

## CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

City Administrator's Office  
Edward D. Reiskin  
City Administrator

(510) 238-3301  
FAX (510) 238-2223  
TDD (510) 238-3254

October 25, 2022

Presiding Judge Charles A. Smiley  
Alameda County Superior Court  
1225 Fallon Street, Department One  
Oakland, California 94612

Re: City of Oakland Responses to 2021-2022 Alameda County Civil Grand Jury Report

Presiding Judge Smiley:

Thank you for the opportunity to respond to the 2021-2022 Alameda County Civil Grand Jury Final Report which includes findings and recommendations for three (3) areas in the City of Oakland.

1. "Oakland Fails to Enforce Financial Disclosure Rules to Protect the Public";
2. "Lack of Fire Inspections in Oakland Creates Unnecessary Risks"; and
3. "Management Failures at Planning and Building Department Cost Oakland Millions".

By default, formal responses to the Grand Jury report would have been due 90 days after the report's public release. The City, however, requested and received extensions of the time to respond from the Grand Jury's representative. In accordance with those extensions, the City's responses to report numbers 2 and 3 are due no later than Friday, October 28, 2022, and the City's responses to report number 3 are due no later than Thursday, December 22, 2022. A response to report number 1 will be sent under separate correspondence.

The City of Oakland responses to the Final Grand Jury report are in alignment with the requirements of the California Penal Code Section 933.05.

In accordance with the Grand Jury's findings and recommendations in two (2) of the three (3) areas of interest, the City has analyzed each finding and recommendation. The Mayor's, Council and department's responses are detailed in the documents attached to this letter.

The City of Oakland appreciates the Grand Jury's work to investigate and to report its recommendations and findings in the reports referenced above.

Sincerely,



Libby Schaaf  
Mayor

*Nikki Fortunato Bas*

[Nikki Fortunato Bas \(Oct 25, 2022, 13:13 PDT\)](#)

Nikki Fortunato Bas  
President, Oakland City Council

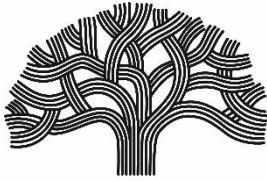


Edward D. Reiskin  
City Administrator

cc: Oakland City Council  
Ryan Richardson, Office of the City Attorney  
Cassie Barner c/o Alameda  
County Grand Jury 1401  
Lakeside Drive, Suite 1104  
Oakland, California 94612

Attachments:

- A. City of Oakland Response to "Lack of Fire Inspections in Oakland Creates Unnecessary Risks"
- B. City of Oakland Response to "Management Failures at Planning and Building Department Cost Oakland Millions"



CITY OF OAKLAND

## *INTER OFFICE MEMORANDUM*

**TO:** Edward D. Reiskin  
City Administrator

**FROM:** Dr. Reginald Freeman, Fire Chief  
Oakland Fire Department

**SUBJECT:** City's Response to the 2021-22  
Alameda County Grand Jury Report  
on Fire Inspections

**DATE:** September 26, 2022

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### **EXECUTIVE SUMMARY**

Below please find the response to the 2021-2022 Alameda County Civil Grand Jury Report ("Report") regarding fire inspections from the City of Oakland ("City"). The Oakland Fire Department ("OFD" or "Fire Department") would like to thank the Jurors for their work. The Fire Department welcomes the constructive feedback on its fire inspection procedures, and for the opportunity to respond.

### **RESPONSE TO FINDINGS**

**Grand Jury Finding 22-47:** *The Oakland City Council has no written plan or timetable for holding Oakland Fire Department accountable to annually complete all state-mandated fire inspections.*

City Response: The City agrees with the finding.

City Explanation: There is no specific written plan or timetable created by the City Council to ensure the Fire Department is completing all state-mandated inspections. This has historically been the responsibility of the Fire Marshal and Chief of the department. Since becoming Fire Chief, Reginald Freeman has set a very clear goal for the Prevention Bureau that state mandated inspections were to be a top priority for the division, with staffing, schedules and weekly metrics aligned to complete 100% of these inspection types.

**Grand Jury Finding 22-48:** *The Oakland Fire Department does not have an up-to-date inventory of buildings that require state-mandated inspections.*

City Response: The City disagrees with the finding.

City Explanation: The updated building inventory is now available in our Accela database and being utilized daily for scheduling purposes. The Fire Prevention Bureau is working with other departments to develop a process to ensure that updates to property and occupancy type is reflected in the Accela platform. The goal is to ensure that the department maintains the most accurate and complete list of state mandated inspection.

**Grand Jury Finding 22-49:** *The slow, uncoordinated, and incomplete implementation of Accela, throughout Oakland's [C]ity departments including, but not limited to the Oakland Fire*

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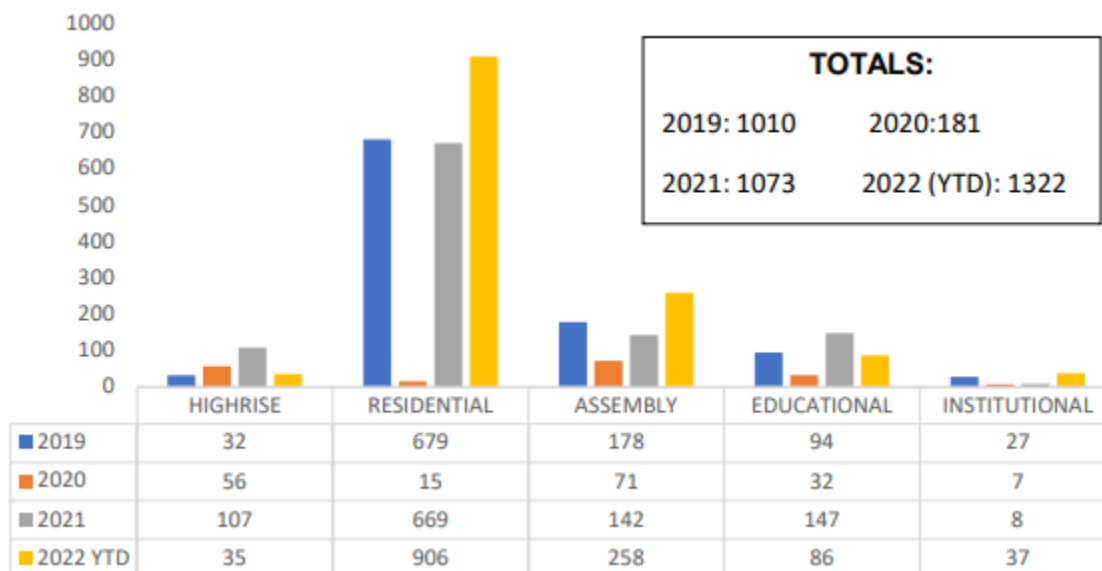
*Department, has greatly reduced the ability of the Fire Prevention Bureau to complete state-mandated fire inspections.*

City Response: The City disagrees with the finding.

City Explanation: While Accela may prove to be a valuable tool to track and store inspection data, inspections of all types could have been completed utilizing the legacy program, One Step. The failure to efficiently implement Accela did not prevent inspections from occurring; rather it can be attributed in some years to a lack of sufficient staff and management oversight.

The Fire Department has worked to fill vacant positions and to ensure that there is effective management of the Fire Prevention Bureau. Evidence of the effect of these changes includes the number of state mandated inspections completed in 2022 vs. prior years. The Fire Prevention Bureau completed 38% of state-mandated inspections in 2019, as compared to 14% in 2020. Based on current data for 2021, the inspection rate, annualized, is still only 41% which the Department recognizes is unacceptable. Fire Chief Freeman is aware of this issue and has improved performance in 2022, to meet the state-mandated inspection requirements with 100% compliance by the end of 2022. As of September 1, 2022, the bureau had completed 1,322 of the required state mandated inspections for the calendar year.

Please see **Chart 1, State Mandated Inspections** below for more information.



**Grand Jury Finding 22-50:** *Historically, the Oakland Fire Department has not provided sufficient training for fire inspectors.*

City Response: The City partially disagrees with the finding.

City Explanation: Historically, the department has provided incoming Inspectors with California State Fire Marshal Fire Inspector Training, as it relates to the job of an inspector. As stipulated in their job descriptions, Inspectors may be certified by any of the following organizations:

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- International Code Council (ICC);
- California Office of the State Fire Marshal (OSFM);
- National Fire Protection Association (NFPA).

In addition, if a newly hired Inspector lacks a certification from any of the following organizations, they must obtain that certification during their probationary period, and must maintain that certification throughout the duration of their employment.

**Grand Jury Finding 22-51:** *The [C]ity of Oakland presents a uniquely challenging environment for inspections which has resulted in high turnover of inspectors.*

City Response: The City disagree with the finding.

City Explanation: The Fire Prevention Bureau has experienced a high turnover rate due to retirements, personnel who elected to move out of the area for various reasons, including to seek higher compensation. Meanwhile, the complexity of this city, in terms of diversity of property and inspection types, make Oakland an appealing employment destination for those seeking to gain their CA State Fire Marshal certifications, and becoming more well versed in their positions.

**Grand Jury Finding 22-52:** *The [C]ity of Oakland's slow and inefficient recruitment process results in hiring delays and fails to hire candidates with relevant experience.*

City Response: The City partially disagrees with the finding.

City Explanation: Many factors play a role in determining the pace of recruitment and hiring new qualified candidates. The Fire Department is working with the Department of Human Resources Management on an ongoing basis to make sure the City is effectively promoting available positions to generate the largest possible pool of interested and qualified candidates to interview.

**Grand Jury Finding 22-53:** *The Oakland Fire Department has not used the citation process for fire safety violations in a manner that results in immediate and substantive improvements to fire safety.*

City Response: The City partially disagrees with the finding, and it requires further evaluation.

City Explanation: OFD does have a citation process that is used to identify non-compliant fire code violations. When the violations are identified, the property owner is informed with a timeframe for the violations to be corrected. OFD is currently working to improve the process so that the Fire Prevention Bureau can minimize the time that it takes to schedule re-inspections and verify that the violations have been corrected. This process is under review and the department is working with the Office of the City Attorney to ensure a reasonable due process for parcels to obtain compliance.

**Grand Jury Finding 22-54:** *The Oakland Fire Department does not have sufficient administrative staff support for fire inspectors to aid in the citation process.*

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City Response: The City agrees with the finding.

City Explanation: There are vacancies as identified in our organizational chart, and having more staff will make the process notification property and business owners, regarding inspection status, invoicing or rescheduling more efficient.

**Grand Jury Finding 22-55:** *The [C]ity of Oakland does not have fire inspection information readily available on its website for public review.*

City Response: The City partially agrees with the finding.

City Explanation: Most of the information on inspections pertains to the annual vegetation management program that is focused on properties located in the state-designated very high and high fire hazard severity zones. The Fire Prevention Bureau is currently working on listing inspection types on the City's website and adding information to the website to educate the public on is the inspection process, and what is required under the City's Fire Code. The Fire Department is overhauling the content of its web pages do be more current, especially regarding inspection-related content. This process is expected to be completed in December 2022 and rolled out to the public in January 2023.

## **RESPONSE TO RECOMMENDATIONS**

**Recommendation 22-62:** *The Oakland Fire Department shall report the status of state-mandated fire inspections to the Oakland City Council's Public Safety Committee quarterly for review and evaluation.*

City Response: This recommendation has been implemented.

City Explanation: The first quarterly report was provided to the Public Safety Committee on September 13, 2022 and we look forward to providing regular updates. That report may be accessed here:

<https://oakland.legistar.com/LegislationDetail.aspx?ID=5697539&GUID=DB9F51DD-E150-432F-B72B-48005D67D518&Options=&Search=>.

**Recommendation 22-63:** *Oakland's [M]ayor must meet monthly with the Oakland Fire Department [C]hief focusing on progress toward the goal of 100% compliance with state-mandated fire inspections.*

City Response: This recommendation has been implemented.

City Explanation: The Mayor and Fire Chief already meet monthly and one of the topics of discussion is the status of state mandated inspections.

**Recommendation 22-64:** *The [C]ity of Oakland must develop a dependable, cross-agency, up-to-date inventory of buildings needing state-mandated fire inspections.*

City Response: The recommendation has been implemented.

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City Explanation: As noted in the response to "Grand Jury Finding 22-48", the Oakland Fire Department has developed an inventory of buildings that, due to their use and occupancy characteristics, have been mandated by the state for annual inspections. Furthermore, there has been much stronger coordination between OFD and the Planning and Building Department over the last several years to address prior deficiencies that stemmed from related City departments working in silos. The implementation of OFD's use of Accela has required more cross department coordination and the department intends to keep that commitment to the City's goals and community's expectations.

**Recommendation 22-65:** *The Oakland Fire Department, in partnership with the Accela Task Force, must evaluate the Oakland Fire Department team and the work plan for the Oakland Fire Department's Accela implementation, including the possible addition of administrative permission for the Oakland Fire Department to allow the Oakland Fire Department Accela liaison to make direct changes to the Accela interface.*

City Response: The City agrees with this recommendation.

City Explanation: The Oakland Fire Department will present this recommendation to the Accela Task Force for their consideration

**Recommendation 22-66:** *The Oakland Fire Department executive staff must meet regularly with the Oakland Fire Department Accela liaison to evaluate the status of Accela implementation within the [D]epartment, including the status of Accela's performance in aiding inspections.*

City Response: The recommendation has been implemented.

City Explanation: Meetings between key OFD personnel and staff from Planning and Building Department, which manages Accela on behalf of the City, have been happening consistently for approximately a year. Those meetings will continue as all parties seek to ensure that the platform is being used effectively and to ensure coordination between related city staff.

**Recommendation 22-67:** *The Oakland Fire Chief must evaluate personnel assignments to ensure the appropriate liaison with systems and operational knowledge is in place for the critical implementation of Accela.*

City Response: The recommendation has been implemented.

City Explanation: Chief Freeman is in constant contact with the Fire Marshal as well as Battalion Chief Anthony Sanders who is the Department's current subject matter expert regarding Accela. Fire Marshal Bryant, members of the Fire Prevention Bureau, and Chief Sanders continue to work closely with staff from the Fire Prevention Bureau as well as Planning and Building.

**Recommendation 22-68:** *The Oakland Fire Chief must evaluate the implementation of Accela support and training available for state-mandated inspectors.*

City Response: The recommendation has been implemented.

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City Explanation: Every Inspector and administrative staff member is provided training on how to access the Accela platform, and the process for completing state mandated inspections, as it relates to their respective positions and functions.

**Recommendation 22-69:** *The Oakland Fire Department must assess its Accela working group to ensure that the [F]ire [D]epartment's automated needs in the Accela program are being met. This should include an automated online system for documenting all state-mandated inspections, the ability to document all follow-up inspections, and the ability to access data for statistical analysis of inspection results.*

City Response: The recommendation has been implemented.

City Explanation: The Fire Department now has full access to Accela to schedule and track inspections and evaluate compliance data.

**Recommendation 22-70:** *The Oakland Fire Department must ensure that all fire inspection training meets or exceeds the standards provided by the California Office of the Fire Marshal, and that enough staff are cross trained to ensure that fire inspections are completed.*

City Response: The recommendation has been implemented.

City Explanation: As new inspectors are hired, they are trained initially to ensure they can conduct basic fire code inspections, as well as state-mandated inspections. As they progress and gain more experience, there are opportunities to apprentice and train in other specialty areas such as hazardous materials (HazMat), pyrotechnics, and cannabis.

Moreover, and as noted in "Grand Jury Finding 22-50", Inspectors are required to obtain certification from either the Office of the State Fire Marshal OSFM, (National Fire Protection Association (NFPA), or the International Code Council (ICC) by the end of their probationary period and must maintain that certification throughout their employment with the City of Oakland.

**Recommendation 22-71:** *The Oakland Fire Department must create a clear career path for professional advancement of fire inspectors.*

City Response: The recommendation has been implemented.

City Explanation: OFD continues to provide opportunities for people to train and apply for supervisory roles. In 2021, new supervisory positions were created to oversee the scheduling and effectiveness of inspections in key areas, such as state mandated inspections, new construction, cannabis, etc. The Department is working with Human Resources Management to fill the vacant Assistant Fire Marshal (civilian) and Assistant Fire Marshal (sworn) positions.

**Recommendation 22-72:** *Oakland Fire Department leadership must work to raise the status of the Fire Prevention Bureau, so it is on par with the status and esteem afforded firefighters within the [D]epartment.*

City Response: The recommendation has been implemented and is an ongoing initiative.



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City Explanation: Upon Chief Freeman being sworn in on May 17, 2021, his undivided attention was placed on the Fire Prevention Bureau. His first all hands meeting during his first week of office was with the Fire Prevention Bureau -- not Operations - because he wanted to communicate expectations and hear what the members in the Bureau had to say. He continues to attend weekly meetings with the bureau and celebrate their work on social media.

**Recommendation 22-73:** *The Oakland Fire Department must establish clear expectations for the number of completed inspections on a daily/weekly basis to reach the 100% inspection goal.*

City Response: The recommendation has been implemented and continues to be evaluated.

City Explanation: Accela sends out a monthly list with a schedule of inspections for each inspector. The Fire Marshal tracks the progress by inspector and inspection type and sends a weekly report to the Fire Chief which is subsequently shared with the City Administrator's Office each Friday.

**Recommendation 22-74:** *The Oakland Fire Chief must authorize a salary and job study to determine the placement of Fire Prevention Bureau personnel in comparison to other large cities. Results should be shared with the [M]ayor, [C]ity council, and Oakland's [H]uman [R]esources [D]epartment.*

City Response: The recommendation has been implemented.

City Explanation: The City recently concluded contract negotiations with all of the labor organizations working within the City of Oakland. Part of those negotiations included a review and analysis of staff salaries and benefits as compared to other jurisdictions in the San Francisco Bay Area. Those labor agreements cover the period from July 1, 2022, through June 30, 2025, and resulted in the salaries increases for civilian staff represented by the Service Employees International Union (SEIU), Local 1021 and the International Federation of Professional & Technical Engineers (IFPTE), Local 21. In addition, the City also concluded negotiations with the International Association of Fire Fighters (IAFF), Local 55 which represents the Fire Marshal (Sworn) and Assistant Fire Marshal (Sworn) positions. The results of those negotiations were compiled by the Department of Human Resources Management and were shared with the Mayor, City Council, and public at the July 19, 2022 meeting of the Oakland City Council. For more information about the negotiations and the resulting labor agreements, please refer to the report to the City Council that may be accessed here: <https://oakland.legistar.com/LegislationDetail.aspx?ID=5727574&GUID=973C92AD-0491-4CD7-93ED-258A0D420C78&Options=&Search=>.

**Recommendation 22-75:** *The [C]ity of Oakland must reform its hiring process to allow for more rapid filling of open positions in order to hire more experienced fire inspectors.*

City Response: This recommendation has been implemented but requires further analysis to ensure a sustainable process in which to identify anticipated vacancies and to begin and streamline the process of filling vacant positions.

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City Explanation: The Fire Chief and Human Resources Management Director meet regularly with fiscal and human resource staff within the Fire Department to determine best practices to limit vacancies following retirements, promotions, and other staffing gaps. In addition, the Department of Human Resources Management recently filled the Human Resources Manager position that has been tasked with identifying improvements to the City's recruitment process. In addition, as part of the City's Adopted Fiscal Year 2022-23 Budget, the Council allocated \$100,000 towards the City's efforts to reimagine recruitment and retention of its employees. Once the Human Resources Manager has completed their analysis of the existing process and identified opportunities for improvement, the Department of Human Resources Management will prepare a scope of work that can be used to solicit bids from qualified firms that can help the City refine and implement strategies to improve recruitment and retention. This is likely to occur the first quarter of 2023.

**Recommendation 22-76:** *The Oakland Fire Chief and Fire Prevention Bureau Fire Marshal must provide all inspectors with sufficient training that includes clear guidelines on how and when to cite violators. This must include a written policy that outlines specific actions and inspectors' authority when citing.*

City Response: The recommendation has not yet been implemented.

City Explanation: This recommendation has been discussed internally but requires further coordination with the City Attorney's Office to initiate protocols and training, and the necessary updates to existing guidelines. Fire Administration and the City Attorney's Office will be meeting on this process to have this operational by the end of 2022.

**Recommendation 22-77:** *The Oakland Fire Department must provide the Fire Prevention Bureau with administrative staff to support the fire inspectors to process noncompliance citations and prepare for court appearances if necessary.*

City Response: The City agrees with this recommendation.

City Explanation: Additional staffing has been budgeted, but there are vacancies identified in our organization chart. As noted in 22-54, as these positions are filled, this additional staff will assist in the development and distribution of notifications for noncompliance and other areas of the citation process.

**Recommendation 22-78:** *State-mandated fire inspection data should be easily accessible on the [C]ity of Oakland's public information web page.*

City Response: This recommendation has been implemented.

City Explanation: The quarterly report to the Public Safety committee (referenced in 22-62) is posted on the main page of the Fire Department's website.

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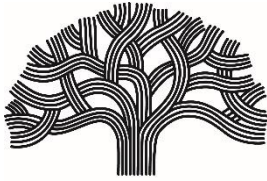
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For questions, please contact Felicia Bryant, Fire Marshal, at [fwanzo-bryant@oaklandca.gov](mailto:fwanzo-bryant@oaklandca.gov) at 510-238-6599.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Reginald D. Freeman", written over a horizontal line.

Dr. Reginald Freeman, Fire Chief  
Oakland Fire Department



CITY OF OAKLAND

## *INTER OFFICE MEMORANDUM*

**TO:** Edward D. Reiskin  
City Administrator

**FROM:** William A. Gilchrist, Director  
Planning and Building Department

**SUBJECT:** City's Response to the 2021-22  
Alameda County Grand Jury Report  
on Building Plan Check Procedures

**DATE:** September 28, 2022

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### **EXECUTIVE SUMMARY**

Below please find the response to the 2021-2022 Alameda County Civil Grand Jury Report ("Report") regarding building plan check procedures from the City of Oakland ("City"). The Planning and Building Department ("PBD" or "Department") would like to thank the Grand Jury for its review and recommendations. The Department welcomes the constructive feedback on its building plan check procedures and appreciates the opportunity to explore improvements to its permit processing and respond to the recommendations made in the Report.

### **RESPONSE TO FINDINGS**

**Grand Jury Finding 22-56:** *The system in place for authorizing, assigning, checking, and verifying reported overtime for expedited plan checks in Oakland's Department of Planning and Building is ineffective.*

City Response: The City disagrees wholly with the finding.

City Explanation: The Planning and Building Department uses an Overtime Plan Check Request Form submitted by the applicant to authorize to begin the overtime review process. The Process Coordinator receives the overtime request form, then seeks a Plan Checker who is available to work overtime on that project since overtime is performed on a voluntary basis. The Plan Check supervisor is then requested to authorize the assignment after confirming the Plan Checker's availability and current workload. On page 153 of the report, the Grand Jury notes that "given the solitary nature of the plan check work and the physical layout of the facility, managers are not typically positioned to directly observe the work of their team members." However, Plan Checkers work within the scope of their expertise and require minimal direct supervision. The Plan Check supervisor verifies the overtime hours worked based on the scope and complexity of the work and affixes his signature on the Plan Checker's Overtime Authorization Form, which accompanies the Plan Checker's timesheet. This system allowed for the detection of overtime reporting irregularities by one individual whose actions were documented and ultimately reported by the Department to the City Auditor.

**Grand Jury Finding 22-57:** *The extended vacancy of the [D]eputy [D]irector/[C]hief [B]uilding [O]fficial position in Oakland's Department of Planning and Building contributes to the undermanagement of the expedited plan check service.*

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City Response: The City disagrees wholly with the finding.

City Explanation: The position is not vacant and is being filled by an Acting Chief Building Official since January 2021, during which time the City has conducted two recruitments for the Deputy Director/Chief Building Official, and a permanent selection is pending. Furthermore, the Chief Building Official does not assign overtime work, which is delegated in the manner described in response to "Finding 22-56". The Grand Jury's representation that the delegation of Bureau responsibility to an Acting Chief Building Official Status adversely affects the Expedited Plan Check service is uncorroborated.

**Grand Jury Finding 22-58:** *The fees currently charged by Oakland for expedited service of plan checks are likely inconsistent with the requirements of Proposition 26.*

City Response: The City disagrees wholly with the finding.

City Explanation: This finding is not informed or supported by a Cost Allocation Study. The City is currently contracted with a firm to update the 2015 Cost Allocation Study (**Attachment A**) that was done for Planning and Building Department fees. To determine reasonableness of a fee's consistency with Proposition 26, the courts have examined fees collectively (i.e., among all payors), while avoiding demanding precision with respect to the benefit any individual fee payor receives. See *Griffith v. City of Santa Cruz*, 207 Cal. App. 4th 982, 997 (2012). As a matter of law, while permissible fees must be related to the overall cost of the governmental regulation, courts have held that fees are not finely calibrated to the precise benefit each individual fee payor might derive. (*Id.*) The Grand Jury's Report, in general, and Grand Jury Finding 22-58, in particular, seems to suggest a different standard, which is contrary to law.

**Grand Jury Finding 22-59:** *The plan check function in Oakland's Department of Planning and Building does not actively monitor productivity within the plan check team and currently does not collect data on hours worked by project to enable this analysis.*

City Response: The City disagrees partially with the finding.

City Explanation: The Department tracks the number of hours spent on a project submitted for Expedited (overtime) Plan Check within Accela, its permit tracking system, and it is recorded in the Overtime Authorization Form submitted to the payroll department as described in the response to "Finding 22-56". The City does not track the number of hours spent on work performed during normal business hours, which is consistent with common practice among other local jurisdictions and with State law as cited in explanation of response to Grand Jury Finding 22-58. Moreover, if the City were to adopt such a process, then the City would need to confer with affected labor groups depending on the extent of the tracking to be implemented under this recommendation before its possible adoption.

**Grand Jury Finding 22-60:** *Supply of plan checking resources in Oakland's Department of Planning and building is not aligned with demand for those resources in part because there is no attempt to forecast anticipated supply and demand and provide decision makers with the information with sufficient lead time to address anticipated gaps.*

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City Response: The City disagrees wholly with the finding.

City Explanation: Starting in 2016, the Department procured On-Call Plan Check Services ("On-Call") in direct response to a projected demand for inspection services, and began looking at pipeline trends for future needs. The Department works with the City's Department of Human Resources Management (DHRM) to recruit and hire staff within the Plan Check Division to meet demand surges; however, the labor market is experiencing an unprecedented dearth in candidates to fill positions. Nonetheless, the Department was authorized to add 8.5 additional full time positions via the 2022-23 Mid-Cycle Budget Process in response to forecasted trends.

**Grand Jury Finding 22-61:** *Exclusive reliance on internal resources for providing plan check services in Oakland's Department of Planning and Building limits the ability of the Planning and Building Department to ensure service commitments to applicants are consistently achieved.*

City Response: The City disagrees wholly with the finding.

City Explanation: As noted in the response to "Finding 22-60", the City did procure On-Call Plan Check services starting in 2016 and utilizes those services when demand for Plan Check services exceeds staff capacity. Furthermore, the Department has expanded its On-Call capacity by entering into contract with five (5) firms in 2019 and has been utilizing those contracts accordingly.

## **RESPONSE TO RECOMMENDATIONS**

**Recommendation 22-79:** *Oakland's Planning and Building Department shall integrate a comprehensive set of process controls to protect against the risk of fraud in the reporting of overtime.*

City Response: This recommendation has been implemented.

City Explanation: This recommendation was already put in place in response to the Department's own initiative after reporting the Plan Checker's overtime. Plan Checkers are required to document their overtime hours on an Overtime Authorization Form to accompany their time sheets as described in response to "Finding 22-56". On that form, they are instructed to provide the permit numbers for which overtime work was conducted, the number of overtime hours worked on that permit for the current pay period, and the total number of overtime hours worked thus far on that permit. This allows for the reconciliation of number of overtime hours charged to a project and number of hours reported to payroll. Overtime hours are implemented in increments that must first have prior approval by and may not be exceeded without prior approval by supervisor as also noted in response to "Recommendation 22-80".

**Recommendation 22-80:** *Oakland's Planning and Building Department shall establish and enforce a limit on the maximum annual number of hours of overtime for that can be worked by each plan checker.*

City Response: This recommendation has been implemented.

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City Explanation: Per 5/12/2022 memorandum, PBD established Overtime Limits of 2 hours per weekday and 4 hours per weekend day with directions to report to supervisors whenever the possibility of exceeding those limits arises. In aggregate these weekly limits constitute an annual maximum, but the Department's weekly review allows for more precise and regular management than an annual limit.

**Recommendation 22-81:** *Oakland's Planning and Building Department shall establish a process for regularly reconciling Authorized Overtime, Paid Overtime, and Expediting Fees charged to applicants.*

City Response: This recommendation has been implemented.

City Explanation: Please refer to the City's explanation for "Finding 22-56."

**Recommendation 22-82:** *Oakland's Planning and Building Department shall fill the currently vacant post of Deputy Director/Chief Building Official.*

City Response: This recommendation is in the process of being implemented.

City Explanation: This recommendation is inaccurately worded; the position is not vacant. Presently, the position is filled on an acting basis consistent with standard procedures to ensure continuity over operational units at City Hall during recruitment. The City has been actively recruiting in a labor market that is severely constrained. This recommendation is in process; the City has been working with the Department of Human Resources Management and a third-party recruiter and a permanent selection is pending.

**Recommendation 22-83:** *Once the [C]hief [B]uilding [O]fficial is hired, the [D]irector of Oakland's Planning and Building Department shall direct the [C]hief [B]uilding [O]fficial to provide updates to Planning and Building Department senior leadership on the state of the plan check function and progress on implementing these recommendations on a quarterly basis during their first year in the role.*

City Response: The recommendation has not yet been implemented and will be implemented with the hiring of the permanent Chief Building Official.

City Explanation: This recommendation will be implemented once the Deputy Director/Chief Building Official is hired. However, every pay period the Supervising Civil Engineer compiles all of the data on Overtime Plan Check functions and reports on such data to the Acting Building Official. Upon the hire of the Deputy Director/Chief Building Official, we will expand the analysis to include Plan Check done during normal business hours. We shall also include this data as part of a regular "Permit Stat" meeting, for the review of data related to the permitting operations.

**Recommendation 22-84:** *In the next update to the Planning and Building Department cost study, Oakland's Planning and Building Department shall direct the independent consultants to address or respond to the cost estimate methodological issues identified in this report.*

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City Response: The recommendation has not yet been implemented but will be advanced to the independent consultants under this current update.

City Explanation: The Department will share the content of this report with the consultant that we have contracted with for the Cost Allocation/User Fee Study.

**Recommendation 22-85:** *With the next amendment to Oakland's Master Fee Schedule, the [C]ity [C]ouncil shall ensure the cost estimate methodological issues and the Proposition 26 compliance issues identified in this report have been addressed in fees set for expedited plan checks.*

City Response: This recommendation will not be implemented.

City Explanation: The Grand Jury misapplies Proposition 26 in its Report. Under Proposition 26, the Expedited Plan Check fees at issue are exempt under Article XIII C 1(e)(3) of the California Constitution, which excludes from the definition of "tax" a charge imposed for the reasonable regulatory costs to a local government for issuing permits.

This exception covers a wide range of local government regulatory fees, such as building permit fees, fire inspection fees, and other fees, such as those for Plan Check services. The local government is limited to charging its reasonable costs, which the local government may establish by a preponderance of evidence. Typically, this is done through justifying the fee through a fee study, which is then presented to City Council for legislative approval and adoption through approval of the Master Fee Schedule. The City Council adopts its Master Fee Schedule on an annual basis through an open and public legislative process.

To the extent the Grand Jury asserts the City's fees are not reasonable, the City respectfully disagrees. To determine reasonableness of a fee, the courts will look at fees collectively (i.e., among all payors), while avoiding demanding precision with respect to the benefit any individual fee payor receives. See *Griffith v. City of Santa Cruz*, 207 Cal. App. 4th 982, 997 (2012). As a matter of law, while permissible fees must be related to the overall cost of the governmental regulation, courts have held that fees are not finely calibrated to the precise benefit each individual fee payor might derive. (*Id.*) The Grand Jury's Report seems to suggest a different standard, through an hourly accounting, which is contrary to law.

Consistent with this standard, several jurisdictions we surveyed apply permit fees to specific classes of applicants generally, as supported by a fee study, and do not apply an hour-by-hour accounting for each project applicant.

An analysis and review of the Planning and Building Department's fees are currently underway, and the City Council will receive a Cost Allocation/User Fee Study ("Study") that will include recommendations on how those fees should be updated. It is the City's policy to have a well-documented and defensible cost of service plan that identifies rates that will be used to recover billable costs for services and to develop user fees that comply with Proposition 26, Proposition 218, and other applicable statutory requirements. The Study and recommendations to the



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Oakland City Council will be included as part of the Department's proposal as part of the fiscal year 2023-2025 Biennial Budget. Adoption of the recommendations and modifications to the City's Master Fee Schedule will require councilmanic action.

**Recommendation 22-86:** *Oakland's Planning and Building Department shall extend the practice of tracking plan checker activity to all projects not just those for which expedited Service has been requested.*

City Response: The recommendation requires further analysis.

City Explanation: This recommendation requires clarification. The Department is tracking Plan Check activity. As noted in the Department's response to "Grand Jury Finding 22-59", the Department currently collects Plan Check activity related to overtime work. As noted in the Department's response to "Finding 22-56", the City has reached out to other local jurisdictions with similar classifications to find none of those polled keep track of hours spent on a project within normal working hours, which is explained further in response to "Finding 22-85". It is important to be clear that any change in practice may require extensive modification to the City's financial system and permitting database, where the feasibility needs to be tested. Also, the City would need to confer with affected labor groups before adoption, depending on the extent of the recommendation.

**Recommendation 22-87:** *Oakland's Planning and Building Department shall establish and maintain forecasting models for plan checker supply and demand.*

City Response: This recommendation has been implemented to forecast inspection and plan review need based on application submittal. Depending on the available hiring lists and labor market, the staffing response may be constrained where the department must rely on On-Call services as they are available to provide services to bridge hiring constraints.

City Explanation: The issue is not whether the Department has been forecasting; the entire reason for hiring the On-Call plan review service was based on forecasted need from permit application volume and demand. Again, the recommendation needs to be more specific about what type of forecasting is being suggested. The Department processes permits across all development market segments and providing forecast growth projections across all those segments corresponding to a City budget cycle will need to be explored to assess the scope, efficacy, and cost-benefit of the recommendation. The Department can continue to look at sourced data (i.e. industry-furnished demand forecasting) in order to plan for and to procure necessary staff resources for Plan Check services. Of course, market forecasts are not infallible and whenever they fail to forecast recessions and downturns, they also lead to operational difficulties with staff retention.

**Recommendation 22-88:** *Oakland's Planning and Building Department shall make use of forecast models of plan checker supply and demand in resource planning.*

City Response: This recommendation has been implemented to address the demand.

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City Explanation: A position has been budgeted in the Finance department that is intended to conduct demand forecasting related to local construction activity. The Department will use this data to analyze peak demands and to make staffing recommendations as part of the Biennial Budget Process. However, there is no forecast model of "plan checker supply." How is one to forecast "plan checker supply" within that specific labor affinity with any confidence for its intended purpose? The operative issue is construction demand. If the intent of the recommendation is to adduce how many Plan Checkers may be entering the employment market, then we would welcome any dependable model that can be used for the purpose of hiring which the Grand Jury suggests that can realistically forecast how many Plan Checkers there will be looking for work at a given time. .

**Recommendation 22-89:** *Oakland's Planning and Building Department shall establish contracts with on-demand resources, such as third-party plan checkers, that can be utilized during periods in which internal resources are inadequate to meet applicant demand.*

City Response: This recommendation has been implemented.

City Explanation: Please refer "Finding 22-61" for the City's explanation. As noted there, the Department has been doing this well before the Grand Jury initiated its investigation.

## **ADDITIONAL RESPONSES TO GRAND JURY REPORT**

**Additional Item 1:** *On page 149, the Grand Jury states, "Perhaps most troubling, management's failure to adequately oversee the process enabled a **systemic under-billing of large project developers** that persisted over many years, costing Oakland millions of dollars in uncollected revenues."*

City Response: The City wholly disagrees with this characterization of billing.

City Explanation: Permit fees are assessed systematically and on a regular cycle per a Master Fee Schedule adopted by City Council. Upon adoption, the assessment of fees is standardly applied and is independent of an applicant's status as a "large project developer." There is only one standard. There is a current update underway of the Master Fee Schedule that is being undertaken independently as part of the PBD's regular update cycle. It must be stated again a matter of law, while permissible fees must be related to the overall cost of the governmental regulation, courts have held that fees are not finely calibrated to the precise benefit each individual fee payor might derive. (*Id.*) The Grand Jury's Report, in general, and Grand Jury Finding 22-58, in particular, seems to suggest a different standard, which is contrary to law.

The Department has also enacted policies and procedures to monitor and reconcile all staff time billing for expedited permits processing.

**Additional Item 2:** *On page 154, the Grand Jury cites a May 14, 2017, San Francisco Chronicle article describing a plan checker's timecards stating "*he worked all 366 days of a leap year in 90-plus hour workweeks. He worked so much that he quadrupled his salary.*" On page 155, the Grand Jury states, "*The Grand Jury learned that this same plan checker **throughout****

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*their career submitted internal reports of time worked for billing applicants that did not match the time records submitted for their own compensation."*

City Response: The City wholly disagrees with this characterization of PBD's actions in responding to this situation.

City Explanation: Under new supervision that occurred prior to the Grand Jury engagement, this issue was identified, internally investigated, subsequently reported and submitted to the City Auditor for review. The City Auditor's findings were ultimately inconclusive. Neither the City Auditor nor the Grand Jury has investigated his entire career with the City of Oakland, which spanned 40+ years. Of note, the subject Plan Checker retired from the City December 2020. In addition, and as previously noted, the Department has enacted policies and procedures to monitor and reconcile plan check staff overtime for expedited permit reviews.

**Additional Item 3:** *On page 156, the Grand Jury states, "The Grand Jury learned the manager failed to take immediate steps to investigate, waiting at least several months before asking the engineer for an explanation and nearly a year before escalating to their supervisor."*

City Response: The City wholly disagrees with this characterization of PBD's actions in responding to this situation.

City Explanation: As was explained to the Grand Jury, once the newly appointed supervising manager suspected inaccurate reporting of overtime by the subject Plan Checker, he immediately began his own investigation, which involved recording the overtime hours and the permit numbers reported on the Plan Checker's Overtime Authorization Forms. This required several pay periods of data in order to compare past overtime hours reported on past permits. On December 20, 2019, with this internal review completed, the Plan Checker was asked to explain his actions to which he responded he was instructed to submit overtime in this manner by a past supervisor approximately 25 years ago. Those alleged instructions, as depicted by the Plan Checker, entitled him to report in overtime hours the equivalent amount the applicant paid for overtime. Once this explanation was received, the matter was immediately reported to the Acting Chief Building Official, who reported to the Department Head immediately, who subsequently reported to the City Administrator and City Auditor. The City Auditor's findings were ultimately inconclusive. As noted in previous responses, the Department enacted policies and procedures to monitor and reconcile all staff time billing for expedited permits processing.

**Additional Item 4:** *On page 157, the Grand Jury states, "As of April 2022, the internal investigation into this discrepancy has been underway for over two years and the Grand Jury understands that the investigation remains open. Despite a written acknowledgement by the engineer of intentionally misreporting hours worked for an extended period, the Grand Jury was unable to find any evidence that disciplinary actions were taken or that efforts were made to recover funds that might have been owed to the city from applicants for work performed that went unbilled or for overtime compensation that might have been paid but not earned."*

City Response: The City wholly disagrees with this characterization of PBD's actions in responding to this situation.

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City Explanation: Although the Grand Jury acknowledges the investigations of the subject Plan Checker's actions remained open at the time of its report submittal; however, it does not note that the employee is no longer with the City as of 2020. As noted in previous responses, the City Auditor was notified immediately of the employee's actions once they were confirmed, and the employee was relieved of any further overtime assignments. Further, as noted in other responses, the City Auditor's findings were ultimately inconclusive as to whether any billing policies were violated.

The Department is working with the City Attorney to determine appropriate next steps, particularly any further action concerning the employee.

Respectfully submitted,

*William A. Gilchrist*

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William A. Gilchrist, Director  
Planning and Building Department

Attachment (1):

**Attachment A:** 2015 Cost Allocation Study



## **Report on User Fee Study Findings**

**April 17, 2015**



2251 Harvard Street, Suite 134  
Sacramento, CA 95815

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## EXECUTIVE SUMMARY

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### *Introduction*

MGT of America (MGT) is pleased to present the City of Oakland (City) with this summary of findings for the user fee study.

It has been many years since the City conducted a comprehensive analysis of its development-related user fee services. The last time development-related fees were adjusted was during FY 2010/11 to reflect a 3% growth in burdened personnel costs. The City is now interested in knowing the full cost of providing user fee-related services, and exploring the options of modifying current fees to better reflect Council priorities. In 2013, the City contracted with MGT to perform this cost analysis using fiscal year 2014 budget figures, staffing and operational information. MGT was also tasked with recommending fee adjustments for each department based on industry best-practices.

This report is the culmination of the past eighteen months of work between MGT and City management and staff. MGT would like to take this opportunity to acknowledge all management and staff who participated on this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to the success of this study.

### *Study Scope and Objectives*

This study included a review of fee-for service activities within the following departments/divisions:

- Building Administration
- Building Inspection
- Building Plan Check
- Code Enforcement
- Planning
- Engineering Services

The study was performed under the general direction of the Planning and Building department with the participation of representatives from each fee section area. The primary goals of the study were to:

- ❖ Define what it costs the city to provide various development fee-related services.

- ❖ Recommend fee adjustments based on industry best practices, practices of comparable agencies and MGT's professional opinion.
- ❖ Develop revenue projections based on recommended increases (or decreases) to fees.
- ❖ Compile information regarding fees charged by the following comparable cities:
  - ▶ San Francisco, Sacramento, San Diego, Berkeley, San Jose and Walnut Creek.
- ❖ Provide user fee models and templates to City staff enabling staff to update the study results in future years and incorporate new fees as they occur. The industry standard is to conduct a comprehensive review of fees every three to five years and make annual adjustments based on an inflation index. However, given the increasing cost of public sector employee benefits, agencies may incorporate those cost increases into the annual fee adjustments.

The information summarized in this report addresses each of these issues and provides the City with the tools necessary to make informed decisions about any proposed fee adjustments and the resulting impact on City revenues.

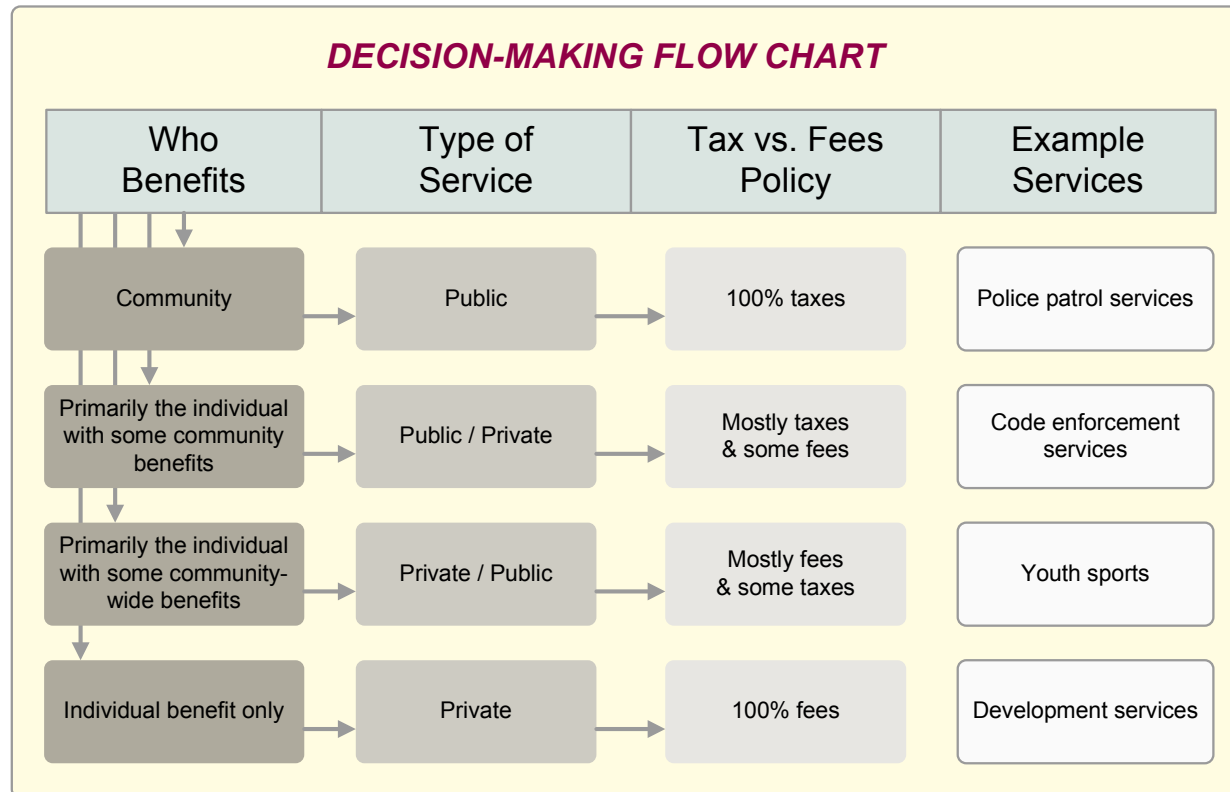
The following is a list of legal, economic and policy issues that governmental agencies typically take into consideration when determining cost recovery levels.

- ❖ **State Law** – In California user fees are limited to the “estimated reasonable cost of providing a service” by Government Code section 66014(a) and other supplementary legislation. Proposition 26 was approved by California voters in November of 2010 and clarified which charges are considered user fees and which are considered taxes. The significance of this distinction is that user fees may be raised by Council action up to the limit of actual cost, whereas taxes may not be increased without a majority vote of the public. None of the fee adjustments recommended by MGT are considered taxes per Proposition 26 guidelines. It should be noted that fees charged for the use of government property are exempt from Proposition 26. These include fees for parks and facility rentals as well as green fees, cart and other equipment rental fees for golf services. All of these fees may be set at any price the market will bear.
- ❖ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ❖ **Community benefit** - If a user fee service benefits the community as a whole to some extent, it is appropriate to subsidize a portion of the fee.



- ❖ **Private benefit** – If a user fee primarily benefits the fee payer, the fee is typically set at, or close to 100% full cost recovery. Development-related fees generally fall into this category, however exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.
- ❖ **Service driver** - In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates city code.
- ❖ **Managing demand** - Elasticity of demand is a factor in pricing certain city services; increasing the price may result in a reduction of demand for those services, and vice versa. However, for most fees studied within the report, demand is highly inelastic.
- ❖ **Incentives** – Fees can be set low to encourage participation in a service, such as water heater permitting or photo-voltaic installations.
- ❖ **Disincentives** – Penalties can be instituted to discourage undesirable behavior. Examples include fines for constructing without a building permit.

The flow chart below helps illustrate the economic and policy considerations listed above.



## Methodology

The standard approach for analyzing the cost of providing fee-related services is commonly referred to as a “bottom up” approach. The bottom up approach was used to analyze all user fees. A general description of the “bottom up” approach is as follows:

### 1. Identify all direct staff time spent on the fee related activity or service

MGT conducted a series of meetings with staff from Building Administration, Building Inspection, Building Plan Check, Code Enforcement, Engineering and Planning to identify every employee, by classification, who performs work directly in support of a fee related service. Direct staff

costs are incurred by employees who are “on the front line” and most visible to the customers (e.g. inspectors, counter staff, plan reviewers, etc.). Once all direct staff were identified, departments estimated how much time those employees spend, on average, working on each particular fee service.

Developing time estimates for fee related services can be challenging and departments should be commended for the time and effort they put into this. Although MGT provided departments with templates and other tools to assist them in developing average or “typical” time estimates, these calculations were necessarily developed by the subject matter experts in each operating department.

## **2. Calculate direct cost of the staff time for each fee using productive hourly rates**

Productive hourly rates are used to support full cost recovery. A full-time Oakland employee typically has 1,950 paid hours per year (37.5 hours x 52 weeks). However, cost studies reduce this number to account for non-productive hours (sick leave, vacation, holidays, training, meetings, etc.). MGT calculated the productive hourly rate for each classification based on the salary and benefit information provided by the City and an analysis of annual productive hours by classification.

## **3. Determine any other operational costs (i.e. other than personnel costs) that can readily be traced to a specific fee-related service as a direct cost**

Professional services contracts are an example of an expense that can often be traced to a specific service or program.

## **4. Determine indirect or “overhead” costs**

Generally there are two types of indirect costs: departmental and citywide overhead. These indirect costs are allocated across user fee services in order to capture the full cost of providing the service. If a department performs non-fee related services, a commensurate amount of indirect cost is segregated and not allocated to the fee related services.

- ❖ Departmental overhead costs – these costs include managers, supervisors and support staff as well as other operational costs, such as materials and supplies that are incurred for a common purpose and not readily assigned to a particular service or program.
- ❖ Citywide overhead costs – each department and fund within the city receives an allocation of cost from the city’s various central service departments. Central service departments are those whose main function is to support other city departments and funds. Such departments include the City Administrator, City Attorney, Personnel Resources, City Auditor, Finance and Management, and the Office of Communications and Information. The methods for allocating central service costs can vary but must demonstrate a causal relationship between the allocation methodology and the costs allocated to the operating department. The State Controller’s

Office guidelines stress the importance of allocating citywide overhead costs in a way that “equitably reflect the value of service” provided to the department receiving the service(s). In most cases, industry standards call for one of the following methodologies for allocating central services costs:

- ▶ Number of full-time equivalent staff in the operating department
- ▶ Total operating budget, excluding debt and certain non-operating costs
- ▶ Actual or estimates of time spent in support of the operating department based on documented procedures

## **5. Compare total costs to the current fee schedule.**

Once all direct, indirect and crossover costs are calculated, MGT compared the total cost for each fee-related service to the fee currently charged to the public. In most cases we found the total cost of providing a service exceeded the fee charged. In these instances, the fee can be increased to recover these subsidies. However, there were a number of services for which the total calculated cost was less than the fee charged. In these cases the fee must be lowered to comply with State law.

## **6. Annual volume figures are incorporated.**

Up to this point we have calculated fee costs and revenues on a per-unit basis. By incorporating annual volume estimates provided by each department into the analysis, we extrapolate the per-unit results into annual cost and annual revenue information. This annualization of results accomplishes two primary benefits:

- ❖ Management information: the annualized results give management an estimate of the fiscal impact of any fee adjustments. Because annual volume will change from one year to the next, these figures are estimates only. Actual revenue will depend on future demand level and collection rates, which for some services can be less than 100%.
- ❖ Cross checks and reasonableness tests: by annualizing the results we also annualize the time spent by staff on each service. These annualized results will surface any instances of over or under estimation of time. In these cases we review these results with staff and resolve any anomalies. All staff hours were identified to either fee or non-fee related services.

## **7. Recommend fee adjustments.**

MGT provides fee adjustment recommendations based on industry best practices and practices of comparable agencies. Because most fees analyzed within this report are development-related, most recommendations are set at 100% cost recovery. Of course MGT's recommendations are advisory in nature only – ultimately Council must decide what fee levels are appropriate for Oakland.

## *Study Findings*

The study's primary objective is to provide the City's decision-makers with the basic data needed to make informed pricing decisions. This report details the full cost of services and presents recommended fee adjustments and their fiscal impact. Recommendations are based on careful consideration of the results of the cost analysis, industry best practices and market comparisons.

The results of the study identified that overall, most sections recover much less than the actual cost of providing services. Accordingly, there is an opportunity to raise additional funds through fee adjustments. There are several possible reasons for the current subsidy levels:

- ❖ During the 2003 comprehensive fee analysis, Council may have intentionally subsidized certain services. Subsequently, even if these fees were adjusted annually to keep pace with increasing city costs, these fees would still be below actual cost.
- ❖ It is likely the City's practice of adjusting fees annually via a CPI factor did not keep pace with actual governmental service costs. Over the past decade, government sector costs have outpaced general inflation.
- ❖ Many user fee related processes have changed over the past decade. Often this is the result of increasing service-level demands by the general public. Also, the State has mandated many additional inspections and reviews that add to the City's cost structure within the development-related departments. In fact, CALGreen Title 24 regulations recently became effective July 1st of this year. These more stringent energy regulations will require extra time by inspection and plan review staff. We recommend the City monitor and quantify the increased time requirement and factor this increase into future fee schedule adjustments.

**Restructuring of fees.** We found that several of the City's fees could be more equitably charged via a different fee structure. We have noted these structure changes within the "Department Highlights" section beginning on page 11.

**Comparison analysis.** A component of our analysis included a survey of user fees charged by neighboring cities. This survey gives City management a picture of the market environment for city services. This survey is imprecise in that a fee with the same name may involve slightly different services among the various cities surveyed. Some cities lump several services into one fee category, whereas other cities break fees down into a high level of specificity. Accordingly the purpose of this comparison analysis is to impart a sense of how Oakland's fees levels compare with comparable jurisdictions. The comparison analysis is provided in Appendix A.

The exhibit on the following page displays the summary of costs and revenues for each section analyzed:

## City of Oakland User Fee Revenue Analysis

Department/Division	Current				Recommended		
	Costs, User Fee Services (A)	Current Revenue (B )		Subsidy (C )	Cost Recovery Policy (D)	Increased Revenue (E)	
Building Administration	\$2,374,519	\$2,374,931	100%	(\$412)	\$2,374,519	100%	(\$412)
Building Inspection <sup>1</sup>	\$4,196,386	\$1,482,544	35%	\$2,713,842	\$4,196,285	100%	\$2,713,741
Building Plan Check	\$10,531,103	\$6,911,668	66%	\$3,619,435	\$10,531,103	100%	\$3,619,435
Code Enforcement	\$2,362,162	\$1,582,076	67%	\$780,086	\$2,362,162	100%	\$780,086
Planning	\$1,897,671	\$1,571,257	83%	\$326,414	\$1,897,671	100%	\$326,414
Engineering Services							
- Building Services	\$560,656	\$457,018	82%	\$103,638	\$560,307	100%	\$103,289
Sub Total:	\$21,922,497	\$14,379,494	66%	\$7,543,003	\$21,922,047	100%	\$7,542,553
Engineering Services							
- Public Works <sup>2</sup>	\$2,199,454	\$2,016,796	92%	\$182,658	\$2,197,398	100%	\$180,602
Grand Total:	\$24,121,951	\$16,396,290	68%	\$7,725,661	\$24,119,445	100%	\$7,723,155

1) \$1,326,724 of Building Inspection costs represent General Plan Update efforts.

2) As part of the proposed transfer of services from Building Services to Public Works, these revenues will transfer from Building Services to Public Works.

**Column A, User Fee Costs** – The full cost of providing fee related services to the public was \$24,121,951.

**Column B, Current Revenues** – Based on current individual fee levels, the City generates fee related revenues of \$16.39 million and is experiencing a 68% cost recovery level. Within each department, cost recovery levels fluctuate significantly. Several of the fees analyzed are currently set above actual cost. These fees must be reduced to comply with State law. The analyses of individual fees are presented in subsequent sections of this report.

**Column C, Subsidy** – Current fee levels recover 68% of full cost, leaving 32% or \$7,725,661 to be funded by other funding sources. This represents a “window of opportunity” for the City to increase fees and revenues, with a corresponding decrease in the subsidization of services.

**Column D, Recommend Recovery** – It is estimated that adoption of the recommended cost recovery policy would generate fee revenues of \$24,119,445. This would bring the overall cost recovery level up to almost 100%.

**Column E, Increased Revenue** – Increasing fees to the recommended levels would generate approximately \$7,723,155 in additional revenue. This represents a 47% increase over revenue currently being collected for these activities by the City on an annual basis.

## *Department Highlights*

### **Building Administration –**

Approximately half of this sections fees are currently set above full cost, while the other half are set below full cost. However, the fees set above full cost have a high annual volume, so adjusting all fees to full cost levels would result in a small net revenue reduction.

### **Building Inspection –**

The vast majority of Building Inspection fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$4,196,285 annually.

Fees #218 and 220, General Plan surcharges – these fees are currently set below full cost levels. The cost of maintaining the City's long-range plans is \$1,326,724 annually. This cost includes Strategic Planning staff, General Plan consultants, Specific Plan consultants and Area Plan consultants. Currently the surcharge is applied against new construction building permit valuation and recovers only a small portion of the \$1,326,724 cost. The City's General Plan was last comprehensively updated in 1998. A comprehensive update is planned for 2017. Below we present three options for the General Plan surcharge:

- Proposed GP Fee: increase the existing surcharge to full cost recovery levels. This option would increase the current fee from 0.10% of construction valuation to 0.43% of construction valuation. For a \$250,000 single family home, the fee would increase from \$250 up to \$1,075.
- Alternative GP Fee #1: apply the annual cost against all Building and Planning fees. By spreading the cost over a wider base, the surcharge on each permit will be much smaller. Applying the \$1,326,724 cost across base revenue of \$20,868,486 (Planning and Building proposed revenue, less GP surcharge revenue of \$1,326,724) yields a surcharge of 6.4%. This surcharge should be applied to all Planning and Building fees.
- Alternative GP Fee #2: subsidize a portion of the General Plan update. This alternative recognizes that the existing Oakland community benefits from an up to date General Plan and that developers should not shoulder the full burden of these costs. Alternative GP Fee #2 calls for a 50% subsidy to be applied to either of the above two options. This option will recover \$663,362 annually.

Fees #60a, 60b and 60c Electrical, Mechanical and Plumbing inspection of New Construction, Addition or Remodels – These are proposed new fee categories. These categories would replace many of the mechanical, electrical and plumbing fees. The charge for each subtrade would be a percentage of the building (e.g. structural) inspection permit. Proposed fees are: Electrical 25%; Mechanical 25% and Plumbing 25%. This percentage approach to subtrade



fees greatly reduced administrative time required to calculate subtrade fees and consolidates (reduces) many of the inspection fees. The fiscal impact of this change is unknown, but is estimated to be revenue neutral. It is believed this change will be customer friendly since it will be much easier for developers to anticipate and budget for these fees. The individual subtrade fees will be utilized for projects involving only a single fixture or small improvement.

### **Building Plan Check –**

The vast majority of Building Plan Check fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$3,619,435 annually.

Fees #21 through 25, Board of Examiners and Appeals fees – these fees are currently flat fees. Due to the wide range of staff time required for these categories, recommendation is to switch these to cost recovery (e.g. time and materials) charges.

Fees #42, Making Building Records Available for Viewing and/or Copying from Archives – this fee is currently set at \$34 per instance. Due to the wide range of staff time required from these requests, recommendation is to switch this to cost recovery (e.g. time and materials) charges.

### **Code Enforcement –**

Approximately half of this sections fees are currently set above full cost, while the other half are set below full cost. If fees are set to recommended cost recovery levels, fee revenue would increase by \$780,086 annually.

Fees #16 through 19 and #29 Administrative Fees – several of Code Enforcement's fees are charged as a percentage of the contracted work administered. MGT recommends these percentages be set at a uniform sliding scale as follows:

- \$1 - \$5,000: 30%
- \$5,000 - \$10k 25%
- \$10,001+ 20%

### **Planning –**

Approximately half of this sections fees are set above full cost, while the other half are set below full cost. As a whole, planning fees recover 83% of costs. If fees are set to recommended cost recovery levels, fee revenue would increase by \$326,414 annually.

There are no fee structure change recommendations for planning fees.

## Engineering Services –

The vast majority of Engineering fees are set below cost recovery levels. If all fees were adjusted to recommended cost recovery levels, net revenue would increase by \$283,891 annually.

Engineering Services is staffed by both Building and Public Works staff. The Engineering Services totals have been segregated in the analysis to assist with budgeting and revenue forecasting. Of the increase, \$103,289 accrues to Building and \$180,602 accrues to Public Works.

Fees #95 Private Party Bike Rack Installation fees – The current fee is \$37 while the cost of processing this application is \$1,781. MGT recommends this fee not be increased to full cost recovery levels to ensure access to this service is not prohibited by economic hardship. MGT recommends this fee be increased to \$74 each.

Fees #62 through 67 Review of Private Infrastructure – These fees are structured as a base fee plus additional fee for each \$1,000 of valuation above the base. MGT recommends creating a new category for extremely small projects: \$1 to \$5,000 project valuation and setting this fee at \$1,000. This would keep these services at a reasonable price for very small developments. The full range of proposed fees are as follows:

- \$1 to \$5,000 construction value: \$1,000
- \$5,001 to \$10,000 construction value: \$1,000 + \$340 per each additional \$1,000 construction value
- \$10,001 to \$50,000 construction value: \$2,698 + \$9 per each additional \$1,000 construction value
- \$50,001 to \$100,000 construction value: \$3,046 + \$43 per each additional \$1,000 construction value
- \$100,001 to \$500,000 construction value: \$5,184 + \$10 per each additional \$1,000 construction value
- \$500,001 + construction value: \$9,063 + \$5 per each additional \$1,000 construction value

*1) MGT recommends for projects over \$500,001 valuation, the developer be given the option of paying on a deposit + hourly rate basis.*

Fees #75 through 77 Inspection of Private Infrastructure fees – The existing fee is a flat 8% of the Engineering News Record (ENR), which is an index used to estimate infrastructure costs. Best practice is for these fees to be tiered to reflect economies of scale. Accordingly, recommends the following three categories:

- \$1 to \$100,000 construction value: 8.5%
- \$100,001 to \$500,000 construction value: \$8,500 + 8% over \$100,001 construction valuation
- \$500,001 + construction value: \$40,500 + 7.5% over \$500,001 construction valuation

*1) MGT recommends for projects over \$500,001 valuation, the developer be given the option of paying on a deposit + hourly rate basis.*

Instituting these fee category breakdowns will ensure that small projects are not being subsidized and that large projects are not paying more than full cost.

## *Department Summary Charts*

The subsequent pages display the results of our individual fee analysis. For each section the current charge, total cost and recommended fee are listed for each fee-related service.

The summaries are in the following order:

- ❖ Building Administration
- ❖ Building Inspection
- ❖ Building Plan Check
- ❖ Code Enforcement
- ❖ Planning
- ❖ Engineering Services

# *Building Administration*

User Fee Study Summary Sheet

City of Oakland  
Building Services - Administration  
2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
1 A) PERMIT APPLICATION FEE													
2 Building, Electrical, Mechanical, Plumbing Permits													
3 Filing	10,000	\$16	122%	\$13	\$131,162	\$160,000	-\$28,838	100%	\$13	-18%	\$131,162	-\$28,838	-
4 Routing - Project Value \$2,000 or Less	350	\$47	107%	\$44	\$15,373	\$16,450	-\$1,077	100%	\$44	-7%	\$15,373	-\$1,077	-
5 Routing - Project Value \$2,001 or Greater	9,500	\$55	96%	\$57	\$541,884	\$522,500	\$19,384	100%	\$57	4%	\$541,884	\$19,384	-
6 Routing - Application and Issuance by Internet Connection	150	\$47	57%	\$82	\$12,306	\$7,050	\$5,256	100%	\$82	75%	\$12,306	\$5,256	-
7 All Other Permits and All Other Engineering Process and Approval													-
8 Filing	3,000	\$16	122%	\$13	\$39,349	\$48,000	-\$8,651	100%	\$13	-18%	\$39,349	-\$8,651	-
9 Routing	3,000	\$55	125%	\$44	\$131,773	\$165,000	-\$33,227	100%	\$44	-20%	\$131,773	-\$33,227	-
10 Mailing and Handling Charges Per 25 Count for Permit Application	10	\$8.25	75%	\$11	\$110	\$83	\$27	100%	\$11	33%	\$110	\$27	-
11 Service Charge for Verification of Proof of License and Workers Compensation Information Required by State Law for Approval of Permit Application	1	\$15	114%	\$13	\$13	\$15	-\$2	100%	\$13	-13%	\$13	-\$2	-
12 Zoning Sign-Off	10	\$54	75%	\$72	\$722	\$540	\$182	100%	\$72	34%	\$722	\$182	-
13 B) PLANS/MAP PHOTO COPY (COPIES LESS THAN 11"x17")	10	\$0.85	78%	\$1.09	\$11	\$9	\$2	100%	\$1.10	29%	\$11	\$3	
14 C) DOCUMENT RESEARCH FEE	100	Actual cost, \$7 min.	n/a	\$66	\$6,580	\$6,580	-	100%	\$64 per hour	-	\$6,580	-	-
15 D) PROCESS BILLING APPEALS AND REFUND REQUESTS THAT ARE DETERMINED TO BE UNFOUNDED	100	\$99	103%	\$96	\$9,606	\$9,900	-\$294	100%	\$96	-3%	\$9,606	-\$294	-
16 E) PROCESS BILLING APPEALS WITH REFERRAL TO "COLLECTIONS"	200	\$99	31%	\$318	\$63,690	\$19,800	\$43,890	100%	\$318	222%	\$63,690	\$43,890	-
17 F) PROCESS BILLING APPEALS FOR SECOND RESEARCH/REVIEW	20	\$99	81%	\$123	\$2,452	\$1,980	\$472	100%	\$123	24%	\$2,452	\$472	-
18 G) PROCESSING SECURITY DEPOSITS (BONDS, CASH, CERTIFICATE OF DEPOSITS, ETC.)	50	\$297	86%	\$344	\$17,204	\$14,850	\$2,354	100%	\$344	16%	\$17,204	\$2,354	-
19 H) RECORDS MANAGEMENT FEE		9.50%	n/a	Policy	903,096	903,096	-	100%	9.50%	-	903,096	-	-
20 I) TECHNOLOGY ENHANCEMENT FEE		5.25%	n/a	Policy	499,079	499,079	-	100%	5.25%	-	499,079	-	-

User Fee Study Summary Sheet

City of Oakland  
Building Services - Administration  
2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
21 J) COLLECTIONS -- PERMITS & CODE ENFORCEMENT					-	-	-				-	-	-
22 Alameda County Collection Surcharge on General Levy		1.70%	n/a	Policy	-	-	-	100%	1.70%	-	-	-	-
23 City Collection Transfer to or Rescission from County		3.00%	n/a	Policy	-	-	-	100%	3.00%	-	-	-	-
24 Interest on Unpaid Fees and Penalties		10.00%	n/a	Policy	-	-	-	100%	10.00%	-	-	-	-
25 K) COURIER SERVICE		Actual Cost	n/a	Policy	-	-	-	100%	Actual Cost	-	-	-	-
26 L) CERTIFICATION OF DOCUMENTS (new)	100		n/a	\$1	\$110		\$110	100%	\$1		\$110	\$110	
Total User Fees					\$2,374,519	\$2,374,931	-\$412						
% of Full Cost						100%	0%						

# *Building Inspection*

# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
1 A) INSPECTION													
2 As Required by the Oakland Building Code or the Oakland Sign Code for the Issuance of a Permit FOR NEW CONSTRUCTION													
3 \$1 to \$1,000 Construction Value	700	\$50	21%	\$240	\$167,760	\$35,000	\$132,760	100%	\$240	379%	\$167,760	\$132,760	-
4 \$1,001 to \$1,500 Construction Value	500	\$58	24%	\$240	\$119,829	\$29,000	\$90,829	100%	\$240	313%	\$119,829	\$90,829	-
5 \$1,500 to \$2,000 Construction Value	340	\$81	30%	\$273	\$92,905	\$27,540	\$65,365	100%	\$273	237%	\$92,905	\$65,365	-
6 \$2,001 to \$25,000 Construction Value													-
7 Basic: first \$2,001	160	\$99	29%	\$340	\$54,469	\$15,840	\$38,629	100%	\$340	244%	\$54,469	\$38,629	-
8 Surcharge: each add'l \$500		\$8.75	n/a	policy	-	-	-	100%	\$8.75		-	-	-
9 \$25,001 to \$50,000 Construction Value													-
10 Basic: first \$25,001	120	\$503	67%	\$753	\$90,367	\$60,360	\$30,007	100%	\$753	50%	\$90,367	\$30,007	-
11 Surcharge: each add'l \$1,000		\$8.40	n/a	policy	-	-	-	100%	\$8.40		-	-	-
12 \$50,001 to \$100,000 Construction Value													-
13 Basic: first \$50,001	100	\$712	67%	\$1,069	\$106,943	\$71,200	\$35,743	100%	\$1,069	50%	\$106,943	\$35,743	-
14 Surcharge: each add'l \$1,000		\$7.85	n/a	policy	-	-	-	100%	\$7.85		-	-	-
15 \$100,001 and Higher Construction Value													-
16 Basic: first \$100,001	60	\$1,105	73%	\$1,506	\$90,367	\$66,300	\$24,067	100%	\$1,506	36%	\$90,367	\$24,067	-
17 Surcharge: each add'l \$1,000		\$6.25	n/a	policy	-	-	-	100%	\$6.25		-	-	-
18 \$250,001 and Higher													-
19 Basic: \$250,001	20	\$2,036	92%	\$2,216	\$44,321	\$40,720	\$3,601	100%	\$2,216	9%	\$44,321	\$3,601	-
20 Surcharge: each add'l \$1,000		\$5.75	n/a	policy	-	-	-	100%	\$5.75		-	-	-
21 As Required by the Oakland Building Code or the Oakland Sign Code the Issuance of a Permit For Repairs/Additional/Alteration													-
22 \$1 to \$1,000 Construction Value	848	\$62	26%	\$240	\$203,230	\$52,576	\$150,654	100%	\$240	287%	\$203,230	\$150,654	-
23 \$1,001 to \$1,500 Construction Value	606	\$68	28%	\$240	\$145,232	\$41,208	\$104,024	100%	\$240	252%	\$145,232	\$104,024	-
24 \$1,501 to \$2,000 Construction Value	436	\$94	34%	\$273	\$119,137	\$40,984	\$78,153	100%	\$273	191%	\$119,137	\$78,153	-



# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
25 \$2,001 to \$25,000 Construction Value													-
26 Basic: first \$2,001	267	\$117	34%	\$340	\$90,896	\$31,239	\$59,657	100%	\$340	191%	\$90,896	\$59,657	-
27 Surcharge: each add'l \$500		\$10.50	n/a	policy	-	-	-	100%	\$10.50		-	-	-
28 \$25,001 to \$50,000 Construction Value													-
29 Basic: first \$25,001	194	\$602	80%	\$753	\$146,094	\$116,788	\$29,306	100%	\$753	25%	\$146,094	\$29,306	-
30 Surcharge: each add'l \$1,000		\$10.00	n/a	policy	-	-	-	100%	\$10.00		-	-	-
31 \$50,001 to \$200,000 Construction Value													-
32 Basic: first \$50,001	48	\$849	79%	\$1,069	\$51,333	\$40,752	\$10,581	100%	\$1,069	26%	\$51,333	\$10,581	-
33 Surcharge: each add'l \$1,000		\$9.25	n/a	policy	-	-	-	100%	\$9.25		-	-	-
34 \$200,001 and Higher Construction Value													-
35 Basic: first \$200,001	24	\$2,246	88%	\$2,552	\$61,248	\$53,904	\$7,344	100%	\$2,552	14%	\$61,248	\$7,344	-
36 Surcharge: each add'l \$1,000		\$7.25	n/a	policy	-	-	-	100%	\$7.25		-	-	-
37 B) INSPECTION AS REQUIRED BY THE OAKLAND BUILDING CODE FOR THE ISSUANCE OF A DEMOLITION PERMIT													-
38 Basic:		\$173	55%	\$312	-	-	-	100%	\$312	80%	-	-	-
39 Surcharge:		\$0.15 per sq ft	198%	\$151	-	-	-	100%	\$0.08		-	-	-
40 Commencing Work without Obtaining a Permit		10x	n/a	policy	-	-	-	100%	10x		-	-	-
41 C) COMMENCE OR COMPLETE WORK FOR WHICH PERMITS ARE REQUIRED BY THE OAKLAND BUILDING CODE, OAKLAND SIGN CODE, OR WINDOW BAR ORDINANCE WITHOUT FIRST HAVING OBTAINED THE REQUIRED PERMITS													-
42 Work Commenced	202	Double All Fees	n/a	policy	-	-	-	100%	Double All Fees		-	-	-
43 Investigation of Work		\$99	49%	\$202	-	-	-	100%	\$202	104%	-	-	-
44 Work Commenced and Completed Prior to Inspection		Quadruple Fees	n/a	policy	-	-	-	100%	Quadruple Fees		-	-	-
45 D) EXTRA INSPECTIONS													-
46 Building Permit													-
47 \$1.00 to \$2,000 Permit Value: each inspection over 3	551	\$99	55%	\$180	\$99,038	\$54,549	\$44,489	100%	\$180	82%	\$99,038	\$44,489	-

# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

			Current						Recommendations						
			Per Unit			Annual			Per Unit			Annual			
Service Name		Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy	
48	\$2,001 to \$25,000 Permit Value: each inspection over 6		557	\$99	55%	\$180	\$100,117	\$55,143	\$44,974	100%	\$180	82%	\$100,117	\$44,974	-
49	\$25,001 to \$50,000 Permit Value: each inspection over 8		100	\$99	55%	\$180	\$17,974	\$9,900	\$8,074	100%	\$180	82%	\$17,974	\$8,074	-
50	\$50,001 to \$100,000 Permit Value: each inspection over 10		40	\$99	55%	\$180	\$7,190	\$3,960	\$3,230	100%	\$180	82%	\$7,190	\$3,230	-
51	\$100,001 to \$500,000 Permit Value		20	\$99	55%	\$180	\$3,595	\$1,980	\$1,615	100%	\$180	82%	\$3,595	\$1,615	-
52	\$500,001 or Greater Permit Value		13	\$99	55%	\$180	\$2,337	\$1,287	\$1,050	100%	\$180	82%	\$2,337	\$1,050	-
53	Electrical or Plumbing or Mechanical Permit														-
54	\$1.00 to \$100 Inspection Fee: each inspection over 3		83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
55	\$101 to \$250 Inspection Fee: each inspection over 5		83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
56	\$251 to \$500 Inspection Fee: each inspection over 6		83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
57	\$501 to \$1,000 Inspection Fee: each inspection over 8		83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
58	\$1,001 to \$5,000 Inspection Fee: each inspection over 10		83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
59	\$5,001 or Greater Inspection Fee: first \$2,001		83	\$99	55%	\$180	\$14,919	\$8,217	\$6,702	100%	\$180	82%	\$14,919	\$6,702	-
NEW) ELECTRICAL, MECHANICAL, PLUMBING INSPECTION FOR NEW CONSTRUCTION, ADDITION OR REMODEL															
60a	Electrical Inspection			new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
60b	Mechanical Inspection			new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
60c	Plumbing Inspection			new	-	-	-	-	-	100%	25% of bldg pmt	-	-	-	-
E) INSPECTION OF FIXTURES AND WASTE DEVICES															-
61	Plumbing Fixtures or Waste Discharge Device		83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
62	Drainage, Gray Water, and/or Vent Piping, Alter, Repair, or Replace			\$19	37%	\$50	-	-	-	-	-	-	-	-	-
63	Rainwater Leader: Interior Area Drain Interceptor, On-site Storm System			\$28	28%	\$101	-	-	-	-	-	-	-	-	-
64	Rainwater Piping to Gutter			\$43	64%	\$67	-	-	-	-	-	-	-	-	-
65	Interceptor (Grease Trap)			\$87	58%	\$151	-	-	-	-	-	-	-	-	-
66	Interceptor (FOG)			\$174	115%	\$151	-	-	-	-	-	-	-	-	-
67	Sewer Ejector Sump			\$87	74%	\$118	-	-	-	-	-	-	-	-	-
68	Swimming Pool (Complete)		83	\$173	34%	\$504	\$41,822	\$14,359	\$27,463	100%	\$504	191%	\$41,822	\$27,463	-

# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name		Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
69	Roman Tub and/or Baptistery		\$87	-	\$202	-	-	-	-	-	-	-	-	-
70	Dishwashing Equipment													-
71	Domestic		\$19	-	\$50	-	-	-	-	-	-	-	-	-
72	Commercial		\$28	-	\$101	-	-	-	-	-	-	-	-	-
73	Garbage Disposal Unit													-
74	Domestic		\$19	-	\$24	-	-	-	-	-	-	-	-	-
75	Commercial		\$28	-		-	-	-	-	-	-	-	-	-
76	Backwater Valve		\$28	-	\$101	-	-	-	-	-	-	-	-	-
77	Plumbing Inspection of New Apartments Larger Than Four Units (Additional Fees are Required for all Water Services, Rainwater Systems, Gas Systems and Units with More than Two Bathrooms)		\$99	-	\$202	-	-	-	-	-	-	-	-	-
78	Waste Alteration		\$28	-	\$118	-	-	-	-	-	-	-	-	-
79	Building Sewer		\$173	-		-	-	-	-	-	-	-	-	-
80	On-Site Storm Drainage Piping		\$173	-	\$134	-	-	-	-	-	-	-	-	-
81	F) INSPECTION OF WATER PIPING													-
82	Water Service (Building Supply) New or Replacement		\$28	-	\$50	-	-	-	-	-	-	-	-	-
83	Water Piping, Alter or Repair		\$28	-	\$134	-	-	-	-	-	-	-	-	-
84	Water Treatment Equipment		\$28	-	\$151	-	-	-	-	-	-	-	-	-
85	Water Heater (Gas or Electric) and/or Storage Tank		\$28	-	\$134	-	-	-	-	-	-	-	-	-
86	Backflow Device Including Ball-Cock		\$28	-	\$91	-	-	-	-	-	-	-	-	-
87	Pressure Reducing Valve		\$28	-	\$91	-	-	-	-	-	-	-	-	-
88	G) INSPECTION OF FIRE PROTECTION AND SPRINKLERS													-
89	Fire Protection System, Connection to Domestic Water	83	\$28	42%	\$67	\$5,576	\$2,324	\$3,252	100%	\$67	140%	\$5,576	\$3,252	-
90	Lawn and Garden Sprinkler System, Each Controlled Zone		\$28	-	\$67	-	-	-	-	-	-	-	-	-
91	H) INSPECTION OF GAS AND OIL PIPING													-
92	Low Pressure Meter Outlets		\$53	-	\$118	-	-	-	-	-	-	-	-	-
93	Medium or High Outlets		\$87	-	\$185	-	-	-	-	-	-	-	-	-

# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
94 I) INSPECTION OF COOLING EQUIPMENT													-
95 Cooling System													-
96 To 100,000 BTU	83	\$43	43%	\$101	\$8,364	\$3,569	\$4,795	100%	\$101	134%	\$8,364	\$4,795	-
97 Over 100,000 BTU	83	\$69	41%	\$168	\$13,941	\$5,727	\$8,214	100%	\$168	143%	\$13,941	\$8,214	-
98 Evaporative Cooler		\$43	-	\$134	-	-	-	-	-	-	-	-	-
99 Condenser/Compressor-Evaporator Coil Replacement		\$28	-	\$67	-	-	-	-	-	-	-	-	-
100 Variable Air Volume Dampers		\$19	-	\$101	-	-	-	-	-	-	-	-	-
101 Low Pressure Duct System		\$34	-	\$114	-	-	-	-	-	-	-	-	-
102 J) INSPECTION OF HEAT EQUIPMENT													-
103 Furnace: Central, Floor, Wall, Unit, Duct or Decorative	83	\$43	20%	\$218	\$18,123	\$3,569	\$14,554	100%	\$218	408%	\$18,123	\$14,554	-
104 Range, Oven, Dryer, Circulating Heater, Fryer, Steamer, Cooker, Barbecue													-
105 Domestic		\$19	-	\$34	-	-	-	-	-	-	-	-	-
106 Commercial		\$28	-	\$134	-	-	-	-	-	-	-	-	-
107 Gas Torch, Gas Light, Bunsen Burner or Miscellaneous Small Gas Burner		\$19	-	\$24	-	-	-	-	-	-	-	-	-
108 Radiator, Convector, or Panel		\$28	-	\$67	-	-	-	-	-	-	-	-	-
109 Incinerator or Kiln													-
110 Domestic		\$43	-	\$84	-	-	-	-	-	-	-	-	-
111 Commercial		\$87	-	\$185	-	-	-	-	-	-	-	-	-
112 Boiler													-
113 To 30 Horsepower		\$87	-	\$134	-	-	-	-	-	-	-	-	-
114 Over 30 Horsepower		\$140	-	\$370	-	-	-	-	-	-	-	-	-
115 Heat Pump		\$43	-	\$84	-	-	-	-	-	-	-	-	-
116 Dual Unit, Heating and Cooling		\$79	-	\$151	-	-	-	-	-	-	-	-	-
117 Miscellaneous Industrial	83	\$140	60%	\$235	\$19,517	\$11,620	\$7,897	100%	\$235	68%	\$19,517	\$7,897	-
118 Conversion Burner, Manufactured Fireplace		\$87	-	\$101	-	-	-	-	-	-	-	-	-
119 Low Pressure Duct System		\$34	-	\$67	-	-	-	-	-	-	-	-	-

# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

Service Name		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
120 K) INSPECTION OF EXHAUST SYSTEMS													-
121 Range Hood (Commercial)		\$173	-	\$202	-	-	-	-	-	-	-	-	-
122 Environmental Air Ducts													-
123 Residential		\$19	-	\$84	-	-	-	-	-	-	-	-	-
124 Commercial		\$43	-	\$151	-	-	-	-	-	-	-	-	-
125 Gas Vent (Flues)		\$19	-	\$101	-	-	-	-	-	-	-	-	-
126 Industrial Processing Equipment Exhaust System		\$140	-	\$235	-	-	-	-	-	-	-	-	-
127 Fan or F/C Unit													-
128 To 10,000 CFM		\$34	-	\$84	-	-	-	-	-	-	-	-	-
129 Over 10,000 CFM		\$68	-	\$151	-	-	-	-	-	-	-	-	-
130 L) INSPECTION OF MISCELLANEOUS ITEMS													-
131 Fire Damper and/or Sub-Duct		\$19	-	\$302	-	-	-	-	-	-	-	-	-
132 Electrostatic Filter		\$19	-	\$101	-	-	-	-	-	-	-	-	-
133 Condensate Drain System		\$19	-	\$101	-	-	-	-	-	-	-	-	-
134 Humidifier		\$19	-	\$50	-	-	-	-	-	-	-	-	-
135 Manufactured Home-Plumbing System		\$131	-	\$101	-	-	-	-	-	-	-	-	-
136 Manufactured Home-Mechanical System		\$131	-	\$101	-	-	-	-	-	-	-	-	-
137 For Each Additional Attached Unit		\$43	-	\$57	-	-	-	-	-	-	-	-	-
138 M) REQUEST INSPECTIONS OUTSIDE OF NORMAL WORKING HOURS (2.5	83	\$173	57%	\$302	\$25,093	\$14,359	\$10,734	100%	\$302	75%	\$25,093	\$10,734	-
139 N) FIELD CHECK INSPECTION FEE	83	\$99	49%	\$202	\$16,729	\$8,217	\$8,512	100%	\$202	104%	\$16,729	\$8,512	-
140 O) ZONING INSPECTIONS FOR BUILDING PERMITS													-
141 New Construction up to \$200,000	83	\$173	45%	\$386	\$32,063	\$14,359	\$17,704	100%	\$386		32,063	17,704	-
142 New Construction over \$200,000	83	\$83	82%	\$101	\$8,364	\$6,889	\$1,475	100%	\$101		8,364	1,475	-
143 Additions/Alterations over \$5,000	83	\$173	64%	\$269	\$22,305	\$14,359	\$7,946	100%	\$269		22,305	7,946	-
144 P) PLAN CHECKING FOR ELECTRICAL, PLUMBING OR MECHANICAL PERMITS													-
145 Residential		20%	n/a	\$605	-	-	-	100%	20%		-	-	-

# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

			Current					Recommendations						
			Per Unit			Annual		Per Unit			Annual			
Service Name		Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
146	Energy		13%	n/a	\$302	-	-	-	100%	13%		-	-	-
147	Commercial		64%	n/a	\$1,209	-	-	-	100%	64%		-	-	-
Q) ELECTRICAL INSPECTION OF NEW APARTMENTS LARGER THAN FOUR-UNITS. ADDITIONAL FEES ARE REQUIRED FOR ALL APPLIANCES, MOTORS, SERVICES, FEEDERS AND BRANCH CIRCUITS		83	\$99	49%	\$202	\$16,729	\$8,217	\$8,512	100%	\$202	104%	\$16,729	\$8,512	-
R) ELECTRICAL INSPECTION OF NEW RESIDENTIAL APPLIANCE INCLUDING ROUGH OUTLET														-
150	Range, Range Top or Oven	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
151	Dryer	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-
152	Fan Under 1 Horsepower	83	\$2	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
153	Disposal or Dishwasher	83	\$7	21%	\$34	\$2,788	\$593	\$2,195	100%	\$34	370%	\$2,788	\$2,195	-
S) ELECTRICAL INSPECTION OR MISCELLANEOUS INSPECTION														-
Air Conditioning Unit														-
156	Basic	83	\$34	34%	\$101	\$8,364	\$2,822	\$5,542	100%	\$101	196%	\$8,364	\$5,542	-
157	Surcharge	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
158	Beverage or Freezer Case (Cabinet Only)		\$19	-	\$50	-	-	-	-	-	-	-	-	-
159	Dental Unit, Gasoline Dispenser or Sterilizer		\$19	-	\$50	-	-	-	-	-	-	-	-	-
160	Vegetable or Meat Case, X-ray Machine or Motion Picture Machine		\$19	-	\$50	-	-	-	-	-	-	-	-	-
Pool, Spa, Hot Tub, Hydro Massage, Bath Tub														-
162	Swimming Pool		\$140	-	\$202	-	-	-	-	-	-	-	-	-
163	Outdoor - Hot Tub, Spa		\$87	-	\$151	-	-	-	-	-	-	-	-	-
164	Indoor - Hot Tub, Spa, Hydro Massage Bath Tub		\$62	-	\$101	-	-	-	-	-	-	-	-	-
165	Fountains		\$53	-	\$101	-	-	-	-	-	-	-	-	-
166	Manufactured Home and Other State-Approved Buildings		\$131	-	\$202	-	-	-	-	-	-	-	-	-
167	Additional Sections		\$43	-	\$151	-	-	-	-	-	-	-	-	-
168	Low Voltage Systems		\$168	-	\$151	-	-	-	-	-	-	-	-	-

# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

Service Name		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
		Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
169 T) ELECTRICAL INSPECTION													-
170 Branch Circuit and Feeder for Lighting, Heating, Power Signaling, or Other P		\$5.40	-	\$50	-	-	-	-	-	-	-	-	-
171 Outlet, Including Attached Receptacle, When Installed Not More Than 24 Inches Apart for Border, Strip, or Footlight, or for Outline Decorative Display, or Group Lighting Elsewhere When in Show Window Lighting and on Electric Sign		\$0.95	-	\$17	-	-	-	-	-	-	-	-	-
172 Outlet, Including Attached Receptacle, for Temporary Festoon or Decorative Lighting or for Temporary Working Light for Use in Building Construction		\$0.95	-	\$17	-	-	-	-	-	-	-	-	-
173 Plastic Outlet Boxes in Fire Related Construction, Not Including Device		\$1.80	-	\$34	-	-	-	-	-	-	-	-	-
174 U) ELECTRICAL INSPECTION OF MOTORS, GENERATORS, MOTOR-GENERATOR SETS, BALANCER SETS, DYNAMOTORS, CONVERTERS, TRANSFORMERS, BALANCING COILS, OR RECTIFIERS INCLUDING ALL CONTROL APPARATUS													-
175 Basic		\$4	-	\$34	-	-	-	-	-	-	-	-	-
176 Maximum		\$263	-	\$403	-	-	-	-	-	-	-	-	-
177 V) INSPECTION OF ELECTRICAL SERVICE													-
178 Service Over 600 Volts													-
179 First 200 KVA	83	\$53	35%	\$151	\$12,547	\$4,399	\$8,148	100%	\$151	185%	\$12,547	\$8,148	-
180 Over 200 KVA	83	\$12	18%	\$67	\$5,576	\$996	\$4,580	100%	\$67	460%	\$5,576	\$4,580	-
181 Service 600 Volts or Less													-
182 Basic Fee for First 100 Ampere Capacity Including 1 Meter	83	\$69	46%	\$151	\$12,547	\$5,727	\$6,820	100%	\$151	119%	\$12,547	\$6,820	-
183 Surcharge (Each Additional 100 Ampere or Fraction Thereof)	83	\$53	105%	\$50	\$4,182	\$4,399	-\$217	100%	\$50	-5%	\$4,182	-\$217	-
184 Additional Meter	83	\$12	24%	\$50	\$4,182	\$996	\$3,186	100%	\$50	320%	\$4,182	\$3,186	-
185 W) ELECTRICAL INSPECTION OF LIGHTING FIXTURE													-
186 Incandescent	83	\$2	7%	\$25	\$2,091	\$149	\$1,942	100%	\$25	1300%	\$2,091	\$1,942	-
187 Florescent Lighting Fixture (Complete with One Ballast)	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
188 Mercury Vapor, High Pressure Sodium and Similar Lighting Fixture	83	\$5	16%	\$34	\$2,788	\$448	\$2,340	100%	\$34	522%	\$2,788	\$2,340	-

User Fee Study Summary Sheet

City of Oakland  
Building Inspection #84451-84453  
2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
X) ELECTRICAL INSPECTION OF A SWITCH WHEN NOT ATTACHED TO OR INCLUDED WITH APPARATUS NOT SPECIFICALLY CLASSIFIED IN THE MASTER FEE SCHEDULE	83	\$1.80	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
Y) ELECTRICAL INSPECTION OF RECEPTACLE, WALL SOCKET, OR SIMILAR FIXTURE NOT SPECIFICALLY CLASSIFIED IN THE MASTER FEE SCHEDULE	83	\$1.80	5%	\$34	\$2,788	\$149	\$2,639	100%	\$34	1766%	\$2,788	\$2,639	-
Z) ELECTRICAL INSPECTION OF AIR, WATER OR OTHER TYPE HEATER, V													-
Basic	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
Maximum	83	\$262	65%	\$403	\$33,458	\$21,746	\$11,712	100%	\$403	54%	\$33,458	\$11,712	-
AA) ELECTRICAL INSPECTION OF A NEW ELECTRIC SIGN BEARING AN AP	83	\$43	51%	\$84	\$6,970	\$3,569	\$3,401	100%	\$84	95%	\$6,970	\$3,401	-
AB) ELECTRICAL INSPECTION REQUIRED ON AN EXISTING SIGN DUE TO	83	\$34	67%	\$50	\$4,182	\$2,822	\$1,360	100%	\$50	48%	\$4,182	\$1,360	-
AC) ELECTRICAL INSPECTION OF OUTLINE NEON OR COLD CATHODE LI	83	\$13	25%	\$50	\$4,182	\$1,050	\$3,132	100%	\$50	298%	\$4,182	\$3,132	-
AD) ELECTRICAL INSPECTION OF MACHINE APPARATUS OR APPLIANCE NOT SPECIFICALLY CLASSIFIED IN THE MASTER FEE SCHEDULE													-
Basic	83	\$4	11%	\$34	\$2,788	\$299	\$2,489	100%	\$34	833%	\$2,788	\$2,489	-
Maximum	83	\$264	65%	\$403	\$33,458	\$21,912	\$11,546	100%	\$403	53%	\$33,458	\$11,546	-
AE) ELECTRICAL INSPECTION OF A FORCED AIR FURNACE	83	\$19	37%	\$50	\$4,182	\$1,556	\$2,626	100%	\$50	169%	\$4,182	\$2,626	-



# User Fee Study Summary Sheet

City of Oakland

Building Inspection #84451-84453

2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
201 AF) ELECTRICAL INSPECTION OF A MOVED BUILDING (ONE			\$62	n/a	\$151	-	-	-	-	-		-	-	-
AG) ELECTRICAL INSPECTION OF CONSTRUCTION OR														
202 TEMPORARY SERVICE (POLE OR UNDERGROUND)			\$79	n/a	\$151	-	-	-	-	-		-	-	-
203 AH) ELECTRICAL INSPECTION														
204 Survey of Electrical Work or Equipment Pursuant to a Request	Hourly	83	\$131	65%	\$202	\$16,729	\$10,873	\$5,856	100%	\$202	54%	\$16,729	\$5,856	-
205 AI) ELECTRICAL INSPECTION AS REQUIRED BY OAKLAND M														
206 Single Family Dwelling		83	\$34	51%	\$67	\$5,576	\$2,822	\$2,754	100%	\$67	98%	\$5,576	\$2,754	-
207 Apartment (each)		83	\$28	42%	\$67	\$5,576	\$2,324	\$3,252	100%	\$67	140%	\$5,576	\$3,252	-
208 Commercial or Industrial (per hour)	Hourly	83	\$69	34%	\$202	\$16,729	\$5,727	\$11,002	100%	\$202	192%	\$16,729	\$11,002	-
AJ) SPECIAL PERMIT AS ALLOWED BY OAKLAND-														
209 MUNICIPAL CODE (PLANT PERMIT)	Delete		\$99						100%		-100%			-
210 AK) UN-REINFORCED MASONRY ORDINANCE - BUILDING PE														-
211 Engineering Analysis Report Review			\$869	53%	\$1,633				100%	\$1,633	88%			
212 Request to Postpone Retrofit Work (Abutting Building)			\$869	53%	\$1,633				100%	\$1,633	88%			
213 Contracted Engineering Services			Actual cost	n/a	policy	-	-	-	100%	Actual cost		-	-	-
214 Contract Administration Services			14%	n/a	policy	-	-	-	100%	n/a	14%	-	-	-
215 Field Inspection/Site Visits (1 Hour Minimum)	Hourly		\$99	49%	\$202	-	-	-	100%	\$202	104%	-	-	-
216 AL) GENERAL PLAN SURCHARGE														
217 Basic														
218 Building Permit			0.10%	23%	0.43%	\$1,326,724	\$310,668	\$1,016,056	100%	0.43%	327%	\$1,326,724	1,016,056	
219 Demolition Permit	Delete		12%	n/a		-	-	-	-	-		-	-	-
220 Private Plan/Public Improvement ("P-Job") Permit			0.10%	23%	0.43%	-	-	-	100%	0.43%	327%	-	-	-
Exemptions														
221a Abatement of Earthquake Damaged Buildings			55% Genl Plan	n/a	Policy	-	-	-	100%	55% Genl Plan		-	-	-
221b Abatement of Potentially Hazardous Unreinforced Masonry Buildings			55% Genl Plan	n/a	Policy	-	-	-	100%	55% Genl Plan		-	-	-

# User Fee Study Summary Sheet

City of Oakland

## Building Inspection #84451-84453

2013/14

			Current						Recommendations							
			Per Unit			Annual			Per Unit			Annual				
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommen ded Subsidy		
AM) REPORT OF PERMIT RECORD																
222	Research of Permit Record	per bldg	129	\$99 / hour		\$124	\$16,059	\$12,771	\$3,288	100%	\$124		\$16,059	\$3,288	-	
223	Determination or Assessment	per bldg	129	\$99 each		\$124	\$16,059	\$12,771	\$3,288	100%	\$124		\$16,059	\$3,288	-	
226 AN) CERTIFICATE OF OCCUPANCY RELATED TO CONST.																
227	Certificate of Occupancy		111	\$262	37%	\$705	\$78,303	\$29,082	\$49,221	100%	\$705	169%	\$78,303	\$49,221	-	
228	Temporary Certificate of Occupancy		17	\$524	87%	\$605	\$10,279	\$8,908	\$1,371	100%	\$605	15%	\$10,279	\$1,371	-	
229	AO) MITIGATION MONITORING	continue w policy		50% of bldg pmt	n/a	policy	-	-	-	100%	50% of bldg pmt		-	-	-	
230 AP) HOTEL/MOTEL/ROOMING HOUSE INSPECTION FEE																
231	with up to 24 units	new-annual	50			\$3,470	\$173,500		\$173,500	100%	\$3,470		\$173,500	\$173,500		
232	with 25-49 units	new-annual	29			\$6,940	\$201,260		\$201,260	100%	\$6,940		\$201,260	\$201,260		
233	with 50+ units	new-annual	1			\$10,410	\$10,410		\$10,410	100%	\$10,410		\$10,410	\$10,410		
234	Diamond rated chain hotels/motels	new-annual	26			\$504	\$13,101		\$13,101	99%	\$500		\$13,000	\$13,000	\$101	
Total User Fees							\$4,196,386	\$1,482,544	\$2,713,843			\$4,196,285	\$2,713,742			
% of Full Cost										35%	65%		100%	183%		

# *Building Plan Check*

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84431 Plan Check  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Descript	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
A) PLAN CHECKING AND/OR PROCESSING OF APPLICATION FOR A PERMIT REQUIRED BY OAKLAND BUILDING CODE OR OAKLAND SIGN CODE OR ANY SECTION OF THE OAKLAND MUNICIPAL CODE														
2 Project Value \$2,001 or Above		4,264	90% of pmt	68%	\$1,717	\$7,320,182	\$4,977,367	\$2,342,815	100%	132%	47%	\$7,320,182	\$2,342,815	-
3 Building Permit Fee on Projects Checked by Authorized Engineering Firm			64% of pmt	118%	\$611	-	-	-	100%	37%		-	-	-
4 Enforcement of State of California Regulations, Oakland Building Code		4,554	33% of pmt	69%	\$528	\$2,403,184	\$1,660,616	\$742,568	100%	130%	45%	\$2,403,184	\$742,568	-
5 Request Plan Checking Outside of Regular Working Hours	Hourly	354	\$191	51%	\$375	\$132,827	\$67,614	\$65,213	100%	\$375	96%	\$132,827	\$65,213	-
6 Consultation Requested for Preliminary Plan Review by Plan Check Staff														
7 Regular Working Hours	Hourly	1	\$131	52%	\$250	\$250	\$131	\$119	100%	\$250	91%	\$250	\$119	-
8 Outside of Regular Working Hours	Hourly	1	\$191	51%	\$375	\$375	\$191	\$184	100%	\$375	96%	\$375	\$184	-
9 Additional Checking and/or Processing Required Due to Plan Deficiencies or Changes		506	\$131	52%	\$250	\$126,574	\$66,286	\$60,288	100%	\$250	91%	\$126,574	\$60,288	-
10 Process Coordination Fee for each applicable Permit for Projects Equal to or Greater than \$500,000 valuation			14%	0%	\$26,515	-	-	-	100%	3%		-	-	-
B) INSTALLATION / REGISTRATION / INSPECTION CERTIFICATION FOR RE-ROOFING PERMIT OR CERTIFICATION FOR INSULATION PERMIT		627	\$19	64%	\$30	\$18,976	\$12,101	\$6,875	100%	\$30	57%	\$18,976	\$6,875	-
C) ASSIGNMENT AND DESIGNATION OF BUILDING NUMBERS AS REQUIRED BY OAKLAND MUNICIPAL CODE														
13 Dwelling		82	\$36	73%	\$49	\$4,049	\$2,952	\$1,097	100%	\$49	37%	\$4,049	\$1,097	-
14 Other (Building, Apartment, or Hotel)		25	\$98	73%	\$135	\$3,373	\$2,450	\$923	100%	\$135	38%	\$3,373	\$923	-
15 Change of Address		3	\$393	112%	\$352	\$1,056	\$1,179	-\$123	100%	\$352	-10%	\$1,056	-\$123	-
D) PROCESSING OF A BUILDING MOVING APPLICATION AS REQUIRED BY OAKLAND MUNICIPAL CODE			\$917	106%	\$869	-	-	-	100%	\$869	-5%	-	-	-
E) SERVICE CHARGE TO PROCESS REQUEST TO EXTEND PERMIT EXPIRATION LIMITATION OR REINSTATE PERMIT														
18 Extension or Reinstatement		265	\$71	52%	\$136	\$35,918	\$18,815	\$17,103	100%	\$136	91%	\$35,918	\$17,103	-
19 F) NOISE STUDY FOR BUILDING PERMIT			\$262	63%	\$417				100%	\$417		-	-	-
20 G) BOARD OF EXAMINERS & APPEALS														
21 Grade I - Minimum Code Technically or Deviations Requiring Limited Management Staff Time		9	\$180	n/a	actual cost	\$1,620	\$1,620	-	100%	actual cost		-	-	-

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84431 Plan Check  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Descript	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
22 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management		81	\$393	n/a	actual cost	\$31,833	\$31,833	-	100%	actual cost		-	-	-
23 Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stag		6	\$917	n/a	actual cost	\$5,502	\$5,502	-	100%	actual cost		-	-	-
24 Grade IV - Dangerous Building Code and Appeals by Other City Departments			\$917	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
25 Appeals Pursuant to URB Ordinance No. 11613 C.M.S., Sections 18-6.16 (B) - (F)			No Fee	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
26 H) SITE PLAN REVIEW														
27 Site Plan Review		12	\$917	139%	\$658	\$7,899	\$11,004	-\$3,105	100%	\$658	-28%	\$7,899	-\$3,105	-
28 Parking Review First 4 Spaces		12	\$262	57%	\$462	\$5,548	\$3,144	\$2,404	100%	\$462	76%	\$5,548	\$2,404	-
29 Surcharge														
30 5-20 Parking Spaces		12	\$262	45%	\$587	\$7,049	\$3,144	\$3,905	100%	\$587	124%	\$7,049	\$3,905	-
31 21-40 Parking Spaces		13	\$393	55%	\$712	\$9,262	\$5,109	\$4,153	100%	\$712	81%	\$9,262	\$4,153	-
32 41-120 Parking Spaces		13	\$524	63%	\$838	\$10,888	\$6,812	\$4,076	100%	\$838	60%	\$10,888	\$4,076	-
33 121-300 Parking Spaces		13	\$655	68%	\$963	\$12,514	\$8,515	\$3,999	100%	\$963	47%	\$12,514	\$3,999	-
34 301 or More Parking Spaces		13	\$786	72%	\$1,088	\$14,140	\$10,218	\$3,922	100%	\$1,088	38%	\$14,140	\$3,922	-
35 I) GEOLOGICAL REPORT REVIEW OR GEOLOGICAL REPORT WAIVER REVIEW AS REQUIRED BY OAKLAND MUNICIPAL CODE														
36 Geological Report Deposit	deposit		\$917 to \$2,738	n/a	policy	-	-	-	n/a	n/a	n/a	-	-	-
37 Report Review			\$262	42%	\$625	-	-	-	100%	\$625	139%	-	-	-
38 Consultant Review			actual cost	n/a	actual cost	-	-	-	100%	actual cost		-	-	-
39 Review of Waiver of Geological Report Requirements														
40 Letter of Waiver by City Engineer			\$393	68%	\$581	-	-	-	100%	\$581	48%	-	-	-
41 Comments and Advice Offered by City to State Mining and Geology Board and State Geologists as Part of a Waiver Investigation Pursuant to Chapter 7.5, Section 2623 of the Public Resources Code of the State of California	delete		\$917	n/a	n/a	-	-	-	n/a	n/a	n/a	-	-	-
42 J) MAKING BUILDING RECORDS AVAILABLE FOR VIEWING AND/OR COPYING FROM ARCHIVES			\$34	n/a	actual cost	-	-	-	100%	actual cost		-	-	-

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84431 Plan Check  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Descript	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
K) PROCESSING REQUEST FOR HANDICAPPED EXCEPTION TO TITLE 24 REGULATION														
44 Grade I - Minimum Code Technically Requiring Limited Staff Time			\$180	78%	\$229	-	-	-	100%	\$229		-	-	-
45 Grade II - Code Violation Requiring Field Review or Additional Staff Time		20	\$393	64%	\$610	\$12,199	\$7,860	\$4,339	100%	\$610	55%	\$12,199	\$4,339	-
46 Grade III - Appeals Regarding Code Requirements when Projects are in Design Stage			\$917	114%	\$804	-	-	-	100%	\$804	-12%	-	-	-
47 L) DUPLICATE INSPECTION RECORD CARD														
48 Replace			\$8	27%	\$30	-	-	-	100%	\$30	270%	-	-	-
49 Research			\$46	52%	\$89	-	-	-	100%	\$89	93%	-	-	-
M) PROCESSING REQUEST FOR ALTERNATE MATERIALS OR METHOD OF CONSTRUCTION														
52 Grade I - Minimum Code Deviations Requiring Limited Staff Time			\$180	32%	\$568	-	-	-	100%	\$568	216%	-	-	-
53 Grade II - Code Violations Found During Plan Checking or Field Inspection														
54 First Two Requests			\$393	64%	\$610	-	-	-	100%	\$610	55%	-	-	-
55 Additional Request			\$655	71%	\$928	-	-	-	100%	\$928	42%	-	-	-
56 Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stage														
57 First Two Requests			\$917	95%	\$970	-	-	-	100%	\$970	6%	-	-	-
58 Additional Request			\$1,310	118%	\$1,108	-	-	-	100%	\$1,108	-15%	-	-	-
59 N) DRIVEWAY APPEALS														
60 Grade I - Minimum Code Deviations Requiring Limited Staff Time			\$180	32%	\$568	-	-	-	100%	\$568	216%	-	-	-
Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management			\$393	69%	\$568	-	-	-	100%	\$568	45%	-	-	-
62 Appeals for Projects in Design Stage			\$524	69%	\$762	-	-	-	100%	\$762	46%	-	-	-
63 Appeals to City Council			\$524	69%	\$762	-	-	-	100%	\$762	46%	-	-	-
64 O) PLAN CHECK FOR DRIVEWAY PERMITS			\$98	80%	\$123	-	-	-	100%	\$123	25%	-	-	-
P) PROCESSING DEMOLITION PERMITS (EXEMPT: SFD DETACHED GARAGE LESS THAN 400 S.F.)			\$393	137%	\$286	-	-	-	100%	\$286	-27%	-	-	-

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84431 Plan Check  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Descript	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
66 Q) PROCESSING TREE REMOVAL PERMITS														
67 Developed Property	delete		\$66	Delete - obsolete permit										
68 Undeveloped Property			\$131	Delete - obsolete permit										
69 R) PROCESSING UTILITY COMPANY EXCAVATION PERMIT			\$131	Delete - this service is provided by Engineering										
S) EARTHQUAKE DAMAGE ASSESSMENT REVIEW (No Report Fee for Owner-Occupied Single Family Dwellings)														
71 Minor Report (Less Than 3 Hour Review)	61%		\$917	45%	\$2,020	-	-	-	100%	\$2,020	120%	-	-	-
72 Major Report (3 Hour Review or Over)	61%		\$3,537	44%	\$7,989	-	-	-	100%	\$7,989	126%	-	-	-
73 T) ZONING CONDITIONS OF APPROVAL COMPLIANCE														
74 New Construction Up to \$200,000		95	\$173	7%	\$2,414	\$229,284	\$16,435	\$212,849	100%	\$2,414	1295%	\$229,284	\$212,849	-
76 New Construction Over \$200,001														
77 Per Each \$100,000 Over \$200,000		95	\$131	13%	\$977	\$92,805	\$12,445	\$80,360	100%	\$977	646%	\$92,805	\$80,360	-
78 Maximum			\$17,423	n/a	policy decision	-	-	-	100%	\$17,423		-	-	-
79 Additions/Alterations Over \$5,000		96	\$180	21%	\$862	\$82,749	\$17,280	\$65,469	100%	\$862	379%	\$82,749	\$65,469	-
80 U) MISCELLANEOUS ENGINEERING REVIEW														
81 Regular Working Hours	Hourly		\$131	52%	\$250	-	-	-	100%	\$250	91%	-	-	-
82 Outside of Regular Working Hours	Hourly		\$191	51%	\$375	-	-	-	100%	\$375	96%	-	-	-
V) PLAN CHECK AND INSPECTION FOR SITE DEVELOPMENT NOT RELATED TO ANY OTHER REQUIRED PERMIT														
84 Application	Hourly		\$71	60%	\$119	-	-	-	100%	\$119	67%	-	-	-
85 Plan check During Regular Working Hours	Hourly		\$131	52%	\$250	-	-	-	100%	\$250	91%	-	-	-
86 Inspection during Regular Working Hours	Hourly		\$99	26%	\$375	-	-	-	100%	\$375	279%	-	-	-
87 W) PRE-APPLICATION FEE														
88 Less than \$500,000 Construction Valuation	New				\$417	-	-	-	100%	\$417		-	-	-
89 Greater than \$500,001 Construction Valuation	New				\$2,147	-	-	-	100%	\$2,147		-	-	-

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84431 Plan Check  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Descript	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
Total User Fees						\$10,531,103	\$6,911,668	\$3,619,435				\$10,531,103	\$3,619,435	
% of Full Cost							66%	34%				100%	52%	

Note: Projects which exceed the typical size range may be charged on a time and materials basis at the Development Director's discretion.



# *Code Enforcement*

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84454 Code Enforcement  
2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
A) VARIANCE FROM OAKLAND BUILDING MAINTENANCE CODE REQUIREMENTS													
1 Administrative	1	\$396	83%	\$475	\$475	\$396	\$79	100%	\$475	20%	\$475	\$79	-
2 Hearing Examiner	1	\$990	73%	\$1,350	\$1,350	\$990	\$360	100%	\$1,350	36%	\$1,350	\$360	-
3 B) SERVICE FEES													
4 Re-inspection to Verify or Monitor Progress of Violations Abatement													
5 Conditions of Compliance	349	\$99	79%	\$125	\$43,586	\$34,551	\$9,035	100%	\$125	26%	\$43,586	\$9,035	-
6 All Others		\$396	192%	\$206	-	-	-	100%	\$206	-48%	-	-	-
7 Certificate of Occupancy													
8 Basic	2	\$693	56%	\$1,236	\$2,473	\$1,386	\$1,087	100%	\$1,236	78%	\$2,473	\$1,087	-
9 Surcharge	2	\$99	159%	\$62	\$125	\$198	-\$73	100%	\$62	-37%	\$125	-\$73	-
10 Re-Inspection		\$99	79%	\$125	-	-	-	100%	\$125	26%	-	-	-
11 Third-Party Contract		Actual cost	100%	Actual cost	-	-	-	100%	Actual cost	-	-	-	-
12 Complaint Investigation	282	\$99	79%	\$125	\$35,219	\$27,918	\$7,301	100%	\$125	26%	\$35,219	\$7,301	-
13 C) ADMINISTRATIVE FEES													
14 Contracted Work													
15 Demolition	1	31% or \$1,980 min	92%	\$2,142	\$2,142	\$1,980	\$162	100%	\$1-\$5,000: 30% \$5,001-10k: 25% \$10,001+: 20%	8%	\$2,142	\$162	-
16 All Other	145	31% or \$693 min	59%	\$1,180	\$171,129	\$100,485	\$70,644	100%		70%	\$171,129	\$70,644	-
17 Bid/Contract Development	150	\$396	159%	\$250	\$37,467	\$59,400	-\$21,933	100%		-37%	\$37,467	-\$21,933	-
18 Contractor Mobilization	3	10% or \$297 min.	n/a	Policy	\$891	\$891	-	100%		n/a	\$891	-	-
19 Public Documents (Order, Invoice, Notice, Declaration, Lien, Release, Termination, etc.)													
20 Preparation	2167	\$297	58%	\$512	\$1,109,602	\$643,599	\$466,003	100%		72%	\$1,109,602	\$466,003	-
21 Notarizing	358	\$99	106%	\$94	\$33,533	\$35,442	-\$1,909	100%		-5%	\$33,533	-\$1,909	-
22 Recording (pass thru to County)	358	Actual cost or \$50 min.	n/a	Policy	\$17,900	\$17,900	-	100%	Actual cost or \$50 min.	-	\$17,900	-	-

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84454 Code Enforcement  
2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
24 Court Action													
25 Judgment		Actual cost or \$262 min.	n/a	Policy	-	-	-	100%	Actual cost or \$262 min.	-	-	-	-
26 Inspection Warrant	12	\$693	52%	\$1,330	\$15,961	\$8,316	\$7,645	100%	\$1,330	92%	\$15,961	\$7,645	-
27 Real Property Title Research													
28 Report	20	Actual cost	n/a	Policy	-	-	-	100%	Actual cost	-	-	-	-
29 Processing		31% or \$198 min.	198%	\$100	-	-	-	100%	\$1-\$5,000: 30% \$5,001-10k: 25% \$10,001+: 20%	-	-	-	-
30 Compliance plan													
31 Building not declared substandard	12	\$396	24%	\$1,620	\$19,445	\$4,752	\$14,693	100%	\$1,620	309%	\$19,445	\$14,693	-
32 Building declared substandard	13	\$1,485	65%	\$2,297	\$29,860	\$19,305	\$10,555	100%	\$2,297	55%	\$29,860	\$10,555	-
33 Process Violation	282	\$396	159%	\$250	\$70,437	\$111,672	-\$41,235	100%	\$250	-37%	\$70,437	-\$41,235	-
34 Escrow Demand Preparation	367	\$99	79%	\$125	\$45,834	\$36,333	\$9,501	100%	\$125	26%	\$45,834	\$9,501	-
35 D) SUBPOENA													
36 Witness Fee (Not Related to Employee's Duties)		\$150 + mileage	100%	\$150	-	-	-	100%	\$150 + mileage	-	-	-	-
37 Witness Fee (Related to Employee's Duties)	13	\$150	100%	\$150	\$1,950	\$1,950	-	100%	\$150	-	\$1,950		-
38 E) APPEALS TO HEARING EXAMINER													
39 Filing Fee	28	\$99	57%	\$175	\$4,896	\$2,772	\$2,124	100%	\$175	77%	\$4,896	\$2,124	-
40 Review Appeal and Conduct Hearing		Actual cost		Actual cost	-	-	-	100%	Actual cost	-	-	-	-
41 Processing Fee		\$594	73%	\$812	-	-	-	100%	\$812	37%	-	-	-
42 Reschedule Appeals Hearing		\$99	34%	\$287	-	-	-	100%	\$287	190%	-	-	-
F) DUPLICATE RELEASE OF LIEN OR TERMINATION OF SUBSTANDARD PUBLIC NUISANCE	30	\$50	31%	\$162	\$4,871	\$1,500	\$3,371	100%	\$162	225%	\$4,871	\$3,371	-
44 G) PUSH CART FOOD VENDING													
45 Application Processing		\$75	120%	\$62	-	-	-	100%	\$62	-17%	-	-	-
46 Initial Permit Fee		\$455	73%	\$624	-	-	-	100%	\$624	37%	-	-	-

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84454 Code Enforcement  
2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
47 Permit Renewal Fee		\$455	73%	\$624	-	-	-	100%	\$624	37%	-	-	-
48 Late Fee													
49 Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:													
50 30-60 Days		10%	n/a	Policy	-	-	-	100%	10%	-	-	-	-
51 60-90 Days		20%	n/a	Policy	-	-	-	100%	20%	-	-	-	-
52 After 90 Days		50%	n/a	Policy	-	-	-	100%	50%	-	-	-	-
53 Legalizing Illegal Vendor		\$914	n/a	Policy	-	-	-	100%	\$914		-	-	-
54 H) VEHICULAR FOOD VENDING PERMIT													
55 Application Processing		\$137	110%	\$125	-	-	-	100%	\$125	-9%	-	-	-
56 Initial Permit Fee		\$1,822	133%	\$1,374	-	-	-	100%	\$1,374	-25%	-	-	-
57 Permit Renewal Fee		\$1,822	133%	\$1,374	-	-	-	100%	\$1,374	-25%	-	-	-
58 Late Fee													
59 Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:													
60 30-60 Days		10%	n/a	Policy	-	-	-	100%	10%	-	-	-	-
61 60-90 Days		20%	n/a	Policy	-	-	-	100%	20%	-	-	-	-
62 After 90 Days		50%	n/a	Policy	-	-	-	100%	50%	-	-	-	-
63 Legalizing Illegal Vendor		\$3,644	n/a	Policy	-	-	-	100%	\$3,644		-	-	-
64 I) PROCESSING VIOLATION APPEALS THAT ARE DETERMINED TO BE UNFOUNDED		\$99	99%	\$100	-	-	-	100%	\$100	1%	-	-	-
65 J) GARBAGE AND REFUSE RECEPTACLES FOR - R3 OCCUPANCIES SERVICE AND ADMINISTRATIVE FEES (except lien- related fees)													
66 Occurrence (OMC Chapter 8.24)		\$50	22%	\$225	-	-	-	100%	\$225	350%	-	-	-
67 Compliance Monitoring		\$50	40%	\$125	-	-	-	100%	\$125	150%	-	-	-
68 K) VACANT BUILDING REGISTRATION													

User Fee Study Summary Sheet

City of Oakland  
Building Services - # 84454 Code Enforcement  
2013/14

		Current						Recommendations					
		Per Unit			Annual			Per Unit			Annual		
Service Name	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
69 Annual Registration Processing	868	\$396	65%	\$612	\$531,178	\$343,728	\$187,450	100%	\$612	55%	\$531,178	\$187,450	-
70 Annual Compliance Inspection	868	\$99	79%	\$125	\$108,404	\$85,932	\$22,472	100%	\$125	26%	\$108,404	\$22,472	-
L) NON-OWNER OCCUPIED RESIDENTIAL BUILDING REGISTRATION													
71													
72 Annual Registration Processing	120	\$339	55%	\$612	\$73,435	\$40,680	\$32,755	100%	\$612		\$73,435	\$32,755	-
73 Annual Re-registration After Abatement or if No Violation		\$71	57%	\$125	-	-	-	100%	\$125		-	-	-
74 Compliance Inspection		\$99	79%	\$125	-	-	-	100%	\$125		-	-	-

Total User Fees \$2,362,162 \$1,582,076 \$780,086  
% of Full Cost 67% 33%

\$2,362,162 \$780,086  
100% 49%

# *Planning*

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
1 Major Conditional Use Permit:														
2 Report Fee	+\$131/hr over 10 hrs	146	\$2,358	80%	\$2,935	\$428,453	\$344,268	\$84,185	100%	\$2,935	24%	\$428,453	\$84,185	-
3 Notification Fee		200	\$917	83%	\$1,105	\$220,906	\$183,400	\$37,506	100%	\$1,105	20%	\$220,906	\$37,506	-
4 Major Variance:														-
5 Report Fee	+\$131/hr over 10 hrs	30	\$2,358	80%	\$2,935	\$88,038	\$70,740	\$17,298	100%	\$2,935	24%	\$88,038	\$17,298	-
6 Notification Fee: Major Conditional Use Permit			\$917	Delete - fee consolidated into one notification fee (fee #3)										
7 Rezoning:														-
8 Rezoning			\$3,537	77%	\$4,621	-	-	-	100%	\$4,621	31%	-	-	-
9 Notification Fee: Rezoning / Zoning Text Amendment			\$917	Delete - fee consolidated into one notification fee (fee #3)										
10 Planned Unit Development (Preliminary)														-
11 Basic Fee			\$6,650	88%	\$7,569	-	-	-	100%	\$7,569	14%	-	-	-
12 Plus per Sq Ft over 10,000 of Site Area over 4 Acres	per 10,000 sq ft		\$45	n/a	policy	-	-	-	100%	\$45		-	-	-
13 Plus per Sq Ft of Floor Area	per sq ft		\$0.03	130%	\$0.02	-	-	-	100%	\$0.02	-33%	-	-	-
14 Notification Fee: Planned Unit Development (Preliminary)			\$917	Delete - fee consolidated into one notification fee (fee #3)										
15 Planned Unit Development (Final)														-
16 Basic Fee		5	\$5,371	99%	\$5,449	\$27,246	\$26,855	\$391	100%	\$5,449	1%	\$27,246	\$391	-
17 Plus per Sq Ft of Floor Area	per sq ft		\$0.03	150%	\$0.02	-	-	-	100%	\$0.02	-33%	-	-	-
18 Notification Fee: Planned Unit Development (Final)			\$917	Delete - fee consolidated into one notification fee (fee #3)										
19 Minor Variance:														-
20 Report Fee		35	\$1,310	90%	\$1,450	\$50,742	\$45,850	\$4,892	100%	\$1,450	11%	\$50,742	\$4,892	-
21 Notification Fee: Minor Variance			\$917	Delete - fee consolidated into one notification fee (fee #3)										
22 Minor CUP:														-
23 Report Fee		39	\$1,310	90%	\$1,450	\$56,541	\$51,090	\$5,451	100%	\$1,450	11%	\$56,541	\$5,451	-
24 Notification Fee: Minor CUP			\$917	Delete - fee consolidated into one notification fee (fee #3)										

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
25 Regular Design Review:														-
26 Report Fee - Minor Project		61	\$1,310	90%	\$1,450	\$88,435	\$79,910	\$8,525	100%	\$1,450	11%	\$88,435	\$8,525	-
27 Report Fee - Major Project	+\$131/hr over 10 hrs	135	\$2,358	89%	\$2,649	\$357,589	\$318,330	\$39,259	100%	\$2,649	12%	\$357,589	\$39,259	-
28 Notification Fee: Regular Design Review			\$917	Delete - fee consolidated into one notification fee (fee #3)										
29 Small Project Design Review:														-
30 Report Fee - Track One			\$655	146%	\$448	-	-	-	100%	\$448	-32%	-	-	-
31 Report Fee - Track One (signs & fences)		5	\$393	105%	\$373	\$1,866	\$1,965	-\$99	100%	\$373	-5%	\$1,866	-\$99	-
32 Report Fee - Track One (Secondary Units between 500 and 900 sq ft)			\$750	128%	\$586	-	-	-	100%	\$586	-22%	-	-	-
33 Report Fee - Track Two			\$991	175%	\$566	-	-	-	100%	\$566	-43%	-	-	-
34 Report Fee - Track Three			\$1,179	113%	\$1,041	-	-	-	100%	\$1,041	-12%	-	-	-
35 Notification Fee: Small Project Design Review (if notice required)		31	\$524	92%	\$570	\$17,673	\$16,244	\$1,429	100%	\$570	9%	\$17,673	\$1,429	-
36 Special Residential Design Review														-
37 Design Review Exemption														-
38 Report Fee Not involving changes to the Building Envelope or Ext			\$232	95%	\$244	-	-	-	100%	\$244	5%	-	-	-
39 Report Fee Involving Changes to the Building Envelope or Ext			\$393	152%	\$259	-	-	-	100%	\$259	-34%	-	-	-
40 Report Fee for Secondary Units under 500 square feet			\$420	103%	\$406	-	-	-	100%	\$406	-3%	-	-	-
41 Report Fee for matching exterior changes only			\$50	68%	\$74	-	-	-	100%	\$74	48%	-	-	-
42 S-11 Design Review - Special Fees														-
43 North Oakland Hill Area Specific Plan Recovery Fee Per Dwelling			\$393	96%	\$408	-	-	-	100%	\$408	4%	-	-	-
44 Notification Fee: Development Agreement			\$917	Delete - fee consolidated into one notification fee (fee #3)										
45 Development Agreement			\$11,894	99%	\$12,074	-	-	-	100%	\$12,074	2%	-	-	-
46 Development Agreement: Annual Review		1	\$3,599	102%	\$3,518	\$3,518	\$3,599	-\$81	100%	\$3,518	-2%	\$3,518	-\$81	-
47 Appeals:														-
48 Administrative Appeal		15	\$524	30%	\$1,725	\$25,882	\$7,860	\$18,022	100%	\$1,725	229%	\$25,882	18,022	-
49 To City Planning Commission (CPC)			\$524	30%	\$1,725	-	-	-	100%	\$1,725	229%	-	-	-



User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
50 To City Council		4	\$524	21%	\$2,458	\$9,832	\$2,096	\$7,736	100%	\$2,458	369%	\$9,832	7,736	-
51 Billboard Amortization			\$524	30%	\$1,725	-	-	-	100%	\$1,725	229%	-	-	-
52 Notification Fee: Appeals to Planning Commission		1	\$524	65%	\$805	\$805	\$524	\$281	100%	\$805	54%	\$805	281	-
53 Notification Fee: Appeals to City Council		1	\$524	65%	\$805	\$805	\$524	\$281	100%	\$805	54%	\$805	281	-
54 Requests:														-
55 For Extension of Time of Approved Permit			\$393	125%	\$314	-	-	-	100%	\$314	-20%	-	-	-
56 For Reconsideration of Existing Approval	50% of the current base report fee of the permit		50% of the current base report fee of the	n/a	policy	-	-	-	100%	50% of the current base report fee of the permit		-	-	-
57 For General Plan Determination			\$917	85%	\$1,078	-	-	-	100%	\$1,078	18%	-	-	-
58 For Written Determination by Zoning Administrator			\$262	68%	\$384	-	-	-	100%	\$384	47%	-	-	-
59 Business Tax Certificate		2,543	\$35	72%	\$49	\$124,016	\$89,005	\$35,011	100%	\$49	39%	\$124,016	\$35,011	-
60 General Plan Amendment														-
61 Notification Fee: Request for General Plan Amendment			\$917	Delete - fee consolidated into one notification fee (fee #3)										
62 General Plan Amendment			\$3,406	59%	\$5,736	-	-	-	100%	\$5,736	68%	-	-	-
63 New construction & Activity Surcharge														-
64 Minor Permits involving the new construction of 25-49 units:			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-
65 Minor Permits involving the new construction of 50-99 units:			\$985	81%	\$1,215	-	-	-	100%	\$1,215	23%	-	-	-
66 Minor Permits involving the new construction of 100+ units:			\$1,310	77%	\$1,697	-	-	-	100%	\$1,697	30%	-	-	-
67 Major Permits involving the new construction of 25-49 units:			\$1,179	57%	\$2,084	-	-	-	100%	\$2,084	77%	-	-	-
68 Major Permits involving the new construction of 50-99 units:			\$1,780	72%	\$2,461	-	-	-	100%	\$2,461	38%	-	-	-
69 Major Permits involving the new construction of 100+ units:			\$2,358	65%	\$3,629	-	-	-	100%	\$3,629	54%	-	-	-
70 Minor Permits involving the new const of 10K - 49,999sq ft of non			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-
71 Minor Permits involving the new const of 50K sq ft + of non-res fl			\$1,310	77%	\$1,697	-	-	-	100%	\$1,697	30%	-	-	-
72 Major Permits involving the new const of 10K sq ft - 49,999sq ft o			\$1,179	57%	\$2,084	-	-	-	100%	\$2,084	77%	-	-	-
73 Major Permits involving the new const of 50K sq ft + of non-res fl			\$2,358	65%	\$3,629	-	-	-	100%	\$3,629	54%	-	-	-

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations						
			Per Unit			Annual			Per Unit			Annual			
Service Name		Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
74	Major Permits involving an Extensive Impact Civic Activity:			\$1,179	36%	\$3,292	-	-	-	100%	\$3,292	179%	-	-	-
75	Projects involving construction on a lot sloped 20% or more			\$1,500	97%	\$1,542	-	-	-	100%	\$1,542	3%	-	-	-
76	Determination of Public Convenience or Necessity (w/CUP)		7	\$1,000	92%	\$1,090	\$7,632	\$7,000	\$632	100%	\$1,090	9%	\$7,632	\$632	-
77	Determination of Public Convenience or Necessity (without CUP)			\$1,500	111%	\$1,356	-	-	-	100%	\$1,356	-10%	-	-	-
78	Special Findings Fees for Complex Projects		\$456 per set of findings beyond the standard												
			29	\$456	81%	\$561	\$16,256	\$13,224	\$3,032	100%	\$561	23%	\$16,256	\$3,032	-
79	Commence or Complete Work for which Permits are required by the		Double Fees	68	double fee	n/a	policy	-	-	-	100%	double fee	-	-	-
80	Application Notification Fee														-
81	Major Conditional Use Permit:			\$917	Delete - fee consolidated into one notification fee (fee #3)										
82	Major Variance:			\$917	Delete - fee consolidated into one notification fee (fee #3)										
83	Rezoning / Zoning Text Amendment			\$1,179	Delete - fee consolidated into one notification fee (fee #3)										
84	Development Agreement			\$917	Delete - fee consolidated into one notification fee (fee #3)										
85	Tentative Map			\$917	Delete - fee consolidated into one notification fee (fee #3)										
86	Request for General Plan Amendment			\$917	Delete - fee consolidated into one notification fee (fee #3)										
87	Private Access Easement:			\$917	Delete - fee consolidated into one notification fee (fee #3)										
88	Minor Variance:			\$917	Delete - fee consolidated into one notification fee (fee #3)										
89	Minor Conditional Use Permit			\$917	Delete - fee consolidated into one notification fee (fee #3)										
90	Appeals to City Council			\$524	Delete - fee consolidated into one notification fee (fee #3)										
91	Request for Environmental Review (CEQA / NEPA)			\$524	Delete - fee consolidated into one notification fee (fee #3)										
92	Parcel Map			\$917	Delete - fee consolidated into one notification fee (fee #3)										
93	Planned Unit Development: Preliminary Planning Commission Action			\$917	Delete - fee consolidated into one notification fee (fee #3)										
94	Planned Unit Development: Final Planning Commission Action			\$917	Delete - fee consolidated into one notification fee (fee #3)										
95	S-11 Site Development and Design Review: No Public			\$917	Delete - fee consolidated into one notification fee (fee #3)										
96	Appeals to Planning Commission			\$524	Delete - fee consolidated into one notification fee (fee #3)										

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
97 Regular Design Review:			\$917	Delete - fee consolidated into one notification fee (fee #3)										
98 Accessory Signage for Civic Activities			\$131	Delete - fee consolidated into one notification fee (fee #3)										
99 Challenge to Negative Declaration/Environmental			\$524	Delete - fee consolidated into one notification fee (fee #3)										
100 Appeal of Director's Determination that EIR/EIS is Required			\$524	Delete - fee consolidated into one notification fee (fee #3)										
101 Category III Creek Permit			\$524	Delete - fee consolidated into one notification fee (fee #3)										
102 Category IV Creek Permit			\$917	Delete - fee consolidated into one notification fee (fee #3)										
103 DTRAC Surcharge for scheduled items			\$655	82%	\$795	-	-	-	100%	\$795	21%	-	-	-
104 NO - Show fee for Zoning Intake	Per Occurance	1	\$66	49%	\$135	\$135	\$66	\$69	100%	\$135	105%	\$135	\$69	-
105 B. APPLICATIONS UNDER THE OAKLAND SUBDIVISION REGUL														-
106 Tentative Map (In Connection with Planned Unit Development or Use			\$6,550	101%	\$6,500	-	-	-	100%	\$6,500	-1%	-	-	-
107 All Other Tentative Maps (Other than Condominium Conversions):														-
108 Basic Fee		1	\$6,550	101%	\$6,500	\$6,500	\$6,550	-\$50	100%	\$6,500	-1%	\$6,500	-\$50	-
109 Surcharge (Per Lot)	Per Lot		\$131	74%	\$177	-	-	-	100%	\$177	35%	-	-	-
110 Private Access Easement:														-
111 Notification Fee: Private Access Easement	delete fee, redundant		\$917	n/a	n/a	-	-	-	n/a			-	-	-
112 Private Access Easement			\$4,061	153%	\$2,652	-	-	-	100%	\$2,652	-35%	-	-	-
113 Tentative Tract Map		7	\$3,013	103%	\$2,914	\$20,400	\$21,091	-\$691	100%	\$2,914	-3%	\$20,400	-\$691	-
114 Parcel Map Waiver		9	\$917	87%	\$1,056	\$9,508	\$8,253	\$1,255	100%	\$1,056	15%	\$9,508	\$1,255	-
115 Condominium Conversion: Parcel Map		9	\$3,668	106%	\$3,451	\$31,058	\$33,012	-\$1,954	100%	\$3,451	-6%	\$31,058	-\$1,954	-
116 Condominium Conversion: Tentative Map			\$6,681	107%	\$6,221	-	-	-	100%	\$6,221	-7%	-	-	-
117 Request for Extension of Time Limits		96	\$393	125%	\$314	\$30,157	\$37,728	-\$7,571	100%	\$314	-20%	\$30,157	-\$7,571	-
118 Application Notification Fee														-
119 Tentative Map			\$917	Delete - fee consolidated into one notification fee (fee #3)										
120 Parcel Map			\$917	Delete - fee consolidated into one notification fee (fee #3)										
121 Projects Involving Purchase of Condo Conversion Rights			\$655	75%	\$876	-	-	-	100%	\$876	34%	-	-	-

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
122 C. REQUEST FOR ENVIRONMENTAL IMPACT ASSESSMENT (CEIR)														-
123 Request for Environmental Determination (If Project is Exempt)														-
124 Standard Exemption such as 15301 and other exemption not requiring EIR		437	\$262	75%	\$349	\$152,319	\$114,494	\$37,825	100%	\$349	33%	\$152,319	\$37,825	-
125 Request for Environmental Review (If Project is exempt under California Public Resources Code)		4	\$917	89%	\$1,027	\$4,110	\$3,668	\$442	100%	\$1,027	12%	\$4,110	\$442	-
126 Request for Environmental Review (If Project is exempt but requires EIR)	Min. or 25%		\$1,703	87%	\$1,948	-	-	-	100%	\$1,948	14%	-	-	-
127 Request for Environmental Review (If Project is Not Exempt)		2												-
128 Request for Environmental Review (If Project is Not Exempt) or a CEIR	Min. or 25%		\$1,703	63%	\$2,684	-	-	-	100%	\$2,684	58%	-	-	-
129 Notification Fee: Request for Environmental Review or an Environmental Impact Assessment		3	\$655	74%	\$889	\$2,668	\$1,965	\$703	100%	\$889	36%	\$2,668	\$703	-
130 Environmental Review Processing Fee-EIR/EIS	Min. or 28%	3	\$11,860	103%	\$11,513	\$34,540	\$35,580	-\$1,040	100%	\$11,513	-3%	\$34,540	-\$1,040	-
131 Challenge or Appeal of any Environmental Determination or a Category 1 or 2 CEIR														-
132 To City Planning Commission			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-
133 To City Council			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-
134 Notification Fee: Challenge to Negative Declaration			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-
135 Notification Fee: Appeal of Director's Determination that EIR is Required			\$655	33%	\$2,011	-	-	-	100%	\$2,011	207%	-	-	-
136 Request for Notification for Environmental Determination/Review/Challenge			\$655	99%	\$664	-	-	-	100%	\$664	1%	-	-	-
137 Environmental Impact Data Collection, if EIR/EIS required			\$9,825	78%	\$12,598	-	-	-	100%	\$12,598	28%	-	-	-
138 D. REQUEST FOR PLAN														-
139 General Plan			\$786	83%	\$945	-	-	-	100%	\$945	20%	-	-	-
140 Redevelopment Plan	plus mailing		\$766	81%	\$945	-	-	-	100%	\$945	23%	-	-	-
141 E. SUBDIVISION REGULATIONS														-
142 Design Review Guidelines	each		\$16	47%	\$34	-	-	-	100%	\$34	112%	-	-	-
143 F. RETROFIT RIGHT PUBLICATION (cost per book)														-
144 Retail (1-4 Copies)	each		\$24	n/a	\$34	-	-	-	100%	\$34	41%	-	-	-
145 Wholesale (5-39 Copies )	each		\$18	40%	\$45	-	-	-	100%	\$45	151%	-	-	-
146 Wholesale (40-119 Copies)	each		\$17	38%	\$45	-	-	-	100%	\$45	165%	-	-	-
147 Wholesale (120+ Copies)	each		\$15	33%	\$45	-	-	-	100%	\$45	201%	-	-	-

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
148 G. PLANNING COMMISSION AGENDA														
149 Private Subscription	Yearly Subscription		\$53	52%	\$102	-	-	-	100%	\$102	92%	-	-	-
150 H. OTHER PRINTED MATERIALS SPECIFICALLY REPRODUCED	Actual Cost or \$2 minimum		\$2	18%	\$11	-	-	-	100%	\$11	464%	-	-	-
151 I. PLANNING COMMISSION MINUTES														-
152 Audio/Cassette Duplication														-
153 Cassettes			\$3	27%	\$11	-	-	-	100%	\$11	276%	-	-	-
154 Private Subscription	Per Year		\$81	80%	\$102	-	-	-	100%	\$102	25%	-	-	-
155 J. CONDOMINIUM CONVERSION INFORMATION PACKAGE DOC	package		\$16	142%	\$11	-	-	-	100%	\$11	-29%	-	-	-
156 K. Annexation Fee														-
157 Five (5) Acres or Less														-
158 Application Fee			\$917	86%	\$1,062	-	-	-	100%	\$1,062	16%	-	-	-
159 Additional Fees	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%			
160 Greater Than Five (5) Acres			\$24,759	97%	\$25,448	-	-	-	100%	\$25,448	3%	-	-	-
161 LAFCO Application (for County)			\$5,240	79%	\$6,652	-	-	-	100%	\$6,652	27%	-	-	-
162 Subsequent to LAFCO Determination	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-
163 L. PLAN CHECKING AND/OR PROCESSING OF APPLICATION FC														-
164 Consultation Services Requested or Preliminary Plan Review (One h	Per Hour or Fraction thereof		\$131	54%	\$245	-	-	-	100%	\$245	87%	-	-	-
165 Consultation Services Requested or Preliminary Plan Review	Plus \$131/hr over 3	60	\$393	54%	\$734	\$44,049	\$23,580	\$20,469	100%	\$734	87%	\$44,049	\$20,469	-
166 Consultation Services Requested or Prelim. Plan Review for Maj		4	\$1,703	57%	\$2,975	\$11,900	\$6,812	\$5,088	100%	\$2,975	75%	\$11,900	\$5,088	-

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
167 Additional Plan Checking and/or Processing Required Due to Plan D	Per Hour or Fraction thereof	23	\$131	54%	\$245	\$5,629	\$3,013	\$2,616	100%	\$245	87%	\$5,629	\$2,616	-
168 Consultation Services or Plan Review Requested Outside Regular H	Per Hour or Fraction thereof	6	\$191	57%	\$333	\$1,999	\$1,146	\$853	100%	\$333	74%	\$1,999	\$853	-
169 Major Projects contract services for permit review, plan check, enviro														-
170 Associated fixed fees may be reduced by the City Manager provi	Actual Costs													-
171 M. WRITTEN DETERMINATION BY ZONING ADMINISTRATOR		1	\$262	63%	\$413	\$413	\$262	\$151	100%	\$413	58%	\$413	\$151	-
172 N. ZONING CONFIRMATION LETTER														-
173 Standard - No Research Required		20	\$34	77%	\$44	\$885	\$680	\$205	100%	\$44	30%	\$885	\$205	-
174 Research Required		76	\$131	74%	\$177	\$13,453	\$9,956	\$3,497	100%	\$177	35%	\$13,453	\$3,497	-
175 O. MILLS ACT														-
176 Application Fee			\$524	n/a	no data				100%	\$524				
177 Inspection Fee		7	\$131	54%	\$245	\$1,713	\$917	\$796	100%	\$245	87%	\$1,713	\$796	-
178 P. NEIGHBORHOOD MEETING STAFF ATTENDANCE FEE (PER \$														-
179 Attendance at 1st Community Meeting	OT Plan Check Hourly Rate				\$333	-	-	-	100%	\$333	n/a	-	-	-
180 Attendance at 2nd Community Meeting	Per Staff Member		\$350	83%	\$422	-	-	-	100%	\$422	20%	-	-	-
181 Attendance at 3rd Community Meeting	Per Staff Member		\$700	111%	\$633	-	-	-	100%	\$633	-10%	-	-	-
182 Attendance at 4th (and subsequent) Community Meeting	Per Staff Member Plus \$250 per hour over 1st hour Per Staff Member		\$300	47%	\$633	-	-	-	100%	\$633		-	-	-

User Fee Study Summary Sheet

City of Oakland  
Planning & Zoning Departments  
2013/2014

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
183 Q. SPECIAL DESIGN REVIEW														-
184 Track One	new				\$448	-	-	-	100%	\$448		-	-	-
185 Track Two	new				\$566	-	-	-	100%	\$566		-	-	-

Total User Fees						\$1,897,671	\$1,571,257	\$326,414				\$1,897,671	\$326,414	
% of Full Cost							83%	17%				100%	21%	-

# *Engineering Services*



User Fee Study Summary Sheet

City of Oakland  
Engineering Services - 84421, 84432, 84433  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
Planning and Building Fees:														
1	L) GRADING PERMIT (review and inspection)													
2	Basic	30	\$ 1,179	47%	\$ 2,493	\$ 74,791	\$ 35,370	\$ 39,421	100%	\$2,493	111%	\$ 74,791	\$ 39,421	\$ -
3	51 - 1,000 Cubic Yards	27	\$ 1,179	39%	\$ 2,988	\$ 80,667	\$ 31,833	\$ 48,834	100%	\$2,988	153%	\$ 80,667	\$ 48,834	\$ -
4	1,001 - 2,000 Cubic Yards		\$ 3,791	96%	\$ 3,932	\$ -	\$ -	\$ -	100%	\$3,932	4%	\$ -	\$ -	\$ -
5	2,001 - 10,000 Cubic Yards	2	\$ 5,541	101%	\$ 5,481	\$ 10,962	\$ 11,082	\$ (120)	100%	\$5,481	-1%	\$ 10,962	\$ (120)	\$ -
6	Over 10,000 Cubic Yards	1	\$ 13,541	142%	\$ 9,520	\$ 9,520	\$ 13,541	\$ (4,021)	100%	\$9,520	-30%	\$ 9,520	\$ (4,021)	\$ -
7	Review of Materials Related to Request for Emergency Grading Permit		\$ 917	95%	\$ 970	\$ -	\$ -	\$ -	100%	\$970	6%	\$ -	\$ -	\$ -
8	Review of Plan Revisions													
9	Regular Operating Hours	Hourly	\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
10	Outside of Working Hours	Hourly	\$ 191	73%	\$ 262	\$ 9,940	\$ 7,258	\$ 2,682	100%	\$262	37%	\$ 9,940	\$ 2,682	\$ -
11	M) WORK WITHOUT A GRADING PERMIT													
12	Work Commenced		Double All Fees		\$ -	\$ -			n/a	Double All Fees		\$ -	\$ -	\$ -
13	Re-Inspection Fee		\$ 393	82%	\$ 480	\$ -	\$ -	\$ -	100%	\$480	22%	\$ -	\$ -	\$ -
14	U) CONSTRUCTION SITE MONITORING (DUST, NOISE, C.6, STORM WATER)													
15	Plan Review	per review	\$ 1,965	76%	\$ 2,595	\$ -	\$ -	\$ -	100%	\$2,595	32%	\$ -	\$ -	\$ -
16	Maintenance Plan	Annually	\$ 396	99%	\$ 400	\$ -	\$ -	\$ -	100%	\$400	1%	\$ -	\$ -	\$ -
17	Over 3 Inspections	per insp	\$ 99	62%	\$ 160	\$ -	\$ -	\$ -	100%	\$160	62%	\$ -	\$ -	\$ -
18	Creek and Illicit Discharge Enforcement	per insp	\$ 396	99%	\$ 400	\$ -	\$ -	\$ -	100%	\$400	1%	\$ -	\$ -	\$ -
19	X) CREEK PROTECTION PERMIT													
20	Category I		\$ -		\$ 45	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
21	Category II	6	\$ 131	94%	\$ 139	\$ 832	\$ 786	\$ 46	100%	\$139	6%	\$ 832	\$ 46	\$ -
22	Category III	8	\$ 524	77%	\$ 682	\$ 5,458	\$ 4,192	\$ 1,266	100%	\$682	30%	\$ 5,458	\$ 1,266	\$ -
23	Category IV (Up to 8 Hours)	4	\$ 1,048	79%	\$ 1,331	\$ 5,325	\$ 4,192	\$ 1,133	100%	\$1,331	27%	\$ 5,325	\$ 1,133	\$ -
24	Over 8 Hours	Hourly	\$ 131	82%	\$ 160	\$ -	\$ -	\$ -	100%	\$160	22%	\$ -	\$ -	\$ -
25	Appeal of Determination to Building Official		\$ 393	74%	\$ 532	\$ -	\$ -	\$ -	100%	\$532	35%	\$ -	\$ -	\$ -
26	Appeal to the Planning Commission		\$ 786	76%	\$ 1,034	\$ -	\$ -	\$ -	100%	\$1,034	32%	\$ -	\$ -	\$ -
27	Inspection													

# User Fee Study Summary Sheet

City of Oakland  
Engineering Services - 84421, 84432, 84433  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
28 Basic	s/b flat	29	\$ 297	74%	\$ 400	\$ 11,609	\$ 8,613	\$ 2,996	100%	\$400	35%	\$ 11,609	\$ 2,996	\$ -
29 Over 3 Inspections	Hourly	1	\$ 99	62%	\$ 160	\$ 160	\$ 99	\$ 61	100%	\$160	62%	\$ 160	\$ 61	\$ -
30 AA) REVIEW OF GEOTECHNICAL REPORT REQUIRED FOR PROJECTS LOCATED IN SEISMIC HAZARD ZONE														
31 Permit Application														
32 Basic			\$ 786	77%	\$ 1,026	\$ -	\$ -	\$ -	100%	\$1,026	31%	\$ -	\$ -	\$ -
33 Over 6 Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
34 Request for Waiver Application														
35 Basic			\$ 786	77%	\$ 1,026	\$ -	\$ -	\$ -	100%	\$1,026	31%	\$ -	\$ -	\$ -
36 Over 6 Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
37 Peer Review			Cost + 14%	n/a	policy	\$ -	\$ -	\$ -	100%	Cost + 14%		\$ -	\$ -	\$ -
38 Revisions														
39 Regular Operating Hours	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174	33%	\$ -	\$ -	\$ -
40 Outside of Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262	37%	\$ -	\$ -	\$ -
41 G) PUSH CART FOOD VENDING														
42 Application Processing		10	\$ 75	120%	\$ 62	\$ 624	\$ 750	\$ (126)	100%	\$62	-17%	\$ 624	\$ (126)	\$ -
43 Initial Permit Fee		10	\$ 455	73%	\$ 624	\$ 6,244	\$ 4,550	\$ 1,694	100%	\$624	37%	\$ 6,244	\$ 1,694	\$ -
44 Permit Renewal Fee		13	\$ 455	73%	\$ 624	\$ 8,118	\$ 5,915	\$ 2,203	100%	\$624	37%	\$ 8,118	\$ 2,203	\$ -
45 Late Fee														
46 Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:														
47 30-60 Days			10%	n/a	Policy	\$ -	\$ -	\$ -	100%	10%		\$ -	\$ -	\$ -
48 60-90 Days			20%	n/a	Policy	\$ -	\$ -	\$ -	100%	20%		\$ -	\$ -	\$ -
49 After 90 Days			50%	n/a	Policy	\$ -	\$ -	\$ -	100%	50%		\$ -	\$ -	\$ -
50 Legalizing Illegal Vendor			\$ 914	n/a	Policy	\$ -	\$ -	\$ -	100%	\$914		\$ -	\$ -	\$ -
51 H) VEHICULAR FOOD VENDING PERMIT														
52 Application Processing		11	\$ 137	110%	\$ 125	\$ 1,374	\$ 1,507	\$ (133)	100%	\$125	-9%	\$ 1,374	\$ (133)	\$ -
53 Initial Permit Fee		11	\$ 1,822	133%	\$ 1,374	\$ 15,112	\$ 20,042	\$ (4,930)	100%	\$1,374	-25%	\$ 15,112	\$ (4,930)	\$ -
54 Permit Renewal Fee		14	\$ 1,822	133%	\$ 1,374	\$ 19,233	\$ 25,508	\$ (6,275)	100%	\$1,374	-25%	\$ 19,233	\$ (6,275)	\$ -
55 Late Fee														

# User Fee Study Summary Sheet

City of Oakland  
Engineering Services - 84421, 84432, 84433  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
56	Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:													
57	30-60 Days		10%	n/a	Policy	\$ -	\$ -	\$ -	100%	10%		\$ -	\$ -	\$ -
58	60-90 Days		20%	n/a	Policy	\$ -	\$ -	\$ -	100%	20%		\$ -	\$ -	\$ -
59	After 90 Days		50%	n/a	Policy	\$ -	\$ -	\$ -	100%	50%		\$ -	\$ -	\$ -
60	Legalizing Illegal Vendor		\$ 3,644	n/a	Policy	\$ -	\$ -	\$ -	100%	\$3,644		\$ -	\$ -	\$ -
61	I) REVIEW OF PRIVATE INFRASTRUCTURE PERMIT													
62	\$1 to \$5,000 Construction Valuation	new category	1	\$ 1,441	107%	\$ 1,349	\$ 1,349	\$ 1,441	74%	\$1,000		\$ 1,000	\$ (441)	\$ 349
63	\$5,001 to \$10,000 Construction Valuation		1	\$ 1,441	53%	\$ 2,698	\$ 2,698	\$ 1,441	100%	\$2,698		\$ 2,698	\$ 1,257	\$ -
64	\$10,001 to \$50,000 Construction Valuation		3	\$ 1,441	47%	\$ 3,046	\$ 9,139	\$ 4,323	100%	\$3,046		\$ 9,139	\$ 4,816	\$ -
65	\$50,001 to \$100,000 Construction Valuation		1	\$ 4,361	84%	\$ 5,184	\$ 5,184	\$ 4,361	100%	\$5,184		\$ 5,184	\$ 823	\$ -
66	\$100,001 to \$500,000 Construction Valuation		3	\$ 6,961	77%	\$ 9,063	\$ 27,188	\$ 20,883	100%	\$9,063		\$ 27,188	\$ 6,305	\$ -
67	\$500,001 - \$5M Construction Valuation		1	\$ 25,761	82%	\$ 31,364	\$ 31,364	\$ 25,761	100%	\$31,364		\$ 31,364	\$ 5,603	\$ -
68	General Plan Surcharge (assessed on all P-JOB Permits)		7	0.10%	59%	0.17%	\$ 0	\$ 0	100%	0.17%		\$ 0	\$ 0	\$ -
69	Extension of P-JOB Permit for work incomplete after one year		1	\$ 917	101%	\$ 909	\$ 909	\$ 917	100%	\$909		\$ 909	\$ (8)	\$ -
70	Review of Plan Revisions													
71	Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	100%	\$174		\$ 349	\$ 87	\$ -
72	Outside of Working Hours	Hourly	1	\$ 191	73%	\$ 262	\$ 262	\$ 191	100%	\$262		\$ 262	\$ 71	\$ -
73	T) INSPECTION OF PRIVATE INFRASTRUCTURE													
74	Basic Fee													
75	\$1 to \$100,000	new category	6	\$ 4,400	88%	\$ 5,006	\$ 30,039	\$ 26,400	100%	8.5% of ENR		\$ 30,039	\$ 3,639	
76	\$100,001 to \$500,000	new category	3	\$ 26,600	100%	\$ 26,694	\$ 80,081	\$ 79,800	100%	\$8,500 + 8% over \$100,001		\$ 80,081	\$ 281	
77	\$500,001+	new category	2	\$ 58,000	103%	\$ 56,063	\$ 112,127	\$ 116,000	100%	\$40,500 + 7.5% over \$500,001		\$ 112,127	\$ (3,873)	
78	Outside of Regular Working Hours	Hourly		\$ 173	72%	\$ 240	\$ -	\$ -	100%	\$240		\$ -	\$ -	\$ -
Planning and Building User Fee Subtotal						\$560,656	\$457,018	\$103,638 #						
% of Full Cost							82%	18%						

# User Fee Study Summary Sheet

City of Oakland  
Engineering Services - 84421, 84432, 84433  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
Public Works Fees:														
79 A) PATH VACATION		1	\$ 2,096	41%	\$ 5,154	\$ 5,154	\$ 2,096	\$ 3,058	100%	\$5,154		\$ 5,154	\$ 3,058	\$ -
80 B) STREET VACATION														
81 Summary Vacation			\$ 2,751	55%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980		\$ -	\$ -	\$ -
82 General Vacation		1	\$ 5,240	102%	\$ 5,154	\$ 5,154	\$ 5,240	\$ (86)	100%	\$5,154		\$ 5,154	\$ (86)	\$ -
83 Notifications		1	\$ 917	86%	\$ 1,060	\$ 1,060	\$ 917	\$ 143	100%	\$1,060		\$ 1,060	\$ 143	\$ -
84 C) EASEMENT - DEDICATION OR VACATION														
85 City Council Action		1	\$ 1,965	39%	\$ 4,980	\$ 4,980	\$ 1,965	\$ 3,015	100%	\$4,980		\$ 4,980	\$ 3,015	\$ -
86 City Engineer Action		2	\$ 917	36%	\$ 2,564	\$ 5,128	\$ 1,834	\$ 3,294	100%	\$2,564		\$ 5,128	\$ 3,294	\$ -
87 Shared Access Engineering Review			\$ 524	29%	\$ 1,804	\$ -	\$ -	\$ -	100%	\$1,804		\$ -	\$ -	\$ -
88 D) CERTIFICATE OF COMPLIANCE														
89 For Work Through Six Hours		4	\$ 786	60%	\$ 1,311	\$ 5,246	\$ 3,144	\$ 2,102	100%	\$1,311		\$ 5,246	\$ 2,102	\$ -
90 For Work After Six Hours	Hourly	6	\$ 131	69%	\$ 190	\$ 1,137	\$ 786	\$ 351	100%	\$190		\$ 1,137	\$ 351	\$ -
91 E) ENCROACHMENT IN THE PUBLIC ROW OR PUBLIC EASEMENT														
92 City Engineer Action														
93 New Encroachment		61	\$ 917	51%	\$ 1,781	\$ 108,655	\$ 55,937	\$ 52,718	100%	\$1,781		\$ 108,655	\$ 52,718	\$ -
94 Existing Encroachment		2	\$ 1,703	54%	\$ 3,176	\$ 6,353	\$ 3,406	\$ 2,947	100%	\$3,176		\$ 6,353	\$ 2,947	\$ -
95 Private Party bike rack installation		1	\$ 37	2%	\$ 1,781	\$ 1,781	\$ 37	\$ 1,744	4%	\$74		\$ 74	\$ 37	\$ 1,707
96 Encroachment for R3 Occupancy		25	\$ 524	29%	\$ 1,781	\$ 44,531	\$ 13,100	\$ 31,431	100%	\$1,781		\$ 44,531	\$ 31,431	\$ -
97 Amendment or Recission		3	\$ 262	24%	\$ 1,084	\$ 3,251	\$ 786	\$ 2,465	100%	\$1,084		\$ 3,251	\$ 2,465	\$ -
98 City Council Action		7	\$ 1,965	39%	\$ 4,980	\$ 34,860	\$ 13,755	\$ 21,105	100%	\$4,980		\$ 34,860	\$ 21,105	\$ -
99 F) TRACT MAP														
100 Tentative Map (charged with Planning)		2	\$ 3,406	91%	\$ 3,761	\$ 7,521	\$ 6,812	\$ 709	100%	\$3,761		\$ 7,521	\$ 709	\$ -
101 Final Map		2	\$ 3,144	54%	\$ 5,817	\$ 11,633	\$ 6,288	\$ 5,345	100%	\$5,817		\$ 11,633	\$ 5,345	\$ -
102 Tentative Map - Each Lot over 5			\$ 262	74%	\$ 354	\$ -	\$ -	\$ -	100%	\$354		\$ -	\$ -	\$ -
103 Certificate of Correction		1	\$ 524	45%	\$ 1,157	\$ 1,157	\$ 524	\$ 633	100%	\$1,157		\$ 1,157	\$ 633	\$ -
104 Subdivision Improvement Agreement		10	\$ 917	58%	\$ 1,593	\$ 15,932	\$ 9,170	\$ 6,762	100%	\$1,593		\$ 15,932	\$ 6,762	\$ -

# User Fee Study Summary Sheet

City of Oakland  
Engineering Services - 84421, 84432, 84433  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
105 Amended Final Map			\$ 524	31%	\$ 1,709	\$ -	\$ -	\$ -	100%	\$1,709		\$ -	\$ -	\$ -
106 Revisions to Final Map, Tentative Map, or SIA														
107 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
108 Overtime Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
109 G) STREET DEDICATION			\$ 1,965	39%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980		\$ -	\$ -	\$ -
110 H) STREET NAME CHANGE														
111 Application			\$ 1,965	39%	\$ 4,980	\$ -	\$ -	\$ -	100%	\$4,980		\$ -	\$ -	\$ -
112 Notifications			\$ 524	44%	\$ 1,196	\$ -	\$ -	\$ -	100%	\$1,196		\$ -	\$ -	\$ -
113 I) REVIEW OF PUBLIC INFRASTRUCTURE PERMIT														
114 \$1 to \$5,000 Construction Valuation	new category	1	\$ 1,441	107%	\$ 1,349	\$ 1,349	\$ 1,441	\$ (92)	74%	\$1,000		\$ 1,000	\$ (441)	\$ 349
115 \$5,001 to \$10,000 Construction Valuation		1	\$ 1,441	53%	\$ 2,698	\$ 2,698	\$ 1,441	\$ 1,257	100%	\$2,698		\$ 2,698	\$ 1,257	\$ -
116 \$10,001 to \$50,000 Construction Valuation		3	\$ 1,441	47%	\$ 3,046	\$ 9,139	\$ 4,323	\$ 4,816	100%	\$3,046		\$ 9,139	\$ 4,816	\$ -
117 \$50,001 to \$100,000 Construction Valuation		1	\$ 4,361	84%	\$ 5,184	\$ 5,184	\$ 4,361	\$ 823	100%	\$5,184		\$ 5,184	\$ 823	\$ -
118 \$100,001 to \$500,000 Construction Valuation		3	\$ 6,961	77%	\$ 9,063	\$ 27,188	\$ 20,883	\$ 6,305	100%	\$9,063		\$ 27,188	\$ 6,305	\$ -
119 \$500,001 - \$5M Construction Valuation		1	\$ 25,761	82%	\$ 31,364	\$ 31,364	\$ 25,761	\$ 5,603	100%	\$31,364		\$ 31,364	\$ 5,603	\$ -
120 General Plan Surcharge (assessed on all P-JOB Permits)		7	0.10%	59%	0.17%	\$ 0	\$ 0	\$ 0	100%	0.17%		\$ 0	\$ 0	\$ -
121 Extension of P-JOB Permit for work incomplete after one year		1	\$ 917	101%	\$ 909	\$ 909	\$ 917	\$ (8)	100%	\$909		\$ 909	\$ (8)	\$ -
122 Review of Plan Revisions														
123 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
124 Outside of Working Hours	Hourly	1	\$ 191	73%	\$ 262	\$ 262	\$ 191	\$ 71	100%	\$262		\$ 262	\$ 71	\$ -
125 J) FRANCHISE APPLICATION OR RENEWAL			\$ 1,179	21%	\$ 5,677	\$ -	\$ -	\$ -	100%	\$5,677		\$ -	\$ -	\$ -
126 K) SPUR TRACK			\$ 1,179	25%	\$ 4,631	\$ -	\$ -	\$ -	100%	\$4,631		\$ -	\$ -	\$ -
N) CONSULTATION REQUESTED FOR PRELIMINARY REVIEW OF IMPROVEMENTS AND CONSTRUCTION PROJECTS	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174		\$ -	\$ -	\$ -
128 O) MYLAR PLAN RETRIEVAL			\$ 5	62%	\$ 8	\$ -	\$ -	\$ -	100%	\$8		\$ -	\$ -	\$ -
129 P) CITY OF OAKLAND MAPS AND PLANS														
130 2,400 Scale		5	\$ 8	50%	\$ 15	\$ 76	\$ 38	\$ 38	100%	\$15		\$ 76	\$ 38	\$ -
131 1,500 Scale		5	\$ 8	50%	\$ 15	\$ 76	\$ 38	\$ 38	100%	\$15		\$ 76	\$ 38	\$ -
132 Plans (copies larger than 11" x 17")		50	\$ 8	50%	\$ 15	\$ 756	\$ 375	\$ 381	100%	\$15		\$ 756	\$ 381	\$ -

User Fee Study Summary Sheet

City of Oakland  
Engineering Services - 84421, 84432, 84433  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
133 Q) S-11 ENGINEERING REVIEW			\$ 917	131%	\$ 698	\$ -	\$ -	\$ -	100%	\$698		\$ -	\$ -	\$ -
134 R) PARCEL MAP														
135 Tentative Map		16	\$ 1,310	97%	\$ 1,357	\$ 21,710	\$ 20,960	\$ 750	100%	\$1,357		\$ 21,710	\$ 750	\$ -
136 Parcel Map		16	\$ 1,179	74%	\$ 1,589	\$ 25,430	\$ 18,864	\$ 6,566	100%	\$1,589		\$ 25,430	\$ 6,566	\$ -
137 Amended Tentative Map or Parcel Map		16	\$ 524	93%	\$ 562	\$ 8,990	\$ 8,384	\$ 606	100%	\$562		\$ 8,990	\$ 606	\$ -
138 Revisions to Tentative Map or Parcel Map														
139 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
140 Outside of Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
141 Certification of Correction			\$ 524	108%	\$ 484	\$ -	\$ -	\$ -	100%	\$484		\$ -	\$ -	\$ -
142 S) EIR ENGINEERING REVIEW														
143 Application		42	\$ 1,048	75%	\$ 1,395	\$ 58,593	\$ 44,016	\$ 14,577	100%	\$1,395		\$ 58,593	\$ 14,577	\$ -
144 Revisions	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
145 T) INSPECTION OF PUBLIC INFRASTRUCTURE														
146 Basic Fee														
147 \$1 to \$100,000	new category	6	\$ 4,400	88%	\$ 5,006	\$ 30,039	\$ 26,400	\$ 3,639	100%	8.5% of ENR		\$ 30,039	\$ 3,639	
148 \$100,001 to \$500,000	new category	3	\$ 26,600	100%	\$ 26,694	\$ 80,081	\$ 79,800	\$ 281	100%	\$8,500 + 8% over \$100,001		\$ 80,081	\$ 281	
149 \$500,001+	new category	2	\$ 58,000	103%	\$ 56,063	\$ 112,127	\$ 116,000	\$ (3,873)	100%	\$40,500 + 7.5% over \$500,001		\$ 112,127	\$ (3,873)	
150 Outside of Regular Working Hours	Hourly		\$ 173	72%	\$ 240	\$ -	\$ -	\$ -	100%	\$240		\$ -	\$ -	\$ -
151 V) PERMIT APPLICATION REVIEW AND PROCESSING														
152 Outside of Regular Working Hours	Hourly		\$ 191	73%	\$ 262	\$ -	\$ -	\$ -	100%	\$262		\$ -	\$ -	\$ -
153 W) LOT LINE MERGER AND ADJUSTMENT		9	\$ 262	82%	\$ 320	\$ 2,881	\$ 2,358	\$ 523	100%	\$320		\$ 2,881	\$ 523	\$ -
Y) PLAN CHECK AND INSPECTION FOR SITE DEVELOPMENT NOT RELATED TO ANY OTHER REQUIRED PERMIT														
154														
155 Application			\$ 71	117%	\$ 60	\$ -	\$ -	\$ -	100%	\$60		\$ -	\$ -	\$ -
156 Plan Check	Hourly		\$ 131	75%	\$ 174	\$ -	\$ -	\$ -	100%	\$174		\$ -	\$ -	\$ -
157 Inspection	Hourly		\$ 99	62%	\$ 160	\$ -	\$ -	\$ -	100%	\$160		\$ -	\$ -	\$ -

User Fee Study Summary Sheet

City of Oakland  
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2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
158 Z) OBSTRUCTION PERMITS														
159 Short-term Permits (Max of 14 Days)														
160 Metered Area	per day	8550	\$ 35	n/a	policy	\$ 294,975	\$ 294,975	\$ -	100%	\$35		\$ 294,975	\$ -	\$ -
161 Un-metered Area	per day	4770	\$ 17	n/a	policy	\$ 82,283	\$ 82,283	\$ -	100%	\$17		\$ 82,283	\$ -	\$ -
162 No Parking Anytime Sign	per day	15048	\$ 3	n/a	policy	\$ 46,649	\$ 46,649	\$ -	100%	\$3		\$ 46,649	\$ -	\$ -
163 Long-term Permits (15-180 Day Maximum)														
164 Metered Area	30 days	360	\$ 1,037	n/a	policy	\$ 373,320	\$ 373,320	\$ -	100%	\$1,037		\$ 373,320	\$ -	\$ -
165 Un-metered Area	30 days	1368	\$ 519	n/a	policy	\$ 709,992	\$ 709,992	\$ -	100%	\$519		\$ 709,992	\$ -	\$ -
166 AB) MISCELLANEOUS ENGINEERING REVIEW														
167 Regular Operating Hours	Hourly	2	\$ 131	75%	\$ 174	\$ 349	\$ 262	\$ 87	100%	\$174		\$ 349	\$ 87	\$ -
168 Outside of Working Hours	Hourly	31	\$ 191	73%	\$ 262	\$ 8,109	\$ 5,921	\$ 2,188	100%	\$262		\$ 8,109	\$ 2,188	\$ -
169 AC) PAY TELEPHONE PERMIT														
170 Application Processing			\$ 393	108%	\$ 365	\$ -	\$ -	\$ -	100%	\$365		\$ -	\$ -	\$ -
171 Annual Renewal			\$ 131	127%	\$ 103	\$ -	\$ -	\$ -	100%	\$103		\$ -	\$ -	\$ -
172 Late Renewal			\$ 262	123%	\$ 214	\$ -	\$ -	\$ -	100%	\$214		\$ -	\$ -	\$ -
173 Reclaiming Removed Pay Phone			\$ 594	120%	\$ 496	\$ -	\$ -	\$ -	100%	\$496		\$ -	\$ -	\$ -
174 AD) TRANSPORTATION/TRAFFIC PROJECT REVIEW	New		\$ -		\$ 21,798	\$ -	\$ -	\$ -	100%	10% of consultant fee		\$ -	\$ -	\$ -
175 RECORDS MANAGEMENT FEE	New		9.50%	n/a	Policy	\$ -	\$ -	\$ -	100%	9.50%		\$ -	\$ -	\$ -
176 TECHNOLOGY ENHANCEMENT FEE	New		5.25%	n/a	Policy	\$ -	\$ -	\$ -	100%	5.25%		\$ -	\$ -	\$ -

User Fee Study Summary Sheet

City of Oakland  
Engineering Services - 84421, 84432, 84433  
2013/14

			Current						Recommendations					
			Per Unit			Annual			Per Unit			Annual		
Service Name	Fee Description	Annual Volume	Current Fee	Current Recovery %	Full Cost	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Increase from Current	Annual Revenue	Increased Revenue	Recommended Subsidy
177 Q) PROCESSING TREE REMOVAL PERMITS														
178 Developed Property	delete		\$66	n/a	n/a	\$ -	\$ -	\$ -	n/a	n/a	n/a	\$ -	\$ -	\$ -
179 Undeveloped Property			\$131	48%	\$275	\$ -	\$ -	\$ -	100%	\$275	110%	\$ -	\$ -	\$ -
180 R) PROCESSING UTILITY COMPANY EXCAVATION PERMIT			\$131	80%	\$163	\$ -	\$ -	\$ -	100%	\$163	24%	\$ -	\$ -	\$ -

Public Works User Fee Subtotal						\$2,199,454	\$2,016,796	\$182,658 #				\$2,197,398	\$180,602	\$2,056
% of Full Cost							92%	8%				100%	8%	0%
Combined Planning and Building and Public Works Total						\$2,760,110	\$2,473,814	\$286,296				\$2,757,706	\$283,891	\$2,405
% of Full Cost							90%	10%				100%	10%	0%

Footnotes:

Fee #119) Recommended policy: for projects over \$500,001 valuation, the developer may opt to pay on a deposit + hourly rate basis.

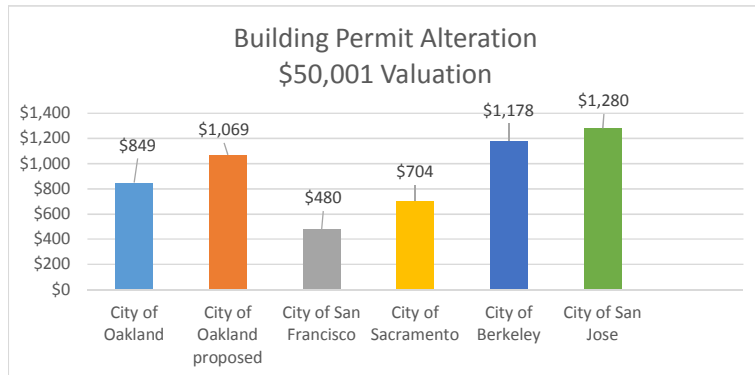
Fee #174) this fee recovers the City's cost of reviewing and commenting on consultant reports. The average report size is \$200,000, yielding a fee of 10% of the consultant contract.



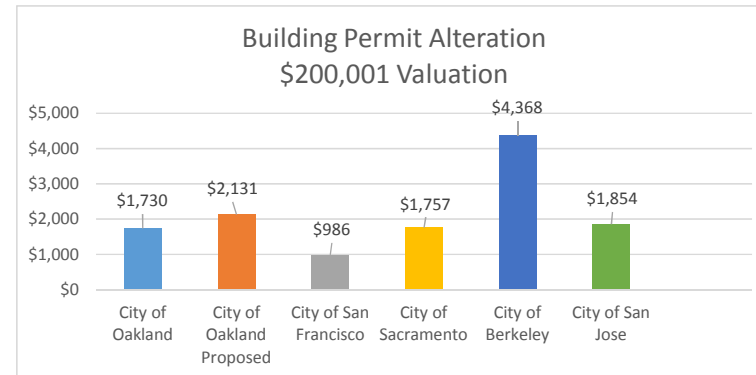
*Appendix A*  
*Fee Comparison Analysis*



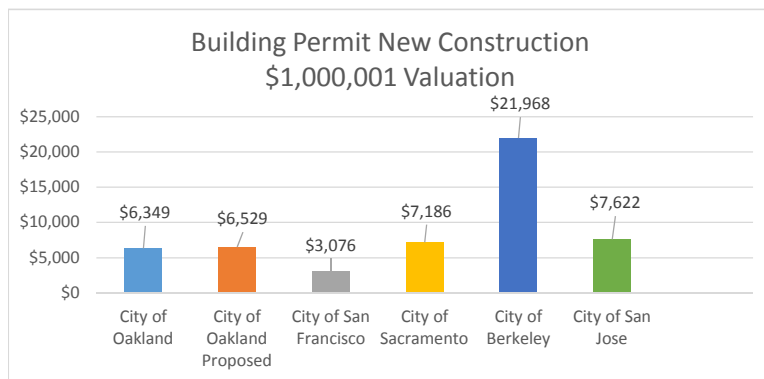
## City of Oakland Benchmark Study, 2014



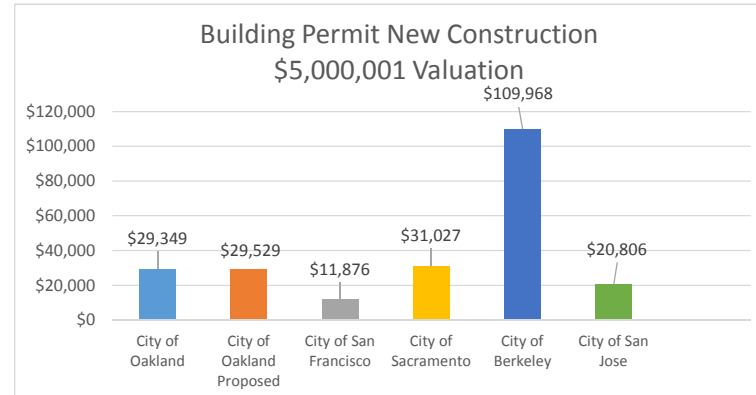
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 500 sq. ft. garage.



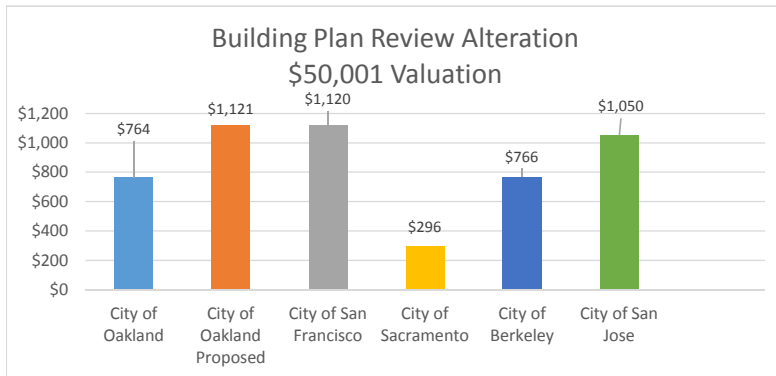
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a single story dwelling.



Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 50,000 square foot shell building.



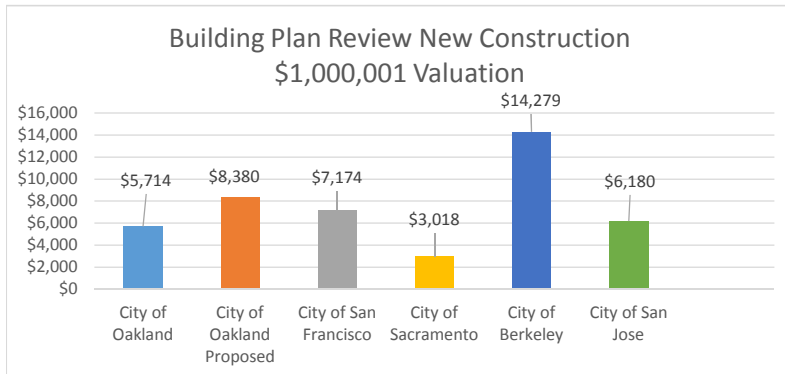
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 30,000 square foot dwelling.



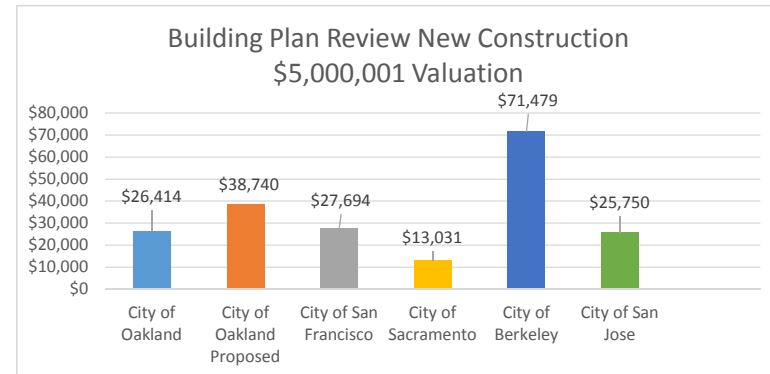
Note: Building and plan check fees for San Jose are based on square footage. We have assumed a 500 sq. ft. room addition.



Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 2,000 sq. ft. dwelling.

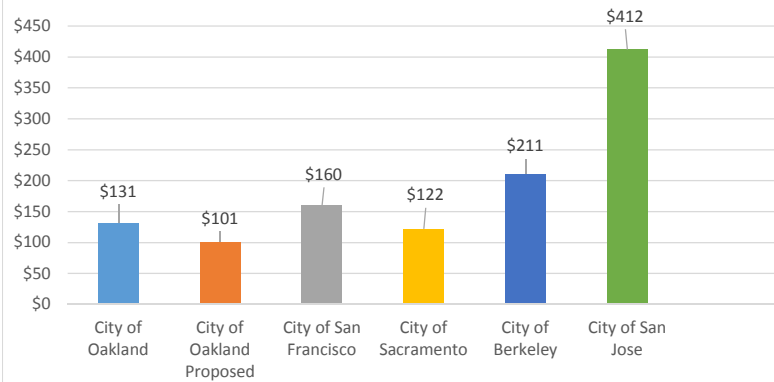


Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 25 unit apartment complex.

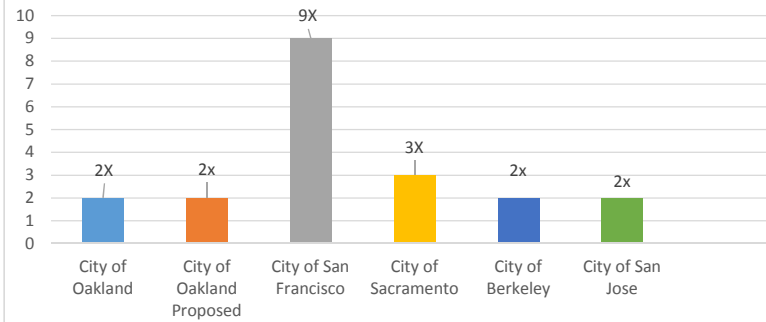


Note: Building plan check and permit fees for San Jose are based on square footage. We have assumed a 110 unit apartment complex.

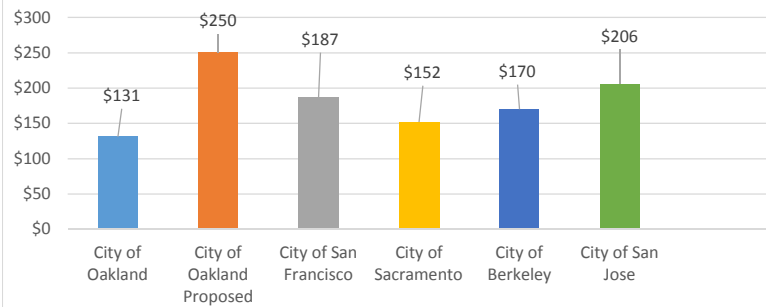
Manufactured Home Plumbing System



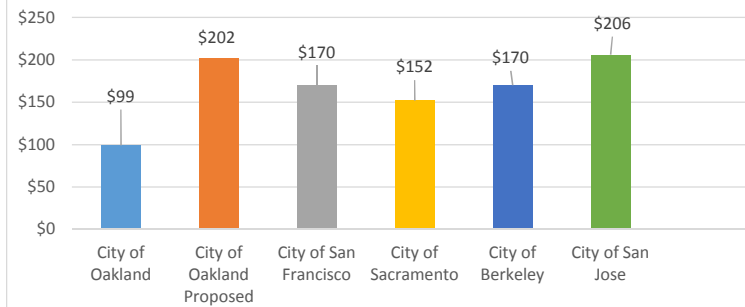
Construction without a Permit (Penalty)  
X Original Permit

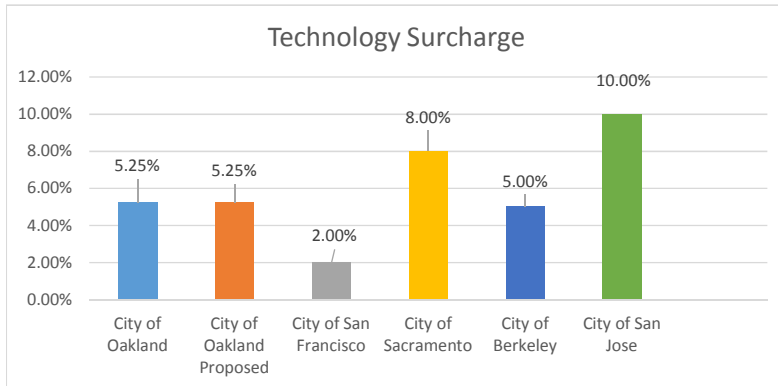


Standard Hourly Rates: Plan Review

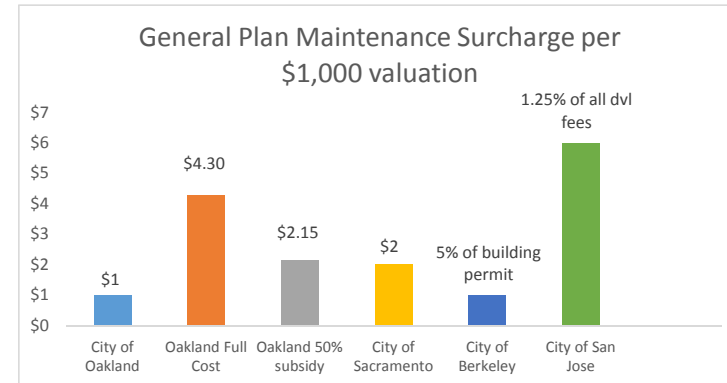


Standard Hourly Rates: Inspection





San Jose: 10% digitizing surcharge is capped at \$2,000 per project.



## CODE ENFORCEMENT FEE COMPARISON TABLE

Fee Category	Oakland - Current	Oakland - Proposed	Fresno	Anaheim	Sacramento	Long Beach	San Jose
<b>Document Fees</b> (order, invoice, notice, declaration, lien release, termination, etc.)	\$297 for preparation per document	\$512 for preparation per document	\$100 per hour, plus 100 administrative fee	Civil Citations: \$100, 1st offense \$200, 2nd offense \$500, subsequent offenses	\$400 (flat fee), except Notice and Order to Abate Public Nuisance (\$800 flat fee) Notice and Order to Repair, Rehabilitate or Demolish, \$1,400+	\$125 (flat fee)	No document fees
<b>Re-inspection fees</b>	\$396 (flat fee)	\$206 (flat fee)	\$100 per hour	\$196 (flat fee)	Document fees only	\$157 (flat fee)	\$160-183 (flat fee)
<b>Administrative Fees for Contracted Work</b> (abatement)	31% or \$693 minimum (per instance or contract, whichever is greater)	\$1 - \$5,000: 30% \$5,001-\$10k: 25% \$10,001+ 20%	\$100 per hour	No fee	20% of abatement costs	\$331 (flat fee)	\$98 per hour
<b>Vacant/Foreclosed Building Program Fees</b>	\$495 registration, and inspection fees (flat fee)	\$737 registration, and inspection fees (flat fee)	\$250 registration (flat fee)	No specific program	\$150 per month, only after 30 days in violation	\$155 (flat fee)	\$250 average per violation (can escalate to \$1,000 per violation)
<b>Inspection Warrant</b>	\$693 (flat fee)	\$1,330 (flat fee)	Hourly rate	No fee	Hourly rate	\$428 (flat fee)	Hourly rate
<b>General Hourly Rate</b>	\$99	\$125	\$100 per hour	\$196 per hour	n/a	\$103 per hour	\$98 per hour

<b>Fee Comparison</b> <b>50 Unit Condominium Complex</b> <b>Wood Frame, \$5,000,000 construction valuation</b>						
Division / Fee Category	Oakland Current	Oakland Proposed	San Francisco	Sacramento	Berkeley	San Jose
<b>Building Services - Administration</b>						
Fee #3 Filing	\$16	\$13	\$0	\$152	\$22	\$2,880
Fee #5 Routing	55	55	\$0			
Fee #19 Records Management Fee (9.5%)	9,476	11,104	\$300			2,000
Fee #20 Technology Enhancement Fee (5.25%)	5,237	6,136	\$1,995	\$3,778	\$5,395	
Subtotal	\$14,784	\$17,308	\$2,295	\$3,930	\$5,417	\$4,880
<b>Building Services - Inspection</b>						
Fee #19/20 Inspection	\$29,349	\$29,529	\$11,876	\$33,256	\$107,900	\$66,950
Fee #60a Electrical Inspection - New Construction	n/a	7,382	\$7,204	\$3,750	\$5,000	<i>included above</i>
Fee #60b Mechanical Inspection - New Construction	n/a	2,953	\$4,783	\$3,750	\$5,000	<i>included above</i>
Fee #60c Plumbing Inspection - New Construction	n/a	4,429	\$5,535	\$3,750	\$5,000	<i>included above</i>
Fee #77 Plumbing Inspection of New Apartments	9,900	n/a	n/a			
Fee #96 Cooling System	2,150	n/a	n/a	4,375		
Fee #103 Furnace	2,150	n/a	n/a	4,375		
Fee #148 Electrical Inspection of New Apartments	9,900	n/a	n/a			
Fee #218 General Plan Surcharge	5,000	21,500	\$0	\$10,000	\$5,395	3,348
Subtotal	\$58,449	\$65,793	\$29,398	\$63,256	\$128,295	\$70,298
<b>Building Services - Plan Check</b>						
Fee #2 Plan Check	\$26,414	\$38,978	\$27,694	\$13,968	\$70,135	\$10,080
Fee #27 Site Plan Review	917	658	\$1,870	\$4,988		2,940
Fee #28 Parking Review - 1st 4 Spaces	262	462	n/a			
Fee #32 Parking Review 41-120 Spaces	524	838	n/a			
Subtotal	\$28,117	\$40,936	\$29,564	\$18,956	\$70,135	\$13,020
<b>Engineering</b>						
Fee #4 Grading Permit (assume 1,500 cy)	3,791	3,932				2,432
Fee #15 Construction Site Monitoring Plan Review	1,965	2,595				1,870
Fee #16 Construction Site Monitoring Inspection	396	400		\$2,250	\$4,500	748
Fee #82 Tentative Map	\$3,406	\$3,761		\$1,000	\$5,453	
Fee #83 Final Map	3,144	5,817			\$9,050	7,925
Fee #99 Review of Infrastructure	4,361	5,184		\$6,375		3,875
Fee #125 Environmental Impact Report	1,048	1,395	\$48,768	\$25,000	\$5,068	11,875
Fee #130 Inspection of Infrastructure (\$100,000 val)	0	8,500		\$6,375		3,875
Subtotal	\$18,111	\$31,584	\$48,768	\$41,000	\$24,071	\$32,600
<b>Planning and Zoning</b>						
Fee #25 Design Review Major Project	\$2,358	\$2,649	\$13,474	\$17,500	\$11,284	\$3,000
Fee #68 New Construction Activity Surcharge	1,780	2,461	\$6,880			
Fee #106 Tentative Map	6,550	6,500	\$13,474	\$25,000	\$10,171	7,370
Subtotal	\$10,688	\$11,610	\$33,828	\$42,500	\$21,455	\$10,370
<b>TOTAL</b>	<b>\$130,148</b>	<b>\$167,230</b>	<b>\$143,853</b>	<b>\$169,642</b>	<b>\$249,373</b>	<b>\$131,168</b>

## General Plan Maintenance fee survey

Bakersfield	\$78 fee on all new building permits
Belmont	\$2.50 per \$1,000 valuation
Berkeley	5% surcharge against building permits
Brentwood	\$211.62 per dwelling unit (fee only charged against residential)
Concord	\$1 per \$1,000 valuation
Corona	2.2% surcharge against building permits
Daly City	\$5 per \$1,000 valuation
Davis	\$2 per \$1,000 valuation
Elk Grove	\$0.275 per \$1,000 valuation
Emeryville	\$0.50 per \$1,000 valuation
Fairfield	\$5 per \$1,000 valuation, excluding solar
Folsom	3% surcharge against development fees
Fremont	15% surcharge against building permits
Galt	\$3.60 per \$1,000 valuation
Garden Grove	\$2 plus \$1.75 per \$1,000 valuation (also covers cultural arts)
Healdsburg	\$0.28 per \$1 of planning revenue
Lakewood	\$0.85 per \$1,000 valuation
Lemoore	\$0.72 per \$1,000 valuation
Long Beach	3.1% of development related fees
Los Angeles	3% surcharge against development fees
Marin County	10.5% surcharge against development fees
Modesto	\$0.26 per \$1,000 valuation
Monterey Park	\$2 per \$1,000 valuation
Morgan Hill	5% of building permit and planning fees
Novato	10% of building permit fees
Oakdale	\$2.46 per \$1,000 valuation
<b>Oakland Current</b>	\$1 per \$1,000 valuation
<b>Oakland Full Cost</b>	\$4.3 per \$1,000 valuation
<b>Oakland Full Cost</b>	6% surcharge against building and planning fees
<b>Oakland 50% Subsidy</b>	\$2.15 per \$1,000 valuation
Orange	\$0.50 per \$1,000 valuation
Palo Alto	\$0.51 per \$1,000 valuation
Paradise	12% of building permit fee



Palm Springs	\$0.61 per \$1,000 valuation
Pleasanton	\$250 per planning application
Redwood City	\$0.50 per \$1,000 valuation
Richmond	\$0.68 per \$1,000 valuation
Riverside	10% of all development related fees
Sacramento	\$2.00 per \$1,000 valuation
San Diego	\$88 per development plan check
San Jose	1.25% of all development permit fees
San Rafael	17% of building permit fee
San Ramon	\$3 per \$1,000 valuation
Santa Barbara	11% of building permit fee
Santa Cruz	\$1.35 per \$1,000 valuation
Santa Paula	\$0.51 per sq ft. of new construction, only projects > 500 sq ft.
Stockton	\$2 per \$1,000 valuation
Sunnyvale	\$5 per \$1,000 valuation, excluding residential remodels
Tiburon	10% of building permit fee
Truckee	\$3.10 added to building permit fee
Ukiah	15% surcharge against building fees
Vallejo	7% surcharge against building fees
Whittier	\$2 per \$1,000 valuation
Yolo County	\$2.70 per \$1,000 of valuation on projects over \$50,000





# Attachment C Grand Jury Plan Check Fee\_PBD-combined

Final Audit Report

2022-10-06

Created:	2022-10-06
By:	Albert Merid (AMerid@oaklandca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHAijQPR_Womx-EtysYV7OtSBp8hwlyrV

## "Attachment C Grand Jury Plan Check Fee\_PBD-combined" History

-  Document created by Albert Merid (AMerid@oaklandca.gov)  
2022-10-06 - 10:42:07 PM GMT- IP address: 209.232.103.105
-  Document emailed to William Gilchrist (WGilchrist@oaklandca.gov) for signature  
2022-10-06 - 10:42:34 PM GMT
-  Email viewed by William Gilchrist (WGilchrist@oaklandca.gov)  
2022-10-06 - 10:46:05 PM GMT- IP address: 174.242.71.182
-  Document e-signed by William Gilchrist (WGilchrist@oaklandca.gov)  
Signature Date: 2022-10-06 - 10:48:04 PM GMT - Time Source: server- IP address: 174.242.71.182
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City of  
Oakland

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