

# City of Hayward

## User Fee Study

August 20, 2024



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## Executive Summary

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The City of Hayward engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.

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# User Fee Background

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## Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefits. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

## California User Fee History

Before Proposition 13, In times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. The State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation, at the expense of local governments. In 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees further reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a User Fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.

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## Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the City's Cost Allocation Plan. This plan was used in the User Fee study to account for the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost through the study.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.

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## Study Objective

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As the City of Hayward seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A User Fee Study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

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## Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Hayward departments and fee groups:

- All City Departments
- Airport
- City Clerk
- City Manager
- Building
- Code Enforcement
- Planning
- Housing
- Police
- Utilities
- Engineering
- Finance
- Information Technology
- Fire
- Library
- Animal Control
- Maintenance Services
- Street Maintenance

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

## Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or alternative approaches.



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# Project Approach and Methodology

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## Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for such fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

## Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

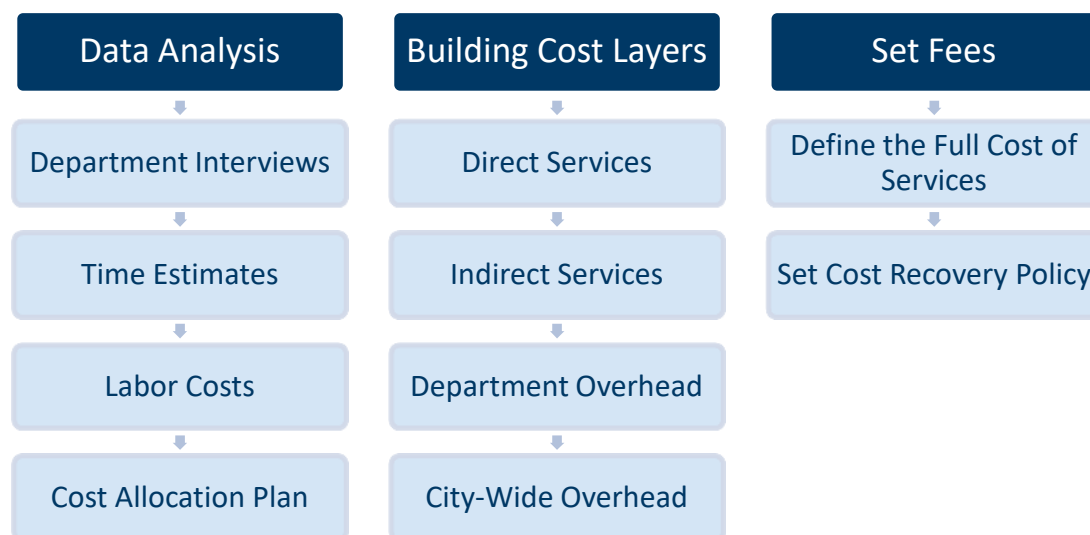
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,680 productive or billable hours to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate for how a service is provided, to calculate a fee’s cost based on the personnel and the amount of their time that is involved in providing each service.

## Summary Steps of the Study

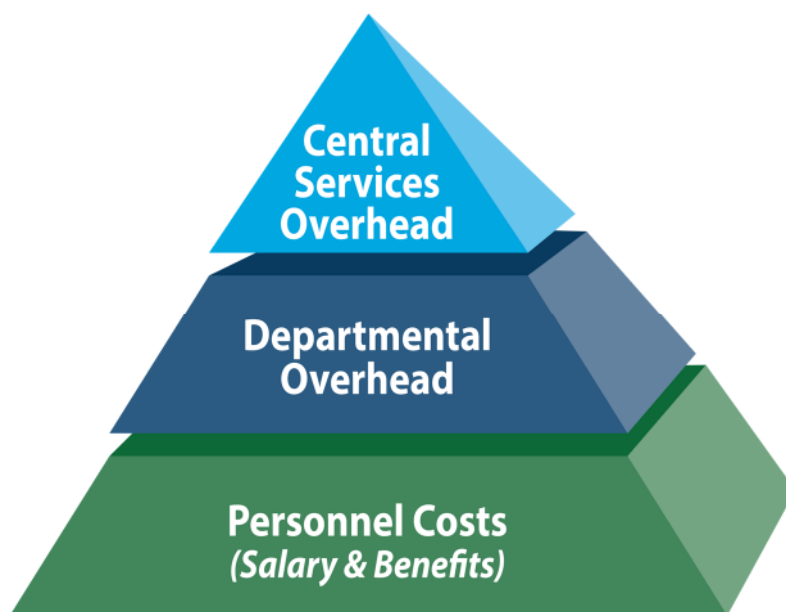
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



## Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, as provided via the City's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



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## Methodology

The three methods of analysis for calculating fees used in this report are the:

**Case Study Method (Standard Unit Cost Build-Up Approach):** This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

**Programmatic Approach:** In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

**Valuation Based Fees:** This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

## Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Internal and external reviews
- Cross-checking

## Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

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- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
  - Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
  - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
  - Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
    - Departmental overhead and administration costs
    - Vehicle and Facility Maintenance support costs
    - Indirect overhead from the Cost Allocation Plan
  - Changes in processes and procedures within a department, or the City as a whole
  - Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

## City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

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# Hayward User Fees

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## Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were obtained through interviews conducted with City staff for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service, and will differ from City to City depending on staffing, positions involved, experience on staff, the use of consultants, and the policies and procedures in place for each City. Specifically, in providing services, multiple employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Hayward, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

## Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, some services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

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Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unobligated funds. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not have available funds that are otherwise directed to cover fee subsidies.

## Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may have a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost-of-service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

## Summary

City staff is recommending setting user fees at 100% of the full cost identified in this study except for specific considerations where it makes sense based on how service is provided such as trade fees within Building that are often coupled together when provided, or for the City xeroxing fee where the full cost would be considered prohibitive. City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix C](#) of this report.

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## All City Departments

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All City Department fees include administrative citations, hearing fees, returned payments, photocopying, smoking and tobacco ordinance.

### Analysis

Willdan individually reviewed the services associated with All City Departments fees. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in All City Department fees are a mixture of citations, user fees, and others set by the State. The analysis of the user fee services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that some copying fees and a tobacco ordinance inspection fee are currently set below full cost. There are no recommended fee changes as detailed in [Appendix C](#).

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## Airport

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The Hayward Executive Airport is a self-supporting, general aviation reliever airport encompassing 521 acres. The primary function of the Airport is to relieve air carrier airports of general aviation traffic in the San Francisco Bay Area. Airport staff members interact with the community and airport users through various forums, including the Council's Airport Committee, the Noise Committee, the annual Open House event, Airport tours, and public speaking engagements. In addition, Airport staff work to promote aviation safety, provide courteous and efficient service to the flying public, attract businesses that provide a full range of aviation services, physically develop the Airport to reach its ultimate operational capacity, and maintain an open and positive relationship with the surrounding community.

## Analysis

Willdan individually reviewed the services associated with the Airport fees. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Airport services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are currently set below the full cost of providing them, and at 70% cost recovery overall. It is recommended that the City set Airport fees at the levels detailed in **Appendix C**. As a result, there would be:

- An increase for 12 fees;
- 1 new fee, Commercial Operator/Fixed Base Operator Waste Oil Fee, would be added;
- 32 fees would remain as currently set, and;
- the average change in fees would be an increase of 1% due to an increase in the fully burdened hourly rates and changes in personnel time data for services.



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## City Clerk

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The City Clerk's Office ensures the security and accessibility of all official City records; serves as the information and records manager of all legislative proceedings; conducts all aspects of municipal elections; and serves as a support office to the City Council, City staff, Council's appointed bodies, and residents of Hayward.

### Analysis

Willdan individually reviewed the services associated with the City Clerk Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in City Clerk fees are a mixture of user fees and others set by the State. The analysis of the user fee services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are currently set below the full cost of providing them. It is recommended that the City set City Clerk fees at the levels detailed in [Appendix C](#). As a result, there would be:

- An increase to 2 fees;
- the remaining fees would remain as currently set, and;
- the average change in fees would be an increase of 0.2% due to an increase in the fully burdened hourly rates.

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## City Manager

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The City Manager serves as the City's Chief Executive Officer, responsible for the day-to-day operation of the City organization and its 800+ employees. The City Manager's Office also oversees a variety of interdisciplinary programs and initiatives while communicating the City Council's vision and values throughout the community and beyond.

### Analysis

The fees under the City Manager section pertain to administrative services. No cost analysis was needed for the two services listed in this section, and all would remain as currently set as detailed in [Appendix C](#).

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## Building

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The Building Division reviews plans, and construction drawings, approves and issues permits, and provides inspections for construction projects in conformance with Title 24 of the California Code of Regulations, including the California Building Code, Mechanical Code, Electrical Code, Plumbing Code and Green Building Standards Code, as adopted and amended by the City of Hayward City Council. The Building Division facilitates plan review and provides expedited review and next day inspections upon request. Building staff is committed to providing excellent customer service to developers, residents, and businesses to ensure a safe structural environment and vibrant economy in Hayward.

## Analysis

Willdan individually reviewed the services and programs associated with the Building Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building services relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit program), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. The analysis found that most services are currently not in line with the cost of providing them. It is recommended that the City increase cost recovery to 100% for Building services as detailed in [Appendix C](#). As a result, there would be:

- an increase to 83 fees;
- 2 fees would decrease;
- 10 fees would remain as currently set, and;
- the average estimated fee increase would be around 28% for flat fees due to an increase of fully burdened hourly rates and change in personnel time data on services.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future construction trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed using fee activity going back to fiscal year 2018 for Building Permits and found that the program is currently operating at 88% cost recovery. It is suggested that the fees be increased to 100% cost recovery, which would require a 13% increase. Current and new fees are detailed in [Appendix C](#).

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## Code Enforcement

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The Code Enforcement Division provides regulatory compliance services on behalf of Hayward Residents and City Departments. These services include interpretation and enforcement of local, state, and federal regulations and standards established for community preservation and structural habitability. The Division collaborates with multiple departments and external agencies, such as Fire, Police, Building, Planning, City Attorney, and Alameda County Environmental Health, to ensure professional services and thorough compliance throughout Hayward to sustain healthy and safe neighborhood conditions. The Division assures due process and transparency in the enforcement of laws associated with private property. The Division maintains a variety of general inspection programs in support of the appropriate sale and use of cannabis and tobacco products and provides on-going inspection and investigation services for the City's rental housing and hotel stock.

### Analysis

Willdan individually reviewed the services and programs associated with the Code Enforcement Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Code Enforcement services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are currently set below the full cost of providing them. It is recommended that the City increase cost recovery to 100% for Code Enforcement services as detailed in [Appendix C](#). As a result, there would be:

- An increase to 31 fees;
- 1 fee would decrease;
- 3 new fees would be added;
- 1 fee would change to a flat penalty from a percentage based fee;
- 37 fees would remain as currently set, and;
- the average fee change would be an increase of around 7% for flat fees due to an increase in the fully burdened hourly rates and changes in personnel time data for services.

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## Planning

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The Planning Division is responsible for creating, updating and implementing City land use policies that achieve the physical development of the City as envisioned by the General Plan, and in support of Council priorities. The Planning Division also provides support to the Planning Commission, which serves as a decision-making body for various development proposals and as an advisory body to the City Council for legislative actions.

The Current Planning section of the Planning Division reviews development applications associated with a wide variety of residential, commercial, retail and industrial projects to ensure consistency and compliance with the City's General Plan, the Zoning Ordinance and Subdivision Ordinance, and all state and federal regulations, including the California Environmental Quality Act.

The Long Range Planning section is responsible for development of and amendments to; the City's General Plan, Zoning Code, Specific Plans, Form-based Codes, and other policies such as the Cannabis ordinance.

## Analysis

Willdan individually reviewed the services and programs associated with the Planning Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are currently set below the full cost of providing them. It is recommended that the City set Planning fees at the levels detailed in [Appendix C](#). As a result, there would be:

- An increase to 17 fees;
- 1 fee would decrease;
- 1 fee would change to flat from a deposit based fee;
- 1 new fee would be added;
- 48 fees, including the impact fees listed, would remain as currently set, and;
- the average estimated fee increase would be around 1% for flat non-deposit fees due to an increase in the fully burdened hourly rates and changes in personnel time data for services.

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# Housing

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This Housing Division administers the development, acquisition and preservation of quality affordable housing; maintains and monitors the City's portfolio of existing deed-restricted affordable housing units; develops and implements anti-displacement strategies and services consistent with Hayward's overall housing goals; and administers the City's Rent Review and HOME Programs. The division was previously under the City Manager's Office but is moving under the Development Services Department in FY 2024 to consolidate divisions that work on projects and programs related to housing and development under one department in order to streamline customer care and delivery of services to the Hayward community.

## Analysis

Willdan individually reviewed the services and programs associated with the Housing Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Housing services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are currently set below the full cost of providing them. It is recommended that the City set Housing fees at the levels detailed in [Appendix C](#). As a result, there would be:

- An increase to the Hearing Fee;
- 17 fees would remain as currently set, and;
- the average estimated fee increase would be around 23% due to an increase in the fully burdened hourly rates and changes in personnel time data for services.

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## Police

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The Hayward Police Department is committed to enhancing the quality of life in the city by maintaining partnerships with our diverse community, together creating safe and cohesive neighborhoods. We pledge to safeguard the lives and property of the people we serve, and to reduce the incidence and fear of crime. We do this by treating all people fairly and equitably; and by being ethical, honest, responsive, and professional in the services we provide. We are accountable to one another and to the community.

The Police Department is comprised of five divisions: Office of the Chief; Patrol; Investigations; Support Services; and the Community Services Division.

## Analysis

Willdan individually reviewed the services associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Police services fee section relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that fees are currently set below full cost. It is recommended that the City increase cost recovery to 100% for Police services as detailed in [Appendix C](#). As a result, there would be:

- An increase for 31 fees;
- 1 new fee, Citation Sign Off - Outside Agencies, would be added;
- 1 fee would change to deposit based from a flat fee;
- 64 fees would remain as currently set, and;
- the average estimated user fee increase would be around 9% due to an increase in the fully burdened hourly rates and changes in personnel time data for services.

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## Utilities

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The Utilities Division is responsible for management of the City's Water Distribution System, Wastewater Collection and Treatment Systems, and new Recycled Water System, as well as management of the City's sustainable groundwater efforts. The Division ensures full compliance with all applicable local, state, and federal laws and regulatory requirements related to water, wastewater, and recycled water operations.

### Analysis

Willdan individually reviewed the services associated with the Utilities Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Utilities services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that fees are currently set below the full cost of providing service. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase for 67 fees;
- 36 fees, including connection fees, would remain as currently set, and;
- the average estimated user fee increase would be around 26% due to an increase in fully burdened hourly rates and changes in personnel time data for services.



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## Engineering

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The Engineering Services Division is responsible for providing engineering services and support to City operating departments and divisions for implementation of the City's Capital Improvement Program. The Transportation Services Division is responsible for supporting the multi-modal development and operation of the City's transportation system.

### Analysis

Willdan individually reviewed the services associated with the Engineering Services Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Engineering services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing service. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase for 47 fees;
- 5 fees would decrease;
- 2 new fees would be added;
- 1 fee would change to flat fee from a T&M (Times and Material) fee;
- 27 fees would remain as currently set, and;
- the average fee change would be an increase of around 4% due to the increase in fully burdened hourly rates and changes in personnel time data for services.

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## Finance

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The Finance Department provides fiscal oversight and management for the City and its various related organizations. The Department's primary functions and responsibilities are: financial reporting and oversight of various external audits, maintenance of the City's financial system of record, budgeting for City operations, compliance with applicable regulatory statutes and City policies, capital financing (debt) & portfolio management, administering the City's cash investment program, billing and collection for City-owned utilities, administration of the City's various tax programs, payroll administration, purchasing and procurement management, and accounts payable processing

## Analysis

Willdan individually reviewed the services associated with the Finance Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in Finance fees are a mixture of business license fees, user fees and others set by the State. The analysis of the user fee services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that fees are currently set below the full cost of providing service. Staff is recommending the fees be increased to full cost recovery as detailed in [Appendix C](#). As a result, there would be:

- An increase to 11 fees
- 1 new fee, credit card convenience fee, would be added;
- the remaining fees would remain as currently set, and;
- the average estimated fee increase would be around 90% due to an increase in the fully burdened hourly rates and changes in personnel time data for services.

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## Information Technology

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To better meet the needs of the organization and improve services to the residents the Information Technology Department progresses along its strategy that focuses on six key areas: modernize, digital transformation, hybrid-world, data-driven, cybersecurity, and high-performance.

Information Technology is a strategic civic enabler that works to maximize the efficiency of the City's IT Operations. They focus the resources on providing value to the organization and responding to today's ever-changing civic environment. IT aligns with departments to prioritize, coordinate, and implement innovative and scalable technology solutions. Industry best practices are utilized to provide high-quality, secure and reliable digital services to our residents.

### Analysis

Willdan individually reviewed the services associated with the Information Technology Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Information Technology services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing service. It is recommended that the City increase cost recovery to 100% for Information Technology services as detailed in [Appendix C](#). As a result, there would be:

- An increase for 2 fees, and;
- the average estimated fee increase would be around 72% due to an increase in fully burdened hourly rates.

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# Fire

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The Mission of the Hayward Fire Department is to protect lives and property by providing Superior Fire Suppression and Emergency Medical Services (EMS), Supported by prevention through responsible regulatory and educational programs.

## Analysis

Willdan individually reviewed the services associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Fire services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing the service. It is recommended that the City increase cost recovery to 100% for Fire services as detailed in [Appendix C](#). As a result, there would be:

- An increase for 243 fees;
- 1 fee would decrease;
- 1 new credit card convenience fee would be added that would be set not to exceed 4%, as it is the intent to only recover related credit card expenses;
- 23 fees would remain as currently set, and
- the average estimated fee increase would be around 14% due to an increase in fully burdened hourly rates and changes in personnel time data for services.

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## Library

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The Library Department delivers equal opportunity in education to Hayward residents, preserves and improves the quality of life for all members of the community, and contributes to the ongoing health and success of a thriving Hayward.

The Library Department is responsible for: public Library operations, Library programs and services, education services, and administration and coordination of activities with other City departments and external agency partners.

## Analysis

Willdan individually reviewed the services associated with the Library Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Library services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are currently set below the full cost of providing the service. Staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 12 fees;
- 34 new fees, mostly Material and Tech Lending Library Fees, would be added;
- 12 fees would remain as currently set, and;
- the average change in current fees would be a 9% increase due to an increase on some of the Makerspace Material Fees.

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## Animal Control

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The Animal Services Shelter handles all animal control-related calls for service. The Shelter investigates animal cruelty, animal bites reports and public nuisance calls involving animals. The Shelter facilitates adoptions and provides assistance in resolving animal-related issues.

### Analysis

Willdan individually reviewed the services associated with Animal Control. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Animal Control services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that the majority of fees are currently set below the full cost of providing the service. Staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 4 fees;
- 6 fees would decrease;
- 4 new fees would be added;
- 2 fees would change to RTO from a flat fee;
- 1 fee would change to flat from an RTO fee;
- 35 fees would remain as currently set.
- the average change in current fees would be a 1% decrease due to changes in personnel time data for services.

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## Maintenance Services

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The Maintenance Services Department provides front-line services that are visible to residents, businesses, visitors, and City staff alike. The Department is responsible for a wide range of functions including: removing illegal dumping in the public right-of-way, painting over graffiti on public property, road corridor maintenance and improvement, street sign installation and replacement, street sweeping and cleaning of storm drains, emergency response to street, landscape, or hazardous material spill emergencies, maintenance of public landscaping, acquisition, maintenance, repair, and disposal of City's fleet assets, and maintenance, repair, and operation of City facilities.

### Analysis

Willdan individually reviewed the services and programs associated with the Maintenance Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Rentals provide some measure of public benefit to the residents and City as a whole. Cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. With those factors in mind, staff have suggested reasonable fee adjustments to the fee schedule with increases to the City Hall related fees only, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 20 fees;
- the remaining fees would remain as currently set, and;
- The average change in fees would be a 3% increase due to an increase in the fully burdened hourly rates and changes in personnel time data for services.

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## Street Maintenance

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The Street Maintenance division provides various services including removing illegal dumping in the public right-of-way, painting over graffiti on public property, road corridor maintenance and improvement, street sign installation and replacement, and street sweeping and cleaning of storm drains. Division priorities include: protecting the public's health and safety, improving the appearance and cleanliness of the City through removal of illegal dumping and graffiti in public areas and right-of-way, providing support to neighborhood and community groups such as Keep Hayward Clean and Green Task Force, Adopt-A-Block, and the Downtown Street Team, and providing support to the Public Works Engineering & Transportation and Utilities & Environmental Services Departments for capital projects. Programs include the Measure C Team, Streets Maintenance Program, Graffiti and Illegal Dumping Program, Parking Enforcement Program, Traffic Program, Street Sweeping Program, and Stormwater Maintenance Program.

### Analysis

Willdan individually reviewed the services associated with Street Maintenance Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Street Maintenance services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are currently set below the full cost of providing the service. Staff have suggested reasonable fee adjustments to the fee schedule, limiting increases to 25%, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 8 fees;
- 3 fees would remain as currently set, and;
- The average change in fees would be a 21% increase due to an increase in the fully burdened hourly rates and changes in personnel time data for services.



## Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a portion of the total allowable cost is recovered as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and any other costs that are charged directly to the service requestor.

### City of Hayward - User Fee Study

#### Overhead Rate Calculations

Department	Total Personnel Services	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
100: ACCOUNTING	1,573,772	290,172	18%	0%
100: CITY ATTORNEY	1,460,063	108,918	7%	0%
100: CITY CLERK	706,285	132,045	19%	0%
100: CITY MANAGERS OFFICE	2,165,316	413,505	19%	0%
100: COMMUNITY & MEDIA RELATIONS	496,655	139,541	28%	0%
100: COMMUNITY SERVICES	262,462	149,368	57%	9%
100: DEVELOPMENT SERVICES	8,529,386	3,645,190	43%	16%
100: DEVELOPMENT SERVICES: ADMINISTRATION	666,123	113,186	17%	0%
100: ECONOMIC DEVELOPMENT	734,585	219,066	30%	6%
100: EMPLOYEE SERVICES	451,848	418,698	93%	0%
100: FINANCE	1,061,130	317,867	30%	0%
100: FIRE	46,836,284	8,581,286	18%	5%
100: HUMAN RESOURCES	1,801,291	394,074	22%	0%
100: LIBRARY SERVICES	4,647,007	2,717,086	58%	8%
100: MAINTENANCE SERVICES	3,973,671	2,562,677	64%	14%
100: MAINTENANCE SERVICES: ADMINISTRATION	364,273	20,909	6%	0%
100: MAYOR AND COUNCIL	281,382	146,593	52%	0%
100: POLICE	79,378,941	9,439,236	12%	7%
100: PURCHASING	748,186	215,355	29%	0%
100: PW - ENGINEERING & TRANSP	7,680,287	855,031	11%	8%
100: REVENUE	680,427	301,072	44%	0%
100: UTILITIES & ENV SVCS	58,192	2,988	5%	12%
101: MEASURE C FUND	5,717,536	603,026	11%	7%
245: HOUSING AUTHORITY	84,327	41,859	50%	17%
286: RENTAL HOUSING PROGRAM FUND	659,337	71,223	11%	8%
605: WATER	10,428,306	6,516,383	62%	7%
610: SEWER	12,291,027	6,751,406	55%	6%
615: STORMWATER	2,087,720	1,010,255	48%	6%
620: AIRPORT	2,082,203	761,893	37%	9%
725: FACILITIES MANAGEMENT FUND	1,977,611	1,665,017	84%	0%
730: INFORMATION TECHNOLOGY FUND	4,734,016	4,030,894	85%	0%
735: FLEET MANAGEMENT FUND	1,856,693	1,138,126	61%	0%

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## Appendix B – Fully Burdened Hourly Rates

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Below are fully burdened hourly rates of staff positions that provide for the services detailed in **Appendix C**. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in **Appendix A**) will be applied to that central service positions' salary and benefit rate for full cost recovery since indirect overhead cost only applies to non-central service functions of the City. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Blended Rates</b>		
	BUILDING	\$190.94
	CODE ENFORCEMENT INSPECTION	\$162.39
	FIRE PREVENTION	\$262.82
	HAZARDOUS MATERIALS	\$170.45
	HOUSING	\$158.28
	LIBRARY SERVICES	\$156.75
	MAINTENANCE SERVICES	\$206.14
	PLANNING	\$195.80
<b>Position Rates</b>		
100: ACCOUNTING	Acct - ACCOUNTANT	\$121.30
100: ACCOUNTING	Acct - ACCOUNTING MANAGER	\$192.88
100: ACCOUNTING	Acct - FINANCE TECHNICIAN	\$109.81
100: ACCOUNTING	Acct - SENIOR ACCOUNT CLERK	\$104.44
100: ACCOUNTING	Acct - SENIOR ACCOUNTANT	\$132.61
100: CITY ATTORNEY	Attorney - CITY ATTORNEY	\$229.48
100: CITY ATTORNEY	Attorney - DEPUTY CITY ATTORNEY II	\$158.10
100: CITY ATTORNEY	Attorney - LEGAL SECRETARY II	\$70.55
100: CITY ATTORNEY	Attorney - SENIOR ASSISTANT CITY ATTORNEY	\$213.02
100: CITY ATTORNEY	Attorney - SENIOR PARALEGAL	\$115.38
100: CITY CLERK	Clerk - ADMINISTRATIVE CLERK II - PT	\$82.36
100: CITY CLERK	Clerk - CITY CLERK	\$163.98
100: CITY CLERK	Clerk - DEPUTY CITY CLERK	\$131.36
100: CITY CLERK	Clerk - SENIOR SECRETARY	\$104.72
100: CITY MANAGERS OFFICE	CM - ADMINISTRATIVE SECRETARY	\$109.03
100: CITY MANAGERS OFFICE	CM - ASSISTANT CITY MANAGER	\$274.62
100: CITY MANAGERS OFFICE	CM - CITY MANAGER	\$306.58
100: CITY MANAGERS OFFICE	CM - COMMUNITY PROGRAMS SPECIALIST	\$130.64
100: CITY MANAGERS OFFICE	CM - EQUITY AND INCLUSION OFFICER	\$157.67
100: CITY MANAGERS OFFICE	CM - EXECUTIVE ASSISTANT	\$117.77
100: CITY MANAGERS OFFICE	CM - MANAGEMENT ANALYST II	\$129.94
100: CITY MANAGERS OFFICE	CM - MANAGEMENT FELLOW	\$90.87
100: COMMUNITY SERVICES	CS - COMMUNITY PROGRAMS SPECIALIST	\$179.01
100: COMMUNITY SERVICES	CS - COMMUNITY SERVICES MANAGER	\$241.59
100: COMMUNITY SERVICES	CS - MANAGEMENT ANALYST II	\$192.73
100: COMMUNITY SERVICES	CS - SENIOR SECRETARY	\$154.15
100: DEVELOPMENT SERVICES: ADMINISTRATION	DS - Admin - ADMINISTRATIVE SECRETARY	\$119.66
100: DEVELOPMENT SERVICES: ADMINISTRATION	DS - Admin - DIRECTOR OF DEV SERVICES	\$232.98
100: DEVELOPMENT SERVICES: ADMINISTRATION	DS - Admin - MANAGEMENT ANALYST I	\$115.12
100: DEVELOPMENT SERVICES	DS - ADMINISTRATIVE CLERK II	\$100.34
100: DEVELOPMENT SERVICES	DS - ASSIST CIVIL ENGINEER	\$208.73
100: DEVELOPMENT SERVICES	DS - ASSISTANT PLANNER	\$141.55
100: DEVELOPMENT SERVICES	DS - ASSOCIATE PLANNER	\$191.90
100: DEVELOPMENT SERVICES	DS - BUILDING INSPECTOR	\$183.26

## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: DEVELOPMENT SERVICES	DS - CITY BUILDING OFFICIAL	\$269.65
100: DEVELOPMENT SERVICES	DS - CODE ENFORCEMENT INSPECTOR I	\$145.72
100: DEVELOPMENT SERVICES	DS - CODE ENFORCEMENT INSPECTOR II	\$153.80
100: DEVELOPMENT SERVICES	DS - CODE ENFORCEMENT MANAGER	\$211.59
100: DEVELOPMENT SERVICES	DS - LANDSCAPE ARCHITECT	\$251.00
100: DEVELOPMENT SERVICES	DS - PERMIT TECHNICIAN I	\$126.43
100: DEVELOPMENT SERVICES	DS - PERMIT TECHNICIAN II	\$159.68
100: DEVELOPMENT SERVICES	DS - PLAN CHECKER	\$199.39
100: DEVELOPMENT SERVICES	DS - PLAN CHECKING ENGINEER	\$231.54
100: DEVELOPMENT SERVICES	DS - PLANNING MANAGER	\$253.85
100: DEVELOPMENT SERVICES	DS - PRINCIPAL PLANNER	\$253.92
100: DEVELOPMENT SERVICES	DS - SECRETARY	\$112.33
100: DEVELOPMENT SERVICES	DS - SENIOR CIVIL ENGINEER	\$270.28
100: DEVELOPMENT SERVICES	DS - SENIOR PERMIT TECHNICIAN	\$153.87
100: DEVELOPMENT SERVICES	DS - SENIOR PLAN CHECKER	\$200.94
100: DEVELOPMENT SERVICES	DS - SENIOR PLANNER	\$213.55
100: DEVELOPMENT SERVICES	DS - SENIOR SECRETARY	\$131.94
100: DEVELOPMENT SERVICES	DS - SR BLDG INSPECTOR/ELECTRICAL	\$215.45
100: DEVELOPMENT SERVICES	DS - SR BLDG INSPECTOR/PLUM-MECH	\$200.46
100: DEVELOPMENT SERVICES	DS - SR BLDG INSPECTOR/STRUCTURAL	\$213.36
100: DEVELOPMENT SERVICES	DS - SR CODE ENFORCEMENT INSPECTOR	\$187.66
100: DEVELOPMENT SERVICES	DS - SUPERVISING BUILDING INSPECTOR	\$240.57
100: DEVELOPMENT SERVICES	DS - SUPERVISING PERMIT TECHNICIAN	\$197.56
100: DEVELOPMENT SERVICES	DS - SUPERVISING PLAN CHKR & EXPED	\$250.20
100: ECONOMIC DEVELOPMENT	ED - CHIEF ECONOMIC DEVELOPMENT OFC	\$230.11
100: ECONOMIC DEVELOPMENT	ED - ECON DEVELOPMENT SPECIALIST	\$138.81
100: EMPLOYEE SERVICES	Employee - HUMAN RESOURCES MANAGER	\$305.77
100: FINANCE	Fin - ADMINISTRATIVE SECRETARY	\$114.66
100: FINANCE	Fin - BUDGET OFFICER	\$156.22
100: FINANCE	Fin - DEPUTY DIRECTOR OF FINANCE	\$203.35
100: FINANCE	Fin - DIRECTOR OF FINANCE	\$257.12
100: FINANCE	Fin - MANAGEMENT ANALYST II	\$139.02
100: FIRE	Fire - ADMINISTRATIVE CLERK II	\$80.92
100: FIRE	Fire - APPARATUS OPERATOR (56 HR)	\$239.44
100: FIRE	Fire - BATTALION CHIEF (56 HR)	\$338.33
100: FIRE	Fire - DEPUTY FIRE CHIEF (40 HR)	\$407.68
100: FIRE	Fire - EMERGENCY MEDICAL SVCS COORD	\$155.32
100: FIRE	Fire - ENVIRONMENTAL SPECIALIST	\$169.48
100: FIRE	Fire - FIRE CAPTAIN (56 HR)	\$272.68
100: FIRE	Fire - FIRE CHIEF	\$416.98
100: FIRE	Fire - FIRE MARSHAL (40 HR)	\$357.48
100: FIRE	Fire - FIRE PREVENTION INSP (40 HR)	\$233.14
100: FIRE	Fire - FIRE PROTECTION ENGINEER	\$174.52
100: FIRE	Fire - FIRE SERVICES SUPERVISOR	\$173.60
100: FIRE	Fire - FIRE SERVICES TECHNICIAN II	\$106.85
100: FIRE	Fire - FIRE TRAINING OFFICER (40 HR)	\$350.16
100: FIRE	Fire - FIREFIGHTER (56 HR)	\$210.88
100: FIRE	Fire - HAZ MAT INSPECTOR	\$148.62
100: FIRE	Fire - HAZ MAT PROGRAM COORDINATOR	\$193.26
100: FIRE	Fire - MAIL CLERK-PART TIME	\$99.34
100: FIRE	Fire - MANAGEMENT ANALYST II	\$135.58

## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: FIRE	Fire - SECRETARY	\$109.58
100: FIRE	Fire - SENIOR FIRE TECHNICIAN	\$110.80
100: FIRE	Fire - SENIOR SECRETARY	\$100.40
100: FIRE	Fire - STAFF FIRE CAPTAIN (40 HR)	\$284.83
100: FIRE	Fire - STAFF FIRE CAPTAIN (40 HR) EMT	\$256.09
100: HUMAN RESOURCES	HR - ADMINISTRATIVE INTERN	\$25.57
100: HUMAN RESOURCES	HR - DEPUTY DIRECTOR OF HR	\$210.58
100: HUMAN RESOURCES	HR - DIRECTOR OF HUMAN RESOURCES	\$241.01
100: HUMAN RESOURCES	HR - HR ADMINISTRATIVE ASSISTANT	\$116.14
100: HUMAN RESOURCES	HR - HUMAN RESOURCES ANALYST I	\$122.96
100: HUMAN RESOURCES	HR - HUMAN RESOURCES ANALYST II	\$130.61
100: HUMAN RESOURCES	HR - HUMAN RESOURCES MANAGER	\$195.18
100: HUMAN RESOURCES	HR - HUMAN RESOURCES TECHNICIAN	\$112.62
100: LIBRARY SERVICES	Library - ADMINISTRATIVE SECRETARY	\$167.73
100: LIBRARY SERVICES	Library - DEPUTY DIRECTOR OF LIBRARY SERVICES	\$275.60
100: LIBRARY SERVICES	Library - DIRECTOR OF LIB & COMMTY SVCS	\$346.77
100: LIBRARY SERVICES	Library - EDUCATION SERVICES MANAGER	\$193.03
100: LIBRARY SERVICES	Library - LEAD LIBRARY ASSISTANT	\$141.33
100: LIBRARY SERVICES	Library - LEAD PROGRAM ASSISTANT	\$133.02
100: LIBRARY SERVICES	Library - LIBRARIAN I	\$136.02
100: LIBRARY SERVICES	Library - LIBRARIAN I PT	\$114.10
100: LIBRARY SERVICES	Library - LIBRARIAN II	\$150.17
100: LIBRARY SERVICES	Library - LIBRARY ASSISTANT	\$117.33
100: LIBRARY SERVICES	Library - LIBRARY ASSISTANT PT	\$84.47
100: LIBRARY SERVICES	Library - LIBRARY OPERATIONS MANAGER	\$205.99
100: LIBRARY SERVICES	Library - LIBRARY PAGE	\$17.71
100: LIBRARY SERVICES	Library - LITERACY PROGRAM COORDINATOR	\$141.83
100: LIBRARY SERVICES	Library - MANAGEMENT ANALYST II	\$220.31
100: LIBRARY SERVICES	Library - PROGRAM ASSISTANT - PT	\$114.10
100: LIBRARY SERVICES	Library - SENIOR LIBRARY PAGE	\$66.76
100: LIBRARY SERVICES	Library - SUPERVISING LIBRARIAN I	\$195.28
100: MAINTENANCE SERVICES: ADMINISTRATION	Maint - Admin - ADMINISTRATIVE SUPERVISOR	\$102.88
100: MAINTENANCE SERVICES: ADMINISTRATION	Maint - Admin - DEPUTY DIRECTOR OF MAINTENANCE SERVICES	\$170.05
100: MAINTENANCE SERVICES: ADMINISTRATION	Maint - Admin - DIRECTOR OF MAINTENANCE SVCS	\$214.30
100: MAINTENANCE SERVICES: ADMINISTRATION	Maint - Admin - MANAGEMENT ANALYST II	\$119.74
100: MAINTENANCE SERVICES	Maint - ADMINISTRATIVE SUPERVISOR	\$183.00
100: MAINTENANCE SERVICES	Maint - DIRECTOR OF MAINTENANCE SVCS	\$381.19
100: MAINTENANCE SERVICES	Maint - GROUNDSKEEPER I	\$166.96
100: MAINTENANCE SERVICES	Maint - GROUNDSKEEPER II	\$184.57
100: MAINTENANCE SERVICES	Maint - GROUNDSKEEPER III	\$201.02
100: MAINTENANCE SERVICES	Maint - LABORER-GRNDSKPR	\$112.97
100: MAINTENANCE SERVICES	Maint - LANDSCAPE MAINT SUPERVISOR	\$220.73
100: MAINTENANCE SERVICES	Maint - LANDSCAPE MAINTENANCE MANAGER	\$270.87
100: MAINTENANCE SERVICES	Maint - LEAD SWEEPER EQUIP OPERATOR	\$167.20
100: MAINTENANCE SERVICES	Maint - MAINTENANCE LEADER	\$188.18
100: MAINTENANCE SERVICES	Maint - MAINTENANCE WORKER	\$162.02
100: MAINTENANCE SERVICES	Maint - MANAGEMENT ANALYST II	\$213.00
100: MAINTENANCE SERVICES	Maint - SENIOR MAINTENANCE LEADER	\$204.16
100: MAINTENANCE SERVICES	Maint - SENIOR SECRETARY	\$179.87
100: MAINTENANCE SERVICES	Maint - STREETS MAINTENANCE MANAGER	\$283.14
100: MAINTENANCE SERVICES	Maint - STREETS MAINTENANCE SUPERVISOR	\$241.03

## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: MAINTENANCE SERVICES	Maint - SWEEPER EQUIPMENT OPERATOR	\$160.37
100: MAINTENANCE SERVICES	Maint - TREE TRIMMER	\$190.30
100: MAYOR AND COUNCIL	Mayor - CITY COUNCIL	\$27.89
100: MAYOR AND COUNCIL	Mayor - MAYOR	\$70.05
101: MEASURE C FUND	Measure C - CERTIFIED LATENT PRNT EXAMINER	\$155.06
101: MEASURE C FUND	Measure C - COMMUNICATIONS OPERATOR	\$114.22
101: MEASURE C FUND	Measure C - COMMUNICATIONS SUPERVISOR	\$123.55
101: MEASURE C FUND	Measure C - CRIME & INTELLIGENCE ANALYST	\$147.69
101: MEASURE C FUND	Measure C - GROUNDSKEEPER I	\$97.08
101: MEASURE C FUND	Measure C - GROUNDSKEEPER II	\$113.91
101: MEASURE C FUND	Measure C - LABORER-GRNDSKPR	\$84.56
101: MEASURE C FUND	Measure C - LABORER-MAINT WORKER	\$114.64
101: MEASURE C FUND	Measure C - MAINTENANCE LEADER	\$120.12
101: MEASURE C FUND	Measure C - MAINTENANCE WORKER	\$108.18
101: MEASURE C FUND	Measure C - POLICE LIEUTENANT	\$291.14
101: MEASURE C FUND	Measure C - POLICE OFFICER	\$228.66
101: MEASURE C FUND	Measure C - TREE TRIMMER	\$109.30
100: COMMUNITY & MEDIA RELATIONS	Media - COMMUNICAT & MARKETING OFFICER	\$206.84
100: COMMUNITY & MEDIA RELATIONS	Media - COMMUNITY PROGRAMS SPECIALIST	\$140.51
100: COMMUNITY & MEDIA RELATIONS	Media - GRAPHICS & MEDIA RELNS TECH	\$105.37
100: POLICE	Police - ADMINISTRATIVE SECRETARY	\$114.09
100: POLICE	Police - ADMINISTRATIVE SUPERVISOR	\$121.57
100: POLICE	Police - ANIMAL CARE ATTENDANT	\$74.49
100: POLICE	Police - ANIMAL CONTROL OFFICER	\$93.53
100: POLICE	Police - ANIMAL SERVICES ADMINISTRATOR	\$164.50
100: POLICE	Police - CALL TAKER	\$98.01
100: POLICE	Police - CHIEF OF POLICE	\$361.87
100: POLICE	Police - COMMUNICATIONS ADMINISTRATOR	\$149.63
100: POLICE	Police - COMMUNICATIONS OPERATOR	\$110.65
100: POLICE	Police - COMMUNICATIONS SUPERVISOR	\$131.23
100: POLICE	Police - COMMUNITY SERVICE OFFICER	\$106.08
100: POLICE	Police - COUNSELING SUPERVISOR	\$148.90
100: POLICE	Police - CRIME PREVENTION SPECIALIST I	\$111.22
100: POLICE	Police - CRIME PREVENTION SPECIALIST II	\$123.25
100: POLICE	Police - CRIME SCENE SPECIALIST	\$114.78
100: POLICE	Police - CRIME SCENE TECHNICIAN	\$92.74
100: POLICE	Police - FAMILY COUNSELOR	\$118.90
100: POLICE	Police - JAIL ADMINISTRATOR	\$155.61
100: POLICE	Police - JAIL SUPERVISOR	\$122.08
100: POLICE	Police - LEAD PROGRAM ASSISTANT	\$85.60
100: POLICE	Police - MAIL CLERK-PART TIME	\$95.36
100: POLICE	Police - MANAGEMENT ANALYST I	\$120.82
100: POLICE	Police - PERSONNEL OPERATIONS SPEC	\$114.86
100: POLICE	Police - POLICE CAPTAIN	\$364.29
100: POLICE	Police - POLICE LIEUTENANT	\$304.95
100: POLICE	Police - POLICE OFFICER	\$206.40
100: POLICE	Police - POLICE PROGRAMS ANALYST	\$140.62
100: POLICE	Police - POLICE RECORDS CLERK II	\$88.40
100: POLICE	Police - POLICE SERGEANT	\$270.49
100: POLICE	Police - PROPERTY & EVIDENCE SUPERIVSOR	\$115.61
100: POLICE	Police - PROPERTY TECHNICIAN	\$101.18

## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: POLICE	Police - RECORDS & PROPERTY ADMINISTRATOR	\$176.54
100: POLICE	Police - RECORDS SUPERVISOR	\$111.19
100: POLICE	Police - RESERVE OFFICER COORDINATOR PT	\$165.77
100: POLICE	Police - SECRETARY	\$91.27
100: POLICE	Police - SENIOR CRIME & INTEL ANALYST	\$151.82
100: POLICE	Police - SENIOR MANAGEMENT ANALYST	\$141.08
100: POLICE	Police - SHELTER OPERATIONS SUPERVISOR	\$118.58
100: POLICE	Police - SHELTER VOLUNTEER COORD	\$85.07
100: POLICE	Police - Wellness Specialist	\$153.04
100: POLICE	Police - YFSB ADMINISTRATOR	\$186.39
100: PURCHASING	Purch - ACCOUNT CLERK-PART TIME	\$67.98
100: PURCHASING	Purch - MAIL & PURCHASING CLERK	\$80.40
100: PURCHASING	Purch - PURCHASING & SERVICES MANAGER	\$168.02
100: PURCHASING	Purch - PURCHASING TECHNICIAN	\$99.54
100: PURCHASING	Purch - SENIOR ACCOUNT CLERK	\$97.57
100: PW - ENGINEERING & TRANSP	PW - Eng - ADMINISTRATIVE SECRETARY	\$104.97
100: PW - ENGINEERING & TRANSP	PW - Eng - ADMINISTRATIVE SUPERVISOR	\$125.46
100: PW - ENGINEERING & TRANSP	PW - Eng - ASSIST CIVIL ENGINEER	\$143.14
100: PW - ENGINEERING & TRANSP	PW - Eng - ASSISTANT CITY MANAGER	\$280.36
100: PW - ENGINEERING & TRANSP	PW - Eng - ASSOC CIVIL ENGINEER	\$157.63
100: PW - ENGINEERING & TRANSP	PW - Eng - ASSOC TRANSPORTATION ENGINEER	\$138.25
100: PW - ENGINEERING & TRANSP	PW - Eng - ASSOC TRANSPORTATION PLANNER	\$135.37
100: PW - ENGINEERING & TRANSP	PW - Eng - CONSTRUCTION INSPECTOR	\$135.80
100: PW - ENGINEERING & TRANSP	PW - Eng - DEP DIRECTOR OF PUBLIC WORKS	\$205.79
100: PW - ENGINEERING & TRANSP	PW - Eng - ENGINEERING TECHNICIAN	\$104.54
100: PW - ENGINEERING & TRANSP	PW - Eng - MANAGEMENT ANALYST II	\$135.00
100: PW - ENGINEERING & TRANSP	PW - Eng - PRINCIPAL TRANSPORTATION ENGINEER	\$188.13
100: PW - ENGINEERING & TRANSP	PW - Eng - REAL PROPERTY MANAGER	\$138.20
100: PW - ENGINEERING & TRANSP	PW - Eng - SENIOR CIVIL ENGINEER	\$183.31
100: PW - ENGINEERING & TRANSP	PW - Eng - SENIOR CONSTRUCTION INSPECTOR	\$168.67
100: PW - ENGINEERING & TRANSP	PW - Eng - SENIOR MANAGEMENT ANALYST	\$153.85
100: PW - ENGINEERING & TRANSP	PW - Eng - SENIOR SECRETARY	\$93.28
100: PW - ENGINEERING & TRANSP	PW - Eng - SENIOR TRANSPORTATION ENGINEER	\$171.74
100: PW - ENGINEERING & TRANSP	PW - Eng - SENIOR TRANSPORTATION PLANNER	\$153.48
100: PW - ENGINEERING & TRANSP	PW - Eng - SUPERVISING CONSTRUCTION INSP	\$177.95
100: PW - ENGINEERING & TRANSP	PW - Eng - SURVEY ENGINEER	\$164.56
100: PW - ENGINEERING & TRANSP	PW - Eng - SURVEYOR	\$150.90
100: PW - ENGINEERING & TRANSP	PW - Eng - TRAFFIC SIGNAL TECHNICIAN	\$120.80
100: REVENUE	Rev - CUSTOMER ACCOUNT CLERK	\$100.24
100: REVENUE	Rev - FINANCE SUPERVISOR	\$144.76
100: REVENUE	Rev - REVENUE MANAGER	\$202.31
100: REVENUE	Rev - SENIOR CUSTOMER ACCOUNT CLERK	\$116.04
100: UTILITIES & ENV SVCS	Utilities - ENVIRONMENTAL SERVICES MANAGER	\$190.33
100: UTILITIES & ENV SVCS	Utilities - SOLID WASTE PROGRAM MANAGER	\$148.53
245: HOUSING AUTHORITY	Fund 245 - MANAGEMENT ANALYST II	\$196.64
285: INCLUSIONARY HOUSING TRUST FND	Fund 285 - DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	\$215.27
285: INCLUSIONARY HOUSING TRUST FND	Fund 285 - HOUSING DEVELOPMENT SPECIALIST	\$137.75
285: INCLUSIONARY HOUSING TRUST FND	Fund 285 - MANAGEMENT ANALYST II	\$138.88
286: RENTAL HOUSING PROGRAM FUND	Fund 286 - COMMUNITY PROGRAMS SPECIALIST	\$120.01
286: RENTAL HOUSING PROGRAM FUND	Fund 286 - DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	\$208.25
286: RENTAL HOUSING PROGRAM FUND	Fund 286 - MANAGEMENT ANALYST II	\$134.35



## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
286: RENTAL HOUSING PROGRAM FUND	Fund 286 - SENIOR SECRETARY	\$115.08
605: WATER	Fund 605 - ADMINISTRATIVE SUPERVISOR	\$179.56
605: WATER	Fund 605 - ASSIST CIVIL ENGINEER	\$188.60
605: WATER	Fund 605 - ASSOC CIVIL ENGINEER	\$200.19
605: WATER	Fund 605 - ASST DIRECTOR OF PUBLIC WORKS	\$320.64
605: WATER	Fund 605 - BACKFLOW/CROSS CONNECT TESTER	\$161.85
605: WATER	Fund 605 - CHEMIST	\$182.49
605: WATER	Fund 605 - CROSS CONNECT CONTROL SPEC	\$181.21
605: WATER	Fund 605 - CUSTOMER ACCOUNT CLERK	\$124.94
605: WATER	Fund 605 - CUSTOMER FIELD TECHNICIAN	\$157.18
605: WATER	Fund 605 - DEPUTY DIRECTOR OF FINANCE	\$271.74
605: WATER	Fund 605 - DEVELOPMENT REVIEW SPECIALIST	\$180.16
605: WATER	Fund 605 - DIRECTOR OF MAINTENANCE SVCS	\$351.96
605: WATER	Fund 605 - DIRECTOR OF PUBLIC WORKS	\$363.96
605: WATER	Fund 605 - ELECTRICIAN II	\$200.26
605: WATER	Fund 605 - ENVIRONMENTAL SERVICES MANAGER	\$280.22
605: WATER	Fund 605 - EQUIPMENT OPERATOR	\$174.45
605: WATER	Fund 605 - FINANCE TECHNICIAN	\$174.70
605: WATER	Fund 605 - GROUNDSKEEPER I	\$159.37
605: WATER	Fund 605 - GROUNDSKEEPER II	\$170.42
605: WATER	Fund 605 - GROUNDSKEEPER III	\$185.60
605: WATER	Fund 605 - LAB SUPERVISOR	\$231.01
605: WATER	Fund 605 - LABORATORY TECHNICIAN	\$161.17
605: WATER	Fund 605 - LABORER-GRNDSKPR	\$100.29
605: WATER	Fund 605 - LABORER-UTIL WORKER	\$117.72
605: WATER	Fund 605 - LANDSCAPE MAINT SUPERVISOR	\$203.80
605: WATER	Fund 605 - LANDSCAPE MAINTENANCE MANAGER	\$250.10
605: WATER	Fund 605 - MAIL AND REVENUE CLERK	\$118.23
605: WATER	Fund 605 - MAINTENANCE LEADER	\$151.84
605: WATER	Fund 605 - MANAGEMENT ANALYST I	\$144.51
605: WATER	Fund 605 - MANAGEMENT ANALYST II	\$204.42
605: WATER	Fund 605 - PRINCIPAL UTILITIES ENGINEER	\$275.84
605: WATER	Fund 605 - REAL PROPERTY MANAGER	\$200.12
605: WATER	Fund 605 - REVENUE MANAGER	\$243.56
605: WATER	Fund 605 - SECRETARY	\$123.70
605: WATER	Fund 605 - SENIOR CUSTOMER ACCOUNT CLERK	\$139.76
605: WATER	Fund 605 - SENIOR DEVELOPMENT REVIEW SPECIALIST	\$188.71
605: WATER	Fund 605 - SENIOR MANAGEMENT ANALYST	\$232.33
605: WATER	Fund 605 - SENIOR SECRETARY	\$156.49
605: WATER	Fund 605 - SENIOR SUSTAINABILITY SPECIALIST	\$193.59
605: WATER	Fund 605 - SENIOR UTILITIES ENGINEER	\$272.72
605: WATER	Fund 605 - SENIOR UTILITY LEADER	\$199.97
605: WATER	Fund 605 - SR UTILITY CUSTOMER SVC LEADER	\$195.63
605: WATER	Fund 605 - SR UTILITY FIELD SVCS LEADER	\$183.24
605: WATER	Fund 605 - SR WATER RESOURCES ENGINEER	\$255.80
605: WATER	Fund 605 - STOREKEEPER - EXPEDITER	\$132.11
605: WATER	Fund 605 - SWEEPER EQUIPMENT OPERATOR	\$122.56
605: WATER	Fund 605 - UTIL FIELD SVCS SUPERVISOR	\$241.80
605: WATER	Fund 605 - UTILITIES ENGINEERING MANAGER	\$300.93
605: WATER	Fund 605 - UTILITIES MAINTENANCE MECHANIC	\$196.37
605: WATER	Fund 605 - UTILITIES O & M MANAGER	\$274.11



## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
605: WATER	Fund 605 - UTILITIES O & M SUPERVISOR	\$260.33
605: WATER	Fund 605 - UTILITIES SERVICE WORKER	\$150.82
605: WATER	Fund 605 - UTILITY LEADER	\$185.43
605: WATER	Fund 605 - UTILITY WORKER	\$163.65
605: WATER	Fund 605 - WATER METER MECHANIC	\$169.90
605: WATER	Fund 605 - WATER RESOURCES MANAGER	\$312.81
605: WATER	Fund 605 - Water Resources Planner	\$196.48
610: SEWER	Fund 610 - ADMINISTRATIVE INTERN	\$69.06
610: SEWER	Fund 610 - ADMINISTRATIVE SUPERVISOR	\$172.19
610: SEWER	Fund 610 - ASSIST CIVIL ENGINEER	\$182.41
610: SEWER	Fund 610 - ASSOC CIVIL ENGINEER	\$201.13
610: SEWER	Fund 610 - ASST DIRECTOR OF PUBLIC WORKS	\$303.89
610: SEWER	Fund 610 - CHEMIST	\$172.96
610: SEWER	Fund 610 - CUSTOMER ACCOUNT CLERK	\$118.42
610: SEWER	Fund 610 - DEPUTY DIRECTOR OF FINANCE	\$257.55
610: SEWER	Fund 610 - DEVELOPMENT REVIEW SPECIALIST	\$170.74
610: SEWER	Fund 610 - DIRECTOR OF PUBLIC WORKS	\$344.95
610: SEWER	Fund 610 - ELECTRICIAN II	\$183.73
610: SEWER	Fund 610 - ENVIRONMENTAL SERVICES MANAGER	\$265.59
610: SEWER	Fund 610 - EQUIPMENT OPERATOR	\$148.52
610: SEWER	Fund 610 - FINANCE TECHNICIAN	\$165.57
610: SEWER	Fund 610 - LAB SUPERVISOR	\$218.95
610: SEWER	Fund 610 - LABORATORY TECHNICIAN	\$152.75
610: SEWER	Fund 610 - LABORER-MAINT WORKER	\$99.37
610: SEWER	Fund 610 - LABORER-UTIL WRKR/SEWER	\$93.44
610: SEWER	Fund 610 - MAIL AND REVENUE CLERK	\$112.05
610: SEWER	Fund 610 - MANAGEMENT ANALYST I	\$136.96
610: SEWER	Fund 610 - MANAGEMENT ANALYST II	\$194.63
610: SEWER	Fund 610 - OPERATOR-IN-TRAINING	\$167.98
610: SEWER	Fund 610 - PRINCIPAL UTILITIES ENGINEER	\$261.43
610: SEWER	Fund 610 - REAL PROPERTY MANAGER	\$189.67
610: SEWER	Fund 610 - REVENUE MANAGER	\$230.84
610: SEWER	Fund 610 - SECRETARY	\$145.14
610: SEWER	Fund 610 - SENIOR CUSTOMER ACCOUNT CLERK	\$132.46
610: SEWER	Fund 610 - SENIOR DEVELOPMENT REVIEW SPECIALIST	\$178.85
610: SEWER	Fund 610 - SENIOR MANAGEMENT ANALYST	\$220.20
610: SEWER	Fund 610 - SENIOR SECRETARY	\$146.74
610: SEWER	Fund 610 - SENIOR SUSTAINABILITY SPECIALIST	\$183.48
610: SEWER	Fund 610 - SENIOR UTILITIES ENGINEER	\$264.45
610: SEWER	Fund 610 - SENIOR UTILITY LEADER - SEWER	\$185.31
610: SEWER	Fund 610 - SR WATER RESOURCES ENGINEER	\$242.44
610: SEWER	Fund 610 - SR WPSC INSPECTOR	\$208.05
610: SEWER	Fund 610 - TECHNICAL INTERN	\$69.06
610: SEWER	Fund 610 - UTIL FIELD SVCS SUPERVISOR	\$229.17
610: SEWER	Fund 610 - UTILITIES ENGINEERING MANAGER	\$285.21
610: SEWER	Fund 610 - UTILITIES MAINTENANCE MECHANIC	\$184.18
610: SEWER	Fund 610 - UTILITIES O & M MANAGER	\$259.79
610: SEWER	Fund 610 - UTILITIES O & M SUPERVISOR	\$246.73
610: SEWER	Fund 610 - UTILITIES SERVICE WORKER	\$142.94
610: SEWER	Fund 610 - UTILITY LEADER-SEWER	\$167.99
610: SEWER	Fund 610 - UTILITY WORKER-SEWER	\$142.69

## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
610: SEWER	Fund 610 - WATER POLLUTION CONTROL ADMIN	\$234.62
610: SEWER	Fund 610 - WATER RESOURCES MANAGER	\$296.47
610: SEWER	Fund 610 - WPCF LEAD OPERATOR	\$202.63
610: SEWER	Fund 610 - WPCF MAINTENANCE SUPERVISOR	\$239.07
610: SEWER	Fund 610 - WPCF MANAGER	\$285.74
610: SEWER	Fund 610 - WPCF OPERATIONS SUPERVISOR	\$232.74
610: SEWER	Fund 610 - WPCF OPERATOR	\$174.72
610: SEWER	Fund 610 - WPSC INSPECTOR I	\$133.54
610: SEWER	Fund 610 - WPSC INSPECTOR II	\$180.10
610: SEWER	Fund 610 - WSTEWTR COLL SYS SPRVSR	\$239.59
615: STORMWATER	Fund 615 - ADMINISTRATIVE SUPERVISOR	\$153.18
615: STORMWATER	Fund 615 - ASSOC CIVIL ENGINEER	\$217.23
615: STORMWATER	Fund 615 - DIRECTOR OF MAINTENANCE SVCS	\$319.07
615: STORMWATER	Fund 615 - DIRECTOR OF PUBLIC WORKS	\$329.95
615: STORMWATER	Fund 615 - ELECTRICIAN II	\$189.81
615: STORMWATER	Fund 615 - ENVIRONMENTAL SERVICES MANAGER	\$254.04
615: STORMWATER	Fund 615 - MAINTENANCE LEADER	\$137.65
615: STORMWATER	Fund 615 - MAINTENANCE WORKER	\$149.57
615: STORMWATER	Fund 615 - MANAGEMENT ANALYST II	\$182.43
615: STORMWATER	Fund 615 - REAL PROPERTY MANAGER	\$181.42
615: STORMWATER	Fund 615 - SECRETARY	\$138.83
615: STORMWATER	Fund 615 - SENIOR MAINTENANCE LEADER	\$174.93
615: STORMWATER	Fund 615 - SR WPSC INSPECTOR	\$199.00
615: STORMWATER	Fund 615 - STREETS MAINTENANCE MANAGER	\$237.00
615: STORMWATER	Fund 615 - SUPERVISING CONSTRUCTION INSP	\$233.61
615: STORMWATER	Fund 615 - SWEEPER EQUIPMENT OPERATOR	\$135.64
615: STORMWATER	Fund 615 - UTILITIES MAINTENANCE MECHANIC	\$177.03
615: STORMWATER	Fund 615 - WATER POLLUTION CONTROL ADMIN	\$224.42
615: STORMWATER	Fund 615 - WPSC INSPECTOR I	\$127.74
615: STORMWATER	Fund 615 - WPSC INSPECTOR II	\$172.27
620: AIRPORT	Fund 620 - ADMINISTRATIVE SECRETARY	\$130.21
620: AIRPORT	Fund 620 - ADMINISTRATIVE SUPERVISOR	\$155.62
620: AIRPORT	Fund 620 - AIRPORT BUSINESS SUPERVISOR	\$207.72
620: AIRPORT	Fund 620 - AIRPORT MAINTENANCEWORKER	\$141.25
620: AIRPORT	Fund 620 - AIRPORT MANAGER	\$239.62
620: AIRPORT	Fund 620 - AIRPORT OPERATIONS SPECIALIST	\$107.27
620: AIRPORT	Fund 620 - AIRPORT OPERATIONS SUPERVISOR	\$217.26
620: AIRPORT	Fund 620 - MANAGEMENT ANALYST II	\$167.45
620: AIRPORT	Fund 620 - REAL PROPERTY MANAGER	\$171.42
620: AIRPORT	Fund 620 - SECRETARY	\$94.85
620: AIRPORT	Fund 620 - SENIOR SECRETARY	\$134.63
620: AIRPORT	Fund 620 - SR AIRPORT MAINTENANCE WORKER	\$162.77
725: FACILITIES MANAGEMENT FUND	Fund 725 - ADMINISTRATIVE SUPERVISOR	\$179.21
725: FACILITIES MANAGEMENT FUND	Fund 725 - DIRECTOR OF MAINTENANCE SVCS	\$373.30
725: FACILITIES MANAGEMENT FUND	Fund 725 - ELECTRICIAN II	\$222.07
725: FACILITIES MANAGEMENT FUND	Fund 725 - FACILITIES & BUILDING MANAGER	\$284.94
725: FACILITIES MANAGEMENT FUND	Fund 725 - FACILITIES CARPENTER II	\$191.67
725: FACILITIES MANAGEMENT FUND	Fund 725 - FACILITIES LEADWORKER	\$233.22
725: FACILITIES MANAGEMENT FUND	Fund 725 - FACILITIES PAINTER II	\$190.80
725: FACILITIES MANAGEMENT FUND	Fund 725 - FACILITIES SERVICEWORKER I	\$149.73
725: FACILITIES MANAGEMENT FUND	Fund 725 - FACILITIES SERVICEWORKER II	\$144.55

## City of Hayward - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
725: FACILITIES MANAGEMENT FUND	Fund 725 - HVAC MECHANIC	\$200.78
725: FACILITIES MANAGEMENT FUND	Fund 725 - MANAGEMENT ANALYST II	\$229.32
725: FACILITIES MANAGEMENT FUND	Fund 725 - SENIOR SECRETARY	\$169.30
730: INFORMATION TECHNOLOGY FUND	Fund 730 - AUDIO VIDEO SPECIALIST	\$150.74
730: INFORMATION TECHNOLOGY FUND	Fund 730 - DEPUTY DIRECTOR OF IT	\$326.53
730: INFORMATION TECHNOLOGY FUND	Fund 730 - DIGITAL APPLICATIONS DEVELOPER	\$203.61
730: INFORMATION TECHNOLOGY FUND	Fund 730 - DIRECTOR OF INFO TECH/CIO	\$369.65
730: INFORMATION TECHNOLOGY FUND	Fund 730 - GEOGRAPHIC INFO SYSTEMS COORD	\$269.94
730: INFORMATION TECHNOLOGY FUND	Fund 730 - GIS TECHNICIAN II	\$170.86
730: INFORMATION TECHNOLOGY FUND	Fund 730 - INFO SYSTEMS SUPPORT TECH	\$169.73
730: INFORMATION TECHNOLOGY FUND	Fund 730 - INFORMATION TECHNOLOGY MANAGER	\$306.09
730: INFORMATION TECHNOLOGY FUND	Fund 730 - IT ANALYST II	\$216.51
730: INFORMATION TECHNOLOGY FUND	Fund 730 - IT TECHNICIAN II	\$188.13
730: INFORMATION TECHNOLOGY FUND	Fund 730 - MANAGEMENT ANALYST I	\$201.83
730: INFORMATION TECHNOLOGY FUND	Fund 730 - PROGRAMMER ANALYST	\$220.04
730: INFORMATION TECHNOLOGY FUND	Fund 730 - TECH SOLUTIONS ANALYST II	\$200.50
735: FLEET MANAGEMENT FUND	Fund 735 - ADMINISTRATIVE SUPERVISOR	\$156.93
735: FLEET MANAGEMENT FUND	Fund 735 - DIRECTOR OF MAINTENANCE SVCS	\$326.90
735: FLEET MANAGEMENT FUND	Fund 735 - EQUIPMENT MECHANIC I	\$119.92
735: FLEET MANAGEMENT FUND	Fund 735 - EQUIPMENT MECHANIC II	\$154.74
735: FLEET MANAGEMENT FUND	Fund 735 - EQUIPMENT PARTS STOREKEEPER	\$134.55
735: FLEET MANAGEMENT FUND	Fund 735 - EQUIPMENT SERVICE ATTENDANT	\$128.50
735: FLEET MANAGEMENT FUND	Fund 735 - FLEET MAINTENANCE MANAGER	\$257.38
735: FLEET MANAGEMENT FUND	Fund 735 - MANAGEMENT ANALYST II	\$182.66
735: FLEET MANAGEMENT FUND	Fund 735 - SENIOR EQUIPMENT MECHANIC	\$174.92
735: FLEET MANAGEMENT FUND	Fund 735 - SENIOR SECRETARY	\$153.26

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## Appendix C – Cost Recovery Analysis

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The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as “NA,” the amount or percentage was not calculable. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

All City Departments

Title				Current Fee/Charge	Unit	Notes
<b>A. ADMINISTRATIVE CITATIONS</b> – Authorized by Hayward Municipal Code (HMC) Article 7 – Administrative Citations have fines set pursuant to Government Code (GC) Section 53069 and 36900. Unless otherwise specified by Ordinance, Fee Schedule or Code, the fine amount for any violation of any section of the Municipal Code shall be:						
1. First Violation				\$100.00		
2. Second Violation				\$200.00		
3. Third and Subsequent Violations				\$500.00		
<b>B. ADMINISTRATIVE HEARING FEE</b>				\$761.00		
<b>C. USB FLASH DRIVE</b>				\$20.00	each	
<b>D. DISHONORED OR RETURNED PAYMENT FROM BANK OR CREDIT CARD</b>						
1. If paid within 30 days of notification				\$25.00 + check amount		
2. If paid after 30 days of notification, subject to forgiveness of all or a portion of the fee by the Director of Finance.				As authorized by California Civil Code 1719, but not less than \$25		
<b>E. GROSS HOUSEHOLD INCOME</b>						
The State of California annually publishes an Official State Income Limits guideline for each county. This document is available through the California Department of Housing and Community Development website at <a href="https://www.hcd.ca.gov/">https://www.hcd.ca.gov/</a> . Municipal programs offering income-based discounts will use the 'Alameda County – Very Low Income' figures to determine eligibility.						
<b>F. LATE AND DELINQUENT PAYMENTS</b>						
Unless specifically provided otherwise, the manner of payment, delinquency status, and assessment and collection of penalties for delinquent payment of the fees imposed or reflected by this master fee schedule shall be as follows:						
DAILY FEE:				Due on its effective date and delinquent at 5:00 PM on due date.		
MONTHLY FEE:				Due on the first day of each month for which licenses, permits, fees are sought and delinquent at 5:00 PM on the tenth day of the month.		
QUARTERLY FEE:				Due on the first day of the yearly quarter period and delinquent at 5:00 PM on the tenth day of the first month in which the quarterly fee is due.		
ANNUAL FEES:				Due on the first day of the established annual period and delinquent at 5:00 PM on the tenth day of the first month in which the annual fee is due.		
A late payment fee per month shall be applied to all accounts paid after the established due date.				\$5.00	per month	
The delinquent account(s) shall be assessed an interest charge of one percent (1%) per month of the unpaid delinquent balance and related interest charge. The interest charge shall be applied to all accounts delinquent for any calendar month or portion of such month and shall not be prorated.						
If the delinquent payment is paid within 30 days of notification, the interest fee may be subject to forgiveness based on hardship. The Director of Finance shall review and document all interest fees not collected.						

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$100.00	\$0
NA	NA	\$200.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$761.00	\$0
\$20.00	0%	\$20.00	\$0
NA	NA	\$25.00	\$0
NA	NA	As authorized by California Civil Code 1719, but not less than \$25	\$0
NA	NA	\$5.00	\$0

All City Departments

Title	Current Fee/Charge	Unit	Notes
<b>G. PHOTOCOPYING OF FILE MATERIALS</b>			
1. Black and White Copy – 8½ x 11 inches or 8½ x 14 inches	\$0.50	per page for first ten (10) pages of each document	\$0.10 each additional page of same document
2. Black and White Copy – 11 x 17 inches	\$1.00	per page for first ten (10) pages of each document	\$0.20 per page each additional page of same document
3. Color Copy – 8½ x 11 inches or 8½ x 14 inches	\$0.75	per page	
4. Color Copy – 11 x 17 inches	\$1.50	per page	
H. RESEARCH OR ANALYSIS OF RECORDS (involving more than 15 minutes)	\$76.00	per hour	(minimum charge \$20.00)
<b>I. SMOKING ORDINANCE</b>			
1. Smokers Violating the Ordinance	\$50.00	per violation	
2. Fines for businesses that fail to enforce the smoking ordinance			
(1) First Offense	\$1,000.00		
(2) Second Offense	\$1,500.00		
(3) Third Offense	\$2,000.00		
<b>J. TOBACCO ORDINANCE</b>			
1. Offense Fees			
(1) First Offense	\$1,500.00 penalty/30 day TRL suspension		
(2) Second Offense	\$3,000.00 penalty/30 day TRL suspension		
(3) Third Offense	\$5,000.00 penalty/30 day TRL suspension or revocation		
2. Reinspection Fee	\$117.00	per visit	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1.85	73%	\$0.50	\$0
\$2.00	50%	\$1.00	\$0
\$1.85	59%	\$0.75	\$0
\$2.00	25%	\$1.50	\$0
\$104.72	27%	\$76.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$1,500.00	\$0
NA	NA	\$2,000.00	\$0
NA	NA	\$1,500.00 penalty/30 day TRL suspension	\$0
NA	NA	\$3,000.00 penalty/30 day TRL suspension	\$0
NA	NA	\$5,000.00 penalty/30 day TRL suspension or revocation	\$0
\$187.66	38%	\$117.00	\$0

**AIRPORT SERVICES**

Title	Current Fee/Charge	Unit	Notes
<b>1. Monthly and Daily Fees for Aircraft Parking and Storage.</b>			
Aircraft Hangar Waiting List Application Refundable Deposit	\$150.00	Deposit	
a. Hangar Space	Monthly Charges		
(1) Small T-Hangars	\$319.00		
(2) Standard T-Hangars	\$494.00		
(3) Large T-Hangars	\$614.00		
(4) Small Executive Hangar	\$1,065.00		
(5) Standard Executive Hangars	\$1,475.00		
(6) Large Executive Hangars	\$1,609.00		
b. Hangar Storage Rooms	Monthly Charges		
(1) Small	\$79.00		
(2) Medium	\$110.00		
(3) Large	\$213.00		
(4) Extra Large	\$271.00		
(5) Office Spaces	\$705.00		
c. Tie Downs (Aircraft Gross Weight/Wing Span)			
1) Single Engine 3,500 lb. and Single Engine Helicopters	\$65.00		
(2) Twin Engine 12,500 lb. less than 50 ft and Twin Engine Helicopters	\$75.00		
(3) 12,501 - 25,000 lb. more than 50 ft	\$108.00		
(4) 25,001 - 75,000 lb.	\$161.00		
(5) Excess of 75,000 lbs.	\$216.00		
d. Transient Overnight Tie Downs (Aircraft Gross Weight/Wing Span) First Four (4) Hours Free			
(1) Single Engine 3,500 lb. less than 40 ft	\$6.00	Daily Charge	
(2) Twin Engine 12,500 lb. less than 50 ft and all Helicopters	\$8.00	Daily Charge	
(3) 12,501 - 25,000 lb. more than 50 ft	\$12.00	Daily Charge	
(4) 25,001 - 75,000 lb.	\$23.00	Daily Charge	
(5) Excess of 75,000 lbs.	\$29.00	Daily Charge	
(6) Lighter-than air Airships	\$20.00	Daily Charge	
e. Effective July 1, 1997, a late charge shall be assessed if rent is not paid within ten (10) days of its due date (does not apply to daily rent).	\$15.00 or 5% of the monthly rent per month, whichever is greater		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$150.00	\$0
NA	NA	\$319.00	\$0
NA	NA	\$494.00	\$0
NA	NA	\$614.00	\$0
NA	NA	\$1,065.00	\$0
NA	NA	\$1,475.00	\$0
NA	NA	\$1,609.00	\$0
NA	NA	\$79.00	\$0
NA	NA	\$110.00	\$0
NA	NA	\$213.00	\$0
NA	NA	\$271.00	\$0
NA	NA	\$705.00	\$0
NA	NA	\$65.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$108.00	\$0
NA	NA	\$161.00	\$0
NA	NA	\$216.00	\$0
NA	NA	\$6.00	\$0
NA	NA	\$8.00	\$0
NA	NA	\$12.00	\$0
NA	NA	\$23.00	\$0
NA	NA	\$29.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$15.00 or 5% of the monthly rent per month, whichever is greater	\$0

**AIRPORT SERVICES**

Title	Current Fee/Charge	Unit	Notes
f. Effective July 1, 1997, if the service of a member firm of the California Association of Photocopies and Process Servers must be utilized, a \$50 fee shall be charged to the individual or business necessitating said process service.	\$50.00		
g. The City shall charge a fee equal to the sum of the following: Five cents for each gallon of petroleum products delivered during the previous calendar month from the Leased Premises, or an amount equal to 3 percent of the gross receipts (including fuel and gasoline taxes for which Lessee sold fuel products during the previous calendar month on or from the Airport, whichever amount is greater.			
h. All month-to-month Airport leases shall include a security deposit equal to one month's rent.			
<b>2. Permits</b>			
a. Airport Annual Business Permit	\$120.00	Annual	
b. Taxiway Access Permit	\$786.00	Annual	
<b>3. Airport Land Values</b>	Airport Land Value is on file in the Airport Administration Office and available for review.		
<b>4. Gate Access Cards</b>			
a. Initial Issue for Airport Tenants	Free		
b. Initial Issue for non-direct Airport Tenants	\$35.00		
c. Replacement	\$25.00		
<b>5. Hangar Padlock Keys</b>			
a. Duplicate Key	\$5.00		
b. Re-Key Padlocks	\$35.00		
<b>6. Chocks and Chains Replacement</b>	\$60.00		
<b>7. Landing Fee</b>	Commercial aircraft operations (shall include landings of all non-based general aviation aircraft that conduct air taxi, charter, or cargo operations under FAR Part 121 or Part 135) based on maximum certificated gross landing weight:		
	<u>Per Landing</u>	<u>Daily Charge</u>	<u>Monthly</u>

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$50.00	\$0
\$229.48	45%	\$126.00	\$6
\$785.74	0%	\$786.00	\$0
NA	NA	Airport Land Value is on file in the Airport Administration Office and available for review.	\$0
NA	NA	Free	\$0
\$47.09	9%	\$43.00	\$8
\$47.09	9%	\$43.00	\$18
\$21.36	44%	\$12.00	\$7
NA	NA	\$35.00	\$0
\$79.30	21%	\$63.00	\$3



**AIRPORT SERVICES**

Title	Current Fee/Charge	Unit	Notes
0 – 3,500 pounds	\$2.00	\$5.00	\$13.00
3,501 – 6,250 pounds	\$4.00	\$10.00	\$26.00
6,251 – 12,500 pounds	\$8.00	\$20.00	\$52.00
12,501 – 25,000 pounds	\$16.00	\$40.00	\$104.00
25,001 – 50,000 pounds	\$32.00	\$80.00	\$208.00
50,001 pounds and above	\$64.00	\$160.00	\$416.00
<b>8. Hangar Exchange</b>			
Administration Fee for Exchange between Tenants (each Tenant)	\$85.00		
Administration Fee for Exchange into Vacant Hangar	\$85.00		
<b>9. Tie-Down Exchange</b>			
Administration Fee to Exchange tie-down spaces	\$50.00		
<b>10. Vacated Hangar Cleanup</b>			
Cleanup and disposal of items, minimum charge of 2 hours (per person)	\$150.00		
Additional hours, hourly rate	\$75.00		
<b>11. Ramp Sweeping Services, hourly rate</b>	\$125.00	per hour	
<b>12. Maintenance Staff Service Charge per hour</b>	\$75.00	plus materials	
<b>13. Airport Administration Building Meeting Room</b>			
Non-profit Aviation organization charging no fee to the public	No charge		
For-profit Aviation organization charging a fee to the public	\$200.00	day	
<b>14. Airport Project Administration Fee</b>	\$5,000.00		
Commercal Operator/Fixed Base Operator Waste Oil Fee	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$162.16	45%	\$89.00	\$4
\$134.63	34%	\$89.00	\$4
\$134.63	61%	\$52.00	\$2
\$415.65	58%	\$174.00	\$24
\$141.25	38%	\$87.00	\$12
\$238.25	0%	\$238.00	\$113
\$141.25	38%	\$87.00	\$12
NA	NA	No charge	\$0
\$208.56	4%	\$200.00	\$0
MA	MA	\$5,000.00	\$0
NA	NA	\$1.00/quart	NA

City Clerk

Title	Current Fee/Charge	Unit	Notes
<b>A. GENERAL SCHEDULE OF CHARGES</b>			
1. Certification of Documents - first page	\$15.00		
Certification of Documents - each succeeding page	\$7.00		
2. Certificate of Residency	\$15.00	per issuance	
3. Photocopying of Public Records			
a. Black and White Copy - 8½ x 11 inches or 8½ x 14 inches	\$0.10	per page for the first ten pages	\$0.10 each additional page of same document
b. Black and White Copy - 11 x 17 inches	\$1.00	per page for the first ten pages	\$0.20 per page each additional page of same document
c. Color Copy – 8½ x 11 inches or 8½ x 14 inches	\$0.75	per page	
d. Color Copy – 11 x 17 inches	\$1.50	per page	
e. Photocopying of FPPC Forms/Statements of Government Code 81008	\$0.10	per page	
Photocopying of FPPC Forms/Statements of Government Code 81008 - retrieval fee for reports & statements 5 or more years old	\$5.00		
4. Reproduction of Meetings on USB Flash Drive. City Council and Planning Commission	\$20.00	per per USB flash drive	
5. Fee to File “Notice of Intent to Circulate a Petition for Municipal Initiative” (refundable if a sufficient petition is filed within one year) Elections Code 9202 (b)	\$200.00		
6. Candidate Statement (Election Year)			
a. Publication cost of the candidate’s statement in Sample Ballot Pamphlet set by Alameda County Registrar of Voters	Cost of printing, handling		
7. Notary Service – Government Code 8211	\$15.00	per signature	
8. Passport Service	\$130.00	(age 16 and over)	
a. Passport Book Fee set by and payable to US Department of State	\$100.00	(under 16)	
Expedited Service	\$60.00		
b. Passport Card Fee set by and payable to US Department of State	\$30.00	(age 16 and over)	
c. Passport Execution Fee set by US Department of State, payable to City of Hayward	\$35.00		
d. Express Mail from City of Hayward to US Department of State set by USPS, payable to City of Hayward	\$34.45		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$17.45	14%	\$15.00	\$0
\$8.73	8%	\$8.00	\$1
\$26.18	43%	\$15.00	\$0
\$1.85	NA	\$0.50	\$0.40
\$2.00	NA	\$1.00	\$0
\$1.85	NA	\$0.75	\$0
\$2.00	NA	\$1.50	\$0
NA	NA	\$0.10	\$0
NA	NA	\$5.00	\$0
\$28.73	30%	\$20.00	\$0
NA	NA	\$200.00	\$0
NA	NA	Cost of printing, handling	\$0
NA	NA	\$15.00	\$0
NA	NA	\$130.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$60.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$34.45	\$0

City Clerk

Title	Current Fee/Charge	Unit	Notes
e. Express Mail from US Department of State to Customer set by and payable to US Department of State	\$19.53		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$19.53	\$0

**City Manager**

Title	Current Fee/Charge	Unit
<b>A. ADMINISTRATIVE SERVICES</b>		
1. Annual Bonds Issue Fees	1/8 of 1% of bond amount	
2. Low Income Mortgage Credit	2% of first year's credit payable as part of State Fee	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	1/8 of 1% of bond amount	\$0
NA	NA	2% of first year's credit payable as part of State Fee	\$0

## A. BUILDING PERMIT FEES

### BUILDING PERMIT FEES CALCULATED BY VALUATION

This includes all new buildings, facilities, additions, tenant improvements and residential remodels.

☑ Valuation is defined as the fair market value of materials and labor for the work.

☑ Valuation shall be the higher of the stated valuation or the figure from the current International Code Council valuation table below.

- The current ICC Valuation data table below is adjusted with a regional construction cost modifier for the San Francisco Bay Area of 16%\*. \*

Source: The local modifier is 1.16 times the cost per square foot as published in the Building Standards Journal, April 2002 edition.

- The valuation for tenant improvements, residential remodels or other projects that do not involve new square footage, shall be a minimum of 60% of the cost per square foot in the valuation table below.

International Building Code Group Building Division staff will help determine the valuation for occupancies or construction types not listed in this table. The values below are based on the August 2022 ICC Building Valuation Data with the Building Standards Journal 16% local cost modifier included.	Construction Type and Minimum Cost Per Square Foot							
	IA	IB	IIA	IIB	IIIA	IIIB	VA	VB
A-1 Assembly, theaters, with stage	396.56	383.19	374.18	359.99	338.67	328.20	314.05	304.05
A-1 Assembly, theaters, without stage	362.89	349.54	340.53	326.33	305.02	294.55	280.40	270.40
A-2 Assembly, nightclubs	319.10	309.64	300.83	290.63	272.55	264.78	247.92	239.08
A-2 Assembly, restaurants, bars, banquet halls	317.94	308.48	298.51	289.47	270.23	263.62	245.42	238.55
A-3 Assembly, churches	368.22	354.87	345.84	331.66	310.87	300.39	286.24	276.24
A-3 Assembly, general, community halls, libraries, museums	314.13	300.78	290.60	277.56	255.42	246.11	230.79	221.97
A-4 Assembly, arenas	361.73	348.38	338.21	325.17	302.70	293.39	278.08	269.24
B Business	308.13	296.84	285.88	273.82	249.41	239.62	220.11	210.17
E Educational	327.92	316.70	308.37	295.08	275.43	261.52	240.73	233.23
F-1 Factory and industrial, moderate hazard	187.57	178.88	167.85	162.33	144.68	137.47	119.94	112.32
F-2 Factory and industrial, low hazard	186.41	177.72	167.85	161.17	144.68	136.31	119.94	111.16
H-1 high Hazard, explosives	174.99	166.30	156.41	149.73	133.60	125.23	108.88	N.P.
H-2 H-3 H-4 High Hazard	174.99	166.30	156.41	149.73	133.60	125.23	108.88	100.08
H-5 HPM	308.13	296.84	285.88	273.82	249.41	240.07	220.11	210.17
I-1 Institutional, supervised environment	312.17	301.46	292.49	280.69	258.12	250.99	231.40	224.45
I-2 Institutional, hospitals	513.16	501.86	490.90	478.84	453.11	N.P.	423.82	N.P.
I-2 Institutional, nursing homes	356.96	345.66	334.71	322.63	300.01	N.P.	270.72	N.P.
I-3 Institutional restrained	349.72	338.42	327.46	315.39	293.07	282.14	263.78	251.51
I-4 Institutional, day care facilities	312.17	301.46	292.49	280.69	258.12	250.99	231.40	224.45
M Mercantile	238.06	228.59	218.63	209.58	191.20	184.59	166.39	159.53
R-1 Residential, hotels	315.46	304.76	295.78	283.97	261.03	253.90	234.31	227.36
R-2 Residential, multiple family	264.06	253.36	244.39	232.58	211.14	204.02	184.43	177.48
R-3 residential, one- and two-family <sup>4</sup>	245.92	239.26	233.09	227.35	220.72	212.73	204.76	192.65
R-4 Residential, care/assisted living facilities	312.17	301.46	292.49	280.69	258.12	250.99	231.40	224.45
S-1 Storage, moderate hazard	173.83	165.14	154.09	148.57	131.28	124.07	106.56	98.92
S-2 Storage, low hazard	172.67	163.98	154.09	147.41	131.28	122.91	106.56	97.76
U Utility, miscellaneous	133.96	126.38	119.06	113.83	102.65	94.99	80.92	77.12

**Development Services Department**

Title	Current Fee/Charge	Unit	Notes
<b>Inspection Fees</b>			
Building Inspection Fee	Based from Fee Table		
Fire Inspection Fee	\$221.00		
Fire re-inspection fee	\$387.00		
Haz-mat Inspection Fee	\$330.00	minimum inspection	
Planning + Landscape Inspection Fee	\$212.00		
<b>Plan Review Fees</b>			
Building Plan Check Fee	Building Inspection fee x 1.0		
Building Plan Check Fee for master plans	Building Inspection fee x 1.25		
Planning Review Fee	Building Inspection fee x .35		
Fire Review Fee	Building Inspection fee x .35		
Haz-mat Review Fee	\$165.00	hour	*Hazardous Materials Review and Inspection fees generally range from \$1,319 for small projects, such as cellular communication sites to \$3,969 for larger or more complex projects, such as those that may have H-Occupancies. Please contact the Hayward Fire Department at (510) 583-4900 for an estimate for your specific project.
Solid Waste Review Fee	\$80.00		
Building Plot Plan Review Fee	\$294.00	per plot	
Planning Plot Plan Review Fee	\$491.00	per plot	
<b>Administrative Fees</b>			
Technology Fee	Building Inspection fee x .06		
Policy Planning Fee	Building Inspection fee x .16		
Permit Issuance Fee	\$147.00		
<b>Miscellaneous Permit Fees – Not Calculated by Valuation</b>			
1. Standard Hourly Rate (or fraction thereof) for plan check, inspections or other administrative services	\$147.00	hourly	
a. Overtime Rate for Plan Check or Inspection Services	\$220.50	hourly	
2. Revision (permit issuance fee and hourly plan check will also be charged)	\$147.00	hourly	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$262.82	0%	\$262.00	\$41
\$394.23	0%	\$394.00	\$7
\$170.45	0%	\$170.00	-\$160
\$391.60	0%	\$391.00	\$179
NA	NA	Building Inspection fee x 1.0	\$0
NA	NA	Building Inspection fee x 1.25	\$0
NA	NA	Building Inspection fee x .35	\$0
NA	NA	Building Inspection fee x .35	\$0
\$170.45	0%	\$170.00	\$5
NA	NA	\$80.00	\$0
\$334.14	0%	\$334.00	\$40
\$587.40	0%	\$587.00	\$96
10.5%	14%	9.0%	3.0%
16%	0%	16%	0%
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$286.41	0%	\$286.00	\$66
\$190.94	0%	\$190.00	\$43

**Development Services Department**

Title	Current Fee/Charge	Unit	Notes
3. Permit Issuance Fee (applies to all permits)	\$147.00	each	
4. Miscellaneous Items (for items that do not have a set fee)	\$147.00	each	
5. Plot Plan Review			
a. Planning Division Plot Plan Review	\$441.00	each plot	
b. Building Division Plot Plan Review and processing	\$294.00	each plot	
6. Address Assignment			
a. New Address	\$220.50	each	
b. Accessory Dwelling Unit Address	\$73.50	each	
<b>Inspection Fees</b>			
7. Demolition			
a. Commercial/Residential demolition up to 3,000 square feet	\$294.00	0-3000 sf	
b. Each additional 3,000 square feet	\$147.00	each	
8. Equipment Installation	\$294.00	first piece	
a. Additional Equipment at Same Site	\$147.00	each	
b. Equipment Pad	\$220.50	each	
9. Voluntary Residential Seismic Retrofit Using "Plan Set A" Only applies to single family homes with a crawlspace less than or equal to 4 feet high	\$147.00	each	no admin fees
10. Damaged Building Survey Fire, flood, vehicle, or similar damage	\$588.00		
11. Patio Covers			
a. Patio Cover (requires drawings and hourly plan check)	\$294.00	each	
b. Enclosed Patio (requires drawings and hourly plan check)	\$588.00	each	
12. Photovoltaic Systems			
a. Residential (for systems that are not flush mounted, hourly plan check fees apply)	\$300.00	each system	no admin fees. AB 1124

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$587.40	0%	\$587.00	\$146
\$381.88	0%	\$381.00	\$87
\$286.41	0%	\$286.00	\$66
\$95.47	0%	\$95.00	\$22
\$381.88	0%	\$381.00	\$87
\$190.94	0%	\$190.00	\$43
\$381.88	0%	\$381.00	\$87
\$190.94	0%	\$190.00	\$43
\$286.41	0%	\$286.00	\$66
\$190.94	0%	\$190.00	\$43
\$763.76	0%	\$763.00	\$175
\$381.88	0%	\$381.00	\$87
\$763.76	0%	\$763.00	\$175
\$763.76	41%	up to 15kW \$450, \$15 per kW above 15kW	\$150

**Development Services Department**

Title	Current Fee/Charge	Unit	Notes
b. Commercial, up to 50 kilowatts (hourly plan check fees apply)	\$1,000.00	each system	AB 1124
c. Commercial, each additional kilowatt 51kw-250kw (hourly plan check fees apply)	\$7.00	each kw	AB 1124
d. Commercial, each additional kilowatt over 250kw (hourly plan check fees apply)	\$5.00	each kw	AB 1124
<b>13. Residential Package Permits</b>			
a. Tub/Shower Enclosure (includes trades)	\$147.00		
b. Remodel – Complete Bathroom (includes trades)	\$220.50		
c. Remodel – Kitchen (includes trades)	\$441.00		
<b>14. Storage Racks</b>			
a. Up to 100 linear feet	\$441.00	first 100 lf	
b. Each additional 100 linear feet	\$147.00	each 100 lf	
<b>Plumbing Mechanical &amp; Electrical Fees – Not Calculated by Valuation</b>			
<b>Inspection Fees</b>			
<b>15. Plumbing Permits – Residential (single-family and duplexes)</b>			
a. Water Heater	\$73.50	each	
b. Fixtures – covers 2 Inspections for any type or number of fixtures	\$147.00	2 site visits	
c. Water Service Repair / Replacement	\$73.50	each	
d. Water Pipe (Repair or Replacement)	\$147.00	each	
e. Sewer on private property or Cleanout Installation	\$147.00	each	
f. Sewer Ejector System	\$147.00	each	
g. Solar Water Heating System - Hourly plan check fees may apply for systems that are not flush mounted or have other structural issues.	\$147.00	each	
h. Residential Gas Piping	\$147.00		
i. Residential Gas Test or Meter Reset	\$147.00	each	
<b>16. Plumbing Permits – Commercial + Multi-Family</b>			
a. Water Heater (Repair or Replacement)	\$147.00	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,909.39	48%	\$1,000.00	\$0
\$47.73	85%	\$7.00	\$0
\$47.73	90%	\$5.00	\$0
\$190.94	0%	\$190.00	\$43
\$286.41	0%	\$286.00	\$66
\$572.82	0%	\$572.00	\$131
\$572.82	0%	\$572.00	\$131
\$190.94	0%	\$190.00	\$43
\$95.47	0%	\$95.00	\$22
\$190.94	0%	\$190.00	\$43
\$95.47	0%	\$95.00	\$22
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43



## Development Services Department

Title	Current Fee/Charge	Unit	Notes
b. Water Service (Repair or Replacement)	\$147.00	each	
c. Sewer Ejector System	\$147.00	each	
d. Industrial / Commercial Process Piping System	\$147.00	Each 100 linear feet or fraction thereof	
e. Gas Piping	\$147.00	Each 100 linear feet or fraction thereof	
f. Gas Test / Meter Reset	\$147.00	each	
g. Sewer on private property or Cleanout Installation	\$147.00	each	
h. Grease Trap	\$147.00	each	
i. Grease Interceptor	\$147.00	each	
j. Vacuum Breaker, Backflow Preventer or Pressure Regulator	\$147.00	each	
17. Mechanical Permits – Residential (single-family and duplexes)			
a. Heating and/or Cooling Equipment (including ducts)	\$147.00	each	
b. Wall Furnace	\$147.00	each	
c. Kitchen Hood and Bathroom Vents	\$73.50	each	
18. Mechanical Permits – Commercial + Multi-Family*For units over 400 pounds or for replacements that are not in the same location, ho			
a. *HVAC unit (includes all associated sub-permits)	\$220.50	each	
b. *Air Handler Unit	\$147.00	each	
c. Vent System	\$147.00	each	
d. Exhaust Hood Replacement (additional hourly plan check may apply)	\$147.00	each	
19. Electrical Permits – Residential (single-family and duplexes)			
a. General Electrical Permit - Residential (rough and final)	\$220.50	each	
b. Residential E.V. charger	\$73.50	each	
c. Service Upgrade -- Residential	\$73.50	each	
d. Meter Reset	\$73.50	each	
e. Temporary Power Installation	\$147.00	each	
f. Minor Residential Electrical Permit (final only- no rough)	\$147.00	each	
FLAT RATE PERMIT FEES - These items will also have administrative fees added to the permit. In some cases, hourly plan review fees will a			
<u>Inspection Fee</u>			
20. Electrical Permits – Commercial + Multi-Family			

[illegible]

**Development Services Department**

Title	Current Fee/Charge	Unit	Notes
a. General Electrical Permit – Commercial + Multi-Family (rough and final)	\$441.00	each	
b. Commercial E.V. charger (may require additional hourly plan review)	\$294.00	each	
c. Commercial Service Upgrade	\$147.00	each	
d. Commercial Meter Reset	\$73.50	each	
e. Minor Commercial Electrical Permit (final only- no rough)	\$220.50	each	
f. Signs (illuminated exterior signage)	\$147.00	each	
<u>Additional Services and Violations – Not Calculated by Valuation</u>			
21. Special Review Services			
a. Expedited Hourly Plan Review	\$220.50	hour	
b. Expedited Plan Review	200% of Plan Review	each	
c. Phased Approval Permits	\$588.00	each	
d. Temporary Certificate of Occupancy	\$588.00	each	
e. Alternate Materials and Methods Review	\$588.00	each	
22. Copies, Re-Print + Change of Contractor			
b. Job Card / Permit Re-Print	\$73.50	each	
c. Change of Contractor	\$147.00	each	
23. Special Inspector Qualification Review			
a. Initial Review for Approved Inspector List	\$588.00	each	
b. Renewal Review (after 3 years)	\$294.00	each	
24. Violation Fees			
a. Investigation Fee for work done without Permits (in addition to the regular permit fees)	205% of the Building Permit	Each project	
b. Filing of Notice of Substandard or Hazardous Structure	\$147.00	per hour	
c. Removal of Notice of Substandard or Hazardous Structure	\$147.00	per hour	
d. Placards for Condemnation	\$147.00	per hour	
e. Notice and Order	\$147.00	per hour	
f. Stop Work Order / Red Tag	\$147.00	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$572.82	0%	\$572.00	\$131
\$381.88	0%	\$381.00	\$87
\$190.94	0%	\$190.00	\$43
\$95.47	0%	\$95.00	\$22
\$286.41	0%	\$286.00	\$66
\$190.94	0%	\$190.00	\$43
\$286.41	0%	\$286.00	\$66
NA	NA	200% of Plan Review	\$0
\$763.76	0%	\$763.00	\$175
\$1,527.51	0%	\$1,527.00	\$939
\$763.76	0%	\$763.00	\$175
\$95.47	0%	\$95.00	\$22
\$190.94	0%	\$190.00	\$43
\$763.76	0%	\$763.00	\$175
\$381.88	0%	\$381.00	\$87
NA	NA	205% of the Building Permit	\$0
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43
\$190.94	0%	\$190.00	\$43

## BUILDING PERMIT FEES

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
1.00	500.00	29.77	<b>33.66</b>	0.00	<b>0.00</b>	0.00
501.00	2,000.00	29.77	<b>33.66</b>	3.87	<b>4.38</b>	100.00
2,001.00	25,000.00	87.82	<b>99.30</b>	17.74	<b>20.06</b>	1,000.00
25,001.00	50,000.00	495.68	<b>560.48</b>	12.80	<b>14.47</b>	1,000.00
50,001.00	100,000.00	815.70	<b>922.33</b>	8.87	<b>10.03</b>	1,000.00
100,001.00	500,000.00	1,259.15	<b>1,423.76</b>	7.09	<b>8.02</b>	1,000.00
500,001.00	1,000,000.00	4,097.18	<b>4,632.79</b>	6.02	<b>6.81</b>	1,001.00
1,000,001.00	and up	7,109.14	<b>8,038.50</b>	4.00	<b>4.52</b>	1,000.00

**Percent Change = 13%**  
**Cost Recovery Level = 100%**

**CODE ENFORCEMENT**

Title	Current Fee/Charge	Unit	Notes
<b>CODE ENFORCEMENT - COMMUNITY PRESERVATION PROGRAM</b>			
<b>1. Request for Postponement of Inspection</b>			
a. First Request	No charge		
b. Second Request for	No charge	+\$400 penalty	
c. Third Request	No charge	+\$800 penalty	
d. "No Show" for Inspection Appointment	\$392.00	+\$1,600 penalty	
<b>2. Violation of Community Preservation, Sign, Vehicle, Weed Abatement, Building, Public Nuisance, Zoning Ordinances, and HMC Code violations</b>			
a. First Violation			
(1) Initial inspection	No charge		
Code Enforcement - Reinspection Fee	\$626.00		
(3) Penalty for initial violation	\$400.00	penalty	
(4) Penalty for second violation	\$800.00	penalty	
(5) Third failed and Subsequent violation penalty for repeat violations within 1 year inspection shows violation still exists	\$1,600.00	penalty	
<b>4. Egregious Violation(s) Penalties: On-going health and safety violations, public nuisances and illegal uses, including but not limited to: garage conversion, room additions, accessory structures, construction without permits, home occupation, use permits or site plan review, unpermitted uses related to environmental hazards.</b>			
a. Tier 1 for first verified violation(s)	\$1,500.00		
b. Tier 2 for second verified violation(s)	\$3,000.00		
c. Tier 3 for third and subsequent verified violation(s)	\$5,000.00		
<b>5. Tobacco Retailer License, Initial or Renewal Fee</b>	\$400.00	annual fee	
Initial Inspection	No Charge		
a. First Offense	\$1,500.00	penalty/30-day TRL suspension	
b. Second Offense	\$3,000.00	penalty/30-day TRL suspension	
c. Third Offense	\$5,000.00	penalty/30-day TRL suspension	
<b>Code Enforcement - Reinspection Fee</b>	\$117.00		
<b>6. Cannabis Licensing Program, License Renewal, Inspection, Penalties Fees</b>			
a. Preliminary Determination of Eligibility/Screening Application	\$2,500.00		
b. Initial Commercial Cannabis Business Permit Application	\$15,000.00		*Covers cost of consultant review of business and operating plan, initial site inspections to verify compliance by applicable City staff, administrative costs, and program management, including HPD decoy operations.

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$423.73	0%	\$423.00		\$423
\$423.73	0%	\$423.00	+\$400 penalty	\$423
\$423.73	0%	\$423.00	+\$800 penalty	\$423
\$667.32	0%	\$667.00	+\$1,600 penalty	\$275
\$773.12	0%	\$773.00		\$773
\$696.22	0%	\$696.00		\$70
NA	NA	\$400.00	penalty	\$0
NA	NA	\$800.00	penalty	\$0
NA	NA	\$1,600.00	penalty	\$0
NA	NA	\$1,500.00		\$0
NA	NA	\$3,000.00		\$0
NA	NA	\$5,000.00		\$0
\$722.37	0%	\$722.00	annual fee	\$322
\$773.12	0%	\$773.00		\$773
NA	NA	\$1,500.00	penalty/30-day TRL suspension	\$0
NA	NA	\$3,000.00	penalty/30-day TRL suspension	\$0
NA	NA	\$5,000.00	penalty/30-day TRL suspension	\$0
\$696.22	0%	\$696.00		\$579
NA	NA	\$2,500.00		\$0
NA	NA	\$15,000.00		\$0

**CODE ENFORCEMENT**

Title	Current Fee/Charge	Unit	Notes
<b>c. Annual Cannabis Permit Renewal Fee, Per License Type</b>			
*Covers cost of follow-up site inspections to verify compliance and related administrative costs.			
Delivery	\$5,000.00		
Distribution	\$5,000.00		
Cultivation	\$8,000.00		
Manufacturing	\$8,000.00		
Retail Dispensaries (Storefront)	\$10,000.00		
Microbusiness (includes all activities)	\$20,000.00		
Testing Labs	\$3,000.00		
d. Temporary Cannabis Permit Activity	\$2,500.00	deposit/hourly	
e. Modification to Existing Commercial Cannabis Permit Does Not Include Revisions to Planning Entitlements	\$2,000.00	deposit/hourly	
<b>f. Employee Work Permit Application Fee</b>			
1) Initial Application Fee (Including, but not limited to, Fingerprints, Live Scan, and Badge)	\$299.00		
2) Renewal Fee w/o Live Scan	\$160.00		
<b>g. Inspection Fees</b>			
1) Initial Inspection	\$0.00		no charge - Included in initial permit application
2) Code Enforcement - Reinspection	\$500.00		Standardized - Re-Inspection Fee
<b>h. Penalties for Non-Cultivation Related Violations</b>			
1) First Violation	\$5,000.00		
2) Second Violation	\$10,000.00		
3) Third Violation	\$15,000.00		
4) Selling Cannabis Product to a Minor	\$2,500.00	incident	
<b>i. Penalties for Cultivation Violations</b>			
1) First Violation	\$1,000.00	per plant	
2) Second violation within 2 years	\$2,500.00	per plant	
3) Third violation within 2 years	\$5,000.00	per plant	
<b>7. Grading or Encroachment Permit</b>			
b. Code Enforcement Investigation fees, for permit not obtained or illegal Project	\$2,000.00		
<b>8. Building Violation Fees</b>			
a. Investigation Fee for work done without Permits (in addition to the regular permit fees)	200% of Building Permit Fee		
b. Filing of Notice of Substandard or Hazardous Structure	\$164.00	per hour	
c. Removal of Notice Substandard or Hazardous Structure	\$164.00	per hour	
d. Placards for Condemnation	\$164.00	per hour	

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$5,037.21	1%	\$5,000.00		\$0
\$5,037.21	1%	\$5,000.00		\$0
NA	NA	\$8,000.00		\$0
NA	NA	\$8,000.00		\$0
NA	NA	\$10,000.00		\$0
NA	NA	\$20,000.00		\$0
\$5,037.21	40%	\$3,000.00		\$0
\$5,037.21	50%	\$2,500.00	deposit/hourly	\$0
\$5,037.21	60%	\$2,000.00	deposit/hourly	\$0
NA	NA	\$299.00		\$0
NA	NA	\$160.00		\$0
\$988.02	100%	\$0.00		\$0
\$696.22	0%	\$696.00		\$196
NA	NA	\$5,000.00		\$0
NA	NA	\$10,000.00		\$0
NA	NA	\$15,000.00		\$0
NA	NA	\$2,500.00	incident	\$0
NA	NA	\$1,000.00	per plant	\$0
NA	NA	\$2,500.00	per plant	\$0
NA	NA	\$5,000.00	per plant	\$0
NA	NA	\$2,000.00		\$0
\$2,077.71	4%	\$2,000.00		NA
\$281.49	1%	\$280.00	per hour	\$116
\$281.49	1%	\$280.00	per hour	\$116
\$281.49	1%	\$280.00	per hour	\$116

**CODE ENFORCEMENT**

Title	Current Fee/Charge	Unit	Notes
e. Notice and Order	\$164.00	per hour	
<b>9. Vacant Property Monitoring</b>			
Annual Vacant Property Registration and Monitoring Fee	\$2,550.00		(minimum of one inspection per year)
Program Fees:			
Initial Inspection, no violation found	No charge		ONLY, If a violation is found
Code Enforcement - Re-Inspection Fee	\$500.00		
Initial Inspection, violation found	\$1,500.00	penalty	
2nd Re-inspection, violation found	\$3,000.00	penalty	
3rd and subsequent re-inspection, violations found	\$5,000.00	penalty	
<b>CODE ENFORCEMENT – RENTAL HOUSING &amp; HOTEL INSPECTION PROGRAM</b>			
<b>1. Annual Fee for rental housing, hotel or motel</b>			
a. Single-family, duplex, triplex, or fourplex	\$88.00		
b. Five or more units	\$22.00	per unit	
<b>2. First request for postponement of initial inspection or progress check</b>			
	No charge		
<b>3. Inspection, report, and enforcement actions pursuant to HMC, Ch. 9, Art. 5, rental unit parce</b>			
a. Initial inspection	Included in annual fee		
Code Enforcement - Re-Inspection Fee (single unit )	\$500.00		
Code Enforcement - Multi-family Re-Inspection Fee(per unit)	New		
d. First Progress Check, violations not corrected	\$400.00	penalty	
e. Second Progress Check	\$400.00	penalty	
f. Third and Subsequent Progress Checks	\$800.00	penalty	
<b>4. Initial Inspection or Progress Check, No Access or Re-schedule</b>			
a. First Site Visit	\$116.00	+ \$400 penalty	
b. Second Site Visit	\$116.00	+ \$800 penalty	
c. Third and Subsequent Site Visit	\$116.00	+ \$1600 penalty	
<b>5. Rent Control Deregulation Inspection pursuant to Ordinance No. 83-023 as amended.</b>			
a. Initial inspection/survey and one re-inspection	\$700.00		
b. Additional re-inspections	\$350.00	per inspection	
<b>Code Enforcement Administration</b>			
Lien/Special Assessment (per parcel): <b>Unpaid Annual Program Fees</b>	1,811.00		
Lien/Special Assessment(per parcel): <b>Code Violations</b>	1,811.00		
<b>3. Hearing Fee:</b> Administrative, Special Assessment, Administrative Citation, and Lien Hearings)	\$946.00		
c. <b>Abatement costs</b> (per parcel)	\$1,325.00	plus contractor costs	
d. Hourly Code Enforcement Inspection Fee (Aplicable to all Code caase Types above initial 2 hours with continuing violations)	\$474.28		
e. Police Standby Safety Fee	New		
f. Legal Consultation	New		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$281.49	1%	\$280.00	per hour	\$116
\$2,607.41	0%	\$2,607.00		\$57
\$988.02	0%	\$988.00		\$988
\$696.22	0%	\$696.00		\$196
NA	NA	\$1,500.00	penalty	\$0
NA	NA	\$3,000.00	penalty	\$0
NA	NA	\$5,000.00	penalty	\$0
\$180.47	0%	\$125.00		\$37
\$45.12	0%	\$35.00	per unit	\$13
NA	NA	No charge		\$0
\$988.02	0%	\$988.00		\$988
\$696.22	0%	\$696.00		\$196
\$175.03	0%	\$175.00		NA
NA	NA	\$400.00	penalty	\$0
NA	NA	\$800.00	penalty	\$400
NA	NA	\$1,600.00	penalty	\$800
\$423.73	0%	\$423.00	+ \$400 penalty	\$307
\$423.73	0%	\$423.00	+ \$800 penalty	\$307
\$423.73	0%	\$423.00	+ \$1600 penalty	\$307
\$938.72	0%	\$938.00		\$238
\$696.22	0%	\$696.00	per inspection	\$346
\$806.09	0%	\$806.00		-\$1,005.00
\$1,858.93	0%	\$1,858.00		\$47.00
\$1,276.35	0%	\$1,276.00		\$330.00
\$1,447.96	0%	\$1,447.00		\$122.00
\$474.28	0%	\$474.28		\$0.00
\$309.60	0%	\$309.00		NA
\$480.74	0%	\$480.00		NA

**PLANNING**

Title	Current Fee/Charge	Unit	Notes
1. Conceptual Development Review Meeting - Subsequent meetings (Subsequent meetings related to same project/project site)	\$328.00	per hour	No charge for 1st meeting
2. SB330 Preliminary Application	\$1,000.00	Time & Material; Initial Deposit	
3. Code Assistance Meeting	No Charge		
4. Review of Business License	\$82.00	per license	
5. Annexation Proceedings - Costs shall also include, but not be limited to, current annexation filing fees established by the Board of Equalization in manner provided by the State Government Code Section 54902.5.	\$15,000.00	Time & Material; Initial Deposit	
6. LAFCO Utility Service Agreement (Preparation and processing of documents in connection with utility service to property outside of the City limits)	\$5,000.00	Time & Material; Initial Deposit	
7. Environmental/Technical Analysis (Contract) Consultant	\$5,000.00	Time & Material; Initial Deposit	
8. General Plan Amendment1	\$12,000.00	Time & Material; Initial Deposit	
9. Text Change to Zoning Ordinance1	\$12,000.00	Time & Material; Initial Deposit	
10. Rezoning and Pre-zoning (including new or major modification to a Planned Development)1	\$12,000.00	Time & Material; Initial Deposit	
11. Rezoning (Planned Development Precise Plan or Preliminary Plan Minor Modification)	\$6,000.00	Time & Material; Initial Deposit	
12. Conditional Use Permit1	\$6,000.00	Time & Material; Initial Deposit	
13. Administrative Use Permit1			
a. Livestock	\$500.00	per application	
b. Food Vendors	\$700.00	per application	
c. Processed Administratively	\$2,000.00	Time & Material; Initial Deposit	
d. Involving Public Hearing	\$6,000.00	Time & Material; Initial Deposit	
14. Site Plan Review			
a. Processed Administratively	\$2,000.00	Time & Material; Initial Deposit	
b. Involving Public Hearing	\$6,000.00	Time & Material; Initial Deposit	
15. Variance/Warrants - Processed Administratively	\$6,000.00	Time & Material; Initial Deposit	
16. Variance/Warrants & Exceptions – Involving Public Hearing	\$2,000.00	Time & Material; Initial Deposit	
17. Modification of Approved Development Plan – Processed Administratively -	\$2,000.00	Time & Material; Initial Deposit	
18. Modification of Approved Development Plan – Involving Public Hearing -	\$6,000.00	Time & Material; Initial Deposit	
19. Extension of Approved Development Plan/Applications	\$1,000.00	Time & Material; Initial Deposit	
20. Designation of Historical or Architectural Significance1	\$6,000.00	Time & Material; Initial Deposit	
21. Development Agreement			
a. Review of application, negotiation of agreements, processing through Planning Commission and City Council	\$12,000.00	Time & Material; Initial Deposit	
b. Amendment Processing	\$6,000.00	Time & Material; Initial Deposit	
c. Annual Review	\$1,000.00	Time & Material; Initial Deposit	
22. Written Verification of Zoning Designation or Similar Request	\$500.00	per application	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$392.00	0%	\$392.00	\$64
NA	NA	\$1,000.00	\$0
NA	NA	No Charge	\$0
\$98.00	0%	\$98.00	\$16
NA	NA	\$15,000.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$12,000.00	\$0
NA	NA	\$12,000.00	\$0
NA	NA	\$12,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$700.00	\$0
NA	NA	\$2,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$4,000.00	\$2,000
NA	NA	\$6,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$2,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$2,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$12,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$1,000.00	\$0
\$587.40	0%	\$587.00	\$87

**PLANNING**

Title	Current Fee/Charge	Unit	Notes
23. Research	\$164.00	per hour after first 15 minutes	
24. Zoning Conformance Permit			
a. Tier One: Apiaries, Unattended Collection Boxes	\$210.00	per application	
b. Tier Two: Household Pets (when required)	\$53.00	per application	
c. Tier Three: Accessory Dwelling Unit	\$328.00	per unit	
d. Tier Four: Outdoor dining	New		
25. Sign Permits			
a. Sign Permit (one business)	\$327.00		
b. Sign Permit (each additional business – same application)	\$327.00		
c. Temporary Sign Permit (Banners, Flags, Streamers, Pennants, Buntin, Searchlights, Inflatable Signs, Human Signs) *Temporary sign deposits to be refunded upon removal of signage	\$100.00	Fee plus \$200 Deposit	
d. Portable/A-Frame Signs	\$50.00	encroachment Permit	
e. Mural Art	\$50.00		
26. Sign Program	\$817.00		
27. Appeal Fee for Applicant	\$6,000.00	Time & Material; Initial Deposit	
28. Appeal Fee Other Than Applicant	\$400.00		
29. Tentative Tract or Tentative Parcel Map			
a. Processed Administratively	\$4,000.00	Time & Material; Initial Deposit	
b. Involving Public Hearing	\$6,000.00	Time & Material; Initial Deposit	
30. Landscape Lighting Assessment District Benefit Zone Annexation & Formation	\$15,000.00	Time & Material; Initial Deposit	
31. Lot Line Adjustment	\$4,000.00	Time & Material; Initial Deposit	
32. Certificate of Merger or Certificate of Compliance	\$4,000.00	Time & Material; Initial Deposit	
33. Security Gate Application	\$1,635.00		
34. Street Event Permit	\$2,944.00		
35. Tree Preservation			
a. Annual Pruning Certification	\$817.00		
b. Tree Removal/pruning A Minor Encroachment Permit may also be required – See Engineering Services Section	\$490.00		
c. Investigation and Violation Fee for work done without Permits (in addition to the regular permit fees)	200% of Tree Permit		
36. Mobile-home Park Closure/Change of Use	\$9,814.00		
37. Inspections – Planning and Landscape			
a. Code Enforcement Compliance Inspection Fee	\$125.00		
b. Landscape Inspection and/or Re-inspection Fee	\$164.00	per hour	
38. Policy Planning Fee	16% of Building Permit Fee		
39. Park Impact Fee - residential			
a. ADU that is 750+ s.f.	\$3,823.00		
b. Studio/0-bedroom Unit	\$3,823.00		
c. 1 Bedroom Unit	\$5,985.00		
d. 2 Bedroom Unit	\$10,765.00		
e. 3 Bedroom Unit	\$18,855.00		
f. 4+ Bedroom Unit (Industrial Development (Industrial us in IL, IP, or IG zoning district)	\$26,227.00		
g. Gross Floor Area	\$0.96	per s.f.	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$195.80	0%	\$195.00	\$31
\$293.70	0%	\$293.00	\$83
\$98.00	0%	\$98.00	\$45
\$392.00	0%	\$392.00	\$64
\$587.40	0%	\$587.00	NA
\$392.00	0%	\$392.00	\$65
\$392.00	0%	\$392.00	\$65
NA	NA	\$100.00	\$0
\$392.00	87%	\$50.00	\$0
\$587.40	91%	\$50.00	\$0
\$1,000.00	0%	\$1,000 Time & Material; Initial Deposit	\$183
NA	NA	\$6,000.00	\$0
\$490.00	0%	\$490.00	\$90
NA	NA	\$4,000.00	\$0
NA	NA	\$6,000.00	\$0
NA	NA	\$15,000.00	\$0
NA	NA	\$4,000.00	\$0
NA	NA	\$4,000.00	\$0
\$2,000.00	0%	\$2,000 Time & Material; Initial Deposit	\$365
NA	NA	\$2,944.00	\$0
\$392.00	0%	\$392.00	-\$425
\$1,036.11	43%	\$587.00	\$97
NA	NA	200% of Tree Permit	\$0
\$11,748.01	0%	\$11,748.00	\$1,934
\$208.73	22%	\$162.00	\$37
\$196.00	0%	\$196.00	\$32
16%	0%	16%	\$0
NA	NA	\$3,823.00	\$0
NA	NA	\$3,823.00	\$0
NA	NA	\$5,985.00	\$0
NA	NA	\$10,765.00	\$0
NA	NA	\$18,855.00	\$0
NA	NA	\$26,227.00	\$0
NA	NA	\$0.96	\$0



## PLANNING

Title	Current Fee/Charge	Unit	Notes
Notes: 1. "Bedroom", "dwelling unit", "gross floor area", as defined by HMC Sec. 10-1.3500. 2. Projects receiving all discretionary approvals by the effective date of this Resolution shall be subject to the parkland dedication and in- lieu fee requirements in effect immediately prior to the effective date of Resolution 19-245.			
40. Affordable Housing In-Lieu Fees			
1. Residential Development Projects Ten Units or More			
a. High-Density Condominiums (35 units per acre or more)	\$19.39	Square Foot of Habitable Space*	
b. Lower Density Ownership Housing (Less than 35 units per acre)	\$26.05	Square Foot of Habitable Space*	
c. All other Dwelling Unit Types	\$23.51	Square Foot of Habitable Space*	
*Notes: Affordable housing in-lieu fees shall be paid either prior to issuance of a building permit or prior to approval of a final inspection or issuance of an occupancy permit. Fees paid at occupancy shall be increased by 10 percent (10%). Habitable Space means floor area within a dwelling unit designed, used, or intended to be used exclusively for living and sleeping purposes and exclusive of vent shafts, eaves, overhangs, atriums, covered entries and courts and any portion of a structure above ground used for parking, parking aisles, loading areas, or accessory uses.			
2. Residential Development Projects – Two to Nine Units: Projects of two to nine units shall pay the following percentage of the fee calculated pursuant to Section 40.1 above:			
Number of Units in the Project	Percentage of Calculated Fee		
2	50%		
3	67%		
4	75%		
5	80%		
6	83%		
7	86%		
8	88%		
9	89%		
3. Fractional Units			
If an applicant provides on-site Affordable Units under Chapter 10, Article 17 of the Hayward Municipal Code and elects to pay affordable housing in-lieu fees for a fractional unit, the fractional in-lieu fee payment shall be calculated as follows: Fractional Unit / Total Affordable Unit Requirement x Per Square Foot Fee x Total Habitable Square Footage in the Project			
4. Applications for Residential Development Projects of Two or More Units Deemed Complete as of December 20, 2017			
a. Projects receiving all discretionary approvals by February 1, 2018: Affordable housing impact fees in effect on December 20, 2017.			
b. Projects not receiving all discretionary approvals by February 1, 2018, provided that all discretionary approvals and building permit(s) are obtained within two (2) years of December 20, 2017: 50% of the affordable housing in-lieu fee calculated under either Section 3.1 or Section 3.2 of RES 17-167, as applicable depending on the size of the project.			
Mills Act Application	2,000.00	Time & Material; Initial Deposit	
Annual Compliance Inspection	387.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$19.39	\$0.00
NA	NA	\$26.05	\$0.00
NA	NA	\$23.51	\$0.00
NA	NA	\$2,000.00	\$0.00
NA	NA	\$387.00	\$0.00

**HOUSING**

Title	Current Fee/Charge	Unit
<b>1. RENT STABILIZATION ADMINISTRATION</b>		
a. Annual Fee per Rental Unit	\$32.00	
b. Annual Fee per Covered Rental Unit	\$66.00	
c. Annual Fee per Mobile-home Space	\$5.00	
The fees set forth herein shall be payable immediately and shall be delinquent if not received by the Housing Division on or before 5 p.m., August 31, 2024.		
<b>2. TENANT RELOCATION ASSISTANCE ORDINANCE HEARINGS</b>		
a. Hearing Fee: Administrative, Special Assessment, Administrative Citation, and Lien Hearings	\$946.00	per hearing
<b>3. LOAN SERVICING</b>		
General		
a. Title Report	Actual Costs	per report
b. Property Appraisal Report	Actual Costs	per report
c. Recording Fee	Actual Costs or \$50 minimum	per document
d. Document Preparation Fee	\$100.00	per document
Homeownership Loan Programs		
a. Subordination Fees (does not apply to CDBG and HOME)	\$600.00	per transaction
b. Late Payment Fee	The greater of 6% Monthly Loan or \$5.00 minimum	payment after 15 days
Below Market Rate Program Fees		
a. Subordination Fees	\$600.00	per transaction
b. Resale Fee	0.5%	purchase price
c. Exercise City Option to Purchase	3%	maximum restricted resale price
Affordable Rental Housing		
a. Loan Modification Fee	Actual Costs	Time and Materials
b. Subordination Fee	Actual Costs	Time and Materials
c. Monitoring Fee	\$50.00	Per unit
d. Resale Fee	Actual Costs	Time and Materials
e. Legal Fee	Actual Costs	per transaction

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$33.00	3%	\$32.00	\$0
\$67.00	1%	\$66.00	\$0
\$20.00	75%	\$5.00	\$0
\$6,124.11	76%	\$1,500.00	\$554
NA	NA	Actual Costs	\$0
NA	NA	Actual Costs	\$0
NA	NA	Actual Costs or \$50 minimum	\$0
\$268.71	63%	\$100.00	\$0
\$2,687.06	78%	\$600.00	\$0
NA	NA	The greater of 6% Monthly Loan or \$5.00 minimum	\$0
\$2,687.06	78%	\$600.00	\$0
NA	NA	0.5%	\$0
NA	NA	3.0%	\$0
NA	NA	Actual Costs	\$0
NA	NA	Actual Costs	\$0
\$106.08	53%	\$50.00	\$0
NA	NA	Actual Costs	\$0
NA	NA	Actual Costs	\$0

**POLICE**

Title	Current Fee/Charge	Unit	Notes
1. Photocopying of Reports			
a. Traffic Accident Reports	\$16.00	per report	
b. Other Reports	\$16.00	per report	
2. Photographs	\$24.00	each	
3. Citation Sign off - Outside Agencies	New	per citation	
4. Fingerprinting	\$26.00	each	(Fingerprint processing fees established by Federal or State agencies shall be additional charge.)
5. Traffic Police Security Services			
a. Traffic control and police security services for pre-planned, non-city sponsored events	Time & Motion		
b. Planned traffic control for contractors and utilities	Time & Motion		
6. Permit Processing			
(Fees are for processing only, fingerprint and Department of Justice fees are not included)			
a. Taxi Drivers			
(1) Initial Permit	\$609.00		
(2) Annual Renewal	\$304.00		
(3) Annual taxi operating sticker	\$152.00		
(4) Lost permit replacement	\$26.00		
b. Tow Permits			
(1) Company 1st License	\$304.00		
(2) Company Annual Renewal	\$40.00		
(3) Driver 1st License	\$304.00		
(4) Driver Annual Renewal	\$40.00		
(5) Lost Permit Replacement	\$40.00		
c. Massage Establishments			
(1) Initial Inspection/application and processing of new massage establishment	\$761.00		
(2) Annual Renewal fee for massage establishment	\$241.00		
(3) Badge Replacement	\$80.00		
(4) Massage Out-Call initial inspection/application	\$761.00		
(5) Massage Out-Call renewal	\$241.00		
d. Card Clubs Employee Permit			
(1) Initial permit	\$241.00		
(2) Annual renewal	\$160.00		
(3) Lost permit replacement	\$80.00		
e. Firearms			
(1) Background Investigation	Time & Motion		
(2) Firearm dealers annual permit	\$1,294.00		
f. Employees Working at a Cannabis Establishment			
(1) Employee Work Permit Application Fee			
a. Employee background check (live scan + fingerprint/photograph processing fee)	\$82.00 vice		
Any charges not specified below shall be established by State and/or Federal Statutes			
(1) Other Permit processing	Time & Motion		
7. Alarm Permit Fee			
a. New and annual renewal:	\$16.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$22.10	0%	\$22.00	\$6
\$22.10	0%	\$22.00	\$6
\$33.73	2%	\$33.00	\$9
\$27.80	3%	\$27.00	NA
\$35.36	1%	\$35.00	\$9
NA	NA	Time & Motion	\$0
NA	NA	Time & Motion	\$0
\$825.60	0%	\$825.00	\$216
\$412.80	0%	\$412.00	\$108
\$206.40	0%	\$206.00	\$54
\$35.36	1%	\$35.00	\$9
\$412.80	0%	\$412.00	\$108
\$53.04	0%	\$53.00	\$13
\$412.80	0%	\$412.00	\$108
\$53.04	0%	\$53.00	\$13
\$53.04	0%	\$53.00	\$13
\$1,031.99	0%	\$1,031.00	\$270
\$318.24	0%	\$318.00	\$77
\$106.08	0%	\$106.00	\$26
\$1,031.99	0%	\$1,031.00	\$270
NA	NA	\$241.00	\$0
NA	NA	\$241.00	\$0
\$212.16	0%	\$212.00	\$52
\$106.08	0%	\$106.00	\$26
NA	NA	Time & Motion	\$0
\$1,743.93	0%	\$1,743.00	\$449
NA	NA	\$82.00 vice	\$0
NA	NA	Time & Motion	\$0
\$22.10	0%	\$22.00	\$6

POLICE

Title	Current Fee/Charge	Unit	Notes
b. For Low income or persons in a temporary or permanent disabled status who:	\$12.00		
(1) meet the City income guidelines as defined in the All City Department section of the Master Fee Schedule			
(2) file with the Revenue Division of the Finance Department a discount application and adequate documentary evidence showing that the Permit applicant comes within the provision of subparagraph (a).			
8. False Alarm Fees (for instances of false alarms within any one-year period):			
a. First False Alarm Fee	\$0.00	records	
b. Second False Alarm Fee	\$185.00		
c. Third False Alarm Fee	\$185.00		
Penalty	\$50.00		
d. Fourth False Alarm Fee	\$185.00		
Penalty	\$200.00		
g. Fifth and Each Fee	\$185.00		
Subsequent False Alarm Penalty	\$400.00		
9. Vehicle Release Fee	\$235.00		
10. Vehicle Verification or Administrative Fee			
a. Onsite verification	\$76.00		
b. Offsite verification	\$152.00		
11. Communication Tapes	\$98.00	per tape	
12. Clearance Letters	\$43.00	per letter	
13. Auto Sales/Repair Permit	\$160.00		
14. Vehicle Abatement	\$160.00	per vehicle	
<b>Any charges not specified below shall be established by State and/or Federal statutes.</b>			
a. Cite & Release	\$89.00		
b. Hold for Court	\$180.00		
c. Transfer to Santa Rita	\$199.00		
15. Social Host Accountability Ordinance			
The following penalties and/or cost recovery are authorized by Chapter 4, Article 11 of the HMC. Penalties for violations and cost recovery are separate and distinct charges. Penalties for Violation - The following is authorized by sec 4-11.20 HMC			
a. First Violation	\$750.00		
b. Second Violation	\$1,500.00		
c. Third & Subsequent Violations	\$2,500.00		
Public Safety Services/Response Cost - The following is authorized by sec 4-11.25 HMC			
d. Recovery of the cost of the public safety response to a "Social Host" ordinance violation using the fully burdened cost allocation rate.	Time & Motion		
16. Firearms Range Maintenance Fees – apportions the upkeep of the period	\$2,000.00 firearms range among user law enforcement agencies over a fiscal year		
17. Alcohol			
a. Level I – Alcoholic Beverage Establishment Retail License Fee – Full service restaurants, wine shops, breweries, distilleries; and retail stores using no more than 5% of their floor area for alcohol sales, storage and display.	\$280.00		
b. Level II – Alcoholic Beverage Establishment Retail License Fee – All alcoholic beverage outlets other than Level I.	\$1,120.00		
c. Critical Incident Fee	Time & Motion		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$29.47	2%	\$29.00	\$17
NA	NA	\$0.00	\$0
NA	NA	\$185.00	\$0
NA	NA	\$185.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$185.00	\$0
NA	NA	\$200.00	\$0
NA	NA	\$185.00	\$0
NA	NA	\$400.00	\$0
\$250.60	0%	\$250.00	\$15
\$103.20	0%	\$103.00	\$27
\$206.40	0%	\$206.00	\$54
\$101.18	0%	\$101.00	\$3
\$51.56	1%	\$51.00	\$8
\$212.16	0%	\$212.00	\$52
\$212.16	0%	\$212.00	\$52
NA	NA	\$89.00	\$0
NA	NA	\$180.00	\$0
NA	NA	\$199.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$1,500.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	Time & Motion	\$0
NA	NA	\$2,000.00 firearms range among user law enforcement agencies over a fiscal year	\$0
NA	NA	\$280.00	\$0
NA	NA	\$1,120.00	\$0
NA	NA	Time & Motion	\$0

**POLICE**

Title	Current Fee/Charge	Unit	Notes
d. Violation of Alcoholic Beverage Outlets Ordinance			
(1) First Offense	\$750.00		
(2) Second Offense	\$1,500.00		
(3) Third and subsequent Offenses	\$2,500.00		
e. Reinspection Fee	Time & Motion		
f. Alcohol Sales – Special Event Permit	\$304.00		
<b>Tow Operation Fee</b>			
Fees to be charged for tow operations shall not be in excess of the following schedule:			
1. Towing			
a. Towing of vehicles of others (From public and private property)	\$225.00		
b. All other towing:			
1. Passenger vehicles	\$225.00		
2. Motorcycles	\$225.00		
3. Trucks to 10,000 lbs. (unloaded)	\$225.00		
4. Trucks 10,000 to 26,000 lbs.	\$250.00		
5. Trucks over 26,000 lbs.	\$375.00		
c. Extra labor charges on disabled vehicles. Applicable 1/2 hours after arrival of tow truck.	\$190.00	hr	(Per hour or portion thereof, at 15-minute increments)
d. Gate fee request between 5:00 PM and 8:00 AM On weekdays and all day Saturday, Sunday and Holidays	\$120.00		
2. Storage (Storage charges applicable after 8 hours)			
a. Passenger vehicles, motorcycles and trucks (To 8,000 lbs., outside per 24-hour period)	\$90.00		
b. Passenger vehicles, motorcycles and trucks (To 8,000 lbs., inside per 24-hour period)	\$90.00		
c. Trucks over 8,000 lbs., buses, and trailers over \$125.00 20 feet long	\$125.00		
3. Miscellaneous Service to the Public			
a. Service charges on disabled vehicles where no toW is made	\$100.00		
b. b) Release of vehicle from hook-up after authorization to tow	\$900.00		
4. Complicated Tow			
a. Trailer con gear (big rig dolly)	\$150.00		
b. Air cushion, includes operator for 3 hours	\$1,500.00		
c. Lumper, or extra personnel 6am to 6pm	\$50.00/hr. (2hr. min)		
5. City Owned Vehicles			
a. Removal or tow of vehicle	\$50.00		
b. Service charge on disabled vehicle (no tow)	\$50.00		
c. Tow from outside of City of Hayward	\$50.00	hr + 1.00 per mile	
**\$290 if 2 axle to portal** plus for Air cushion Towing, add \$174 for first three hours then \$400 after			
**\$454 if 3 axle to portal** plus for Air cushion Towing, add \$174 for first three hours then \$400 after			
<b>Concealed Carry Weapons Permit</b>			
<b>Fees below do not include State or other applicable fees:</b>			
1. New Permit Fee			
a. Standard - 2 Years	167.00		Fee plus State and other applicable fees*
b. Judicial - 3 Years	165.00		Fee plus State and other applicable fees*

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$750.00	\$0
NA	NA	\$1,500.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	Time & Motion	\$0
NA	NA	\$304.00	\$0
NA	NA	\$225.00	\$0
NA	NA	\$225.00	\$0
NA	NA	\$225.00	\$0
NA	NA	\$225.00	\$0
NA	NA	\$250.00	\$0
NA	NA	\$375.00	\$0
NA	NA	\$190.00	\$0
NA	NA	\$120.00	\$0
NA	NA	\$90.00	\$0
NA	NA	\$90.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$900.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$1,500.00	\$0
NA	NA	\$50.00/hr. (2hr. min)	\$0
NA	NA	\$50.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$167.00	\$0
NA	NA	\$165.00	\$0

POLICE

Title	Current Fee/Charge	Unit	Notes
c. Reserve - 4 Years	165.00		Fee plus State and other applicable fees*
d. Employment - 90 Days	165.00		Fee plus State and other applicable fees*
2. Renewal Fee			
a. Standard - 2 Years	25.00		Fee plus State and other applicable fees*
b. Judicial - 3 Years	25.00		Fee plus State and other applicable fees*
c. Reserve - 4 Years	25.00		Fee plus State and other applicable fees*
d. Employment - 90 Days	25.00		Fee plus State and other applicable fees*
*Additional applicable fees include: State Department of Justice fee, psychological evaluation, safety course, and range qualification.			
Hayward Film Permit			
1. Film Permit applications	\$125.00	per day	
2. Expedited Film Permit (3-5 days)	\$250.00	excludes larger productions	
3. Film Permit (TV series, movies, feature films, pilots)	\$175.00	per day	
4. Minor Encroachment Permit (filming) – excluding work to be performed by Public Works, i.e., no traffic control plan provided, just review	\$834.00	flat fee	
5. Major Encroachment Permit (filming) – includes work from Public Works, i.e., traffic control plan	\$1,507.00	flat fee	
6. Police clearance (filming)	\$105.00	hourly	
7. Fire Permit (filming)	\$100.00	flat fee (does not include cost if presence is required at event)	
8. Filming on City Property/Facilities/Hangars (varies) Airport Property and Hangars – filming and Photography requests will be authorized at the discretion of the Airport Manager provided that the requested activity will in no way interfere with the safe, orderly, and uninterrupted use of Airport facilities by Airport users or portrays the Airport in a negative manner.	\$1,500.00	daily fee (extra labor, security engineering or comparable cost are not included)	
9. Filming at City Hall	\$575.00	daily fee (does not include cost of guard, janitorial and insurance)	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$165.00	\$0
NA	NA	\$165.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$250.00	\$0
NA	NA	\$175.00	\$0
NA	NA	Dependent on encroachment type. Refer to Engineering Section B(5)	\$0
NA	NA	Time and Motion, \$4,000 Deposit. Refer to Engineering Section B(6)	NA
\$309.60	0%	\$309.00	\$204
\$262.82	0%	\$262.00	\$162
NA	NA	\$1,500.00	\$0
NA	NA	\$575.00	\$0

**UTILITIES AND ENVIRONMENTAL SERVICES**

Title	Current Fee/Charge	Unit
Wastewater Discharge Permit Fees and Miscellaneous Charges		
(1) Wastewater Discharge Permit Fees		
New Permit		
Categorical	\$4,275.00	
Non-Categorical Significant	\$2,890.00	
Groundwater	\$1,525.00	
Non-Sewered Credit	\$185.00	
Special Purpose (one-time discharge)	\$825.00	
Permit Renewal		
Categorical	\$2,935.00	
Non-Categorical Significant	\$2,100.00	
Groundwater	\$815.00	
Non-Sewered Credit	\$185.00	
Amendment		
Categorical	\$1,045.00	
Non-Categorical Significant	\$815.00	
Groundwater	\$505.00	
(2) Compliance Schedule (for correction of violations)	\$725.00	
(2) Wastewater Sampling		
(a) Composite Sample with Lab Costs	\$705.00	
(b) Composite Sample without Lab Costs	\$325.00	
(c) Grab Sample	\$335.00	
(d) Violation Follow-Up Sample with Lab Cost	\$705.00	
(e) Violation Follow-Up Sample without Lab Cost	\$325.00	
(f) Sampling Equipment Fee	\$25.00	
(3) Compliance Schedule (for Correction of Violations)	\$725.00	
(4) Violation follow-up inspection	\$615.00	
(5) Development Plan Review		
(a) Industrial	\$450.00	
(b) Commercial	\$450.00	
(c) Residential	\$280.00	
<b>2. WATER SERVICE CHARGES AND INSTALLATION FEES</b>		
a. Water Services charges for labor and materials (Reference: Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.02 and 11-2.04)		
(1) Single Services. (Also see (4) below)		
Meter Size and Service Size		
(a) 5/8" x 3/4"	\$4,200.00	
(b) 3/4" x 3/4"	\$4,200.00	
(c) 3/4" x 1"	\$4,200.00	
(d) 1" x 1"	\$4,200.00	
(e) 1" x 1-1/2"	\$4,960.00	
(f) 1-1/2 x 1-1/2	\$5,490.00	
(g) 1-1/2 x 2"	\$5,490.00	
(h) 2" x 2"	\$5,840.00	
(i) Larger than 2" x 2"	Actual cost of labor, materials, & equipment	
(2) Manifold Service. (Also see (4) below)		
Meter Size and Service Size		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$11,526.56	54%	\$5,343.00	\$1,068
\$7,880.10	54%	\$3,612.00	\$722
\$4,552.60	58%	\$1,906.00	\$381
\$342.44	33%	\$231.00	\$46
\$1,795.49	43%	\$1,031.00	\$206
\$5,763.28	36%	\$3,668.00	\$733
\$3,940.06	33%	\$2,625.00	\$525
\$2,144.55	53%	\$1,018.00	\$203
\$342.44	33%	\$231.00	\$46
\$2,703.20	52%	\$1,306.00	\$261
\$1,862.18	45%	\$1,018.00	\$203
\$1,189.57	47%	\$631.00	\$126
\$1,291.31	30%	\$906.00	\$181
\$1,213.09	27%	\$881.00	\$176
\$523.15	22%	\$406.00	\$81
\$523.15	20%	\$418.00	\$83
\$1,213.09	27%	\$881.00	\$176
\$523.15	22%	\$406.00	\$81
\$25.00	0%	\$25.00	\$0
\$1,291.31	30%	\$906.00	\$181
\$923.87	17%	\$768.00	\$153
\$751.59	25%	\$562.00	\$112
\$751.59	25%	\$562.00	\$112
\$751.59	53%	\$350.00	\$70
\$8,814.57	40%	\$5,250.00	\$1,050
\$8,814.57	40%	\$5,250.00	\$1,050
\$8,814.57	40%	\$5,250.00	\$1,050
\$8,814.57	40%	\$5,250.00	\$1,050
\$8,814.57	30%	\$6,200.00	\$1,240
\$8,814.57	22%	\$6,862.00	\$1,372
\$8,814.57	22%	\$6,862.00	\$1,372
\$8,814.57	17%	\$7,300.00	\$1,460
NA	NA	Deposit - T&M Initial deposit = \$10,000	\$0

**UTILITIES AND ENVIRONMENTAL SERVICES**

Title	Current Fee/Charge	Unit
(a) 5/8" x 5/8", 1"	\$5,340.00	
(b) 3/4" x 3/4", 1"	\$5,340.00	
(c) 1" x 1", 1 1/2"	\$5,340.00	
(d) 1" x 1-1/2", 2"	\$5,680.00	
(e) 1-1/2" x 1-1/2", 2"	\$6,020.00	
(f) 1-1/2" x 2", 2"	\$6,210.00	
(g) 2" x 2", 2"	\$6,430.00	
(h) More than two meters or larger than 2" service line	Actual cost of labor, materials, & equipment	
(3) Meters Set on Existing Service. (Also see (4) below)		
Meter Size		
(a) 5/8"	\$340.00	
(b) 3/4"	\$380.00	
(c) 1"	\$420.00	
(d) 1-1/2"	\$640.00	
(e) 2"	\$810.00	
(f) Larger than 2"	Actual cost of labor, materials, & equipment	
(4) All meters in new developments shall have remote radio read capability. The cost for remote read capability is \$200 per meter, which is in addition to the fees listed above.	\$200.00	per meter
b. Water Service, Construction Work, Temporary Service (Reference: Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.22)		
(1) Water Hydrant Meter Deposit		
Water Hydrant Meter Deposit Fees (for a 3/4" hydrant meter)	New	
Water Hydrant Meter Deposit Fees (for a 3" hydrant meter)	\$1,800.00	
Water Hydrant Meter Deposit Fees (for a 4" hydrant meter)	New	
Water Hydrant Meter Deposit Fees (for a 6" hydrant meter)	New	
(2) The monthly meter service charge on all hydrant and construction meters shall be as follows:		
(a) 3/4" meter	\$16.00	per month
(b) 3" meter	\$120.00	per month
(c) 4" meter	\$210.00	per month
(d) 6" meter	\$650.00	per month
(3) All hydrant and construction meter accounts will accrue charges for minimum monthly consumption on the following amounts, whether or not this amount of water is actually used.		
(a) 3/4" meter	1,600 cu ft.	
(b) 3" meter	12,750 cu ft.	
(c) 4" meter	28,000 cu ft.	
(d) 6" meter	50,000 cu ft.	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$9,614.57	31%	\$6,675.00	\$1,335
\$9,614.57	31%	\$6,675.00	\$1,335
\$9,614.57	31%	\$6,675.00	\$1,335
\$9,614.57	26%	\$7,100.00	\$1,420
\$9,614.57	22%	\$7,525.00	\$1,505
\$9,614.57	19%	\$7,762.00	\$1,552
\$9,614.57	16%	\$8,037.00	\$1,607
NA	NA	Deposit - T&M Initial deposit = \$10,000	\$0
\$601.33	29%	\$425.00	\$85
\$601.33	21%	\$475.00	\$95
\$601.33	13%	\$525.00	\$105
\$856.18	7%	\$800.00	\$160
\$941.13	0%	\$941.00	\$131
NA	NA	Deposit - T&M Initial deposit = \$1,000	\$0
\$200.00	0%	\$200.00	\$0
NA	NA	\$1,800.00	NA
NA	NA	\$3,000.00	\$1,200
NA	NA	\$3,000.00	NA
NA	NA	\$5,300.00	NA
NA	NA	\$16.00	\$0
NA	NA	\$120.00	\$0
NA	NA	\$210.00	\$0
NA	NA	\$650.00	\$0
All hydrant and construction meter accounts accrue charges for monthly consumption on the following amounts. However, customers who report water consumption data and can provide proof they have consumed less than the proposed minimum charges in the table below shall only be billed for the amount consumed.			
1,600 cu ft. (16 CCF)			
12,750 cu ft. (127.5 CCF)			
28,000 cu ft. (280 CCF)			
50,000 cu ft. (500 CCF)			



**UTILITIES AND ENVIRONMENTAL SERVICES**

Title	Current Fee/Charge	Unit
(4) Failure to Report Hydrant or Construction Meter Reading shall cause a \$60.00 charge for each month that a reading is not reported (Hayward Municipal Code, Chapter 11, Article 2, Section 11-2.22). This charge is in addition to service charges and water usage charges.	\$60.00	
c. Water System Facilities Fee (Reference Hayward Municipal Code, Chapter 11, Article 2, Section 11- 2.35)		
Water Connection (or Facilities) Fee:		
(1) Residential		
The facilities fee will be based on the water meter size required to meet the indoor demand (excluding fire service demand) and outdoor demand of the residence as determined by the City, based on fixture unit count. The meter that is installed may be larger than the meter facilities fee that is charged if the service is combined with a private fire service. For multi-family complexes, the facilities fee will be based on the water meter size required to meet the indoor demand for each dwelling unit, as determined by the City, regardless of the arrangement of water meters or meter sizes at the premises.		
(a) 5/8" meter	\$7,133.00	
(b) 3/4" meter	\$10,703.00	
(c) 1" meter	\$17,831.00	
(2) Non-residential, each separate irrigation service, and each residential unit with meter size larger than 1"		
(a) 5/8" meter	\$7,133.00	
(b) 3/4" meter	\$10,703.00	
(c) 1" meter	\$17,831.00	
(d) 1 ½" meter	\$35,662.00	
(e) 2" meter	\$57,057.00	
(f) 3" meter	\$113,114.00	
(g) 4" meter	\$178,310.00	
(h) 6" meter	\$356,620.00	
(i) 8" meter	\$570,592.00	
(j) 10" meter	\$820,226.00	
(3) Fire Service, per service regardless of size	\$7,133.00	
Fire Flow Test	\$326.00	each fire flow test
h. Other Water System Fees and Charges		
Account Establishment Fee	\$70.00	
After-Hours Meter Activation Fee	\$72.00	
Meter Lock Fee	\$92.00	
Meter Removal Fee	\$90.00	
Meter Test Fee (up to 1-inch meter)	\$223.00	
Meter Test Fee (1 1/2-inch to 2-inch meter)	\$295.00	
Meter Test Fee (3-inch meter and larger)	\$367.00	
Noticing Fee	\$6.00	
Service Restoration/Unlock Fee	\$50.00	
Capping and uncapping of 2" meter and below	New	
i. Special Billings		
1. Special Requests for Water Billing		
(a) Base Rate Services	\$26.00	
(b) Each Additional Meter	\$9.00	
j. Development Plan Review		
Residential	\$67.00	
Commercial	\$112.00	
Industrial	\$179.00	
k. Water Service Connection Plan Review (Outside City of Hayward's Jurisdiction)		
(a) From main in street or easement to water meter up to 100 linear feet	New	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$120.00	\$60
NA	NA	\$7,133.00	\$0
NA	NA	\$10,703.00	\$0
NA	NA	\$17,831.00	\$0
NA	NA	\$7,133.00	\$0
NA	NA	\$10,703.00	\$0
NA	NA	\$17,831.00	\$0
NA	NA	\$35,662.00	\$0
NA	NA	\$57,057.00	\$0
NA	NA	\$113,114.00	\$0
NA	NA	\$178,310.00	\$0
NA	NA	\$356,620.00	\$0
NA	NA	\$570,592.00	\$0
NA	NA	\$820,226.00	\$0
NA	NA	\$7,133.00	\$0
\$759.44	46%	\$407.00	\$81
\$121.59	28%	\$87.00	\$17
\$254.00	65%	\$90.00	\$18
\$398.92	71%	\$115.00	\$23
\$489.27	77%	\$112.00	\$22
\$947.00	71%	\$278.00	\$55
\$1,183.45	69%	\$368.00	\$73
\$1,981.30	77%	\$458.00	\$91
\$24.99	4%	\$24.00	\$18
\$117.72	1%	\$117.00	\$67
\$1,286.69	56%	\$570.00	NA
NA	NA	\$26.00	\$0
NA	NA	\$9.00	\$0
\$661.49	70%	\$200.00	\$133
\$514.77	42%	\$300.00	\$188
\$416.95	28%	\$300.00	\$121
\$528.90	0%	\$528.00	NA

**UTILITIES AND ENVIRONMENTAL SERVICES**

Title	Current Fee/Charge	Unit
(b) Each additional 100 linear feet or fraction thereof (up to 400 linear feet)	New	
<b>3. STORMWATER</b>		
a. Stormwater Treatment Measure Inspection	\$485.00	
b. Stormwater Facility Inspection		
Industrial (under State Permit)	\$415.00	
Industrial (not under State Permit)	\$415.00	
Restaurant	\$265.00	
Commercial	\$225.00	
The stormwater facility inspection fee will be waived if the inspection does not result in an adverse finding for the property and the potential for pollutant discharge is nonexistent.		
<b>4. RECYCLED WATER</b>		
(1) Recycled Water Connection Fee		
The recycled water connection fee will be based on the recycled water meter size required to meet the recycled water demand of the property as determined by the City.		
(a) 5/8" meter	\$7,133.00	
(b) 3/4" meter	\$10,703.00	
(c) 1" meter	\$17,831.00	
(d) 1 1/2" meter	\$35,662.00	
(e) 2" meter	\$57,057.00	
(f) 3" meter	\$114,114.00	
(g) 4" meter	\$178,310.00	
(h) 6" meter	\$356,620.00	
(i) 8" meter	\$570,592.00	
(j) 10" meter	\$820,226.00	
<b>6. SOLID WASTE PLAN REVIEW FEES</b>		
a. Development Plan Review		
Single Family or Remodel	\$50.00	
Tract Development	\$160.00	
Commercial/Industrial	\$120.00	
Tenant Improvement w/ Trash Enclosure	\$80.00	
Tenant Improvement w/o Trash Enclosure	\$80.00	
Mixed Use (Commercial & Residential)	Actual Cost	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$396.67	0%	\$396.00	NA
\$1,032.83	41%	\$606.00	\$121
\$754.90	31%	\$518.00	\$103
\$754.90	31%	\$518.00	\$103
\$754.90	56%	\$331.00	\$66
\$754.90	63%	\$281.00	\$56
NA	NA	\$7,133.00	\$0
NA	NA	\$10,703.00	\$0
NA	NA	\$17,831.00	\$0
NA	NA	\$35,662.00	\$0
NA	NA	\$57,057.00	\$0
NA	NA	\$114,114.00	\$0
NA	NA	\$178,310.00	\$0
NA	NA	\$356,620.00	\$0
NA	NA	\$570,592.00	\$0
NA	NA	\$820,226.00	\$0
\$141.17	56%	\$62.00	\$12
\$495.08	60%	\$200.00	\$40
\$363.29	59%	\$150.00	\$30
\$240.97	59%	\$100.00	\$20
NA	NA	Actual Cost	\$0

**ENGINEERING SERVICES**

Title	Current Fee/Charge	Unit
<b>1. Publication</b>		
a. Standard Detail	\$34.00	
b. "No Parking" Signs	\$25.00	
c. Copy and print full size prints (24x36) first 10 pages (fee is per page)	\$5.00	
d. Copy and print full size prints (24x36) first 11+ pages (fee is per page)	\$2.00	
<b>2. Survey</b>		
a. Curb and gutter staking, up to 100 linear ft.	\$851.00	
b. Curb and gutter skating; after 100 linear feet – each additional 50 linear feet	\$372.00	
c. Grade calculation s and cut sheets per location	\$372.00	
d. Form checking: up to 100 linear feet	\$761.00	
e. Form checking: after 100 linear feet – each additional 50 linear feet	\$190.00	
<b>3. Sidewalk Rehabilitation Program</b>		
a. Single Family Residential lots	\$550.00	
b. Multi-family with 1 or 2 damaged locations	\$550.00	
c. Additional locations	\$550.00	
<b>4. Major Street Improvement Plan Review</b>	\$2,520.00	Deposit – T&M
<b>5. Encroachment Permit Application – Minor Work</b>	\$327.00	plus Public Works inspection fee
<b>a. Concrete</b>		
(1) Curb, gutter, and/or sidewalk (including driveway) First 100 linear feet	\$425.00	
(2) Each additional 100 linear feet or fraction thereof	\$309.00	
(3) Driveway, handicapped ramp, curb return	\$425.00	
(4) Planter strip fill (each property)	\$154.00	
<b>b. Drainage</b>		
(1) Drainage system and appurtenance, first 100 linear feet	\$541.00	
(2) Each additional 100 linear feet or fraction thereof	\$425.00	
(3) Drainage tie-in to existing structures	\$425.00	
(4) Non-standard structures (other than above	\$541.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$20.99	5%	\$20.00	-\$14
\$29.66	2%	\$29.00	\$4
\$25.99	62%	\$10.00	\$5
\$22.99	65%	\$8.00	\$6
\$870.19	0%	\$870.00	\$19
\$420.01	0%	\$420.00	\$48
\$420.01	0%	\$420.00	\$48
\$840.01	0%	\$840.00	\$79
\$210.00	0%	\$210.00	\$20
\$529.87	0%	\$529.00	-\$21
\$529.87	0%	\$529.00	-\$21
\$529.87	0%	\$529.00	-\$21
\$3,027.26	0%	\$3,027.00	\$507
NA	NA	\$327 plus Public Works inspection fee	\$0
\$496.37	0%	\$496.00	\$71
\$496.37	22%	\$386.00	\$77
\$360.58	0%	\$360.00	-\$65
\$180.29	0%	\$180.00	\$26
\$1,026.24	34%	\$676.00	\$135
\$890.44	40%	\$531.00	\$106
\$890.44	40%	\$531.00	\$106
\$1,026.24	34%	\$676.00	\$135

**ENGINEERING SERVICES**

Title	Current Fee/Charge	Unit
(5) Manholes, vaults, area drains, storm water inlets other standard structures	\$541.00	
(6) Storm Water Interceptors	\$541.00	
c. Street Work & Miscellaneous		
(1) Street trenches or bores up to 100 linear feet	\$425.00	
(2) Each additional 100 linear feet or fraction thereof	\$309.00	
(3) Street cuts, other, up to 100 square feet	\$425.00	
(4) Each additional 100 sq. feet or fraction thereof	\$309.00	
(5) Temporary placement of Debris Box or Storage Container within public right-of-way. (cost per month)	\$270.00	
(6) Street micro trench up to 500 linear feet	New	
(7) Street bores or any trenchless work up to 500 linear feet	New	
(8) Sidewalk area obstruction fee, first week only	\$579.00	
a. Sidewalk area obstruction fee, each additional week or fraction thereof	\$115.00	
(7) Compaction tests – each test as required per hour	T&M	per hour
(8) Temporary lane closure only (no construction), first week only	\$309.00	
a. Temporary lane closure only (no construction), each additional week or fraction thereof	\$115.00	
d. Monitoring well inspection and plan review		
(1) First well		
a. Inspection	\$425.00	
b. Plan review	\$534.00	
(2) Each additional well within the same general location		
a. Inspection	\$193.00	
e. Utility Services – New or Repaired		
(1) Each new or replaced utility pole location, guy wire, etc.	\$309.00	
(2) Each utility service connection in sidewalk or street (gas electric, telephone, etc.)	\$425.00	
f. Sanitary Sewers		
(1) Sanitary Sewer Laterals		
a. From main in street or easement to building up to 100 linear feet	\$541.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,026.24	34%	\$676.00	\$135
\$1,026.24	34%	\$677.00	\$136
\$811.63	35%	\$531.25	\$106
\$675.83	43%	\$386.25	\$77
\$811.63	35%	\$531.25	\$106
\$675.83	43%	\$386.25	\$77
\$629.01	46%	\$337.50	\$68
\$4,251.67	0%	\$4,251.00	NA
\$4,251.67	0%	\$4,251.00	NA
\$990.52	27%	\$724.00	\$145
\$451.05	68%	\$144.00	\$29
\$135.80	1%	\$135.00	NA
\$315.25	0%	\$315.00	\$6
\$315.25	54%	\$144.00	\$29
\$496.37	0%	\$496.00	\$71
\$630.51	0%	\$630.00	\$96
\$224.78	0%	\$224.00	\$31
\$675.83	43%	\$386.00	\$77
\$811.63	35%	\$531.00	\$106
\$947.43	29%	\$676.00	\$135

**ENGINEERING SERVICES**

Title	Current Fee/Charge	Unit
b. Each additional 100 linear feet or fraction thereof	\$309.00	
c. Add for monitoring structure if required	\$541.00	
d. From existing stub at right-of-way to building up to 100 linear feet	\$425.00	
e. Each additional 100 linear feet or fraction thereof	\$309.00	
f. Each building sewer repair or replacement		
(i) In public right-of-way, complete	\$541.00	
(ii) In private property (no street evacuation)	\$425.00	
<b>(2) Sanitary Sewer Building Court Mains</b>		
a. Each building court main when plan, profile, and cut sheet are required, initial	\$541.00	
b. Each additional 100 feet or fraction thereof	\$309.00	
c. Each building court main when plan only is required for Initial 100 feet or less	\$483.00	
d. Each additional 100 feet or fraction thereof	\$309.00	
g. Additional Inspections: For any public works encroachment permit on which an unreasonable number of inspections are required, an additional fee per inspection will be charged for each inspection over and above the number deemed reasonable by the City Engineer.	\$270.00	
h. Permit Amendment Fee (extensions for expired permit, additional permits not originally obtained, etc.)	\$147.00	per occurrence
i. Traffic Control Plan Review	\$100.00	per submittal
(a) For additional sheets over 6 pages	\$20.00	per sheet
<b>6. Encroachment Permit Application – Major Work (road closures, traffic control, more than 500 linear feet of work, etc.)</b>	\$4,000.00	Deposit – T&M
<b>7. Development Plan Review</b>		
a. Parcel Map Application	\$5,000.00	Deposit – T&M
b. Final Map Application	\$15,000.00	Deposit – T&M
c. Grading Permit Application	\$4,000.00	Deposit – T&M
d. Geological Investigation and Report Peer Review	\$4,000.00	Deposit – T&M
e. Construction Inspection	3% of Imp. Cost	Deposit – T&M

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$675.83	43%	\$386.00	\$77
\$947.43	29%	\$676.00	\$135
\$811.63	35%	\$531.00	\$106
\$675.83	43%	\$386.00	\$77
\$947.43	29%	\$676.00	\$135
\$811.63	35%	\$531.00	\$106
\$947.43	29%	\$676.00	\$135
\$597.02	35%	\$386.00	\$77
\$879.53	31%	\$603.00	\$120
\$597.02	35%	\$386.00	\$77
\$471.38	28%	\$338.00	\$68
\$157.63	0%	\$157.00	\$10
\$315.25	52%	\$150.00	\$50
\$315.25	76%	\$75.00	\$55
NA	NA	\$4,000.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$15,000.00	\$0
NA	NA	\$4,000.00	\$0
NA	NA	\$4,000.00	\$0
NA	NA	3% of Imp. Cost	\$0

**ENGINEERING SERVICES**

Title	Current Fee/Charge	Unit
<b>8. Penalties</b>	Failure to comply with this notice will result in further enforcement action by the Code Enforcement Division including, but not limited to; additional permit, inspection and penalty fees, and/or other available legal remedies.	
a. Public Works penalty for work in public right-of-way or grading without a permit	\$2,000.00	
b. Code violation illegal project, penalty fee may be applied daily	\$125.00	
c. Code Enforcement Investigation fees for permit not yet obtained	\$2,000.00	
<b>9. Dig-Once Policy</b>		
a. Engineering Plan Review	\$2,500.00	Deposit – T&M
b. Moratorium Override Request Fee	\$5,000.00	Deposit – T&M
<b>10. Section 7-4 Wireless Communication Facilities</b>		
a. Wireless Communication Facilities in the Public Right of Way (WCF PROW)		
(1) WCF PROW Permit Application Fee	\$2,000.00	Deposit – T&M
(2) Renewal Fee	100% of Application Fee	
(3) Appeal Fee	\$400.00	
(4) Application Pre-Submittal Review Fee	No charge	
b. Small Cell Master License Agreement (MLA)		
(1) MLA Processing	\$4,000.00	Deposit – T&M
(2) Pole License Administrative Fee	\$2,500.00	Deposit – T&M
(3) Annual Lease Charge for Use of City Poles	\$278.10	
<b>11. Traffic Impact Fee</b>		
a. Residential		
(1) Single-Family Resident/Unit	\$3,942.00	unit
(2) Townhome/Unit	\$3,942.00	unit
(3) Multi-Family/Unit	\$0.00	unit
b. Non-Residential		
(1) Retail/KSF	\$0.00	KSF

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$2,000.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$2,000.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$2,000.00	\$0
NA	NA	100% of Application Fee	\$0
NA	NA	\$400.00	\$0
NA	NA	No charge	\$0
NA	NA	\$4,000.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	\$278.10	\$0
NA	NA	\$3,942.00	\$0
NA	NA	\$3,942.00	\$0
NA	NA	\$0.00	\$0
NA	NA	\$0.00	\$0

# ENGINEERING SERVICES

Title	Current Fee/Charge	Unit
(2) Office/KSF	\$0.00	KSF
(3) General Industrial/KSF	\$3,243.00	KSF
(4) Distribution or e-commerce/KSF	\$5,757.00	KSF
c. Appeal Fee	\$400.00	
d. Annual Adjustment	The traffic impact fees listed above shall be automatically adjusted on the first of the fiscal year based on the preceding calendar year average California Cost Index (CCI) for the San Francisco Bay Area as produced by the Engineering News Record (ENR).	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	\$0
NA	NA	\$3,243.00	\$0
NA	NA	\$5,757.00	\$0
NA	NA	\$400.00	\$0

**FINANCE**

Title	Current Fee/Charge	Unit
<b>B. OPERATING PERMITS</b>		
1. Bingo Permit (Reference HMC 4-3)		
a. Initial or renewal Fee	\$28.00	
2. Card Club Permit (Reference HMC 4-3)		
a. Application Fee	\$94.00	
b. Annual Table Fee	\$8,693.00	per table
3. Closeout Sale Permit (Reference HMC 6-4)		
a. Initial Fee	\$24.00	
b. Renewal	\$24.00	
4. Cabarets and Dance Licenses and Permits (Reference HMC 6-2)		
a. Annual License (payable quarterly in advance)	\$315.00	per year
b. Single Event Permit	\$105.00	
5. Preferential Parking Permit (Reference Hayward Traffic Regulations Section 3.95 and Hayward Traffic Code 6.36)		
a. Initial Fee and Biennial Renewal Fee (for first residential or visitor permit)	\$50.00	
b. Each additional residential permit	\$25.00	
c. Each additional visitor permit	\$25.00	
d. Permit Replacement fee	\$25.00	
7. Tobacco Retailer License (Reference HMC 10-1.2780)		
a. Initial or renewal Fee	\$400.00	
<b>C. MISCELLANEOUS FEES</b>		
1. Monthly Listing of New Hayward Based Businesses	\$15.00	per month
2. Business Verification/Ownership Research	\$23.00	per business
3. Parking Tax Offset Fee	\$2.50	
4. Online Credit/Debit Card Payment Transaction Fee	\$3.95	per transaction
5. Business License Application Fee	\$25.00	per application
6. Business License Technology Fee	\$10.00	per business
7. Chargeback/Returned Payment Fee	\$35.00	per Chargeback
8. Credit Card Convenience Fee	New	Transactions over \$300

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$61.25	0%	\$61.00	\$33
\$106.54	1%	\$106.00	\$12
\$16,511.90	0%	\$16,511.00	\$7,818
\$40.33	1%	\$40.00	\$16
\$40.33	1%	\$40.00	\$16
\$619.20	0%	\$619.00	\$304
\$412.80	0%	\$412.00	\$307
\$50.52	1%	\$50.00	\$0
\$25.76	3%	\$25.00	\$0
\$25.76	3%	\$25.00	\$0
\$25.76	3%	\$25.00	\$0
\$773.12	0%	\$773.00	\$373
\$17.41	2%	\$17.00	\$2
\$29.01	0%	\$29.00	\$6
\$2.50	0%	\$2.50	\$0
\$3.95	0%	\$3.95	\$0
\$27.12	0%	\$27.00	\$2
NA	NA	\$10.00	\$0
\$35.00	0%	\$25 for first, \$35 after	\$0
4%	0%	Not to Exceed 4%	NA



## INFORMATION TECHNOLOGY

Item	Title	Current Fee/Charge	Unit	Notes
1	<b>Video Technician</b>			
2	Video services, including editing and duplication, provided forevents	\$98.00	per hour	
3	<b>GIS Map Printing</b>	\$98.00	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$150.74	0%	\$150.00	\$52
\$188.13	0%	\$188.00	\$90

**FIRE**

Title	Current Fee/Charge	Unit	Notes
<b>A. FIRE PREVENTION</b>			
Standard Hourly Rate	\$221.00	per hour	
OVERTIME (AFTERHOUR INSPECTION 2 hour minimum)	\$331.00	per hour	
Expedited Plan Review (2 hour minimum)	\$331.00	per hour	
<b>New Fire Sprinkler Systems PLUS Hydraulic Calculation Fee* (See Below)</b>			
1-29 Heads	\$1,548.00	per floor or system	
30-100 Heads	\$1,880.00	per floor or system	
101-200 Heads	\$2,101.00	per floor or system	
201-350 Heads	\$2,433.00	per floor or system	
351+ Heads	\$2,986.00	per floor or system	
<b>Fire Sprinkler —Tenant Improvements (PLUS Hydraulic Calculation Fee*, if applicable)</b>			
LESS THAN 30 HEADS W/ NO HYDRO - Minor plan check required-only one inspection	\$663.00		
LESS THAN 30 HEADS WITH HYDRO - Minor plan check required-only one inspection	\$885.00		
<b>Minor plan check required-only one inspection</b>			
30-100 Heads	\$1,659.00	per floor or system	
101-200 Heads	\$2,101.00	per floor or system	
201-350 Heads	\$2,433.00	per floor or system	
351+ Heads	\$2,986.00	per floor or system	
<b>Tract Review – Fire Sprinkler Master Plan Check PLUS Hydraulic Calculation Fee*</b>			
Duplicate TRACT Plan Check 13D SYSTEM (SFD/TOWNHOUSE)	\$885.00	per floor or system	
Duplicate TRACT Plan Check 13 SYSTEM (BUILDING) - 200 Heads and Below	\$1,106.00	per floor or system	
Duplicate TRACT Plan Check 13 SYSTEM (BUILDING) - 201 – 350 Heads	\$1,327.00	per floor or system	
Duplicate TRACT Plan Check 13 SYSTEM (BUILDING) - 351+ Heads	\$1,548.00	per floor or system	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$262.82	0%	\$262.00	\$41
\$394.23	0%	\$394.00	\$63
\$394.23	0%	\$394.00	\$63
\$1,839.74	0%	\$1,839.00	\$291
\$2,233.97	0%	\$2,233.00	\$353
\$2,496.79	0%	\$2,496.00	\$395
\$2,891.02	0%	\$2,891.00	\$458
\$3,548.07	0%	\$3,548.00	\$562
\$788.46	0%	\$788.00	\$125
\$1,051.28	0%	\$1,051.00	\$166
\$1,971.15	0%	\$1,971.00	\$312
\$2,496.79	0%	\$2,496.00	\$395
\$2,891.02	0%	\$2,891.00	\$458
\$3,548.07	0%	\$3,548.00	\$562
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$1,576.92	0%	\$1,576.00	\$249
\$1,839.74	0%	\$1,839.00	\$291

**FIRE**

Title	Current Fee/Charge	Unit	Notes
<b>Additional Fire Sprinkler Review Items</b>			
Hydraulic Calculation*	\$885.00	per remote area	
Antifreeze System	\$1,659.00	per system	
Dry Pipe Valve	\$1,770.00	per valve	
Deluge/Pre Action	\$2,101.00	per valve	
Pressure Reducing Station	\$2,433.00	per valve	
Fire Pump	\$2,876.00	per pump	
<b>Water Storage Tank</b>			
Gravity	\$1,659.00	per tank	
Pressure	\$1,659.00	per tank	
<b>Fire Standpipe System</b>			
Class I, II, III & Article 81	\$1,991.00	per standpipe	
<b>Fire Alarm System -New</b>	*Devices=All Initiating and indicating appliances, including Dampers		
0-15 Devices*	\$1,106.00	per system	
16-50 Devices	\$1,548.00	per system	
51-100 Devices	\$1,991.00	per system	
101-500 Devices	\$2,433.00	per system	
Each additional 25 devices up to 1,000	\$1,106.00	per system	
1001+	\$4,425.00	per system	
Each additional 100 devices	\$2,212.00	per system	
Existing system under 8 devices	\$663.00		
<b>Additional Fire Alarm Review Items</b>			
Hi/Lo Alarms	\$1,216.00	each	
Low Air/Temp Alarms	\$1,216.00	each	
Graphic Annunciator Review	\$1,216.00	each	
<b>Hazardous Activities or Uses</b>			
<b>Installation Permits</b>			
Clean Agent Gas Systems	\$1,216.00	each	
Dry Chemical Systems	\$1,216.00	each	
Wet Chemical/Kitchen Hood	\$1,216.00	each	
Foam Systems	\$1,216.00	each	
Paint Spray Booth	\$1,216.00	each	
Vehicle Access Gate	\$553.00	each	
Monitoring	\$663.00	each	
Aboveground—Flammable/Combustible Liquid Tank and/or Pipe	\$1,106.00	per site	
Underground—Flammable/Combustible Liquid Tank and/or Pipe	\$1,106.00	per site	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,051.28	0%	\$1,051.00	\$166
\$1,971.15	0%	\$1,971.00	\$312
\$2,102.56	0%	\$2,102.00	\$332
\$2,496.79	0%	\$2,496.00	\$395
\$2,891.02	0%	\$2,891.00	\$458
\$3,416.66	0%	\$3,416.00	\$540
\$1,971.15	0%	\$1,971.00	\$312
\$1,971.15	0%	\$1,971.00	\$312
\$2,365.38	0%	\$2,365.00	\$374
\$1,314.10	0%	\$1,314.00	\$208
\$1,839.74	0%	\$1,839.00	\$291
\$2,365.38	0%	\$2,365.00	\$374
\$2,891.02	0%	\$2,891.00	\$458
\$1,314.10	0%	\$1,314.00	\$208
\$5,256.40	0%	\$5,256.00	\$831
\$2,628.20	0%	\$2,628.00	\$416
\$788.46	0%	\$788.00	\$125
\$1,445.51	0%	\$1,445.00	\$229
\$1,445.51	0%	\$1,445.00	\$229
\$1,445.51	0%	\$1,445.00	\$229
\$1,445.51	0%	\$1,445.00	\$229
\$1,445.51	0%	\$1,445.00	\$229
\$657.05	0%	\$657.00	\$104
\$788.46	0%	\$788.00	\$125
\$1,314.10	0%	\$1,314.00	\$208
\$1,314.10	0%	\$1,314.00	\$208

**FIRE**

Title	Current Fee/Charge	Unit	Notes
Fuel Dispensing System Complete	\$1,216.00	per site	
High Piled/Rack/Shelf Storage	\$1,438.00	each	
Smoke Control CFC	\$1,438.00	each	
Medical Gas Alarms	\$1,216.00	per system	
Refrigerant System	\$1,106.00	each	
Refrigerant Monitoring System	\$1,216.00	each	
<b>AMMR Review</b>			
Activity Permits (Single Event/One-Time)	\$663.00	each	
Open Flames and Candles	\$885.00	per permit	
Carnivals and Fairs	\$1,106.00	per permit	
Seasonal Lots (Christmas Tree/Pumpkin Lot)	\$221.00	per permit	
Special Events (Haunted House/Camps)	\$221.00	per permit	
Explosives	\$1,106.00	per permit	
Fireworks; Displays	\$1,106.00	per permit	
Hot-Works Operations	\$885.00	per permit	
LP-Gas	\$1,106.00	per permit	
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$1,106.00	per permit	
(1) Covered Mall Buildings	\$1,106.00	per permit	
(2) Open Burning	\$1,106.00	per permit	
Pyrotechnical Special Effects Material	\$1,106.00	per permit	
Temporary Membrane Structures, Tents and Canopies (105.5.49)			
(1) Small Tent Structure (750 Sq. Ft. or less)	\$526.00	per permit	
(2) Large Tent Structure (751 Sq. Ft. or above)	\$647.00	per permit	
(3) Fire Safety Inspections	\$885.00	per application	
(4) Non-Compliance Inspections	\$885.00	per inspection	
(5) Outside Agency	\$885.00	per inspection	
Facility Inspections			
Annual State-Mandated Pre-Inspections (6 or less Occupants)	\$50.00	per facility	
Annual State-Mandated Pre-Inspections (7 or more Occupants)	\$100.00	per facility	
Apartments			
Small Apartments (3-15 units)	\$55.25	per facility	
Medium Apartments (16-100) units More	\$885.00	per facility	
Large Apartments ( >100 units)	\$1,106.00	per facility	
24 Hour Community Care Facilities			
7 to 49	\$414.00	per facility	
50 or more	\$885.00	per facility	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,445.51	0%	\$1,445.00	\$229
\$1,708.33	0%	\$1,708.00	\$270
\$1,708.33	0%	\$1,708.00	\$270
\$1,445.51	0%	\$1,445.00	\$229
\$1,314.10	0%	\$1,314.00	\$208
\$1,445.51	0%	\$1,445.00	\$229
\$788.46	0%	\$788.00	\$125
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$262.82	0%	\$262.00	\$41
\$262.82	0%	\$262.00	\$41
\$1,314.10	0%	\$1,314.00	\$208
\$1,314.10	0%	\$1,314.00	\$208
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$1,314.10	0%	\$1,314.00	\$208
\$1,314.10	0%	\$1,314.00	\$208
\$1,314.10	0%	\$1,314.00	\$208
\$1,314.10	0%	\$1,314.00	\$208
\$657.05	0%	\$657.00	\$131
\$788.46	0%	\$788.00	\$141
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$919.87	71%	\$262.82	\$213
\$1,051.28	63%	\$394.23	\$294
\$1,051.28	75%	\$262.82	\$208
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$985.58	47%	\$525.64	\$112
\$1,051.28	0%	\$1,051.00	\$166

**FIRE**

Title	Current Fee/Charge	Unit	Notes
Day Care Centers			
Residential 9-14	\$221.00	per facility	
Commercial 15+	\$442.00	per facility	
High Rise Building	\$1,327.00	per facility	
Homes for the Mentally Impaired (7 or more Occupants)	\$885.00	per facility	
Hospital and Jail	\$1,991.00	per facility	
Hotels/Motels	\$885.00	per facility	
School	\$995.00	per facility	
Reports			
Life Safety Report	\$0.50/page for first ten (10) pages of each document	per report	\$0.10 each additional page of same document
Life Safety Report Photographs	Direct cost of Duplication	per photograph set	
Subpoenaed Reports	\$0.50/page for first ten (10) pages of each document	per report	\$0.10 each additional page of same document
<b>Other Fire Fees</b>			
Underground Fire Service Plan Check	\$1,991.00	each	
Emergency Underground Repair	\$663.00	each	
Hydrant Flow Test (existing Hydrants)	\$774.00	each	
Fire Plans Examiner Miscellaneous	\$331.00	each	
Re-Inspection Fee	\$387.00	per hour	
False Alarm Response*	\$995.00	per billed incident	
Fire Hydrants	\$221.00	per hydrant	
Re-roofing Permits /Siding/Windows (Applicable only in Wildland/Urban Interface)	\$110.00	per application	
Fire Permit Extension Fee	\$110.00	per 6-month extension	
Cannabis Facilities	\$885.00	per year	
Pre-Application/General Plan Review/Code Assistance	\$885.00	per meeting	
Planning/Engineering Referrals (HWD)	\$885.00	per application	
Business License Reviews	\$774.00	each	
Fairview Planning Referrals	\$331.00	each	
Fairview New Construction	\$995.00	per application	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$262.82	0%	\$262.00	\$41
\$525.64	0%	\$525.00	\$83
\$1,576.92	0%	\$1,576.00	\$249
\$1,051.28	0%	\$1,051.00	\$166
\$2,365.38	0%	\$2,365.00	\$374
\$1,051.28	0%	\$1,051.00	\$166
\$1,182.69	0%	\$1,182.00	\$187
NA	NA	\$0.50/page for first ten (10) pages of each document	\$0
NA	NA	Direct cost of Duplication	\$0
NA	NA	\$0.50/page for first ten (10) pages of each document	\$0
\$2,365.38	0%	\$2,365.00	\$374
\$788.46	0%	\$788.00	\$125
\$919.87	0%	\$919.00	\$145
\$394.23	0%	\$394.00	\$63
\$459.94	0%	\$459.00	\$72
\$1,182.69	0%	\$1,182.00	\$187
\$262.82	0%	\$262.00	\$41
\$131.41	0%	\$131.00	\$21
\$131.41	0%	\$131.00	\$21
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$429
\$1,051.28	0%	\$1,051.00	\$166
\$919.87	0%	\$919.00	\$145
\$394.23	0%	\$394.00	\$63
\$1,182.69	0%	\$1,182.00	\$187

**FIRE**

Title	Current Fee/Charge	Unit	Notes
<b>Annual Permits</b>			
Additive Manufacturing (3D Printing) (105.5.1)	\$885.00	per year	
Aerosol Products (105.5.2))	\$1,106.00	per year	
Amusement Buildings (105.5.3)	\$885.00	per year	
Aviation Facilities (105.5.4)	\$885.00	per year	
Carnivals and Fairs (105.5.5)	\$885.00	per year	
Cellulose Nitrate Film (105.5.6)	\$885.00	per year	
Combustible Dust-Producing Operations (105.5.7)	\$885.00	per year	
Combustible Fibers (105.5.8)	\$885.00	per year	
Compressed Gases (105.5.9)	\$885.00	per year	
Covered Mall Buildings (105.5.10)	\$2,433.00	per year	
Cryogenic Fluids (105.5.11)	\$885.00	per year	
Cutting and Welding (105.5.12)	\$885.00	per year	
Dry Cleaning Plants (105.5.13)	\$885.00	per year	
Energy Storage Systems (105.5.14)	\$885.00	per year	
Exhibits and Trade Shows (105.5.15)	\$885.00	per year	
Explosives (105.5.16)	\$885.00	per year	
Fire Hydrants and Valves (105.5.17)	\$885.00	per year	
Flammable and Combustible Liquids (105.5.18)	\$885.00	per year	
Floor Finishing (105.5.19)	\$885.00	per year	
Fruit and Crop Ripening (105.5.20)	\$885.00	per year	
Fumigation or Thermal Insecticide Fogging (105.5.21)	\$885.00	per year	
Hazardous Materials (105.5.22)	\$885.00	per year	
HPM facilities (105.5.23)	\$1,106.00	per year	
High-Piled Storage < 12000 SF (105.5.24)	\$885.00	per year	
High-Piled Storage > 12000 SF (105.5.24)	\$1,106.00	per year	
Hot-Works Operations (105.5.25)	\$885.00	per year	
Industrial Ovens (105.5.26)	\$885.00	per year	
Lumber Yards and Woodworking Plants (105.5.27)	\$885.00	per year	
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings (105.5.28)	\$885.00	per year	
LP-Gas (105.5.29)	\$885.00	per year	
Magnesium (105.5.30)	\$885.00	per year	
Miscellaneous Combustible Storage (105.5.31)	\$885.00	per year	
Mobile Fueling of Hydrogen-Fueled Vehicles (105.5.32)	\$885.00	per year	
Motor fuel-dispensing facilities (105.5.33)	\$885.00	per year	
Open Burning (105.5.34)	\$885.00	per year	
Open Flames and Torches (105.5.35)	\$885.00	per year	
Open Flames and Candles (105.5.36)	\$885.00	per year	
Organic Coatings (105.5.37)	\$885.00	per year	
Outdoor assembly event (105.5.38)	\$885.00	per year	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$2,891.02	0%	\$2,891.00	\$458
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166

**FIRE**

Title	Current Fee/Charge	Unit	Notes
Places of Assembly < 300 (105.5.39)	\$885.00	per year	
Places of Assembly > 300 (1055.39)	\$1,106.00	per year	
Plant extraction systems (105.5.40)	\$885.00	per year	
Private Fire Hydrants (105.5.41)	\$885.00	per year	
Pyrotechnical Special Effects Material (105.5.42)	\$885.00	per year	
Pyroxylin Plastics (105.5.43)	\$885.00	per year	
Refrigeration Equipment (105.5.44)	\$885.00	per year	
Repair Garages and Motor Fuel-Dispensing Facilities (105.5.45)	\$885.00	per year	
Rooftop Heliports (105.5.46)	\$885.00	per year	
Spraying or Dipping (105.5.47)	\$885.00	per year	
Storage of Scrap Tires and Tire Byproducts (105.5.48)	\$885.00	per year	
Technology Fee	6%	of annual permit fee	
Tire-Rebuilding Plants (105.5.50)	\$885.00	per year	
Waste Handling (105.5.51)	\$885.00	per year	
Wood Products (105.5.52)	\$885.00	per year	
Lithium Batteries (105.5.53)	\$885.00	per year	
Additional Permits (105.5.54)	\$885.00	per year	
Essential City Facilities	\$885.00	per year	
<b>Miscellaneous Fees - Building Permits</b>			
Minor Tenant Improvement	\$663.00	per permit	
Revision-minor changes to (E) permit	\$331.00	per permit	
Cellular Sites			
Existing Site	\$663.00	per permit	
New Site	VARIABLE - SEE CHART	per square footage	
Equipment Installations	\$663.00	per permit	
HVAC/air units			
If over 2,000 cfm	\$221.00		
<b>B. HAZARDOUS MATERIALS OFFICE</b>			
Annual Certified Unified Program Agency (CUPA) Program Permit and Registration Fees			
1. Hazardous Materials Storage Permit			
Annual permit per facility for storage and/or handling of hazardous materials as defined in Hayward Municipal Code, Chapter 3, Article 10.10			
1A Storage of one (1) or more types: Solid - up to 500 pounds, Liquid - up to 55 gallons, Gaseous - up to 2,000 cubic feet at STP	\$234.00	per year	
2A Storage of one (1) or more types: Solid - over 500 & up to 5,000 pounds Liquid - over 55 & up to 550 gallons, Gaseous - over 200 & up to 2,000 cubic feet at STP	\$247.00	per year	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,051.28	0%	\$1,051.00	\$166
\$1,314.10	0%	\$1,314.00	\$208
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
6%	5%	6%	0%
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$1,051.28	0%	\$1,051.00	\$166
\$788.46	0%	\$788.00	\$125
\$394.23	0%	\$394.00	\$63
\$788.46	0%	\$788.00	\$125
NA	NA	VARIABLE - SEE CHART	\$0
\$788.46	0%	\$788.00	\$125
\$262.82	0%	\$262.00	\$41
B.			
\$241.48	0%	\$241.00	\$7
\$255.68	0%	\$255.00	\$8

**FIRE**

Title	Current Fee/Charge	Unit	Notes
3A Storage of one (1) to five (5) types: Solid - over 5,000 & up to 25,000 pounds Liquid - over 550 & up to 2,750 gallons, Gaseous - over 2,000 & up to 10,000 cubic feet at STP	\$261.00	per year	
3B Storage of six (6) or more types: Solid - over 5,000 & up to 25,000 pounds, Liquid - over 550 & up to 2,750 gallons, Gaseous - over 2,000 & up to 10,000 cubic feet at STP	\$289.00	per year	
4A Storage of one (1) to five (5) types: Solid - over 25,000 & up to 50,000 pounds Liquid - over 2,750 & up to 5,000 gallons, Gaseous - over 10,000 & up to 20,000 cubic feet at STP	\$302.00	per year	
4B Storage of six (6) or more types: Solid - over 25,000 & up to 50,000 pounds Liquid - over 2,750 & up to 5,000 gallons, Gaseous - over 10,000 & up to 20,000 cubic feet at STP	\$316.00	per year	
5A Storage of one (1) to five (5) types Solid - over 50,000 pounds Liquid - over 5,000 gallons, Gaseous - over 20,000 cubic feet at STP	\$357.00	per year	
5B Storage of six (6) to ten (10) types: Solid - over 50,000 pounds Liquid - over 5,000 gallons, Gaseous - over 20,000 cubic feet at STP	\$399.00	per year	
5C Storage of eleven (11) or more types: Solid - over 50,000 pounds Liquid - over 5,000 gallons, Gaseous - over 20,000 cubic feet at STP	\$413.00	per year	
<b>2. Hazardous Waste Generator Program</b>			
a. Conditionally Exempt Small Quantity Generator (CESQG) – Up to and including 100 kilograms per month (approximately up to and including 27 gallons or 220 pounds per month) or less than or equal to 1 kilogram of acutely hazardous waste per month	\$178.00	per year	
b. Small Quantity Generator (SQG) – Over 100 kilograms up to and including 1000 kilograms per month (approximately over 27 gallons up to and including 270 gallons or over 220 pounds up to and including 2,220 pounds per month)	\$330.00	per year	
c. Large Quantity Generator (LQG) – Greater than 1000 kilograms per month (approximately over 270 gallons or 2,220 pounds per month) or greater than 1 kilogram of acutely hazardous waste per month	\$440.00	per year	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$269.88	0%	\$269.00	\$8
\$298.29	0%	\$298.00	\$9
\$312.50	0%	\$312.00	\$10
\$326.70	0%	\$326.00	\$10
\$369.32	0%	\$369.00	\$12
\$411.93	0%	\$411.00	\$12
\$426.13	0%	\$426.00	\$13
\$184.66	0%	\$184.00	\$6
\$340.91	0%	\$340.00	\$10
\$454.54	0%	\$454.00	\$14



**FIRE**

Title	Current Fee/Charge	Unit	Notes
3. Hazardous Waste Treatment (Tiered Permit) Program			
a. Permit by Rule (Fixed Units)	\$440.00	per facility per year	
b. Permit by Rule (Transportable units)	\$440.00	per facility per year	
c. Conditional Authorization	\$247.00	per facility per year	
d. Conditional Exemption, Specified Waste	\$220.00	per facility per year	
e. Conditional Exemption, Small Quantity Treatment	\$220.00	per facility per year	
f. Conditional Exemption, Commercial Laundry	\$220.00	per facility per year	
g. Conditional Exemption, Limited	\$220.00	per facility per year	
4. Hazardous Materials Business Plan (HMBP)	\$247.00	per facility per year	
5. Underground Storage Tank (UST) Program	\$1,239.00	for 1st UST per year	
5. Underground Storage Tank (UST) Program per add'l UST	\$536.00	per add'l UST per year	
6. Aboveground Petroleum Storage Act Program (APSA) -Spill Prevention Control and Countermeasure Plan (SPCC) - Non-Qualified	\$302.00	per facility per year	
6. Aboveground Petroleum Storage Act Program (APSA) -Spill Prevention Control and Countermeasure Plan (SPCC) - Qualified	\$302.00	per facility per year	
7. California Accidental Release Prevention (CalARP) Program			
a. Small CalARP facility	\$2,560.00	per facility per year	
b. Large CalARP facility	\$2,643.00	per facility per year	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$454.54	0%	\$454.00	\$14
\$454.54	0%	\$454.00	\$14
\$255.68	0%	\$255.00	\$8
\$227.27	0%	\$227.00	\$7
\$227.27	0%	\$227.00	\$7
\$227.27	0%	\$227.00	\$7
\$227.27	0%	\$227.00	\$7
\$255.68	0%	\$255.00	\$8
\$1,278.40	0%	\$1,278.00	\$39
\$553.97	0%	\$553.00	\$17
\$397.72	0%	\$397.00	\$95
\$312.50	0%	\$312.00	\$10
\$2,642.03	0%	\$2,642.00	\$82
\$2,727.26	0%	\$2,727.00	\$84

**FIRE**

Title	Current Fee/Charge	Unit	Notes
8. Annual State Surcharges*	*These fees are established through a regular fee adoption process by the State of California and are required to be collected at the current State of California rate by the Hayward Fire Department's Certified Unified Program Agency (CUPA). The fees are then required to be remitted by the City of Hayward Fire Department to the State of California on a quarterly basis. The fees are set by the State of California per Title 27 California Code of Regulations Section 15240.		
a. CUPA Program Oversight	Current State Fee*		
b. Underground Storage Tanks (UST) Program	Current State Fee*		
c. CalARP Program	Current State Fee*		
d. California Electronic Reporting System (CERS)	Current State Fee*		
e. Above-ground Petroleum Storage Act (APSA)	Current State Fee*		
9. Technology Fee	6%	of annual permit fee	
<b>New Construction Permits and Fees</b>			
1. New Construction			
a. Large, Tenant Improvement – New Facility	\$3,969.00		
b. Medium, Tenant Improvement – New Facility	\$2,605.00		
c. Small, Tenant Improvement – New Facility	\$1,319.00		
d. Extra Small, Tenant Improvement - New Facility	New		
2. New Facility – No Construction			
a. Medium to Large	\$1,982.00		
b. Small	\$991.00		
3. Underground Storage Tank			
a. System Installation – VPH* up to 3 tanks	\$4,171.00		
System Installation – VPH* each tank over 3 tanks	\$990.00		
b. Piping Installation	\$1,445.00		
c. Piping Installation – VPH*	\$1,775.00		
d. UDC/Sump Installation	\$1,445.00		
e. UDC/Sump Installation – VPH*	\$1,775.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Current State Fee*	\$0
NA	NA	Current State Fee*	\$0
NA	NA	Current State Fee*	\$0
NA	NA	Current State Fee*	\$0
NA	NA	Current State Fee*	\$0
6%	5%	6%	0%
\$4,090.88	0%	\$4,090.00	\$121
\$2,684.64	0%	\$2,684.00	\$79
\$1,363.63	0%	\$1,363.00	\$44
\$681.81	0%	\$681.00	NA
\$2,045.44	0%	\$2,045.00	\$63
\$1,022.72	0%	\$1,022.00	\$31
\$4,303.95	0%	\$4,303.00	\$132
\$1,434.65	0%	\$1,434.00	\$444
\$1,491.47	0%	\$1,491.00	\$46
\$1,832.37	0%	\$1,832.00	\$57
\$1,491.47	0%	\$1,491.00	\$46
\$1,832.37	0%	\$1,832.00	\$57

**FIRE**

Title	Current Fee/Charge	Unit	Notes
f. System Removal up to 3 tanks	\$1,817.00		
System Removal each tank over 3 tanks	\$247.50		
g. Piping Removal	\$1,156.00		
h. UDC/Sump Removal	\$1,156.00		
i. EVR Phase I Installation or Upgrade	\$660.00		
j. EVR Phase II Installation or Upgrade	\$1,197.00		
k. Monitoring System Installation or Upgrade	\$1,073.00		
l. System Tank/Piping Repair	\$1,899.00		
m. System Tank/Piping Repair – VPH*	\$2,230.00		
n. System Miscellaneous Component Repair - Major	\$1,899.00		
o. System Miscellaneous Component Repair – Major– VPH*	\$2,230.00		
p. System Miscellaneous Component Repair - Minor (Including Monitoring System (“Cold Starts”))	\$784.00		
q. System Miscellaneous Component Repair – Minor– VPH* (Including Monitoring System (“Cold Starts”))	\$1,115.00		
r. Spill Bucket/Overfill Protection Replacement	\$1,320.00		
s. Temporary Closure *VPH - Vacuum, Pressure, and Hydrostatic Continuously Monitored Systems	\$1,486.00		
4. Aboveground Storage Tanks			
a. System Installation	\$1,239.00		
b. System Removal	\$1,073.00		
c. System Repair or Modification	\$949.00		
5. California Accidental Release Prevention (CalARP) Program			
a. Large - Risk Management Plan Review	\$7,103.00		
b. Small - Risk Management Plan Review	\$4,460.00		
c. Other costs incurred, including but not limited to third-party review, laboratory work, public notice, communication and correspondence	\$165.00	per hour or cost	
6. Meetings			
a. Code Assistance Meeting	\$413.00		
b. Pre-Application Meeting	\$330.00		
7. Request for Alternate Means of Protection (AMP)			
a. Review	\$660.00		
<b>Miscellaneous Fees</b>			
1. Operational Permits			
Mobile Fueling Operation			
a. Initial Permit and Verification Inspection	\$660.00	per site	
b. Annual Permit Fee	\$165.00	per site	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,874.99	0%	\$1,874.00	\$57
\$625.00	0%	\$624.00	\$377
\$1,193.17	0%	\$1,193.00	\$37
\$1,193.17	0%	\$1,193.00	\$37
\$681.81	0%	\$681.00	\$21
\$1,235.79	0%	\$1,235.00	\$38
\$1,107.95	0%	\$1,107.00	\$34
\$1,960.21	0%	\$1,960.00	\$61
\$2,301.12	0%	\$2,301.00	\$71
\$1,960.21	0%	\$1,960.00	\$61
\$2,301.12	0%	\$2,301.00	\$71
\$809.65	0%	\$809.00	\$25
\$1,150.56	0%	\$1,150.00	\$35
\$1,363.63	0%	\$1,363.00	\$43
\$1,534.08	0%	\$1,534.00	\$48
\$1,278.40	0%	\$1,278.00	\$39
\$1,107.95	0%	\$1,107.00	\$34
\$980.11	0%	\$980.00	\$31
\$7,329.50	0%	\$7,329.00	\$226
\$4,602.24	0%	\$4,602.00	\$142
\$170.45	0%	\$170.00	\$5
\$426.13	0%	\$426.00	\$13
\$340.91	0%	\$340.00	\$10
\$681.81	0%	\$681.00	\$21
\$681.81	0%	\$681.00	\$21
\$170.45	0%	\$170.00	\$5

**FIRE**

Title	Current Fee/Charge	Unit	Notes
2. Facility Closure			
a. 3A and above – full facility closure	\$1,817.00		
b. 3A and above – partial facility closure	\$1,032.00		
c. Below 3A – full facility closure	\$619.00		
d. Below 3A – partial facility closure	\$413.00		
3. Contamination			
a. Staff oversight	\$165.00	per hour	
4. Site Clearance			
a. New construction/use – large	\$413.00		
b. New construction/use – small	\$247.00		
c. Property transfer – large	\$413.00		
d. Property transfer – small	\$247.00		
5. Other Inspections and Compliance Verification			
a. Re-inspection (CUPA and non-CUPA)	\$165.00	per hour	
b. Re-inspection beyond allowed by permit	\$330.00	per inspection	
c. After-hours inspection	\$247.00	per hour	
d. Miscellaneous Inspections and Activities	\$165.00	per hour	
e. Compliance verification	\$82.00	per notice	
6. Plan Review/Checking Fees - General			
a. Planning Review Fee	\$165.00	per hour	
b. Plan Checking Fee	\$330.00	per inspection	
c. Expedited Plan Checking Fee (two hours minimum)	\$247.00	per hour	
7. California Environmental Reporting System			
a. Assistance Fee	\$165.00	per hour	
b. Assistance Fee (after hours)	\$247.00	per hour	
c. Non-Compliance Fee	\$495.00		
<b>Rental Fees for Fire Training Center</b>			
Classroom EMS	\$350.00	per day	
Classroom Fire2 (24)	\$350.00	per day	
Classroom Simulator	\$650.00	per day	
HazMat Simulator	\$480.00	per day	
Pump Pit	\$250.00	per day	
Class A Victorian	\$480.00	per day	
Outdoor Classroom	\$350.00	per day	
BART Rescue Prop	\$500.00	per day	
Fire Tower - East, Storefront, Graged Vehicle, West Side	\$1,500.00	per day	
Full Facility Rental	\$1,800.00	per day	
Transportation Training Prop	\$500.00	per day	
Vehicle Extrication	\$480.00	per day	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,874.99	0%	\$1,874.00	\$57
\$1,065.33	0%	\$1,065.00	\$33
\$639.20	0%	\$639.00	\$20
\$426.13	0%	\$426.00	\$13
\$170.45	0%	\$170.00	\$5
\$426.13	0%	\$426.00	\$13
\$255.68	0%	\$255.00	\$8
\$426.13	0%	\$426.00	\$13
\$255.68	0%	\$255.00	\$8
\$170.45	0%	\$170.00	\$5
\$340.91	0%	\$340.00	\$10
\$255.68	0%	\$255.00	\$8
\$170.45	0%	\$170.00	\$5
\$85.23	0%	\$85.00	\$3
\$170.45	0%	\$170.00	\$5
\$170.45	0%	\$170.00	-\$160
\$255.68	0%	\$255.00	\$8
\$170.45	0%	\$170.00	\$5
\$255.68	0%	\$255.00	\$8
\$511.36	0%	\$511.00	\$16
NA	NA	\$350.00	\$0
NA	NA	\$350.00	\$0
NA	NA	\$650.00	\$0
NA	NA	\$480.00	\$0
NA	NA	\$250.00	\$0
NA	NA	\$480.00	\$0
NA	NA	\$350.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$1,500.00	\$0
NA	NA	\$1,800.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$480.00	\$0

**LIBRARY SERVICES**

Title	Current Fee/Charge	Unit
<b>A. GENERAL SCHEDULE OF CHARGES:</b>		
1. Item Replacement Fees		
a. Print material, videotapes and sound recordings	Original cost of item plus processing fee	
b. DVD's	Original cost of item plus processing fee	
c. Reference materials (return within 7 days)	Original cost of item plus processing fee	
d. Processing Fee	\$6.00	
e. Board Games	New	each
3. Printing/Copying Fees (per page)		
a. Printing (B&W)	\$0.15	
b. Printing (Color)	\$0.30	
c. Copying (B&W)	\$0.15	
d. Copying (Color)	\$0.30	
4. Replacement of lost library cards (1 free per year)	\$2.00	
5. Replacement lost/damaged bar code or RFID tag	\$1.00	
6. Agenda & Minutes Library Commission	\$30.00	per year
7. Mailing of library materials	Cost of mailing	
<b>B. MAKERSPACE MATERIALS FEES (21ST CENTURY LIBRARY)</b>		
1. Carvey Materials		
a. Birch material	\$2.50	each
b. 2-color ABS	\$2.50	each
c. HDPE	New	each
d. Linoleum	New	each
2. Laser Cutter Materials		
a. Birch material	\$3.00	each
b. Clear acrylic	\$3.00	each
3. Cricut & Scan N Cut Materials		
a. Iron-on vinyl	\$1.00	per sq. ft
b. Perm adhesive vinyl	\$1.00	each
c. 12" x 12" Cardstock	\$0.50	each
d. Transfer tape	\$0.50	each
e. Craft paper	New	each
4. Wide-format Printer Paper (per page)		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Original cost of item plus processing fee	\$0
NA	NA	Original cost of item plus processing fee	\$0
NA	NA	Original cost of item plus processing fee	\$0
\$39.19	85%	\$6.00	\$0
NA	NA	up to \$54.99	NA
NA	NA	\$0.15	\$0
NA	NA	\$0.30	\$0
NA	NA	\$0.15	\$0
NA	NA	\$0.30	\$0
NA	NA	\$2.00	\$0
NA	NA	\$1.00	\$0
NA	NA	\$30.00	\$0
NA	NA	Cost of mailing	\$0
NA	NA	\$3.15	\$0.65
NA	NA	\$3.15	\$0.65
NA	NA	\$2.50	NA
NA	NA	\$3.00	NA
NA	NA	\$3.75	\$0.75
NA	NA	\$3.75	\$0.75
NA	NA	\$1.25	\$0.25
NA	NA	\$1.25	\$0.25
NA	NA	\$0.65	\$0.15
NA	NA	\$0.65	\$0.15
NA	NA	\$0.50	NA

**LIBRARY SERVICES**

Title	Current Fee/Charge	Unit
a. 11" x 17" matte (paper + ink)	\$0.50	each
b. 11" x 17" glossy (paper + ink)	\$1.00	each
c. 13" x 19" matte (paper + ink)	\$1.25	each
d. 13" x 19" glossy (paper + ink)	\$3.00	
e. 4" x 6" ink only	New	each
f. 5" x 7" ink only	New	each
g. 8.5" x 11" ink only	New	each
h. 11" x 17" ink only	New	each
i. 13" x 19" ink only	New	each
4. 3D Printing		
a. Filament	New	per gram
5. Sublimation		
a. 8.5" x 11" Paper + Printed ink or marker	New	each
b. Mug blank	New	each
c. Mouse pad blank	New	each
d. Hat blank	New	each
e. Puzzle blank	New	each
f. Bag - small	New	each
g. Bag - large	New	each
6. Xyron (Create-a-Sticker)		
a. Sticker paper	New	per linear inch
b. Magnet	New	per linear inch
7. Sewing		
a. 12" x 12" Fabric	New	each
b. 18" x 22" Fat Quarter	New	each
c. Fusible interfacing	New	per linear foot
8. Button maker		
a. 1.25" button kit	New	each
b. 2.25" button kit	New	each
9. Embroidery		
a. Thread	New	per 1000 stitches
b. Stabilizer	New	per sheet
10. Miscellaneous		
a. Shrinky Dink	New	per sheet
b. Perler Project	New	per project board
c. Laminate Pouch	New	each
<b>C. TECH LENDING LIBRARY FEES</b>		
Processing Fee	New	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.85	\$0.35
NA	NA	\$1.35	\$0.35
NA	NA	\$1.75	\$0.50
NA	NA	\$3.50	\$0.50
NA	NA	\$0.05	NA
NA	NA	\$0.07	NA
NA	NA	\$0.20	NA
NA	NA	\$0.35	NA
NA	NA	\$0.50	NA
NA	NA	\$0.05	NA
NA	NA	\$1.25	NA
NA	NA	\$3.00	NA
NA	NA	\$1.50	NA
NA	NA	\$3.00	NA
NA	NA	\$1.50	NA
NA	NA	\$1.00	NA
NA	NA	\$1.50	NA
NA	NA	\$0.10	NA
NA	NA	\$0.30	NA
NA	NA	\$0.75	NA
NA	NA	\$2.50	NA
NA	NA	\$1.00	NA
NA	NA	\$0.10	NA
NA	NA	\$0.20	NA
NA	NA	\$0.10	NA
NA	NA	\$0.25	NA
NA	NA	\$0.50	NA
NA	NA	\$0.50	NA
NA	NA	\$0.25	NA
\$156.75	87%	\$20.00	NA

**LIBRARY SERVICES**

Title	Current Fee/Charge	Unit
Wifi Connected Chrome Book	New	
Wifi Connected Tablet	New	
Hot Spot	New	
Peripherals	New	each

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	up to \$500	NA
NA	NA	up to \$250	NA
NA	NA	up to \$400	NA
NA	NA	up to \$25	NA

Title	Current Fee/Charge	Unit	Notes
<b>ANIMAL CONTROL</b>			
(Ref. Hayward Municipal Code, Chapter 4, Article 4) For those fees designated to RTO (Refer To Office), the Animal			
1. Impounding Charges			
a. For each dog and cat			
(1) 1st impoundment	\$50.00	penalty	
(2) 2nd impoundment within one year	\$75.00	penalty	
(3) 3rd impoundment within one year	\$149.00	penalty	
(4) Impound dangerous animal	\$148.00	penalty	
(5) Field Impound	\$125.00		
b. For any unsterilized dog or cat impounded, an additional fee is assessed as mandated by the State of California Food & Agricultural Code.			
(1) 1st Impoundment	\$35.00	penalty	
(2) 2nd Impoundment	\$50.00	penalty	
(3) 3rd Impoundment	\$100.00	penalty	
c. For each horse, bull, cow, steer, calf, colt, sheep, lamb goat or hog			
(1) 1st impoundment	RTO (minimum \$40.00) Charge will be total direct cost		Dependent on size of animal
(2) 2nd impoundment within one year	RTO (minimum \$40.00)		
(3) 3rd impoundment within one year	RTO (minimum \$40.00)		
d. For each non-specified animal (rabbit, monkey, rat, etc.)	RTO (minimum \$40.00)		
2. Feeding and Boarding Charges Per Day. Boarding charges shall be levied as of the first day of impoundment. Charges shall be waived where the animal is redeemed "off the truck."			
a. For each dog, cat or small domestic pet	\$15.00		
b. Special needs animal (medications given, treatment)	\$39.00	per day	
c. For each horse, bull, cow, hog, steer, lamb, sheep, goat, colt, or calf.	\$10.00	minimum (RTO)	Dependent on size of animal
d. For lamb, sheep, goat, other small livestock maintained at shelter	\$24.00		
e. For each non-specified animal:	\$19.00	minimum (RTO)	Depends on the type of animal.
3. Special Services			
a. Owner surrender of adult-animals (boarding fees for the State mandated period additional)	\$27.00	per animal	
b. Owner surrender of additional animals less than four weeks of age.	\$13.00	per animal	
c. Owner surrenders – small animals/bird	\$46.00	per animal	
d. Owner surrenders – small animals/bird *add Boarding fees for the state-mandated holding period will also be charged.	\$46.00	per animal	
e. Owner brings dead animal to shelter for disposal			
(1) Under 50 lbs.	\$50.00	per animal	
(2) Over 50 lbs.	\$42.00	per animal	
(3) Transportation of disposal	\$96.00	per animal	
f. Transportation of stray injured or sick animal to a veterinarian where owner is later identified.	RTO		
g. Veterinary treatment provided to an animal housed in the Shelter where the owner is later identified.	Actual Vet Costs		
h. Rabies vaccination	Actual Vet Costs		
i. Para-influenza type vaccine	Actual Vet Costs		
j. Deworm & Flea Preventative			
(1) Cat	New		
(2) Dog - under 25 lbs	New		
(3) Dog - 25.1-50 lbs	New		
(4) Dog - 50.1-100 lbs	New		
k. Felv/FIV combo test - in-house	\$17.00	minimum	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$81.44	39%	\$50.00	\$0
\$81.44	8%	\$75.00	\$0
\$174.97	15%	\$149.00	\$0
\$169.46	13%	\$148.00	\$0
\$138.60	10%	\$125.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
NA	NA	RTO (minimum Field Impound) Charge will be total direct cost	\$0
NA	NA	RTO (minimum Field Impound) Charge will be total direct cost	\$0
NA	NA	RTO (minimum Field Impound) Charge will be total direct cost	\$0
NA	NA	RTO (minimum 1st Impound)	\$0
\$24.83	40%	\$15.00	\$0
\$37.24	1%	\$37.00	-\$2
NA	NA	RTO. Charge will be total direct cost	NA
\$24.58	2%	\$24.00	\$0
NA	NA	RTO (minimum \$15 board fee.)	NA
\$59.34	55%	\$27.00	\$0
\$9.39	4%	\$9.00	-\$4
\$14.35	2%	\$14.00	-\$32
\$34.51	1%	\$34.00	-\$12
\$70.94	30%	\$50.00	\$0
\$76.90	2%	\$75.00	\$33
\$131.21	27%	\$96.00	\$0
\$100.89	5%	\$96.00	NA
NA	NA	Actual Vet Costs	\$0
NA	NA	Actual Vet Costs	\$0
\$3.72	NA	Actual Vet Costs	\$0
\$15.21	34%	\$10.00	NA
\$17.53	14%	\$15.00	NA
\$32.64	8%	\$30.00	NA
\$59.21	24%	\$45.00	NA
\$44.92	44%	\$25.00	\$8



**ANIMAL CONTROL**

Title	Current Fee/Charge	Unit	Notes
I. Microchip			
(1) Animal adopted from the Shelter	\$15.00		
(2) Animals not adopted from the Shelter	\$29.00		
4. Animal License and Permit Fees			
a. Dog License			
(1) Flat fee is for 1, 2 or 3 years depending on Rabies Vaccination Certificate (not to exceed 3 years)	\$17.00		
(2) Unsterilized animal (Flat license or licence renewal fee additional.)	\$35.00	penalty	
(3) License renewal - Replacement tag additional if needed	\$17.00	plus penalty	
The Animal Services Manager is authorized to reduce dog license fees by one half of the amount set forth above			
b. Late Penalty	\$5.00		
c. Replacement license tag issued at time of renewal	\$13.00		
d. Replacement license tag issued not at time of renewal.	\$13.00		
e. Seeing or hearing dog	No charge		
f. Fancier's Permit	\$243.00		
6. Observation Fees			
All observation fees are assessed at the full rate and are not refundable, either in part or in full.			
a. For each dog, cat or small domestic pet for quarantine, evidence and protective custody. Boarding fees for the State mandated holding period will also be charged.	\$4.00	per day	
b. Other Animals	Actual Costs per inspection		
c. Property inspections (required prior to home quarantines and for the private retention of all animals declared dangerous outside City of Hayward hearing).	\$72.00		
7. Adoption Fees	RTO (minimum \$5.00)		
a. The fees charged for dogs and cats offered for adoption shall be set by the Animal Services Manager. In no case shall animals listed as "Owner Surrendered" be adopted by the previous owner without payment of all fees and charges (as specified in the schedule) for shelter service in impounding and caring for the animal.	\$20.00		
b. All Other Animals	Market Value		
c. Spaying and neutering (mandated for dogs and cats prior to adoption)	Veterinary contract cost		
d. Administrative processing fee for the return of animals adopted from the shelter	\$11.00		
8. Hearing Fee: Hearing and inspection of property of owners of animals declared dangerous or potentially dangerous.	\$150.00		

For those fees designated to RTO (Refer To Office), the Animal Services Manager shall determine a reasonable fee or charge, basing that determination on the nature of the service; time spent; consistency with fees and charges specified for other services; actual costs incurred, including overhead and other indirect cost; and any other relevant factors.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$29.26	49%	\$15.00	\$0
\$29.26	1%	\$29.00	\$0
\$18.10	6%	\$17.00	\$0
NA	NA	\$35.00	\$0
\$17.68	4%	\$17.00	\$0
NA	NA	\$5.00	\$0
\$3.37	11%	\$3.00	-\$10
\$12.21	2%	\$12.00	-\$1
\$15.14	NA	No Charge	\$0
\$315.20	23%	\$243.00	\$0
\$9.65	48%	\$5.00	\$1
NA	NA	Actual Costs per inspection	\$0
\$93.53	20%	\$75.00	\$3
NA	NA	RTO	\$0
NA	NA	\$20.00	\$0
NA	NA	Market Value	\$0
NA	NA	Veterinary contract cost	\$0
\$14.73	25%	\$11.00	\$0
\$949.29	84%	\$150.00	\$0

#### A. CITY HALL RENTALS USER GROUPS

a. Individuals living in Hayward

- Individuals living in Hayward
- Individuals living outside of Hayward
- Non-profits [501(c) 3, 4, or 6] and other public or private civic, cultural, educational, or charitable groups
- Businesses and other commercial groups

**RENTAL RATES:**

RENTAL RATES:			CURRENT			
			FEE RATES BY USER GROUP **ALL RATES HOURLY**			
			Individual		Organization	
City Hall Facilities	Seating	Deposit	A. Hayward Resident	B. Non-	C. Non-Profit	D.
City Hall – Rotunda (4 hr. min)		160 \$300*	\$115	\$145	\$125	\$175
City Hall – Council Chambers (4 hr. min)		166 \$300*	\$65 (\$520 daily)	\$95 (\$760)	\$75 (\$520 daily)	\$125
City Hall – Pre- function Area 2 <sup>nd</sup> floor (4 hr. min)		100 \$300*	\$55 (\$440 daily)	\$85 (\$680)	\$65 (\$440 daily)	\$115
City Hall – Plaza (4 hr. min)	-	\$500*	\$70 (\$560 daily)	\$100	\$80 (\$560 daily)	\$130

### OTHER CITY HALL FEES

Note: All equipment fees are for one setup and per day

	CURRENT
<b>Facility Fee</b>	<b>Rate (All User</b>
<b>Room Setup Fee</b>	\$150 per event
<b>Security Admin Fee</b>	\$57.00 per event, plus security
<b>Janitorial Admin Fee</b>	\$57.00 per event, plus janitorial
<b>Insurance Admin Fee</b>	\$86.00 per issuance

### B. LIBRARY MEETING ROOM RENTALS USER GROUPS

a. Individuals living in Hayward

- b. Individuals living outside of Hayward
- c. Non-profits [501(c) 3, 4, or 6] and other public or private civic, cultural, educational, or charitable groups
- d. Businesses and other commercial groups
- e. City of Hayward and other government agencies (federal/state/city/local)

## RENTAL RATES

	CURRENT				
	FEE RATES BY USER GROUP **ALL RATES HOURLY**				
	Individual		Organization		Government
	A. Hayward Resident	B. Non-Hayward	C. Non- Profit	D. Commer	E. Government Agency
Library Meeting Room and Event Spaces					
Fremont Bank Foundation Room A (Half)	\$60.00	\$80.00	\$50.00	\$150.00	\$0.00
Fremont Bank	\$60.00	\$80.00	\$50.00	\$150.00	\$0.00
Fremont Bank Foundation Room	\$100.00	\$140.00	\$75.00	\$250.00	\$0.00
Meeting Room C	\$30.00	\$40.00	\$25.00*	\$5.00	\$0.00
Prep Area**	\$50.00	\$50.00	\$50.00	\$100.00	\$0.00
Weekes Library Legacy Room***	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*Two (2) meetings each month in Meeting Room C will be free if the following criteria are met:

- i. Meeting sponsored by a Group C user that is based in Hayward and serves primarily Hayward residents
- ii. Meeting is open to the public

**\*\*Prep Area is a room next to Fremont Bank Foundation Room A with refrigerator, oven, and sink**

\*\*\*All events held in the Legacy Room are required to be open to the public

OTHER LIBRARY MEETING ROOM FEES		CURRENT
Meeting Room Fee		Rate (All User
Room Setup Fee (If Requested)		\$50.00-\$100.00
Janitorial Service Fee (When Needed)		\$57.00 per event, plus janitorial
Attendant On Duty (When Needed)		\$75.00 per hour

**Notes:**

Minimum rental is two (2) hours. Hourly rates are not pro-rated for parts of an hour. Partial- hour reservations will be rounded up to the nearest hour.

Any setup and tear-down time required must be included in the time requested and will be billed at the same rental rate.

Payments must be made at least 14 days prior to the event. Events are not considered approved until payment is received in full.

Other service fees (when needed) may also be applicable. These may be assessed prior to or immediately following the reservation.

### Full Cost

\$324.04
\$106.50
\$106.50
\$106.50
\$324.04
\$106.50
NA

### SUGGESTED

FEE RATES BY USER GROUP ***ALL RATES HOURLY**				
Individual		Organization		
Deposit	A. Hayward Resident	B. Non- Hayward Resident	C. Non- Profit	D.
\$300*	\$121	\$152	\$131	\$18
\$300*	\$68 (\$546 daily)	\$99	\$78 (\$546 daily)	\$13
\$300*	\$57 (\$462 daily)	\$89	\$68 (\$462 daily)	\$12
\$500*	\$73 (\$588 daily)	\$105	\$84 (\$588 daily)	\$13

## SUGGESTED

Rate (All User
\$158.00
\$60.00
\$60.00
\$90.00

### SUGGESTED

FEE RATES BY USER GROUP **ALL RATES HOURLY**					
Individual		Organization		Government	
A. Hayward	B. Non- Hayward Resident	C. Non- Profit	D. Commercial	E. Government Agency	
\$60.00	\$80.00	\$50.00	\$150.00		\$0.00
\$60.00	\$80.00	\$50.00	\$150.00		\$0.00
\$100.00	\$140.00	\$75.00	\$250.00		\$0.00
\$30.00	\$40.00	\$25.00*	\$50.00		\$0.00
\$50.00	\$50.00	\$50.00	\$100.00		\$0.00
\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

### SUGGESTED

Rate (All User
\$50-\$100
\$57.00 per event, plus janitorial
\$75 per hour

## STREET MAINTENANCE

Title	Current Fee/Charge	Unit	Notes
<b>C. STREET MAINTENANCE</b>			
1. Cart Retrieval Fee	\$91.00		
2. Street Sign - Fabricated & Installed by City	\$556.00		
3. Illegal Dumping in Public Right-Of-Way			HMC Section 5-7.25
First Violation			HMC Section 5-7.25
(A) Initial inspection and noticing	No Charge	No Penalty	
(B) Reinspection shows violation eliminated	No Charge	No Penalty	
(C) Reinspection shows violation still exists; City abates	\$1,181.00	Penalty \$100.00	
Subsequent violation(s) within 12 months, same property owner			HMC Section 5-7.25
(D) Initial inspection and noticing	\$1,181.00	Penalty \$100.00	
(E) Reinspection shows violation <i>eliminated</i>	No Additional Charge	No Penalty	
(F) Reinspection shows violation <b>still exists; City abates</b>	\$1,181.00	Penalty \$100.00	
(G) Lien/Special Assessment (Per Parcel)	\$1,811.00		
(H) Hearing Fee: Administrative, Special Assessment, Administrative Citation, and Lien Hearings	\$946.00		
4. Special Events Per Hour	\$115.00		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$202.32	44%	\$113.75		\$23
\$1,015.70	32%	\$695.00		\$139
NA	NA	No Charge	No Penalty	\$0
NA	NA	No Charge	No Penalty	\$0
\$1,679.98	12%	\$1,476.25	<b>Penalty \$400.00</b>	\$295
\$1,679.98	12%	\$1,476.25	<b>Penalty \$800.00</b>	\$295
NA	NA	No Additional Charge	No Penalty	\$0
\$1,679.98	12%	\$1,476.25	<b>Penalty \$1,600.00</b>	\$295
\$1,854.63	0%	\$1,858.00		\$47
\$1,289.25	1%	\$1,276.00		\$330
\$364.34	61%	\$143.75		\$29



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