45		
	Use of Temporary Outfield Fencing	per field	\$ 124	no comparison	no comparison	no comparison		no comparison

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto [2]
<b>JOE WILSON COMMUNITY POOL RENTALS</b>								
50	Any Size Groups, When Organization Provides Own Lifeguards & Includes 1 Senior Lifeguard							
	Non-Profit Classification		\$ 80	\$ 25	\$195/first 1.5 hours, \$50 for each add'l 30 mins	\$60 - \$90	no comparison	\$ 120
51	Up to 50 People, Includes 1 Senior Lifeguard & 1 Lifeguard							
	Non-Profit Classification	per hr.	\$ 97	\$25/reservation	\$195/first 1.5 hours, \$50 for each add'l 30 mins	Resident: \$200 - \$225/first 2 hours, \$100 - \$110 each add'l hour Non-Resident: \$210 - \$235/first 2 hours, \$110 - \$120 each add'l hour	Resident: \$120/first 2 hours, \$60 each add'l hour Non-Resident: \$145/first 2 hours, \$60 each add'l hour	\$120 for 2 hours
	Private Classification	per hr.	\$ 108					
	Commercial Classification	per hr.	\$ 119					
52	Up to 75 People, Includes 1 Senior Lifeguard & 2 Lifeguards							
	Non-Profit Classification	per hr.	\$ 114	\$25/reservation	\$195/first 1.5 hours, \$50 for each add'l 30 mins	no comparison	Resident: \$150/first 2 hours, \$60 for each add'l hour Non-Resident: \$180/first 2 hours, \$60 each add'l hour	\$120 for 2 hours
	Private Classification	per hr.	\$ 125					
	Commercial Classification	per hr.	\$ 136					
53	Up to 100 People Max, Includes 1 Senior Lifeguard & 3 Lifeguards							
	Non-Profit Classification	per hr.	\$ 131	\$25/reservation	\$195/first 1.5 hours, \$50 for each add'l 30 mins	no comparison	Resident: \$150/first 2 hours, \$60 for each add'l hour Non-Resident: \$180/first 2 hours, \$60 each add'l hour	\$120 for 2 hours
	Private Classification	per hr.	\$ 142					
	Commercial Classification	per hr.	\$ 154					
54	Deposits							
	All Classifications, All Group Sizes	per rental	\$ 171	no comparison	\$ 100	no comparison	\$ 50	no comparison
55	Extra lifeguard	hr./ lifeguard	\$ 17	no comparison	only provides up to 4 lifeguards; cost included in pool rental	no comparison	no comparison	no comparison
<b>PARADES ON DOWNTOWN STREETS</b>								
56	Short Parade Route	per parade	\$ 1,137	no comparison	\$ 373	no comparison	no comparison	no comparison
57	Standard Parade Route	per parade	\$ 1,422					
58	Long Parade Route	per parade	\$ 1,820					

**Notes**

- [1] Pool rentals through YMCA of San Joaquin County
- [2] Tennis Court Rental fees vary. Must call the City of Modesto for rates.



## ***APPENDIX B.6***

---

### ***Comparative Fee Survey – Recreation Division***

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	<b>ADMINISTRATION</b>							
<b>1</b>	Advertising Fee for Activity Guide							
	Full Page, back cover	per advertisement	\$ 1,099	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Full Page, inside back cover	per advertisement	\$ 550					
	½ Page, inside	per advertisement	\$ 385					
	¼ Page, inside	per advertisement	\$ 220					
<b>2</b>	Program Transaction Fee							
	Applied to withdrawal, refund, credit or transfer	per transaction	\$ 5	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	2.4% service fee
<b>3</b>	Facility Rental Application Processing Fee							
	Applied to all rental Request & special event permit requests	per transaction	\$ 38	\$ 53	\$ 55	<i>no comparison available</i>	<i>no comparison available</i>	\$ 25
<b>4</b>	Early Registration Discount							
	To be used based on staff's assessment of need, and based on participant levels	per registration	\$ (10)	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
<b>5</b>	Online Registration Discount							
	To be used based on staff's assessment of need, and based on participant levels	per registration	\$ (10)	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
<b>6</b>	Sibling Registration Discount							
	To be used based on staff's assessment of need, and based on participant levels	per registration	10%	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
<b>7</b>	Range of Fee Increase for Contract Classes							
	To be used based on staff's assessment of need, and negotiations with contract instructors	per registration	20%	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
<b>8</b>	<b>SPECIAL INTEREST</b>							
	Baby Sitter Training							
	Resident	per 2-day session	\$ 85	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 2-day session	\$ 93					
	Cardio Kick Boxing							
	Resident	per 6-week session	\$ 55	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 6-week session	\$ 55					
	Cheer Prep							
	Resident	per 4-week session	\$ 49	\$ 72	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 4-week session	\$ 55	\$ 89				
	Cheer-Preschool							
	Resident	per 4-week session	\$ 49	\$ 72	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 4-week session	\$ 55	\$ 89				
	Dog Obedience-Advanced							
	Resident	per 7-week session	\$ 104	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 7-week session	\$ 115					
	Dog Obedience-Basic							
	Resident	per 7-week session	\$ 126	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 7-week session	\$ 140					
	Kidz Love Soccer Mommy/Daddy							
	Resident	per 6-week session	\$ 84	Weekday: \$96 Weekend: \$123	no comparison available	no comparison available	no comparison available	\$104 for 9 sessions \$83 for 7 sessions
	Non-Resident	per 6-week session	\$ 92	Weekday: \$100 Weekend: \$128				

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Kids Love Soccer Pre-soccer							
	Resident	per 6-week session	\$ 84	Weekday: \$96 Weekend: \$123	no comparison available	no comparison available	no comparison available	\$104 for 9 sessions \$83 for 7 sessions
	Non-Resident	per 6-week session	\$ 92	Weekday: \$100 Weekend: \$128				
	Kidz Love Soccer Soccer 1							
	Resident	per 6-week session	\$ 84	Weekday: \$96 Weekend: \$123	no comparison available	no comparison available	no comparison available	\$104 for 9 sessions \$83 for 7 sessions
	Non-Resident	per 6-week session	\$ 92	Weekday: \$100 Weekend: \$128				
	Kidz Love Soccer Soccer 2							
	Resident	per 6-week session	\$ 84	Weekday: \$96 Weekend: \$123	no comparison available	no comparison available	no comparison available	\$104 for 9 sessions \$83 for 7 sessions
	Non-Resident	per 6-week session	\$ 92	Weekday: \$100 Weekend: \$128				
	Tennis Camp - Teens							
	Resident	per 1-week session	\$ 165	\$ 99	Free	\$ 228	\$ 52	\$50 for 4 sessions
	Non-Resident	per 1-week session	\$ 181	\$ 103		\$ 251	\$ 62	
	Zumba							
	Resident	per month	\$ 55	\$ 48	no comparison available	no comparison available	Virtual: \$10/mo	\$50 for 15 sessions
	Non-Resident	per month	\$ 60	\$ 52				
	Tae Kwon Do Teens							
	Resident	per 10-week session / 1-day class per week	\$ 89	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 10-week session / 1-day class per week	\$ 98					
	Tai Chi Beginning							
	Resident	per 9-week session	\$ 68	\$ 10	\$ 10	no comparison available	2x per week: \$8/mo 3x per week: \$12/mo	no comparison available
	Non-Resident	per 9-week session	\$ 75	\$ 11				

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Young Authors							
	Resident	per 4-week session	\$ 66	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 4-week session	\$ 73					
	Mother Goose							
	Resident	per 4-week session	\$ 66	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 4-week session	\$ 73					
	Athletic Perfection Rolls							
	Resident	per 4-week session	\$ 66	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 4-week session	\$ 73					
	On-Line Drivers Training							
	Resident	per class	\$ 75	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per class	\$ 84					
	PiYo							
	Resident	per month	\$ 53	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per month	\$ 58					
	KidSAFE							
	Resident	per 10-week session	\$ 99	no comparison available	no comparison available	\$ 253	no comparison available	no comparison available
	Non-Resident	per 10-week session	\$ 109			\$ 278		
	LEGO Camp (Half Day)							
	Resident	per week	\$ 189	\$ 195	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per week	\$ 208	\$ 224				
	Tennis-Adult							
	Resident	per 4-week session	\$ 55	\$ 99	Free	\$35 - \$140 depending on time of year	\$ 60	\$50 for 4 sessions
	Non-Resident	per 4-week session	\$ 60	\$ 103			\$ 70	
	Tennis-Tiny Tots							
	Resident	per 4-week session	\$ 48	\$ 99	Free	\$35 - \$140 depending on time of year	\$ 60	\$35 for 4 sessions
	Non-Resident	per 4-week session	\$ 53	\$ 103			\$ 70	
	Tennis-Youth							

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Resident	per 4-week session	\$ 55	\$ 99	Free	\$35 - \$140 depending on time of year	\$ 60	\$35 for 4 sessions
	Non-Resident	per 4-week session	\$ 60	\$ 103			\$ 70	
	Yoga-Adults							
	Resident	per month	\$ 35	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per month	\$ 38	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Yoga-Seniors							
	Resident	per month	\$ 33	<i>no comparison available</i>	\$ 25	<i>no comparison available</i>	<i>no comparison available</i>	No charge
	Non-Resident	per month	\$ 36	<i>no comparison available</i>		<i>no comparison available</i>	<i>no comparison available</i>	
	Action Gymnastics							
	Resident	per 8-week session	\$ 82	\$ 72	\$ 60	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per 8-week session	\$ 91	\$ 89				
	Action Gymnastics Parent/Tot Beginner							
	Resident	per 4-week session	\$ 27	\$ 72	\$ 42	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per 4-week session	\$ 31	\$ 89				
	Action Gymnastics Parent/Tot Advanced							
	Resident	per 4-week session	\$ 33	\$ 72	\$ 42	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per 4-week session	\$ 36	\$ 89				
	Zumba							
	Resident	per month	\$ 88	\$ 48	<i>no comparison available</i>	\$ 45	<i>no comparison available</i>	\$50 for 15 sessions
	Non-Resident	per month	\$ 97	\$ 52		\$ 50		
	Zumba Drop In for Seniors							
	Resident	per class	\$ 5	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	\$ 1
	Non-Resident	per class	\$ 5					
	Tai Chi							
	Resident	per month	\$ 44	\$ 10	\$ 10	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per month	\$ 48	\$ 11				

City of Tracy  
 Recreation Division - User Fee Study FY 2021  
 Fee Comparison

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Tai Chi-Seniors							
	Resident	per 4-week session	\$ 22	no comparison available	no comparison available	\$ 56	no comparison available	No Charge
	Non-Resident	per 4-week session	\$ 24			\$ 62		
	Basic Gardening							
	Resident	per class	\$ 27	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per class	\$ 31					
	Camps-Biology Camp							
	Resident	per week	\$ 220	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per week	\$ 242					
	Camps-Build a Robot							
	Resident	per week	\$ 198	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per week	\$ 218					
	Camps-KidSAFE							
	Resident	per 3-week session	\$ 99	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 3-week session	\$ 109					
	Computer Tech Camp							
	Minimum							
	Resident	per 5-day session	\$ 148	no comparison available	no comparison available	\$ 253	no comparison available	no comparison available
	Non-Resident	per 5-day session	\$ 164			\$ 278		
	Maximum							
	Resident	per 5-day session	\$ 203	no comparison available	no comparison available	\$ 253	no comparison available	no comparison available
	Non-Resident	per 5-day session	\$ 224			\$ 278		
	Tae Kwon Do Tots							
	Resident	per 4-week session	\$ 47	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 4-week session	\$ 52					

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Beginner Tennis Summer Camp							
	Resident	per 1-week session	\$ 55	\$ 99	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 1-week session	\$ 60	\$ 103				
	<b>Special Interest (Contractor)</b>							
	Camps - Fencing							
	Resident	per 1-week session	\$ 252	no comparison available	1 class/week \$119 2 classes/week \$169 3 classes/week \$229 Drop in \$35	no comparison available	no comparison available	no comparison available
	Non-Resident	per 1-week session	\$ 277					
	Camps - Skyhawk's Sports							
	Resident	per week	\$ 175	\$ 200	no comparison available	\$ 162	no comparison available	no comparison available
	Non-Resident	per week	\$ 192	\$ 237		\$ 178		
	Camps - Tennis							
	Resident	per week	\$ 165	\$ 99	Free	\$ 228	no comparison available	no comparison available
	Non-Resident	per week	\$ 181	\$ 103		\$ 251		
	Fencing for Beginners							
	Resident	per 4-week session	\$ 99	no comparison available	1 class/week \$119 2 classes/week \$169 3 classes/week \$229 Drop in \$35	no comparison available	no comparison available	no comparison available
	Non-Resident	per 4-week session	\$ 109					
	Leaders in Training: Jr Rec Leaders							
	Resident	per 2-day session	\$ 82	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per 2-day session	\$ 91					
	<b>Youth &amp; Teens</b>							
	Teen Events							
	Minimum							
	Resident	per person	\$ 5	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per person	\$ 22					
	Maximum							
	Resident	per person	\$ 5	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Non-Resident	per person	\$ 22					



City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Girls Retreat							
	Resident	per person	\$ 11	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per person	\$ 11					
	Girl Talk Camp							
	Resident	per week	\$ 55	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per week	\$ 60					
	Teen Camps							
	Resident	per week	\$ 77	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per week	\$ 85					
	Extreme Sports Day (competition registration)							
	Resident	per person	\$ 11	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per person	\$ 11					
	Fashion Show							
	Resident	per person	\$ 11	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per person	\$ 11					
<b>9</b>	<b>S.A.F.E (Teen After Schools Program)</b>							
	Teen After School Program							
	Minimum	per membership/ per school year	\$ 55	<i>no comparison available</i>	After School Program \$35/week \$130/mo	<i>no comparison available</i>	Monthly: \$160 Weekly: \$60 Daily - \$30	<i>no comparison available</i>
	Maximum	per membership/ per school year	\$ 110					
	Per Scrapbooking Class	per class	\$ 5	<i>no comparison available</i>	Day Camp: \$20-\$100	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Per Cooking Class	per class	\$ 5	<i>no comparison available</i>		<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
<b>10</b>	<b>Mobile recreation (Roll'n Rec)</b>	per person	\$ -	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	<b>YOUTH DEVELOPMENT</b>							
<b>11</b>	Monthly ROC (Recreation on Campus After School)							
	Minimum	per regular/ per month	\$ 198	<i>no comparison available</i>	\$ 130	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum	per regular/ per month	\$ 264					
<b>12</b>	ROC (Recreation on Campus After School) - Late Pick-Up							

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Minimum	per minute	\$ 1	no comparison available	\$15 per 15 min	no comparison available	no comparison available	no comparison available
	Maximum	per half hour	\$ 33					
<b>13</b>	Daily ROC (Recreation on Campus After School)							
	Minimum	per day	\$ 16	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Maximum	per day	\$ 26					
<b>14</b>	Hourly ROC (Recreation on Campus After School)							
	Minimum	per hour/ per month	\$ 115	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Maximum	per hour/ per month	\$ 158					
<b>15</b>	Summer Camp (Full Day) 7am-6pm							
	Minimum	per week	\$ 154	no comparison available	\$ 80	no comparison available	5-day week: \$175 4-day week: \$150	no comparison available
	Maximum	per week	\$ 211					
<b>16</b>	Summer Camp Extended Care Fees (7am-9am, 3pm-6pm)	per week	\$ 38	no comparison available	no comparison available	\$50 Resident \$55 Non-Resident	\$ 60	no comparison available
<b>17</b>	Summer Camp 9am-3pm ONLY	per week	\$ 165	\$212 Resident \$233 Non-Resident	\$ 80	no comparison available	no comparison available	no comparison available
<b>18</b>	Summer Camp (Half Day) - 9am-12pm or 1pm-4pm							
	Minimum	per week	\$ 71	\$ 250	\$ 40	\$180 Resident \$198 Non-Resident	no comparison available	No charge for ages 5-12
	Maximum	per week	\$ 99	\$ 261				

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
<b>19</b>	<b>SENIORS</b>							
	<b>Senior Health &amp; Wellness</b>							
	Wii Jubilee Fitness	per class	\$ -	<i>no comparison available</i>	Senior Membership 50+ \$25 annually	Senior Drop In Pass: \$10  10 Visit Pass: \$20	<i>no comparison available</i>	\$1 for Fitness and Daily drop-in classes  Senior Activity Card available for purchase
	Power Walk	per class	\$ -					
	Senior Fitness							
	Daily Drop-In	per class	\$ 1					
	25 - Visit Pass	per pass	\$ 22					
	Senior Self Defense	per class	\$ 1					
	Senior Indoor Tennis	per class	\$ 1					
	5 Visit - Ballroom Dance Pass	per pass	\$ 22					
	<b>Senior Arts &amp; Music</b>							
	12 Visit Drop-In Activities Card	per card	\$ 22	<i>no comparison available</i>	Senior Membership 50+ \$25 annually	Senior Drop In Pass: \$10  10 Visit Pass: \$20	<i>no comparison available</i>	\$1 for Fitness and Daily drop-in classes  Senior Activity Card available for purchase
	Arts & Craft Class	per class	\$ -					
	Arts & Craft Project							
	Minimum	per project	\$ 5					
	Maximum	per project	\$ 11					
	Painting	per class	\$ -					
	Scrapbooking	per class	\$ -					
	Needle Art	per class	\$ -					
	Jewelry Making	per class	\$ 11					
	Card Making	per class	\$ 2					
	Line Dancing	per class	\$ 2					
	Country Jams	per class	\$ 2					
	<b>Senior Recreation</b>							
	Tea Social	per class	\$ -	<i>no comparison available</i>	Senior Membership 50+ \$25 annually	Senior Drop In Pass: \$10  10 Visit Pass: \$20	<i>no comparison available</i>	\$1 for Fitness and Daily drop-in classes  Senior Activity Card available for purchase
	Bingo	per class	\$ -					
	Social Recreation Programs	per class	\$ -					
	Table Games	per class	\$ -					
	Ping Pong	per class	\$ -					

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	<b>Senior Special Events</b>							
	Senior Special Events							
	Minimum	per event, per person	\$ 5	<i>no comparison available</i>	Senior Membership 50+ \$25 annually	Senior Drop In Pass: \$10 10 Visit Pass: \$20	<i>no comparison available</i>	\$1 for Fitness and Daily drop-in classes  Senior Activity Card available for purchase
	Maximum	per event, per person	\$ 22					
	Booth for Special Events							
	Non-Profit	per event	\$ 27					
	For-Profit	per event	\$ 55					
	Fashion Show	per class	\$ -					
	Tea Social	per class	\$ -					
	Grandparents & Me Picnic	per person	\$ 5					
	Halloween Bash	per person	\$ 5					
	Lunch & a Movie	per person	\$ 5					
	Spring Time in Paris	per person	\$ 5					
	<b>Senior Trips</b>							
	Bus Trips							
	Resident	per person	\$ 33	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Non-Resident	per person	\$ 36					
	<b>Senior Social Services</b>							
	Lunch Program	per month	\$ -	<i>no comparison available</i>	Senior Membership 50+ \$25 annually	Senior Drop In Pass: \$10 10 Visit Pass: \$20	<i>no comparison available</i>	\$3 donation
	AARP Programs	per month	\$ -					\$ 15
	Other Services	per month	\$ -					Senior Activity Card available for purchase
	Clubs	per month	\$ -					<i>no comparison available</i>

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	<b>ATHLETICS</b>							
<b>20</b>	<b>Adult Sports</b>							
	<b>Adult Slow Pitch Leagues</b>							
	Minimum	per team	\$ 308	<i>no comparison available</i>	\$38 per team, per game	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum	per team	\$ 571					
	<b>Adult/Youth Fast Pitch Leagues</b>							
	Minimum	per team	\$ 495	<i>no comparison available</i>	\$43 per team, per game	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum	per team	\$ 659					
	<b>Adult/Youth Softball Tournament</b>							
	Minimum	per team	\$ 275	\$ 760	\$180 per team	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum	per team	\$ 550					
	Adult Softball Protest Fee	per protest	\$ 27	<i>no comparison available</i>	\$ 25	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	<b>Adult Flag Football League</b>							
	Minimum	per team	\$ 440	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum	per team	\$ 659					
	<b>Adult Kick Ball League</b>							
	Minimum	per team	\$ 302	<i>no comparison available</i>	\$ 160	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum	per team	\$ 440					
<b>21</b>	<b>Youth Sports</b>							
	<b>Youth Basketball League (Youth Hoops)</b>							
	Minimum - Resident	per player	\$ 82	\$ 132	\$7.50 per player, per game	\$ 67	<i>no comparison available</i>	\$ 20
	Maximum - Resident	per player	\$ 88					
	Minimum - Non-Resident	per player	\$ 91	\$ 145		\$ 74	<i>no comparison available</i>	
	Maximum - Non-Resident	per player	\$ 97					
	<b>Jr. Giants Youth (Free Program)</b>	per player	\$ -	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	<b>49er Prep Flag Football (Free Program)</b>	per player	\$ -	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	<b>Youth Sports Camps</b>							
	Minimum - Resident	per player	\$ 66	\$ 173	\$7.50 per player, per game	\$ 93	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum - Resident	per player	\$ 88					
	Minimum - Non-Resident	per player	\$ 66	\$ 190		\$ 102	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum - Non-Resident	per player	\$ 97					

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	<b>Flag Football League</b>							
	Minimum - Resident	per player	\$ 82	<i>no comparison available</i>	\$7.50 per player, per game	\$ 162	\$ 90	<i>no comparison available</i>
	Maximum - Resident	per player	\$ 99					
	Minimum - Non-Resident	per player	\$ 82					
	Maximum - Non-Resident	per player	\$ 109					
	<b>AQUATICS</b>							
<b>22</b>	<b>General Recreation Swim</b>							
	Individual Entrance Fee							
	Minimum	per person	\$ 2	Family Swim (max 6 ppl): \$25 per group	<i>no comparison available</i>	MON-FRI Under 48" Res \$4/NR \$5	<i>no comparison available</i>	Family Swim Youth \$1 Adult \$2 Senior \$1.25 Disabled \$1.25
	Maximum	per person	\$ 5			Over 48" Res \$6/NR \$7		
	10 Visit Pass					Senior/Military Res \$5/NR \$6 Sat-Sun		
	Minimum	per pass	\$ 15			Under 48" Res \$6/NR \$7		
	Maximum	per pass	\$ 45	Over 48" Res \$8/NR \$9	Senior/Military Res \$7/NR \$8			
	Minimum	per pass	\$ 15		20 visits	Under 48" Res \$80/NR \$100		
	Maximum	per pass	\$ 45		Over 48" Res \$120/NR \$140	Senior/Military Res \$100/NR \$120		

City of Tracy				Comparison Agencies								
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto				
23	<b>Swim Lessons</b>											
	Parent/Tot	per parent, per tot	\$ 55	\$39 Resident \$43 Non-Resident	\$ 70	\$80 Resident \$90 Non-Resident	\$65 Resident \$75 Non-Resident	\$35 for 8 sessions				
	Learn To Swim											
	Minimum - Resident	per person	\$ 26	\$ 57		\$ 80	\$ 65					
	Maximum - Resident	per person, per 2 week session	\$ 66									
	Minimum - Non-Resident	per person	\$ 29	\$ 63		\$ 90	\$ 75					
Maximum - Non-Resident	per person, per 2 week session	\$ 66										
24	<b>Water Aerobics</b>											
	Drop-In											
	Minimum	per person	\$ 4	6 weeks class	no comparison available	no comparison available	no comparison available	\$60 for 10 week session \$48 for 8 week session				
	Maximum	per person	\$ 8									
	10 Visit Pass			\$65 Resident \$72 Non-Resident								
	Minimum	per pass	\$ 35									
	Maximum	per pass	\$ 75									
	Senior Water Exercise											
	Drop-In	per person	\$ 4	no comparison available					no comparison available	no comparison available	no comparison available	No charge
	10 Visit Pass	per pass	\$ 22									no comparison available
25	<b>Lap Swimming</b>											
	Individual Entrance Fee											
	Minimum	per person	\$ 3	\$ 5	no comparison available	Tu/Thur: \$24 MWF: \$30	no comparison available	No charge				
	Maximum	per person	\$ 5									
	10 Visit Pass			no comparison available								
	Minimum	per pass	\$ 25									
Maximum	per pass	\$ 45										
26	<b>Other Classes/Programs</b>											
	Introduction to Lifesaving											
	Minimum - Resident	per 2-week session	\$ 55	\$ 94	no comparison available	no comparison available	no comparison available	no comparison available				
	Maximum - Resident	per 2-week session	\$ 60									
	Minimum - Non-Resident	per 2-week session	\$ 61	\$ 104								
Maximum - Non-Resident	per 2-week session	\$ 66										

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Swim Camp							
	Minimum - Resident	per 2-week session	\$ 75	\$ 124	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum - Resident	per 2-week session	\$ 100					
	Minimum - Non-Resident	per 2-week session	\$ 83	\$ 136				
	Maximum - Non-Resident	per 2-week session	\$ 110					
	Diving							
	Minimum - Resident	per 2-week session	\$ 55	6 week class Beginning/Intermediate \$101 Resident \$111 Non-Resident  Advanced \$152 Resident \$167 Non-Resident	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	\$50 for 6 sessions
	Maximum - Resident	per 2-week session	\$ 60					
	Minimum - Non-Resident	per 2-week session	\$ 61					
	Maximum - Non-Resident	per 2-week session	\$ 66					
	Basic Water Polo							
	Minimum - Resident	per 2-week session	\$ 55	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Maximum - Resident	per 2-week session	\$ 60					
	Minimum - Non-Resident	per 2-week session	\$ 61					
	Maximum - Non-Resident	per 2-week session	\$ 66					
	Lifeguard Training							
	Resident	per 1-week session	\$ 230	\$ 86	<i>no comparison available</i>	\$ 250	<i>no comparison available</i>	\$70 for 5 sessions
	Non-Resident	per 1-week session	\$ 253	\$ 94		\$ 275		



City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton [1]	Livermore	Manteca	Modesto
	Private Swim Lesson (one ½-hour session)							
	Minimum - Resident	per 2-week session	\$ 50	\$ 84	<i>no comparison available</i>	\$ 200	\$ 130	\$110 for 8 sessions
	Maximum - Resident	per 2-week session	\$ 110					
	Minimum - Non-Resident	per 2-week session	\$ 55	\$ 93		\$ 210	\$ 140	
	Maximum - Non-Resident	per 2-week session	\$ 121					
	<b>SPECIAL EVENTS</b>							
<b>27</b>	Event Ticket							
	Minimum	per person	\$ 18					
	Maximum	per person	\$ 40					
<b>28</b>	Event Booth Fee							
	Minimum	per booth	\$ 25	\$53 non-refundable application fee	\$55 non-refundable application fee	<i>no comparison available</i>	<i>no comparison available</i>	\$25 application fee
	Maximum	per booth	\$ 150					
<b>29</b>	Contest Entry Fee							
	Minimum	per entry	\$ 25					
	Maximum	per entry	\$ 40					

[Notes]

[1] Aquatics program through YMCA of San Joaquin County

## ***APPENDIX B.7***

---

### ***Comparative Fee Survey – Police Department***

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
<b>1</b>	<b>Alarm Permit; False Alarms</b>							
	Alarm User permit	per permit	\$ 24	No comparison	\$ 60	No comparison	No comparison	No comparison
<b>2</b>	<b>False alarm costs (plus penalties):</b>							
	4th response	each	\$ 35					
	5th response	each	\$ 65	\$ 71	\$ 93	No comparison	No comparison	No comparison
	6th response	each	\$ 83					
	7th response	each	\$ 94					
<b>3</b>	<b>Bicycles</b>							
	License and registration	per 3 years	\$ 7	No charge	\$ 11	No comparison	No comparison	No comparison
	Renewal	per 3 years	\$ 4					
<b>4</b>	<b>Bingo</b>							
	License	each	\$ 59	\$ 63	\$ 76	\$ 300	No comparison	\$ 29
	Renewal	each	\$ 12		No comparison	No comparison		\$ 14
<b>5</b>	<b>Cardrooms</b>							
	License and renewal	each	\$ 29	No comparison	\$ 234	\$ 263	No comparison	No comparison
	Dealer/work permit	each	\$ 71	No comparison	\$ 104	\$ 205	No comparison	No comparison
	Department of Justice Fee	per permit	\$ 32	Actual cost		No comparison		
<b>6</b>	<b>Citation Sign-off for Agencies outside the City</b>	per citation	\$ 18	\$ 38	\$ 33	\$ 25	No comparison	No comparison
<b>7</b>	<b>Clearance Letter (for immigration or other clearance letter, Plus</b>	per letter	\$ 18	\$ 27	\$ 23	\$ 71	No comparison	No comparison
<b>8</b>	<b>Crime Report Copy</b>							
	Per page, Bulletin Entry	per page	\$ 0.15	No charge - Victim \$10.25 - Non-Victim	\$ 0.10	\$ 10	No comparison	\$ 0.10
<b>9</b>	<b>DUI</b>							
	Accident response and investigation	actual cost	\$ 12,000	Actual cost	\$249 - \$1,098	Actual cost	No comparison	\$1,900
	Arrest and report	actual cost	\$ 1,000					

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
<b>10</b>	<b>Concealed Weapons</b>							
	Permit	per permit	\$ 100	No comparison				
	Department of Justice Live Scan Fee	per permit	\$ 95	\$ 43	No comparison	No comparison	No comparison	No comparison
	Renewal	per renewal	\$ 25	No comparison				
	Department of Justice Fee - Payable to DOJ	per permit	\$ 52	No comparison				
	Amended License	per amendment	\$ 10	No comparison				
<b>11</b>	<b>Traffic collision report (for other than victim)</b>	per report	\$ 10	\$ 10	\$ 11	No comparison	No comparison	No comparison
	each additional page after 25 pages	per page	\$ 0.15					\$ 0.10
<b>12</b>	<b>DOJ, FBI and Fingerprint</b>							
	DOJ and FBI fee	per print	\$32 - \$100	Actual cost	No comparison	No comparison	No comparison	No comparison
	Fingerprint (City's rolling fee)	per request	\$ 20	\$ 43	\$ 23			
<b>13</b>	<b>Firearms Sales Permit</b>	per permit	\$ 35	No comparison	No comparison	No comparison	No comparison	\$30 - New \$20 - Renewal
	Department of Justice fee	per permit	\$ 32					
<b>14</b>	<b>Palmistry License Fee</b>							
	New	per license	\$ 649	No comparison	\$ 143	No comparison	No comparison	\$ 195
	Renewal	per renewal	\$ 413		No comparison			
<b>15</b>	<b>Police Photo (reproduction)</b>	per photo	\$ 50	\$ 54	No comparison	\$ 100	No comparison	No comparison
	Plus traffic photo processing fee to insurance company	per photo	\$ 0.34	No comparison				
<b>16</b>	<b>Police Special Services (for school and other semi-public special events)</b>	actual personnel costs	\$ 0.33	\$123 - \$174	\$48 - \$120	No comparison	No comparison	No comparison
<b>17</b>	<b>Repossession Release</b>	per vehicle	\$ 18	\$ 15	\$ 15	\$ 15	No comparison	No comparison
<b>18</b>	<b>Second-hand Dealer/Pawn Broker</b>							
	New or Renewal (Check payable to DOJ)	each	\$ 300	No comparison	No comparison	No comparison	No comparison	No comparison
	Class B	each	\$ 32					

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
<b>19</b>	<b>Taxi Driver</b>							
	Permit	per permit	\$ 130	\$ 279	\$ 68	\$ 205		\$ 30
	Renewal	per renewal	\$ 94	\$ 93	\$ 68	\$ 205	No comparison	
	Background investigation	each	\$ 12	\$ 623	No comparison	\$ 29		No comparison
	(City fingerprint fee)	each	See Fingerprint Fee	\$ 43	No comparison	No comparison	No comparison	No comparison
<b>20</b>	<b>Tow Truck Driver/Attendant</b>							
	Permit	per permit	\$ 71	Actual cost plus 10% admin	\$ 90	No comparison	No comparison	No comparison
	Renewal	Per renewal	\$ 35					
<b>21</b>	<b>Vehicle Release</b>	per vehicle	\$ 127	No comparison	\$ 203	\$ 282	No comparison	No comparison
<b>22</b>	<b>VIN Verification</b>	per request	\$ 24	\$ 89	\$ 68	No comparison	No comparison	No comparison
<b>23</b>	<b>Storage of Firearms</b>	per firearm	\$ 60	No comparison	\$ 60	\$ 77	No comparison	No comparison
	(per domestic violence protective order)	per day	\$ 2		\$7.25 per year	No comparison		

## ***APPENDIX B.8***

---

### ***Comparative Fee Survey – Animal Services Unit***

City of Tracy  
 Animal Services - User Fee Study FY 2021  
 Fee Comparison

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood <sup>5</sup>	Stockton	Livermore <sup>6</sup>	Manteca	Modesto <sup>7</sup>
1	Animal Services							
	Animal adoption, Plus veterinary services	per animal	\$ 6	\$11 - \$16	No comparison	\$ 35	\$20 - \$150	\$45 - \$90
2	Animal bite	per call	\$ 35	No comparison	No comparison	No comparison	No comparison	No comparison
3	Board and care (daily)							
	For impounded dogs	per dog	\$ 18	\$ 25	\$18.25 - \$23.50	\$ 20	\$ 10	\$ 15
	For impounded cats	per cat	\$ 14	\$ 25		\$ 20	\$ 10	\$ 15
3	Cat carrier	per carrier	\$ 6	\$ 5	\$ 6	No comparison	No comparison	No comparison
4	Cat neuter	per cat	\$ 59	\$ 42	\$ 66	\$ 75	No comparison	\$ 25
5	Cat spay	per cat	\$ 106	\$ 63	\$ 66	\$ 100	No comparison	\$ 25
6	Collar identification	per animal	\$ 3	No comparison	No comparison	No comparison	\$ 20	No comparison
7	Dog neuter	per dog	\$ 118	\$68 - \$135	\$ 66	\$125 - \$150	No comparison	\$ 50
8	Dog spay	per dog	\$ 177	\$94 - \$195	\$ 66	\$150 - \$175	No comparison	\$ 50
9	Impound							
	First	per animal	\$ 24	\$ 35	\$ 13	\$45 - \$50	\$ 40	\$ 45
	Second	per animal	\$ 35	\$ 100	\$ 19	\$ 100	\$ 60	\$ 65
	Third and above	per animal	\$ 47	\$ 150	\$ 32	\$ 150	\$ 80	\$ 100
10	Impound, additional State fee for unaltered, at large, animals:							
	First	per animal	\$ 35	\$ 100		\$ 75		\$45 - \$75
	Second	per animal	\$ 50	\$100 - \$235	No comparison	\$ 150	No comparison	\$ 100
	Third	per animal	\$ 100	\$100 - \$235		\$ 225		\$ 100



City of Tracy  
 Animal Services - User Fee Study FY 2021  
 Fee Comparison

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood <sup>5</sup>	Stockton	Livermore <sup>6</sup>	Manteca	Modesto <sup>7</sup>
<b>11</b>	License Fee							
	Unaltered dogs	per dog, per year	\$ 59	\$ 40	\$123 - \$184	\$5.50 - \$29.50	\$50 - \$100	\$ 150
	Altered dogs	per dog, per year	\$ 12	\$ 20	\$12.25 - \$30.50	\$5.50 - \$29.51	\$30 - \$75	\$ 12
	Replacement for lost	per license	\$ 6	No comparison	\$ 10	\$5.50 - \$29.52	\$ 10	No comparison
<b>12</b>	Low cost spay/neuter voucher	per animal	\$ 24	No comparison	\$ 17	No comparison	No comparison	No comparison
<b>13</b>	Multiple pet permit application	each	\$ 29	No comparison	No comparison	No comparison	No comparison	No comparison
<b>14</b>	Owner surrender							
	Live animal	per animal	\$ 53	\$ 30	No comparison	\$35 - \$55	\$25 - \$75	\$ 30
	Deceased animal (not at shelter)	per animal	\$ 24	\$ 50		\$15 - \$25	\$25 - \$50	\$ 10
<b>15</b>	Rabies vaccination voucher	per animal	\$ 19	No comparison	\$ 10	\$ 12	No comparison	No comparison
<b>16</b>	Vaccination	per animal	\$ 6	\$ 6	\$10 - \$11	No comparison	No comparison	\$ 6
<b>17</b>	Veterinary costs	at cost	At cost	No comparison	No comparison	No comparison	No comparison	\$35 - \$370

**Notes**

- [5] Animal services provided by Contra Costa County
- [6] Animal services provided by East Bay SPCA and Alameda County Shelter
- [7] Animal Services provided by Stanislaus County





## ***APPENDIX B.9***

---

### ***Comparative Fee Survey – Public Works Department***

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Brentwood	Stockton	Livermore	Manteca	Modesto
1	Banner Installation and Removal							
	New Location	per banner	\$ 236	\$ 400	No comparison	\$ 721	No comparison	No comparison
	Existing Banner Site		New	\$1,300 per six month season	No comparison	\$ 180	No comparison	No comparison
2	Tree Removal Permits	per permit	New	No comparison	\$ 250	\$ 734	No comparison	No comparison
3	Tree Pruning/Maintenance Permit	per permit	New	No comparison	No comparison	No comparison	No comparison	No comparison
4	Tree Maintenance Inspection	per inspection	New	No comparison	No comparison	No comparison	No comparison	No comparison
5	Special Events (support to Parks)		New	\$ 50	No comparison	No comparison	No comparison	No comparison
6	Utilities Turn on/off	per trip	New	No comparison	No comparison	No comparison	No comparison	No comparison
7	Shopping Cart Retrieval	per cart	New	No comparison	\$ 28	No comparison	No comparison	No comparison

## ***APPENDIX B.10***

---

### ***Comparative Fee Survey – Municipal Airport***

City of Tracy				Comparison Agencies				
Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit	Buchanan Field Airport (Contra Costa County)	Livermore Municipal Airport	Mariposa-Yosemite Airport	Modesto City-County Airport	Stockton Metropolitan Airport
<b>I TRACY MUNICIPAL AIRPORT</b>								
<b>Tiedowns</b>								
1	Reserved Tiedown	per month	n/a	\$35 - \$85/mo depending on location/type	\$76 - \$205/mo depending on certified max. gross take-off weight	\$ 65	<12,500 lbs: \$49.16/mo >12,500 lbs: \$82.94/mo	<12,500 lbs: \$70 12,500-100,000 lbs: \$270 100,000+ lbs: \$430
2	Transient Tiedown	per aircraft/per night	n/a	Under 50 ft: \$5/day 50+ ft: \$25/day		\$ 10	<12,500 lbs: \$8.10/day >12,500 lbs: \$16.07/day	<12,500 lbs: \$6.22 12,500-100,000 lbs: \$28.61 100,000+ lbs: \$42.91
<b>Ground Lease Fees</b>								
1	Large T	per month	n/a	Small/Medium Portable Hangar: \$115  Large Portable Hangar: \$130	no comparison available	\$ 82	Developed: \$0.061/mo/sf Undeveloped: \$0.028/mo/sf	no comparison available
2	Small T	per month	n/a			\$ 49		
3	Large Rectangle	per month	n/a			\$ 100		
4	Small Rectangle	per month	n/a			\$ 47		
<b>Hangar Rentals</b>								
1	B-Series: Large T Hangar (1,310 sq.ft.)	per month	\$ 471	\$600 - \$640	\$ 507	\$ 345	\$ 503	\$ 354
2	G-Series: Medium T Hangar (875 sq.ft.)	per month	\$ 354	\$470 - \$510	\$ 412	\$ 231	\$ 349	\$ 218
3	3-Series and 4-Series: Medium T Hangar (820 sq.ft.)	per month	\$ 342		\$ 412	\$ 209	\$235.56 - \$296.66	\$ 218
4	F-Series: Small T Hangar (690 sq.ft.)	per month	\$ 281	\$350 - \$390	\$ 382	\$ 114	\$189.19 - \$221.52	\$ 209
5	Office Rentals (Hangar 3 & 4)	per month	n/a	no comparison available	no comparison available	no comparison available	\$1.03/sf	no comparison available
6	Aviation & Jet Fuel Sales	per gallon	actual cost	no comparison available	\$0.11/gal	no comparison available	\$0.07357/gal	no comparison available
<b>II NEW JERUSALEM AIRPORT</b>								
1	Rental Fee for Non-Aviation Use	per day	\$ 1,338	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available



# User Fee Study Council Workshop

January 17, 2023

# Presentation Agenda

---

1. Project Goals

---

2. Project Approach

---

3. Summary of Results

---

4. Questions

---

# Project Goals

1

Understand  
Full Cost of  
Providing  
Services

2

Set  
Municipal  
Fees  
Accordingly

# Project Scope

YES

**Cost Recovery Opportunities**

YES

**Revenues Adopted Solely by City Council**

NO

**Taxes, Fines, Development Impact Fees, Utility Rates, etc.**



# Authority for Fees

- **CA Constitution**

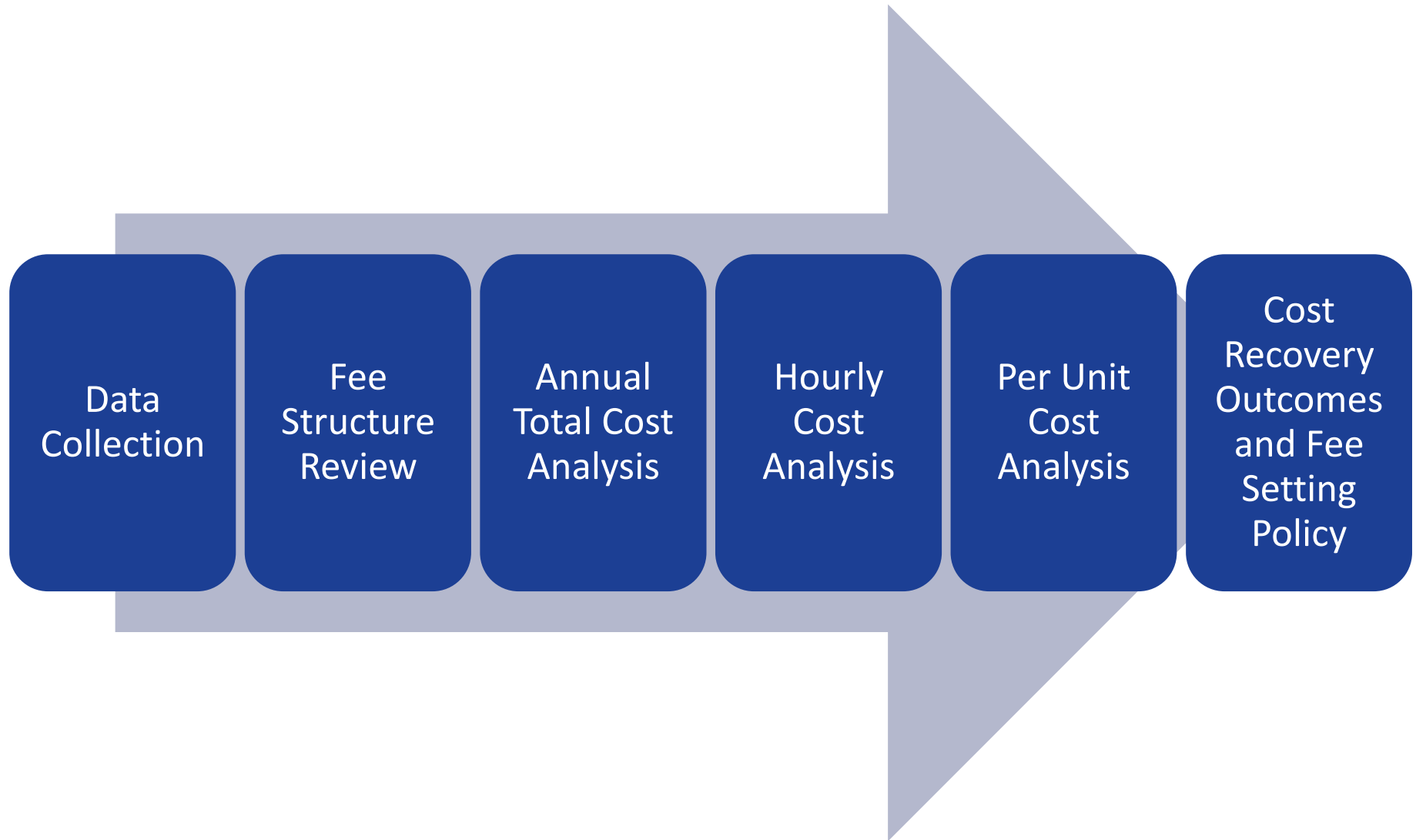
Article XIII C §1(e)(3) Fees for Inspections and Regulatory Permits are not taxes...however are still limited to the local government's reasonable costs.

- **CA Government Code §66014(a)**

“Those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged”



# Project Approach



# Data Collection

1	Adopted budget and staffing
2	Workload Data
3	Time estimates (annual and per fee item)
4	Current fees

# Fee Structure Review

Flat Fees

Variable Fees Based on Project Characteristics

Variable Fees Based on Actual Time Tracked  
(with Deposits Managed as Needed)

# Annual Total Cost Analysis

## Direct

- Salaries and benefits
- Services and supplies

## Indirect

- Program, Division, Departmental and City-wide

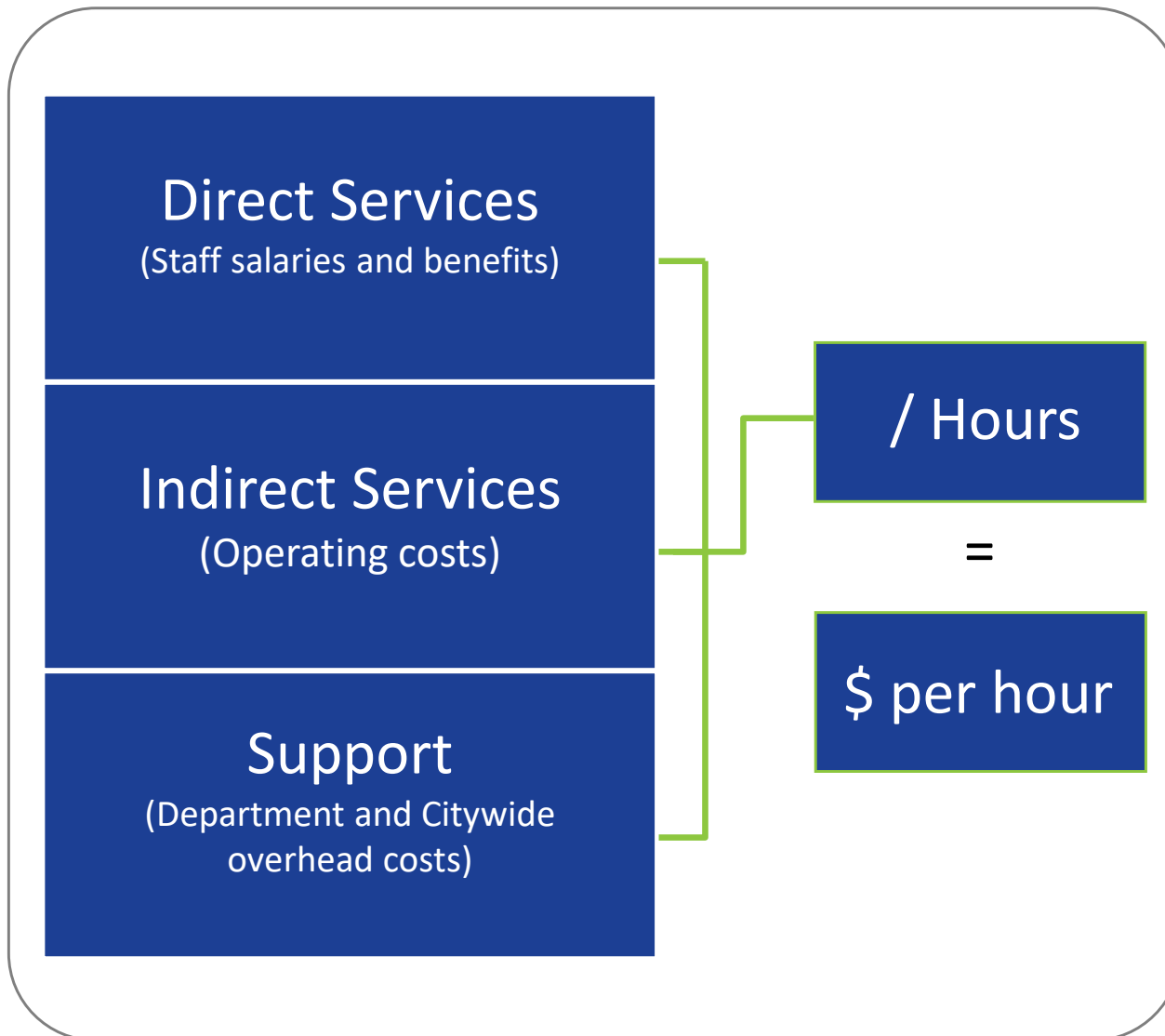
## Support

- Review required from internal departments for approval

## Systems and Maintenance

- General Plan Maintenance

# Hourly Cost Analysis



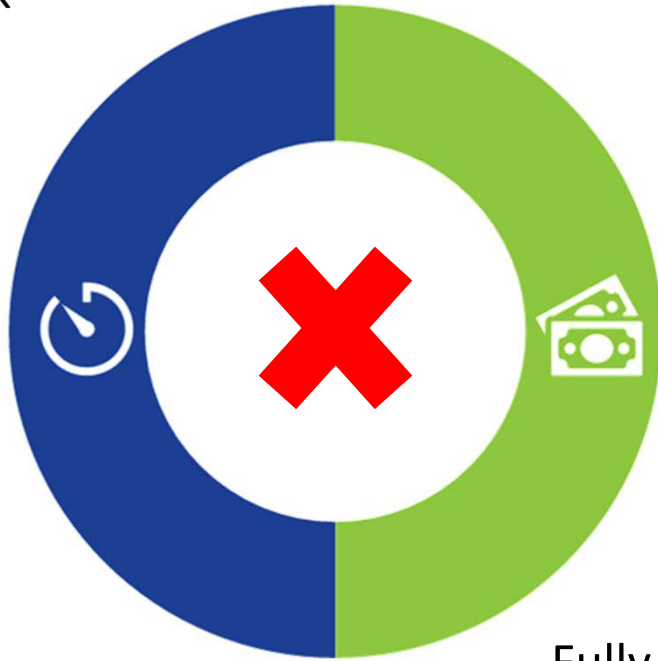
## Hourly Rate Outcomes

- ✓ City Clerk: \$117
- ✓ CCTV: \$156 FT / \$62 PT
- ✓ Grand Theatre: \$159 FT / \$48 PT
- ✓ Building: \$134
- ✓ Engineering: \$108 PC / \$130 Insp
- ✓ Planning: \$150
- ✓ Community Facilities & Recreation: \$213 FT / \$27 PT
- ✓ Police: \$170 Patrol / \$113 Records
- ✓ Animal Services: \$135
- ✓ Public Works (average): \$117
- ✓ Utilities: \$128

# Per Unit Cost Analysis

## A. Per Fee Item:

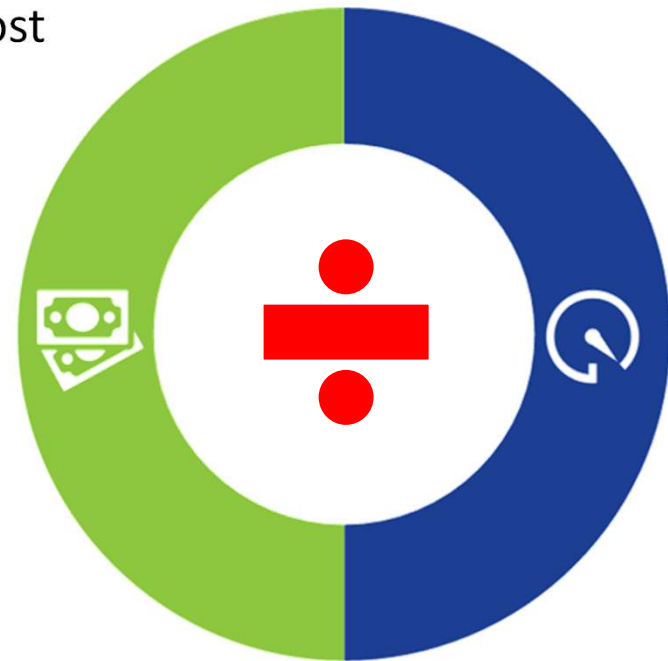
Estimated  
Time on  
Task



Fully  
Burdened  
Hourly Rate

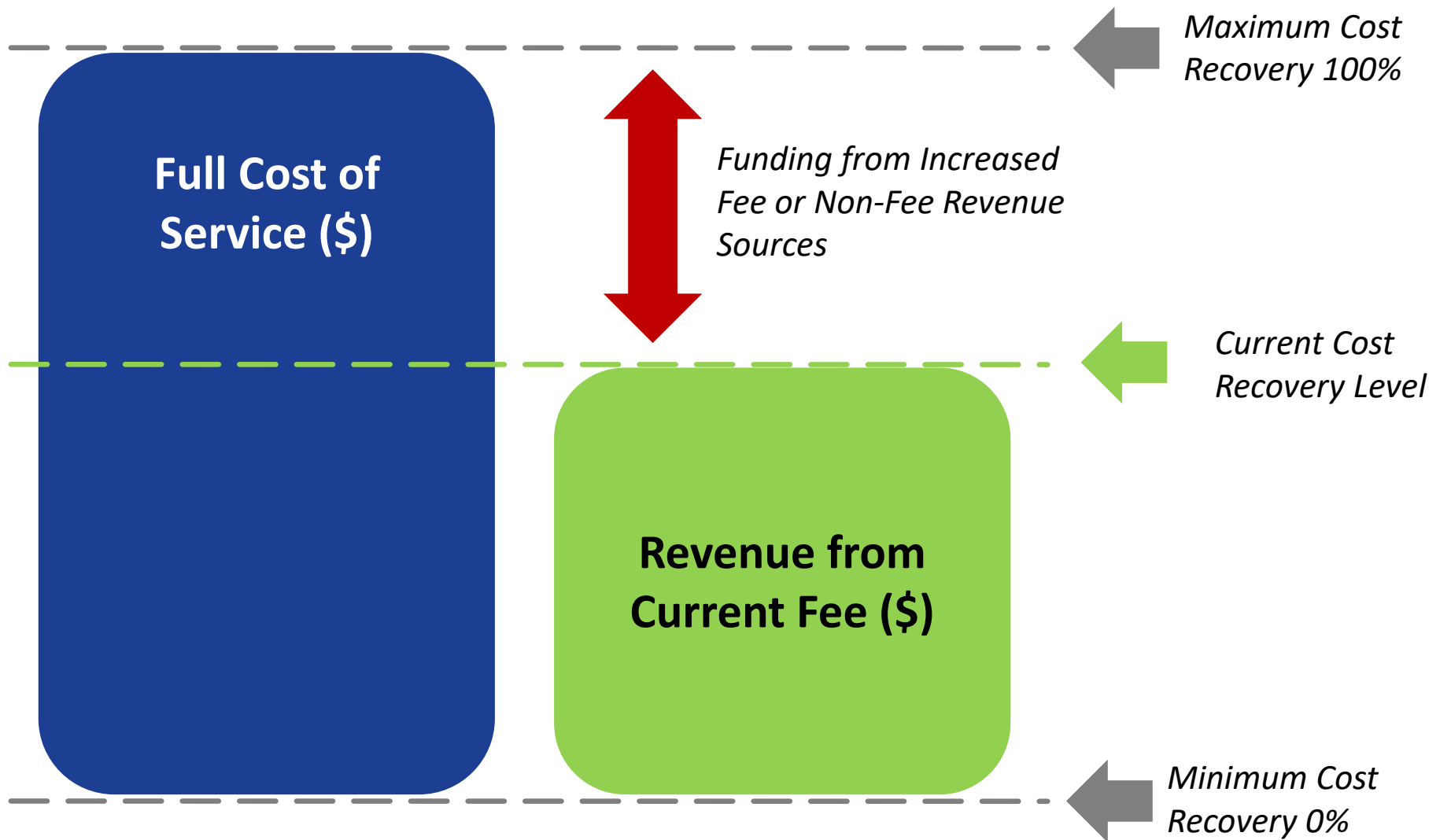
## B. Per Participant:

Annual  
Cost



Participants

# Cost Recovery/Fee Setting





# Understanding Results of Fee Analysis

- Appendix A to the Final Report displays the results of the analysis for the City:
  - **Cost of Service per Activity** = fee amount at 100% cost recovery
  - **Existing Cost Recovery %** = compares the full cost calculation to current fee/deposit
  - **Recommended Cost Recovery %** = Staff's initial recommendation to Council for cost recovery at the individual fee level
- Appendix B to the Final Report displays the Comparative Fee Survey for Fee Related Activities and Services to neighboring agencies.

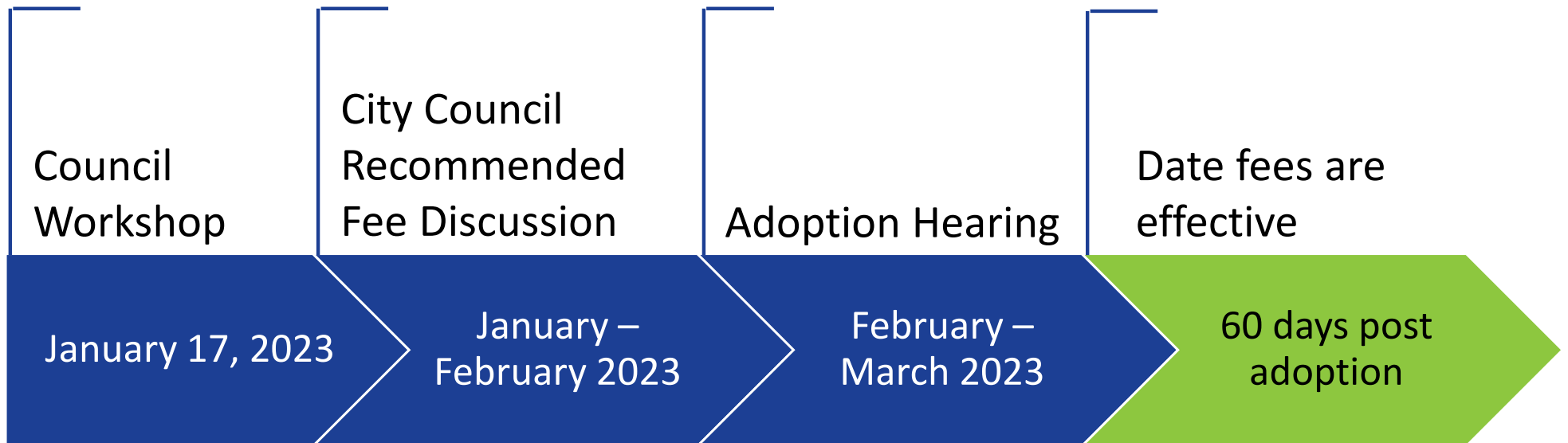
# Summary of Results

Fee Category	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Cost Recovery Surplus/ Deficit	Existing Cost Recovery Percentage	Annual Estimated Revenues at Recommended Cost Recovery Fee	Recommended Cost Recovery Percentage
Finance Department	<i>data not available*</i>					
City Clerk's Office	<i>data not available*</i>					
City Manager Cable TV Department	1,095	2,576	(1,481)	43%	2,576	100%
Grand Theatre Center for the Arts/Cultural Arts Division	398,200	2,396,210	(1,998,010)	17%	398,200	17%
Building Safety Division	5,249,857	4,735,249	514,608	111%	4,700,507	99%
Engineering Division	3,498,312	5,624,366	(2,126,054)	62%	5,624,366	100%
Planning Division	466,183	886,140	(419,957)	53%	886,140	100%
General Plan Maintenance Surcharge	-	449,000	(449,000)	0%	381,650	85%
Community Facilities Division	282,819	1,399,305	(1,116,486)	20%	282,819	20%
Recreation Division	451,404	2,614,954	(2,163,550)	17%	451,404	17%
Police Department	188,588	198,084	(9,496)	95%	197,041	99%
Animal Services Unit	79,800	201,338	(121,538)	40%	149,461	74%
Public Works Department	<i>data not available*</i>					
Municipal Airport	756,052	795,347	(39,295)	95%	795,347	100%
Utilities Department	-	354,442	(354,442)	0%	354,442	100%
<b>Total</b>	<b>\$ 11,372,310</b>	<b>\$ 19,657,011</b>	<b>\$ (8,284,701)</b>	<b>58%</b>	<b>\$ 14,223,953</b>	<b>72%</b>

# Comparative Survey

- Comparison agencies: Cities of Brentwood, Stockton, Livermore, Manteca and Modesto
  
- Reasonable attempt to compare readily available information
  
- Caveats:
  - Differing cost recovery policies or procedures
  - Varied terminology for provision of similar services
  - Basis of fees and frequency of review differs among jurisdictions

# User Fee Update – Next Steps



# Questions or Comments?



**Nicole Kissam**

*Project Director*

**Lauren Guido**

*Consultant*



[nkissam@nbsgov.com](mailto:nkissam@nbsgov.com)

[lguido@nbsgov.com](mailto:lguido@nbsgov.com)



800-676-7516