

Name of Fee
Annual Unit Volume

City-Performed Repairs - Voluntary - Administrative Fee

DESCRIPTION OF COST

A) Personnel Analysis:

Class Name	FTE*	Salary, Benis & Overhead (Col J) from Master Staffing Sheet	Actual Cost @ FTE %	*Department must provide back-up data justifying FTE Calculation	
Construction Inspector (F)	0.00048077	\$ 186,457	\$ 90	1 hours	Actual field inspection and some minor office related work and travel time
Construction Inspector, Sr (F)	0.00144231	\$ 226,458	\$ 327	3 hours	Senior construction inspector related work
Construction Inspector Supv. (Field)	0.00004808	\$ 269,523	\$ 13	0.1 hours	Supervisor's work related activities to inspection and admin.
Public Service Representative	0.00025641	\$ 127,184	\$ 33	0.5 hours	Scheduling the work and servicing the clients
Engineer, Supervising Civil (O)	0.00000000	\$ 361,159	\$ -	0 hours	Department head
Adminstrative Assistant II	0.00000000	\$ 137,070	\$ -	0 hours	billing and follow-up and reporting work
Engineer, Assistant II (O)	0.00025641	\$ 252,393	\$ 65	0.5 hours	as needed for abateemtn notices
			\$ -		
		Total Amount	\$ 527		

B) Other Operating Expenses:

Account Number	Description	Total Expense	*Department must provide back-up data justifying FTE Calculation
52XXX			
53XXX			
54XXX			
55XXX			
56XXX			
58XXX			
59XXX			
	Subtotal:	\$ -	
Total Dept Expenditures		\$ 527	

Total Annual Volume 0
Fee \$ -

Name of Fee
Annual Unit Volume

City-Performed Repairs - Mandatory - Admin Fee

DESCRIPTION OF COST

A) Analysis:

Name of Fee	Hrly Rate	Hrs Needed	Actual Cost	*Department must provide back-up data justifying FTE Calculation
2.c Administrative Fee	\$	1,399	No Fee \$ 1,399	per calculation on Right-of-Way Management, item B.3.c

B) Other Operating Expenses:

Account Number	Description	Total Expense	*Department must provide back-up data justifying FTE Calculation
Total Dept. Expenditures:			

Total Annual Volume		0
Fee	\$	-

Name of Fee
Annual Unit Volume

Sewer Abatement - Voluntary Administrative Fee

DESCRIPTION OF COST

A) Personnel Analysis:

Class Name	FTE*	Salary, Benis & Overhead (Col J) from Master Staffing Sheet	Actual Cost @ FTE %	*Department must provide back-up data justifying FTE Calculation	
Construction Inspector (F)	0.00048077	\$ 186,457	\$ 90	1 hours	Actual field inspection and some minor office related work and travel time
Construction Inspector, Sr (F)	0.00144231	\$ 226,458	\$ 327	3 hours	Senior construction inspector related work
Construction Inspector Supv. (Field)	0.00009615	\$ 269,523	\$ 26	0.2 hours	Supervisor's work related activities to inspection and admin.
Public Service Representative	0.00025641	\$ 127,184	\$ 33	0.5 hours	Scheduling the work and servicing the clients
Engineer, Supervising Civil (O)	0.00000000	\$ 361,159	\$ -	0 hours	Department head
Administrative Assistant II	0.00000000	\$ 137,070	\$ -	0 hours	billing and follow-up and reporting work
Engineer, Assistant II (O)	0.00025641	\$ 252,393	\$ 65	0.5 hours	as needed for abateemtn notices
		\$ -	\$ -		
		Total Amount	\$ 540		

B) Other Operating Expenses:

Account Number	Description	Total Expense	*Department must provide back-up data justifying FTE Calculation
52XXX			
53XXX			
54XXX			
55XXX			
56XXX			
58XXX			
59XXX			
	Subtotal:	\$ -	
Total Dept Expenditures		\$ 540	

Total Annual Volume 0
Fee \$ -

Name of Fee
Annual Unit Volume

H. Sewer Abatement

DESCRIPTION OF COST

A) Analysis:

	Name of Fee	Hourly Rate	Hrs Needed	Actual Cost No Fee	*Department must provide back-up data justifying FTE Calculation
2.c	Administrative Fee	\$	1,399	1,399	per calculation on Right-of-Way Management, item B.3.c

B) Other Operating Expenses:

Account Number	Description	Total Expense	*Department must provide back-up data justifying FTE Calculation
----------------	-------------	---------------	--

Total Dept Expenditures

		Total Annual Volume	0
		Fee	\$ -

Name of Fee
Annual Unit Volume

I. Inspection of Sidewalks, Driveways, Curbs and Gutters

DESCRIPTION OF COST

A) Analysis:

	Name of Fee	Hrly Rate	Hrs Needed	Actual Cost	*Department must provide back-up data justifying FTE Calculation
1	Permit Includes 2 hours of inspection)	\$ 138	2.00	\$ 276	per calculation on Right-of-Way Management, item B.2.a
2.a	Normal Operating Hours	\$ 138	1.00	\$ 138	per calculation on Right-of-Way Management, item B.2.a
2.b	Outside Operating Hours	\$ 138	1.50	\$ 207	per calculation on Right-of-Way Management, item B.2.a
3	Voluntary Repair Coordinated with City Project		No Fee		Inspection included as part of CIP inspection.

B) Other Operating Expenses:

Account Number	Description	Total Expense	*Department must provide back-up data justifying FTE Calculation
Total Dept Expenditures			

Total Annual Volu 0
Fee \$ -

Oakland Public Works

PLANNING AND BUILDING DEPARTMENT
MGT OF AMERICA
COST OF SERVICES ANALYSIS

FY 2015-16 MASTER FEE SCHEDULE

PUBLIC WORKS ATTACHMENT 2



Report on User Fee Study Findings

April 17, 2015

MGT
OF AMERICA, INC.

2251 Harvard Street, Suite 134
Sacramento, CA 95815

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EXECUTIVE SUMMARY

Introduction

MGT of America (MGT) is pleased to present the City of Oakland (City) with this summary of findings for the user fee study.

It has been many years since the City conducted a comprehensive analysis of its development-related user fee services. The last time development-related fees were adjusted was during FY 2010/11 to reflect a 3% growth in burdened personnel costs. The City is now interested in knowing the full cost of providing user fee-related services, and exploring the options of modifying current fees to better reflect Council priorities. In 2013, the City contracted with MGT to perform this cost analysis using fiscal year 2014 budget figures, staffing and operational information. MGT was also tasked with recommending fee adjustments for each department based on industry best-practices.

This report is the culmination of the past eighteen months of work between MGT and City management and staff. MGT would like to take this opportunity to acknowledge all management and staff who participated on this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to the success of this study.

Study Scope and Objectives

This study included a review of fee-for service activities within the following departments/divisions:

- Building Administration
- Building Inspection
- Building Plan Check
- Code Enforcement
- Planning
- Engineering Services

The study was performed under the general direction of the Planning and Building department with the participation of representatives from each fee section area. The primary goals of the study were to:

- ❖ Define what it costs the city to provide various development fee-related services.

- ❖ Recommend fee adjustments based on industry best practices, practices of comparable agencies and MGT's professional opinion.
- ❖ Develop revenue projections based on recommended increases (or decreases) to fees.
- ❖ Compile information regarding fees charged by the following comparable cities:
 - ▶ San Francisco, Sacramento, San Diego, Berkeley, San Jose and Walnut Creek.
- ❖ Provide user fee models and templates to City staff enabling staff to update the study results in future years and incorporate new fees as they occur. The industry standard is to conduct a comprehensive review of fees every three to five years and make annual adjustments based on an inflation index. However, given the increasing cost of public sector employee benefits, agencies may incorporate those cost increases into the annual fee adjustments.

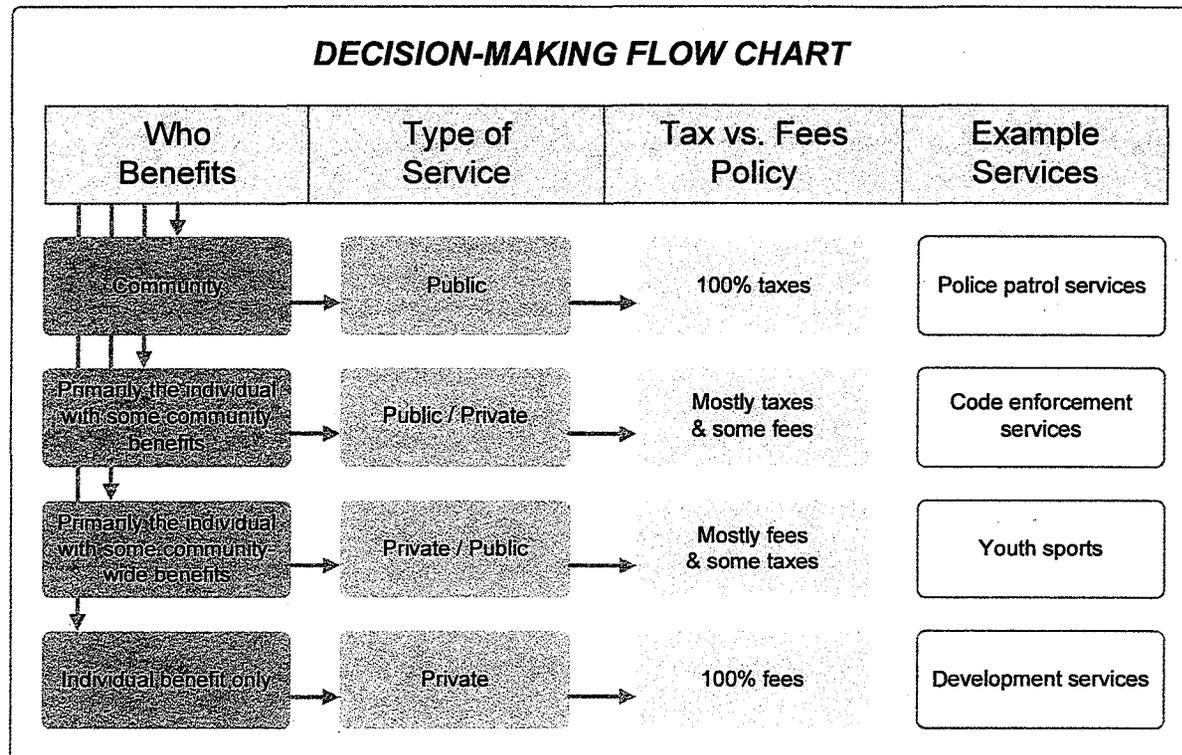
The information summarized in this report addresses each of these issues and provides the City with the tools necessary to make informed decisions about any proposed fee adjustments and the resulting impact on City revenues.

The following is a list of legal, economic and policy issues that governmental agencies typically take into consideration when determining cost recovery levels.

- ❖ **State Law** – In California user fees are limited to the “estimated reasonable cost of providing a service” by Government Code section 66014(a) and other supplementary legislation. Proposition 26 was approved by California voters in November of 2010 and clarified which charges are considered user fees and which are considered taxes. The significance of this distinction is that user fees may be raised by Council action up to the limit of actual cost, whereas taxes may not be increased without a majority vote of the public. None of the fee adjustments recommended by MGT are considered taxes per Proposition 26 guidelines. It should be noted that fees charged for the use of government property are exempt from Proposition 26. These include fees for parks and facility rentals as well as green fees, cart and other equipment rental fees for golf services. All of these fees may be set at any price the market will bear.
- ❖ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ❖ **Community benefit** - If a user fee service benefits the community as a whole to some extent, it is appropriate to subsidize a portion of the fee.

- ❖ **Private benefit** – If a user fee primarily benefits the fee payer, the fee is typically set at, or close to 100% full cost recovery. Development-related fees generally fall into this category, however exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.
- ❖ **Service driver** - In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates city code.
- ❖ **Managing demand** - Elasticity of demand is a factor in pricing certain city services; increasing the price may result in a reduction of demand for those services, and vice versa. However, for most fees studied within the report, demand is highly inelastic.
- ❖ **Incentives** – Fees can be set low to encourage participation in a service, such as water heater permitting or photo-voltaic installations.
- ❖ **Disincentives** – Penalties can be instituted to discourage undesirable behavior. Examples include fines for constructing without a building permit.

The flow chart below helps illustrate the economic and policy considerations listed above.



Methodology

The standard approach for analyzing the cost of providing fee-related services is commonly referred to as a “bottom up” approach. The bottom up approach was used to analyze all user fees. A general description of the “bottom up” approach is as follows:

I. Identify all direct staff time spent on the fee related activity or service

MGT conducted a series of meetings with staff from Building Administration, Building Inspection, Building Plan Check, Code Enforcement, Engineering and Planning to identify every employee, by classification, who performs work directly in support of a fee related service. Direct staff

costs are incurred by employees who are “on the front line” and most visible to the customers (e.g. inspectors, counter staff, plan reviewers, etc.). Once all direct staff were identified, departments estimated how much time those employees spend, on average, working on each particular fee service.

Developing time estimates for fee related services can be challenging and departments should be commended for the time and effort they put into this. Although MGT provided departments with templates and other tools to assist them in developing average or “typical” time estimates, these calculations were necessarily developed by the subject matter experts in each operating department.

2. Calculate direct cost of the staff time for each fee using productive hourly rates

Productive hourly rates are used to support full cost recovery. A full-time Oakland employee typically has 1,950 paid hours per year (37.5 hours x 52 weeks). However, cost studies reduce this number to account for non-productive hours (sick leave, vacation, holidays, training, meetings, etc.). MGT calculated the productive hourly rate for each classification based on the salary and benefit information provided by the City and an analysis of annual productive hours by classification.

3. Determine any other operational costs (i.e. other than personnel costs) that can readily be traced to a specific fee-related service as a direct cost

Professional services contracts are an example of an expense that can often be traced to a specific service or program.

4. Determine indirect or “overhead” costs

Generally there are two types of indirect costs: departmental and citywide overhead. These indirect costs are allocated across user fee services in order to capture the full cost of providing the service. If a department performs non-fee related services, a commensurate amount of indirect cost is segregated and not allocated to the fee related services.

- ❖ Departmental overhead costs – these costs include managers, supervisors and support staff as well as other operational costs, such as materials and supplies that are incurred for a common purpose and not readily assigned to a particular service or program.
- ❖ Citywide overhead costs – each department and fund within the city receives an allocation of cost from the city's various central service departments. Central service departments are those whose main function is to support other city departments and funds. Such departments include the City Administrator, City Attorney, Personnel Resources, City Auditor, Finance and Management, and the Office of Communications and Information. The methods for allocating central service costs can vary but must demonstrate a causal relationship between the allocation methodology and the costs allocated to the operating department. The State Controller's

Office guidelines stress the importance of allocating citywide overhead costs in a way that “equitably reflect the value of service” provided to the department receiving the service(s). In most cases, industry standards call for one of the following methodologies for allocating central services costs:

- ▶ Number of full-time equivalent staff in the operating department
- ▶ Total operating budget, excluding debt and certain non-operating costs
- ▶ Actual or estimates of time spent in support of the operating department based on documented procedures

5. Compare total costs to the current fee schedule.

Once all direct, indirect and crossover costs are calculated, MGT compared the total cost for each fee-related service to the fee currently charged to the public. In most cases we found the total cost of providing a service exceeded the fee charged. In these instances, the fee can be increased to recover these subsidies. However, there were a number of services for which the total calculated cost was less than the fee charged. In these cases the fee must be lowered to comply with State law.

6. Annual volume figures are incorporated.

Up to this point we have calculated fee costs and revenues on a per-unit basis. By incorporating annual volume estimates provided by each department into the analysis, we extrapolate the per-unit results into annual cost and annual revenue information. This annualization of results accomplishes two primary benefits:

- ❖ **Management information:** the annualized results give management an estimate of the fiscal impact of any fee adjustments. Because annual volume will change from one year to the next, these figures are estimates only. Actual revenue will depend on future demand level and collection rates, which for some services can be less than 100%.
- ❖ **Cross checks and reasonableness tests:** by annualizing the results we also annualize the time spent by staff on each service. These annualized results will surface any instances of over or under estimation of time. In these cases we review these results with staff and resolve any anomalies. All staff hours were identified to either fee or non-fee related services.

7. Recommend fee adjustments.

MGT provides fee adjustment recommendations based on industry best practices and practices of comparable agencies. Because most fees analyzed within this report are development-related, most recommendations are set at 100% cost recovery. Of course MGT's recommendations are advisory in nature only – ultimately Council must decide what fee levels are appropriate for Oakland.

Study Findings

The study's primary objective is to provide the City's decision-makers with the basic data needed to make informed pricing decisions. This report details the full cost of services and presents recommended fee adjustments and their fiscal impact. Recommendations are based on careful consideration of the results of the cost analysis, industry best practices and market comparisons.

The results of the study identified that overall, most sections recover much less than the actual cost of providing services. Accordingly, there is an opportunity to raise additional funds through fee adjustments. There are several possible reasons for the current subsidy levels:

- ❖ During the 2003 comprehensive fee analysis, Council may have intentionally subsidized certain services. Subsequently, even if these fees were adjusted annually to keep pace with increasing city costs, these fees would still be below actual cost.
- ❖ It is likely the City's practice of adjusting fees annually via a CPI factor did not keep pace with actual governmental service costs. Over the past decade, government sector costs have outpaced general inflation.
- ❖ Many user fee related processes have changed over the past decade. Often this is the result of increasing service-level demands by the general public. Also, the State has mandated many additional inspections and reviews that add to the City's cost structure within the development-related departments. In fact, CALGreen Title 24 regulations recently became effective July 1st of this year. These more stringent energy regulations will require extra time by inspection and plan review staff. We recommend the City monitor and quantify the increased time requirement and factor this increase into future fee schedule adjustments.

Restructuring of fees. We found that several of the City's fees could be more equitably charged via a different fee structure. We have noted these structure changes within the "Department Highlights" section beginning on page 11.

Comparison analysis. A component of our analysis included a survey of user fees charged by neighboring cities. This survey gives City management a picture of the market environment for city services. This survey is imprecise in that a fee with the same name may involve slightly different services among the various cities surveyed. Some cities lump several services into one fee category, whereas other cities break fees down into a high level of specificity. Accordingly the purpose of this comparison analysis is to impart a sense of how Oakland's fees levels compare with comparable jurisdictions. The comparison analysis is provided in Appendix A.

The exhibit on the following page displays the summary of costs and revenues for each section analyzed:

City of Oakland User Fee Revenue Analysis

Department/Division	Current			Recommended			
	Costs, User Fee Services (A)	Current Revenue (B)	Subsidy (C)	Cost Recovery Policy (D)	Increased Revenue (E)		
Building Administration	\$2,374,519	\$2,374,931	100%	(\$412)	\$2,374,519	100%	(\$412)
Building Inspection ¹	\$4,196,386	\$1,482,544	35%	\$2,713,842	\$4,196,285	100%	\$2,713,741
Building Plan Check	\$10,531,103	\$6,911,668	66%	\$3,619,435	\$10,531,103	100%	\$3,619,435
Code Enforcement	\$2,362,162	\$1,582,076	67%	\$780,086	\$2,362,162	100%	\$780,086
Planning	\$1,897,671	\$1,571,257	83%	\$326,414	\$1,897,671	100%	\$326,414
Engineering Services							
- Building Services	\$560,656	\$457,018	82%	\$103,638	\$560,307	100%	\$103,289
Sub Total:	\$21,922,497	\$14,379,494	66%	\$7,543,003	\$21,922,047	100%	\$7,542,553
Engineering Services							
- Public Works ²	\$2,199,454	\$2,016,796	92%	\$182,658	\$2,197,398	100%	\$180,602
Grand Total:	\$24,121,951	\$16,396,290	68%	\$7,725,661	\$24,119,445	100%	\$7,723,155

1) \$1,326,724 of Building Inspection costs represent General Plan Update efforts.

2) As part of the proposed transfer of services from Building Services to Public Works, these revenues will transfer from Building Services to Public Works.

Column A, User Fee Costs – The full cost of providing fee related services to the public was \$24,121,951.

Column B, Current Revenues – Based on current individual fee levels, the City generates fee related revenues of \$16.39 million and is experiencing a 68% cost recovery level. Within each department, cost recovery levels fluctuate significantly. Several of the fees analyzed are currently set above actual cost. These fees must be reduced to comply with State law. The analyses of individual fees are presented in subsequent sections of this report.

Column C, Subsidy – Current fee levels recover 68% of full cost, leaving 32% or \$7,725,661 to be funded by other funding sources. This represents a “window of opportunity” for the City to increase fees and revenues, with a corresponding decrease in the subsidization of services.

Column D, Recommend Recovery – It is estimated that adoption of the recommended cost recovery policy would generate fee revenues of \$24,119,445. This would bring the overall cost recovery level up to almost 100%.

Column E, Increased Revenue – Increasing fees to the recommended levels would generate approximately \$7,723,155 in additional revenue. This represents a 47% increase over revenue currently being collected for these activities by the City on an annual basis.

Department Highlights

Building Administration –

Approximately half of this sections fees are currently set above full cost, while the other half are set below full cost. However, the fees set above full cost have a high annual volume, so adjusting all fees to full cost levels would result in a small net revenue reduction.

Building Inspection –

The vast majority of Building Inspection fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$4,196,285 annually.

Fees #218 and 220, General Plan surcharges – these fees are currently set below full cost levels. The cost of maintaining the City's long-range plans is \$1,326,724 annually. This cost includes Strategic Planning staff, General Plan consultants, Specific Plan consultants and Area Plan consultants. Currently the surcharge is applied against new construction building permit valuation and recovers only a small portion of the \$1,326,724 cost. The City's General Plan was last comprehensively updated in 1998. A comprehensive update is planned for 2017. Below we present three options for the General Plan surcharge:

- Proposed GP Fee: increase the existing surcharge to full cost recovery levels. This option would increase the current fee from 0.10% of construction valuation to 0.43% of construction valuation. For a \$250,000 single family home, the fee would increase from \$250 up to \$1,075.
- Alternative GP Fee #1: apply the annual cost against all Building and Planning fees. By spreading the cost over a wider base, the surcharge on each permit will be much smaller. Applying the \$1,326,724 cost across base revenue of \$20,868,486 (Planning and Building proposed revenue, less GP surcharge revenue of \$1,326,724) yields a surcharge of 6.4%. This surcharge should be applied to all Planning and Building fees.
- Alternative GP Fee #2: subsidize a portion of the General Plan update. This alternative recognizes that the existing Oakland community benefits from an up to date General Plan and that developers should not shoulder the full burden of these costs. Alternative GP Fee #2 calls for a 50% subsidy to be applied to either of the above two options. This option will recover \$663,362 annually.

Fees #60a, 60b and 60c Electrical, Mechanical and Plumbing inspection of New Construction, Addition or Remodels – These are proposed new fee categories. These categories would replace many of the mechanical, electrical and plumbing fees. The charge for each subtrade would be a percentage of the building (e.g. structural) inspection permit. Proposed fees are: Electrical 25%; Mechanical 25% and Plumbing 25%. This percentage approach to subtrade

fees greatly reduced administrative time required to calculate subtrade fees and consolidates (reduces) many of the inspection fees. The fiscal impact of this change is unknown, but is estimated to be revenue neutral. It is believed this change will be customer friendly since it will be much easier for developers to anticipate and budget for these fees. The individual subtrade fees will be utilized for projects involving only a single fixture or small improvement.

Building Plan Check –

The vast majority of Building Plan Check fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$3,619,435 annually.

Fees #21 through 25, Board of Examiners and Appeals fees – these fees are currently flat fees. Due to the wide range of staff time required for these categories, recommendation is to switch these to cost recovery (e.g. time and materials) charges.

Fees #42, Making Building Records Available for Viewing and/or Copying from Archives – this fee is currently set at \$34 per instance. Due to the wide range of staff time required from these requests, recommendation is to switch this to cost recovery (e.g. time and materials) charges.

Code Enforcement –

Approximately half of this sections fees are currently set above full cost, while the other half are set below full cost. If fees are set to recommended cost recovery levels, fee revenue would increase by \$780,086 annually.

Fees #16, #17 and #29 Administrative Fees – several of Code Enforcement’s fees are charged as a percentage of the contracted work administered. MGT recommends these percentages be set at a uniform sliding scale as follows:

- \$1 - \$5,000: 30%
- \$5,000 - \$10k 25%
- \$10,001+ 20%

Planning –

Approximately half of this sections fees are set above full cost, while the other half are set below full cost. As a whole, planning fees recover 83% of costs. If fees are set to recommended cost recovery levels, fee revenue would increase by \$326,414 annually.

There are no fee structure change recommendations for planning fees.

Engineering Services –

The vast majority of Engineering fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$283,891 annually.

Engineering Services is staffed by both Building and Public Works staff. The Engineering Services totals have been segregated in the analysis to assist with budgeting and revenue forecasting. Of the increase, \$103,289 accrues to Building and \$180,602 accrues to Public Works.

Fees #95 Private Party Bike Rack Installation fees – The current fee is \$37 while the cost of processing this application is \$1,781. MGT recommends this fee not be increased to full cost recovery levels to ensure access to this service is not prohibited by economic hardship. MGT recommends this fee be increased to \$74 each.

Fees #62 through 67 Review of Private Infrastructure – These fees are structured as a base fee plus additional fee for each \$1,000 of valuation above the base. MGT recommends creating a new category for extremely small projects: \$1 to \$5,000 project valuation and setting this fee at \$1,000. This would keep these services at a reasonable price for very small developments. The full range of proposed fees are as follows:

- \$1 to \$5,000 construction value: \$1,000
 - \$5,001 to \$10,000 construction value: \$1,000 + \$340 per each additional \$1,000 construction value
 - \$10,001 to \$50,000 construction value: \$2,698 + \$9 per each additional \$1,000 construction value
 - \$50,001 to \$100,000 construction value: \$3,046 + \$43 per each additional \$1,000 construction value
 - \$100,001 to \$500,000 construction value: \$5,184 + \$10 per each additional \$1,000 construction value
 - \$500,001 + construction value!: \$9,063 + \$5 per each additional \$1,000 construction value
- 1) MGT recommends for projects over \$500,001 valuation, the developer be given the option of paying on a deposit + hourly rate basis.

Fees #75 through 77 Inspection of Private Infrastructure fees – The existing fee is a flat 8% of the Engineering News Record (ENR), which is an index used to estimate infrastructure costs. Best practice is for these fees to be tiered to reflect economies of scale. Accordingly, recommends the following three categories:

- \$1 to \$100,000 construction value: 8.5%
 - \$100,001 to \$500,000 construction value: \$8,500 + 8% over \$100,001 construction valuation
 - \$500,001 + construction value!: \$40,500 + 7.5% over \$500,001 construction valuation
- 1) MGT recommends for projects over \$500,001 valuation, the developer be given the option of paying on a deposit + hourly rate basis.

Instituting these fee category breakdowns will ensure that small projects are not being subsidized and that large projects are not paying more than full cost.

Department Summary Charts

The subsequent pages display the results of our individual fee analysis. For each section the current charge, total cost and recommended fee are listed for each fee-related service.

The summaries are in the following order:

- ❖ Building Administration
- ❖ Building Inspection
- ❖ Building Plan Check
- ❖ Code Enforcement
- ❖ Planning
- ❖ Engineering Services

Building Administration

User Fee Study Summary Sheet

City of Oakland
Building Services - Administration
2013/14

Service Name	Annual Volume	Current						Recommendations								
		Per Unit			Annual			Per Unit			Annual					
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
1 A) PERMIT APPLICATION FEE																
2 Building, Electrical, Mechanical, Plumbing Permits																
3 Filing	10,000	\$16	122%	\$13	\$131,162	\$160,000	-\$28,838	100%	\$13	-18%	\$131,162	-\$28,838	-			
4 Routing - Project Value \$2,000 or Less	350	\$47	107%	\$44	\$15,373	\$16,450	-\$1,077	100%	\$44	-7%	\$15,373	-\$1,077	-			
5 Routing - Project Value \$2,001 or Greater	9,500	\$55	96%	\$57	\$541,884	\$522,500	\$19,384	100%	\$57	4%	\$541,884	\$19,384	-			
6 Routing - Application and Issuance by Internet Connection	150	\$47	57%	\$82	\$12,306	\$7,050	\$5,256	100%	\$82	75%	\$12,306	\$5,256	-			
7 All Other Permits and All Other Engineering Process and Appro																
8 Filing	3,000	\$16	122%	\$13	\$39,349	\$48,000	-\$8,651	100%	\$13	-18%	\$39,349	-\$8,651	-			
9 Routing	3,000	\$55	125%	\$44	\$131,773	\$165,000	-\$33,227	100%	\$44	-20%	\$131,773	-\$33,227	-			
10 Mailing and Handling Charges Per 25 Count for Permit Application	10	\$8.25	75%	\$11	\$110	\$83	\$27	100%	\$11	33%	\$110	\$27	-			
11 Service Charge for Verification of Proof of License and Workers Compensation Information Required by State Law for Approval of Permit Application	1	\$15	114%	\$13	\$13	\$15	-\$2	100%	\$13	-13%	\$13	-\$2	-			
12 Zoning Sign-Off	10	\$54	75%	\$72	\$722	\$540	\$182	100%	\$72	34%	\$722	\$182	-			
13 B) PLANS/MAP PHOTO COPY (COPIES LESS THAN 11"x17")	10	\$0.85	78%	\$1.09	\$11	\$9	\$2	100%	\$1.10	29%	\$11	\$3	-			
14 C) DOCUMENT RESEARCH FEE	100	Actual cost, \$7 min.	n/a	\$66	\$6,580	\$6,580	-	100%	\$64 per hour	-	\$6,580	-	-			
15 D) PROCESS BILLING APPEALS AND REFUND REQUESTS THAT ARE DETERMINED TO BE UNFOUNDED	100	\$99	103%	\$96	\$9,606	\$9,900	-\$294	100%	\$96	-3%	\$9,606	-\$294	-			
16 E) PROCESS BILLING APPEALS WITH REFERRAL TO "COLLECTIONS"	200	\$99	31%	\$318	\$63,690	\$19,800	\$43,890	100%	\$318	222%	\$63,690	\$43,890	-			
17 F) PROCESS BILLING APPEALS FOR SECOND RESEARCH/REVIEW	20	\$99	81%	\$123	\$2,452	\$1,980	\$472	100%	\$123	24%	\$2,452	\$472	-			
18 G) PROCESSING SECURITY DEPOSITS (BONDS, CASH, CERTIFICATE OF DEPOSITS, ETC.)	50	\$297	86%	\$344	\$17,204	\$14,850	\$2,354	100%	\$344	16%	\$17,204	\$2,354	-			
19 H) RECORDS MANAGEMENT FEE		9.50%	n/a	Policy	903,096	903,096	-	100%	9.50%	-	903,096	-	-			
20 I) TECHNOLOGY ENHANCEMENT FEE		5.25%	n/a	Policy	499,079	499,079	-	100%	5.25%	-	499,079	-	-			

User Fee Study Summary Sheet

City of Oakland
Building Services - Administration
2013/14

Service Name	Annual Volume	Current						Recommendations									
		Per Unit			Annual			Per Unit			Annual						
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy				
21 J) COLLECTIONS – PERMITS & CODE ENFORCEMENT																	
22 Alameda County Collection Surcharge on General Levy		1.70%	n/a	Policy	-	-	-	100%	1.70%	-	-	-	-	-	-	-	-
23 City Collection Transfer to or Rescission from County		3.00%	n/a	Policy	-	-	-	100%	3.00%	-	-	-	-	-	-	-	-
24 Interest on Unpaid Fees and Penalties		10.00%	n/a	Policy	-	-	-	100%	10.00%	-	-	-	-	-	-	-	-
25 K) COURIER SERVICE		Actual Cost	n/a	Policy	-	-	-	100%	Actual Cost	-	-	-	-	-	-	-	-
26 L) CERTIFICATION OF DOCUMENTS (new)	100		n/a	\$1	\$110		\$110	100%	\$1		\$110	\$110		\$110			

Total User Fees

\$2,374,519 \$2,374,931 -\$412

\$2,374,519 -\$411

% of Full Cost

100% 0%

100% 0%

Building Inspection

User Fee Study Summary Sheet

City of Oakland
 Building Inspection #84451-84453
 2013/14

Service Name	Annual Volume	Current						Recommendations								
		Per Unit			Annual			Per Unit			Annual					
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
1 A) INSPECTION																
2 As Required by the Oakland Building Code or the Oakland Sign Code for the Issuance of a Permit FOR NEW CONSTRUCTION																
3 \$1 to \$1,000 Construction Value	700	\$50	21%	\$240	\$167,760	\$35,000	\$132,760	100%	\$240	379%	\$167,760	\$132,760	-			
4 \$1,001 to \$1,500 Construction Value	500	\$58	24%	\$240	\$119,829	\$29,000	\$90,829	100%	\$240	313%	\$119,829	\$90,829	-			
5 \$1,501 to \$2,000 Construction Value	340	\$81	30%	\$273	\$92,905	\$27,540	\$65,365	100%	\$273	237%	\$92,905	\$65,365	-			
6 \$2,001 to \$25,000 Construction Value																
7 Basic: first \$2,001	160	\$99	29%	\$340	\$54,469	\$15,840	\$38,629	100%	\$340	244%	\$54,469	\$38,629	-			
8 Surcharge: each add'l \$500		\$8.75	n/a	policy	-	-	-	100%	\$8.75		-	-	-			
9 \$25,001 to \$50,000 Construction Value																
10 Basic: first \$25,001	120	\$503	67%	\$753	\$90,367	\$60,360	\$30,007	100%	\$753	50%	\$90,367	\$30,007	-			
11 Surcharge: each add'l \$1,000		\$8.40	n/a	policy	-	-	-	100%	\$8.40		-	-	-			
12 \$50,001 to \$100,000 Construction Value																
13 Basic: first \$50,001	100	\$712	67%	\$1,069	\$106,943	\$71,200	\$35,743	100%	\$1,069	50%	\$106,943	\$35,743	-			
14 Surcharge: each add'l \$1,000		\$7.85	n/a	policy	-	-	-	100%	\$7.85		-	-	-			
15 \$100,001 and Higher Construction Value																
16 Basic: first \$100,001	60	\$1,105	73%	\$1,506	\$90,367	\$66,300	\$24,067	100%	\$1,506	36%	\$90,367	\$24,067	-			
17 Surcharge: each add'l \$1,000		\$6.25	n/a	policy	-	-	-	100%	\$6.25		-	-	-			
18 \$250,001 and Higher																
19 Basic: \$250,001	20	\$2,036	92%	\$2,216	\$44,321	\$40,720	\$3,601	100%	\$2,216	9%	\$44,321	\$3,601	-			
20 Surcharge: each add'l \$1,000		\$5.75	n/a	policy	-	-	-	100%	\$5.75		-	-	-			
21 As Required by the Oakland Building Code or the Oakland Sign Code the Issuance of a Permit For Repairs/Additional/Alteration																
22 \$1 to \$1,000 Construction Value	848	\$62	26%	\$240	\$203,230	\$52,576	\$150,654	100%	\$240	287%	\$203,230	\$150,654	-			
23 \$1,001 to \$1,500 Construction Value	606	\$68	28%	\$240	\$145,232	\$41,208	\$104,024	100%	\$240	252%	\$145,232	\$104,024	-			
24 \$1,501 to \$2,000 Construction Value	436	\$94	34%	\$273	\$119,137	\$40,984	\$78,153	100%	\$273	191%	\$119,137	\$78,153	-			

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations							
		Per Unit			Annual			Per Unit			Annual				
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
25 \$2,001 to \$25,000 Construction Value															
26 Basic: first \$2,001	267	\$117	34%	\$340	\$90,896	\$31,239	\$59,657	100%	\$340	191%	\$90,896	\$59,657	-		
27 Surcharge: each add'l \$500		\$10.50	n/a	policy	-	-	-	100%	\$10.50		-	-	-		
28 \$25,001 to \$50,000 Construction Value															
29 Basic: first \$25,001	194	\$602	80%	\$753	\$146,094	\$116,788	\$29,306	100%	\$753	25%	\$146,094	\$29,306	-		
30 Surcharge: each add'l \$1,000		\$10.00	n/a	policy	-	-	-	100%	\$10.00		-	-	-		
31 \$50,001 to \$200,000 Construction Value															
32 Basic: first \$50,001	48	\$849	79%	\$1,069	\$51,333	\$40,752	\$10,581	100%	\$1,069	26%	\$51,333	\$10,581	-		
33 Surcharge: each add'l \$1,000		\$9.25	n/a	policy	-	-	-	100%	\$9.25		-	-	-		
34 \$200,001 and Higher Construction Value															
35 Basic: first \$200,001	24	\$2,246	88%	\$2,552	\$61,248	\$53,904	\$7,344	100%	\$2,552	14%	\$61,248	\$7,344	-		
36 Surcharge: each add'l \$1,000		\$7.25	n/a	policy	-	-	-	100%	\$7.25		-	-	-		
37 B) INSPECTION AS REQUIRED BY THE OAKLAND BUILDING CODE FOR THE ISSUANCE OF A DEMOLITION PERMIT															
38 Basic:		\$173	55%	\$312	-	-	-	100%	\$312	80%	-	-	-		
39 Surcharge:		\$0.15 per sq ft	198%	\$151	-	-	-	100%	\$0.08		-	-	-		
40 Commencing Work without Obtaining a Permit		10x	n/a	policy	-	-	-	100%	10x		-	-	-		
41 C) COMMENCE OR COMPLETE WORK FOR WHICH PERMITS ARE REQUIRED BY THE OAKLAND BUILDING CODE, OAKLAND SIGN CODE, OR WINDOW BAR ORDINANCE WITHOUT FIRST HAVING OBTAINED THE REQUIRED PERMITS															
42 Work Commenced	202	Double All Fees	n/a	policy	-	-	-	100%	Double All Fees		-	-	-		
43 Investigation of Work		\$99	49%	\$202	-	-	-	100%	\$202	104%	-	-	-		
44 Work Commenced and Completed Prior to Inspection		Quadruple Fees	n/a	policy	-	-	-	100%	Quadruple Fees		-	-	-		
45 D) EXTRA INSPECTIONS															
46 Building Permit															
47 \$1.00 to \$2,000 Permit Value: each inspection over 3	551	\$99	55%	\$180	\$99,038	\$54,549	\$44,489	100%	\$180	82%	\$99,038	\$44,489	-		

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
48 \$2,001 to \$25,000 Permit Value: each inspection over 6	557	\$99	55%	\$180	\$100,117	\$55,143	\$44,974	100%	\$180	82%	\$100,117	\$44,974	-
49 \$25,001 to \$50,000 Permit Value: each inspection over 8	100	\$99	55%	\$180	\$17,974	\$9,900	\$8,074	100%	\$180	82%	\$17,974	\$8,074	-
50 \$50,001 to \$100,000 Permit Value: each inspection over 10	40	\$99	55%	\$180	\$7,190	\$3,960	\$3,230	100%	\$180	82%	\$7,190	\$3,230	-
51 \$100,001 to \$500,000 Permit Value	20	\$99	55%	\$180	\$3,595	\$1,980	\$1,615	100%	\$180	82%	\$3,595	\$1,615	-
52 \$500,001 or Greater Permit Value	13	\$99	55%	\$180	\$2,337	\$1,287	\$1,050	100%	\$180	82%	\$2,337	\$1,050	-
53 Electrical or Plumbing or Mechanical Permit													
54 \$1.00 to \$100 Inspection Fee: each inspection over 3	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
55 \$101 to \$250 Inspection Fee: each inspection over 5	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
56 \$251 to \$500 Inspection Fee: each inspection over 6	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
57 \$501 to \$1,000 Inspection Fee: each inspection over 8	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
58 \$1,001 to \$5,000 Inspection Fee: each inspection over 10	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
59 \$5,001 or Greater Inspection Fee: first \$2,001	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
NEW) ELECTRICAL, MECHANICAL, PLUMBING INSPECTION FOR NEW CONSTRUCTION, ADDITION OR REMODEL													
60a Electrical Inspection		new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
60b Mechanical Inspection		new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
60c Plumbing Inspection		new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
E) INSPECTION OF FIXTURES AND WASTE DEVICES													
61 Plumbing Fixtures or Waste Discharge Device	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
62 Drainage, Gray Water, and/or Vent Piping, Alter, Repair, or Replace		\$19	37%	\$50	-	-	-	-	-	-	-	-	-
63 Rainwater Leader: Interior Area Drain Interceptor, On-site Storm System		\$28	28%	\$101	-	-	-	-	-	-	-	-	-
64 Rainwater Piping to Gutter		\$43	64%	\$67	-	-	-	-	-	-	-	-	-
65 Interceptor (Grease Trap)		\$87	58%	\$151	-	-	-	-	-	-	-	-	-
66 Interceptor (FOG)		\$174	115%	\$151	-	-	-	-	-	-	-	-	-
67 Sewer Ejector Sump		\$87	74%	\$118	-	-	-	-	-	-	-	-	-
68 Swimming Pool (Complete)	83	\$173	34%	\$504	\$41,822	\$14,359	\$27,463	100%	\$504	191%	\$41,822	\$27,463	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations						
		Per Unit			Annual			Per Unit			Annual			
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
69 Roman Tub and/or Baptistery		\$87	-	\$202	-	-	-	-	-	-	-	-	-	-
70 Dishwashing Equipment														
71 Domestic		\$19	-	\$50	-	-	-	-	-	-	-	-	-	-
72 Commercial		\$28	-	\$101	-	-	-	-	-	-	-	-	-	-
73 Garbage Disposal Unit														
74 Domestic		\$19	-	\$24	-	-	-	-	-	-	-	-	-	-
75 Commercial		\$28	-		-	-	-	-	-	-	-	-	-	-
76 Backwater Valve		\$28	-	\$101	-	-	-	-	-	-	-	-	-	-
77 Plumbing Inspection of New Apartments Larger Than Four Units (Additional Fees are Required for all Water Services, Rainwater Systems, Gas Systems and Units with More than Two Bathrooms)		\$99	-	\$202	-	-	-	-	-	-	-	-	-	-
78 Waste Alteration		\$28	-	\$118	-	-	-	-	-	-	-	-	-	-
79 Building Sewer		\$173	-		-	-	-	-	-	-	-	-	-	-
80 On-Site Storm Drainage Piping		\$173	-	\$134	-	-	-	-	-	-	-	-	-	-
81 F) INSPECTION OF WATER PIPING														
82 Water Service (Building Supply) New or Replacement		\$28	-	\$50	-	-	-	-	-	-	-	-	-	-
83 Water Piping, Alter or Repair		\$28	-	\$134	-	-	-	-	-	-	-	-	-	-
84 Water Treatment Equipment		\$28	-	\$151	-	-	-	-	-	-	-	-	-	-
85 Water Heater (Gas or Electric) and/or Storage Tank		\$28	-	\$134	-	-	-	-	-	-	-	-	-	-
86 Backflow Device Including Ball-Cock		\$28	-	\$91	-	-	-	-	-	-	-	-	-	-
87 Pressure Reducing Valve		\$28	-	\$91	-	-	-	-	-	-	-	-	-	-
88 G) INSPECTION OF FIRE PROTECTION AND SPRINKLERS														
89 Fire Protection System, Connection to Domestic Water	83	\$28	42%	\$67	\$5,576	\$2,324	\$3,252	100%	\$67	140%	\$5,576	\$3,252	-	-
90 Lawn and Garden Sprinkler System, Each Controlled Zone		\$28	-	\$67	-	-	-	-	-	-	-	-	-	-
91 H) INSPECTION OF GAS AND OIL PIPING														
92 Low Pressure Meter Outlets		\$53	-	\$118	-	-	-	-	-	-	-	-	-	-
93 Medium or High Outlets		\$87	-	\$185	-	-	-	-	-	-	-	-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations								
		Per Unit			Annual			Per Unit			Annual					
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
94 I) INSPECTION OF COOLING EQUIPMENT																
95 Cooling System																
96 To 100,000 BTU	83	\$43	43%	\$101	\$8,364	\$3,569	\$4,795	100%	\$101	134%	\$8,364	\$4,795	-			
97 Over 100,000 BTU	83	\$69	41%	\$168	\$13,941	\$5,727	\$8,214	100%	\$168	143%	\$13,941	\$8,214	-			
98 Evaporative Cooler		\$43	-	\$134	-	-	-	-	-	-	-	-	-			
99 Condenser/Compressor-Evaporator Coil Replacement		\$28	-	\$67	-	-	-	-	-	-	-	-	-			
100 Variable Air Volume Dampers		\$19	-	\$101	-	-	-	-	-	-	-	-	-			
101 Low Pressure Duct System		\$34	-	\$114	-	-	-	-	-	-	-	-	-			
102 J) INSPECTION OF HEAT EQUIPMENT																
103 Furnace: Central, Floor, Wall, Unit, Duct or Decorative	83	\$43	20%	\$218	\$18,123	\$3,569	\$14,554	100%	\$218	408%	\$18,123	\$14,554	-			
104 Range, Oven, Dryer, Circulating Heater, Fryer, Steamer, Cooker, Barbecue																
105 Domestic		\$19	-	\$34	-	-	-	-	-	-	-	-	-			
106 Commercial		\$28	-	\$134	-	-	-	-	-	-	-	-	-			
107 Gas Torch, Gas Light, Bunsen Burner or Miscellaneous Small Gas Burner		\$19	-	\$24	-	-	-	-	-	-	-	-	-			
108 Radiator, Convector, or Panel		\$28	-	\$67	-	-	-	-	-	-	-	-	-			
109 Incinerator or Kiln																
110 Domestic		\$43	-	\$84	-	-	-	-	-	-	-	-	-			
111 Commercial		\$87	-	\$185	-	-	-	-	-	-	-	-	-			
112 Boiler																
113 To 30 Horsepower		\$87	-	\$134	-	-	-	-	-	-	-	-	-			
114 Over 30 Horsepower		\$140	-	\$370	-	-	-	-	-	-	-	-	-			
115 Heat Pump		\$43	-	\$84	-	-	-	-	-	-	-	-	-			
116 Dual Unit, Heating and Cooling		\$79	-	\$151	-	-	-	-	-	-	-	-	-			
117 Miscellaneous Industrial	83	\$140	60%	\$235	\$19,517	\$11,620	\$7,897	100%	\$235	68%	\$19,517	\$7,897	-			
118 Conversion Burner, Manufactured Fireplace		\$87	-	\$101	-	-	-	-	-	-	-	-	-			
119 Low Pressure Duct System		\$34	-	\$67	-	-	-	-	-	-	-	-	-			

User Fee Study Summary Sheet

City of Oakland
 Building Inspection #84451-84453
 2013/14

Service Name	Annual Volume	Current						Recommendations								
		Per Unit			Annual			Per Unit			Annual					
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
120 K) INSPECTION OF EXHAUST SYSTEMS																
121 Range Hood (Commercial)		\$173	-	\$202	-	-	-	-	-	-	-	-	-	-	-	-
122 Environmental Air Ducts																
123 Residential		\$19	-	\$84	-	-	-	-	-	-	-	-	-	-	-	-
124 Commercial		\$43	-	\$151	-	-	-	-	-	-	-	-	-	-	-	-
125 Gas Vent (Flues)		\$19	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-
126 Industrial Processing Equipment Exhaust System		\$140	-	\$235	-	-	-	-	-	-	-	-	-	-	-	-
127 Fan or F/C Unit																
128 To 10,000 CFM		\$34	-	\$84	-	-	-	-	-	-	-	-	-	-	-	-
129 Over 10,000 CFM		\$68	-	\$151	-	-	-	-	-	-	-	-	-	-	-	-
130 L) INSPECTION OF MISCELLANEOUS ITEMS																
131 Fire Damper and/or Sub-Duct		\$19	-	\$302	-	-	-	-	-	-	-	-	-	-	-	-
132 Electrostatic Filter		\$19	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-
133 Condensate Drain System		\$19	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-
134 Humidifier		\$19	-	\$50	-	-	-	-	-	-	-	-	-	-	-	-
135 Manufactured Home-Plumbing System		\$131	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-
136 Manufactured Home-Mechanical System		\$131	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-
137 For Each Additional Attached Unit		\$43	-	\$57	-	-	-	-	-	-	-	-	-	-	-	-
138 M) REQUEST INSPECTIONS OUTSIDE OF NORMAL WORKING HOURS (2.5	83	\$173	57%	\$302	\$25,093	\$14,359	\$10,734	100%	\$302	75%	\$25,093	\$10,734	-	-	-	-
139 N) FIELD CHECK INSPECTION FEE	83	\$99	49%	\$202	\$16,729	\$8,217	\$8,512	100%	\$202	104%	\$16,729	\$8,512	-	-	-	-
140 O) ZONING INSPECTIONS FOR BUILDING PERMITS																
141 New Construction up to \$200,000	83	\$173	45%	\$386	\$32,063	\$14,359	\$17,704	100%	\$386		\$32,063	\$17,704	-	-	-	-
142 New Construction over \$200,000	83	\$83	82%	\$101	\$8,364	\$6,889	\$1,475	100%	\$101		\$8,364	\$1,475	-	-	-	-
143 Additions/Alterations over \$5,000	83	\$173	64%	\$269	\$22,305	\$14,359	\$7,946	100%	\$269		\$22,305	\$7,946	-	-	-	-
144 P) PLAN CHECKING FOR ELECTRICAL, PLUMBING OR MECHANICAL PERMITS																
145 Residential			20%	n/a	\$605	-	-	100%	20%		-	-	-	-	-	-

User Fee Study Summary Sheet

City of Oakland
 Building Inspection #84451-84453
 2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
146 Energy		13%	n/a	\$302	-	-	-	100%	13%		-	-	-
147 Commercial		64%	n/a	\$1,209	-	-	-	100%	64%		-	-	-
Q) ELECTRICAL INSPECTION OF NEW APARTMENTS LARGER THAN FOUR-UNITS. ADDITIONAL FEES ARE REQUIRED FOR ALL APPLIANCES, 148 MOTORS, SERVICES, FEEDERS AND BRANCH CIRCUITS	83	\$99	49%	\$202	\$16,729	\$8,217	\$8,512	100%	\$202	104%	\$16,729	\$8,512	-
R) ELECTRICAL INSPECTION OF NEW RESIDENTIAL APPLIANCE 149 INCLUDING ROUGH OUTLET													
150 Range, Range Top or Oven	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
151 Dryer	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
152 Fan Under 1 Horsepower	83	\$2	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
153 Disposal or Dishwasher	83	\$7	21%	\$34	\$2,788	\$593	\$2,195	100%	\$34	370%	\$2,788	\$2,195	-
154 S) ELECTRICAL INSPECTION OR MISCELLANEOUS INSPECTION													
155 Air Conditioning Unit													
156 Basic	83	\$34	34%	\$101	\$8,364	\$2,822	\$5,542	100%	\$101	196%	\$8,364	\$5,542	-
157 Surcharge	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
158 Beverage or Freezer Case (Cabinet Only)		\$19	-	\$50	-	-	-	-	-	-	-	-	-
159 Dental Unit, Gasoline Dispenser or Sterilizer		\$19	-	\$50	-	-	-	-	-	-	-	-	-
160 Vegetable or Meat Case, X-ray Machine or Motion Picture Machine		\$19	-	\$50	-	-	-	-	-	-	-	-	-
161 Pool, Spa, Hot Tub, Hydro Massage, Bath Tub													
162 Swimming Pool		\$140	-	\$202	-	-	-	-	-	-	-	-	-
163 Outdoor - Hot Tub, Spa		\$87	-	\$151	-	-	-	-	-	-	-	-	-
164 Indoor - Hot Tub, Spa, Hydro Massage Bath Tub		\$62	-	\$101	-	-	-	-	-	-	-	-	-
165 Fountains		\$53	-	\$101	-	-	-	-	-	-	-	-	-
166 Manufactured Home and Other State-Approved Buildings		\$131	-	\$202	-	-	-	-	-	-	-	-	-
167 Additional Sections		\$43	-	\$151	-	-	-	-	-	-	-	-	-
168 Low Voltage Systems		\$168	-	\$151	-	-	-	-	-	-	-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations								
		Per Unit			Annual			Per Unit			Annual					
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
169 T) ELECTRICAL INSPECTION																
170 Branch Circuit and Feeder for Lighting, Heating, Power Signaling, or Other P Outlet, Including Attached Receptacle, When Installed Not More Than 24 Inches Apart for Border, Strip, or Footlight, or for Outline Decorative Display, or Group Lighting Elsewhere When in Show Window Lighting and on Electric Sign		\$5.40	-	\$50	-	-	-	-	-	-	-	-	-	-	-	-
171 Outlet, Including Attached Receptacle, for Temporary Festoon or Decorative Lighting or for Temporary Working Light for Use in Building Construction		\$0.95	-	\$17	-	-	-	-	-	-	-	-	-	-	-	-
172 Plastic Outlet Boxes in Fire Related Construction, Not Including Device		\$0.95	-	\$17	-	-	-	-	-	-	-	-	-	-	-	-
173 U) ELECTRICAL INSPECTION OF MOTORS, GENERATORS, MOTOR- GENERATOR SETS, BALANCER SETS, DYNAMOTORS, CONVERTERS, TRANSFORMERS, BALANCING COILS, OR RECTIFIERS INCLUDING ALL 174 CONTROL APPARATUS		\$1.80	-	\$34	-	-	-	-	-	-	-	-	-	-	-	-
175 Basic		\$4	-	\$34	-	-	-	-	-	-	-	-	-	-	-	-
176 Maximum		\$263	-	\$403	-	-	-	-	-	-	-	-	-	-	-	-
177 V) INSPECTION OF ELECTRICAL SERVICE																
178 Service Over 600 Volts																
179 First 200 KVA	83	\$53	35%	\$151	\$12,547	\$4,399	\$8,148	100%	\$151	185%	\$12,547	\$8,148	-	-	-	-
180 Over 200 KVA	83	\$12	18%	\$67	\$5,576	\$996	\$4,580	100%	\$67	460%	\$5,576	\$4,580	-	-	-	-
181 Service 600 Volts or Less																
182 Basic Fee for First 100 Ampere Capacity Including 1 Meter	83	\$69	46%	\$151	\$12,547	\$5,727	\$6,820	100%	\$151	119%	\$12,547	\$6,820	-	-	-	-
183 Surcharge (Each Additional 100 Ampere or Fraction Thereof)	83	\$53	105%	\$50	\$4,182	\$4,399	-\$217	100%	\$50	-5%	\$4,182	-\$217	-	-	-	-
184 Additional Meter	83	\$12	24%	\$50	\$4,182	\$996	\$3,186	100%	\$50	320%	\$4,182	\$3,186	-	-	-	-
185 W) ELECTRICAL INSPECTION OF LIGHTING FIXTURE																
186 Incandescent	83	\$2	7%	\$25	\$2,091	\$149	\$1,942	100%	\$25	1300%	\$2,091	\$1,942	-	-	-	-
187 Florescent Lighting Fixture (Complete with One Ballast)	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-	-	-	-
188 Mercury Vapor, High Pressure Sodium and Similar Lighting Fixture	83	\$5	16%	\$34	\$2,788	\$448	\$2,340	100%	\$34	522%	\$2,788	\$2,340	-	-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
X) ELECTRICAL INSPECTION OF A SWITCH WHEN NOT ATTACHED TO OR INCLUDED WITH APPARATUS NOT SPECIFICALLY CLASSIFIED IN THE 189 MASTER FEE SCHEDULE	83	\$1.80	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
Y) ELECTRICAL INSPECTION OF RECEPTACLE, WALL SOCKET, OR SIMILAR FIXTURE NOT SPECIFICALLY CLASSIFIED IN THE MASTER FEE 190 SCHEDULE	83	\$1.80	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
191 Z) ELECTRICAL INSPECTION OF AIR, WATER OR OTHER TYPE HEATER, V													
192 Basic	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
193 Maximum	83	\$262	65%	\$403	\$33,458	\$21,746	\$11,712	100%	\$403	54%	\$33,458	\$11,712	-
194 AA) ELECTRICAL INSPECTION OF A NEW ELECTRIC SIGN BEARING AN AP	83	\$43	51%	\$84	\$6,970	\$3,569	\$3,401	100%	\$84	95%	\$6,970	\$3,401	-
195 AB) ELECTRICAL INSPECTION REQUIRED ON AN EXISTING SIGN DUE TO	83	\$34	67%	\$50	\$4,182	\$2,822	\$1,360	100%	\$50	48%	\$4,182	\$1,360	-
196 AC) ELECTRICAL INSPECTION OF OUTLINE NEON OR COLD CATHODE LI	83	\$13	25%	\$50	\$4,182	\$1,050	\$3,132	100%	\$50	298%	\$4,182	\$3,132	-
AD) ELECTRICAL INSPECTION OF MACHINE APPARATUS OR APPLIANCE 197 NOT SPECIFICALLY CLASSIFIED IN THE MASTER FEE SCHEDULE													
198 Basic	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
199 Maximum	83	\$264	65%	\$403	\$33,458	\$21,912	\$11,546	100%	\$403	53%	\$33,458	\$11,546	-
200 AE) ELECTRICAL INSPECTION OF A FORCED AIR FURNACE	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations						
			Per Unit			Annual			Per Unit		Annual				
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
201 AF) ELECTRICAL INSPECTION OF A MOVED BUILDING (ONE			\$62	n/a	\$151	-	-	-	-	-	-	-	-	-	-
AG) ELECTRICAL INSPECTION OF CONSTRUCTION OR															
202 TEMPORARY SERVICE (POLE OR UNDERGROUND)			\$79	n/a	\$151	-	-	-	-	-	-	-	-	-	-
203 AH) ELECTRICAL INSPECTION															
204 Survey of Electrical Work or Equipment Pursuant to a Request	Hourly	83	\$131	65%	\$202	\$16,729	\$10,873	\$5,856	100%	\$202	54%	\$16,729	\$5,856	-	-
205 AJ) ELECTRICAL INSPECTION AS REQUIRED BY OAKLAND M															
206 Single Family Dwelling		83	\$34	51%	\$67	\$5,576	\$2,822	\$2,754	100%	\$67	98%	\$5,576	\$2,754	-	-
207 Apartment (each)		83	\$28	42%	\$67	\$5,576	\$2,324	\$3,252	100%	\$67	140%	\$5,576	\$3,252	-	-
208 Commercial or Industrial (per hour)	Hourly	83	\$69	34%	\$202	\$16,729	\$5,727	\$11,002	100%	\$202	192%	\$16,729	\$11,002	-	-
AJ) SPECIAL PERMIT AS ALLOWED BY OAKLAND-															
209 MUNICIPAL CODE (PLANT PERMIT)	Delete		\$99						100%		-100%				
210 AK) UN-REINFORCED MASONRY ORDINANCE - BUILDING PE															
211 Engineering Analysis Report Review			\$869	53%	\$1,633				100%	\$1,633	88%				
212 Request to Postpone Retrofit Work (Abutting Building)			\$869	53%	\$1,633				100%	\$1,633	88%				
213 Contracted Engineering Services			Actual cost	n/a	policy	-	-	-	100%	Actual cost		-	-	-	-
214 Contract Administration Services			14%	n/a	policy	-	-	-	100%	n/a	14%	-	-	-	-
215 Field Inspection/Site Visits (1 Hour Minimum)	Hourly		\$99	49%	\$202	-	-	-	100%	\$202	104%	-	-	-	-
216 AL) GENERAL PLAN SURCHARGE															
217 Basic															
218 Building Permit			0.10%	23%	0.43%	\$1,326,724	\$310,668	\$1,016,056	100%	0.43%	327%	\$1,326,724	1,016,056		
219 Demolition Permit	Delete		42%	n/a		-	-	-	-	-		-	-	-	-
220 Private Plan/Public Improvement ("P-Job") Permit			0.10%	23%	0.43%	-	-	-	100%	0.43%	327%	-	-	-	-
Exemptions															
221e Abatement of Earthquake Damaged Buildings			55% Genl Plan	n/a	Policy	-	-	-	100%	55% Genl Plan		-	-	-	-
221t Abatement of Potentially Hazardous Unreinforced Masonry Buildings			55% Genl Plan	n/a	Policy	-	-	-	100%	55% Genl Plan		-	-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations									
			Per Unit			Annual			Per Unit		Annual							
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy				
AM) REPORT OF PERMIT RECORD																		
222	Research of Permit Record	per bldg	129	\$99 / hour		\$124	\$16,059	\$12,771	\$3,288	100%	\$124		\$16,059	\$3,288	-			
223	Determination or Assessment	per bldg	129	\$99 each		\$124	\$16,059	\$12,771	\$3,288	100%	\$124		\$16,059	\$3,288	-			
226 AN) CERTIFICATE OF OCCUPANCY RELATED TO CONST.																		
227	Certificate of Occupancy		111	\$262	37%	\$705	\$78,303	\$29,082	\$49,221	100%	\$705	169%	\$78,303	\$49,221	-			
228	Temporary Certificate of Occupancy		17	\$524	87%	\$605	\$10,279	\$8,908	\$1,371	100%	\$605	15%	\$10,279	\$1,371	-			
229 AO) MITIGATION MONITORING	continue w policy			50% of bldg pmt	n/a	policy	-	-	-	100%	50% of bldg pmt		-	-	-			
230 AP) HOTEL/MOTEL/ROOMING HOUSE INSPECTION FEE																		
231	with up to 24 units	new-annual	50			\$3,470	\$173,500		\$173,500	100%	\$3,470		\$173,500	\$173,500				
232	with 25-49 units	new-annual	29			\$6,940	\$201,260		\$201,260	100%	\$6,940		\$201,260	\$201,260				
233	with 50+ units	new-annual	1			\$10,410	\$10,410		\$10,410	100%	\$10,410		\$10,410	\$10,410				
234	Diamond rated chain hotels/motels	new-annual	26			\$504	\$13,101		\$13,101	99%	\$500		\$13,000	\$13,000	\$101			

Total User Fees
% of Full Cost

\$4,196,386 \$1,482,544 \$2,713,843
35% 65%

\$4,196,285 \$2,713,742
100% 183%

Building Plan Check

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84431 Plan Check
 2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit		Annual						
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
A) PLAN CHECKING AND/OR PROCESSING OF APPLICATION FOR A PERMIT REQUIRED BY OAKLAND BUILDING CODE OR OAKLAND SIGN CODE OR ANY SECTION OF THE OAKLAND MUNICIPAL CODE																	
1 Project Value \$2,001 or Above		4,264	90% of pmt	68%	\$1,717	\$7,320,182	\$4,977,367	\$2,342,815	100%	132%	47%	\$7,320,182	\$2,342,815	-			
3 Building Permit Fee on Projects Checked by Authorized Engineering Firm			64% of pmt	118%	\$611	-	-	-	100%	37%		-	-	-			
4 Enforcement of State of California Regulations, Oakland Building Code		4,554	33% of pmt	69%	\$528	\$2,403,184	\$1,660,616	\$742,568	100%	130%	45%	\$2,403,184	\$742,568	-			
5 Request Plan Checking Outside of Regular Working Hours	Hourly	354	\$191	51%	\$375	\$132,827	\$67,614	\$65,213	100%	\$375	96%	\$132,827	\$65,213	-			
6 Consultation Requested for Preliminary Plan Review by Plan Check Staff																	
7 Regular Working Hours	Hourly	1	\$131	52%	\$250	\$250	\$131	\$119	100%	\$250	91%	\$250	\$119	-			
8 Outside of Regular Working Hours	Hourly	1	\$191	51%	\$375	\$375	\$191	\$184	100%	\$375	96%	\$375	\$184	-			
9 Additional Checking and/or Processing Required Due to Plan Deficiencies or Changes		506	\$131	52%	\$250	\$126,574	\$66,286	\$60,288	100%	\$250	91%	\$126,574	\$60,288	-			
10 Process Coordination Fee for each applicable Permit for Projects Equal to or Greater than \$500,000 valuation			14%	0%	\$26,515	-	-	-	100%	3%		-	-	-			
B) INSTALLATION / REGISTRATION / INSPECTION CERTIFICATION FOR RE-ROOFING PERMIT OR CERTIFICATION FOR INSULATION PERMIT		627	\$19	64%	\$30	\$18,976	\$12,101	\$6,875	100%	\$30	57%	\$18,976	\$6,875	-			
C) ASSIGNMENT AND DESIGNATION OF BUILDING NUMBERS AS REQUIRED BY OAKLAND MUNICIPAL CODE																	
13 Dwelling		82	\$36	73%	\$49	\$4,049	\$2,952	\$1,097	100%	\$49	37%	\$4,049	\$1,097	-			
14 Other (Building, Apartment, or Hotel)		25	\$98	73%	\$135	\$3,373	\$2,450	\$923	100%	\$135	38%	\$3,373	\$923	-			
15 Change of Address		3	\$393	112%	\$352	\$1,056	\$1,179	-\$123	100%	\$352	-10%	\$1,056	-\$123	-			
D) PROCESSING OF A BUILDING MOVING APPLICATION AS REQUIRED BY OAKLAND MUNICIPAL CODE			\$917	106%	\$869	-	-	-	100%	\$869	-5%	-	-	-			
E) SERVICE CHARGE TO PROCESS REQUEST TO EXTEND PERMIT EXPIRATION LIMITATION OR REINSTATE PERMIT																	
18 Extension or Reinstatement		265	\$71	52%	\$136	\$35,918	\$18,815	\$17,103	100%	\$136	91%	\$35,918	\$17,103	-			
19 F) NOISE STUDY FOR BUILDING PERMIT			\$262	63%	\$417				100%	\$417				-			
20 G) BOARD OF EXAMINERS & APPEALS																	
21 Grade I - Minimum Code Technically or Deviations Requiring Limited Management Staff Time		9	\$180	n/a	actual cost	\$1,620	\$1,620	-	100%	actual cost		-	-	-			

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84431 Plan Check
 2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
22 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management		81	\$393	n/a	actual cost	\$31,833	\$31,833	-	100%	actual cost		-	-	-
23 Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stage		6	\$917	n/a	actual cost	\$5,502	\$5,502	-	100%	actual cost		-	-	-
24 Grade IV - Dangerous Building Code and Appeals by Other City Departments			\$917	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
25 Appeals Pursuant to URB Ordinance No. 11613 C.M.S., Sections 18-6.16 (B) - (F)			No Fee	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
26 H) SITE PLAN REVIEW														
27 Site Plan Review		12	\$917	139%	\$658	\$7,899	\$11,004	-\$3,105	100%	\$658	-28%	\$7,899	-\$3,105	-
28 Parking Review First 4 Spaces		12	\$262	57%	\$462	\$5,548	\$3,144	\$2,404	100%	\$462	76%	\$5,548	\$2,404	-
29 Surcharge														
30 5-20 Parking Spaces		12	\$262	45%	\$587	\$7,049	\$3,144	\$3,905	100%	\$587	124%	\$7,049	\$3,905	-
31 21-40 Parking Spaces		13	\$393	55%	\$712	\$9,262	\$5,109	\$4,153	100%	\$712	81%	\$9,262	\$4,153	-
32 41-120 Parking Spaces		13	\$524	63%	\$838	\$10,888	\$6,812	\$4,076	100%	\$838	60%	\$10,888	\$4,076	-
33 121-300 Parking Spaces		13	\$655	68%	\$963	\$12,514	\$8,515	\$3,999	100%	\$963	47%	\$12,514	\$3,999	-
34 301 or More Parking Spaces		13	\$786	72%	\$1,088	\$14,140	\$10,218	\$3,922	100%	\$1,088	38%	\$14,140	\$3,922	-
I) GEOLOGICAL REPORT REVIEW OR GEOLOGICAL REPORT WAIVER REVIEW AS REQUIRED BY OAKLAND MUNICIPAL CODE														
35 Geological Report Deposit	deposit		\$917 to \$2,738	n/a	policy	-	-	-	n/a	n/a	n/a	-	-	-
37 Report Review			\$262	42%	\$625	-	-	-	100%	\$625	139%	-	-	-
38 Consultant Review			actual cost	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
39 Review of Waiver of Geological Report Requirements														
40 Letter of Waiver by City Engineer			\$393	68%	\$581	-	-	-	100%	\$581	48%	-	-	-
Comments and Advice Offered by City to State Mining and Geology Board and State Geologists as Part of a Waiver Investigation Pursuant to Chapter 7.5, Section 2623 of the Public Resources Code of the State of California	delete		\$917	n/a	n/a	-	-	-	n/a	n/a	n/a	-	-	-
J) MAKING BUILDING RECORDS AVAILABLE FOR VIEWING AND/OR COPYING FROM ARCHIVES			\$34	n/a	actual cost	-	-	-	100%	actual cost		-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84431 Plan Check
2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations															
			Per Unit			Annual			Per Unit		Annual													
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy										
K) PROCESSING REQUEST FOR HANDICAPPED EXCEPTION TO TITLE 24 43 REGULATION																								
44	Grade I - Minimum Code Technically Requiring Limited Staff Time		\$180	78%	\$229	-	-	-	100%	\$229		-	-	-										
45	Grade II - Code Violation Requiring Field Review or Additional Staff Time	20	\$393	64%	\$610	\$12,199	\$7,860	\$4,339	100%	\$610	55%	\$12,199	\$4,339	-										
46	Grade III - Appeals Regarding Code Requirements when Projects are in Design Stage		\$917	114%	\$804	-	-	-	100%	\$804	-12%	-	-	-										
47 L) DUPLICATE INSPECTION RECORD CARD																								
48	Replace		\$8	27%	\$30	-	-	-	100%	\$30	270%	-	-	-										
49	Research		\$46	52%	\$89	-	-	-	100%	\$89	93%	-	-	-										
M) PROCESSING REQUEST FOR ALTERNATE MATERIALS OR METHOD OF 51 CONSTRUCTION																								
52	Grade I - Minimum Code Deviations Requiring Limited Staff Time		\$180	32%	\$568	-	-	-	100%	\$568	216%	-	-	-										
53	Grade II - Code Violations Found During Plan Checking or Field Inspection																							
54	First Two Requests		\$393	64%	\$610	-	-	-	100%	\$610	55%	-	-	-										
55	Additional Request		\$655	71%	\$928	-	-	-	100%	\$928	42%	-	-	-										
56	Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stage																							
57	First Two Requests		\$917	95%	\$970	-	-	-	100%	\$970	6%	-	-	-										
58	Additional Request		\$1,310	118%	\$1,108	-	-	-	100%	\$1,108	-15%	-	-	-										
59 N) DRIVEWAY APPEALS																								
60	Grade I - Minimum Code Deviations Requiring Limited Staff Time		\$180	32%	\$568	-	-	-	100%	\$568	216%	-	-	-										
61	Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management		\$393	69%	\$568	-	-	-	100%	\$568	45%	-	-	-										
62	Appeals for Projects in Design Stage		\$524	69%	\$762	-	-	-	100%	\$762	46%	-	-	-										
63	Appeals to City Council		\$524	69%	\$762	-	-	-	100%	\$762	46%	-	-	-										
64	O) PLAN CHECK FOR DRIVEWAY PERMITS		\$98	80%	\$123	-	-	-	100%	\$123	25%	-	-	-										
P) PROCESSING DEMOLITION PERMITS (EXEMPT: SFD DETACHED GARAGE LESS 65 THAN 400 S.F.)																								
			\$393	137%	\$286	-	-	-	100%	\$286	-27%	-	-	-										

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84431 Plan Check
 2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations							
			Per Unit			Annual			Per Unit			Annual				
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
66 Q) PROCESSING TREE REMOVAL PERMITS																
67 Developed Property	delete		\$66													
68 Undeveloped Property			\$131													
69 R) PROCESSING UTILITY COMPANY EXCAVATION PERMIT			\$131													
S) EARTHQUAKE DAMAGE ASSESSMENT REVIEW (No Report Fee for Owner-Occupied Single Family Dwellings)																
70 Single Family Dwellings																
71 Minor Report (Less Than 3 Hour Review)	61%		\$917	45%	\$2,020	-	-	-	100%	\$2,020	120%	-	-	-	-	-
72 Major Report (3 Hour Review or Over)	61%		\$3,537	44%	\$7,989	-	-	-	100%	\$7,989	126%	-	-	-	-	-
73 T) ZONING CONDITIONS OF APPROVAL COMPLIANCE																
74 New Construction Up to \$200,000		95	\$173	7%	\$2,414	\$229,284	\$16,435	\$212,849	100%	\$2,414	1295%	\$229,284	\$212,849			-
76 New Construction Over \$200,001																
77 Per Each \$100,000 Over \$200,000		95	\$131	13%	\$977	\$92,805	\$12,445	\$80,360	100%	\$977	646%	\$92,805	\$80,360			-
78 Maximum			\$17,423	n/a	policy decision	-	-	-	100%	\$17,423		-	-			-
79 Additions/Alterations Over \$5,000		96	\$180	21%	\$862	\$82,749	\$17,280	\$65,469	100%	\$862	379%	\$82,749	\$65,469			-
80 U) MISCELLANEOUS ENGINEERING REVIEW																
81 Regular Working Hours	Hourly		\$131	52%	\$250	-	-	-	100%	\$250	91%	-	-			-
82 Outside of Regular Working Hours	Hourly		\$191	51%	\$375	-	-	-	100%	\$375	96%	-	-			-
V) PLAN CHECK AND INSPECTION FOR SITE DEVELOPMENT NOT RELATED TO ANY OTHER REQUIRED PERMIT																
83 OTHER REQUIRED PERMIT																
84 Application	Hourly		\$71	60%	\$119	-	-	-	100%	\$119	67%	-	-			-
85 Plan check During Regular Working Hours	Hourly		\$131	52%	\$250	-	-	-	100%	\$250	91%	-	-			-
86 Inspection during Regular Working Hours	Hourly		\$99	26%	\$375	-	-	-	100%	\$375	279%	-	-			-
87 W) PRE-APPLICATION FEE																
88 Less than \$500,000 Construction Valuation	New				\$417	-	-	-	100%	\$417		-	-			-
89 Greater than \$500,001 Construction Valuation	New				\$2,147	-	-	-	100%	\$2,147		-	-			-

User Fee Study Summary Sheet

City of Oakland

Building Services - # 84431 Plan Check

2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations						
			Per Unit			Annual			Per Unit		Annual				
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
Total User Fees							\$10,531,103	\$6,911,668	\$3,619,435				\$10,531,103	\$3,619,435	
% of Full Cost													100%	52%	

Note: Projects which exceed the typical size range may be charged on a time and materials basis at the Development Director's discretion.

Code Enforcement

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84454 Code Enforcement
2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
A) VARIANCE FROM OAKLAND BUILDING MAINTENANCE CODE REQUIREMENTS													
2 Administrative	1	\$396	83%	\$475	\$475	\$396	\$79	100%	\$475	20%	\$475	\$79	-
3 Hearing Examiner	1	\$990	73%	\$1,350	\$1,350	\$990	\$360	100%	\$1,350	36%	\$1,350	\$360	-
4 B) SERVICE FEES													
Re-inspection to Verify or Monitor Progress of Violations Abatement													
5 Conditions of Compliance	349	\$99	79%	\$125	\$43,586	\$34,551	\$9,035	100%	\$125	26%	\$43,586	\$9,035	-
7 All Others		\$396	192%	\$206	-	-	-	100%	\$206	-48%	-	-	-
Certificate of Occupancy													
9 Basic	2	\$693	56%	\$1,236	\$2,473	\$1,386	\$1,087	100%	\$1,236	78%	\$2,473	\$1,087	-
10 Surcharge	2	\$99	159%	\$62	\$125	\$198	-\$73	100%	\$62	-37%	\$125	-\$73	-
11 Re-Inspection		\$99	79%	\$125	-	-	-	100%	\$125	26%	-	-	-
12 Third-Party Contract		Actual cost	100%	Actual cost	-	-	-	100%	Actual cost	-	-	-	-
13 Complaint Investigation	282	\$99	79%	\$125	\$35,219	\$27,918	\$7,301	100%	\$125	26%	\$35,219	\$7,301	-
14 C) ADMINISTRATIVE FEES													
Contracted Work													
16 Demolition	1	31% or \$1,980 min	92%	\$2,142	\$2,142	\$1,980	\$162	100%	\$1-\$5,000: 30% \$5,001-10k: 25% \$10,001+: 20%	8%	\$2,142	\$162	-
17 All Other	145	31% or \$693 min	59%	\$1,180	\$171,129	\$100,485	\$70,644	100%		70%	\$171,129	\$70,644	-
18 Bid/Contract Development	150	\$396	159%	\$250	\$37,467	\$59,400	-\$21,933	100%	\$250	-37%	\$37,467	-\$21,933	-
19 Contractor Mobilization	3	10% or \$297 min.	n/a	Policy	\$891	\$891	-	100%	10%; \$297 min., \$2,500 max	n/a	\$891	-	-
Public Documents (Order, Invoice, Notice, Declaration, Lien, Release, Termination, etc.)													
21 Preparation	2167	\$297	58%	\$512	\$1,109,602	\$643,599	\$466,003	100%	\$512	72%	\$1,109,602	\$466,003	-
22 Notarizing	358	\$99	106%	\$94	\$33,533	\$35,442	-\$1,909	100%	\$94	-5%	\$33,533	-\$1,909	-

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84454 Code Enforcement
 2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
23 Recording (pass thru to County)	358	Actual cost or \$50 min.	n/a	Policy	\$17,900	\$17,900	-	100%	Actual cost or \$50 min.	-	\$17,900	-	-
24 Court Action													
25 Judgment		Actual cost or \$262 min.	n/a	Policy	-	-	-	100%	Actual cost or \$262 min.	-	-	-	-
26 Inspection Warrant	12	\$693	52%	\$1,330	\$15,961	\$8,316	\$7,645	100%	\$1,330	92%	\$15,961	\$7,645	-
27 Real Property Title Research													
28 Report	20	Actual cost	n/a	Policy	-	-	-	100%	Actual cost	-	-	-	-
29 Processing		31% or \$198 min.	198%	\$100	-	-	-	100%	\$1-\$5,000: 30% \$5,001-10k: 25% \$10,001+: 20%	-	-	-	-
30 Compliance plan													
31 Building not declared substandard	12	\$396	24%	\$1,620	\$19,445	\$4,752	\$14,693	100%	\$1,620	309%	\$19,445	\$14,693	-
32 Building declared substandard	13	\$1,485	65%	\$2,297	\$29,860	\$19,305	\$10,555	100%	\$2,297	55%	\$29,860	\$10,555	-
33 Process Violation	282	\$396	159%	\$250	\$70,437	\$111,672	-\$41,235	100%	\$250	-37%	\$70,437	-\$41,235	-
34 Escrow Demand Preparation	367	\$99	79%	\$125	\$45,834	\$36,333	\$9,501	100%	\$125	26%	\$45,834	\$9,501	-
35 D) SUBPOENA													
36 Witness Fee (Not Related to Employee's Duties)		\$150 + mileage	100%	\$150	-	-	-	100%	\$150 + mileage	-	-	-	-
37 Witness Fee (Related to Employee's Duties)	13	\$150	100%	\$150	\$1,950	\$1,950	-	100%	\$150	-	\$1,950	-	-
38 E) APPEALS TO HEARING EXAMINER													
39 Filing Fee	28	\$99	57%	\$175	\$4,896	\$2,772	\$2,124	100%	\$175	77%	\$4,896	\$2,124	-
40 Review Appeal and Conduct Hearing		Actual cost		Actual cost	-	-	-	100%	Actual cost	-	-	-	-
41 Processing Fee		\$594	73%	\$812	-	-	-	100%	\$812	37%	-	-	-
42 Reschedule Appeals Hearing		\$99	34%	\$287	-	-	-	100%	\$287	190%	-	-	-
F) DUPLICATE RELEASE OF LIEN OR TERMINATION OF SUBSTANDARD PUBLIC													
43 NUISANCE	30	\$50	31%	\$162	\$4,871	\$1,500	\$3,371	100%	\$162	225%	\$4,871	\$3,371	-

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84454 Code Enforcement
2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
66 Occurrence (OMC Chapter 8.24)		\$50	22%	\$225	-	-	-	100%	\$225	350%	-	-	-
67 Compliance Monitoring		\$50	40%	\$125	-	-	-	100%	\$125	150%	-	-	-
68 K) VACANT BUILDING REGISTRATION													
69 Annual Registration Processing	868	\$396	65%	\$612	\$531,178	\$343,728	\$187,450	100%	\$612	55%	\$531,178	\$187,450	-
70 Annual Compliance Inspection	868	\$99	79%	\$125	\$108,404	\$85,932	\$22,472	100%	\$125	26%	\$108,404	\$22,472	-
L) NON-OWNER OCCUPIED RESIDENTIAL BUILDING REGISTRATION													
72 Annual Registration Processing	120	\$339	55%	\$612	\$73,435	\$40,680	\$32,755	100%	\$612		\$73,435	\$32,755	-
73 Annual Re-registration After Abatement or if No Violation		\$71	57%	\$125	-	-	-	100%	\$125		-	-	-
74 Compliance Inspection		\$99	79%	\$125	-	-	-	100%	\$125		-	-	-

Total User Fees		\$2,362,162	\$1,582,076	\$780,086
% of Full Cost			67%	33%

		\$2,362,162	\$780,086
		100%	49%

Planning

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
1 Major Conditional Use Permit:																	
2 Report Fee	+\$131/hr over 10 hrs	146	\$2,358	80%	\$2,935	\$428,453	\$344,268	\$84,185	100%	\$2,935	24%	\$428,453	\$84,185	-			
3 Notification Fee		200	\$917	83%	\$1,105	\$220,906	\$183,400	\$37,506	100%	\$1,105	20%	\$220,906	\$37,506	-			
4 Major Variance:																	
5 Report Fee	+\$131/hr over 10 hrs	30	\$2,358	80%	\$2,935	\$88,038	\$70,740	\$17,298	100%	\$2,935	24%	\$88,038	\$17,298	-			
6 Notification Fee: Major Conditional Use Permit			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
7 Rezoning:																	
8 Rezoning			\$3,537	77%	\$4,621	-	-	-	100%	\$4,621	31%	-	-	-			
9 Notification Fee: Rezoning / Zoning Text Amendment			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
10 Planned Unit Development (Preliminary)																	
11 Basic Fee			\$6,650	88%	\$7,569	-	-	-	100%	\$7,569	14%	-	-	-			
12 Plus per Sq Ft over 10,000 of Site Area over 4 Acres	per 10,000 sq ft		\$45	n/a	policy	-	-	-	100%	\$45		-	-	-			
13 Plus per Sq Ft of Floor Area	per sq ft		\$0.03	130%	\$0.02	-	-	-	100%	\$0.02	-33%	-	-	-			
14 Notification Fee: Planned Unit Development (Preliminary)			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
15 Planned Unit Development (Final)																	
16 Basic Fee		5	\$5,371	99%	\$5,449	\$27,246	\$26,855	\$391	100%	\$5,449	1%	\$27,246	\$391	-			
17 Plus per Sq Ft of Floor Area	per sq ft		\$0.03	150%	\$0.02	-	-	-	100%	\$0.02	-33%	-	-	-			
18 Notification Fee: Planned Unit Development (Final)			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
19 Minor Variance:																	
20 Report Fee		35	\$1,310	90%	\$1,450	\$50,742	\$45,850	\$4,892	100%	\$1,450	11%	\$50,742	\$4,892	-			
21 Notification Fee: Minor Variance			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
22 Minor CUP:																	
23 Report Fee		39	\$1,310	90%	\$1,450	\$56,541	\$51,090	\$5,451	100%	\$1,450	11%	\$56,541	\$5,451	-			
24 Notification Fee: Minor CUP			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
25 Regular Design Review:																	
26 Report Fee - Minor Project		61	\$1,310	90%	\$1,450	\$88,435	\$79,910	\$8,525	100%	\$1,450	11%	\$88,435	\$8,525	-			
27 Report Fee - Major Project	+ \$131/hr over 10 hrs	135	\$2,358	89%	\$2,649	\$357,589	\$318,330	\$39,259	100%	\$2,649	12%	\$357,589	\$39,259	-			
28 Notification Fee: Regular Design Review			\$917						Delete - fee consolidated into one notification fee (fee #3)								
29 Small Project Design Review:																	
30 Report Fee - Track One			\$655	146%	\$448	-	-	-	100%	\$448	-32%	-	-	-			
31 Report Fee - Track One (signs & fences)		5	\$393	105%	\$373	\$1,866	\$1,965	-\$99	100%	\$373	-5%	\$1,866	-\$99	-			
32 Report Fee - Track One (Secondary Units between 500 and 900)			\$750	128%	\$586	-	-	-	100%	\$586	-22%	-	-	-			
33 Report Fee - Track Two			\$991	175%	\$566	-	-	-	100%	\$566	-43%	-	-	-			
34 Report Fee - Track Three			\$1,179	113%	\$1,041	-	-	-	100%	\$1,041	-12%	-	-	-			
35 Notification Fee: Small Project Design Review (if notice required)		31	\$524	92%	\$570	\$17,673	\$16,244	\$1,429	100%	\$570	9%	\$17,673	\$1,429	-			
36 Special Residential Design Review																	
37 Design Review Exemption																	
38 Report Fee Not involving changes to the Building Envelope or			\$232	95%	\$244	-	-	-	100%	\$244	5%	-	-	-			
39 Report Fee Involving Changes to the Building Envelope or Ext			\$393	152%	\$259	-	-	-	100%	\$259	-34%	-	-	-			
40 Report Fee for Secondary Units under 500 square feet			\$420	103%	\$406	-	-	-	100%	\$406	-3%	-	-	-			
41 Report Fee for matching exterior changes only			\$50	68%	\$74	-	-	-	100%	\$74	48%	-	-	-			
42 S-11 Design Review - Special Fees																	
43 North Oakland Hill Area Specific Plan Recovery Fee Per Dwelling			\$393	96%	\$408	-	-	-	100%	\$408	4%	-	-	-			
44 Notification Fee: Development Agreement			\$917						Delete - fee consolidated into one notification fee (fee #3)								
45 Development Agreement			\$11,894	99%	\$12,074	-	-	-	100%	\$12,074	2%	-	-	-			
46 Development Agreement: Annual Review		1	\$3,599	102%	\$3,518	\$3,518	\$3,599	-\$81	100%	\$3,518	-2%	\$3,518	-\$81	-			
47 Appeals:																	
48 Administrative Appeal		15	\$524	30%	\$1,725	\$25,882	\$7,860	\$18,022	100%	\$1,725	229%	\$25,882	18,022	-			
49 To City Planning Commission (CPC)			\$524	30%	\$1,725	-	-	-	100%	\$1,725	229%	-	-	-			

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
50 To City Council		4	\$524	21%	\$2,458	\$9,832	\$2,096	\$7,736	100%	\$2,458	369%	\$9,832	7,736	-
51 Billboard Amortization			\$524	30%	\$1,725	-	-	-	100%	\$1,725	229%	-	-	-
52 Notification Fee: Appeals to Planning Commission		1	\$524	65%	\$805	\$805	\$524	\$281	100%	\$805	54%	\$805	281	-
53 Notification Fee: Appeals to City Council		1	\$524	65%	\$805	\$805	\$524	\$281	100%	\$805	54%	\$805	281	-
54 Requests:														
55 For Extension of Time of Approved Permit			\$393	125%	\$314	-	-	-	100%	\$314	-20%	-	-	-
56 For Reconsideration of Existing Approval	50% of the current base report fee of the permit		50% of the current base report fee of the	n/a	policy	-	-	-	100%	50% of the current base report fee of the permit		-	-	-
57 For General Plan Determination			\$917	85%	\$1,078	-	-	-	100%	\$1,078	18%	-	-	-
58 For Written Determination by Zoning Administrator			\$262	68%	\$384	-	-	-	100%	\$384	47%	-	-	-
59 Business Tax Certificate		2,543	\$35	72%	\$49	\$124,016	\$89,005	\$35,011	100%	\$49	39%	\$124,016	\$35,011	-
60 General Plan Amendment														
61 Notification Fee: Request for General Plan Amendment			\$917						Delete - fee consolidated into one notification fee (fee #3)					
62 General Plan Amendment			\$3,406	59%	\$5,736	-	-	-	100%	\$5,736	68%	-	-	-
63 New construction & Activity Surcharge														
64 Minor Permits involving the new construction of 25-49 units:			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-
65 Minor Permits involving the new construction of 50-99 units:			\$985	81%	\$1,215	-	-	-	100%	\$1,215	23%	-	-	-
66 Minor Permits involving the new construction of 100+ units:			\$1,310	77%	\$1,697	-	-	-	100%	\$1,697	30%	-	-	-
67 Major Permits involving the new construction of 25-49 units:			\$1,179	57%	\$2,084	-	-	-	100%	\$2,084	77%	-	-	-
68 Major Permits involving the new construction of 50-99 units:			\$1,780	72%	\$2,461	-	-	-	100%	\$2,461	38%	-	-	-
69 Major Permits involving the new construction of 100+ units:			\$2,358	65%	\$3,629	-	-	-	100%	\$3,629	54%	-	-	-
70 Minor Permits involving the new const of 10K - 49,999sq ft of non-res fl			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-
71 Minor Permits involving the new const of 50K sq ft + of non-res fl			\$1,310	77%	\$1,697	-	-	-	100%	\$1,697	30%	-	-	-
72 Major Permits involving the new const of 10K sq ft - 49,999sq ft of			\$1,179	57%	\$2,084	-	-	-	100%	\$2,084	77%	-	-	-
73 Major Permits involving the new const of 50K sq ft + of non-res fl			\$2,358	65%	\$3,629	-	-	-	100%	\$3,629	54%	-	-	-

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
74	Major Permits involving an Extensive Impact Civic Activity:		\$1,179	36%	\$3,292	-	-	-	100%	\$3,292	179%	-	-	-
75	Projects involving construction on a lot sloped 20% or more		\$1,500	97%	\$1,542	-	-	-	100%	\$1,542	3%	-	-	-
76	Determination of Public Convenience or Necessity (w/CUP)	7	\$1,000	92%	\$1,090	\$7,632	\$7,000	\$632	100%	\$1,090	9%	\$7,632	\$632	-
77	Determination of Public Convenience or Necessity (without CUP)		\$1,500	111%	\$1,356	-	-	-	100%	\$1,356	-10%	-	-	-
78	Special Findings Fees for Complex Projects	29	\$456	81%	\$561	\$16,256	\$13,224	\$3,032	100%	\$561	23%	\$16,256	\$3,032	-
79	Commence or Complete Work for which Permits are required by the	68	double fee	n/a	policy	-	-	-	100%	double fee		-	-	-
80	Application Notification Fee													
81	Major Conditional Use Permit:		\$917						Delete - fee consolidated into one notification fee (fee #3)					
82	Major Variance:		\$917						Delete - fee consolidated into one notification fee (fee #3)					
83	Rezoning / Zoning Text Amendment		\$1,179						Delete - fee consolidated into one notification fee (fee #3)					
84	Development Agreement		\$917						Delete - fee consolidated into one notification fee (fee #3)					
85	Tentative Map		\$917						Delete - fee consolidated into one notification fee (fee #3)					
86	Request for General Plan Amendment		\$917						Delete - fee consolidated into one notification fee (fee #3)					
87	Private Access Easement:		\$917						Delete - fee consolidated into one notification fee (fee #3)					
88	Minor Variance:		\$917						Delete - fee consolidated into one notification fee (fee #3)					
89	Minor Conditional Use Permit		\$917						Delete - fee consolidated into one notification fee (fee #3)					
90	Appeals to City Council		\$524						Delete - fee consolidated into one notification fee (fee #3)					
91	Request for Environmental Review (CEQA / NEPA)		\$524						Delete - fee consolidated into one notification fee (fee #3)					
92	Parcel Map		\$917						Delete - fee consolidated into one notification fee (fee #3)					
93	Planned Unit Development: Preliminary Planning Commission Action		\$917						Delete - fee consolidated into one notification fee (fee #3)					
94	Planned Unit Development: Final Planning Commission Action		\$917						Delete - fee consolidated into one notification fee (fee #3)					
95	S-11 Site Development and Design Review: No Public		\$917						Delete - fee consolidated into one notification fee (fee #3)					
96	Appeals to Planning Commission		\$524						Delete - fee consolidated into one notification fee (fee #3)					

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations							
			Per Unit			Annual			Recovery Level	Per Unit		Annual				
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy		Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
122 C. REQUEST FOR ENVIRONMENTAL IMPACT ASSESSMENT (CE																
123 Request for Environmental Determination (If Project is Exempt)																
124 Standard Exemption such as 15301 and other exemption not reg		437	\$262	75%	\$349	\$152,319	\$114,494	\$37,825	100%	\$349	33%	\$152,319	\$37,825	-		
125 Request for Environmental Review (If Project is exempt under Ca		4	\$917	89%	\$1,027	\$4,110	\$3,668	\$442	100%	\$1,027	12%	\$4,110	\$442	-		
126 Request for Environmental Review (If Project is exempt but requi	Min. or 25%		\$1,703	87%	\$1,948	-	-	-	100%	\$1,948	14%	-	-	-		
127 Request for Environmental Review (If Project is Not Exempt)		2														
128 Request for Environmental Review (If Project is Not Exempt) or a	Min. or 25%		\$1,703	63%	\$2,684	-	-	-	100%	\$2,684	58%	-	-	-		
129 Notification Fee: Request for Environmental Review or an Environ		3	\$655	74%	\$889	\$2,668	\$1,965	\$703	100%	\$889	36%	\$2,668	\$703	-		
130 Environmental Review Processing Fee-EIR/EIS	Min. or 28%	3	\$11,860	103%	\$11,513	\$34,540	\$35,580	-\$1,040	100%	\$11,513	-3%	\$34,540	-\$1,040	-		
131 Challenge or Appeal of any Environmental Determination or a Categ																
132 To City Planning Commission			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
133 To City Council			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
134 Notification Fee: Challenge to Negative Declaration			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
135 Notification Fee: Appeal of Director's Determination that EIR is R			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
136 Request for Notification for Environmental Determination/Review/Ch			\$655	99%	\$664	-	-	-	100%	\$664	1%	-	-	-		
137 Environmental Impact Data Collection, if EIR/EIS required			\$9,825	78%	\$12,598	-	-	-	100%	\$12,598	28%	-	-	-		
138 D. REQUEST FOR PLAN																
139 General Plan			\$786	83%	\$945	-	-	-	100%	\$945	20%	-	-	-		
140 Redevelopment Plan	plus mailing		\$766	81%	\$945	-	-	-	100%	\$945	23%	-	-	-		
141 E. SUBDIVISION REGULATIONS																
142 Design Review Guidelines	each		\$16	47%	\$34	-	-	-	100%	\$34	112%	-	-	-		
143 F. RETROFIT RIGHT PUBLICATION (cost per book)																
144 Retail (1-4 Copies)	each		\$24	n/a	\$34	-	-	-	100%	\$34	41%	-	-	-		
145 Wholesale (5-39 Copies)	each		\$18	40%	\$45	-	-	-	100%	\$45	151%	-	-	-		
146 Wholesale (40-119 Copies)	each		\$17	38%	\$45	-	-	-	100%	\$45	165%	-	-	-		
147 Wholesale (120+ Copies)	each		\$15	33%	\$45	-	-	-	100%	\$45	201%	-	-	-		

User Fee Study Summary Sheet

City of Oakland
Planning & Zoning Departments
2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
148 G. PLANNING COMMISSION AGENDA																	
149 Private Subscription	Yearly Subscription		\$53	52%	\$102	-	-	-	100%	\$102	92%	-	-	-			
150 H. OTHER PRINTED MATERIALS SPECIFICALLY REPRODUCED	Actual Cost or \$2 minimum		\$2	18%	\$11	-	-	-	100%	\$11	464%	-	-	-			
151 I. PLANNING COMMISSION MINUTES																	
152 Audio/Cassette Duplication																	
153 Cassettes			\$3	27%	\$11	-	-	-	100%	\$11	276%	-	-	-			
154 Private Subscription	Per Year		\$81	80%	\$102	-	-	-	100%	\$102	25%	-	-	-			
155 J. CONDOMINIUM CONVERSION INFORMATION PACKAGE DOC	package		\$16	142%	\$11	-	-	-	100%	\$11	-29%	-	-	-			
156 K. Annexation Fee																	
157 Five (5) Acres or Less																	
158 Application Fee			\$917	86%	\$1,062	-	-	-	100%	\$1,062	16%	-	-	-			
159 Additional Fees	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-			
160 Greater Than Five (5) Acres			\$24,759	97%	\$25,448	-	-	-	100%	\$25,448	3%	-	-	-			
161 LAFCO Application (for County)			\$5,240	79%	\$6,652	-	-	-	100%	\$6,652	27%	-	-	-			
162 Subsequent to LAFCO Determination	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-			
163 L. PLAN CHECKING AND/OR PROCESSING OF APPLICATION FOR																	
164 Consultation Services Requested or Preliminary Plan Review (One	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-			
165 Consultation Services Requested or Preliminary Plan Review	Plus \$131/hr over 3	60	\$393	54%	\$734	\$44,049	\$23,580	\$20,469	100%	\$734	87%	\$44,049	\$20,469	-			
166 Consultation Services Requested or Prelim. Plan Review for Major		4	\$1,703	57%	\$2,975	\$11,900	\$6,812	\$5,088	100%	\$2,975	75%	\$11,900	\$5,088	-			

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
167 Additional Plan Checking and/or Processing Required Due to Plan D	Per Hour or Fraction thereof	23	\$131	54%	\$245	\$5,629	\$3,013	\$2,616	100%	\$245	87%	\$5,629	\$2,616	-
168 Consultation Services or Plan Review Requested Outside Regular	Per Hour or Fraction thereof	6	\$191	57%	\$333	\$1,999	\$1,146	\$853	100%	\$333	74%	\$1,999	\$853	-
169 Major Projects contract services for permit review, plan check, enviro														
170 Associated fixed fees may be reduced by the City Manager provide	Actual Costs													
171 M. WRITTEN DETERMINATION BY ZONING ADMINISTRATOR		1	\$262	63%	\$413	\$413	\$262	\$151	100%	\$413	58%	\$413	\$151	-
172 N. ZONING CONFIRMATION LETTER														
173 Standard - No Research Required		20	\$34	77%	\$44	\$885	\$680	\$205	100%	\$44	30%	\$885	\$205	-
174 Research Required		76	\$131	74%	\$177	\$13,453	\$9,956	\$3,497	100%	\$177	35%	\$13,453	\$3,497	-
175 O. MILLS ACT														
176 Application Fee			\$524	n/a	no data				100%	\$524				
177 Inspection Fee		7	\$131	54%	\$245	\$1,713	\$917	\$796	100%	\$245	87%	\$1,713	\$796	-
178 P. NEIGHBORHOOD MEETING STAFF ATTENDANCE FEE (PER														
179 Attendance at 1st Community Meeting	OT Plan Check Hourly Rate				\$333	-	-	-	100%	\$333	n/a	-	-	-
180 Attendance at 2nd Community Meeting	Per Staff Member		\$350	83%	\$422	-	-	-	100%	\$422	20%	-	-	-
181 Attendance at 3rd Community Meeting	Per Staff Member		\$700	111%	\$633	-	-	-	100%	\$633	-10%	-	-	-
182 Attendance at 4th (and subsequent) Community Meeting	Per Staff Member Plus \$250 per hour over 1st hour Per Staff Member		\$300	47%	\$633	-	-	-	100%	\$633		-	-	-

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
183 Q. SPECIAL DESIGN REVIEW																	
184 Track One	new				\$448	-	-	-	100%	\$448		-	-	-	-	-	-
185 Track Two	new				\$566	-	-	-	100%	\$566		-	-	-	-	-	-
Total User Fees						\$1,897,671	\$1,571,257	\$326,414				\$1,897,671	\$326,414				
% of Full Cost							83%	17%				100%	21%				

Engineering Services

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations						
			Per Unit			Annual			Per Unit			Annual			
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
Planning and Building Fees:															
1	L) GRADING PERMIT (review and inspection)														
2	Basic	30	\$ 1,179	47%	\$ 2,493	\$ 74,791	\$ 35,370	\$ 39,421	100%	\$2,493	111%	\$ 74,791	\$ 39,421	\$ -	
3	51 - 1,000 Cubic Yards	27	\$ 1,179	39%	\$ 2,988	\$ 80,667	\$ 31,833	\$ 48,834	100%	\$2,988	153%	\$ 80,667	\$ 48,834	\$ -	
4	1,001 - 2,000 Cubic Yards		\$ 3,791	96%	\$ 3,932	\$ -	\$ -	\$ -	100%	\$3,932	4%	\$ -	\$ -	\$ -	
5	2,001 - 10,000 Cubic Yards	2	\$ 5,541	101%	\$ 5,481	\$ 10,962	\$ 11,082	\$ (120)	100%	\$5,481	-1%	\$ 10,962	\$ (120)	\$ -	
6	Over 10,000 Cubic Yards	1	\$ 13,541	142%	\$ 9,520	\$ 9,520	\$ 13,541	\$ (4,021)	100%	\$9,520	-30%	\$ 9,520	\$ (4,021)	\$ -	
7	Review of Materials Related to Request for Emergency Grading Permit		\$ 917	95%	\$ 970	\$ -	\$ -	\$ -	100%	\$970	6%	\$ -	\$ -	\$ -	
8	Review of Plan Revisions														
9	Regular Operating Hours	Hourly	\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -	
10	Outside of Working Hours	Hourly	\$ 191	73%	\$ 262	\$ 9,940	\$ 7,258	\$ 2,682	100%	\$262	37%	\$ 9,940	\$ 2,682	\$ -	
11	M) WORK WITHOUT A GRADING PERMIT														
12	Work Commenced		Double All Fees		\$ -	\$ -			n/a	Double All Fees		\$ -	\$ -	\$ -	
13	Re-Inspection Fee		\$ 393	82%	\$ 480	\$ -	\$ -	\$ -	100%	\$480	22%	\$ -	\$ -	\$ -	
14	U) CONSTRUCTION SITE MONITORING (DUST, NOISE, C.6, STORM WATER)														
15	Plan Review	per review	\$ 1,965	76%	\$ 2,595	\$ -	\$ -	\$ -	100%	\$2,595	32%	\$ -	\$ -	\$ -	
16	Maintenance Plan	Annually	\$ 396	99%	\$ 400	\$ -	\$ -	\$ -	100%	\$400	1%	\$ -	\$ -	\$ -	
17	Over 3 Inspections	per insp	\$ 99	62%	\$ 160	\$ -	\$ -	\$ -	100%	\$160	62%	\$ -	\$ -	\$ -	
18	Creek and Illicit Discharge Enforcement	per insp	\$ 396	99%	\$ 400	\$ -	\$ -	\$ -	100%	\$400	1%	\$ -	\$ -	\$ -	
19	X) CREEK PROTECTION PERMIT														
20	Category I		\$ -		\$ 45	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
21	Category II	6	\$ 131	94%	\$ 139	\$ 832	\$ 786	\$ 46	100%	\$139	6%	\$ 832	\$ 46	\$ -	
22	Category III	8	\$ 524	77%	\$ 682	\$ 5,458	\$ 4,192	\$ 1,266	100%	\$682	30%	\$ 5,458	\$ 1,266	\$ -	
23	Category IV (Up to 8 Hours)	4	\$ 1,048	79%	\$ 1,331	\$ 5,325	\$ 4,192	\$ 1,133	100%	\$1,331	27%	\$ 5,325	\$ 1,133	\$ -	
24	Over 8 Hours	Hourly	\$ 131	82%	\$ 160	\$ -	\$ -	\$ -	100%	\$160	22%	\$ -	\$ -	\$ -	
25	Appeal of Determination to Building Official		\$ 393	74%	\$ 532	\$ -	\$ -	\$ -	100%	\$532	35%	\$ -	\$ -	\$ -	
26	Appeal to the Planning Commission		\$ 786	76%	\$ 1,034	\$ -	\$ -	\$ -	100%	\$1,034	32%	\$ -	\$ -	\$ -	
27	Inspection														

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Recovery Level	Per Unit		Annual		Recommended Subsidy
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy		Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	
28 Basic	s/b flat	29	\$ 297	74%	\$ 400	\$ 11,609	\$ 8,613	\$ 2,996	100%	\$400	35%	\$ 11,609	\$ 2,996	\$ -
29 Over 3 Inspections	Hourly	1	\$ 99	62%	\$ 160	\$ 160	\$ 99	\$ 61	100%	\$160	62%	\$ 160	\$ 61	\$ -
30 AA) REVIEW OF GEOTECHNICAL REPORT REQUIRED FOR PROJECTS LOCATED IN SEISMIC HAZARD ZONE														
31 Permit Application														
32 Basic			\$ 786	77%	\$ 1,026	\$ -	\$ -	\$ -	100%	\$1,026	31%	\$ -	\$ -	\$ -
33 Over 6 Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
34 Request for Waiver Application														
35 Basic			\$ 786	77%	\$ 1,026	\$ -	\$ -	\$ -	100%	\$1,026	31%	\$ -	\$ -	\$ -
36 Over 6 Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
37 Peer Review			Cost + 14%	n/a	policy	\$ -	\$ -	\$ -	100%	Cost + 14%		\$ -	\$ -	\$ -
38 Revisions														
39 Regular Operating Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
40 Outside of Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262	37%	\$ -	\$ -	\$ -
41 G) PUSH CART FOOD VENDING														
42 Application Processing		10	\$ 75	120%	\$ 62	\$ 624	\$ 750	\$ (126)	100%	\$62	-17%	\$ 624	\$ (126)	\$ -
43 Initial Permit Fee		10	\$ 455	73%	\$ 624	\$ 6,244	\$ 4,550	\$ 1,694	100%	\$624	37%	\$ 6,244	\$ 1,694	\$ -
44 Permit Renewal Fee		13	\$ 455	73%	\$ 624	\$ 8,118	\$ 5,915	\$ 2,203	100%	\$624	37%	\$ 8,118	\$ 2,203	\$ -
45 Late Fee														
46 Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:														
47 30-60 Days			10%	n/a	Policy	\$ -	\$ -	\$ -	100%	10%		\$ -	\$ -	\$ -
48 60-90 Days			20%	n/a	Policy	\$ -	\$ -	\$ -	100%	20%		\$ -	\$ -	\$ -
49 After 90 Days			50%	n/a	Policy	\$ -	\$ -	\$ -	100%	50%		\$ -	\$ -	\$ -
50 Legalizing Illegal Vendor			\$ 914	n/a	Policy	\$ -	\$ -	\$ -	100%	\$914		\$ -	\$ -	\$ -
51 H) VEHICULAR FOOD VENDING PERMIT														
52 Application Processing		11	\$ 137	110%	\$ 125	\$ 1,374	\$ 1,507	\$ (133)	100%	\$125	-9%	\$ 1,374	\$ (133)	\$ -
53 Initial Permit Fee		11	\$ 1,822	133%	\$ 1,374	\$ 15,112	\$ 20,042	\$ (4,930)	100%	\$1,374	-25%	\$ 15,112	\$ (4,930)	\$ -
54 Permit Renewal Fee		14	\$ 1,822	133%	\$ 1,374	\$ 19,233	\$ 25,508	\$ (6,275)	100%	\$1,374	-25%	\$ 19,233	\$ (6,275)	\$ -
55 Late Fee														

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations														
			Per Unit			Annual			Per Unit			Annual											
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy									
Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:																							
56	30-60 Days		10%	n/a	Policy	\$ -	\$ -	\$ -	100%	10%		\$ -	\$ -	\$ -									
58	60-90 Days		20%	n/a	Policy	\$ -	\$ -	\$ -	100%	20%		\$ -	\$ -	\$ -									
59	After 90 Days		50%	n/a	Policy	\$ -	\$ -	\$ -	100%	50%		\$ -	\$ -	\$ -									
60	Legalizing Illegal Vendor		\$ 3,644	n/a	Policy	\$ -	\$ -	\$ -	100%	\$3,644		\$ -	\$ -	\$ -									
61 I) REVIEW OF PRIVATE INFRASTRUCTURE PERMIT																							
62	\$1 to \$5,000 Construction Valuation	new category	1	\$ 1,441	107%	\$ 1,349	\$ 1,349	\$ 1,441	\$ (92)	74%	\$1,000		\$ 1,000	\$ (441)	\$ 349								
63	\$5,001 to \$10,000 Construction Valuation		1	\$ 1,441	53%	\$ 2,698	\$ 2,698	\$ 1,441	\$ 1,257	100%	\$2,698		\$ 2,698	\$ 1,257	\$ -								
64	\$10,001 to \$50,000 Construction Valuation		3	\$ 1,441	47%	\$ 3,046	\$ 9,139	\$ 4,323	\$ 4,816	100%	\$3,046		\$ 9,139	\$ 4,816	\$ -								
65	\$50,001 to \$100,000 Construction Valuation		1	\$ 4,361	84%	\$ 5,184	\$ 5,184	\$ 4,361	\$ 823	100%	\$5,184		\$ 5,184	\$ 823	\$ -								
66	\$100,001 to \$500,000 Construction Valuation		3	\$ 6,961	77%	\$ 9,063	\$ 27,188	\$ 20,883	\$ 6,305	100%	\$9,063		\$ 27,188	\$ 6,305	\$ -								
67	\$500,001 - \$5M Construction Valuation		1	\$ 25,761	82%	\$ 31,364	\$ 31,364	\$ 25,761	\$ 5,603	100%	\$31,364		\$ 31,364	\$ 5,603	\$ -								
68	General Plan Surcharge (assessed on all P-JOB Permits)		7	0.10%	59%	0.17%	\$ 0	\$ 0	\$ 0	100%	0.17%		\$ 0	\$ 0	\$ -								
69	Extension of P-JOB Permit for work incomplete after one year		1	\$ 917	101%	\$ 909	\$ 909	\$ 917	\$ (8)	100%	\$909		\$ 909	\$ (8)	\$ -								
70	Review of Plan Revisions																						
71	Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -								
72	Outside of Working Hours	Hourly	1	\$ 191	73%	\$ 262	\$ 262	\$ 191	\$ 71	100%	\$262		\$ 262	\$ 71	\$ -								
73 T) INSPECTION OF PRIVATE INFRASTRUCTURE																							
74	Basic Fee																						
75	\$1 to \$100,000	new category	6	\$ 4,400	88%	\$ 5,006	\$ 30,039	\$ 26,400	\$ 3,639	100%	8.5% of ENR		\$ 30,039	\$ 3,639	\$ -								
76	\$100,001 to \$500,000	new category	3	\$ 26,600	100%	\$ 26,694	\$ 80,081	\$ 79,800	\$ 281	100%	\$8,500 + 8% over \$100,001		\$ 80,081	\$ 281	\$ -								
77	\$500,001+	new category	2	\$ 58,000	103%	\$ 56,063	\$ 112,127	\$ 116,000	\$ (3,873)	100%	\$40,500 + 7.5% over \$500,001		\$ 112,127	\$ (3,873)	\$ -								
78	Outside of Regular Working Hours	Hourly		\$ 173	72%	\$ 240	\$ -	\$ -	\$ -	100%	\$240		\$ -	\$ -	\$ -								

Planning and Building User Fee Subtotal	\$560,656	\$457,018	\$103,638 #	\$560,307	\$103,289	\$349
% of Full Cost		82%	18%		18%	0%

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
Public Works Fees:														
79 A) PATH VACATION		1	\$ 2,096	41%	\$ 5,154	\$ 5,154	\$ 2,096	\$ 3,058	100%	\$5,154		\$ 5,154	\$ 3,058	\$ -
80 B) STREET VACATION														
81 Summary Vacation			\$ 2,751	55%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980		\$ -	\$ -	\$ -
82 General Vacation		1	\$ 5,240	102%	\$ 5,154	\$ 5,154	\$ 5,240	\$ (86)	100%	\$5,154		\$ 5,154	\$ (86)	\$ -
83 Notifications		1	\$ 917	86%	\$ 1,060	\$ 1,060	\$ 917	\$ 143	100%	\$1,060		\$ 1,060	\$ 143	\$ -
84 C) EASEMENT - DEDICATION OR VACATION														
85 City Council Action		1	\$ 1,965	39%	\$ 4,980	\$ 4,980	\$ 1,965	\$ 3,015	100%	\$4,980		\$ 4,980	\$ 3,015	\$ -
86 City Engineer Action		2	\$ 917	36%	\$ 2,564	\$ 5,128	\$ 1,834	\$ 3,294	100%	\$2,564		\$ 5,128	\$ 3,294	\$ -
87 Shared Access Engineering Review			\$ 524	29%	\$ 1,804	\$ -	\$ -	\$ -	100%	\$1,804		\$ -	\$ -	\$ -
88 D) CERTIFICATE OF COMPLIANCE														
89 For Work Through Six Hours		4	\$ 786	60%	\$ 1,311	\$ 5,246	\$ 3,144	\$ 2,102	100%	\$1,311		\$ 5,246	\$ 2,102	\$ -
90 For Work After Six Hours	Hourly	6	\$ 131	69%	\$ 190	\$ 1,137	\$ 786	\$ 351	100%	\$190		\$ 1,137	\$ 351	\$ -
91 E) ENCROACHMENT IN THE PUBLIC ROW OR PUBLIC EASEMENT														
92 City Engineer Action														
93 New Encroachment		61	\$ 917	51%	\$ 1,781	\$ 108,655	\$ 55,937	\$ 52,718	100%	\$1,781		\$ 108,655	\$ 52,718	\$ -
94 Existing Encroachment		2	\$ 1,703	54%	\$ 3,176	\$ 6,353	\$ 3,406	\$ 2,947	100%	\$3,176		\$ 6,353	\$ 2,947	\$ -
95 Private Party bike rack installation		1	\$ 37	2%	\$ 1,781	\$ 1,781	\$ 37	\$ 1,744	4%	\$74		\$ 74	\$ 37	\$ 1,707
96 Encroachment for R3 Occupancy		25	\$ 524	29%	\$ 1,781	\$ 44,531	\$ 13,100	\$ 31,431	100%	\$1,781		\$ 44,531	\$ 31,431	\$ -
97 Amendment or Rescission		3	\$ 262	24%	\$ 1,084	\$ 3,251	\$ 786	\$ 2,465	100%	\$1,084		\$ 3,251	\$ 2,465	\$ -
98 City Council Action		7	\$ 1,965	39%	\$ 4,980	\$ 34,860	\$ 13,755	\$ 21,105	100%	\$4,980		\$ 34,860	\$ 21,105	\$ -
99 F) TRACT MAP														
100 Tentative Map (charged with Planning)		2	\$ 3,406	91%	\$ 3,761	\$ 7,521	\$ 6,812	\$ 709	100%	\$3,761		\$ 7,521	\$ 709	\$ -
101 Final Map		2	\$ 3,144	54%	\$ 5,817	\$ 11,633	\$ 6,288	\$ 5,345	100%	\$5,817		\$ 11,633	\$ 5,345	\$ -
102 Tentative Map - Each Lot over 5			\$ 262	74%	\$ 354	\$ -	\$ -	\$ -	100%	\$354		\$ -	\$ -	\$ -
103 Certificate of Correction		1	\$ 524	45%	\$ 1,157	\$ 1,157	\$ 524	\$ 633	100%	\$1,157		\$ 1,157	\$ 633	\$ -
104 Subdivision Improvement Agreement		10	\$ 917	58%	\$ 1,593	\$ 15,932	\$ 9,170	\$ 6,762	100%	\$1,593		\$ 15,932	\$ 6,762	\$ -

User Fee Study Summary Sheet

City of Oakland
 Engineering Services - 84421, 84432, 84433
 2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
105 Amended Final Map			\$ 524	31%	\$ 1,709	\$ -	\$ -	\$ -	100%	\$1,709	\$ -	\$ -	\$ -	
106 Revisions to Final Map, Tentative Map, or SIA														
107 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174	\$ 349	\$ 87	\$ -	
108 Overtime Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262	\$ -	\$ -	\$ -	
109 G) STREET DEDICATION			\$ 1,965	39%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980	\$ -	\$ -	\$ -	
110 H) STREET NAME CHANGE														
111 Application			\$ 1,965	39%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980	\$ -	\$ -	\$ -	
112 Notifications			\$ 524	44%	\$ 1,196	\$ -	\$ -	\$ -	100%	\$1,196	\$ -	\$ -	\$ -	
113 I) REVIEW OF PUBLIC INFRASTRUCTURE PERMIT														
114 \$1 to \$5,000 Construction Valuation	new category	1	\$ 1,441	107%	\$ 1,349	\$ 1,349	\$ 1,441	\$ (92)	74%	\$1,000	\$ 1,000	\$ (441)	\$ 349	
115 \$5,001 to \$10,000 Construction Valuation		1	\$ 1,441	53%	\$ 2,698	\$ 2,698	\$ 1,441	\$ 1,257	100%	\$2,698	\$ 2,698	\$ 1,257	\$ -	
116 \$10,001 to \$50,000 Construction Valuation		3	\$ 1,441	47%	\$ 3,046	\$ 9,139	\$ 4,323	\$ 4,816	100%	\$3,046	\$ 9,139	\$ 4,816	\$ -	
117 \$50,001 to \$100,000 Construction Valuation		1	\$ 4,361	84%	\$ 5,184	\$ 5,184	\$ 4,361	\$ 823	100%	\$5,184	\$ 5,184	\$ 823	\$ -	
118 \$100,001 to \$500,000 Construction Valuation		3	\$ 6,961	77%	\$ 9,063	\$ 27,188	\$ 20,883	\$ 6,305	100%	\$9,063	\$ 27,188	\$ 6,305	\$ -	
119 \$500,001 - \$5M Construction Valuation		1	\$ 25,761	82%	\$ 31,364	\$ 31,364	\$ 25,761	\$ 5,603	100%	\$31,364	\$ 31,364	\$ 5,603	\$ -	
120 General Plan Surcharge (assessed on all P-JOB Permits)		7	0.10%	59%	0.17%	\$ 0	\$ 0	\$ 0	100%	0.17%	\$ 0	\$ 0	\$ 0	
121 Extension of P-JOB Permit for work incomplete after one year		1	\$ 917	101%	\$ 909	\$ 909	\$ 917	\$ (8)	100%	\$909	\$ 909	\$ (8)	\$ -	
122 Review of Plan Revisions														
123 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174	\$ 349	\$ 87	\$ -	
124 Outside of Working Hours	Hourly	1	\$ 191	73%	\$ 262	\$ 262	\$ 191	\$ 71	100%	\$262	\$ 262	\$ 71	\$ -	
125 J) FRANCHISE APPLICATION OR RENEWAL			\$ 1,179	21%	\$ 5,677	\$ -	\$ -	\$ -	100%	\$5,677	\$ -	\$ -	\$ -	
126 K) SPUR TRACK			\$ 1,179	25%	\$ 4,631	\$ -	\$ -	\$ -	100%	\$4,631	\$ -	\$ -	\$ -	
N) CONSULTATION REQUESTED FOR PRELIMINARY REVIEW OF IMPROVEMENTS AND CONSTRUCTION PROJECTS	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	\$ -	\$ -	\$ -	
127 O) MYLAR PLAN RETRIEVAL			\$ 5	62%	\$ 8	\$ -	\$ -	\$ -	100%	\$8	\$ -	\$ -	\$ -	
128 P) CITY OF OAKLAND MAPS AND PLANS														
130 2,400 Scale		5	\$ 8	50%	\$ 15	\$ 76	\$ 38	\$ 38	100%	\$15	\$ 76	\$ 38	\$ -	
131 1,500 Scale		5	\$ 8	50%	\$ 15	\$ 76	\$ 38	\$ 38	100%	\$15	\$ 76	\$ 38	\$ -	
132 Plans (copies larger than 11" x 17")		50	\$ 8	50%	\$ 15	\$ 756	\$ 375	\$ 381	100%	\$15	\$ 756	\$ 381	\$ -	

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
133 Q) S-11 ENGINEERING REVIEW			\$ 917	131%	\$ 698	\$ -	\$ -	\$ -	100%	\$698		\$ -	\$ -	\$ -
134 R) PARCEL MAP														
135 Tentative Map		16	\$ 1,310	97%	\$ 1,357	\$ 21,710	\$ 20,960	\$ 750	100%	\$1,357		\$ 21,710	\$ 750	\$ -
136 Parcel Map		16	\$ 1,179	74%	\$ 1,589	\$ 25,430	\$ 18,864	\$ 6,566	100%	\$1,589		\$ 25,430	\$ 6,566	\$ -
137 Amended Tentative Map or Parcel Map		16	\$ 524	93%	\$ 562	\$ 8,990	\$ 8,384	\$ 606	100%	\$562		\$ 8,990	\$ 606	\$ -
138 Revisions to Tentative Map or Parcel Map														
139 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
140 Outside of Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
141 Certification of Correction			\$ 524	108%	\$ 484	\$ -	\$ -	\$ -	100%	\$484		\$ -	\$ -	\$ -
142 S) EIR ENGINEERING REVIEW														
143 Application		42	\$ 1,048	75%	\$ 1,395	\$ 58,593	\$ 44,016	\$ 14,577	100%	\$1,395		\$ 58,593	\$ 14,577	\$ -
144 Revisions	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
145 T) INSPECTION OF PUBLIC INFRASTRUCTURE														
146 Basic Fee														
147 \$1 to \$100,000	new category	6	\$ 4,400	88%	\$ 5,006	\$ 30,039	\$ 26,400	\$ 3,639	100%	8.5% of ENR		\$ 30,039	\$ 3,639	
148 \$100,001 to \$500,000	new category	3	\$ 26,600	100%	\$ 26,694	\$ 80,081	\$ 79,800	\$ 281	100%	\$8,500 + 8% over \$100,001		\$ 80,081	\$ 281	
149 \$500,001+	new category	2	\$ 58,000	103%	\$ 56,063	\$ 112,127	\$ 116,000	\$ (3,873)	100%	\$40,500 + 7.5% over \$500,001		\$ 112,127	\$ (3,873)	
150 Outside of Regular Working Hours	Hourly		\$ 173	72%	\$ 240	\$ -	\$ -	\$ -	100%	\$240		\$ -	\$ -	\$ -
151 V) PERMIT APPLICATION REVIEW AND PROCESSING														
152 Outside of Regular Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
153 W) LOT LINE MERGER AND ADJUSTMENT Y) PLAN CHECK AND INSPECTION FOR SITE DEVELOPMENT NOT RELATED TO ANY OTHER REQUIRED 154 PERMIT		9	\$ 262	82%	\$ 320	\$ 2,881	\$ 2,358	\$ 523	100%	\$320		\$ 2,881	\$ 523	\$ -
155 Application			\$ 71	117%	\$ 60	\$ -	\$ -	\$ -	100%	\$60		\$ -	\$ -	\$ -
156 Plan Check	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174		\$ -	\$ -	\$ -
157 Inspection	Hourly		\$ 99	62%	\$ 160	\$ -	\$ -	\$ -	100%	\$160		\$ -	\$ -	\$ -

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations														
			Per Unit			Annual			Per Unit			Annual											
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy									
158 Z) OBSTRUCTION PERMITS																							
159	Short-term Permits (Max of 14 Days)																						
160	Metered Area	per day	8550	\$ 35	n/a	policy	\$ 294,975	\$ 294,975	\$ -	100%	\$35		\$ 294,975	\$ -	\$ -								
161	Un-metered Area	per day	4770	\$ 17	n/a	policy	\$ 82,283	\$ 82,283	\$ -	100%	\$17		\$ 82,283	\$ -	\$ -								
162	No Parking Anytime Sign	per day	15048	\$ 3	n/a	policy	\$ 46,649	\$ 46,649	\$ -	100%	\$3		\$ 46,649	\$ -	\$ -								
163	Long-term Permits (15-180 Day Maximum)																						
164	Metered Area	30 days	360	\$ 1,037	n/a	policy	\$ 373,320	\$ 373,320	\$ -	100%	\$1,037		\$ 373,320	\$ -	\$ -								
165	Un-metered Area	30 days	1368	\$ 519	n/a	policy	\$ 709,992	\$ 709,992	\$ -	100%	\$519		\$ 709,992	\$ -	\$ -								
166 AB) MISCELLANEOUS ENGINEERING REVIEW																							
167	Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -								
168	Outside of Working Hours	Hourly	31	\$ 191	73%	\$ 262	\$ 8,109	\$ 5,921	\$ 2,188	100%	\$262		\$ 8,109	\$ 2,188	\$ -								
169 AC) PAY TELEPHONE PERMIT																							
170	Application Processing			\$ 393	108%	\$ 365	\$ -	\$ -	\$ -	100%	\$365		\$ -	\$ -	\$ -								
171	Annual Renewal			\$ 131	127%	\$ 103	\$ -	\$ -	\$ -	100%	\$103		\$ -	\$ -	\$ -								
172	Late Renewal			\$ 262	123%	\$ 214	\$ -	\$ -	\$ -	100%	\$214		\$ -	\$ -	\$ -								
173	Reclaiming Removed Pay Phone			\$ 594	120%	\$ 496	\$ -	\$ -	\$ -	100%	\$496		\$ -	\$ -	\$ -								
174	AD) TRANSPORTATION/TRAFFIC PROJECT REVIEW	New		\$ -		\$ 21,798	\$ -	\$ -	\$ -	100%	10% of consultant fee		\$ -	\$ -	\$ -								
175	RECORDS MANAGEMENT FEE	New		9.50%	n/a	Policy	\$ -	\$ -	\$ -	100%	9.50%		\$ -	\$ -	\$ -								
176	TECHNOLOGY ENHANCEMENT FEE	New		5.25%	n/a	Policy	\$ -	\$ -	\$ -	100%	5.25%		\$ -	\$ -	\$ -								

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations						
			Per Unit			Annual			Per Unit			Annual			
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
177 Q) PROCESSING TREE REMOVAL PERMITS															
178 Developed Property	delete		\$66	n/a	n/a	\$ -	\$ -	\$ -		n/a	n/a	n/a	\$ -	\$ -	\$ -
179 Undeveloped Property			\$131	48%	\$275	\$ -	\$ -	\$ -	100%	\$275	110%	\$ -	\$ -	\$ -	\$ -
180 R) PROCESSING UTILITY COMPANY EXCAVATION PERMIT			\$131	80%	\$163	\$ -	\$ -	\$ -	100%	\$163	24%	\$ -	\$ -	\$ -	\$ -

Public Works User Fee Subtotal	\$2,199,454	\$2,016,796	\$182,658 #		\$2,197,398	\$180,602	\$2,056
% of Full Cost		92%	8%		100%	8%	0%

Combined Planning and Building and Public Works Total	\$2,760,110	\$2,473,814	\$286,296		\$2,757,706	\$283,891	\$2,405
% of Full Cost		90%	10%		100%	10%	0%

Footnotes:

Fee #119) Recommended policy: for projects over \$500,001 valuation, the developer may opt to pay on a deposit + hourly rate basis.

Fee #174) this fee recovers the City's cost of reviewing and commenting on consultant reports. The average report size is \$200,000, yielding a fee of 10% of the consultant contract.

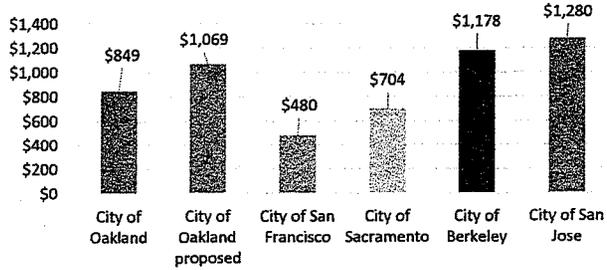
Appendix A
Fee Comparison Analysis

MGT

OF AMERICA, INC.

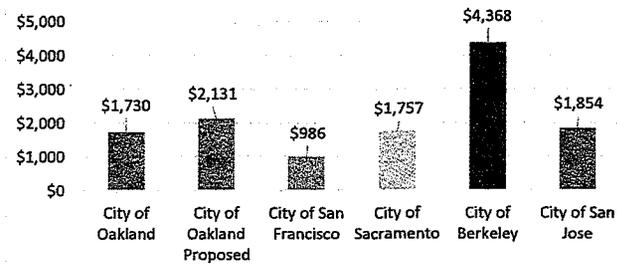


**Building Permit Alteration
\$50,001 Valuation**



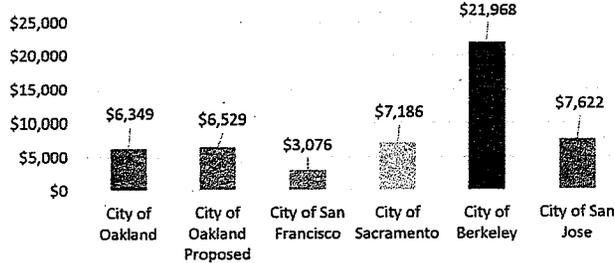
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 500 sq. ft. garage.

**Building Permit Alteration
\$200,001 Valuation**



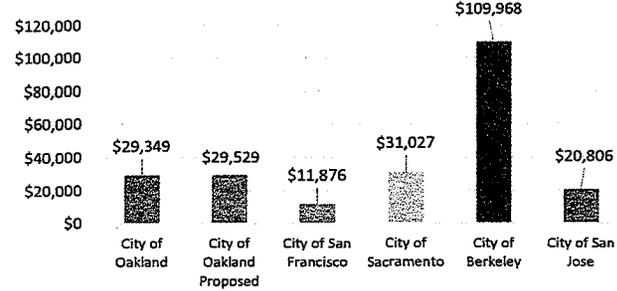
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a single story dwelling.

**Building Permit New Construction
\$1,000,001 Valuation**



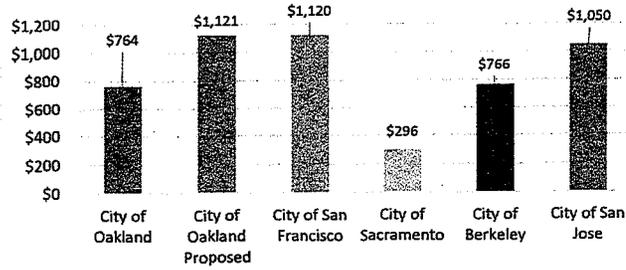
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 50,000 square foot shell building.

**Building Permit New Construction
\$5,000,001 Valuation**



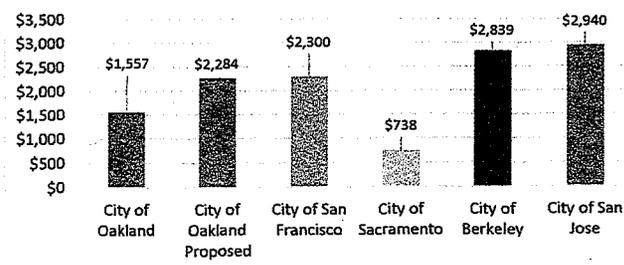
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 30,000 square foot dwelling.

**Building Plan Review Alteration
\$50,001 Valuation**



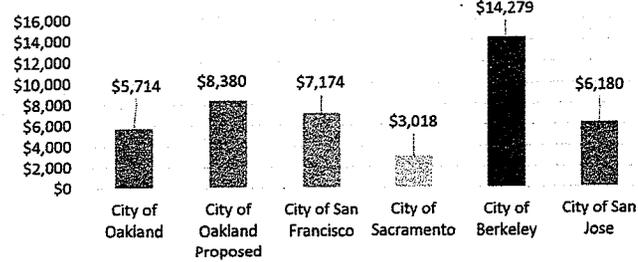
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 500 sq. ft. room addition.

**Building Plan Review New Construction:
\$200,001 Valuation**



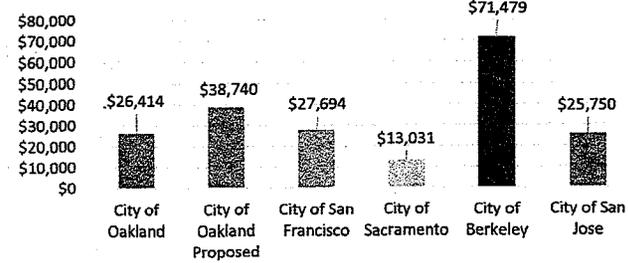
Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 2,000 sq. ft. dwelling.

**Building Plan Review New Construction
\$1,000,001 Valuation**



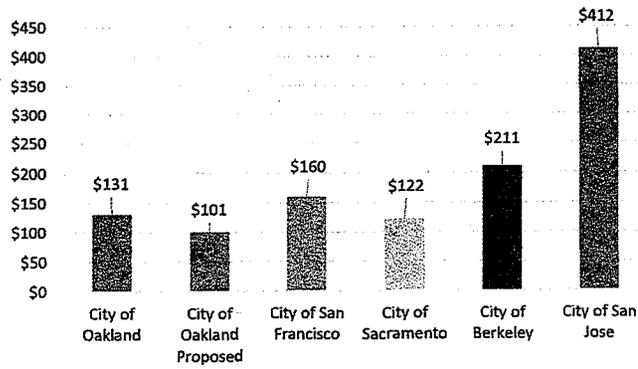
Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 25 unit apartment complex.

**Building Plan Review New Construction
\$5,000,001 Valuation**

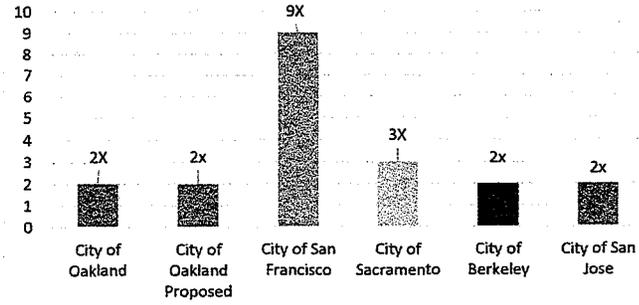


Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 110 unit apartment complex.

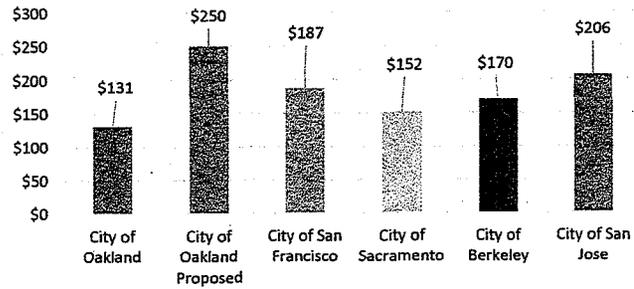
Manufactured Home Plumbing System



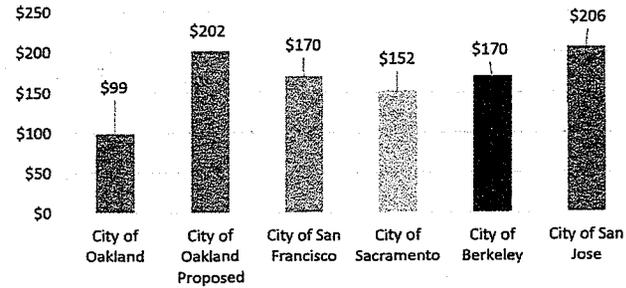
Construction without a Permit (Penalty) X Original Permit



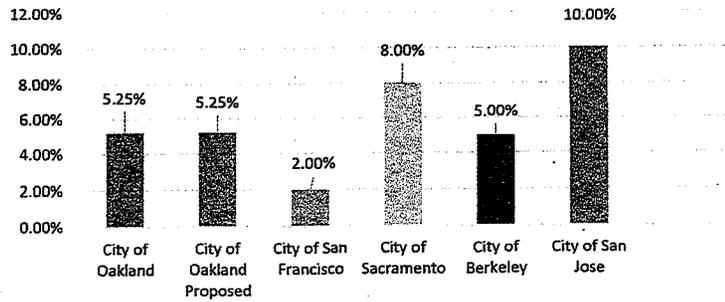
Standard Hourly Rates: Plan Review



Standard Hourly Rates: Inspection

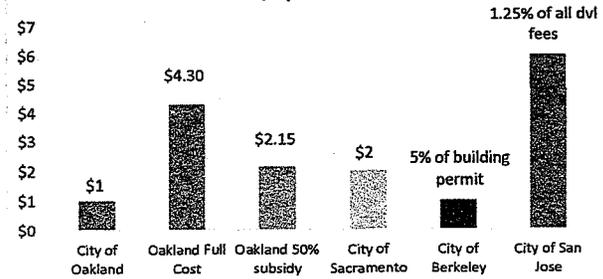


Technology Surcharge



San Jose: 10% digitizing surcharge is capped at \$2,000 per project.

General Plan Maintenance Surcharge per \$1,000 valuation



CODE ENFORCEMENT FEE COMPARISON TABLE

Fee Category	Oakland - Current	Oakland - Proposed	Fresno	Anaheim	Sacramento	Long Beach	San Jose
Document Fees (order, invoice, notice, declaration, lien release, termination, etc.)	\$297 for preparation per document	\$512 for preparation per document	\$100 per hour, plus 100 administrative fee	Civil Citations: \$100, 1st offense \$200, 2nd offense \$500, subsequent offenses	\$400 (flat fee), except Notice and Order to Abate Public Nuisance (\$800 flat fee) Notice and Order to Repair, Rehabilitate or Demolish, \$1,400+	\$125 (flat fee)	No document fees
Re-inspection fees	\$396 (flat fee)	\$206 (flat fee)	\$100 per hour	\$196 (flat fee)	Document fees only	\$157 (flat fee)	\$160-183 (flat fee)
Administrative Fees for Contracted Work (abatement)	31% or \$693 minimum (per instance or contract, whichever is greater)	\$1 - \$5,000: 30% \$5,001-\$10k: 25% \$10,001+ 20%	\$100 per hour	No fee	20% of abatement costs	\$331 (flat fee)	\$98 per hour
Vacant/Foreclosed Building Program Fees	\$495 registration, and inspection fees (flat fee)	\$737 registration, and inspection fees (flat fee)	\$250 registration (flat fee)	No specific program	\$150 per month, only after 30 days in violation	\$155 (flat fee)	\$250 average per violation (can escalate to \$1,000 per violation)
Inspection Warrant	\$693 (flat fee)	\$1,330 (flat fee)	Hourly rate	No fee	Hourly rate	\$428 (flat fee)	Hourly rate
General Hourly Rate	\$99	\$125	\$100 per hour	\$196 per hour	n/a	\$103 per hour	\$98 per hour

Fee Comparison						
50 Unit Condominium Complex						
Wood Frame, \$5,000,000 construction valuation						
Division / Fee Category	Oakland Current	Oakland Proposed	San Francisco	Sacramento	Berkeley	San Jose
Building Services - Administration						
Fee #3 Filing	\$16	\$13	\$0	\$152	\$22	\$2,880
Fee #5 Routing	55	55	\$0			
Fee #19 Records Management Fee (9.5%)	9,476	11,104	\$300			2,000
Fee #20 Technology Enhancement Fee (5.25%)	5,237	6,136	\$1,995	\$3,778	\$5,395	
Subtotal	\$14,784	\$17,308	\$2,295	\$3,930	\$5,417	\$4,880
Building Services - Inspection						
Fee #19/20 Inspection	\$29,349	\$29,529	\$11,876	\$33,256	\$107,900	\$66,950
Fee #60a Electrical Inspection - New Construction	n/a	7,382	\$7,204	\$3,750	\$5,000	<i>included above</i>
Fee #60b Mechanical Inspection - New Construction	n/a	2,953	\$4,783	\$3,750	\$5,000	<i>included above</i>
Fee #60c Plumbing Inspection - New Construction	n/a	4,429	\$5,535	\$3,750	\$5,000	<i>included above</i>
Fee #77 Plumbing Inspection of New Apartments	9,900	n/a	n/a			
Fee #96 Cooling System	2,150	n/a	n/a	4,375		
Fee #103 Furnace	2,150	n/a	n/a	4,375		
Fee #148 Electrical Inspection of New Apartments	9,900	n/a	n/a			
Fee #218 General Plan Surcharge	5,000	21,500	\$0	\$10,000	\$5,395	3,348
Subtotal	\$58,449	\$65,793	\$29,398	\$63,256	\$128,295	\$70,298
Building Services - Plan Check						
Fee #2 Plan Check	\$26,414	\$38,978	\$27,694	\$13,968	\$70,135	\$10,080
Fee #27 Site Plan Review	917	658	\$1,870	\$4,988		2,940
Fee #28 Parking Review - 1st 4 Spaces	262	462	n/a			
Fee #32 Parking Review 41-120 Spaces	524	838	n/a			
Subtotal	\$28,117	\$40,936	\$29,564	\$18,956	\$70,135	\$13,020
Engineering						
Fee #4 Grading Permit (assume 1,500 cy)	3,791	3,932				2,432
Fee #15 Construction Site Monitoring Plan Review	1,965	2,595				1,870
Fee #16 Construction Site Monitoring Inspection	396	400		\$2,250	\$4,500	748
Fee #82 Tentative Map	\$3,406	\$3,761		\$1,000	\$5,453	
Fee #83 Final Map	3,144	5,817			\$9,050	7,925
Fee #99 Review of Infrastructure	4,361	5,184		\$6,375		3,875
Fee #125 Environmental Impact Report	1,048	1,395	\$48,768	\$25,000	\$5,068	11,875
Fee #130 Inspection of Infrastructure (\$100,000 val)	0	8,500		\$6,375		3,875
Subtotal	\$18,111	\$31,584	\$48,768	\$41,000	\$24,071	\$32,600
Planning and Zoning						
Fee #25 Design Review Major Project	\$2,358	\$2,649	\$13,474	\$17,500	\$11,284	\$3,000
Fee #68 New Construction Activity Surcharge	1,780	2,461	\$6,880			
Fee #106 Tentative Map	6,550	6,500	\$13,474	\$25,000	\$10,171	7,370
Subtotal	\$10,688	\$11,610	\$33,828	\$42,500	\$21,455	\$10,370
TOTAL	\$130,148	\$167,230	\$143,853	\$169,642	\$249,373	\$131,168

General Plan Maintenance fee survey

Bakersfield	\$78 fee on all new building permits
Belmont	\$2.50 per \$1,000 valuation
Berkeley	5% surcharge against building permits
Brentwood	\$211.62 per dwelling unit (fee only charged against residential)
Concord	\$1 per \$1,000 valuation
Corona	2.2% surcharge against building permits
Daly City	\$5 per \$1,000 valuation
Davis	\$2 per \$1,000 valuation
Elk Grove	\$0.275 per \$1,000 valuation
Emeryville	\$0.50 per \$1,000 valuation
Fairfield	\$5 per \$1,000 valuation, excluding solar
Folsom	3% surcharge against development fees
Fremont	15% surcharge against building permits
Galt	\$3.60 per \$1,000 valuation
Garden Grove	\$2 plus \$1.75 per \$1,000 valuation (also covers cultural arts)
Healdsburg	\$0.28 per \$1 of planning revenue
Lakewood	\$0.85 per \$1,000 valuation
Lemoore	\$0.72 per \$1,000 valuation
Long Beach	3.1% of development related fees
Los Angeles	3% surcharge against development fees
Marin County	10.5% surcharge against development fees
Modesto	\$0.26 per \$1,000 valuation
Monterey Park	\$2 per \$1,000 valuation
Morgan Hill	5% of building permit and planning fees
Novato	10% of building permit fees
Oakdale	\$2.46 per \$1,000 valuation
Oakland Current	\$1 per \$1,000 valuation
Oakland Full Cost	\$4.3 per \$1,000 valuation
Oakland Full Cost	6% surcharge against building and planning fees
Oakland 50% Subsidy	\$2.15 per \$1,000 valuation
Orange	\$0.50 per \$1,000 valuation
Palo Alto	\$0.51 per \$1,000 valuation
Paradise	12% of building permit fee

Palm Springs	\$0.61 per \$1,000 valuation
Pleasanton	\$250 per planning application
Redwood City	\$0.50 per \$1,000 valuation
Richmond	\$0.68 per \$1,000 valuation
Riverside	10% of all development related fees
Sacramento	\$2.00 per \$1,000 valuation
San Diego	\$88 per development plan check
San Jose	1.25% of all development permit fees
San Rafael	17% of building permit fee
San Ramon	\$3 per \$1,000 valuation
Santa Barbara	11% of building permit fee
Santa Cruz	\$1.35 per \$1,000 valuation
Santa Paula	\$0.51 per sq ft. of new construction, only projects > 500 sq ft.
Stockton	\$2 per \$1,000 valuation
Sunnyvale	\$5 per \$1,000 valuation, excluding residential remodels
Tiburon	10% of building permit fee
Truckee	\$3.10 added to building permit fee
Ukiah	15% surcharge against building fees
Vallejo	7% surcharge against building fees
Whittier	\$2 per \$1,000 valuation
Yolo County	\$2.70 per \$1,000 of valuation on projects over \$50,000

Planning and Building

DEPARTMENT FEE ANALYSIS

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-5



INTER OFFICE MEMORANDUM

TO: John Flores
Interim City Administrator

FROM: Rachel Flynn, AIA *RF*
Director of Planning & Bldg

SUBJECT: Planning and Building Department
MGT of America, Inc.: Use Fee Study Findings Cost

DATE: May 4, 2015

EXECUTIVE SUMMARY

In December 2012, the Planning and Building Department engaged MGT of America, Inc. (MGT) to conduct a detailed cost of services study of development-related user fee activities for the department. In general, "user fee" activities are those services and functions that the Department provides to individuals who receive some material benefit from the services. The purpose was to determine the full cost of operations for services that are currently provided. The proposed ordinance recommends changes to the FY 2015-16 Master Fee Schedule, for City Council adoption.

BACKGROUND/LEGISLATIVE HISTORY

The last comprehensive analysis of fee services conducted by the Planning and Building Department was during FY 2010-11 Mid-cycle Budget to reflect a 3% growth in burdened personnel costs. Historically, the Development Services Fund (Fund 2415) has experienced operating deficits due to a combination of the economic recession and the under-recovery of fees charged. As such, the City contracted with MGT to perform a cost analysis using FY 2014 budget, staffing and operational information. The changes in fees are also intended to meet the requirement of Proposition 26. This report is the result of work conducted between MGT, Planning and Building staff, City Management and Oakland Public Works.

ANALYSIS

The basic objective of the user fee study is to ascertain the reasonable cost of providing each of the services for which the City charges a fee. The standard "bottom up" approach was used for analyzing the cost of providing fee-related services and is described by the following components:

1. Identify all direct staff time on the fee related activity of service. Employee staff hours spent directly on the fee related services, which includes salary and fringe benefits.
2. Calculate direct cost of staff time for each fee using productive hourly rates. Productive hourly rates are used to support full cost recovery adjusted downward to account for non-productive hours (sick leave, vacation, paid holidays, training, meetings, etc.)

3. Determine any other operational costs.
4. Determine indirect or "overhead" costs. This component includes departmental and citywide overhead (CSO) allocated across user fee services in order to capture the full cost of providing the service.

Report Findings

The study included a review of fee-for-service activities; most recommendations are set at 100% cost recovery. One change that should be noted is a revision to the General Plan surcharge and is discussed in further detail below. Other changes to and restructuring of fees are highlighted and examined in further detail beginning on page 11 of the MGT user-fee study report.

General Plan Surcharge

Pursuant to State law, development permit fees may only be charged to cover the cost of providing the services associated with the review and processing of development permits and to cover the cost of preparing and updating plans and policies related to development permits. The General Plan surcharge fees (#218 and #220) are collected to cover the cost of preparing and updating the City's land use and development plans and policies. The current General Plan surcharge fees are 0.10% of the valuation of building permits. These fees are currently set below full cost levels. The fees currently cover only two (2) FTE positions in the Strategic Planning Division out of the eight and one-half (8.5) FTE positions in the Bureau of Planning. The Strategic Planning Division is responsible for preparing and updating the City's General Plan, area and specific plans, zoning regulations, and other land use plans and policies. Revenue from development permit fees that could be used to review and process development permits is used to cover Strategic Planning Division costs not covered by the General Plan surcharge, which contributes to understaffing of the review and processing of development permits.

The cost of preparing and updating the City's land use plans, policies, and codes is \$1,326,724 annually. This cost includes Strategic Planning Division staff and consultants associated with updating the General Plan. The City's General Plan should be updated approximately every 20 years or so as that is the typical long-term planning horizon. Therefore, consultant costs, associated with updating the General Plan, are amortized over a 20-year period. Costs related to Specific Plans are grant funded and therefore not included in the General Plan surcharge fee. The work performed by the Strategic Planning Division covers the entire city and benefits the entire Oakland community.

The study recommends increasing the General Plan surcharge fees from 0.10% to 0.43% of the valuation of building permits. This amount would cover the \$1,326,724 annual cost of updating the City's land use plans and policies. The fee study also identifies two alternatives to the proposed General Plan surcharge: Alternative #1 would apply the General Plan surcharge to all development permits (not just building permits) in order to spread the cost over a wider basis and reduce the surcharge on each permit. This approach would still collect the same amount of revenue and cover the costs of preparing and updating the City's land use plans and policies.

Alternative #2 would result in a subsidy of 50% of the cost of preparing and updating the City's General Plan, other land use plans, policies, and codes. This alternative recognizes that the existing Oakland community benefits from updating the City's plans and policies and therefore, developers should not shoulder the full burden of these costs. This approach would recover \$663,362, or only 50% of the cost of preparing and updating the City's plans and policies.

Engineering Services

As part of the FY 13-15 Adopted Policy Budget, the Engineering Services function was transferred from the Planning and Building Department (DPB) to Oakland Public Works (OPW). Fees proposing to transfer to OPW are reflected in a separate table beginning on page 49 of the User Fee Study Report.

COST SUMMARY/IMPLICATIONS

Based on current fee levels, the City is achieving approximately 68% cost recovery. The full adoption of the recommended fee levels is projected to increase revenues by \$7.5M annually, as summarized on page 10 of the User Fee Study report.



Report on User Fee Study Findings

April 17, 2015

MGT
OF AMERICA, INC.

2251 Harvard Street, Suite 134
Sacramento, CA 95815

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EXECUTIVE SUMMARY

Introduction

MGT of America (MGT) is pleased to present the City of Oakland (City) with this summary of findings for the user fee study.

It has been many years since the City conducted a comprehensive analysis of its development-related user fee services. The last time development-related fees were adjusted was during FY 2010/11 to reflect a 3% growth in burdened personnel costs. The City is now interested in knowing the full cost of providing user fee-related services, and exploring the options of modifying current fees to better reflect Council priorities. In 2013, the City contracted with MGT to perform this cost analysis using fiscal year 2014 budget figures, staffing and operational information. MGT was also tasked with recommending fee adjustments for each department based on industry best-practices.

This report is the culmination of the past eighteen months of work between MGT and City management and staff. MGT would like to take this opportunity to acknowledge all management and staff who participated on this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to the success of this study.

Study Scope and Objectives

This study included a review of fee-for service activities within the following departments/divisions:

- Building Administration
- Building Inspection
- Building Plan Check
- Code Enforcement
- Planning
- Engineering Services

The study was performed under the general direction of the Planning and Building department with the participation of representatives from each fee section area. The primary goals of the study were to:

- ❖ Define what it costs the city to provide various development fee-related services.

- ❖ Recommend fee adjustments based on industry best practices, practices of comparable agencies and MGT's professional opinion.
- ❖ Develop revenue projections based on recommended increases (or decreases) to fees.
- ❖ Compile information regarding fees charged by the following comparable cities:
 - ▶ San Francisco, Sacramento, San Diego, Berkeley, San Jose and Walnut Creek.
- ❖ Provide user fee models and templates to City staff enabling staff to update the study results in future years and incorporate new fees as they occur. The industry standard is to conduct a comprehensive review of fees every three to five years and make annual adjustments based on an inflation index. However, given the increasing cost of public sector employee benefits, agencies may incorporate those cost increases into the annual fee adjustments.

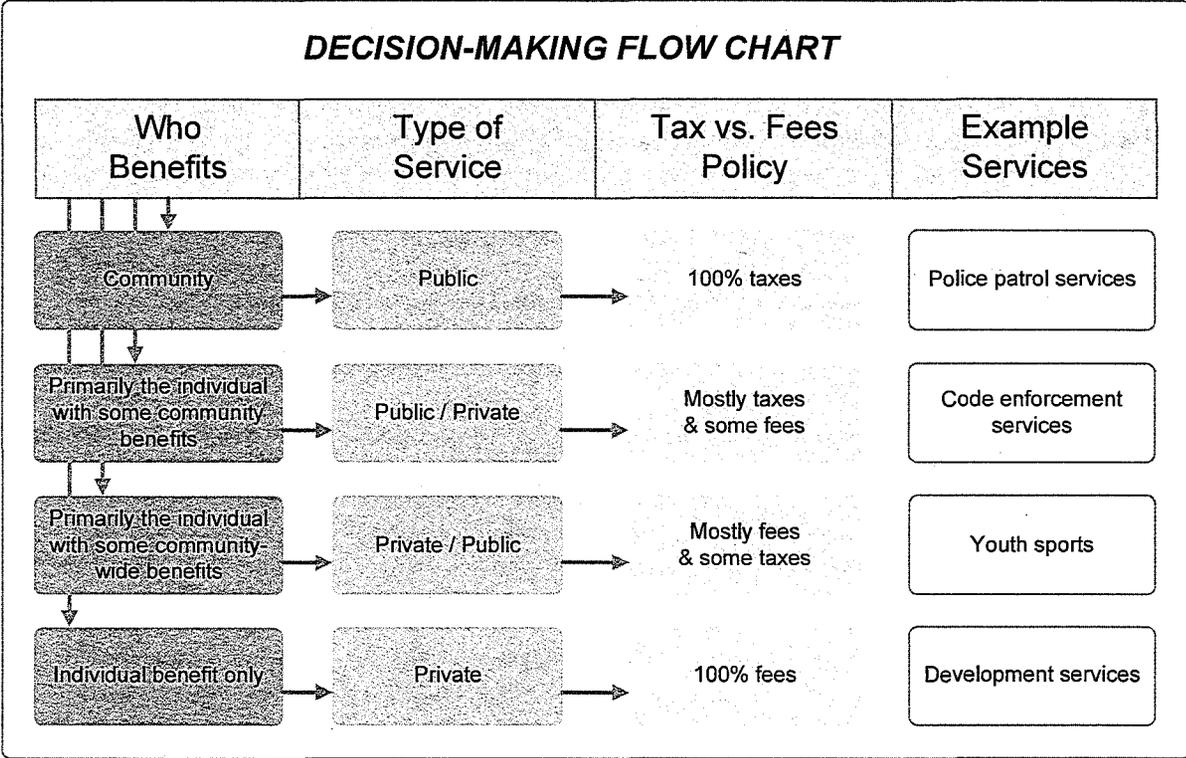
The information summarized in this report addresses each of these issues and provides the City with the tools necessary to make informed decisions about any proposed fee adjustments and the resulting impact on City revenues.

The following is a list of legal, economic and policy issues that governmental agencies typically take into consideration when determining cost recovery levels.

- ❖ **State Law** – In California user fees are limited to the “estimated reasonable cost of providing a service” by Government Code section 66014(a) and other supplementary legislation. Proposition 26 was approved by California voters in November of 2010 and clarified which charges are considered user fees and which are considered taxes. The significance of this distinction is that user fees may be raised by Council action up to the limit of actual cost, whereas taxes may not be increased without a majority vote of the public. None of the fee adjustments recommended by MGT are considered taxes per Proposition 26 guidelines. It should be noted that fees charged for the use of government property are exempt from Proposition 26. These include fees for parks and facility rentals as well as green fees, cart and other equipment rental fees for golf services. All of these fees may be set at any price the market will bear.
- ❖ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ❖ **Community benefit** - If a user fee service benefits the community as a whole to some extent, it is appropriate to subsidize a portion of the fee.

- ❖ **Private benefit** – If a user fee primarily benefits the fee payer, the fee is typically set at, or close to 100% full cost recovery. Development-related fees generally fall into this category, however exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.
- ❖ **Service driver** - In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates city code.
- ❖ **Managing demand** - Elasticity of demand is a factor in pricing certain city services; increasing the price may result in a reduction of demand for those services, and vice versa. However, for most fees studied within the report, demand is highly inelastic.
- ❖ **Incentives** – Fees can be set low to encourage participation in a service, such as water heater permitting or photo-voltaic installations.
- ❖ **Disincentives** – Penalties can be instituted to discourage undesirable behavior. Examples include fines for constructing without a building permit.

The flow chart below helps illustrate the economic and policy considerations listed above.



Methodology

The standard approach for analyzing the cost of providing fee-related services is commonly referred to as a “bottom up” approach. The bottom up approach was used to analyze all user fees. A general description of the “bottom up” approach is as follows:

I. Identify all direct staff time spent on the fee related activity or service

MGT conducted a series of meetings with staff from Building Administration, Building Inspection, Building Plan Check, Code Enforcement, Engineering and Planning to identify every employee, by classification, who performs work directly in support of a fee related service. Direct staff

costs are incurred by employees who are “on the front line” and most visible to the customers (e.g. inspectors, counter staff, plan reviewers, etc.). Once all direct staff were identified, departments estimated how much time those employees spend, on average, working on each particular fee service.

Developing time estimates for fee related services can be challenging and departments should be commended for the time and effort they put into this. Although MGT provided departments with templates and other tools to assist them in developing average or “typical” time estimates, these calculations were necessarily developed by the subject matter experts in each operating department.

2. Calculate direct cost of the staff time for each fee using productive hourly rates

Productive hourly rates are used to support full cost recovery. A full-time Oakland employee typically has 1,950 paid hours per year (37.5 hours x 52 weeks). However, cost studies reduce this number to account for non-productive hours (sick leave, vacation, holidays, training, meetings, etc.). MGT calculated the productive hourly rate for each classification based on the salary and benefit information provided by the City and an analysis of annual productive hours by classification.

3. Determine any other operational costs (i.e. other than personnel costs) that can readily be traced to a specific fee-related service as a direct cost

Professional services contracts are an example of an expense that can often be traced to a specific service or program.

4. Determine indirect or “overhead” costs

Generally there are two types of indirect costs: departmental and citywide overhead. These indirect costs are allocated across user fee services in order to capture the full cost of providing the service. If a department performs non-fee related services, a commensurate amount of indirect cost is segregated and not allocated to the fee related services.

- ❖ Departmental overhead costs – these costs include managers, supervisors and support staff as well as other operational costs, such as materials and supplies that are incurred for a common purpose and not readily assigned to a particular service or program.
- ❖ Citywide overhead costs – each department and fund within the city receives an allocation of cost from the city’s various central service departments. Central service departments are those whose main function is to support other city departments and funds. Such departments include the City Administrator, City Attorney, Personnel Resources, City Auditor, Finance and Management, and the Office of Communications and Information. The methods for allocating central service costs can vary but must demonstrate a causal relationship between the allocation methodology and the costs allocated to the operating department. The State Controller’s

Office guidelines stress the importance of allocating citywide overhead costs in a way that “equitably reflect the value of service” provided to the department receiving the service(s). In most cases, industry standards call for one of the following methodologies for allocating central services costs:

- ▶ Number of full-time equivalent staff in the operating department
- ▶ Total operating budget, excluding debt and certain non-operating costs
- ▶ Actual or estimates of time spent in support of the operating department based on documented procedures

5. Compare total costs to the current fee schedule.

Once all direct, indirect and crossover costs are calculated, MGT compared the total cost for each fee-related service to the fee currently charged to the public. In most cases we found the total cost of providing a service exceeded the fee charged. In these instances, the fee can be increased to recover these subsidies. However, there were a number of services for which the total calculated cost was less than the fee charged. In these cases the fee must be lowered to comply with State law.

6. Annual volume figures are incorporated.

Up to this point we have calculated fee costs and revenues on a per-unit basis. By incorporating annual volume estimates provided by each department into the analysis, we extrapolate the per-unit results into annual cost and annual revenue information. This annualization of results accomplishes two primary benefits:

- ❖ Management information: the annualized results give management an estimate of the fiscal impact of any fee adjustments. Because annual volume will change from one year to the next, these figures are estimates only. Actual revenue will depend on future demand level and collection rates, which for some services can be less than 100%.
- ❖ Cross checks and reasonableness tests: by annualizing the results we also annualize the time spent by staff on each service. These annualized results will surface any instances of over or under estimation of time. In these cases we review these results with staff and resolve any anomalies. All staff hours were identified to either fee or non-fee related services.

7. Recommend fee adjustments.

MGT provides fee adjustment recommendations based on industry best practices and practices of comparable agencies. Because most fees analyzed within this report are development-related, most recommendations are set at 100% cost recovery. Of course MGT's recommendations are advisory in nature only – ultimately Council must decide what fee levels are appropriate for Oakland.

Study Findings

The study's primary objective is to provide the City's decision-makers with the basic data needed to make informed pricing decisions. This report details the full cost of services and presents recommended fee adjustments and their fiscal impact. Recommendations are based on careful consideration of the results of the cost analysis, industry best practices and market comparisons.

The results of the study identified that overall, most sections recover much less than the actual cost of providing services. Accordingly, there is an opportunity to raise additional funds through fee adjustments. There are several possible reasons for the current subsidy levels:

- ❖ During the 2003 comprehensive fee analysis, Council may have intentionally subsidized certain services. Subsequently, even if these fees were adjusted annually to keep pace with increasing city costs, these fees would still be below actual cost.
- ❖ It is likely the City's practice of adjusting fees annually via a CPI factor did not keep pace with actual governmental service costs. Over the past decade, government sector costs have outpaced general inflation.
- ❖ Many user fee related processes have changed over the past decade. Often this is the result of increasing service-level demands by the general public. Also, the State has mandated many additional inspections and reviews that add to the City's cost structure within the development-related departments. In fact, CALGreen Title 24 regulations recently became effective July 1st of this year. These more stringent energy regulations will require extra time by inspection and plan review staff. We recommend the City monitor and quantify the increased time requirement and factor this increase into future fee schedule adjustments.

Restructuring of fees. We found that several of the City's fees could be more equitably charged via a different fee structure. We have noted these structure changes within the "Department Highlights" section beginning on page 11.

Comparison analysis. A component of our analysis included a survey of user fees charged by neighboring cities. This survey gives City management a picture of the market environment for city services. This survey is imprecise in that a fee with the same name may involve slightly different services among the various cities surveyed. Some cities lump several services into one fee category, whereas other cities break fees down into a high level of specificity. Accordingly the purpose of this comparison analysis is to impart a sense of how Oakland's fees levels compare with comparable jurisdictions. The comparison analysis is provided in Appendix A.

The exhibit on the following page displays the summary of costs and revenues for each section analyzed:

City of Oakland User Fee Revenue Analysis

<i>Department/Division</i>	Current				Recommended		
	<i>Costs, User Fee Services (A)</i>	<i>Current Revenue (B)</i>		<i>Subsidy (C)</i>	<i>Cost Recovery Policy (D)</i>		<i>Increased Revenue (E)</i>
Building Administration	\$2,374,519	\$2,374,931	100%	(\$412)	\$2,374,519	100%	(\$412)
Building Inspection ¹	\$4,196,386	\$1,482,544	35%	\$2,713,842	\$4,196,285	100%	\$2,713,741
Building Plan Check	\$10,531,103	\$6,911,668	66%	\$3,619,435	\$10,531,103	100%	\$3,619,435
Code Enforcement	\$2,362,162	\$1,582,076	67%	\$780,086	\$2,362,162	100%	\$780,086
Planning	\$1,897,671	\$1,571,257	83%	\$326,414	\$1,897,671	100%	\$326,414
Engineering Services							
- Building Services	\$560,656	\$457,018	82%	\$103,638	\$560,307	100%	\$103,289
Sub Total:	\$21,922,497	\$14,379,494	66%	\$7,543,003	\$21,922,047	100%	\$7,542,553
Engineering Services							
- Public Works ²	\$2,199,454	\$2,016,796	92%	\$182,658	\$2,197,398	100%	\$180,602
Grand Total:	\$24,121,951	\$16,396,290	68%	\$7,725,661	\$24,119,445	100%	\$7,723,155

1) \$1,326,724 of Building Inspection costs represent General Plan Update efforts.

2) As part of the proposed transfer of services from Building Services to Public Works, these revenues will transfer from Building Services to Public Works.

Column A, User Fee Costs – The full cost of providing fee related services to the public was \$24,121,951.

Column B, Current Revenues – Based on current individual fee levels, the City generates fee related revenues of \$16.39 million and is experiencing a 68% cost recovery level. Within each department, cost recovery levels fluctuate significantly. Several of the fees analyzed are currently set above actual cost. These fees must be reduced to comply with State law. The analyses of individual fees are presented in subsequent sections of this report.

Column C, Subsidy – Current fee levels recover 68% of full cost, leaving 32% or \$7,725,661 to be funded by other funding sources. This represents a “window of opportunity” for the City to increase fees and revenues, with a corresponding decrease in the subsidization of services.

Column D, Recommend Recovery – It is estimated that adoption of the recommended cost recovery policy would generate fee revenues of \$24,119,445. This would bring the overall cost recovery level up to almost 100%.

Column E, Increased Revenue – Increasing fees to the recommended levels would generate approximately \$7,723,155 in additional revenue. This represents a 47% increase over revenue currently being collected for these activities by the City on an annual basis.

Department Highlights

Building Administration –

Approximately half of this sections fees are currently set above full cost, while the other half are set below full cost. However, the fees set above full cost have a high annual volume, so adjusting all fees to full cost levels would result in a small net revenue reduction.

Building Inspection –

The vast majority of Building Inspection fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$4,196,285 annually.

Fees #218 and 220, General Plan surcharges – these fees are currently set below full cost levels. The cost of maintaining the City's long-range plans is \$1,326,724 annually. This cost includes Strategic Planning staff, General Plan consultants, Specific Plan consultants and Area Plan consultants. Currently the surcharge is applied against new construction building permit valuation and recovers only a small portion of the \$1,326,724 cost. The City's General Plan was last comprehensively updated in 1998. A comprehensive update is planned for 2017. Below we present three options for the General Plan surcharge:

- Proposed GP Fee: increase the existing surcharge to full cost recovery levels. This option would increase the current fee from 0.10% of construction valuation to 0.43% of construction valuation. For a \$250,000 single family home, the fee would increase from \$250 up to \$1,075.
- Alternative GP Fee #1: apply the annual cost against all Building and Planning fees. By spreading the cost over a wider base, the surcharge on each permit will be much smaller. Applying the \$1,326,724 cost across base revenue of \$20,868,486 (Planning and Building proposed revenue, less GP surcharge revenue of \$1,326,724) yields a surcharge of 6.4%. This surcharge should be applied to all Planning and Building fees.
- Alternative GP Fee #2: subsidize a portion of the General Plan update. This alternative recognizes that the existing Oakland community benefits from an up to date General Plan and that developers should not shoulder the full burden of these costs. Alternative GP Fee #2 calls for a 50% subsidy to be applied to either of the above two options. This option will recover \$663,362 annually.

Fees #60a, 60b and 60c Electrical, Mechanical and Plumbing inspection of New Construction, Addition or Remodels – These are proposed new fee categories. These categories would replace many of the mechanical, electrical and plumbing fees. The charge for each subtrade would be a percentage of the building (e.g. structural) inspection permit. Proposed fees are: Electrical 25%; Mechanical 25% and Plumbing 25%. This percentage approach to subtrade

fees greatly reduced administrative time required to calculate subtrade fees and consolidates (reduces) many of the inspection fees. The fiscal impact of this change is unknown, but is estimated to be revenue neutral. It is believed this change will be customer friendly since it will be much easier for developers to anticipate and budget for these fees. The individual subtrade fees will be utilized for projects involving only a single fixture or small improvement.

Building Plan Check –

The vast majority of Building Plan Check fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$3,619,435 annually.

Fees #21 through 25, Board of Examiners and Appeals fees – these fees are currently flat fees. Due to the wide range of staff time required for these categories, recommendation is to switch these to cost recovery (e.g. time and materials) charges.

Fees #42, Making Building Records Available for Viewing and/or Copying from Archives – this fee is currently set at \$34 per instance. Due to the wide range of staff time required from these requests, recommendation is to switch this to cost recovery (e.g. time and materials) charges.

Code Enforcement –

Approximately half of this sections fees are currently set above full cost, while the other half are set below full cost. If fees are set to recommended cost recovery levels, fee revenue would increase by \$780,086 annually.

Fees #16, #17 and #29 Administrative Fees – several of Code Enforcement's fees are charged as a percentage of the contracted work administered. MGT recommends these percentages be set at a uniform sliding scale as follows:

- \$1 - \$5,000: 30%
- \$5,000 - \$10k 25%
- \$10,001+ 20%

Planning –

Approximately half of this sections fees are set above full cost, while the other half are set below full cost. As a whole, planning fees recover 83% of costs. If fees are set to recommended cost recovery levels, fee revenue would increase by \$326,414 annually.

There are no fee structure change recommendations for planning fees.

Engineering Services –

The vast majority of Engineering fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$283,891 annually.

Engineering Services is staffed by both Building and Public Works staff. The Engineering Services totals have been segregated in the analysis to assist with budgeting and revenue forecasting. Of the increase, \$103,289 accrues to Building and \$180,602 accrues to Public Works.

Fees #95 Private Party Bike Rack Installation fees – The current fee is \$37 while the cost of processing this application is \$1,781. MGT recommends this fee not be increased to full cost recovery levels to ensure access to this service is not prohibited by economic hardship. MGT recommends this fee be increased to \$74 each.

Fees #62 through 67 Review of Private Infrastructure – These fees are structured as a base fee plus additional fee for each \$1,000 of valuation above the base. MGT recommends creating a new category for extremely small projects: \$1 to \$5,000 project valuation and setting this fee at \$1,000. This would keep these services at a reasonable price for very small developments. The full range of proposed fees are as follows:

- \$1 to \$5,000 construction value: \$1,000
- \$5,001 to \$10,000 construction value: \$1,000 + \$340 per each additional \$1,000 construction value
- \$10,001 to \$50,000 construction value: \$2,698 + \$9 per each additional \$1,000 construction value
- \$50,001 to \$100,000 construction value: \$3,046 + \$43 per each additional \$1,000 construction value
- \$100,001 to \$500,000 construction value: \$5,184 + \$10 per each additional \$1,000 construction value
- \$500,001 + construction value: \$9,063 + \$5 per each additional \$1,000 construction value

1) MGT recommends for projects over \$500,001 valuation, the developer be given the option of paying on a deposit + hourly rate basis.

Fees #75 through 77 Inspection of Private Infrastructure fees – The existing fee is a flat 8% of the Engineering News Record (ENR), which is an index used to estimate infrastructure costs. Best practice is for these fees to be tiered to reflect economies of scale. Accordingly, recommends the following three categories:

- \$1 to \$100,000 construction value: 8.5%
- \$100,001 to \$500,000 construction value: \$8,500 + 8% over \$100,001 construction valuation
- \$500,001 + construction value: \$40,500 + 7.5% over \$500,001 construction valuation

1) MGT recommends for projects over \$500,001 valuation, the developer be given the option of paying on a deposit + hourly rate basis.

Instituting these fee category breakdowns will ensure that small projects are not being subsidized and that large projects are not paying more than full cost.

Department Summary Charts

The subsequent pages display the results of our individual fee analysis. For each section the current charge, total cost and recommended fee are listed for each fee-related service.

The summaries are in the following order:

- ❖ Building Administration
- ❖ Building Inspection
- ❖ Building Plan Check
- ❖ Code Enforcement
- ❖ Planning
- ❖ Engineering Services

Building Administration

User Fee Study Summary Sheet

City of Oakland
Building Services - Administration
2013/14

Service Name	Current							Recommendations					
	Annual Volume	Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
1 A) PERMIT APPLICATION FEE													
2 Building, Electrical, Mechanical, Plumbing Permits													
3 Filing	10,000	\$16	122%	\$13	\$131,162	\$160,000	-\$28,838	100%	\$13	-18%	\$131,162	-\$28,838	-
4 Routing - Project Value \$2,000 or Less	350	\$47	107%	\$44	\$15,373	\$16,450	-\$1,077	100%	\$44	-7%	\$15,373	-\$1,077	-
5 Routing - Project Value \$2,001 or Greater	9,500	\$55	96%	\$57	\$541,884	\$522,500	\$19,384	100%	\$57	4%	\$541,884	\$19,384	-
6 Routing - Application and Issuance by Internet Connection	150	\$47	57%	\$82	\$12,306	\$7,050	\$5,256	100%	\$82	75%	\$12,306	\$5,256	-
7 All Other Permits and All Other Engineering Process and Approvals													
8 Filing	3,000	\$16	122%	\$13	\$39,349	\$48,000	-\$8,651	100%	\$13	-18%	\$39,349	-\$8,651	-
9 Routing	3,000	\$55	125%	\$44	\$131,773	\$165,000	-\$33,227	100%	\$44	-20%	\$131,773	-\$33,227	-
10 Mailing and Handling Charges Per 25 Count for Permit Application Service Charge for Verification of Proof of License and Workers Compensation Information Required by State Law for Approval of Permit Application	10	\$8.25	75%	\$11	\$110	\$83	\$27	100%	\$11	33%	\$110	\$27	-
11 Zoning Sign-Off	1	\$15	114%	\$13	\$13	\$15	-\$2	100%	\$13	-13%	\$13	-\$2	-
12 Zoning Sign-Off	10	\$54	75%	\$72	\$722	\$540	\$182	100%	\$72	34%	\$722	\$182	-
13 B) PLANS/MAP PHOTO COPY (COPIES LESS THAN 11"x17")	10	\$0.85	78%	\$1.09	\$11	\$9	\$2	100%	\$1.10	29%	\$11	\$3	-
14 C) DOCUMENT RESEARCH FEE	100	Actual cost, \$7 min.	n/a	\$66	\$6,580	\$6,580	-	100%	\$64 per hour	-	\$6,580	-	-
D) PROCESS BILLING APPEALS AND REFUND REQUESTS THAT ARE DETERMINED TO BE UNFOUNDED	100	\$99	103%	\$96	\$9,606	\$9,900	-\$294	100%	\$96	-3%	\$9,606	-\$294	-
E) PROCESS BILLING APPEALS WITH REFERRAL TO "COLLECTIONS"	200	\$99	31%	\$318	\$63,690	\$19,800	\$43,890	100%	\$318	222%	\$63,690	\$43,890	-
F) PROCESS BILLING APPEALS FOR SECOND RESEARCH/REVIEW	20	\$99	81%	\$123	\$2,452	\$1,980	\$472	100%	\$123	24%	\$2,452	\$472	-
G) PROCESSING SECURITY DEPOSITS (BONDS, CASH, CERTIFICATE OF DEPOSITS, ETC.)	50	\$297	86%	\$344	\$17,204	\$14,850	\$2,354	100%	\$344	16%	\$17,204	\$2,354	-
19 H) RECORDS MANAGEMENT FEE		9.50%	n/a	Policy	903,096	903,096	-	100%	9.50%	-	903,096	-	-
20 I) TECHNOLOGY ENHANCEMENT FEE		5.25%	n/a	Policy	499,079	499,079	-	100%	5.25%	-	499,079	-	-

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		Per Unit			Annual			Per Unit			Annual				
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
21 J) COLLECTIONS – PERMITS & CODE ENFORCEMENT															
22 Alameda County Collection Surcharge on General Levy		1.70%	n/a	Policy	-	-	-	100%	1.70%	-	-	-	-	-	-
23 City Collection Transfer to or Rescission from County		3.00%	n/a	Policy	-	-	-	100%	3.00%	-	-	-	-	-	-
24 Interest on Unpaid Fees and Penalties		10.00%	n/a	Policy	-	-	-	100%	10.00%	-	-	-	-	-	-
25 K) COURIER SERVICE		Actual Cost	n/a	Policy	-	-	-	100%	Actual Cost	-	-	-	-	-	-
26 L) CERTIFICATION OF DOCUMENTS (new)	100		n/a	\$1	\$110		\$110	100%	\$1		\$110	\$110		\$110	

Total User Fees		\$2,374,519	\$2,374,931	-\$412		\$2,374,519	-\$411
% of Full Cost			100%	0%		100%	0%

Building Inspection

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations									
		Per Unit			Annual			Per Unit			Annual						
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy				
1 A) INSPECTION As Required by the Oakland Building Code or the Oakland Sign Code for the Issuance of a Permit FOR NEW CONSTRUCTION																	
3 \$1 to \$1,000 Construction Value	700	\$50	21%	\$240	\$167,760	\$35,000	\$132,760	100%	\$240	379%	\$167,760	\$132,760	-				
4 \$1,001 to \$1,500 Construction Value	500	\$58	24%	\$240	\$119,829	\$29,000	\$90,829	100%	\$240	313%	\$119,829	\$90,829	-				
5 \$1,501 to \$2,000 Construction Value	340	\$81	30%	\$273	\$92,905	\$27,540	\$65,365	100%	\$273	237%	\$92,905	\$65,365	-				
6 \$2,001 to \$25,000 Construction Value																	
7 Basic: first \$2,001	160	\$99	29%	\$340	\$54,469	\$15,840	\$38,629	100%	\$340	244%	\$54,469	\$38,629	-				
8 Surcharge: each add'l \$500		\$8.75	n/a	policy	-	-	-	100%	\$8.75		-	-	-				
9 \$25,001 to \$50,000 Construction Value																	
10 Basic: first \$25,001	120	\$503	67%	\$753	\$90,367	\$60,360	\$30,007	100%	\$753	50%	\$90,367	\$30,007	-				
11 Surcharge: each add'l \$1,000		\$8.40	n/a	policy	-	-	-	100%	\$8.40		-	-	-				
12 \$50,001 to \$100,000 Construction Value																	
13 Basic: first \$50,001	100	\$712	67%	\$1,069	\$106,943	\$71,200	\$35,743	100%	\$1,069	50%	\$106,943	\$35,743	-				
14 Surcharge: each add'l \$1,000		\$7.85	n/a	policy	-	-	-	100%	\$7.85		-	-	-				
15 \$100,001 and Higher Construction Value																	
16 Basic: first \$100,001	60	\$1,105	73%	\$1,506	\$90,367	\$66,300	\$24,067	100%	\$1,506	36%	\$90,367	\$24,067	-				
17 Surcharge: each add'l \$1,000		\$6.25	n/a	policy	-	-	-	100%	\$6.25		-	-	-				
18 \$250,001 and Higher																	
19 Basic: \$250,001	20	\$2,036	92%	\$2,216	\$44,321	\$40,720	\$3,601	100%	\$2,216	9%	\$44,321	\$3,601	-				
20 Surcharge: each add'l \$1,000		\$5.75	n/a	policy	-	-	-	100%	\$5.75		-	-	-				
21 As Required by the Oakland Building Code or the Oakland Sign Code the Issuance of a Permit For Repairs/Additional/Alteration																	
22 \$1 to \$1,000 Construction Value	848	\$62	26%	\$240	\$203,230	\$52,576	\$150,654	100%	\$240	287%	\$203,230	\$150,654	-				
23 \$1,001 to \$1,500 Construction Value	606	\$68	28%	\$240	\$145,232	\$41,208	\$104,024	100%	\$240	252%	\$145,232	\$104,024	-				
24 \$1,501 to \$2,000 Construction Value	436	\$94	34%	\$273	\$119,137	\$40,984	\$78,153	100%	\$273	191%	\$119,137	\$78,153	-				

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City of Oakland
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2013/14

Service Name	Annual Volume	Current						Recommendations							
		Per Unit			Annual			Per Unit			Annual				
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
25 \$2,001 to \$25,000 Construction Value															
26 Basic: first \$2,001	267	\$117	34%	\$340	\$90,896	\$31,239	\$59,657	100%	\$340	191%	\$90,896	\$59,657	-		
27 Surcharge: each add'l \$500		\$10.50	n/a	policy	-	-	-	100%	\$10.50		-	-	-		
28 \$25,001 to \$50,000 Construction Value															
29 Basic: first \$25,001	194	\$602	80%	\$753	\$146,094	\$116,788	\$29,306	100%	\$753	25%	\$146,094	\$29,306	-		
30 Surcharge: each add'l \$1,000		\$10.00	n/a	policy	-	-	-	100%	\$10.00		-	-	-		
31 \$50,001 to \$200,000 Construction Value															
32 Basic: first \$50,001	48	\$849	79%	\$1,069	\$51,333	\$40,752	\$10,581	100%	\$1,069	26%	\$51,333	\$10,581	-		
33 Surcharge: each add'l \$1,000		\$9.25	n/a	policy	-	-	-	100%	\$9.25		-	-	-		
34 \$200,001 and Higher Construction Value															
35 Basic: first \$200,001	24	\$2,246	88%	\$2,552	\$61,248	\$53,904	\$7,344	100%	\$2,552	14%	\$61,248	\$7,344	-		
36 Surcharge: each add'l \$1,000		\$7.25	n/a	policy	-	-	-	100%	\$7.25		-	-	-		
B) INSPECTION AS REQUIRED BY THE OAKLAND BUILDING CODE FOR THE ISSUANCE OF A DEMOLITION PERMIT															
37															
38 Basic:		\$173	55%	\$312	-	-	-	100%	\$312	80%	-	-	-		
39 Surcharge:		\$0.15 per sq ft	198%	\$151	-	-	-	100%	\$0.08		-	-	-		
40 Commencing Work without Obtaining a Permit		10x	n/a	policy	-	-	-	100%	10x		-	-	-		
C) COMMENCE OR COMPLETE WORK FOR WHICH PERMITS ARE REQUIRED BY THE OAKLAND BUILDING CODE, OAKLAND SIGN CODE, OR WINDOW BAR ORDINANCE WITHOUT FIRST HAVING OBTAINED THE REQUIRED PERMITS															
41															
42 Work Commenced	202	Double All Fees	n/a	policy	-	-	-	100%	Double All Fees		-	-	-		
43 Investigation of Work		\$99	49%	\$202	-	-	-	100%	\$202	104%	-	-	-		
44 Work Commenced and Completed Prior to Inspection		Quadruple Fees	n/a	policy	-	-	-	100%	Quadruple Fees		-	-	-		
45 D) EXTRA INSPECTIONS															
46 Building Permit															
47 \$1.00 to \$2,000 Permit Value: each inspection over 3	551	\$99	55%	\$180	\$99,038	\$54,549	\$44,489	100%	\$180	82%	\$99,038	\$44,489	-		

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		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
48 \$2,001 to \$25,000 Permit Value: each inspection over 6	557	\$99	55%	\$180	\$100,117	\$55,143	\$44,974	100%	\$180	82%	\$100,117	\$44,974	-
49 \$25,001 to \$50,000 Permit Value: each inspection over 8	100	\$99	55%	\$180	\$17,974	\$9,900	\$8,074	100%	\$180	82%	\$17,974	\$8,074	-
50 \$50,001 to \$100,000 Permit Value: each inspection over 10	40	\$99	55%	\$180	\$7,190	\$3,960	\$3,230	100%	\$180	82%	\$7,190	\$3,230	-
51 \$100,001 to \$500,000 Permit Value	20	\$99	55%	\$180	\$3,595	\$1,980	\$1,615	100%	\$180	82%	\$3,595	\$1,615	-
52 \$500,001 or Greater Permit Value	13	\$99	55%	\$180	\$2,337	\$1,287	\$1,050	100%	\$180	82%	\$2,337	\$1,050	-
53 Electrical or Plumbing or Mechanical Permit													
54 \$1.00 to \$100 Inspection Fee: each inspection over 3	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
55 \$101 to \$250 Inspection Fee: each inspection over 5	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
56 \$251 to \$500 Inspection Fee: each inspection over 6	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
57 \$501 to \$1,000 Inspection Fee: each inspection over 8	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
58 \$1,001 to \$5,000 Inspection Fee: each inspection over 10	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
59 \$5,001 or Greater Inspection Fee: first \$2,001	83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
NEW) ELECTRICAL, MECHANICAL, PLUMBING INSPECTION FOR NEW CONSTRUCTION, ADDITION OR REMODEL													
60a Electrical Inspection		new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
60b Mechanical Inspection		new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
60c Plumbing Inspection		new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
E) INSPECTION OF FIXTURES AND WASTE DEVICES													
61 Plumbing Fixtures or Waste Discharge Device	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
62 Drainage, Gray Water, and/or Vent Piping, Alter, Repair, or Replace		\$19	37%	\$50	-	-	-	-	-	-	-	-	-
63 Rainwater Leader: Interior Area Drain Interceptor, On-site Storm System		\$28	28%	\$101	-	-	-	-	-	-	-	-	-
64 Rainwater Piping to Gutter		\$43	64%	\$67	-	-	-	-	-	-	-	-	-
65 Interceptor (Grease Trap)		\$87	58%	\$151	-	-	-	-	-	-	-	-	-
66 Interceptor (FOG)		\$174	115%	\$151	-	-	-	-	-	-	-	-	-
67 Sewer Ejector Sump		\$87	74%	\$118	-	-	-	-	-	-	-	-	-
68 Swimming Pool (Complete)	83	\$173	34%	\$504	\$41,822	\$14,359	\$27,463	100%	\$504	191%	\$41,822	\$27,463	-

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Service Name	Annual Volume	Current						Recommendations						
		Per Unit			Annual			Per Unit			Annual			
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
69 Roman Tub and/or Baptistry		\$87	-	\$202	-	-	-	-	-	-	-	-	-	-
70 Dishwashing Equipment														
71 Domestic		\$19	-	\$50	-	-	-	-	-	-	-	-	-	-
72 Commercial		\$28	-	\$101	-	-	-	-	-	-	-	-	-	-
73 Garbage Disposal Unit														
74 Domestic		\$19	-	\$24	-	-	-	-	-	-	-	-	-	-
75 Commercial		\$28	-		-	-	-	-	-	-	-	-	-	-
76 Backwater Valve		\$28	-	\$101	-	-	-	-	-	-	-	-	-	-
77 Plumbing Inspection of New Apartments Larger Than Four Units (Additional Fees are Required for all Water Services, Rainwater Systems, Gas Systems and Units with More than Two Bathrooms)		\$99	-	\$202	-	-	-	-	-	-	-	-	-	-
78 Waste Alteration		\$28	-	\$118	-	-	-	-	-	-	-	-	-	-
79 Building Sewer		\$173	-		-	-	-	-	-	-	-	-	-	-
80 On-Site Storm Drainage Piping		\$173	-	\$134	-	-	-	-	-	-	-	-	-	-
81 F) INSPECTION OF WATER PIPING														
82 Water Service (Building Supply) New or Replacement		\$28	-	\$50	-	-	-	-	-	-	-	-	-	-
83 Water Piping, Alter or Repair		\$28	-	\$134	-	-	-	-	-	-	-	-	-	-
84 Water Treatment Equipment		\$28	-	\$151	-	-	-	-	-	-	-	-	-	-
85 Water Heater (Gas or Electric) and/or Storage Tank		\$28	-	\$134	-	-	-	-	-	-	-	-	-	-
86 Backflow Device Including Ball-Cock		\$28	-	\$91	-	-	-	-	-	-	-	-	-	-
87 Pressure Reducing Valve		\$28	-	\$91	-	-	-	-	-	-	-	-	-	-
88 G) INSPECTION OF FIRE PROTECTION AND SPRINKLERS														
89 Fire Protection System, Connection to Domestic Water	83	\$28	42%	\$67	\$5,576	\$2,324	\$3,252	100%	\$67	140%	\$5,576	\$3,252	-	-
90 Lawn and Garden Sprinkler System, Each Controlled Zone		\$28	-	\$67	-	-	-	-	-	-	-	-	-	-
91 H) INSPECTION OF GAS AND OIL PIPING														
92 Low Pressure Meter Outlets		\$53	-	\$118	-	-	-	-	-	-	-	-	-	-
93 Medium or High Outlets		\$87	-	\$185	-	-	-	-	-	-	-	-	-	-

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		Per Unit			Annual			Per Unit			Annual				
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
94 I) INSPECTION OF COOLING EQUIPMENT															
95 Cooling System															
96 To 100,000 BTU	83	\$43	43%	\$101	\$8,364	\$3,569	\$4,795	100%	\$101	134%	\$8,364	\$4,795	-		
97 Over 100,000 BTU	83	\$69	41%	\$168	\$13,941	\$5,727	\$8,214	100%	\$168	143%	\$13,941	\$8,214	-		
98 Evaporative Cooler		\$43	-	\$134	-	-	-	-	-	-	-	-	-		
99 Condenser/Compressor-Evaporator Coil Replacement		\$28	-	\$67	-	-	-	-	-	-	-	-	-		
100 Variable Air Volume Dampers		\$19	-	\$101	-	-	-	-	-	-	-	-	-		
101 Low Pressure Duct System		\$34	-	\$114	-	-	-	-	-	-	-	-	-		
102 J) INSPECTION OF HEAT EQUIPMENT															
103 Furnace: Central, Floor, Wall, Unit, Duct or Decorative	83	\$43	20%	\$218	\$18,123	\$3,569	\$14,554	100%	\$218	408%	\$18,123	\$14,554	-		
104 Range, Oven, Dryer, Circulating Heater, Fryer, Steamer, Cooker, Barbecue															
105 Domestic		\$19	-	\$34	-	-	-	-	-	-	-	-	-		
106 Commercial		\$28	-	\$134	-	-	-	-	-	-	-	-	-		
107 Gas Torch, Gas Light, Bunsen Burner or Miscellaneous Small Gas Burner		\$19	-	\$24	-	-	-	-	-	-	-	-	-		
108 Radiator, Convector, or Panel		\$28	-	\$67	-	-	-	-	-	-	-	-	-		
109 Incinerator or Kiln															
110 Domestic		\$43	-	\$84	-	-	-	-	-	-	-	-	-		
111 Commercial		\$87	-	\$185	-	-	-	-	-	-	-	-	-		
112 Boiler															
113 To 30 Horsepower		\$87	-	\$134	-	-	-	-	-	-	-	-	-		
114 Over 30 Horsepower		\$140	-	\$370	-	-	-	-	-	-	-	-	-		
115 Heat Pump		\$43	-	\$84	-	-	-	-	-	-	-	-	-		
116 Dual Unit, Heating and Cooling		\$79	-	\$151	-	-	-	-	-	-	-	-	-		
117 Miscellaneous Industrial	83	\$140	60%	\$235	\$19,517	\$11,620	\$7,897	100%	\$235	68%	\$19,517	\$7,897	-		
118 Conversion Bumer, Manufactured Fireplace		\$87	-	\$101	-	-	-	-	-	-	-	-	-		
119 Low Pressure Duct System		\$34	-	\$67	-	-	-	-	-	-	-	-	-		

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		Per Unit			Annual			Per Unit			Annual						
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy				
120 K) INSPECTION OF EXHAUST SYSTEMS																	
121 Range Hood (Commercial)		\$173	-	\$202	-	-	-	-	-	-	-	-	-	-	-	-	-
122 Environmental Air Ducts																	
123 Residential		\$19	-	\$84	-	-	-	-	-	-	-	-	-	-	-	-	-
124 Commercial		\$43	-	\$151	-	-	-	-	-	-	-	-	-	-	-	-	-
125 Gas Vent (Flues)		\$19	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-	-
126 Industrial Processing Equipment Exhaust System		\$140	-	\$235	-	-	-	-	-	-	-	-	-	-	-	-	-
127 Fan or F/C Unit																	
128 To 10,000 CFM		\$34	-	\$84	-	-	-	-	-	-	-	-	-	-	-	-	-
129 Over 10,000 CFM		\$68	-	\$151	-	-	-	-	-	-	-	-	-	-	-	-	-
130 L) INSPECTION OF MISCELLANEOUS ITEMS																	
131 Fire Damper and/or Sub-Duct		\$19	-	\$302	-	-	-	-	-	-	-	-	-	-	-	-	-
132 Electrostatic Filter		\$19	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-	-
133 Condensate Drain System		\$19	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-	-
134 Humidifier		\$19	-	\$50	-	-	-	-	-	-	-	-	-	-	-	-	-
135 Manufactured Home-Plumbing System		\$131	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-	-
136 Manufactured Home-Mechanical System		\$131	-	\$101	-	-	-	-	-	-	-	-	-	-	-	-	-
137 For Each Additional Attached Unit		\$43	-	\$57	-	-	-	-	-	-	-	-	-	-	-	-	-
138 M) REQUEST INSPECTIONS OUTSIDE OF NORMAL WORKING HOURS (2.5	83	\$173	57%	\$302	\$25,093	\$14,359	\$10,734	100%	\$302	75%	\$25,093	\$10,734	-				
139 N) FIELD CHECK INSPECTION FEE	83	\$99	49%	\$202	\$16,729	\$8,217	\$8,512	100%	\$202	104%	\$16,729	\$8,512	-				
140 O) ZONING INSPECTIONS FOR BUILDING PERMITS																	
141 New Construction up to \$200,000	83	\$173	45%	\$386	\$32,063	\$14,359	\$17,704	100%	\$386		32,063	17,704	-				
142 New Construction over \$200,000	83	\$83	82%	\$101	\$8,364	\$6,889	\$1,475	100%	\$101		8,364	1,475	-				
143 Additions/Alterations over \$5,000	83	\$173	64%	\$269	\$22,305	\$14,359	\$7,946	100%	\$269		22,305	7,946	-				
144 P) PLAN CHECKING FOR ELECTRICAL, PLUMBING OR MECHANICAL PERMITS																	
145 Residential		20%	n/a	\$605	-	-	-	100%	20%		-	-	-				

User Fee Study Summary Sheet

City of Oakland
 Building Inspection #84451-84453
 2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
146 Energy		13%	n/a	\$302	-	-	-	100%	13%		-	-	-
147 Commercial		64%	n/a	\$1,209	-	-	-	100%	64%		-	-	-
Q) ELECTRICAL INSPECTION OF NEW APARTMENTS LARGER THAN FOUR-UNITS. ADDITIONAL FEES ARE REQUIRED FOR ALL APPLIANCES, 148 MOTORS, SERVICES, FEEDERS AND BRANCH CIRCUITS	83	\$99	49%	\$202	\$16,729	\$8,217	\$8,512	100%	\$202	104%	\$16,729	\$8,512	-
R) ELECTRICAL INSPECTION OF NEW RESIDENTIAL APPLIANCE INCLUDING ROUGH OUTLET													
150 Range, Range Top or Oven	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
151 Dryer	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
152 Fan Under 1 Horsepower	83	\$2	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
153 Disposal or Dishwasher	83	\$7	21%	\$34	\$2,788	\$593	\$2,195	100%	\$34	370%	\$2,788	\$2,195	-
154 S) ELECTRICAL INSPECTION OR MISCELLANEOUS INSPECTION													
155 Air Conditioning Unit													
156 Basic	83	\$34	34%	\$101	\$8,364	\$2,822	\$5,542	100%	\$101	196%	\$8,364	\$5,542	-
157 Surcharge	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
158 Beverage or Freezer Case (Cabinet Only)		\$19	-	\$50	-	-	-	-	-	-	-	-	-
159 Dental Unit, Gasoline Dispenser or Sterilizer		\$19	-	\$50	-	-	-	-	-	-	-	-	-
160 Vegetable or Meat Case, X-ray Machine or Motion Picture Machine		\$19	-	\$50	-	-	-	-	-	-	-	-	-
161 Pool, Spa, Hot Tub, Hydro Massage, Bath Tub													
162 Swimming Pool		\$140	-	\$202	-	-	-	-	-	-	-	-	-
163 Outdoor - Hot Tub, Spa		\$87	-	\$151	-	-	-	-	-	-	-	-	-
164 Indoor - Hot Tub, Spa, Hydro Massage Bath Tub		\$62	-	\$101	-	-	-	-	-	-	-	-	-
165 Fountains		\$53	-	\$101	-	-	-	-	-	-	-	-	-
166 Manufactured Home and Other State-Approved Buildings		\$131	-	\$202	-	-	-	-	-	-	-	-	-
167 Additional Sections		\$43	-	\$151	-	-	-	-	-	-	-	-	-
168 Low Voltage Systems		\$168	-	\$151	-	-	-	-	-	-	-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Annual Volume	Current						Recommendations							
		Per Unit			Annual			Per Unit			Annual				
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
169 T) ELECTRICAL INSPECTION															
170 Branch Circuit and Feeder for Lighting, Heating, Power Signaling, or Other P Outlet, Including Attached Receptacle, When Installed Not More Than 24 Inches Apart for Border, Strip, or Footlight, or for Outline Decorative Display, or Group Lighting Elsewhere When in Show Window Lighting and on Electric Sign		\$5.40	-	\$50	-	-	-	-	-	-	-	-	-	-	-
171 Outlet, Including Attached Receptacle, for Temporary Festoon or Decorative Lighting or for Temporary Working Light for Use in Building Construction		\$0.95	-	\$17	-	-	-	-	-	-	-	-	-	-	-
172 Plastic Outlet Boxes in Fire Related Construction, Not Including Device		\$1.80	-	\$34	-	-	-	-	-	-	-	-	-	-	-
U) ELECTRICAL INSPECTION OF MOTORS, GENERATORS, MOTOR- GENERATOR SETS, BALANCER SETS, DYNAMOTORS, CONVERTERS, TRANSFORMERS, BALANCING COILS, OR RECTIFIERS INCLUDING ALL 174 CONTROL APPARATUS															
175 Basic		\$4	-	\$34	-	-	-	-	-	-	-	-	-	-	-
176 Maximum		\$263	-	\$403	-	-	-	-	-	-	-	-	-	-	-
177 V) INSPECTION OF ELECTRICAL SERVICE															
178 Service Over 600 Volts															
179 First 200 KVA	83	\$53	35%	\$151	\$12,547	\$4,399	\$8,148	100%	\$151	185%	\$12,547	\$8,148	-		
180 Over 200 KVA	83	\$12	18%	\$67	\$5,576	\$996	\$4,580	100%	\$67	460%	\$5,576	\$4,580	-		
181 Service 600 Volts or Less															
182 Basic Fee for First 100 Ampere Capacity Including 1 Meter	83	\$69	46%	\$151	\$12,547	\$5,727	\$6,820	100%	\$151	119%	\$12,547	\$6,820	-		
183 Surcharge (Each Additional 100 Ampere or Fraction Thereof)	83	\$53	105%	\$50	\$4,182	\$4,399	-\$217	100%	\$50	-5%	\$4,182	-\$217	-		
184 Additional Meter	83	\$12	24%	\$50	\$4,182	\$996	\$3,186	100%	\$50	320%	\$4,182	\$3,186	-		
185 W) ELECTRICAL INSPECTION OF LIGHTING FIXTURE															
186 Incandescent	83	\$2	7%	\$25	\$2,091	\$149	\$1,942	100%	\$25	1300%	\$2,091	\$1,942	-		
187 Florescent Lighting Fixture (Complete with One Ballast)	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-		
188 Mercury Vapor, High Pressure Sodium and Similar Lighting Fixture	83	\$5	16%	\$34	\$2,788	\$448	\$2,340	100%	\$34	522%	\$2,788	\$2,340	-		

User Fee Study Summary Sheet

City of Oakland
 Building Inspection #84451-84453
 2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
X) ELECTRICAL INSPECTION OF A SWITCH WHEN NOT ATTACHED TO OR INCLUDED WITH APPARATUS NOT SPECIFICALLY CLASSIFIED IN THE 189 MASTER FEE SCHEDULE	83	\$1.80	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
Y) ELECTRICAL INSPECTION OF RECEPTACLE, WALL SOCKET, OR SIMILAR FIXTURE NOT SPECIFICALLY CLASSIFIED IN THE MASTER FEE 190 SCHEDULE	83	\$1.80	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
191 Z) ELECTRICAL INSPECTION OF AIR, WATER OR OTHER TYPE HEATER, V													
192 Basic	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
193 Maximum	83	\$262	65%	\$403	\$33,458	\$21,746	\$11,712	100%	\$403	54%	\$33,458	\$11,712	-
194 AA) ELECTRICAL INSPECTION OF A NEW ELECTRIC SIGN BEARING AN AP	83	\$43	51%	\$84	\$6,970	\$3,569	\$3,401	100%	\$84	95%	\$6,970	\$3,401	-
195 AB) ELECTRICAL INSPECTION REQUIRED ON AN EXISTING SIGN DUE TO	83	\$34	67%	\$50	\$4,182	\$2,822	\$1,360	100%	\$50	48%	\$4,182	\$1,360	-
196 AC) ELECTRICAL INSPECTION OF OUTLINE NEON OR COLD CATHODE LI	83	\$13	25%	\$50	\$4,182	\$1,050	\$3,132	100%	\$50	298%	\$4,182	\$3,132	-
AD) ELECTRICAL INSPECTION OF MACHINE APPARATUS OR APPLIANCE 197 NOT SPECIFICALLY CLASSIFIED IN THE MASTER FEE SCHEDULE													
198 Basic	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
199 Maximum	83	\$264	65%	\$403	\$33,458	\$21,912	\$11,546	100%	\$403	53%	\$33,458	\$11,546	-
200 AE) ELECTRICAL INSPECTION OF A FORCED AIR FURNACE	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-

User Fee Study Summary Sheet

City of Oakland
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 2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit		Annual			
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
201 AF) ELECTRICAL INSPECTION OF A MOVED BUILDING (ONE			\$62	n/a	\$151	-	-	-	-	-	-	-	-	-
AG) ELECTRICAL INSPECTION OF CONSTRUCTION OR														
202 TEMPORARY SERVICE (POLE OR UNDERGROUND)			\$79	n/a	\$151	-	-	-	-	-	-	-	-	-
203 AH) ELECTRICAL INSPECTION														
204 Survey of Electrical Work or Equipment Pursuant to a Request	Hourly	83	\$131	65%	\$202	\$16,729	\$10,873	\$5,856	100%	\$202	54%	\$16,729	\$5,856	-
205 AJ) ELECTRICAL INSPECTION AS REQUIRED BY OAKLAND M														
206 Single Family Dwelling		83	\$34	51%	\$67	\$5,576	\$2,822	\$2,754	100%	\$67	98%	\$5,576	\$2,754	-
207 Apartment (each)		83	\$28	42%	\$67	\$5,576	\$2,324	\$3,252	100%	\$67	140%	\$5,576	\$3,252	-
208 Commercial or Industrial (per hour)	Hourly	83	\$69	34%	\$202	\$16,729	\$5,727	\$11,002	100%	\$202	192%	\$16,729	\$11,002	-
AJ) SPECIAL PERMIT AS ALLOWED BY OAKLAND-														
209 MUNICIPAL CODE (PLANT PERMIT)	Delete		\$99						400%		-100%			
210 AK) UN-REINFORCED MASONRY ORDINANCE - BUILDING PE														
211 Engineering Analysis Report Review			\$869	53%	\$1,633				100%	\$1,633	88%			
212 Request to Postpone Retrofit Work (Abutting Building)			\$869	53%	\$1,633				100%	\$1,633	88%			
213 Contracted Engineering Services			Actual cost	n/a	policy	-	-	-	100%	Actual cost		-	-	-
214 Contract Administration Services			14%	n/a	policy	-	-	-	100%	n/a	14%	-	-	-
215 Field Inspection/Site Visits (1 Hour Minimum)	Hourly		\$99	49%	\$202	-	-	-	100%	\$202	104%	-	-	-
216 AL) GENERAL PLAN SURCHARGE														
217 Basic														
218 Building Permit			0.10%	23%	0.43%	\$1,326,724	\$310,668	\$1,016,056	100%	0.43%	327%	\$1,326,724	1,016,056	
219 Demolition Permit	Delete		42%	n/a		-	-	-	-	-		-	-	-
220 Private Plan/Public Improvement ("P-Job") Permit			0.10%	23%	0.43%	-	-	-	100%	0.43%	327%	-	-	-
Exemptions														
221e Abatement of Earthquake Damaged Buildings			55% Genl Plan	n/a	Policy	-	-	-	100%	55% Genl Plan		-	-	-
221t Abatement of Potentially Hazardous Unreinforced Masonry Buildings			55% Genl Plan	n/a	Policy	-	-	-	100%	55% Genl Plan		-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Inspection #84451-84453
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations						
			Per Unit			Annual			Per Unit		Annual			Recommended Subsidy	
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue		
AM) REPORT OF PERMIT RECORD															
222	Research of Permit Record	per bldg	129	\$99 / hour		\$124	\$16,059	\$12,771	\$3,288	100%	\$124		\$16,059	\$3,288	-
223	Determination or Assessment	per bldg	129	\$99 each		\$124	\$16,059	\$12,771	\$3,288	100%	\$124		\$16,059	\$3,288	-
226 AN) CERTIFICATE OF OCCUPANCY RELATED TO CONST.															
227	Certificate of Occupancy		111	\$262	37%	\$705	\$78,303	\$29,082	\$49,221	100%	\$705	169%	\$78,303	\$49,221	-
228	Temporary Certificate of Occupancy		17	\$524	87%	\$605	\$10,279	\$8,908	\$1,371	100%	\$605	15%	\$10,279	\$1,371	-
229	AO) MITIGATION MONITORING	continue w policy		50% of bldg pmt	n/a	policy	-	-	-	100%	50% of bldg pmt		-	-	-
230 AP) HOTEL/MOTEL/ROOMING HOUSE INSPECTION FEE															
231	with up to 24 units	new-annual	50			\$3,470	\$173,500		\$173,500	100%	\$3,470		\$173,500	\$173,500	
232	with 25-49 units	new-annual	29			\$6,940	\$201,260		\$201,260	100%	\$6,940		\$201,260	\$201,260	
233	with 50+ units	new-annual	1			\$10,410	\$10,410		\$10,410	100%	\$10,410		\$10,410	\$10,410	
234	Diamond rated chain hotels/motels	new-annual	26			\$504	\$13,101		\$13,101	99%	\$500		\$13,000	\$13,000	\$101

Total User Fees \$4,196,386 \$1,482,544 \$2,713,843
 % of Full Cost 35% 65%

\$4,196,285 \$2,713,742
100% 183%

Building Plan Check

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84431 Plan Check
 2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit		Annual						
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
A) PLAN CHECKING AND/OR PROCESSING OF APPLICATION FOR A PERMIT REQUIRED BY OAKLAND BUILDING CODE OR OAKLAND SIGN CODE OR ANY SECTION OF THE OAKLAND MUNICIPAL CODE																	
1 Project Value \$2,001 or Above		4,264	90% of pmt	68%	\$1,717	\$7,320,182	\$4,977,367	\$2,342,815	100%	132%	47%	\$7,320,182	\$2,342,815	-			
3 Building Permit Fee on Projects Checked by Authorized Engineering Firm			64% of pmt	118%	\$611	-	-	-	100%	37%		-	-	-			
4 Enforcement of State of California Regulations, Oakland Building Code		4,554	33% of pmt	69%	\$528	\$2,403,184	\$1,660,616	\$742,568	100%	130%	45%	\$2,403,184	\$742,568	-			
5 Request Plan Checking Outside of Regular Working Hours	Hourly	354	\$191	51%	\$375	\$132,827	\$67,614	\$65,213	100%	\$375	96%	\$132,827	\$65,213	-			
6 Consultation Requested for Preliminary Plan Review by Plan Check Staff																	
7 Regular Working Hours	Hourly	1	\$131	52%	\$250	\$250	\$131	\$119	100%	\$250	91%	\$250	\$119	-			
8 Outside of Regular Working Hours	Hourly	1	\$191	51%	\$375	\$375	\$191	\$184	100%	\$375	96%	\$375	\$184	-			
9 Additional Checking and/or Processing Required Due to Plan Deficiencies or Changes		506	\$131	52%	\$250	\$126,574	\$66,286	\$60,288	100%	\$250	91%	\$126,574	\$60,288	-			
10 Process Coordination Fee for each applicable Permit for Projects Equal to or Greater than \$500,000 valuation			14%	0%	\$26,515	-	-	-	100%	3%		-	-	-			
B) INSTALLATION / REGISTRATION / INSPECTION CERTIFICATION FOR RE-ROOFING PERMIT OR CERTIFICATION FOR INSULATION PERMIT		627	\$19	64%	\$30	\$18,976	\$12,101	\$6,875	100%	\$30	57%	\$18,976	\$6,875	-			
C) ASSIGNMENT AND DESIGNATION OF BUILDING NUMBERS AS REQUIRED BY OAKLAND MUNICIPAL CODE																	
13 Dwelling		82	\$36	73%	\$49	\$4,049	\$2,952	\$1,097	100%	\$49	37%	\$4,049	\$1,097	-			
14 Other (Building, Apartment, or Hotel)		25	\$98	73%	\$135	\$3,373	\$2,450	\$923	100%	\$135	38%	\$3,373	\$923	-			
15 Change of Address		3	\$393	112%	\$352	\$1,056	\$1,179	-\$123	100%	\$352	-10%	\$1,056	-\$123	-			
D) PROCESSING OF A BUILDING MOVING APPLICATION AS REQUIRED BY OAKLAND MUNICIPAL CODE			\$917	106%	\$869	-	-	-	100%	\$869	-5%	-	-	-			
E) SERVICE CHARGE TO PROCESS REQUEST TO EXTEND PERMIT EXPIRATION LIMITATION OR REINSTATE PERMIT																	
18 Extension or Reinstatement		265	\$71	52%	\$136	\$35,918	\$18,815	\$17,103	100%	\$136	91%	\$35,918	\$17,103	-			
19 F) NOISE STUDY FOR BUILDING PERMIT			\$262	63%	\$417				100%	\$417				-			
20 G) BOARD OF EXAMINERS & APPEALS																	
21 Grade I - Minimum Code Technically or Deviations Requiring Limited Management Staff Time		9	\$180	n/a	actual cost	\$1,620	\$1,620	-	100%	actual cost		-	-	-			

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84431 Plan Check
 2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit		Annual			
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
22 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management		81	\$393	n/a	actual cost	\$31,833	\$31,833	-	100%	actual cost		-	-	-
23 Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stage		6	\$917	n/a	actual cost	\$5,502	\$5,502	-	100%	actual cost		-	-	-
24 Grade IV - Dangerous Building Code and Appeals by Other City Departments			\$917	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
25 Appeals Pursuant to URB Ordinance No. 11613 C.M.S., Sections 18-6.16 (B) - (F)			No Fee	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
26 H) SITE PLAN REVIEW														
27 Site Plan Review		12	\$917	139%	\$658	\$7,899	\$11,004	-\$3,105	100%	\$658	-28%	\$7,899	-\$3,105	-
28 Parking Review First 4 Spaces		12	\$262	57%	\$462	\$5,548	\$3,144	\$2,404	100%	\$462	76%	\$5,548	\$2,404	-
29 Surcharge														
30 5-20 Parking Spaces		12	\$262	45%	\$587	\$7,049	\$3,144	\$3,905	100%	\$587	124%	\$7,049	\$3,905	-
31 21-40 Parking Spaces		13	\$393	55%	\$712	\$9,262	\$5,109	\$4,153	100%	\$712	81%	\$9,262	\$4,153	-
32 41-120 Parking Spaces		13	\$524	63%	\$838	\$10,888	\$6,812	\$4,076	100%	\$838	60%	\$10,888	\$4,076	-
33 121-300 Parking Spaces		13	\$655	68%	\$963	\$12,514	\$8,515	\$3,999	100%	\$963	47%	\$12,514	\$3,999	-
34 301 or More Parking Spaces		13	\$786	72%	\$1,088	\$14,140	\$10,218	\$3,922	100%	\$1,088	38%	\$14,140	\$3,922	-
I) GEOLOGICAL REPORT REVIEW OR GEOLOGICAL REPORT WAIVER REVIEW AS REQUIRED BY OAKLAND MUNICIPAL CODE														
36 Geological Report Deposit	deposit		\$917 to \$2,738	n/a	policy	-	-	-	n/a	n/a	n/a	-	-	-
37 Report Review			\$262	42%	\$625	-	-	-	100%	\$625	139%	-	-	-
38 Consultant Review			actual cost	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
39 Review of Waiver of Geological Report Requirements														
40 Letter of Waiver by City Engineer			\$393	68%	\$581	-	-	-	100%	\$581	48%	-	-	-
Comments and Advice Offered by City to State Mining and Geology Board and State Geologists as Part of a Waiver Investigation Pursuant to Chapter 7.5, Section 2623 of the Public Resources Code of the State of California	delete		\$917	n/a	n/a	-	-	-	n/a	n/a	n/a	-	-	-
J) MAKING BUILDING RECORDS AVAILABLE FOR VIEWING AND/OR COPYING FROM ARCHIVES			\$34	n/a	actual cost	-	-	-	100%	actual cost		-	-	-

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84431 Plan Check
2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations									
			Per Unit			Annual			Per Unit		Annual							
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy				
K) PROCESSING REQUEST FOR HANDICAPPED EXCEPTION TO TITLE 24 43 REGULATION																		
44 Grade I - Minimum Code Technically Requiring Limited Staff Time			\$180	78%	\$229	-	-	-	100%	\$229		-	-	-				
45 Grade II - Code Violation Requiring Field Review or Additional Staff Time		20	\$393	64%	\$610	\$12,199	\$7,860	\$4,339	100%	\$610	55%	\$12,199	\$4,339	-				
46 Grade III - Appeals Regarding Code Requirements when Projects are in Design Stage			\$917	114%	\$804	-	-	-	100%	\$804	-12%	-	-	-				
47 L) DUPLICATE INSPECTION RECORD CARD																		
48 Replace			\$8	27%	\$30	-	-	-	100%	\$30	270%	-	-	-				
49 Research			\$46	52%	\$89	-	-	-	100%	\$89	93%	-	-	-				
M) PROCESSING REQUEST FOR ALTERNATE MATERIALS OR METHOD OF 51 CONSTRUCTION																		
52 Grade I - Minimum Code Deviations Requiring Limited Staff Time			\$180	32%	\$568	-	-	-	100%	\$568	216%	-	-	-				
53 Grade II - Code Violations Found During Plan Checking or Field Inspection																		
54 First Two Requests			\$393	64%	\$610	-	-	-	100%	\$610	55%	-	-	-				
55 Additional Request			\$655	71%	\$928	-	-	-	100%	\$928	42%	-	-	-				
56 Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stage																		
57 First Two Requests			\$917	95%	\$970	-	-	-	100%	\$970	6%	-	-	-				
58 Additional Request			\$1,310	118%	\$1,108	-	-	-	100%	\$1,108	-15%	-	-	-				
59 N) DRIVEWAY APPEALS																		
60 Grade I - Minimum Code Deviations Requiring Limited Staff Time			\$180	32%	\$568	-	-	-	100%	\$568	216%	-	-	-				
Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field 61 Review by Management			\$393	69%	\$568	-	-	-	100%	\$568	45%	-	-	-				
62 Appeals for Projects in Design Stage			\$524	69%	\$762	-	-	-	100%	\$762	46%	-	-	-				
63 Appeals to City Council			\$524	69%	\$762	-	-	-	100%	\$762	46%	-	-	-				
64 O) PLAN CHECK FOR DRIVEWAY PERMITS			\$98	80%	\$123	-	-	-	100%	\$123	25%	-	-	-				
P) PROCESSING DEMOLITION PERMITS (EXEMPT: SFD DETACHED GARAGE LESS 65 THAN 400 S.F.)			\$393	137%	\$286	-	-	-	100%	\$286	-27%	-	-	-				

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84431 Plan Check
 2013/14

Service Name	Fee Descript	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit		Annual						
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
66 Q) PROCESSING TREE REMOVAL PERMITS																	
67 Developed Property	delete		\$66														
68 Undeveloped Property			\$131														
69 R) PROCESSING UTILITY COMPANY EXCAVATION PERMIT			\$131														
S) EARTHQUAKE DAMAGE ASSESSMENT REVIEW (No Report Fee for Owner-Occupied Single Family Dwellings)																	
71 Minor Report (Less Than 3 Hour Review)	61%		\$917	45%	\$2,020	-	-	-									
72 Major Report (3 Hour Review or Over)	61%		\$3,537	44%	\$7,989	-	-	-	100%	\$2,020	120%	-	-	-	-	-	-
73 T) ZONING CONDITIONS OF APPROVAL COMPLIANCE																	
74 New Construction Up to \$200,000		95	\$173	7%	\$2,414	\$229,284	\$16,435	\$212,849	100%	\$2,414	1295%	\$229,284	\$212,849				
76 New Construction Over \$200,001																	
77 Per Each \$100,000 Over \$200,000		95	\$131	13%	\$977	\$92,805	\$12,445	\$80,360	100%	\$977	646%	\$92,805	\$80,360				
78 Maximum			\$17,423	n/a	policy decision	-	-	-	100%	\$17,423		-	-				
79 Additions/Alterations Over \$5,000		96	\$180	21%	\$862	\$82,749	\$17,280	\$65,469	100%	\$862	379%	\$82,749	\$65,469				
80 U) MISCELLANEOUS ENGINEERING REVIEW																	
81 Regular Working Hours	Hourly		\$131	52%	\$250	-	-	-	100%	\$250	91%	-	-				
82 Outside of Regular Working Hours	Hourly		\$191	51%	\$375	-	-	-	100%	\$375	96%	-	-				
V) PLAN CHECK AND INSPECTION FOR SITE DEVELOPMENT NOT RELATED TO ANY OTHER REQUIRED PERMIT																	
84 Application	Hourly		\$71	60%	\$119	-	-	-	100%	\$119	67%	-	-				
85 Plan check During Regular Working Hours	Hourly		\$131	52%	\$250	-	-	-	100%	\$250	91%	-	-				
86 Inspection during Regular Working Hours	Hourly		\$99	26%	\$375	-	-	-	100%	\$375	279%	-	-				
87 W) PRE-APPLICATION FEE																	
88 Less than \$500,000 Construction Valuation	New				\$417	-	-	-	100%	\$417		-	-				
89 Greater than \$500,001 Construction Valuation	New				\$2,147	-	-	-	100%	\$2,147		-	-				

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84431 Plan Check
 2013/14

Service Name	Fee Descript	Annual Volume	Current					Recommendations						
			Per Unit			Annual		Per Unit		Annual				
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
Total User Fees						\$10,531,103	\$6,911,668	\$3,619,435				\$10,531,103	\$3,619,435	
% of Full Cost							66%	34%				100%	52%	

Note: Projects which exceed the typical size range may be charged on a time and materials basis at the Development Director's discretion.

Code Enforcement

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84454 Code Enforcement
 2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
A) VARIANCE FROM OAKLAND BUILDING MAINTENANCE CODE REQUIREMENTS													
2 Administrative	1	\$396	83%	\$475	\$475	\$396	\$79	100%	\$475	20%	\$475	\$79	-
3 Hearing Examiner	1	\$990	73%	\$1,350	\$1,350	\$990	\$360	100%	\$1,350	36%	\$1,350	\$360	-
4 B) SERVICE FEES													
5 Re-inspection to Verify or Monitor Progress of Violations Abatement													
6 Conditions of Compliance	349	\$99	79%	\$125	\$43,586	\$34,551	\$9,035	100%	\$125	26%	\$43,586	\$9,035	-
7 All Others		\$396	192%	\$206	-	-	-	100%	\$206	-48%	-	-	-
8 Certificate of Occupancy													
9 Basic	2	\$693	56%	\$1,236	\$2,473	\$1,386	\$1,087	100%	\$1,236	78%	\$2,473	\$1,087	-
10 Surcharge	2	\$99	159%	\$62	\$125	\$198	-\$73	100%	\$62	-37%	\$125	-\$73	-
11 Re-Inspection		\$99	79%	\$125	-	-	-	100%	\$125	26%	-	-	-
12 Third-Party Contract		Actual cost	100%	Actual cost	-	-	-	100%	Actual cost	-	-	-	-
13 Complaint Investigation	282	\$99	79%	\$125	\$35,219	\$27,918	\$7,301	100%	\$125	26%	\$35,219	\$7,301	-
14 C) ADMINISTRATIVE FEES													
15 Contracted Work													
16 Demolition	1	31% or \$1,980 min	92%	\$2,142	\$2,142	\$1,980	\$162	100%	\$1-\$5,000: 30% \$5,001-10k: 25% \$10,001+: 20%	8%	\$2,142	\$162	-
17 All Other	145	31% or \$693 min	59%	\$1,180	\$171,129	\$100,485	\$70,644	100%		70%	\$171,129	\$70,644	-
18 Bid/Contract Development	150	\$396	159%	\$250	\$37,467	\$59,400	-\$21,933	100%	\$250	-37%	\$37,467	-\$21,933	-
19 Contractor Mobilization	3	10% or \$297 min.	n/a	Policy	\$891	\$891	-	100%	10%: \$297 min.; \$2,500 max	n/a	\$891	-	-
20 Public Documents (Order, Invoice, Notice, Declaration, Lien, Release, Termination, etc.)													
21 Preparation	2167	\$297	58%	\$512	\$1,109,602	\$643,599	\$466,003	100%	\$512	72%	\$1,109,602	\$466,003	-
22 Notarizing	358	\$99	106%	\$94	\$33,533	\$35,442	-\$1,909	100%	\$94	-5%	\$33,533	-\$1,909	-

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84454 Code Enforcement
 2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
23 Recording (pass thru to County)	358	Actual cost or \$50 min.	n/a	Policy	\$17,900	\$17,900	-	100%	Actual cost or \$50 min.	-	\$17,900	-	-
24 Court Action													
25 Judgment		Actual cost or \$262 min.	n/a	Policy	-	-	-	100%	Actual cost or \$262 min.	-	-	-	-
26 Inspection Warrant	12	\$693	52%	\$1,330	\$15,961	\$8,316	\$7,645	100%	\$1,330	92%	\$15,961	\$7,645	-
27 Real Property Title Research													
28 Report	20	Actual cost	n/a	Policy	-	-	-	100%	Actual cost	-	-	-	-
29 Processing		31% or \$198 min.	198%	\$100	-	-	-	100%	\$1-\$5,000: 30% \$5,001-10k: 25% \$10,001+: 20%	-	-	-	-
30 Compliance plan													
31 Building not declared substandard	12	\$396	24%	\$1,620	\$19,445	\$4,752	\$14,693	100%	\$1,620	309%	\$19,445	\$14,693	-
32 Building declared substandard	13	\$1,485	65%	\$2,297	\$29,860	\$19,305	\$10,555	100%	\$2,297	55%	\$29,860	\$10,555	-
33 Process Violation	282	\$396	159%	\$250	\$70,437	\$111,672	-\$41,235	100%	\$250	-37%	\$70,437	-\$41,235	-
34 Escrow Demand Preparation	367	\$99	79%	\$125	\$45,834	\$36,333	\$9,501	100%	\$125	26%	\$45,834	\$9,501	-
35 D) SUBPOENA													
36 Witness Fee (Not Related to Employee's Duties)		\$150 + mileage	100%	\$150	-	-	-	100%	\$150 + mileage	-	-	-	-
37 Witness Fee (Related to Employee's Duties)	13	\$150	100%	\$150	\$1,950	\$1,950	-	100%	\$150	-	\$1,950	-	-
38 E) APPEALS TO HEARING EXAMINER													
39 Filing Fee	28	\$99	57%	\$175	\$4,896	\$2,772	\$2,124	100%	\$175	77%	\$4,896	\$2,124	-
40 Review Appeal and Conduct Hearing		Actual cost		Actual cost	-	-	-	100%	Actual cost	-	-	-	-
41 Processing Fee		\$594	73%	\$812	-	-	-	100%	\$812	37%	-	-	-
42 Reschedule Appeals Hearing		\$99	34%	\$287	-	-	-	100%	\$287	190%	-	-	-
F) DUPLICATE RELEASE OF LIEN OR TERMINATION OF SUBSTANDARD PUBLIC													
43 NUISANCE	30	\$50	31%	\$162	\$4,871	\$1,500	\$3,371	100%	\$162	225%	\$4,871	\$3,371	-

User Fee Study Summary Sheet

City of Oakland
 Building Services - # 84454 Code Enforcement
 2013/14

Service Name	Annual Volume	Current						Recommendations							
		Per Unit			Annual			Per Unit			Annual				
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
44 G) PUSH CART FOOD VENDING															
45 Application Processing		\$75	120%	\$62	-	-	-	100%	\$62	-17%	-	-	-	-	-
46 Initial Permit Fee		\$455	73%	\$624	-	-	-	100%	\$624	37%	-	-	-	-	-
47 Permit Renewal Fee		\$455	73%	\$624	-	-	-	100%	\$624	37%	-	-	-	-	-
48 Late Fee															
49 Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:															
50 30-60 Days		10%	n/a	Policy	-	-	-	100%	10%	-	-	-	-	-	-
51 60-90 Days		20%	n/a	Policy	-	-	-	100%	20%	-	-	-	-	-	-
52 After 90 Days		50%	n/a	Policy	-	-	-	100%	50%	-	-	-	-	-	-
53 Legalizing Illegal Vendor		\$914	n/a	Policy	-	-	-	100%	\$914		-	-	-	-	-
54 H) VEHICULAR FOOD VENDING PERMIT															
55 Application Processing		\$137	110%	\$125	-	-	-	100%	\$125	-9%	-	-	-	-	-
56 Initial Permit Fee		\$1,822	133%	\$1,374	-	-	-	100%	\$1,374	-25%	-	-	-	-	-
57 Permit Renewal Fee		\$1,822	133%	\$1,374	-	-	-	100%	\$1,374	-25%	-	-	-	-	-
58 Late Fee															
59 Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:															
60 30-60 Days		10%	n/a	Policy	-	-	-	100%	10%	-	-	-	-	-	-
61 60-90 Days		20%	n/a	Policy	-	-	-	100%	20%	-	-	-	-	-	-
62 After 90 Days		50%	n/a	Policy	-	-	-	100%	50%	-	-	-	-	-	-
63 Legalizing Illegal Vendor		\$3,644	n/a	Policy	-	-	-	100%	\$3,644		-	-	-	-	-
64 I) PROCESSING VIOLATION APPEALS THAT ARE DETERMINED TO BE UNFOUNDED		\$99	99%	\$100	-	-	-	100%	\$100	1%	-	-	-	-	-
65 J) GARBAGE AND REFUSE RECEPTACLES FOR - R3 OCCUPANCIES SERVICE AND ADMINISTRATIVE FEES (except lien- related fees)															

User Fee Study Summary Sheet

City of Oakland
Building Services - # 84454 Code Enforcement
2013/14

Service Name	Annual Volume	Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
66 Occurrence (OMC Chapter 8.24)		\$50	22%	\$225	-	-	-	100%	\$225	350%	-	-	-
67 Compliance Monitoring		\$50	40%	\$125	-	-	-	100%	\$125	150%	-	-	-
68 K) VACANT BUILDING REGISTRATION													
69 Annual Registration Processing	868	\$396	65%	\$612	\$531,178	\$343,728	\$187,450	100%	\$612	55%	\$531,178	\$187,450	-
70 Annual Compliance Inspection	868	\$99	79%	\$125	\$108,404	\$85,932	\$22,472	100%	\$125	26%	\$108,404	\$22,472	-
L) NON-OWNER OCCUPIED RESIDENTIAL 71 BUILDING REGISTRATION													
72 Annual Registration Processing	120	\$339	55%	\$612	\$73,435	\$40,680	\$32,755	100%	\$612		\$73,435	\$32,755	-
73 Annual Re-registration After Abatement or if No Violation		\$71	57%	\$125	-	-	-	100%	\$125		-	-	-
74 Compliance Inspection		\$99	79%	\$125	-	-	-	100%	\$125		-	-	-

Total User Fees	\$2,362,162	\$1,582,076	\$780,086
% of Full Cost		67%	33%

Total User Fees	\$2,362,162	\$780,086
% of Full Cost	100%	49%

Planning

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
1 Major Conditional Use Permit:																	
2 Report Fee	+\$131/hr over 10 hrs	146	\$2,358	80%	\$2,935	\$428,453	\$344,268	\$84,185	100%	\$2,935	24%	\$428,453	\$84,185	-			
3 Notification Fee		200	\$917	83%	\$1,105	\$220,906	\$183,400	\$37,506	100%	\$1,105	20%	\$220,906	\$37,506	-			
4 Major Variance:																	
5 Report Fee	+\$131/hr over 10 hrs	30	\$2,358	80%	\$2,935	\$88,038	\$70,740	\$17,298	100%	\$2,935	24%	\$88,038	\$17,298	-			
6 Notification Fee: Major Conditional Use Permit			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
7 Rezoning:																	
8 Rezoning			\$3,537	77%	\$4,621	-	-	-	100%	\$4,621	31%	-	-	-			
9 Notification Fee: Rezoning / Zoning Text Amendment			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
10 Planned Unit Development (Preliminary)																	
11 Basic Fee			\$6,650	88%	\$7,569	-	-	-	100%	\$7,569	14%	-	-	-			
12 Plus per Sq Ft over 10,000 of Site Area over 4 Acres	per 10,000 sq ft		\$45	n/a	policy	-	-	-	100%	\$45		-	-	-			
13 Plus per Sq Ft of Floor Area	per sq ft		\$0.03	130%	\$0.02	-	-	-	100%	\$0.02	-33%	-	-	-			
14 Notification Fee: Planned Unit Development (Preliminary)			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
15 Planned Unit Development (Final)																	
16 Basic Fee		5	\$5,371	99%	\$5,449	\$27,246	\$26,855	\$391	100%	\$5,449	1%	\$27,246	\$391	-			
17 Plus per Sq Ft of Floor Area	per sq ft		\$0.03	150%	\$0.02	-	-	-	100%	\$0.02	-33%	-	-	-			
18 Notification Fee: Planned Unit Development (Final)			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
19 Minor Variance:																	
20 Report Fee		35	\$1,310	90%	\$1,450	\$50,742	\$45,850	\$4,892	100%	\$1,450	11%	\$50,742	\$4,892	-			
21 Notification Fee: Minor Variance			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	
22 Minor CUP:																	
23 Report Fee		39	\$1,310	90%	\$1,450	\$56,541	\$51,090	\$5,451	100%	\$1,450	11%	\$56,541	\$5,451	-			
24 Notification Fee: Minor CUP			\$917														
Delete - fee consolidated into one notification fee (fee #3)																	

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
25 Regular Design Review:																	
26 Report Fee - Minor Project		61	\$1,310	90%	\$1,450	\$88,435	\$79,910	\$8,525	100%	\$1,450	11%	\$88,435	\$8,525				-
27 Report Fee - Major Project	+\$131/hr over 10 hrs	135	\$2,358	89%	\$2,649	\$357,589	\$318,330	\$39,259	100%	\$2,649	12%	\$357,589	\$39,259				-
28 Notification Fee: Regular Design Review			\$917														
29 Small Project Design Review:																	
30 Report Fee - Track One			\$655	146%	\$448	-	-	-	100%	\$448	-32%	-	-				-
31 Report Fee - Track One (signs & fences)		5	\$393	105%	\$373	\$1,866	\$1,965	-\$99	100%	\$373	-5%	\$1,866	-\$99				-
32 Report Fee - Track One (Secondary Units between 500 and 900			\$750	128%	\$586	-	-	-	100%	\$586	-22%	-	-				-
33 Report Fee - Track Two			\$991	175%	\$566	-	-	-	100%	\$566	-43%	-	-				-
34 Report Fee - Track Three			\$1,179	113%	\$1,041	-	-	-	100%	\$1,041	-12%	-	-				-
35 Notification Fee: Small Project Design Review (if notice required)		31	\$524	92%	\$570	\$17,673	\$16,244	\$1,429	100%	\$570	9%	\$17,673	\$1,429				-
36 Special Residential Design Review																	
37 Design Review Exemption																	
38 Report Fee Not involving changes to the Building Envelope or			\$232	95%	\$244	-	-	-	100%	\$244	5%	-	-				-
39 Report Fee Involving Changes to the Building Envelope or Ext			\$393	152%	\$259	-	-	-	100%	\$259	-34%	-	-				-
40 Report Fee for Secondary Units under 500 square feet			\$420	103%	\$406	-	-	-	100%	\$406	-3%	-	-				-
41 Report Fee for matching exterior changes only			\$50	68%	\$74	-	-	-	100%	\$74	48%	-	-				-
42 S-11 Design Review - Special Fees																	
43 North Oakland Hill Area Specific Plan Recovery Fee Per Dwelling			\$393	96%	\$408	-	-	-	100%	\$408	4%	-	-				-
44 Notification Fee: Development Agreement			\$917														
45 Development Agreement			\$11,894	99%	\$12,074	-	-	-	100%	\$12,074	2%	-	-				-
46 Development Agreement: Annual Review		1	\$3,599	102%	\$3,518	\$3,518	\$3,599	-\$81	100%	\$3,518	-2%	\$3,518	-\$81				-
47 Appeals:																	
48 Administrative Appeal		15	\$524	30%	\$1,725	\$25,882	\$7,860	\$18,022	100%	\$1,725	229%	\$25,882	18,022				-
49 To City Planning Commission (CPC)			\$524	30%	\$1,725	-	-	-	100%	\$1,725	229%	-	-				-

User Fee Study Summary Sheet

City of Oakland
Planning & Zoning Departments
2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
50 To City Council		4	\$524	21%	\$2,458	\$9,832	\$2,096	\$7,736	100%	\$2,458	369%	\$9,832	7,736	-
51 Billboard Amortization			\$524	30%	\$1,725	-	-	-	100%	\$1,725	229%	-	-	-
52 Notification Fee: Appeals to Planning Commission		1	\$524	65%	\$805	\$805	\$524	\$281	100%	\$805	54%	\$805	281	-
53 Notification Fee: Appeals to City Council		1	\$524	65%	\$805	\$805	\$524	\$281	100%	\$805	54%	\$805	281	-
54 Requests:														
55 For Extension of Time of Approved Permit			\$393	125%	\$314	-	-	-	100%	\$314	-20%	-	-	-
56 For Reconsideration of Existing Approval	50% of the current base report fee of the permit		50% of the current base report fee of the	n/a	policy	-	-	-	100%	50% of the current base report fee of the permit		-	-	-
57 For General Plan Determination			\$917	85%	\$1,078	-	-	-	100%	\$1,078	18%	-	-	-
58 For Written Determination by Zoning Administrator			\$262	68%	\$384	-	-	-	100%	\$384	47%	-	-	-
59 Business Tax Certificate		2,543	\$35	72%	\$49	\$124,016	\$89,005	\$35,011	100%	\$49	39%	\$124,016	\$35,011	-
60 General Plan Amendment														
61 Notification Fee: Request for General Plan Amendment			\$917						Delete - fee consolidated into one notification fee (fee #3)					
62 General Plan Amendment			\$3,406	59%	\$5,736	-	-	-	100%	\$5,736	68%	-	-	-
63 New construction & Activity Surcharge														
64 Minor Permits involving the new construction of 25-49 units:			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-
65 Minor Permits involving the new construction of 50-99 units:			\$985	81%	\$1,215	-	-	-	100%	\$1,215	23%	-	-	-
66 Minor Permits involving the new construction of 100+ units:			\$1,310	77%	\$1,697	-	-	-	100%	\$1,697	30%	-	-	-
67 Major Permits involving the new construction of 25-49 units:			\$1,179	57%	\$2,084	-	-	-	100%	\$2,084	77%	-	-	-
68 Major Permits involving the new construction of 50-99 units:			\$1,780	72%	\$2,461	-	-	-	100%	\$2,461	38%	-	-	-
69 Major Permits involving the new construction of 100+ units:			\$2,358	65%	\$3,629	-	-	-	100%	\$3,629	54%	-	-	-
70 Minor Permits involving the new const of 10K - 49,999sq ft of non-res fl			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-
71 Minor Permits involving the new const of 50K sq ft + of non-res fl			\$1,310	77%	\$1,697	-	-	-	100%	\$1,697	30%	-	-	-
72 Major Permits involving the new const of 10K sq ft - 49,999sq ft o			\$1,179	57%	\$2,084	-	-	-	100%	\$2,084	77%	-	-	-
73 Major Permits involving the new const of 50K sq ft + of non-res fl			\$2,358	65%	\$3,629	-	-	-	100%	\$3,629	54%	-	-	-

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations						
			Per Unit			Annual			Per Unit			Annual			
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
74	Major Permits involving an Extensive Impact Civic Activity:		\$1,179	36%	\$3,292	-	-	-	100%	\$3,292	179%	-	-	-	
75	Projects involving construction on a lot sloped 20% or more		\$1,500	97%	\$1,542	-	-	-	100%	\$1,542	3%	-	-	-	
76	Determination of Public Convenience or Necessity (w/CUP)	7	\$1,000	92%	\$1,090	\$7,632	\$7,000	\$632	100%	\$1,090	9%	\$7,632	\$632	-	
77	Determination of Public Convenience or Necessity (without CUP)		\$1,500	111%	\$1,356	-	-	-	100%	\$1,356	-10%	-	-	-	
78	Special Findings Fees for Complex Projects	\$456 per set of findings beyond the standard	29	\$456	81%	\$561	\$16,256	\$13,224	\$3,032	100%	\$561	23%	\$16,256	\$3,032	-
79	Commence or Complete Work for which Permits are required by the	Double Fees	68	double fee	n/a	policy	-	-	-	100%	double fee	-	-	-	
80	Application Notification Fee														
81	Major Conditional Use Permit:		\$917											Delete - fee consolidated into one notification fee (fee #3)	
82	Major Variance:		\$917											Delete - fee consolidated into one notification fee (fee #3)	
83	Rezoning / Zoning Text Amendment		\$1,179											Delete - fee consolidated into one notification fee (fee #3)	
84	Development Agreement		\$917											Delete - fee consolidated into one notification fee (fee #3)	
85	Tentative Map		\$917											Delete - fee consolidated into one notification fee (fee #3)	
86	Request for General Plan Amendment		\$917											Delete - fee consolidated into one notification fee (fee #3)	
87	Private Access Easement:		\$917											Delete - fee consolidated into one notification fee (fee #3)	
88	Minor Variance:		\$917											Delete - fee consolidated into one notification fee (fee #3)	
89	Minor Conditional Use Permit		\$917											Delete - fee consolidated into one notification fee (fee #3)	
90	Appeals to City Council		\$524											Delete - fee consolidated into one notification fee (fee #3)	
91	Request for Environmental Review (CEQA / NEPA)		\$524											Delete - fee consolidated into one notification fee (fee #3)	
92	Parcel Map		\$917											Delete - fee consolidated into one notification fee (fee #3)	
93	Planned Unit Development: Preliminary Planning Commission Action		\$917											Delete - fee consolidated into one notification fee (fee #3)	
94	Planned Unit Development: Final Planning Commission Action		\$917											Delete - fee consolidated into one notification fee (fee #3)	
95	S-11 Site Development and Design Review: No Public		\$917											Delete - fee consolidated into one notification fee (fee #3)	
96	Appeals to Planning Commission		\$524											Delete - fee consolidated into one notification fee (fee #3)	

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations						
			Per Unit			Annual			Per Unit			Annual			
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
97 Regular Design Review:			\$917									Delete - fee consolidated into one notification fee (fee #3)			
98 Accessory Signage for Civic Activities			\$131									Delete - fee consolidated into one notification fee (fee #3)			
99 Challenge to Negative Declaration/Environmental			\$524									Delete - fee consolidated into one notification fee (fee #3)			
100 Appeal of Director's Determination that EIR/EIS is Required			\$524									Delete - fee consolidated into one notification fee (fee #3)			
101 Category III Creek Permit			\$524									Delete - fee consolidated into one notification fee (fee #3)			
102 Category IV Creek Permit			\$917									Delete - fee consolidated into one notification fee (fee #3)			
103 DTRAC Surcharge for scheduled items			\$655	82%	\$795	-	-	-	100%	\$795	21%	-	-	-	
104 NO - Show fee for Zoning Intake	Per Occurance	1	\$66	49%	\$135	\$135	\$66	\$69	100%	\$135	105%	\$135	\$69	-	
105 B. APPLICATIONS UNDER THE OAKLAND SUBDIVISION REGUL															
106 Tentative Map (In Connection with Planned Unit Development or Us			\$6,550	101%	\$6,500	-	-	-	100%	\$6,500	-1%	-	-	-	
107 All Other Tentative Maps (Other than Condominium Conversions):															
108 Basic Fee		1	\$6,550	101%	\$6,500	\$6,500	\$6,550	-\$50	100%	\$6,500	-1%	\$6,500	-\$50	-	
109 Surcharge (Per Lot)	Per Lot		\$131	74%	\$177	-	-	-	100%	\$177	35%	-	-	-	
110 Private Access Easement:															
111 Notification Fee: Private Access Easement	delete fee, redundant		\$917	n/a	n/a	-	-	-	n/a			-	-	-	
112 Private Access Easement			\$4,061	153%	\$2,652	-	-	-	100%	\$2,652	-35%	-	-	-	
113 Tentative Tract Map		7	\$3,013	103%	\$2,914	\$20,400	\$21,091	-\$691	100%	\$2,914	-3%	\$20,400	-\$691	-	
114 Parcel Map Waiver		9	\$917	87%	\$1,056	\$9,508	\$8,253	\$1,255	100%	\$1,056	15%	\$9,508	\$1,255	-	
115 Condominium Conversion: Parcel Map		9	\$3,668	106%	\$3,451	\$31,058	\$33,012	-\$1,954	100%	\$3,451	-6%	\$31,058	-\$1,954	-	
116 Condominium Conversion: Tentative Map			\$6,681	107%	\$6,221	-	-	-	100%	\$6,221	-7%	-	-	-	
117 Request for Extension of Time Limits		96	\$393	125%	\$314	\$30,157	\$37,728	-\$7,571	100%	\$314	-20%	\$30,157	-\$7,571	-	
118 Application Notification Fee															
119 Tentative Map			\$917									Delete - fee consolidated into one notification fee (fee #3)			
120 Parcel Map			\$917									Delete - fee consolidated into one notification fee (fee #3)			
121 Projects Involving Purchase of Condo Conversion Rights			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-	

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations							
			Per Unit			Annual			Per Unit			Annual				
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy		
122 C. REQUEST FOR ENVIRONMENTAL IMPACT ASSESSMENT (CE																
123 Request for Environmental Determination (If Project is Exempt)																
124 Standard Exemption such as 15301 and other exemption not req		437	\$262	75%	\$349	\$152,319	\$114,494	\$37,825	100%	\$349	33%	\$152,319	\$37,825	-		
125 Request for Environmental Review (If Project is exempt under Ca		4	\$917	89%	\$1,027	\$4,110	\$3,668	\$442	100%	\$1,027	12%	\$4,110	\$442	-		
126 Request for Environmental Review (If Project is exempt but requi	Min. or 25%		\$1,703	87%	\$1,948	-	-	-	100%	\$1,948	14%	-	-	-		
127 Request for Environmental Review (If Project is Not Exempt)		2														
128 Request for Environmental Review (If Project is Not Exempt) or a	Min. or 25%		\$1,703	63%	\$2,684	-	-	-	100%	\$2,684	58%	-	-	-		
129 Notification Fee: Request for Environmental Review or an Environ		3	\$655	74%	\$889	\$2,668	\$1,965	\$703	100%	\$889	36%	\$2,668	\$703	-		
130 Environmental Review Processing Fee-EIR/EIS	Min. or 28%	3	\$11,860	103%	\$11,513	\$34,540	\$35,580	-\$1,040	100%	\$11,513	-3%	\$34,540	-\$1,040	-		
131 Challenge or Appeal of any Environmental Determination or a Categ																
132 To City Planning Commission			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
133 To City Council			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
134 Notification Fee: Challenge to Negative Declaration			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
135 Notification Fee: Appeal of Director's Determination that EIR is R			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-		
136 Request for Notification for Environmental Determination/Review/Ch			\$655	99%	\$664	-	-	-	100%	\$664	1%	-	-	-		
137 Environmental Impact Data Collection, if EIR/EIS required			\$9,825	78%	\$12,598	-	-	-	100%	\$12,598	28%	-	-	-		
138 D. REQUEST FOR PLAN																
139 General Plan			\$786	83%	\$945	-	-	-	100%	\$945	20%	-	-	-		
140 Redevelopment Plan	plus mailing		\$766	81%	\$945	-	-	-	100%	\$945	23%	-	-	-		
141 E. SUBDIVISION REGULATIONS																
142 Design Review Guidelines	each		\$16	47%	\$34	-	-	-	100%	\$34	112%	-	-	-		
143 F. RETROFIT RIGHT PUBLICATION (cost per book)																
144 Retail (1-4 Copies)	each		\$24	n/a	\$34	-	-	-	100%	\$34	41%	-	-	-		
145 Wholesale (5-39 Copies)	each		\$18	40%	\$45	-	-	-	100%	\$45	151%	-	-	-		
146 Wholesale (40-119 Copies)	each		\$17	38%	\$45	-	-	-	100%	\$45	165%	-	-	-		
147 Wholesale (120+ Copies)	each		\$15	33%	\$45	-	-	-	100%	\$45	201%	-	-	-		

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
148 G. PLANNING COMMISSION AGENDA																	
149 Private Subscription	Yearly Subscription		\$53	52%	\$102	-	-	-	100%	\$102	92%	-	-	-			
150 H. OTHER PRINTED MATERIALS SPECIFICALLY REPRODUCED	Actual Cost or \$2 minimum		\$2	18%	\$11	-	-	-	100%	\$11	464%	-	-	-			
151 I. PLANNING COMMISSION MINUTES																	
152 Audio/Cassette Duplication																	
153 Cassettes			\$3	27%	\$11	-	-	-	100%	\$11	276%	-	-	-			
154 Private Subscription	Per Year		\$81	80%	\$102	-	-	-	100%	\$102	25%	-	-	-			
155 J. CONDOMINIUM CONVERSION INFORMATION PACKAGE DOC	package		\$16	142%	\$11	-	-	-	100%	\$11	-29%	-	-	-			
156 K. Annexation Fee																	
157 Five (5) Acres or Less																	
158 Application Fee			\$917	86%	\$1,062	-	-	-	100%	\$1,062	16%	-	-	-			
159 Additional Fees	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-			
160 Greater Than Five (5) Acres			\$24,759	97%	\$25,448	-	-	-	100%	\$25,448	3%	-	-	-			
161 LAFCO Application (for County)			\$5,240	79%	\$6,652	-	-	-	100%	\$6,652	27%	-	-	-			
162 Subsequent to LAFCO Determination	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-			
163 L. PLAN CHECKING AND/OR PROCESSING OF APPLICATION FOR																	
164 Consultation Services Requested or Preliminary Plan Review (One	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-			
165 Consultation Services Requested or Preliminary Plan Review	Plus \$131/hr over 3	60	\$393	54%	\$734	\$44,049	\$23,580	\$20,469	100%	\$734	87%	\$44,049	\$20,469	-			
166 Consultation Services Requested or Prelim. Plan Review for Major		4	\$1,703	57%	\$2,975	\$11,900	\$6,812	\$5,088	100%	\$2,975	75%	\$11,900	\$5,088	-			

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
167 Additional Plan Checking and/or Processing Required Due to Plan D	Per Hour or Fraction thereof	23	\$131	54%	\$245	\$5,629	\$3,013	\$2,616	100%	\$245	87%	\$5,629	\$2,616	-
168 Consultation Services or Plan Review Requested Outside Regular	Per Hour or Fraction thereof	6	\$191	57%	\$333	\$1,999	\$1,146	\$853	100%	\$333	74%	\$1,999	\$853	-
169 Major Projects contract services for permit review, plan check, enviro														
170 Associated fixed fees may be reduced by the City Manager provi	Actual Costs													
171 M. WRITTEN DETERMINATION BY ZONING ADMINISTRATOR		1	\$262	63%	\$413	\$413	\$262	\$151	100%	\$413	58%	\$413	\$151	-
172 N. ZONING CONFIRMATION LETTER														
173 Standard - No Research Required		20	\$34	77%	\$44	\$885	\$680	\$205	100%	\$44	30%	\$885	\$205	-
174 Research Required		76	\$131	74%	\$177	\$13,453	\$9,956	\$3,497	100%	\$177	35%	\$13,453	\$3,497	-
175 O. MILLS ACT														
176 Application Fee			\$524	n/a	no data				100%	\$524				
177 Inspection Fee		7	\$131	54%	\$245	\$1,713	\$917	\$796	100%	\$245	87%	\$1,713	\$796	-
178 P. NEIGHBORHOOD MEETING STAFF ATTENDANCE FEE (PER														
179 Attendance at 1st Community Meeting	OT Plan Check Hourly Rate				\$333	-	-	-	100%	\$333	n/a	-	-	-
180 Attendance at 2nd Community Meeting	Per Staff Member		\$350	83%	\$422	-	-	-	100%	\$422	20%	-	-	-
181 Attendance at 3rd Community Meeting	Per Staff Member		\$700	111%	\$633	-	-	-	100%	\$633	-10%	-	-	-
182 Attendance at 4th (and subsequent) Community Meeting	Per Staff Member Plus \$250 per hour over 1st hour Per Staff Member		\$300	47%	\$633	-	-	-	100%	\$633		-	-	-

User Fee Study Summary Sheet

City of Oakland
 Planning & Zoning Departments
 2013/2014

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
183 Q. SPECIAL DESIGN REVIEW																	
184 Track One	new				\$448	-	-	-	100%	\$448		-	-	-			
185 Track Two	new				\$566	-	-	-	100%	\$566		-	-	-			
Total User Fees						\$1,897,671	\$1,571,257	\$326,414				\$1,897,671	\$326,414				
% of Full Cost							83%	17%				100%	21%				

Engineering Services

User Fee Study Summary Sheet

City of Oakland
 Engineering Services - 84421, 84432, 84433
 2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations									
			Per Unit			Annual			Per Unit			Annual						
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy				
Planning and Building Fees:																		
1	L) GRADING PERMIT (review and inspection)																	
2	Basic	30	\$ 1,179	47%	\$ 2,493	\$ 74,791	\$ 35,370	\$ 39,421	100%	\$2,493	111%	\$ 74,791	\$ 39,421	\$ -				
3	51 - 1,000 Cubic Yards	27	\$ 1,179	39%	\$ 2,988	\$ 80,667	\$ 31,833	\$ 48,834	100%	\$2,988	153%	\$ 80,667	\$ 48,834	\$ -				
4	1,001 - 2,000 Cubic Yards		\$ 3,791	96%	\$ 3,932	\$ -	\$ -	\$ -	100%	\$3,932	4%	\$ -	\$ -	\$ -				
5	2,001 - 10,000 Cubic Yards	2	\$ 5,541	101%	\$ 5,481	\$ 10,962	\$ 11,082	\$ (120)	100%	\$5,481	-1%	\$ 10,962	\$ (120)	\$ -				
6	Over 10,000 Cubic Yards	1	\$ 13,541	142%	\$ 9,520	\$ 9,520	\$ 13,541	\$ (4,021)	100%	\$9,520	-30%	\$ 9,520	\$ (4,021)	\$ -				
7	Review of Materials Related to Request for Emergency Grading Permit		\$ 917	95%	\$ 970	\$ -	\$ -	\$ -	100%	\$970	6%	\$ -	\$ -	\$ -				
8	Review of Plan Revisions																	
9	Regular Operating Hours	Hourly	\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -				
10	Outside of Working Hours	Hourly	\$ 191	73%	\$ 262	\$ 9,940	\$ 7,258	\$ 2,682	100%	\$262	37%	\$ 9,940	\$ 2,682	\$ -				
11	M) WORK WITHOUT A GRADING PERMIT																	
12	Work Commenced				\$ -	\$ -	\$ -	\$ -	n/a	Double All Fees		\$ -	\$ -	\$ -				
13	Re-Inspection Fee		\$ 393	82%	\$ 480	\$ -	\$ -	\$ -	100%	\$480	22%	\$ -	\$ -	\$ -				
14	U) CONSTRUCTION SITE MONITORING (DUST, NOISE, C.6, STORM WATER)																	
15	Plan Review	per review	\$ 1,965	76%	\$ 2,595	\$ -	\$ -	\$ -	100%	\$2,595	32%	\$ -	\$ -	\$ -				
16	Maintenance Plan	Annually	\$ 396	99%	\$ 400	\$ -	\$ -	\$ -	100%	\$400	1%	\$ -	\$ -	\$ -				
17	Over 3 Inspections	per insp	\$ 99	62%	\$ 160	\$ -	\$ -	\$ -	100%	\$160	62%	\$ -	\$ -	\$ -				
18	Creek and Illicit Discharge Enforcement	per insp	\$ 396	99%	\$ 400	\$ -	\$ -	\$ -	100%	\$400	1%	\$ -	\$ -	\$ -				
19	X) CREEK PROTECTION PERMIT																	
20	Category I		\$ -		\$ 45	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -				
21	Category II	6	\$ 131	94%	\$ 139	\$ 832	\$ 786	\$ 46	100%	\$139	6%	\$ 832	\$ 46	\$ -				
22	Category III	8	\$ 524	77%	\$ 682	\$ 5,458	\$ 4,192	\$ 1,266	100%	\$682	30%	\$ 5,458	\$ 1,266	\$ -				
23	Category IV (Up to 8 Hours)	4	\$ 1,048	79%	\$ 1,331	\$ 5,325	\$ 4,192	\$ 1,133	100%	\$1,331	27%	\$ 5,325	\$ 1,133	\$ -				
24	Over 8 Hours	Hourly	\$ 131	82%	\$ 160	\$ -	\$ -	\$ -	100%	\$160	22%	\$ -	\$ -	\$ -				
25	Appeal of Determination to Building Official		\$ 393	74%	\$ 532	\$ -	\$ -	\$ -	100%	\$532	35%	\$ -	\$ -	\$ -				
26	Appeal to the Planning Commission		\$ 786	76%	\$ 1,034	\$ -	\$ -	\$ -	100%	\$1,034	32%	\$ -	\$ -	\$ -				
27	Inspection																	

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
28 Basic	s/b flat	29	\$ 297	74%	\$ 400	\$ 11,609	\$ 8,613	\$ 2,996	100%	\$400	35%	\$ 11,609	\$ 2,996	\$ -
29 Over 3 Inspections	Hourly	1	\$ 99	62%	\$ 160	\$ 160	\$ 99	\$ 61	100%	\$160	62%	\$ 160	\$ 61	\$ -
30 AA) REVIEW OF GEOTECHNICAL REPORT REQUIRED FOR PROJECTS LOCATED IN SEISMIC HAZARD ZONE														
31 Permit Application														
32 Basic			\$ 786	77%	\$ 1,026	\$ -	\$ -	\$ -	100%	\$1,026	31%	\$ -	\$ -	\$ -
33 Over 6 Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
34 Request for Waiver Application														
35 Basic			\$ 786	77%	\$ 1,026	\$ -	\$ -	\$ -	100%	\$1,026	31%	\$ -	\$ -	\$ -
36 Over 6 Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
37 Peer Review			Cost + 14%	n/a	policy	\$ -	\$ -	\$ -	100%	Cost + 14%		\$ -	\$ -	\$ -
38 Revisions														
39 Regular Operating Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
40 Outside of Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262	37%	\$ -	\$ -	\$ -
41 G) PUSH CART FOOD VENDING														
42 Application Processing		10	\$ 75	120%	\$ 62	\$ 624	\$ 750	\$ (126)	100%	\$62	-17%	\$ 624	\$ (126)	\$ -
43 Initial Permit Fee		10	\$ 455	73%	\$ 624	\$ 6,244	\$ 4,550	\$ 1,694	100%	\$624	37%	\$ 6,244	\$ 1,694	\$ -
44 Permit Renewal Fee		13	\$ 455	73%	\$ 624	\$ 8,118	\$ 5,915	\$ 2,203	100%	\$624	37%	\$ 8,118	\$ 2,203	\$ -
45 Late Fee														
46 Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:														
47 30-60 Days			10%	n/a	Policy	\$ -	\$ -	\$ -	100%	10%		\$ -	\$ -	\$ -
48 60-90 Days			20%	n/a	Policy	\$ -	\$ -	\$ -	100%	20%		\$ -	\$ -	\$ -
49 After 90 Days			50%	n/a	Policy	\$ -	\$ -	\$ -	100%	50%		\$ -	\$ -	\$ -
50 Legalizing Illegal Vendor			\$ 914	n/a	Policy	\$ -	\$ -	\$ -	100%	\$914		\$ -	\$ -	\$ -
51 H) VEHICULAR FOOD VENDING PERMIT														
52 Application Processing		11	\$ 137	110%	\$ 125	\$ 1,374	\$ 1,507	\$ (133)	100%	\$125	-9%	\$ 1,374	\$ (133)	\$ -
53 Initial Permit Fee		11	\$ 1,822	133%	\$ 1,374	\$ 15,112	\$ 20,042	\$ (4,930)	100%	\$1,374	-25%	\$ 15,112	\$ (4,930)	\$ -
54 Permit Renewal Fee		14	\$ 1,822	133%	\$ 1,374	\$ 19,233	\$ 25,508	\$ (6,275)	100%	\$1,374	-25%	\$ 19,233	\$ (6,275)	\$ -
55 Late Fee														

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations									
			Per Unit			Annual			Per Unit			Annual						
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy				
56	Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:																	
57	30-60 Days		10%	n/a	Policy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%	10%		\$ -	\$ -	\$ -	\$ -
58	60-90 Days		20%	n/a	Policy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%	20%		\$ -	\$ -	\$ -	\$ -
59	After 90 Days		50%	n/a	Policy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%	50%		\$ -	\$ -	\$ -	\$ -
60	Legalizing Illegal Vendor		\$ 3,644	n/a	Policy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$3,644		\$ -	\$ -	\$ -	\$ -
61 I) REVIEW OF PRIVATE INFRASTRUCTURE PERMIT																		
62	\$1 to \$5,000 Construction Valuation	new category	1	\$ 1,441	107%	\$ 1,349	\$ 1,349	\$ 1,441	\$ (92)			74%	\$1,000		\$ 1,000	\$ (441)	\$ 349	
63	\$5,001 to \$10,000 Construction Valuation		1	\$ 1,441	53%	\$ 2,698	\$ 2,698	\$ 1,441	\$ 1,257			100%	\$2,698		\$ 2,698	\$ 1,257	\$ -	
64	\$10,001 to \$50,000 Construction Valuation		3	\$ 1,441	47%	\$ 3,046	\$ 9,139	\$ 4,323	\$ 4,816			100%	\$3,046		\$ 9,139	\$ 4,816	\$ -	
65	\$50,001 to \$100,000 Construction Valuation		1	\$ 4,361	84%	\$ 5,184	\$ 5,184	\$ 4,361	\$ 823			100%	\$5,184		\$ 5,184	\$ 823	\$ -	
66	\$100,001 to \$500,000 Construction Valuation		3	\$ 6,961	77%	\$ 9,063	\$ 27,188	\$ 20,883	\$ 6,305			100%	\$9,063		\$ 27,188	\$ 6,305	\$ -	
67	\$500,001 - \$5M Construction Valuation		1	\$ 25,761	82%	\$ 31,364	\$ 31,364	\$ 25,761	\$ 5,603			100%	\$31,364		\$ 31,364	\$ 5,603	\$ -	
68	General Plan Surcharge (assessed on all P-JOB Permits)		7	0.10%	59%	0.17%	\$ 0	\$ 0	\$ 0			100%	0.17%		\$ 0	\$ 0	\$ -	
69	Extension of P-JOB Permit for work incomplete after one year		1	\$ 917	101%	\$ 909	\$ 909	\$ 917	\$ (8)			100%	\$909		\$ 909	\$ (8)	\$ -	
70	Review of Plan Revisions																	
71	Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87			100%	\$174		\$ 349	\$ 87	\$ -	
72	Outside of Working Hours	Hourly	1	\$ 191	73%	\$ 262	\$ 262	\$ 191	\$ 71			100%	\$262		\$ 262	\$ 71	\$ -	
73 T) INSPECTION OF PRIVATE INFRASTRUCTURE																		
74	Basic Fee																	
75	\$1 to \$100,000	new category	6	\$ 4,400	88%	\$ 5,006	\$ 30,039	\$ 26,400	\$ 3,639			100%	8.5% of ENR		\$ 30,039	\$ 3,639		
76	\$100,001 to \$500,000	new category	3	\$ 26,600	100%	\$ 26,694	\$ 80,081	\$ 79,800	\$ 281			100%	\$8,500 + 8% over \$100,001		\$ 80,081	\$ 281		
77	\$500,001+	new category	2	\$ 58,000	103%	\$ 56,063	\$ 112,127	\$ 116,000	\$ (3,873)			100%	\$40,500 + 7.5% over \$500,001		\$ 112,127	\$ (3,873)		
78	Outside of Regular Working Hours	Hourly		\$ 173	72%	\$ 240	\$ -	\$ -	\$ -			100%	\$240		\$ -	\$ -	\$ -	\$ -

Planning and Building User Fee Subtotal	\$560,656	\$457,018	\$103,638 #		\$560,307	\$103,289	\$349
% of Full Cost		82%	18%			18%	0%

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations														
			Per Unit			Annual			Per Unit			Annual											
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy									
Public Works Fees:																							
79 A) PATH VACATION		1	\$ 2,096	41%	\$ 5,154	\$ 5,154	\$ 2,096	\$ 3,058	100%	\$5,154		\$ 5,154	\$ 3,058	\$ -									
80 B) STREET VACATION																							
81 Summary Vacation			\$ 2,751	55%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980		\$ -	\$ -	\$ -									
82 General Vacation		1	\$ 5,240	102%	\$ 5,154	\$ 5,154	\$ 5,240	\$ (86)	100%	\$5,154		\$ 5,154	\$ (86)	\$ -									
83 Notifications		1	\$ 917	86%	\$ 1,060	\$ 1,060	\$ 917	\$ 143	100%	\$1,060		\$ 1,060	\$ 143	\$ -									
84 C) EASEMENT - DEDICATION OR VACATION																							
85 City Council Action		1	\$ 1,965	39%	\$ 4,980	\$ 4,980	\$ 1,965	\$ 3,015	100%	\$4,980		\$ 4,980	\$ 3,015	\$ -									
86 City Engineer Action		2	\$ 917	36%	\$ 2,564	\$ 5,128	\$ 1,834	\$ 3,294	100%	\$2,564		\$ 5,128	\$ 3,294	\$ -									
87 Shared Access Engineering Review			\$ 524	29%	\$ 1,804	\$ -	\$ -	\$ -	100%	\$1,804		\$ -	\$ -	\$ -									
88 D) CERTIFICATE OF COMPLIANCE																							
89 For Work Through Six Hours		4	\$ 786	60%	\$ 1,311	\$ 5,246	\$ 3,144	\$ 2,102	100%	\$1,311		\$ 5,246	\$ 2,102	\$ -									
90 For Work After Six Hours	Hourly	6	\$ 131	69%	\$ 190	\$ 1,137	\$ 786	\$ 351	100%	\$190		\$ 1,137	\$ 351	\$ -									
E) ENCROACHMENT IN THE PUBLIC ROW OR PUBLIC EASEMENT																							
92 City Engineer Action																							
93 New Encroachment		61	\$ 917	51%	\$ 1,781	\$ 108,655	\$ 55,937	\$ 52,718	100%	\$1,781		\$ 108,655	\$ 52,718	\$ -									
94 Existing Encroachment		2	\$ 1,703	54%	\$ 3,176	\$ 6,353	\$ 3,406	\$ 2,947	100%	\$3,176		\$ 6,353	\$ 2,947	\$ -									
95 Private Party bike rack installation		1	\$ 37	2%	\$ 1,781	\$ 1,781	\$ 37	\$ 1,744	4%	\$74		\$ 74	\$ 37	\$ 1,707									
96 Encroachment for R3 Occupancy		25	\$ 524	29%	\$ 1,781	\$ 44,531	\$ 13,100	\$ 31,431	100%	\$1,781		\$ 44,531	\$ 31,431	\$ -									
97 Amendment or Recission		3	\$ 262	24%	\$ 1,084	\$ 3,251	\$ 786	\$ 2,465	100%	\$1,084		\$ 3,251	\$ 2,465	\$ -									
98 City Council Action		7	\$ 1,965	39%	\$ 4,980	\$ 34,860	\$ 13,755	\$ 21,105	100%	\$4,980		\$ 34,860	\$ 21,105	\$ -									
99 F) TRACT MAP																							
100 Tentative Map (charged with Planning)		2	\$ 3,406	91%	\$ 3,761	\$ 7,521	\$ 6,812	\$ 709	100%	\$3,761		\$ 7,521	\$ 709	\$ -									
101 Final Map		2	\$ 3,144	54%	\$ 5,817	\$ 11,633	\$ 6,288	\$ 5,345	100%	\$5,817		\$ 11,633	\$ 5,345	\$ -									
102 Tentative Map - Each Lot over 5			\$ 262	74%	\$ 354	\$ -	\$ -	\$ -	100%	\$354		\$ -	\$ -	\$ -									
103 Certificate of Correction		1	\$ 524	45%	\$ 1,157	\$ 1,157	\$ 524	\$ 633	100%	\$1,157		\$ 1,157	\$ 633	\$ -									
104 Subdivision Improvement Agreement		10	\$ 917	58%	\$ 1,593	\$ 15,932	\$ 9,170	\$ 6,762	100%	\$1,593		\$ 15,932	\$ 6,762	\$ -									

User Fee Study Summary Sheet

City of Oakland
 Engineering Services - 84421, 84432, 84433
 2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
105 Amended Final Map			\$ 524	31%	\$ 1,709	\$ -	\$ -	\$ -	100%	\$1,709		\$ -	\$ -	\$ -
106 Revisions to Final Map, Tentative Map, or SIA														
107 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
108 Overtime Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
109 G) STREET DEDICATION			\$ 1,965	39%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980		\$ -	\$ -	\$ -
110 H) STREET NAME CHANGE														
111 Application			\$ 1,965	39%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980		\$ -	\$ -	\$ -
112 Notifications			\$ 524	44%	\$ 1,196	\$ -	\$ -	\$ -	100%	\$1,196		\$ -	\$ -	\$ -
113 I) REVIEW OF PUBLIC INFRASTRUCTURE PERMIT														
114 \$1 to \$5,000 Construction Valuation	new category	1	\$ 1,441	107%	\$ 1,349	\$ 1,349	\$ 1,441	\$ (92)	74%	\$1,000		\$ 1,000	\$ (441)	\$ 349
115 \$5,001 to \$10,000 Construction Valuation		1	\$ 1,441	53%	\$ 2,698	\$ 2,698	\$ 1,441	\$ 1,257	100%	\$2,698		\$ 2,698	\$ 1,257	\$ -
116 \$10,001 to \$50,000 Construction Valuation		3	\$ 1,441	47%	\$ 3,046	\$ 9,139	\$ 4,323	\$ 4,816	100%	\$3,046		\$ 9,139	\$ 4,816	\$ -
117 \$50,001 to \$100,000 Construction Valuation		1	\$ 4,361	84%	\$ 5,184	\$ 5,184	\$ 4,361	\$ 823	100%	\$5,184		\$ 5,184	\$ 823	\$ -
118 \$100,001 to \$500,000 Construction Valuation		3	\$ 6,961	77%	\$ 9,063	\$ 27,188	\$ 20,883	\$ 6,305	100%	\$9,063		\$ 27,188	\$ 6,305	\$ -
119 \$500,001 - \$5M Construction Valuation		1	\$ 25,761	82%	\$ 31,364	\$ 31,364	\$ 25,761	\$ 5,603	100%	\$31,364		\$ 31,364	\$ 5,603	\$ -
120 General Plan Surcharge (assessed on all P-JOB Permits)		7	\$ 0.10%	59%	\$ 0.17%	\$ 0	\$ 0	\$ 0	100%	0.17%		\$ 0	\$ 0	\$ -
121 Extension of P-JOB Permit for work incomplete after one year		1	\$ 917	101%	\$ 909	\$ 909	\$ 917	\$ (8)	100%	\$909		\$ 909	\$ (8)	\$ -
122 Review of Plan Revisions														
123 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
124 Outside of Working Hours	Hourly	1	\$ 191	73%	\$ 262	\$ 262	\$ 191	\$ 71	100%	\$262		\$ 262	\$ 71	\$ -
125 J) FRANCHISE APPLICATION OR RENEWAL			\$ 1,179	21%	\$ 5,677	\$ -	\$ -	\$ -	100%	\$5,677		\$ -	\$ -	\$ -
126 K) SPUR TRACK			\$ 1,179	25%	\$ 4,631	\$ -	\$ -	\$ -	100%	\$4,631		\$ -	\$ -	\$ -
127 N) CONSULTATION REQUESTED FOR PRELIMINARY REVIEW OF IMPROVEMENTS AND CONSTRUCTION PROJECTS	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174		\$ -	\$ -	\$ -
128 O) MYLAR PLAN RETRIEVAL			\$ 5	62%	\$ 8	\$ -	\$ -	\$ -	100%	\$8		\$ -	\$ -	\$ -
129 P) CITY OF OAKLAND MAPS AND PLANS														
130 2,400 Scale		5	\$ 8	50%	\$ 15	\$ 76	\$ 38	\$ 38	100%	\$15		\$ 76	\$ 38	\$ -
131 1,500 Scale		5	\$ 8	50%	\$ 15	\$ 76	\$ 38	\$ 38	100%	\$15		\$ 76	\$ 38	\$ -
132 Plans (copies larger than 11" x 17")		50	\$ 8	50%	\$ 15	\$ 756	\$ 375	\$ 381	100%	\$15		\$ 756	\$ 381	\$ -

User Fee Study Summary Sheet

City of Oakland
 Engineering Services - 84421, 84432, 84433
 2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
133 Q) S-11 ENGINEERING REVIEW			\$ 917	131%	\$ 698	\$ -	\$ -	\$ -	100%	\$698		\$ -	\$ -	\$ -
134 R) PARCEL MAP														
135 Tentative Map		16	\$ 1,310	97%	\$ 1,357	\$ 21,710	\$ 20,960	\$ 750	100%	\$1,357		\$ 21,710	\$ 750	\$ -
136 Parcel Map		16	\$ 1,179	74%	\$ 1,589	\$ 25,430	\$ 18,864	\$ 6,566	100%	\$1,589		\$ 25,430	\$ 6,566	\$ -
137 Amended Tentative Map or Parcel Map		16	\$ 524	93%	\$ 562	\$ 8,990	\$ 8,384	\$ 606	100%	\$562		\$ 8,990	\$ 606	\$ -
138 Revisions to Tentative Map or Parcel Map														
139 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
140 Outside of Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
141 Certification of Correction			\$ 524	108%	\$ 484	\$ -	\$ -	\$ -	100%	\$484		\$ -	\$ -	\$ -
142 S) EIR ENGINEERING REVIEW														
143 Application		42	\$ 1,048	75%	\$ 1,395	\$ 58,593	\$ 44,016	\$ 14,577	100%	\$1,395		\$ 58,593	\$ 14,577	\$ -
144 Revisions	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
145 T) INSPECTION OF PUBLIC INFRASTRUCTURE														
146 Basic Fee														
147 \$1 to \$100,000	new category	6	\$ 4,400	88%	\$ 5,006	\$ 30,039	\$ 26,400	\$ 3,639	100%	8.5% of ENR		\$ 30,039	\$ 3,639	
148 \$100,001 to \$500,000	new category	3	\$ 26,600	100%	\$ 26,694	\$ 80,081	\$ 79,800	\$ 281	100%	\$8,500 + 8% over \$100,001		\$ 80,081	\$ 281	
149 \$500,001+	new category	2	\$ 58,000	103%	\$ 56,063	\$ 112,127	\$ 116,000	\$ (3,873)	100%	\$40,500 + 7.5% over \$500,001		\$ 112,127	\$ (3,873)	
150 Outside of Regular Working Hours	Hourly		\$ 173	72%	\$ 240	\$ -	\$ -	\$ -	100%	\$240		\$ -	\$ -	\$ -
151 V) PERMIT APPLICATION REVIEW AND PROCESSING														
152 Outside of Regular Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
153 W) LOT LINE MERGER AND ADJUSTMENT		9	\$ 262	82%	\$ 320	\$ 2,881	\$ 2,358	\$ 523	100%	\$320		\$ 2,881	\$ 523	\$ -
Y) PLAN CHECK AND INSPECTION FOR SITE DEVELOPMENT NOT RELATED TO ANY OTHER REQUIRED														
154 PERMIT														
155 Application			\$ 71	117%	\$ 60	\$ -	\$ -	\$ -	100%	\$60		\$ -	\$ -	\$ -
156 Plan Check	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174		\$ -	\$ -	\$ -
157 Inspection	Hourly		\$ 99	62%	\$ 160	\$ -	\$ -	\$ -	100%	\$160		\$ -	\$ -	\$ -

User Fee Study Summary Sheet

City of Oakland
Engineering Services - 84421, 84432, 84433
2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations														
			Per Unit			Annual			Per Unit			Annual											
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy									
158 Z) OBSTRUCTION PERMITS																							
159	Short-term Permits (Max of 14 Days)																						
160	Metered Area	per day	8550	\$ 35	n/a	policy	\$ 294,975	\$ 294,975	\$ -	100%	\$35		\$ 294,975	\$ -	\$ -								
161	Un-metered Area	per day	4770	\$ 17	n/a	policy	\$ 82,283	\$ 82,283	\$ -	100%	\$17		\$ 82,283	\$ -	\$ -								
162	No Parking Anytime Sign	per day	15048	\$ 3	n/a	policy	\$ 46,649	\$ 46,649	\$ -	100%	\$3		\$ 46,649	\$ -	\$ -								
163	Long-term Permits (15-180 Day Maximum)																						
164	Metered Area	30 days	360	\$ 1,037	n/a	policy	\$ 373,320	\$ 373,320	\$ -	100%	\$1,037		\$ 373,320	\$ -	\$ -								
165	Un-metered Area	30 days	1368	\$ 519	n/a	policy	\$ 709,992	\$ 709,992	\$ -	100%	\$519		\$ 709,992	\$ -	\$ -								
166 AB) MISCELLANEOUS ENGINEERING REVIEW																							
167	Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -								
168	Outside of Working Hours	Hourly	31	\$ 191	73%	\$ 262	\$ 8,109	\$ 5,921	\$ 2,188	100%	\$262		\$ 8,109	\$ 2,188	\$ -								
169 AC) PAY TELEPHONE PERMIT																							
170	Application Processing			\$ 393	108%	\$ 365	\$ -	\$ -	\$ -	100%	\$365		\$ -	\$ -	\$ -								
171	Annual Renewal			\$ 131	127%	\$ 103	\$ -	\$ -	\$ -	100%	\$103		\$ -	\$ -	\$ -								
172	Late Renewal			\$ 262	123%	\$ 214	\$ -	\$ -	\$ -	100%	\$214		\$ -	\$ -	\$ -								
173	Reclaiming Removed Pay Phone			\$ 594	120%	\$ 496	\$ -	\$ -	\$ -	100%	\$496		\$ -	\$ -	\$ -								
174	AD) TRANSPORTATION/TRAFFIC PROJECT REVIEW	New		\$ -		\$ 21,798	\$ -	\$ -	\$ -	100%	10% of consultant fee		\$ -	\$ -	\$ -								
175	RECORDS MANAGEMENT FEE	New		9.50%	n/a	Policy	\$ -	\$ -	\$ -	100%	9.50%		\$ -	\$ -	\$ -								
176	TECHNOLOGY ENHANCEMENT FEE	New		5.25%	n/a	Policy	\$ -	\$ -	\$ -	100%	5.25%		\$ -	\$ -	\$ -								

User Fee Study Summary Sheet

City of Oakland
 Engineering Services - 84421, 84432, 84433
 2013/14

Service Name	Fee Description	Annual Volume	Current						Recommendations								
			Per Unit			Annual			Per Unit			Annual					
			Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy			
177 Q) PROCESSING TREE REMOVAL PERMITS																	
178 Developed Property	delete		\$66	n/a	n/a	\$ -	\$ -	\$ -	n/a	n/a	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
179 Undeveloped Property			\$131	48%	\$275	\$ -	\$ -	\$ -	100%	\$275	110%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
180 R) PROCESSING UTILITY COMPANY EXCAVATION PERMIT			\$131	80%	\$163	\$ -	\$ -	\$ -	100%	\$163	24%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works User Fee Subtotal							\$2,199,454	\$2,016,796	\$182,658 #			\$2,197,398	\$180,602	\$2,056			
% of Full Cost								92%	8%			100%	8%	0%			
Combined Planning and Building and Public Works Total							\$2,760,110	\$2,473,814	\$286,296			\$2,757,706	\$283,891	\$2,405			
% of Full Cost								90%	10%			100%	10%	0%			

Footnotes:

Fee #119) Recommended policy: for projects over \$500,001 valuation, the developer may opt to pay on a deposit + hourly rate basis.

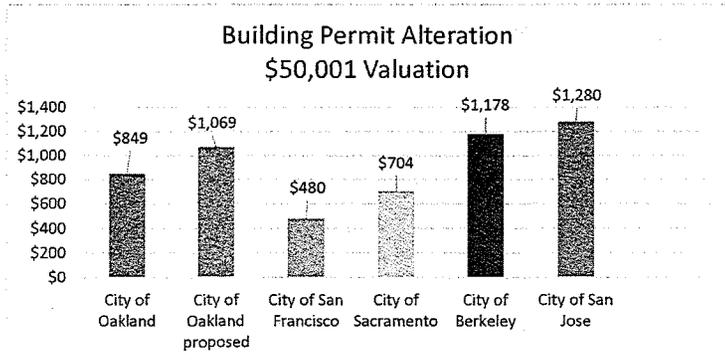
Fee #174) this fee recovers the City's cost of reviewing and commenting on consultant reports. The average report size is \$200,000, yielding a fee of 10% of the consultant contract.

Appendix A
Fee Comparison Analysis

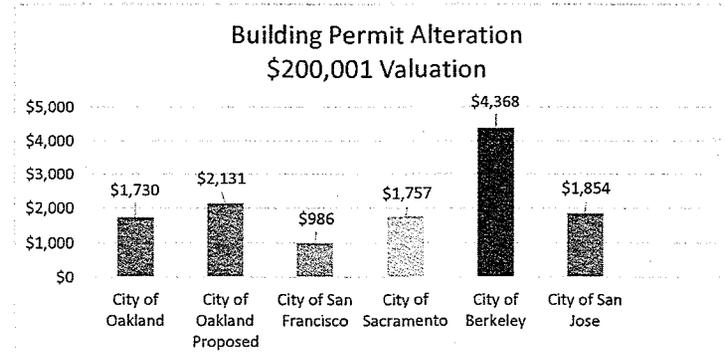
MGT

OF AMERICA, INC.

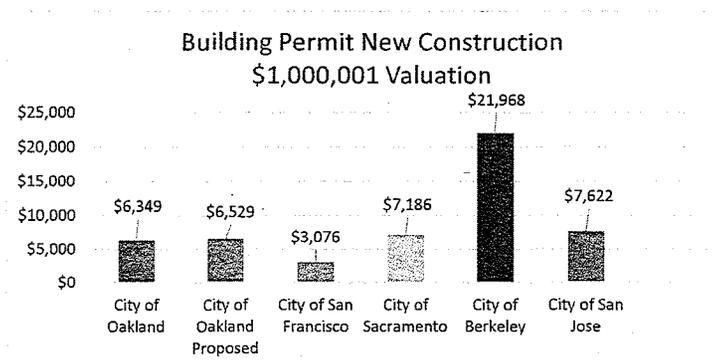
City of Oakland Benchmark Study, 2014



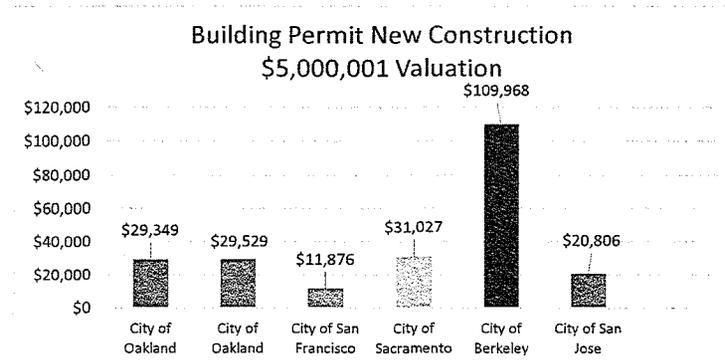
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 500 sq. ft. garage.



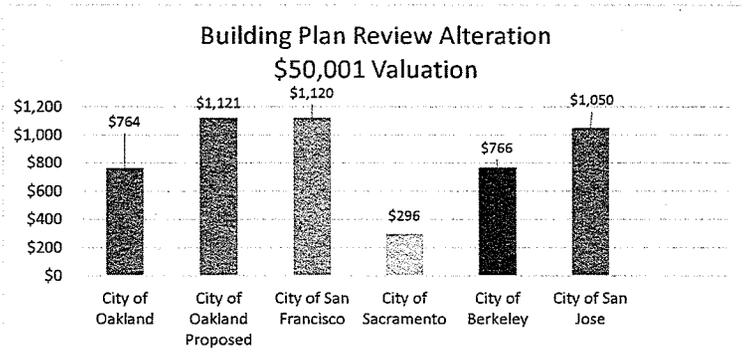
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a single story dwelling.



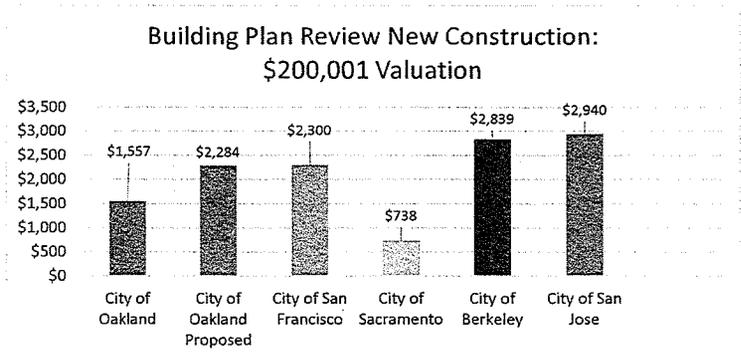
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 50,000 square foot shell building.



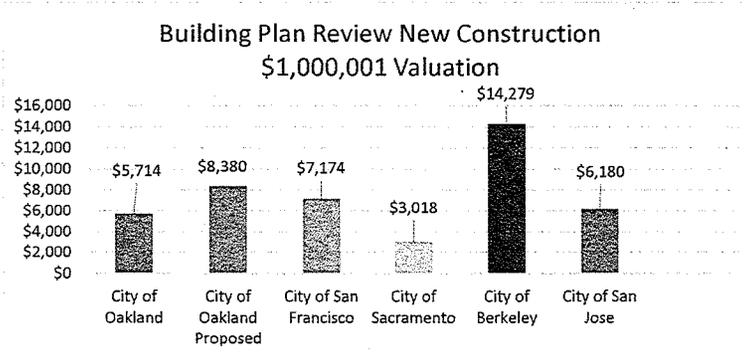
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 30,000 square foot dwelling.



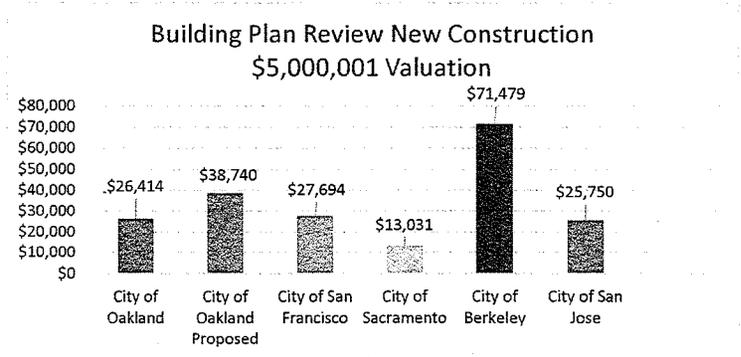
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 500 sq. ft. room addition.



Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 2,000 sq. ft. dwelling.



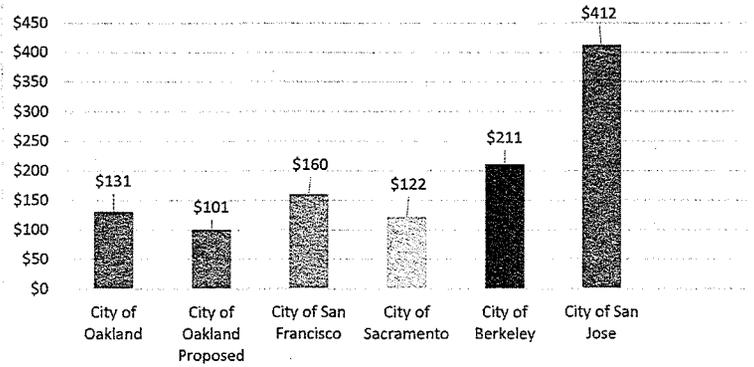
Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 25 unit apartment complex.



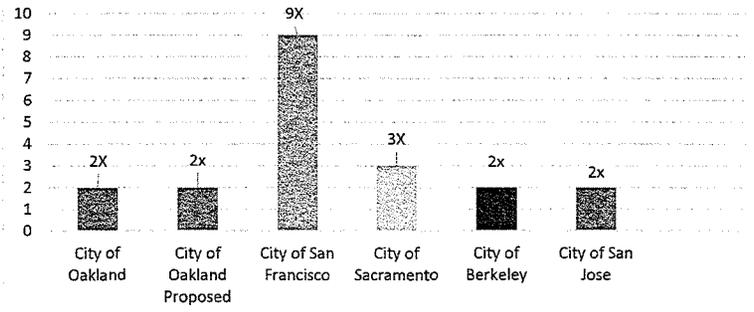
Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 110 unit apartment complex.



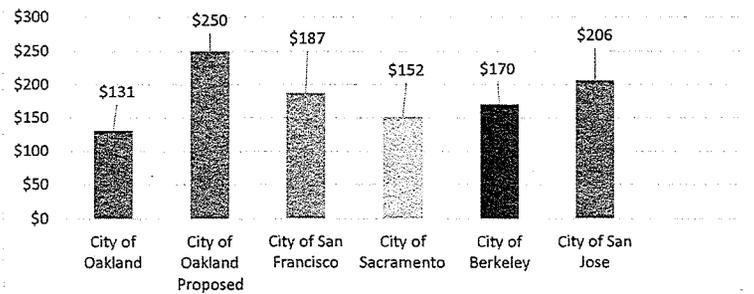
Manufactured Home Plumbing System



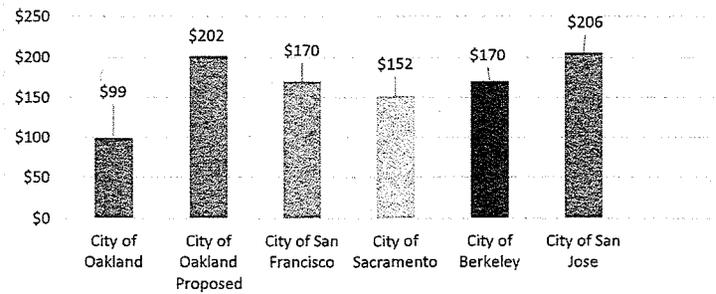
Construction without a Permit (Penalty)
X Original Permit

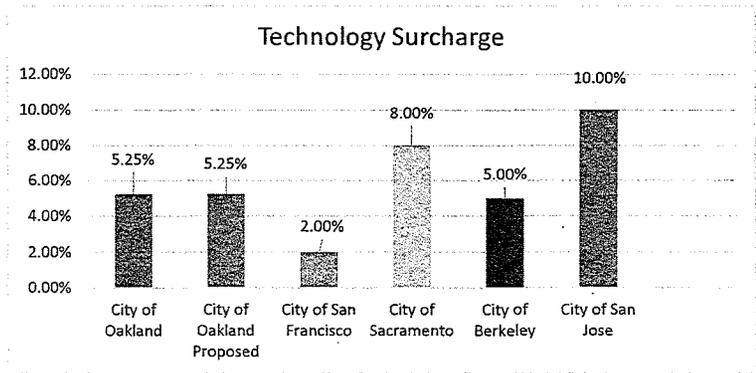


Standard Hourly Rates: Plan Review

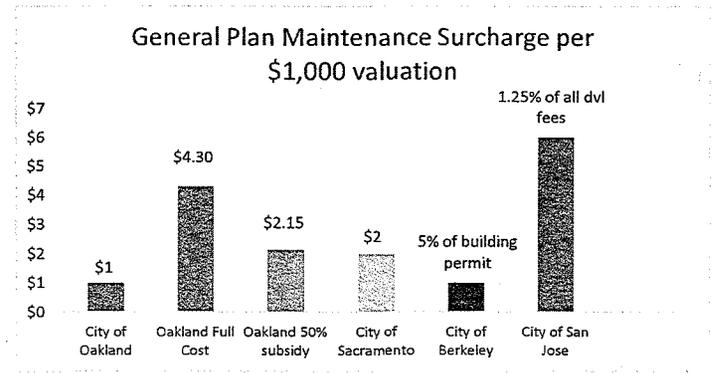


Standard Hourly Rates: Inspection





San Jose: 10% digitizing surcharge is capped at \$2,000 per project.



MGT
OF AMERICA, INC.

CODE ENFORCEMENT FEE COMPARISON TABLE

Fee Category	Oakland - Current	Oakland - Proposed	Fresno	Anaheim	Sacramento	Long Beach	San Jose
Document Fees (order, invoice, notice, declaration, lien release, termination, etc.)	\$297 for preparation per document	\$512 for preparation per document	\$100 per hour, plus 100 administrative fee	Civil Citations: \$100, 1st offense \$200, 2nd offense \$500, subsequent offenses	\$400 (flat fee), except Notice and Order to Abate Public Nuisance (\$800 flat fee) Notice and Order to Repair, Rehabilitate or Demolish, \$1,400+	\$125 (flat fee)	No document fees
Re-inspection fees	\$396 (flat fee)	\$206 (flat fee)	\$100 per hour	\$196 (flat fee)	Document fees only	\$157 (flat fee)	\$160-183 (flat fee)
Administrative Fees for Contracted Work (abatement)	31% or \$693 minimum (per instance or contract, whichever is greater)	\$1 - \$5,000: 30% \$5,001-\$10k: 25% \$10,001+ 20%	\$100 per hour	No fee	20% of abatement costs	\$331 (flat fee)	\$98 per hour
Vacant/Foreclosed Building Program Fees	\$495 registration, and inspection fees (flat fee)	\$737 registration, and inspection fees (flat fee)	\$250 registration (flat fee)	No specific program	\$150 per month, only after 30 days in violation	\$155 (flat fee)	\$250 average per violation (can escalate to \$1,000 per violation)
Inspection Warrant	\$693 (flat fee)	\$1,330 (flat fee)	Hourly rate	No fee	Hourly rate	\$428 (flat fee)	Hourly rate
General Hourly Rate	\$99	\$125	\$100 per hour	\$196 per hour	n/a	\$103 per hour	\$98 per hour

Fee Comparison						
50 Unit Condominium Complex						
Wood Frame, \$5,000,000 construction valuation						
Division / Fee Category	Oakland Current	Oakland Proposed	San Francisco	Sacramento	Berkeley	San Jose
Building Services - Administration						
Fee #3 Filing	\$16	\$13	\$0	\$152	\$22	\$2,880
Fee #5 Routing	55	55	\$0			
Fee #19 Records Management Fee (9.5%)	9,476	11,104	\$300			2,000
Fee #20 Technology Enhancement Fee (5.25%)	5,237	6,136	\$1,995	\$3,778	\$5,395	
Subtotal	\$14,784	\$17,308	\$2,295	\$3,930	\$5,417	\$4,880
Building Services - Inspection						
Fee #19/20 Inspection	\$29,349	\$29,529	\$11,876	\$33,256	\$107,900	\$66,950
Fee #60a Electrical Inspection - New Construction	n/a	7,382	\$7,204	\$3,750	\$5,000	<i>included above</i>
Fee #60b Mechanical Inspection - New Construction	n/a	2,953	\$4,783	\$3,750	\$5,000	<i>included above</i>
Fee #60c Plumbing Inspection - New Construction	n/a	4,429	\$5,535	\$3,750	\$5,000	<i>included above</i>
Fee #77 Plumbing Inspection of New Apartments	9,900	n/a	n/a			
Fee #96 Cooling System	2,150	n/a	n/a	4,375		
Fee #103 Furnace	2,150	n/a	n/a	4,375		
Fee #148 Electrical Inspection of New Apartments	9,900	n/a	n/a			
Fee #218 General Plan Surcharge	5,000	21,500	\$0	\$10,000	\$5,395	3,348
Subtotal	\$58,449	\$65,793	\$29,398	\$63,256	\$128,295	\$70,298
Building Services - Plan Check						
Fee #2 Plan Check	\$26,414	\$38,978	\$27,694	\$13,968	\$70,135	\$10,080
Fee #27 Site Plan Review	917	658	\$1,870	\$4,988		2,940
Fee #28 Parking Review - 1st 4 Spaces	262	462	n/a			
Fee #32 Parking Review 41-120 Spaces	524	838	n/a			
Subtotal	\$28,117	\$40,936	\$29,564	\$18,956	\$70,135	\$13,020
Engineering						
Fee #4 Grading Permit (assume 1,500 cy)	3,791	3,932				2,432
Fee #15 Construction Site Monitoring Plan Review	1,965	2,595				1,870
Fee #16 Construction Site Monitoring Inspection	396	400		\$2,250	\$4,500	748
Fee #82 Tentative Map	\$3,406	\$3,761		\$1,000	\$5,453	
Fee #83 Final Map	3,144	5,817			\$9,050	7,925
Fee #99 Review of Infrastructure	4,361	5,184		\$6,375		3,875
Fee #125 Environmental Impact Report	1,048	1,395	\$48,768	\$25,000	\$5,068	11,875
Fee #130 Inspection of Infrastructure (\$100,000 val)	0	8,500		\$6,375		3,875
Subtotal	\$18,111	\$31,584	\$48,768	\$41,000	\$24,071	\$32,600
Planning and Zoning						
Fee #25 Design Review Major Project	\$2,358	\$2,649	\$13,474	\$17,500	\$11,284	\$3,000
Fee #68 New Construction Activity Surcharge	1,780	2,461	\$6,880			
Fee #106 Tentative Map	6,550	6,500	\$13,474	\$25,000	\$10,171	7,370
Subtotal	\$10,688	\$11,610	\$33,828	\$42,500	\$21,455	\$10,370
TOTAL	\$130,148	\$167,230	\$143,853	\$169,642	\$249,373	\$131,168

General Plan Maintenance fee survey

Bakersfield	\$78 fee on all new building permits
Belmont	\$2.50 per \$1,000 valuation
Berkeley	5% surcharge against building permits
Brentwood	\$211.62 per dwelling unit (fee only charged against residential)
Concord	\$1 per \$1,000 valuation
Corona	2.2% surcharge against building permits
Daly City	\$5 per \$1,000 valuation
Davis	\$2 per \$1,000 valuation
Elk Grove	\$0.275 per \$1,000 valuation
Emeryville	\$0.50 per \$1,000 valuation
Fairfield	\$5 per \$1,000 valuation, excluding solar
Folsom	3% surcharge against development fees
Fremont	15% surcharge against building permits
Galt	\$3.60 per \$1,000 valuation
Garden Grove	\$2 plus \$1.75 per \$1,000 valuation (also covers cultural arts)
Healdsburg	\$0.28 per \$1 of planning revenue
Lakewood	\$0.85 per \$1,000 valuation
Lemoore	\$0.72 per \$1,000 valuation
Long Beach	3.1% of development related fees
Los Angeles	3% surcharge against development fees
Marin County	10.5% surcharge against development fees
Modesto	\$0.26 per \$1,000 valuation
Monterey Park	\$2 per \$1,000 valuation
Morgan Hill	5% of building permit and planning fees
Novato	10% of building permit fees
Oakdale	\$2.46 per \$1,000 valuation
Oakland Current	\$1 per \$1,000 valuation
Oakland Full Cost	\$4.3 per \$1,000 valuation
Oakland Full Cost	6% surcharge against building and planning fees
Oakland 50% Subsidy	\$2.15 per \$1,000 valuation
Orange	\$0.50 per \$1,000 valuation
Palo Alto	\$0.51 per \$1,000 valuation
Paradise	12% of building permit fee

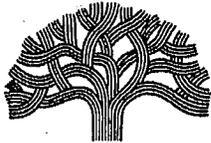
Palm Springs	\$0.61 per \$1,000 valuation
Pleasanton	\$250 per planning application
Redwood City	\$0.50 per \$1,000 valuation
Richmond	\$0.68 per \$1,000 valuation
Riverside	10% of all development related fees
Sacramento	\$2.00 per \$1,000 valuation
San Diego	\$88 per development plan check
San Jose	1.25% of all development permit fees
San Rafael	17% of building permit fee
San Ramon	\$3 per \$1,000 valuation
Santa Barbara	11% of building permit fee
Santa Cruz	\$1.35 per \$1,000 valuation
Santa Paula	\$0.51 per sq ft. of new construction, only projects > 500 sq ft.
Stockton	\$2 per \$1,000 valuation
Sunnyvale	\$5 per \$1,000 valuation, excluding residential remodels
Tiburon	10% of building permit fee
Truckee	\$3.10 added to building permit fee
Ukiah	15% surcharge against building fees
Vallejo	7% surcharge against building fees
Whittier	\$2 per \$1,000 valuation
Yolo County	\$2.70 per \$1,000 of valuation on projects over \$50,000

Economic and Workforce Development

DEPARTMENT FEE ANALYSIS

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-6



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: John A. Flores
INTERIM CITY ADMINISTRATOR

FROM: Mark Sawicki 

SUBJECT: Master Fee Schedule --
EWD Amendments

DATE: May 5, 2015

RECOMMENDATION

The Economic & Workforce Development (EWD) Department has analyzed its fees and proposes increases that are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve proposed fee revisions, which include deletion of fees, and fee increases. The EWD calculations are presented in an attachment to this memo.

OUTCOME

Once the MFS ordinance is adopted by the City Council, the revised fees assessed by the Economic & Workforce Development Department will become effective July 1, 2015.

ANALYSIS

As mentioned above, EWD reviewed its fees in order to determine at what level the fees would be full cost recovery. Personnel costs were determined by reviewing the classifications/salary involved in each activity, plus the current retirement, fringe and overhead rates were applied. The average amount of time required to provide the service was estimated by staff.

Processing fees related to real estate property sales, appraisals and telecommunications leases are proposed to increase to full cost recovery.

Fees related to the review and facilitation of public art proposals on public, private and Caltrans property are proposed to increase to full cost recovery.

EWD proposes to eliminate the Enterprise Zone voucher fees as a result of the State discontinuing the program as of December 31, 2014.

COST SUMMARY/IMPLICATIONS

The revenue associated with these fee increases is modest and the volume is difficult to project -- as such, no revenue adjustment is proposed.

Attachments: EWD Fee Calculations

				Proposed Fee
FEE DESCRIPTION				
	Volume	FEE	Unit	Annual Revenue
A. PROCESS FEE				
1 Enterprise Zone Hiring Tax Credit Vouchers				
a. Normal processing fee		125.00	Each	
b. Expedited processing fee for 15 day turn-around	6,326	200.00	Each	\$ 526,095.00
c. Expedited processing fee for 30 day turn-around		150.00	Each	
d. Retrieval of Enterprise Zone Hiring Tax Credit Vouchers and related documents	0	40.00	Each	\$ -
				\$ 64.08

0 Program discontinued by the State; eliminate fee
 0 Program discontinued by the State; eliminate fee
 0 Program discontinued by the State; eliminate fee
 0.50 hour staff time, plus cost from storage contractor \$5.60

FEE DESCRIPTION		Volume	FEE	Unit	Annual Revenue	Full Cost Recovery Fee Would Be:	
						Inc.	\$ Diff.
A. PROCESS FEE							
1	Administrative Processing Fee for Surplus Property (Planning Commission)	?	\$ 1,353.94	Parcel		\$ 1,514.00	12% \$ (160.07)
2	Administrative Processing Fee for the Sale of Substandard Surplus City Parcels	?	\$ 2,029.20	Parcel		\$ 2,253.00	11% \$ (223.80)
3	Processing Fee for Code Compliance Litigation Guarantees - Residential Properties		126.50	Report or of Actual or 10% Cost of Litigation			
		60		Guarantee	\$ 7,590.00	\$ 548.00	333%
4	Processing Fee for Code Compliance Litigation Guarantees - Commercial		212.30	Report or of Actual or 10% Cost of Litigation			
		100		Guarantee	\$ 21,230.00	\$ 548.00	158%
5	Processing Fee for Appraisals						
	a. Residential Properties	?	\$ 462.26	Appraisal		\$ 775.00	68% \$ (312.74)
	b. Commercial Properties	?	\$ 770.44	Appraisal		\$ 1,114.00	45% \$ (343.56)
6	Administrative Processing Fee for new telecommunication leases or licenses	?	\$ 2,224.20	Request		\$ 2,362.00	6% \$ (137.80)
7	Administrative processing fee for Telecommunication License Equipment Modification Reviews	?	\$ 1,767.48	Request		\$ 2,136.00	21% \$ (368.52)
8	Administrative processing fee for new Revenue-Generating Leases and Licenses	?	\$ 1,178.32	Request		\$ 1,683.00	43% \$ (504.68)
B. EASEMENT REVIEW FEE							
			\$ 1,526.72	Each		\$ 2,362.00	55% \$ (835.28)

- A**
- 1 This fee is required to process non-zoned City surplus property through the Planning Commission for zoning determination prior to sale. In order to sell City surplus property, the Planning Commission must process the City's application to zone the property. Real Estate staff incurs costs for processing the application and appearing before the Planning Commission - as required by City Ordinance 11602 dated June 29, 1993. Cost is based on **10 hours of staff time for a Real Estate Agent and 4 hours of clerical support**, including department overhead and central services overhead. This processing fee shall not be applicable to City sponsored and City funded programs relating to the disposal or sale of sub-standard surplus City parcels.
- 2 This fee is required to process sub-standard City surplus property to abutting property owners. The sale of surplus property will help eliminate blight in the community and lower the City's on-going maintenance costs and liability risks. Cost is based on **14 hours of staff time for a Real Estate Agent and 7 hours of clerical support**, including department overhead and central services overhead. This process fee shall not be applicable to City sponsored and City funded programs relating to the disposal or sale of sub-standard surplus City parcels.
- 3 This processing fee is based upon the cost to administer the various title and escrow company contracts required by Code Compliance and the City's Blight Ordinance for residential properties. It is estimated we will do a minimum of 60 reports per year. Cost is based on **4 hours of staff time for a Real Estate Agent and 1 hour of clerical support**, including department overhead and central services overhead. The Real Estate Division must perform on-going title contract administration to ensure Code Compliance receives timely title company litigation guarantees.
- 4 This processing fee is based upon the increased cost to administer the various title and escrow company contracts required by Code Compliance and the City's Blight Ordinance for commercial properties. It is estimated we will do approximately 100 reports per year. Cost is based on **4 hours of staff time for a Real Estate Agent and 1 hour of clerical support**, including department overhead and central services overhead.
- 5a** This processing fee is required to process appraisal reviews for real estate that is residential in nature. A SFR, 1-4 units or land for a SFR or 1-4 units. Fee based on **6 hours of staff time for a Real Estate Agent and 1 hour of clerical support**, including department overhead and central services overhead. This processing fee shall not be applicable to City sponsored and City funded programs.
- 5b** This processing fee is required to process appraisal reviews for real estate that is commercial in nature. Apartment buildings, industrial, retail Hotel and land for such developments. Fee based on **9 hours of staff time for a Real Estate Agent and 1 hour of clerical support**, including department overhead and central services overhead. This processing fee shall not be applicable to City sponsored and City funded programs.
- 6 This processing fee is based on the cost to draft and administer a telecommunications lease or license. Fee based on **16 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.
- 7 This processing fee is based on the cost to draft and administer a telecommunications lease or license. Fee based on **14 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.
- 8 This processing fee is based on the cost to draft and administer new revenue generating lease or license. Fee based on **10 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.
- B** This fee is paid by people (the public) who require the use of City property. Easements encumber and restrict the value of City property. This is a service provided to the public. Fee based on **16 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.

Name of Fee
Annual Unit Volume

Real Estate

DESCRIPTION OF COST

A) Personnel Analysis:

Class Name	Hour	Salary, Benis & Overhead (Col J) from Master Staffing Sheet	Actual Cost @ FTE %
Real Estate Agent	1.00	\$ 113	\$ 113
Real Estate Manager	1.00	\$ 180	\$ 180
Admin Analyst II	1.00	\$ 95	\$ 95

Economic & Workforce Development
MFS Calc
Page 4 of 7

Economic & Workforce Development

FEE DESCRIPTION	Volume	FEE	Unit	Annual Revenue	Full Cost Recovery Fee Would Be:
A. REVIEW AND FACILITATION FEE					
1 Public Art proposals for City property initiated by artist or community (with or without City funding) and City-funded Public Art proposals for private property	6	\$ 270.00	3-hr Minimum	\$ 1,620.00	\$ 327
		\$ 90.00	per add'l hour		\$ 109
2 Public Art official gifts to the City	0	\$ 900.00	10-hr Minimum	\$ -	\$ 1,090
		\$ 90.00	per add'l hour		\$ 109
B. REVIEW, PERMIT PREPARATION AND PROCESS FEE					
1 Non-City Public Art projects proposed for Caltrans property	2	\$ 900.00	10-hr Minimum	\$ 1,800.00	\$ 1,090
		\$ 90.00	per add'l hour		\$ 109

- A.1 (City property and/or City funding): These projects are the most common. They require a bare minimum of three hours' staff review, processing and assistance. The proposals must be reviewed by the Public Art Advisory Committee (PAAC) and the three hours includes staff communication with applicant, assembly of proposal packet for review, posting agenda materials, facilitating presentation at Committee, and documenting the result for artist/sponsor. Any additional complexity adds hours.

- A.2 (Gifts to City): The least frequent type of project we review. Takes at least 10 hours because we are required to convene a special review panel that meets separately and then makes recommendations to the PAAC and Council, in addition to the steps for type A.1. Staff must also negotiate a maintenance agreement with the donor.

Frankly, this fee is probably the most disproportionate to cost recovery for actual elapsed staff time. (Example: The Remember Them humanitarian monument. This

- B.1. (Caltrans property): The maximum documented time we've spent on a Caltrans project was 39 hours; however this included learning time for staff on all-new Caltrans policies and application procedures. We've streamlined the process to the 10-hour minimum to keep down costs for the applicant. Though similar to type A.1, these projects also require staff to go to Council with a resolution to accept the project, and to prepare, submit, and monitor Caltrans permit applications.

Name of Fee
Annual Unit Volume

Public Art

DESCRIPTION OF COST

A) Personnel Analysis:

Class Name	Hour	Salary, Benis & Overhead (Col J) from Master Staffing Sheet	Actual Cost @ FTE %
Program Analyst III	0.50	\$ 117	\$ 58
Program Analyst II	0.50	\$ 101	\$ 51

Department-wide MASTER staffing sheet by Job Classification
 Calculate Salaries at Step 5

Annual Hours 1950
 Hours per day 7.5
 Hours per week 37.5
 Days per year 260

Position Title	City Dept	Rep Code	# of FTE	Hourly Wages, Cost at Step 5	Benefits	Overhead	OPEB	Total Salary, Benefits & Overhead	Salary, Benefits & Overhead per FTE	
Program Analyst III	Office of Econ	UM2	1.00	\$ 46	105.16%	0.00%	7.47%	\$ 99	\$ 99	Public Art Fees
Program Analyst III	Office of Econ	UM2	1.00	\$ 46	105.16%	39.23%	7.47%	\$ 117	\$ 117	Public Art Fees
Program Analyst II	Office of Econ	UM2	1.00	\$ 40	105.16%	0.00%	7.47%	\$ 85	\$ 85	Public Art Fees
Program Analyst II	Office of Econ	UM2	1.00	\$ 40	105.16%	39.23%	7.47%	\$ 101	\$ 101	Public Art Fees
								\$ -	\$ -	
Real Estate Agent	Office of Neig	TF1	1.00	\$ 48	105.16%	25.30%	7.47%	\$ 113	\$ 113	
Real Estate Manager	Office of Neig	UM2	1.00	\$ 76	105.16%	25.30%	7.47%	\$ 180	\$ 180	
Admin Analyst II	Office of Neig	TW1	1.00	\$ 40	105.16%	25.30%	7.47%	\$ 95	\$ 95	
								\$ -	\$ -	
Employee Services Supervisor	Office of Econ	UH1	1.00	\$ 46	105.16%	39.23%	7.47%	\$ 117	\$ 117	\$ x 1.5%
Admin Analyst II	Office of Econ	TW1	1.00	\$ 40	105.16%	39.23%	7.47%	\$ 101	\$ 101	\$ 175.36 \$ 64.05
										\$ 151.57

Housing and Community Development

DEPARTMENT FEE ANALYSIS

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-7



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: John A. Flores
INTERIM CITY ADMINISTRATOR

FROM: Michele Bird *MB*

SUBJECT: Master Fee Schedule --
HCD Amendments

DATE: May 5, 2015

RECOMMENDATION

The Housing & Community Development (HCD) Department has analyzed its fees and proposes increases that are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve proposed fee revisions, which includes fee increases to full cost recovery or closer to fully cost recovery. The HCD calculations are presented in an attachment to this memo.

OUTCOME

Once the MFS ordinance is adopted by the City Council, the revised fees assessed by the Housing & Community Development Department will become effective July 1, 2015.

ANALYSIS

As mentioned above, HCD reviewed its fees in order to determine at what level the fees would be full cost recovery. Personnel costs were determined by reviewing the classifications involved in each activity, plus the current retirement, fringe and overhead rates were applied. The average amount of time required to provide the service was estimated by staff. Additionally, any other costs were incorporated, such as recorder fees the City pays. The loan processing fees are proposed to increase to reflect full cost recovery or move closer to full cost recovery.

The commercial lending processing fees are increased to reflect the actual cost charged by the City's third party administrator. The loan closing fee is changed to reflect the industry standard for small business loans.

COST SUMMARY/IMPLICATIONS

The volume for loan processing fees is difficult to project – as such, no revenue adjustment is proposed. These revenues are collected in various (non-GPF) funds.

Attachments: HCD Fee Calculations

Department of Housing and Community Development-Housing Development Services
 FY 2015-17 Proposed Fees & Charges

Fee Title: Loan Origination Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development	98599.32	73269.1547	75%	17,740.48	128,901.36	146,641.84
AP200	Housing Development	98599.32	73269.1547	50%	11,826.99	85,934.24	97,761.23
AP200	Housing Development	98599.32	73269.1547	50%	11,826.99	85,934.24	97,761.23
AP199	Housing Development	85,400.16	63460.8589	50.00%	10,243.75	74,430.51	84,674.26
					-	-	-
					-	-	-

Other Costs Description

	Amount
1	-
2	-
3	-
4	-

Total Cost 426,838.55
 Estimated Annual # Processed 5
 Cost Per Permit \$85,367.71

\$37,125.00 Proposed Fee*
 0.434883401 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development Coordinator I		87750	87,750	1,462.5	75.00% **
Housing Development Coordinator I		58500	58,500	975.0	50.00%
Housing Development Coordinator I		58500	58,500	975.0	50.00%
Housing Development Coordinator I		58500	58,500	975.0	50.00%
			0	0.0	0.00%

Notes:

*Fee is estimated on 5% of \$7,450,000 awarded in loans for the 2013 NOFA.

** One of the Coordinator's in addition to direct loan origination prepares NOFA, Leads Application Evaluation and Recommendations to Council. It is the primary job responsibility of this staff person. There is no direct unit correlation.

Department of Housing and Community Development-Housing Development Services
FY 2015-17 Proposed Fees & Charges

Fee Title: Loan Modification Fee

Personnel Costs

<u>Class #</u>	<u>Position Title</u>	<u>Salary</u>	<u>Fringe/ Retirement</u>	<u>% FTE</u>	<u>Overhead @ 23.99%</u>	<u>(S+F) * FTE</u>	<u>Total Salary + Overhead</u>
AP200	Housing Development	98599.32	73269.1547	4.62%	1,091.72	7,932.39	9,024.11
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	<u>Amount</u>
1.	-
2.	-
3.	-
4.	-

Total Cost	9,024.11
Estimated Annual # Processed	3
Cost Per Permit	\$3,008.04

\$1,000.00 Proposed Fee
0.33244264 % Cost Recovery

Calculation for % FTE:

<u>Class Name</u>	<u>Average Units Processed</u>	<u>Minutes Per Unit</u>	<u>Total Minutes</u>	<u>Equivalent Hours</u>	<u>% FTE</u>
Housing Development	3	1800	5,400	90.0	4.62%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2015-17 Proposed Fees & Charges

Fee Title: Subordination Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development	98599.32	73269.1547	2.69%	636.29	4,623.26	5,259.55
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	Amount
1	-
2	-
3	-
4	-

Total Cost	5,259.55
Estimated Annual # of Subordination Requests	5
Cost Per Permit	\$1,051.91

\$1,000.00 Proposed Fee
0.950650958 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development	5	630	3,150	52.5	2.69%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2015-17 Proposed Fees & Charges

Fee Title: Resale Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development	98599.32	73269.1547	0.77%	181.95	1,322.07	1,504.02
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	Amount
1	-
2	-
3	-
4	-

Total Cost	1,504.02
Estimated Annual # Processed	1
Cost Per Permit	\$1,504.02

\$500.00 Proposed Fee
 0.33244264 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development	1	900	900	15.0	0.77%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

**Department of Housing and Community Development-Housing Development Services
FY 2015-17 Proposed Fees & Charges**

Fee Title:

Personnel Costs

<u>Class #</u>	<u>Position Title</u>	<u>Salary</u>	<u>Fringe/ Retirement</u>	<u>% FTE</u>	<u>Overhead @ 25.00%</u>	<u>(S+F) * FTE</u>	<u>Total Salary + Overhead</u>
AP200	Housing Development	98599.32	73269.1547	0.4%	98.60	687.47	786.07
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost	786.07
Estimated Annual # Processed	1
Cost Per Permit	\$786.07

\$300.00 Proposed Fee
0.381643838 % Cost Recovery

Calculation for % FTE:

<u>Class Name</u>	<u>Average Units Processed</u>	<u>Minutes Per Unit</u>	<u>Total Minutes</u>	<u>Equivalent Hours</u>	<u>% FTE</u>
Housing Development	1	450	450	7.5	0.38%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2015-17 Proposed Fees & Charges

Fee Title: Monitoring Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development	98599.32	73269.1547	85%	20,105.88	146,088.20	166,194.08
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	Amount
1	-
2	-
3	-
4	-

Total Cost	166,194.08
Estimated Annual # of Units Monitored Per Year	1,557
Cost Per Permit	\$106.74

\$100.00 Proposed Fee
 0.936856454 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Monitored	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development	1557	64	99,648	1,660.8	85.17%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes: Asset monitoring is required by most funding sources. New 2013 HUD HOME Investment partnership program rules allow for per unit fees to
 It is the primary responsibility of one Housing Development Coordinator IV

Department of Housing and Community Development-Residential Lending Services
 FY 2015-17 Proposed Fees & Charges

Fee Title: Statement Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
	Loan Servicing Specialis	70772.16	52590.7921	10.26%	1,741.36	12,652.61	14,393.97
	Loan Servicing Admin	94,848.00	70481.5488	5.13%	1,166.87	8,478.44	9,645.31
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	Amount
1	-
2	-
3	-
4	-

Total Cost	24,039.28
Estimated Annual # Processed	600
Cost Per Permit	\$40.07

\$33.00 Proposed Fee
 0.823651938 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Loan Servicing Specialis	600	20	12,000	200.0	10.26%
Loan Servicing Admin	600	10	6,000	100.0	5.13%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

**Department of Housing and Community Development-Residential Lending Services
FY 2015-17 Proposed Fees & Charges**

Fee Title: Reconveyance Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
	Loan Servicing Specia	70772.16	52590.7921	15.38%	2,612.04	18,978.92	21,590.95
	Loan Servicing Admin	94,848.00	70481.5488	7.69%	1,750.31	12,717.66	14,467.97
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	Amount
1 Recorders Fee	48.00
2	-
3	-
4	-

Total Cost	36,106.92
Estimated Annual # Processed	300
Cost Per Permit	\$120.36

\$83.00 Proposed Fee
0.689618484 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Loan Servicing Specia	300	60	18,000	300.0	15.38%
Loan Servicing Admin	300	30	9,000	150.0	7.69%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

**Department of Housing and Community Development-Residential Lending Services
FY 2015-17 Proposed Fees & Charges**

Fee Title: Loan Extension Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 0.00%	(S+F) * FTE	Total Salary + Overhead
	Loan Servicing Specia	70772.16	52590.7921	2.05%	-	2,530.52	2,530.52
	Loan Servicing Admin	94,848.00	70481.5488	0.51%	-	847.84	847.84
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	Amount
1	-
2	-
3	-
4	-

Total Cost	3,378.37
Estimated Annual # Processed	10
Cost Per Permit	\$337.84

\$330.00 Proposed Fee
0.976803598 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Loan Servicing Specia	10	240	2,400	40.0	2.05%
Loan Servicing Admin	10	60	600	10.0	0.51%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Residential Lending Services
 FY 2015-17 Proposed Fees & Charges

Fee Title: Subordination Fee

Personnel Costs

Class #	Position Title	Salary	Fringe/ Retirement	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
	Loan Servicing Specia	70772.16	52590.7921	61.54%	10,448.15	75,915.66	86,363.81
	Loan Servicing Admin	94,848.00	70481.5488	20.51%	4,667.49	33,913.75	38,581.25
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	Amount
1	-
2	-
3	-
4	-

Total Cost	124,945.06
Estimated Annual # Processed	200
Cost Per Permit	\$624.73

\$440.00 Proposed Fee
 0.704309562 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Loan Servicing Specia	200	360	72,000	1,200.0	61.54%
Loan Servicing Admin	200	120	24,000	400.0	20.51%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

*Department of Housing and Community Development-Residential Lending Services
FY 2015-17 Proposed Fees & Charges*

Fee Title: Resale Fees

Personnel Costs

<u>Class #</u>	<u>Position Title</u>	<u>Salary</u>	<u>Fringe/ Retiremen</u>	<u>% FTE</u>	<u>Overhead @ 23.99%</u>	<u>(S+F) * FTE</u>	<u>Total Salary + Overhead</u>
	Loan Servicing Specia	70772.16	52590.8	4.10%	696.54	5,061.04	5,757.59
	Loan Servicing Admin	94,848.00	70481.5	0.51%	116.69	847.84	964.53
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description

	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost	6,722.12
Estimated Annual # Processed	10
Cost Per Permit	\$672.21
	\$500.00 Proposed Fee
	% Cost
	Recover

Calculation for % FTE:

<u>Class Name</u>	<u>Average Units Processed</u>	<u>Minutes Per Unit</u>	<u>Total Minutes</u>	<u>Equivalent Hours</u>	<u>% FTE</u>
Loan Servicing Specia	10	480	4,800	80.0	4.10%
Loan Servicing Admin	10	60	600	10.0	0.51%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

0.74381312 y

Notes:

Information Technology

DEPARTMENT FEE ANALYSIS

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-8



INTER OFFICE MEMORANDUM

TO: John Flores
Interim City Administrator

FROM: Bryan M. Sastokas
CIO

SUBJECT: Information Technology Master Fee Schedule

DATE: May 4, 2015

EXECUTIVE SUMMARY

The Information Technology Department proposes to include the following fees in the FY 2015-17 Master Fee Schedule

- A. Radio Services
- B. Consulting Services.

The Information Technology Department (ITD) has analyzed and has determined those departments fees are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve proposed fee revisions, which include new fees.

BACKGROUND/LEGISLATIVE HISTORY

In June 2012, ITD deployed the new P25 radio system and moved public safety users from the legacy radio network to a new national interoperability standards based P25 network. The P25 radio network users include City users as well as external agency users. The new fee structure is projected to generate additional revenue of approximately \$125,000 per year for the Radio Fund (Fund 4200). This projected revenue may significantly be decreased due to the current migration plans of Oakland as well as many external agencies users to the East Bay Regional Communication Systems Authority (EBRCSA) P25 radio network. Once the external agencies users migrated to the EBRCSA network, the Monthly Network Usage Fee of \$25/radio per month will be eliminated. However, the Radio Service Fee Programming will continue, as many local agencies rely on the technical services provided by the Radio Staff in ITD.

ANALYSIS

The Radio Services Fee includes the following two categories:

1. P25 Public Safety Radio Network Usage Fee – This is a monthly \$25 network usage fee for each subscriber radio on the Oakland P25 radio network. This fee is charged to external agency police and fire subscribers, who use the Oakland P25 radio network for their mission critical voice communication needs in the Oakland area.
2. Radio Service Fee – This service fee is charged at \$85 per hour for labor services provided to the external agency police and fire subscribers, who use the Oakland P25 radio network. These services include, but not limited to subscriber radios programming, radios installation, configuration changes, end-users support, etc.

Radio Service Fees by Position	Work Index	Annual Salary	Hourly Rate
- Electronic Technician	1.00	\$ 132,179	\$ 65
- Telecom System Engineer	0.10	\$ 156,086	\$ 77
- IS Supervisor	0.10	\$ 200,215	\$ 98
- Accountant	0.05	\$ 125,409	\$ 61
Average Rate	1.25		\$ 85

The Consulting Services Fee includes the following:

1. IT Project Management Services at \$103 per hour + \$2 for Misc. Fees
2. IT Administrative Services at \$86 per hour
3. IT Technical Services at \$70 per hour

Consulting Costs		Total Hours	Hourly Rate
Project Management Services			
- Telecommunication Systems Engineer	\$ 156,086		
- Information Systems Supervisor	\$ 200,215		
- Manager, Information Systems	\$ 247,567		
Average Rate	\$ 201,289	1980	\$ 103
Administrative Services			
- Administrative Analyst	\$ 129,066		
- Accountant II	\$ 125,409		
- Manager, Information Systems	\$ 247,567		
Average Rate	\$ 167,347	1950	\$ 86
Technical Services			
- Electronics Technician	\$ 132,179		
- Telecommunication Systems Engineer	\$ 156,086		
Average Rate	\$ 144,133	2040	\$ 70

COST SUMMARY/IMPLICATIONS

The revenue associated with these fee changes is modest and the volume is difficult to project – as such, no revenue adjustment is proposed.

Please contact Annie To at 510-238-7494 if you have any questions.


 Bryan M. Sastokas
 Chief Information Officer
 Information Technology Department

**City of Oakland
Information Technology Department Fees**

A. Radio Service Labor Rate				
Monthly Radio Usage Fee is charged by EBRCSA				
<u>Position</u>	<u>Work Index</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>	<u>Amount \$</u>
Electronic Technician	1.00	\$ 132,179	\$ 65	\$ 65
Telecom System Engineer	0.10	\$ 156,086	\$ 77	\$ 8
IS Supervisor	0.10	\$ 200,215	\$ 98	\$ 10
Accountant	0.05	\$ 125,409	\$ 61	\$ 3
	1.25	N/A	N/A	\$ 85
Hourly Rate Basis:				
Electronics Technician		\$ 132,179	\$ 134,071	
Information Systems Supervisor		\$ 200,215	\$ 203,081	
Accountant II		\$ 125,409	\$ 127,204	
Telecommunication Systems Engineer		\$ 156,086	\$ 158,321	

Consulting Costs:		Total Hours	Hourly Rate
Project Management Services			
- Telecommunication Systems Engineer	\$ 156,086		
- Information Systems Supervisor	\$ 200,215		
- Manager, Information Systems	\$ 247,567		
	\$ 201,289	1,950	\$ 103
Administrative Services			
- Administrative Analyst	\$ 129,066		
- Accountant II	\$ 125,409		
- Manager, Information Systems	\$ 247,567		
	\$ 167,347	1,950	\$ 86
Technical Services			
- Electronics Technician	\$ 132,179		
- Telecommunication Systems Engineer	\$ 156,086		
	\$ 144,133	2,040	\$ 71

Revenue Management Bureau

DEPARTMENT FEE ANALYSIS

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-9



INTER OFFICE MEMORANDUM

TO: John A. Flores
Interim City Administrator

FROM: David McPherson

DMc

SUBJECT: Master Fee Schedule
RMB Amendments

DATE: May 8, 2015

RECOMMENDATION

The Revenue Management Bureau (RMB) has analyzed its fees and proposes increases that are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve proposed fee revisions, which include new fees, deletion of fees, and fee increases. The RMB calculations are presented in an attachment to this memo.

ANALYSIS

The objective of the fee analysis is to ascertain the reasonable cost of providing each of the services for which the RMB charges a fee. The standard "bottom up" approach was used for analyzing the cost of providing fee-related services and is describe by the following components:

1. Identify all direct staff time on the fee related activity of service. Employee staff hours spent directly on the fee related services, which includes salary, fringe benefits, and Oakland Post-Employment Benefits.
2. Calculate direct cost of staff time for each fee using productive hourly rates. Productive hourly rates are used to support full cost recovery.
3. Determine any other operational costs.
4. Determine overhead costs, which include departmental and citywide overhead allocated across user fee services in order to capture the full cost of providing the service.

FINDINGS

Revenue Management Bureau (RMB) proposes adding and/or modifying fees under its jurisdiction in an effort to recover those costs directly related to providing a service, processing applications or declarations and collection efforts. The result of the department fee analysis support the need to increase the dollar value of fees in an effort to recover costs, which the RMB has identified the main cost driver is the fully allocated labor costs (labor costs to include salary, fringe benefits, and retirement). New fees will recover actual material and staff costs for delivering the service or product. Many of the RMB fees are designed to reflect full cost recovery or to close the gap towards full cost recovery.

The Mandatory Garbage Program (Fund 1700) proposes to increase the current Mandatory Garbage Administrative Fee. The Administrative Fee is charged pursuant to Section 8.28.190 of the Oakland Municipal Code, when the City has to subscribe for garbage services on behalf of a delinquent garbage customer or subscriber. The use of revenues generated by this fee is restricted by law and can only be used to fund the City's Mandatory Garbage Program. The proposed fee increase will provide funding for the development of a new Mandatory Garbage software management system. The new system replaces the current system which does not accommodate data processing requirements to comply with the new business rules of the newly agreed upon contract terms between the City and Waste Management. The City's Information Technology Department (ITD) has determined a new software management system is required and will dedicate staffing resources to develop the system. The funding for ITD staff will be provided from a portion of the increased Administrative Fee.

Business License and Citywide Collections fees are proposed to increase due to the inclusion of appropriate personnel costs and fee related overhead, such as specialized software/hardware, specialized equipment, as well as duplicating and printing costs.

The result of the cost study analysis has found that the City parking program is subsidizing special parking permits and metered parking. The cost the City assumes in order to provide a special permit does not fully recover the cost to provide the permit, due to not including the fully allocated staff labor costs and the increased material costs. Parking meter revenue has decreased per transaction due to the installation of the "Smart Meters." The Smart Meters do provide citizens with convenient methods for paying for parking, but at a cost to the City. When citizens pay by a credit card and or debit card, the City pays for the transaction and communication costs, which causes an expense of approximately \$0.46 per card transaction. The transaction and communication cost reduces the current meter parking revenue from \$2.00 to \$1.54 per hour. The RMB proposes to increase the metered parking rate by \$0.25 to recover a portion of the lost revenue due to the transaction and communication costs of providing citizens with convenient methods to pay for parking. Proposed new parking fee increases are in line with parking fees charged by other local jurisdictions. Table 1 shows a comparison of parking fees with other local jurisdictions.

Table 1: Fee Proposals Compared to Local Area Jurisdictions:

Fee	Oakland (Proposed)	San Francisco ¹	Berkeley	Emeryville
New Business Permit	\$85.00	Est. Gross Receipts	\$25.00	\$57.00
Meter Parking (General)	\$2.25 hr	\$0.25 to \$6.00 hr	\$2.25hr	\$0.25 per 15 min
Residential Parking Permit	\$82.00	\$110.00	\$55.00	\$20.00
Business Parking Permit	\$95.00	\$110.00	\$154.00	\$20.00
Visitor Parking Permit 1 day	\$9.00	\$12.00	\$2.75	\$1.00
Visitor Parking Permit 14 day	\$25.00	\$37.00	\$28.50	\$5.00

¹ San Francisco New Business Permit

For registration years commencing on or after July 1, 2015, the fee for obtaining a registration certificate for newly established business shall be determined pursuant to Section 855(e) of Article 12 using the applicant's estimated gross receipts under Article 12-A-1 (Gross Receipts Tax Ordinance) for the tax year in which the person commences such business within the City.

The Treasury Bureau proposes the transaction convenience fee be a flat rate and eliminate the percentage portion of the current fee.

COST SUMMARY/IMPLICATIONS

Revenues from Business License, Citywide Collections, and Parking Services are recovered in the General Purpose Fund (1010). The proposed revenue budget was adjusted upward based on actual historical volume of collections and based on the proposed fee increases. Mandatory Garbage Program (Fund 1700) is funded with the Mandatory Garbage Administrative Fee, which recovers all costs to support the mandated refuse/nuisance collections program and requires no funding assistance from other city funding sources. By increasing fees to the full cost recovery, this will increase department revenues by approximately \$1 million, which is based on the current volume for each fee.

Attachments

--RMB Fee Calculations

Mandatory Garbage Administration Fee

DESCRIPTION OF COST

Personnel Costs:		Proposed Fee	\$	70
Class Name	FTE	Salary, Benefits, & Overhead, Retirement	Actual Cost @	FTE %
Tax & Revenue Admin	0.20	\$ 422,574	\$ 84,515	
Principal Revenue Analyst	0.25	\$ 300,321	\$ 75,080	
Information Systems Supervisor	0.20	\$ -	\$ -	
Revenue Asst	7.00	\$ 137,498	\$ 962,486	
Cashier	1.00	\$ 108,868	\$ 108,868	
Systems Programmer III	1.00	\$ 248,560	\$ 248,560	
Office Manager	1.00	\$ 167,231	\$ 167,231	
		Total	\$ 1,646,741	
Operating Expenses:				
Account Number	Description	Total Expense		
52XXX 52211	Stationary/Office supplies	\$ 44,501		
53XXX 53116	Telephone	\$ 8,000		
53XXX 53611	Postage Mailing	\$ 9,000		
54XXX 54711	Printing and Duplicating	\$ 10,000		
54XXX 54811	Temp Personnel	\$ 3,000		
54XXX 54919	Misc. Contracts	\$ 153,580		
55XXX 55212	Registration Tuition	\$ 5,000		
56XXX 56113	Facilities General Support	\$ 250,667		
56XXX 56123	City Accounting Services	\$ 1,711		
56XXX 56312	Duplicating	\$ 8,710		
59XXX 59314	Fund Balance Transfer	\$ 475,500		
		Total	\$ 969,669	
		Total Program Expenditures	\$ 2,616,410	
		Volume	\$ 27,000	
		Fee	\$ 97	

City of Oakland Budget/Revenue

Cannabis

MFS Location: CAO

City Administrators Office
Special Activities F

Cannabis was added to the OMC with Chapter 5.81.
Pertaining to Medical Cannabis cultivation facility permitting
and amending the Master Fee Schedule

Estimated Time of Processing

Administrator	780	Minutes
Revenue Operations Supervisor	60	Minutes
Revenue Operations Supervisor	300	Minutes
(2)Tax Auditor	2,800	Minutes
Revenue Assistant		Minutes
Cashiers	60	Minutes

Total Processing Time	4,000	Minutes
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Estimated Cost of Material

Minor Computer Hardware and Software	10,457
Stationary and Commodities	750
Supplies Misc. and Commodities	1,000
Training	1,750
Total Cost of Material	\$ 13,957.00

Estimated Fee

Tax Administrator	\$ 425,546.94
Hourly rate	\$ 218.23
Cost per minute	\$ 3.64
Total Minutes Cost	\$ 2,836.98
Revenue Operations Supervisor-Compliance	\$ 272,465.33
Hourly rate	\$ 139.73
Cost per minute	\$ 2.33
300 minutes Cost	\$ 908.22
Revenue Operations Supervisor-Collections	\$ 251,645.47
Hourly rate	\$ 129.05
Cost per minute	\$ 2.15
60 minutes Cost	\$ 129.05
Revenue Assistant	\$ 153,934.78
Hourly rate	\$ 78.94
Cost per minute	\$ 1.32
60 minutes Cost	\$ 78.94
Tax Auditor II	\$ 216,390.07
Hourly rate	\$ 110.97
Cost per minute	\$ 1.85
2,800 minutes Cost	\$ 5,178.57
Tax Auditor II	\$ 216,390.07
Hourly rate	\$ 110.97
Cost per minute	\$ 1.85
2,800 minutes Cost	\$ 5,178.57
Cashier	\$ 125,304.68
Hourly rate	\$ 64.26
Cost per minute	\$ 1.07
60 minutes Cost	\$ 64.26
Total Staff Cost	\$ 14,374.58
Total Material Cost	\$ 13,957.00
Total Cost of Staff & Material	\$ 28,331.58

Description:

Permit to charge establishments that sell cannabis for medical use and oversight of compliance to government regulations.

**City of Oakland
Budget/Revenue**

Collection Fee Less Than \$300

MFS Section

New Fee: Item H-1

Current	Calculated	Proposed
\$0	\$ 109	\$50

Estimated Time of Processing

Revenue Operations Supervisor	15	Minutes
Collections Officer research and entering notes into system	45	Minutes
Cashier	5	Minutes

Total Processing Time 65 Minutes

Estimated Cost of Material

Postage	\$ 0.46
Envelopes	\$ 0.25
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 0.91

Estimated Fee

Revenue Operations Supervisor	\$ 251,675.93
Hourly rate	\$ 129.06
Cost per minute	\$ 2.15
15 minutes Cost	\$ 32.27

Cashier	\$ 123,335.14
Hourly rate	\$ 63.25
Cost per minute	\$ 1.05
5 minutes Cost	\$ 5.27

Collections Officer	\$ 183,790.17
Total Minutes Cost	\$ 94.25
Cost per minute	\$ 1.57
45 minutes Cost	\$ 70.69

Total Staff Cost	\$ 108.23
Total Material Cost	\$ 0.91

Total Cost of Staff & Material \$ 109.14

Description:

A fee charged to process collection of accounts that are less than \$300.00.

**City of Oakland
Budget/Revenue**

Research/Processing/Demand Letter Processing

MFS Section:
Finance Item I-1

Quantity	Current	Calculated	Proposed
2,282	\$ 50	\$ 149	\$ 75
Total	\$ 114,100	\$ 340,502	\$ 171,150

Estimated Time of Processing

Revenue Operations Supervisor	25	Minutes
Collections Officer research and entering notes into system	50	Minutes
Revenue Assistants	10	Minutes

Total Processing Time **85 Minutes**

Estimated Cost of Material

Postage	\$ 0.46
Lockbox	\$ 0.15
Envelopes	\$ 0.25
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 1.06

Estimated Fee

Revenue Operations Supervisor	\$ 255,845.93
Hourly rate	\$ 131.20
Cost per minute	\$ 2.19
25 Minutes Cost	\$ 54.67
Revenue Assistant	\$ 153,965.24
Hourly rate	\$ 78.96
Cost per minute	\$ 1.32
10 Minutes Cost	\$ 13.16
Total Minutes Cost	\$ 187,960.17
Collections Officer	
Hourly rate	\$ 96.39
Cost per minute	\$ 1.61
50 Minutes Cost	\$ 80.32
Total Staff Cost	\$ 148.15
Total Material Cost	\$ 1.06
Total Cost of Staff & Material	\$ 149.21

Description:

A fee imposed to recover research and processing of a demand letter.

**City of Oakland
Budget/Revenue**

Business License Verification

MFS Section:
Finance Item J

Quantity	Current	Calculated	Proposed
1 \$	5 \$	39 \$	10
Total \$	5 \$	39 \$	10

Estimated Time of Processing

Tax Representative	20	Minutes
Supervisor	2	Minutes

Total Processing Time **22 Minutes**

Estimated Cost of Material

Postage	\$	0.46
Envelopes	\$	0.25
Paper & Printing	\$	0.20
Total Cost of Material	\$	0.91

Estimated Fee

Revenue Operations Supervisor	\$	253,715.83
Hourly rate	\$	130.11
Cost per minute	\$	2.17
2 Minutes Cost	\$	4.34
Tax Representative	\$	197,640.57
Hourly rate	\$	101.35
Cost per minute	\$	1.69
20 minutes Cost	\$	33.78
Total Minutes Cost	\$	38.12
Total Material Cost	\$	0.91
Total Cost of Staff & Material	\$	39.03

Description:

A fee imposed to recover the cost of verifying the existence of a registered business operating in the City of Oakland.

**City of Oakland
Budget/Revenue**

**Information Related to
Business License**

MFS Section:
Finance Item K

	Quantity	Current	Calculated	Proposed
	13	\$ 75	\$ 91	\$ 85
Total		\$ 975	\$ 1,180	\$ 1,105

Estimated Time of Processing

Revenue Assistant 60 Minutes

Total Processing Time 60 Minutes

Estimated Cost of Material

Postage \$ 0.46

Envelopes \$ 0.25

Paper & Printing \$ 0.20

Total Cost of Material \$ 0.91

Estimated Cost

Revenue Assistant \$ 175,290.68

Hourly rate \$ 89.89

Cost per minute \$ 1.50

60 Minutes Cost \$ 89.89

10 Minutes Cost \$ 89.89

Total Material Cost \$ 0.91

Total Cost of Staff & Material \$ 90.80

Description:

A fee imposed to recover the cost of verifying the existence of a registered business operating

**City of Oakland
Budget/Revenue**

New Business License Registration

MFS Section:
Finance Item L

Quantity	Current	Calculated	Proposed
2,122	\$ 60	\$ 87	\$ 85
Total	127,320	184,621	180,370

Estimated Time of Processing

Tax Representative	30	Minutes
Revenue Assistant / Cashier	10	Minutes

Total Processing Time **40 Minutes**

Estimated Cost of Material

Postage	\$ 0.46
Business Software Allocation	\$ 1.50
Certificate	\$ 9.00
Envelopes	\$ 0.25
Lockbox	\$ 0.35
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 11.76

Estimated Fee

Tax Representative	\$ 235,019.08
Hourly rate	\$ 120.52
Tax Representative	\$ 2.01
30 Minutes Cost	\$ 60.26
Revenue Assistant	\$ 175,290.68
Hourly rate	\$ 89.89
Cost per minute	\$ 1.50
10 Minutes Cost	\$ 14.98
Total Staff Cost	\$ 75.24
Total Material Cost	\$ 11.76
Total Cost of Staff & Material	\$ 87.00

Description:

A fee impose to recover the cost to process and document the new business and confirm the type of classification the business will be categorized for Business Tax purposes, as this will determine how gross receipts will be calculated.

**City of Oakland
Budget/Revenue**

Certification Non-Profit

MFS Section:
Finance Item M

Quantity	Current	Calculated	Proposed
411 \$	18 \$	73 \$	36
Total	7,193	30,095	\$ 14,796

Estimated Time of Processing

Tax Enforcement Officer	30	Minutes
Payment Processing, Scanning, Reconciliation of Payment		Minutes
Cashier	5	Minutes
Payment Processing, Scanning, Reconciliation of Payment		Minutes
Total Processing Time	35	Minutes

Estimated Cost of Material

Postage	\$ 0.46
Application	\$ 0.20
Envelopes	\$ 0.25
Certificate	\$ 9.00
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 10.11

Estimated Fee

Tax Representative	\$ 216,926.10
10 Minutes Cost	\$ 111.24
Tax Representative	\$ 1.85
30 Minutes Cost	\$ 55.62
Revenue Assistant	\$ 175,290.68
Hourly rate	\$ 89.89
cost per minute	\$ 1.5
5 Minutes Cost	\$ 7.49
Total Staff Cost	\$ 63.11
Total Material Cost	\$ 10.11
Total Cost of Staff & Material	\$ 73.22

Description:

A fee imposed to document that a firm is a registered business operating within in the City of Oakland under the Non-Profit classification.

**City of Oakland
Budget/Revenue**

Special Event Permit

MFS Section:

Finance Item N

Quantity	Current	Calculated	Proposed
342 \$	52 \$	97 \$	85
Total	17,784	33,216	29,070

Estimated Time of Processing

Revenue Operations Supervisor

Revenue 10 Minutes

Tax Enforcement Officer

Site Verification 10 Minutes

Exchange of communication via letter, phone, email 20 Minutes

Processing application, faxing & recording into Excel 10 Minutes

Cashier

Payment Processing, Scanning, Reconciliation of Payment 5 Minutes

Total Processing Time 55 Minutes

Estimated Cost of Material

Postage \$ 0.46

Application \$ 0.20

Envelopes \$ 0.25

Certificate \$ 0.45

Tax Representative \$ 0.20

Total Cost of Material \$ 1.56

Estimated Fee

Revenue Operations Supervisor \$ 256,146.12

Hourly rate \$ 131.36

Total Minutes Cost \$ 2.19

10 Minutes Costs \$ 21.89

Tax Enforcement Officer \$ 200,070.85

Hourly rate \$ 102.60

cost per minute \$ 1.71

40 Minutes Costs \$ 68.40

Cashier \$ 123,335.14

Hourly rate \$ 63.25

cost per minute \$ 1.1

5 Minutes Costs \$ 5.27

Total Staff Cost \$ 95.56

Total Material Cost \$ 1.56

Total Cost of Staff & Material \$ 97.12

Description:

A fee imposed to recover the cost to process and research that a business is allowed to operate in the City of Oakland and to process documents to record the business as conducting business within the City of Oakland.

**City of Oakland
Budget/Revenue
Administration Services 4.20.070**

MFS Section:
Item P

Quantity	Current	Calculated	Proposed
2,502	\$ 50	\$ 125	\$ 75
Total	\$ 125,100	\$ 313,751	\$ 187,650

Estimated Time of Processing

Revenue Operations Supervisor	10	Minutes
Tax Auditor II	50	Minutes
Cashier	5	Minutes

Revenue Operations Supervisor

Revenue	10	Minutes
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Tax Auditor II

Research	30	Minutes
Prepare, print, fax/mail	10	Minutes
Follow up	10	Minutes

Cashier

Payment Processing, Scanning, Reconciliation of Payment	5	Minutes
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Total Processing Time	65	Minutes
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Estimated Cost of Material

Tax Representative		
Postage	\$	0.46
Envelopes	\$	0.25
Certificate	\$	0.45
Paper & Printing	\$	0.20
Total Cost of Material	\$	1.36

Total Minutes Cost

Revenue Operations Supervisor	\$	278,329.90
Hourly rate	\$	142.73
cost per minute	\$	2.38
10 Minutes Costs	\$	23.79
Tax Enforcement Officer	\$	222,254.64
Hourly rate	\$	113.98
cost per minute	\$	1.90
50 Minutes Costs	\$	94.98
Cashier	\$	123,335.14
Hourly rate	\$	63.25
cost per minute	\$	1.1
5 Minutes Costs	\$	5.27
Total Staff Cost	\$	124.04
Total Material Cost	\$	1.36
Total Cost of Staff & Material	\$	125.40

Description:

Real Estate Transfer Tax:

A fee imposed under this chapter is due and payable at the time the deed instrument or writing effecting a transfer subject to the tax is delivered, and is delinquent if unpaid at the time of recordation.

**City of Oakland
Budget/Revenue**

Administration Services 5.04.260

MFS Section:

Item R

	Quantity	Current	Calculated	Proposed
	1,416	\$ 50	\$ 149	75
Total	\$	70,800	\$ 211,575	\$ 106,200

Estimated Time of Processing

Revenue Operations Supervisor

Revenue 10 Minutes

Tax Enforcement Officer

Research 30 Minutes

Prepare, print, fax/mail 10 Minutes

Follow up 20 Minutes

Cashier

Payment Processing, Scanning, Reconciliation of Payment 10 Minutes

Total Processing Time 80 Minutes

Estimated Cost of Material

Postage \$ 0.46

Application \$ 0.20

Envelopes \$ 0.25

Paper & Printing \$ 0.20

Total Cost of Material \$ 1.11

Tax Representative

Revenue Operations Supervisor \$ 278,329.90

Hourly rate \$ 142.73

cost per minute \$ 2.38

10 Minutes Costs \$ 23.79

Total Minutes Cost \$ 222,254.64

Hourly rate \$ 113.98

cost per minute \$ 1.90

60 Minutes Costs \$ 113.98

Cashier Annual \$ 123,335.14

Hourly rate \$ 63.25

cost per minute \$ 1.1

10 Minutes Costs \$ 10.54

Total Staff Cost \$ 148.31

Total Material Cost \$ 1.11

Total Cost of Staff & Material \$ 149.42

Description:

Collection of delinquent taxes by Special Tax Roll Assessment:

With the confirmation of the City Council, the delinquent business tax charges contained therein which remain unpaid by the owner of the business/business property shall constitute a special assessment against the business property and shall be collected as such time as is established by the County Assessor for inclusion in the next property assessment.

**City of Oakland
Budget/Revenue**

**Administration Fee For
Promissory Note**

MFS Section:
Financial Item S

Quantity	Current	Calculated	Proposed
125 \$	100 \$	116 \$	115
Total	12,500	14,527	14,375

Estimated Time of Processing

Collections Officer

Processing Application 60 Minutes

Revenue Operations Supervisor

Review 10 Minutes

Total Processing Time 70 Minutes

Estimated Cost of Material

Application	\$ 0.25
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 0.45

Estimated Fee

Collection Officer	\$ 183,790.17
10 Minutes Cost	\$ 94.25
cost per minute	\$ 1.57
60 Minutes Costs	\$ 94.25
Revenue Operations Supervisor	\$ 251,675.93
Hourly rate	\$ 129.06
cost per minute	\$ 2.2
10 Minutes Costs	21.51
Total Staff Cost	\$ 115.76
Total Minutes Cost	\$ 0.45
Total Cost of Staff & Material	\$ 116.21

Description:

A fee charge to assign and a promissory note issued by the Citywide Collections Department.

**City of Oakland
Budget/Revenue**

Notice of Violation

MFS Section:

Finance Item V

Quantity	Current	Calculated	Proposed
220 \$	25 \$	141 \$	100
Total \$	5,500 \$	30,955 \$	22,000

Estimated Time of Processing

Revenue Operations Supervisor

Revenue 10 Minutes

Tax Enforcement Officer

Exchange of communication, site visit via letter, phone, email 45 Minutes

Processing application, faxing & recording into Excel 15 Minutes

Cashier

Payment Processing, Scanning, Reconciliation of Payment 5 Minutes

Total Processing Time 75 Minutes

Estimated Cost of Material

Postage \$ 0.46

Application \$ 0.25

Envelopes \$ 0.25

Paper & Printing \$ 0.20

Total Cost of Material \$ 1.16

Estimated Fee

Revenue Operations Supervisor \$ 272,495.78

Hourly rate \$ 139.74

cost per minute \$ 2.33

10 Minutes Costs \$ 23.29

Tax Enforcement Officer \$ 216,420.52

Hourly rate \$ 110.98

cost per minute \$ 1.85

60 Minutes Costs \$ 110.98

Cashier \$ 123,335.14

Hourly rate \$ 63.25

cost per minute \$ 1.1

5 Minutes Costs \$ 5.27

Total Staff Cost \$ 139.55

Total Material Cost \$ 1.16

Total Cost of Staff & Material \$ 140.71

Description:

A fee imposed to recover the cost of notifying the business they are not in compliance to the business license operations or are delinquent of fees payable to the City of Oakland.

**City of Oakland
Budget/Revenue**

**On - Street Parking Meter
General Use**

MFS Section:

Parking Management Time A-1

	Current	Increase	Proposed
	\$2.00	\$0.25	\$2.25

Estimated Cost of Material

Transaction and Communication Costs	\$ 0.46
Total Cost of Material	\$ 0.46

Estimated Fee

Total Costs Incurred	\$ 0.46	Communication and Transaction
Current Revenue	\$ 2.00	
Total Revenue	\$ 1.54	
Proposed Increase (Maintain \$2.00 Revenue Stream)	\$ 0.46	
Price of Current Rental Space per 2 hour	\$ 2.00	
Increase to Cover Incurred Costs	\$ 0.46	
New Rental Space	\$ 2.46	
Proposed Increase	\$ 0.25	
Proposed Rental Space	\$ 2.25	

**City of Oakland
Budget/Revenue**

**On - Street Meter
Flexible Parking Zone**

MFS Section:

Parking Management A -2

	Current	Incurred Cost	Proposed Increase	Proposed Meter Price
	\$ 1.00	\$ 0.46	0.25	\$ 1.25
	\$ 1.50	\$ 0.46	0.25	\$ 1.75
	\$ 2.00	\$ 0.46	0.25	\$ 2.25
	\$ 2.50	\$ 0.46	0.25	\$ 2.75

Estimated Cost of Material

Transaction and Communication Costs \$0.46

Total Cost of Material

Estimated Fee

Total Costs Incurred	\$ 0.46	Communication and Transaction Costs
Current Revenue	\$ 2.00	
Total Revenue	\$ 1.54	
Proposed Increase (Maintain \$2.00 Revenue Stream)	\$ 0.46	
Price of Current Rental Space per 2 hour	\$ 2.00	
Increase to Cover Incurred Costs	\$ 0.46	
New Rental Space	\$ 2.46	
Proposed Increase	\$ 0.25	
Proposed Rental Space	\$ 2.25	

**City of Oakland
Budget/Revenue**

Residential Parking Permit

MFS Section:
Parking E - 1

	Quantity	Current	Calculated	Proposed
Annual	5,119	\$35.00	\$ 82.21	\$80.00
Prorated	333	\$24.50	\$ 67.55	\$50.00

	Current	Calculated	Proposed
20 Annual	\$179,165	\$420,820	\$409,520
Prorated	\$8,159	\$22,493	\$16,650

Estimated Time of Processing

Public Service Representative

Verify	7	Minutes
Create Account	5	Minutes
Processing Application	10	Minutes
Mail Processing	5	Minutes

Accounting

Revenue Monetary Processing	5	Minutes
Revenue of System Balancing	5	Minutes
Administrator	0	Minutes

Total Processing Time **37 Minutes**

Estimated Cost of Material

Postage	\$ 0.46
10 Minutes Cost	\$ 0.20
Envelopes	\$ 0.25
Tax Representative	\$ 2.00
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 3.11

Estimated Fee

	Annual	Renewal
Public Service Representative	\$ 209,170	\$ 209,170
Total Minutes Cost	\$ 107.27	\$ 107.27
cost per minute	\$ 1.79	\$ 1.79
27 (New) 12 (Renewal) Minutes Costs	\$ 48.27	\$ 21.45
Accountant	\$ 243,681	\$ 243,681
Hourly rate	\$ 124.96	\$ 124.96
cost per minute	\$ 2.08	\$ 2.08
10 Minutes Costs	\$ 20.83	\$ 20.83
Total Staff Cost	\$ 69.10	\$ 42.28
Total Material Cost	\$ 3.11	\$ 3.11
Public Works Program Management Recovery Costs	\$ 10.00	\$ 10.00
Total Cost of Staff & Material	\$ 82.21	\$ 55.39

Proposed New Fee: Initial \$ 82.21
Proposed New Fee: Prorated \$ 67.55

**City of Oakland
Budget/Revenue**

Business Parking Permit

MFS Section:

Parking E - 2

	Quantity	Current	Calculated	Proposed
Annual	382	\$85.00	\$72.32	\$95.00
Prorated	65	\$42.50	\$50.63	\$65.00

	Current	Calculated	Proposed
Annual	\$32,470	\$27,626	\$36,290
Prorated	\$2,763	\$3,291	\$4,225

Estimated Time of Processing

Public Service Representative

Verify	15	Minutes
Create Account	5	Minutes
Processing Application	10	Minutes
Mail Processing	5	Minutes

Accounting

Revenue Monetary Processing	5	Minutes
Revenue of System Balancing	5	Minutes

Total Processing Time	45	Minutes
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Estimated Cost of Material

10 Minutes Cost	\$	0.46
Application	\$	0.20
Tax Representative	\$	0.25
Certificate	\$	2.00
Paper & Printing	\$	0.20
Total Cost of Material	\$	3.11

Estimated Fee

	Annual
Public Services Representative	\$ 209,170
Hourly rate	\$ 107.27
cost per minute	\$ 1.79
35 Minutes Costs	\$ 62.57
Accountant	\$ 243,681
Hourly rate	\$ 124.96
cost per minute	\$ 2.08
10 Minutes Costs	\$ 20.83
Total Staff Cost	\$ 83.40
Total Material Cost	\$ 3.11
Public Works Program Management Recovery Costs	\$ 10.00
Total Cost of Staff & Material	\$ 96.51

Proposed New Fee: \$ 96.51
Proposed New Fee: Prorated \$ 67.56