

## HAYWARD CITY COUNCIL

RESOLUTION NO. 19-008Introduced by Council Member ZermeñoRESOLUTION AMENDING THE MASTER FEE SCHEDULE AND  
APPROVING AIRPORT RATES AND CHARGES

WHEREAS, Section 15273 of the California Environmental Quality Act Guidelines states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares and other charges by public agencies which the public agency finds are for the purpose of:

1. Meeting operating expenses, including employee wage rates and fringe benefits,
2. Purchasing or leasing supplies, equipment or materials,
3. Meeting financial reserve needs and requirements, or
4. Obtaining funds for capital projects necessary to maintain service within existing service areas.

WHEREAS, the City Council finds and determines that this action is exempt from CEQA based on the foregoing provisions; and

WHEREAS, a study conducted in 2017 indicated that rental rates for Airport-owned standard sized hangars were below market rate by up to 51%; and

WHEREAS, the same study conducted in 2017 indicated that rental rates for Airport-owned hangars other than standard sized were below market rate by between 0% and 26%; and

WHEREAS, the City approved a 10% rate increase for FY 2018 and initially considered City staff's recommendation for increasing all hangar rates by 10% per year for subsequent four years to bring hangar rents closer to market rates; and

WHEREAS, hangar tenants expressed concerns about the proposed future increases and requested a more gradual approach; and

WHEREAS, the City Council Airport Committee has recommended a 10% rate increase for FY 2019; and

WHEREAS, City staff met with hangar tenants to arrive at an equitable and fair resolution to address this matter; and

WHEREAS, after a series of meetings from April through November 2018, the City developed a rate structure that lessens the impact of the increases on the tenants, while allowing for the Airport to meet its rents-funded annual operating expenses, including needed capital improvements, over the next four years; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby amends the Master Fee Schedule and approves the Airport rates and charges as shown in the attached Exhibit "A", effective April 1, 2019, and July 1 of all subsequent years.

BE IT FURTHER RESOLVED that the rental rates for the next four fiscal years for all hangar types, are as shown:

<u>Hangar Type</u>	<u>Rental Rate by Fiscal Year</u>			
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Row "A" T-Hangars	\$273	\$280	\$287	\$294
Standard T-Hangars	\$393	\$412	\$433	\$455
Large T-Hangars	\$526	\$539	\$553	\$566
Executive	\$912	\$935	\$958	\$982
Executive I Hangars	\$1,262	\$1,294	\$1,326	\$1,359
Executive II Hangars	\$1,377	\$1,411	\$1,447	\$1,483

BE IT FURTHER RESOLVED that all language pertaining to CPI and market adjustments as noted under Airport Services, Sections A.1.f and A.1.g of the FY 2019 Master Fee Schedule, are hereby rescinded through FY 2022.

IN COUNCIL, HAYWARD, CALIFORNIA January 15, 2019

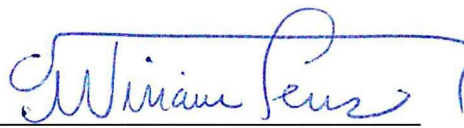
ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS: Zermeño, Márquez, Mendall, Wahab, Salinas  
MAYOR: Halliday

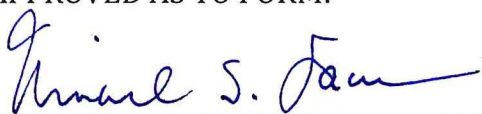
NOES: COUNCIL MEMBERS: Lamnin

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ATTEST:   
City Clerk of the City of Hayward

APPROVED AS TO FORM:

  
City Attorney of the City of Hayward

**Engineering and Transportation Services**

A. AIRPORT SERVICES

1 Monthly and Daily Fees for Aircraft Parking and Storage.

**Aircraft Hangar Waiting List Application Refundable Deposit of \$100.00**

	<u>Monthly Charges</u>
a. Hangar Space	
(1) Row "A" T-Hangars	\$273.00
(2) Standard T-Hangars	\$393.00
(3) Large T-Hangars	\$526.00
(4) Exec	\$912.00
(5) Executive I Hangars	\$1,262.00
(6) Executive II Hangars	\$1,377.00
b. Hangar Storage Rooms	
(1) Small	\$71.00
(2) Medium	\$99.00
(3) Large	\$191.00
(4) Extra Large	\$244.00
(5) Office Spaces	\$650.00
c. Tie Downs (Aircraft Gross Weight/Wing Span)	
(1) Single Engine 3,500 lb. and Single Engine Helicopters	\$60.00
(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	
	<u>Daily Charge</u>
(1) Single Engine 3,500 lb. less than 40 ft	\$6.00
(2) Twin Engine 12,500 lb. less than 50 ft and all Helicopters	\$8.00
(3) 12,501 - 25,000 lb. more than 50 ft	\$12.00
(4) 25,001 - 75,000 lb.	\$23.00
(5) Excess of 75,000 lbs.	\$29.00

(6) Lighter-than air Airships \$20.00

- e. Effective July 1, 1997 a late charge of \$15.00 or 5% of the monthly rent per month, whichever is greater, shall be assessed if rent is not paid within ten (10) days of its due date (does not apply to daily rent).
- f. ~~Beginning July 1, 1999 and continuing every other year (biennially) on odd numbered years (e.g., July 2001, July 2003), all aircraft parking and storage charges, (excluding outside tiedowns), for the ensuing twenty-four (24) month period shall be adjusted proportionally upward seventy-five percent (75%) of the percentage increase in the All Urban Consumers Price Index (CPI) for the San Francisco-Oakland-San Jose area of the United States Department of Labor, Bureau of Labor Statistics, from December to two (2) years prior to December of the applicable year. The computed adjusted rates shall be rounded to the nearest dollar.~~
- g. ~~Every four (4) years, staff will conduct a market analysis to ensure that hangar rents are consistent with the prevailing market rates. If analysis demonstrates that hangar rents require modification, such shall be accomplished during the next hangar adjustment period. Such rates shall be charged unless otherwise directed by Council.~~
- h. 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.
- i. 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 a 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.
- j. All month-to-month Airport leases shall include a security deposit equal to one month's rent.


2 Permits

	<u>Annual</u>
a. Airport Annual Business Permit	\$120.00
b. Taxiway Access Permit	\$786.00

3	Airport Land Values Airport Land Value is on file in the Airport Administration Office and available for review.			
4	Gate Access Cards			
	Initial Issue for Airport Tenants			Free
	Initial Issue for non-direct Airport Tenants			\$35.00
	Replacement			\$25.00
5	Hangar Padlock Keys			
	Duplicate Key			\$5.00
	Re-key Padlocks			\$35.00
6	Chocks and Chains Replacement			\$60.00
7	Landing Fee 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:			
		Per Landing	Daily	Monthly
	0 - 3,500 pounds	\$2	\$5	\$13
	3,501 - 6,250 pounds	\$4	\$10	\$26
	6,251 - 12,500 pounds	\$8	\$20	\$52
	12,501 - 25,000 pounds	\$16	\$40	\$104
	25,001 - 50,000 pounds	\$32	\$80	\$208
	50,001 pounds and above	\$64	\$160	\$416
8	Hangar Exchange Administration Fee for Exchange between Tenants (each Tenant)			\$60.00
	Administration Fee for Exchange into Vacant Hangar			\$60.00
9	Tie-Down Exchange Administration Fee to Exchange tie-down spaces			\$25.00
10	Vacated Hangar Cleanup Cleanup and disposal of items, minimum charge of 2 hours			\$150.00
	Additional hours, hourly rate			\$75.00

11	Ramp Sweeping Services, hourly rate	\$90.00	
12	Maintenance Staff Service Charge per hour	\$75.00	Plus, materials
13	Airport Administration Building Meeting Room		
	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
14	Airport Project Administration Fee	\$5,000	



Date: February 20, 2020  
To: Dustin Claussen, Director of Finance  
From: Alex Ameri, Director of Public Works   
Subject: Proposed Revisions to Master Fee Schedule FY 2021 – Engineering Services:  
Development Plan Review

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Department of Public Works and Utilities requests the following changes to the Master Fee Schedule FY 2021 regarding development plan review services in Engineering:

- 1. Increase Parcel Map Application deposit.**  
(a) From \$2,000 to \$5,000
  
- 2. Increase Final Map Application deposit.**  
(a) From \$6,000 to \$15,000
  
- 3. Update Grading Permit Application deposit into two categories and increase deposit for larger disturbed area.**  
(a) Up to 1,000 cubic yards or 1,000 square feet disturbed area: \$4,000 (no change)  
(b) At or over 1,000 cubic yards or 1,000 square feet disturbed area: from \$4,000 to \$8,000

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Staff has determined that the current deposits do not reflect the level of effort required for a typical plan review. The deposit is collected from customer to initiate the City's development plan review process. The final fee total is based on time and material, which varies by plan. The City refunds the difference to customer if the final fee total is lower than the deposit. However, the cost required for a typical plan review is higher than the deposit and staff frequently request additional amount from customer. This may lead to a delay in plan review due to time-lag and additional communication required between customer and payment. Staff recommend the above amount to reflect the required level of effort and to streamline the plan review process.

Staff surveyed three neighboring cities to compare the proposed improvement plan review deposit: City of Fremont; City of Walnut Creek; and City of Concord. These cities have noted that the amounts only represent initial deposits and the final expense for design review and inspection will be based on time and material. The results, which are summarized on the following table, indicate that the City's proposed fees are close to or well below for comparable services.





City	Parcel Map	Final Tract Map	Grading Permit
<b>Hayward</b> ( <i>proposed</i> )	\$5,000	\$15,000	<1,000 cu yds/sq ft disturbed area: \$4,000  ≥1,000 cu yds/sq ft disturbed area: \$8,000
<b>Hayward</b> ( <i>current</i> )	\$2,000	\$6,000	\$4,000
<b>Fremont</b>	\$5,000	\$15,000	\$12,500
<b>Concord</b>	\$7,500	\$15,000	\$1,500
<b>Walnut Creek</b>	\$4,000	\$10,000	-


\*Note: Initial deposits only, final fee amount is based on actual time and materials by staff

Please contact Kathy Garcia, Deputy Director of Public Works, if you have questions regarding these requested changes.







Date: February 19, 2020  
To: Dustin Claussen, Director of Finance  
From: Alex Ameri, Director of Public Works   
Subject: Proposed Revisions to Master Fee Schedule FY 2021 – Airport

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Department of Public Works and Utilities requests the following changes to the Master Fee Schedule FY 2021 regarding airport services:

1. **Update Hangar Space monthly charges.** Hanger rates adjusted annually per Council Resolution 19-008.

<b>Hangar Space</b>	<b><u>Monthly Charges</u></b>
(1) Small T-Hangars	\$287.00
(2) Standard T-Hangars	\$433.00
(3) Large T-Hangars	\$553.00
(4) Small Executive Hangar	\$958.00
(5) Standard Executive Hangars	\$1,326.00
(6) Large Executive Hangars	\$1,447.00

2. **Increase Gate Access Cards fees.**
  - (a) Initial issue for non-direct Airport Tenants: from \$35 to \$41
  - (b) Replacement: from \$25 to \$41
3. **Increase Hanger Padlock Key fee.**
  - (a) Duplicate key: from \$5 to \$12
4. **Increase Vacated Hangar Cleanup fee.**
  - (a) Cleanup and disposal of items, minimum charges of 2 hours (per person): from \$150 to \$166
  - (b) Additional hours, hourly rate: from \$75 to \$83
5. **Increase Maintenance Staff Service Charge per hour.**
  - (a) From \$75 to \$83 plus materials.

Please contact Todd Strojny, Airport Business Supervisor, if you have questions regarding these requested changes.

