

City of South San Francisco

City Clerk - User Fee Study FY 17

Cost of Service Estimate for Fee Related Services and Activities

ATTACHMENT 1

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Agendas, Transcripts, Administrative Codes</b>											
CC1	Agendas: City Council	Annually	[7]	4.00	\$ 107	\$ 428	\$ 40	9%	\$ 40	9%	2
CC2	Successor Agency	Annually		2.00	\$ 107	\$ 214	\$ 35	16%	\$ 35	16%	2
CC3	Oversight Board or any other legislative body	Annually		2.00	\$ 107	\$ 214	\$ 35	16%	\$ 35	16%	-
CC4	Transcripts										
	Folio Rate		[8]				Actual Cost	100%	Actual Cost	100%	5
	Additional Copies	Per Page	[8]				\$ 0.25		\$ 0.10		5
<b>Subpoena Processing Fees</b>											
CC5	Complying with each subpoena and delivering records to attorney, attorney's representative, or deposition officer	Per Hr/Per Person	[2]	1.00	\$ 107	\$ 107	\$ 15	14%	\$ 15	14%	200
CC6	Clerical costs incurred in locating and making records available	Per Hr/Per Person	[5]	1.00	\$ 107	\$ 107	\$ 24	22%	\$ 24	22%	200
CC7	Standard reproduction of documents 8 1/2 x 14 inches or less	Per Page	[6,8]				\$ 0.10		\$ 0.10		-
CC8	Standard reproduction of larger size documents	Per Page	[8]				\$ 0.20		\$ 0.20		-
CC9	Daily cost for a non-public safety employee required to remain in attendance pursuant to a subpoena	Per Day	[9]	8.00	\$ 107	\$ 856	\$ 150	18%	\$ 150	18%	50
CC10	Daily cost for a public safety employee required to remain in attendance pursuant to a subpoena	Per Day									
	Police - Sworn	Per Day	[9]	8.00	\$ 171	\$ 1,367					
	Fire	Per Day	[9]	8.00	\$ 121	\$ 966					
						\$ 2,333	\$ 275	12%	\$ 275	12%	50

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CC11	Daily cost for a custodian of records to appear to describe records	Per Day	[9]	8.00	\$ 107	\$ 856	\$ 150	18%	\$ 150	18%	10
CC12	Daily cost for public safety custodian of records to appear to describe records	Per Day									
	Police - Sworn	Per Day	[9]	8.00	\$ 171	\$ 1,367					
	Fire	Per Day	[9]	8.00	\$ 121	\$ 966					
						\$ 2,333	\$ 275	12%	\$ 275	12%	25
<b>Other Fees</b>											
CC13	Campaign Disclosure Statements (FPPC)	Per Page	[8]				\$ 0.10		\$ 0.10		-
CC14	Candidate Statements	Deposit	[3]	2.00	\$ 107	\$ 214	\$ 600	280%	\$ 1,000	467%	10
CC15	Candidates Election Manual <i>(for non-candidates, persons who fail to file nomination papers, or withdraw candidacy)</i>	Flat	[8]				\$ 50		\$ -		-
CC16	Duplication of Videotapes onto DVDs/CDs	Flat		0.50	\$ 107	\$ 53	\$ 10	19%	\$ 53	100%	5
CC17	Preparing Proof of Residence Letters or Notarizing Proof of Living Documents	Flat		0.08	\$ 107	\$ 9	\$ 10	112%	\$ 9	100%	20
CC18	Postage	Flat					Actual Cost	100%	Actual Cost	100%	-
CC19	Duplication of Council meeting audio file to CD	Per CD		0.17	\$ 107	\$ 18	\$ 7.50	41%	\$ 18	100%	10
CC20	Copy of CD/DVD										
	External file	Per CD		0.12	\$ 107	\$ 13	\$ 7.50	58%	\$ 13	100%	5
	Non-existing file	Per CD		0.17	\$ 107	\$ 18	\$ 7.50	41%	\$ 18	100%	1
	City Clerk Meeting	Per CD		0.25	\$ 107	\$ 27	\$ 7.50	28%	\$ 27	100%	5
<b>City-Wide Reproduction of Printed Matter</b>											
CC21	Blueprinting:										
	Blue Line copies	Per s.f.	[8]				\$ 0.30		Actual Cost	100%	-
	Sepia Line copies (\$4 minimum)	Per s.f.	[8]				\$ 0.60		Actual Cost	100%	-



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- The only fee for complying with the subpoena shall not exceed fifteen dollars (\$15), plus the actual cost, if any, charged to the witness by a third person for retrieval and return of records held offsite by that third person. If the records are retrieved from microfilm, the reasonable cost, as defined in paragraph (1), shall also apply.*
- [2] *The amount of two hundred seventy-five dollars (\$275), together with the subpoena, shall be tendered to the person accepting the subpoena for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena.  
(c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded.  
(d) If the actual expenses should later prove to be more than the amount deposited, the difference shall be paid to the public entity by the party at whose request the subpoena is issued.*
- [3] *Proportionate share of actual cost imposed by San Mateo County Clerk / Elections Office. [December 19, 1979, R:143-1979]*
- [4] *Under the Public Records Act, the City may charge users for photocopying or duplicating records. If a Citizen claims that they are economically disadvantaged or indigent, staff may waive the fee for photocopying the first ten pages. Not more than ten pages per day per citizen may be waived under these circumstances. (Up to \$2.50 per day per person)*
- [5] *This fee does not include charges for time spent by City staff gathering City records under the Public Records Act. Rather, it charges for time spent compiling and gathering data and putting it into another format requested by a member of the public, which is not covered under the Public Records Act. Note that requests for analysis or compilation of City data are discretionary requests, and*
- [6] *Per Public Records Act (\$.10 per page). Ten cents (\$0.10) per page for standard reproduction of documents of a size 8 1/2 by 14 inches or less; twenty cents (\$0.20) per page for copying of*
- [7] *Agendas that are emailed have no charge.*
- [8] *Placeholder for Master Fee Schedule (MFS); not included in cost analysis*
- [9] *Maximum daily cost.*

City of South San Francisco  
 City Manager - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
CM1	Film Permit	Per Permit		3.00	\$ 181	\$ 542	\$ 400	74%	\$ 542	100%	2
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL</b>											

[Notes]

[1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"

City of South San Francisco  
 Finance - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Fees for the Annual Budget, Comprehensive Annual Financial Report, and Other Materials</b>											
<b>F1</b>	<b>Business License Listing:</b>										
	Master List	Per List		0.08	\$ 114	\$ 9	\$ 50	550%	\$ 9	100%	6
	Monthly Update	Per Update		0.08	\$ 114	\$ 9	\$ 20	220%	\$ 9	100%	12
<b>F2</b>	<b>Overdue Invoices (\$10 minimum)</b>	Monthly	[2,4]				1% of Bill		1% of Bill		-
<b>F4</b>	<b>Returned Checks Due to Insufficient Funds</b>	Per Check	[3]	1.50	\$ 114	\$ 170	\$ 18	11%	\$ 25	15%	22
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL</b>											

**[Notes]**

- [1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"
- [2] One percent monthly beginning 60 days after the date on which the bill was due.  
Per CA Civil Code; 1st NSF Check is limited to \$25 fee; each subsequent NSF check is limited to \$35 fee
- [3] Placeholder for Master Fee Schedule (MFS); not included in cost analysis

City of South San Francisco  
 Police - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Alarms, Animal Control, Fingerprinting</b>											
<b>P1</b>	<b>Fingerprints</b>										
	All individuals (City Employees excluded)	Per Person	[2]	0.33	\$ 171	\$ 56	\$ 20	35%	\$ 55	98%	-
	Live Scan Fingerprinting			0.42	\$ 171	\$ 71	\$ 40	56%	\$ 70	99%	-
<b>Permits</b>											
<b>P2</b>	<b>Alarm Registration (Commercial)</b>										
	New/ Renewal	Flat		0.17	\$ 171	\$ 28	\$ 25	88%	\$ 25	88%	407
<b>P3</b>	<b>False Alarm Fines</b>		[3]								
	2nd alarm (Within 12 months of 1st alarm)	Per alarm			\$ 171	\$ -	\$ 50		\$ 100		-
	3rd alarm (Within 12 months of 1st alarm)	Per alarm			\$ 171	\$ -	\$ 100		\$ 200		-
	4th and other additional alarms within 12 months of the 1st preventable alarm	Per alarm			\$ 171	\$ -	\$ 250		\$ 500		-
	False Alarm Response (average)	Flat	[9]	0.66	\$ 171	\$ 113					
<b>P4</b>	<b>False Alarm Fine Appeal</b>	Per appeal		0.33	\$ 171	\$ 56	\$ 25	44%	\$ 55	98%	-
<b>P5</b>	<b>Bingo</b>	Per Permit	[8]	0.33	\$ 171	\$ 56	\$ 100	177%	\$ 55	98%	-
	Initial Permit (Refundable if denied)	Flat		0.33	\$ 171	\$ 56	\$ 50	89%	\$ 55	98%	-
	Annual Renewal	Per Renewal		3.00	\$ 171	\$ 512	\$ 100	20%	\$ 510	100%	3
<b>P6</b>	<b>Card room I.D. Card:</b>										
	Initial Operator Permit	Flat		10.00	\$ 171	\$ 1,708	\$ 750	44%	\$ 1,705	100%	-
	Initial Employee Permit	Flat		2.00	\$ 171	\$ 342	\$ 125	37%	\$ 340	100%	-
	Annual Renewal (for operator & employee permit)	Flat		0.50	\$ 171	\$ 85	\$ 10	12%	\$ 85	100%	-
	Replacement	Flat		0.50	\$ 171	\$ 85	\$ 25	29%	\$ 85	100%	-
<b>P7</b>	<b>Cab Company</b>	Per individual		0.33	\$ 171	\$ 56	\$ 100	177%	\$ 55	98%	-
	Driver Renewal Permit	Flat		0.33	\$ 171	\$ 56	\$ 65	115%	\$ 55	98%	39

City of South San Francisco  
Police - User Fee Study FY 17  
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<b>P8</b>	<b>Vehicles for Hire:</b>										
	Initial Certificate of Convenience and Certificate of Renewal	Per individual		40.00	\$ 171	\$ 6,833	\$ 100	1%	\$ 6,830	100%	-
		Per Driver		1.00	\$ 171	\$ 171	\$ 65	38%	\$ 170	100%	-
<b>P9</b>	<b>Special Event Permit</b>	Flat	[6]				\$ 250		\$ 250		10
	Non-Profit Group / Charity Event	Flat	[6]				\$ 175		\$ 175		5
<b>P10</b>	<b>Junk Collector</b>	Per individual		0.50	\$ 171	\$ 85	\$ 27	31%	\$ 85	100%	1
<b>P11</b>	<b>Massage Establishment or Bath House:</b>										
	Initial Permit	Per individual		10.00	\$ 171	\$ 1,708	\$ 750	44%	\$ 1,705	100%	-
	Annual Renewal	Per individual		1.00	\$ 171	\$ 171	\$ 125	73%	\$ 170	100%	-
<b>P13</b>	<b>Pawnbroker/Secondhand Goods Background Investigation:</b>										
	Dealer	Per Permit		10.00	\$ 171	\$ 1,708	\$ 750	44%	\$ 1,705	100%	-
	Employee	Per Permit		2.00	\$ 171	\$ 342	\$ 150	44%	\$ 340	100%	-
<b>P14</b>	<b>Fortune Telling</b>	Per Permit		10.00	\$ 171	\$ 1,708	\$ 750	44%	\$ 1,705	100%	-
<b>P15</b>	<b>Tow Vehicle Operator:</b>										
	Initial Permit/ Annual Renewal	Flat		1.00	\$ 171	\$ 171	\$ 125	73%	\$ 170	100%	-
	Tow Vehicle Driver Permit (Five-Year)	Per Driver		1.00	\$ 171	\$ 171	\$ 90	53%	\$ 170	100%	-
<b>P16</b>	<b>Renewal:</b>										
	Tow Service Franchise Fee	Per Vehicle		1.00	\$ 171	\$ 171	\$ 50	29%	\$ 50	29%	-
	Replacement of Lost, Stolen, or Mutilated Permits	Per Permit		0.25	\$ 171	\$ 43	\$ 25	59%	\$ 40	94%	-
	Reissued Permits	Per Permit		0.25	\$ 171	\$ 43	\$ 25	59%	\$ 40	94%	-
<b>P17</b>	<b>Photographs - Digital Photographs on Disks</b>	Per Copy		0.33	\$ 171	\$ 56	\$ 25	44%	\$ 55	98%	3

City of South San Francisco  
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<b>Miscellaneous Fees</b>											
P18	Vehicle Abatement	Per Vehicle	[4]	2.00	\$ 171	\$ 342	\$ 300	88%	\$ 340	100%	30
P19	Video Tape	Per Copy		0.50	\$ 100	\$ 50	\$ 40	80%	\$ 50	100%	-
P20	DVD Video	Per Copy		0.50	\$ 100	\$ 50	\$ 40	80%	\$ 50	100%	-
P21	In Car/ Bodycam Video - DVD	Per Copy		1.00	\$ 100	\$ 100	\$ 50	50%	\$ 100	100%	-
P22	Cassette Tape	Per Copy		0.50	\$ 100	\$ 50	\$ 10	20%	\$ 50	100%	-
P23	CD - Audio	Per Copy		0.50	\$ 100	\$ 50	\$ 25	50%	\$ 50	100%	-
P24	Police Reports	Per Page					\$ 0.25		Refer to City Clerk Fee Schedule		-
P25	Special Personnel Services		[5]								
	Security Personnel (Police Officer)										
	Staff Police Officer	Per Hour		1.00	\$ 171	\$ 171	\$ 110	64%	\$ 110	64%	-
	Discounted Rate for SSFUSD	Per Hour		1.00	\$ 171	\$ 171	\$ 90	53%	\$ 90	53%	-
P26	Transcripts						Refer to City Clerk Fee Schedule		Refer to City Clerk Fee Schedule		-
P27	Emergency Response to Driving Under the Influence (DUI) Accidents		[6,7]				Actual Wages + 50% overhead	100%	Actual Costs	100%	-
	Incident Response (includes Accident, Hazmat, DUI or other incident)		[6]				Actual Wages + 50% overhead	100%	Actual Costs	100%	-
P28	Towed Vehicle Release, Negligent Operator	Per Vehicle		1.00	\$ 171	\$ 171	\$ 100	59%	\$ 170	100%	548
P29	Plan Check & Condition Formulation (Bldg)	flat		1.00	\$ 171	\$ 171	Hourly direct contract plan check cost	100%	\$ 170	100%	130

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P30	Site Inspections	Hourly		1.00	\$ 171	\$ 171	Hourly direct contract plan check cost	100%	\$ 170	100%	24
P31	<b>Firearm Storage Administration Fee</b>										
	Single Firearm	Flat		2.00	\$ 171	\$ 342	\$ 150	44%	\$ 340	100%	4
	Each Additional Weapon	Flat		2.00	\$ 171	\$ 342	\$ 100	29%	\$ 340	100%	-
P32 new	<b>Ammunition Storage Administration Fee</b>										
	Sworn	Flat		0.50	\$ 171	\$ 85					
	Non-Sworn	Flat		0.50	\$ 100	\$ 50					
						\$ 135	\$ -	0%	\$ 135	100%	520
P33	Clearance Letter	Flat		0.25	\$ 171	\$ 43	\$ 10	23%	\$ 10	23%	365
P34	<b>Hourly Rate:</b>										
	Sworn			1.00	\$ 171	\$ 171	\$ -	0%	\$ 170	100%	
	Non-Sworn			1.00	\$ 100	\$ 100	\$ -	0%	\$ 100	100%	
<b>Support to Planning</b>											
PL4	<b>Conditional Use Permit:</b>	Per		0.50	\$ 171	\$ 85					
	Residential or Civic Use										
PL15	<b>Development Agreement</b>	Deposit		0.50	\$ 171	\$ 85					
PL23	<b>Design Review - Single Family Residential/New or Additions to 2 or 3 Units</b>	Per Application		0.50	\$ 171	\$ 85					
PL24	<b>Design Review - Multi-Family Residential / Subdivisions 4 or More Units/ Modifications / Additions to 4 or More Units</b>	Per Application		0.50	\$ 171	\$ 85					
PL25	<b>Design Review - Commercial and Industrial</b>	Per		0.50	\$ 171	\$ 85					

**City of South San Francisco  
Police - User Fee Study FY 17  
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Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PL26	<b>Design Review - Projects Requiring Planning Commission Approval</b>	Deposit		0.50	\$ 171	\$ 85					
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL</b>											

**[Notes]**

- [1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"
- [2] Up to three cards per individual.
- [3] Resets every calendar year.
- [4] On public roadway only.
- [5] Hourly salary plus 40% for benefits plus 30% in administration charges; 30-minute minimum
- [6] Placeholder for Master Fee Schedule (MFS); not included in cost analysis
- [7] CA GC 53150-53159 DUI Maximum \$12,000
- [8] Penal code: SSFMC Ch. 6.32
- [9] For Informational Purpose only

City of South San Francisco  
 Fire - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
F6	Contracted BLS Inter-Facility	Flat	[6]				\$ 401		\$ 401		
F7	Mileage (All levels)	Per Mile	[4]				\$ 50		\$ 50		
F8	Oxygen	Flat	[4]				\$ 120		\$ 120		
<b>Fire Service EMS Training</b>											
F9	First-Aid / CPR / AED Classes for Residents (cost of textbook and certification card)	Per person	[4]				\$ 15		\$ 15		11
F10	First-Aid / CPR / AED Classes for Non-Residents	Per person	[4]				\$ 100		\$ 100		10
F11	First-Aid / CPR Classes for SSF Businesses	Per person	[4]				\$ 55		\$ 55		-
F12	Heartsaver® CPR/AED	Per person	[4]				\$ 50		\$ 50		21
F13	Pediatric Education for Pre-hospital Professionals	Per person	[4]				\$ 120		\$ 120		-
F14	American Heart Association "Professional Level" courses for the public and other outside										
	ACLS Knowledge and Skills Review Workshops	Per person	[4]				\$ 175		\$ 175		-
F15	<b>Initial Recognition:</b>										
	Pediatric Advanced Life Support (PALS)	Per person	[4]				\$ 235		\$ 235		-
	Advance Cardiac Life Support (ACLS)	Per person	[4]				\$ 235		\$ 235		-
	Basic Life Support-Health Care Provider (BLS-HCP)	Per person	[4]				\$ 75		\$ 75		29
F16	<b>Re-recognition:</b>										
	Pediatric Advanced Life Support (PALS)	Per person	[4]				\$ 190		\$ 190		-
	Advance Cardiac Life Support (ACLS)	Per person	[4]				\$ 190		\$ 190		-
	Basic Life Support-Health Care Provider (BLS-HCP)	Per person	[4]				\$ 50		\$ 50		-

City of South San Francisco  
 Fire - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
F17	Lead EKG Class	Per person	[4]				\$ 200		\$ 200		-
F18	Geriatric Education for Emergency Medical Services	Per person	[4]				\$ 190		\$ 190		-
F19	Infrequent Paramedic Skills	Per person	[4]				\$ 80		\$ 80		-
F20	Other EMS Continuing Education Classes	Per Hour Per Person	[4]				\$ 8		\$ 8		-
F21	Student Materials, Supplies, etc. Required to Participate						Actual Cost	100%	Actual Cost	100%	71
F22	Certification Fees required by Certifying Authority	Flat					\$ 5	%	\$ 5	%	-
<b>Fire Training Division</b>											
F23	Emergency Response Team Class	Per Hour Per Person	[8]	1.00	\$ 166	\$ 166	\$ 10	6%	\$ 28	17%	-
F24	Permit Required Confined Space Class	Per Hour Per Person	[8]	1.00	\$ 166	\$ 166	\$ 10	6%	\$ 28	17%	-
F25	Hazardous Materials Responder Class	Per Hour Per Person	[8]	1.00	\$ 166	\$ 166	\$ 10	6%	\$ 28	17%	-
F26	Technical Rescue Class	Per Hour Per Person	[8]	1.00	\$ 166	\$ 166	\$ 10	6%	\$ 28	17%	-
F27	Vehicle Extrication Class	Per Hour Per Person	[8]	1.00	\$ 166	\$ 166	\$ 10	6%	\$ 28	17%	-
F28	Other Fire Training Continuing Education Classes	Per Hour Per Person	[8]	1.00	\$ 166	\$ 166	\$ 8	5%	\$ 28	17%	-
F29	Student Materials, Supplies, etc. Required to Participate						Actual Cost	100%	Actual Cost	100%	-

City of South San Francisco  
 Fire - User Fee Study FY 17  
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F30	Certification Fees required by Certifying Authority	Flat					\$ 5	%	Actual Cost	100%	-
<b>Fire Prevention Division Permits and Fees</b>											
<i>Fire Protective Systems Construction Permit</i>											
F32	Construction Without a Permit		[4]				2 Times cost of Permit		2 Times cost of Permit		-
F33	Fire Protective Systems Inspection Fees (Inspection - includes 2 inspections; minimum \$125)										
	\$0 - \$6,000	Minimum base fee up to \$6,000		3.00	\$ 166	\$ 498	\$ 125.00	25%	\$ 498	100%	128
	\$ 6,001	base fee @ \$6,000		3.00	\$ 166	\$ 498	\$ 69.25	14%	\$ 498	100%	121
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.053	\$ 166	\$ 9	\$ 14.00	160%	\$ 8.7	100%	-
	\$ 25,001	base fee @ \$25,000		4.00	\$ 166	\$ 664	\$ 391.75	59%	\$ 664	100%	23
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.080	\$ 166	\$ 13	\$ 10.10	76%	\$ 13.3	100%	-
	\$ 50,001	base fee @ \$50,000		6.00	\$ 166	\$ 997	\$ 643.75	65%	\$ 997	100%	24
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.040	\$ 166	\$ 7	\$ 7.00	105%	\$ 6.6	100%	-
	\$ 100,001	base fee @ \$100,000		8.00	\$ 166	\$ 1,329	\$ 993.75	75%	\$ 1,329	100%	29
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.025	\$ 166	\$ 4	\$ 5.60	135%	\$ 4.2	100%	-
	\$ 500,001	base fee @ \$500,000		18.00	\$ 166	\$ 2,990	\$ 3,233.75	108%	\$ 2,990	100%	5
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.044	\$ 166	\$ 7	\$ 4.75	65%	\$ 7.3	100%	-

**City of South San Francisco  
Fire - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	\$ 1,000,001	base fee @ \$1,000,000		40.00	\$ 166	\$ 6,644	\$ 5,608.75	84%	\$ 6,644	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.005	\$ 166	\$ 1	\$ 3.65	440%	\$ 0.8	100%	-
	\$ 3,000,001	base fee @ \$3,000,000		50.00	\$ 166	\$ 8,305	\$ 5,608.75	68%	\$ 8,305	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.005	\$ 166	\$ 1	\$ 3.65	440%	\$ 0.8	100%	-
	\$ 5,000,001	base fee @ \$5,000,000		60.00	\$ 166	\$ 9,966	\$ 5,608.75	56%	\$ 9,966	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.003	\$ 166	\$ 0.4	\$ 3.65	814%	\$ 0.4	100%	-
	\$ 10,000,001	base fee @ \$10,000,000		73.33	\$ 166	\$ 12,180	\$ 5,608.75	46%	\$ 12,180	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.003	\$ 166	\$ 0.4	\$ 3.65	814%	\$ 0.4	100%	-
	\$ 25,000,001	base fee @ \$25,000,000		113.33	\$ 166	\$ 18,824	\$ 5,608.75	30%	\$ 18,824	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.001	\$ 166	\$ 0.2	\$ 3.65	1690%	\$ 0.2	100%	-
	\$ 50,000,001	base fee @ \$50,000,000		146.67	\$ 166	\$ 24,361	\$ 5,608.75	23%	\$ 24,361	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.003	\$ 166	\$ 0.5	\$ 3.65	749%	\$ 0.5	100%	-
<b>F109</b>	<b>Fire Protection Systems - Plan Check (Includes 2 checks &amp; 1 re-check)</b>										
	\$0 - \$6,000	Minimum base fee up to \$6,000		1.00	\$ 166	\$ 166	\$ 81.25	49%	\$ 166	100%	136
	\$ 6,001	base fee @ \$6,000		1.00	\$ 166	\$ 166	\$ 45.01	27%	\$ 166	100%	143
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.053	\$ 166	\$ 9	\$ 9.10	104%	\$ 8.7	100%	-
	\$ 25,001	base fee @ \$25,000		2.00	\$ 166	\$ 332	\$ 254.64	77%	\$ 332	100%	32
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.020	\$ 166	\$ 3	\$ 6.57	198%	\$ 3.3	100%	-

**City of South San Francisco  
Fire - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	\$ 50,001	base fee @ \$50,000		2.50	\$ 166	\$ 415	\$ 418.44	101%	\$ 415	100%	38
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.010	\$ 166	\$ 2	\$ 4.55	274%	\$ 1.7	100%	-
	\$ 100,001	base fee @ \$100,000		3.00	\$ 166	\$ 498	\$ 645.94	130%	\$ 498	100%	5
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.008	\$ 166	\$ 1	\$ 3.64	292%	\$ 1.2	100%	-
	\$ 500,001	base fee @ \$500,000		6.00	\$ 166	\$ 997	\$ 2,101.94	211%	\$ 997	100%	1
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.020	\$ 166	\$ 3	\$ 3.09	93%	\$ 3.3	100%	-
	\$ 1,000,001	base fee @ \$1,000,000		16.00	\$ 166	\$ 2,658	\$ 3,645.69	137%	\$ 2,658	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.005	\$ 166	\$ 0.9	\$ 2.37	270%	\$ 0.9	100%	-
	\$ 3,000,001	base fee @ \$3,000,000		26.67	\$ 166	\$ 4,429	\$ 3,645.69	82%	\$ 4,429	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.008	\$ 166	\$ 1.3	\$ 2.37	179%	\$ 1.3	100%	-
	\$ 5,000,001	base fee @ \$5,000,000		42.67	\$ 166	\$ 7,087	\$ 3,645.69	51%	\$ 7,087	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.003	\$ 166	\$ 0.5	\$ 2.37	446%	\$ 0.5	100%	-
	\$ 10,000,001	base fee @ \$10,000,000		58.67	\$ 166	\$ 9,744	\$ 3,645.69	37%	\$ 9,744	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.001	\$ 166	\$ 0.2	\$ 2.37	1020%	\$ 0.2	100%	-
	\$ 25,000,001	base fee @ \$25,000,000		80.00	\$ 166	\$ 13,288	\$ 3,645.69	27%	\$ 13,288	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.000	\$ 166	\$ 0.1	\$ 2.37	3571%	\$ 0.1	100%	-
	\$ 50,000,001	base fee @ \$50,000,000		90.67	\$ 166	\$ 15,059	\$ 3,645.69	24%	\$ 15,059	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.002	\$ 166	\$ 0.3	\$ 2.37	788%	\$ 0.3	100%	-
<b>F108</b>	<b>Fire and Life Safety - Plan Check (Includes 2 checks and 1 re-check)</b>										

**City of South San Francisco  
Fire - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	\$0 - \$6,000	Minimum base fee up to \$6,000		1.00	\$ 166	\$ 166	\$ 50.00	30%	\$ 83	50%	-
\$ 6,001	base fee @ \$6,000			1.00	\$ 166	\$ 166	\$ 27.70	17%	\$ 83	50%	35
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.053	\$ 166	\$ 9	\$ 5.60	64%	\$ 8.7	100%	-
\$ 25,001	base fee @ \$25,000			2.00	\$ 166	\$ 332	\$ 156.70	47%	\$ 166	50%	27
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.080	\$ 166	\$ 13	\$ 4.04	30%	\$ 13.3	100%	-
\$ 50,001	base fee @ \$50,000			4.00	\$ 166	\$ 664	\$ 257.50	39%	\$ 332	50%	40
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.240	\$ 166	\$ 40	\$ 2.80	7%	\$ 39.9	100%	-
\$ 100,001	base fee @ \$100,000			16.00	\$ 166	\$ 2,658	\$ 397.50	15%	\$ 2,658	100%	83
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.060	\$ 166	\$ 10	\$ 2.24	22%	\$ 10.0	100%	-
\$ 500,001	base fee @ \$500,000			40.00	\$ 166	\$ 6,644	\$ 1,293.50	19%	\$ 6,644	100%	16
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.048	\$ 166	\$ 8	\$ 1.90	24%	\$ 8.0	100%	-
\$ 1,000,001	base fee @ \$1,000,000			64.00	\$ 166	\$ 10,630	\$ 2,243.50	21%	\$ 10,630	100%	57
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.021	\$ 166	\$ 4	\$ 1.46	41%	\$ 3.5	100%	-
\$ 3,000,001	base fee @ \$3,000,000			106.67	\$ 166	\$ 17,717	\$ 2,243.50	13%	\$ 17,717	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.032	\$ 166	\$ 5	\$ 1.46	27%	\$ 5.3	100%	-
\$ 5,000,001	base fee @ \$5,000,000			170.67	\$ 166	\$ 28,347	\$ 2,243.50	8%	\$ 28,347	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.013	\$ 166	\$ 2	\$ 1.46	69%	\$ 2.1	100%	-
\$ 10,000,001	base fee @ \$10,000,000			234.67	\$ 166	\$ 38,977	\$ 2,243.50	6%	\$ 38,977	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.006	\$ 166	\$ 1	\$ 1.46	154%	\$ 0.9	100%	-

City of South San Francisco  
 Fire - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	\$ 25,000,001	base fee @ \$25,000,000		320.00	\$ 166	\$ 53,151	\$ 2,243.50	4%	\$ 53,151	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.002	\$ 166	\$ 0	\$ 1.46	517%	\$ 0.3	100%	-
	\$ 50,000,001	base fee @ \$50,000,000		362.67	\$ 166	\$ 60,237	\$ 2,243.50	4%	\$ 60,237	100%	-
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.007	\$ 166	\$ 1	\$ 1.46	121%	\$ 1.2	100%	-
<b>F34</b>	<b>Construction Without a Permit</b>		[4]				Two Times Cost of Permit		Two Times Cost of Permit		-
<i>Other Fire Prevention Inspections</i>											
<b>F35</b>	<b>Annual Fire Inspection (Basic)</b>	Flat		1.50	\$ 166	\$ 249	\$ 125	50%	\$ 249	100%	320
<b>F36</b>	<b>Non-Construction Fire Re-inspection Fee</b>	Flat		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
<b>F37</b>	<b>Inspections Outside Normal Business Hours</b>	Flat		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
<b>F38</b>	<b>Construction Re-inspection Fees</b>	Flat		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
<b>F39</b>	<b>Inspection for Which a Fee is not Specifically Indicated</b>	Flat		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
<b>F40</b>	<b>Annual High-rise Building (2 Hr. Minimum)</b>	Flat		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
<b>F41</b>	<b>New Occupancy / Business</b>	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	17
<b>F43</b>	<b>Group R, Division 1 Occupancies; Including Condominiums Classified as Group R, Division 3 with 3 or More Dwelling Units Per Building</b>										
	<b>0-10</b>	Per living unit		1.50	\$ 166	\$ 249	\$ 10	4%	\$ 249	100%	-
	<b>11-30</b>	Per living unit		2.00	\$ 166	\$ 332	\$ 10	3%	\$ 332	100%	-
	<b>31-50</b>	Per living unit		3.00	\$ 166	\$ 498	\$ 10	2%	\$ 498	100%	-
	<b>&gt;50; each 50</b>	Per living unit		4.00	\$ 166	\$ 664	\$ 10	2%	\$ 664	100%	-

City of South San Francisco  
 Fire - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
F45	Title 19, 5 Year Automatic Fire Sprinkler Certification	Per System		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	72
F46	Pre-inspection of Residential Care Facilities	Flat		2.00	\$ 166	\$ 332	\$ 50	15%	\$ 332	100%	10
<b>Operational Permits</b>											
F48	Operational Permits are added to the basic annual inspection fee (F35) and will be established by highest cost/most intensive operational permit. Second and all subsequent operational permits will each be assigned a flat fee in order to document that each operation is permitted and the appropriate inspections have been conducted for that site.	Flat		0.33	\$ 166	\$ 55	\$ -	0%	\$ 55	100%	-
F49	Aerosol Products	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	1
F50	Assemblies	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	99
F51	Automobile Wrecking Yard	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F52	Battery Systems	Per System		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F53	Candles and Open Flames in Assembly Areas	Per Assembly		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
F54	Combustible Fiber Storage	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F55	Combustible Material Storage	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	2
F56	Commercial Rubbish-handling Operation	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F57	Compressed Gases	Per System		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	20
F58	Cryogenics	Per System		3.00	\$ 166	\$ 498	\$ 125	25%	\$ 498	100%	16
F59	Dry Cleaning Plants	Flat		3.00	\$ 166	\$ 498	\$ 125	25%	\$ 498	100%	-

City of South San Francisco  
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Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
F60	Dust Producing Operations	Flat		3.00	\$ 166	\$ 498	\$ 125	25%	\$ 498	100%	-
F61	Fire Alarm	Per Building		3.00	\$ 166	\$ 498	\$ 125	25%	\$ 498	100%	92
F62	Flammable of Combustible Liquids, Pipelines, Store, Handle, or Use.	Per Tank		3.00	\$ 166	\$ 498	\$ 125	25%	\$ 498	100%	87
F63	Hazardous Materials Storage, Transport on Site, Dispense, Use, or Handle Chemicals	Per Building	[2]	4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	35
F64	Hazardous Materials in Excess by Classifications; Store, Transport on Site, Dispense, Use, or Handle Chemicals in Excess of Amounts Listed in Table 105-C	Per class of chemical at each location		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F65	High-piled Storage	Per Location		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	20
F66	Institutions and Day Care	Per Location		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	10
F67	Large Family Day Care	Per Location		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F68	Lumberyards	Flat		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	-
F69	Liquefied Petroleum Gases	Per Tank		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	22
F70	Magnesium Working	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F71	Motor Vehicle Fuel Dispensing Stations	Per Location		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	16
F72	Organic Coatings	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F73	Ovens, Industrial Baking or Drying	Per Oven		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	9
F74	Permit-Required Confined Space	Per Space		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	22
F75	Pyrotechnical Special Effects Material	Flat		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	-
F76	Radioactive Materials	Per Location		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	13

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Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
F77	Refrigeration Equipment	Per System		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	21
F78	Residential Care and Residential Care for the Elderly	Per Location		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F79	Repair Garages	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	68
F80	Spraying or Dipping	Per Tank		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	30
F81	Tire Storage	Flat		3.00	\$ 166	\$ 498	\$ 125	25%	\$ 498	100%	3
F82	Wood Products	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	1
F83	Welding and Cutting Operations	Per Location		3.00	\$ 166	\$ 498	\$ 125	25%	\$ 498	100%	52
F84	Failure to Obtain a Permit	Varies	[4]				Two Times Permit Cost		Two Times Permit Cost		-
F86	Flammable or Combustible Liquids; Remove, Install, Construct, Alter or Abandon an Underground or Above Ground Tank	Per Tank		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	-

City of South San Francisco  
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 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
F87	Hazardous Materials; Install, Repair, Abandon, Remove, Place-Out-of-Service, Tanks or Piping, Close or Substantially Modify a Storage Facility	Per Tank		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	-
<i>Special Activity Permits</i>											
F89	Candles or Open Flames in Assembly Areas	Per Event		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F90	Carnivals and Fairs	Per Event		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	2
F91	Christmas Tree Lots	Per Event		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	4
F92	Explosives or Blasting Agents	Flat		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	-
F93	Fire Hydrants and Water-Control Valves	Per Event		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	19
F95	Fireworks Displays by a Licensed Professional	Per Event		4.00	\$ 166	\$ 664	\$ 125	19%	\$ 664	100%	-
F96	Fumigation/Thermal Insecticide	Per Occurrence		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
F98	Parade Floats	Per Event		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-
F99	Temporary Membrane Structures (tents)	Per Structure		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	17
F101	Failure to Obtain a Permit	Varies	[4]				Two Times Permit Cost		Two Times Permit Cost		-
<i>Miscellaneous Fire Prevention Fees</i>											
F102	Hazard Mitigation Fee (Includes all other incident types)		[3,4]				Actual Cost	100%	Actual Cost	100%	-
F103	Minimum Fire Protection System Plan Check	For <\$6,000 valuation		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
F104	Application for Use of Alternate Methods of Protection	Per Request		1.50	\$ 166	\$ 250	\$ 250	100%	\$ 250	100%	-

City of South San Francisco  
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Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
F105	Emergency Response DUI Cost Recovery		[3,4,5]				Actual Cost	100%	Actual Cost	100%	-
F106	Emergency Response Hazmat Cost Recovery		[3,4]				Actual Cost	100%	Actual Cost	100%	3
F107	Investigations	Hourly		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
F111	Additional Fire Plan Review (2 hr. minimum)	Hourly		1.00	\$ 166	\$ 166	\$ 125	75%	\$ 166	100%	-
F112	Fire Watch		[3]				Actual Cost	100%	Actual Cost	100%	-
F113	Key Box Service	Per Location		0.50	\$ 166	\$ 83	\$ 50	60%	\$ 83	100%	2
F114	Preventable False Alarms										
	2nd alarm (Within 12 months of 1st alarm)	Flat	[4]				\$ 100		\$ 100		57
	3rd alarm (Within 12 months of 1st alarm)	Flat	[4]				\$ 200		\$ 200		-
	4th and other additional alarms within 12 months of the 1st preventable alarm	Flat	[4]				\$ 300		\$ 500		-
	False Alarm Response (average)	Flat	[7]	1.00	\$ 419	\$ 419					
F117	Plan Digitizing Fee						5% of building/fire permit fee		\$0.05 per letter; \$0.75 per plan; \$0.05 per image		
<b>Miscellaneous</b>											
F124	Reproduction of Printed Fire and Paramedic Reports	Per Page	[4]				\$ 0.25		Refer to City Clerk Fee Schedule		
F125	Administrative Code Enforcement Fee (for failure to correct violations after receiving Courtesy Notice from Fire Prevention Division 14 day grace period to correct)	Flat		2.00	\$ 166	\$ 332	\$ 125	38%	\$ 332	100%	-

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Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>F126</b>	<b>Hourly Rate:</b>										
	Prevention			1.00	\$ 166	\$ 166	\$ -	0%	\$ 166	100%	
	Emergency Services										
	Engine Company (3 person)			1.00	\$ 419	\$ 419	\$ -	0%	\$ 419	100%	
	Ambulance (2 person)			1.00	\$ 280	\$ 280	\$ -	0%	\$ 280	100%	
	<b>Support to Planning</b>										
<b>PL1</b>	Planned Unit Development	Deposit		1.00	\$ 166	\$ 166					
<b>PL2</b>	Precise Plan	Deposit		1.00	\$ 166	\$ 166					
<b>PL4</b>	Conditional Use Permit:										
	Residential or Civic Use	Per Application		1.00	\$ 166	\$ 166					
	All Others	Per Application		1.00	\$ 166	\$ 166					
<b>PL6</b>	Temporary Use Permit	Per Permit		1.00	\$ 166	\$ 166					
<b>PL7</b>	Minor Use Permit										
	Residential	Per Permit		1.00	\$ 166	\$ 166					
<b>PL11</b>	Specific Plan			1.00	\$ 166	\$ 166					
<b>PL15</b>	Development Agreement			1.00	\$ 166	\$ 166					
<b>PL24</b>	Design Review - Multi-Family Residential / Subdivisions 4 or More Units/ Modifications / Additions to 4 or More Units			1.00	\$ 166	\$ 166					
<b>PL25</b>	Design Review - Commercial and Industrial			1.00	\$ 166	\$ 166					
<b>PL26</b>	Design Review - Projects Requiring Planning Commission Approval			1.00	\$ 166	\$ 166					
<b>PL27</b>	Design Review - Resubmitted (after 2 reviews by Design Review Board)			1.00	\$ 166	\$ 166					

**City of South San Francisco  
Fire - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL</b>											

**[Notes]**

- [1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"
- [2] For each location/building that contains 55 gallons or more of a liquid, 500 pounds or more of a solid, or 200 cubic feet or more of a compressed gas
- [3] The cost shall include the provision of scene supervision, overhead, equipment, hourly wages and fringe benefit costs of the employees that responded to the incident.
- [4] Placeholder for Master Fee Schedule (MFS); not included in cost analysis
- [5] CA GC 53150-53159 DUI Maximum \$12,000
- [6] AMR/Kaiser Agreement; not included in cost analysis; fee set per agreement
- [7] For informational purpose only.
- [8] Class size ratio used is 1:6

City of South San Francisco  
 Public Works - Engineering User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Engineering Division</b>											
<i>Inspection and Encroachment</i>											
PW1	Improvement Plan Check - (covers 2 plan checks and re-check)										
	Cost of Improvments										
	Up to \$50,000	Minimum base fee up to \$50,000		4.00	\$ 144	\$ 575	\$ 300	52%	\$ 575	100%	367
	\$ 50,001	base fee @ \$50,000		6.00	\$ 144	\$ 863	\$ 300	35%	\$ 863	100%	1
		each additional \$1,000 or fraction thereof		0.04	\$ 144	\$ 6	\$ -	0%	\$ 6	100%	-
	\$ 100,001	base fee @ \$100,000		8.00	\$ 144	\$ 1,150	\$ 2,100	183%	\$ 1,150	100%	1
		each additional \$1,000 or fraction thereof		0.15	\$ 144	\$ 21	\$ -	0%	\$ 21	100%	-
	\$ 250,001	base fee @ \$250,000		30.00	\$ 144	\$ 4,313	\$ 5,100	118%	\$ 4,313	100%	-
		each additional \$1,000 or fraction thereof		0.04	\$ 144	\$ 6	\$ -	0%	\$ 6	100%	-
	\$ 500,001	base fee @ \$500,000		40.00	\$ 144	\$ 5,751	\$ 10,100	176%	\$ 5,751	100%	1
	each additional \$1,000 or fraction thereof		0.08	\$ 144	\$ 12	\$ -	0%	\$ 12	100%	-	
\$ 1,000,001	base fee @ \$1,000,000		80.00	\$ 144	\$ 11,501	\$ 20,100	175%	\$ 11,501	100%	1	
	each additional \$1,000 or fraction thereof		0.08	\$ 144	\$ 12	\$ -	0%	\$ 12	100%	-	
	4th and subsequent Plan Check			1.00	\$ 144	\$ 144	\$ -	0%	\$ 144	100%	-

City of South San Francisco  
 Public Works - Engineering User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>PW1.1</b>	<b>Improvement Inspection (covers 2 inspections)</b>										
	Cost of Improvements										
	Up to \$50,000	Minimum base fee up to \$50,000		3.00	\$ 144	\$ 431	\$ 200	46%	\$ 431	100%	367
	\$ 50,001	base fee @ \$50,000		3.00	\$ 144	\$ 431	\$ 200	46%	\$ 431	100%	1
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.03	\$ 144	\$ 4	\$ -	0%	\$ 4	100%	-
	\$ 100,001	base fee @ \$100,000		4.50	\$ 144	\$ 647	\$ 200	31%	\$ 647	100%	1
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.01	\$ 144	\$ 1	\$ -	0%	\$ 1	100%	-
	\$ 250,001	base fee @ \$250,000		6.00	\$ 144	\$ 863	\$ 200	23%	\$ 863	100%	30
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.02	\$ 144	\$ 2	\$ -	0%	\$ 2	100%	-
	\$ 500,001	base fee @ \$500,000		10.00	\$ 144	\$ 1,438	\$ 200	14%	\$ 1,438	100%	1
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.02	\$ 144	\$ 3	\$ -	0%	\$ 3	100%	-
	\$ 1,000,001	base fee @ \$1,000,000		20.00	\$ 144	\$ 2,875	\$ 200	7%	\$ 2,875	100%	1
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.02	\$ 144	\$ 3	\$ -	0%	\$ 3	100%	-
<b>PW2</b>	<b>Encroachment Permit Inspection Fee (covers two inspections)</b>	Flat	[8]								
	PW-Eng			1.00	\$ 144	\$ 144					
	Planning			1.00	\$ 163	\$ 163					
						\$ 307	\$ 200	65%	\$ 307	100%	-
	Additional Visits Beyond Two	Per Visit		1.00	\$ 144	\$ 144	\$ 100	70%	\$ 144	100%	-
	<b>Miscellaneous Processing Fee</b>										
<b>PW4</b>	<b>On-site inspection/processing fee for the recordation of the condition of the private sewer lateral.</b>	Per Recordation		0.00	\$ 144	\$ -	\$ 150	%	\$ -	%	-

**City of South San Francisco**  
**Public Works - Engineering User Fee Study FY 17**  
**Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity

City of South San Francisco  
 Public Works - Engineering User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PW5	Off-site inspection/processing fee for the recordation of the condition of the private sewer lateral. (DVD Review)	Per Recordation		0.50	\$ 144	\$ 72	\$ 75	104%	\$ 72	100%	-
<b>Subdivision Maps</b>											
PW6	Inspection Deposit	Deposit	[6]				2% of public improvement costs		2% of public improvement costs		-
PW7	Major Subdivision Tentative Map	Flat	[8]								
		PW-Eng		1.00	\$ 144	\$ 144					
		Planning		1.00	\$ 163	\$ 163					
						\$ 307	\$ 500	163%	\$ 307	100%	-
	Per Lot	Per Unit		0.17	\$ 144	\$ 24	\$ 25	102%	\$ 24	100%	-
PW8	Final Map Filing Fee	Flat	[8]								
		PW-Eng		1.00	\$ 144	\$ 144					
		Planning		1.00	\$ 163	\$ 163					
						\$ 307	\$ 1,000	326%	\$ 307	100%	-
	Per Lot	Per Unit		0.17	\$ 144	\$ 24	\$ 25	102%	\$ 24	100%	-
PW9	Minor Subdivision Tentative Map	Flat		1.00	\$ 144	\$ 144	\$ 500	348%	\$ 144	100%	-
	Per Lot	Per Unit		0.17	\$ 144	\$ 24	\$ 25	102%	\$ 24	100%	-
PW10	Parcel Map Filing Fee	Per Map		2.00	\$ 144	\$ 288	\$ 500	174%	\$ 288	100%	-
PW11	Lot Line Adjustment	Per Adjustment	[8]								
		PW-Eng		1.00	\$ 144	\$ 144					
		Planning		1.00	\$ 163	\$ 163					
						\$ 307	\$ 400	130%	\$ 307	100%	3
PW12	After-hours Site Inspections		[2,6]				Actual Cost	100%	Actual Cost	100%	-
PW14	Easement Abandonment Request	Per easement		25.00	\$ 144	\$ 3,594	\$ 400	11%	\$ 3,594	100%	-

City of South San Francisco  
 Public Works - Engineering User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity	
PW15	Subdivision and Parcel Map Plan Check (includes Coordination and administartion costs)	Deposit	[2,8]									
	PW-Eng			6.00	\$ 144	\$ 863						
	Planning			1.00	\$ 163	\$ 163						
						\$ 1,026	Actual Cost	%	\$ 1,026	100%	-	
PW16	Transportation - Single trip, or a modification of an original permit	Flat	[7]	0.20	\$ 144	\$ 29	\$ 16	56%	\$ 16	56%	-	
PW17	Transportation - Annual or repetitive permit	Flat	[7]	0.75	\$ 144	\$ 108	\$ 75	70%	\$ 90	83%	-	
PW18	Copy of CD/DVD								Refer To City Clerk Fee Schedule			
<i>Miscellaneous Fees</i>												
PW22	Grading Plan Check and Permit Processing (Cubic Yards)											
	50 Cubic Yards or Less	Flat		2.00	\$ 144	\$ 288	No Fee	%	\$ 288	100%	-	
	51 to 100 Cubic Yards	Flat		4.00	\$ 144	\$ 575	\$ 100	17%	\$ 575	100%	-	
	101 to 1,000 Cubic Yards	Flat		4.00	\$ 144	\$ 575	\$ 150	26%	\$ 575	100%	1	
	1,001 to 10,00 Cubic Yards	Flat		8.00	\$ 144	\$ 1,150	\$ 200	17%	\$ 1,150	100%	-	
	10,001	Base Fee @ 10,000		10.00	\$ 144	\$ 1,438	\$ 200	14%	\$ 1,438	100%	2	
		each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		0.06	\$ 144	\$ 8	\$ 100	1251%	\$ 8	100%	-
	100,001	Base Fee @ 100,000		10.50	\$ 144	\$ 1,510	\$ 1,100	73%	\$ 1,510	100%	1	
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		0.05	\$ 144	\$ 7	\$ 60	835%	\$ 7	100%	-	
200,001	Base Fee @ 200,000		11.00	\$ 144	\$ 1,581	\$ 1,700	107%	\$ 1,581	100%	2		
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		0.55	\$ 144	\$ 79	\$ 30	38%	\$ 79	100%	-	

City of South San Francisco  
 Public Works - Engineering User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PW23	Other plan checking and additional plan reviews required by changes, additions, or revisions to approved plans.		[2]	2.00	\$ 144	\$ 288	Actual Cost	%	\$ 288	100%	-
PW24	<b>Grading Inspection Fees (Cubic Yards)</b>										
	50 Cubic Yards or Less	Flat		2.00	\$ 144	\$ 288	\$ 20	7%	\$ 288	100%	-
	51 to 100 Cubic Yards	Flat		2.00	\$ 144	\$ 288	\$ 30	10%	\$ 288	100%	-
	101 to 1,000 Cubic Yards	Flat		2.00	\$ 144	\$ 288	\$ 150	52%	\$ 288	100%	1
	1,001 to 10,00 Cubic Yards	Flat		3.00	\$ 144	\$ 431	\$ 200	46%	\$ 431	100%	7
	10,001	Base Fee @ 10,000		3.00	\$ 144	\$ 431	\$ 264	61%	\$ 431	100%	-
	each additional 1,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		0.11	\$ 144	\$ 16	\$ 54	338%	\$ 16	100%	-
	100,001	Base Fee @ 100,000		4.00	\$ 144	\$ 575	\$ 750	130%	\$ 575	100%	-
	each additional 10,000 cubic yards or fraction thereof	each add'l 100,000 cubic yards		0.20	\$ 144	\$ 29	\$ 30	104%	\$ 29	100%	-
	200,001	Base Fee @ 200,000		6.00	\$ 144	\$ 863	\$ 1,250	145%	\$ 863	100%	-
	each additional 10,000 cubic yards or fraction thereof	each add'l 10,000 cubic yards		0.30	\$ 144	\$ 43	\$ 30	70%	\$ 43	100%	-
	<b>Other Inspections</b>										
PW25	Inspections Outside of Normal Business Hours	Hourly	[3,6]				Actual Cost	100%	Actual Cost	100%	-
PW26	Re-inspection Assessed Under Provisions of Section 305(h)	Flat	[4]	1.00			Actual Cost	100%	Actual Cost	100%	-
PW27	Inspections for which a fee is not specifically indicated	Hourly	[4,6]				Actual Cost	100%	Actual Cost	100%	-

City of South San Francisco  
 Public Works - Engineering User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Water Quality Control Division</b>											
<i>Pretreatment Fee Schedule</i>											
PW28	<b>Permits and Renewals: (valid for 3 year time intervals)</b>										
	Significant Industrial Users	Every 3 years	[5]	4.00	\$ 144	\$ 575	\$ 450	78%	\$ 575	100%	64
	All Other Required Businesses	Every 3 years		1.00	\$ 144	\$ 144	\$ 120	83%	\$ 144	100%	700
PW31	<b>Inspections - Outside of Normal Pretreatment Activities</b>	Per Hour		1.00	\$ 144	\$ 144	\$ 75	52%	\$ 144	100%	-
PW32	<b>Inspections - Outside of Normal Business Hours</b>	Per Hour		1.00	\$ 144	\$ 144	\$ 90	63%	\$ 144	100%	-
PW33	<b>Special Monitoring Activities for Enforcement and Surveillance</b>	Per Hour		1.00	\$ 144	\$ 144	\$ 75	52%	\$ 144	100%	-
PW34	<b>Special Sampling/Equipment Use</b>	Per Hour		1.00	\$ 144	\$ 144	\$ 150	104%	\$ 144	100%	-
PW35	<b>Wastewater Analysis</b>										
	BOD	Per Test	[6]				\$ 80	%	Actual Cost	100%	-
	COD	Per Test	[6]				\$ 55	%	Actual Cost	100%	-
	TSS	Per Test	[6]				\$ 40	%	Actual Cost	100%	-
	Oil & Grease	Per Test	[6]				\$ 95	%	Actual Cost	100%	-
	Metals (except Hg)	Per Test	[6]				\$ 30	%	Actual Cost	100%	-
	Hg	Per Test	[6]				\$ 80	%	Actual Cost	100%	-
	pH	Per Test	[6]				\$ 20	%	Actual Cost	100%	-
	Bioassay	Per Test	[6]				\$ 450	%	Actual Cost	100%	-
	CN	Per Test	[6]				\$ 135	%	Actual Cost	100%	-
	PAH	Per Test	[6]				\$ 300	%	Actual Cost	100%	-
	Phenol	Per Test	[6]				\$ 105	%	Actual Cost	100%	-
	Ammonia	Per Test	[6]				\$ 40	%	Actual Cost	100%	-
	Conductivity	Per Test	[6]				\$ 40	%	Actual Cost	100%	-
	Oxygen Uptake Rate	Per Test	[6]				\$ 150	%	Actual Cost	100%	-
	Others		[6]				Determined by Superintendent	%	Actual Cost	100%	-
	<b>Hourly Rate:</b>										
	Public Works - Engineering			1.00	\$ 144	\$ 144	\$ -	0%	\$ 144	100%	

City of South San Francisco  
 Public Works - Engineering User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Support to Planning</b>											
PL1	Planned Unit Development	Deposit		8.00	\$ 144	\$ 1,150					
PL2	Precise Plan	Deposit		8.00	\$ 144	\$ 1,150					
PL3	Precise Plan Modification (Residential Only)	Deposit		8.00	\$ 144	\$ 1,150					
PL4	Conditional Use Permit: Residential or Civic Use	Per Application		4.00	\$ 144	\$ 575					
PL5	Conditional Use Permit Modification	Flat		4.00	\$ 144	\$ 575					
PL6	Temporary Use Permit	Per Permit		4.00	\$ 144	\$ 575					
PL11	Specific Plan	Deposit		24.00	\$ 144	\$ 3,450					
PL13	General Plan Amendments	Deposit		8.00	\$ 144	\$ 1,150					
PL14	Master Plan	Deposit		24.00	\$ 144	\$ 3,450					
PL15	Development Agreement	Deposit		40.00	\$ 144	\$ 5,751					
PL23	Design Review - Single Family Residential/New or Additions to 2 or 3 Units	Per Application		4.00	\$ 144	\$ 575					
PL24	Design Review - Multi-Family Residential / Subdivisions 4 or More Units/ Modifications / Additions to 4 or More Units	Per Application		4.00	\$ 144	\$ 575					
PL25	Design Review - Commercial and Industrial	Per Application		4.00	\$ 144	\$ 575					

**City of South San Francisco**  
**Public Works - Engineering User Fee Study FY 17**  
**Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PL26	Design Review - Projects Requiring Planning Commission Approval	Deposit		8.00	\$ 144	\$ 1,150					
PL27	Design Review - Resubmitted (after 2 reviews by Design Review Board)	Flat		4.00	\$ 144	\$ 575					
PL49	Sidewalk Dining Permit (Annual)	Flat		1.00	\$ 144	\$ 144					
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL</b>											

**[Notes]**

- [1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"
- [2] Hourly salary, plus 40% in benefits and another 30% in administrative costs; 1/2 hour minimum
- [3] Hourly salary, plus 50% overtime rate, plus 50% for benefits on base rate, plus 12% in administrative charges. Three-hour minimum.
- [4] Hourly salary, plus 50% for benefits on base rate, plus 12% in administrative charges. One half-hour minimum.
- [5] Defined in federal regulations and municipal ordinance.
- [6] Placeholder for Master Fee Schedule (MFS); not included in cost analysis
- [7] Maximum per State law (\$16/ \$90)
- [8] Includes support costs from Planning

**City of South San Francisco  
Parks and Recreation - User Fee Study FY 17  
Fully Burdened Hourly Rate**

**PROGRAMMATIC COST RECOVERY SUMMARY**

Program		Direct Labor	Non-Labor	Citywide Overhead	Department/ Division Admin	Total Program Costs	Annual Estimated Revenues at Current Fee [9]	Annual Surplus / Deficit	Current Cost Recovery Percentage	Recommended Cost Recovery Percentage	
CULTURAL ARTS		145,301	-	45,480	7,989	198,770	-	\$ (198,770)	0%	0%	
CONCERT IN THE PARK	[14]	-	60,463	-	-	60,463	20,500	\$ (39,963)	34%	36%	
17230 - AQUATIC PROGRAM		494,554	133,639	100,522	75,174	803,890	338,292	(465,597)	42%	44%	
17240 - SPORTS & ATHLETICS		329,224	59,298	44,603	44,681	477,806	69,789	(408,018)	15%	15%	
17250 - RENTALS/PICNICS		420,633	12,406	9,332	45,635	488,006	481,099	(6,906)	99%	104%	
17260 - CLASSES/EVENTS		549,036	28,797	21,661	61,844	661,338	531,618	(129,720)	80%	84%	
17270 - REAL PROGRAM		173,756	7,420	5,581	19,266	206,023	136,025	(69,998)	66%	69%	
17275 - CHILDCARE		2,323,591	206,142	155,060	276,962	2,961,755	2,145,505	(816,251)	72%	76%	
17276 - SENIOR CENTERS		552,750	76,963	57,891	70,933	758,537	198,709	(559,828)	26%	28%	
17320 - PARK MAINTENANCE	[7]	2,208,506	663,327	498,952	1,107,870	4,478,656	-	-	n/a	n/a	
17320 - PARK MAINTENANCE Adjustment	[13]	(2,208,506)	(663,327)	(498,952)	(1,107,870)	(4,478,656)	-	-	n/a	n/a	
Community Gardens & Art Studio Rentals	[12]	-	-	-	-	21,441	21,441	-	n/a	n/a	
17340 - STREET TREE MAINTENANCE		412,621	22,457	16,892	148,548	600,519	-	-	n/a	n/a	
17340 - STREET TREE MAINTENANCE Adjustment	[13]	(412,621)	(22,457)	(16,892)	(148,548)	(600,519)	-	-	n/a	n/a	
Tree Removal Permt		Permit Cost: 2 hours @ \$129/hour = \$258; Recommended Fee \$100 per tree								n/a	n/a
17420 - FACILITIES MAINTENANCE	[8]	0	795	598	675,250	676,644	-	-	n/a	n/a	
17420 - FACILITIES MAINTENANCE Adjustment	[13]	(0)	(795)	(598)	(675,250)	(676,644)	-	-	n/a	n/a	
17999 - GRANTS - PARKS & REC	[15]	267,281	29,454	22,156	32,897	351,787	252,175	(99,612)	72%	75%	
231-17531 - WEST PARK 3 MAINTENANCE		402,393	329,175	247,604	31,135	1,010,307	-	-	n/a	n/a	
231-17531 - WEST PARK 3 MAINTENANCE Adjustment	[11]	(402,393)	(329,175)	(247,604)	(31,135)	(1,010,307)	-	-	n/a	n/a	
232-17532 - STONEGATE RDG MAINT		102,144	39,195	29,482	5,432	176,253	-	-	n/a	n/a	
232-17532 - STONEGATE RDG MAINT Adjustment	[11]	(102,144)	(39,195)	(29,482)	(5,432)	(176,253)	-	-	n/a	n/a	
233-17533 - WILLOW GARDENS MAINT		11,763	35,757	26,896	2,366	76,783	-	-	n/a	n/a	
233-17533 - WILLOW GARDENS MAINT Adjustment	[11]	(11,763)	(35,757)	(26,896)	(2,366)	(76,783)	-	-	n/a	n/a	
234-17530 - WEST PARK 1 & 2 MAINTENANCE		147,962	181,461	136,494	14,815	480,732	-	-	n/a	n/a	
234-17530 - WEST PARK 1 & 2 MAINTENANCE Adjustment	[11]	(147,962)	(181,461)	(136,494)	(14,815)	(480,732)	-	-	n/a	n/a	
710-13315 SEWER MAINTENANCE	[10]	1,417,197	242,170	182,159	58,555	1,900,081	-	-	n/a	n/a	
710-13315 SEWER MAINTENANCE - Adjustment	[11]	(1,417,197)	(242,170)	(182,159)	(58,555)	(1,900,081)	-	-	n/a	n/a	
720-13720 - PARKING DISTRICT OPERATIONS	[10]	339,876	346,403	260,563	30,107	976,949	-	-	n/a	n/a	
720-13720 - PARKING DISTRICT OPERATIONS Adjustment	[11]	(339,876)	(346,403)	(260,563)	(30,107)	(976,949)	-	-	n/a	n/a	
740-13820 DRAINAGE	[10]	856,635	333,705	251,012	45,831	1,487,183	-	-	n/a	n/a	
740-13820 DRAINAGE Adjustment	[11]	(856,635)	(333,705)	(251,012)	(45,831)	(1,487,183)	-	-	n/a	n/a	
Misc Revenue (included in Admin)							1,900		n/a	n/a	
<b>Total</b>		<b>\$ 5,256,127</b>	<b>\$ 614,582</b>	<b>\$ 462,286</b>	<b>\$ 635,380</b>	<b>\$ 6,989,816</b>	<b>\$ 4,197,053</b>	<b>\$ (2,794,663)</b>	<b>60%</b>	<b>63%</b>	

[7] Includes costs for Program 17970 Minor Park Improvements; excluded for cost analysis purposes; general community benefit; Community Gardens & Art Studio costs have been reduced

[8] Includes costs for Program 17971 Minor Facilities Repairs/ Improvements; represents costs not accounted for in Cost Allocation Plan

**City of South San Francisco**  
**Parks and Recreation - User Fee Study FY 17**  
**Fully Burdened Hourly Rate**

[9] Sourced from FY 15-16 Revenue Actuals

[10] Cost provided for information purposes only

[11] Funds 231, 232, 233, 234, 710, 720 and 740 Programs excluded from Parks and Recreation Cost Analysis

[12] Community Gardens and Art Studio costs equal to revenue have been removed from Park Maintenance program costs and shown here; not included in cost analysis detail

[13] Park, Street Tree and Facility Maintenance have been excluded from cost analysis; intent is to capture Recreation related programs and services

[14] Concert in the Park Program included in Summary Table only; New in FY 15/16, therefore FY 16/17 used for cost analysis purposes; detail costs are included in Cultural Arts programs

[15] Revenue provided by P&R email dated 5.9.17 from Angela Duldulao; Big Lift Grant revenue is received on a reimbursement basis and has a different base year (Sept-Aug); revenue does not match the revenue report

City of South San Francisco  
 Economic & Community Development -Planning - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Planning Division</b>											
<b>Public Hearing Cases</b>											
PL1	Planned Unit Development	Deposit	[7]								
				Planning	49.00	\$ 163	\$ 7,992				
				PW-Eng	8.00	\$ 144	\$ 1,150				
				Fire	1.00	\$ 166	\$ 166				
						\$ 9,308	\$ 2,000	21%	\$ 9,308	100%	1
PL2	Precise Plan	Deposit	[7]								
				Planning	49.00	\$ 163	\$ 7,992				
				PW-Eng	8.00	\$ 144	\$ 1,150				
				Fire	1.00	\$ 166	\$ 166				
						\$ 9,308	\$ 1,250	13%	\$ 9,308	100%	3
PL3	Precise Plan Modification (Residential Only)	Deposit	[7]								
				Planning	30.00	\$ 163	\$ 4,893				
				PW-Eng	8.00	\$ 144	\$ 1,150				
							\$ 6,043	\$ 400	7%	\$ 6,043	100%
PL4	Conditional Use Permit: Residential or Civic Use	Per Application	[7]								
				Planning	15.00	\$ 163	\$ 2,446				
				PW-Eng	4.00	\$ 144	\$ 575				
				Fire	1.00	\$ 166	\$ 166				
				Police	0.50	\$ 171	\$ 85				
						\$ 3,273	\$ 650	20%	\$ 3,273	100%	24
PL5	Conditional Use Permit Modification	Flat	[2,7]								
				Planning	10.00	\$ 163	\$ 1,631				
				PW-Eng	4.00	\$ 144	\$ 575				
							\$ 4,244	\$ 1,000	24%	\$ 4,244	100%

City of South San Francisco  
 Economic & Community Development -Planning - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
						\$ 2,206	\$ 400	18%	\$ 2,206	100%	10
PL6	Temporary Use Permit	Per Permit	[7]								
				Planning	5.00	\$ 163	\$ 815				
				PW-Eng	4.00	\$ 144	\$ 575				
				Fire	1.00	\$ 166	\$ 166				
						\$ 1,557	\$ 200	13%	\$ 1,557	100%	-
PL7	Minor Use Permit Residential	Per Permit	[7]								
				Planning	10.00	\$ 163	\$ 1,631				
				Fire	1.00	\$ 166	\$ 166				
							\$ 1,797	\$ 350	19%	\$ 1,797	100%
	All Others	Per Permit		10.00	\$ 163	\$ 1,631	\$ 600	37%	\$ 1,631	100%	11
PL8	Zoning Amendment (Text)	Deposit		50.00	\$ 163	\$ 8,155	\$ 2,000	25%	\$ 8,155	100%	15
PL9	Rezoning Map	Deposit		50.00	\$ 163	\$ 8,155	\$ 2,000	25%	\$ 8,155	100%	1
PL10	Site Clearance/Zoning Verification	Per Verification		1.00	\$ 163	\$ 163	\$ 100	61%	\$ 163	100%	36
PL11	Specific Plan	Deposit	[7]								
				Planning	100.00	\$ 163	\$ 16,310				
				PW-Eng	24.00	\$ 144	\$ 3,450				
				Fire	1.00	\$ 166	\$ 166				
						\$ 19,926	\$ 2,000	10%	\$ 19,926	100%	-
PL12	Variance	For each variance		25.00	\$ 163	\$ 4,077	\$ 650	16%	\$ 4,077	100%	1
PL13	General Plan Amendments	Deposit	[7]								
				Planning	50.00	\$ 163	\$ 8,155				
				PW-Eng	8.00	\$ 144	\$ 1,150				
						\$ 9,305	\$ 2,000	21%	\$ 9,305	100%	6
PL14	Master Plan	Deposit	[7]								
		Planning		100.00	\$ 163	\$ 16,310					

City of South San Francisco  
 Economic & Community Development -Planning - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PL14	Master Plan	Deposit	[7]								
		Planning		100.00	\$ 163	\$ 16,310					
		PW-Eng		24.00	\$ 144	\$ 3,450					
						\$ 19,760	\$ 2,000	10%	\$ 19,760	100%	-
PL15	Development Agreement	Deposit	[7]								
		Planning		70.00	\$ 163	\$ 11,417					
		PW-Eng		40.00	\$ 144	\$ 5,751					
		Fire		1.00	\$ 166	\$ 166					
		Police		0.50	\$ 171	\$ 85					
					\$ 17,419	\$ 2,000	11%	\$ 17,419	100%	4	
PL16	Appeal of the Planning Commission's Decision to the City Council by:										
	Applicant	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	\$ 1,631	100%	4
	Adjacent Property Owner	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	\$ 815	50%	-
	City Resident	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	<del>\$1,631</del> \$815	<del>100%</del> 50%	-
	Homeowners Association	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	<del>\$1,631</del> \$815	<del>100%</del> 50%	-
	All Others	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	<del>\$1,631</del> \$815	<del>100%</del> 50%	-
PL17	Appeal of the Chief Planner's decision to the Planning Commission by any party	Per Appeal		10.00	\$ 163	\$ 1,631	\$ 200	12%	\$ 815	50%	-
PL18	Time Extension-Non-Conforming Use	Per Extension		5.00	\$ 163	\$ 815	\$ 50	6%	\$ 815	100%	-
PL19	Time Extension for a Use Permit, Planned Unit Development Permit, Non-Conforming Status Permit, and for all Other Permits and Maps	Per Extension		5.00	\$ 163	\$ 815	\$ 200	25%	\$ 815	100%	-
PL20	Transportation Demand Management Plan:										
	Initial Filing Fee	Deposit		7.00	\$ 163	\$ 1,142	\$ 200	18%	\$ 1,142	100%	7
	Annual Monitoring (plus survey cost)	Deposit		10.00	\$ 163	\$ 1,631	\$ 150	9%	\$ 1,631	100%	-
	Tri-annual	Deposit	[3]	10.00	\$ 163	\$ 1,631	\$ 500	31%	\$ 1,631	100%	-
PL21	Modifications & Waivers										
	Minor (Staff Review)	Flat		1.50	\$ 163	\$ 245	\$ 100	41%	\$ 245	100%	3
	Major (Planning Commission Review)	Deposit		10.00	\$ 163	\$ 1,631	\$ 100	6%	\$ 1,631	100%	-

City of South San Francisco  
Economic & Community Development -Planning - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PL14	Master Plan	Deposit	[7]								
		Planning		100.00	\$ 163	\$ 16,310					
		PW-Eng		24.00	\$ 144	\$ 3,450					
						\$ 19,760	\$ 2,000	10%	\$ 19,760	100%	-
PL15	Development Agreement	Deposit	[7]								
		Planning		70.00	\$ 163	\$ 11,417					
		PW-Eng		40.00	\$ 144	\$ 5,751					
		Fire		1.00	\$ 166	\$ 166					
		Police		0.50	\$ 171	\$ 85					
					\$ 17,419	\$ 2,000	11%	\$ 17,419	100%	4	
PL16	Appeal of the Planning Commission's Decision to the City Council by:										
	Applicant	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	\$ 1,631	100%	4
	Adjacent Property Owner	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	\$ 815	50%	-
	City Resident	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	<del>\$1,631</del> \$815	<del>-100%</del> 50%	-
	Homeowners Association	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	<del>\$1,631</del> \$815	<del>-100%</del> 50%	-
	All Others	Flat		10.00	\$ 163	\$ 1,631	\$ 400	25%	<del>\$1,631</del> \$815	<del>-100%</del> 50%	-
PL17	Appeal of the Chief Planner's decision to the Planning Commission by any party	Per Appeal		10.00	\$ 163	\$ 1,631	\$ 200	12%	\$ 815	50%	-
PL18	Time Extension-Non-Conforming Use	Per Extension		5.00	\$ 163	\$ 815	\$ 50	6%	\$ 815	100%	-
PL19	Time Extension for a Use Permit, Planned Unit Development Permit, Non-Conforming Status Permit, and for all Other Permits and Maps	Per Extension		5.00	\$ 163	\$ 815	\$ 200	25%	\$ 815	100%	-
PL20	Transportation Demand Management Plan:										
	Initial Filing Fee	Deposit		7.00	\$ 163	\$ 1,142	\$ 200	18%	\$ 1,142	100%	7
	Annual Monitoring (plus survey cost)	Deposit		10.00	\$ 163	\$ 1,631	\$ 150	9%	\$ 1,631	100%	-
	Tri-annual	Deposit	[3]	10.00	\$ 163	\$ 1,631	\$ 500	31%	\$ 1,631	100%	-
PL21	Modifications & Waivers										
	Minor (Staff Review)	Flat		1.50	\$ 163	\$ 245	\$ 100	41%	\$ 245	100%	3
	Major (Planning Commission Review)	Deposit		10.00	\$ 163	\$ 1,631	\$ 100	6%	\$ 1,631	100%	-

City of South San Francisco  
 Economic & Community Development -Planning - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PL22	Design Review - Signs:										
	Type A (up to 25 sq.ft.)	Per Application		1.00	\$ 163	\$ 163	\$ 150	92%	\$ 163	100%	54
	Type B (up to 100 sq.ft.)	Per Application		5.00	\$ 163	\$ 815	\$ 300	37%	\$ 815	100%	23
	Type C / Master Sign	Per Application		10.00	\$ 163	\$ 1,631	\$ 800	49%	\$ 1,631	100%	7
PL23	Design Review - Single Family Residential/New or Additions to 2 or 3 Units	Per Application	[7]								
		Planning		10.00	\$ 163	\$ 1,631					
		PW-Eng		4.00	\$ 144	\$ 575					
		Police		0.50	\$ 171	\$ 85					
						\$ 2,291	\$ 300	13%	\$ 1,146	50%	48
PL24	Design Review - Multi-Family Residential / Subdivisions 4 or More Units/ Modifications / Additions to 4 or More Units	Per Application	[7]								
		Planning		20.00	\$ 163	\$ 3,262					
		PW-Eng		4.00	\$ 144	\$ 575					
		Fire		1.00	\$ 166	\$ 166					
		Police		0.50	\$ 171	\$ 85					
					\$ 4,089	\$ 600	15%	\$ 2,044	50%	10	
PL25	Design Review - Commercial and Industrial	Per Application	[7]								
		Planning		10.00	\$ 163	\$ 1,631					
		PW-Eng		4.00	\$ 144	\$ 575					
		Fire		1.00	\$ 166	\$ 166					
		Police		0.50	\$ 171	\$ 85					
					\$ 2,458	\$ 700	28%	\$ 2,458	100%	67	

City of South San Francisco  
 Economic & Community Development - Planning - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PL26	Design Review - Projects Requiring Planning Commission Approval	Deposit	[7]								
		Planning		20.00	\$ 163	\$ 3,262					
		PW-Eng		8.00	\$ 144	\$ 1,150					
		Fire		1.00	\$ 166	\$ 166					
		Police		0.50	\$ 171	\$ 85					
					\$ 4,664	\$ 1,000	21%	\$ 2,332	50%	2	
PL27	Design Review - Resubmitted (after 2 reviews by Design Review Board)	Flat	[7]								
		Planning		10.00	\$ 163	\$ 1,631					
		PW-Eng		4.00	\$ 144	\$ 575					
		Fire		1.00	\$ 166	\$ 166					
					\$ 2,372	Original Filing Fee	%	\$ 2,372	100%	-	
PL28	Environmental Document Fees - Categorical Exemption	Flat		1.00	\$ 163	\$ 163	\$ 20	12%	\$ 163	100%	100
PL29	Environmental Document Fees - Initial Study, Negative Declaration, Mitigated Negative Declaration and other Contract Planning Studies	Deposit	[3]	30.00	\$ 163	\$ 4,893	\$ 500	10%	\$ 4,893	100%	8
PL30	Environmental Document Fees - Environmental Impact Report (EIR)	Deposit	[4]	60.00	\$ 163	\$ 9,786	\$ 1,000	10%	\$ 9,786	100%	-
PL31	Subdivisions - Tentative Subdivision Map	Flat		5.00	\$ 163	\$ 815	\$ 800	98%	\$ 815	100%	1
PL32	Subdivisions - Tentative Parcel Map	Flat		1.00	\$ 163	\$ 163	\$ 800	491%	\$ 163	100%	1
PL33	Documents, Maps and Plans - Reproduction of Documents and Maps	Per Page		0.00	\$ 163	\$ -	\$ 0.25	%	Refer to City Clerk Fee Schedule	%	-

City of South San Francisco  
 Economic & Community Development -Planning - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Miscellaneous Fees</b>											
PL34	Minor Changes to Approved Permit	Flat		1.00	\$ 163	\$ 163	\$ -	0%	\$ 163	100%	-
PL35	Permit Program Maintenance Fee	Per Building Permit	[5]				\$ 25		\$ 25		-
PL36	Inspection Fees: Additional visits	Per Inspection Per Application		2.00	\$ 163	\$ 326	\$ 50	15%	\$ 326	100%	-
PL37	Certificate of Alteration	Each		10.00	\$ 163	\$ 1,631	\$ 250	15%	\$ 1,631	100%	-
PL38	General Plan Maintenance Fee		[5]				0.15% of valuation		0.16% of valuation		-
PL39	Cultural Arts Contribution/Unit Landscaping Cost	Per sq. ft.	[5]				\$ 8		\$ 8		-
PL40	City Attorney Cost Recovery Fee	Deposit	[5]				\$ 2,000		\$ 2,000		-
PL41	Economic & Community Development Parking Exemption	Each		10.00	\$ 163	\$ 1,631	\$ 650	40%	\$ 1,631	100%	6
PL42	Economic & Community Development Parking District Annexation Fee	Deposit		50.00	\$ 163	\$ 8,155	\$ 1,000	12%	\$ 8,155	100%	-
PL43	Legal Notices, other than Zoning or General Plan Amendments	Deposit		3.00	\$ 163	\$ 489	\$ 300	61%	\$ 489	100%	-
PL44	Legal Notices for Zoning and General Plan Amendments	Deposit		3.00	\$ 163	\$ 489	\$ 800	164%	\$ 489	100%	-
PL45	Duplication of Planning Commission Meeting	Per Copy		0.00	\$ 163	\$ -	\$ 20		Refer to City Clerk Fee Schedule		-
PL46	Zoning Verification Letter	Flat		5.00	\$ 163	\$ 815	\$ 100	12%	\$ 815	100%	14

**City of South San Francisco  
Economic & Community Development -Planning - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
PL47	Zoning Administrator Decision	Flat		5.00	\$ 163	\$ 815	\$ 100	12%	\$ 815	100%	-
PL48	Certificate of Convenience and Necessity (taxi)	Flat		1.00	\$ 163	\$ 163	\$ 1,000	613%	\$ 163	100%	-
PL49	Sidewalk Dining Permit (Annual)	Flat		3.00	\$ 163	\$ 489	\$ 200	41%	\$ 489	100%	1
PL50	Hourly Rate - Planning	Flat		1.00	\$ 163	\$ 163	\$ -	0%	\$ 163	100%	-
<b>Support to PW/Engineering</b>											
PW 2	Encroachment Permit Inspection Fee (covers two inspections)	Flat		1.00	\$ 163	\$ 163					
PW7	Major Subdivision Tentative Map	Flat		1.00	\$ 163	\$ 163					
PW9	Minor Subdivision Tentative Map	Flat		1.00	\$ 163	\$ 163					
PW11	Lot Line Adjustment	Per		1.00	\$ 163	\$ 163					
PW15	Subdivision and Parcel Map Plan Check (includes Coordination and adminstartion costs)	Deposit		1.00	\$ 163	\$ 163					
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL [6]</b>											

**[Notes]**

- [1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"
- [2] The greater of 1/2 the Conditional Use Permit fee or \$400 for each modification
- [3] Consultant costs, plus 15% or \$500, whichever is greater.
- [4] Consultant costs, plus 15% or \$1,000, whichever is greater.
- [5] Placeholder for Master Fee Schedule (MFS); not included in cost analysis
- [6] Total "Annual Estimated Revenue at Current Fee" represents the total amounts collected, as many fees are structured on a deposit basis
- [7] Includes support costs from other departments (PW-Enq, Fire and Police)

City of South San Francisco  
 Economic & Community Development - Building - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>Building Inspection Division</b>											
<i>Inspections and Re-inspections</i>											
<i>Building, Plumbing, Electrical, and Mechanical for Residential and Commercial</i>											
<b>BL1</b>	Inspections or Re-inspections Outside Normal Business Hours	Per Hour		1.00	\$ 106	\$ 106	\$ 168	159%	\$ 106	100%	48
<b>BL2</b>	Re-inspections During Normal Business Hours	Per Hour		1.00	\$ 106	\$ 106	\$ 112	106%	\$ 106	100%	18
<b>BL3</b>	Building Inspection										
	\$0 - \$500	base fee @ \$500		0.75	\$ 106	\$ 79	\$ 30.00	38%	\$ 79	100%	52
	\$ 501	base fee @ \$500		0.75	\$ 106	\$ 79	\$ 30.00	38%	\$ 79	100%	219
	each additional \$100 or fraction thereof	each add'l \$100		0.017	\$ 106	\$ 2	\$ 3.25	184%	\$ 1.8	100%	1,874
	\$ 2,001	base fee @ \$2,000		1.00	\$ 106	\$ 106	\$ 78.75	74%	\$ 106	100%	1,606
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.217	\$ 106	\$ 23	\$ 15.50	67%	\$ 23.0	100%	13,349
	\$ 25,001	base fee @ \$25,000		6.00	\$ 106	\$ 635	\$ 435.25	69%	\$ 635	100%	230
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.240	\$ 106	\$ 25	\$ 11.25	44%	\$ 25.4	100%	231

City of South San Francisco  
 Economic & Community Development - Building - User Fee Study FY 17  
 Cost of Service Estimate for Fee Related Services and Activities

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	\$ 50,001	base fee @ \$50,000		12.00	\$ 106	\$ 1,269	\$ 716.50	56%	\$ 1,269	100%	187
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.120	\$ 106	\$ 13	\$ 7.50	59%	\$ 12.7	100%	5,032
	\$ 100,001	base fee @ \$100,000		18.00	\$ 106	\$ 1,904	\$ 1,091.50	57%	\$ 1,904	100%	276
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.075	\$ 106	\$ 8	\$ 6.25	79%	\$ 7.9	100%	33,454
	\$ 500,001	base fee @ \$500,000		48.00	\$ 106	\$ 5,078	\$ 3,591.50	71%	\$ 5,078	100%	46
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.144	\$ 106	\$ 15	\$ 5.25	34%	\$ 15.2	100%	9,544
	\$ 1,000,001	base fee @ \$1,000,000		120.00	\$ 106	\$ 12,694	\$ 6,216.50	49%	\$ 8,886	70%	51
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.015	\$ 106	\$ 2	\$ 3.25	205%	\$ 1.6	100%	13,500
	\$ 3,000,001	base fee @ \$3,000,000		150.00	\$ 106	\$ 15,868	\$ 6,216.50	39%	\$ 15,868	100%	23
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.015	\$ 106	\$ 2	\$ 3.25	205%	\$ 1.6	100%	9,117
	\$ 5,000,001	base fee @ \$5,000,000		180.00	\$ 106	\$ 19,042	\$ 6,216.50	33%	\$ 19,042	100%	16
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.008	\$ 106	\$ 1	\$ 3.25	384%	\$ 0.8	100%	42,368
	\$ 10,000,001	base fee @ \$10,000,000		220.00	\$ 106	\$ 23,273	\$ 6,216.50	27%	\$ 23,273	100%	17

**City of South San Francisco**  
**Economic & Community Development - Building - User Fee Study FY 17**  
**Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.008	\$ 106	\$ 1	\$ 3.25	384%	\$ 0.8	100%	45,635
	\$ 25,000,001	base fee @ \$25,000,000		340.00	\$ 106	\$ 35,968	\$ 6,216.50	17%	\$ 35,968	100%	6
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.004	\$ 106	\$ 0	\$ 3.25	768%	\$ 0.4	100%	37,601
	\$ 50,000,001	base fee @ \$50,000,000		440.00	\$ 106	\$ 46,546	\$ 6,216.50	13%	\$ 46,546	100%	2
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.009	\$ 106	\$ 1	\$ 3.25	349%	\$ 0.9	100%	84,577
<b>BL4</b>	Building Plan Checking (3 Plan Reviews) - Existing Residential										
	\$0 - \$500	base fee @ \$500		0.50	\$ 106	\$ 53	\$ 19.50	37%	\$ 26	50%	1
	\$ 501	base fee @ \$500		0.50	\$ 106	\$ 53	\$ 19.50	37%	\$ 26	50%	6
	each additional \$100 or fraction thereof	each add'l \$100		0.017	\$ 106	\$ 2	\$ 2.11	120%	\$ 1.8	100%	65
	\$ 2,001	base fee @ \$2,000		0.75	\$ 106	\$ 79	\$ 51.19	65%	\$ 51	65%	89
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.076	\$ 106	\$ 8	\$ 10.08	125%	\$ 8.1	100%	951
	\$ 25,001	base fee @ \$25,000		2.50	\$ 106	\$ 264	\$ 282.91	107%	\$ 264	100%	71
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.100	\$ 106	\$ 11	\$ 7.31	69%	\$ 10.6	100%	995
	\$ 50,001	base fee @ \$50,000		5.00	\$ 106	\$ 529	\$ 465.73	88%	\$ 466	88%	62
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.100	\$ 106	\$ 11	\$ 4.88	46%	\$ 10.6	100%	1,569

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**Economic & Community Development - Building - User Fee Study FY 17**  
**Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	\$ 100,001	base fee @ \$100,000		10.00	\$ 106	\$ 1,058	\$ 709.48	67%	\$ 1,058	100%	37
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.050	\$ 106	\$ 5	\$ 4.06	77%	\$ 5.3	100%	2,753
	\$ 500,001	base fee @ \$500,000		30.00	\$ 106	\$ 3,174	\$ 2,334.48	74%	\$ 3,174	100%	1
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.040	\$ 106	\$ 4	\$ 3.41	81%	\$ 4.2	100%	109
	\$ 1,000,001	base fee @ \$1,000,000		50.00	\$ 106	\$ 5,289	\$ 4,040.73	76%	\$ 5,289	100%	1
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.050	\$ 106	\$ 5	\$ 2.11	40%	\$ 5.3	100%	22,000
<b>BL5</b>	Building Plan Checking (3 Plan Reviews) - New Residential & Commercial										
	\$0 - \$500	base fee @ \$500		0.50	\$ 106	\$ 53	\$ 29.25	55%	\$ 29	55%	4
	\$ 501	base fee @ \$500		0.50	\$ 106	\$ 53	\$ 29.25	55%	\$ 29	55%	4
	each additional \$100 or fraction thereof	each add'l \$100		0.017	\$ 106	\$ 2	\$ 2.50	142%	\$ 1.8	100%	45
	\$ 2,001	base fee @ \$2,000		0.75	\$ 106	\$ 79	\$ 66.79	84%	\$ 67	84%	101
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.120	\$ 106	\$ 13	\$ 11.38	90%	\$ 12.7	100%	1,164
	\$ 25,001	base fee @ \$25,000		3.50	\$ 106	\$ 370	\$ 328.41	89%	\$ 328	89%	53
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.140	\$ 106	\$ 15	\$ 8.13	55%	\$ 14.8	100%	698
	\$ 50,001	base fee @ \$50,000		7.00	\$ 106	\$ 741	\$ 531.54	72%	\$ 532	72%	57
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.140	\$ 106	\$ 15	\$ 5.69	38%	\$ 14.8	100%	1,391
	\$ 100,001	base fee @ \$100,000		14.00	\$ 106	\$ 1,481	\$ 815.91	55%	\$ 1,481	100%	123
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.035	\$ 106	\$ 4	\$ 4.55	123%	\$ 3.7	100%	15,107

**City of South San Francisco  
Economic & Community Development - Building - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
	\$ 500,001	base fee @ \$500,000		28.00	\$ 106	\$ 2,962	\$ 2,635.91	89%	\$ 2,962	100%	24
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.064	\$ 106	\$ 7	\$ 3.90	58%	\$ 6.8	100%	5,545
	\$ 1,000,001	base fee @ \$1,000,000		60.00	\$ 106	\$ 6,347	\$ 4,585.75	72%	\$ 6,347	100%	21
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.020	\$ 106	\$ 2	\$ 2.60	123%	\$ 2.1	100%	9,997
	\$ 3,000,001	base fee @ \$3,000,000		100.00	\$ 106	\$ 10,579	\$ 4,585.75	43%	\$ 10,579	100%	17
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.030	\$ 106	\$ 3	\$ 2.60	82%	\$ 3.2	100%	2,552
	\$ 5,000,001	base fee @ \$5,000,000		160.00	\$ 106	\$ 16,926	\$ 4,585.75	27%	\$ 16,926	100%	15
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.012	\$ 106	\$ 1	\$ 2.60	205%	\$ 1.3	100%	21,114
	\$ 10,000,001	base fee @ \$10,000,000		220.00	\$ 106	\$ 23,273	\$ 4,585.75	20%	\$ 23,273	100%	10
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.005	\$ 106	\$ 1	\$ 2.60	464%	\$ 0.6	101%	10,167
	\$ 25,000,001	base fee @ \$25,000,000		300.00	\$ 106	\$ 31,736	\$ 4,585.75	14%	\$ 31,736	100%	5
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.002	\$ 106	\$ 0	\$ 2.60	1536%	\$ 0.2	100%	27,927
	\$ 50,000,001	base fee @ \$50,000,000		340.00	\$ 106	\$ 35,968	\$ 4,585.75	13%	\$ 35,968	100%	3
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.01	\$ 106	\$ 1	\$ 2.60	361%	\$ 0.7	100%	34,577

**City of South San Francisco**  
**Economic & Community Development - Building - User Fee Study FY 17**  
**Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>BL6 new</b>	Permit Processing - Initial Project Input, Fee Collection (Includes Existing/New Residential & Commercial Fees)			2.00	\$ 106	\$ 212	\$ 30.00	14%	\$ 212	100%	2,731
<b>BL6.1 new</b>	Permit Processing - Initial Project Input, Fee Collection (Includes Mechanical, Plumbing and Electrical Fees)			0.33	\$ 106	\$ 35	\$30-\$152.50	230%	\$ 35	100%	4,597
<b>BL7</b>	Plan Checking - Mechanical and Plumbing (Includes 3 Plan Reviews)										
	\$0 - \$500	base fee @ \$500		0.50	\$ 106	\$ 53	\$ 7.50	14%	\$ 26	50%	-
	\$ 500	base fee @ \$500		0.50	\$ 106	\$ 53	\$ 7.50	14%	\$ 26	50%	-
	each additional \$100 or fraction thereof	each add'l \$100		0.10	\$ 106	\$ 11	\$ 1.25	12%	\$ 11	100%	-
	\$ 1,000	base fee @ \$1,000		1.00	\$ 106	\$ 106	\$ 13.75	13%	\$ 53	50%	-
	each additional \$500 or fraction thereof	each add'l \$500		0.06	\$ 106	\$ 7	\$ 1.13	17%	\$ 7	100%	-
	\$ 3,000	base fee @ \$3,000		1.25	\$ 106	\$ 132	\$ 18.25	14%	\$ 66	50%	-
	each additional \$500 or fraction thereof	each add'l \$500		0.19	\$ 106	\$ 20	\$ 1.00	5%	\$ 20	100%	-
	\$ 5,000	base fee @ \$5,000		2.00	\$ 106	\$ 212	\$ 22.25	11%	\$ 106	50%	-
	each additional \$500 or fraction thereof	each add'l \$500		0.10	\$ 106	\$ 11	\$ 0.75	7%	\$ 11	100%	-
	\$ 10,000	base fee @ \$10,000		3.00	\$ 106	\$ 317	\$ 28.25	9%	\$ 159	50%	1,249
	each additional \$500 or fraction thereof	each add'l \$500		0.15	\$ 106	\$ 16	\$ 0.50	3%	\$ 16	100%	-

**City of South San Francisco**  
**Economic & Community Development - Building - User Fee Study FY 17**  
**Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
<b>BL8</b>	Plan Checking - Electrical (Includes 3 Plan Reviews)										
	\$ 500	base fee @ \$500		0.50	\$ 106	\$ 53	\$ 7.50	14%	\$ 26	50%	-
	each additional \$100 or fraction thereof	each add'l \$100		0.10	\$ 106	\$ 11	\$ 1.63	15%	\$ 11	100%	-
	\$ 1,000	base fee @ \$1,000		1.00	\$ 106	\$ 106	\$ 15.63	15%	\$ 53	50%	-
	each additional \$500 or fraction thereof	each add'l \$500		0.06	\$ 106	\$ 7	\$ 1.38	21%	\$ 7	100%	-
	\$ 3,000	base fee @ \$3,000		1.25	\$ 106	\$ 132	\$ 26.63	20%	\$ 66	50%	-
	each additional \$500 or fraction thereof	each add'l \$500		0.19	\$ 106	\$ 20	\$ 1.00	5%	\$ 20	100%	-
	\$ 5,000	base fee @ \$5,000		2.00	\$ 106	\$ 212	\$ 30.63	14%	\$ 106	50%	-
	each additional \$500 or fraction thereof	each add'l \$500		0.10	\$ 106	\$ 11	\$ 0.75	7%	\$ 11	100%	-
	\$ 10,000	base fee @ \$10,000		3.00	\$ 106	\$ 317	\$ 38.13	12%	\$ 159	50%	1,280
	each additional \$500 or fraction thereof	each add'l \$500		0.15	\$ 106	\$ 16	\$ 0.50	3%	\$ 16	100%	-
<b>BL9</b>	Additional Plan Review Required by Changes, additions or revisions to approved plans	Per Half-Hour		0.50	\$ 106	\$ 53	\$ 56.00	106%	\$ 53	100%	76
	<b>Miscellaneous Fees</b>										
<b>BL10</b>	State Mandated Training Fee Cost	Per Permit					\$ 8		\$ 8		-
<b>BL11</b>	Digital Plan Retention	deleted micro filming - same as DPR					5% of building permit fee		\$0.03 per standard page. \$0.95 per oversized page. \$0.04 per microfiche scan.		

**City of South San Francisco  
Economic & Community Development - Building - User Fee Study FY 17  
Cost of Service Estimate for Fee Related Services and Activities**

Fee No.	Fee Description	Fee Unit	Notes	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level / Deposit	Recommended Cost Recovery %	Estimated Volume of Activity
BL12	Record Copying	Per page					\$ 0.25		Refer to City Clerk Fee Schedule		-
BL13	California Access Specialist Professional (CASp)						Actual Cost + 5% admin fee	100%	Actual Cost + CW overhead	100%	-
BL14	Construction and Demolition (Projects > \$5,000 demolition and new construction > \$50,000)	Deposit	[3]				\$ 200		\$50/ton; \$200 minimum		-
BL15	Waste Management Plan Deposit	Deposit	[2]				\$ 100		\$50/ton; \$100 minimum		-
BL16	Commercial Photovoltaic	Flat	[4]	3.50	\$ 106	\$ 370	\$ 300.00	81%	\$ 370	100%	-
BL17	Residential Photovoltaic	Flat	[4]	2.00	\$ 106	\$ 212	\$ 225.00	106%	\$ 212	100%	241
BL18	Hourly Rate - Building	Flat		1.00	\$ 106	\$ 106	\$ -	0%	\$ 106	100%	-
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL</b>											

**[Notes]**

[1] Sourced from client provided PDF "FY 16-17 Master Fee Schedule"

[2] Deposit required @ \$50/ton. \$100 minimum per

[3] Deposit required @ \$50/ton. \$200 minimum per plan, \$50,000 maximum deposit required for new construction and demolition, refunded upon completion of plan; deposit gains no interest.

[4] CA Govt. Code SS 66015 limits Res. \$500 maximum; Comm. \$1,000 Maximum