



## Item No. 5 Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: ROBERT BARRON III, FINANCE DIRECTOR**

**DATE: AUGUST 7, 2013**

**SUBJECT: REVIEW AND DISCUSS MASTER FEE SCHEDULE**

### **RECOMMENDATION**

Review and discuss the Fee Study prepared by Capital Accounting Partners and proposed master fee schedule for the Town of Atherton.

### **BACKGROUND**

At the June 19 Council meeting the User Fee Study was presented. During the meeting it was requested that staff return to the Council at the August Study Session to allow a more in-depth review of the Study and provide an opportunity for questions regarding any differences between the fees suggested by the consultant and those recommended by staff.

The Master Fee schedule includes all the fees charged by all Town Departments. Fees are often set at full cost recovery. If fees are not consistently updated they may result in greater reliance on general tax dollars to support various services. Identifying cost components of providing services is important in the establishment of fees and the cost recovery rates. The Cost Allocation Plan and User Fee Study provide details on the cost of service and ensures the alignment of fees to costs.

Local government is authorized to collect fees based on cost recovery of the service provided. Absent full cost recovery, services are subsidized by the Town's General Fund or other funding sources. Full cost recovery is usually set to recover cost of services from those that receive a private/individual benefit.

Certain services can be community-wide where the use of general purpose revenue is appropriate. However, government also provides special benefit services where user fees are appropriate for such services where the direct benefit is a specific individual or group. These types of services are typically associated with a regulated activity (development review, building

## Master Fee Schedule

August 7, 2013

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permit, code enforcement). In these instances, cost recovery from the applicant for the need of service is appropriate.

With high demand services, the Town's cost recovery goal should be close to 100 percent. Recovery levels can be used to assist in identifying targets for cost recovery. For example, medium recovery, or recovery of most costs of the service can be set at 30-70%. High recovery, user fees charged to recover the full cost to provide the service can be set at 70-100%. A general practice of selecting an appropriate cost recovery target is to consider the public and private benefits of the service.

Each category of service could range from a medium to a high recovery policy. Currently the Town does not have a cost recovery policy for any category of fees. The User Fee Study provides the Town with the costs of each service delivered. The Study reveals the full cost to provide the service. While most local agencies seek full cost recovery services, some service categories only recover up to 70 percent of the service costs. Private benefit services such as those that provide private benefit to a property owner and rely on staff time and expertise are typically set at close to 100 percent recovery costs.

Local agencies often follow a policy of categories of service that reach for full cost recovery for planning, building, public works. Agencies also follow policies that do not charge for full cost recovery but set fees for compliance, level of demand, and the public private benefits of the service.

Planning fees, for example, may be set lower than full cost recovery to encourage compliance with Town's Codes, and regulation policies. As an example, zoning review of home occupation permit fees are routinely set at a cost recovery of 80 percent. Initial review of fence at 73 percent, conditional use permits at 69 percent.

Building permits are typically set to meet full cost recovery due to the demand for staff time. Public Works/Engineering fees are also set for full cost recovery on that same basis. Park fees are set at a model of 55 percent to full cost recovery depending on the fee/activity. The rationale for varied cost recovery for Park fees involve the level of community benefit and to support direct program costs while promoting the utilization of park and its facilities. Police Department fees are set for full cost recovery for services provided.

The Council can elect to charge fees that are less than the cost of the service provided but in doing so should recognize the policy decision connected thereto and evaluate the decision on that basis.

In order to most accurately assess the full cost of a service, local government often engage the services of an outside consultant specializing in the preparation of cost allocation plans.

The Town's Master Fee Schedule was last updated in FY 2009-2010. As the Town's staffing model and other concerns changed, in July 2012, the Town engaged the services of Capital Accounting Partners to prepare a fee schedule update.

## **FINDINGS**

Capital Accounting Partners was directed to prepare a “full cost” indirect cost allocation plan, calculate productive hourly rates for each staff and contract position, and cost of each user fee. Dan Edds of Capital Accounting Partners prepared the comprehensive fee study. Mr. Edds met with individual departments in order to assess the true costs associated with services provided and calculating productive hourly rates. Provided for Council review is the Comprehensive User Fee Study Report.

The Fee Study identified two additional surcharges necessary for long-term planning and operations: 1) Technology; and 2) General Plan update. The technology surcharge is for an eventual upgrade to new permitting systems, routine upgrades, and hardware. This surcharge will be prorated to building, planning, and engineering fees. The second surcharge is for General Plan updates and is assigned to building fees. Reviewing the building program summary of costs of services resulted in changes to building fees. Some flat fees have been expanded, and some valuation fees were converted to flat fees. Including the addition of surcharges there was a resultant increase in costs of services recovery of 10.4% within the building department.

The Fee Study provides a comparative of total assigned cost of service per fee and actual fees being charged. As a result, staff is recommending user fees based on cost recovery in most areas of the master fee schedule. This Study Session is an opportunity to clarify and answer any questions on the Fee Study. The master user fee schedules and staff recommendations are located in the Appendices of the fee study report.

Following tonight’s meeting staff will make any final revisions to the Fee Resolution and return it to the City Council for adoption at an upcoming meeting. Adoption of the Fee Resolution will formally set the fees for the Town’s services.

## **FISCAL IMPACT**

The Fee Study articulates the fiscal impact of specified fees.

**Prepared by:**

**Approved by:**

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**Robert Barron III, Finance Director**

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**George Rodericks, City Manager**

## **ATTACHMENT(S)**

Appendix Master Fees

# Appendix B: Planning Fees

**Town of Atherton**  
**Town of Atherton Planning Fees**

				Unit Cost Summary						
Service Location	Fee Name	Service / Fee Status	Actual Work Volume	Direct Unit Cost	Indirect Unit Allocated Costs	Other Costs	Total Cost Assigned	Current Fee / Deposit	Unit Surcharge or (Subsidy)	Staff Recommended Fee/Deposit
<b>A PLANNING FEES</b>										
PL_	Conditional Use Permit/Special Structure Permit	Current	8	\$ 3,728	\$49		\$3,777	\$ 2,000	(\$1,777)	\$ 2,600
PL_	Variance	Current	4	\$ 3,728	\$49		\$3,777	\$ 2,000	(\$1,777)	\$ 2,600
PL_	Heritage Tree Removal Permit	Current	7	\$ 4,180	\$55		\$4,235	\$ 2,000	(\$2,235)	\$ 2,000
PL_	Exception Review	Delete	0	\$ 3,728	\$49		\$3,777	\$ 2,000	(\$1,777)	
PL_	Excessive Height	Delete	0	\$ 3,577	\$47		\$3,624	\$ 2,000	(\$1,624)	
PL_	Lot Line Redesignation	Current	2	\$ 3,577	\$47		\$3,624	\$ 2,000	(\$1,624)	\$ 2,600
PL_	Lot Line Adjustment	Current	2	\$ 1,398	\$18		\$1,417	\$ 2,500	\$1,083	\$ 1,500
PL_	Tentative Parcel Map	Current		\$ -	\$0		\$0	\$ 2,500	\$2,500	\$ 2,600
PL_	Final Parcel Map	Current		\$ -	\$0		\$0	\$ 2,500	\$2,500	\$ 2,600
PL_	Appeal	Current	1	\$ 2,187	\$29		\$2,216	\$ 750	(\$1,466)	\$ 750
PL_	School Master Plan	Current	2	\$ 1,025	\$13		\$1,038	\$ 750	(\$288)	\$ 750
PL_	Initial Review/Negative Declaration	Current		\$ -	\$0		\$0	\$ 2,000	\$2,000	\$ 2,000
PL_	Zoning Ordinance Amendment	Current		\$ -	\$0		\$0	\$ 2,500	\$2,500	\$ 5,000
PL_	General Plan Amendment	Current		\$ -	\$0		\$0	\$ 2,500	\$2,500	\$ 5,000
PL_	Zoning Review for Home Occupation Business	Current	4	\$ 118	\$2		\$119	\$ 81	(\$38)	\$ 95
PL_	Pre-Application Review	Current	1	\$ 45	\$1		\$45		(\$45)	\$ 45
PL_	Street Easement Vacation	Current		\$ -	\$0		\$0		\$0	\$ -
PL_	Code Enforcement - Administrative (Penalty)	Current	3	\$ 936	\$12		\$949		(\$949)	\$ 949
PL_	Initial Review (2 reviews for fee amount; additional reviews billed hourly):	Current		\$ -	\$0		\$0		\$0	
PL_	a. Fence	Current	47	\$ 215	\$3		\$218	\$ 157	(\$61)	\$ 160
PL_	b. Accessory Structures (includes pools)	Current	93	\$ 443	\$6		\$449	\$ 314	(\$135)	\$ 450
PL_	c. Accessory Buildings	Current	48	\$ 953	\$13		\$965	\$ 637	(\$328)	\$ 950
PL_	d. Additions	Current	35	\$ 947	\$12		\$959	\$ 798	(\$161)	\$ 975
PL_	e. New Construction	Current	32	\$ 1,376	\$18		\$1,394	\$ 1,282	(\$112)	\$ 1,400
PL_	Revisions to Previously Approved Plans	Current		\$ -	\$0		\$0		\$0	
PL_				\$ -	\$0		\$0		\$0	
PL_	Technology Surcharge (upgrade and maintain development technology) (3.24% of fee)	Current		\$ -	\$0	\$8,692	3.24%		(\$0)	3.24%
				\$ -	\$0		\$0		\$0	
				\$ -	\$0		\$0		\$0	
<b>POSITION HOURLY RATES</b>										
	Town Planner:	Current		\$ -	\$0	\$ 301.57	\$302	\$ 225	(\$77)	
	Deputy Town Planner:	Current		\$ -	\$0	\$ 206.07	\$206	\$ 177	(\$29)	

**Town of Atherton**  
**Town of Atherton Planning Fees**

				Unit Cost Summary						
Service Location	Fee Name	Service / Fee Status	Actual Work Volume	Direct Unit Cost	Indirect Unit Allocated Costs	Other Costs	Total Cost Assigned	Current Fee / Deposit	Unit Surcharge or (Subsidy)	Staff Recommended Fee/Deposit
	Senior Planner:	Current		\$ -	\$0	\$ 186.97	\$187	\$ 168	(\$19)	
	Associate Planner:	Current		\$ -	\$0	\$ 156.81	\$157	\$ 135	(\$22)	
	Administrative Staff:	Current		\$ -	\$0	\$ 85.95	\$86	\$ 119	\$33	
	Composite Rate for Fee Setting:	Current		\$ -	\$0	\$ 187.47	\$187	\$ 161	(\$26)	

# Appendix C: Building Fees

**Town of Atherton**  
**Town of Atherton - Building Fees**

Service Location	Fee Name	Unit	Service / Fee Status	Actual Work Volume	Unit Cost Summary							
					Direct Unit Cost	Indirect Unit Allocated Costs	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fee	
Bldg	<b>Permitted Value of Construction</b>				\$ -	\$0		\$0		\$0		
Bldg	New Habitable Construction	Valuation base per SF	Current		\$ -	\$0		\$0	\$ 350	\$350	\$	350
Bldg	Remodeled Habitable Construction	Valuation base per SF	Current		\$ -	\$0		\$0	\$ 300	\$300	\$	300
Bldg	New or Remodeled Non-Habitable Construction	Valuation base per SF	Current		\$ -	\$0		\$0	\$ 200	\$200	\$	200
Bldg	Valuation - non defined project	Valuation base	New		\$ -	\$0		\$0	\$ 1	\$1	\$	1
Bldg	Non-habitable construction: ie. Patio covers & gazebos (> 1000 Sq Ft or attached to new construction)	Valuation base per SF	New		\$ -	\$0		\$0	\$ 100	\$100	\$	100
Bldg	<b>Flat Fees**</b>											
Bldg	Swimming pools (first 1000 sf)	Plan check and inspection	New	36	\$ 1,073	\$23		\$1,096	\$ 1,800	\$704	\$	1,095
Bldg	Swimming pools (Over 1000 sf)	Plan check and inspection	New		\$ 1,286	\$27		\$1,314	\$ 2,200	\$886	\$	1,313
Bldg	Patio covers & gazebos (up to 1000 Sq Ft)	Plan check and inspection	New	1	\$ 796	\$17		\$813	\$ 1,900	\$1,087	\$	813
Bldg	Drive way gates	Plan check and inspection	New	43	\$ 647	\$14		\$661	\$ 1,500	\$839	\$	661
Bldg	Non Habitable new pool house including cabanas (up to and including 1500 sf)	Plan check and inspection	New	14	\$ 1,309	\$28		\$1,337	\$ 3,400	\$2,063	\$	1,336
Bldg	<b>Other Building (Flat) Fees</b>		Current		\$ -	\$0		\$0		\$0		
Bldg	Plumbing, Mechanical, Electrical (MP&E) Permit (single inspection)		Current	169	\$ 140	\$3		\$143	\$ 100	(\$43)	\$	143
Bldg	MP&E each additional inspection		New		\$ 95	\$2		\$97		(\$97)	\$	97
Bldg	MP&E plan check (min .5 hour)		New		\$ 86	\$2		\$88		(\$88)	\$	88
Bldg	Demolition Permit Fee		Current	45	\$ 280	\$6		\$286	\$ 200	(\$86)	\$	286
Bldg	Landscape Screening Permit Fee		Current	5	\$ 381	\$8		\$390	\$ 250	(\$140)	\$	389
Bldg	Water Wall Permit Fee		Current	6	\$ 389	\$8		\$397	\$ 500	\$103	\$	397
Bldg	Solar Panels Permit Fee *		Current		\$ 696	\$15		\$710	\$ 250	(\$460)	\$	500
Bldg	Heritage Tree Removal - Staff Level (First Tree)		Current	222	\$ 256	\$5		\$261	\$ 100	(\$161)	\$	261
Bldg	Heritage Tree Removal - Staff Level (Each Additional Tree)		Current	122	\$ 101	\$2		\$103	\$ 38	(\$65)	\$	103
Bldg	Excavation Permit		Delete		\$ -	\$0		\$0	\$ 457	\$457		
Bldg	Plan check revision Fee (1 hour min)	Hourly	Current		\$ 194	\$4		\$199	\$ 54	(\$145)	\$	198.00
Bldg	Address Change	Hourly	Current		\$ 269	\$6		\$275	\$ 250	(\$25)	\$	275.00
Bldg	Property Search (plus photocopying and/or printing posts and excludes public records searches)	Hourly	Current		\$ 90	\$2		\$92	\$ 20	(\$72)	\$	92.00
Bldg	Reactivation of an Expired Permit (Up to One-Half the Amount Required for a New Permit for Such Work)		Current		\$ -	\$0		\$0				(Up to One-Half the Amount Required for a New Permit for Such Work)
Bldg	Code Enforcement - Administrative (Penalty)	Hourly	Current		\$ -	\$0		\$0	\$0	\$0		
Bldg	Second Utility Deposit (Ordinance 15.04.040)		Current		\$ -	\$0		\$0	\$ 5,000	\$5,000	\$	5,000
Bldg	Landscape Screening Deposit (Ordinance 17.50.060)		Current		\$ -	\$0		\$0	\$ 5,000	\$5,000	\$	5,000
Bldg	Temporary Occupancy Deposit:		Current		\$ -	\$0		\$0	\$0	\$0	\$	5,000
Bldg	Administrative Fee (TOC)		Current		\$ 172	\$4		\$176	\$ 152	(\$24)	\$	176
Bldg	Excavation Road Deposit ( Ordinance 15.04.045)		Current		\$ -	\$0		\$0	\$ 5,000	\$5,000	\$	5,000
Bldg	Recycled Deposit		Current		\$ -	\$0		\$0		\$0	\$	\$1000 Min & \$500 Min for rerof permits
Bldg	Reinspection and additional inspections exceeding the normal number of inspections	T&M	Current		\$ 118	\$3		\$120	\$ 54	(\$66)	\$	120
Bldg	Unusual custom projects not reflected in the fee schedule	T&M	New		\$ -	\$0		\$0		\$0		
Bldg	Technology surcharge (to fund updates and new acquisition of permit systems and digital storage of plans) (3.3% of fee)		New	1	\$ -	\$0	\$44,271	3.3%		(\$0)		3.30%
Bldg	Storm water compliance review/inspection	T&M	New		\$ -	\$0		\$0	\$ 500	\$500	\$	500
Bldg	Tree protection verification (deposit) + COP	T&M	New		\$ -	\$0		\$0	\$ 2,500	\$2,500	\$	2,500
Bldg	Tree protection administration for flat fee permits (initial inspection)		New	148	\$ 224	\$5		\$229		(\$229)	\$	229
Bldg	Tree protection administration for flat fee permits (full inspection)		New		\$ 561	\$12		\$573		(\$573)	\$	573
Bldg	Surcharge for General Plan Maintenance and Update (2.0%)		Current	1	\$ -	\$0	27,000.00	2.0%		(\$0)		2%
Bldg	Reroofing < 5000SF	Per app	New	95	\$ 322	\$7		\$328		(\$328)	\$	328
Bldg	Reroofing > 5000SF	Per app	New		\$ 449	\$10		\$458		(\$458)	\$	458
Bldg	Reroofing requiring additional inspections	Per insp.	New		\$ 127	\$3		\$130		(\$130)	\$	130
Bldg	Reroofing requiring plan check (min one hour)	Per PC	New		\$ 172	\$4		\$176		(\$176)	\$	176
Bldg	SMIP Fee (State Mandate)				\$ -	\$0		\$0		\$0		Residential: valuation amount X 0.0001 Commercial: valuation Amount X 0.00021
Bldg	Building Standards Administration Special Revolving Fund ( Senate Bill No. 1473 State Mandate)				\$ -	\$0		\$0		\$0		Permit Valuation: \$1-25,000 = \$1; \$25,001-50,000 = \$2; \$50,001 - 75,000 = \$3; \$75,001 - 100,000 = \$4; Every \$25,000 or fraction thereof above \$100,000 = Add \$1

\* State mandated limit of \$500  
 Current fee = comparable average current valuation based  
 \*\* fee



Table for 10.43% increase

Total Valuation	Building Permit Fee	Plan Review Fee
\$1.00 to \$500	\$24.70	65% of Building Permit Fee
\$501 to \$2,000	\$25.95 for the first \$2,000, plus \$3.37 for each additional \$1,000, or fraction thereof, to and including \$2,000	65% of Building Permit Fee
\$2,001 to \$25,000	\$76.47 for the first \$2,000, plus \$15.46 for each additional \$1,000, or fraction thereof, to and including \$25,000	65% of Building Permit Fee
\$25,001 to \$50,000	\$432.06 for the first \$25,000, plus \$11.15 for each additional \$1,000, or fraction thereof, to and including \$50,000	65% of Building Permit Fee
\$50,001 to \$100,000	\$710.89 for the first \$50,000, plus \$7.73 for each additional \$1,000, or fraction thereof, to and including \$100,000	65% of Building Permit Fee
\$100,001 to \$500,000	\$1,097.40 for the first \$100,000, plus \$6.18 for each additional \$1,000, or fraction thereof, to and including \$500,000	65% of Building Permit Fee
\$500,001 to \$1,000,000	\$3571.03 for the first \$500,000, plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$1,000,000	45% of Building Permit Fee
1,000,001 and up	\$6,193.74 for the first \$1,000,000, plus \$4.03 for each additional \$1,000, or fraction thereof.	45% of Building Permit Fee

# Appendix D: Engineering Fees

**Town of Atherton**  
**Town of Atherton Engineering Fees**

Service Location	Fee Name	Unit	Service / Fee Status	Actual Work Volume
Eng_	<b>Encroachment Permits</b>			
Eng_	<b>Class A - One Inspection Required:</b>	Per app	Current	
Eng_	Driveway Connection to Street:	Per app	Current	10
Eng_	Additional Plan Check	Per app	Current	
Eng_	Additional Inspection	Per app	Current	
Eng_		Per app	Current	
Eng_	<b>Class B - Two Inspections Required:</b>	Per app	Current	
Eng_	Driveway Connection to Street:	Per app	Current	4
Eng_	Additional Plan Check	Per app	Current	
Eng_	Additional Inspection	Per app	Current	
Eng_		Per app	Current	
Eng_	<b>Class C - Three or More Inspections Required:</b>	Per app	Current	
Eng_	Driveway Connection to Street - Asphalt/Pavers:	Per app	Current	
Eng_	Without Driveway Culvert (up to 3 inspections)	Per app	Current	13
Eng_	Additional Plan Check	Per app	Current	
Eng_	Additional Inspection	Per app	Current	
Eng_		Per app	Current	
Eng_	With Driveway Culvert (up to 4 inspections)	Per app	Current	2
Eng_	Additional Plan Check	Per app	Current	
Eng_	Additional Inspection	Per app	Current	
Eng_		Per app	Current	
Eng_	Driveway Connection to Street - Concrete:	Per app	Current	
Eng_	Without Driveway Culvert (up to 4 inspections)	Per app	Current	1
Eng_	Additional Plan Check	Per app	Current	
Eng_	Additional Inspection	Per app	Current	
Eng_		Per app	Current	
Eng_	With Driveway Culvert (up to 5 inspections)	Per app	Current	
Eng_	Additional Plan Check	Per app	Current	
Eng_	Additional Inspection	Per app	Current	
Eng_	<b>Class D - Public Right of Way</b>	Per app	Current	
Eng_	Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)	Per app	Current	20
Eng_	Additional Plan Check	Per app	Current	
Eng_	Additional Inspection	Per app	Current	
Eng_		Per app	Current	
Eng_	Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)	Per app	Current	17

Unit Cost Summary					
Direct Unit Cost	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fee
\$ -		\$0		\$0	
\$ 211		\$211	\$ 266	\$55	\$ 211
\$ 48		\$48	\$ 133	\$85	\$ 48
\$ 71		\$71	\$ 133	\$62	\$ 71
\$ -		\$0		\$0	
\$ -		\$0		\$0	
\$ 281		\$281	\$ 465	\$184	\$ 281
\$ 48		\$48	\$ 199	\$151	\$ 48
\$ 71		\$71	\$ 133	\$62	\$ 71
\$ -		\$0		\$0	
\$ -		\$0		\$0	
\$ 352		\$352	\$ 665	\$313	\$ 352
\$ 48		\$48	\$ 266	\$218	\$ 48
\$ 71		\$71	\$ 133	\$62	\$ 71
\$ -		\$0		\$0	
\$ 438		\$438	\$ 864	\$426	\$ 438
\$ 63		\$63	\$ 332	\$269	\$ 63
\$ 71		\$71	\$ 133	\$62	\$ 71
\$ -		\$0		\$0	
\$ -		\$0		\$0	
\$ 438		\$438	\$ 864	\$426	\$ 438
\$ 63		\$63	\$ 332	\$269	\$ 63
\$ 71		\$71	\$ 133	\$62	\$ 71
\$ -		\$0		\$0	
\$ 509		\$509	\$ 997	\$488	\$ 509
\$ 63		\$63	\$ 332	\$269	\$ 63
\$ 71		\$71	\$ 133	\$62	\$ 71
\$ -		\$0		\$0	
\$ 284		\$284	\$ 199	(\$85)	\$ 284
\$ 96		\$96	\$ 66	(\$30)	\$ 96
\$ 96		\$96	\$ 133	\$37	\$ 96
\$ -		\$0		\$0	
\$ 379		\$379	\$ 399	\$20	\$ 379

**Town of Atherton**  
**Town of Atherton Engineering Fees**

					Unit Cost Summary					
Service Location	Fee Name	Unit	Service / Fee Status	Actual Work Volume	Direct Unit Cost	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fee
Eng_	Additional Plan Check	Per app	Current		\$ 96		\$96	\$ 133	\$37	\$ 96
Eng_	Additional Inspection	Per app	Current		\$ 96		\$96	\$ 133	\$37	\$ 96
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	Connection to Storm Drain or Atherton Channel:	Per app	Current		\$ -		\$0		\$0	
Eng_	a. In Pavement	Per app	Current		\$ 471		\$471	\$ 1,197	\$726	\$ 471
Eng_	Additional Plan Check	Per app	Current		\$ 96		\$96	\$ 399	\$303	\$ 96
Eng_	Additional Inspection	Per app	Current		\$ 71		\$71	\$ 133	\$62	\$ 71
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	b. Outside Pavement	Per app	Current		\$ 400		\$400	\$ 864	\$464	\$ 400
Eng_	Additional Plan Check	Per app	Current		\$ 96		\$96	\$ 399	\$303	\$ 96
Eng_	Additional Inspection	Per app	Current		\$ 71		\$71	\$ 133	\$62	\$ 71
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	Utility - Minor (One Inspection Required):	Per app	Current	5	\$ 259		\$259	\$ 266	\$7	\$ 259
Eng_	Additional Plan Check	Per app	Current		\$ 48		\$48	\$ 133	\$85	\$ 48
Eng_	Additional Inspection	Per app	Current		\$ 71		\$71	\$ 133	\$62	\$ 71
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	Utility Connect/Disconnect:	Per app	Current		\$ -		\$0		\$0	
Eng_	a. In Pavement	Per app	Current	78	\$ 352		\$352	\$ 864	\$512	\$ 352
Eng_	Additional Plan Check	Per app	Current		\$ 48		\$48	\$ 266	\$218	\$ 48
Eng_	Additional Inspection	Per app	Current		\$ 71		\$71	\$ 133	\$62	\$ 71
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	b. Outside Pavement	Per app	Current	117	\$ 281		\$281	\$ 665	\$384	\$ 281
Eng_	Additional Plan Check	Per app	Current		\$ 48		\$48	\$ 266	\$218	\$ 48
Eng_	Additional Inspection	Per app	Current		\$ 71		\$71	\$ 133	\$62	\$ 71
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	Utility Main:	Per app	Current		\$ -		\$0		\$0	
Eng_	a. In Pavement	Per app	Current	43	\$ 471		\$471	\$ 598	\$127	\$ 471
Eng_	Additional Plan Check	Per app	Current		\$ 96		\$96	\$ 665	\$569	\$ 96
Eng_	Additional Inspection	Per app	Current		\$ 71		\$71	\$ 133	\$62	\$ 71
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	b. Outside Pavement	Per app	Current	4	\$ 400		\$400	\$ 665	\$265	\$ 400
Eng_	Additional Plan Check	Per app	Current		\$ 96		\$96	\$ 665	\$569	\$ 96

**Town of Atherton**  
**Town of Atherton Engineering Fees**

					Unit Cost Summary					
Service Location	Fee Name	Unit	Service / Fee Status	Actual Work Volume	Direct Unit Cost	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fee
Eng_	Additional Inspection	Per app	Current		\$ 71		\$71	\$ 133	\$62	\$ 71
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	Telecommunication and Utilities Installation Permit (25 ft or less):	Per app	Current		\$ -		\$0		\$0	
Eng_	i. Without Trenching	Per app	Current		\$ 1,758		\$1,758	\$ 66	(\$1,692)	\$ 1,758
Eng_	ii. With Trenching	Per app	Current		\$ 1,829		\$1,829	\$ 133	(\$1,696)	\$ 1,829
Eng_	iii With Trenching > 25 LF (per 100 LF or fraction thereof)	Per app	Current		\$ 333		\$333	\$ 11	(\$322)	\$ 333
Eng_	Property Improvement Permits and Reviews	Per app	Current		\$ -		\$0		\$0	
Eng_	Grading and Drainage:	Per app	Current		\$ -		\$0		\$0	
Eng_	a. Without Detention System	Hourly/m in	Current	1	\$ 1,272		\$1,272	\$ 1,330	\$58	\$ 1,272
Eng_	b. With Detention System	Hourly/m in	Current	22	\$ 1,272		\$1,272	\$ 1,995	\$723	\$ 1,272
Eng_	c. With Multiple Detention Systems	Hourly/m in	Current	11	\$ 1,696		\$1,696	\$ 2,394	\$698	\$ 1,696
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	Detention System Annual Report Filing	Per app	Current	34	\$ 424		\$424	\$ 80	(\$344)	\$ 424
Eng_	Detention System Annual Report - Submittals Out of Compliance	Per app	Current	0	\$ 424		\$424	\$ 199	(\$225)	\$ 424
Eng_	StormWater Permit Compliance Review/Inspection Deposit	Hourly	New		\$ -		\$0		\$0	\$ 500
Eng_	StormWater Permit Compliance Review/Inspection	Hourly	New		\$ -		\$0		\$0	
Eng_	Stop Work Order (Penalty)	50% of permit	Current		\$ -		\$0		\$0	
Eng_	Code Enforcement - Administrative (Penalty)	Hourly	Current		\$ -		\$0		\$0	
Eng_		Per app	Current		\$ -		\$0		\$0	
Eng_	Public Works application fee	Per app	Current	314	\$ 117		\$117	\$ 199	\$82	\$ 117
Eng_	Oversized load permit (outside of right of way)	Per app	Current		\$ 333		\$333		(\$333)	\$ 333
Eng_	Technology Surcharge (upgrade and maintain development technology) (1.9% of fee)	Per app	Current		\$ -	4156.5	1.9%		(\$0)	1.86%

**Town of Atherton**  
**Town of Atherton Engineering Fees**

					Unit Cost Summary					
Service Location	Fee Name	Unit	Service / Fee Status	Actual Work Volume	Direct Unit Cost	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fee
Eng_	Additional work not reflected above - at cost	Hourly	Current		\$ -		N/A			
<b>PW Staff Hourly Rates</b>										
	Public Works Superintendent	Houly			\$ -	\$ 191.46	\$191	\$ 133	(\$58)	
Eng_	Asst/Assoc Engineer	Houly	Current		\$ -	\$ 141.32	\$141	\$ 133	(\$8)	
Eng_	Eng Tech	Houly	Current		\$ -	\$ 92.20	\$92	\$ 133	\$41	
Eng_	PW Director/Engineer		Current		\$ -	\$ 222.73	\$223	\$ 133	(\$90)	

# Appendix E: Police Fees

**Town of Atherton**  
**Town of Atherton - Police Fees**

				Unit Cost Summary						
Service Location	Fee Name	Unit	Service / Fee Status	Direct Unit Cost	Indirect Unit Allocated Costs	Project Mgt and Engineering Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fee
A										
PL_	Copy of Police Report:		Current	\$ -	\$0		\$0		\$0	
PL_	Without Photos or Tape Copies		Current	\$ 31	\$0		\$31	\$ 18	(\$13)	\$ 0.25
PL_	With Photos or Tape Copies	Hourly	Current	\$ 260	\$0		\$260	\$ 106	(\$154)	\$ 50
PL_	Vehicle Releases		Current	\$ 65	\$0		\$65	\$ 53	(\$12)	\$ 65
PL_	Alarm Registration		Current	\$ 61	\$0		\$61	\$ 25	(\$36)	\$ 61
PL_	Alarm Alert Signs		Current	\$ 124	\$0		\$124	\$ 30	(\$94)	\$ 40
PL_	Garage Sale/Estate Sale Permits		Current	\$ 21	\$0		\$21	\$ 18	(\$3)	\$ 21
PL_	Fingerprints (plus DOJ processing of \$53)		Current	\$ 28	\$0	53	\$81	\$ 53	(\$28)	\$ 75
PL_	Solicitor Permit (Valid for six months; business license required)		Current	\$ 31	\$0		\$31	\$ 44	\$13	\$ 31
PL_	After Hours Emergency Construction Permits		Current	\$ 62	\$0		\$62	\$ 141	\$79	\$ 62
PL_	Special Service Request:		Current	\$ 21	\$0		\$21		(\$21)	\$ 21
PL_	Administrative Fee		Current	\$ -	\$0		\$0	\$ 18	\$18	\$ -
PL_	On-Site Personnel Fee	Hourly (2 Hr min)	Current	\$ 260	\$0		\$260		(\$260)	\$ 260
PL_	Clearance Letter		Current	\$ 21	\$0		\$21	\$ 18	(\$3)	\$ 21
PL_	Microfilmed Reports	Hourly	Current	\$ 62	\$0		\$62	\$ 106	\$44	\$ 62
PL_	Code Enforcement - Administrative (Penalty)	Hourly	Current	\$ -	\$0		\$0		\$0	\$ -
PL_	False Alarms: (up to 3 false alarms annually)		Current	\$ 584	\$0		\$584	\$ -	(\$584)	
PL_	4th false alarm*		Current	\$ 195	\$0	\$ 87.60	\$282		(\$282)	
PL_	5th false alarm*		Current	\$ 195	\$0	\$ 146.01	\$341		(\$341)	
PL_	6th false alarm*		Current	\$ 195	\$0	\$ 204.41	\$399		(\$399)	
PL_	7th all succeeding false alarms*		Current	\$ 195	\$0	\$ 146.01	\$341		(\$341)	
PL_			Current	\$ -	\$0		\$0		\$0	
PL_			Current	\$ -	\$0		\$0		\$0	
	Records/Communications Staff:	Hourly	Current	\$ 122	\$0		\$122	\$ 106	(\$16)	
	Patrol/Investigations Staff:	Hourly	Current	\$ 130	\$0		\$130	\$ 141	\$11	

\* Requires Town ordinance



**Appendix F: Parks and Facility Rental Fees**

**Town of Atherton**  
*Town of Atherton*

Service Location	Fee Name	Unit	Service / Fee Status	Actual Work Volume	Recovered Revenue Volume	Variance
<b>A Park Rental Fees</b>						
PR	<b>The Main House</b>		New			0
PR	(Monday - Thursday afternoon)		New			0
PR	Half day		New	40	28	12
PR	Full day (until 4:00PM)		New	27	23	4
PR	Evenings (5:00 PM to midnight)		New	0		0
PR			New			0
PR	Friday evening (5:00 PM to midnight)		New	0		0
PR			New	0		0
PR	Saturday & Sunday day use (full day)		New	3	3	0
PR	Saturday & Sunday evenings (5:00 PM - midnight)		New	0		0
PR			New			0
PR	<b>Carriage House</b>		New			0
PR	(Monday - Thursday afternoon)		New			0
PR	Half day		New	3	1	2
PR	Full day (until 4:00PM)		New	12	12	0
PR	Evenings (5:00 PM to midnight)		New	0		0
PR			New			0
PR	Friday evening (5:00 PM to midnight)		New	0		0
PR	Saturday & Sunday day use (half day)		New	0		0
PR	Saturday & Sunday day use (full day)		New	8	6	2
PR	Saturday & Sunday evenings (5:00 PM - midnight)		New	0		0
PR			New			0
PR	<b>Jennings Pavillion</b>		New			0
PR	(Monday - Thursday afternoon)		New			0
PR	Half day		New	8	6	2
PR	Full day (until 4:00PM)		New	22	19	3
PR	Evenings (5:00 PM to midnight)		New	2	0	2
PR			New			0
PR	Friday evening (5:00 PM to midnight)		New	0		0

Unit Cost Summary			
Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fees
\$0		\$0	
\$0		\$0	
\$786		(\$786)	\$ 400
\$1,054		(\$1,054)	\$ 700
\$1,054		(\$1,054)	\$ 700
\$0		\$0	
\$1,054		(\$1,054)	\$ 700
\$0		\$0	
\$1,054		(\$1,054)	\$ 1,500
\$1,143		(\$1,143)	\$ 1,500
\$0		\$0	
\$0		\$0	
\$741		(\$741)	\$ 400
\$1,009		(\$1,009)	\$ 700
\$1,098		(\$1,098)	\$ 700
\$0		\$0	
\$1,098		(\$1,098)	\$ 700
\$741		(\$741)	\$ 400
\$1,009		(\$1,009)	\$ 700
\$1,009		(\$1,009)	\$ 700
\$0		\$0	
\$0		\$0	
\$0		\$0	
\$808		(\$808)	\$ 700
\$1,165		(\$1,165)	\$ 900
\$1,165		(\$1,165)	\$ 900
\$0		\$0	
\$1,165		(\$1,165)	\$ 1,200

**Town of Atherton**  
*Town of Atherton*

Service Location	Fee Name	Unit	Service / Fee Status	Actual Work Volume	Recovered Revenue Volume	Variance
PR	Saturday & Sunday day use (half day)		New	0		0
PR	Saturday & Sunday day use (full day)		New	4	3	1
PR	Saturday & Sunday evenings (5:00 PM - midnight)		New			0
PR			New			0
PR	Security Deposit		New			0
PR	Main House and Carriage House		New	73		73
PR	Jennings Pavilion		New	28		28
PR			New			
PR	Staff labor rates		New			0
PR	Facility maintenance staff for services related to facility maintenance and preparation (Before & After Events)		New			0
PR	Facility attendant staff for services related to on-site availability during event		New			0
PR			Current			0

Unit Cost Summary			
Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Staff Recommended Fees
\$808		(\$808)	\$ 1,500
\$1,165		(\$1,165)	\$ 2,500
\$1,165		(\$1,165)	\$ 2,500
\$0		\$0	
\$0		\$0	
\$0	\$ 500	\$500	\$ 500
\$0	\$ 1,000	\$1,000	\$ 1,000
\$0		\$0	
\$0		\$0	
\$89	\$ 110	\$21	\$ 100
\$89	\$ 110	\$21	\$ 50
\$0		\$0	