



CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL
WELCOMES YOU TO AN ADJOURNED REGULAR
CITY COUNCIL MEETING
May 1, 2018

The City of Signal Hill appreciates your attendance. Citizen interest provides the Council and Agency with valuable information regarding issues of the community. Meetings are held on the 2nd and 4th Tuesday of every month. In addition, meetings are streamed live on our website at www.cityofsignalhill.org, and are televised at 7:00 am, 2:00 pm, and 7:00 pm daily on Charter Spectrum Channel 3, and Frontier FiOS Channel 38.

Meetings begin at 6:00 p.m. with the conduct of any business permitted to be conducted in closed session by the Brown Act (Government Code Section 54950, et seq.), if any, and with the public portion of the meeting commencing at 7:00 pm. There is a period for public comment on closed session matters at 6:00 pm prior to the closed session. In the event there is no business to be conducted in closed session, the regular meeting shall commence at 7:00 pm. There is a public comment period at the beginning of the regular meeting, as well as the opportunity to comment on each agenda item as it arises. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and outside of City Hall and available at each meeting. The agenda and related reports are also available for review online and at the City Clerk's office and the Signal Hill Community Center on the Friday afternoon prior to the Council meeting. Agenda and staff reports are also available at our website at www.cityofsignalhill.org.

During the meeting, the City Manager presents agenda items for Council consideration. The public is allowed to address the council on all agenda items. The Mayor may take agenda items out of order and will announce when the period for public comment is open on each agenda item. The public may speak to the council on items that are not listed on the agenda. This public comment period will be held at the beginning of the public portion of the meeting. You are encouraged (but not required) to complete a speaker card prior to the item being considered, and give the card to a City staff member. The cards are provided at the rear of the Council Chamber. Please direct your comments or questions to the Mayor.

City Council Members are compensated \$667.44 per month. City Clerk and City Treasurer are compensated \$405 per month.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

MAYOR HANSEN
VICE MAYOR FORESTER
COUNCIL MEMBER COPELAND
COUNCIL MEMBER WILSON
COUNCIL MEMBER WOODS

(3) PLEDGE OF ALLEGIANCE

(4) PUBLIC BUSINESS FROM THE FLOOR

(5) USER FEE STUDY WORKSHOP

A workshop is being held to present the findings of the User Fee Study and seek public input associated with the cost of providing various fee-related services. Staff is seeking direction on potential adjustments to be adopted by resolution as part of the budget adoption process.

(6) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, May 8, 2018, at 7:00 p.m. in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA, 90755.

CITIZEN PARTICIPATION

Routine matters are handled most quickly and efficiently if contact is made with the City department directly concerned. However, if you would like to request that a matter be presented for City Council consideration, you may do so by 1) writing to the City Council or the City Manager, or 2) completing an Agenda Item Request Form available from the City Clerk. The deadline for agenda items is 12 noon on the Tuesday preceding the Council and Agency meetings. Agendas are mailed to those who provide self-addressed, stamped envelopes to the City Clerk's office. The agenda and related agenda items are available on our website at www.cityofsignalhill.org.

If you need special assistance beyond what is normally provided to participate in City meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk's office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

Section A – Total Allowable Cost to be Recovered

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

City of Signal Hill- User Fee Overhead Rate Calculations

Department	Salary and Benefits	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
100: Building Maintenance	213,910	170,100	80%	0%
100: City Clerk	71,720	42,825	60%	0%
100: City Treasurer	3,710	2,900	78%	0%
100: Community Development	687,200	94,950	14%	31%
100: Community Services	824,287	154,085	19%	78%
100: Executive Administration	484,930	158,400	33%	0%
100: Finance	792,770	104,655	13%	0%
100: Library	383,060	70,170	18%	31%
100: Police	7,917,310	879,800	11%	21%
100: Public Works	1,317,990	783,305	59%	25%
500: Water Operations Fund	1,300,430	774,640	60%	16%
601: Vehicle Replacement Fund	272,330	155,100	57%	0%

Section B – Fully Burdened Hourly Rates

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

City of Signal Hill - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
100: Building Maintenance	Building - Administrative Assistant	87.38
100: Building Maintenance	Building - Deputy Director Public Works	181.92
100: Community Development	CD - Administrative Assistant	66.52
100: Community Development	CD - Associate Planner	79.98
100: Community Development	CD - Dir of Community Devel.	175.44
100: Community Development	CD - Sr Planner	101.45
100: Community Services	CS - Administrative Assistant	94.26
100: Community Services	CS - Community Services Director	196.46
100: Community Services	CS - Community Services MNGR	117.85
100: Community Services	CS - Recreation Coordinator	93.24
100: Community Services	CS - Recreation Leader II	23.33
100: Community Services	CS - Recreation Leader III	24.39
100: Community Services	CS - Recreation Specialist	90.07
100: Community Services	CS - Recreation Specialist - PT2	27.25
100: Executive Administration	Exec - Administrative Assistant	56.90
100: Executive Administration	Exec - City Manager	233.95
100: Executive Administration	Exec - Communications Specialist	33.29
100: Executive Administration	Exec - Deputy City Manager	126.20
100: Executive Administration	Exec - Executive Assistant/Deputy City Clerk	75.41
100: Executive Administration	Exec - Redevelopment Manager	126.99
100: Executive Administration	Exec - SR Human Resources Analyst	90.50

City of Signal Hill - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
100: Finance	Finance - Account Specialist - PT	22.36
100: Finance	Finance - Account Specialist II	35.90
100: Finance	Finance - Accountant	64.44
100: Finance	Finance - Accounting Manager	88.40
100: Finance	Finance - Accounting Manager PT	62.16
100: Finance	Finance - Adm Srv Officer/Finance D	134.23
100: Finance	Finance - Senior Account Specialist	49.12
100: Library	Library - City Librarian	88.39
100: Library	Library - Library Aide	17.29
100: Library	Library - Library Assistant	62.44
100: Library	Library - Library Specialist	20.60
100: Police	Police - Admin Asst Police Chief	69.62
100: Police	Police - Administrative Assistant	75.05
100: Police	Police - Captain	163.77
100: Police	Police - Chief of Police	205.50
100: Police	Police - Dispatcher/Jailer	76.73
100: Police	Police - Police Detective	121.41
100: Police	Police - Police Lieutenant	145.34
100: Police	Police - Police Officer	95.18
100: Police	Police - Police Records Clerk	54.81
100: Police	Police - Police Records Supervisor	72.75
100: Police	Police - Police Recruit	84.23
100: Police	Police - Police Sergeant	148.30
100: Police	Police - Police Traffic Officer	134.53
100: Police	Police - Sr. Police Detective	124.12
100: Police	Police - Sr. Police Officer	132.35
100: Public Works	PW - Administrative Assistant	98.77
100: Public Works	PW - Maintenance Worker	87.76
100: Public Works	PW - Management Analyst	120.54
100: Public Works	PW - Public Works Director	254.75
100: Public Works	PW - Public Works Inspector	114.94
100: Public Works	PW - PW Maintenance Supervisor	127.74
100: Public Works	PW - Sr. Engineering Tech.	129.91
100: Public Works	PW - Sr. Maint. Worker	94.53
601: Vehicle Replacement Fund	Vehicle - Equipment Mechanic	89.45
500: Water Operations Fund	Water - Senior Water Systems Operator	107.54
500: Water Operations Fund	Water - Water Maint WR I	67.38
500: Water Operations Fund	Water - Water Maint WR II	84.39
500: Water Operations Fund	Water - Water System Oper II	102.44
500: Water Operations Fund	Water - Water System Operator	106.74

Section C – Cost Recovery Analysis

The following tables provide the results of the analysis, and the resulting full cost recovery amount. For fees in which the full cost is listed as “NA”, the amount was not calculable or calculated based on factors specific to that service. This is most common when the fee pertains to penalties, fines, regulated services, contracted passthroughs, and publicly owned capital usage (fees can be set to reduce the cost to the tax payer for acquisition, repair, replacement, etc.).

Administration Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
1	Copies of Printed/Electronic Materials - up to 30 pages	\$0.30	per page		NA
2	Copies of Printed/Electronic Materials - over 30 pages	\$0.20	per page		NA
3	Microfilm copies	\$1.05	per page		Variable
4	Certified Copies	\$10.00	per document		\$18.85
5	CD/Media Copies	\$5.00	each		\$18.85
6	Record Retrieval from Offsite Storage	\$35.00			\$107.54
7	Initiative Petition Filing Fee	\$210/Actual Cost			NA
8	Candidate Filing Fee - Non refundable processing fee (SHMC 1.12)	\$25.00			NA
9	Candidate Statement	\$850.00	Deposit		Variable
10	Candidate Statement - Late Filing Fee	\$10.00	per day	Part or all of fine may be waived under certain circumstances, the greater of \$10/day cumulative or \$100	NA
11	Statement of Economic Interest, Campaign Statements (per FPPC)	\$0.10	per page		NA
12	Statement of Economic Interest - Late filing Fee	\$10.00	per day	Part or all of fine may be waived under certain circumstances	NA
13	Retrieval Fee for Forms or Statements 5 or more years old	\$5.00			\$18.85

Finance Department

Planning Deposits and Fees					
#	Description	Current Fee/Charge	Unit	Notes	Full Cost
1	Business License Enforcement Penalty	\$158.00			NA
2	Business License Program Administration Fee	\$53.00			\$71.80
3	Business License Tax	See SHMC Chapter 5.04			NA
4	Delinquent Payment Charge	1.5% of outstanding balance			Variable
5	Filming Permit Fee	\$265.00	Deposit	Non-refundable	\$468.87
6	Return Check Fee	\$20.00			\$25.00
7	Credit / Debit Card Merchant Processing Fee	\$5.00		Exact amount of surcharge required by credit card processing service up to a max of \$5.00 per transaction	\$5.00
8	Business License Program Administration Fee - Temporary Permit	\$53.00			\$17.95
9	Business Alarm Permit: valid for 2 years	\$30.00			\$35.90
10	Residential Alarm Permit: valid for 2 years	\$15.00			\$35.90

Police Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
1	2 Hour Parking (SHMC 10.28.180)	\$43.00			NA
2	2-6AM Commercial Vehicle Restrictions (SHMC 10.28.250)	\$68.00			NA
3	72 Hour Parking (SHMC 10.28.050)	\$43.00			NA
4	Administration Fee	\$10.00			\$74.32
5	First False Alarm	No Cost Recovery Fee			NA
6	Burglary Alarm: Second false alarms	\$50.00	each occurrence	Alarm Fine: Within any twelve (12) consecutive months	NA
7	Burglary Alarm: Third false alarms	\$50.00	each occurrence	Alarm Fine: Within any twelve (12) consecutive months	NA
8	Burglary Alarm: Subsequent false alarms	\$50.00	each occurrence	Alarm Fine: Within any twelve (12) consecutive months	NA
9	Robbery Alarms, Panic Alarms: Second and subsequent alarms	\$100.00	each occurrence	Alarm Fine: Within any twelve (12) consecutive months	NA
10	Robbery Alarms, Panic Alarms: Third subsequent alarms	\$100.00	each occurrence	Alarm Fine: Within any twelve (12) consecutive months	NA
11	Robbery Alarms, Panic Alarms: Subsequent alarms	\$100.00	each occurrence	Alarm Fine: Within any twelve (12) consecutive months	NA
12	Bicycle Licenses	\$1.00			\$4.57
13	Bus Zones (SHMC 10.32.070)	\$263.00			NA
14	Catering/Ice Cream Vendor Vehicle Parked/Vending for Longer than 10 minutes in one place (SHMC 10.28.120A)	\$43.00			NA
15	Concealed Weapons Permit	DOJ Costs			NA
16	Copies of Accident & Incident reports	\$20.00			\$27.40
17	Copies of Arrest reports	\$20.00			\$27.40
18	Detached Trailers (SHMC 10.28.230)	\$48.00			NA
19	DUI Cost Recovery Fee	CVC			NA
20	Firearm Sales Permit	\$525.00			NA

Police Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
21	Green Curb - 20 Minute Parking (SHMC 10.28.160)	\$43.00			NA
22	No Stopping Zone (SHMC 10.28.220)	\$48.00			NA
23	Officer Contract Overtime	Actual Cost			NA
24	One Hour Parking (SHMC 10.28.170)	\$43.00			NA
25	Overnight Parking Permits	\$10.50			NA
26	Oversized Vehicle (SHMC 10.30.020)	\$68.00			NA
27	Parking within 20 ft. of T-Signal, Stop Sign or Electric Flashing Device (SHMC 10.28.040J)	\$43.00			NA
28	Park Causing Traffic Hazard (SHMC 10.28.040F)	\$48.00			NA
29	Parking In Alley (SHMC 10.32.060)	\$53.00			NA
30	Park On or In Median (SHMC 10.28.040A)	\$43.00			NA
31	Parking Within Space Markings (SHMC 10.28.210B)	\$43.00			NA
32	Pawnbroker Permit/Renewal	\$630.00			\$767.52
33	Permit Parking (SHMC 10.28.240E1)	\$48.00			NA
34	Peddlers/Vendors Vehicles Parked/Vending for longer than 10 minutes in one place (SHMC 10.28.120)	\$43.00			NA
35	Red Curb/No Parking Zone (SHMC 10.28.040D)	\$48.00			NA
36	Repossession Fee	\$15.00		California Govt Code 26751 (to take vehicle off the repo list "the debtor shall pay the sheriff/police a fee of \$15 plus an administrative fee not to exceed \$5)	\$22.11
37	Special Events Staffing	Actual Cost			NA
38	Street Sweeping (SHMC 10.28.040G)	\$48.00			NA
39	Subpoena (Officer for Civil Court)	\$150.00	per hour	Section Code 68097.2	NA

Police Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
40	Turn Wheels Against Curb When Parked on Any Grade in City (SHMC 10.28.110)	\$43.00			NA
41	Vehicle Repairs on City Street (SHMC 10.28.070)	\$43.00			NA
Vehicle Code Fees					
42	18" of Curb/Wrong Way (CVC 22502A)	\$43.00			NA
43	Access Ramp Handicapped (CVC 22522)	\$53.00			NA
44	Double Parking (CVC 22500(H)	\$53.00			NA
45	Expired Registration (CVC 4000(A)(1)	\$68.00			NA
46	Fire Hydrant (CVC 22514)	\$68.00			NA
47	Fire Lane (CVC 22500.1)	\$68.00			NA
48	Handicapped Parking (CVC 22507.8)	\$338.00			NA
49	Leaving standing a locked vehicle with any person inside who cannot readily escape from it.(CVC 22516)	\$43.00			NA
50	Library/Police Parking (CVC 21113(A)	\$43.00			NA
51	Not Displaying Current Tags (CVC 5204(A)	\$43.00		[Reduced to \$10.00 with proof of correction]	NA
52	Park Across Driveway (CVC 22500(E)	\$43.00			NA
53	Park Blocking Handicapped Access Parking (CVC 22507.8C)	\$338.00			NA
54	Park in Bike Lane (CVC 21211(A)	\$43.00			NA
55	Park in Bus Stop (CVC 22500(I)	\$263.00			NA
56	Park in Crosswalk (CVC 22500(B)	\$43.00			NA
57	Park in Intersection (CVC 22500(A)	\$43.00			NA
58	Parking on Sidewalk (CVC 22500(F)	\$48.00			NA
Vehicle Impound Fees					
59	30-Day Hold Impound Fee	\$140.00			NA
60	CVC 12500(a) Unlicensed Driver	\$140.00			NA
61	CVC 14601 Suspended or Revoked Driver	\$140.00			NA

Police Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
62	CVC 22651 General Violations	\$140.00			NA
63	Washing Vehicle on City Street (SHMC 10.28.080)	\$43.00			NA
64	White Curb Passenger Loading Zone - max of 3 minutes (SHMC 10.32.050)	\$43.00			NA
65	Yellow Loading Zone/Loading should only take 20 minutes and only applies to Commercial Vehicles. (SHMC 10.32.040)	\$43.00			NA
66	Citation Sign off	New			\$23.79
67	Call History List	New		Plus Copy Rate	\$13.70
68	Passport/Immigration Clearance Letter	New			\$27.40
69	DMV Discovery Request	New			\$148.81

Community Services Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
Softball Field					
1	General Use - Resident	\$10.00	per hour		NA
2	General Use - Non-resident	\$20.00	per hour		NA
3	General Use - Refundable Cleaning/Damage Deposit	\$100.00			Variable
4	General Use - Non-Refundable Deposit	\$100.00			Variable
Light/Electrical Usage Fee					
5	Softball Field	\$15.00	per hour		\$15.00
6	Amphitheater - Signal Hill Park	\$3.00	per hour		\$15.00
7	Amphitheater - Discovery Well Park	\$3.00	per hour		\$15.00
Hilltop Park					
8	Picnic Shelter Permit - Resident	\$20.00		4 hour maximum, 25 person limit; Children's parties not permitted in park	NA
9	Picnic Shelter Permit - Non-Resident	\$80.00		4 hour maximum, 25 person limit; Children's parties not permitted in park	NA
10	Picnic Shelter Permit - Refundable Cleaning/Damage Deposit	\$50.00		4 hour maximum, 25 person limit; Children's parties not permitted in park	Variable
11	Picnic Shelter Permit - Non-Refundable Deposit	\$10.00		4 hour maximum, 25 person limit; Children's parties not permitted in park	Variable
Hilltop Park Open Grass Area					
12	Resident	\$60.00	Wedding Space	3 hour maximum, 75-person limit; 1 staff member included	NA
13	Non-Resident	\$100.00	Wedding Space	3 hour maximum, 75-person limit; 1 staff member included	NA
14	Refundable Cleaning/Damage Deposit	\$100.00		3 hour maximum, 75-person limit; 1 staff member included	Variable
15	Non-Refundable Deposit	\$30.00		3 hour maximum, 75-person limit; 1 staff member included	Variable
Discovery Well Pk Open Grass Area					
16	Resident	\$60.00		4 hour maximum, 50 person limit; 1 staff member included	NA
17	Refundable Cleaning/Damage Deposit	\$100.00		4 hour maximum, 50 person limit; 1 staff member included	Variable
18	Non-Refundable Deposit	\$30.00		4 hour maximum, 50 person limit; 1 staff member included	Variable
Signal Hill Parks Open Grass Area					
19	Resident	\$60.00		4 hour maximum; 1 staff member included	NA
20	Non-Resident	\$100.00		4 hour maximum; 1 staff member included	NA
21	Refundable Cleaning/Damage Deposit	\$100.00		4 hour maximum; 1 staff member included	Variable
22	Non-Refundable Deposit	\$30.00		4 hour maximum; 1 staff member included	Variable

Community Services Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
	Reservoir Park, Signal Hill Park and Discovery Well Park				
23	Picnic Shelter Permit - small (25) people - Resident	\$20.00			NA
24	Picnic Shelter Permit - small (25) people - Non-Resident	\$80.00			NA
25	Picnic Shelter Permit - small (25) people - Commercial	\$80.00			NA
26	Picnic Shelter Permit - small (25) people - Refundable Cleaning/Damage Deposit	\$50.00			Variable
27	Picnic Shelter Permit - small (25) people - Non-Refundable Deposit	\$10.00			Variable
28	Picnic Shelter Permit - large (50) people - Resident	\$30.00			NA
29	Picnic Shelter Permit - large (50) people - Non-Resident	\$90.00			NA
30	Picnic Shelter Permit - large (50) people - Commercial	\$90.00			NA
31	Picnic Shelter Permit - large (50) people - Refundable Cleaning/Damage Deposit	\$50.00			Variable
32	Picnic Shelter Permit - large (50) people - Non-Refundable Deposit	\$10.00			Variable
	Signal Hill Park Amphitheater (Commission hearing required)				
33	Resident	\$64.00			NA
34	Non-Resident	\$84.00			NA
35	Refundable Cleaning/Damage Deposit	\$100.00			Variable
36	Non-Refundable Deposit	\$30.00			Variable
	Jumpers and Bouncer Permit				
37	Jumper and Bouncer Permit Fee	\$40.00			NA
38	Non-Refundable Deposit	\$10.00			Variable

Community Services Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
Signal Hill Community Center					
39	Room - Resident	\$55.00	per hour	4 hour minimum, 1 staff member included	NA
40	Room -Non-Resident	\$75.00	per hour	4 hour minimum, 1 staff member included	NA
41	Room - Refundable Cleaning/Damage Deposit	\$250.00		4 hour minimum, 1 staff member included	Variable
42	Room - Non-Refundable Deposit	\$30.00		4 hour minimum, 1 staff member included	Variable
43	Dance floor (includes set up)	\$200.00			\$2,090.45
44	Dance floor (includes set up) - Refundable Cleaning/Damage Deposit	\$150.00			Variable
45	Portable Stage	\$200.00			\$1,002.64
46	Portable Stage - Refundable Cleaning/Damage Deposit	\$150.00			Variable
47	Kitchen - Full Use	\$50.00	flat fee		NA
Discovery Well Community Center					
48	Room - Resident	\$55.00			NA
49	Room -Non-Resident	\$75.00			NA
50	Room - Refundable Cleaning/Damage Deposit	\$250.00			Variable
51	Room - Non-Refundable Deposit	\$30.00			Variable
52	Patio/Amphitheater (with building only) - Resident	\$25.00	flat fee		NA
53	Patio/Amphitheater (with building only) - Non-Resident	\$45.00			NA
Other Building Fees					
54	Additional City set-up/tear down/per employee	\$17.00	per hour		\$25.01
55	Recreational Leader/per leader	\$17.00	per hour		\$25.01
Library Services Fees					
56	Library Card - Resident	Free			NA
57	Library Card - Non-Resident	Free			NA
58	Duplicate/Lost Card - Resident	\$2.00			\$5.15
59	Duplicate/Lost Card - Non-Resident	\$2.00			\$5.15
60	DVD Entertainment - Resident	\$1.00			NA
61	DVD Entertainment - Non-Resident	\$1.00			NA
62	DVD Educational - Resident	Free			NA
63	DVD Educational - Non-Resident	Free			NA
64	Exam Proctor	\$25.00	per test/per person		\$44.19

Community Services Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
	Book Fines & Overdue Materials				
65	Book/Periodical - Adults	\$0.35	per day		NA
66	Book/Periodical - Children	\$0.15	per day		NA
67	Maximum Book Fine	No Maximum			NA
68	Interlibrary Loan Material	Free			NA
69	Missing Bar Code	\$0.50			NA
70	Lost or damage books & materials	Cost plus \$2 Charge			NA
71	Copies of Printed/Electronic Materials - up to 30 pages	\$0.30	per page		NA
72	Copies of Printed/Electronic Materials - over 30 pages	\$0.20	per page		NA
	Printer fees				
73	Copies of Printed/Electronic Materials - up to 30 pages	\$0.30	per page		NA
74	Copies of Printed/Electronic Materials - over 30 pages	\$0.20	per page		NA
	Dog Licensing				
75	One Year License - Altered	\$20.00			NA
76	One Year License - Unaltered	\$95.00			NA
77	Senior Discount - Altered	\$10.00			NA
78	Senior Discount - Unaltered	NA			NA
79	Replacement Tags	\$10.00			NA
80	Late Fee Penalty	\$30.00			NA
	Animal Control Fines				
81	First Violation	\$55.00			NA
82	Second Violation	\$110.00			NA
83	Subsequent Violation	\$275.00			NA

Community Services Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
	Animal Shelter, Rabies Control, Police Animals and Animal Regulation				
84	First Violation	\$100.00			NA
85	Second Violation	\$200.00			NA
86	Subsequent Violation	\$500.00			NA
	Animal Breeding and Transfer				
87	First Violation	\$350.00			NA
88	Second Violation	\$700.00			NA
89	Subsequent Violation	\$1,000.00			NA
	Vicious Animal Penalties				
90	First Violation	\$350.00			NA
91	Second Violation	\$700.00			NA
92	Subsequent Violation	\$1,000.00			NA
	Appeals Process				
93	Deposit	Cost of Citation plus \$1,050		Vicious Animals Appeal Process - Security deposit held for parties declared vicious. Deposit is refunded if the appeal is granted	NA
94	Second Violation	Cost of Citation plus \$1,050		Administrative Citation Appeal Process - Security deposit held for parties who request an appeal hearing for the issuance of an Administrative Citation. Deposit is refundable if the appeal is granted	NA
	Transit Fees				
95	Bus Passes - Extreme/Low Income Waiver	\$2.75			NA
96	Bus Passes - Low/Moderate Income Waiver	\$5.25			NA
97	Bus Passes - Senior Waiver	\$10.50			NA
98	Bus Passes - Basic Rates	\$21.00			NA
99	Dial-A-Taxi - Extreme/Low Income Waiver	\$10.00			NA
100	Dial-A-Taxi - Low/Moderate Income Waiver	\$10.00			NA
101	Dial-A-Taxi - Senior Waiver	\$20.00			NA
102	Dial-A-Taxi - Basic Rates	\$20.00			NA

Community Services Department

#	Description	Current Fee/Charge	Unit	Notes	Full Cost
	Fitness Trainers in Parks				
103	Deposit	\$200.00		refundable cleaning/damage for duration of permit	Variable
104	Annual Registration Fee	\$20.00			\$69.93
	Community Garden Fee				
105	Residents Only	\$95.00	per year		NA
106	Refundable Cleaning/Damage Deposit	\$100.00			Variable
	Library Community Room				
107	Community Room - Resident & Signal Hill Non-Profit	New	per hour		NA
108	Community Room - Non-Resident & Non-Resident Non-Profit	New	per hour		NA
109	Community Room Commercial	New	per hour		NA
110	Library Community Room - Refundable Cleaning/Damage Deposit	New			Variable
111	Library Community Room - Non-Refundable Deposit	New		4 hour minimum, 1 staff member included	Variable
112	Terrace Patio - Resident & Signal Hill Non-Profit	New	per hour		NA
113	Terrace Patio - Non-Resident & Non-Resident Non-Profit	New	per hour		NA
114	Terrace Patio - Commercial	New	per hour		NA
115	Terrace Patio - Refundable Cleaning/Damage Deposit	New		4 hour minimum, 1 staff member included	Variable
116	Terrace Patio - Non-Refundable Deposit	New		4 hour minimum, 1 staff member included	Variable
117	Learning Lab - Resident & Signal Hill Non-Profit	New	per hour		NA
118	Learning Lab - Non-Resident & Non-Resident Non-Profit	New	per hour		NA
119	Learning Lab - Commercial	New	per hour		NA
120	Learning Lab - Refundable Cleaning/Damage Deposit	New		4 hour minimum, 1 staff member included	Variable
121	Learning Lab - Non-Refundable Deposit	New		4 hour minimum, 1 staff member included	Variable

Oil Field Services

Planning Deposits and Fees					
#	Description	Current Fee/Charge	Unit	Notes	Full Cost
1	Issuance Fee	New	per well		\$83.38
2	Well Discovery Permit	New	per well	Initial deposit required based on T&M	\$401.87
3	Well Leak Testing & Observation Permit	New	per well		\$535.83
4	Methane Site Testing and Mitigation Permit	New	per site	No mitigation	\$401.87
5	Methane Site Testing and Mitigation Permit	New	per site	Mitigation	\$535.83
6	Well Abandonment Report Permit	New	per well		\$401.87
7	Annual Well Permit	\$350.00	per well		\$401.87
8	Drilling Permit - New Unit Wells from Drill Site	\$500.00	per well		\$535.83
9	Redrilling Permit - Non-Unit Wells	\$500.00	per well		\$535.83
10	Redrilling Permit - Unit Wells from Drill Site	\$300.00	per well		\$401.87
11	Abandonment	\$100.00	per well		\$401.87
12	Rework Permit	\$100.00	per well		\$267.91
13	Annual Tank Permit	\$300.00	per tank		\$267.91
14	Emergency Work Permit	\$100.00	per well		\$401.87

Public Works Department

HIGHWAY PERMITS					
#	Description	Current Fee/Charge	Unit	Notes	Full Cost
	ROW Fees				
1	Damage to City Property	Actual Cost			Variable
2	Street Tree Additional Trimming Charge	Actual Cost			Variable
3	Curb Painting Requests - Commercial	100.00	Flat Fee		\$527.07
4	Curb Painting Requests - Residential	100.00	Flat Fee		\$527.07
5	Deed Preparation Fee	105.00			\$242.99
6	Encroachment Permit- Over the Counter with less than 1 hour inspection				\$747.56
7	Encroachment Permit- w Plan Check (additional charge for inspection charged per hourly rate below)	190.00	Deposit	min \$1000	Variable
8	Engineering/ Utility Field Inspection	100.00-260.00	hour	Curb/ Gutter/ Sidewalk/ Driveway/ Non-standard Imp. Each Inspection 1/30'/ Sewer/ Water Meter/ Fire Service/ Underground Utilities- Each insp./location/ Sewer Connection/ Water Service. Varies based on inspection type	\$206.34
9	Plan Check	Actual Costs + 25% Admin Fee			Variable
10	PW/ Utility Inspection Fee	\$260/Total	per hour		\$114.94
11	PW/Utility Inspection Fee - Overtime	\$260/Total	per hour		\$172.40
12	Records Research/Request	20.00	Flat Fee		\$161.12
13	Street Tree Decision Appeal Fee	250.00			\$1,046.32
14	Street Tree Removal and Replacement Charge	Actual Cost			Variable
15	Street Tree Removal Charge	Actual Cost			Variable
16	Temporary Street Occupancy Permit	25.00		Temporary Street parking, roll off bin, moving van, general street use	\$126.48
	Development Fees				
17	Subdivisions including parcel, tract (preliminary, tentative and final), etc., lot line adjustments, lot merger	185.00	Deposit	Min deposit \$1000	Variable
18	Vacations and dedications	900.00	Deposit	Min deposit \$1000	Variable
19	Preliminary plan review	New	Flat Fee	First hour free - Per hour consultant (city eng approx 175) plus 25%	\$218.75
20	Site plan review	New	Deposit	Min deposit \$1000	Variable
21	Development Plan check	New	Deposit	Min deposit \$1000	Variable
22	Traffic Study	Actual Cost plus 25% Admin Fee			Variable
23	Sewer Connection Fee	LA County Sanitation District			NA

Public Works Department

HIGHWAY PERMITS					
#	Description	Current Fee/Charge	Unit	Notes	Full Cost
	NPDES Inspection Fees			The following fees are a mandated local program as required by the Federal Government, the State of California and the County of Los Angeles:	
24	Commercial/Industrial Phase I Facilities (State permitted facilities)	125.00			Variable
25	Restaurant (includes 1 follow-up inspection if corrective action required)	72.00			Variable
26	Restaurant - Violation re-inspection (if corrective action not done)	85.00			Variable
28	Urban Storm Water Mitigation Plan Check	Actual Cost plus 15% Admin Fee			Variable
29	Const. Storm Water Pollution Prevention Plan Check	Actual Cost plus 15% Admin Fee			Variable
30	Sanitary Sewer & Industrial Waste	SHMC Section 13.06.04			Variable
31	Storm Water Plan Inspection Fees	Actual Cost plus 15% Admin Fee			Variable
	Water and Utility Fees	See SHMC Section 13.4			
32	Meter testing	New		Typically about \$500 for outside lab	Variable
33	Up to 1 - inch service connection with Meter	\$1,914.00 + \$100.00/LF		greater than 3 days will be assessed at x amount	\$7124.5 Plus \$100/LF
34	Up to 2 - inch service connection with Meter (>1")	\$2,804.00 + \$114.00/LF		greater than 3 days will be assessed at x amount	\$7304.5 Plus \$114/LF
35	Special service connection/installation	Time and Material			Variable
36	After Hours Water Turn on Fee	150.00			\$210.97
37	Temporary Water Meter Installation Charge	75.00			\$458.93
38	Deposit for Temporary Water Meter	1,500.00		(deposit is reduced by \$1/day meter rental plus water usage)	NA
39	Fire Hydrant Flow Test	465.00	per test		\$763.69
40	Public Works Inspection Fee - Overtime	\$260/total	per hour		\$172.40
41	Illegal Water Meter Turn On	New			\$375.75
42	Annual Backflow Administration	New		Fee is charged directly by the contractor	Variable

Public Works Department

HIGHWAY PERMITS				
#	Description	Current Fee/Charge	Unit	Notes
	Wireless Fees			
43	Wireless Telecommunication Consultant Review	New	Deposit	\$4,000 deposit
44	Wireless Permit/Renewal	New	Deposit	min \$1000

Full Cost
Variable
Variable

Community Development Department

Planning					
#	Description	Current Fee/Charge	Unit	Notes	Full Cost
Residential					
1	Single-story additions to existing dwellings less than 500 square feet floor area	\$500.00		flat fee	\$362.86
2	Second-story additions and additions of more than 500 square feet floor area	\$4,000.00		Initial Deposit + 25% Admin	Variable
3	New single-family or duplex dwellings when view analysis is not required	\$5,000.00		Initial Deposit + 25% Admin	Variable
4	New single-family or duplex dwellings with view analysis	\$6,000.00		Initial Deposit + 25% Admin	Variable
5	Multi-family and tract developments fewer than 10 dwellings	\$8,000.00		Initial Deposit + 25% Admin	Variable
6	Multi-family and tract developments more than 10 dwellings	\$12,000.00		Initial Deposit + 25% Admin	Variable
7	Other planning applications, including parcel map, parcel map waiver, lot line adjustments, etc	\$4,000.00		Initial Deposit + 25% Admin	Variable
Commercial & Industrial					
8	Signs	\$50.00			\$90.72
9	Additions to existing buildings and tenant improvement projects	\$1,500.00		Initial Deposit + 25% Admin	Variable
10	Minor Tenant Improvement	\$208.00			\$272.15
11	New buildings less than 10,000 square feet	\$6,000.00		Initial Deposit + 25% Admin	Variable
12	New buildings more than 10,000 square feet	\$8,000.00		Initial Deposit + 25% Admin	Variable
Miscellaneous					
13	Conditional Use Permits, Variances, Specific Plans, General Plan and Zoning Ordinance Amendments, etc.	\$4,000.00		Initial Deposit + 25% Admin	Variable
14	Administrative Citation	\$400.00			NA
15	Appeals (Except for Administrative Citation)	\$315.00			\$713.73
16	Banner Sign	\$25.00			\$30.51
17	Business License Review For Zoning Compliance	\$50.00			\$90.72
18	Garage Sales	\$20.00			\$30.84
19	Due Diligence Letters	\$250.00			\$260.05
20	Off-site Plan Retrieval	\$35.00			\$107.54

Community Development Department

Planning				
#	Description	Current Fee/Charge	Unit	Notes
21	Copies of Printed/Electronic Materials - up to 30 pages	\$0.30	per page	
22	Copies of Printed/Electronic Materials - over 30 pages	\$0.20	per page	
23	Department Rate for Deposits	\$104.00	per hour	
24	Construction Time Limits 2nd Extension Review	New		
25	Compliance Plans for Trucking and Storage Yards	New		
26	Non-Traditional Use Review	New		

Full Cost
NA
NA
\$107.66
NA
NA
NA

Community Development Department

Building					
#	Description	Current Fee/Charge	Unit	Notes	Full Cost
1	Residential Permit Issuance Fee	\$10.00	each	Per discipline	\$66.75
2	Non-Residential Permit Issuance Fee	\$10.00	each		\$183.85
3	Reinspection Fee	New		Initial deposit required based on T&M	\$133.96
4	Work done without permit	2 x Permit			NA
5	Plan check Fee	85% of Permit Fee		When required	Variable
6	Residential Inspections - 4 units	\$170.00			\$535.83
7	Residential Inspections - 5-10 units	\$300.00			\$669.79
8	Residential Inspections - more than 10 units	\$565.00			\$1,339.57
9	Outdoor Sales or Temporary Events	\$50.00			\$669.79
Building Permit - Residential					
10	Up to \$2,000	\$32.50		Valuation Based	\$66.75
11	\$2,001 to \$25,000	\$32.5 for the first \$2,000 and \$6 ea addn'l \$100		Valuation Based, or Permit Issuance Fee (whichever is greater)	Variable
12	\$25,001 - \$50,000	\$170.50 for the first \$25,000 and \$5 ea addn'l \$1,000		Valuation Based	Variable
13	\$50,001 - \$75,000	\$295.50 for the first \$50,000 and \$4 ea addn'l \$1,000		Valuation Based	Variable
14	\$75,001 - \$100,000	\$295.50 for the first \$50,000 and \$4 ea addn'l \$1,000		Valuation Based	Variable
15	\$100,001 and above	\$495.50 for the first \$100,000 and \$3.50 ea addn'l \$1,000		Valuation Based	Variable
Building Permit - Non-Residential					
16	Up to \$2,000	\$32.50		Valuation Based	\$66.75
17	\$2,001 to \$25,000	\$32.5 for the first \$2,000 and \$6.50 ea addn'l \$100		Valuation Based, or Permit Issuance Fee (whichever is greater)	Variable
18	\$25,001 - \$50,000	\$170.50 for the first \$25,000 and \$5.50 ea addn'l \$1,000		Valuation Based	Variable
19	\$50,001 - \$75,000	\$295.50 for the first \$50,000 and \$4.50 ea addn'l \$1,000		Valuation Based	Variable
20	\$75,001 - \$100,000	\$295.50 for the first \$50,000 and \$4.50 ea addn'l \$1,000		Valuation Based	Variable
21	\$100,001 and above	\$495.50 for the first \$100,000 and \$4 ea addn'l \$1,000		Valuation Based	Variable

Community Development Department

Building					
#	Description	Current Fee/Charge	Unit	Notes	Full Cost
	Plumbing Fees				
22	Plumbing Permit	15% of Building Permit Fee			Variable
	Sewer Fees				
23	Sewer Permit	15% of Building Permit Fee			Variable
	Mechanical Fees				
24	Mechanical Permit	15% of Building Permit Fee			Variable
	Electrical Fees				
25	Electrical Permit	30% of Building Permit Fee			Variable
26	Temporary Power: First or Main Power Pole	\$10.00	each		\$267.91
27	Temporary Power: Additional Poles	\$3.00	each	Same System for distribution	\$33.49
	Grading Permit Fees				
28	Residential: small	\$36.00	flat fee	Less than 100 cubic yards	\$334.44
29	Commercial/Residential: large	\$60.00	Deposit	Minimum \$1000 deposit	Variable
	Solar Energy Fees				
30	Under 10kW	\$208.00	each	Plus plan check fee	\$234.20
31	Over 10kW	valuation	each	Plus plan check fee	Variable