

PUBLIC WORKS  
and UTILITY  
FEES

## Public Works & Utilities Fee Summary Sheet

Fee Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
<b>Public Works</b>				
Barricading on City Streets	PW-16	\$268.00	\$268.00	0.00%
Encroachment Permit Fee (Major)	PW-07	\$438.00	\$458.00	4.57%
Encroachment Permit Fee (Minor)	PW-06	\$216.00	\$216.00	0.00%
Engineering Cost Recovery Deposit	PW-15	Varies (Deposit, not a fee)	Varies (Deposit, not a fee)	
Engineering Tech Services Fee (Hourly)	PW-03	\$112.00	\$96.00	-14.29%
Outside Consultant Services Fee	PW-04	Actual Cost	Actual Cost + \$34	Add \$34.00
Parking Barricades - Placement and Retrieval	PW-01	\$332 + \$20 per space	\$278 +\$20 per space	-16.27%
Public Works Administrative and Project Manager Services Fee (Hourly)	PW-02	None (New Fee)	\$125.00	N/A
Public Works Crew After Hour Service Charge / Sunday & Holiday Overtime	PW-08	\$311 for First 3 hours/ \$160 per hour after 3 hours	\$311 for First 3 hours/ \$160 per hour after 3 hours	0.00%
Public Works Crew After Hours Service Charge / Regular Overtime	PW-09	\$237 for First 3 hours/ \$125 per hour after 3 hours	\$237 for First 3 hours/ \$125 per hour after 3 hours	0.00%
Public Works Crew Hourly Rate Normal Business Hours	PW-14	\$89.00	\$89.00	0%
Public Works Director/Engineer Services Fee (Hourly)	PW-05	None (New Fee)	\$186.00	N/A
Public Works News rack Annual Fee	PW-13	\$40.00	\$40.00	0.00%
Public Works News Rack Initial Permit & Inspection Fee	PW-12	\$162.00	\$129.00	-20.37%
Storm Water Plan Review and Inspection Fee (Hourly)	PW-11	\$128.00	\$128.00	0.00%
<b>Utilities</b>				
Back Flow Device Testing (Backflow Fee)	UT-10	\$9.00	\$9.00	0.00%
Hydrant Meter Deposit	UT-16	\$3,000.00	\$3,000.00	0.00%
Meter Cut Lock Fee	UT-11	\$98.00	\$98.00	0.00%
Meter Testing Fee	UT-03	\$137.00	\$137.00	0.00%
Non-Residential Fire Line Inspection & Bacteria Testing	UT-06	\$130.00	\$145.00	11.54%
Second or Third Notice Annual Back Flow Device Testing	UT-12	\$37.00	\$37.00	0.00%
Utility Crew After Hour Service Charge / Regular Overtime	UT-04	\$237 for First 3 Hours / \$125 per hr after 3 Hours	\$237 for First 3 Hours / \$125 per hr after 3 Hours	0.00%
Utility Crew After Hour Service Charge / Sunday & Holiday Overtime	UT-05	\$311 for First 3 Hours / \$160 per hr after 3 Hours	\$311 for First 3 Hours / \$160 per hr after 3 Hours	0.00%
Utility Crew Service Charge Normal Business Hours	UT-15	\$89.00	\$89.00	0.00%
Water Flow Test	UT-08	\$374.00	\$423.00	0.00%
Water Flow Test - Administrative Only	UT-09	\$35.00	\$35.00	0.00%
Water Service Deposit	UT-13	\$150.00	\$150.00	0.00%
Water Service Payment Reminder Notice	UT-01	\$27.00	\$27.00	0.00%
Water Service Start of Service or Stop of Service (Change of Water Account Holder)	UT-14	\$27.00	\$27.00	0.00%
Water Service Turn On (Delinquent Payment) [per account turn on] Pursuant to Health & Safety Code section 116914(a)(1), if all conditions in section 3.6.1 of City Water Shutoff Policy are met.	UT-02	\$50	\$50	0.00%
		\$114	\$114	0.00%

# Public Works

FEE COST WORKSHEET

NUMBER : PW-01

**SERVICE:** Parking Barricades - Placement and Retrieval

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with placing "No Parking" signs and retrieving barricades for special events or construction activities.

**REFUND POLICY:** No refund after event has occurred. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to placement of barricades.

**PROCESS OF COSTING SERVICE:** This fee is based upon allocation of the costs of personnel, services and supplies and for staff time required for preparing vehicle, loading and delivery of barricades, retrieving barricades and making vehicle available for next assignment. A \$20 per space rental fee per space (including barricade) is also assessed for each space barricaded. Round down to the nearest dollar.

**SPECIAL NOTES:** This fee is based on two hours of staff time for barricade set up. If additional staff hours are required during normal business hours, those hours may be charged at the hourly rate specified in PW-14. If service is required after normal business hours (including additional hours), the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

CALCULATION OF FEE				
		Hours	Rate	
<b>Salaries:</b>	Maintenance Worker II	2.00	\$37.59	\$75.18
	Public Works Supervisor	1.50	\$47.55	\$71.33
			<b>Total Salary</b>	<b>\$146.51</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$146.51	44.28%	\$64.87
<b>Operating Expenses:</b>		\$146.51	24.08%	\$35.27
<b>Overhead:</b>		\$146.51	21.62%	\$31.68
			<b>Total</b>	<b>\$278.33</b>
			Previous 2023 Fee: \$332 + \$20 per space	
			<b>Amended 2023 Fee: \$278 + \$20 per space</b>	
			Percent Change:	-16.27%

# Public Works

FEE COST WORKSHEET

NUMBER : PW-02

**SERVICE:** Public Works Administrative and Project Manager Services Fee (Hourly)

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with conducting Public Works Administrative and Project Manager Services including, but not limited to, improvement plan review, inspections, preliminary site reviews, document

**REFUND POLICY:** Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to final inspection.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services and supplies for one hour of activity. Actual or estimated number of hours will vary depending on the project. 1/2 hour minimum charge for any service covered by this fee. Round down to the nearest dollar.

**SPECIAL NOTES:** If service is required after normal business hours, the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

## CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Public Works Administrative and Project Manager	1.00	\$56.56	\$56.56
	<b>Total Salary</b>			<b>\$65.99</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$65.99	44.28%	\$29.22
<b>Operating Expenses:</b>		\$65.99	24.08%	\$15.89
<b>Overhead:</b>		\$65.99	21.62%	\$14.27
	<b>Total</b>			<b>\$125.36</b>

Previous Fee : None

**New 2023 Fee : \$125.00**  
per hour

% Change: #VALUE!

# Public Works

FEE COST WORKSHEET

NUMBER : PW-03

**SERVICE:** Engineering Tech Services Fee (Hourly)

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with conducting Public Works Engineering Tech services including, but not limited to, improvement plan review, inspections, preliminary site reviews, document preparation, research,

**REFUND POLICY:** Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to final inspection.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services and supplies for one hour of activity. Actual or estimated number of hours will vary depending on the project. 1/2 hour minimum charge for any service covered by this fee. Round down to the nearest dollar.

**SPECIAL NOTES:** If service is required after normal business hours, the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

CALCULATION OF FEE				
		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Engineering Tech I	1.00	\$41.35	\$41.35
			<b>Total Salary</b>	<b>\$50.78</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$50.78	44.28%	\$22.48
<b>Operating Expenses:</b>		\$50.78	24.08%	\$12.22
<b>Overhead:</b>		\$50.78	21.62%	\$10.98
			<b>Total</b>	<b>\$96.46</b>
			Previous 2023 Fee:	\$112.00
			<b>Amended 2023 Fee:</b>	<b>\$96.00</b>
				<i>per hour</i>
			% Change:	-14.29%

# Public Works

FEE COST WORKSHEET

NUMBER : PW-04

**SERVICE:** Outside Consultant Services Fee

**DESCRIPTION OF SERVICE:** This fee shall be the actual hourly cost billed to the City by an outside consultant for performing plan review and/or related services such as counter assistance, corresponding with applicants, design meetings, preliminary site investigations, code research, inspections, and other activities for building or grading permit applications, subdivision improvements, parcel maps, Lot splits, improvement plans and similar improvements.

**REFUND POLICY:** No refund shall be allowed for this fee since the services provided for this fee will have already been provided.

**PROCESS OF COSTING** This fee shall be the actual hourly cost billed to the City by an outside consultant for performing **SERVICE:** plan review and/or related services such as counter assistance, corresponding with applicants, design meetings, preliminary site investigations, code research, inspections, and other activities. In addition, staff processing time, rounded down to the nearest dollar, is added for each time this fee is assessed to cover administrative review and processing of the consultant invoice. Round down to the nearest dollar.

**SPECIAL NOTES:**

### CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Public Works Administrative and Project Manager	0.25	\$56.56	\$14.14
	Administrative Assistant	0.1	\$37.71	\$3.77
			<b>Total Salary</b>	<b>\$17.91</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$17.91	44.28%	\$7.93
<b>Operating Expenses:</b>		\$17.91	24.08%	\$4.31
<b>Overhead:</b>		\$17.91	21.62%	\$3.87
			<b>Total</b>	<b>\$34.03</b>

Previous Fee : Actual Cost

The staff time is for administrative processing and accounts payable processing services.

**Amended 2023 Fee: Actual Cost + \$34**

% Change: #VALUE!

# Public Works

FEE COST WORKSHEET

NUMBER : PW-05

**SERVICE:** Public Works Director/Engineer Services Fee (Hourly)

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with conducting Public Works  
Director/Engineer services including, but not limited to, improvement plan

**REFUND POLICY:** Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to final inspection.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. The fee shall be charged at increments of 15 minutes or any portion thereof. Round down to the nearest dollar.

## CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Public Works Director/Engineer	1.00	\$88.71	\$88.71
			<b>Total Salary</b>	<b>\$98.14</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$98.14	44.28%	\$43.45
<b>Operating Expenses:</b>		\$98.14	24.08%	\$23.63
<b>Overhead:</b>		\$98.14	21.62%	\$21.22
			<b>Total</b>	<b>\$186.43</b>

Previous 2023 Fee: None

**New Fee 2023: \$186.00**  
*per hour*

% Change: #VALUE!

# Public Works

FEE COST WORKSHEET

NUMBER : PW-06

**SERVICE:** Encroachment Permit Fee (Minor)

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with issuing an encroachment permit for activities in the public right of way, including but not limited to, parking construction related vehicles, placing a debris box for an extended period of time, planting a tree, and other minor work not requiring City Engineer review.

**REFUND POLICY** This fee is non-refundable unless otherwise authorized by the Public Works Director

**PROCESS OF COSTING SERVICE:** This fixed fee is based upon allocation of the costs of personnel, services, and supplies. \$15.00 per permit is included in this fee for the purpose of recovering costs to maintain the City's Standard Plans. Round down to the nearest dollar.

## CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Development Services Supervisor	1.25	\$43.37	\$54.21
	Engineering Tech I	1.25	\$41.35	\$51.69
			Total Salary	\$105.90
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$105.90	44.28%	\$46.89
<b>Operating Expenses:</b>		\$105.90	24.08%	\$25.50
<b>Overhead:</b>		\$105.90	21.62%	\$22.90
<b>Public Works - Standard Plans Maintenance Charge</b>				\$15.00
			<b>Total</b>	<b>\$216.18</b>

Previous 2023 Fee: \$216.00

**Amended 2023 Fixed Fee: \$216.00**  
*per permit*

% Change: 0.00%



# Public Works

**FEE COST WORKSHEET**

NUMBER : PW-07

**SERVICE:** Encroachment Permit Fee (Major)

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with processing an encroachment permit for activities in the public right of way such as the installation, repair or replacement of curb, gutter, sidewalk, or driveway approach; installation, repair or replacement of underground utilities; installation, repair or replacement of street paving; similar or other related construction activities.

**REFUND POLICY:** This fee is non-refundable unless otherwise authorized by the Public Works

**PROCESS OF COSTING SERVICE:** This fixed fee is based on the estimated staff time to process, review and inspect Major Encroachment Permits. If inspections exceed 2 hours of staff time during normal business hours, those additional hours may be charged at the hourly rate specified in PW-14. If service is required after normal business hours (including additional hours), the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate. Fee is based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

\$30 per permit is included for maintaining Public Works standard plans.

<b>CALCULATION OF FEE</b>			
		<u>Hours</u>	<u>Rate</u>
<b>Salaries:</b>	Development Services Supervisor	1.25	\$43.37
	Engineering Tech I	2.00	\$41.35
	Public Works Director/Engineer	1.00	\$88.71
			<b>Total Salary</b>
			<b>\$225.62</b>
		<b>Salary</b>	<b>Percent</b>
<b>Benefits:</b>		\$225.62	44.28%
<b>Operating Expenses:</b>		\$225.62	24.08%
<b>Overhead:</b>		\$225.62	21.62%
<b>Public Works - Standard Plans Maintenance Charge</b>			<u>\$30.00</u>
			<b>Total</b>
			<b>\$458.62</b>
	Previous Fee:		\$438.00
	<b>Amended 2023 Fixed Fee:</b>		<b>\$458.00</b>
			<i>per permit</i>
	% Change:		5%

# Public Works

FEE COST WORKSHEET

NUMBER : PW-08

**SERVICE:** Public Works Crew After Hour Service Charge / Sunday & Holiday Overtime

**REFUND POLICY:** No Refund.

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with a customer-requested, after hours service call. Examples of a service call request may include turning on and off electrical service in the Plaza during special events. Fee to be charged for customer-caused problem.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

## CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	[Sunday & Holiday OT] Maintenance Worker II	1.00	\$75.18	\$75.18
			<b>Total Salary</b>	<b>\$84.61</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$84.61	44.28%	\$37.46
<b>Operating Expenses:</b>		\$84.61	24.08%	\$20.37
<b>Overhead:</b>		\$84.61	21.62%	\$18.29
			<b>Total</b>	<b>\$160.73</b>

Previous Fee Effective 2023: \$311.00  
*for 3 hour minimum*

Previous Fee Effective 2023: \$160.00  
*per hour after 3 hour Minimum*

**Fee Effective 2023: \$311.00**  
*for 3 hour minimum*

**Fee Effective 2023: \$160.00**  
*per hour after 3 hour Minimum*

Percent Change: 0.00%

Appears proper based on salary table. Nitish

# Public Works

**FEE COST WORKSHEET**

NUMBER : PW-09

**SERVICE:** Public Works Crew After Hours Service Charge / Regular Overtime

**REFUND POLICY:** No Refund.

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with a customer requested/after hours service call. Examples of a service call request may include turning on and off electrical service in the Plaza during special events or for issues caused by special events customers.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

**CALCULATION OF FEE**

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	[3 hr. Mandatory OT per MOU] Maintenance Worker II	1.00	\$56.39	\$56.39
			<b>Total Salary</b>	<b>\$65.81</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$65.81	44.28%	\$29.14
<b>Operating Expenses:</b>		\$65.81	24.08%	\$15.84
<b>Overhead:</b>		\$65.81	21.62%	\$14.23
			<b>Total</b>	<b>\$125.03</b>

Fee Effective 2023: \$237.00  
*for 3 hour minimum*

Fee Effective 2023: \$125.00  
*per hour after 3 hour minimum*

**Fee Effective 2023: \$237.00**  
*for 3 hour minimum*

**Fee Effective 2023: \$125.00**  
*per hour after 3 hour minimum*

Percent Change: 0.00%

## Public Works

FEE COST WORKSHEET

NUMBER : PW-11

**SERVICE:** Storm Water Plan Review and Inspection Fee (Hourly)

**DESCRIPTION OF SERVICE:** Hourly rate for staff time and expenses associated with reviewing plans for compliance with storm water runoff regulations, conducting inspections to verify compliance, and related activities.

**REFUND POLICY:** Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to final inspection.

**PROCESS OF COSTING SERVICE:** This hourly fee is based upon allocation of the actual or estimated costs of personnel, services, and supplies. Actual and estimated number of staff hours will vary depending on the project. Fee shall be assessed at 15 minute increments after the first 30 minutes or any portion thereof. Round down to the nearest dollar.

**SPECIAL NOTES:** 30 minute minimum.

<b>CALCULATION OF FEE</b>				
		<u>Hours</u>	<u>Rate</u>	
<b>Salaries:</b>	Administrative Assistant	0.50	\$37.71	\$18.85
	Environmental Compliance Analyst	1.00	\$48.82	\$48.82
			<b>Total Salary</b>	<b>\$67.67</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$67.67	44.28%	\$29.96
<b>Operating Expenses:</b>		\$67.67	24.08%	\$16.29
<b>Overhead:</b>		\$67.67	21.62%	\$14.63
			<b>Total</b>	<b><u>\$128.56</u></b>
			Previous Fee 2023:	\$128.00
			<b>Fee Effective 2023:</b>	<b>\$128.00</b>
				<i>per hour</i>
			% Change:	0.00%

# Public Works

**FEE COST WORKSHEET**

**NUMBER : PW-12**

**SERVICE:** Public Works News Rack Initial Permit & Inspection Fee

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with issuing News rack Permit including, but not limited to, Public Works conducting initial site inspections and associated document review, recordkeeping, and travel time.

**REFUND POLICY:** No Refund.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Minimum one hour for up to 3 news racks. There is an additional \$20 fee for each additional rack (over 3) received as part of the same permit application. \$15.00 per permit is included in this fee for the purpose of recovering costs to maintain the City's Standard Plans. Round down to the nearest dollar.

**SPECIAL NOTES:** This also requires an Encroachment Permit.

**CALCULATION OF FEE**

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.50	\$37.71	\$18.85
	Engineering Tech I	1.00	\$41.35	\$41.35
			<b>Total Salary:</b>	<b>\$60.20</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$60.20	44.28%	\$26.66
<b>Operating Expenses:</b>		\$60.20	24.08%	\$14.49
<b>Overhead:</b>		\$60.20	21.62%	\$13.02
<b>Public Works - Standard Plans Maintenance Charge</b>				\$15.00
			<b>Total</b>	<b>\$129.37</b>

Fee For 3 Racks Effective 2023: \$162.00  
for first 3 news racks on same application. \$20 for each news rack received as part of same permit application

**Amended Fixed Fee For 3 Racks: \$129.00**  
for first 3 news racks on same application. \$20 for each news rack received as part of same permit application

% Change: -20.37%

# Public Works

FEE COST WORKSHEET

NUMBER : PW-13

**SERVICE:** Public Works News rack Annual Fee

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with managing News rack Permit including, but not limited to, Public Works conducting site inspections, follow up on insurance paperwork, and notifications to news rack owners of issues as well as associated document review, recordkeeping, and travel time.

**REFUND POLICY:** No Refund.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

**SPECIAL NOTES:** If a news rack owner is notified that it is out of compliance with the News rack Ordinance and fails to make corrections specified by the City, the News rack may be pulled by City Staff and the owner will be billed at the Public Works Hourly Rate (PW-14).

## CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Public Works Supervisor	0.25	\$47.55	\$11.89
			<b>Total Salary</b>	<b>\$21.32</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$21.32	44.28%	\$9.44
<b>Operating Expenses:</b>		\$21.32	24.08%	\$5.13
<b>Overhead:</b>		\$21.32	21.62%	\$4.61
			<b>Total</b>	<b>\$40.49</b>
			Fee Effective 2023:	\$40.00
			<b>Fee Effective 2023:</b>	<b>\$40.00</b>
			% Change:	0%

Appears proper based on salary table. Nitish

# Public Works

**FEE COST WORKSHEET**

NUMBER : PW-14

**SERVICE:** Public Works Crew Hourly Rate Normal Business Hours

**DESCRIPTION OF SERVICE:** Staff time and expenses associated for public works services that are not specified in another rate.

**REFUND POLICY:** No Refund. Fee charged as occurs.

**PROCESS OF COSTING SERVICE:** Fee based upon allocation of the costs of personnel, services, and supplies for one hour of activity. Round down to the nearest dollar.

## CALCULATION OF FEE

		<u>Hours</u>	<u>Rate</u>	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Maintenance Worker II	1.00	\$37.59	\$37.59
			<b>Total Salary</b>	<b>\$47.02</b>
		<b>Salary</b>	<b>Percent</b>	
<b>Benefits:</b>		\$47.02	44.28%	\$20.82
<b>Operating Expenses:</b>		\$47.02	24.08%	\$11.32
<b>Overhead:</b>		\$47.02	21.62%	\$10.17
			<b>Total</b>	<b>\$89.32</b>
			Previous Fee 2023:	\$89.00
			<b>Fee Effective 2023:</b>	<b>\$89.00</b>
				<i>per hour</i>
			% Change:	0.00%

## *Public Works*

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**FEE COST WORKSHEET**

NUMBER : PW-15

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**SERVICE:** Engineering Cost Recovery Deposit

**DESCRIPTION OF SERVICE:** This is a deposit paid by an applicant at the time an application is made for a permit requiring engineering services when covered under a cost recovery agreement.

**REFUND POLICY:** Full refund, minus the calculated staff and outside services costs is allowed when all costs have been calculated and no further costs will be incurred.

**PROCESS OF COSTING SERVICE:** This deposit is an estimated amount of the estimated expenses needed to process a permit and provide all necessary permit services. It requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should these activities exceed the estimated fee below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid for the services.

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### **CALCULATION OF DEPOSIT**

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Deposit is calculated by the Public Works Director/Engineer, the Public Works Administrative and Project Manager, or designee in advance of initiating engineering services. A Deposit must be received before services are started. In the event that the deposit is depleted before the project is completed, applicant will need to replenish the deposit before work can be continued. All fees must be paid before final permit sign off and completion after all costs for services have been determined.



# Public Works

FEE COST WORKSHEET

NUMBER : PW-16

**SERVICE:** Barricading on City Streets

**DESCRIPTION OF SERVICE:** Utilizing City staff and equipment to set up barricades on City streets. This fee differs from PW-01, which is related to placement of parking barricades and rental or parking spaces. In some cases, both fees may apply. For barricading the Plaza's 'Horseshoe' or Rear Parking Lot, see SE-07.

**REFUND POLICY:** No refund after event has occurred. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to placement of barricades.

**PROCESS OF COSTING SERVICE:** Fee based upon allocation of the costs of personnel, services, and supplies for 1 hour of activity. Round down to the nearest dollar.

**SPECIAL NOTES:** This fee is based on two hours of staff time for barricade set up. If additional staff hours are required during normal business hours, those hours may be charged at the hourly rate specified in PW-14. If service is required after normal business hours (including additional hours), the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

## CALCULATION OF FEE

	Hours	Rate	
<b>Salaries:</b>			
	Administrative Assistant	0.50	\$37.71
	Public Works Supervisor	1.00	\$47.55
	Maintenance Worker II	2.00	\$37.59
		<b>Total Salary:</b>	<b>\$141.59</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>
		\$141.59	44.28%
<b>Operating Expenses:</b>		\$141.59	24.08%
<b>Overhead:</b>		\$141.59	21.62%
		<b>Total</b>	<b>\$268.98</b>
		Previous Fee 2023:	\$268.00
		<b>Fee Effective 2023:</b>	<b>\$268.00</b>
			<i>per event</i>
		% Change:	0.00%

# Utilities

FEE COST WORKSHEET

NUMBER : UT-01

**SERVICE:** Water Service Payment Reminder Notice

**DESCRIPTION OF SERVICE:** Staff time and expenses for the notification to a water customer of a past due water bill.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

## CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Accounting Technician	0.25	\$41.22	\$10.31
			<b>Total Salary</b>	<b>\$10.31</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$10.31	44.28%	\$4.56
<b>Operating Expenses:</b>		\$10.31	24.08%	\$2.48
<b>Overhead:</b>		\$10.31	21.62%	\$2.23
<b>Mailing and Printing Costs</b>				\$8.00
			<b>Total</b>	<b>\$27.58</b>
			Previous Fee 2023:	\$27.00
			<b>Fee Effective 2023:</b>	<b>\$27.00</b>
				<i>Per Notification</i>
			% Change:	0.00%

# Utilities

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## FEE COST WORKSHEET

NUMBER : UT-02

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*\*If Customer meets all conditions set forth in sections 3.6.1.1 through 3.6.1.3 of City's Water Shutoff Policy in compliance with SB 998.\**

**SERVICE:** Water Service Turn On (Re establish service after Turn Off)

**DESCRIPTION OF SERVICE:** Staff time and expenses for turn on of water service when payment is received for delinquent accounts water disconnection due to delinquency

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies.

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### CALCULATION OF FEE (TURN ON / RECONNECTION)

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Compliant with SB 998 & Pursuant to the California Health and Safety Code section 116914(a)(1) the reconnection fee outside normal operation hours will be determined by the City's fee schedule (SMC 13.04.120), but shall be no more than fifty (50) dollars, with annual adjustments to reflect changes in the Consumer Price index beginning January 1, 2021.

*\*\*\*If Customer meets all conditions set forth in sections 3.6.1.1 through 3.6.1.3 of City's Water Shutoff Policy in compliance with SB 998.*

Fee	\$50.00
1/1/2021 CPI	1.4%
Adjusted Fee	\$50.70
<b>Fee Effective 2023:</b>	<b>\$50.00</b>

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## FEE COST WORKSHEET

NUMBER : UT-02

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All Other Customers\*

**SERVICE:** Water Service Turn Off / Turn On (Delinquent Payment)

**DESCRIPTION OF SERVICE:** Staff time and expenses for (1) turn off of water service for delinquent accounts and (2) turn on of water service when payment is received.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

**SPECIAL NOTES:** Fee Per Turn off and Per Turn On to re establish turned off service due to delinquency

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### CALCULATION OF FEE

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	Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.50	\$37.71
	Accounting Technician	0.50	\$41.22
	Senior Maintenance Worker	0.50	\$41.35
		<b>Total Salary</b>	<b>\$60.14</b>
<b>Benefits:</b>	<b>Salary</b>	<b>Percent</b>	
	\$60.14	44.28%	\$26.63
<b>Operating Expenses:</b>	\$60.14	24.08%	\$14.48
<b>Overhead:</b>	\$60.14	21.62%	\$13.00
		<b>Total</b>	<b>\$114.25</b>
	Fee Effective 2023:		\$114.00
	<b>Fee Effective 2023:</b>	<b>\$114.00</b>	
		<i>Per Turn Off / Turn On</i>	
	% Change:		0.00%

# Utilities

FEE COST WORKSHEET

NUMBER : UT-03

**SERVICE:** Meter Testing Fee

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with testing a water meter at the request of a customer. The City will test a meter at no charge on one occasion. If a customer makes multiple requests and the meter is not found to be faulty, the City may charge the Meter Testing Fee.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

**SPECIAL NOTES:** In the event that meter testing services are provided by an outside vendor, the actual costs from the vendor plus the Billing Fee / Overhead Pass Through (CA-04) may apply.

## CALCULATION OF FEE

		Hours	Rate	
Salaries:	Accounting Technician	0.25	\$41.22	\$10.31
	Senior Maintenance Worker	1.50	\$41.35	\$62.02
			<b>Total Salary</b>	<b>\$72.33</b>
		<b>Salary</b>	<b>Percent</b>	
<b>Benefits:</b>		\$72.33	44.28%	\$32.02
<b>Operating Expenses:</b>		\$72.33	24.08%	\$17.41
<b>Overhead:</b>		\$72.33	21.62%	\$15.64
			<b>Total</b>	<b>\$137.41</b>
			Previous Fee 2023:	\$137.00
			<b>Fee Effective 2023:</b>	<b>\$137.00</b>
				<i>Per Test</i>
			% Change:	0.00%

# Utilities

FEE COST WORKSHEET

NUMBER : UT-04

**SERVICE:** Utility Crew After Hour Service Charge / Regular Overtime

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with a customer requested, after hours service call. This fee may be charged in addition to, or substituted for, any fee that is based on an hourly rate if that service is requested after hours. Examples of a service call request include, but are not limited to, turning water service on/off or responding to water related problems found to be on the customer side of the meter.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

**SPECIAL NOTES:** Fee is based on three (3) hour minimum. After three (3) hour minimum, hourly rate specified applies.

## CALCULATION OF FEE

	Hours	Rate	
<b>Salaries:</b>			
Administrative Assistant	0.25	\$37.71	\$9.43
[3 hr. Mandatory OT per MOU] Maintenance Worker II	1.00	\$37.59	\$56.39
		<b>Total Salary</b>	<b>\$65.81</b>
	<b>Salary</b>	<b>Percent</b>	
<b>Benefits:</b>	\$65.81	44.28%	\$29.14
<b>Operating Expenses:</b>	\$65.81	24.08%	\$15.84
<b>Overhead:</b>	\$65.81	21.62%	\$14.23
		<b>Total</b>	<b>\$125.03</b>
	<b>3 Hour Minimum</b>		<b>\$237.80</b>
	Previous Fees 2023:	\$237.00	
	<i>for 3 Hour Minimum</i>	\$125.00	
	<i>per hour after 3 hour Minimum</i>		
	<b>Fee Effective 2023:</b>	<b>\$237.00</b>	
	<i>Per Hour for 3 Hour Minimum</i>	<b>\$125.00</b>	
	<i>per hour after 3 hour Minimum</i>		
	% Change:		0.00%

# Utilities

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## FEE COST WORKSHEET

NUMBER : UT-05

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**SERVICE:** Utility Crew After Hour Service Charge / Sunday & Holiday Overtime

**DESCRIPTION OF SERVICE:** Staff time (including travel time) and expenses associated with a customer requested, after hours service call that occurs on Sunday or City holiday. Examples of a service call request include, but are not limited to, turning water service on/off or responding to water related problems found to be on the customer side of the meter.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services and, supplies. Round down to the nearest dollar.

**SPECIAL NOTES:** Fee is based on three (3) hour minimum. After three (3) hour minimum, hourly rate specified applies.

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### CALCULATION OF FEE

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		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	[Sunday & Holiday OT @ double time] Maintenance Worker II	1.00	\$37.59	\$75.18
			<b>Total Salary</b>	<b>\$84.61</b>

	Salary	Percent	
<b>Benefits:</b>	\$84.61	44.28%	\$37.46
<b>Operating Expenses:</b>	\$84.61	24.08%	\$20.37
<b>Overhead:</b>	\$84.61	21.62%	\$18.29

**Total** \$160.73

3 hour minimum \$482.20

Previous Fees 2023: \$311.00  
*for 3 hour minimum*

\$160.00  
*per hour after 3 hour minimum*

**Fee Effective 2023: \$311.00**  
*for 3 hour minimum*

**Fee Effective 2023: \$160.00**  
*per hour after 3 hour minimum*

% Change: 0.00%

# Utilities

FEE COST WORKSHEET

NUMBER : UT-06

**SERVICE:** Non-Residential Fire Line Inspection & Bacteria Testing

**DESCRIPTION OF SERVICE:** Hourly rate for staff time and expenses (including travel time and test services) associated with conducting inspection and water testing of non-residential fire sprinkler lines connected to the public water system.

**REFUND POLICY:** 80% of this fee is refundable if no work has been performed.

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Actual number of hours will vary depending on the project. 1/2 hour minimum charge for any service covered by this fee. \$15.00 included in the fee for the purpose of recovering costs to maintain the City's Standard Plans. Round down to the nearest dollar.

**SPECIAL NOTES:** If re-inspection or re-testing is required due to failed inspections or testing, additional hourly fees are applicable at the Public Works Inspector hourly rates. If service is requested after hours, the customer may be charged the After Hours Service Charge in addition to this fee.

<b>CALCULATION OF FEE</b>				
		<u>Hours</u>	<u>Rate</u>	
<b>Salaries:</b>	Administrative Assistant	0.50	\$37.71	\$18.85
	Water Supervisor	1.00	\$49.93	\$49.93
			<b>Total Salary</b>	<b>\$68.78</b>
		<b>Salary</b>	<b>Percent</b>	
<b>Benefits:</b>		\$68.78	44.28%	\$30.45
<b>Operating Expenses:</b>		\$68.78	24.08%	\$16.56
<b>Overhead:</b>		\$68.78	21.62%	\$14.87
<b>Public Works - Standard Plans Maintenance Charge</b>				\$15.00
			<b>Total</b>	<b>\$145.67</b>
			Previous Fee 2023:	\$130.00
			<b>Amended Fee 2023:</b>	<b>\$145.00</b>
				<i>Per hour</i>
			% Change:	11.54%

# Utilities

**FEE COST WORKSHEET**

NUMBER : UT-08

**SERVICE:** Water Flow Test

**DESCRIPTION OF SERVICE:** Staff time associated with determining water line pressure and hydrant flows.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies.  
Round down to the nearest dollar.

**SPECIAL NOTES:** If service is required after normal business hours, the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge / Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

## CALCULATION OF FEE

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.50	\$37.71	\$18.85
	Maintenance Worker II	4.00	\$37.59	\$150.36
			<b>Total Salary</b>	<b>\$169.22</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$169.22	44.28%	\$74.92
<b>Operating Expenses:</b>		\$169.22	24.08%	\$40.74
<b>Overhead:</b>		\$169.22	21.62%	\$36.59
<b>Water Use</b>	(12,000 gal @ 8.53/1000 [1/2021 water rates])			\$102.36
			<b>Total</b>	<b>\$423.83</b>
		Previous Fee 2023:		\$423.00
		<b>Fee Effective 2023:</b>		<b>\$423.00</b>
				<i>Per Test</i>
		% Change:		0.00%



# Utilities

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**FEE COST WORKSHEET**

NUMBER : UT-09

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**SERVICE:** Water Flow Test - Administrative Only

**DESCRIPTION OF SERVICE:** Staff time to prepare invoice and statements from hydrant flow reports when an actual test is not performed.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

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**CALCULATION OF FEE**

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		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.50	\$37.71	\$18.85
			<b>Total Salary</b>	<b>\$18.85</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$18.85	44.28%	\$8.35
<b>Operating Expenses:</b>		\$18.85	24.08%	\$4.54
<b>Overhead:</b>		\$18.85	21.62%	\$4.08
			<b>Total</b>	<b>\$35.82</b>
			Previous Fee 2023:	\$35.00
			<b>Fee Effective 2023:</b>	<b>\$35.00</b>
				<i>per request</i>
			% Change:	0.00%

# Utilities

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## FEE COST WORKSHEET

NUMBER : UT-10

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**SERVICE:** Back Flow Device Testing (Backflow Fee)

**DESCRIPTION OF SERVICE:** Staff time and expenses related to meeting the requirements of the Cross-Connection Control Program mandated by the State Water Resources Control Board formerly (CDPH) to monitor cross connections and backflow device testing. Tasks include: Sending out annual testing notices; maintaining and validating a list of approved testers; logging of test results; updating changes in ownership; respond to calls and inquiries about program; on-site activities such as checking meter ID's; locating backflow devices; identifying systems that are in place and not on existing list; maintaining memberships and certifications; and annual reporting.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies and converted into a monthly rate to include on monthly water bills. Round down to the nearest dollar.

**SPECIAL NOTES:** This fee is billed on the customer's monthly water bill. In the event that customer fails to perform required backflow test after the third notice, water service may be turned off. If that occurs, a Water Service Turn Off Fee (UT-02) will apply.

<b>CALCULATION OF FEE</b>				
		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.10	\$37.71	\$3.77
	Water Supervisor	0.02	\$49.93	\$1.00
			<b>Total Salary</b>	<b>\$4.77</b>
		<b>Salary</b>	<b>Percent</b>	
<b>Benefits:</b>		\$4.77	44.28%	\$2.11
<b>Operating Expenses:</b>		\$4.77	24.08%	\$1.15
<b>Overhead:</b>		\$4.77	21.62%	\$1.03
			<b>Total</b>	<b>\$9.06</b>
			Previous Fee 2023:	\$9.00
			<b>Fee Effective 2023:</b>	<b>\$9.00</b>
				<i>per month per device</i>
			% Change:	0.00%

# Utilities

FEE COST WORKSHEET

NUMBER : UT-11

**SERVICE:** Meter Cut Lock Fee

**DESCRIPTION OF SERVICE:** Staff time and expenses associated with replacing a water meter lock when it has been cut off.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

## CALCULATION OF FEE

		<u>Hours</u>	<u>Rate</u>	
<b>Salaries:</b>	Accounting Technician	0.25	\$41.22	\$10.31
	Maintenance Worker II	1.00	\$37.59	\$37.59
			<b>Total Salary</b>	<b>\$47.90</b>
<b>Lock Replacement:</b>				\$8.00
		<b>Salary</b>	<b>Percent</b>	
<b>Benefits:</b>		\$47.90	44.28%	\$21.21
<b>Operating Expenses:</b>		\$47.90	24.08%	\$11.53
<b>Overhead:</b>		\$47.90	21.62%	\$10.36
			<b>Total</b>	<b>\$98.99</b>
			Previous Fee 2023:	\$98.00
			<b>Fee Effective 2023:</b>	<b>\$98.00</b>
				<i>per Cut Lock</i>
			% Change:	0.00%

# Utilities

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## FEE COST WORKSHEET

NUMBER : UT-12

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**SERVICE:** Second or Third Notice Annual Back Flow Device Testing

**DESCRIPTION OF SERVICE:** Water customers with Backflow Devices are required to test the device annually and submit information to the City. The City notifies the customers via a letter with information. If the customer does not respond, a second or third notice may be sent.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

**SPECIAL NOTES:** If a second or third notice is required, this fee is billed on the customer's monthly water bill. In the event that customer fails to perform required backflow test after the third notice, water service may be turned off. If that occurs, a Water Service Turn Off / Turn On Fee (UT-02) will apply.

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### CALCULATION OF FEE

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		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Accounting Technician	0.25	\$41.22	\$10.31
			<b>Total Salary</b>	<b>\$19.73</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$19.73	44.28%	\$8.74
<b>Operating Expenses:</b>		\$19.73	24.08%	\$4.75
<b>Overhead:</b>		\$19.73	21.62%	\$4.27
<b>Supplies</b>	Certified Mail and Printing			<b>\$6.50</b>
			<b>Total</b>	<b>\$37.49</b>
			Previous Fee 2023:	\$37.00
			<b>Fee Effective 2023:</b>	<b>\$37.00</b>
				<i>per Notice</i>
			% Change:	0.00%

# Utilities

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**FEE COST WORKSHEET**

NUMBER : UT-13

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**SERVICE:** Water Service Deposit

**DESCRIPTION OF SERVICE:** A deposit of \$150 will be charged to all new accounts, residential or non-residential. Deposit shall be credited to customer account if no late fees or turn off for non-payment have been issued by the City for a consecutive 24 months and no returned checks have been written for the account. A temporary turn on may be allowed but the deposit must be received within 7 days of turn on or water service may be turned off and the customer will be responsible for water turn off fee (UT-02).

**REFUND POLICY:** Deposit will be credited to customer's account when account is closed or when no late fees or turn off for non-payments have been issued by the City and no returned checks have been written for the account for a consecutive 24 months.

**PROCESS OF COSTING SERVICE:** Deposit is based on average 2 month residential water billing. Round down to the nearest dollar.

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**CALCULATION OF FEE**

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Previous Fee 2021:	\$150.00
<b>Fee Effective 2023:</b>	<b>\$150.00</b>
% Change:	0.00%

# Utilities

**FEE COST WORKSHEET**

NUMBER : UT-14

**SERVICE:** Water Service Start of Service or Stop of Service  
(Change of Water Account Holder)

**DESCRIPTION OF SERVICE:** Staff time and expenses to change a water service address location from the previous account holder (owner / tenant) and set up the account for the new owner / tenant.

**REFUND POLICY:** No Refund

**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

**SPECIAL NOTES:** Cost of activity is divided in half to be shared between account holder stopping service and account holder starting service.

**CALCULATION OF FEE**

		Hours	Rate	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Accounting Technician	0.25	\$41.22	\$10.31
	Maintenance Worker II	0.25	\$37.59	\$9.40
			<b>Total Salary</b>	<b>\$29.13</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$29.13	44.28%	\$12.90
<b>Operating Expenses:</b>		\$29.13	24.08%	\$7.01
<b>Overhead:</b>		\$29.13	21.62%	\$6.30
			<b>Total</b>	<b>\$55.34</b>
			Previous Fee 2023:	\$27.00
			<b>Fee Effective 2023:</b>	<b>\$27.00</b>
			<i>Per Start of Service or Stop of Service</i>	
			% Change:	0.00%

# Utilities

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**FEE COST WORKSHEET**

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NUMBER : UT-15

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**SERVICE:** Utility Crew Service Charge Normal Business Hours**DESCRIPTION OF SERVICE:** Staff time and expenses associated for utility crew services that are not specified in another rate.**REFUND POLICY:** No Refund**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

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**CALCULATION OF FEE**

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		<u>Hours</u>	<u>Rate</u>	
<b>Salaries:</b>	Administrative Assistant	0.25	\$37.71	\$9.43
	Maintenance Worker II	1.00	\$37.59	\$37.59
			<b>Total Salary</b>	<b>\$47.02</b>
<b>Benefits:</b>		<b>Salary</b>	<b>Percent</b>	
		\$47.02	44.28%	\$20.82
<b>Operating Expenses:</b>		\$47.02	24.08%	\$11.32
<b>Overhead:</b>		\$47.02	21.62%	\$10.17
			<b>Total</b>	<b>\$89.32</b>
			Previous Fee 2023:	\$89.00
			<b>Fee Effective 2023:</b>	<b>\$89.00</b>
				<i>Per Hour</i>
			% Change:	0.00%

# Utilities

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**FEE COST WORKSHEET**

NUMBER : UT-16

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**SERVICE:** Hydrant Meter Deposit

**DESCRIPTION OF SERVICE:** A hydrant meter deposit of \$3,000 will be charged in advance of providing hydrant meter to a Hydrant Meter User. Additional details can be found on the Hydrant Meter Application which must be signed before hydrant meter can be released.

**REFUND POLICY:** See Hydrant Meter Conditions

**PROCESS OF COSTING SERVICE:** Deposit is based on cost of replacement of hydrant meter, if not returned plus an estimate of usage. Round down to the nearest dollar.

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**CALCULATION OF FEE**

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Previous 2023 Deposit: \$3,000.00

**Deposit Effective 2023: \$3,000.00**