




Memorandum

DATE: February 16, 2023

TO: Nicole Gonzales, Acting Director of Finance

FROM: Alex Ameri, Director of Public Works 

SUBJECT: Proposed Revisions to Master Fee Schedule FY 2024 – Airport Fees

The Department of Public Works and Utilities requests the following changes to the section of the Master Fee Schedule pertaining to Airport Services (Engineering and Transportation Services, Section A).

The Hayward Executive Airport owns and leases 206 enclosed hangars and 116 tie-down spaces that accommodate aircraft of various sizes, from small single-engine airplanes to corporate jets. Many fees and charges that support airport operations and maintenance have not been revised in a number of years. Staff have reviewed the current fees and charges and determined that adjustments are appropriate for fees associated with the administration of the waiting list, hangar and tie-down exchanges, and ramp sweeping services for private leaseholds.

In order to improve cost recovery for these services, staff recommend including the following changes to the Master Fee Schedule starting FY 2024:

Fee Type	Current	Proposed
Aircraft Hangar Waiting List Application Refundable Deposit	\$100	\$150
Hangar Exchange Fee – Administration Fee for Exchange between Tenants (each Tenant)	\$60/tenant	\$85/tenant
Hangar Exchange Fee – Administration Fee for Exchange into Vacant Hangar	\$60	\$85
Tie-Down Exchange – Administration Fee to Exchange tie-down spaces	\$25	\$50
Ramp Sweeping Services, hourly rate	\$90/hour	\$125/hour



Memorandum

DATE: February 16, 2023

TO: Nicole Gonzales, Acting Director of Finance

FROM: Alex Ameri, Director of Public Works 

SUBJECT: Proposed Revisions to Master Fee Schedule FY 2024 – Dedicated Fire Service Connections

The Department of Public Works and Utilities requests the following changes to the section of the Master Fee Schedule pertaining to the Water Service Charges and Installation Fees (Section G).

Upon review of the current policies for fireline accounts, staff recommend including the following changes to the Master Fee Schedule starting FY 2024.

1. Remove Domestic Sewer Service Charge for Dedicated Fire Service Connections

Customers with dedicated fire service connections, also known as firelines, are currently billed a domestic sewer service charge when their fire service connection is used for an unauthorized purpose (a purpose other than extinguishing a fire or performing an authorized test). Staff have determined that water released through firelines does not typically impact sewer system operations and maintenance. As such, staff recommend removing the domestic sewer charge for all dedicated fireline accounts. Customers with fireline accounts will continue to be billed a 50% consumption surcharge for all unauthorized usage.

2. Implement a Refund Policy for Authorized Usage or Inaccurate Readings for Fireline Accounts

The Master Fee Schedule does not currently include information on the refund policy for authorized use or false usage registered by a fireline meter. Staff recommend adding clarifying language to the Master Fee Schedule regarding refunds.

Proposed text to be added to Section G:

Customers with appropriate documentation may qualify for a full or partial refund in specific circumstances such as:

- *Authorized water usage (e.g., for extinguishing fires or planned test of fire protection systems). Fire service connections are not intended for day-to-day water consumption, but may occasionally be authorized for specific uses. In instances where customers can provide documentation for authorized water usage, customers will only be billed for consumption and will be refunded if a 50% surcharge has been applied to their account.*
- *False usage volume (e.g. due to a faulty check valves). In instances where customers can provide proof that water consumption was due to an inaccurate meter reading, refunds can be issued for any false consumption, inclusive of the 50% surcharge.*



Memorandum

DATE: February 16, 2023

TO: Nicole Gonzales, Acting Director of Finance

FROM: Alex Ameri, Director of Public Works 

SUBJECT: Proposed Revisions to Master Fee Schedule FY 2024 – Water Hydrant Meter Deposit Fee and Monthly Service Charges

The Department of Public Works and Utilities requests the following changes to the section of the Master Fee Schedule pertaining to the Water Service Charges and Installation Fees Section B (Water Service, Construction Work, Temporary Service).

1. Adjust Water Hydrant Meter Deposit Fee and Add to FY 2024 Master Fee Schedule

Customers receive metered water service for construction and related activities through temporary water hydrant meters. The City provides meters upon receipt of the water hydrant deposit fee, which is currently \$1,600. The City retains this deposit in the event that the meter is damaged or not returned. This fee has historically not been included in the Master Fee Schedule and has also remained unchanged for a number of years. Staff recommends adding the Water Hydrant Meter Deposit Fee to the Master Fee Schedule and implementing a marginal increase beginning in FY 2024.

Per Municipal Code Chapter 11, Article 2, Section 11-2.22, the water hydrant meter deposit should cover the full cost of replacement of the meter and backflow assembly and estimated cost of water consumption for two months. However, the current \$1,600 deposit fee only recovers approximately 60% of the cost of approximately \$2,600. In order to achieve full cost recovery in compliance with the municipal code while minimizing the impact to customers, staff recommends that this fee be reviewed annually and increased incrementally over multiple fiscal years. In the first year, staff recommends increasing the water hydrant meter deposit fee by 12.5% to \$1,800.

The following table compares the City’s proposed water hydrant meter deposit fee to comparable services in other public agencies in Alameda County: Alameda County Water District (ACWD), Dublin San Ramon Sanitary District (DSRSD), and the City of Pleasanton. The results indicate that the proposed fee is generally within a reasonable range of those charged by other agencies.

Comparison of water hydrant meter deposit fees (for a 3” hydrant meter):

Hayward (Current)	Hayward (Proposed)	ACWD	DSRSD	Pleasanton
\$1,600	\$1,800	\$1,643	\$2,000 (2”)	\$2,000

2. Adjust Hydrant and Construction Meter Monthly Service Charges

The monthly meter service fees currently charged to hydrant and construction meter customers have not been updated in many years. Staff recommends increasing the monthly service charge by 20% to more closely recover the current cost of providing services.

The following table compares the City's proposed hydrant and construction meter service charges to comparable services in other public agencies in Alameda County: Alameda County Water District (ACWD), Dublin San Ramon Sanitary District (DSRSD), and the City of Pleasanton. The proposed fees for FY 2024 are within a reasonable range of those charged by other agencies.

Comparison of monthly hydrant and construction meter service charges:

Meter Size	Hayward (Current)	Hayward (Proposed)	DSRSD	Pleasanton	ACWD
3/4" meter	\$6	\$8	N/A	\$15	N/A
3" meter	\$62	\$75	\$121 (2")	\$175	\$312
4" meter	\$97	\$117	\$549	\$499	N/A
6" meter	\$194	\$233	\$1,167	\$997	N/A



Memorandum

DATE: February 16, 2023

TO: Nicole Gonzales, Acting Director of Finance

FROM: Alex Ameri, Director of Public Works 

SUBJECT: Proposed Revisions to Master Fee Schedule FY 2024 – Annual Lease Charge for Use of City Pole for Wireless Communication Facilities

The Department of Public Works and Utilities requests the addition of a new charge in the section of the Master Fee Schedule pertaining to Section 7-4 Wireless Communication Facilities (Engineering and Transportation Services, Section B).

Federal Communications Commission Order FCC-18-133 was adopted on January 14, 2019 to remove barriers to wireless infrastructure deployment and promote the use of small cell wireless communication facilities (WCFs). Wireless service providers approved by the state to use public rights-of-way (PROW) can install small cell WCFs on existing city-owned poles and structures (e.g. streetlights) or privately-owned utility poles in the public right-of-way. All small cell WCFs are subject to City guidelines for siting, design, and construction and the terms of a Master Lease Agreement with the City. These guidelines are developed and subject to change by the Public Works Department and the City Attorney's Office.

Per the FCC-18-133, the City may establish an annual lease charge in the amount of \$270 per site per calendar year for use of the city property in PROW. This charge may be increased by 3% on each subsequent January 14 (the Effective Date for FCC-13-133). The Master Fee Schedule currently includes service fees for permitting and administration but does not include the lease charges for use of city-owned poles. Staff recommend codifying the \$270 annual lease charge for use of city poles in the Master Fee Schedule, starting in FY 2024, and implementing 3% increases on each following January 14.

The table below outlines the recommended fee schedule for FY 2024.

Effective Date	Fee
July 1, 2023	\$270.00
January 14, 2024	\$278.10



Memorandum

DATE: February 16, 2023

TO: Nicole Gonzales, Acting Director of Finance

FROM: Alex Ameri, Director of Public Works 

SUBJECT: Proposed Revisions to Master Fee Schedule FY 2024 – Stormwater Inspection Fees

The Department of Public Works and Utilities requests the following changes to the section of the Master Fee Schedule pertaining to Stormwater Inspection Fees.

The City’s Water Pollution Source Control (WPSC) staff are responsible for inspecting facilities to ensure compliance with all stormwater requirements and regulations. These regulations are intended to minimize the risk of polluted runoff to stormwater drains and ultimately the San Francisco Bay.

Three years ago, staff reviewed costs of providing these services and determined that adjustments are appropriate to incorporate updated levels of effort, hourly rate adjustments and overhead charges. In most cases, full cost recovery was determined to require incremental increases over multiple fiscal years. As such, staff proposed that the fees identified below be reviewed annually and adjusted as needed in order to limit the impact on affected businesses. The proposed rates below have been identified during the third annual review of these fees. Recommended adjustments for FY 2024 are as follows:

Stormwater Facility Inspections	Current	Proposed
Industrial (under State permit)*	\$398	\$415
Industrial (not under State permit)*	\$398	\$415
Restaurant*	\$257	\$265
Commercial*	\$216	\$225
Stormwater Treatment Measure*	\$462	\$485

*Fees for these services require higher increases for full cost recovery. However, to reduce the impact on businesses, the proposed increases have been capped at a maximum of 5% (rounded to the nearest five dollars). The need for further adjustments will be reviewed, and appropriate increases proposed, in future years.

The following table compares the City’s proposed fee for Industrial inspections for facilities under the State permit, which is the most common fee category. Staff selected comparable services in other Alameda County cities: Livermore, Oakland, and Dublin. The results indicate that the proposed fees are generally within a reasonable range of those charged by other agencies.

Service	Hayward (Proposed)	Dublin	Oakland	Livermore
Industrial (under State permit)	\$415	\$437	\$381	\$1,767



Memorandum

DATE: February 16, 2023

TO: Nicole Gonzales, Acting Director of Finance

FROM: Alex Ameri, Director of Public Works 

SUBJECT: Proposed Revisions to Master Fee Schedule FY 2024 – Miscellaneous Wastewater Fees

The Department of Public Works and Utilities requests the following changes to the section of the Master Fee Schedule pertaining to Wastewater Discharge Permit Fees and Miscellaneous Charges.

The City’s Water Pollution Source Control (WPSC) staff are responsible for issuing permits and monitoring sanitary sewer discharges from significant industrial users to ensure compliance with all Federal, State, and Local requirements and limits. Depending on the nature and volume of discharge, the permits may be classified as “Categorical” or “Non-Categorical Significant.” Other permits may be issued for special purposes or short-term durations. WPSC also monitors discharge from permitted industries and follows up as necessary to ensure compliance with all regulations.

Three years ago, staff reviewed costs of providing these services and determined that adjustments are appropriate to incorporate updated levels of effort, hourly rate adjustments and overhead charges. In most cases, full cost recovery was determined to require incremental increases over multiple fiscal years. As such, staff proposed that the fees identified below be reviewed annually and adjusted as needed in order to limit the impact on affected businesses. The proposed rates below have been identified during the annual review of these fees.

Recommended adjustments for FY 2024 are as follows:

Wastewater Discharge Permits	New Permit		Permit Renewal		Amendment	
	Current	Proposed	Current	Proposed	Current	Proposed
Categorical*	\$4,073	\$4,275	\$2,797	\$2,935	\$999	\$1,045
Non-Categorical Significant*	\$2,757	\$2,890	\$2,001	\$2,100	\$780	\$815
Groundwater*	\$1,455	\$1,525	\$780	\$815	\$482	\$505
Non-Sewered Credit*	\$179	\$185	\$179	\$185	N/A	N/A
Special Purpose (One-Time)*	\$788	\$825	N/A	N/A	N/A	N/A

Wastewater Sampling	Current	Proposed
Composite Sample with Lab Costs*	\$673	\$705
Composite Sample without Lab Costs*	\$312	\$325
Grab Sample*	\$321	\$335
Violation Follow-up Sample with Lab Costs*	\$673	\$705
Violation Follow-up Sample without Lab Costs*	\$312	\$325
Sampling Equipment Fee	\$25	\$25

Compliance Schedule	Current	Proposed
Compliance Schedule (for Correction of Violations)*	\$695	\$725

Violation Follow-Up Inspection	Current	Proposed
Violation Follow-Up Inspection*	\$586	\$615

Development Plan Review	Current	Proposed
Industrial*	\$433	\$450
Commercial*	\$433	\$450
Residential*	\$271	\$280

*Fees for these services require higher increases for full cost recovery. However, to reduce the impact on businesses, the proposed increases have been capped at a maximum of 5% (rounded to the nearest five dollars). The need for further adjustments will be reviewed, and appropriate increases proposed, in future years.

The following table compares the City’s proposed fees for the most common fee types with those of nearby agencies: Oro Loma Sanitary District (Oro Loma); East Bay Municipal Utility District (EBMUD); City of San Leandro; and Dublin San Ramon Services District (DSRSD). Each agency recovers these costs in different ways, so the comparisons listed below are approximate. The proposed fees for FY 2024 remain within a reasonable range of those charged by other agencies.


Service	Hayward (Proposed)	Oro Loma	San Leandro	DSRSD	EBMUD
Categorical Permits – New	\$4,275	\$1,230 + \$15,484 annual monitoring service fee	\$1,585+ \$972 annual service charge	\$3,230	\$3,130 + \$1,720 annual monitoring fees
Violation Follow-Up Sample	\$705	\$459	\$1,063	\$770	Based on actual tests
Violation Follow-Up Inspection	\$615	\$459	\$695 + \$176/hour	\$1,085	\$780 minimum + testing fees



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DATE: February 16, 2023

TO: Nicole Gonzales, Acting Director of Finance

FROM: Alex Ameri, Director of Public Works 

SUBJECT: Proposed Revisions to Master Fee Schedule FY 2024 – Water Service Charges and Installation Fees

The Department of Public Works and Utilities requests the following changes to the section of the Master Fee Schedule pertaining to the Water Service Charges and Installation Fees (Section A).

Increase Charges For Single Services and Manifold Services

Per Hayward Municipal Code Sec. 11-2.04 and 2.05, customers shall be charged for the cost of new water service connections, which includes installation fees, cost of materials, labor and equipment, other costs incurred on site during installation, and overhead/administrative costs. The fees identified below in the Master Fee Schedule have not been revised since FY 2011, and staff estimate that actual costs incurred by the City to provide these services are at least 30% higher than what is currently charged.

In order to improve cost recovery, staff recommend increasing water service charges and installation fees for single services and manifold services by 20% in FY 2024. Full cost recovery will require incremental increases over several fiscal years. As such, fees will be reviewed annually and adjusted as needed in such a way that limits impacts to water users.

Recommended adjustments for FY 2024 are as follows:

Single Service		
Meter Size and Service Size	Current Fee	Proposed Fee*
5/8" x 3/4"	\$3,500	\$4,200
3/4" x 3/4"	\$3,500	\$4,200
3/4" x 1"	\$3,500	\$4,200
1" x 1"	\$3,500	\$4,200
1" x 1-1/2"	\$4,140	\$4,960
1-1/2" x 1-1/2"	\$4,580	\$5,490
1-1/2" x 2"	\$4,580	\$5,490
2" x 2"	\$4,870	\$5,840
Larger than 2" x 2"	Actual cost of labor, materials, & equipment**	Actual cost of labor, materials, & equipment**

Manifold Service			
Meter Size	Service Size	Current Fee	Proposed Fee*
5/8" x 5/8"	1"	\$4,450	\$5,340
3/4" x 3/4"	1"	\$4,450	\$5,340
1" x 1"	1-1/2"	\$4,450	\$5,340
1" x 1-1/2"	2"	\$4,740	\$5,680
1-1/2" x 1-1/2"	2"	\$5,020	\$6,020
1-1/2" x 2"	2"	\$5,180	\$6,210
2" x 2"	2"	\$5,360	\$6,430
More than two meters or larger than 2" service line		Actual cost of labor, materials, & equipment**	Actual cost of labor, materials, & equipment**

*Fees for these services require higher increases for full cost recovery. To limit impact to water customers, increases have been capped at 20% (rounded to the nearest ten dollars). The need for further adjustments will be reviewed, and appropriate increases proposed, in future years.

** Per Hayward Municipal Code Sec. 11-2.05, actual costs can be charged for services larger than two inches and unusually long or difficult service connections of any size.

Increase Charges for Meters Set on Existing Service

The current fees for meters set on existing service have also not been updated since FY 2011. Staff have calculated the actual costs incurred by the City to provide these services recommend increasing fees as shown in the table below to achieve full cost recovery.

Meters Set on Existing Service		
Meter Size and Service Size	Current Fee	Proposed Fee
5/8"	\$180	\$340
3/4"	\$200	\$380
1"	\$310	\$420
1-1/2"	\$530	\$640
2"	\$660	\$810
Larger than 2"	Actual cost of labor, materials, & equipment**	Actual cost of labor, materials, & equipment**

Comparison with Other Service Providers

The following table compares the City's proposed fees for the most common fee types to those of other nearby agencies: East Bay Municipal Utility District (EBMUD), Alameda County Water District (ACWD), Dublin San Ramon Services District (DSRSD), and the City of Pleasanton. The results indicate that the proposed fee is generally within a reasonable range of those charged by other agencies.

Single Services			
Meter Size and Service Size	Hayward (Proposed)	ACWD	EBMUD
5/8" x 3/4"	\$4,200	\$5,451 (SFR)	\$5,145 (unpaved)
		\$4,578 (MFR)	\$9,499 (paved)
1" x 1"	\$4,200	\$5,451 (SFR)	\$5,145 (unpaved)
		\$4,578 (MFR)	\$9,499 (paved)

Meters Set on Existing Service				
Meter Size	Hayward (Proposed)	ACWD	Pleasanton	DSRSD
3/4"	\$380	\$261	\$453 (short) \$478 (long)	\$614
1"	\$420	\$273	\$614	\$662