



City of San Leandro

Building, Planning, and Fire Prevention Fee Study

- March 2017 -

-DRAFT-



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Executive Summary

General Study Overview

User and Regulatory Fees

The City derives its annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee. California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the fees charged shall not exceed the estimated reasonable cost of providing the services, activities, or materials for which fees are charged.

Recovering the Costs of Providing Fee-Related Services Directly Influences the City's Fiscal Soundness

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large.

Community Development Department staff intend to implement a practice of annual review and adjustment of fees. Implementing this practice will provide multiple benefits, including:

- Increase the availability of General Fund revenues to be used for services and activities available to all San Leandro residents and businesses, such as public safety services.
- Help meet the service level expectations of the development community by collecting revenues to fund the services provided by the department.
- Keep pace with general cost inflation.
- Avoid fee spikes that are more likely to occur when fees are left unchanged for several years.
- Provide fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Encourage generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.
- Provide enhanced revenue tracking information to allow for efficient identification of amounts collected on behalf of other agencies or for specific purposes.

Fee Categories that Were Examined in this Study

This study specifically examined the following categories of fees:

- **Building Fees**, such as construction permit processing, plan check, and inspection
- **Planning Fees**, such as entitlement review and review for compliance with the zoning code
- **Fire Prevention Fees**, such as plan check and inspection of new construction, fire sprinkler systems, and fire alarm systems.

Goals of the Fee Study

- Simplify the building fee schedule to facilitate application of fees to projects and assist customers in estimating permit fees. The fee schedule should reflect the costs of providing services (i.e. lower fees for less complex projects and higher fees for more complex projects)
- Calculate the costs of providing building, planning and fire prevention fee-related services
- Assist with cost recovery policy development and planning for ongoing maintenance of fees
- Estimate revenue impacts of fee modifications
- Prepare an updated schedule of fees for City review

Simplification of the Building Fee Schedule

The current building fee schedule is complex as it includes a different method for calculating rates of the various disciplines (plumbing, mechanical and electrical) which requires counting of fixtures, watts amperage, etc. The methodology makes it difficult to project fees for proposed projects and results in a cumbersome process of calculating fees and may at times result in inaccuracies.

A fee schedule based on construction valuation is a common methodology used by other cities including Larkspur, Rancho Cordova, and Roseville. The methodology allows for a more accurate and expeditious calculation of fees and enables residents, contractors and developers to easily project fees for proposed projects. A comparison of current and proposed structures is illustrated in the tables below

Current Format for Calculating Various Permit Fees

#	Fee Description	Fee
1	Plumbing fixture or waste discharge, each	\$x
2	Plumbing fixture removed and opening sealed, each	\$x
3	Inside rain leader, each	\$x
4	Garbage disposal – residential, each	\$x
5	Garbage disposal – commercial, each	\$x
6	Irrigation sprinkler system and first 20 heads	\$x
7	Irrigation System, each additional sprinkler head	\$x
8	Motor – Up to 1 HP	\$x
9	Motor – 1.1 to 10 HP	\$x
10	Motor – 10.1 to 13 HP (eight add'l categories based on HP)	\$x

Sample of Proposed Format for Calculating Various Permit Fees

#	Fee Description	Fee
1	Plumbing Permit (Total Valuation)	
	Up to \$2,000	\$x
	\$2,001 - \$4,000	\$x
	\$4,001 - \$10,000	\$x for the first \$4,000, plus \$x for each add'l \$1,000 valuation
	Greater than \$10,000	\$x for the first \$10,000, plus \$x for each add'l \$1,000 valuation

Current Cost Recovery Levels

- Current fees for building recover the full cost of providing fee-related services
- Current fees for planning and fire prevention services are insufficient to cover the full cost of providing fee-related services. The City is subsidizing a portion of the cost of services.

Options for Ongoing Fee Management

1) No change to current practice

- a. The City is not currently over-recovering for fee services, consequently it could leave fee categories unchanged and continue its current practices
- b. This would result in the continued use of the complex building and safety fee structure and on-going under-recovery of Planning and Fire Prevention fees.

2) Move to full cost recovery

- a. The City could immediately recalibrate fees for ease of use and target full cost recovery

3) Use a phase-in approach to increase cost recovery levels

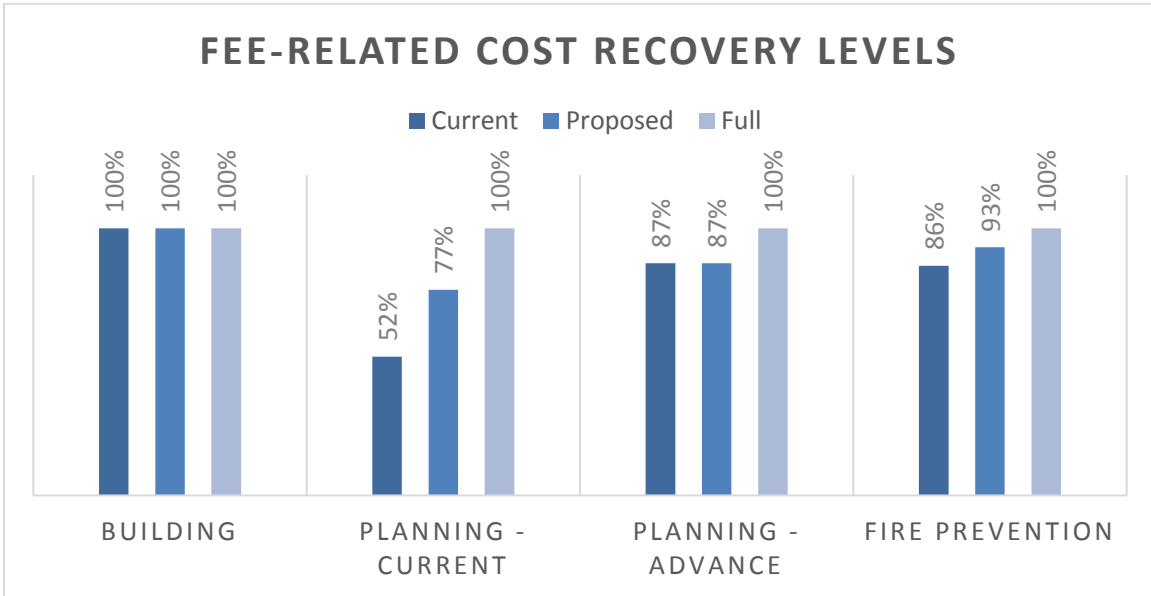
- a. This approach would include implementation of a simplified building fee structure and enhance cost recovery levels, but avoid attempting to recover the entire amount of under-collection in a single year. Instead it would recognize the subsidy being provided for services and consider increases over a multi-year period to reach targeted cost recovery levels which, in some cases, may be less than 100%.
- b. This approach also allows the City to easily identify service areas targeted for long-term subsidy and set specific cost recovery levels for individual services rather than an across-the-board targeting of full cost recovery.

Staff Recommendations for Ongoing Fee Management

1) Use a phase-in approach to increase cost recovery levels

- a. Implement a simplified building fee structure effective July 2017, intended to allow applicants and staff to more effectively forecast and calculate fees for specific projects.
- b. Modify most planning and fire prevention fees in order to recover roughly half of existing under-recovery via fee adjustments effective July 2017.
- c. Monitor fee changes and consider additional recalibration, as-needed, over the next two years. The current contract with ClearSource Financial Consulting (ClearSource) includes an evaluation of fees and rate recommendations for two additional years.
- d. Since the Community Development Department relies heavily on user and regulatory fees to sustain operations, the Department will:
 - i. Consider recalibration of fees over the next two years
 - ii. Review and refine fee calculation methodologies as necessary
 - iii. Implement systems for enhanced revenue tracking.

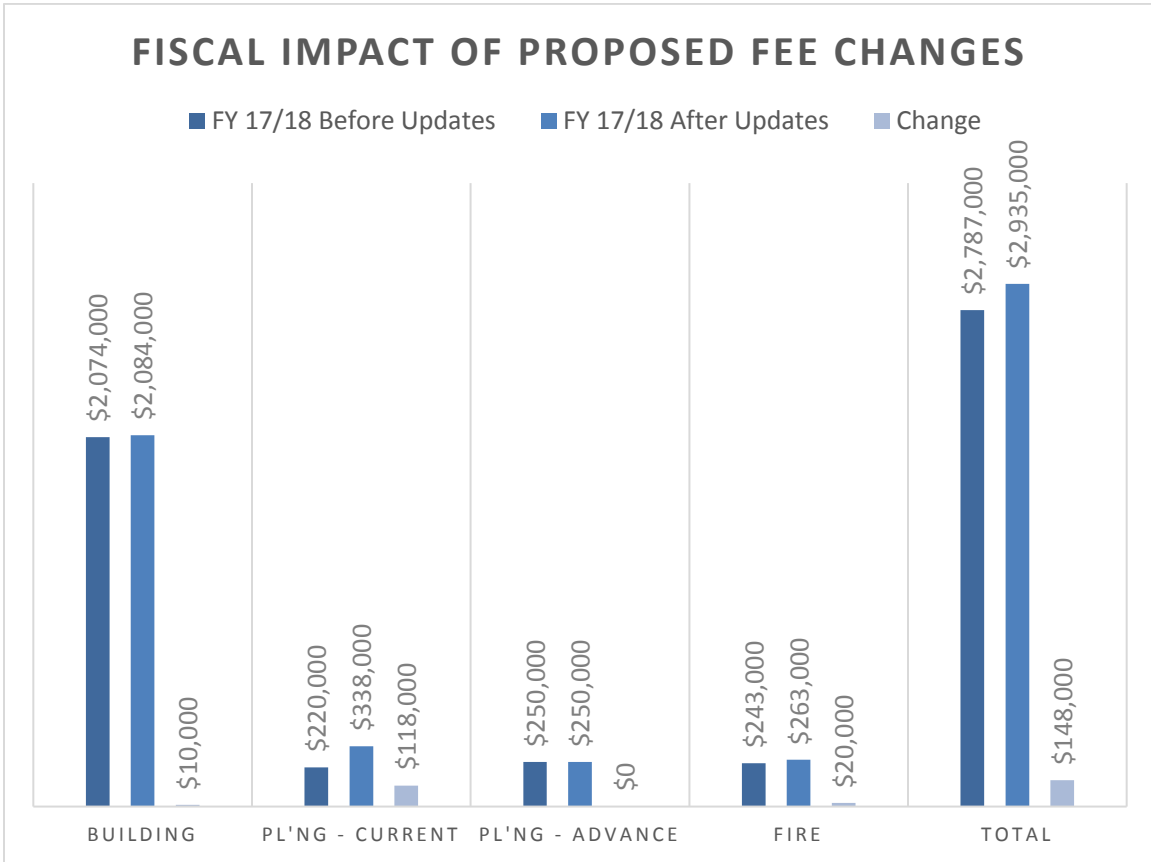
Table 1 – Current and Proposed Aggregate Cost Recovery Levels for Fee-Related Services



Fiscal Impact of Proposed Fee Changes

- Assuming development activity remains relatively stable, the proposed fee changes are anticipated to generate roughly \$148,000.

Table 2 – Fiscal Impact of Proposed Fee Changes



It is important to note that while adjusting fees will provide a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services, rather the revenue is intended to offset the costs of providing existing services that are recoverable from fees. Consequently, while fees may rise annually, typically labor costs (the primary driver of fee-related costs) also rise annually. Recalibration of these fees simply provides an offset of existing expenditures/needs rather than a source of funding for expanded service levels. In the case of Planning, part-time and temporary staff have been added and consultants engaged in order to handle the increased work load given the current demand for service. The additional revenue from the adjusted fees will assist in covering the cost of providing services rendered.

Legislative Guidance

The objectives of the study, the methodologies used to complete the study, and the proposed schedule of fees were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are *not* defined as taxes:

- 1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- 2) A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- 3) A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- 4) A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- 5) A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- 6) A charge imposed as a condition of property development.
- 7) Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (“charges”) recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City’s activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor’s burdens on, or benefits received from the activities and services provided by the City.

Study Methodology and Data Sources

This study calculated the estimated reasonable cost of providing various planning, building, and fire prevention fee-related services. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service (see illustration below).

$$\text{Hourly rate} * \text{Labor hours} = \text{Cost of service}$$

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures:

- Estimated annual hours spent providing fee related services were developed based on responses received from multiple interviews and targeted questionnaires.
- Labor expenditures for in-house personnel were based on forecasts of Fiscal Year 2016/17 salary and benefits expenditures.
- Contract service personnel related costs were based on the rates currently used by the City's contract fire prevention service provider, Alameda County Fire Department.
- All other services and supplies expenditures were based on Fiscal Year 2016/17 budgeted expenditures.

Estimated labor times were developed based on responses received from multiple interviews and targeted questionnaires of the staff primarily responsible for the provision of services examined in the study, along with a review of actual permits issued during previous years. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

$$\text{Proposed fee} \div \text{Cost of service} = \text{Targeted Cost Recovery}$$

Summary of methodology used to calculate estimated costs of service and cost recovery levels

Step One

Identify annual hours spent providing fee services for each division → This information is developed and tested using a combination of interviews, questionnaires, historical project information, and historical revenue information.

Step Two

Identify annual cost of providing fee services for each division → This information is developed and tested using a combination of information found in the City's adopted budget, expenditure history, and the overhead cost plan.

Step Three

Calculate the estimated hourly rate using information from Steps 1 and 2 → **$Annual\ cost \div Annual\ hours = Hourly\ rate$**

Step Four

Estimate labor time required to process individual request for service → This information is developed and tested using a combination of interviews, questionnaires, commonly-used measures, and information developed in Step 1.

Step Five

Calculate estimated cost of service using information from Steps 3 and 4 → **$Hourly\ rate * Labor\ hours = Cost\ of\ service$**

Step Six

Calculate current cost recovery level for a specific service → **$Current\ fee \div Cost\ of\ service = Current\ Cost\ recovery$**

Step Seven

Use laws, industry standards, goals and policies, and historical trends to determine targeted cost recovery → **$Proposed\ fee \div Cost\ of\ service = Targeted\ Cost\ Recovery$**

Step Eight

Test to confirm forecast revenue from fees will not exceed program costs → Use historical permit volume and proposed fees to forecast anticipated revenue from fees. Forecast revenues should not exceed program costs.

Overview of Findings and Recommendations

Building Fees

Services Provided by the Division

The Building Division provides permitting, plan check, and inspection services for all new construction, alterations, and additions throughout the City, enforcing the provisions of the California Building Standards Code. Additionally the division serves as a primary building code resource to contractors, architects, engineers, developers, business owners, and property owners. Only the costs of providing fee-related services are proposed to be recovered from fees. Costs associated with non-fee related services are proposed to be paid from other sources, typically the City’s General Fund revenues.

Building Fees: Study Outcomes and Recommendations

#	Finding / Recommendation	Description
1	Current fees recover the full cost of providing fee-related services	<ul style="list-style-type: none"> Fee revenues collected by the division recover the full cost (100%) of providing fee-related services Cities throughout the State typically target full cost recovery from building permit fees.
2	The division provides some services that require a funding source other than building fees	<ul style="list-style-type: none"> Approximately 18% of costs associated with the Building and Safety Division are allocated to services not intended to be funded from building fees. These include costs associated with punitive code enforcement and collecting fees on behalf of other divisions or agencies. These costs require a funding source other than building fees. Unless an alternative is identified, the funding source is typically unobligated General Fund revenues.
3	Restructure fees and/or reformat fee schedule to facilitate more consistent application of the fee schedule	<ul style="list-style-type: none"> Use fee methodology that results in lower fees for less complex projects and higher fees for more complex projects (i.e. establish a nexus between fees and typical service requirements).
4	Historical information can be used to more closely align budgeted revenues to prior year actuals	<ul style="list-style-type: none"> For the last several years, budgeted revenue forecasts for development fees have been less than actual revenues collected. Beginning FY 17/18 staff recommends modification of the revenue budget to more closely align to revenues received in the prior year.
5	Work with City Finance Department and within Division to improve ongoing tracking of various revenue sources	<ul style="list-style-type: none"> Develop fees and tracking mechanisms for State mandated fees that allow for efficient identification of amounts collected on behalf of other agencies and amounts collected for specific uses, such as technology enhancement.
6	Annual revenue increase of \$10K Aggregate recovery increase of 0%	<ul style="list-style-type: none"> Since fee revenues currently recover the cost of service any recalibration of fees should be revenue neutral.

Simplification of the Building Fee Schedule

The current building fee schedule is complex as it includes a different method for calculating rates of the various disciplines (plumbing, mechanical and electrical) which requires counting of fixtures, watts amperage, etc. The methodology makes it difficult to project fees for proposed projects and results in a cumbersome process of calculating fees and may at times results in inaccuracies.

A fee schedule based on construction valuation is a common methodology used by other cities including Larkspur, Rancho Cordova, and Roseville. The methodology allows for a more accurate and expeditious calculation of fees and enables residents, contractors and developers to easily project fees for proposed projects. A comparison of current and proposed structures is illustrated in the tables below. Additionally, a listing of all current and proposed fees is included in Appendix A.

Current Format for Calculating Various Permit Fees

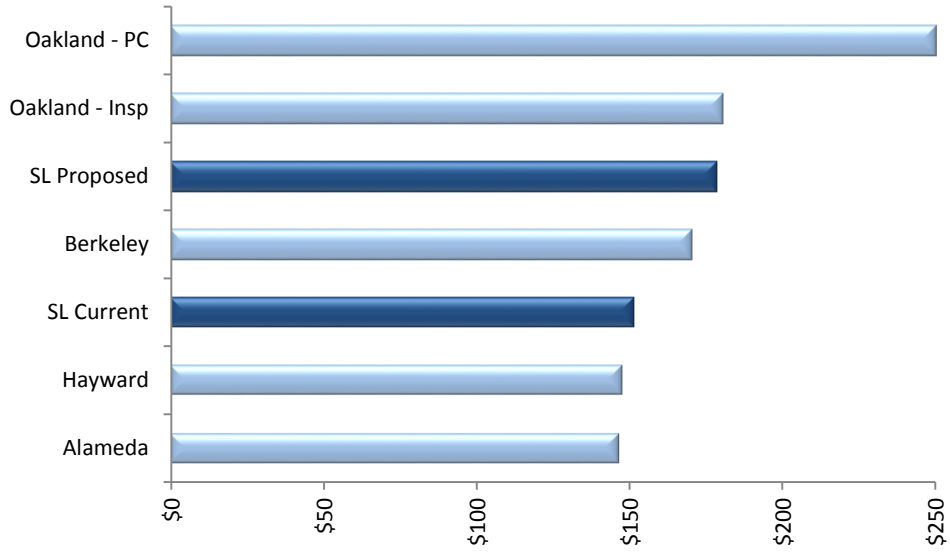
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7	Irrigation System, each additional sprinkler head	\$x
8	Motor – Up to 1 HP	\$x
9	Motor – 1.1 to 10 HP	\$x
10	Motor – 10.1 to 13 HP (eight add'l categories based on HP)	\$x

Sample of Proposed Format for Calculating Various Permit Fees

#	Fee Description	Fee
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	Up to \$2,000	\$x
	\$2,000 - \$4,000	\$x
	\$4,000 - \$10,000	\$x for the first \$4,000, plus \$x for each add'l \$1,000 valuation
	Greater than \$10,000	\$x for the first \$10,000, plus \$x for each add'l \$1,000 valuation

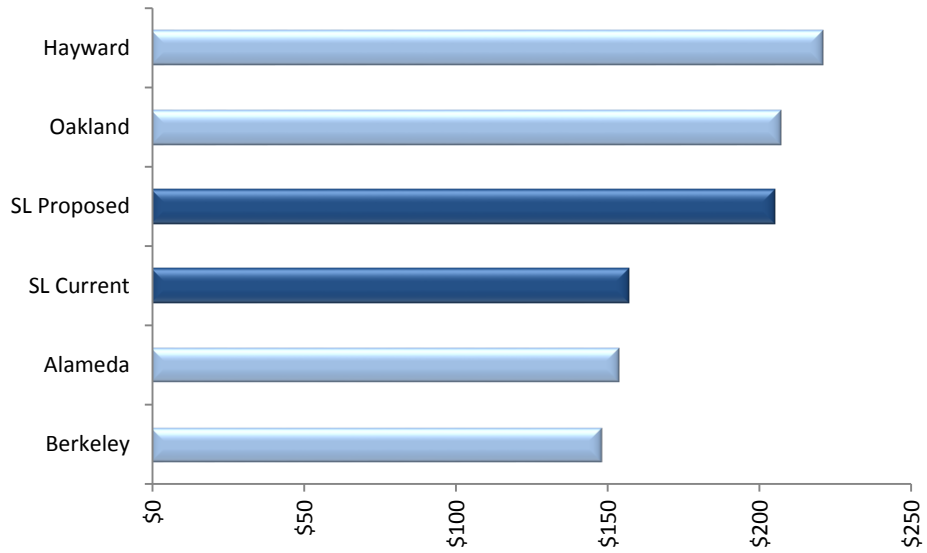
The charts on the following pages provide regional fee comparison information, including the City’s current and proposed fees for several building fee-related services. Variation in rates and fees for service is typically attributable to differences in organizational cost structures, targeted cost recovery levels, staffing method (in-house v. contract staffing) and service levels assumed in fees.

Standard Hourly Rate Used for Building Fees

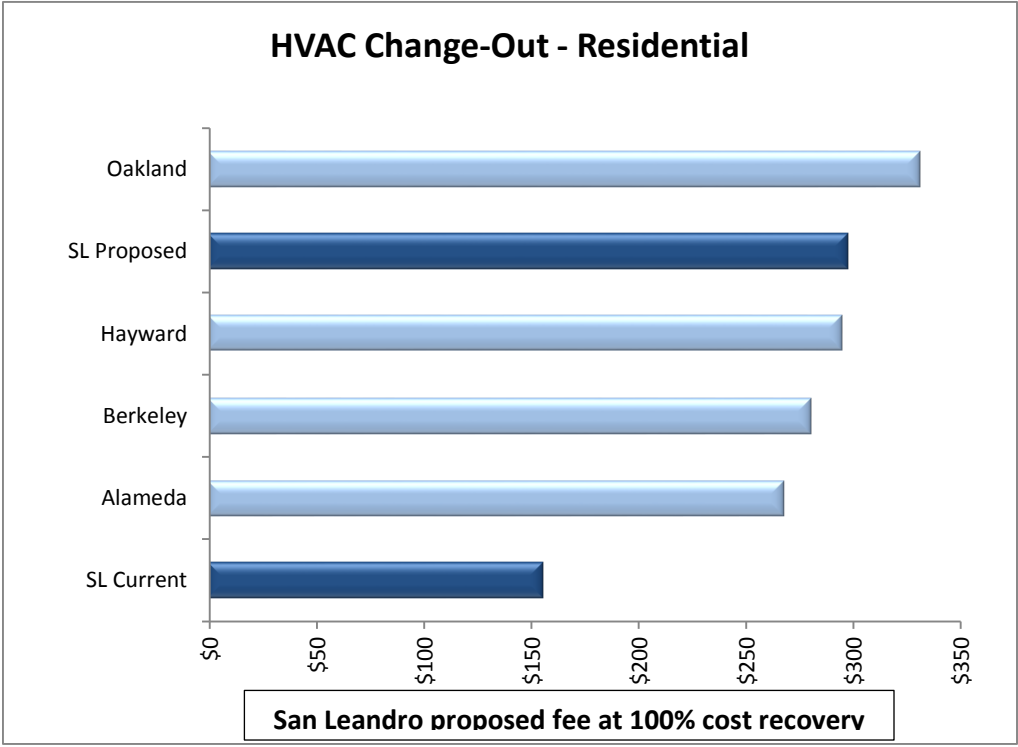
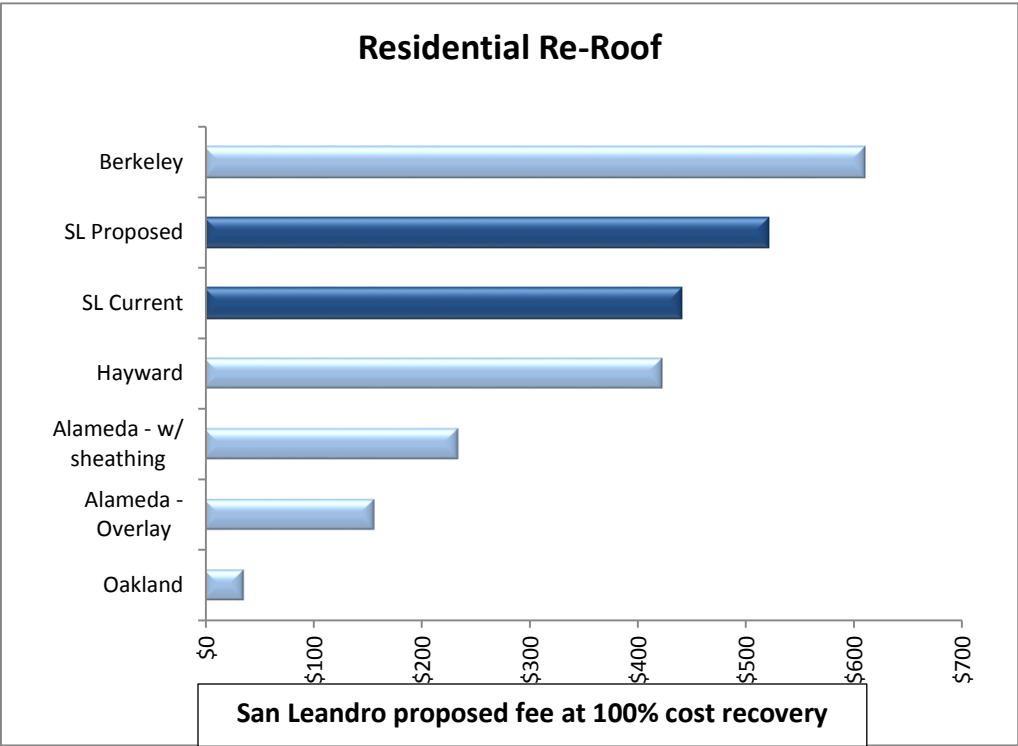


San Leandro proposed rate at 100% cost recovery

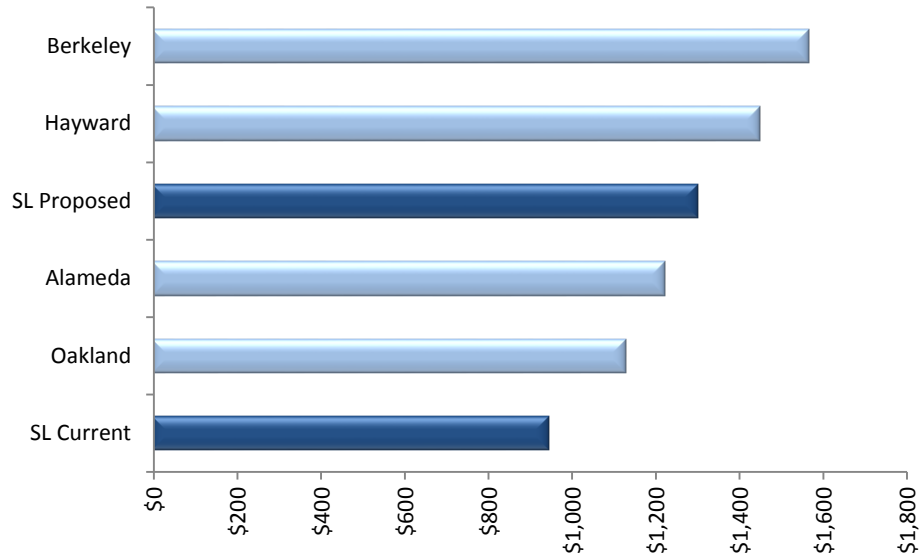
Water Heater Change-Out



San Leandro proposed fee at 100% cost recovery



Kitchen Remodel \$25,000



San Leandro proposed fee at 100% cost recovery

Planning Fees

Services Provided by the Division

The Planning Division maintains and implements the City’s Zoning Code and prepares other specialized planning documents. The division reviews development requests for conformance with the City's planning policies and standards. Division staff oversee the City’s current and long range planning efforts. The costs of providing fee-related services, such as fence modifications, site plan reviews, conditional use permits, and planned development review are proposed to be recovered from fees. The costs associated with advanced planning initiatives are covered by a Community Planning Fee based on construction valuation. Costs associated with non-fee related services are proposed to be paid from other sources, typically the City’s General Fund revenues.

Planning Fees: Study Outcomes and Recommendations

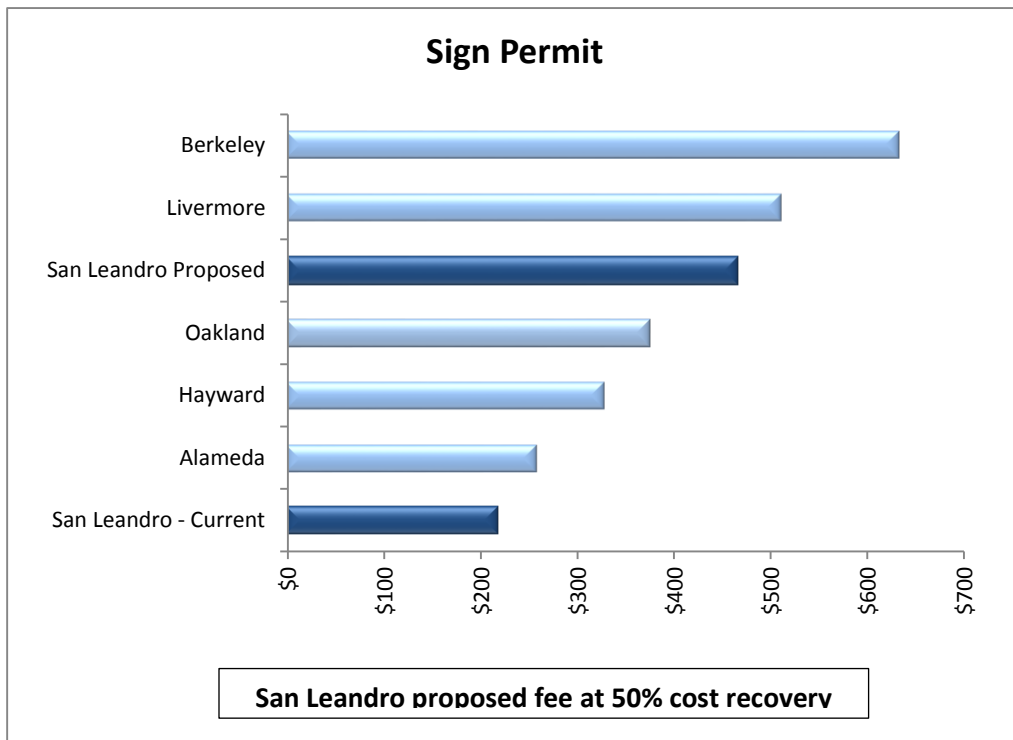
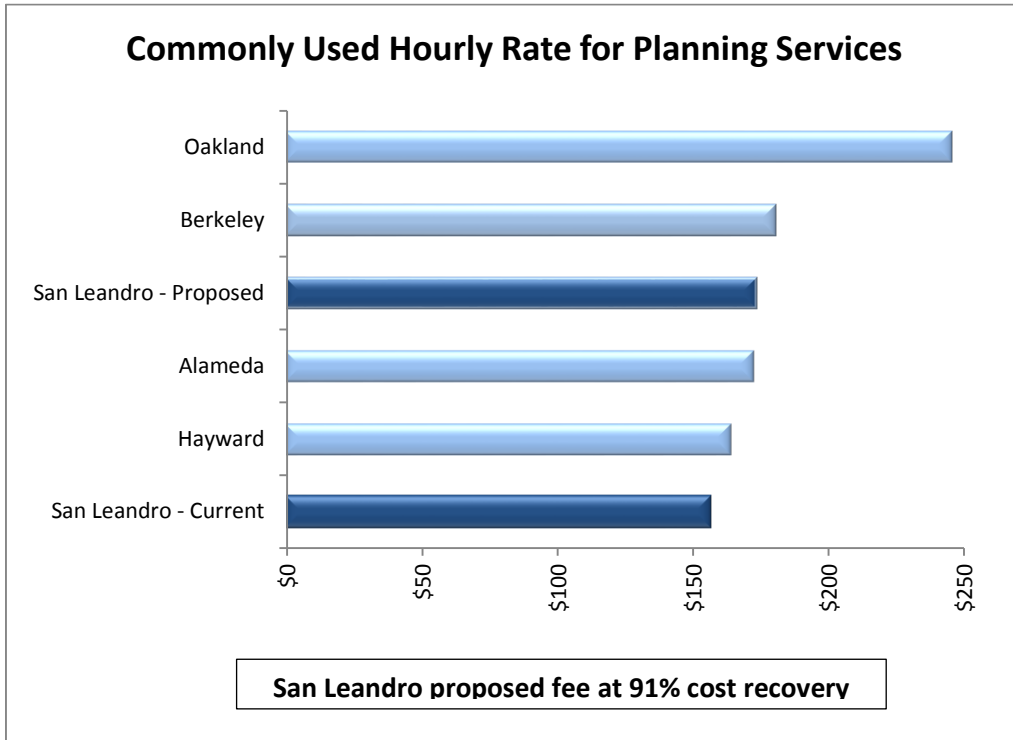
#	Finding / Recommendation	Description
1	Current deposit-based fees recover less than the full cost of providing services	<ul style="list-style-type: none"> • Deposit-based fees are typically used for complex projects • Deposit-based fees are billed based on staff hours logged to a particular application • The hourly rates for deposit-based billings currently recover 82% of the cost of service
2	Current flat fees recover less than the full cost of providing services	<ul style="list-style-type: none"> • Flat fees are collected for projects that typically exhibit less variability in processing time than deposit-based fee services • Current recovery for flat (fixed) fee services varies widely. Cost recovery levels range from ≈10% for building permit plan checking to ≈ 50% for view preservation review.
3	Leave Community Planning Fee unchanged	<ul style="list-style-type: none"> • Although the study indicates the Community Planning Fee currently recovers ≈87% of recoverable costs, no change is currently recommended for this fee. The current cost recovery levels are based on a five-year average of construction values. For the last two years, construction values have increased. If construction values remain stable or continue to improve, cost recovery will be enhanced without a modification required to the existing fee.
4	Use a phase-in approach to increase cost recovery levels over a multi-year period	<ul style="list-style-type: none"> • Increase deposit-based fee recovery from 82% to 91% • Set majority of flat fees to recover 75% with long-term target of full cost recovery • This approach would enhance cost recovery levels, but avoid attempting to recover the entire under-collection in a single year. Instead it would use a series of increases over a multi-year period to reach targeted cost recovery levels. • This approach allows the City to easily identify service areas

		targeted for long-term subsidy and set specific cost recovery levels for individual services rather than an across-the-board targeting of full cost recovery.
5	Continue to deliberately subsidize certain fees	<ul style="list-style-type: none"> • To encourage City and project applicant collaboration • To encourage compliance • To promote beautification and other community benefit efforts.
6	Annual revenue increase of \$118K Aggregate recovery increase of 25%	<ul style="list-style-type: none"> • The majority of this increase will result from increases in fixed fee services that currently recover significantly less than the cost of providing services. Many of these fees will be adjusted to target 75% cost recovery. However, several high volume fee categories such as zoning compliance review for business licensing are recommended for continued subsidy. Targeted recovery for these services range from ≈25% for home occupation review to ≈33% for new business zoning review. • Fixed fees for several services will continue to target less than 75% cost recovery. These services are identified in the table on the following page.

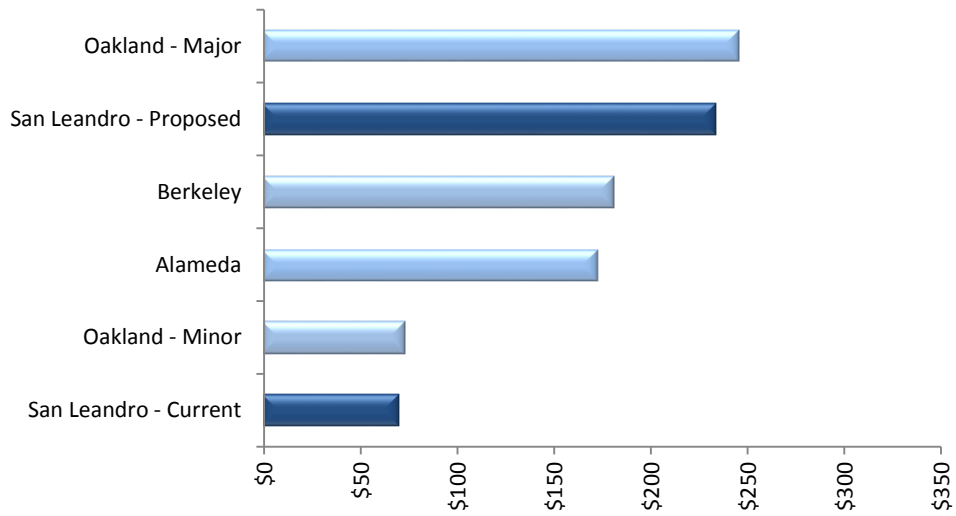
Planning Fees: Fees Recommended for Additional Subsidy

#	Fee Description	Current Fee	Fee at Full Cost Recovery	Proposed Fee	Proposed Cost Recovery	Reason for Targeting Less than Full Cost Recovery
1	Administrative Review for Mobile Food Vending	\$106	\$620	\$205	33%	Encourages compliance with City safety requirements
2	Façade Change	Direct costs	\$1,241	\$620	50%	Encourage community beautification
3	Historical Landmark Designation	Direct costs	\$3,722	\$1,861	50%	Encourages preservation of historical structures within the City
4	Pre-Application Meetings	\$0 - 1 st Mtg \$403 - Each Add'l Mtg	\$1,551 per meeting	\$0 - 1 st Mtg \$500 - Each Add'l Mtg	0% 32%	Fosters collaborations with developers and other applicants, and encourages quality application submittals
5	Temp. Sign Permits	\$222	\$310	\$222	70%	Encourages compliance with temporary sign permit requirements
6	Sign Permits	\$222	\$931	\$465	50%	Encourages community beautification
7	Temporary Use Permit for Seasonal Event, Fund Raiser, etc.	\$228	\$620	\$228	37%	Encourages compliance with City safety requirements; in-line with community values
8	Zoning Compliance Letters	\$115	\$310	\$175	56%	Fosters collaboration with the community
9	Zoning Approvals for Business Licenses	\$115	\$310	\$115	33%	Encourage compliance with City requirements
10	Business License Change of Ownership Review	\$35	\$155	\$35	33%	Encourage compliance with City requirements
11	Home-Occupation Application Review	\$81	\$465	\$115	25%	Encourage compliance with City requirements

The charts below provide regional fee comparison information, including the City’s current and proposed fees for several planning fee-related services. Additionally, a listing of all current and proposed fees is included in Appendix B. Variation in rates and fees for service is typically attributable to differences in organizational cost structures, targeted cost recovery levels, staffing method (in-house v. contract staffing) and service levels assumed in fees.

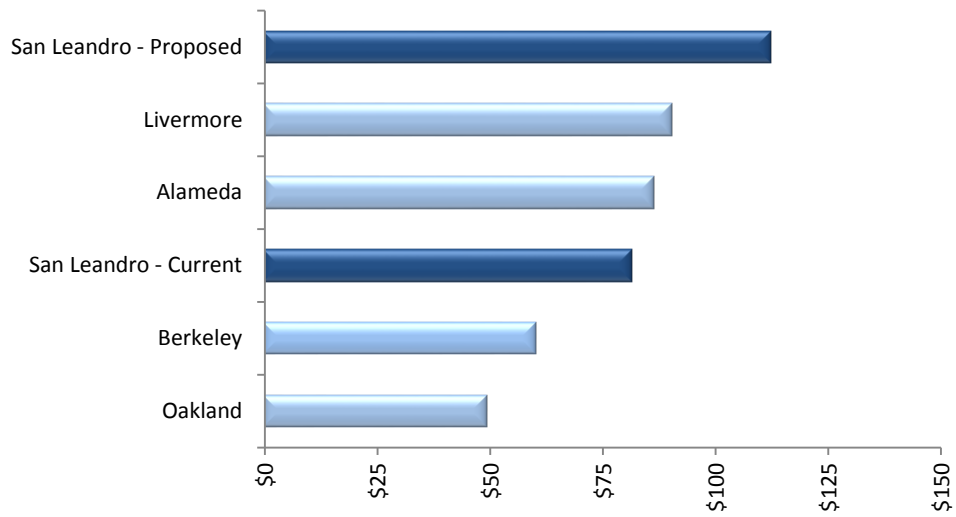


Planning Review for Building Permit - SFR Remodel



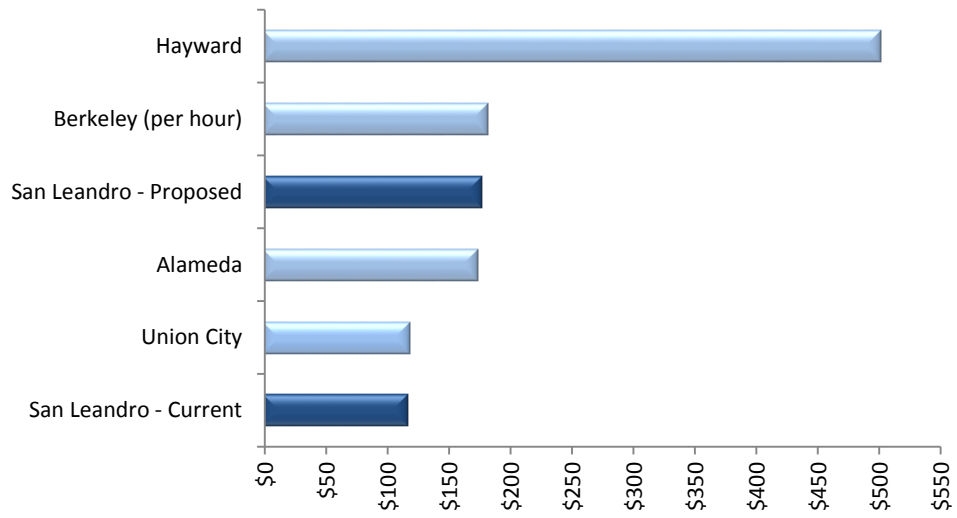
San Leandro proposed fee at 75% cost recovery

Home Occupation Application Review



San Leandro proposed fee at 25% cost recovery

Zoning Compliance Letter



San Leandro proposed fee at 56% cost recovery

Fire Prevention Fees

Services Provided by the Division

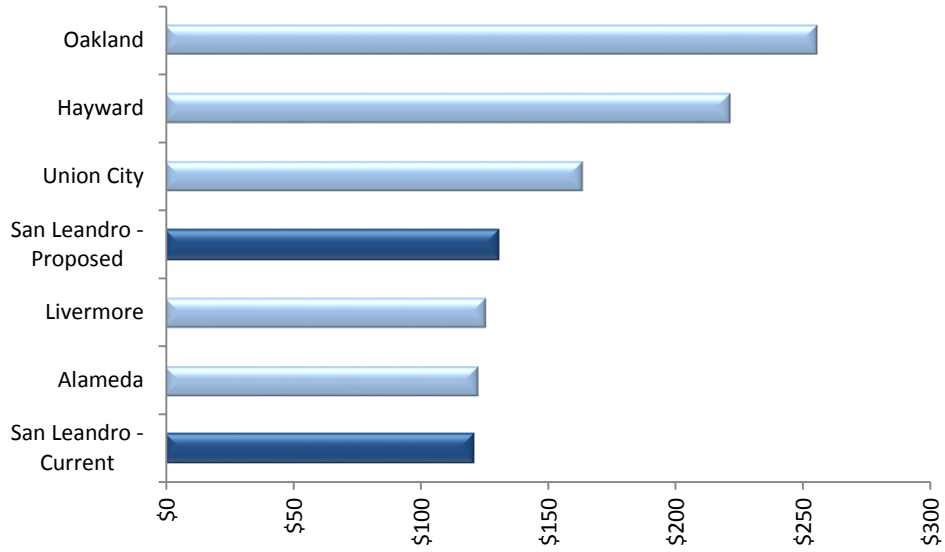
The Fire Prevention Division of the Fire Department leads mitigation efforts designed to help prevent emergencies. Fee related efforts performed by the division include, but are not limited to, review and inspection of new construction, fire sprinkler systems, and fire alarm systems to assess compliance with the Fire Code. Only the costs of providing fee-related services are proposed to be recovered from fees. Costs associated with non-fee related services are proposed to be paid from other sources, typically the City's General Fund revenues. Non-fee related services include administrative duties, community events, planning support, and code adoption.

Fire Prevention Fees: Study Outcomes and Recommendations

#	Finding / Recommendation	Description
1	Current fees recover less than the full cost of providing services	<ul style="list-style-type: none"> Current fees recover ≈86% of the cost of service.
2	Use a phase-in approach to increase cost recovery levels over a multi-year period	<ul style="list-style-type: none"> Set majority of fees to recover 93% with long-term target of full cost recovery.
3	Add new fee to allow for recovery of costs associated with excess plan reviews	<ul style="list-style-type: none"> The division uses flat (fixed) fees for services that are developed based on a typical level of effort required. Occasionally, applicants require significantly more plan review effort than anticipated in the fee. In order to allow the City to recover its costs, a fee is proposed to be added to account for these scenarios.
4	Annual revenue increase of \$20K Aggregate recovery increase of 8%	<ul style="list-style-type: none"> Increasing recovery levels from ≈ 86% to 93% should result in increased revenue of roughly \$20,000.

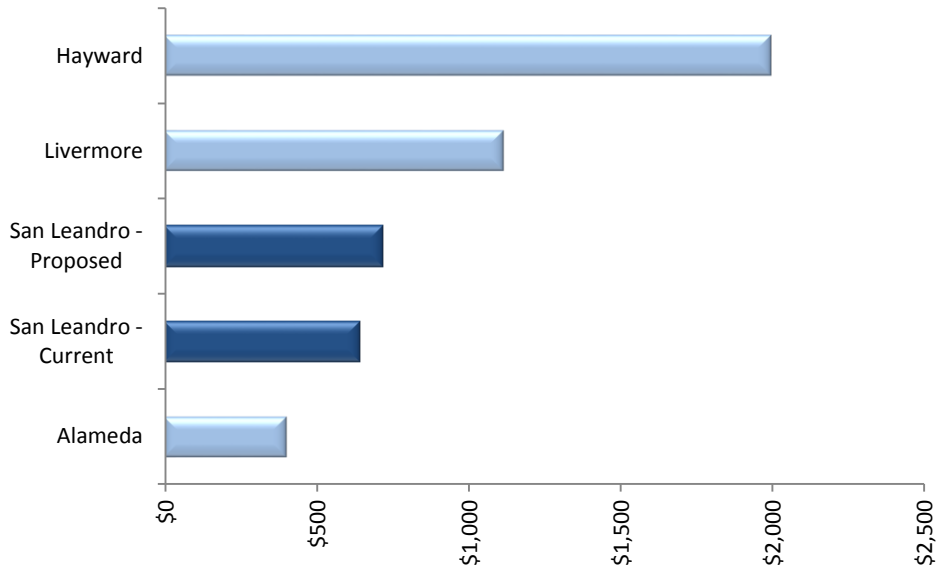
The following charts provide regional fee comparison information, including the City's current and proposed fees for two readily comparable fire fee-related services. Additionally, a listing of all current and proposed fees is included in Appendix C. Hourly rates for fire prevention fee-related services vary widely among municipalities throughout the region and throughout the State of California. Variation in rates and fees for service is typically attributable to differences in targeted cost recovery levels, cost structures (in-house v. contract staffing) and service levels assumed in fees.

Commonly Used Hourly Rate Used for Fire Prevention Fees



San Leandro proposed fee at 93% cost recovery

Standpipe System



San Leandro proposed fee at 93% cost recovery

Fiscal Impact

Fiscal Impact of Proposed Fee Changes

- Assuming development activity remains relatively stable, the proposed fee changes are anticipated to generate roughly \$148,000.

The table below summarizes the annual revenue by division for the past four years. Building revenue is the largest source of revenue and fees are set to cover the cost of service. In some cities, building revenues are handled as a separate enterprise fund, however, in the City of San Leandro the revenue is deposited into the General Fund and expenses are budgeted out of the General Fund.

The increase in Advanced Planning fee revenues is due to an adjustment in the Community Planning Fee that went into effect on July 1, 2014. The Community Planning Fee was established to cover costs associated with advanced planning and zoning code update initiatives including the General Plan and Housing Element. The methodology for collection was revised to collect 0.3% of the construction valuation on all building permits.

Summary of Actual Annual Fee Revenues

#	Fee Category	FY 12/13	FY 13/14	FY 14/15	FY 15/16
1	Building	\$1,332,000	\$2,023,000	\$1,595,000	\$2,074,000
2	Planning – Current	133,000	148,000	147,000	138,000
3	Planning – Advanced	2,000	7,000	162,000	321,000
4	Fire	178,000	199,000	340,000	361,000
5	Total	\$1,645,000	\$2,377,000	2,244,000	2,894,000

Summary of Anticipated Annual Fee Revenues “Before” and “After” Fee Adjustments

#	Fee Category	FY 17/18	FY 17/18	Anticipated Revenue Impact of Fee Modifications
		Anticipated Revenue “Before” Fee Modification	Anticipated Revenue “After” Fee Modification	
1	Building	\$2,074,000	\$2,084,000	\$10,000
2	Planning – Current	220,000	338,000	118,000
3	Planning – Advanced	250,000	250,000	0
4	Fire	243,000	263,000	20,000
5	Total	\$2,787,000	\$2,935,000	148,000

Anticipated Revenues Before Fee Changes are Based on Anticipated FY 17/18 Budget Adjustments

For the last several years, budgeted revenue forecasts for development fees have been less than actual revenues collected. Beginning FY 17/18 staff recommends modification of the revenue budget to more closely align to revenues received in the prior year.

It is important to note that while adjusting fees will provide a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services, rather the revenue is intended to offset the costs of providing existing services that are recoverable from fees. Consequently, while fees may rise annually, typically labor costs (the primary driver of fee-related costs) also rise annually. Recalibration of these fees simply provides an offset of existing expenditures/needs rather than a source of funding for expanded service levels. In the case of Planning, part-time and temporary staff have been added and consultants engaged in order to handle the increased work load given the current demand for service. The additional revenue from the adjusted fees will assist in covering the cost of providing services rendered.

Adoption of Fees and Ongoing Fee Management

The fees included as part of this study are set at the direction of the City Council. Consequently, the City Council may adopt fees and modify them at a future date as costs of service change, city policies or goals change, project volumes change, service recipient feedback is received, and annual revenue impact of fees is confirmed.

If the City decides to adopt modified fees it should:

- **Include the fee revisions as part of the FY 2017-18 Fee Schedule effective July 1, 2017.**
- **Ensure that City staff begin fee collections using updated fee schedules** once the adopted fees are effective.
- **Actively monitor and bill for deposit-based fees** – This will be particularly important for the collection of Planning Fees. Planning staff has confirmed it has systems in place for collecting and refunding, when necessary, deposit-based fees.
- **Periodically Review and Adjust Fees and Calculation Methodologies** – As part of this study, numerous changes were made to fee structures and fee calculation methodologies. The fee schedule was developed to allow for hourly billing of projects that fall outside the scope of those considered when developing the fee schedule. Also, if fees for services are unintentionally omitted from the adopted fee schedule, they should be added to the fee schedule as part of a future update.
- **Monitor feedback and permit statistics** - Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- **Adjust fees on an annual basis using inflationary index** - In order to generally maintain pace with regional cost inflation and the City's salary cost inflation, the City should continue adjusting its fees on an annual basis.
- **Conduct future fee studies on regular basis** – Since the City updates fees annually by the change in CPI, it should conduct future fee studies periodically to confirm that fee levels remain at, or below, legal limits. The City's agreement with ClearSource includes an evaluation of fees and recommendations for adjustments for fiscal years 2017-18 and 2018-19.

Appendices

The appendices provide detailed analytical findings from the study, including the amount of cost, or estimated cost, required to provide the services for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues. For any fees targeted to recover less than 100% of the estimated reasonable cost of service, it is anticipated that General Fund revenues of the City will fund the difference between the targeted recovery level and 100% recovery of the estimated cost of service. These amounts are identified in the Working Version of the Schedule of Fees included in the appendices. Additionally, the appendices include the Schedule of Fees proposed for adoption by the City Council.

List of Appendices

Appendix A – Building: Current Fees, Proposed Fees, and Cost Recovery Summary

Appendix B - Planning: Current Fees, Proposed Fees, and Cost Recovery Summary

Appendix C – Fire Prevention: Current Fees, Proposed Fees, and Cost Recovery Summary

Appendix D – Building: Cost of Service Analysis

Appendix E – Planning: Cost of Service Analysis

Appendix F – Fire Prevention: Cost of Service Analysis

Appendix G – Allocation of Estimated Citywide Overhead

Appendix H – Estimated Fiscal Impact of Proposed Fee Changes

Appendix A



Current Fees, Proposed Fees, and Cost Recovery Summary

Building

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Current Fees
Proposed Fees
Cost Recovery Summary

Current Fees

Building

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division		
1 Plans and Specifications	See Engineering & Transportation Department Item 7, Public Work Projects	
2 Building Permit		
NOTE: FEES FOR BUILDING PERMITS AND TERMITE REPAIR WORK DO NOT INCLUDE THE STRONG MOTION (EARTHQUAKE) INSTRUMENTATION PROGRAM (S.M.I.P.) FEE MANDATED BY THE STATE OF CALIFORNIA AND COLLECTED BY THE CITY FOR THE STATE. THIS FEE MUST BE ADDED TO THE		
A. Filing and Issuance Fee	\$100 plus valuation fees and/ or other building fees as listed below	
Re-filing Fee for each resubmittal, deferred submittal, and/or revision after 1st resubmittal, or upon 2nd resubmittal for plan check on same project	50% of Filing and Issuance Fee per occurrence	
Minimum fee for one inspection	Included in the Issue and Filing Fee	
Building Permits requiring more than one inspection, other than for those requiring return inspections for corrections from a previous inspection, have a minimum fee of:	\$151.00	
All-Inclusive Permit: Work involving a combination of building and/or mechanical, electrical and plumbing, with a value of less than \$3,000:	One filing and issuance fee plus Items from respective fee tables	
Residential Seismic Retrofit projects using "Plan set A" (for one and two family residences)	\$75.00 plus Filing and Issuance Fee and other miscellaneous fees	
Permits involving plan check, inspections, and verification per OSHPD3 requirements.	125% of normal Building Permit Fee. Plan check fee shall be calculated based on this increased fee.	
New Commercial/Industrial Buildings 10,000 sq. ft. or more (additional time for plan review, inspections, and verification of code requirements)	125% of standard Building Permit Fee	
Tier 1 Certification (additional time for plan review, inspections, and verification of code requirements)	130% of standard Building Permit Fee	
Tier 2 Certification (additional time for plan review, inspections, and verification of code requirements)	135% of standard Building Permit Fee	
(Note: The Building Official may adjust the plan checking/permit fee for an individual project when costs to the City are not congruent with this fee schedule.)		
Total Valuation: (Based on total value of all construction work, as determined by the Building Official, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.)		
From - To and Including		
\$1.00 - \$4,000	\$151.00	
\$4,001.00-\$50,000.00	\$151.00 for the first \$4,000.00 plus \$15.00 for each additional \$1,000 or fraction thereof, to and including \$50,000	
\$50,001.00-\$100,000.00	\$839.00 for the first \$50,000 plus \$10.60 for each additional \$1,000 or fraction thereof, to and including \$100,000.00	
\$100,001.00-\$500,000.00	\$1,365.00 for the first \$100,000 plus \$6.10 for each additional \$1,000 or fraction thereof, to and including \$500,000.00	
\$500,001.00-\$1,000,000.00	\$4,146.00 for the first \$500,000 plus \$5.80 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.00	
\$1,000,001.00 and up	\$6,580.00 for the first \$1,000,000 plus \$4.80 for each additional \$1,000 or fraction thereof, over \$1,000,000	
B. Termite Repair Work	\$100.00 plus total valuation as listed above	
\$0.00 - \$4,000	\$151.00	
Over \$4,000	Same as for other building permits, minimum of \$151.00	
C. Residential 1 and 2 Family Re-roof		
Main dwelling roof	\$248.00 all sizes and materials	
Detached garages and accessory structures on same property as main dwelling and done at the same time as the main dwelling roof.	\$79.00	
D. Non-residential Re-roof	\$100 plus valuation fees and/or other building fees as listed in 2.A. above	
E. Satellite Dish Antenna	\$148.00	
F. Minor Kitchen and/or Bath Remodel Permit: Limited to work without framing changes	a. Single kitchen or bath remodel (permit to include electrical, plumbing, mechanical ventilation and appliances) \$383.00 b. Additional bath remodel when concurrent with kitchen or bath remodel within the same structure and at same time \$158.00	

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division (continued)		
2 Building Permit (Continued)		
G. Plan Checking		
Plan checking fee shall be paid at the time of application for a building permit. The plan checking fee is in addition to the building permit fee and shall be as follows:		
(1) Residential Fire Sprinklers for 1 & 2 Family Dwelling New Construction. Effective January 1, 2011, fire sprinkler systems became mandatory in 1 and 2 family dwellings. The Division of Building and Safety will be reviewing and inspecting the installation of these systems.	\$527.00 flat fee to include plan review and inspection of residential fire sprinkler systems when installed in conjunction with new 1 & 2 family dwelling construction.	
(2) In-house- During Regular Working Hours	80% of the building permit fee	
For Master Plans (i.e. identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issues at the same time):	A full plan checking fee shall be paid for each Master Plan when more than one building will be built and one half (50%) of the full plan checking fee shall be paid for each building at time of	
Changes, revisions, or additions to plans previously checked.	Direct Cost (1) - 1 hour minimum charge	
Outside plan checking services as utilized at discretion of Building Official.	Same as for <u>In-house- During Regular Working Hours</u>	
Additional Plan Review after the first recheck	Direct Cost (1) - 1 hour minimum per occurrence	
(3) In-house - outside of normal business hours when requested by Applicant	Same as for <u>In-house- During Regular Working Hours</u> PLUS overtime and overhead charges	
(4) By Outside consultant, when requested by Applicant	Equal to <u>In-house - During Regular Working Hours</u> PLUS Consultant's fee as established by Agreement (contract) between City and Consultant	
(5) Over the counter for small changes, revisions or additions, when requested by applicant	Direct Cost (1), with minimum of one-half hour	
(6) Expedited Plan Check when requested by applicant & when plan reviewer is available	Full plan check fee plus one and one-half times Direct Cost (1)	
(7) Phased Plan check- when the foundation or another part of the building needs approval and permit issuance prior to the whole building	One and One-half (1-1/2) times the full plan check fee for the entire building	
(8) Alternate Methods and Materials	Direct cost (1) 1 hour minimum charge	
(9) <u>Energy Conservation</u> : for all buildings subject to the California Energy Commission's conservation regulations	20% of Building Permits	
(10) California Health & Safety Code (CHSC), section 18949.29 fee applied to all projects requiring a "Building Permit".	5% of Building Permit Fee - For training and continuing education required by the CHSC § 18949.	
3 Electrical Permit		
A. Filing and Issuance	\$100 plus the amount shown below for each electrical item	
B. Plan-Check, when applicable	Direct Cost (1)	
For Construction and additions with valuations over \$100,000 including all circuits, service and sub panels.	13% of building permit fees	
Circuits: Installation, replacement or alteration of each electrical circuit (includes related outlets, switches, receptacle and lighting fixtures):		
All Electrical circuits	\$12.70	
Trolley and plug-in type bus-ways, per linear foot	\$0.70	
Lighting fixtures, brackets, pendants, cord drops, outlets, receptacles, switches and other lamp holding devices, each on existing circuits	\$1.50	
Multi-outlet assemblies, light tracts, per linear foot	\$1.30	
Temporary power service pole or pedestal, each	\$31.40	
Temporary distribution system (for construction sites, Xmas tree lots, etc.), each	\$31.40	
Service or Service Change:		
Services over 600 volts:		
Up to 200 amp, each	\$111.20	
Over 200 amp, each	\$111.20	
Services 600 volts or less, each		
Up to 200 amp capacity	\$38.30	
Over 200 amp capacity	\$76.60	
(1) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs		

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division (continued)		
3 Electrical Permit (Continued)		
Service disconnecting means for additional meter	up to a maximum of \$89.30 each	
Fixed Residential Appliances (connection on new or existing circuits):		
Electric range, dryer, combination washer and dryer, furnace, water heater, etc., each	\$11.40	
Heaters (air, water and other kinds), furnaces and welding machines: For each DW or kVA and fraction of either.	Up to and including 20kW or kVA \$24.10	
	Over 20kW or kVA to and including 50kW or kVA \$59.60	
	Over 50kW or kVA to and including 80 kW or kVA \$95.30	
	Over 80kW or kVA \$117.50	
Fixed commercial appliances (connection on new or existing circuits) not exceeding 1HP, kW or kVA:		
Medical/dental equipment, food cabinets, show cases, laundry machines, motion picture machines, specialty lighting, etc.)	\$11.30	
Fire protection systems, other than smoke detectors	\$16.50	
Smoke detectors	\$5.20	
Motors, including starting and controlling apparatus therefore and wiring between same and motor:		
Up to and including 1 h.p.	\$5.20	
1.1 h.p. to 10 h.p.	\$11.30	
10.1 h.p. to 13 h.p.	\$36.00	
13.1 h.p. to 16 h.p.	\$44.20	
16.1 h.p. to 19 h.p.	\$53.40	
19.1 h.p. to 22 h.p.	\$61.60	
22.1 h.p. to 25 h.p.	\$69.80	
25.1 h.p. to 28 h.p.	\$78.00	
28.1 h.p. to 31 h.p.	\$86.20	
31.1 h.p. to 34 h.p.	\$95.50	
Above 34 h.p.	\$95.50	
For changes, renewals or replacement of said apparatus, where no changes in wiring are necessary	One-half (1/2) of the amount set forth above	
For motor generator sets, balancer sets, dynamotors and converters, including control apparatus	150% of fees set forth above, with a maximum for one such machine of \$96.00	
Transformers and balance coils, when not embodied in or included with apparatus for which fee is herein specifically prescribed, Generators, and Rectifiers (mercury arc, vibrating and electrolytic) rated for each rated kVA and fraction thereof:		
1 to 20	\$23.30	
21 to 50	\$60.40	
51 to 80	\$91.80	
81 and above	\$105.50	
For inspection of alterations and changes in existing wiring, each inspection visit	\$32.50	
Photovoltaic Fees do not include Issuing and Filing Fees, Automation fees, and other mandated fees		
Photovoltaic - Residential	\$64.00 (includes over-the-counter plan check, 1 inverter, 1 disconnect, and circuit connection to main panel)	
Photovoltaic - Commercial/Industrial 0 to 8kw	\$270.00 (includes 1hr. structural plan check, 1 hr. electrical plan check, and 1 inverter)	
Photovoltaic - Commercial/Industrial >8 to 48kw	\$378.00 (includes 1-1/2hr. structural plan check, 1 hr. electrical plan check, and 1 inverter)	
Photovoltaic - Commercial/Industrial >48kw	\$755.00 (includes 4 hrs. structural plan check, 1 hr. electrical plan check, and 1 inverter)	
Each 0 - 8kw P.V. Inverter over 1	\$23.70	
Each >8 - 48kw P.V. Inverter over 1	\$56.10	
Each >48kw P.V. Inverter over 1	\$9.50	
Energy Conservation: review of plans and/or energy forms for all buildings subject to the California Energy Commission's conservation regulations (when not covered by building permit)	Direct Cost (1) with a minimum charge of \$66.00	
(1) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs		

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division (continued)		
4 Plumbing Permit		
A. Filing and Issuance Fee	\$100.00 plus the amount shown below for each plumbing item	
B. Plan Check, when applicable	Direct Cost (1)	
Exemption: Inspection of the installation of an earthquake gas shutoff valve	\$32.40 With No Filing & Issuance Fee	
For Construction & additions with valuations > \$100,000 including all water piping, gas piping, water heating & plumbing fixtures	16% of building permit fee	
Plumbing fixture or waste discharge, each	\$12.50	
Plumbing fixture removed and opening sealed, each	\$7.10	
Plumbing fixture reset or set after the completion of the structure to an outlet roughed in prior thereto, each	\$9.40	
Repair or alteration of drainage or vent piping, each	\$14.30	
Inside rain leader, each	\$9.40	
Dishwasher – residential, each	\$9.40	
Dishwasher – commercial, each	\$13.80	
Garbage disposal – residential, each	\$9.40	
Garbage disposal – commercial, each	\$13.30	
Grease interceptor, each, up to 150 gal.	\$9.40	
Grease interceptor, each, over 150 gal.	\$22.30	
Industrial waste interceptor (sand, grease, oil/water separator, neutralizer and clarifier) installation or removal, each	\$29.30	
Sewage ejector pump – residential, each	\$19.70	
Sewage ejector pump – commercial, each	\$31.30	
Water Piping:		
Water line and first 10 openings (including water using equipment connected thereto)	\$14.30	
Each additional opening	\$2.00	
Installation, replacement or abandonment of water service, each	\$14.30	
Irrigation sprinkler system and first 20 heads	\$29.30	
Each additional head	\$0.80	
Inspection of Irrigation Controllers installed in sprinkler systems	\$5.90	
Installation, alteration or repair of water piping and/or water treating or using equipment, each	\$14.30	
Submeters Inspection	\$11.50	
Water Heaters (gas or electric):		
Under 90 gallons, each	\$41.90	
Over 90 gallons, each	\$83.90	
T & P valve, each		
Flues:		
Minimum (one or two flues)	\$11.50	
Each flue over two (each)	\$7.10	
Vacuum Breakers or Back-flow Devices:		
Four or less	\$11.50	
Each additional	\$3.20	
Swimming Pools:		
Private, each	\$87.00	
Public, each	\$144.40	
In-ground spas, hot tubs and portable hot tubs	\$87.00	
Sewers and Storm Drains:		
Storm drain or building sewer per 100 feet or fraction thereof	\$22.30	
Building court connection to main sewer lateral, each	\$32.80	
Building rainwater drain systems, complete, each	\$41.90	
(1) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs		

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division (continued)		
4 Plumbing Permit (Continued)		
Septic tank outfit complete (installation or removal/abandonment), each	\$65.60	
Sewer extension, each	\$22.30	
Site sewer lateral between building and street main, new or repairs or abandonment	\$41.90	
Temporary privy or vault (chemical toilet), each	\$19.10	
Gray Water Systems (fee to cover review of plans and inspection of the installed system)	\$152.00	
Gas Piping and Oil Piping:		
Minimum Fee (one or two outlets)	\$7.70	
Exemption: Inspection of installation of an earthquake gas shutoff valve	No minimum gas piping and oil piping fee	
Each gas outlet over two	\$4.40	
Each gas meter over one (same time and place)	\$5.70	
Gas line test, each test	\$15.40	
Fuel oil or liquefied petroleum gas storage tanks, demolition of new tanks and piping to building, each	\$8.40	
Clothes dryer – residential, each	\$9.90	
Clothes dryer – commercial, each	\$12.00	
Hot Water systems, piping and equipment:		
For steam or hot water heating piping and radiators, convectors, hot water panels, steam or hot water unit heaters, clothes pressing machines of any type, and all connection to industrial and processing equipment:		
Minimum fee (first device)	\$9.90	
Each additional device	\$12.60	
Boilers: All Sizes	\$79.10	
Solar system, including collectors, piping, tanks & exchanger, each	\$51.20	
Energy Conservation: review of plans and/or energy forms for all buildings subject to the California Energy Commission's conservation regulations (when not covered by building permit)	Direct Cost (1) with a minimum charge of \$66.00	
5 Heating, Ventilating and Air Condition or General Mechanical		
Filing and Issuance Fee	\$100.00 plus the amount shown for each heating, ventilating, and air conditioning item of work and each general mechanical item of work	
For the roughing in of sheet metal or approved circulating air pipe in connection with any heating or cooling system, including air inlet or outlet connections, registers and diffusers:		
Plan Check, when applicable	Direct Cost (1)	
For Construction and additions with valuations over \$100,000 including all HVAC, registers, ducts, gas line and vents.	10% of Building Permit Fee	
Each register over two	\$3.20	
Heating, cooling and ventilating appliances:		
Gravity or forced air furnace, each (including gas fireplace inserts)	\$16.40	
Residential air conditioning system	\$14.30	
Unit heater, each	\$14.30	
Recessed wall heater, each	\$14.30	
Suspended space heater, each	\$14.30	
Gas range – domestic, each	\$9.90	
Gas range – commercial, each	\$12.00	
Gas clothes dryer, domestic, each	\$9.90	
Gas clothes dryer, commercial, each	\$12.00	
Gas domestic refrigerator, each	\$9.90	
Conversion burner, each	\$12.00	
Circulating type room heater, each	\$12.00	
Industrial and commercial heating equipment, each	\$16.90	
Alterations or changes of any control system or ventilating system from original installation	\$14.30	
Small burner of not over 15,000 BTU per hour, steam table sterilizers, laboratory burners, coffee urn burners, gas plates and similar devices, each	\$9.90	
(1) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs		

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division (continued)		
5 Heating, Ventilating and Air Condition or General Mechanical (Continued)		
Fans or blowers connected to any heating system which are not part of the furnace, each	\$9.90	
Commercial range hoods, including vent, each	\$37.00	
Flues:		
Minimum (one or two flues)	\$11.50	
Each flue over two (each)	\$7.10	
Ventilating System for Kitchen, Bath, etc.:		
Minimum (one or two systems)	\$11.50	
Each system over two	\$9.90	
General Mechanical:		
Incinerators – domestic, each	\$16.70	
Incinerators – commercial/industrial, each	\$65.30	
Garbage chutes, each	\$21.50	
Fire dampers, each	\$9.90	
Smog control after burners, commercial/industrial, each system	\$44.50	
Refrigeration system – commercial/industrial, each system	\$56.80	
Condensate drain system, each inlet	\$4.40	
Boilers:		
All sizes	\$79.10	
Heat pumps, each	\$25.60	
Cooling Systems:		
To 100,000 BTU each	\$22.50	
Over 100,000 to 500,000 BTU, each	\$35.40	
Over 500,000 to 1,000,000 BTU, each	\$46.80	
Over 1,000,000 BTU, each	\$58.10	
Evaporative Cooler, each	\$23.40	
Industrial Processing Equipment:		
Ovens, dryers, cookers, fryers, kettles, etc. each	\$37.00	
Industrial processing exhaust systems, each system	\$37.00	
Manufactured spray booths, each	\$37.00	
Energy Conservation: review of plans and/or energy forms for all buildings subject to the California Energy Commission's conservation regulations (when not covered by building permit)	Direct Cost (1) with a minimum charge of \$66.00	
6 Signs		
Filing and Issuance Fee	\$100.00 plus fees shown below. Fees for sign permits are in addition to any required electrical permit fees	
Sign permit fees are flat rate as indicated below and based on all signs being on the same property and on the same permit. Rates include review and inspection		
1 to 2 signs (non electric, attached to building)	\$158.00	
3 to 4 signs (non electric, attached to building)	\$237.00	
5 plus signs (non electric, attached to building)	\$316.00	
Monument signs (each)	\$211.00	
Electric self-contained signs, initially installed bearing Underwriters' label of approval, each	\$29.80	
Relocation or alteration of any sign electronically or mechanically, but not including replacement of tubing, transformers and such parts subject to failure; or shop inspection by the local inspection department in lieu of a UL label (a local electrical inspection department label of approval shall be required), each	\$79.00	
7 Excavation and Grading		
Minimum Fee	\$75.00 PLUS the fees shown in the fee schedule as adopted by the City Council except that wherever an hourly rate is shown, the rate shall be equal to the Direct Cost (1) or whichever is greater.	
Plan Checking	\$75.00 PLUS the fees shown in the fee schedule as adopted by the City Council except that wherever an hourly rate is shown, the rate shall be equal to the Direct Cost (1) or whichever is greater.	
(1) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs		

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division (continued)		
8 Miscellaneous		
A. Inspection Fees		
Fees for inspection not otherwise set forth herein	Direct Cost (1)	
Courtesy Inspection for projects that are awaiting permit issuance pending completion of plan review	\$269 for inspections during normal business hours and \$393 for inspections outside normal business hours	
Fees for inspection conducted outside of normal business hours	Rate equal to 1.5 times the Direct Cost (1) with a minimum fee of	
B. Extra Inspection Fees		
(1) Deficient or defective work, or otherwise through fault or error on the part of the holder of permit or his/her employees	One inspection made under the regular fees as provided herein	
Each and every further extra inspection visit	Direct Cost (1) with a minimum of one hour	
(2) Incorrect Address or location of work	Direct Cost (1) with a minimum of one-half hour	
(3) Amending application to increase the number of devices authorized for installation or repair after permit has been issued and before any inspection of work is made:	Fees as stated herein for additional installations	
(4) Investigation fee for work commenced without first obtaining permits as required by the San Leandro Municipal Code, whether or not a permit is subsequently issued	Fee equal to three (3) times the minimum fees PLUS any required permit fee	
(5) Code Compliance Inspections at the request of the property	Direct Cost (1) with a minimum of one hour	
(6) Investigation Fee for conditions that are not in compliance with the San Leandro Zoning and/or Municipal Codes	Direct Cost(1)	
Note: Payment of any investigation fees does not exempt any person from compliance with all other provisions of applicable codes in the execution of the work nor from any other penalties prescribed by law.		
C. Other Fees and Charges		
Automation Update Fee	6% of Permit Fee, Minimum \$6.20 per permit type	
<u>Strong Motion Impact Fee</u> : State mandated tax for the Seismic Safety Commission for seismic monitoring. Collected for the State by the City.	Residential: .0010 per \$10.00 Valuation or fraction thereof with a \$0.50 min. Commercial:/Industrial: .0021 per \$10.00 Valuation or fraction thereof with a \$.50 min.	
<u>Building Standards Commission (SB1473) Fee</u> : State Mandated tax for Green Building Standards collected for the State by the City.	All Residential, Commercial, and Industrial permits that use Valuation to determine permit fees: \$1.00 per \$25,000 valuation or fraction thereof with a \$1.00 minimum.	
Exception to Noise Ordinance	\$448.00	
Certificate of Occupancy	Direct Costs (1) , with minimum of \$151.00	
Temporary Certificate of Occupancy per 30 days	Direct Costs (1) , with minimum of \$151.00	
Certificate of Compliance:	Direct Costs (1) , with minimum of \$151.00	
Single-family dwelling	Direct Costs (1) , with minimum of \$151.00	
Two-family dwelling	Direct Costs (1) , with minimum of \$151.00	
All others	Direct Costs (1) , with minimum of \$151.00	
House Moving Permit	Direct Costs (1) plus mileage, with minimum of \$151.00	
File retrieval and refiling (no staff assistance)	\$7.60	
Microfilm Copies	\$1.20	
Photocopies	\$0.10 per page	
Staff assistance with file contents	Direct Costs (1)	
Microfilming of Permit and Plans includes imaging fee for fire permits: (For purposes of fee charges, each permit is considered a drawing)		
8-1/2 x 11 or 11 x 14 drawings including fire permits	\$ 1.90 per sheet	
All other size drawings	\$ 2.10 per sheet	
Appeals	Direct Costs (1)	
D. Fire Permit Filing and Issuance Fee	\$100.00 plus applicable fees from the Fire Dept. Fee Section	
(1) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs		

Description	Current Fee	Reference		
COMMUNITY DEVELOPMENT DEPARTMENT - Building Regulations Division (continued)				
8 Miscellaneous (Continued)				
E. Fire Permit Re-inspection Processing Fee	50 percent of fire permit filing and issuance fee			
Plan Storage:				
New single-family and two- family residential building	\$22.20			
All other new buildings	\$28.50			
Additions, alterations, or repairs	\$28.50			
F. Fire Permit - Class C Roof				
<u>From - To and Including</u>				
\$1.00 - \$500.00	\$151.00			
\$501.00 - \$2,000.00	\$151.00 for the first \$500 plus \$8.70 for each additional \$100 or fraction thereof, to and including \$2,000.00			
\$2,001.00 - \$25,000.00	\$280.00 for the first \$2,000.00 plus \$28.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00			
\$25,001.00 - \$50,000.00	\$936.00 for the first \$25,000 plus \$25.90 for each additional \$1,000.00 or fraction thereof, to and including \$50,000			
\$50,000.00+	\$1,542.00 for the first \$50,000 plus \$19.60 each additional \$1,000.00 or fraction thereof			
(1) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs				

Proposed Fees

Building



Building Permit Fees

Determination of Valuation for Fee-Setting Purposes

- Valuation is defined as the fair market value of materials and labor for the work.
- For new construction project valuations which the Building Official believes are understated at submittal, valuation shall be determined using the most current International Code Council valuation table modified to account for a regional cost construction modifier of 16% or the most currently available regional cost modifier (i.e. construction value in ICC Table * 1.16).
- For tenant improvement, residential remodels, or other projects that do not involve new square footage project valuations which the Building Official believes are understated at submittal, valuation shall be determined using 50% of the most current International Code Council valuation table modified to account for a regional cost construction modifier of 16% or the most currently available regional cost modifier (i.e. 50% of construction value in ICC Table * 1.16).

A. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Permit Fee		
\$1 to \$4,000	\$178.00		
\$4,001 to \$10,000	\$178.00	for the first \$4,000	plus \$44.51 for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$10,001 to \$50,000	\$445.00	for the first \$10,000	plus \$15.58 for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$50,001 to \$100,000	\$1,068.00	for the first \$50,000	plus \$14.24 for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,780.00	for the first \$100,000	plus \$11.57 for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$6,408.00	for the first \$500,000	plus \$4.27 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$8,544.00	for the first \$1,000,000	plus \$3.63 for each additional \$1,000 or fraction thereof over \$1,000,000

For permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Plumbing inspection fees = Base permit fee x .12

Electrical inspection fees = Base permit fee x .12

Mechanical inspection fees = Base permit fee x .12



Building Permit Fees

B. Permit Fee for Stand-Alone Plumbing Permit

Total Valuation	Permit Fee		
Up to \$2,000	\$89.00		
\$2,001 to \$4,000	\$178.00		
\$4,001 to \$10,000	\$178.00	for the first \$1,000	plus \$29.67 for each additional \$1,000 or fraction thereof over \$4,000
\$10,000 and up	\$356.00	for the first \$10,000	plus \$11.87 for each additional \$1,000 or fraction thereof over \$10,000

C. Permit Fee for Stand-Alone Electrical Permit

Total Valuation	Permit Fee		
Up to \$2,000	\$89.00		
\$2,001 to \$4,000	\$178.00		
\$4,001 to \$10,000	\$178.00	for the first \$1,000	plus \$29.67 for each additional \$1,000 or fraction thereof over \$4,000
\$10,000 and up	\$356.00	for the first \$10,000	plus \$11.87 for each additional \$1,000 or fraction thereof over \$10,000

D. Permit Fee for Stand-Alone Mechanical Permit

Total Valuation	Permit Fee		
Up to \$2,000	\$89.00		
\$2,001 to \$4,000	\$178.00		
\$4,001 to \$10,000	\$178.00	for the first \$1,000	plus \$29.67 for each additional \$1,000 or fraction thereof over \$4,000
\$10,000 and up	\$356.00	for the first \$10,000	plus \$11.87 for each additional \$1,000 or fraction thereof over \$10,000



Building Plan Review Fees

Fee Description	Fee	Unit
1 Plan Check Fees		
a) Plan Review Fee, if applicable	100% of building permit fee	
b) Energy Review Fee, if applicable	20% of building permit fee	
c) Residential fire sprinklers for new 1 & 2 family dwelling	\$514	flat fee
d) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	
e) Master Plan		
i) Master Plan	100% of standard plan check fee	
ii) Production Phase Units / Identical Buildings	35% of standard plan check fee	
f) Alternate Materials and Materials Review	\$178	per hour

When applicable, plan check fees shall be paid at the time of application for a building permit.
 The plan checking fee is in addition to the building permit fee



Building Permit Issuance and Other Fees

Fee Description	Fee	Unit
1 Permit Issuance Fee (applies to all permits)	\$119	each
2 Community Planning Fee	0.30%	% of construction valuation
3 Technology Fee	6%	% of permit fee
4 Strong Motion Instrumentation (SMI)		
Residential	\$0.50 or valuation x .0001	
Commercial	\$0.50 or valuation x .00021	
5 Building Standards (SB 1473) Fee Calculation		
Valuation:		
a) \$1 - \$25,000	\$1	each
b) \$25,001 - \$50,000	\$2	
c) \$50,001 - \$75,000	\$3	each
d) \$75,001 - \$100,000	\$4	each
e) Each Add'l \$25,000 or fraction thereof	Add \$1	each
6 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$713	each
Copies, Re-Print, Change Of Contractor		
7 Printing Scanned / Archived Drawings	\$10	per sheet
8 Job Card / Permit Re-Print	\$89	each
9 Change Of Contractor	\$89	each
Violation Fees		
10 Investigation Fee For Work Done Without Permits	2x Building Permit Fee	each

Cost Recovery Summary

Building



Building Fees

Fee Description	Current Fee	Current Est. Cost Recovery	Fee at Full Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change \$	Note
1 Building Permit, Plan Check, and Processing Fees	Fees vary depending on development project characteristics	100%	Fees vary depending on development project characteristics	Fees vary depending on development project characteristics	100%	\$0	There are hundreds of fee variations depending on project characteristics. No changes to cost recovery levels are proposed.

Appendix B



Current Fees, Proposed Fees, and Cost Recovery Summary

Planning

Contents
Current Fees
Proposed Fees
Cost Recovery Summary

Current Fees
Planning

Description	Current Fee	Reference
COMMUNITY DEVELOPMENT DEPARTMENT – Planning Division		
1 Zoning		SLAC 5.1.100
A. Fence Modification		
-- 1 & 2 Family	\$405.00	
-- Multi-family and Non-residential	\$725.00	
B. Variance and Conditional Use and Height Exception		
-- Change of use/existing structure	Direct Costs (2)	
-- Other	Direct Costs (2)	
C. Site Plan Review		
--- Sign Only	\$222.00	
--- Site Plan Review new non-residential	Direct Costs (2)	
--- Minor Residential	\$1,211.00	
--- Major Residential	\$1,738.00	
--- Major View Preservation	\$2,026.00	
--- Major View Preservation w/Height Exception	Direct Costs (2)	
--- Water Efficient Landscape Review	Direct Costs (2)	SLZC 4.1914-16
D. Parking Exceptions:		
-- Residential	Direct Costs (2)	
-- Non-Residential	Direct Costs (2)	
E. Planned Unit Development	Direct Costs (2)	
F. Zoning Amendment Zoning Code or Map Amendment	Direct Costs (2)	
G. Zoning Compliance Review Fee	\$115.00	
H. Administrative Review and Administrative Variance/Exemption:		
-Non-Residential Administrative Review	\$1,738.00	
-Residential Administrative Review	\$479.00	
-Outdoor Facilities Permits	\$479.00	
-Mobile Food Vending	\$106.00	
-Referral to BZA per SLZC section 5.2104C	Direct Cost (2)	
I. Zoning Approval/Permit:		
-Zoning Permits/Home Occupation	\$81.00	
-Zoning Permits/New Business License's Zoning Approval	\$115.00	
-Zoning Approval Change of Ownership	\$35.00	
J. Temporary Permits	\$64.00	
Temporary Use Permit	\$480.00	
Temporary Use Permit (Holiday)	\$228.00	
K. Mills Act - Planning Processing	Direct Costs (2)	
L. Public Convenience or Necessity Determination	\$750.00	
2 Subdivision		SLAC 5.1.100
A. Tentative/Final Map	Direct Costs (2)	
B. Parcel Map	Direct Costs (2)	
3 Environmental Review		SLAC 5.1.100
A. Environmental Documents & Studies	Direct Costs (2)	
4 Pre-application Assistance		SLAC 5.1.100
A. First interdepartmental coordination Meeting	No charge	
B. Secondary or any subsequent interdepartmental coordination meeting	\$403.00	
C. Planning Commission or Board of Zoning Adjustments work session.	\$513.00 (one-half of this fee would be credited to applicant if application filed within six months of work session.)	

(2) Direct Costs/Planning: Hourly personnel charge plus a factor of 33% for benefits, 83% for indirect overhead charges and 89% for staff support charges.

Description	Current Fee	Reference	
COMMUNITY DEVELOPMENT DEPARTMENT – Planning Division (continued)			
5 Appeal Fees – Zoning Applications (Non-Refundable)		SLAC 5.1.100	
A. Appeals to BZA of Administrative Approvals (Zoning Enforcement Official Actions and Interpretations)	\$792.00 if appellant is not applicant Direct Costs (2) if appellant is applicant.		
B. Appeals to City Council of Board of Zoning Adjustments, Planning Commission, Site Development Sub commission (see also City Clerk)	Direct Costs (2)		
6 Conversion Fees:			
A. Residential apartment buildings to condominiums	\$5,125.00		
B. Non-Residential complexes to individual unit or condominium	Direct Costs (2)		
7 A. Plan Check for Building - Initial Review	\$69.00		
B. Plan Check for Building - Additional time spent for subsequent reviews	Direct Costs (2)		
8 Legal Recovery Fee	Community Development Department applications and other Cost Recovery eligible legal services performed by the City Attorney's Office will be charged the following rates consistent with City-wide fees:		
	\$250.00-\$400.00/hr. – Attorney time		
	\$150.00/hr. – Paralegal time		
9 Blueprint Fees (<i>see also Engineering & Transportation Dept.</i>)	\$10.00 for first sheet and \$2.00 for each sheet thereafter plus Direct Costs (2)		
10 Community Planning Fee (for commercial, industrial & residential projects)	0.3% of total valuation of construction		
13 General Plan Amendment	Direct Costs (2)		
14 Development Agreements	Direct Costs (2)		

(2) Direct Costs/Planning: Hourly personnel charge plus a factor of 33% for benefits, 83% for indirect overhead charges and 89% for staff support charges.

Proposed Fees

Planning



Planning (Entitlement) Fees

Fee Description		FY 17/18 Fixed Fee	FY 17/18 Deposit	Note
Annexation				
1	Annexation		\$15,000	[a]
Appeal				
2	Appeal to Official/Commission Other than City Council		\$5,000	
3	Appeal to City Council (Add'l City Clerk Filing Fees Apply)		\$5,000	
Conditional Use Permit / Parking Exception / Variance				
4	Conditional Use Permit		\$6,000	
5	Variance		\$6,000	
6	Parking Exceptions		\$6,000	
Development Agreement				
7	Development Agreement		\$15,000	
Administrative Review and Exceptions				
8	Administrative Review and Exceptions:			
	a) Non-Residential Administrative Review	\$2,792		
	b) Residential Administrative Review	\$1,861		
	c) Outdoor Facilities Permits	\$931		
	d) Mobile Food Vending	\$205		
	e) Wireless Telecommunication Facility	\$6,204		
9	Administrative Review Requiring Zoning Enforcement Official (ZEO) Hearing:			
	a) Non-Residential	\$5,583		
	b) Residential	\$3,722		
10	Site Plan Review:			
	a) Residential - Minor; Certificate of Compatibility	\$2,326		
	b) Residential - Major		\$5,000	
	c) Non-Residential		\$5,000	
	d) Non-Residential Façade Change	\$620		
	e) Major View Preservation	\$3,722		
Environmental Review				
11	Exemption Without Initial Study (Categorical)	\$620		[a]
12	Initial Study / EIR		TBD by EIR Consultant	[a]
Fence Modification				
13	Fence Modification:			
	a) Single Family and Duplex	\$931		
	b) Multi-family and Non-Residential	\$1,396		
	c) View Preservation	\$2,792		
Historical Landmarks				
14	Historical Landmark Designation	\$1,861		



Planning (Entitlement) Fees

Fee Description	FY 17/18 Fixed Fee	FY 17/18 Deposit	Note
Planned Unit Development			
15 Planned Unit Development		\$15,000	
Pre-Application Meeting			
16 Pre-Application Meeting			
a) First Meeting	\$0		
b) Each Additional Meeting	\$500		
Public Convenience or Necessity Review			
17 Public Convenience or Necessity Determination	\$1,697		
Signs			
18 Temporary Sign Permit	\$222		
19 Standard Sign Permit	\$465		
20 Sign Program		\$5,000	
Temporary Use Permit			
21 Temporary Use Permit			
a) TUP - Holiday, Parking Lot Sale, Car Wash, or Fundraiser	\$228		
b) TUP - All Others	\$931		
Subdivision / Condominium			
22 Tentative Map			
a) Tentative Map		\$15,000	
b) Amendment/Extension/Revision/Waiver		\$15,000	
23 Conversion of Residential Apartment Buildings to Condominiums		\$15,000	
24 Conversion of Non-Residential Complexes to Individual Unit or Condominium Ownership		\$15,000	
Zone Change / Specific Plans / General Plan Amendments			
25 Zone Change		\$15,000	
26 Zoning Code Amendment		\$15,000	
27 General Plan Amendment		\$15,000	
28 Specific Plan		\$15,000	
29 Specific Plan Amendment		\$15,000	
Zone Letters / Compliance Review			
30 Zoning Compliance Letter	\$175		
31 Zoning Approval for Business License:			
a) New Business License Zoning	\$115		
b) Business Change of Ownership	\$35		
32 Home Occupation - Application	\$115		
Other Fees			
33 Plan Check for Building:			
a) Alterations/Additions/Accessory Bldgs - Residential	\$233		



Planning (Entitlement) Fees

Fee Description	FY 17/18 Fixed Fee	FY 17/18 Deposit	Note
b) New Construction - Single Family Residential	\$233		
c) New Construction - Multi-Family Residential	\$582		
d) New Construction - Non-Residential	\$582		
e) Alterations/Additions - Non-Residential	\$233		
34 Public Notice Sign Deposit (fully-refundable if sign returned)	\$100		
35 Community Planning Fee (for commercial, industrial & residential projects)	0.30%		

[a] In addition to City of San Leandro fees, applicant is responsible for any applicable fees imposed by other agencies, such as county filing fees, LAFCO fees, Department of Fish and Wildlife Fees.

Full Cost Deposits and Deposit Replenishment

Applicants for Full Cost Entitlement Applications shall pay for all City staff time required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule (as determined by the Community Development Director) will be subject to a full cost reimbursement agreement to be approved by the City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Initial deposits as shown on the fee schedule will be collected and held by the City in a deposit account at the time the application is submitted. The cost of staff time will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.

When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 20%.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. The deposit account will be held open for 90 days after project approval for City to complete any miscellaneous clean up items and to account for all project related costs. Any deposit amounts remaining after final project close out will be returned to applicant. In the event that the deposit account is exhausted prior to final close out, the balance owed to the City will be credited against the plan check and inspection fee deposit at time of improvement plan review.

As may be required by the Community Development Department for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.

Cost Recovery Summary

Planning



Planning Fees

Fee Description	Proposed Fee Type	Current Fee or Deposit *	Current Est. Cost Recovery *	Fee at Full Cost Recovery	Proposed Fee or Deposit *	Proposed Cost Recovery *	Fee Change \$	Note
Annexation								
1	Annexation	Deposit	\$30,638	82%	\$37,223	\$15,000	91%	deposit
Appeal								
2	Appeal to Official/Commission Other than City Council	Deposit	\$10,213	82%	\$12,408	\$5,000	91%	deposit
3	Appeal to City Council (Add'l City Clerk Filing Fees Apply)	Deposit	\$10,213	82%	\$12,408	\$5,000	91%	deposit
Conditional Use Permit / Parking Exception / Variance								
4	Conditional Use Permit	Deposit	\$10,213	82%	\$12,408	\$6,000	91%	deposit
5	Variance	Deposit	\$10,213	82%	\$12,408	\$6,000	91%	deposit
6	Parking Exceptions	Deposit	\$5,106	82%	\$6,204	\$6,000	91%	deposit
Development Agreement								
7	Development Agreement	Deposit	\$30,638	82%	\$37,223	\$15,000	91%	deposit
Administrative Review and Exceptions								
8	Administrative Review and Exceptions:							
	a) Non-Residential Administrative Review	Flat Fee	\$1,738	47%	\$3,722	\$2,792	75%	\$1,054 phase-in to full cost recovery
	b) Residential Administrative Review	Flat Fee	\$479	19%	\$2,482	\$1,861	75%	\$1,382 phase-in to full cost recovery
	c) Outdoor Facilities Permits	Flat Fee	\$479	39%	\$1,241	\$931	75%	\$452 phase-in to full cost recovery
	d) Mobile Food Vending	Flat Fee	\$106	17%	\$620	\$205	33%	\$99 encourage compliance
	e) Wireless Telecommunication Facility	Flat Fee	\$1,694	27%	\$6,204	\$6,204	100%	\$4,510
9	Administrative Review Requiring Zoning Enforcement Official (ZEO) Hearing:							
	a) Non-Residential	Flat Fee	\$1,738	23%	\$7,445	\$5,583	75%	\$3,845 phase-in to full cost recovery
	b) Residential	Flat Fee	\$479	10%	\$4,963	\$3,722	75%	\$3,243 phase-in to full cost recovery
10	Site Plan Review:							
	a) Residential - Minor; Certificate of Compatibility	Flat Fee	\$1,211	39%	\$3,102	\$2,326	75%	\$1,115 phase-in to full cost recovery
	b) Residential - Major	Deposit	\$1,738	28%	\$6,204	\$5,000	91%	deposit
	c) Non-Residential	Deposit	\$5,106	82%	\$6,204	\$5,000	91%	deposit
	d) Non-Residential Façade Change	Flat Fee	\$1,017	82%	\$1,241	\$620	50%	(\$397) encourage beautification
	e) Major View Preservation	Flat Fee	\$2,026	41%	\$4,963	\$3,722	75%	\$1,696 phase-in to full cost recovery
Environmental Review								
11	Exemption Without Initial Study (Categorical)	Flat Fee	TBD by EIR Consultant	n/a	\$620	\$620	100%	n/a
12	Initial Study / EIR	Deposit	TBD by EIR Consultant	n/a	TBD by EIR consultant	TBD by EIR Consultant	100%	n/a



Planning Fees

Fee Description	Proposed Fee Type	Current Fee or Deposit *	Current Est. Cost Recovery *	Fee at Full Cost Recovery	Proposed Fee or Deposit *	Proposed Cost Recovery *	Fee Change \$	Note
Fence Modification								
13	Fence Modification:							
	a) Single Family and Duplex	Flat Fee \$405	33%	\$1,241	\$931	75%	\$526	phase-in to full cost recovery
	b) Multi-family and Non-Residential	Flat Fee \$725	39%	\$1,861	\$1,396	75%	\$671	phase-in to full cost recovery
	c) View Preservation	Flat Fee \$2,026	54%	\$3,722	\$2,792	75%	\$766	phase-in to full cost recovery
Historical Landmarks								
14	Historical Landmark Designation	Flat Fee \$3,052	82%	\$3,722	\$1,861	50%	n/a	encourage preservation
Planned Unit Development								
15	Planned Unit Development	Deposit \$20,425	82%	\$24,815	\$15,000	91%	deposit	
Pre-Application Meeting								
16	Pre-Application Meeting							
	a) First Meeting	Flat Fee \$0	0%	\$1,551	\$0	0%	\$0	encourage collaboration
	b) Each Additional Meeting	Flat Fee \$403	26%	\$1,551	\$500	32%	\$97	improve submittal quality
Public Convenience or Necessity Review								
17	Public Convenience or Necessity Determination	Flat Fee \$750	40%	\$1,861	\$1,697	91%	\$947	
Signs								
18	Temporary Sign Permit	Flat Fee \$222	72%	\$310	\$222	72%	\$0	encourage compliance
19	Standard Sign Permit	Flat Fee \$222	24%	\$931	\$465	50%	\$243	encourage beautification
20	Sign Program	Deposit \$5,106	82%	\$6,204	\$5,000	91%	deposit	
Temporary Use Permit								
21	Temporary Use Permit							
	a) TUP - Holiday, Parking Lot Sale, Car Wash, or Fundraiser	Flat Fee \$228	37%	\$620	\$228	37%	\$0	encourage compliance; community values
	b) TUP - All Others	Flat Fee \$480	39%	\$1,241	\$931	75%	\$451	phase-in to full cost recovery
Subdivision / Condominium								
22	Tentative Map							
	a) Tentative Map	Deposit \$17,021	82%	\$20,679	\$15,000	91%	deposit	
	b) Amendment/Extension/Revision/Waiver	Deposit \$12,766	82%	\$15,509	\$15,000	91%	deposit	
23	Conversion of Residential Apartment Buildings to Condominiums	Deposit \$4,995	20%	\$24,815	\$15,000	91%	deposit	
24	Conversion of Non-Residential Complexes to Individual Unit or Condominium Ownership	Deposit \$20,425	82%	\$24,815	\$15,000	91%	deposit	
Zone Change / Specific Plans / General Plan Amendments								
25	Zone Change	Deposit \$25,531	82%	\$31,019	\$15,000	91%	deposit	
26	Zoning Code Amendment	Deposit \$30,638	82%	\$37,223	\$15,000	91%	deposit	
27	General Plan Amendment	Deposit \$30,638	82%	\$37,223	\$15,000	91%	deposit	
28	Specific Plan	Deposit \$61,275	82%	\$74,445	\$15,000	91%	deposit	



Planning Fees

Fee Description	Proposed Fee Type	Current Fee or Deposit *	Current Est. Cost Recovery *	Fee at Full Cost Recovery	Proposed Fee or Deposit *	Proposed Cost Recovery *	Fee Change \$	Note
29 Specific Plan Amendment	Deposit	\$30,638	82%	\$37,223	\$15,000	91%	deposit	
Zone Letters / Compliance Review								
30 Zoning Compliance Letter	Flat Fee	\$115	37%	\$310	\$175	56%	\$60	
31 Zoning Approval for Business License:								
a) New Business License Zoning	Flat Fee	\$115	37%	\$310	\$115	33%	\$0	encourage compliance; community values
b) Business Change of Ownership	Flat Fee	\$35	23%	\$155	\$35	33%	\$0	
32 Home Occupation - Application	Flat Fee	\$81	17%	\$465	\$115	25%	\$34	
Other Fees								
33 Plan Check for Building:								
a) Alterations/Additions/Accessory Bldgs - Residential	Flat Fee	\$69	22%	\$310	\$233	75%	\$164	encourage residential beautification
b) New Construction - Single Family Residential	Flat Fee	\$69	22%	\$310	\$233	75%	\$164	
c) New Construction - Multi-Family Residential	Flat Fee	\$69	9%	\$775	\$582	75%	\$513	
d) New Construction - Non-Residential	Flat Fee	\$69	9%	\$775	\$582	75%	\$513	
e) Alterations/Additions - Non-Residential	Flat Fee	\$69	22%	\$310	\$233	75%	\$164	
34 Public Notice Sign Deposit (fully-refundable if sign returned)	\$0	\$0	0%	\$0	\$100	n/a	deposit	fully-refundable deposit; encourage return of signs
35 Community Planning Fee (for commercial, industrial & residential projects)	Flat Fee	0.30%	n/a	n/a	0.30%	n/a	\$0	

* Current estimated fees for deposit-based projects are provided for informational purposes only. Actual amounts collected will vary depending on the project. In order to provide City staff, and the City Council with information for decision making purposes, estimated current fees are set at 82% cost recovery. This amount represents current cost recovery for hourly charges by the Planning Department.

* Due to the significant duration of many fee-related planning projects initial deposits are set at amounts lower than anticipated actual costs, with an understanding that deposit accounts will be replenished, as needed, for the duration of the project. Although the proposed initial deposit amounts will remain relatively unchanged, total anticipated collections are anticipated to increase from 82% cost recovery to 91% due to the use of updated billing rates for deposit-based services.

Appendix C



Current Fees, Proposed Fees, and Cost Recovery Summary

Fire Prevention

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Current Fees
Proposed Fees
Cost Recovery Summary

Current Fees
Fire Prevention

Description	Current Fee	Reference
FIRE SERVICE RELATED – GENERAL		
1 Permits		SLMC 3-3-112
A. Fire Code Permit Fees	\$241.00	
2 Sprinkler Fees:		SLMC 3-3-260
A. Underground/Private Service Fire Main (includes plan review, hydrostatic test, flush, & inspections <2)	\$637.00 plus \$15.40/hydrant or connection fee	
B. Sprinkler System (system = 1 riser) (includes plan review, weld, hydrostatic test & inspections <2)	\$639.00 plus \$0.55 per head	
C. Any extraordinary situations charged at	120.00/hr	
D. Automatic Sprinkler Tenant Improvements:		
-- Less than 20 heads	\$241.00	
-- Greater than or equal to 20 heads	\$360.00	
3 Fixed Fire Protection System		SLMC 3-3-250
A. Plan check, inspection and test	\$241.00	
B. Electronics activation (clean agent, pre action, etc.)	\$360.00 plus \$5 per device	
C. Any retest or re-inspection (1)	\$120.00/hr	
4 Fire Alarms		SLMC 3-3-250
A. Property protection, plan check and test	\$241.00 plus \$5 per device	
B. Life Safety Systems	\$120.00 plus \$3/initiating and/or indicting device	
D. Any retest or re-inspection (1)	\$116.00/hr	
5 Hazardous Materials Response and Other Incident Fees		SLMC 3-3-300
A. Engine or Truck Company	\$242.75/hr	
B. Deputy Chief	\$62.55/hr	
C. Battalion Chief	109.26/hr	
6 Inspection of Multiple Family Dwellings (3 or more units)		CA Health & Safety Code
A. Annual	Annual \$120.00/hr (1)	
7 Miscellaneous		
A. All other plan reviews (includes review and ordinary inspections associated with project)	65% of bldg permit fee (2)	
B. Other Fire Prevention Services (includes any miscellaneous fire protection related activities not otherwise categorized in this fee schedule)	Direct Cost (2) (3)	
C. Fire Investigation Fee	\$601.00	
(1) 1 hour minimum		
(2) The City Manager and/or Fire Chief may adjust the plan checking/permit fee for an individual project when costs to the City are not congruent with this fee schedule.		
(3) Direct Cost = hourly personnel charge plus a factor of 100% for fringe benefits, overhead and indirect costs.		

Proposed Fees

Fire Prevention



Fire Service Related Fees - General

Fee Description	FY 17/18 Fee	Unit	Note
1 Permits: A. Fire Code Permit Fees	\$259		
2 Sprinkler Fees:			
A. Underground/Private Service Fire Main (includes plan review, hydrostatic test, flush, & inspections < 2)			
i) Base Fee	\$713		
ii) plus, fee per hydrant or connection	\$17.24		
B. Sprinkler System (system = 1 riser) (includes plan review, weld, hydrostatic test & inspections < 2)			
i) Base Fee	\$713		
ii) plus, fee per hydrant or connection	\$0.61		
C. Any Extraordinary Situations Charged at	\$130	per hour	
D. Automatic Sprinkler Tenant Improvements			
i) Less than 20 heads	\$259		
ii) Greater than or equal to 20 heads	\$389		
3 Fixed Fire Protection System:			
A. Plan check, inspection and test	\$259		
B. Electronics activation (clean agent, pre action, etc.)			
i) Base Fee	\$389		
ii) plus, fee per device	\$5.40		
C. Any retest or re-inspection (1)	\$130	per hour	
4 Fire Alarms:			
A. Property protection, plan check and test			
i) Base Fee	\$259		
ii) plus, fee per device	\$5.40		
B. Life Safety Systems			
i) Base Fee	\$130		
ii) plus, fee per initiating and/or indicating device	\$3.24		
C. Any retest or re-inspection (1)	\$130	per hour	
5 Hazardous Materials Response and Other Incident Fees:			
A. Engine or Truck Company	\$315	per hour	
B. Chief Officer	\$105	per hour	
C. Others	see Alameda County		
6 Inspection of Multiple Family Dwellings (3 or more units):			
A. Annual (1)	\$130	per hour	
7 Miscellaneous:			
A. All other plan reviews (includes review and ordinary inspections associated with project)	65% of bldg permit fee		



Fire Service Related Fees - General

Fee Description	FY 17/18 Fee	Unit	Note
B. Other Fire Prevention Services (includes any miscellaneous fire protection related activities not otherwise categorized in this fee schedule)	Direct Cost (2) (3)		
C. Excessive Plan Review and Inspections	\$130	per hour	

(1) One hour minimum.

(2) The City Manager and/or Fire Chief may adjust the plan checking/permit fee for an individual project when costs to the City are not congruent with this fee schedule.

(3) Direct Cost = hourly personnel charge plus a factor of 114% for fringe benefits, overhead and indirect costs.

Cost Recovery Summary

Fire Prevention



Fire Service Related Fees - General

Fee Description	Current Fee	Current Est. Cost Recovery	Fee at Full Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change \$	Unit	Note
1 Permits:								
A. Fire Code Permit Fees	\$241	86%	\$279	\$259	93%	\$18		phase-in to full cost recovery for fire prevention fees
2 Sprinkler Fees:								↓
A. Underground/Private Service Fire Main (includes plan								
i) Base Fee	\$637	83%	\$766	\$713	93%	\$76		
ii) plus, fee per hydrant or connection	\$15.40	83%		\$17.24	93%	\$1.84		
B. Sprinkler System (system = 1 riser) (includes plan								
i) Base Fee	\$639	83%	\$766	\$713	93%	\$74		
ii) plus, fee per hydrant or connection	\$0.55	83%		\$0.61	93%	\$0.06		
C. Any Extraordinary Situations Charged at	\$120	86%	\$139	\$130	93%	\$10	per hour	
D. Automatic Sprinkler Tenant Improvements								
i) Less than 20 heads	\$241	86%	\$279	\$259	93%	\$18		
ii) Greater than or equal to 20 heads	\$360	86%	\$418	\$389	93%	\$29		
3 Fixed Fire Protection System:								
A. Plan check, inspection and test	\$241	86%	\$279	\$259	93%	\$18		
B. Electronics activation (clean agent, pre action, etc.)								
i) Base Fee	\$360	86%	\$418	\$389	93%	\$29		
ii) plus, fee per device	\$5.00	86%		\$5.40	93%	\$0.40		
C. Any retest or re-inspection (1)	\$120	86%	\$139	\$130	93%	\$10	per hour	
4 Fire Alarms:								
A. Property protection, plan check and test								
i) Base Fee	\$241	86%	\$279	\$259	93%	\$18		
ii) plus, fee per device	\$5.00	86%		\$5.40	93%	\$0.40		
B. Life Safety Systems								
i) Base Fee	\$120	86%	\$139	\$130	93%	\$10		
ii) plus, fee per initiating and/or indicating device	\$3.00	86%		\$3.24	93%	\$0.24		
C. Any retest or re-inspection (1)	\$116	83%	\$139	\$130	93%	\$14	per hour	
5 Hazardous Materials Response and Other Incident Fees:								
A. Engine or Truck Company	\$283			\$315	100%	\$32	per hour	
B. Chief Officer	\$105			\$105	100%	\$0	per hour	
C. Others				see Alameda County	100%			
6 Inspection of Multiple Family Dwellings (3 or more units):								
A. Annual (1)	\$120	86%	\$139	\$130	93%	\$10	per hour	
7 Miscellaneous:								
A. All other plan reviews (includes review and ordinary inspections associated with project)	65% of bldg permit fee	varies		65% of bldg permit fee	93%			



Fire Service Related Fees - General

Fee Description	Current Fee	Current Est. Cost Recovery	Fee at Full Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change \$	Unit	Note
B. Other Fire Prevention Services (includes any miscellaneous fire protection related activities not otherwise categorized in this fee schedule)	Direct Cost (2) (3)	varies		Direct Cost (2) (3)	93%			
C. Excessive Plan Review and Inspections	\$0	0%	\$139	\$130	93%		per hour	

(1) One hour minimum.

(2) The City Manager and/or Fire Chief may adjust the plan checking/permit fee for an individual project when costs to the City are not congruent with this fee schedule.

(3) Direct Cost = hourly personnel charge plus a factor of 114% for fringe benefits, overhead and indirect costs.

Appendix D



Cost of Service Analysis

Building

Contents
Cost Allocation and Hourly Rate Calculations
Service Time Estimates

Cost Allocation and Hourly Rate Calculations

Building

Position	Comm Dev Director	Chief Bldg Official	Sr Engineer	Assoc Engineer	Superv Bldg Inspector	Bldg Inspector	Bldg Inspector	Bldg Inspector	Prmt Ctr Coord'ntr	Permit Tech	Permit Tech	Permit Clerk	Admin Asst II	Admin Asst I	Total	Note
Assumptions Regarding Labor Hours																
Annual Paid Hours Per FTE	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	[a]
Est. Annual Leave Hours Per FTE	280	280	280	280	280	280	280	280	280	280	280	280	280	280	280	[b]
Est. Productive Hours Per FTE	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	[c]
Specific Employee Information																
Total FTE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.46	1.00	1.00	1.00	1.00	1.00	1.00	13.5	
Annual Salary	\$ 197,500	\$ 150,651	\$ 143,421	\$ 112,366	\$ 109,332	\$ 97,263	\$ 93,063	\$ 39,343	\$ 93,060	\$ 89,843	\$ 67,299	\$ 73,299	\$ 54,099	\$ 55,366	\$ 1,375,905	
Annual Benefits	\$ 95,831	\$ 78,662	\$ 69,850	\$ 60,531	\$ 40,189	\$ 35,995	\$ 53,888	\$ 2,648	\$ 34,363	\$ 32,905	\$ 43,895	\$ 28,291	\$ 38,158	\$ 30,093	\$ 645,299	
Total Annual Labor Costs	\$ 293,331	\$ 229,313	\$ 213,271	\$ 172,897	\$ 149,521	\$ 133,258	\$ 146,951	\$ 41,991	\$ 127,423	\$ 122,748	\$ 111,194	\$ 101,590	\$ 92,257	\$ 85,459	\$ 2,021,204	
Salary and Wage Rate Per Paid Hour	\$ 95	\$ 72	\$ 69	\$ 54	\$ 53	\$ 47	\$ 45	\$ 41	\$ 45	\$ 43	\$ 32	\$ 35	\$ 26	\$ 27	\$ 49	
Benefit Rate Per Paid Hour	\$ 46	\$ 38	\$ 34	\$ 29	\$ 19	\$ 17	\$ 26	\$ 3	\$ 17	\$ 16	\$ 21	\$ 14	\$ 18	\$ 14	\$ 23	
Total Labor Hourly Rate Per Paid Hour	\$ 141	\$ 110	\$ 103	\$ 83	\$ 72	\$ 64	\$ 71	\$ 44	\$ 61	\$ 59	\$ 53	\$ 49	\$ 44	\$ 41	\$ 72	
Divisional Assignment																
Share Assigned to this Division	30%	98%	100%	100%	98%	100%	100%	100%	100%	100%	100%	100%	97%	100%		[d]
Est. FTE Assigned to this Division	0.30	0.98	1.00	1.00	0.98	1.00	1.00	0.46	1.00	1.00	1.00	1.00	0.97	1.00	12.69	
Annual Salary Assigned to this Division	\$ 59,250	\$ 147,638	\$ 143,421	\$ 112,366	\$ 107,145	\$ 97,263	\$ 93,063	\$ 39,343	\$ 93,060	\$ 89,843	\$ 67,299	\$ 73,299	\$ 52,476	\$ 55,366	\$ 1,230,832	
Annual Benefits Assigned to this Division	\$ 28,749	\$ 77,089	\$ 69,850	\$ 60,531	\$ 39,385	\$ 35,995	\$ 53,888	\$ 2,648	\$ 34,363	\$ 32,905	\$ 43,895	\$ 28,291	\$ 37,013	\$ 30,093	\$ 574,696	
Total Annual Labor Costs	\$ 87,999	\$ 224,727	\$ 213,271	\$ 172,897	\$ 146,531	\$ 133,258	\$ 146,951	\$ 41,991	\$ 127,423	\$ 122,748	\$ 111,194	\$ 101,590	\$ 89,489	\$ 85,459	\$ 1,805,528	
Est. Annual Hours Assigned to this Division	624	2,038	2,080	2,080	2,038	2,080	2,080	957	2,080	2,080	2,080	2,080	2,018	2,080	26,395	
Est. Annual Leave Assigned to this Division	84	274	280	280	274	280	280	129	280	280	280	280	272	280	3,553	
Est. Productive Hours Assigned to this Division	540	1,764	1,800	1,800	1,764	1,800	1,800	828	1,800	1,800	1,800	1,800	1,746	1,800	22,842	
Labor Rate Per Productive Hour	\$ 163	\$ 127	\$ 118	\$ 96	\$ 83	\$ 74	\$ 82	\$ 51	\$ 71	\$ 68	\$ 62	\$ 56	\$ 51	\$ 47	\$ 79	

Position	Comm Dev Director	Chief Bldg Official	Sr Engineer	Assoc Engineer	Superv Bldg Inspector	Bldg Inspector	Bldg Inspector	Bldg Inspector	Prmt Ctr Coord'ntr	Permit Tech	Permit Tech	Permit Clerk	Admin Asst II	Admin Asst I	Total	Note
Allocation of Productive Hrs to this Division (%)																
<i>Indirect Activities and Services</i>																
General Admin; Mgmt; Policies; Procedures	70%	25%	20%	10%	25%	10%	10%	10%	30%	15%	15%	15%	80%	45%	25%	
Certification and Training	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	
Public Information and Assistance	2%	30%	4%	4%	0%	0%	0%	0%	25%	25%	25%	25%	0%	0%	11%	
Total Indirect Activities and Svcs	73%	56%	25%	15%	26%	11%	11%	11%	56%	41%	41%	41%	81%	46%	37%	
<i>Direct Activities and Services</i>																
Long-Range Planning	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Non-Private Development (e.g. CIP)	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Code Enforcement/Compliance (Punitive)	2%	15%	0%	0%	4%	14%	14%	14%	0%	0%	0%	0%	0%	0%	5%	
Support to Other Divisions/Departments	0%	4%	5%	0%	0%	0%	0%	0%	19%	19%	19%	19%	4%	4%	6%	
Other Services (e.g. Permitting and Plan Rvw)	25%	25%	70%	85%	70%	75%	75%	75%	25%	40%	40%	40%	15%	50%	52%	
Total Direct Activities and Services	27%	44%	75%	85%	74%	89%	89%	89%	44%	59%	59%	59%	19%	54%	63%	
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Allocation of Productive Hours (Hours)																
<i>Indirect Activities and Services</i>																
General Admin; Mgmt; Policies; Procedures	378	441	360	180	441	180	180	83	540	270	270	270	1,397	810	5,800	
Certification and Training	5	18	18	18	18	18	18	8	18	18	18	18	17	18	228	
Public Information and Assistance	11	529	72	72	-	-	-	-	450	450	450	450	-	-	2,484	
Total Indirect Activities and Svcs	394	988	450	270	459	198	198	91	1,008	738	738	738	1,414	828	8,512	
<i>Direct Activities and Services</i>																
Long-Range Planning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Non-Private Development (e.g. CIP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Code Enforcement/Compliance (Punitive)	11	265	-	-	71	252	252	116	-	-	-	-	-	-	966	
Support to Other Divisions/Departments	-	71	90	-	-	-	-	-	342	342	342	342	70	72	1,670	
Other Services (e.g. Permitting and Plan Rvw)	135	441	1,260	1,530	1,235	1,350	1,350	621	450	720	720	720	262	900	11,694	
Total Direct Activities and Services	146	776	1,350	1,530	1,305	1,602	1,602	737	792	1,062	1,062	1,062	332	972	14,330	
Total	540	1,764	1,800	1,800	1,764	1,800	1,800	828	1,800	1,800	1,800	1,800	1,746	1,800	22,842	

[a] Assumes 40 hours per week, 52 weeks per year (40*52 = 2,080).

[b] Assumes roughly 35 days per year, including holiday, vacation, sick, administrative leave, etc. (35*8 = 280)

[c] Productive hours represent hours available for work after accounting for annual leave.

[d] Source: FY 16/17 budgeted payroll. Amount to be reviewed and updated annually.

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Building

Labor Expenditures [a]

Description	Total	Notes
Salaries	\$ 1,230,832	
Benefits	\$ 574,696	
Total - Labor Expenditures	\$ 1,805,528	

Recurring Non-Labor Expenditures [b]

Description	FY 2016/17 Budget	Adjustment	Subtotal	Notes
5120 - Consulting	\$ 200,000	\$ (200,000)	\$ -	[c]
5310 - Equipment RM - Outside	\$ 1,000	\$ -	\$ 1,000	
5510 - Transportation/Training	\$ 14,000	\$ -	\$ 14,000	
5520 - Memberships	\$ 2,500	\$ -	\$ 2,500	
5530 - Notices/Publications	\$ 350	\$ -	\$ 350	
5540 - Subscriptions	\$ 1,000	\$ -	\$ 1,000	
5820 - Bank Service Charges	\$ 20,000	\$ -	\$ 20,000	
5890 - Miscellaneous	\$ 5,000	\$ -	\$ 5,000	
6105 - Hardware	\$ 1,000	\$ -	\$ 1,000	
6190 - Miscellaneous	\$ 1,000	\$ -	\$ 1,000	
6210 - Books & Tapes	\$ 15,500	\$ -	\$ 15,500	
6240 - Film & Development	\$ 50	\$ -	\$ 50	
6250 - First Aid & Safety	\$ 100	\$ -	\$ 100	
6270 - Uniforms	\$ 1,000	\$ -	\$ 1,000	
6310 - Postage & Delivery	\$ 300	\$ -	\$ 300	
6320 - Stationary/Envl/Bus Card	\$ 3,000	\$ -	\$ 3,000	
6330 - Forms Printing	\$ 3,000	\$ -	\$ 3,000	
8311 - Vehicle Rprs & Maint	\$ 13,633	\$ -	\$ 13,633	
8315 - Information Technology	\$ 198,769	\$ -	\$ 198,769	
8320 - Bldg Repair/Maintenance	\$ 49,674	\$ -	\$ 49,674	
8330 - Insurance Services	\$ 96,446	\$ -	\$ 96,446	
Total	\$ 627,322	\$ (200,000)	\$ 427,322	

Citywide Overhead

Description	Est. C'wide Overhead	Notes
Estimated Citywide Overhead	\$ 297,225	[d]
Total	\$ 297,225	

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Building

Total Allocable Expenditures

Description	Amount	% of Total	Notes
Labor	\$ 1,805,528	71%	
Non-Labor	\$ 427,322	17%	
Estimated Citywide Overhead	\$ 297,225	12%	
Total	\$ 2,530,075	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Annual Allocation [a]	Labor	Non-Labor	Citywide Overhead	Total	Targeted Recovery from Fees	Amount Recoverable from Fees	Targeted Hourly Rate	Notes
Indirect Activities and Services									
General Admin; Mgmt; Policies; Procedures	25%	\$ 445,182	\$ 105,363	\$ 73,286	\$ 623,831	82%	\$ 513,998	\$ 44	[e]
Certification and Training	1%	\$ 18,055	\$ 4,273	\$ 2,972	\$ 25,301	82%	\$ 20,846	\$ 2	[e]
Public Information and Assistance	11%	\$ 200,363	\$ 47,421	\$ 32,984	\$ 280,768	82%	\$ 231,335	\$ 20	[e]
Total Indirect Activities and Svcs	37%	\$ 663,601	\$ 157,057	\$ 109,242	\$ 929,900		\$ 766,180	\$ 66	
Direct Activities and Services									
Long-Range Planning	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	[f]
Non-Private Development (e.g. CIP)	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	[f]
Code Enforcement/Compliance (Punitive)	5%	\$ 86,438	\$ 20,458	\$ 14,229	\$ 121,125	0%	\$ -	\$ -	[f]
Support to Other Divisions/Departments	6%	\$ 114,612	\$ 27,126	\$ 18,867	\$ 160,605	0%	\$ -	\$ -	[f]
Other Services (e.g. Permitting and Plan Rvw)	52%	\$ 940,877	\$ 222,681	\$ 154,887	\$ 1,318,444	100%	\$ 1,318,444	\$ 113	[g]
Total Direct Activities and Services	63%	\$ 1,141,927	\$ 270,265	\$ 187,984	\$ 1,600,175	82%	\$ 1,318,444	\$ 113	
Total	100%	\$ 1,805,528	\$ 427,322	\$ 297,225	\$ 2,530,075	82%	\$ 2,084,624	\$ 178	< Hourly Rate
							Direct Hours	11,694	[g]

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Building

Calculation of Indirect Cost Rate Multiplier for Hourly Billing

Description	Est FTE	Annual Hours Per FTE	Total Est. Annual Hours	Est. Salaries and Wages	Hrly Wage Rate Only Assuming Total Annual Hours	Estimated Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier	Notes
Building	12.69	2,080	26,395	\$ 1,230,832	\$ 47	\$ 178	3.82	

Cost Recovery Analysis

Description	FY 17/18 Est. Revenue	Expenditures	Current Cost Recovery	Increase Required for Full Cost Recovery	Notes
Fee-Related Revenues and Expenses	\$ 2,074,379	\$ 2,084,624	100%	0%	

Comparison of Historical Revenue & Expenses

Description	Revenues	Expenses	Over / (Under)	Notes
FY 12/13 Actual	\$ 1,332,139	\$ 1,884,290	\$ (552,151)	
FY 13/14 Actual	\$ 2,023,023	\$ 1,843,288	\$ 179,735	
FY 14/15 Actual	\$ 1,594,737	\$ 1,881,459	\$ (286,722)	
FY 15/16 Actual	\$ 2,074,379	\$ 2,298,468	\$ (224,089)	[h]
Average	\$ 1,756,070	\$ 1,976,876	\$ (220,807)	

[a] See "Allocation of Annual Labor Effort" worksheet.

[b] Source: Fiscal Year 2016/17 adopted budget.

[c] Adjustment to exclude contract service hours. Contract services may/may not be used. Contract service hours are not accounted for in annual direct service hours. Consequently, including them here would result in a higher than required fully-burdened hourly rate.

[d] Conservative estimate developed for purposes of this analysis. Amount developed is in-line with prior cost allocation plans.

[e] Adjusted to exclude indirect costs associated with direct services that will be recovered via another funding source. If less than 100% of divisional direct services costs are intended to be collected from fees, a corresponding adjustment to be made to collect less than 100% of indirect costs.

[f] Amounts intended to be funded from a revenue source other than building permit fees.

[g] This amount represents direct building plan review, inspection, permit processing services, etc.

[h] Pro-rated amount based on revenue received through 5/31/16.

Service Time Estimates

Building

Audit of Estimated Hours Used to Develop Hourly Rates and Cost of Service Estimates and Usefulness of Building Permit Sample Data

Aggregate service time estimates developed as part of this study

Description	Total	Notes
Est. Annual Fee Related Expenditures Identified in this Study	\$2,084,624	[a]
Est. Annual Direct Service Hours Identified in this Study	11,694	[a]
Est. Fully-Burdened Hourly Rate for Services	\$178	[a]

Description	Total	Notes
Est. Annual Fee Related Expenditures Identified in this Study	\$2,084,624	
Total Fees Paid from Permit Samples (multi-year overlap)	\$2,582,116	[b]
Additional Fees Included in Sample Data	24%	

Description	Total	Notes
Total Fees Paid from Permit Samples (multi-year overlap)	\$2,582,116	
Est. Hourly Rate Calculated as Part of this Study	\$178	
Est. Hours Assumed in Permit Sample	14,484	

Description	Total	Notes
Est. Annual Direct Service Hours Developed as part of this study	11,694	
Adjustment factor to account for increased permit count in sample data	24%	
Est. Adjusted Direct Hours	14,484	

Outcome - Audit looks good. Dividing larger permit sample by calculated \$178 hourly rate resulted in increased assumed hours for larger sample size.

Audit of Aggregate Cost Recovery Levels

Description	Total	Notes
FY 17/18 Anticipated Revenue Before Fee Adjustments	\$2,074,379	[c]
Est. Annual Fee Related Expenditures Identified in this Study	\$2,084,624	
Est. Cost Recovery	99.5%	

Outcome - Audit looks good. Revenues do not exceed costs of providing fee-related services.

[a] See estimated annual hours worksheet and fully-burdened hourly rate calculation worksheet.

[b] Sample permit data provided by City covering period July 1, 2015 through June 30, 2016.

[c] Based on Fiscal Year 15/16 actual revenues.

3. Audit of Fees Collected at Various Building Permit Fee Thresholds

Description	Permit Fee - Low	Permit Fee - High	Hourly Rate	Est. Permit Hours - Low	Est. Permit Hours - High	Est. Permit Hours - Avg.	Est. PC Hours - Low	Est. PC Hours - High	Est. PC Hours - Avg.	Est. Total Hours - Avg.
\$1,000 - \$4,000	\$147	\$147	\$ 178	0.8	0.8	0.8	0.5	0.5	0.5	1.4
\$4,001 - \$50,000	\$147	\$818	\$ 178	1	5	3	1	1	1	3
\$50,001 - \$100,000	\$818	\$1,330	\$ 178	5	7	6	4	6	5	11
\$100,000 - \$500,000	\$1,330	\$4,041	\$ 178	7	23	15	7	20	14	29
\$500,000 - \$1,000,000	\$4,041	\$6,415	\$ 178	23	36	29	25	40	32	62
\$1,000,000 and Up	\$6,415	varies	\$ 178	36	varies	varies	29	varies	varies	varies

Description	Est. Total Hours - Avg.	Est. Avg Hours in Permit Sample	Permits Counted in Sample
\$1,000 - \$4,000	1	1	601
\$4,001 - \$50,000	3	3	1,387
\$50,001 - \$100,000	11	16	88
\$100,000 - \$500,000	29	32	108
\$500,000 - \$1,000,000	62	82	13
\$1,000,000 and Up	varies	varies	varies

Outcome - Audit looks good. Permits less than \$50K valuation represent 90% of permits sampled (match between estimated hours calculated from fee tables and estimated hours based on fees imposed. Fees for projects over \$50K occur less frequently and project scopes vary significantly within the fee ranges (ranges from \$50K to > \$1M). Variance does not seem unreasonable. This also aligns to the total revenue audit confirming fees are not recovering more than the costs of providing services.

* Source: Permit data provided by the City for period July 1, 2015 through June 30, 2016. Accounts for projects with fees paid (excludes \$0 fees paid). Excludes one outlier in the \$500K - \$1M range.

Appendix E



Cost of Service Analysis

Planning

Contents
Cost Allocation and Hourly Rate Calculations
Service Time Estimates

Cost Allocation and Hourly Rate Calculations

Planning

Position	Comm Dev Director	Dep'ty Comm Dev Director	Planning Manager	Sr Project Specialist	Sr Project Specialist	Project Specialist I	Project Specialist I	Admin Asst II	Total	Note
Assumptions Regarding Labor Hours										
Annual Paid Hours Per FTE	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	[a]
Est. Annual Leave Hours Per FTE	280	280	280	280	280	280	280	280	280	[b]
Est. Productive Hours Per FTE	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	[c]
Specific Employee Information										
Total FTE	1.00	1.00	1.00	1.00	1.00	0.72	0.46	1.00	7.18	
Annual Salary	\$ 197,500	\$ 162,007	\$ 150,704	\$ 118,585	\$ 112,484	\$ 68,280	\$ 40,303	\$ 58,939	\$ 908,802	
Annual Benefits	\$ 95,831	\$ 84,578	\$ 78,499	\$ 68,295	\$ 60,324	\$ 25,218	\$ 3,246	\$ 20,540	\$ 436,531	
Total Annual Labor Costs	\$ 293,331	\$ 246,585	\$ 229,203	\$ 186,880	\$ 172,808	\$ 93,498	\$ 43,549	\$ 79,479	\$ 1,345,333	
Salary and Wage Rate Per Paid Hour	\$ 95	\$ 78	\$ 72	\$ 57	\$ 54	\$ 46	\$ 42	\$ 28	\$ 61	
Benefit Rate Per Paid Hour	\$ 46	\$ 41	\$ 38	\$ 33	\$ 29	\$ 17	\$ 3	\$ 10	\$ 29	
Total Labor Hourly Rate Per Paid Hour	\$ 141	\$ 119	\$ 110	\$ 90	\$ 83	\$ 62	\$ 46	\$ 38	\$ 90	
Divisional Assignment										
Share Assigned to this Division	30%	60%	100%	100%	100%	100%	100%	100%		[d]
Est. FTE Assigned to this Division	0.30	0.60	1.00	1.00	1.00	0.72	0.46	1.00	6.08	
Annual Salary Assigned to this Division	\$ 59,250	\$ 97,204	\$ 150,704	\$ 118,585	\$ 112,484	\$ 68,280	\$ 40,303	\$ 58,939	\$ 705,749	
Annual Benefits Assigned to this Division	\$ 28,749	\$ 50,747	\$ 78,499	\$ 68,295	\$ 60,324	\$ 25,218	\$ 3,246	\$ 20,540	\$ 335,618	
Total Annual Labor Costs	\$ 87,999	\$ 147,951	\$ 229,203	\$ 186,880	\$ 172,808	\$ 93,498	\$ 43,549	\$ 79,479	\$ 1,041,367	
Est. Annual Hours Assigned to this Division	624	1,248	2,080	2,080	2,080	1,498	957	2,080	12,646	
Est. Annual Leave Assigned to this Division	84	168	280	280	280	202	129	280	1,702	
Est. Productive Hours Assigned to this Division	540	1,080	1,800	1,800	1,800	1,296	828	1,800	10,944	
Labor Rate Per Productive Hour	\$ 163	\$ 137	\$ 127	\$ 104	\$ 96	\$ 72	\$ 53	\$ 44	\$ 95	

Position	Comm Dev Director	Dep'ty Comm Dev Director	Planning Manager	Sr Project Specialist	Sr Project Specialist	Project Specialist I	Project Specialist I	Admin Asst II	Total	Note
Allocation of Productive Hrs to this Division (%)										
Indirect Activities and Services										
General Admin; Mgmt; Policies; Procedures	70%	25%	50%	10%	10%	10%	10%	50%	29%	
Certification and Training	1%	0%	1%	1%	1%	1%	1%	0%	1%	
Public Information and Assistance	2%	0%	4%	14%	14%	14%	14%	0%	8%	
Total Indirect Activities and Svcs	73%	25%	55%	25%	25%	25%	25%	50%	38%	
Direct Activities and Services										
Long-Range Planning	0%	50%	10%	5%	5%	0%	0%	0%	11%	
Non-Private Development (e.g. CIP)	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Code Enforcement/Compliance (Punitive)	2%	0%	5%	5%	5%	5%	5%	0%	4%	
Support to Other Divisions/Departments	0%	0%	0%	0%	0%	0%	0%	50%	4%	
Plan Review for Bldg Permits	0%	0%	5%	20%	20%	20%	20%	0%	11%	
Other Planning Services (e.g. Entitlement Rvw)	25%	25%	25%	45%	45%	50%	50%	0%	33%	
Total Direct Activities and Services	27%	75%	45%	75%	75%	75%	75%	50%	62%	
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Allocation of Productive Hours (Hours)										
Indirect Activities and Services										
General Admin; Mgmt; Policies; Procedures	378	270	900	180	180	130	83	900	3,020	
Certification and Training	5	-	18	18	18	13	8	-	81	
Public Information and Assistance	11	-	72	252	252	181	116	-	884	
Total Indirect Activities and Svcs	394	270	990	450	450	324	207	900	3,985	
Direct Activities and Services										
Long-Range Planning	-	540	180	90	90	-	-	-	900	
Non-Private Development (e.g. CIP)	-	-	-	-	-	-	-	-	-	
Code Enforcement/Compliance (Punitive)	11	-	90	90	90	65	41	-	387	
Support to Other Divisions/Departments	-	-	-	-	-	-	-	900	900	
Planning Review for Bldg Permits	-	-	90	360	360	259	166	-	1,235	
Other Services (e.g. Permitting and Plan Rvw)	135	270	450	810	810	648	414	-	3,537	
Total Direct Activities and Services	146	810	810	1,350	1,350	972	621	900	6,959	
Total	540	1,080	1,800	1,800	1,800	1,296	828	1,800	10,944	

[a] Assumes 40 hours per week, 52 weeks per year (40*52 = 2,080).

[b] Assumes roughly 35 days per year, including holiday, vacation, sick, administrative leave, etc. (35*8 = 280)

[c] Productive hours represent hours available for work after accounting for annual leave.

[d] Source: FY 16/17 budgeted payroll. Amount to be reviewed and updated annually.

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Planning

Labor Expenditures [a]

Description	Total	Notes
Salaries	\$ 705,749	
Benefits	\$ 335,618	
Total - Labor Expenditures	\$ 1,041,367	

Recurring Non-Labor Expenditures [b]

Description	FY 2016/17 Budget	Adjustment	Subtotal	Notes
5120 - Consulting	\$ 80,000	\$ (80,000)	\$ -	[c]
5510 - Transportation/Training	\$ 3,500	\$ -	\$ 3,500	
5520 - Memberships	\$ 1,697	\$ -	\$ 1,697	
5530 - Notices/Publications	\$ 5,000	\$ -	\$ 5,000	
5890 - Miscellaneous	\$ 4,900	\$ -	\$ 4,900	
6210 - Books & Tapes	\$ 200	\$ -	\$ 200	
6290 - Miscellaneous	\$ 500	\$ -	\$ 500	
6310 - Postage & Delivery	\$ 7,500	\$ -	\$ 7,500	
6320 - Stationary/Envl/Bus Card	\$ 5,700	\$ -	\$ 5,700	
6330 - Forms Printing	\$ 1,000	\$ -	\$ 1,000	
8315 - Information Technology	\$ 198,769	\$ (99,385)	\$ 99,385	[d]
8320 - Bldg Repair/Maintenance	\$ 47,204	\$ (23,602)	\$ 23,602	[d]
8330 - Insurance Services	\$ 65,614	\$ -	\$ 65,614	
Total	\$ 421,584	\$ (202,987)	\$ 218,598	

Citywide Overhead

Description	Est. C'wide Overhead	Notes
Estimated Citywide Overhead	\$ 142,406	[e]
Total	\$ 142,406	

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Planning

Total Allocable Expenditures

Description	Amount	% of Total	Notes
Labor	\$ 1,041,367	74%	
Non-Labor	\$ 218,598	16%	
Estimated Citywide Overhead	\$ 142,406	10%	
Total	\$ 1,402,371	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Annual Allocation [a]	Labor	Non-Labor	Citywide Overhead	Total	Targeted Recovery from Fees	Amount Recoverable from Fees	Targeted Hourly Rate	Notes
Indirect Activities and Services									
General Admin; Mgmt; Policies; Procedures	29%	\$ 302,602	\$ 63,520	\$ 41,380	\$ 407,503	70%	\$ 286,737	\$ 60	[f]
Certification and Training	1%	\$ 8,139	\$ 1,709	\$ 1,113	\$ 10,961	70%	\$ 7,713	\$ 2	[f]
Public Information and Assistance	8%	\$ 80,471	\$ 16,892	\$ 11,004	\$ 108,367	70%	\$ 76,252	\$ 16	[f]
Total Indirect Activities and Svcs	38%	\$ 391,212	\$ 82,121	\$ 53,498	\$ 526,831		\$ 370,702	\$ 78	
Direct Activities and Services									
Long-Range Planning	11%	\$ 114,880	\$ 24,115	\$ 15,710	\$ 154,705	0%	\$ -	\$ -	[g]
Non-Private Development (e.g. CIP)	0%	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	[h]
Code Enforcement/Compliance (Punitive)	4%	\$ 38,057	\$ 7,989	\$ 5,204	\$ 51,250	0%	\$ -	\$ -	[h]
Support to Other Divisions/Departments	4%	\$ 39,740	\$ 8,342	\$ 5,434	\$ 53,516	0%	\$ -	\$ -	[h]
Plan Review for Bldg Permits	11%	\$ 110,807	\$ 23,260	\$ 15,153	\$ 149,220	100%	\$ 149,220	\$ 31	[i]
Other Planning Services (e.g. Entitlement Rvw)	33%	\$ 346,671	\$ 72,771	\$ 47,407	\$ 466,850	100%	\$ 466,850	\$ 98	[i]
Total Direct Activities and Services	62%	\$ 650,155	\$ 136,477	\$ 88,908	\$ 875,540	70%	\$ 616,069	\$ 129	
Total	100%	\$ 1,041,367	\$ 218,598	\$ 142,406	\$ 1,402,371	70%	\$ 986,771	\$ 207	< Hourly Rate
							Direct Hours	4,772	[i]

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Planning

Calculation of Indirect Cost Rate Multiplier for Hourly Billing Assuming Full Cost Recovery (100% Cost Recovery)

Description	Est FTE	Annual Hours Per FTE	Total Est. Annual Hours	Est. Salaries and Wages	Hrly Wage Rate Only Assuming Total Annual Hours	Estimated Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier	Notes
Planning	6.08	2,080	12,646	\$ 705,749	\$ 56	\$ 207	3.71	

Position	Hrly Wage Rate Only Assuming Total Annual Hours	Indirect Cost Rate Multiplier	Hourly Billing Rate
Comm Dev Director	\$ 95	3.71	\$ 352
Dep'ty Comm Dev Director	\$ 78	3.71	\$ 289
Planning Manager	\$ 72	3.71	\$ 268
Sr Project Specialist	\$ 57	3.71	\$ 211
Sr Project Specialist	\$ 54	3.71	\$ 200
Project Specialist I	\$ 46	3.71	\$ 169
Project Specialist I	\$ 42	3.71	\$ 156
Admin Asst II	\$ 28	3.71	\$ 105

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Planning

Current Cost Recovery Analysis

Position	Hrly Wage Rate Only Assuming Total Annual Hours	Full Cost Recovery Indirect Cost Rate Multiplier	Fully-Burdened Hourly Billing Rate
Comm Dev Director	\$ 95	3.71	\$ 352
Dep'ty Comm Dev Director	\$ 78	3.71	\$ 289
Planning Manager	\$ 72	3.71	\$ 268
Sr Project Specialist	\$ 57	3.71	\$ 211
Sr Project Specialist	\$ 54	3.71	\$ 200
Project Specialist I	\$ 46	3.71	\$ 169
Project Specialist I	\$ 42	3.71	\$ 156
Admin Asst II	\$ 28	3.71	\$ 105

Current Indirect Cost Rate Multiplier	Current Hourly Billing Rate
3.05	\$ 290
3.05	\$ 238
3.05	\$ 221
3.05	\$ 174
3.05	\$ 165
3.05	\$ 139
3.05	\$ 128
3.05	\$ 86

Current Cost Recovery	Increase Required for Full Cost Recovery
82%	21%
82%	21%
82%	21%
82%	21%
82%	21%
82%	21%
82%	21%
82%	21%

Average Cost Recovery	Full Cost Recovery Indirect Cost Rate Multiplier	Current Indirect Cost Rate Multiplier	Current Cost Recovery
Current Planning Fees	3.71	3.05	82%

Targeted Cost Recovery Analysis

Average Cost Recovery	Current Cost Recovery	Long-Term Target	Targeted Cost Recovery for Phase - In Pattern	Targeted Cost Recovery Indirect Cost Rate Multiplier	Rate Increase Required (Current to Targeted Cost Recovery)
Cost Recovery	82%	100%	91%	3.38	11%

Position	Hrly Wage Rate Only Assuming Total Annual Hours	Full Cost Recovery Indirect Cost Rate Multiplier	Fully-Burdened Hourly Billing Rate
Comm Dev Director	\$ 95	3.71	\$ 352
Dep'ty Comm Dev Director	\$ 78	3.71	\$ 289
Planning Manager	\$ 72	3.71	\$ 268
Sr Project Specialist	\$ 57	3.71	\$ 211
Sr Project Specialist	\$ 54	3.71	\$ 200
Project Specialist I	\$ 46	3.71	\$ 169
Project Specialist I	\$ 42	3.71	\$ 156
Admin Asst II	\$ 28	3.71	\$ 105

Current Indirect Cost Rate Multiplier	Current Hourly Billing Rate
3.05	\$ 290
3.05	\$ 238
3.05	\$ 221
3.05	\$ 174
3.05	\$ 165
3.05	\$ 139
3.05	\$ 128
3.05	\$ 86

Targeted Cost Recovery Indirect Cost Rate Multiplier	Targeted Cost Recovery Hourly Billing Rate
3.38	\$ 321
3.38	\$ 263
3.38	\$ 245
3.38	\$ 193
3.38	\$ 183
3.38	\$ 154
3.38	\$ 142
3.38	\$ 96

Direct Cost Factor

Position	Hourly Personnel Charge	Targeted Hourly Rate for Fee-Setting
Comm Dev Director	\$ 95	\$ 321
Dep'ty Comm Dev Director	\$ 78	\$ 263
Planning Manager	\$ 72	\$ 245
Sr Project Specialist	\$ 57	\$ 193
Sr Project Specialist	\$ 54	\$ 183
Project Specialist I	\$ 46	\$ 154
Project Specialist I	\$ 42	\$ 142
Admin Asst II	\$ 28	\$ 96

Amount to be recovered via direct cost factor	Direct Cost Factor
\$ 226	2.38
\$ 185	2.38
\$ 172	2.38
\$ 136	2.38
\$ 129	2.38
\$ 108	2.38
\$ 100	2.38
\$ 67	2.38

[a] See "Allocation of Annual Labor Effort" worksheet.

[b] Source: Fiscal Year 2016/17 adopted budget.

[c] Adjustment to exclude contract service hours. Contract services may/may not be used. Contract service hours are not accounted for in annual direct service hours. Consequently, including them here would result in a higher than required fully-burdened hourly rate.

[d] Adjustment to exclude portion of budgeted amounts not linked to the provision of fee-related services examined in this study.

[e] Conservative estimate developed for purposes of this analysis. Amount developed is in-line with prior cost allocation plans.

[f] Adjusted to exclude indirect costs associated with direct services that will be recovered via another funding source. If less than 100% of divisional direct services costs are intended to be collected from fees, a corresponding adjustment to be made to collect less than 100% of indirect costs.

[g] Amount will be recovered via the Community Planning Fee. Excluded here to avoid double counting.

[h] Amounts intended to be funded from a revenue source other than fixed fees or time & materials based planning fees.

[i] This amount represents direct planning and entitlement review services.

City of San Leandro
 User and Regulatory Fee Study
 Re-Allocation of Various Internal Service Fund Charges Originally Assigned to Planning

FY 16/17 Budgeted Allocation of ISF Charges

Acct	Description	41-001 Planning	41-003 Bus Dev	41-004 Housing	41-005 Innovation	Total
8315	Information Technology	\$ 198,769	\$ -	\$ -	\$ -	\$ 198,769
8320	Bldg Repair/Maintenance	\$ 47,204	\$ -	\$ -	\$ -	\$ 47,204
Total		\$ 245,973	\$ -	\$ -	\$ -	\$ 245,973

Actual Est. Benefit from ISF Services

Acct	Description	41-001 Planning	41-003 Bus Dev	41-004 Housing	41-005 Innovation	Total
8315	Information Technology	50%	10%	30%	10%	100%
8320	Bldg Repair/Maintenance	50%	10%	30%	10%	100%

Reallocation of ISF Charges Based on Actual Estimated Benefit

Acct	Description	41-001 Planning	41-003 Bus Dev	41-004 Housing	41-005 Innovation	Total
8315	Information Technology	\$ 99,385	\$ 19,877	\$ 59,631	\$ 19,877	\$ 198,769
8320	Bldg Repair/Maintenance	\$ 23,602	\$ 4,720	\$ 14,161	\$ 4,720	\$ 47,204
Total		\$ 122,987	\$ 24,597	\$ 73,792	\$ 24,597	\$ 245,973

Service Time Estimates

Planning

City of San Leandro
 User and Regulatory Fee Study
 Planning Fee-Related Services
Calculation of Estimated Cost of Service

Fee Description	Proposed Fee Structure	Estimated Labor Hours *			x	Est. Hrly Rate for Svcs	=	Est. Cost of Svc.	Current Est. Fee **	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fixed Fee	Proposed Deposit	Note
		Planning	Engin'rg / Other Div's	Total										
Annexation														
1 Annexation	Deposit	180.0		180.0	x	\$207	=	\$37,223	\$30,638	82%	91%		\$15,000	[a]
Appeal														
2 Appeal to Official/Commission Other than City Council	Deposit	60.0		60.0	x	\$207	=	\$12,408	\$10,213	82%	91%		\$5,000	
3 Appeal to City Council (Add'l City Clerk Filing Fees Apply)	Deposit	60.0		60.0	x	\$207	=	\$12,408	\$10,213	82%	91%		\$5,000	
Conditional Use Permit / Parking Exception / Variance														
4 Conditional Use Permit	Deposit	60.0		60.0	x	\$207	=	\$12,408	\$10,213	82%	91%		\$6,000	
5 Variance	Deposit	60.0		60.0	x	\$207	=	\$12,408	\$10,213	82%	91%		\$6,000	
6 Parking Exceptions	Deposit	30.0		30.0	x	\$207	=	\$6,204	\$5,106	82%	91%		\$6,000	
Development Agreement														
7 Development Agreement	Deposit	180.0		180.0	x	\$207	=	\$37,223	\$30,638	82%	91%		\$15,000	
Administrative Review and Exceptions														
8 Administrative Review and Exceptions:														
a) Non-Residential Administrative Review	Flat Fee	18.0		18.0	x	\$207	=	\$3,722	\$1,738	47%	75%	\$2,792		
b) Residential Administrative Review	Flat Fee	12.0		12.0	x	\$207	=	\$2,482	\$479	19%	75%	\$1,861		
c) Outdoor Facilities Permits	Flat Fee	6.0		6.0	x	\$207	=	\$1,241	\$479	39%	75%	\$931		
d) Mobile Food Vending	Flat Fee	3.0		3.0	x	\$207	=	\$620	\$106	17%	33%	\$205		
e) Wireless Telecommunication Facility	Flat Fee	30.0		30.0	x	\$207	=	\$6,204	\$1,694	27%	100%	\$6,204		
9 Administrative Review Requiring Zoning Enforcement Official (ZEO) Hearing:														
a) Non-Residential	Flat Fee	36.0		36.0	x	\$207	=	\$7,445	\$1,738	23%	75%	\$5,583		
b) Residential	Flat Fee	24.0		24.0	x	\$207	=	\$4,963	\$479	10%	75%	\$3,722		
10 Site Plan Review:														
a) Residential - Minor; Certificate of Compatibility	Flat Fee	15.0		15.0	x	\$207	=	\$3,102	\$1,211	39%	75%	\$2,326		
b) Residential - Major	Deposit	30.0		30.0	x	\$207	=	\$6,204	\$1,738	28%	91%		\$5,000	
c) Non-Residential	Deposit	30.0		30.0	x	\$207	=	\$6,204	\$5,106	82%	91%		\$5,000	
d) Non-Residential Façade Change	Flat Fee	6.0		6.0	x	\$207	=	\$1,241	\$1,017	82%	50%	\$620		
e) Major View Preservation	Flat Fee	24.0		24.0	x	\$207	=	\$4,963	\$2,026	41%	75%	\$3,722		
Environmental Review														
11 Exemption Without Initial Study (Categorical)	Flat Fee	3.0		3.0	x	\$207	=	\$620	TBD by EIR Consultant	n/a	100%	\$620		[a]
12 Initial Study / EIR	Deposit	varies		varies	x	\$207	=	TBD by EIR consultant	TBD by EIR Consultant	n/a	100%		TBD by EIR Consultant	[a]
Fence Modification														
13 Fence Modification:														

City of San Leandro
 User and Regulatory Fee Study
 Planning Fee-Related Services
Calculation of Estimated Cost of Service

Fee Description	Proposed Fee Structure	Estimated Labor Hours *			x	Est. Hrlly Rate for Svcs	=	Est. Cost of Svc.	Current Est. Fee **	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fixed Fee	Proposed Deposit	Note
		Planning	Engin'rg / Other Div's	Total										
a) Single Family and Duplex	Flat Fee	6.0		6.0	x	\$207	=	\$1,241	\$405	33%	75%	\$931		
b) Multi-family and Non-Residential	Flat Fee	9.0		9.0	x	\$207	=	\$1,861	\$725	39%	75%	\$1,396		
c) View Preservation	Flat Fee	18.0		18.0	x	\$207	=	\$3,722	\$2,026	54%	75%	\$2,792		
Historical Landmarks														
14 Historical Landmark Designation	Flat Fee	18.0		18.0	x	\$207	=	\$3,722	\$3,052	82%	50%	\$1,861		
Planned Unit Development														
15 Planned Unit Development	Deposit	120.0		120.0	x	\$207	=	\$24,815	\$20,425	82%	91%		\$15,000	
Pre-Application Meeting														
16 Pre-Application Meeting														
a) First Meeting	Flat Fee	4.5	3.0	7.5	x	\$207	=	\$1,551	\$0	0%	0%	\$0		
b) Each Additional Meeting	Flat Fee	4.5	3.0	7.5	x	\$207	=	\$1,551	\$403	26%	32%	\$500		
Public Convenience or Necessity Review														
17 Public Convenience or Necessity Determination	Flat Fee	9.0		9.0	x	\$207	=	\$1,861	\$750	40%	91%	\$1,697		
Signs														
18 Temporary Sign Permit	Flat Fee	1.5		1.5	x	\$207	=	\$310	\$222	72%	72%	\$222		
19 Standard Sign Permit	Flat Fee	4.5		4.5	x	\$207	=	\$931	\$222	24%	50%	\$465		
20 Sign Program	Deposit	30.0		30.0	x	\$207	=	\$6,204	\$5,106	82%	91%		\$5,000	
Temporary Use Permit														
21 Temporary Use Permit														
a) TUP - Holiday, Parking Lot Sale, Car Wash, or Fundraiser	Flat Fee	3.0		3.0	x	\$207	=	\$620	\$228	37%	37%	\$228		
b) TUP - All Others	Flat Fee	6.0		6.0	x	\$207	=	\$1,241	\$480	39%	75%	\$931		
Subdivision / Condominium														
22 Tentative Map														
a) Tentative Map	Deposit	60.0	40.0	100.0	x	\$207	=	\$20,679	\$17,021	82%	91%		\$15,000	
b) Amendment/Extension/Revision/Waiver	Deposit	45.0	30.0	75.0	x	\$207	=	\$15,509	\$12,766	82%	91%		\$15,000	
23 Conversion of Residential Apartment Buildings to Condominiums	Deposit	120.0		120.0	x	\$207	=	\$24,815	\$4,995	20%	91%		\$15,000	
24 Conversion of Non-Residential Complexes to Individual Unit or Condominium Ownership	Deposit	120.0		120.0	x	\$207	=	\$24,815	\$20,425	82%	91%		\$15,000	
Zone Change / Specific Plans / General Plan Amendments														
25 Zone Change	Deposit	150.0		150.0	x	\$207	=	\$31,019	\$25,531	82%	91%		\$15,000	
26 Zoning Code Amendment	Deposit	180.0		180.0	x	\$207	=	\$37,223	\$30,638	82%	91%		\$15,000	
27 General Plan Amendment	Deposit	180.0		180.0	x	\$207	=	\$37,223	\$30,638	82%	91%		\$15,000	
28 Specific Plan	Deposit	360.0		360.0	x	\$207	=	\$74,445	\$61,275	82%	91%		\$15,000	
29 Specific Plan Amendment	Deposit	180.0		180.0	x	\$207	=	\$37,223	\$30,638	82%	91%		\$15,000	

Calculation of Estimated Cost of Service

Fee Description		Proposed Fee Structure	Estimated Labor Hours *			Est. Hrlly Rate for Svcs	Est. Cost of Svc.	Current Est. Fee **	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fixed Fee	Proposed Deposit	Note	
			Planning	Engin'rg / Other Div's	Total									
Zone Letters / Compliance Review														
30	Zoning Compliance Letter	Flat Fee	1.5		1.5	x	\$207	=	\$310	\$115	37%	56%	\$175	
31	Zoning Approval for Business License:													
	a) New Business License Zoning	Flat Fee	1.5		1.5	x	\$207	=	\$310	\$115	37%	33%	\$115	
	b) Business Change of Ownership	Flat Fee	0.75		0.8	x	\$207	=	\$155	\$35	23%	33%	\$35	
32	Home Occupation - Application	Flat Fee	2.3		2.3	x	\$207	=	\$465	\$81	17%	25%	\$115	
Other Fees														
33	Plan Check for Building:													
	a) Alterations/Additions/Accessory Bldgs - Residential	Flat Fee	1.5		1.5	x	\$207	=	\$310	\$69	22%	75%	\$233	
	b) New Construction - Single Family Residential	Flat Fee	1.5		1.5	x	\$207	=	\$310	\$69	22%	75%	\$233	
	c) New Construction - Multi-Family Residential	Flat Fee	3.75		3.8	x	\$207	=	\$775	\$69	9%	75%	\$582	
	d) New Construction - Non-Residential	Flat Fee	3.75		3.8	x	\$207	=	\$775	\$69	9%	75%	\$582	
	e) Alterations/Additions - Non-Residential	Flat Fee	1.5		1.5	x	\$207	=	\$310	\$69	22%	75%	\$233	
34	Public Notice Sign Deposit (fully-refundable if sign returned)											n/a	\$100	
35	Community Planning Fee (for commercial, industrial & residential projects)	Flat Fee			n/a	x	n/a	=	n/a	0.30%	n/a	n/a	0.30%	

[a] Other agency fees may apply such as County filing fees, LAFCO, Department of Fish & Wildlife fees, etc.

* Estimated labor hours for deposit-based projects are highly variable. Amounts shown are intended to serve as reasonable estimates to aid in the establishment of initial deposit amounts.

** Current estimated fees for deposit-based projects are provided for informational purposes only. Actual amounts collected will vary depending on the project. In order to provide City staff, and the City Council with information for decision making purposes, estimated fees are set at 82% cost recovery. This amount represents current cost recovery for hourly charges by the Planning Department.

Annual Revenue Requirement

Description	Total	Amortization / Update Frequency	Annual Cost	Notes
Estimated In-House Annual Labor Costs	\$ 154,705	1	\$ 154,705	[a]
Other Consulting (Zoning Code; Advanced Planning)	\$ 50,000	1	\$ 50,000	[b]
Housing Update	\$ 60,000	4	\$ 15,000	[b]
General Plan Update	\$ 1,000,000	15	\$ 66,667	[b]
Total			\$ 286,372	

Calculation of Fee at Full Cost Recovery

Description	Total	Notes
Annual Revenue Requirement	\$ 286,372	
Est. Annual Construction Valuation	\$ 83,208,000	[c]
Community Planning Fee as a % of Construction Valuation	0.34%	

Cost Recovery Analysis

Description	Current Fee	Fee at Full Cost Recovery	Current Cost Recovery	Increase Required for Full Cost Recovery
Community Planning Fee	0.30%	0.34%	87%	15%

[a] See Planning Hourly Rate Calculation and Annual Allocation of Labor Time worksheets.

[b] Estimated amortized annual costs. Actual amounts will vary from year-to-year.

[c] Estimate. Represents 5-year average construction valuation for period 2010-11 through 2014-15. Amount will vary from year-to-year.

Audit of Estimated Hours Used to Develop Hourly Rates and Cost of Service Estimates

Description	Total	Notes
Est. Annual Fee-Related Direct Hours for Planning Staff	4,772	[a]
Est. Annual Hours Based on Service Time and Yrly Volume	4,400	[b]
Total	92%	[c]

- [a] See estimated annual hours worksheet and fully-burdened hourly rate calculation worksheet.
- [b] See cost of service worksheet. Estimated annual planning hours x estimated annual project volume.
- [c] Looks good. Errs on the side of caution to avoid over-recovery but within 10% which means estimates are aligned.

Audit of Aggregate Amounts Eligible to Be Recovered from Fees

Description	Total	Notes
Est. Annual Fee-Related Costs of Services	\$ 986,771	[a]
Est. Annual Revenue from Fees at Full Cost Recovery	\$936,666	[b]
Total	95%	[c]

- [a] See fully-burdened hourly rate calculation worksheet.
- [b] See cost of service worksheet. Estimated annual planning hours x estimated annual project volume.
- [c] Looks good. Errs on the side of caution to avoid over-recovery but within 10% which means estimates are aligned.

Appendix F



Cost of Service Analysis

Fire Prevention

Contents
Cost Allocation and Hourly Rate Calculations
Service Time Estimates

Cost Allocation and Hourly Rate Calculations

Fire Prevention

City of San Leandro
 User and Regulatory Fee Study
 Fully-Burdened Hourly Rate Calculation - Fire Prevention

Labor Expenditures [a]

Description	Hourly Salary Rate	Hourly Salary and Benefits Rate	Notes
Code Compliance Officer	\$ 47	\$ 69	[a]
Deputy Fire Marshal	\$ 74	\$ 123	[a]

Estimated Support Services and Indirect Expenditure Rates

Description	Total	Notes
County of Alameda - Est. Svcs/Supplies/Indirects	12%	[b]
City of San Leandro - Est. City Support/Indirects	15%	[c]
Total	27%	

Fire Prevention FTE Assigned to City of San Leandro

Description	FTE	Hours Per FTE	Total Hours	Est. Direct Svcs Ratio	Est. Direct Hours	Notes
Code Compliance Officer	1.00	2,080	2,080	88%	1,820	[a],[d]
Deputy Fire Marshal	1.00	2,080	2,080	88%	1,820	[a],[d]
Total	2.00				3,640	

Calculation of Fully-Burdened Hourly Rate

Description	Labor	Support Svcs and Indirects	Total	Est. Direct Hours	Fully-Burdened Hourly Rate	Notes
Code Compliance Officer	\$ 144,186	\$ 38,930	\$ 183,116	\$ 1,820	\$ 101	
Deputy Fire Marshal	\$ 255,133	\$ 68,886	\$ 324,019	\$ 1,820	\$ 178	
Total	\$ 399,318	\$ 107,816	\$ 507,134	\$ 3,640	\$ 139	< Hourly Rate

Calculation of Indirect Cost Rate Multiplier for Hourly Billing

Description	Est FTE	Annual Hours Per FTE	Total Est. Annual Hours	Est. Salaries and Wages	Hrly Wage Rate Only Assuming Total Annual Hours	Estimated Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier	Notes
Fire Prevention	2.00	2,080	4,160	\$ 252,450	\$ 61	\$ 139	2.30	

Position	Hrly Wage Rate Only Assuming Total Annual Hours	Indirect Cost Rate Multiplier	Hourly Billing Rate
Code Compliance Officer	\$ 47	2.30	\$ 108
Deputy Fire Marshal	\$ 74	2.30	\$ 171

Current Cost Recovery Analysis

Description	Current Hourly Rate for Billing Purposes	Fully-Burdened Hourly Rate	Current Cost Recovery	Increase Required for Full Cost Recovery	Notes
Total	\$ 120	\$ 139	86%	16%	

Targeted Cost Recovery Analysis

Average Cost Recovery	Current Cost Recovery	Long-Term Target	Targeted Cost Recovery for Phase - In Pattern	Targeted Cost Recovery Indirect Cost Rate Multiplier	Current Hourly Rate	Targeted Hourly Rate for Fee-Setting	Rate Increase Required (Current to Targeted Cost Recovery)
Cost Recovery	86%	100%	93%	2.14	\$ 120	\$ 130	8%

Direct Cost Factor

Average Cost Recovery	Hourly Personnel Charge	Targeted Hourly Rate for Fee-Setting
Direct Cost Charge Factor	\$ 61	\$ 130

Amount to be recovered via direct cost factor	Direct Cost Factor
\$ 69	114%

<< *Factor for fringe benefits, overhead and indirect costs*

[a] Source: Alameda County Deputy Fire Marshal.

[b] Source: Historical record of contract service rate used by Alameda County.

[c] Estimate developed by ClearSource for purposes of this analysis only. Amount is intended to serve as a reasonable estimate of citywide support services provided to the Fire Department as well as support services provided by the Community Development department including work areas, and administrative support received from Community Development personnel.

[d] Estimates assume a high direct services ratio based on the contract service agreement which provides full-time coverage for Fire Prevention services (i.e. when a member of the County staff takes leave, the shift is covered by another County staff person). Direct ratio accounts for typical on-shift rest periods and administrative activities of 1 hour per day, but assumes 0% leave).

Service Time Estimates

Fire Prevention

City of San Leandro
 User and Regulatory Fee Study
 Fire Department Fee-Related Services
Calculation of Estimated Cost of Service

Fee Description		Estimated Labor Hours	Est. Hrly Rate for Svcs	Est. Cost of Svc.	Current Est. Fee **	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fee	Unit	Note
1	Permits:									
	A. Fire Code Permit Fees	2.0	x \$139	= \$279	\$241	86%	93%	\$259		
2	Sprinkler Fees:									
	A. Underground/Private Service Fire Main (includes plan review, hydrostatic test, flush, & inspections < 2)									
	i) Base Fee	5.5	x \$139	= \$766	\$637	83%	93%	\$713		
	ii) plus, fee per hydrant or connection				\$15.40	83%	93%	\$17.24		
	B. Sprinkler System (system = 1 riser) (includes plan review, weld, hydrostatic test & inspections < 2)									
	i) Base Fee	5.5	x \$139	= \$766	\$639	83%	93%	\$713		
	ii) plus, fee per hydrant or connection				\$0.55	83%	93%	\$0.61		
	C. Any Extraordinary Situations Charged at	1.0	x \$139	= \$139	\$120	86%	93%	\$130	per hour	
	D. Automatic Sprinkler Tenant Improvements									
	i) Less than 20 heads	2.0	x \$139	= \$279	\$241	86%	93%	\$259		
	ii) Greater than or equal to 20 heads	3.0	x \$139	= \$418	\$360	86%	93%	\$389		
3	Fixed Fire Protection System:									
	A. Plan check, inspection and test	2.0	x \$139	= \$279	\$241	86%	93%	\$259		
	B. Electronics activation (clean agent, pre action, etc.)									
	i) Base Fee	3.0	x \$139	= \$418	\$360	86%	93%	\$389		
	ii) plus, fee per device				\$5.00	86%	93%	\$5.40		
	C. Any retest or re-inspection (1)	1.0	x \$139	= \$139	\$120	86%	93%	\$130	per hour	
4	Fire Alarms:									
	A. Property protection, plan check and test									
	i) Base Fee	2.0	x \$139	= \$279	\$241	86%	93%	\$259		
	ii) plus, fee per device				\$5.00	86%	93%	\$5.40		
	B. Life Safety Systems									
	i) Base Fee	1.0	x \$139	= \$139	\$120	86%	93%	\$130		
	ii) plus, fee per initiating and/or indicating device				\$3.00	86%	93%	\$3.24		
	C. Any retest or re-inspection (1)	1.0	x \$139	= \$139	\$116	83%	93%	\$130	per hour	
5	Hazardous Materials Response and Other Incident Fees:									
	A. Engine or Truck Company				\$283		100%	\$315	per hour	
	B. Chief Officer				\$105		100%	\$105	per hour	
	C. Others						100%	see Alameda County		

City of San Leandro
 User and Regulatory Fee Study
 Fire Department Fee-Related Services
Calculation of Estimated Cost of Service

Fee Description		Estimated Labor Hours	Est. Hrly Rate for Svcs	Est. Cost of Svc.	Current Est. Fee **	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fee	Unit	Note
6	Inspection of Multiple Family Dwellings (3 or more units):									
	A. Annual (1)	1.0	x \$139	= \$139	\$120	86%	93%	\$130	per hour	
7	Miscellaneous:									
	A. All other plan reviews (includes review and ordinary inspections associated with project)	varies			65% of bldg permit fee	varies	93%	65% of bldg permit fee		
	B. Other Fire Prevention Services (includes any miscellaneous fire protection related activities not otherwise categorized in this fee schedule)	varies			Direct Cost (2) (3)	varies	93%	Direct Cost (2) (3)		
	C. Excessive Plan Review and Inspections	1.0	x \$139	= \$139	\$0	0%	93%	\$130	per hour	

(1) One hour minimum.

(2) The City Manager and/or Fire Chief may adjust the plan checking/permit fee for an individual project when costs to the City are not congruent with this fee schedule.

(3) Direct Cost = hourly personnel charge plus a factor of 114% for fringe benefits, overhead and indirect costs.

Appendix G



Allocation of Estimated Citywide Overhead

Contents
Allocation of Estimated Citywide Overhead to Direct Service Units

City of San Leandro
 User and Regulatory Fee Study
 Estimated Citywide Overhead (for Cost of Service Calculation Purposes Only)

Central Service Center

Description	Est. Annual Expenses	Adjustment	Est Allocation for Fee Study Purposes
City Council	\$ 497,782	\$ -	\$ 497,782
City Clerk	\$ 549,681	\$ -	\$ 549,681
City Attorney	\$ 822,850	\$ (822,850)	\$ -
City Manager	\$ 1,550,216	\$ -	\$ 1,550,216
Human Resources	\$ 1,272,899	\$ -	\$ 1,272,899
Finance	\$ 2,680,759	\$ -	\$ 2,680,759
Non-Departmental	\$ 7,210,339	\$ (6,107,590)	\$ 1,102,749
Total	\$ 14,584,526	\$ (6,930,440)	\$ 7,654,086

Allocation of Central Service Costs - 50% Spread Based on FTE & 50% Spread Based on Dept Expenditures

Dept/Division	Est. FTE	Est Exp	Allocation Based on FTE	Allocation Based on Exp	Total Allocation	% Allocation
Police	141.74	\$ 31,929,292	\$ 1,886,437	\$ 1,586,529	\$ 3,472,967	45%
Fire	-	\$ 22,623,423	\$ -	\$ 1,124,132	\$ 1,124,132	15%
Public Works	21.66	\$ 4,996,304	\$ 288,276	\$ 248,261	\$ 536,537	7%
Community Development	25.08	\$ 5,104,381	\$ 333,793	\$ 253,631	\$ 587,424	8%
Library Services	33.00	\$ 4,823,412	\$ 439,202	\$ 239,670	\$ 678,871	9%
Engineering & Transportation	29.19	\$ 2,932,916	\$ 388,494	\$ 145,733	\$ 534,227	7%
Recreation & Human Services	36.88	\$ 4,610,444	\$ 490,841	\$ 229,088	\$ 719,929	9%
Total	287.55	\$ 77,020,172	\$ 3,827,043	\$ 3,827,043	\$ 7,654,086	100%

Community Development Department

Dept/Division	Est. FTE	Est. Share of Cwide Overhead
Building Regulations	12.69	\$ 297,225
Planning	6.08	\$ 142,406
Other Divisions	6.31	\$ 147,793
	25.08	\$ 587,424

Appendix H



Estimated Fiscal Impact of Proposed Fee Changes

Contents
Fiscal Impact Analysis of Proposed Fee Changes

City of San Leandro
Fiscal Impact Analysis of Proposed Fee Changes

Revenue Impact FY 17/18

Revenue Category / Description		FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	FY 17/18 Anticipated	Est. 17/18 Revenues Changes	FY 17/18 Revenue After Fee Changes	FY 17/18 Revenue Impact	Notes
Building Revenues										
1	010-3301 Building Permits	\$ 1,015,614	\$ 1,598,457	\$ 1,182,440	\$ 1,705,096	\$ 1,705,096	0%	\$ 1,713,518	\$ 8,422	
2	010-3302 Mechanical Permits	\$ 46,056	\$ 55,049	\$ 43,724	\$ 38,060	\$ 38,060	0%	\$ 38,248	\$ 188	
3	010-3303 Electrical	\$ 103,864	\$ 121,725	\$ 131,858	\$ 99,380	\$ 99,380	0%	\$ 99,871	\$ 491	
4	010-3308 Automation Fee	\$ 17,130	\$ 102,797	\$ 80,728	\$ 89,094	\$ 89,094	0%	\$ 89,534	\$ 440	
5	010-3313 Microfilming	\$ 42,282	\$ 43,519	\$ 40,452	\$ 61,627	\$ 61,627	0%	\$ 61,931	\$ 304	
6	010-3317 Signs	\$ 20,292	\$ 13,223	\$ 21,835	\$ 10,681	\$ 10,681	0%	\$ 10,734	\$ 53	
7	010-3319 Plumbing	\$ 86,466	\$ 87,718	\$ 92,084	\$ 68,711	\$ 68,711	0%	\$ 69,050	\$ 339	
8	010-3791 Bldg Division Classes	\$ 435	\$ 535	\$ 1,615	\$ 1,730	\$ 1,730	0%	\$ 1,739	\$ 9	
Subtotal		\$ 1,332,139	\$ 2,023,023	\$ 1,594,736	\$ 2,074,379	\$ 2,074,379	0%	\$ 2,084,624	\$ 10,245	
Planning Revenues										
1	010-3321 Business License Zoning	\$ 42,994	\$ 25,584	\$ 29,132	\$ 37,656	\$ 40,000	17%	\$ 46,724	\$ 6,724	
2	010-3385 Long Range/Community Planning Fee	\$ 1,920	\$ 7,485	\$ 162,288	\$ 321,677	\$ 250,000	0%	\$ 250,000	\$ -	
3	010-3711 Planning Permit Fees	\$ 48,656	\$ 54,145	\$ 62,984	\$ 66,818	\$ 60,000	164%	\$ 158,242	\$ 98,242	
4	010-3712 Development Division Services	\$ 41,245	\$ 68,310	\$ 55,267	\$ 34,126	\$ 120,000	11%	\$ 132,896	\$ 12,896	
Subtotal		\$ 134,815	\$ 155,524	\$ 309,671	\$ 460,277	\$ 470,000	25%	\$ 587,862	\$ 117,862	
Fire Revenues										
1	010-3723 Fire Inspection	\$ 50	\$ 13,488	\$ 42,573	\$ 21,631	\$ 40,000	8%	\$ 43,220	\$ 3,220	
2	010-3725 Sprinkler	\$ 18,445	\$ 28,049	\$ 18,506	\$ 21,223	\$ 20,000	8%	\$ 21,610	\$ 1,610	
3	010-3726 Fire Protection Alarm	\$ 22,345	\$ 9,789	\$ 8,085	\$ 15,607	\$ 5,000	8%	\$ 5,403	\$ 403	
4	010-3727 Fire Review and Inspections	\$ 134,683	\$ 142,946	\$ 268,686	\$ 298,396	\$ 175,000	8%	\$ 189,089	\$ 14,089	
5	010-3350 Fire Misc Permits	\$ 2,016	\$ 4,241	\$ 2,532	\$ 4,165	\$ 3,000	8%	\$ 3,242	\$ 242	
Subtotal		\$ 177,539	\$ 198,513	\$ 340,382	\$ 361,022	\$ 243,000	8%	\$ 262,564	\$ 19,564	
Total Revenues Impacted by Fee Schedule Update		\$ 1,644,493	\$ 2,377,060	\$ 2,244,789	\$ 2,895,678	\$ 2,787,379	5%	\$ 2,935,050	\$ 147,671	