

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Council Chambers, 305 West Third Street
April 26, 2022
Regular Meeting - 5:00 to 6:30 PM

Zoom details to call-in for public comment during a meeting:

- 1. Dial Phone Number: (888) 475-4499**
- 2. Enter Meeting ID: 898 7144 3332**
- 3. Passcode: 722975**

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom calling in steps listed above. Once the Mayor calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room.

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.
2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING
 - a. Submit a request to speak by no later than 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings.
 - b. Submit an email to cityclerk@oxnard.org no later than 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the City Council prior to the start of the meeting and made part of the legislative record.
 - c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide public comment during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Mayor announces the particular item on the agenda you want to speak on, press *9 to raise your hand while in the zoom waiting room. Once called on, press *6 to unmute your phone.
 - b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment. During this three-minute time period, public comments may be taken and the City Council or staff may discuss the item being considered or briefly respond to public comments.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item time estimates: (Presentation / Committee Discussion / Public Comment)

Detailed participation instructions can be found at www.oxnard.org/city-meetings.

* The City has filed pre-election and post-election lawsuits regarding the validity of Measure M.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the April 12, 2022 regular meeting as presented.

Legislative Body: Finance & Governance Committee

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. City Manager Department

SUBJECT: Revenue Assessment and Revenue Development project and Creation of a comprehensive Oxnard Master Fee Schedule. (0/10/5)

RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council adopt a Master Fee Schedule.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/qIMiDiEGjk>

Contact: Ashley Golden, (805) 385-7478

2. Public Works Department

SUBJECT: Utility Rates Assistance Program (Project Assist) Update. (0/10/5)

RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council:

1. Adopt a resolution for the Utility Ratepayers Assistance Program (Project Assist) for Fiscal Year 2022-23 to assist eligible Oxnard residents and authorize staff to grant financial relief equal to a monthly \$15.00 maximum credit per utility bill charged to customers who meet the eligibility requirements discussed in this staff report; and

2. Authorize staff to direct up to \$145,000 from penalty fees charged to City utility customers who pay their bills late to fund the Utility Ratepayers Assistance Program (Project Assist) in Fiscal Year 2022-23.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/iDedCqEDIU4>

Contact: Michael Wolfe, (805) 385-8055

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

**CONSENT AGENDA
AGENDA ITEM NO. C.1**

DATE: April 26, 2022
TO: Finance & Governance Committee
FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org
SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Finance & Governance Committee approve the minutes of the April 12, 2022 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 04 12 2022 Finance & Governance

MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
APRIL 12, 2022

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:05 p.m., Chair John C. Zaragoza called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Member Gabriela Basua, Member Gabriel (Gabe) Teran, and Chair John C. Zaragoza were present in person.

Staff members Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Stephen M. Fischer, City Attorney; Betsy George, Chief Financial Officer; Michael Wolfe, Public Works Director; and Rose Chaparro, City Clerk were also present.

Christian Sprunger and Craig Hill with NHA Advisors participated via videoconference.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from James Lavery (Certificate of Excellence in Finance Reporting and Pension Obligation Bonds).

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the March 8, 2022 regular meeting as presented.

It was moved by Member Basua, seconded by Member Teran, to approve the Information/Consent item as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

D. REPORTS

1. Finance Department

SUBJECT: Revisions to Procurement Ordinance Reflecting Preparation of the new Tyler Munis Enterprise Resource Planning (ERP) Financial System. (0/10/10)

RECOMMENDATION: That the Finance and Governance Committee recommend that City Council introduce an amendment to the City's Procurement Ordinance in preparation for the launch of the Core Financials phase of Tyler Munis.

Betsy George, Chief Financial Officer, presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Basua, seconded by Member Teran, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

2. Finance Department

SUBJECT: Adopt a resolution approving Water Infrastructure Finance and Innovation Act (“WIFIA”) Loan from the U.S. Environmental Protection Agency (“EPA”). (10/5/5)

RECOMMENDATION: That the Finance and Governance Committee recommend:

1. City Council adopt a resolution approving an Installment Purchase Agreement, Indenture of Trust, a WIFIA Loan Agreement, and a WIFIA Loan Term Sheet with respect to the issuance by the City of Oxnard Financing Authority of bonds in an aggregate principal amount not to exceed \$55,000,000 and other matters pertaining thereto.

2. That the Board of Directors of the City of Oxnard Financing Authority adopt a resolution approving an Installment Purchase Agreement, Indenture of Trust, a WIFIA Loan Agreement, and a WIFIA Loan Term Sheet with respect to the issuance by the City of Oxnard Financing Authority of bonds in an aggregate principal amount not to exceed \$55,000,000 and other matters pertaining thereto.

Betsy George, Chief Financial Officer, introduced Christian Sprunger and Craig Hill with NHA Advisors, who presented and answered the Committee’s questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Teran, seconded by Member Basua, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Zaragoza adjourned the meeting at 5:44 p.m

ROSE CHAPARRO
City Clerk

JOHN C. ZARAGOZA
Chair



FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: April 26, 2022

TO: Finance & Governance Committee

FROM: Ashley Golden, Assistant City Manager, (805) 385-7478, ashley.golden@oxnard.org

SUBJECT: Revenue Assessment and Revenue Development project and Creation of a comprehensive Oxnard Master Fee Schedule. (0/10/5)

RECOMMENDATION

That the Finance and Governance Committee recommend that the City Council adopt a Master Fee Schedule.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/_qIMiDiEGjk

BACKGROUND

The primary purpose of this report is to present the Committee with a high level overview of the process involved with developing a Master Fee Schedule, providing immediate clarity, accuracy, and transparency by including City fees and fines for all departments in one document. The creation of this Master Fee Schedule will not result in any changes to existing fees or fines; it will simply improve clarity for the public by having one schedule that includes the various fees and fines described in this report.

Once the Master Fee Schedule is adopted, the next step of the process will be to undertake a comprehensive review of the City's fees and fines (Phase 2, as described below).

TYPES OF FEES & FINES

This section of the report provides a summary of the various types of existing fees and fines included in the proposed Master Fee Schedule.

User Fees are charged for a range of services provided to residents and businesses. These fees are imposed due to public use, such as recreational services, rental uses, and other types of services. Many of the City's service fees were last updated in 2018.

Regulatory Fees are charged to pay for regulatory activities, including but not limited to, issuing building permits, conducting fire inspections, and abating weeds on private property. These fees may not exceed the estimated reasonable cost of administering the regulatory activity for which the fee is charged. Many of the City's regulatory fees were last updated in 2018.

Development Impact Fees (DIF) & Capacity Fee Studies are one-time fees imposed to generate funds for the new or expanded infrastructure required because of development, whether commercial, industrial or

residential. They are not to be used for ongoing operations and maintenance needs. Many, but not all, of the City's DIF fees were updated in 2020. A system capacity or connection fee analysis evaluates costs attributable to new development, and determines the amount new customers should pay to ensure "growth-pays-for-growth" in a fair and equitable manner.

Utility Rate Studies and Fees include the costs for water, sewer and solid waste utility services. Cities perform periodic reviews of their utility rates in order to ensure that resources are available to fund utility operations, maintenance, and capital investments. In California, water rates, sewer and solid waste rates must conform to cost of service requirements imposed by Proposition 218. The Proposition requires that rates and charges do not exceed the reasonable and proportional cost of providing the service. Utility rates were last updated as follows: Water - FY 17-18, Wastewater - FY 20-21, and Solid Waste Environmental Resources - most recent rate increase was in FY 12-13, and most recent pass-through was in FY 18-19. All three utility rates were reduced in FY 21-22 to reflect the impact of the Infrastructure Use Fee reduction.

Fines are not fees, and are imposed as penalties for violating laws or regulations.

REVENUE ASSESSMENT & REVENUE DEVELOPMENT PROJECT SCOPE

The goals of creating and updating the Master Fee Schedule are two fold: 1. to improve clarity, accuracy, and transparency by ensuring that all fees and fines are in one document easily accessible to residents and businesses, and 2. to ensure that the City is engaged in full cost recovery.

Creating and updating the Master Fee Schedule includes the following phases:

Phase 1- Creation of The Master Fee Schedule

Phase 2- Fee Study

Phase 3- Implementation

Phase 1 (Master Fee Schedule. current phase):

Fee and fine schedules, historically, have been separated by department making it difficult to have direct oversight for review or revision and making it difficult for users to locate applicable fees. The City Manager's office established a Master Fee Schedule Committee ("Committee") in 2021, which included five mid-level managers who were tasked with locating and combining all City fees and fines into one cohesive document. The Committee includes:

- Victor Zambrano, Utilities Finance Officer, Public Works Administration
- Sabrina Rodriguez, Management Analyst III, Community Development Support
- Chandra Crudup, Financial Analyst, Public Works Administration
- Amy Van Atta, Management Analyst II, Fire Department
- Beth Ward, Records and Property Manager, Police Department

Over the course of many months, the Committee met weekly to develop best practices in establishing an overall Master Fee Schedule for the City. Working closely with the City Attorney's office, the Committee located and reviewed all fees and fines. From there, the Committee combined the data and created a comprehensive spreadsheet to list all current City fees and fines.

As part of Phase 1, the Council will be asked to adopt a Master Fee Schedule, which will include existing fees and fines. There are no changes to the fees or fines; the action is simply to improve clarity, accuracy, and transparency by having one document for the fees and fines. Upon Council approval, the Master Fee Schedule

will be included as an attachment to the Fiscal Year 22-23 budget. Consistent with the City Council adopted Financial Management Policies, the Master Fee Schedule will be periodically reviewed and updated, as necessary.

Phase 2 (Fee Study)

- a. Compare the City's fees to other cities similar to the City of Oxnard, using the following criteria: city size (population and square miles), cities with similar services, age of the city, demographics and salary index, and proximity to the City.
 - Comparison Cities: Glendale, Modesto, Fremont, Chula Vista, Ventura
 - Current master fee schedules for each selected comparison city were collected and compared against Oxnard fees, noting differences and similarities between the fees.
- b. After the Master Fee Schedule is approved by the City Council, the City will then engage in the following fee study and cost allocation plan processes.
 - **The Fee Study** will identify the full costs of services eligible for recovery from fees and use the cost information to calculate a fee structure for various programs and/or services. The full costs of service are derived for each service or activity and, in most cases, are first expressed as a fully burdened hourly rate applicable to the time necessary to perform the service or activity. A policy determination/dialogue with the City Council is also necessary to decide on the cost recovery for various services. A fee study was included for those specific service fees updated in 2018.
 - **The Cost Allocation Plan (CAP)** will distribute the general governmental and support services costs of the City to the direct services and activities provided to the public. In addition, the CAP will be used for optimal budgeting purposes and be intended for use for many forms of cost recovery efforts. The CAP will also properly identify overhead rates that can be used in the calculation of billable hourly rates for user fees, and reimbursements from other governmental agencies. The CAP update is currently underway and expected to be completed in July 2022.
- c. Hire a Consultant to review current fees, recommend additional fees (if necessary), and provide a review, and potentially update, of the City's CAP for every City department with overhead calculations for cost recovery. The CAP portion of this work is underway and is expected to be completed in July 2022. The updated CAP will be used as an important data input of the Fee Study.
 - The Fee Study will calculate the full 100% cost of providing certain City services and provide a recommended fee to be charged for each applicable service. The Consultant will recommend cost recovery strategies and identify best practices in establishing and reviewing fees. These strategies should take into consideration the complexities and demands of each department and program. The selected Consultant will conduct a thorough analysis of existing fees, develop fee models and recommendations, and identify and recommend new fees and revenue and recovery sources. It is the goal of the City to have a well-documented plan that will establish rates for recovering billable costs for services with a consideration to the compliance requirements under Proposition 26, Proposition 218, and other applicable statutory requirements.
 - One of the primary goals for this review is to make the fee structure easier for all parties to understand. As a result, in addition to reviewing existing fees, the consultant will also review the structures of the fees themselves to ensure developers, residents, and members of the public are able to clearly follow and understand which fees might apply to a given project.
- d. Development of an annual city-wide departmental process to review and update fees.
- e. Establishment of schedules to update fees.

Phase 3 (Implementation): Implementation of the fee studies and associated recommendations.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

FINANCIAL IMPACT

There is no financial impact at this time. However, the proposed FY 22-23 Budget will include a funding request to hire a consultant to perform Phase 2 of the project. Cost estimates for that work are still being developed.

Prepared by: Beth Ward, Records and Property Manager

ATTACHMENTS

1. DRAFT Complete Master Fee Schedule 042622
2. Presentation Finance and Governance Committee 042622



City Of Oxnard

Master Fee Schedule

Draft

April 26, 2022

CITY OF OXNARD

Master Fee- Existing

REF #	Department	FEE AND DESCRIPTION	UNITS	Unit Price	ADDITIONAL/OVERHEAD FEE	ORDINANCE/RESOLUTION	ADOPTION DATE
S-257	Billing & Licensing	NEW BUSINESS LICENSE PROCESSING	EACH	\$ 48.00	NONE	15164	7/24/2018
S-258	Billing & Licensing	BUSINESS LICENSE RENEWAL	RENEWAL	\$ 12.00	NONE	15164	7/24/2018
S-259	Billing & Licensing	BUSINESS LICENSE AMENDMENT	APPLICATION	\$ 30.00	NONE	15164	7/24/2018
S-260	Billing & Licensing	BUSINESS LICENSE APPEAL	APPEAL	\$ 555.00	NONE	15164	7/24/2018
S-261	Billing & Licensing	BUSINESS LICENSE DUPLICATE	EACH	\$ 11.00	NONE	15164	7/24/2018
S-262	Billing & Licensing	TOBACCO RETAILER PERMIT	PERMIT	\$ 95.00	NONE	15164	7/24/2018
S-262	Billing & Licensing	TOBACCO RETAILER PERMIT DUPLICATE	EACH	\$ 11.00	NONE	15164	7/24/2018
S-263	Billing & Licensing	TAXICAB OPERATOR PERMIT	APPLICATION	\$ 155.00	NONE	15164	7/24/2018
S-263	Billing & Licensing	TAXICAB OPERATOR PERMIT	APPLICATION	\$ 60.00	NONE	15164	7/24/2018
S-264	Billing & Licensing	TAXICAB OPERATOR PERMIT RENEWAL	RENEWAL	\$ 135.00	NONE	15164	7/24/2018
S-264	Billing & Licensing	TAXICAB OPERATOR PERMIT RENEWAL	RENEWAL	\$ 60.00	NONE	15164	7/24/2018
S-265	Billing & Licensing	TAXICAB DRIVER PERMIT	APPLICATION	\$ 155.00	NONE	15164	7/24/2018
S-266	Billing & Licensing	TAXICAB DRIVER PERMIT RENEWAL	APPLICATION	\$ 105.00	NONE	15164	7/24/2018
S-267	Billing & Licensing	TAXICAB DUPLICATE PERMIT	EACH	\$ 11.00	NONE	15164	7/24/2018
S-268	Billing & Licensing	ADULT BUSINESS PERMIT	APPLICATION	\$ 270.00	NONE	15164	7/24/2018
S-269	Billing & Licensing	ADULT BUSINESS RENEWAL PERMIT	RENEWAL	\$ 355.00	NONE	15164	7/24/2018
S-270	Billing & Licensing	VENDOR PERMIT	PERMIT	\$ 125.00	NONE	15164	7/24/2018
S-270	Billing & Licensing	VENDOR PERMIT	PERMIT	\$ 80.00	NONE	15164	7/24/2018
S-271	Billing & Licensing	DANCE PERMIT	PERMIT	\$ 415.00	NONE	15164	7/24/2018
S-271	Billing & Licensing	DANCE PERMIT	RENEWAL	\$ 355.00	NONE	15164	7/24/2018
S-271	Billing & Licensing	DANCE PERMIT	DAY	\$ 155.00	NONE	15164	7/24/2018
S-271	Billing & Licensing	DANCE PERMIT	EACH	\$ 11.00	NONE	15164	7/24/2018
S-272	Billing & Licensing	BINGO LICENSE	APPLICATION	\$ 50.00	NONE	15164	7/24/2018
S-272	Billing & Licensing	BINGO LICENSE	EACH	\$ 11.00	NONE	15164	7/24/2018
S-273	Billing & Licensing	DANCE/MESSAGE/TAXI APPEAL	APPEAL	\$ 555.00	NONE	15164	7/24/2018

S-274	Billing & Licensing	NSF CHECK PROCESSING	EACH	\$ 46.00	NONE	15164	7/24/2018
	Billing & Licensing	SHORT TERM RENTALS - BUSINESS LICENSE FEE	LICENSE	\$ 283.00	NONE	2969/15378	12/17/19 Ord/ 7/29/20 Reso
	Billing & Licensing	SHORT TERM RENTALS - ANNUAL RENEWAL	RENEWAL	\$ 810.00	NONE	2969 /15378	12/17/19 Ord/ 7/29/20 Reso
S-277	City Clerk	DOCUMENT COPY SERVICE	EACH	\$ 1.25	NONE	15,112	4/18/2018
S-277	City Clerk	DOCUMENT COPY SERVICE	EACH	\$ 0.25	NONE	15,112	4/18/2018
S-277	City Clerk	DOCUMENT COPY SERVICE	EACH	\$ 0.10	NONE		
S-278	City Clerk	ELECTRONIC FILE COPY	DEVICE	\$ 5.00	NONE	15,112	4/18/2018
S-279	City Clerk	DOCUMENT CERTIFICATION	EACH	\$ 12.00	NONE	15,112	4/18/2018
S-280	City Clerk	NOTARY PUBLIC SERVICES	EACH	\$ 15.00	NONE	N/A	N/A
S-281	City Clerk	CANDIDATE PROCESSING	EACH	\$ 25.00	NONE	N/A	N/A
S-282	City Clerk	INITIATIVE PROCESSING	EACH	\$ 200.00	NONE	N/A	N/A
S-001	Community Development	CBD DESIGN REVIEW – MAJOR	APPLICATION	\$ 2,150.00	5%	15164	7/24/2018
S-002	Community Development	CBD DESIGN REVIEW – MINOR	APPLICATION	\$ 745.00	5%	15164	7/24/2018
S-003	Community Development	CBD SIGN (OTC) REVIEW	APPLICATION	\$ 140.00	5%	15164	7/24/2018
S-004	Community Development	SFD DEVELOPMENT DESIGN REVIEW	APPLICATION	\$ 1,595.00	5%	15164	7/24/2018
S-005	Community Development	NON-SFD DEVELOPMENT DESIGN REVIEW	APPLICATION	\$ 6,300.00	5%	15164	7/24/2018
S-007	Community Development	SPECIAL USE PERMIT	DEPOSIT	\$ 8,000.00	5%	15164	7/24/2018
S-008	Community Development	SPECIAL USE PERMIT – MINOR	DEPOSIT	\$ 4,000.00	5%	15164	7/24/2018
S-009	Community Development	COASTAL DEVELOPMENT PERMIT	DEPOSIT	\$ 9,000.00	5%	15164	7/24/2018
S-010	Community Development	COASTAL DEVELOPMENT REVIEW	APPLICATION	\$ 6,775.00	5%	15164	7/24/2018
S-011	Community Development	COASTAL PLAN AMENDMENT	DEPOSIT	\$ 12,000.00	5%	15164	7/24/2018
S-012	Community Development	COASTAL VARIANCE	APPLICATION	\$ 3,305.00	5%	15164	7/24/2018
S-013	Community Development	COASTAL PLAN CONSISTENCY	DEPOSIT	\$ 3,000.00	5%	15164	7/24/2018
S-014	Community Development	COASTAL ADMINISTRATIVE MODIFICATION	APPLICATION	\$ 1,845.00	5%	15164	7/24/2018
S-015	Community Development	COASTAL EXEMPTION DETERMINATION	APPLICATION	\$ 1,075.00	5%	15164	7/24/2018
S-016	Community Development	COASTAL EMERGENCY PERMIT	APPLICATION	\$ 1,620.00	5%	15164	7/24/2018
S-017	Community Development	DEVELOPMENT AGREEMENT AUTHORIZATION	DEPOSIT	\$ 5,000.00	5%	15164	7/24/2018
S-018	Community Development	DEVELOPMENT AGREEMENT	DEPOSIT	\$ 10,000.00	5%	15164	7/24/2018
S-019	Community Development	DEVELOPMENT AGREEMENT AMENDMENT	DEPOSIT	\$ 10,000.00	5%	15164	7/24/2018
S-020	Community Development	GENERAL PLAN AMENDMENT	DEPOSIT	\$ 10,000.00	5%	15164	7/24/2018

S-021	Community Development	GENERAL PLAN CONSISTENCY	DEPOSIT	\$ 3,000.00	5%	15164	7/24/2018
S-022	Community Development	SPECIFIC PLAN REVIEW	DEPOSIT	\$ 10,000.00	5%	15164	7/24/2018
S-023	Community Development	SPECIFIC PLAN AMENDMENT	DEPOSIT	\$ 7,000.00	5%	15164	7/24/2018
S-024	Community Development	PRE-ZONING	APPLICATION	\$ 4,050.00	5%	15164	7/24/2018
S-025	Community Development	ANNEXATION	DEPOSIT	\$ 15,000.00	5%	15164	7/24/2018
S-026	Community Development	PLANNING PRE-APPLICATION REVIEW	APPLICATION	\$ 3,605.00	5%	15164	7/24/2018
S-027	Community Development	ZONE CHANGE	DEPOSIT	\$ 6,000.00	5%	15164	7/24/2018
S-028	Community Development	ZONE TEXT AMENDMENT	DEPOSIT	\$ 9,000.00	5%	15164	7/24/2018
S-029	Community Development	VARIANCE	APPLICATION	\$ 3,960.00	5%	15164	7/24/2018
S-030	Community Development	REASONABLE ACCOMODATION	APPLICATION	\$ 1,070.00	5%	15164	7/24/2018
S-031	Community Development	CEQA EXEMPTION REVIEW	APPLICATION	\$ 145.00	5%	15164	7/24/2018
S-032	Community Development	ENVIRON. INITIAL STUDY/NEG. DEC.	APPLICATION	\$ 5,220.00	5%	15164	7/24/2018
S-033	Community Development	MITIGATED NEG. DEC. & MONITOR	APPLICATION	\$ 8,345.00	5%	15164	7/24/2018
S-034	Community Development	ENVIRONMENTAL IMPACT REPORT REVIEW	DEPOSIT	VARIES	5%	15164	7/24/2018
S-035	Community Development	PLANNED DEVELOPMENT PERMIT	DEPOSIT	\$ 8,000.00	5%	15164	7/24/2018
S-036	Community Development	PLANNING MAJOR MODIFICATION	DEPOSIT	\$ 6,500.00	5%	15164	7/24/2018
S-037	Community Development	PLANNING MINOR MODIFICATION	APPLICATION	\$ 1,510.00	5%	15164	7/24/2018
S-038	Community Development	DENSITY BONUS	APPLICATION	\$ 4,570.00	5%	15164	7/24/2018
S-039	Community Development	TENTATIVE MAP REVIEW (PLNG)	DEPOSIT	\$ 8,000.00	5%	15164	7/24/2018
S-040	Community Development	VESTING TENTATIVE MAP	DEPOSIT	\$ 12,000.00	5%	15164	7/24/2018
S-041	Community Development	FINAL MAP (PLNG)	MAP	\$ 1,195.00	5%	15164	7/24/2018
S-042	Community Development	LOT LINE ADJUSTMENT (PLNG)	APPLICATION	\$ 1,270.00	5%	15164	7/24/2018
S-043	Community Development	LOT MERGER (PLNG)	APPLICATION	\$ 1,270.00	5%	15164	7/24/2018
S-044	Community Development	PARCEL MAP WAIVER (PLNG)	APPLICATION	\$ 3,815.00	5%	15164	7/24/2018
S-045	Community Development	CERTIFICATE OF COMPLIANCE	APPLICATION	\$ 1,150.00	5%	15164	7/24/2018
S-045	Community Development	CERTIFICATE OF COMPLIANCE	DEPOSIT	VARIES	5%	15164	7/24/2018
S-046	Community Development	ACCESSORY DWELLING UNIT REVIEW	APPLICATION	\$ 1,705.00	5%	15164	7/24/2018
S-047	Community Development	RESIDENTIAL CARE FACILITY	APPLICATION	\$ 1,595.00	5%	15164	7/24/2018
S-048	Community Development	LARGE FAMILY DAY CARE	APPLICATION	\$ 605.00	5%	15164	7/24/2018
S-049	Community Development	SPECIAL USE PERMIT – ALCOHOL	APPLICATION	\$ 3,490.00	5%	15164	7/24/2018

S-050	Community Development	SPECIAL USE PERMIT – WIRELESS	APPLICATION	\$ 6,790.00	5%	15164	7/24/2018
S-051	Community Development	WIRELESS ADMINISTRATIVE PERMIT	APPLICATION	\$ 3,390.00	5%	15164	7/24/2018
S-052	Community Development	MOBILE HOME REVIEW	APPLICATION	\$ 930.00	5%	15164	7/24/2018
S-054	Community Development	MILLS ACT AGREEMENT	DEPOSIT	\$ 1,500.00	5%	15164	7/24/2018
S-055	Community Development	MILLS ACT ANNUAL INSPECTION	YEAR	\$ 325.00	5%	15164	7/24/2018
S-056	Community Development	CULT. HERITAGE CERT. OF APPROP.	APPLICATION	\$ 245.00	5%	15164	7/24/2018
S-057	Community Development	CULTURAL HERITAGE REV - PUB HRNG	DEPOSIT	\$ 2,000.00	5%	15164	7/24/2018
S-058	Community Development	PLANNING ADULT BUSINESS REVIEW	DEPOSIT	\$ 6,000.00	5%	15164	7/24/2018
S-062	Community Development	STREET VACATION	APPLICATION	\$ 1,840.00	5%	15164	7/24/2018
S-063	Community Development	STREET NAMING/RENAMING	APPLICATION	\$ 3,740.00	5%	15164	7/24/2018
S-064	Community Development	TIME EXTENSION (ADMINISTRATIVE)	APPLICATION	\$ 575.00	5%	15164	7/24/2018
S-065	Community Development	TEMPORARY USE PERMIT - TIER 1	APPLICATION	\$ 195.00	5%	15164	7/24/2018
S-066	Community Development	TEMPORARY USE PERMIT - TIER 2	APPLICATION	\$ 345.00	5%	15164	7/24/2018
S-067	Community Development	TEMPORARY USE PERMIT - TIER 3	APPLICATION	\$ 865.00	5%	15164	7/24/2018
S-068	Community Development	TEMP.USE PERMIT - SECURITY DEPOSIT	DEPOSIT	\$ 750.00	5%	15164	7/24/2018
S-069	Community Development	PLANNING APPEAL	APPEAL	\$ 1,830.00	5%	15164	7/24/2018
S-070	Community Development	WIRELESS APPEAL-ADMINISTRATIVE	APPEAL	\$ 2,165.00	5%	15164	7/24/2018
S-070	Community Development	WIRELESS APPEAL-PLANNING COMMISSION	APPEAL	\$ 1,825.00	5%	15164	7/24/2018
S-071	Community Development	PLANNING BUILDING PLAN REVIEW-COUNTER REVIEW/SIGNS/FACADES	FIXED FEE	\$ 120.00	5%	15164	7/24/2018
S-071	Community Development	PLANNING BUILDING PLAN REVIEW-MINOR ALTERATION	FIXED FEE	\$ 335.00	5%	15164	7/24/2018
S-071	Community Development	PLANNING BUILDING PLAN REVIEW-MAJOR ALTERATION	FIXED FEE	\$ 560.00	5%	15164	7/24/2018
S-071	Community Development	PLANNING BUILDING PLAN REVIEW-NEW COMM/IND/MFR/MULTIPLE SFDS	FIXED FEE	\$ 1,115.00	5%	15164	7/24/2018
S-071	Community Development	PLANNING BUILDING PLAN REVIEW- GRADING	FIXED FEE	\$ 280.00	5%	15164	7/24/2018
S-072	Community Development	LANDSCAPE PLAN CHECK/INSPECTION	EACH	COST OF SERVICE	15%	15164	7/24/2018
S-073	Community Development	ARCHITECTURAL REVIEW	EACH	COST OF SERVICE	15%	15164	7/24/2018
S-074	Community Development	HOME OCCUPATION PERMIT	APPLICATION	\$ 80.00	5%	15164	7/24/2018
S-075	Community Development	ZONE CLEARANCE (BUS.LIC)	APPLICATION	\$ 110.00	5%	15164	7/24/2018
S-076	Community Development	PROPERTY OWNERS LIST/MAP	REQUEST	\$ 385.00	5%	15164	7/24/2018
S-077	Community Development	ZONING/STANDARD FORM LETTER	REQUEST	\$ 200.00	5%	15164	7/24/2018
S-078	Community Development	NEWSPAPER/MEDIA PUBLIC NOTICING	EACH	COST OF SERVICE	15%	15164	7/24/2018

S-079	Community Development	ON-SITE POSTING	EACH	COST OF SERVICE	15%	15164	7/24/2018
S-080	Community Development	PLANNING HOURLY BILLING SERVICES	HOURLY	VARIES	5%	15164	7/24/2018
S-081	Community Development	OTHER DEPT/CITY ATTORNEY REVIEW	DEPOSIT	\$ 5,000.00	5%	15164	7/24/2018
S-082	Community Development	THIRD PARTY SERVICES	EACH	COST OF SERVICE	15%	15164	7/24/2018
S-083	Community Development	ADDITIONAL SCREEN CHECK REVIEW	N/A	VARIES	5%	15164	7/24/2018
S-084	Community Development	PLANNING ELECTRONIC FILE COPY	DEVICE	\$ 5.00	5%	15164	7/24/2018
S-085	Community Development	PROJECT REVISION	N/A	VARIES	NONE	15164	7/24/2018
S-217	Community Development	CODE COMPLIANCE INSPECTION	INSPECTION	\$ 140.00	5%	15164	7/24/2018
S-218	Community Development	CODE COMPLIANCE ABATEMENT NOTICE	EACH	\$ 75.00	5%	15164	7/24/2018
	Community Development	CANNABIS - EXPANDED BACKGROUND REVIEW	EACH	\$ 300.00	NONE	15254	7/30/19
	Community Development	CANNABIS - ZONING VERIFICATION LETTER	EACH	\$ 210.00	NONE	15254	7/30/19
	Community Development	BICYCLE LOCKER KEY AND DAMAGE	DEPOSIT	\$ 50.00	NONE	14677	7/22/14
	Community Development	PERMIT CENTER IMPROVEMENT FEE	N/A	5% surcharge	NONE	12976	11/22/05
	Community Development	GENERAL PLAN MAINTENANCE FEE	N/A	VARIES	NONE	14314	4/23/13
	Community Development	SHORT TERM RENTALS- PREQUALIFICATION	APPLICATION	\$ 280.00	NONE	15378	7/29/20
	Community Development	SHORT TERM RENTALS- PERMIT ISSUANCE	PERMIT	\$ 1,315.00	NONE	15378	7/29/20
	Community Development	CANNABIS - PROGRAM DEVELOPMENT	PERMIT	\$ 2,218.74	NONE	15254	7/30/19
	Community Development	CANNABIS - APPLICATION REVIEW (PHASE 1)	PERMIT	\$ 2,921.70	NONE	15254	7/30/19
	Community Development	CANNABIS - CANNABIS APPLICANT INTERVIEWS (PHASE 2)	PERMIT	\$ 2,704.19	NONE	15254	7/30/19
	Community Development	CANNABIS - SPECIAL USE PERMIT/DEV DESIGN REVIEW (PHASE 4)	PERMIT	\$ 6,977.76	NONE	15254	7/30/19
	Community Development	CANNABIS - APPEAL PROCESS (PHASE 3)	EACH	\$ 2,751.97	NONE	15254	7/30/19
I A Title	Community Development - B&E	Plan Check and Processing Fee - Development Improvement Plan Check Fees				15164	7/24/2018
I A1 a	Community Development - B&E	For Valuations \$0 - \$2250	Per Valuation	\$682	NONE	15164	7/24/2018
I A1 b	Community Development - B&E	For Valuations \$2250	Valuation	\$682	NONE	15164	7/24/2018
I A1 b (1)	Community Development - B&E	For Valuation exceeding \$2,250 up to \$75,000 add percentage for valuation in excess of \$2,250	Valuation	3.05%	NONE	15164	7/24/2018
I A1 c	Community Development - B&E	For Valuations \$75,000	Valuation	\$2,882	NONE	15164	7/24/2018
I A1 c (1)	Community Development - B&E	For Valuation exceeding \$75,000 up to \$450,000 add percentage for valuation in excess of \$75,000	Valuation	2.48%	NONE	15164	7/24/2018
I A1 d	Community Development - B&E	For Valuations \$450,000	Valuation	\$12,164	NONE	15164	7/24/2018
I A1 d (1)	Community Development - B&E	For Valuation exceeding \$450,000 up to \$12,000,000 add percentage for valuation in excess of \$450,000	Valuation	1.26%	NONE	15164	7/24/2018
I A1 e	Community Development - B&E	For Valuations \$12,000,000	Valuation	\$158,271	NONE	15164	7/24/2018

I A1 e (1)	Community Development - B&E	For Valuation exceeding \$450,000 up to \$12,000,000 add percentage for valuation in excess of \$450,000	Valuation	1.10%	NONE	15164	7/24/2018
I A2	Community Development - B&E	2. Development Services Improvement Plan Cost Estimate percent of estimate of improvement cost	Valuation	10%	NONE	15164	7/24/2018
I A3	Community Development - B&E	3. Monitoring Wells/Borings in the Public Right of Way	Each	\$124.00	NONE	15164	7/24/2018
I A4 a	Community Development - B&E	4a. Hourly Plan Review Fee for other Services - Technician	per hour	\$165.00	NONE	15164	7/24/2018
I A4 b	Community Development - B&E	4b. Hourly Plan Review Fee for other Services - Engineer	per hour	\$194.00	NONE	15164	7/24/2018
I B Title	Community Development - B&E	Building and Engineering Planning Permit Processing Fees					
I B 1	Community Development - B&E	For Industrial-Commercial Development			NONE		
I B 1a	Community Development - B&E	Traffic-Model update	Each	\$320.18	NONE	14314	4/23/2013
I B1b	Community Development - B&E	Engineering Plan Review	Each	\$2,575.00	NONE	15164	7/24/2018
I B 1c	Community Development - B&E	Traffic Engineering Plan Review	Each	\$1,535.00	NONE	15164	7/24/2018
I B 2 Title	Community Development - B&E	For Residential Development			NONE		
I B 2a	Community Development - B&E	Traffic-Model update	Each	\$320.18	NONE	14314	4/23/2013
I B2b	Community Development - B&E	Engineering Plan Review	Each	\$1,800.00	NONE	15164	7/24/2018
I B 2c	Community Development - B&E	Traffic Engineering Plan Review	Each	\$955.00	NONE	15164	7/24/2018
I B 3 Title	Community Development - B&E	For Commercial/Industrial and Residential Development			NONE		
I B 3a	Community Development - B&E	EIR Traffic Review	Each	Actual Cost	NONE	14314	4/23/2013
I B 3b	Community Development - B&E	Traffic/Parking Study Review	Each	Actual Cost	NONE	14314	4/23/2013
I B 3c	Community Development - B&E	Engineering review of EIR, Specific Plan, or Infrastructure Study per hour	Each	\$194.00	NONE	15164	7/24/2018
I B 3d	Community Development - B&E	For a major modification Commercial	Each	\$1,285.00	NONE	15164	7/24/2018
I B 3e	Community Development - B&E	For a major modification Residential	Each	\$1,285.00	NONE	15164	7/24/2018
I B 3f	Community Development - B&E	For a minor modification Commercial or Industrial	Each	\$770.00	NONE	15134	7/24/2018
I B 3g	Community Development - B&E	For a minor modification Residential	Each	\$515.00	NONE	15164	7/24/2018
I B 3h	Community Development - B&E	For a Pre-Development Advisory Committee	Each	\$705.00	NONE	15164	7/24/2018
I C Title	Community Development - B&E	C. Development Services' Tract and Parcel Map Checking Fees					
I C 1a	Community Development - B&E	1. Tentative maps and tentative parcel maps	Each	\$1,760	NONE	15164	7/24/2018
I C 1b	Community Development - B&E	plus amount per lot	Each lot	\$145	NONE	15164	7/24/2018
I C 2	Community Development - B&E	2. Fee for engineering review of Infrastructure Study - per hour	Per hour	\$194	NONE	15164	7/24/2018
I C 3a	Community Development - B&E	3. Map checking fee for final and final parcel maps (Deposit)	Staff time	\$7,000	NONE	15164	7/24/2018
I C 3b	Community Development - B&E	plus amount per lot	Each	\$50	NONE	15164	7/24/2018
I C 4a	Community Development - B&E	4. Fee for a waiver of parcel maps (Deposit)	Staff time	\$3,000	NONE	15164	7/24/2018

I C 4b	Community Development - B&E	plus amount per lot	Each	\$50	NONE	15164	7/24/2018
I C 5a	Community Development - B&E	5. Review of an application for merger of parcels	Staff time	\$3,000	NONE	15164	7/24/2018
I C 5b	Community Development - B&E	plus amount per lot	Each	\$50	NONE	15164	7/24/2018
I C 6a	Community Development - B&E	6. Review of an application for lot line adjustment	Staff time	\$3,000	NONE	15164	7/24/2018
I C 6b	Community Development - B&E	plus amount per lot	Each	\$50	NONE	15164	7/24/2018
I D Title	Community Development - B&E	D. Development Services Grading Plan Checking Fees					
I D 1	Community Development - B&E	50 cubic yards or less	Each	\$65.00	NONE	15164	7/24/2018
I D 2	Community Development - B&E	51-100 cubic yards	Each	\$97.00	NONE	15164	7/24/2018
I D 3	Community Development - B&E	101-200 cubic yards	Each	\$143.00	NONE	15164	7/24/2018
I D 4	Community Development - B&E	201-300 cubic yards	Each	\$190.00	NONE	15164	7/24/2018
I D 5	Community Development - B&E	301-400 cubic yards	Each	\$235.00	NONE	15164	7/24/2018
I D 6	Community Development - B&E	401-500 cubic yards	Each	\$279.00	NONE	15164	7/24/2018
I D 7	Community Development - B&E	501-600 cubic yards	Each	\$324.00	NONE	15164	7/24/2018
I D 8	Community Development - B&E	601-700 cubic yards	Each	\$373.00	NONE	15164	7/24/2018
I D 9	Community Development - B&E	701-800 cubic yards	Each	\$420.00	NONE	15164	7/24/2018
I D 10	Community Development - B&E	801-900 cubic yards	Each	\$466.00	NONE	15164	7/24/2018
I D 11	Community Development - B&E	901-1000 cubic yards	Each	\$492.00	NONE	15164	7/24/2018
I D 12	Community Development - B&E	\$492 for the first 10,000 cubic yards, plus	Each	\$492.00	NONE	15164	7/24/2018
I D 12a	Community Development - B&E	\$34.11 for each additional 10,000 cubic yards or fraction thereof	Each add 10,000 cyds	\$34.11	NONE	15164	7/24/2018
I D 13	Community Development - B&E	\$799 for the first 10,000 cubic yards, plus	Each	\$799.99	NONE	15164	7/24/2018
I D 13a	Community Development - B&E	\$18.10 for each additional 10,000 cubic yards or fraction thereof	Each add 10,000 cyds	\$18.10	NONE	15164	7/24/2018
I D 14	Community Development - B&E	\$980 for the first 200,000 cubic yards, plus	Each	\$980.00	NONE	15164	7/24/2018
I D 14a	Community Development - B&E	\$7.95 for each additional 10,000 cubic yards or fraction thereof	Each add 10,000 cyds	\$7.95	NONE	15164	7/24/2018
I E Title	Community Development - B&E	Development Services' Special Services					
I E 1	Community Development - B&E	1. Address Change	Each	\$62.00	NONE	15164	7/24/2018
I E 2	Community Development - B&E	2. Flood Hazard Letter	Each	\$62.00	NONE	15164	7/24/2018
I E 3	Community Development - B&E	3. Sewer and Water Availability Letter	Each	\$62.00	NONE	15164	7/24/2018
I E 4	Community Development - B&E	4. Traffic Review and Detour Plans Prepared by Civil Engineer, Traffic Engineer, or Barricade Company	Each	\$194.00	NONE	15164	7/24/2018
I E 5	Community Development - B&E	5. All other services request - Non Engineering - (research for building records, engineering records, engineering drawing originals, etc.)	Staff Cost	\$164.00	NONE	15164	7/24/2018
I E 6	Community Development - B&E	6. All other services request - Engineering - (1/4 hour minimum or \$194 per hour, whichever is greater)	Staff Cost	\$164.00	NONE	15164	7/24/2018

II Title	Community Development - B&E	Development Services' Inspection Fees Plan Check and Processing Fee					
II A Title	Community Development - B&E	Public Improvement Inspection Fees			NONE		
II A 1	Community Development - B&E	For Cost of Improvements of \$0 to \$35,000	Each	5.83%	NONE	15164	7/24/2018
II A 2	Community Development - B&E	For Cost of Improvements of \$35,000 to \$150,000	Each	\$2,041.00	NONE	15164	7/24/2018
II A 2a	Community Development - B&E	a. plus noted percent for estimated cost of improvements over \$35,000 up to \$150,000	Noted	4.20%	NONE	15164	7/24/2018
II A 3	Community Development - B&E	4. For Cost of Improvements of \$150,000	Each	\$6,848	NONE	15164	7/24/2018
II A 3a	Community Development - B&E	4a. plus noted percent for estimated cost of improvements over \$150,000	Noted	2.97%	NONE	15164	7/24/2018
II B Title	Community Development - B&E	Grading Inspection Fees					
II B 1	Community Development - B&E	1. 100 cubic yards or less	Each	\$143.00	NONE	15164	7/24/2018
II B 2	Community Development - B&E	2. 101 to 1,000 cubic yards			NONE		
II B 2a	Community Development - B&E	2a. \$ ____ for the first 100 cubic yards, plus	Each	\$143.00	NONE	15164	7/24/2018
II B 2b	Community Development - B&E	2b. \$ ____ for each additional 100 cubic yards or fraction thereafter	Noted	\$40.89	NONE	15164	7/24/2018
II B 3	Community Development - B&E	3. 1,001 to 10,000 cubic yards			NONE		
II B 3a	Community Development - B&E	3a. \$ ____ for the first 1000 cubic yards, plus	Each	\$511.00	NONE	15164	7/24/2018
II B 3b	Community Development - B&E	3b. \$ ____ for each additional 1,000 cubic yards or fraction thereof	Noted	\$34.11	NONE	15164	7/24/2018
II B 4	Community Development - B&E	10,001 to 100,000 cubic yards			NONE		
II B 4a	Community Development - B&E	4a. \$ ____ for the first 10,000 cubic yards, plus	Each	\$818.00	NONE	15164	7/24/2018
II B 4b	Community Development - B&E	4b. \$ ____ for each additional 10,000 cubic yards or fraction thereof	Noted	\$154.44	NONE	15164	7/24/2018
II B 5	Community Development - B&E	5. 100,000 cubic yards or more			NONE		
II B 5a	Community Development - B&E	5a. \$ ____ for the first 10,000 cubic yards, plus	Each	\$2,208.00	NONE	15164	7/24/2018
II B 5b	Community Development - B&E	5b. \$ ____ for each additional 10,000 cubic yards or fraction thereof	Noted	\$86.35	NONE	15164	7/24/2018
III Title	Community Development - B&E	Encroachment Permit Fees					
III A	Community Development - B&E	General Single Encroachment and Site Improvement Permit	Each	\$125.00	NONE	15164	7/24/2018
III B 1	Community Development - B&E	Annual Multiple Encroachment Permit	Each	\$580.00	NONE	15164	7/24/2018
III B 1a	Community Development - B&E	1a. Each excavation under multiple permit	Each	\$55.00	NONE	15164	7/24/2018
III B 1b	Community Development - B&E	1b. Each pole installation, removal or relocation	Each	\$55.00	NONE	15164	7/24/2018
IV Title	Community Development - B&E	Inspection Fees			NONE		
IV A	Community Development - B&E	1. Accessible curb ramp (each)	Each	\$390.00	NONE	15164	7/24/2018
IV B	Community Development - B&E	2. Construction material in right-of-way (each 5 days or portion thereof)	Each	\$155.00	NONE	15164	7/24/2018
IV C	Community Development - B&E	3. Construction of commercial driveway (each opening)	Each	\$860.00	NONE	15164	7/24/2018

IV D	Community Development - B&E	4. Construction of residential driveway (each opening)	Each	\$315.00	NONE	15164	7/24/2018
IV E	Community Development - B&E	5. Dock pilings (first pile)	Each	\$235.00	NONE	15164	7/24/2018
IV F	Community Development - B&E	6. Dock pilings (each additional pile)	Noted	\$155.00	NONE	15164	7/24/2018
IV G	Community Development - B&E	7. Excavations-each location (100 square feet or less of excavated surface area earthwork only)	Each	\$235.00	NONE	15164	7/24/2018
IV H	Community Development - B&E	8. Excavations-additional (trenching over 100 square fee/per square foot)	Each	\$1.17	NONE	15164	7/24/2018
IV I	Community Development - B&E	9. Fire flow test (each) Construction Inspection Personnel	Each	\$92.95	NONE	15164	7/24/2018
IV J	Community Development - B&E	10. Fire flow test (each) Water Personnel (Ord. 2859)	Each	\$150.00	NONE	15164	7/24/2018
IV K	Community Development - B&E	11. Fire flow test (each) Water Usage (Ord. 2859, based on \$4.30 per HCF constrution water usage, additional same location)	Each	100	NONE	15164	7/24/2018
IV L	Community Development - B&E	12. Fire flow test (each) Construction Expert	Each	\$155.00	NONE	15164	7/24/2018
IV M	Community Development - B&E	13. Fire flow test, Additional (same location, each)	Each	\$80.00	NONE	15164	7/24/2018
IV N	Community Development - B&E	14. Fire hydrant installation (no hot top)	Each	\$470.00	NONE	15164	7/24/2018
IV O	Community Development - B&E	15. Fire line back flow (no hot top)	Each	\$550.00	NONE	15164	7/24/2018
IV P	Community Development - B&E	16. Monitoring wells/borings in the right-of-way (traffic review of detour plans required on all thoroughfares)	Each	\$155.00	NONE	15164	7/24/2018
IV Q	Community Development - B&E	17. Monitoring walls/borings in the right-of-way, additional (each additional well/boring site)	Each	\$40.00	NONE	15164	7/24/2018
IV R	Community Development - B&E	18. Paving repair (100 square fee or less of excavated surface area)	Each	\$235.00	NONE	15164	7/24/2018
IV S	Community Development - B&E	19. Paving repair-additional (paving over 100 square fee/per square foot)	Each	\$1.17	NONE	15164	7/24/2018
IV T	Community Development - B&E	20. Sewer tie-in (existing lateral, each)	Each	\$470.00	NONE	15164	7/24/2018
IV U	Community Development - B&E	21. Sewer tie-in (new connection to main if less than 5' deep, each)	Each	\$1,175.00	NONE	15164	7/24/2018
IV V	Community Development - B&E	22. Sewer tie-in (new connection to main if more than 5' deep, each)	Each	\$1,485.00	NONE	15164	7/24/2018
IV W	Community Development - B&E	23. Traffic detour inspection	Each	\$155.00	NONE	15164	7/24/2018
IV X	Community Development - B&E	24. Tree trimming and/or stump removal per location (first day)	Each	\$155.00	NONE	15164	7/24/2018
IV Y	Community Development - B&E	25. Tree trimming and/or stump removal per location (each additional)	Each	\$155.00	NONE	15164	7/24/2018
IV Z	Community Development - B&E	26. Utility potholing (each)	Each	\$315.00	NONE	15164	7/24/2018
IV AA	Community Development - B&E	27. Water main hot top (each)	Each	\$785.00	NONE	15164	7/24/2018
IV BB	Community Development - B&E	28. Water service installation 2" or smaller/each service, plus additional fee based on paving repair required	Each	\$785.00	NONE	15164	7/24/2018
IV CC	Community Development - B&E	29. Water service installation 3" or larger/each service, plus additional fee based on paving repair required	Each	\$1,020.00	NONE	15164	7/24/2018
IV DD	Community Development - B&E	30. Inspections Not Listed (per hour)	Staff Time	\$155.00	NONE	15164	7/24/2018
IV EE	Community Development - B&E	31. Encroachment Permit Plan Review (per hour) (Plans Examiner)	Staff Time	\$165.00	NONE	15164	7/24/2018
V Title	Community Development - B&E	Street Cut Fee			NONE		
V A	Community Development - B&E	1. Contractors making excavations within the City's paved right of way	Per Square yard of	\$5.07	NONE	14314	4/23/2013

V B	Community Development - B&E	2. Street cut fee waved for public utilities granted franchises by State or statute or by a franchise agreement with the city	Noted		NONE		
VI Title	Community Development - B&E	Oversize Load Truck Permit			NONE		
VI A	Community Development - B&E	1. Oversize Single Trip Encroachment Permit	Each	\$15.00	NONE	14314	4/23/2013
VI B	Community Development - B&E	2. Oversize Annual Multiple Trip Encroachment Permit (where the same route and identically sized vehicle load used)	Each	\$75.00	NONE	14314	4/23/2013
VI C	Community Development - B&E	Overweight Single Trip Encroachment Permit I	Each	\$16.00	NONE	14314	4/23/2013
VI D	Community Development - B&E	Overweight Multiple Trip Encroachment Permit (where the same route is used)	Each	\$90.00	NONE	14314	4/23/2013
VI E	Community Development - B&E	Inspections (as needed) billed at Cost			NONE		
VII	Community Development - B&E	Refunds-Withholding	Each	\$61.97	NONE	14314	4/23/2013
IX Title	Community Development - B&E	Plan Checking, Inspections, and other Building Permit Processing Service Fees					
IX A	Community Development - B&E	Model Code Fees					
IXA1	Community Development - B&E	Permit Fee - As noted below or minimum of 1/2 hour	1/2 hour	Inspector Hourly	NONE	15164	7/24/2018
IX A2	Community Development - B&E	Plan Review Fees					
IX A2a	Community Development - B&E	Building Plan Review Fee as percentage of Building Permit Fee	Each	85%	NONE	15164	7/24/2018
IX A2b	Community Development - B&E	Accessibility Plan Review fee as percentage of Building Permit	Each	20%	NONE	15164	7/24/2018
IX A2c	Community Development - B&E	Electrical, Mechanical, and Plumbing Plan Review Fee 60% BP Fee	Each	60%	NONE	15164	7/24/2018
XI A2d	Community Development - B&E	Consultant Plan Review Fee - Same as noted above for standard projects			NONE		
IX A2d (1)	Community Development - B&E	For additional review services	Noted	Cost Plus 30%	NONE	15164	7/24/2018
IX A2e	Community Development - B&E	Special Projects Plan Review Fee - Deposit Based at full allocated hourly rate	Noted	Hourly	NONE	15164	7/24/2018
IX A2f	Community Development - B&E	Additional Plan Review Fee - for changes, incomplete plans, alterations to scope....	Hourly	\$212.00	NONE	15164	7/24/2018
IX A2g	Community Development - B&E	Hourly Plan Review Fee - incomplete plans, revisions, no other fee, etc... (1/2 hour min.)	Hourly	\$212.00	NONE	15164	7/24/2018
IX A3	Community Development - B&E	Prototype Plan Review Fee for Tract Homes for each additional	Each	50%	NONE	14314	4/23/2013
IX A4	Community Development - B&E	Investigation/Enforcement Fees					
IX A4a	Community Development - B&E	Investigation Fee	Hourly		NONE	15164	7/24/2018
IX A4b	Community Development - B&E	Enforcement Fee	Hourly		NONE	15164	7/24/2018
IX A4c	Community Development - B&E	Re-inspection Fee	Hourly		NONE	15164	7/24/2018
IX A5	Community Development - B&E	Certificate of Occupancy Fee					
IX A5a	Community Development - B&E	Certificate of Occupancy Fee-Under 5,000 sq. ft.	Each	\$92.95	NONE	14314	4/23/2013
IX A5b	Community Development - B&E	Certificate of Occupancy Fee-greater than 5,000 to 10,000 sq. ft.	Each	\$129.10	NONE	14314	4/23/2013
IX A5c	Community Development - B&E	Certificate of Occupancy Fee-greater than 10,000 to 50,000 sq. ft.	Each	\$149.76	NONE	14314	4/23/2013
IX A5d	Community Development - B&E	Certificate of Occupancy Fee-greater than 50,000 to 100,000 sq. ft.	Each	\$180.75	NONE	14314	4/23/2013

IX A5e	Community Development - B&E	Certificate of Occupancy Fee-Each additional 5,000 sq. ft. or fraction thereof	Each	\$31.50	NONE	14314	4/23/2013
IX A6	Community Development - B&E	Report of Building Records Fee - Minimum charge	Each	\$45.00	NONE	15164	7/24/2018
IX A6a	Community Development - B&E	Minimum charge hour	Hourly	\$73.02	NONE	15164	7/24/2018
IX A7	Community Development - B&E	Imaging Fee					
IX A7 a	Community Development - B&E	Imaging Fee-11" by 17" and smaller sheet	Each	\$1.37	NONE	14314	4/23/2013
IX A7 b	Community Development - B&E	Imaging Fee-larger than 11" by 17"	Each	\$1.67	NONE	14314	4/23/2013
IX A8	Community Development - B&E	Imaging Fee-Microfilm Document Copy Fee	Each	Cost	NONE	14314	4/23/2013
IX A9	Community Development - B&E	Moving of Building Permit Fee as percent of value after relocation	Each	1%	NONE	14314	4/23/2013
IX A10	Community Development - B&E	Pre-Move Inspection Fee			NONE		
IX A10 a	Community Development - B&E	Pre-Move Inspection Fee-Residential	Each	0.0961	NONE	14314	4/23/2013
IX A10 b	Community Development - B&E	Pre-Move Inspection Fee-Garage, Attached or Detached	Each	0.063	NONE	14314	4/23/2013
IX A10 c	Community Development - B&E	Pre-Move Inspection Fee-Commercial/Industrial	Each	0.0961	NONE	14314	4/23/2013
IX A11	Community Development - B&E	Energy Conservation Fee				14314	4/23/2013
IX A11 a	Community Development - B&E	Energy Conservation Fee-Residential Buildings	Each	0.062	NONE	14314	4/23/2013
IX A11 b	Community Development - B&E	Energy Conservation Fee-Non-Residential Buildings	Each	0.093	NONE	14314	4/23/2013
IX A12	Community Development - B&E	Appeals Hearing Fee	Each	\$214.83	NONE	14314	4/23/2013
IX A13	Community Development - B&E	Demolition Permit Fee					
IX A13 a	Community Development - B&E	Demolition Permit Fee-Inspection Fee - Buildings and Structures with Floor Area (each)	Each	\$147.00	NONE	15164	7/24/2018
IX A13 b	Community Development - B&E	Demolition Permit Fee-Inspection Fee - Structures without Floor Area or Development Credits (each)	Each	\$88.20	NONE	15164	7/24/2018
IX A13 c	Community Development - B&E	Plan Review Fee as percent of permit (change to hourly plan review)	Each	85%	NONE	15164	7/24/2018
IX A14	Community Development - B&E	Other Inspection and Plan Check Fees					
IX A14a	Community Development - B&E	Other Inspection and Plan Check Fees-Re-Inspection fees assessed	Each	\$147.00	NONE	15164	7/24/2018
IX A14b	Community Development - B&E	Other Inspection and Plan Check Fees-Inspections for which no fee is specifically provided			NONE		
IX A14c	Community Development - B&E	Other Inspection and Plan Check Fees-Inspections outside of normal business hours	Each	\$212.60	NONE	15164	7/24/2018
IX A15	Community Development - B&E	Permit Issuance					
IX A15 a	Community Development - B&E	For the issuance of each permit or revision during the same visit (each)	Each	\$45.00	NONE	15164	7/24/2018
IX A15 b	Community Development - B&E	For the issuance of each supplemental permit for the same project (each additional)	Each	\$15.00	NONE	15164	7/24/2018
IX A16	Community Development - B&E	Photovoltaic System Permit Fees					
IX A16a	Community Development - B&E	Building Permit Fee Basis does not include panels			NONE		
IX A16b	Community Development - B&E	Electrical Permit Fee for Comm., Indust., and Multi-Family Buildings			NONE		

IX A16b(1)	Community Development - B&E	0 to 100 kw (each)	Each	\$413.13	NONE	15164	7/24/2018
IX A16b(1)(a)	Community Development - B&E	for each kw above 100 up to 500 kw (per kw)	Each	\$1.31	NONE	15164	7/24/2018
IX A16b(2)	Community Development - B&E	greater than 500 kw (each)	Each	\$937.13	NONE	15164	7/24/2018
IX A16b(2)(a)	Community Development - B&E	for each kw above 500 kw up to a maximum for 1,724.13 (per kw)	Each	\$1.03	NONE	15164	7/24/2018
IX A16c	Community Development - B&E	Electrical Permit Fee for Single Family Dwellings	Each	\$96.05	NONE	15164	7/24/2018
IX A17	Community Development - B&E	New Construction Permits for Electrical, Mechanical, or Plumbing Trades			NONE		
IX A17a	Community Development - B&E	Electrical permit as percent of the building permit fee	Each	13%	NONE	15164	7/24/2018
IX A17b	Community Development - B&E	Mechanical permit as a percent of the building permit fee	Each	7%	NONE	15164	7/24/2018
IX A17c	Community Development - B&E	Plumbing permit as a percent of the building permit fee	Each	13%	NONE	15164	7/24/2018
IX B	Community Development - B&E	Fee Refunds - Minimum Withholding					
IX B1	Community Development - B&E	Erroneously paid or collected - no change			NONE		
IX B2	Community Development - B&E	Refund cost recovery of building permit no work down - 80% max, not less than	Each	\$61.97	NONE	14314	4/23/2013
IX B3	Community Development - B&E	Refund cost recovery of plan review fees no work done - 80% max, not less than	Each	\$61.97	NONE	14314	4/23/2013
IX B4	Community Development - B&E	Time limit for refund - No Change					
IX C	Community Development - B&E	Building Permit Fees					
IX C1	Community Development - B&E	Building Permit Fees for given Valuation					
IX C1a	Community Development - B&E	\$1-\$750	Each	\$31.50	NONE	14314	4/23/2013
IX A1b	Community Development - B&E	\$751-\$3,000	Each	\$31.50	NONE	14314	4/23/2013
IX A1b (1)	Community Development - B&E	above plus percentage of valuation over \$750	Noted	2.95%	NONE	14314	4/23/2013
IX A1c	Community Development - B&E	\$3,001 to \$37,500	Each	\$97.88	NONE	14314	4/23/2013
IX A1c (1)	Community Development - B&E	above plus percentage of valuation over \$3,000	Noted	1.24%	NONE	14314	4/23/2013
IX A1d	Community Development - B&E	\$37,501 to \$75,000	Each	\$525.68	NONE	14314	4/23/2013
IX A1d (1)	Community Development - B&E	above plus percentage of valuation over \$37,500	Noted	0.88%	NONE	14314	4/23/2013
IX A1e	Community Development - B&E	\$75,001 to \$150,000	Each	\$855.68	NONE	14314	4/23/2013
IX A1e (1)	Community Development - B&E	above plus percentage of valuation over \$75,000	Noted	0.65%	NONE	14314	4/23/2013
IX A1f	Community Development - B&E	\$150,001 to \$750,000	Each	\$1,343.18	NONE	14314	4/23/2013
IX A1f (1)	Community Development - B&E	above plus for percentage of valuation over \$150,000	Noted	0.47%	NONE	14314	4/23/2013
IX A1g	Community Development - B&E	\$750,001 to \$1,500,000	Each	\$4,163.18	NONE	14314	4/23/2013
IX A1g (1)	Community Development - B&E	above plus percentage of valuation over \$750,000	Noted	0.41%	NONE	14314	4/23/2013
IX A1h	Community Development - B&E	\$1,500,001 and up	Each	\$7,238.18	NONE	14314	4/23/2013

IX A1h (1)	Community Development - B&E	above plus percentage of valuation over \$1,500,000	Noted	0.30%	NONE	14314	4/23/2013
IX D	Community Development - B&E	Electrical Permit Fees					
IX D1	Community Development - B&E	New Residential Buildings			NONE		
IX D1a	Community Development - B&E	New Multi Family Dwellings (each)	Each	0.061	NONE	14314	4/23/2013
IX D1b	Community Development - B&E	New Single and Two Family Dwellings (each)	Each	0.076	NONE	14314	4/23/2013
IX D1c	Community Development - B&E	Associated Garages and Carports (each)	Each	0.31	NONE	14314	4/23/2013
IX D2	Community Development - B&E	Private Swimming Pools (each)	Each	\$62.37	NONE	14314	4/23/2013
IX D3	Community Development - B&E	Carnivals and Circuses			NONE		
IX D3a	Community Development - B&E	Electrical Generators (each)	Each	\$30.93	NONE	14314	4/23/2013
IX D3b	Community Development - B&E	Mechanical driven rides and attractions with electrical lighting (each)	Each	\$10.14	NONE	14314	4/23/2013
IX D3c	Community Development - B&E	System or area and booth lighting, each unit	Each	\$10.14	NONE	14314	4/23/2013
IX D4	Community Development - B&E	Temporary Power Service	Each		NONE		
IX D4a	Community Development - B&E	Temp Power Pole (each)	Each	\$30.93	NONE	14314	4/23/2013
IX D4b	Community Development - B&E	Temp distribution system (each)	Each	\$16.02	NONE	14314	4/23/2013
IX D5	Community Development - B&E	Receptacle, Switch, and Lighting Outlets			NONE		
IX D5a	Community Development - B&E	First 20, each unit	Each	\$1.57	NONE	14314	4/23/2013
IX D5b	Community Development - B&E	Additional outlets, each unit	Each	\$0.96	NONE	14314	4/23/2013
IX D6	Community Development - B&E	Lighting Fixtures					
IX D6a	Community Development - B&E	First 20, each unit	Each	\$1.57	NONE	14314	4/23/2013
IX D6b	Community Development - B&E	Additional fixtures, each unit	Each	\$0.96	NONE	14314	4/23/2013
IX D6c	Community Development - B&E	For pole or platform-mounted lighting fixtures, each unit	Each	\$1.57	NONE	14314	4/23/2013
IX D6d	Community Development - B&E	For theatrical-type lighting fixtures or assemblies, each unit	Each	\$1.57	NONE	14314	4/23/2013
IX D7	Community Development - B&E	Residential Appliances	Each	\$6.24	NONE	14314	4/23/2013
IX D8	Community Development - B&E	Non-Residential Appliances	Each	\$6.24	NONE	14314	4/23/2013
IX D9	Community Development - B&E	Power Apparatus - Motors, generators, transformers, rectifiers, etc...			NONE		
IX D9a	Community Development - B&E	First unit, each	Each	\$6.24	NONE	14314	4/23/2013
IX D9b	Community Development - B&E	Over one, but not over 10, each unit	Each	\$15.72	NONE	14314	4/23/2013
IX D9c	Community Development - B&E	Over 10, but not over 50, each unit	Each	\$30.93	NONE	14314	4/23/2013
IX D9d	Community Development - B&E	Over 50, but not over 100, each unit	Each	\$60.85	NONE	14314	4/23/2013
IX D9e	Community Development - B&E	Over 100, each unit	Each	\$95.33	NONE	14314	4/23/2013

IX D10	Community Development - B&E	Busyways - for trolley and plug-in type busyways, each 100 feet	Each	\$9.89	NONE	14314	4/23/2013
IX D11	Community Development - B&E	Signs, Outline Lighting, and Marquees			NONE		
IX D11a	Community Development - B&E	Signs, outline lighting systems, or marquees, supplied from one branch circuit, each unit	Each	\$30.93	NONE	14314	4/23/2013
IX D11b	Community Development - B&E	For each additional branch circuit within the same sign, outline lighting system, or marquee each unit	Each	\$6.24	NONE	14314	4/23/2013
IX D12	Community Development - B&E	Services			NONE		
IX D12a	Community Development - B&E	For services of 600 volts or less and			NONE		
IX D12a (1)	Community Development - B&E	not over 200 amperes in rating each unit	Each	\$38.54	NONE	14314	4/23/2013
IX D12a (2)	Community Development - B&E	over 200 amperes to 1,000 amperes in rating, each unit	Each	\$79.11	NONE	14314	4/23/2013
IX D12b	Community Development - B&E	For services over 600 volts or over 1,000 amperes in rating, each unit	Each	\$157.20	NONE	14314	4/23/2013
IX D13	Community Development - B&E	Miscellaneous Apparatus, Conduits, and Conductors	Each	\$23.33	NONE	14314	4/23/2013
IX E	Community Development - B&E	Mechanical Permit Fees					
IX E1	Community Development - B&E	Each forced-air or gravity-type furnace up to 100,000 BTU/h	Each	\$19.11	NONE	14314	4/23/2013
IX E2	Community Development - B&E	Each forced-air or gravity-type furnace over 100,000 BTU/h	Each	\$23.76	NONE	14314	4/23/2013
IX E3	Community Development - B&E	Floor Furnace	Each	\$19.11	NONE	14314	4/23/2013
IX E4	Community Development - B&E	Suspended heater, recessed wall heater or floor-mounted unit heater	Each	\$19.11	NONE	14314	4/23/2013
IX E5	Community Development - B&E	Each appliance duct or vent system installed	Each	\$9.81	NONE	14314	4/23/2013
IX E6	Community Development - B&E	Each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system	Each	\$19.11	NONE	14314	4/23/2013
IX E7	Community Development - B&E	Each boiler or compressor up to and including three HP, or each absorption system up to and including 100,000 BTU/h	Each	\$19.11	NONE	14314	4/23/2013
IX E8	Community Development - B&E	Each boiler or compressor over three HP, up to and including 15 HP, or each absorption system over 100,000 BTU/h, up to and including	Each	\$35.63	NONE	14314	4/23/2013
IX E9	Community Development - B&E	Each boiler or compressor over 15 HP, up to and including 30 HP, or each absorption system over 500,000 BTU/h, up to and including 1,000,000	Each	\$46.48	NONE	14314	4/23/2013
IX E10	Community Development - B&E	Each boiler or compressor over 30 HP, up to and including 50 HP, or for each absorption system over 1,000,000 BTU/h, up to and including	Each	\$71.27	NONE	14314	4/23/2013
IX E11	Community Development - B&E	Each boiler or refrigeration compressor over 50 HP, or each absorption system over 1,750,000 BTU/h	Each	\$118.78	NONE	14314	4/23/2013
IX E12	Community Development - B&E	For each air-handling unit, up to and including 10,000 cubic feet per minute, including attached ducts	Each	\$13.94	NONE	14314	4/23/2013
IX E13	Community Development - B&E	For each air-handling unit over 10,000 cfm	Each	\$23.76	NONE	14314	4/23/2013
IX E14	Community Development - B&E	For each evaporative cooler other than a portable type (each)	Each	\$13.94	NONE	14314	4/23/2013
IX E15	Community Development - B&E	For each ventilation fan connected to a single duct (each)	Each	\$10.07	NONE	14314	4/23/2013
IX E16	Community Development - B&E	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	Each	\$13.94	NONE	14314	4/23/2013
IX E17	Community Development - B&E	For the installation of each hood which is served by mechanical exhaust, including ducts for such hood	Each	\$13.94	NONE	14314	4/23/2013
IX E18	Community Development - B&E	For the installation or relocation of each commercial or industrial type incinerator	Each	\$97.09	NONE	14314	4/23/2013
IX E19	Community Development - B&E	Each appliance or piece of equipment regulated by the code	Each	\$13.94	NONE	14314	4/23/2013

IX E20	Community Development - B&E	Fuel/Gas Piping			NONE		
IX E20a	Community Development - B&E	For each gas piping system up to and including four outlets (each)	Each	\$5.53	NONE	14314	4/23/2013
IX E20b	Community Development - B&E	For each gas piping system of five or more outlets, each outlet	Each	\$1.39	NONE	14314	4/23/2013
IX E21	Community Development - B&E	Process Piping			NONE		
IX E21a	Community Development - B&E	For each hazardous process piping (HPP) system up to and including four outlets	Each	\$9.04	NONE	14314	4/23/2013
IX E21b	Community Development - B&E	For each piping system of five or more outlets, each outlet	Each	\$1.86	NONE	14314	4/23/2013
IX E21c	Community Development - B&E	For each non-hazardous process piping (NPP) system, up to and including four outlets	Each	\$3.61	NONE	14314	4/23/2013
IX E21d	Community Development - B&E	For each piping system of five or more outlets, each outlet	Each	\$0.93	NONE	14314	4/23/2013
IX F	Community Development - B&E	Plumbing Permit Fees					
IX F1	Community Development - B&E	For each plumbing fixture, trap or set of fixtures on one trap	Each	\$12.39	NONE	14314	4/23/2013
IX F2	Community Development - B&E	For each building sewer and each trailer park sewer	Each	\$31.50	NONE	14314	4/23/2013
IX F3	Community Development - B&E	Rainwater systems per drain (inside buildings)	Each	\$12.39	NONE	14314	4/23/2013
IX F4	Community Development - B&E	For each industrial waste sample well	Each	\$25.30	NONE	14314	4/23/2013
IX F5	Community Development - B&E	For each private sewage disposal system	Each	\$97.09	NONE	14314	4/23/2013
IX F6	Community Development - B&E	For each water heater and/or vent	Each	\$16.01	NONE	14314	4/23/2013
IX F7	Community Development - B&E	For each industrial waste pre-treatment interceptor, including its trap and vent, excluding kitchen-type grease interceptors functioning as a	Each	\$25.30	NONE	14314	4/23/2013
IX F8	Community Development - B&E	For installation, alteration, or repair of water piping and/or water treating equipment, each unit	Each	\$6.30	NONE	14314	4/23/2013
IX F9	Community Development - B&E	For repair or alteration of drainage or vent	Each	\$6.30	NONE	14314	4/23/2013
IX F10	Community Development - B&E	For each lawn sprinkler system on any one meter, including backflow protection devices thereof	Each	\$19.11	NONE	14314	4/23/2013
IX F11	Community Development - B&E	For atmospheric-type vacuum breakers not included in item 12 below	Each		NONE		
IX F11a	Community Development - B&E	1 to 5 units (each)	Each	\$16.01	NONE	14314	4/23/2013
IX F11b	Community Development - B&E	Over 5, each unit	Each	\$3.61	NONE	14314	4/23/2013
IX F12	Community Development - B&E	For each backflow protective device, other than atmospheric-type vacuum breakers			NONE		
IX F12a	Community Development - B&E	2 inches or smaller (each)	Each	\$16.01	NONE	14314	4/23/2013
IX F12b	Community Development - B&E	Over 2 inches (each)	Each	\$31.50	NONE	14314	4/23/2013
IX F13	Community Development - B&E	For each gas piping system, up to and including four outlets	Each	\$6.30	NONE	14314	4/23/2013
IX F14	Community Development - B&E	For each gas piping system of five or more outlets, each outlet	Each	\$1.60	NONE	14314	4/23/2013
IX F15	Community Development - B&E	Swimming Pool, Spa and Hot Tub - Plumbing Permits			NONE		
IX F15a	Community Development - B&E	Public Pool	Each	\$63.52	NONE	14314	4/23/2013
IX F15b	Community Development - B&E	Private Pool	Each	\$42.35	NONE	14314	4/23/2013

IX F15c	Community Development - B&E	Pool Filling System	Each	\$16.01	NONE	14314	4/23/2013
IX F15d	Community Development - B&E	Each water heater and or vent	Each	\$16.01	NONE	14314	4/23/2013
IX F15e	Community Development - B&E	Gas piping system, each unit	Each	\$6.30	NONE	14314	4/23/2013
IX F15f	Community Development - B&E	Replacing of piping	Each	\$6.30	NONE	14314	4/23/2013
IX F15g	Community Development - B&E	Miscellaneous replacements	Each	\$6.30	NONE	14314	4/23/2013
IX F15h	Community Development - B&E	Backwash receptor	Each	\$6.30	NONE	14314	4/23/2013
IX TITLE	Community Development - B&E	Copying for Customers			NONE		
IX A	Community Development - B&E	Copies of imaged documents (Microfilm & C.D.) + reserach fees			NONE		
IX Aa	Community Development - B&E	8 1/2" x 11" and up to 11" x 17" per copy (each)	Each	\$1.85	NONE	14314	4/23/2013
IX Ab	Community Development - B&E	Over 11" x 17" per copy (each)	Each	\$5.00	NONE	14314	4/23/2013
IX B	Community Development - B&E	Copies of Vellum (Reproducible) + research fees					
IX Ba	Community Development - B&E	8 1/2 x 11" and 8 1/2" x 14" per copy	Each	\$2.00	NONE	14314	4/23/2013
IX Bb	Community Development - B&E	11" x 17" per copy	Each	\$3.00	NONE	14314	4/23/2013
IX Bc	Community Development - B&E	18" x 24" per copy	Each	\$3.50	NONE	14314	4/23/2013
IX Bd	Community Development - B&E	24" x 36" per copy	Each	\$6.00	NONE	14314	4/23/2013
IX Be	Community Development - B&E	30" x 42" per copy	Each	\$8.50	NONE	14314	4/23/2013
IX Bf	Community Development - B&E	36" x 48" per copy	Each	\$11.00	NONE	14314	4/23/2013
IX C	Community Development - B&E	Copies on Bond + Research Fees			NONE		
IX C1	Community Development - B&E	8 1/2" x 11" and 8 1/2" x 14" per copy	Each	\$1.00	NONE	14314	4/23/2013
IX C2	Community Development - B&E	11" x 17" per copy	Each	\$2.00	NONE	14314	4/23/2013
IX C3	Community Development - B&E	18" x 24" per copy	Each	\$2.50	NONE	14314	4/23/2013
IX C4	Community Development - B&E	24" x 36" per copy	Each	\$5.00	NONE	14314	4/23/2013
IX C5	Community Development - B&E	30" x 42" per copy	Each	\$7.50	NONE	14314	4/23/2013
IX C6	Community Development - B&E	36" x 48" per copy	Each	\$10.00	NONE	14314	4/23/2013
IX C7	Community Development - B&E	Research Fees - For all documents, copies, drawings, reproducible, etc., that require research to locate and retrieve the Building and Engineering		\$72.00/hr	NONE	15164	7/24/2018
S-154	Fire	EW FIRE SPRINKLER SYSTEM	SQUARE FEET	\$ 630.00	5%	15,164	7/24/2018
S-154	Fire	EW FIRE SPRINKLER SYSTEM	SQUARE FEET	\$ 65.00	5%	15,164	7/24/2018
S-154	Fire	EW FIRE SPRINKLER SYSTEM	EACH	\$ 290.00	5%	15,164	7/24/2018
S-154	Fire	EW FIRE SPRINKLER SYSTEM	EACH	\$ 95.00	5%	15164	7/24/2018
S-154	Fire	EW FIRE SPRINKLER SYSTEM	EACH	VARIES	5%	15164	7/24/2018

S-155	Fire	EXIST'G FIRE SPRKLR SYS-ALTERATIONS	EACH	\$ 605.00	5%	15164	7/24/2018
S-155	Fire	EXIST'G FIRE SPRKLR SYS-ALTERATIONS	EACH	\$ 8.00	5%	15164	7/24/2018
S-155	Fire	EXIST'G FIRE SPRKLR SYS-ALTERATIONS	EACH	\$ 290.00	5%	15164	7/24/2018
S-155	Fire	EXIST'G FIRE SPRKLR SYS-ALTERATIONS	SERVICE	VARIES	5%	15164	7/24/2018
S-156	Fire	UNDERGROUND WATER LINE PLAN CHECK	APPLICATION	\$ 200.00	5%	15164	7/24/2018
S-156	Fire	UNDERGROUND WATER LINE PLAN CHECK	SERVICE	VARIES	5%	15164	7/24/2018
S-157	Fire	FIXED EXTINGUISHING SYSTEM – BASIC	PERMIT	\$ 410.00	5%	15164	7/24/2018
S-157	Fire	FIXED EXTINGUISHING SYSTEM – BASIC	SERVICE	VARIES	5%	15164	7/24/2018
S-158	Fire	ANNUAL KITCHEN HOOD SYSTEM PERMIT	PERMIT	\$ 130.00	5%	15164	7/24/2018
S-159	Fire	NEW FIXED EXT. SYS - SPRAY BOOTH	PERMIT	\$ 140.00	5%	15164	7/24/2018
S-159	Fire	NEW FIXED EXT. SYS - SPRAY BOOTH	SERVICE	VARIES	5%	15164	7/24/2018
S-160	Fire	EXIST FIXED EXT. SYS - SPRAY BOOTH	PERMIT	\$ 440.00	5%	15164	7/24/2018
S-161	Fire	ANNUAL SPRAY BOOTH PERMIT	PERMIT	\$ 95.00	5%	15164	7/24/2018
S-162	Fire	NEW/ALT FIXED EXT. SYS – HALON/CO2	EACH	\$ 410.00	5%	15164	7/24/2018
S-162	Fire	NEW/ALT FIXED EXT. SYS – HALON/CO2	EACH	\$ 40.00	5%	15164	7/24/2018
S-162	Fire	NEW/ALT FIXED EXT. SYS – HALON/CO2	EACH	\$ 40.00	5%	15164	7/24/2018
S-162	Fire	NEW/ALT FIXED EXT. SYS – HALON/CO2	EACH	\$ 95.00	5%	15164	7/24/2018
S-162	Fire	NEW/ALT FIXED EXT. SYS – HALON/CO2	EACH	\$ 40.00	5%	15164	7/24/2018
S-162	Fire	NEW/ALT FIXED EXT. SYS – HALON/CO2	SERVICE	VARIES	5%	15164	7/24/2018
S-163	Fire	NEW FIRE ALARM/DETECTION SYSTEM	EACH	\$ 410.00	5%	15164	7/24/2018
S-163	Fire	NEW FIRE ALARM/DETECTION SYSTEM	EACH	\$ 40.00	5%	15164	7/24/2018
S-163	Fire	NEW FIRE ALARM/DETECTION SYSTEM	EACH	\$ 40.00	5%	15164	7/24/2018
S-163	Fire	NEW FIRE ALARM/DETECTION SYSTEM	EACH	\$ 95.00	5%	15164	7/24/2018
S-163	Fire	NEW FIRE ALARM/DETECTION SYSTEM	EACH	\$ 40.00	5%	15164	7/24/2018
S-163	Fire	NEW FIRE ALARM/DETECTION SYSTEM	SERVICE	VARIES	5%	15164	7/24/2018
S-164	Fire	ALTER FIRE ALARM/DETECTION SYSTEM	EACH	\$ 390.00	5%	15164	7/24/2018
S-164	Fire	ALTER FIRE ALARM/DETECTION SYSTEM	EACH	\$ 40.00	5%	15164	7/24/2018
S-164	Fire	ALTER FIRE ALARM/DETECTION SYSTEM	EACH	\$ 40.00	5%	15164	7/24/2018
S-164	Fire	ALTER FIRE ALARM/DETECTION SYSTEM	EACH	\$ 95.00	5%	15164	7/24/2018
S-164	Fire	ALTER FIRE ALARM/DETECTION SYSTEM	EACH	\$ 40.00	5%	15164	7/24/2018

S-164	Fire	ALTER FIRE ALARM/DETECTION SYSTEM	SERVICE	VARIES	5%	15164	7/24/2018
S-165	Fire	FIRE PREV. DAC REV – COMMERCIAL	APPLICATION	\$ 1,000.00	5%	15164	7/24/2018
S-166	Fire	FIRE PREV. DAC REV – INDUSTRIAL	APPLICATION	\$ 905.00	5%	15164	7/24/2018
S-167	Fire	FIRE PREV. DAC REV - RES <8 SF/4 MF	APPLICATION	\$ 335.00	5%	15164	7/24/2018
S-168	Fire	FIRE PREV. DAC REV - 8-49 SF/4+ MF	APPLICATION	\$ 1,010.00	5%	15164	7/24/2018
S-169	Fire	FIRE PREV. DAC REV - 50+ SF	APPLICATION	\$ 1,445.00	5%	15164	7/24/2018
S-170	Fire	FIRE PREVENTION EIR REVIEW	EACH	\$ 770.00	5%	15164	7/24/2018
S-171	Fire	FIRE PREVENTION - TEMP. USE PERMIT	PERMIT	\$ 310.00	NONE	15164	7/24/2018
S-172	Fire	FIRE PREVENTION - FALSE ALARM REVIEW	REVIEW	\$ 150.00	NONE	15164	7/24/2018
S-173	Fire	FIRE CODE PERMIT	PERMIT	\$ 180.00	NONE	15164	7/24/2018
S-174	Fire	RACK/PALLETIZED STORAGE PLAN REVIEW	APPLICATION	\$ 240.00	5%	15164	7/24/2018
S-174	Fire	RACK/PALLETIZED STORAGE PLAN REVIEW	SERVICE	VARIES	5%	15164	7/24/2018
S-175	Fire	KNOX BOX REVIEW & INSPECTION	PERMIT	\$ 280.00	NONE	15164	7/24/2018
S-175	Fire	KNOX BOX REVIEW & INSPECTION	SERVICE	VARIES	NONE	15164	7/24/2018
S-176	Fire	CLICK TO ENTER FIRE PERMIT	PERMIT	\$ 110.00	NONE	15164	7/24/2018
S-177	Fire	PYROTECHNIC DISPLAY PERMIT	PERMIT	\$ 260.00	NONE	15164	7/24/2018
S-178	Fire	LIC CARE FACILITY PRE-INSPECTION	LOCATION	\$ 150.00	NONE	15164	7/24/2018
S-179	Fire	INITIAL FIRE CLEARANCE INSPECTION	LOCATION	\$ 165.00	NONE	15164	7/24/2018
S-179	Fire	INITIAL FIRE CLEARANCE INSPECTION	LOCATION	\$ 210.00	NONE	15164	7/24/2018
S-180	Fire	ANNUAL INSP -LICENSED CARE FACILITY	INSPECTION	\$ 115.00	NONE	15164	7/24/2018
S-180	Fire	ANNUAL INSP -LICENSED CARE FACILITY	INSPECTION	\$ 164.00	NONE	15164	7/24/2018
S-180	Fire	ANNUAL INSP -LICENSED CARE FACILITY	INSPECTION	\$ 260.00	NONE	15164	7/24/2018
S-181	Fire	ANNUAL INSP - STATE MANDATED R1/R2	UNIT(S)	\$ 115.00	NONE	15164	7/24/2018
S-181	Fire	ANNUAL INSP - STATE MANDATED R1/R2	UNIT(S)	\$ 165.00	NONE	15164	7/24/2018
S-181	Fire	ANNUAL INSP - STATE MANDATED R1/R2	UNIT(S)	\$ 210.00	NONE	15164	7/24/2018
S-181	Fire	ANNUAL INSP - STATE MANDATED R1/R2	UNIT(S)	\$ 305.00	NONE	15164	7/24/2018
S-182	Fire	ANNUAL INSP - HIGH PILED STORAGE	PERMIT	\$ 210.00	NONE	15164	7/24/2018
S-183	Fire	ANNUAL INSP - HIGH RISE	PERMIT	\$ 280.00	NONE	15164	7/24/2018
S-184	Fire	PRIV. SCH. ANNUAL FIRE CLEAR INSP	INSPECTION	\$ 115.00	NONE	15164	7/24/2018
S-185	Fire	5-YEAR FIRE PROTECTION REPORT REV.	EACH	\$ 130.00	NONE	15164	7/24/2018

S-186	Fire	FIRE PREVENTION FILMING PERMIT	PERMIT	\$ 150.00	NONE	15164	7/24/2018
S-187	Fire	CANDLES/OPEN FLAME IN ASSEMBLY AREA	PERMIT	\$ 115.00	NONE	15164	7/24/2018
S-188	Fire	OTC LICENSE FIRE INSPECTION	EACH	\$ 115.00	NONE	15164	7/24/2018
S-189	Fire	NEW BUSINESS LICENSE FIRE INSPECT	SQUARE FEET	\$ 90.00	5%	15164	7/24/2018
S-189	Fire	NEW BUSINESS LICENSE FIRE INSPECT	SQUARE FEET	\$ 165.00	5%	15164	7/24/2018
S-189	Fire	NEW BUSINESS LICENSE FIRE INSPECT	SQUARE FEET	\$ 210.00	5%	15164	7/24/2018
S-189	Fire	NEW BUSINESS LICENSE FIRE INSPECT	SQUARE FEET	\$ 305.00	5%	15164	7/24/2018
S-190	Fire	FIRE OTHER/ADD'L INSPECT/PLAN REV	EACH	\$ 150.00	5%	15164	7/24/2018
S-190	Fire	FIRE OTHER/ADD'L INSPECT/PLAN REV	EACH	\$ 280.00	5%	15164	7/24/2018
S-190	Fire	FIRE OTHER/ADD'L INSPECT/PLAN REV	EACH	\$ 140.00	5%	15164	7/24/2018
S-190	Fire	FIRE OTHER/ADD'L INSPECT/PLAN REV	EACH	VARIES	5%	15164	7/24/2018
S-191	Fire	FIRE PREV. CONSULTATION & SEARCHES	HOURL	\$ 140.00	5%	15164	7/24/2018
S-191	Fire	FIRE PREV. CONSULTATION & SEARCHES	HOURL	\$ 120.00	5%	15164	7/24/2018
S-192	Fire	CUPA HAZ. MAT. - QUANTITY RANGE #1	PERMIT	\$ 690.00	NONE	15164	7/24/2018
S-193	Fire	CUPA HAZ. MAT. - QUANTITY RANGE #2	PERMIT	\$ 1,185.00	NONE	15164	7/24/2018
S-194	Fire	CUPA HAZ. MAT. - QUANTITY RANGE #3	PERMIT	\$ 1,545.00	NONE	15164	7/24/2018
S-195	Fire	CUPA HAZ. MAT. - QUANTITY RANGE #4	PERMIT	\$ 2,105.00	NONE	15164	7/24/2018
S-196	Fire	CUPA HAZ. WASTE – CESQG	PERMIT	\$ 340.00	NONE	15164	7/24/2018
S-197	Fire	UPA HAZ. WASTE - CESQG-SILVER ONLY	PERMIT	\$ 225.00	NONE	15164	7/24/2018
S-198	Fire	CUPA HAZARDOUS WASTE - RANGE #1	PERMIT	\$ 225.00	NONE	15164	7/24/2018
S-199	Fire	CUPA HAZARDOUS WASTE - RANGE #2	PERMIT	\$ 450.00	NONE	15164	7/24/2018
S-200	Fire	CUPA HAZARDOUS WASTE - RANGE #3	PERMIT	\$ 900.00	NONE	15164	7/24/2018
S-201	Fire	CUPA - UNDERGROUND STORAGE TANK	EACH	\$ 675.00	NONE	15164	7/24/2018
S-201	Fire	CUPA - UNDERGROUND STORAGE TANK	EACH	\$ 150.00	NONE	15164	7/24/2018
S-202	Fire	CUPA - ABOVEGROUND STORAGE TANK	EACH	\$ 450.00	NONE	15164	7/24/2018
S-202	Fire	CUPA - ABOVEGROUND STORAGE TANK	EACH	\$ 900.00	NONE	15164	7/24/2018
S-202	Fire	CUPA - ABOVEGROUND STORAGE TANK	EACH	\$ 1,200.00	NONE	15164	7/24/2018
S-203	Fire	CALARP FACILITY FEE	YEAR	\$ 1,850.00	NONE	15164	7/24/2018
S-204	Fire	TIERED PERMIT-COND.AUTH/PMT BY RULE	EACH	\$ 1,050.00	NONE	15164	7/24/2018
S-204	Fire	TIERED PERMIT-COND.AUTH/PMT BY RULE	EACH	\$ 525.00	NONE	15164	7/24/2018

S-205	Fire	TIERED PERMIT-CONDITIONALLY EXEMPT	EACH	\$ 375.00	NONE	15164	7/24/2018
S-205	Fire	TIERED PERMIT-CONDITIONALLY EXEMPT	EACH	\$ 225.00	NONE	15164	7/24/2018
S-206	Fire	CO2 COMPRESSED GAS FOR BEVERAGES	PERMIT	\$ 300.00	NONE	15164	7/24/2018
S-207	Fire	NEW UNDERGROUND STOR. TANK PC/INSP	EACH	\$ 4,505.00	NONE	15164	7/24/2018
S-207	Fire	NEW UNDERGROUND STOR. TANK PC/INSP	EACH	\$ 750.00	NONE	15164	7/24/2018
S-208	Fire	U/G TANK MODIFICATION/REPAIR INSP.	EACH	\$ 1,200.00	NONE	15164	7/24/2018
S-208	Fire	U/G TANK MODIFICATION/REPAIR INSP.	EACH	\$ 150.00	NONE	15164	7/24/2018
S-209	Fire	UNDRGRND STORAGE TANK CLOSURE INSP	EACH	\$ 1,200.00	NONE	15164	7/24/2018
S-209	Fire	UNDRGRND STORAGE TANK CLOSURE INSP	EACH	\$ 600.00	NONE	15164	7/24/2018
S-210	Fire	ABOVEGRND STORAGE TANK CLOSURE INSP	EACH	\$ 300.00	NONE	15164	7/24/2018
S-210	Fire	ABOVEGRND STORAGE TANK CLOSURE INSP	EACH	\$ 75.00	NONE	15164	7/24/2018
S-211	Fire	CUPA - NEW BUSINESS PROCESSING	APPLICATION	\$ -	NONE	15164	7/24/2018
S-212	Fire	CUPA PLANS REVIEW	HOURL	\$ 150.00	NONE	15164	7/24/2018
S-213	Fire	SPECIAL CUPA INSPECTION	HOURL	\$ 150.00	NONE	15164	7/24/2018
S-214	Fire	CUPA EMERGENCY RESPONSE	HOURL	\$ 150.00	NONE	15164	7/24/2018
S-215	Fire	HAZMAT EMERGENCY/COMPLAINT RESPONSE	APPLICATION	\$ 140.00	NONE	15164	7/24/2018
S-216	Fire	COST RECOVERY – FIRE	INSPECTION	\$ 20.00	NONE	15164	7/24/2018
S-216	Fire	COST RECOVERY – FIRE	MINUTE	\$ 3.78	NONE	15164	7/24/2018
	Housing-Economic Development	Film Permits	Application	\$ 100.00	NONE		
	Housing-Economic Development	Film Permit Location Fee (First Day)	1st Day	\$ 300.00	NONE	2838	1/25/2011
	Housing-Economic Development	Film Permit Location Fee (Additional Days)	Day	\$ 200.00	NONE	2838	1/25/2011
S-256	Human Resources	DAMAGE TO CITY PROPERTY	EACH	VARIES	NONE		
S-284	Information Technology	GIS ELECTRONIC DATA	EACH	VARIES	NONE	15164	7/24/2018
S-284	Information Technology	GIS ELECTRONIC DATA	EACH	VARIES	NONE	15164	7/24/2018
S-284	Information Technology	GIS ELECTRONIC DATA	EACH	VARIES	NONE	15164	7/24/2018
S-285	Information Technology	GIS MAP PRINTS OF EXISTING MAPS	EACH	\$ 3.50	NONE	15164	7/24/2018
S-285	Information Technology	GIS MAP PRINTS OF EXISTING MAPS	EACH	\$ 26.00	NONE	15164	7/24/2018
S-285	Information Technology	GIS MAP PRINTS OF EXISTING MAPS	EACH	\$ 35.00	NONE	15164	7/24/2018
S-285	Information Technology	GIS MAP PRINTS OF EXISTING MAPS	EACH	\$ 35.00	NONE	15164	7/24/2018
S-285	Information Technology	GIS MAP PRINTS OF EXISTING MAPS	EACH	\$ 50.00	NONE	15164	7/24/2018

S-286	Information Technology	CUSTOM MAP/GENERAL GIS SERVICES	EACH	VARIES	NONE	15164	7/24/2018
S-219	Library	INTER-LIBRARY LOAN PROCESSING	EACH	\$ 3.00	NONE	15164	7/24/2018
S-219	Library	INTER-LIBRARY LOAN PROCESSING	EACH	\$ 3.00	NONE	15164	7/24/2018
S-219	Library	INTER-LIBRARY LOAN PROCESSING	EACH	\$ 10.00	NONE	15164	7/24/2018
S-220	Library	LOST LIBRARY CARD REPLACEMENT	EACH	\$ 2.00	NONE	15164	7/24/2018
S-221	Library	OVERDUE LIBRARY MATERIAL PROC.	DAY	\$ -	NONE	15164	7/24/2018
S-222	Library	LOST/DAMAGE LIBRARY MATERIAL PROC. FEE	EACH	\$ 7.50	5%	15164	7/24/2018
S-222	Library	LOST/DAMAGE LIBRARY MATERIAL	EACH	VARIES	5%	15164	7/24/2018
S-222	Library	Lost or damaged serial number or barcode fee	Unit	\$ 5.00	NONE	15164	7/24/2018
S-222	Library	Lost or damaged library materials processing fee per item	Unit	\$ 10.00	NONE	15164	7/24/2018
S-222	Library	Damaged/Repair item fee varies depending on the amount of damage and usability of the equipment	Unit	VARIES	NONE	15164	7/24/2018
S-224	Library	TEST ADMINISTRATION	HOURL	\$ 80.00	NONE	15164	7/24/2018
S-225	Library	COMPUTER LAB ACCESS/PRINTING	EACH	\$ 3.00	NONE	15164	7/24/2018
S-225	Library	COMPUTER LAB ACCESS/PRINTING	EACH	\$ 0.20	NONE	15164	7/24/2018
S-225	Library	COMPUTER LAB ACCESS/PRINTING	EACH	\$ 2.00	NONE	15164	7/24/2018
S-226	Library	LOCAL HISTORY COPY/USE	EACH	\$ 5.00	NONE	15164	7/24/2018
S-226	Library	LOCAL HISTORY COPY/USE	EACH	\$ 30.00	NONE	15164	7/24/2018
S-226	Library	LOCAL HISTORY COPY/USE	EACH	\$ 100.00	NONE	15164	7/24/2018
S-226	Library	LOCAL HISTORY COPY/USE	EACH	\$ 100.00	NONE	15164	7/24/2018
S-226	Library	LOCAL HISTORY COPY/USE	EACH	\$ 300.00	NONE	15164	7/24/2018
S-227	Library	OBITUARY RESEARCH	N/A	VARIES	NONE	15164	7/24/2018
S-228	Library	RENTAL OF LIBRARY ROOMS	EACH	VARIES	NONE	15164	7/24/2018
S-237	Parks	COLLEGE PARK EVENT-Deposit	DEPOSIT	\$ 1,000.00	NONE	15164	7/24/2018
S-237	Parks	COLLEGE PARK EVENT RENTAL	LOCATION	\$ 400.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Oxnard Beach Park	LOCATION	\$ 100.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Oxnard Beach Park	LOCATION	\$ 300.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Oxnard Beach Park Deposit	DEPOSIT	\$ 300.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Del Sol Park	LOCATION	\$ 150.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Del Sol Park	LOCATION	\$ 200.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Del Sol Park Deposit	DEPOSIT	\$ 50.00	NONE	15164	7/24/2018

S-238	Parks	BBQ AREA RENTAL-Riverpark Single	LOCATION	\$ 15.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Riverpark Group	LOCATION	\$ 50.00	NONE	15164	7/24/2018
S-238	Parks	BBQ AREA RENTAL-Riverpark Group deposit	DEPOSIT	\$ 50.00	NONE	15164	7/24/2018
S-239	Parks	WEDDING LOCATION RENTAL-Gazebo at Central Park	LOCATION	\$ 60.00	NONE	15164	7/24/2018
S-239	Parks	WEDDINGS ON THE BEACH PROCESSING	EACH	\$ 95.00	NONE	15164	7/24/2018
S-240	Parks	JOLLY JUMP PERMIT	PERMIT	\$ 25.00	NONE	15164	7/24/2018
	Parks	BBQ AREA RENTAL-Rio Lindo Park	LOCATION	\$ 50.00	NONE	15164	7/24/2018
	Parks	BBQ AREA RENTAL-Rio Lindo Deposit	DEPOSIT	\$ 50.00	NONE	15164	7/24/2018
	Parks	WEDDING LOCATION RENTAL-Gazebo at Central Park Deposit	DEPOSIT	\$ 200.00	NONE	15164	7/24/2018
	Parks	WEDDING LOCATION RENTAL-North and South locations of Oxnard Beach Park	LOCATION	\$ 60.00	NONE	15164	7/24/2018
	Parks	WEDDING LOCATION RENTAL-North and South locations of Oxnard Beach Park Deposit	DEPOSIT	\$ 200.00	NONE	15164	7/24/2018
	Parks	PARK SPECIAL USE PERMIT DEPOSIT	DEPOSIT	\$ 1,000.00	NONE	15164	7/24/2018
	Parks	PARK TEMPORARY USE PERMIT DEPOSIT	DEPOSIT	\$ 1,000.00	NONE	15164	7/24/2018
S-127	Police	POLICE ALARM PERMIT FEE (Annual) *SEE NOTES	PERMIT	\$ 25.00	5%	2951	2/7/2019
S-127	Police	POLICE ALARM System-Cost recovery for waiting for alarm user to	EACH	VARIES	5%	2951	2/7/2019
S-127	Police	1st FALSE ALARM RESPONSE	EACH	NO CHARGE	5%	15112	2/7/2019
S-127	Police	2nd+ FALSE ALARM RESPONSE	EACH	\$ 145.00	5%	15112	2/7/2019
S-127	Police	OPERATION OF ALARM SYSTEM WITHOUT A PERMIT	EACH	\$ 250.00	5%	2951	2/7/2019
S-127	Police	OPERATION OF ALARM SYSTEM WITH EXPIRED PERMIT	EACH	\$ 145.00	5%	2951	2/7/2019
S-127	Police	OPERATION OF ALARM SYSTEM WITH SUSPENDED PERMIT	EACH	\$ 145.00	5%	2951	2/7/2019
S-127	Police	OPERATION OF ALARM SYSTEM WITH REVOKED PERMIT	EACH	\$ 290.00	NONE	2951	2/7/2019
S-127	Police	INTENTIONALLY CAUSE OF FALSE ALARM	EACH	\$ 250.00	NONE	2951	2/7/2019
S-127	Police	INTENTIONAL FALSE STATEMENT OF MATERIAL INFORMATON ON PERMIT APPLICATION	EACH	\$ 500.00	NONE	2951	2/7/2019
S-127	Police	IMPROPER ALARM CALL VERIFICATIO PROCEDURES BY ALARM BUSINESS (ONCE PATTERN IS ESTABLISHED)	EACH	\$ 100.00	NONE	2951	2/7/2019
S-127	Police	ALARM BUSINESS WILLFULLY MAKES A FALSE STATEMENT CONCERNING THE INSPECTION OF A SECURITY ALARM SITE OR THE PERFORMANCE OF	EACH	\$ 1,000.00	NONE	2951	2/7/2019
S-128	Police	VEHICLE TOWING - UNLIC DRIVER/BASIC	EACH	\$ 245.00	NONE	15112	4/18/2018
S-129	Police	VEHICLE TOWING - DUI ARREST	EACH	\$ 445.00	NONE	15112	4/18/2018
S-130	Police	VEHICLE TOWING -ABANDON'D VEH.ABATE	EACH	\$ 185.00	NONE	15112	4/18/2018
S-131	Police	DUI COST RECOVERY – POLICE	MINUTE	\$ 2.56	NONE	15112	4/18/2018
S-132	Police	ALCOHOL SALES COMPLIANCE	YEAR	\$ 265.00	NONE	15112	4/18/2018

S-133	Police	CLEARANCE LETTER	EACH	\$ 35.00	NONE	15112	4/18/2018
S-134	Police	CONFIRMATION OF ARREST	REQUEST	\$ 35.00	NONE	15112	4/18/2018
S-135	Police	BACKGROUND CHECK	EACH	\$ 20.00	NONE	15112	4/18/2018
S-136	Police	LIVE SCAN SERVICE	SERVICE	\$ 25.00	NONE	15112	4/18/2018
S-137	Police	POLICE DEVELOPMENT REVIEW – DAC	APPLICATION	\$ 400.00	NONE	15112	4/18/2018
S-138	Police	POLICE DEVELOPMENT REVIEW – ALCOHOL	APPLICATION	\$ 2,070.00	NONE	15112	4/18/2018
S-139	Police	PERMIT TO SELL CONCEALABLE WEAPON	APPLICATION	\$ 125.00	NONE	15112	4/18/2018
S-139	Police	PERMIT TO SELL CONCEALABLE WEAPON Duplicate	APPLICATION	\$ 11.00	NONE	15112	4/18/2018
S-140	Police	PAWN BROKER/SECOND HAND DEALER PRMT	NEW	\$ 50.00	NONE	15112	4/18/2018
S-140	Police	PAWN BROKER/SECOND HAND DEALER PRMT	RENEWAL	\$ 30.00	NONE	15112	4/18/2018
S-140	Police	PAWN BROKER/SECOND HAND DEALER PRMT	NEW	\$ 50.00	NONE	15112	4/18/2018
S-140	Police	PAWN BROKER/SECOND HAND DEALER PRMT	RENEWAL	\$ 30.00	NONE	15112	4/18/2018
S-141	Police	MASSAGE ESTABLISHMENT PERMIT	APPLICATION	\$ 375.00	NONE	15112	4/18/2018
S-142	Police	MASSAGE ESTABLISHMENT RENEWAL	APPLICATION	\$ 150.00	NONE	15112	4/18/2018
S-143	Police	MASSAGE TECHNICIAN PERMIT	APPLICATION	\$ -	NONE	15112	4/18/2018
S-144	Police	MASSAGE TECHNICIAN RENEWAL	APPLICATION	\$ -	NONE	15112	4/18/2018
S-145	Police	POLICE PHOTOGRAPHS	EACH	\$ 22.00	NONE	15112	4/18/2018
S-146	Police	POLICE REPORT COPY	EACH	\$ 1.25	NONE	15112	4/18/2018
S-146	Police	POLICE REPORT COPY	EACH	\$ 0.25	NONE	15112	4/18/2018
S-146	Police	POLICE REPORT COPY	EACH	\$ 22.00	NONE	15112	4/18/2018
S-147	Police	ANIMAL IMPOUNDMENT-Licensed	EACH	\$ 30.00	NONE	15112	4/18/2018
S-147	Police	ANIMAL IMPOUNDMENT-Unlicensed	EACH	\$ 50.00	NONE	15112	4/18/2018
S-148	Police	ANIMAL QUARANTINE-HOME	EACH	\$ 40.00	NONE	15112	4/18/2018
S-148	Police	ANIMAL QUARANTINE SHELTER	EACH	\$ 50.00	NONE	15112	4/18/2018
S-148	Police	ANIMAL QUARANTINE HOME 6MO	EACH	\$ 120.00	NONE	15112	4/18/2018
S-148	Police	ANIMAL QUARANTINE- SHELTER 6MO	EACH	\$ 155.00	NONE	15112	4/18/2018
S-149	Police	ANIMAL EUTHANASIA/DISPOSAL	EACH	\$ 60.00	NONE	15112	4/18/2018
S-150	Police	DEAD ANIMAL PICK-UP/DISPOSAL	EACH	\$ 30.00	NONE	15112	4/18/2018
S-151	Police	ANIMAL NUISANCE HEARING	EACH	\$ 50.00	NONE	15112	4/18/2018
S-152	Police	PET SHOP/KENNEL/CIRCUS ANIMAL INSP. New	INSPECTION	\$ 65.00	NONE	15112	4/18/2018

S-152	Police	PET SHOP/KENNEL/CIRCUS ANIMAL INSP. Annual	INSPECTION	\$ 65.00	NONE	15112	4/18/2018
S-152	Police	PET SHOP/KENNEL/CIRCUS ANIMAL INSP.	INSPECTION	\$ 90.00	NONE	15112	4/18/2018
S-153	Police	ANIMAL CONTROL SERVICES LICENSING- Senior Discount	EACH	\$ 15.00	NONE	15112	4/18/2018
S-153	Police	ANIMAL CONTROL SERVICES LICENSING- Spayed or Neutered	EACH	\$ 25.00	NONE	15112	4/18/2018
S-153	Police	ANIMAL CONTROL SERVICES LICENSING- Intact Animal	EACH	\$ 105.00	NONE	15112	4/18/2018
S-153	Police	ANIMAL CONTROL SERVICES- LICENSING LATE FEES	EACH	VARIES	NONE	15112	4/18/2018
S-153	Police	ANIMAL CONTROL SERVICES-ANIMAL RELINQUISHMENT	EACH	\$ 60.00	NONE	15112	4/18/2018
	Police	CANNABIS - LIVESCAN FEE	EACH	\$ 169.18	NONE	15254	7/30/2019
S-253	Public Works - ER	TRASH ENCLOSURE PLAN CHECK	PLAN	\$ 110.00	NONE	NONE	
S-254	Public Works - ER	CONSTR & DEMO SOLID WASTE REPORTING	EACH	\$ 10.00	NONE	NONE	
	Public Works - ER	RESIDENTIAL SPLIT CONTAINER FEE	EACH	\$ 102.96	NONE	11660	11/9/1999
	Public Works - ER	RESIDENTIAL GREEN WASTE CONTAINER FEE	EACH	\$ 43.97	NONE	11660	11/9/1999
	Public Works - ER	RESIDENTIAL SPLIT CONTAINER TRUCK FEE	EACH	\$ 56.36	NONE	12200	6/25/2002
	Public Works - ER	RESIDENTIAL GREEN WASTE TRUCK FEE	EACH	\$ 47.09	NONE	12200	6/25/2002
	Public Works - ER	COMMERCIAL 2 CUBIC YARD CONTAINER FEE	EACH	\$ 398.00	NONE	12006	7/10/2001
	Public Works - ER	COMMERCIAL 4 CUBIC YARD CONTAINER FEE	EACH	\$ 491.00	NONE	12006	7/10/2001
	Public Works - ER	COMMERCIAL FRONT-END LOADER TRUCK FEE	EACH	\$ 297.52	NONE	12200	6/25/2002
	Public Works - ER	DEL NORTE - REFUSE TIP FEE	TON	\$ 55.59	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - GREEN WASTE TIP FEE	TON	\$ 62.81	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - CONSTRUCTION AND DEMOLITION DEBRIS FEE	TON	\$ 66.92	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - REFUSE SELF HAUL MINIMUM TIP FEE UP TO ONE-HALF TON	TON	\$ 27.80	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - REFUSE SELF HAUL MINIMUM TIP FEE PER ONE-HALF TON OR MORE	TON		NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - HOST FEE	TON	\$ 4.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - HARD TO HANDLE OR BULKY ITEMS	TON	\$ 135.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - SPECIAL HANDLING	TON	\$ 65.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - SPECIAL PULL-OFFS	EACH	\$ 75.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - UNCOVERED LOADS CAPABLE OF PRODUCING LITTER	EACH	\$ 5.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - TIRES: LESS THAN 36-INCHES	EACH OR TON	\$ 9.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - TIRES: 36-INCHES TO 60 INCHES	EACH	\$ 30.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - TIRES: OVER 60-INCHES	EACH	\$ 200.00	NONE	2861	9/18/2012

	Public Works - ER	DEL NORTE - FREON EXTRACTION (REFRIGERATORS AND AIR CONDITIONERS)	EACH	\$ 40.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - APPLIANCES	EACH	\$ 15.00	NONE	2861	9/18/2012
	Public Works - ER	DEL NORTE - OTHER SPECIAL MATERIALS NOT LISTED IN ORDINANCE NO. 2861	HOUR	\$ 60.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - FREON EXTRACTION FEE - RESIDENTIAL TYPE SIZE	EACH	\$ 20.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - FREON EXTRACTION FEE - COMMERCIAL TYPE SIZE	EACH	\$ 35.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (RESIDENTIAL 95-GALLON CONTAINER)	EACH	\$ 51.25	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (RESIDENTIAL 65-GALLON CONTAINER)	EACH	\$ 47.35	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (COMMERCIAL 2-CUBIC YARD)	EACH	\$ 445.12	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (COMMERCIAL 4-CUBIC YARD)	EACH	\$ 542.80	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (INDUSTRIAL 10-CUBIC YARD CONTAINER)	EACH	\$ 585.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (INDUSTRIAL 13.4-CUBIC YARD CONTAINER)	EACH	\$ 635.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (INDUSTRIAL 30-CUBIC YARD CONTAINER)	EACH	\$ 700.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - LOST OR DAMAGED (BURNED) CONTAINER (INDUSTRIAL 40-CUBIC YARD CONTAINER)	EACH	\$ 750.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - TIRES: 36-INCHES AND UNDER	EACH	\$ 5.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - TIRES: 36 INCHES TO 60 INCHES	EACH	\$ 30.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - TIRES: OVER 60 INCHES	EACH	\$ 200.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CONTAINER CLEANING: COMMERCIAL 2-CUBIC YARD	EACH	\$ 40.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CONTAINER CLEANING: COMMERCIAL 4-CUBIC YARD	EACH	\$ 60.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CONTAINER CLEANING: COMMERCIAL COMPACTOR	EACH	\$ 110.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CONTAINER CLEANING: TRASH ENCLOSURES	EACH	\$ 110.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - COMMERCIAL CONTAINER SECURITY LOCKING DEVICE	EACH	\$ 60.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - COMMERCIAL CONTAINER CASTERS	EACH	\$ 20.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - INDUSTRIAL CONTAINER CASTERS	EACH	\$ 30.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CHANGE OF SERVICE LEVEL	EACH	\$ 5.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - OVERWEIGHT CONTAINER	NA	NA	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - RETURN TRUCK TRIP	EACH	\$ 40.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - SERVICE ABOVE BASIC LEVELS (I.E. LATE SET-OUT, OVER-FILLING CONTAINER, BLOCKED ACCESS TO CONTAINER, ETC.)	EACH	\$ 12.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CONTAINER RENTAL FEE	EACH DAY	\$ 15.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CONTAINER DELIVERY FEE - COMMERCIAL SIZE SPECIAL SERVICE (2 AND 4 CUBIC YARDS)	EACH	\$ 15.00	NONE	2861	9/18/2012
	Public Works - ER	COLLECTION - CONTAINER DELIVERY FEE - INDUSTRIAL SIZE SPECIAL SERVICE (10 - 40 CUBIC YARDS)	EACH	\$ 15.00	NONE	2861	9/18/2012

S-229	Recreation Services	YOUTH SPORTS	EACH	VARIES	NONE	15164	7/24/2018
S-229	Recreation Services	YOUTH SPORTS	EACH	VARIES	NONE	15164	7/24/2018
S-229	Recreation Services	YOUTH SPORTS	EACH	\$ 75.00	NONE	15164	7/24/2018
S-229	Recreation Services	YOUTH SPORTS	EACH	\$ 150.00	NONE	15164	7/24/2018
S-229	Recreation Services	YOUTH SPORTS	EACH	VARIES	NONE	15164	7/24/2018
S-229	Recreation Services	YOUTH SPORTS	EACH	VARIES	NONE	15164	7/24/2018
S-230	Recreation Services	ADULT SPORTS	EACH	\$ 400.00	NONE	15164	7/24/2018
S-230	Recreation Services	ADULT SPORTS	EACH	\$ 425.00	NONE	15164	7/24/2018
S-230	Recreation Services	ADULT SPORTS	EACH	\$ 325.00	NONE	15164	7/24/2018
S-230	Recreation Services	ADULT SPORTS	EACH	\$ 350.00	NONE	15164	7/24/2018
S-231	Recreation Services	DAY CAMPS	EACH	\$ 110.00	NONE	15164	7/24/2018
S-231	Recreation Services	DAY CAMPS	EACH	\$ 130.00	NONE	15164	7/24/2018
S-231	Recreation Services	DAY CAMPS	EACH	\$ 150.00	NONE	15164	7/24/2018
S-231	Recreation Services	DAY CAMPS	EACH	\$ 30.00	NONE	15164	7/24/2018
S-232	Recreation Services	GRAD NIGHT	EACH	\$ 80.00	NONE	15164	7/24/2018
S-232	Recreation Services	GRAD NIGHT	EACH	\$ 90.00	NONE	15164	7/24/2018
S-233	Recreation Services	RECREATION CLASSES	EACH	VARIES	NONE	15164	7/24/2018
S-234	Recreation Services	TENNIS CENTER	EACH	\$ 188.00	NONE	15164	7/24/2018
S-234	Recreation Services	TENNIS CENTER	EACH	\$ 135.00	NONE	15164	7/24/2018
S-234	Recreation Services	TENNIS CENTER	EACH	\$ 314.00	NONE	15164	7/24/2018
S-234	Recreation Services	TENNIS CENTER	EACH	\$ 114.00	NONE	15164	7/24/2018
S-234	Recreation Services	TENNIS CENTER	EACH	\$ 10.00	NONE	15164	7/24/2018
S-235	Recreation Services	FACILITY RENTAL	APPLICATION	VARIES	NONE	15164	7/24/2018
S-236	Recreation Services	BALLFIELD RENTAL	DAY	\$ 125.00	NONE	15164	7/24/2018
S-236	Recreation Services	BALLFIELD RENTAL	HOURL	\$ 25.00	NONE	15164	7/24/2018
S-236	Recreation Services	BALLFIELD RENTAL	APPLICATION	\$ 55.00	NONE	15164	7/24/2018
S-236	Recreation Services	BALLFIELD RENTAL	APPLICATION	\$ 60.00	NONE	15164	7/24/2018
S-236	Recreation Services	BALLFIELD RENTAL	APPLICATION	\$ 15.00	NONE	15164	7/24/2018
S-236	Recreation Services	BALLFIELD RENTAL	APPLICATION	\$ 25.00	NONE	15164	7/24/2018
S-236	Recreation Services	BALLFIELD RENTAL	APPLICATION	\$ -	NONE	15164	7/24/2018

S-242	Recreation Services	PERFORMING ARTS CENTER	APPLICATION	\$ -	NONE	15164	7/24/2018
	Recreation Services	SHOWMOBILE	DAY	\$ 700.00	NONE	15164	7/24/2018
S-255	Wastewater	INDUSTRIAL WASTEWATER DISCHARGE PERMIT: FOR SIGNIFICANT	YEAR	\$ 2,500.00	NONE	15164	7/24/2018
S-255	Wastewater	INDUSTRIAL WASTEWATER DISCHARGE PERMIT FEE: SMALL USERS	YEAR	\$ 245.00	NONE	15164	7/24/2018
S-255	Wastewater	WASTEWATER BILLING APPEAL	EACH	\$ 100.00	NONE	15164	7/24/2018
	Wastewater	SEWER CONNECTION FEE	EACH	\$ 5,256.00	NONE	2709	12/6/2005
	Wastewater	INDUSTRIAL WASTEWATER DISCHARGE PERMIT APPLICATION FEE: SMALL USERS	APPLICATION	\$ 100.00	NONE	15164	7/24/2018
S-244	Water	WATER SERVICE/METER ABANDONMENT	EACH	\$ 70.00	NONE	2921	7/18/2017
S-244	Water	WATER SERVICE/METER ABANDONMENT	EACH	\$ 175.00	NONE	2921	7/18/2017
S-244	Water	WATER SERVICE/METER ABANDONMENT	EACH	VARIES	NONE	2921	7/18/2017
S-245	Water	HYDRANT FLOW TEST INSPECTION	TEST	\$ 90.00	NONE	2921	7/18/2017
S-246	Water	TEMPORARY HYDRANT METER RENTAL	EACH	\$ 75.00	NONE	2921	7/18/2017
S-246	Water	TEMPORARY HYDRANT METER RENTAL	DEPOSIT	\$ 1,500.00	NONE	2921	7/18/2017
S-246	Water	TEMPORARY HYDRANT METER RENTAL	EACH	\$ 40.00	NONE	2921	7/18/2017
S-246	Water	TEMPORARY HYDRANT METER RENTAL	EACH	VARIES	NONE	2921	7/18/2017
S-247	Water	DAMAGED HYDRANT METER REPAIR	EACH	VARIES	NONE	2921	7/18/2017
S-248	Water	WATER CURB STOP REPAIR	EACH	VARIES	NONE	2921	7/18/2017
S-249	Water	WATER METER TEST	APPLICATION	\$ 225.00	NONE	2921	7/18/2017
S-249	Water	WATER METER TEST	APPLICATION	\$ 115.00	NONE	2921	7/18/2017
S-249	Water	WATER METER TEST	APPLICATION	VARIES	NONE	2921	7/18/2017
S-249	Water	WATER METER TEST	APPLICATION	\$ -	NONE	2921	7/18/2017
S-250	Water	DELINQUENT WATER TAG	EACH	\$ 13.00	NONE	2921	7/18/2017
S-251	Water	DELINQUENT WATER TURN OFF/ON	EACH	\$ 95.00	NONE	2921	7/18/2017
S-251	Water	DELINQUENT WATER TURN OFF/ON	EACH	\$ 65.00	NONE	2921	7/18/2017
S-252	Water	WATER METER TAMPERING	EACH	\$ 150.00	NONE	2921	7/18/2017
S-252	Water	WATER METER TAMPERING	EACH	VARIES	NONE	2921	7/18/2017
S-252	Water	WATER METER TAMPERING	EACH	VARIES	NONE	2921	7/18/2017
	Water	INSTALLATION OF NEW 3/4 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 1,500.00	NONE	2921	7/18/2017
	Water	INSTALLATION OF NEW 1 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 1,700.00	NONE	2921	7/18/2017
	Water	INSTALLATION OF NEW 1 1/2 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 2,200.00	NONE	2921	7/18/2017

	Water	INSTALLATION OF NEW 2 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 2,500.00	NONE	2921	7/18/2017
	Water	INSTALLATION OF A REPLACEMENT 3/4 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 450.00	NONE	2921	7/18/2017
	Water	INSTALLATION OF A REPLACEMENT 1 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 525.00	NONE	2921	7/18/2017
	Water	INSTALLATION OF A REPLACEMENT 1 1/2 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 925.00	NONE	2921	7/18/2017
	Water	INSTALLATION OF A REPLACEMENT 2 INCH METER (SEPARATE FROM MATERIALS COST)	EACH	\$ 1,100.00	NONE	2921	7/18/2017
	Water	TURN ON WATER (DURING REGULAR BUSINESS HOURS)	EACH	\$ 80.00	NONE	2921	7/18/2017
	Water	TURN ON WATER (DURING AFTER HOURS)	EACH	\$ 145.00	NONE	2921	7/18/2017
	Water	RELOCATE 3/4 INCH METER (NOT IN PAVED AREA)	EACH	\$ 440.00	NONE	2921	7/18/2017
	Water	RELOCATE 1 INCH METER (NOT IN PAVED AREA)	EACH	\$ 615.00	NONE	2921	7/18/2017
	Water	RELOCATE 1 1/2 INCH METER (NOT IN PAVED AREA)	EACH	\$ 835.00	NONE	2921	7/18/2017
	Water	RELOCATE 2 INCH METER (NOT IN PAVED AREA)	EACH	\$ 1,190.00	NONE	2921	7/18/2017
	Water	ABANDONEMENT OF WATER SERVICES - 3/4 INCH METER	EACH	\$ 120.00	NONE	2921	7/18/2017
	Water	ABANDONEMENT OF WATER SERVICES - 1 INCH METER	EACH	\$ 120.00	NONE	2921	7/18/2017
	Water	ABANDONEMENT OF WATER SERVICES - 1 1/2 INCH METER	EACH	\$ 150.00	NONE	2921	7/18/2017
	Water	ABANDONEMENT OF WATER SERVICES - 2 INCH METER	EACH	\$ 180.00	NONE	2921	7/18/2017
	Water	RELOCATE METER BOX FROM YARD TO SIDEWALK	EACH	\$ 240.00	NONE	2921	7/18/2017
	Water	RELOCATE METER BOX FROM DRIVEWAY TO SIDEWALK	EACH	\$ 300.00	NONE	2921	7/18/2017
	Water	DEMONSTRATION OF COMPLETED TEST AND INSPECTION OF BACKFLOW DEVICE	EACH	\$ 21.00	NONE	2921	7/18/2017
	Water	FAILURE TO DEMONSTRATE COMPLETE TEST AND INSPECTION OF BACKFLOW DEVICE AFTER 30 DAYS	EACH	\$ 16.00	NONE	2921	7/18/2017
	Water	FAILURE TO DEMONSTRATE COMPLETE TEST AND INSPECTION OF BACKFLOW DEVICE AFTER 60 DAYS	EACH	\$ 27.00	NONE	2921	7/18/2017
	Water	FAILURE TO DEMONSTRATE COMPLETE TEST AND INSPECTION OF BACKFLOW DEVICE AFTER 90 DAYS (PLUS ADMINISTRATIVE, LABOR,	EACH	VARIES	NONE	2921	7/18/2017
	Water	INSPECTION OF BACKFLOW DEVICE	EACH	VARIES	NONE	2921	7/18/2017

CITY OF OXNARD ENVIRONMENTAL RESOURCES RATES

Effective September 1, 2021, respective utility rates have been reduced to reflect the temporary removal of the Infrastructure Use Fee from rates, as approved by Council

FOR UTILITY BILLING CALL 805-385-7816

ENVIRONMENTAL RESOURCES (SOLID WASTE) RATES AND CHARGES - EFFECTIVE SEPTEMBER 1, 2021

MONTHLY FIXED CHARGE								
Includes Security & Contamination Prevention Fee of \$0.12 per container								
	Regular Svc Standard 96T	Regular Svc variable 64T	2nd 96T/64T	Extra Empty	1 Unit	2 Units	3 Units	> 3 Units
Residential Charges	\$30.78	\$24.70	\$11.36	\$11.74				
Multiple Dwelling					\$30.78	\$27.73	\$26.22	\$24.70
	1-95 gal	2-95 gal	3-95 gal	4-95 gal	5-95 gal	6-98 gal	1-95T Recycle /GW **	** 2 collections per week
SMALL BUSINESS USING 105/95 GW COMMERCIAL/INDUSTRIAL	\$43.53	\$76.16	\$97.94	\$119.73	\$141.51	\$247.16	\$21.41	
REGULAR TRASH COMMERCIAL MONTHLY FEES								
Collections Per Week	1	2	3	4	5	6		
2 cu yd	\$132.76	\$232.25	\$298.56	\$364.87	\$431.21	\$497.53		
2 cu yd Shared	\$66.44	\$116.18	\$149.37	\$182.51	\$215.67	\$248.83		
2 cu yd Compactor	\$284.35	\$497.34	\$639.64	\$781.75	\$923.88	\$1,065.99		
4 cu yd	\$230.86	\$403.90	\$519.26	\$634.63	\$749.98	\$865.36		
4 cu yd Shared	\$115.47	\$202.02	\$259.70	\$317.36	\$375.06	\$432.71		
4 cu yd Compactor	\$464.93	\$813.53	\$1,045.93	\$1,278.32	\$1,510.72	\$1,743.12		
GW/RECYCLE COMMERCIAL MONTHLY FEES (White 2 and 4 yd)								
Collections Per Week	1	2	3	4	5	6		
2 cu yd	\$62.48	\$109.24	\$140.43	\$171.60	\$202.78	\$233.96		
2 cu yd Shared	\$31.29	\$54.68	\$70.28	\$85.85	\$101.45	\$117.03		
2 cu yd Compactor	\$133.74	\$233.96	\$300.77	\$367.58	\$434.38	\$501.19		
4 cu yd	\$108.58	\$189.95	\$244.18	\$298.40	\$352.63	\$406.87		
4 cu yd Shared	\$54.35	\$95.03	\$122.15	\$149.26	\$176.39	\$203.48		
4 cu yd Compactor	\$218.62	\$382.51	\$491.77	\$601.02	\$709.99	\$819.53		
REGULAR INDUSTRIAL ROLL OFFS								
	10 cu yd	13.4 cu yd	20 cu yd Compactor	30 cu yd	30 cu yd Compactor	(2) 30 cu yd	40 cu yd Compactor	
Charge per Refuse Pickup	\$147.73	\$147.73	\$192.85	\$193.56	\$219.04	\$371.86	\$269.98	
Plus Per Ton Charge	\$55.59	\$55.59	\$55.59	\$55.59	\$55.59	\$55.59	\$55.59	
REGULAR INDUSTRIAL RECYCLABLES OR GW PICKUP								
	10 cu yd	13.4 cu yd	20 cu yd Compactor	30 cu yd	30 cu yd Compactor	(2) 30 cu yd	40 cu yd Compactor	
Charge per Recyclables or Green Waste Pickup	\$73.87	\$73.87	\$96.32	\$96.79	\$109.52	\$185.93	\$134.99	
Plus Per Ton Charge	\$62.81	\$62.81	\$62.81	\$62.81	\$62.81	\$62.81	\$62.81	
EXTRA PICKUPS COMMERCIAL								
	2 cu yd Trash	4 cu yd Trash	2 cu yd R or GW	4 cu yd R or GW				
Each container in excess of the regular service level on an established account	\$54.53	\$95.06	\$27.27	\$47.53				
30 Yd Organic Seed Material	\$539.30							
36 Yd Compactor	\$256.11							
40 Yd Trash	\$238.84							
FOOD WASTE CONTAINERS								
	# of Containers	Service	Monthly Cost					
	1	3x per week	\$63.80					
	2	3x per week	\$127.60					
	3	3x per week	\$191.40					
	4	3x per week	\$255.20					
	5	3x per week	\$319.00					
	6	3x per week	\$382.80					
	7	3x per week	\$446.60					
	8	3x per week	\$510.40					
	9	3x per week	\$574.20					
	10	3x per week	\$638.00					

OTHER FEES		
Security & Contamination Fee	\$0.12	per ontainer (Residential, Commercial or Industrial)
Walking Floor Transfer Trailer	\$371.85	Walking Floor Trailer
Commercial Container Cleaning	\$40.00	2 cu yd
	\$60.00	4 cu yd
	\$110.00	Compactor
Security-Locking Device	\$60.00	2 cu yd or 4 cu yd
Commercial Casters	\$20.00	3 cu yd or 4 cu yd Damage Wheels
Industrial Casters	\$30.00	13yd or 30yd - Damaged Wheels
Change of Service	\$5.00	Per request of change of svc level
Overweight Container	40.00%	to the user's regular service
Return Truck Trip	\$40.00	each return trip for comercial/Ind. container relocation or other
R=Recyclables GW = Green Waste		
SPECIAL PICKUPS		
Initial cost is \$35.00 in addition to the estimated weight. A price will be quoted according to size and qauntity of items. Special collection includes refrigerators, sofas, washing machines water heeaters, furniture carpet rolls and other bulky items except for large commercial type items.		
Freon Extracrtn Fee	\$40.00	Residential type size Refrigerators & Air Conditioners
	\$35.00	Commercial typ large size
Tire Collection	\$9.00	Size 36" & under
	\$30.00	Size 36" - 60"
	\$200.00	Size over 60"
MECHANICAL LOADING SPECIAL SERVICES		
Commercial	2 cu yd	4 cu yd
	\$50.00	\$75.00
Industrial Size Special Service	10 yd	13.4 yd
	\$102.30	\$102.30
		\$137.88
		\$172.35
		\$275.76
Lost or Damaged (Burned) Container	Residential 95 g	Residential 65 g
	\$51.25	\$47.35
		\$445.12
		\$542.80
		\$585.00
		\$635.00
		\$700.00
		\$750.00

CITY OF OXNARD WATER AND WASTEWATER RATES

Effective September 1, 2021, respective utility rates have been reduced to reflect the temporary removal of the Infrastructure Use Fee from rates, as approved by Council

FOR UTILITY BILLING CALL 805-385-7816

WATER RATES AND CHARGES - EFFECTIVE SEPTEMBER 1, 2021

(monthly bill consists of monthly fixed charge + volume charge)

MONTHLY FIXED CHARGE

(Includes .50 Water Resource Fee + 1.24 Security & Contamination Prevention Fee)

METER SIZE	3/4"	1"	1.5"	2.0"	3.0"	4.0"	6.0"	8.0"	10.0"
Single Family	\$20.60	\$32.14	\$60.76	\$95.25	\$204.56	\$348.18	\$721.80	\$1,037.83	\$1,670.07
Multi-Family	\$18.87	\$29.26	\$55.02	\$86.05	\$184.44	\$313.69	\$649.95	\$934.38	\$1,503.40
Commercial	\$15.42	\$23.50	\$43.54	\$67.68	\$144.20	\$244.73	\$506.26	\$727.49	\$1,170.06
Industrial	\$15.42	\$23.50	\$43.54	\$67.68	\$144.20	\$244.73	\$506.26	\$727.49	\$1,170.06
Irrigation	\$15.42	\$23.50	\$43.54	\$67.68	\$144.20	\$244.73	\$506.26	\$727.49	\$1,170.06
Oceanview Commercial	\$20.60	\$32.14	\$60.76	\$95.25					
Oceanview Agricultural					\$144.20	\$244.73	\$506.26	\$727.49	\$1,170.06
Fireline	\$3.66	\$4.95	\$8.13	\$11.96	\$24.10	\$40.07	\$81.59	\$116.71	\$186.98
Construction (metered) (1)	\$23.50				\$144.20				
Construction (non-metered)	\$37.85	\$68.28	\$155.29	\$290.93					
Deposits	\$44.00	\$65.00	\$120.00	\$185.00	(2)	(2)	(2)	(2)	(2)

VOLUME CHARGE PER 100 CUBIC FEET (HCF) = 748.05 GALLONS

CUSTOMER CLASS

Single Family	0-9	\$3.31	>9-15	\$5.08	>15	\$6.05
Multi-Family - per unit	0-8	\$3.53	>8	\$5.67		
Commercial & Industrial (2" meter or smaller)	0-62	\$3.22	>62	\$5.68		
Commercial & Industrial (3" meter or larger)	Uniform Rate of \$4.47 per HCF					
Irrigation (2" meter or smaller)	0-24	\$3.32	>24	\$5.91		
Irrigation (3" meter or larger)	Uniform Rate of \$5.08 per HCF					
Oceanview Commercial	0-9	\$3.31	>9-15	\$5.08	>15	\$6.05
Oceanview Agricultural	Uniform Rate of \$1.16 per HCF					
Construction (metered) (1)	Uniform Rate of \$4.47 per HCF					
(1) Metered Construction (Fire Hydrant) Fees: Installation \$100, Deposit 1 or 3" Meter \$850, Fire Hydrant Meter Move \$65	(2) Deposit for meter >2.0" is an amount approximately one-month minimum bill but not less than \$205			Miscellaneous Charges: Meter Install Fee \$120, Turn Off Fee \$80 (+\$65 After Hours Turn On), Turn Off Notice Fee \$13, Broken Lock Fee \$12, Returned Check Fee \$20		

RECYCLED WATER

In-Lieu Irrigation	Uniform Rate of \$3.40 per HCF	Note: Not available for residential use
In-Lieu Commercial/Industrial	Uniform Rate of \$3.23 per HCF	

WASTEWATER RATES AND CHARGES - EFFECTIVE SEPTEMBER 1, 2021

(monthly bill consists of base rate charge + volume rate of return charge)

MONTHLY BASE RATE

Single Family	\$35.79	
Multi-Family	Each of 1st 6 Units = \$26.19 7+ Units = \$13.06	
Outside City-Residential	\$92.54	
Outside City-Multi-Family	\$64.59	
Non-Metered	\$61.42	

VOLUME CHARGE PER HCF (RATE OF WATER RETURN %)

Single Family (80%)	0-9	\$2.35	>9-18	\$2.62	>18	\$3.63
Single Family Large Lots (60%)	0-16	\$2.35	>16-25	\$2.62	>25	\$3.63
Multi-Family - per unit (90%)	0-6	\$1.91	>6-12	\$2.13	>12	\$2.97
Commercial (85%)	Minimum Monthly Fee \$23.77 *OR* whichever is greater					
	0-50	\$4.19	>50-930	\$5.23	>930	\$10.43
School (85%)	Minimum Monthly Fee \$83.42 *OR* whichever is greater					
	0-50	\$4.19	>50-930	\$5.23	>930	\$10.43
Restaurant (80%)	Minimum Monthly Fee \$22.07 *OR* whichever is greater					
	0-20	\$4.19	>20-160	\$5.23	>160	\$10.43
Laundry (90%)	Minimum Monthly Fee 109.35 *OR* whichever is greater					
	0-105	\$4.19	>105-525	\$4.63	>525	\$5.77
Las Posas Commercial	0-50	\$7.60	>50-930	\$9.47	>930	\$18.91

Stage 2 Water Conservation Measures are in effect: water outdoors only twice a week between 4 pm to 9 am (or 6 pm to 9 am during daylight savings time) and no watering 48 hours after rain. All water waste is prohibited. More information at oxnardwater.org.

MONTHLY RATES FOR USER CHARGE FORMULA

Wastewater Discharge/Millions of Gallons: p= \$3,655.42
 Biological Oxygen Demand (BOD) Discharge/Thousands of lbs: q= \$832.95
 Suspended Solids (SS) Discharge/Thousands of lbs: r= \$658.75

Project Assist offers low-income residents a \$15 monthly discount on their utility bill. To learn about qualifications and how to sign-up, visit oxnard.org/project-assist or call Jay Duncan, Public Works Customer Services Manager, at 805-385-8387.

WATER LEAKS OR OTHER SERVICE ISSUES CALL 805-385-8136 ~ WASTEWATER ODOR OR OTHER SERVICE ISSUES CALL 805-385-3517



Development Impact Fee Annual Report City of Oxnard



For the Fiscal Year Ending June 30, 2021

Prepared by:



Harris & Associates.

22 Executive Park | Irvine, CA | 92614

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Executive Summary

Development Impact Fees are fees imposed by local government on new development projects to finance the acquisition, construction, and improvement of public facilities and infrastructure needed to serve those projects. California state law requires local agencies to prepare a report on the status of their Development Impact Fee (DIF) program on an annual basis and make additional findings every fifth year. This report meets the legal requirements for Fiscal Year 20/21 (July 1, 2020 thru June 30, 2021).



Figure 1 – City of Oxnard Civic Center

The fees for Parks and Recreation, Storm Drainage, Traffic Circulation, Growth Requirement (Residential and Non-Residential), and Public Art Projects were updated May 19, 2020 via resolution 15,329. The updated fees became effective July 18, 2020. Fees for Water Resource Development, Water Capital Facility Charge, Wastewater Collection, and Wastewater Treatment Collection were not changed during the 2020 update. The 2020 update also created a Mobility Fee which is included in this report. On July 7th, 2020, Oxnard City Council passed resolution 15,364 which allowed developers who had already received entitlements to pay the Development Impact Fees that were in effect at the time their permit was approved instead of paying the updated fees, provided that the project progress toward the construction phase and obtain a building permit within 12 months of the effective date of the updated Development Impact Fees.

Section 1 - Requirements of the Mitigation Fee Act (AB1600)

Assembly Bill (AB) 1600, commonly known as the Mitigation Fee Act, was enacted by the state of California in 1987 and created Section 66000 et. seq. of the Government Code and was amended by Assembly Bill 518 and Senate Bill (SB) 1693. AB1600 requires the city to report fee information annually and every fifth year. Within 180 days after the last day of each fiscal year, the City must make available the following information from the prior fiscal year:

1. Brief description of the type of fee in the account or fund
2. Amount of the fee
3. Beginning and ending balance in the account or fund
4. Amount of fees collected and the interest earned during the previous year
5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete

7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each loan will be repaid and the rate of interest the account will receive on the loan
8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects

For the fifth fiscal year following the first deposit into the account or fund, and every five years thereafter, the City must make the following findings with respect to any remaining funds in the fee account, regardless of whether those funds are committed or uncommitted:

1. Identification of the purpose to which the fees are to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identification of all sources and amounts of funding anticipated to complete financing in incomplete improvements identified as part of the City's annual report
4. Identification of the approximate dates on which the funding referred to in Requirement 3 is expected to be deposited into the appropriate account or fund

The City must make this information available for public review and must present it at the next regularly scheduled public meeting no less than 15 days after this information is made available to the public. This report is intended to satisfy the annual reporting requirements for Fiscal Year (FY) 20/21 as well as the five-year reporting requirements.

The City of Oxnard currently collects the development impact fees listed in the table below. The table also provides the fund that the fee is deposited into.

Fee	Fund Number
Parks and Recreation Fee (Formerly Park Acquisition and Development Fee)	352
Storm Drain Facility Fee	353
Traffic Circulation Fee (Formerly Circulation System Improvement Fee)	354
Growth Requirement Capital Fee (Residential & Non-Residential)	355 & 356
Mobility Fee	357
Art in Public Places Fee	547
Water Resource Development Fee	603
Water Capital Facility Charge	605
Wastewater Collection Connection Fee	613
Wastewater Treatment Connection Fee	623

Section 2 – Annual Report

The following section provides information necessary to meet the legal requirements for each impact fee fund. This includes a brief description of the fee, the amount of the fee, the beginning and ending balances, fee revenues collected, interest earned, and the expenditures on each project including the percentage that was funded with fees. It also includes a table summary of whether sufficient funds have been identified to complete future projects and the approximate date by which the construction of the public improvement will commence if sufficient funds have been identified. Any loans are also identified as well as any refunds from the account.

Fund 352 Parks and Recreation Fee (Formerly Park Acquisition and Development Fee)

Requirement 1. Brief description of the type of fee in the account or fund.

The Parks and Recreation Fee requires that all new residential development pay a one-time fee per new residential unit to fund the construction of new parks. The Parks and Recreation Fee (Formerly Park Acquisition and Development Fee) was originally established by Ordinances 1421, 1448, 1696, 1949, and 2031 and was updated in 2020 via Resolution 15,329.



Figure 2 – Windrow Park

Requirement 2. Amount of the fee.

The Park Acquisition and Development Fees for Fiscal Year 20/21 are summarized in Table 1.

Table 1: Park Acquisition and Development Fee

Land Use	Fee as of July 1, 2019
One or Fewer Bedrooms	\$150
Two Bedrooms	\$200
Three or More Bedrooms	\$250
Land Use	Fee as of July 18, 2020
Single Family (Per Unit)	\$3,622
Multifamily (Per Unit)	\$2,437
Non-Residential	N/A

Requirement 3. Beginning and ending balance in the account or fund.

Table 2 summarizes the beginning and ending fund balances for the Parks and Recreation Fee for Fiscal Year 20/21.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 2 summarizes the fees collected and the interest earned for the Parks and Recreation Fee during Fiscal Year 20/21.

Table 2: Parks and Recreation Fee Fund Summary

Fund 352		
Parks and Recreation Fee		
Beginning Fund Balance as of July 1, 2020	\$	649,824.12
<i>Revenues</i>		
Fees Collected	\$	27,950.00
Interest Earned	\$	(1,121.13)
Other Revenues	\$	-
Total Revenues	\$	26,828.87
<i>Expenses</i>		
Project Expenses	\$	-
Other Charges ¹	\$	(729.00)
Total Expenses	\$	(729.00)
Transfers In	\$	-
Transfers Out	\$	-
Ending Balance as of June 30, 2021	\$	675,923.99
<i>1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.</i>		

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 3 summarizes the expenditures this past year on Parks and Recreation Fee projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Table 3 summarizes the planned future expenditures for the Park Acquisition and Development Fee/Parks and Recreation Fee and the anticipated construction start date.

Table 3: Parks and Recreation Fee Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 352 Expense to Date	Fund 352 Expense FY 20-21	Fund 352 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
905701	Cabrillo Neighborhood Park	\$ 16,837	-	-	\$ 16,837	100%	2023
945702	Citywide Park Improvement Program	\$ 320,968	\$ 43,547	-	\$ 277,421	100%	2023
n/a	Via Marina Park Renovation	\$ 1,234,871	-	-	\$ 1,234,871	100%	2023
-	Indirect Charges ²	-	-	\$ 729	-	-	n/a
GRAND TOTAL		\$ 1,572,676	\$ 43,547	\$ 729	\$ 1,529,129		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in Fiscal Year 20/21.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from this fund in Fiscal Year 20/21.

Fund 353 Storm Drain Facility Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The City imposes a fee on new development based upon their prorated share of the cost of constructing the improvements identified in the City's Drainage Master Plan. The City's Storm Drain Facility Fees were based on Ordinance 2258 and Resolution 10274 and were updated as part of the 2020 DIF update via Resolution 15,329.



Figure 4 – Storm water drains into the Pacific Ocean at Oxnard Shores

Requirement 2. Amount of the fee.

The Storm Drain Facility Fee for Fiscal Year 20/21 is summarized in Table 4 below.

Table 4: Storm Drain Facility Fee

Land Use	Fee as of July 1, 2019
Low-Density Residential (Per Gross Acre)	\$10,645
Medium and High Density Residential (Per Gross Acre)	\$14,637
All Other Land Uses (Per Gross Acre)	\$14,637
Land Use	Fee as of July 18, 2020
Single Family Residential (Per Gross Acre) ¹	\$15,954
All Other Land Uses (Per Gross Acre)	\$21,937

¹ For storm drainage fees, single family is 6 units per acre or less.

Requirement 3. Beginning and ending balance in the account or fund.

Table 5 summarizes the beginning and ending fund balances for the Storm Drain Facility Fee for Fiscal Year 20/21.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 5 summarizes the fees collected and the interest earned for the Storm Drain Facility Fee during Fiscal Year 20/21.

Table 5: Storm Drain Facility Fee Fund Summary

Fund 353	
Storm Drainage Fee	
Beginning Fund Balance as of July 1, 2020	\$ 8,632,792.37
Revenues	
Fees Collected	\$ 78,074.16
Interest Earned	\$ (15,580.68)
Other Revenues	\$ -
Total Revenues	\$ 62,493.48
Expenses	
Project Expenses	\$ -
Other Charges ¹	\$ (17,774.00)
Total Expenses	\$ (17,774.00)
Transfers In	\$ -
Transfers Out	\$ -
Ending Balance as of June 30, 2021	\$ 8,677,511.85
<i>1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.</i>	

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 6 summarizes the expenditures this past year on storm drainage projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Table 6 summarizes the planned future expenditures for the Storm Drainage Facility Fee.

Table 6: Storm Drainage Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 353 Expense to Date	Fund 353 Expense FY 20-21	Fund 353 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
n/a	Bartolo Square N Neighborhood SD Construction	\$ 13,450,000	-	-	\$ 13,450,000	100%	2022
-	Other Services / Bank Charges	-	-	-	-	-	n/a
-	Indirect Charges ²	-	-	\$ 17,774	-	-	n/a
GRAND TOTAL		\$ 13,450,000	\$ -	\$ 17,774	\$ 13,450,000		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in Fiscal Year 20/21.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from this fund in Fiscal Year 20/21.

Fund 354 Traffic Circulation Fee (Formerly Circulation System Improvement Fee)

Requirement 1. Brief description of the type of fee in the account or fund.

The City charges a fee to all new development and redevelopment in the City that generates additional vehicular trips above what can be reasonably associated with the current use of the property. The fee is used to construct improvements to the circulation system. The City's Traffic Circulation Fee (Formerly Circulation System Improvement Fee) was established under Ordinance 2258 and Resolutions 10016, 10673, 13328, 13600, and 13890 and was updated and renamed to the Traffic Circulation Fee during the 2020 DIF update via Resolution 15,329.

Requirement 2. Amount of the fee.

The Traffic Circulation Fees for Fiscal Year 20/21 are summarized in Table 7.

Table 7: Traffic Circulation Fee

Land Use	Fee as of July 1, 2019
Single Family (Per Unit)	\$8,030
Condo/Townhome (Per Unit)	\$6,278
Apartments (Per Unit)	\$4,745
Mobile Home (Per Unit)	\$3,650
Senior Housing (Per Unit)	\$2,920
General Commercial (Per 1,000sf)	\$7,899
Light Industrial (Per 1,000sf)	\$5,088
Automated Car Wash (Per Site)	\$177,390
Self Service Car Wash (Per Stall)	\$21,462
Gas Station (Per Fueling Station)	\$21,958
Hotel/Motel (Per Room)	\$3,796
New Car Sales (Per 1,000sf)	\$5,030
Church (Per 1,000sf)	\$3,803
Warehouse (Per 1,000sf)	\$3,621
Sit Down or Take Out Restaurant (Per 1,000sf)	\$13,789
Fast Food w/Drive Thru (Per 1,000sf)	\$76,059
Land Use	Fee as of July 18, 2020
Per ADT	\$1,035
Single Family (Per Unit)	\$9,769
Mobile Home (Per Unit)	\$5,174
Low-Rise Multifamily (Per Unit)	\$7,574
Mid-Rise Multifamily (Per Unit)	\$5,630
High-Rise Multifamily (Per Unit)	\$4,605
Senior Housing (Per Unit)	\$4,139
General Commercial (Per 1,000sf)	\$6,560
Office (Per 1,000sf)	\$10,079
Medical Office (Per 1,000sf)	\$6,054
New Car Sales (Per 1,000sf)	\$6,157

Church (Per 1,000sf)	\$4,118
Sit Down or Take Out Restaurant (Per 1,000sf)	\$19,506
Fast Food w/Drive Thru (Per 1,000sf)	\$102,342
Self Service Car Wash (Per Stall)	\$27,153
Gas Station (Per Fueling Station)	\$22,962
Hotel/Motel (Per Room)	\$5,040
Light Industrial (Per 1,000sf)	\$5,132
Warehouse (Per 1,000sf)	\$1,800

Requirement 3. Beginning and ending balance in the account or fund.

Table 8 summarizes the beginning and ending fund balances for the Circulation System Improvement Fee/Traffic Circulation Fee for Fiscal Year 20/21.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 8 summarizes the fees collected and the interest earned for the Circulation System Improvement Fee/Traffic Circulation Fee during Fiscal Year 20/21.

Table 8: Traffic Circulation Fee Fund Summary

Fund 354	
Circulation System Improvement Fee	
Beginning Fund Balance as of July 1, 2020	\$ 7,809,125.98
Revenues	
Fees Collected	\$ 4,940,578.38
Interest Earned	\$ (8,280.49)
Other Revenues ²	\$ 1,515,260.85
Total Revenues	\$ 6,447,558.74
Expenses	
Project Expenses	\$ (506,240.28)
Developer Reimbursements	\$ (15,572.50)
Other Charges ¹	\$ (16,037.00)
Total Expenses	\$ (537,849.78)
Transfers In	\$ -
Transfers Out	\$ -
Ending Balance as of June 30, 2021	\$ 13,718,834.94

1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.

2) One time payment for URS Legal settlement.

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 9 summarizes the expenditures this past year on Circulation System Improvement Fee projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Table 9 summarizes the planned future expenditures for the Circulation System Improvement Fee projects.

Table 9: Circulation System Improvement Fee Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 354 Expense to Date	Fund 354 Expense FY 20-21	Fund 354 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ⁴
133101	Rice Ave At 5th St GRD	\$ 118,144,021	\$ 765,192.26	\$ 67,236.49	\$ 765,903.74	1.3%	2023
163106	HWY 101 - Rice Phase II ²	\$ 689,003	\$ 608,823.56	\$ 37,462.82	\$ 80,180.00	88%	2022
173102	Oxnard Boulevard & Saviers Road Signal Improvements	\$ 1,692,315	\$ 34,173.63	\$ 9,077.40	\$ 267,801.37	18%	2022
183101	Oxnard Boulevard Bicycle Facilities Installation	\$ 2,747,978	\$ -	\$ -	\$ 708,828.00	26%	2022
183114	Traffic Signal Modifications	\$ 2,054,345	\$ 25,035.00	\$ 6,658.50	\$ -	1.2%	2022
203101	Adaptive Traffic Signal	\$ 1,852,000	\$ 138,927.36	\$ 126,152.74	\$ 1,713,072.64	100%	2020
203106	Traffic Signal Modernization	\$ 6,240,000	\$ 267,693.68	\$ 259,652.33	\$ 3,092,306.32	54%	2020
223110	US 101 Del Norte Interchange Upgrade	\$ 250,000	\$ -	\$ -	\$ 250,000.00	100%	2022
n/a	Five Points Intersection Modernization	\$ 250,000	\$ -	\$ -	\$ 250,000.00	100%	2023
n/a	Tšumaš Creek Drainage and Linear Park Construction	\$ 3,600,000	\$ -	\$ -	\$ 600,000.00	17%	2022
n/a	Traffic Circulation Study	\$ 500,000			\$ 500,000	100%	n/a
n/a	ITS Master Plan Update	\$ 250,000			\$ 250,000	100%	n/a
n/a	Traffic Signal Modification	\$ 4,000,000			\$ 1,878,600	47%	2023
n/a	Traffic Model Update	\$ 200,000			\$ 200,000	100%	n/a
n/a	Traffic Signal Timing	\$ 850,000			\$ 850,000	100%	2025
n/a	Adaptive Traffic Signals	\$ 1,527,000			\$ 1,527,000	100%	2025
n/a	Fifth Street & Pacific Avenue Traffic Signal	\$ 1,527,000			\$ 1,527,000	100%	2025
-	Other Services / Bank Charges	-	-	\$ -	-	-	n/a
-	Indirect Charges ²	-	-	\$ 16,037.00	-	-	n/a
-	Developer Reimbursement ³	-	-	\$ 15,572.50	-	-	n/a
GRAND TOTAL		\$ 146,373,662	\$ 1,839,845.49	\$ 537,849.78	\$ 14,460,692.07		

1) City of Oxnard 2021-2026 Capital Improvement Program.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

3) Reimbursement to Alisam Channel Islands per Resolution 10,272.

4) Construction start date may be revised pending availability of funds.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in Fiscal Year 20/21.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from this fund in Fiscal Year 20/21.

Funds 355 and 356 Growth Requirement Capital Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The City's Growth Requirement Capital Fee funds general governmental facilities such as fire and police stations, City Hall, corporation yards, and recreation facilities. The fee was based on Ordinance 2258 and Resolutions 10275, 10996, and 12975 and was updated as part of the 2020 DIF update via Resolution 15,329. The fee is collected based on additional covered space created by any new development. There are two separate funds for this fee. Fund 355 is for residential fees and Fund 356 is for non-residential fees.



Figure 3 –Fire Station No. 8, City of Oxnard

Requirement 2. Amount of the fee.

The Growth Requirement Capital Fee for Fiscal Year 20/21 is summarized in Table 10.

Table 10: Growth Requirement Capital Fee

Land Use	Fee as of July 1, 2019
Residential (Per Square Foot of Covered Space)	\$1.16
Mobile Home Park (Per Square Foot of Home Pad)	\$1.75
Commercial (Per Square Foot of Covered Space)	\$0.60
Industrial (Per Square Foot of Covered Space)	\$0.60
Industrial (Per Square Foot of Uncovered Space)	\$0.04
Land Use	Fee as of July 18, 2020
Single Family (Per Unit)	\$4,383
Multifamily (Per Unit)	\$2,558
Retail (Per 1,000sf)	\$1,309
Office (Per 1,000sf)	\$1,505
Industrial (Per 1,000sf)	\$853
Hotel (Per Room)	\$302

Requirement 3. Beginning and ending balance in the account or fund.

Tables 11 and 12 summarize the beginning and ending fund balances for the Growth Requirement Capital Fee for Fiscal Year 20/21. Table 11 summarizes the Residential Fee and Table 12 summarizes the non-residential fee.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Tables 11 and 12 summarize the fees collected and the interest earned for the Growth Requirement Capital Fee during Fiscal Year 20/21. Table 11 summarizes the Residential Fee and Table 12 summarizes the non-residential fee.

Table 11: Growth Requirement Capital Fee (Residential) Fund Summary

Fund 355	
Growth Requirement Capital Fee (Residential)	
Beginning Fund Balance as of July 1, 2020	\$ 1,416,091.02
Revenues	
Fees Collected	\$ 704,063.93
Interest Earned	\$ (2,118.72)
Other Revenues	\$ -
Total Revenues	\$ 701,945.21
Expenses	
Project Expenses	\$ -
Other Charges ¹	\$ (56,499.50)
Total Expenses	\$ (56,499.50)
Transfers In	\$ -
Transfers Out²	\$ (422,737.98)
Ending Balance as of June 30, 2021	\$ 1,638,798.75

1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.

2) Transfers Out to General Fund for debt service on Civic Center Phase 2 Bond.

Table 12: Growth Requirement Capital Fee (Non-Residential) Fund Summary

Fund 356	
Growth Requirement Capital Fee (Non-Residential)	
Beginning Fund Balance as of July 1, 2020	\$ 20,101.73
Revenues	
Fees Collected	\$ 2,675,575.75
Interest Earned	\$ 2,555.69
Other Revenues	\$ -
Total Revenues	\$ 2,678,131.44
Expenses	
Project Expenses	\$ -
Other Charges ¹	\$ (625.00)
Total Expenses	\$ (625.00)
Transfers In	\$ -
Transfers Out²	\$ (140,912.66)
Ending Balance as of June 30, 2021	\$ 2,556,695.51

1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.

2) Transfers Out to General Fund for debt service on Civic Center Phase 2 Bonds.

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Tables 13 and 14 summarize the expenditures this past year on Growth Requirement Capital Fee projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Tables 13 and 14 summarize the planned future expenditures for the Growth Requirement Capital Fee projects.

Table 13: Growth Requirement Capital Fee (Residential) Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 355 Expense to Date	Fund 355 Expense FY 20-21	Fund 355 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
172201	Fire Station 4 Rebuild	\$ 5,800,000	-	-	\$ 2,900,000	50%	2022
-	Professional Services/Contract ²	-	-	\$ 54,753	-		n/a
-	Other Services / Bank Charges	-	-	\$ -	-		n/a
-	Indirect Charges ³	-	-	\$ 1,747	-		n/a
TOTAL PROJECT EXPENSES		\$ 5,800,000	\$ -	\$ 56,500	\$ 2,900,000		
-	Bond Payments - Civic Center Phase 2 ⁴	n/a	n/a	\$ 422,738	\$ 6,056,250	26%	n/a
GRAND TOTAL		\$ 5,800,000	\$ -	\$ 479,237	\$ 8,956,250		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Charges related to development impact fee update.

3) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

4) Debt service summary provided by City. Fees fund 34% of the debt with Fund 355 picking up 75% and Fund 356 picking up 25%.

Table 14: Growth Requirement Capital Fee (Non-Residential) Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 356 Expense to Date	Fund 356 Expense FY 20-21	Fund 356 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
172201	Fire Station 4 Rebuild	\$ 5,800,000	-	-	\$ 2,900,000	50%	2022
-	Other Services / Bank Charges	-	-	-	-	-	n/a
-	Indirect Charges ²	-	-	\$ 625	-	-	n/a
TOTAL PROJECT EXPENSES		\$ -	\$ -	\$ 625	\$ -		
-	Bond Payments - Civic Center Phase 2 ³	n/a	n/a	\$ 140,912	\$ 2,018,750	9%	n/a
GRAND TOTAL		\$ -	\$ -	\$ 141,537	\$ 4,918,750		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

3) Debt service summary provided by City. Fees fund 34% of the debt with Fund 355 picking up 75% and Fund 356 picking up 25%.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

Fund 355 had a transfer of \$422,737.98 for the debt service payment on the Variable Rate Demand Lease Revenue Refunding Bonds related to the Downtown Civic Center. Fund 356 had a transfer of \$140,912.66 for debt service payment on the same bonds.

The Variable Rate Demand Lease Revenue Refunding Bonds (Civic Center Phase 2 Project), Series 2006 were issued on December 1, 2006 for \$24,205,000 to finance the acquisition, construction, and improvement of certain public facilities constituting the Civic Center Phase 2 Project. This debt was refunded on April 30, 2018 as part of the Lease Revenue Refunding Bonds Series 2018. The outstanding balance as of June 30, 2021 is \$23,750,000. The impact fee funds 34% of the bond repayment, which means there is an outstanding balance of \$8,075,000 allocated to impact fee funds. The impact fee debt service payment is split 75% from Fund 355 and 25% from Fund 356. This means there is an outstanding obligation of \$6,056,250 for Fund 355 and \$2,018,750 for Fund 356. The payments on these bonds constitute the City's obligations that exist through the maturity date of the bonds on June 1, 2036.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from these funds in Fiscal Year 20/21.

Fund 357 Mobility Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The Mobility Fee covers the cost to mitigate the effects of new development on the City's mobility facilities including sidewalks, bike lanes, pedestrian bridges, and other similar facilities that are necessary to improve connectivity within the City, improve bicycle and pedestrian safety, improve bicycle and pedestrian access to public transportation stops and stations, and increase bicycle mode sharing. This fee was created in the 2020 update by Resolution 15,329.

Requirement 2. Amount of the fee.

The Mobility Fee for Fiscal Year 20/21 is summarized in Table 15.

Table 15: Mobility Fee

Land Use	Fee as of July 18, 2020
Single Family (Per Unit)	\$1,698
Multifamily (Per Unit)	\$1,123
Retail (Per 1,000sf)	\$573
Office (Per 1,000sf)	\$684
Industrial (Per 1,000sf)	\$243
Hotel (Per Room)	\$171

Requirement 3. Beginning and ending balance in the account or fund.

Table 16 summarizes the beginning and ending fund balances for the Mobility Fee for Fiscal Year 20/21.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 16 summarizes the fees collected and the interest earned for the Mobility Fee during Fiscal Year 20/21.

Table 16: Mobility Fee Fund Summary

Fund 357	
Mobility Fee	
Beginning Fund Balance as of July 1, 2020	\$ -
Revenues	
Fees Collected	\$ 712,145.26
Interest Earned	\$ 639.93
Other Revenues	\$ -
Total Revenues	\$ 712,785.19
Expenses	
Project Expenses	\$ -
Other Charges ¹	\$ -
Total Expenses	\$ -
Transfers In	\$ -
Transfers Out	\$ -
Ending Balance as of June 30, 2021	\$ 712,785.19
<i>1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.</i>	

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 17 summarizes the expenditures this past year on Mobility Fee projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Table 17 summarizes the planned future expenditures for the Mobility Fee projects.

Table 17: Mobility Fee Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 357 Expense to Date	Fund 357 Expense FY 20-21	Fund 357 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
223101	4th Street Mobility Improvements	\$ 6,900,000	-	-	\$ 1,000,000	14%	2022
GRAND TOTAL		\$ 6,900,000	\$ -	\$ -	\$ 1,000,000		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in Fiscal Year 20/21.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from this fund in Fiscal Year 20/21.

Fund 547 Public Art Program Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The Public Art Program Fee is based on Resolutions No. 9813, 12290, 13013, 13736, and 14124 and was updated as part of 2020 DIF update via Resolution 15,329. The purpose of the program is to install works of art in conjunction with new development in locations accessible to the public. This fee is designed to enhance the City's appearance and mitigate certain effects of development projects. All new development projects pay this fee.



Figure 6 – Public Art at The Collection at Riverpark

Requirement 2. Amount of the fee.

The Public Art Program Fee for Fiscal Year 20/21 is summarized in Table 18.

Table 18: Public Art Program Fee

Land Use	Fee as of July 1, 2019
All Development (Per Roofed Building Square Foot)	
Land Use	Fee as of July 18, 2020
All Development (Per Roofed Building Square Foot)	\$0.28

Requirement 3. Beginning and ending balance in the account or fund.

Table 19 summarizes the beginning and ending fund balances for the Public Art Program Fee for Fiscal Year 20/21.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 19 summarizes the fees collected and the interest earned for the Public Art Program Fee during Fiscal Year 20/21.

Table 19: Public Art Program Fee Fund Summary

Fund 547		
Public Art Program Fee		
Beginning Fund Balance as of July 1, 2020	\$	273,269.13
Revenues		
Fees Collected	\$	-
Interest Earned	\$	13,188.04
Other Revenues ²	\$	870,873.96
Total Revenues	\$	884,062.00
Expenses		
Project Expenses	\$	(41,023.47)
Art Projects	\$	(9,919.00)
Other Charges ¹	\$	(5,002.54)
Total Expenses	\$	(55,945.01)
Transfers In	\$	-
Transfers Out	\$	-
Ending Balance as of June 30, 2021³	\$	1,101,386.12

1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.

2) Sponsorship Revenue

3) Includes sponsorship revenue which is not development impact fees and should be moved to separate fund.

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 20 summarizes the expenditures this past year on Public Art Program Fee projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Table 20 summarizes the planned future expenditures for the Public Art Program Fee projects.

Table 20: Public Art Program Fee Project Expenditures

Project No.	Project Name	Project Budget	Fund 547 Expense FY 20-21	Fund 547 Future Expenditures	% Funded by Fee	Approx. Construction Start Date
18IN10	Downtown Arts Hub Murals	\$ 45,000	\$ 41,023	\$ 3,677	100%	2022
n/a	Downtown Mural Program	\$ 305,000	-	\$ 305,000	100%	2022
n/a	Downtown Sculptures Program	\$ 50,000	-	\$ 50,000	100%	2025
n/a	Citywide Mural Program	\$ 150,000	-	\$ 150,000	100%	2025
-	Personnel Services/PERS	-	\$ 275	-	-	n/a
-	Direct Labor-Regular	-	\$ 2,870	-	-	n/a
-	Employee Benefits	-	\$ 814	-	-	n/a
-	One Time Misc. Expense ¹	-	\$ 9,919	-	-	n/a
-	Indirect Charges ²	-	\$ 1,043	-	-	n/a
GRAND TOTAL		\$ 550,000	\$ 55,945	\$ 508,677		

1) Funding for community art projects.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in Fiscal Year 20/21.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from this fund in Fiscal Year 20/21.

Funds 603 and 605 Water Resource Development Fee and Capital Facility Charge

Requirement 1. Brief description of the type of fee in the account or fund.

The City collects a Water Resource Development Fee and Capital Facility Charge for new, expanded, or additional service connections based on the diameter of the meter installation directly related to the volume of water required for the new, expanded, or additional service connection.

The Water Resource Development Fee pays for the development of new water resources, such as recycled water, to offset demand by new customers, and water conservation projects, reducing water demand. The Water Resource Development Fee was adopted by Ordinance 2624 consistent with the requirement of Government Code Sections 54999 through 54999.6.



Figure 5 – Advanced Water Purification Facility, Oxnard

The Water Capital Facility Charge pays for master-planned capacity improvements to the City's water system, such as the addition of new production, treatment, storage, transmission, and distribution facilities. The Water Capital Facility Charge was adopted by Resolution 9717.

Requirement 2. Amount of the fee.

The Water Resource Development Fee and Capital Facility Charge for Fiscal Year 20/21 are summarized in Table 22.

Table 21: Water Resource Development Fee and Capital Facility Charge

Water Meter Size	Water Resource Development Fee as of July 1, 2020	Water Capital Facility Charge as of July 1, 2020	Total Water Connection Fee
3/4"	\$ 2,792	\$ 341	\$ 3,133
1"	\$ 5,583	\$ 682	\$ 6,265
1 1/2 "	\$ 8,375	\$ 1,023	\$ 9,398
2"	\$ 13,958	\$ 1,706	\$ 15,664
3"	\$ 30,708	\$ 3,752	\$ 34,460
4"	\$ 47,458	\$ 5,799	\$ 53,257
6"	\$ 92,125	\$ 11,257	\$ 103,382
8"	\$ 147,958	\$ 18,080	\$ 166,038
10"	\$ 315,457	\$ 38,548	\$ 354,005
12"	\$ 502,498	\$ 61,404	\$ 563,902

Requirement 3. Beginning and ending balance in the account or fund.

Tables 22 and 23 summarize the beginning and ending fund balances for the Water Resource Development Fee and Capital Facility Charge for Fiscal Year 20/21.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Tables 22 and 23 summarize the fees collected and the interest earned for the Water Resource Development Fee and Capital Facility Charge during Fiscal Year 20/21.

Table 22: Water Resource Development Fee Fund Summary

Fund 603	
Water Resource Development Fee	
Beginning Fund Balance as of July 1, 2020	\$ 18,148,466.37
Revenues	
Fees Collected	\$ 689,055.07
Interest Earned	\$ (37,824.97)
Other Revenues	\$ -
Total Revenues	\$ 651,230.10
Expenses	
Project Expenses	\$ (278,101.60)
Other Charges ¹	\$ (19,893.00)
Total Expenses	\$ (297,994.60)
Transfers In	\$ -
Transfers Out	\$ -
Ending Balance as of June 30, 2021	\$ 18,501,701.87
<i>1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.</i>	

Table 23: Water Capital Facility Charge Fund Summary

Fund 605		
Water Capital Facility Charge		
Beginning Fund Balance as of July 1, 2020	\$	2,797,158.71
<i>Revenues</i>		
Fees Collected	\$	84,171.17
Interest Earned	\$	(4,393.41)
Other Revenues	\$	-
Total Revenues	\$	79,777.76
<i>Expenses</i>		
Project Expenses	\$	-
Developer Reimbursement	\$	-
Other Charges ¹	\$	(4,135.00)
Total Expenses	\$	(4,135.00)
Transfers In	\$	-
Transfers Out	\$	-
Ending Balance as of June 30, 2021	\$	2,872,801.47

1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Tables 24 and 25 summarize the expenditure for this past year for the Water Resource Development Fee and Capital Facility Charge.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Tables 24 and 25 summarize the planned future expenditures for the Water Resource Development Fee and Capital Facility Charge.

Table 24: Water Resource Development Fee Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 603 Expense to Date	Fund 603 Expense FY 20-21	Fund 603 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
106002	Water Distribution: Hueneme Road Recycled Water Pipeline - Phase II	\$ 30,376,345	\$ 661,271	\$ 250,318	\$ 11,215,074	39%	2022
116505	Great ASR Wells	\$ 1,465,169	\$ 532,416	\$ 27,784	\$ 110,855	44%	2021
n/a	Recycled Water: AWPf Improvements Phase I	\$ 1,000,000	-	-	\$ 1,000,000	100%	2022
n/a	Recycled Water: AWPf Improvements Phase II	\$ 28,333,334	-	-	\$ 28,333,334	100%	2023
-	Indirect Charges ²	-	-	\$ 19,893	-	-	n/a
GRAND TOTAL		\$ 61,174,848	\$ 1,193,687	\$ 297,995	\$ 40,659,263		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

Table 25: Water Capital Facility Charge Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 605 Expense to Date	Fund 605 Expense FY 20-21	Fund 605 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
216504	Recycled Water Feature at Campus Park	\$ 1,600,000	-	-	\$ 1,600,000	100%	2021
n/a	Recycled Water: AWPf Storage Construction	\$ 3,000,000	-	-	\$ 3,000,000	100%	2022
-	Aquifer Storage and Recovery (ASR) Wells Construction	\$ 7,800,000	-	-	\$ 7,800,000	100%	2022
-	Indirect Charges ²	-	-	\$ 4,135	-	-	n/a
-	Developer Reimbursement Lump Sum ³	-	-	-	\$ 1,383,143	-	n/a
GRAND TOTAL		\$ 12,400,000	\$ 700,000	\$ 4,135	\$ 13,783,143		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

3) Lump sum payment to be made to Riverpark Legacy, LLC in repayment for Vineyard Ave Improvements.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from these funds in Fiscal Year 20/21.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from these funds in Fiscal Year 20/21.

Funds 613 and 623 Wastewater Connection Fee and Wastewater Treatment Connection Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The City collects a Wastewater System Connection Fee and Wastewater Treatment Connection Fee for new, expanded, or additional service connections. The City imposes fees based on new development's prorated share of the cost of constructing the improvements identified in the City's Master Plans for Wastewater Treatment and Conveyance. The current wastewater fees were adopted by Ordinance 2709.

Requirement 2. Amount of the fee.

The Wastewater Connection Fee and Wastewater Treatment Connection Fee for Fiscal Year 20/21 are summarized in Table 26.

Table 26: Wastewater Connection Fee and Wastewater Treatment Fee

Water Meter Size	Wastewater Collection Connection Fee as of July 1, 2020	Wastewater Treatment Connection Fee as of July 1, 2020	Total Wastewater Connection Fee
5/8" & 3/4"	\$ 3,798	\$ 1,458	\$ 5,256
1"	\$ 7,596	\$ 2,916	\$ 10,512
1 1/2"	\$ 11,394	\$ 4,374	\$ 15,768
2"	\$ 18,990	\$ 7,290	\$ 26,280
3"	\$ 41,778	\$ 16,038	\$ 57,816
4"	\$ 64,566	\$ 24,786	\$ 89,352
6"	\$ 125,334	\$ 48,114	\$ 173,448
8"	\$ 201,294	\$ 77,274	\$ 278,568
10"	\$ 429,174	\$ 164,754	\$ 593,928
12"	\$ 683,640	\$ 262,440	\$ 946,080

Requirement 3. Beginning and ending balance in the account or fund.

Tables 27 and 28 summarize the beginning and ending fund balances for the Wastewater Connection Fee and Wastewater Treatment Connection Fee for Fiscal Year 20/21.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Tables 27 and 28 summarize the fees collected and the interest earned for the Wastewater Connection Fee and Wastewater Treatment Connection Fee during Fiscal Year 20/21.

Table 27: Wastewater Collection Connection Fee Fund Summary

Fund 613	
Wastewater Collection Connection Fee	
Beginning Fund Balance as of July 1, 2020	\$ 3,721,076.58
Revenues	
Fees Collected	\$ 494,503.72
Interest Earned	\$ (35,045.65)
Other Revenues	\$ -
Total Revenues	\$ 459,458.07
Expenses	
Project Expenses	\$ -
Other Charges ¹	\$ (9,609.00)
Total Expenses	\$ (9,609.00)
Transfers In	\$ -
Transfers Out	\$ -
Ending Balance as of June 30, 2021	\$ 4,170,925.65

1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.

Table 28: Wastewater Treatment Connection Fee Fund Summary

Fund 623	
Wastewater Treatment Connection Fee	
Beginning Fund Balance as of July 1, 2020	\$ 6,214,544.06
Revenues	
Fees Collected	\$ 1,342,563.36
Interest Earned	\$ 18,700.07
Other Revenues	\$ -
Total Revenues	\$ 1,361,263.43
Expenses	
Project Expenses	\$ -
Other Charges ¹	\$ (9,098.00)
Total Expenses	\$ (9,098.00)
Transfers In	\$ -
Transfers Out	\$ -
Ending Balance as of June 30, 2021	\$ 7,566,709.49

1) Other Charges include expenses for General Fund Indirect Charges and Other/Bank Charges.

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Tables 29 and 30 summarize the expenditures for this past year for the Wastewater Collection Connection Fee and Wastewater Treatment Connection Fee.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

Tables 29 and 30 summarize the planned future expenditures for the Wastewater Collection Connection Fee and Wastewater Treatment Connection Fee.

Table 29: Wastewater Collection Connection Fee Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 613 Expense to Date	Fund 613 Expense FY 20-21	Fund 613 Future Expenditures	% Funded by Fee	Approx. Construction Start Date ¹
n/a	Rice Avenue Sewer Pipeline Improvements	\$1,330,000	-	-	\$ 1,330,000	100%	2023
86101	Septic Conversion Loan Pro	\$ 109,967	\$ 57,799	-	\$ 52,168	100%	2021
12IN04	Master Plan Wastewater	\$ 821,388	\$ 753,076	-	\$ 68,312	100%	n/a
n/a	Ventura Road Sewer Pipeline Improvements	\$1,755,197	-	-	\$ 1,755,197	100%	2022
n/a	3rd and Navarro Sewer Pipeline Improvement	\$ 364,869	-	-	\$ 364,869	100%	2022
n/a	Various Sewer Pipeline Expansion	\$1,300,000	-	-	\$ 1,300,000	100%	2024
-	Indirect Charges ²	-	-	\$ 9,609	-	-	n/a
GRAND TOTAL		\$5,681,421	\$ 810,875	\$ 9,609	\$ 4,870,546		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

Table 30: Wastewater Treatment Connection Fee Project Expenditures

Project No.	Project Name	Project Budget ¹	Fund 623 Expense to Date	Fund 623 Expense FY20-21	Fund 623 Future Expenditures ¹	% Funded by Fee	Approx. Construction Start Date ¹
12IN04	Master Plan Wastewater	\$ 2,900,000	281,388	-	\$ -	10%	n/a
186626	OWTP Reliability Improvements	\$ 20,023,291	-	-	\$ 2,100,000	20%	2022
n/a	OWTP Electrical Improvements	\$ 27,137,793	-	-	\$ 5,500,000	32%	2023
-	Indirect Charges ²	-	-	\$ 9,098	-	-	n/a
GRAND TOTAL		\$ 50,061,084	\$ 281,388	\$ 9,098	\$ 7,600,000		

1) City of Oxnard 2021-2026 Capital Improvement Program. Construction start date may be revised pending availability of funds.

2) Indirect Charges include costs related to Human Resources, Finance, City Manager, City Attorney, Treasurer, City Clerk, City Council, etc.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from these funds in Fiscal Year 20/21.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

No refunds were made from these funds in Fiscal Year 20/21.

Fund Summary

Table 31 provides an accounting of each impact fee fund and a total impact fee account balance. The table summarizes the starting fund balance, the amount of fees collected, the interest earned, the total expenditures, and the fiscal year ending fund balance.

Table 31: Development Impact Fee Fund Summary

Description	Park Acquisition & Development	Storm Drain Facilities Fee	Circulation System Improvement Fee	Capital Growth Fee (Residential)	Capital Req. Growth Fee (Non-Residential)	Mobility Fee	Public Art Program Fee	Water Resource Development Fee	Water Capital Facility Charge	Wastewater Connection Fee	Wastewater Treatment Connection Fee
Fund No.	352	353	354	355	356	357	547	603	605	613	623
Starting Balance											
As of July 1, 2020	\$ 649,824	\$ 8,632,792	\$ 7,809,126	\$ 1,416,091	\$ 20,102	\$ -	\$ 273,269	\$ 18,148,466	\$ 2,797,159	\$ 3,721,077	\$ 6,214,544
REVENUES											
Fees Collected	\$ 27,950	\$ 78,074	\$ 4,940,578	\$ 704,064	\$ 2,675,576	\$ 712,145.26	\$ -	\$ 689,055	\$ 84,171	\$ 494,504	\$ 1,342,563
Interest	\$ (1,121)	\$ (15,581)	\$ (8,280)	\$ (2,119)	\$ 2,556	\$ 640	\$ 13,188	\$ (37,825)	\$ (4,393)	\$ (35,046)	\$ 18,700
Other Revenues	\$ -	\$ -	\$ 1,515,261	\$ -	\$ -	\$ -	\$ 870,874	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 26,829	\$ 62,493	\$ 6,447,559	\$ 701,945	\$ 2,678,131	\$ 712,785	\$ 884,062	\$ 651,230	\$ 79,778	\$ 459,458	\$ 1,361,263
EXPENDITURES											
Project Expenditures	\$ -	\$ -	\$ (506,240)	\$ -	\$ -	\$ -	\$ (41,023)	\$ (278,102)	\$ -	\$ -	\$ -
Other Expenditures ¹	\$ (729)	\$ (17,774)	\$ (31,610)	\$ (56,500)	\$ (625)	\$ -	\$ (14,922)	\$ (19,893)	\$ (4,135)	\$ (9,609)	\$ (9,098)
Total Expenditure	\$ (729)	\$ (17,774)	\$ (537,850)	\$ (56,500)	\$ (625)	\$ -	\$ (55,945)	\$ (297,995)	\$ (4,135)	\$ (9,609)	\$ (9,098)
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ (422,738)	\$ (140,913)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Transfers	\$ -	\$ -	\$ -	\$ (422,738)	\$ (140,913)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance											
As of June 30, 2021	\$ 675,924	\$ 8,677,512	\$ 13,718,835	\$ 1,638,799	\$ 2,556,696	\$ 712,785	\$ 1,101,386	\$ 18,501,702	\$ 2,872,801	\$ 4,170,926	\$ 7,566,709

1) Other Expenditures include expenses for General Fund Indirect Charges, Other/Bank Charges, Developer Reimbursement, Bond Payments, Temporary Assistance, and Art Grants.

Note: Small variances may appear due to rounding.

2021-22 Regulatory Fee Study

*Alcohol, Tobacco, Firearms, Cannabis
and Short-Term Rentals*

March 30, 2022

Prepared for:



Prepared by:



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EXECUTIVE SUMMARY

The purpose of this Regulatory Fee Study (Study) is to identify the costs to the City of Oxnard (City) associated with the compliance and enforcement of certain uses and calculate an appropriate cost-recovery fee to cover compliance and enforcement activities that are directly attributable to private businesses in the following sectors:

1. Alcohol
2. Tobacco
3. Firearms (Sales and Ranges)
4. Cannabis
5. Short-Term Rentals (STR)

The results of the Study indicate that the regulatory fees shown in Table 1 can be supported for each business type. The recommended fees for each business type, the amount of revenue generated by the fees, and a range of regulatory fees in other Southern California cities for the same business types are presented in Table 1.

TABLE 1: SUMMARY OF REGULATORY/COMPLIANCE FEES

Fee Type	Existing Annual Fee ¹	FYs 2022-23, 2023-24 & 2024-25 ²							Annual Fees/ Business - Other CA Cities ⁴	
		Recommended Annual Fee Per Business			# of Businesses	Total Projected Annual Fees to City			Low	High
		2022-23	2023-24	2024-25 ³		2022-23	2023-24	2024-25 ³		
Alcohol Compliance Fee	\$265	\$308	\$316	\$321	265	\$81,665	\$83,787	\$85,022	\$100	\$5,000
Cannabis Permit Renewal										
Retail ⁵	N/A	\$9,888	\$10,144	\$10,288	16	\$158,201	\$162,310	\$164,610	\$298	\$12,530
Manufacturing ⁵	N/A	\$9,888	\$10,144	\$10,288	8	\$79,100	\$81,155	\$82,305		
Testing ⁵	N/A	\$9,888	\$10,144	\$10,288	1	\$9,888	\$10,144	\$10,288		
Distributors ⁵	N/A	\$9,888	\$10,144	\$10,288	3	\$29,663	\$30,433	\$30,864		
Firearms Permit Renewal	N/A	\$365	\$374	\$371	4	\$1,460	\$1,497	\$1,485	\$49	\$376
Short-Term Rental Annual Renewal	N/A	\$1,823	\$1,814	\$1,805	250	\$455,812	\$453,617	\$451,365	\$50	\$804
Tobacco Retailer Permit Renewal	N/A	\$198	\$203	\$203	158	\$31,261	\$32,060	\$32,005	\$30	\$600
TOTAL		\$42,244	\$43,285	\$43,853		\$847,049	\$855,002	\$857,945		

1. No fees currently exist for Cannabis, Firearms, Short-Term Rental, and Tobacco Permit Renewals.

2. Fees inflated by 2.6%/yr (excluding Regulatory Consultant Fee) per average CPI from CA Department of Finance Los Angeles Metropolitan Area, FYs 2016-17 through 2019-20.

3. Per business and total businesses fees are lower in 2024-25 for Firearms, Short-Term Rental and Tobacco because Regulatory Consultant Fee is retired at end of 2023-24. Tobacco fee appears the same for 2023-24 and 2024-25, but fee is lower in 2024-25 due to rounding. Regulatory Consultant Fees are applied only in 2022-23 and 2023-24.

4. Includes Fremont, Glendale, Long Beach, Pasadena, Pleasanton, Port Hueneme, Santa Ana, Santa Barbara, Santa Cruz, Santa Monica, Santa Rosa, Torrance, and Ventura. Low and High numbers are lowest and highest for those cities that have an applicable fee.

5. Number of permits is capped at the # of businesses shown.

1 BACKGROUND

The City retained Harris and Associates (Harris) to prepare a regulatory fee study that estimates fees related to compliance and enforcement activities related to certain business types (referred to as “regulatory fees” or “compliance fees” throughout this Study) with the objective to achieve cost recovery for these activities. Harris worked closely with City staff from multiple departments to identify all costs associated with staff tasks and actions involved in compliance and enforcement of the following businesses:

1. Alcohol
2. Tobacco
3. Firearms (Sales and Ranges)
4. Cannabis
5. Short-Term Rentals (STR)

The methodology and data sources utilized in the Study are described below.

2 METHODOLOGY

2.1 DATA SOURCES

The following sources were utilized in the preparation of this Study:

- **City staff (video conference meetings, phone calls and emails) in the following departments:**
 - Community Development (Planning and Code Compliance Divisions)
 - Finance
 - Human Resources (for payroll information)
 - City Attorney
 - Police
- **City of Oxnard Data**
 - Classification and Salary Listing, dated July 10, 2021
 - Draft Compliance and Inspection Fees Worksheet provided by City July 2, 2021
 - Interactive Financial Reporting Tool on City website, with supporting documentation from City Finance staff
 - Notice to Current and Future Alcohol Retailers, dated March 16, 2021, from the City’s Police Department
 - Ordinances and Resolutions (with Oxnard City Code (OCC) Sections cited)
 - Alcohol: Resolution 11,896 and Resolution 12,407
 - Cannabis: OCC Section 11-450 through OCC Section 11-496
 - Firearms: OCC Section 16-504.1 and OCC Section 16-504.2
 - Short-Term Rentals: OCC Section 16-660 through OCC Section 16-677 and OCC Section 17-53

- Tobacco: OCC Section 11-370 through OCC Section 11-384
 - Planning Division Fee Schedule, effective September 24, 2018
 - City of Oxnard Budget, 2020-2021
- Cost of Services Study (Revenue and Cost Specialists LLC, February 2018)
- Service agreement with third-party (Host Compliance/Granicus) for STR compliance (signed by the City Manager on November 15, 2020)
- Cost bid received by the City from third-party cannabis tax revenue audit firm.

2.2 COST METHODOLOGY AND APPROACH

The purposes of the Study are to develop:

1. A reasonable estimate of the cost to the City for compliance and enforcement (referred to in this Study as the “Cost Objectives”); and
2. Identify a regulatory fee for each business that reimburses the City for its costs related to the compliance verification process (including inspections) and annual permit renewal process for the following business types:
 - Alcohol
 - Cannabis
 - Firearms
 - Short-Term Rental (STR)
 - Tobacco

Both direct and indirect costs have been calculated for the Cost Objectives for each of the business types listed above utilizing the following methodology:

- Calculate compliance and enforcement costs (referred to as “full costing” in this Study) in a way that complies with existing City policies, ordinances and California State law, and aligns with Federal Acquisition Regulations (FAR) and Federal Cost Accounting Standards (CAS). The City’s compliance fees are not subject to the FAR or CAS, but absent other State guidance, FAR/CAS standards were applied for the purposes of best practices.
- Capture direct costs and expenses by identifying:
 - The hours (or portion of hours), by position, required to perform all tasks related to compliance, including review of permit applications, inspections, investigations, etc. (compliance activities).
 - All expenses identified by City staff related to compliance and enforcement (compliance expenses), as detailed in Appendix A to this Study.

2.2.1 CONSISTENCY WITH CITY POLICIES, STATE LAW AND FAR/CAS STANDARDS

A primary goal of this Study was the development of a consistent and robust methodology that meets the financial management policies of the City and aligns with State laws and the cost accounting principles of Federal contracting regulations. Ideally, direct and indirect costs

that relate to the City's compliance and regulation should be borne by the businesses rather than by taxpayers across the City. The challenge in developing these costs is that there is little guidance from the State on allowable costs. Absent this guidance on a State level, the FAR/CAS standards related to calculating allowable costs were used as a guide.

State Law

In 1979, California voters approved Proposition 4, also known as the 'Gann Limit,' which then became Article XIII B of the California Constitution. Under the Gann Limit, local governments can only increase tax revenue above 1978-1979 limits based on changes in population and cost of living indices. Fees charged in excess of City costs can be considered tax proceeds and would limit the increase in tax revenue available to the City of Oxnard. Therefore, the regulatory fees charged by the City should not exceed the cost of compliance and enforcement.

California Government Code Section 66000-66008 (Assembly Bill 1600) pertaining to development impact fees requires additional reporting for fees imposed as a condition of development. The code clarifies that:

*"Development project" means any project undertaken for the purpose of development.
"Development project" includes a project involving the issuance of a permit for construction or reconstruction, but not a permit to operate.*

AB 1600 does not apply to regulatory fees.

City Policies

The following City financial management policies¹ regarding user fees and rates were followed:

- *The City Council will attempt to recover the costs of services providing a private benefit to users through the imposition of user fees and charges.*
- *The City Council will establish all user fees and charges at a level related to the direct and indirect costs of providing services and the degree of public versus private benefit.*
- *Staff will recalculate periodically the full costs of activities supported by user fees and rates to identify the impact of inflation and other cost increases.*

FAR/CAS Standards

This Study also borrows heavily from the FAR/CAS approach for development of salary cost pools, which were then allocated to cost objectives based on direct salaries. A cost pool is a grouping of individual costs, typically by department, from which cost allocations are made. A cost objective is an activity for which cost data are needed and for which costs are incurred. Utilizing this approach does not imply that City practices and systems meet the same standards required for large Federal contractors. Accounting systems and controls required on substantial federal contracts are expensive and require detailed tracking, controls, and training for timesheet processing, accounting practices, expense reporting, etc. It is important to note that most municipalities do not employ the costly accounting/payroll systems and

¹ City of Oxnard Proposed Budget, 2020-2021, page 326.

practices that fully align with requirements typically involved for large Federal contracts.

2.2.2 CAPTURE COMPLIANCE ACTIVITIES AND EXPENSES

Compliance Activities

Identifying compliance activities is the most challenging part of a regulatory fee study as all direct and/or ancillary services related to compliance must be captured to avoid missed cost recovery. Likewise, it is important to exclude activities that are not specifically related to compliance, as well as any compliance costs that are funded through separate mechanisms (e.g., grants).

Harris completed the following to accurately capture the full spectrum of compliance activities that occur in the Community Development and Police Departments as well as the City Attorney Office:

- Reviewed City ordinances and resolutions (for requirements) and obtained management guidance from City staff. Cannabis, firearms, and STR sectors are new to the City. Compliance regulations had either not yet commenced or had just recently commenced as of the date of this Study. Thus, additional compliance activities may occur beyond those identified in this Study.
- Conducted numerous video conference meetings, calls and emails with City personnel and managers. Compliance activities varied from simple (for tobacco) to more complex and thus more costly (for alcohol, cannabis and STRs).
- Obtained the time required to perform each activity (by staff position) from City staff (often from the actual staff member performing the activity).
- Identified raw salary costs for each compliance activity. The raw salary cost associated with each position was obtained from the City of Oxnard Classification and Salary Listing report. The upper range or the highest step/salary level was used as the raw cost of salary pursuant to guidance from the City's Payroll Manager and Chief Financial Officer (CFO), who advised that the top of the range should be used because most City employees are at the upper end of the salary ranges.

Any costs for compliance activities that are or could be recovered through other means were excluded from the analysis. For example, Police compliance checks and decoy operations related to tobacco retailers have been excluded from this Study as they are funded through a California Department of Justice Tobacco Grant. Costs that could be recovered through a Hearing Fee were also excluded.

Compliance Expenses

Compliance expenses included in the Study are related to either existing third-party consultants third-party or a bid/cost estimate received by City staff from a cannabis audit company (HDL) for this required service. For STR's, Host Compliance/Granicus is currently under contract to support the STR program and costs associated with this Study. More specifically, the annual fee paid to Host Compliance/Granicus is for web-based registration and tax assessment collection, address identification, and compliance monitoring for STRs. The City intends to hire a third-party cannabis audit compliance company to verify revenues

for each business on an annual basis. The estimated cost to implement these contracts, including payment of invoices, are included in the cost recovery.

Staff time to process compliance permit fee payments is only included for cannabis businesses and STRs. For alcohol, tobacco and firearms business, this time is not included as City staff deemed this to be minimal.

2.2.3 ALLOCATE GENERAL & ADMINISTRATIVE COSTS

Salaries

The cost to the City for staff time far exceeds the raw salary cost paid to an employee for the hours worked on a specific Cost Objective. The full cost of an hour worked also includes payroll taxes, paid time off (holidays, vacations, sick, etc.), worker's compensation insurance, health care/insurance benefits, retirement contributions (CalPERS and PARS), etc.

To allocate these costs a fully loaded cost of labor was developed using, Direct Salaries, a Salary Pool and a Salary Pool Rate calculated as follows:

- **Direct Salaries:** Defined as raw salaries paid for time at work. Direct salaries exclude salary paid for time away from work, such as holidays, vacations, sick leave, etc.
- **Salary Pool:** The sum of salary related costs other than direct salaries.
- **Salary Pool Rate:** Salary Pool divided by Direct Salaries. This represents the additional salary-related cost for every dollar of Direct Salary.

The Salary Pool was generated using "Personnel" costs (i.e., all expenses included under the Personnel general ledger (GL) accounts), less Direct Salaries and Unfunded Accrued Liabilities. Total Personnel Costs for the City are shown in Table 2.

TABLE 2: CITY OF OXNARD TOTAL PERSONNEL COSTS

City of Oxnard Account	Police Department ¹	All Other City Departments ¹	Notes
TOTAL PERSONNEL	65,876,025	112,289,230	
DIRECT LABOR-REGULAR	31,620,928	58,282,671	Direct Salary = GL * (1-PTO Rate)
PERS	8,151,138	7,161,543	
EMPLOYEE BENEFITS	6,712,865	13,536,332	
OVERTIME	3,978,724	3,347,258	Direct Salary
PUBLIC SAFETY-PERS UAL	7,862,076	3,686,472	Exclude - relates to prior period
DIRECT LABOR-TEMPORARY	202,692	4,056,192	
WORKER'S COMP INSURANCE	2,879,958	3,787,622	
MISC-PERS UAL	1,136,964	6,772,925	Exclude - relates to prior period
PARS	440,533	3,924,639	
STATION COVERAGE	0	5,559,477	Direct Salary
OPOA RETIREE MEDICAL	1,551,871	0	
WORKERS' COMP/SALARY CONT	1,013,905	661,088	
PERSONNEL SERVICES / PEMCA-RETIREE	307,419	316,708	
TEST/MONITOR COMPLIANCE	0	482,729	
PARS - ERIIP	5,055	76,141	
UNIFORM ALLOWANCE	11,897	46,983	
AUTO ALLOWANCE	0	56,374	
OVERTIME-FLSA	0	206,734	
ACCRUED SALARY & BENEFITS	0	307,180	
TOOL AND EQUIPMENT ALLOW	0	16,200	
PERSONNEL SERVICES / PAYROLL MISCELLANEOUS EXP	0	3,962	
Note 1: Values are for 2019/2020 Fiscal Year Actuals			
PTO Rate	19.69%	14.69%	
Total Personnel Costs	65,876,025	112,289,230	
(Less) Direct Salaries	29,373,491	58,627,682	
(Less) UAL	8,999,040	10,459,397	
Salary Pool	27,503,494	43,202,151	
Salary Pool Rate	93.6%	73.7%	

Direct Salaries were accounted for in three GL accounts on the City books – the “Direct Labor—Regular” account includes both Direct Labor and Paid Time Off (PTO). Budget estimates for PTO as a percent of total salary were used to determine the value of Direct Labor in the account. The “Overtime” and “Station Coverage” (for Fire Department) accounts were also direct salaries. All Direct Salaries were excluded from the Salary Pool.

Unfunded Accrued Liabilities (UAL), also known as unfunded pension liabilities, are “the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits.”² UAL costs were excluded from the salary cost pools because they are related to a prior period and cannot be linked to a current compliance function. This approach is consistent with the FAR CAS 31.205-6, which clarifies that “Increased pension costs are unallowable if the increase is caused by a delay in funding beyond 30 days after each quarter of the year to which they are assignable.”³

The City provided budgeted PTO rates for the Oxnard Peace Officers Association (for police staff) and for all other City Staff. The rates are different because the union for the Oxnard Peace Officers Association had negotiated PTO for police officers that differs from other City departments. Because these PTO numbers were different, separate Salary Pools and Salary Pool Rates were developed for the Police Department and for the rest of the City.

The resulting Salary Pool Rates (Salary Pool/Direct Salaries) are:

- Police Department – 0.94 - salary markup for benefits
- All Other Departments – 0.74- salary markup for benefits

Other Expenses

General management time and/or overhead expenses that are directly related to regulation of the uses that are the subject of this Study were included in the analysis. Although a full costing of City expenses was last performed in 2018, it did not include a review of most of the Cost Objectives in this Study because some of the City’s regulations were not in place at the time (STR’s, firearms, and cannabis) and through staff analysis and budget processes it was determined that updates to existing compliance processes were needed (alcohol and tobacco). While there was some overlap, applying the rates from the 2018 Study would be inconsistent with the current Study approach and could double-charge for some overhead expenses.

2.2.4 OTHER ASSUMPTIONS

Additional assumptions related to compliance activities included the following:

- Writing notices/warnings to bring businesses into compliance or permit suspension warnings were included in compliance activities. If a permittee opted to appeal via a hearing, the costs related to the hearing were not included because separate

² CalPERS Public Agency Required Employer Contributions, <https://www.calpers.ca.gov/page/employers/actuarial-resources/employer-contributions/public-agency-contributions> (Accessed August 15, 2021).

³ Federal Acquisition Regulation, 48 CFR Section 31-205-6 (2011).

hearing fees are assessed to cover these City costs.

- **Consultant fees:**
 - The cost to perform this Study was allocated to each sector based on each sector's cost as a percent of the total of all sectors' costs and was spread over two years.
 - For each Cost Objective, the fee for the first two years (2022-2023 and 2023-2024) includes the Regulatory Consultant Fee (i.e., cost of Study to develop/update compliance fees), plus the 15% Consultant Surcharge; *fees for 2024-25 and beyond are shown without this fee and related surcharge.*
- **Number of Licenses:** The analysis utilized the number of alcohol outlets provided by City staff and the actual number of licenses for tobacco uses (also provided by City staff) as of January 2022. For STRs, the Study assumes a total of 250 licenses and four (4) firearms business, per City staff recommendations. Finally, the maximum allowable cannabis permits by type, per OCC Section 11-456, were applied to the cannabis analysis. These assumptions are shown in Table 3.

TABLE 3: NUMBER OF PERMITS BY COST OBJECTIVE

	# of Businesses
Alcohol Compliance Fee	265
Cannabis Permit Renewal	
Retail	16
Manufacturing	8
Testing	1
Distribution	3
Firearms Permit Fee	4
Short-Term Rental Annual Renewal Fee	250
Tobacco Retailer Permit	158

2.3 TOTAL COST OBJECTIVE AND COMPLIANCE FEES

The total costs for the Cost Objectives for each business type were calculated by combining the following costs:

- Direct salaries spent by City staff on each objective, multiplied by one plus the appropriate Salary Pool Rate.
- Cost of consulting contracts, including compliance software platform, annual cannabis business audits, and fee studies.

The estimated permit renewal cost or compliance cost is calculated by dividing the total cost for each Cost Objective by the expected number of permits.

2.4 COST OBJECTIVE DEVELOPMENT AND ESTIMATED COMPLIANCE FEES

Compliance fees for each business type are calculated based on the total annual cost to the City divided by the number of businesses expected to be subject to the compliance fees. A description of how the costs to the City are calculated for each business type are detailed below, along with the resulting compliance fees. The details of the data assumptions and sources used in calculating the costs and fees are provided in Appendix A to this Study.

It is important to note that this Study calculates an estimated fee based on 2021-22 costs but assumes all fees would be established at the start of 2022-23 given the timing of City Council consideration of this Study. A 2.6% annual inflator has been applied to all City costs (excluding the Regulatory Consultant Fee) using the average of the California Department of Finance (DOF) Los Angeles Metropolitan Area Consumer Price Index (CPI) estimates for FYs 2016-17 through 2019-20.

2.4.1 ALCOHOL COMPLIANCE FEE: \$308 PER BUSINESS (FY 2022-23)

Under Oxnard City Council Resolution Nos. 11,896 and 12,407, retail alcohol businesses must pay an annual alcohol compliance fee. This fee was originally established in 2003 to cover the policing cost for oversight of alcohol retail sites, responsible beverage service training, and the deployment and oversight of alcohol educational programs.

The Police Department performs several compliance activities related to businesses that sell alcohol. These fall into three main categories:

- Oversight for non-compliance, including police decoy operations. The Police Department conducts proactive compliance checks when there are repetitive calls for service at a site, community complaints, or indicators that the business is over-serving alcoholic beverages. When these complaints are confirmed and alcohol establishments are found to be out of compliance, the business is placed on an audit and visits are more regular to ensure that steps toward compliance are made. All of these work efforts will be completed by the Police Department's one (1) Safer Neighborhoods and Alcohol Compliance Specialist position ("Compliance Specialist")
- Alcohol Education Programs: "Know Your Limit" and "Choose Your Ride." Police conduct these programs inside or directly in front of local establishments that sell alcohol. These programs are administered by the Police Department's Traffic Division by one (1) Sergeant and two (2) Police Officer II positions.
- Alcohol Impact Inspections: Each establishment will be inspected every year by one (1) Police Officer III position (FACT officer) and one (1) Police Officer II.
- Firearms, Alcohol, Cannabis, and Tobacco (FACT) Officer (at the level of Police Officer III). This is a new position (funded in 2022-2023) that will be responsible for significant field work to ensure compliance with conditions of approval imposed for FACT related land use permits. This position will conduct the bulk of any field work for compliance with permit conditions and one (1) FACT officer is envisioned.

Compliance activities and compliance expenses are detailed in Table 4.

TABLE 4: ALCOHOL COMPLIANCE ACTIVITIES AND EXPENSES

Alcohol Compliance Fee	
Compliance Activity/Expense	Detail Description and Cost Assumptions
License oversight for non-compliance	Receive report from County on businesses generating DUIs, audit alcohol and food sales. Work with businesses to adjust business models to bring them back into compliance. Request police assistance with problem solving at liquor sites. Safer Neighborhoods and Alcohol Compliance Specialist ("Compliance Specialist") estimates 90 hours per year. Proactive compliance checks when repetitive calls for service, complaints or indicators that alcohol is being over served. Business is placed on an audit and visits are more regular.
Police investigation for non-compliance	If a Compliance Specialist is unable to resolve, Police investigate. If it continues, it goes to Declaration of Nuisance (charged separately, cost for Declaration of Nuisance not included here). 50 hours per year for Police Officer III (FACT Officer).
Deployment and oversight of alcohol education programs	Oversight / coordination between Police and Community Development on alcohol education programs. 5 hours per year for one (1) Compliance Specialist.
Deployment and oversight of alcohol education programs: Know Your Limits and Choose Your Ride	Know Your Limits program (Traffic Division) and Choose Your Ride programs. Each program takes 5 hours and is deployed 8 times per year. Staffing required for each is one (1) Sergeant position, and two (2) Police Officer II positions.
Police decoy operations	Each deployment = 5 hours (1 hour briefing, 4 hours in field), 12 deployments per year. Staffing = one (1) Police Officer III position (FACT Officer), and two (2) Police Officer II positions.
Alcohol Impact Inspections	Staffing one (1) Police Officer III position (FACT officer), 265 business inspections, 0.66/hr. each/year & one (1) Police Officer II, 265 business inspections, 0.75/hr. each/year.
Responsible beverage service training	Previously, a contractor was performing this duty for \$5,000 per year. Currently considering doing in-house or hiring a new contractor. Estimated \$5,000 per year for future cost.
Regulatory Consultant Fee/Harris Study	Cost of Study to develop/update compliance fees.

During discussions regarding compliance activities, Oxnard staff noted that some alcohol businesses ignore warnings and repeatedly host loud events. These costs were not included in this Study; instead, staff was researching changes to the ordinances to provide a direct charge for these violations.

The total annual cost to the City for Alcohol compliance activities is estimated to be \$78,654 in 2021-22. The cost per business is \$297 in 2021-22. The estimated fee is calculated by dividing the total cost to the City by the number of businesses. An annual inflator of 2.6% for all City costs (except the Regulatory Consultant Fee in 2022-23 and 2023-24) based on DOF economic indicators data.⁴

⁴ <https://dof.ca.gov/Forecasting/Economics/Indicators/Inflation/>

As mentioned previously, this Study assumes that fees will be established at the start of 2022-23. Table 5 details the estimated fees for 2021-22, 2022-23, and 2023-24, as well as the existing 2021-22 fee. The table also lists the number of businesses currently permitted as of January 2022 and the total cost/revenue to the City for 2022-23 through 2024-25. The total costs to the City represent annual costs, with the cost for the Regulatory Consultant Fee split across 2022-23 and 2023-24.

TABLE 5: ALCOHOL COMPLIANCE FEE SUMMARY

FY 2021-22				FY 2022-23		FY 2023-24		FY 2024-25	
Existing Fee	# of Businesses *	Estimated New Fee	Total Projected Cost to City	Estimated Fee **	Total Projected Cost/Revenue to City	Estimated Fee **	Total Projected Cost/Revenue to City	Estimated Fee ***	Total Projected Cost/Revenue to City
\$265	265	\$297	\$78,654	\$308	\$81,665	\$316	\$83,787	\$321	\$85,022

* - as of Jan. 2022 per City staff.

** - includes cost of Regulatory Study spread over 2022-23 and 2023-24.

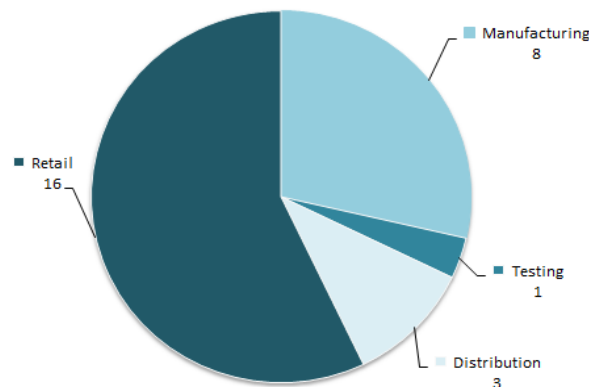
*** - first year that Regulatory Study cost not included as part of fee.

2.4.2 COMMERCIAL CANNABIS BUSINESS PERMIT: \$ \$9,888 PER BUSINESS (FY 2022-23)

The newly established City regulations for the commercial cannabis business are included in OCC Article XVII, Sections 11-450 through 11-496. Under Section 11-461, renewal applications are required every twelve months and the fee for the renewal shall *“be set by the City Council to cover the costs of processing the renewal permit application, together with any costs incurred by the city to administer the program.”*

The City’s cannabis business is still in its infancy and the City has not yet renewed a permit. Compliance activities associated with the commercial cannabis businesses were developed by City staff and are primarily based on regulatory requirements in the OCC. Compliance activities fall into two main categories – quarterly on-site inspections and application reviews associated with the annual permit renewal.

FIGURE 1: NUMBER OF CANNABIS PERMITS ALLOWED BY BUSINESS TYPE



The OCC allows four categories of cannabis businesses – retail, manufacturing, testing, and distribution, with limits on the total number of permits by business category (as shown in Figure 1). The current OCC does not allow permits for cultivation.

Compliance activities and compliance expenses are detailed in Table 6. City staff estimated that compliance activities would require the same amount of time, regardless of business type (retail, manufacturing, testing, or distribution). For that reason, the estimated commercial cannabis business permit fee is the same for each business type.

TABLE 6: CANNABIS COMPLIANCE ACTIVITIES AND EXPENSES

Cannabis Permit Renewal	
Compliance Activity/Expense	Detail Description
REQUIRED ACTIVITIES/EXPENSES	
Cannabis Renewal Application	
<i>Application review</i>	Review Application and Quarterly Inspection results. Per Section 11-461 (B), Confirm State License, City Business Tax Certificate, and City Cannabis Tax Owed, right to occupy and use property, indemnity agreement, insurance, etc. Per 11-476, review records and recordkeeping, including audited financials. Process approval of renewal. 5 hours per application by Management Analyst I/II and 1 hour of oversight by the Planning & Sustainability Manager per application. A total of 28 applications/year.
<i>Application review – legal</i>	Support application review. Determine and update appropriate insurance coverage limits required by the City. 2 hours per application by Deputy City Attorney II.
<i>City Manager approval</i>	Approve permit. 1/6 hour by the City Manager.
Quarterly inspection and compliance checks	Four (4) inspections per year, one (1) at time of renewal and three (3) quarterly. Check alarms, security cameras, access control systems, and money and product handling. May look at daily sales for conformance. one (1) Senior Code Compliance Inspector (FY funded position 21-22) position; and one (1) Police Officer III (FACT officer) & one (1) Police Officer to perform the inspections. 3 hours per inspection.
Processing Payment of Third-Party Invoices	0.25/hour for Management Analyst III (Reviews/Processes), 0.5/hour for Account Clerk III (Review/Disbursement/Print).
Police -- LiveScan Fee	Police Department fee to run LiveScan fingerprinting.
Police -- Extended Background Review	Police Department fee to perform Extended Background Check.
Regulatory Consultant Fee/Harris Study	Cost of Study to develop/update compliance fees.
OPTIONAL ACTIVITIES/EXPENSES	
Annual Audit of Cannabis Businesses	Cost of service (estimated at \$7,000/Year/business based on independent bid from third-party audit consultant). As needed reimbursement and not collected through the renewal fee.

Because there are no current fees established, the costs were calculated based on 2021-22

data with an annual inflation factor applied. The total annual cost to the City for Cannabis Compliance activities in 2022-23 is estimated to be \$9,888 per business with a total cost estimated at \$546,291. An annual inflator of 2.6% for all City costs (except the Regulatory Consultant Fee in 2022-23 and 2023-24) based on DOF economic indicators data.

As mentioned previously, this Study assumes that fees will be established at the start of 2022-23. Table 7 details the estimated costs calculated for 2021-22 as well as the estimated fees for 2022-23, 2023-24 and 2024-25. The table also lists the number of businesses expected to be permitted and the total cost/revenue to the City. As noted for the alcohol compliance fee, the total cost to the City represents annual cost, with the cost for the Regulatory Consultant Fee split across two years. Again, the Regulatory Consultant Fee was only applied to 2022-23 and 2023-24.

TABLE 7: CANNABIS PERMIT FEE SUMMARY

	FY 2021-22				FY 2022-23		FY 2023-24		FY 2024-25	
	Existing Fee *	# of Businesses **	Estimated New Fee	Total Projected Cost to City ***	Estimated Fee +	Total Projected Cost/ Revenue to City	Estimated Fee +	Total Projected Cost/ Revenue to City	Estimated Fee ^	Total Projected Cost/ Revenue to City
Retail	N/A	16	\$9,518	\$152,281	\$ 9,888	\$158,201	\$10,144	\$162,310	\$10,288	\$164,610
Manufacturing	N/A	8	\$9,518	\$76,141	\$ 9,888	\$79,100	\$10,144	\$81,155	\$10,288	\$82,305
Testing	N/A	1	\$9,518	\$9,518	\$ 9,888	\$9,888	\$10,144	\$10,144	\$10,288	\$10,288
Distribution	N/A	3	\$9,518	\$28,553	\$ 9,888	\$29,663	\$10,144	\$30,433	\$10,288	\$30,864
Total Costs/ Revenues				\$266,492		\$316,402		\$324,619		\$329,220

* - No current fee established.

** - current maximum allowed by City's municipal code.

*** - does not include cost of Regulatory Consultant Fee.

+ - includes cost of Regulatory Consultant Fee spread over 2022-23 and 2023-24.

^ - first year that Regulatory Consultant Fee not included as part of fee.

OCC Section 11-461 states that a renewal application for a commercial cannabis business permit “shall contain all of the information required for new applications.” However, while new applications would require a considerable amount of zoning-related information, this would not be necessary for a renewal application. The City plans to review and potentially revise the OCC to clarify requirements for the renewal application. This Study assumes that zoning information would not be required during the renewal process. Specifically, the renewal permit fee calculation did not include costs related to:

- Section 11-470 Building Permits and Inspection
- Section 11-471 Certification from the Community Development Director
- Section 11-473 Location and Design of Cannabis Businesses

2.4.3 FIREARMS PERMIT: \$365 PER BUSINESS (FY 2022-23)

OCC provisions regarding the sale of firearms and firearm ranges are addressed in Division 19, Section 16-504.1 and Section 16-504.2, respectively. Both sections required a Special Use Permit as outlined in Section 16-530 through 16-553, plus additional information as defined

in Division 19 of the OCC Sometime in calendar year 2022, the City plans to update its firearms ordinance to require compliance activities and an associated fee.

According to City staff, there are currently four (4) businesses in the City that sell firearms. The City may evaluate potential other firearm uses in the future and the Study may be updated in the future to reflect any changes. Table 8 lists expected compliance activities and expenses associated with a Firearms Permit.

TABLE 8: FIREARM COMPLIANCE ACTIVITIES AND EXPENSES

Firearms Permit	
Compliance Activity/Expense	Description
Annual Permit Inspections	Ensure compliance with permit conditions including but not limited to checking camera and alarm systems, site physical security, and operational practices. Ensure firearms are stored correctly, provide crime prevention advice. 1 visit per year for 2 hours by one (1) Compliance Specialist position and one (1) Police Officer III (FACT Officer) position.
Regulatory Consultant Fee/Harris Study	Cost of Study to develop/update compliance fees.

In 2021-22, the total annual cost to the City for firearms compliance activities is estimated to be \$1,373.00 with a cost per business of \$343. Starting in 2022-23 and continuing until 2023-24, the Regulatory Consultant Fee is applied to the annual costs. Additionally, a an annual inflator of 2.6% has been applied to all City costs (except the Regulatory Consultant Fee in 2022-23 and 2023-24) based on DOF economic indicators data. The Regulatory Consultant costs will be recovered by the end of 2023-24 and the compliance fee declines somewhat in 2024-25 as this cost is retired.

Table 9 details the estimated fees and cost to the City for firearms compliance.

TABLE 9: FIREARMS COMPLIANCE FEE SUMMARY

FY 2021-22				FY 2022-23		FY 2023-24		FY 2024-25	
Existing Fee	# of Businesses *	Estimated New Fee	Total Projected Cost to City	Estimated Fee **	Total Projected Cost/ Revenue to City	Estimated Fee **	Total Projected Cost/ Revenue to City	Estimated Fee ***	Total Projected Cost/ Revenue to City
N/A	4	\$343	\$1,373	\$365	\$1,460	\$374	\$1,497	\$371	\$1,485

* - as of Jan. 2022 per City staff.

** - includes cost of Regulatory Study spread over 2022-23 and 2023-24.

*** - first year that Regulatory Study cost not included as part of fee (fee is lower in this year).

2.4.4 SHORT-TERM RENTAL (STRs) PERMIT: \$1,823 PER BUSINESS (2022-23)

Regulations of STRs was another relatively new activity for the City. Ordinances regulating STRs were adopted in December 2019 (within the City) and in December 2020 (Coastal Zone). OCC Sections 16-660 through 16-677 and Section 17-53 addressed the regulations directly related to short-term rentals and advised that permits be issued / renewed for a maximum of one year. Compliance activities associated with the STRs had already been developed by City

staff and were slightly modified after further review during the preparation of this Study.

As noted earlier, the City initiated a contract with a third-party to provide web-based registration and tax assessment collection, address identification of permitted vs. potential unpermitted STRs, and provide on-line compliance monitoring for STRs. However, this contract does not include permit renewal services such as inspections and City staff time is required to implement compliance. This fee for this contract (\$30,000 per year) is included in the total cost of the program and spread across the estimated 250 STRs.

Table 10 lists compliance activities and Expenses that contributed to the STR Permit renewal fee calculation.

TABLE 10: STR COMPLIANCE ACTIVITIES AND EXPENSES

Short-Term Rental Permit	
Compliance Activity / Expense	Description
Receive and process permit application.	Receive application, create hard copy and electronic files. Send out Case Assignment Letter confirming receipt of materials. Assist with mailing notifications to owners of all properties within 300 feet of property. 3 hours/permit by Office Assistant II.
Planning review of permit application.	Review nuisance Response Plan, draft the STR Permit, coordinate Final Conditions with Planning Manager (and potentially with Legal and Applicant), ensure submitted plans match permits on file, coordination with Code Enforcement. 3 hour/permit by Associate Planner.
Review of complaints/calls for services.	Review complaints/calls for services as part of renewal of permit review. 0.50 hours/permit by Code Compliance Inspector I.
Code Enforcement -- Annual Inspection	Schedule annual inspection, conduct inspection, provide post-inspection written materials. 3 hours/permit by Code Compliance Inspector II.
Second (follow-up) inspection for an estimated 50% of STRs.	Half of the STR units do not pass the first inspection. Follow-up inspection takes about 1 hour by Code Compliance Inspector II.
Complaints -- Compliance	Receive complaint from third-party (Host Compliance/Granicus). Research (talk to neighbors, review police reports and site inspections, etc.), issue warning letters/citations, review and follow-up site visit. 5 hours per complaint by Code Compliance Inspector II. Estimated 10% of STRs will generate 1 complaint per year.
Approve final permit	Review Final Permit and sign. 30 min/permit by Planning & Environmental Services Manager.
Compliance Recuperation Fee	Annual fee paid to third-party.
Processing Payment of Third-Party Invoices 0.25/hour for Management Analyst III (Reviews/Processes), 0.5/hour for Account Clerk III (Review/Disbursement/Print). Regulatory Consultant Fee/Harris Study	Cost of Study to develop/update compliance fees.
Mailing List	Planning Division Fee Schedule to develop mailing list.

In 2021-22, the total annual cost to the City for STR compliance activities is estimated to be \$430,675, with a cost per business of \$1,723. Starting in 2022-23 and continuing until 2023-24, the Regulatory Consultant Fee is applied to the annual costs. Additionally, an annual inflator of 2.6% has been applied to all City costs (except the Regulatory Consultant Fee in 2022-23 and 2023-24) based on DOF economic indicators data. The Regulatory Consultant costs will be recovered by the end of 2023-24 and the compliance fee declines somewhat in 2024-25 as this cost is retired.

Table 11 details the costs and estimated STR Permit renewal fees.

TABLE 11: STR COMPLIANCE FEE SUMMARY

FY 2021-22				FY 2022-23		FY 2023-24		FY 2024-25	
Existing Fee *	# of Businesses **	Estimated New Fee	Total Projected Cost to City	Estimated Fee ***	Total Projected Cost/ Revenue to City	Estimated Fee ***	Total Projected Cost/ Revenue to City	Estimated Fee ^	Total Projected Cost/ Revenue to City
N/A	250	\$1,723	\$430,675	\$1,823	\$455,812	\$1,814	\$453,617	\$1,805	\$451,365

* - No current fee established.

** - per City staff.

*** - includes cost of Regulatory Study spread over 2022-23 and 2023-24.

^ - first year that Regulatory Study cost not included as part of fee (fee is lower in this year).

2.4.5 TOBACCO PERMIT: \$198 PER BUSINESS (2022-23)

Regulations regarding tobacco sales are contained in OCC, Article XIV, Tobacco Retailers, Section 11-370 through Section 11-384. The code required that a tobacco retailer obtain and maintain a valid tobacco retailer's permit for each location at which the sale of tobacco products occurs. The permit is valid for twelve months and the permit fee was to be established by City Council resolution. According to research and review of the City's Business Tax Certificates, there are currently 158 businesses in the City that sell tobacco.

OCC Section 11-380 contains the requirements for the calculation and establishment of the permit fee:

Section 11-380 Fee for Permit. *The fee to issue or to renew a tobacco retailer's permit shall be established from time to time by resolution of the city council. The fee shall be calculated so as to recover the cost of administration and enforcement of this article, including, for example, issuing a permit, administering the permitting program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this article. All fees and interest upon proceeds of fees shall be used exclusively to fund the program.*

Table 12 lists compliance activities and direct expenses that contributed to the Tobacco Permit fee calculation.

TABLE 12: TOBACCO COMPLIANCE ACTIVITIES AND EXPENSES

Tobacco Permit	
Compliance Activity / Expense	Description
Annual Permit Compliance Review	Review of Tobacco Retailer's Permit application. Compliance Specialist, 0.5 hours/permit/year.
Police decoy and inspections	5 hours (1 hour briefing, 4 hours in field), 12 deployments per year. Staffing = (1 position) Police Officer III (FACT Officer), (2 positions) Police Officer II.
Prosecuting tobacco retailers	Investigation and referral to City Licensing Department of 14-day suspension for businesses that sell to minors or sell flavored tobacco. A Compliance Specialist spends 72 hours per year on suspensions.
	Licensing sends the first notice of 14-day suspension. If no response, licensing prepares and sends a letter of suspension. If within 14 days of first notice, the applicant files for a hearing and pays a hearing fee, Licensing sends an appeal letter. Cost of sending an appeal letter is not included in the Appeal Hearing Fee. Billing and Licensing Supervisor processes an average of 12 suspensions per year, at one hour each.
	Business Licensing Code Compliance Inspector delivers each notice and requires a signature. 40 minutes per notice at an average of two notices per month, or 24 per year.
Regulatory Consultant Fee	Cost of Study to develop/update compliance fees.
Declaration of Nuisance (Section 7-242 to 7-256)	Compliance Specialist preparation of Notices, Acceptance, or Appeal Hearing of Suspension. If permittee chooses a hearing, there is a separate fee charged; however, work done by a Compliance Specialist is not included in that charge nor in Declaration of Nuisance fee. 5 hours per suspension, 2/month.
Note: Police also perform minor decoy operations that have served as the best method to ensure that permittees are not selling tobacco to minors. These deployments are covered by a California Department of Justice Tobacco Grant and thus were not included in the cost of the permit.	

As shown in Table 13, the total 2021-22 annual cost to the City for Tobacco compliance activities is estimated to be \$29,608, with a cost per business of \$187. Starting in 2022-23 and continuing until 2023-24, the Regulatory Consultant Fee is applied to the annual costs. Additionally, an annual inflator of 2.6% has been applied to all City costs (except the Regulatory Consultant Fee in 2022-23 and 2023-24) based on DOF economic indicators data. The Regulatory Consultant costs will be recovered by the end of 2023-24 and therefore the compliance fee stays constant in 2024-25 as this cost is retired.

TABLE 13: TOBACCO COMPLIANCE FEE SUMMARY

FY 2021-22				FY 2022-23		FY 2023-24		FY 2024-25	
Existing Fee	# of Businesses *	Estimated New Fee	Total Projected Cost to City	Estimated Fee **	Total Projected Cost/Revenue to City	Estimated Fee **	Total Projected Cost/Revenue to City	Estimated Fee ***	Total Projected Cost/Revenue to City
N/A	158	\$187	\$29,608	\$198	\$31,261	\$203	\$32,060	\$203	\$32,005

* - as of Jan. 2022 per City staff.

** - includes cost of Regulatory Study spread over 2022-23 and 2023-24.

*** - first year that Regulatory Study cost not included as part of fee (fee does not increase between 2023-24 and 2024-25 because of this).

3 COMPARABLE REGULATORY FEES

To provide the City with a basis for its compliance fees, particularly where the compliance fees are new, Harris analyzed fee schedules for other cities across Southern California. This analysis was limited to annual regulatory fees and did not include any one-time fees such as background, business license, permitting, etc. The research performed involved a combination of online research and phone calls. Table 14 summarizes the regulatory fees and provides a range for each fee, based on the information found for all 13 cities. Because of the STR and cannabis compliance programs are new to the City, the fees in other cities may not capture all costs incurred and fees may increase in other cities in the future.

TABLE 14: COMPARABLE REGULATORY FEES SUMMARY

City ¹	Alcohol ²		Cannabis	Firearms	Short Term Rentals	Tobacco
	Low	High				
Oxnard (Proposed 2022-23 Fees)	\$308		\$9,888	\$365	\$1,823	\$198
Fremont				\$111		
Glendale						\$225
Long Beach			\$2,946	\$138	\$250	\$600
Pasadena					\$100	
Pleasanton						\$450
Port Hueneme			Consultant Cost + 15% admin fee			\$366
Santa Ana			\$12,530			
Santa Barbara						\$30
Santa Cruz	\$223	\$2,208				
Santa Monica					\$50	
Santa Rosa	\$100	\$5,000				
Torrance					\$169	
Ventura ³	\$250	\$1,700	\$298		\$804	\$298

1 - Fees for all cities except Oxnard are as of 8/1/2021.

2 - Alcohol fees are affected by different factors like potential risk, hour of operation, entertainment, and annual wholesale purchases.

3 - Annual fee for cannabis delivery services.

- **Alcohol**

Alcohol regulatory fees are typically charged at different levels because retail fees are affected by factors like potential risk, hours of operation, entertainment, and annual wholesale purchases. Based on such factors, cities will often assign a low, medium, or high value and charge a corresponding fee. Furthermore, of the 13 cities analyzed, only three had an annual fee, despite most cities allowing the sale of alcohol, which points to the fact that alcohol is a less regulated use.

- **Cannabis**

Four cities out of the 14 researched have cannabis regulatory fees. Unlike alcohol, though, legalization of the commercial cannabis business remains rare in California municipalities, though this is changing rapidly. Where cannabis is allowed, it is highly regulated.

- **Firearms**

Cities will charge a regulatory fee and an annual renewal fee for firearms, but some cities choose to charge a lower fee for renewal.

- **Short-Term Rentals**

Five cities were found to charge a fixed, short-term rental annual fee.

- **Tobacco**

Compared to a similar product of alcohol, tobacco more commonly requires payment of an annual municipal regulatory fee.

4 RECOMMENDATIONS

Based on the analysis and data contained in this Study, the following represent the Study recommendations based on upon data sources, methodology and analysis:

- Revisit the cannabis, firearms, and STR costs periodically as part of the City's comprehensive fee study update process in compliance with City fiscal policies to ensure that assumptions and estimates in this Study remain relevant to actual City activities. If the City does not revisit the cost of compliance by the end of 2023-2024, it is recommended that the City implement the 2024-25 fees in this Study.
- Update the Study when the existing tobacco grant ends to ensure full cost recovery through tobacco compliance fees.

APPENDIX A: REGULATORY FEE METHODOLOGY AND ASSUMPTIONS

Annual Alcohol Compliance Fee – Direct & Indirect Costs/Fees/Revenues

Oxnard Compliance and Inspection Fees (FY 2021-22 Costs)																					
Costing Detail																					
Compliance Activity	Detail Description	Direct Costs							Indirect Costs (Shared Across Businesses)							Indirect Costs/ Business	# of Bus.	Total Fee/ Business	Total Revenue to City All Businesses	Existing Fee	
		Labor					Expenses	Expense/ Business	Direct Cost/ Business	Labor				Expenses							
Name / Position	Hrs/ Permit	Visits/ Reviews/ Yr	Hourly Salary	Fully Loaded Hourly Rate	Total Labor Cost	Name / Position				Hrs/ Yr	Salary	Fully Loaded Hourly Rate	Labor Cost								
ANNUAL ALCOHOL COMPLIANCE This annual fee was established in 2003 under City Council Resolution 12,407 to cover the Police costs of oversight of alcohol retail sites, Responsible Beverage Service Training, and the deployment and oversight of alcohol educational programs.																					
License oversight for non-compliance ¹	Receive report from County on businesses generating DUIs, audit alcohol and food sales. Work with businesses to adjust business model to bring them back into compliance. Request police assistance with problem solving at liquor sites.										Safer Neighborhoods & Alcohol Compliance Specialist	90	\$39.00	\$75.66	\$6,809.40		\$25.70	\$25.70			
Police investigation for non-compliance	If Compliance Specialist unable to resolve, police investigate. If it continues, it goes to Declaration of Nuisance (charged separately, cost for Declaration of Nuisance not included here).										FACT Officer / PO III	50	\$49.49	\$96.01	\$4,800.32		\$18.11	\$18.11			
Deployment and oversight of alcohol education programs	Oversight / coordination between Police and Community Development on alcohol education programs.										Safer Neighborhoods & Alcohol Compliance Specialist	5	\$39.00	\$75.66	\$378.30		\$1.43	\$1.43			
Deployment and oversight of alcohol education programs: Know Your Limits and Choose Your Ride	Know Your Limits program and Choose Your Ride programs. Each program takes 5 hours, 8 times per year (1 Sergeant, 2 Police Officer II).																				
Sergeant (2) PO II											Police Sergeant	40	\$57.45	\$111.45	\$4,458.12		\$16.82	\$16.82			
											PO II	80	\$44.80	\$86.91	\$6,953.13		\$26.24	\$26.24			
Police decoy operations	3 positions required (1) PO III (FACT officer), (2) PO II. Each deployment = 5 hours (1 hour briefing, 4 hours in field), 12 per year.																				
FACT Officer / PO III (2) PO II											FACT Officer / PO III	60	\$49.49	\$96.01	\$5,760.38		\$21.74	\$21.74			
											PO II	120	\$44.80	\$86.91	\$10,429.70		\$39.36	\$39.36			
Police criminal investigation	n/a - Included in Declaration of Nuisance fee.																				
Alcohol Impact Inspections	Staffing one (1) Police Officer III position (FACT officer) , 265 business inspections, 0.66/hr/ business/year& one (1) PO II, 265 business inspections, 0.75/hr/ business/year.										FACT Officer / PO III	175	\$49.49	\$96.01	\$16,791.51		\$63.36	\$63.36			
											PO II	198.8	\$44.80	\$86.91	\$17,273.36		\$65.18	\$65.18			
Responsible beverage service training	3rd party contractor was doing this for \$5,000 per year. Currently considering doing in-house or hire new contractor. Estimated cost is \$5,000/year.															\$5,000.00	\$18.87	\$18.87			
Regulatory Fee Consultant	Recouped over 2 years															\$1,885.59	\$3.56	\$3.56			
2021-22 FEE																	\$296.81	265	\$296.81	\$78,654.21	\$265.00
2022-23 FEE (INCLUDES REGULATORY CONSULTANT COST)																	\$308.17	265	\$308.17	\$81,664.78	
2023-24 FEE (INCLUDES REGULATORY CONSULTANT COST)																	\$316.18	265	\$316.18	\$83,786.92	
2024-25 FEE (REGULATORY FEE CONSULTANT COST RETIRED)																	\$320.84	265	\$320.84	\$85,022.04	

1

Receive report from County on businesses generating DUIs, audit alcohol and food sales. Work with businesses to adjust business model to bring them back into compliance. Request police assistance with problem solving at liquor sites.

Cannabis Permit Renewal – Direct & Indirect Costs/Fees/Revenues

Oxnard Compliance and Inspection Fees (FY 2021-22 Costs)																							
Costing Detail		Direct Costs									Indirect Costs (Shared Across Businesses)						Indirect Costs/ Business	# of Bus.	Total Fee/ Business	Total Revenue to City All Businesses	Existing Fee		
Compliance Activity	Detail Description	Labor					Expenses	Expense/ Business	Direct Cost/ Business	Labor				Expenses									
		Name / Position	Hrs/	Visits/	Hourly	Fully				Total Labor	Name / Position	Hrs/	Salary		Fully	Labor Cost							
CANNABIS PERMIT RENEWAL																							
Cannabis Renewal Application																							
Application review ²	Per Section 11-461 (b), Confirm State License, City Business Tax Certificate, and City Cannabis Tax Owed, right to occupy and use property, indemnity agreement, insurance, etc. are current. Review Quarterly Inspection results. Review issues with Community relations. Reissue approval of renewal.	Management Analyst II	5	1	\$49.94	\$86.90	\$434.50	N/A	N/A	\$434.50								\$434.50					
	Per City staff estimates and data.	Planning & Sustainability Manager	1	1	\$135.70	\$236.12	\$236.12	N/A	N/A	\$236.12								\$236.12					
	Review and update insurance requirements (annually)	Deputy City Attorney II	2	1	\$126.20	\$219.59	\$439.18	N/A	N/A	\$439.18								\$439.18					
	City Manager approval	City Manager	0.2	1	\$137.02	\$238.41	\$39.74	N/A	N/A	\$39.74								\$39.74					

Firearms – Direct & Indirect Costs/Fees/Revenues

FIREARMS																							
Oxnard Compliance and Inspection Fees (FY 2021-22 Costs)																							
Costing Detail																							
Compliance Activity	Detail Description	Direct Costs									Indirect Costs (Shared Across Businesses)							Indirect Costs/ Business	# of Bus.	Total Fee/ Business	Total Revenue to City All Businesses	Existing Fee	
		Labor						Expenses	Expense/ Business	Direct Cost/ Business	Labor					Expenses							
		Name / Position	Hrs/	Visits/	Hourly	Fully	Total Labor				Name / Position	Hrs/	Salary	Fully	Labor Cost								
Annual Permit Inspections		Safer Neighborhoods & Alcohol Compliance Specialist	2	1	\$39.00	\$75.66	\$151.32			\$151.32									\$151.32				
	Ensure compliance with permit conditions including but not limited to checking camera and alarm systems, site physical security, and operational practices.																						
	Ensure firearms are stored correctly, provide crime prevention advice.	Senior Officer FACT / PO III	2	1	\$49.49	\$96.01	\$192.01			\$192.01									\$192.01				
Regulatory Fee Consultant	Recouped over 2 years																						
2021-22 FEE																		\$50.22	\$12.56	\$12.56			
2022-23 FEE (INCLUDES REGULATORY CONSULTANT COST)																				4	\$343.33	\$1,373.33	\$92.70
2023-24 FEE (INCLUDES REGULATORY FEE CONSULTANT COST)																				4	\$364.91	\$1,459.66	
2024-25 FEE (REGULATORY FEE CONSULTANT COST RETIRED)																				4	\$374.18	\$1,496.71	
																				4	\$371.13	\$1,484.52	

Short Term Rentals (STRs) – Direct & Indirect Costs/Fees/Revenues

SHORT TERM RENTALS (STRs)																				
Oxnard Compliance and Inspection Fees (FY 2021-22 Costs)																				
Costing Detail																				
Compliance Activity	Detail Description	Direct Costs							Indirect Costs (Shared Across Businesses)							Indirect Costs/ Business	# of Bus.	Total Fee/ Business	Total Revenue to City All Businesses	Existing Fee
		Labor					Expenses	Expense/ Business	Direct Cost/ Business	Labor				Expenses						
Name / Position	Hrs/	Visits/	Hourly	Fully	Total Labor	Name / Position				Hrs/	Salary	Fully	Labor Cost							
Short-Term Rental Permit Annual Renewal Fee																				
Review Final Permit and sign. Receive application, create hard copy and electronic files. Send out Case Assignment Letter confirming receipt of materials. Assist with mailing notifications to owners of all properties within 300 feet of property. Close-out permit.		Planning & Environmental	0.5	1	\$77.55	\$134.94	\$67.47			\$67.47							\$67.47			
		Office Assistant II	3	1	\$23.94	\$41.66	\$124.97			\$124.97							\$124.97			
		Associate Planner	3	1	\$45.36	\$78.92	\$236.76			\$236.76							\$236.76			
		Code Compliance Inspector I	0.5	1	\$34.66	\$60.31	\$30.15			\$30.15							\$30.15			
		Code Compliance Inspector II	3	1	\$38.29	\$66.62	\$199.86	\$220.14		\$420.00							\$420.00			
		Code Compliance Inspector II	1.5	1	\$38.29	\$66.62	\$99.93	\$110.07		\$210.00							\$210.00			
												</								

Tobacco Retailer Permits – Direct & Indirect Costs/Fees/Revenues

TOBACCO RETAILER PERMITS																			
Oxnard Compliance and Inspection Fees (FY 2021-22 Costs)																			
Costing Detail																			
Compliance Activity	Detail Description	Direct Costs								Indirect Costs (Shared Across Businesses)								Indirect Costs/ Business	# of Bus.
		Name / Position	Hrs/	Visits/	Hourly	Fully	Total Labor	Expenses	Expense/ Business	Direct Cost/ Business	Name / Position	Hrs/	Salary	Fully	Labor Cost	Expenses			
Licensing -- Annual Inspections and Compliance Checks																			
Annual Permit																			
Licensing		Safer Neighborhoods & Alcohol Compliance Specialist	0.5	1	\$39.00	\$75.66	\$37.83			\$37.83									\$37.83
Compliance	Compliance reviews Tobacco Retailer's Permit application.																		
Police decoy operations and inspections	3 positions required (1) PO III (FACT officer), (2) PO II, Each deployment = 5 hours (1 hour briefing, 4 hours in field), 12 per year.																		
FACT Officer /PO III											FACT Officer /PO III	60	\$49.49	\$96.01	\$5,760.38				\$36.46
(2) PO II											PO II	120	\$44.80	\$86.91	\$10,429.70				\$66.01
Police Compliance Checks	Oversight of permittees will require a combination of inspections and compliance checks. In the case of compliance checks, minor decoy operations have served as the best method to ensure that permittees are not selling tobacco to minors.	Currently Covered by California DOJ Tobacco Grant																	
Declaration of Nuisance (Sec. 7-242 to 7-256)	Declaration of Nuisance - If permittee chooses a hearing, there is a separate fee charged. However, work done by Compliance Specialist is not included in charges for Declaration of Nuisance.																		
Annual Tobacco Retailer Permit Inspections and Compliance Checks																			
	If business has sold to minor or sold flavored tobacco, investigate and send letter to licensing that we want a 14 day suspension.										Safer Neighborhoods & Alcohol Compliance Specialist	72	\$39.00	\$75.66	\$5,447.52		\$34.48		\$34.48
Prosecuting tobacco retailers	Licensing sends letter of 14-day suspension. If not response, licensing prepares and sends letter of suspension. If within 14 days of first notice, applicant files for a hearing and pays hearing fee, Licensing sends appeal letter. Cost of sending appeal letter is not included in Appeal Hearing Fee. Approximately 12 suspensions per year are processed.										Billing & Licensing Supervisor	12	\$44.43	\$77.30	\$927.60		\$5.87		\$5.87
	Inspector delivers every notice, gets a signature. 40 minutes per notice.										Licensing Inspector /Code Compliance Inspector II	16	\$38.29	\$66.62	\$1,065.92		\$6.75		\$6.75
Regulatory Fee Consultant	Recouped over 2 years															\$874.16	\$5.53		\$5.53
2021-22 FEE																		158	\$187.39
2022-23 FEE (INCLUDES REGULATORY CONSULTANT COST)																		158	\$197.85
2023-24 FEE (INCLUDES REGULATORY FEE CONSULTANT COST)																		158	\$202.91
2024-25 FEE (REGULATORY FEE CONSULTANT COST RETIRED)																		158	\$202.57
* Per City Resolution																			

FINANCE AND GOVERNANCE COMMITTEE

MASTER FEE SCHEDULE

Beth Ward, Police Records & Property Manager
On behalf of the Master Fee Schedule Committee

That the Finance and Governance Committee receive an update regarding the City's Master Fee and Fine schedule.



CITY OF OXNARD FEES AND FINES

The City charges a range of fees for services provided to residents and businesses. Fines are charged as punitive damages to enforce regulation.

- A fee may not exceed the estimated reasonable cost of providing that service
- Fines are based on a regulatory act



PAST PRACTICES

- Centralized Department Fees
- No annual or unified process to update City fees
- Lack of clarity and accuracy



PROJECT PHASES

- **Phase 1-** Creation of The Master Fee Schedule
- **Phase 2-** Development Processing Fee Study
- **Phase 3-** Implementation



PHASE 1- Current

- Established the Master Fee Schedule Committee-June 2021
 - Comprised of five mid-level managers from various departments
- Creation of The Master Fee Schedule
 - Locate and combine all fees and fines
 - Ask the Council to adopt a Master Fee Schedule for all existing fees



PHASE 2- In Progress

A. Comparison Fee Study

- Comparison Cities: Glendale, Modesto, Fremont, Chula Vista, Ventura
- Fees of selected cities were compared to the City fees, noting differences and similarities between the fees.

B. Consultant Review

- Hire a consultant
 - Review and update current fees
 - Recommend additional fees
 - Provide a full cost allocation plan (CAP) for every City department



PHASE 3- Implementation

- Development of an annual city-wide departmental process to review and update fees
 - Update Master Fee Schedule
 - Consultant recommendations included in the master fee schedule
- Repeal previously adopted fee schedules
- Adoption of the updated Oxnard Master Fee Schedule



- There is no current fiscal impact with this action; however the FY 22-23 Budget will request funding for Phase 2 of the project





The End



**FINANCE AND GOVERNANCE COMMITTEE
AGENDA REPORT**

**REPORTS
AGENDA ITEM NO. D.2**

DATE: April 26, 2022

TO: Finance & Governance Committee

FROM: Michael Wolfe, Public Works Director, (805) 385-8055, michael.wolfe@oxnard.org

SUBJECT: Utility Rates Assistance Program (Project Assist) Update. (0/10/5)

RECOMMENDATION

That the Finance and Governance Committee recommend that the City Council:

1. Adopt a resolution for the Utility Ratepayers Assistance Program (Project Assist) for Fiscal Year 2022-23 to assist eligible Oxnard residents and authorize staff to grant financial relief equal to a monthly \$15.00 maximum credit per utility bill charged to customers who meet the eligibility requirements discussed in this staff report; and
2. Authorize staff to direct up to \$145,000 from penalty fees charged to City utility customers who pay their bills late to fund the Utility Ratepayers Assistance Program (Project Assist) in Fiscal Year 2022-23.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/iDedCqEDIU4>

BACKGROUND

Project Assist is the City of Oxnard's rate assistance program for eligible solid waste, water and wastewater utility customers. This program was initially approved by City Council (Council) in May 2017 and has since been renewed annually. Project Assist grants financial relief equal to a monthly \$15.00 maximum credit per utility bill charged to customers who meet the eligibility requirements. Eligibility for Project Assist is determined by the applicants' acceptance into the Southern California Edison (SCE) or The Gas Company's California Alternate Rates for Energy (CARE) programs. Table 1 reflects the annual funding and participation rates for Project Assist.

Table 1

Fiscal Year	Participants	Utility Rate Assistance	Utility Penalty Fees
FY 2017-18	392	\$29,450	\$1.14 million
FY 2018-19	548	\$50,580	\$1.34 million
FY 2019-20	531	\$77,490	\$1.01 million

FY 2020-21	750	\$120,435	\$0.00
FY 2021-22*	707	\$117,645	\$0.00 (through February 2022)

*Actual data for 8 months

Since its inception, the availability of the program is capped by the total amount of funding approved by Council each year and applicants are screened annually on a first-come, first-served basis. Customers can file applications in English or Spanish via email, in person or through the U.S. Mail any time throughout the program year.

Approximately 12 hours per month of staff time is used in Project Assist to manage, process the applications, establish the credit billing process, and assign the discount rate to each eligible customer. Year 6 of this program will be implemented July 1, 2022.

DISCUSSION

For Fiscal Year 2022-23, staff is requesting to appropriate \$145,000 from late penalty fees to the Project Assist Program. A \$145,000 allocation for Year 6 would allow for approximately 805 eligible utility customers to participate in the program for a full fiscal year (12 months). The year 5 allocation approved by the Council was also \$145,000.

Upon initial approval of Project Assist in 2017, Council requested staff to return annually with an update on the program. Program outreach in English and Spanish has relied on a multi-faceted social media approach including utility bill inserts, City website posting, press releases and word-of-mouth. Project Assist participant demographics are diverse and range from age 18 to 101. If customers participate in the program one year and remain eligible for the next year, they are still required to submit an application. This is to ensure that participants remain eligible each program year.

In the current Fiscal Year 2021-22 (Year 5), staff saw a July record number (506) of accepted applicants. Additionally, the COVID pandemic has further affected the local economy and has contributed to an increase in customers applying for the program. Below are some statistics related to applications for Fiscal Year 2021-22 (Year 5):

- Project Assist has accepted 707 Oxnard residents during the first 8 months from July 2021 through February 2022
- Applicants have increased 15% from this point last year (601 to 707)
- New applicants account for 15% while returning enrollees account for 85%
- Approximately 37% applied via U.S. Mail

MUNICIPAL RATE EXTENSION PROGRAMS

Staff tracked one other jurisdiction in California that is currently using penalty fees to fund a utility rate assistance program. The City of Ventura directs \$50,000 annually from penalty fees to fund a residential Water Customer Assistance Program. The Ventura program currently has a cap of 600 customers per year. After eligibility is determined, the discount is dependent on the size of the meter on the property. Discounts are 50% of the cost shown on the water bill as a service charge up to approximately \$100 annually.

The Cities of Port Hueneme, Camarillo, Davis, and Tracy have utility rate assistance programs but are not

funded by late payment penalty fees. The City of Port Hueneme funds their utility rate assistance program from an interest rate revenue fund. The City of Camarillo funds their utility rate assistance program from a voter approved special assessment fund. The City of Davis funds their utility rate assistance program from a roundup amount donation option from a utility bill fund. The City of Tracy funds their utility rate assistance program from their general fund. Staff did not find a jurisdiction that has plans to enhance their utility rate assistance program due to COVID pandemic.

FEDERAL AND STATE PROGRAMS

There are recent Federal COVID-19 relief funding opportunities for utility rate assistance programs as part of the Coronavirus Aid Relief, and Economic Security (CARES) Act, Consolidated Appropriations Act of 2021 (CAA) and the American Rescue Plan Act of 2021 (ARPA). They include:

- Low Income Household Water Assistance Program (LIHWAP): The CAA provides \$638 million to states, territories and tribes for an LIHWAP to help consumers to pay utility arrearages and current bills. The ARPA provides an additional \$500 million for this program.
- Emergency Rental (and Utility) Assistance (ERA): The CAA provides \$25 billion to states, territories, tribes, and local governments for the ERA. At the federal level, the program is administered by the Treasury Department. The ARPA provides another \$21.6 billion for this program. In addition to helping pay rent, state and local governments may elect to use ERA funds to help low income tenants pay their utility arrears. These funds can cover up to 12 months of a tenant's utility billing averages and provide assistance with current utility bills.

Other federal programs that include utility rate assistance include FEMA's Emergency Food and Shelter Program, Homeowner Assistance Fund (HAF), and Coronavirus ARPA State and Local Fiscal Recovery Funds. There was no money specifically designated for utility assistance in the CARES Act, but some of the state and local governments may use their discretion to apply CARES Act funds to utility customer bill payment assistance.

California has prioritized this funding to support the immediate financial needs of low-income individuals and families through utility assistance payments. LIHEAP utility assistance provides one-time payments to households struggling to pay their bills. Governor Gavin Newsom signed Executive Order 75-20 on August 24, 2020 to provide additional flexibility to the California Department of Community Services & Development (CSD) to ensure that CARES Act funds for LIHEAP are maximized to benefit Californians in need. While LIHEAP services are available to all eligible Californians, CARES Act funding is prioritized for Californians that have suffered an employment impact from the COVID-19 recession. The program has yet to serve this need as it is still in the early stages.

The following resources provide further, detailed information on the state and federal programs: www.csd.ca.gov or call 1-866-675-6623. The State will cease accepting applications on April 1, 2022, and the processing of all applications and payments will wind down by the end of 2022.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

The fiscal impact of approving the Utility Rates Assistance Program (Project Assist) for Year 6 in FY 2022-23 is \$145,000 from late penalty fees plus staff resources to continue to operate the program. During Fiscal Year 2019-20, which included the first 3 ½ months of the COVID pandemic, the Department of Billing & Licensing collected a total of \$1,002,039 in delinquent fees and charges on behalf of the three utility enterprise funds (solid waste, water and wastewater). Of that amount, no more than \$145,000 was allocated towards Project Assist. Penalty fees can be used for Project Assist in fiscal years other than the one in which they were collected. While no late penalties were assessed to customers during the pandemic, there are sufficient funds from prior year penalties collected to fund Year 6 of Project Assist. No budget adjustment is necessary.

Prepared by: Todd Vasquez-Housley, Environmental Resources Division Manager, Brian Yanez, Assistant Public Works Director

ATTACHMENTS

1. Project Assist Resolution
2. Presentation

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD ADOPTING A
RATEPAYERS ASSISTANCE PROGRAM FOR FISCAL YEAR 2022-23

WHEREAS, the City of Oxnard provides water, wastewater, and solid waste services to residents and businesses within the community; and

WHEREAS, clean water and good sanitation are essential to public health and safety and improve the quality of life of residents; and

WHEREAS, the City desires to assist eligible low-income utility customers with financial assistance to help pay their monthly utility bills; and

WHEREAS, ratepayers must meet the certain eligibility criteria to receive the financial assistance from the City; and

WHEREAS, the City may fund a ratepayers assistance program using late fee payments; and

WHEREAS, the City Council adopted a ratepayers assistance program in 2017 and now desires to extend this assistance available to eligible ratepayers for Fiscal Year 2022-23.

NOW, THEREFORE, the City Council of the City of Oxnard resolves:

1. The foregoing recitals are true and correct.
2. Adoption of Program. The Ratepayers Assistance Program (Program) that is further explained in Exhibit A, which is attached hereto and incorporated herein by this reference, is hereby adopted. The City Manager is authorized to take all administrative actions necessary to implement the Program and to make non-substantive modifications that may be necessary for the Program's operation.
3. If any section, sentence, clause or phrase of this Resolution or exhibit thereto is determined to be invalid, illegal or unconstitutional by a decision or order of any court or agency of competent jurisdiction, then such decision or order will not affect the validity and enforceability of the remaining portions of this Resolution. The City Council declares that it would have adopted the Resolution, and each exhibit, section, sentence, clause or phrase thereof, regardless of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.
4. CEQA. According to Section 15378 of Title 14 of the California Code of Regulations, the California Environmental Quality Act (CEQA) defines a "project" as "the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The term does not apply to general policy and procedure making that does not have the potential for resulting in a direct, or a reasonably foreseeable indirect, physical change in the environment. The Program is a policy and procedure making that does not have the potential for resulting in a direct, or a reasonably foreseeable indirect, physical change in the environment as it does not build, install,

demolish or otherwise affect land use. Since this is not considered a “project” under CEQA, no further environmental review is required.

5. Upon the effective date of this resolution, Resolution No. _____ is hereby repealed

PASSED AND ADOPTED this ____th day of _____, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John C. Zaragoza, Mayor

ATTEST:

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

Stephen M. Fischer, City Attorney

EXHIBIT A

Ratepayers Assistance Program (Program)

1. **Program Description.** The City shall provide the Ratepayers Assistance Program (Program) to eligible ratepayers in the form of financial assistance to be applied directly to the ratepayers' monthly bill.

The proposed financial assistance amount is subject only to the restrictions of adequate Program funding.

Funding. Approve a Rates Assistance Program for Utility Bills to assist Oxnard residents and authorize staff to grant financial relief equal to \$15.00 of the monthly City of Oxnard utility bill charge for customers meeting the eligibility requirements described herein effective July 1, 2022; Authorize staff to direct \$145,000 annually from penalty fees to fund the Utility Rate Assistance Program for Utility Bills Fiscal Year 2022-23 (July 1, 2022 – June 30, 2023) to assist residential customers.

2. **Notices.** Community outreach efforts will be used to notify the public about the Program and the positive impact it will have on the community by helping to ensure the eligible ratepayers have access to this vital resource.

3. **Application.** Eligible ratepayers wishing to participate in the Program must complete a written application and declaration of eligibility. Based on this application, City staff will determine whether the ratepayer is eligible to participate in the Program.

4. **Eligibility.** Funds shall only be applied to utility accounts with the City on behalf of ratepayers who meet all the following criteria.

5. Each household or single ratepayer may be eligible for financial assistance equal to \$15.00 of the monthly utility charge for customers who qualify for financial assistance.

TWO WAYS TO QUALIFY

1. If a person in the household receives benefits from any of these programs:

- Medi-Cal / Medicaid
- Medi-Cal for Families A & B
- Women, Infants and Children (WIC)
- CalWORKs (TANF)¹ or Tribal TANF
- Head Start Income Eligible - Tribal Only
- Bureau of Indian Affairs General Assistance
- CalFresh (Food Stamps)
- National School Lunch Program (NSLP)
- Low-Income Home Energy Assistance Program (LIHEAP)
- Supplemental Security Income (SSI)
- Includes Welfare-to-Work

2. Total household income for all persons in your household meets the following income guidelines:

1-2	\$34,840
3	\$43,920
4	\$53,000
5	\$62,080
6	\$71,160
7	\$80,240
8	\$89,320

This includes current household income from all sources before deductions.

For each additional person in the household \$9,080 will be added. These income guidelines will be updated annually based on the US Department of Housing and Urban Development's (HUD) eligibility criteria for a low-income family.

Total household income is from all revenues, from all household members, from whatever sources derived, including but not limited to: wages, salaries, interest, dividends, spousal and child support payments, public assistance payments, Social Security and pensions, rental income, income from self-employment and all employment-related non-cash income.

If a customer is recently unemployed, the household income will be calculated from the date of unemployment. All other provisions on determining income, described above, still apply.

Conditions for Participation: Eligibility in the CARE (California Alternate Rates for Energy) Program with Southern California Edison or Southern California Gas

- The utility bill must be in the name of the ratepayer and the address of the ratepayer must be the primary address.
- The customer cannot be claimed as a dependent on another person's income tax return other than a spouse.
- A customer must recertify an application when requested.
- A customer must notify the City of Oxnard within 30 days if no longer qualifies for assistance.
- A customer may be asked to verify eligibility for CARE, the ratepayers' assistance program.

Verification of eligibility in the CARE Program can be any of the following forms of documentation:

- a. Proof of Residency: rental or lease agreements; mortgage statements; property tax bills.

- b. Proof of Age and Identification: Current California driver's license, passport or other government-issued identification.
- c. Proof of Income and Head of Household Status: Federal income tax returns.
- d. Proof of Account Holder Status and Usage: Most recent utility bill.
- e. Must reside in the applicable single-family residential structure, or a condominium or townhome unit or apartment or mobile home park and be the residential utility account holder of record for utility services at the date of application or the designated head of household of the applicable residential location;
- f. Must meet City water usage qualifications by using less than an average of 9 hundred cubic feet (HCF) of water per month over the prior twelve months or from the date of initiation if account is less than twelve months;

City of Oxnard Ratepayers Assistance Program - Verification

6. Verification. City staff may verify Program eligibility through the following forms of documentation:

Proof of Residency: California driver's license or other government issued identification; lease agreements; mortgage statements; rent/mortgage receipt; homeowners insurance; property tax bill; employment records; utility bill.

Current California driver's license, passport or other government-issued identification.

Proof of Income and Head of Household Status: Federal income tax returns.

Proof of Account Holder Status and Usage: Most recent utility bill.

7. Only one discount shall be applied per household.

8. First-come, first-served. The City will apply existing funding for this Program on a first-come, first-served basis. The City cannot guarantee that at any time there will be adequate funds for all eligible applicants.

9. Annual Review. The Program and all applications shall be reviewed on an annual basis for continued funding resources and each ratepayer's eligibility standards.

Utility Rates Assistance Program (Project Assist) Update

Finance and Governance Committee
April 26, 2022

City Council
May 17, 2022

Jay Duncan, Call Center Manager
Public Works Department, Environmental Resources Division

That the Finance and Governance Committee recommend that the City Council:

1. Adopt a resolution for the Utility Ratepayers Assistance Program (Project Assist) for Fiscal Year 2022-23 to assist eligible Oxnard residents and authorize staff to grant financial relief equal to a monthly \$15.00 maximum credit per utility bill charged to customers who meet the eligibility requirements discussed in this staff report; and
2. Authorize staff to direct up to \$145,000 from late penalty fees charged to current City utility customers who pay their bills late to fund the Utility Ratepayers Assistance Program (Project Assist) in Fiscal Year 2022-23.

PROJECT ASSIST

- The program is for eligible solid waste, water and wastewater utility customers
- Initially approved by City Council in May 2017 - renewed annually
- \$15.00 maximum credit per utility bill charged to customers who meet the eligibility requirements
- Eligibility is determined by the applicants' acceptance into the Southern California Edison (SCE) or The Gas Company's California Alternate Rates for Energy (CARE) programs

Table 1 - Annual Funding and Participation in Project Assist

Fiscal Year	Participants	Utility Rate Assistance	Utility Penalty Fees
FY 2017-18	392	\$29,450	\$1.14 million
FY 2018-19	548	\$50,580	\$1.34 million
FY 2019-20	531	\$77,490	\$1.01 million
FY 2020-21	750	\$120,435	\$0.00
FY 2021-22*	707	\$117,645	\$0.00 (through February 2022)

*Actual data for 8 months

- Since its inception, the availability of the program is capped by the total amount of funding approved by Council each year
- Applicants are screened on a first-come, first-served basis
- Customers can file applications via email or through the U.S. Mail any time throughout the program year
- Year 6 of this program will be implemented July 1, 2022 if approved by Council

- Staff is requesting to direct \$145,000 from late penalty fees
- \$145,000 allocation would allow approximately 805 eligible utility customers for a full fiscal yr. (12 months)
- Program outreach in English and Spanish has relied on a multi-faceted social media approach - utility bill inserts, City website posting, press releases and word-of-mouth
- Demographics are diverse and range from age 18 to 101

- Customers must apply each program year - ensures participants remain eligible
- Record number of accepted applicants in July 2021 (506)
- Appears that COVID pandemic has further affected the local economy and likely has contributed to an increase in applicants

Fiscal Year 2021-22 Statistics

- Accepted 707 applicants for the first 8 months from July 2021 through February 2022
- Applicants have increased by 15% from this point last year (601 to 707)
- New applicants account for 15% while returning enrollees account for 85%
- Approximately 37% applied via U.S. Mail

MUNICIPAL RATE ASSISTANCE PROGRAMS

Ventura

- Directs \$50,000 annually from penalty fees to fund a residential Water Customer Assistance Program
- A cap of 600 participants
- Discount is dependent on the size of the meter at the property
- Discounts are 50% of the cost shown on the water bill as a service charge up to approximately \$100 annually

Port Hueneme - Funds through an interest rate revenue fund

Camarillo - Funds through a voter approved special assessment fund

City of Davis - Funds through a roundup donation option from a utility bill fund

City of Tracy - Funds through their general fund

- FY 2022-23 (Year 6) a total of \$145,000 of late penalty fees will be used to fund the program
- Fiscal Year 2019-20, encompassed 3 ½ months of the Covid pandemic, the Department of Billing & Licensing collected a total of \$1,002,039 in delinquent fees and charges on behalf of the three utility enterprise funds (solid waste, water and wastewater)
- Penalty fees can be used for Project Assist in fiscal years where they are not accrued. No budget adjustment is necessary



QUESTIONS