



## Finance Committee Staff Report

**From: City Manager**

**Report Type: ACTION ITEMS**

**Lead Department: Administrative Services**

**Meeting Date: May 8, 2024**

Report #:2402-2587

### **TITLE**

FY 2025 Proposed Municipal Fee Schedule

### **RECOMMENDATION**

Staff recommends that the Finance Committee review amendments to the Municipal Fee Schedule for FY 2025 and make recommendations to Council for incorporation into the FY 2025 budget.

### **EXECUTIVE SUMMARY**

This report represents the annual update to over 960 fees as part of the budget process. It highlights proposed changes to the FY 2025 Municipal Fee Schedule. These changes encompass 18 new fees across the Community Services, Planning and Development Services, and Police Departments, the deletion of 26 fees within the Community Services and Police Departments, and adjustments to 281 existing fees. It is based on the general premise of exception reporting, which is reflected in the practice of applying a General Rate Increase (GRI) to fees to keep up with the cost of service, new service delivery, and changes in cost recovery levels, and reporting out any fees that are proposed to stay the same or change by an amount other than the GRI of 5.2% for FY 2025. Recommended approval will be incorporated in the FY 2025 budget process and ultimately result in the fees for FY 2025 services.

### **BACKGROUND**

The City charges fees for a variety of services provided, such as fees for photocopies, building inspection services, and room rentals. As part of the annual budget process, staff submit changes to the Municipal Fee Schedule for review, followed by final approval during City Council's budget adoption.

In FY 2013, staff completed a cost of services study for most departments. Results from that study set the standards used by departments to review and calculate the City's expenditures linked to a particular fee activity to determine the fee amount and cost recovery level. These

expenditures represent the budgeted cost of staff time including salaries and benefits, related non-salary expenditures, department and citywide cost allocations to recuperate costs for department management oversight and internal support functions (e.g. purchasing, payroll, and human resources). As part of the FY 2025 Proposed Budget, staff is recommending appropriation of funding on a one-time basis (\$50,000) for a consultant to conduct a study of the cost allocation plan and municipal fee schedule. A comprehensive review and analysis to ensure the City's fees are collected appropriately and the City's processes remain aligned with current best practices.

Since it was last updated by Council in FY 2019, the User Fee Cost Recovery Level Policy has served as a guide for departments to update fees by ensuring proper alignment with user cost recovery levels. This Policy will also be assessed as part of the consultant study.

**Table 1: Summary of Municipal Fee Cost Recovery Policy**

<b>Cost Recovery Level Group</b>	<b>Cost Recovery Percentage Range</b>	<b>Policy Considerations</b>
Low	0% - 30%	<ul style="list-style-type: none"> <li>• No intended relationship between the amount paid and the benefit received</li> <li>• Fee collection would not be cost effective and/or would discourage compliance with regulatory requirements</li> <li>• No intent to limit the use of the service</li> <li>• Public at large benefits even if they are not the direct users of the service</li> <li>• Affordability of service to low-income residents</li> <li>• The service is heavily supported through donations</li> </ul>
Medium	30.1% - 70%	<ul style="list-style-type: none"> <li>• Services which promote healthy activities and educational enrichment to the community</li> <li>• Services having factors associated with the low and high cost recovery levels</li> </ul>
High	70.1% - 100%*	<ul style="list-style-type: none"> <li>• Individual users or participants receive most or all of the benefit of the service</li> <li>• Other private or public sector alternatives provide the service</li> <li>• The use of the service is specifically discouraged</li> <li>• The service is regulatory in nature</li> </ul>

\*Certain types of fees, such as fines, penalties and/or late charges, or any charge imposed for entrance to or use of, as well as the purchase, rental, or lease of local government property, are not bound by state laws that limit to full cost recovery.

This annual report brings forward amendments to the Municipal Fee Schedule organized into three categories

- (1) New fees,
- (2) Deletion of existing fees, and
- (3) Changed fees to attain a cost recovery level consistent with other fees or based on a market study for similar services.

## **ANALYSIS**

The development of the Municipal Fee Schedule for FY 2025 reflects some department service realignments as most fees across the City have been updated to maintain cost recovery levels. The average increase of salaries and benefits from FY 2024 to FY 2025 was 5.2% and is the general rate of increase (GRI) that is applied to most fees to maintain current cost recovery levels, as directed by the policy. Fees that were updated by a factor greater or less than 5.2% to realize a higher cost recovery level, or were adjusted based on a fee study, market study, or staff recommendation are further detailed in Attachment A.

## **New Fees**

As identified in Table 1 below, eighteen (18) new fees are recommended to be added to the FY 2025 Municipal Fee Schedule: Community Services Department (12 fees), Planning and Services Department (two fees), and Police Department (four fees).

Community Services Department recommended additions:

- 11 fees for veterinary services for cats and dogs
  - These fees are being added for enhanced clarity and to provide a more detailed breakdown of services.
- One fee for camping equipment rentals
  - This fee is for electric warming plates and serve as an alternative to open flames for keeping food at temperature during rentals, reducing the burden of fire permits and environmental impacts.

Planning and Development Services recommended additions:

- One fee for the Rental Registry Program
  - This fee will apply to residential rentals with five or more units. Per Council's direction (CMR #2308-1904<sup>1</sup>), this fee will be waived in FY 2025 and begin in FY 2026.
- One fee for shelter permits
  - This fee will apply for eligible non-profits applying for a temporary use permit to establish a temporary shelter for the unhoused.

---

<sup>1</sup> City Council November 27, 2023 Agenda Item #16:

<https://cityofpaloalto.primegov.com/Portal/Meeting?meetingTemplateld=13307>

Police Department recommended additions:

- Four concealed carry weapon fees
  - This implements concealed carry weapon fees in response to a recent Supreme Court decision, requiring the City to take on the permitting process previously handled by the County Sheriff.

**Table 2. New Fees for FY 2025**

Department	Fee Title	FY 2025 Proposed Fee	Cost Recovery Level
Community Services	Animal: 4lbs - 20lbs (Cremation)	Communal: \$50.00 per pet Private: \$200.00 per pet	High
Community Services	Community Cat Package (Spay & Neuter)	\$55.00 per pet	High
Community Services	Cat Package (Vaccination)	\$85.00 per pet	High
Community Services	Dog Package (Vaccination)	\$85.00 per pet	High
Community Services	Kitten Package (Vaccination)	\$125.00 per pet	High
Community Services	Puppy Package (Vaccination)	\$125.00 per pet	High
Community Services	Cryptorchid Abdominal - Fee	\$100.00 per pet	High
Community Services	Medication - Injectable	\$15.00 - \$250.00 each	High
Community Services	Medication - Oral	\$15.00 - \$250.00 each	High
Community Services	Medication - Topical	\$15.00 - \$250.00 each	High
Community Services	Nail Trim	\$0.00 with surgery	High
Community Services	Electric Warming Plates	Resident Fee: \$10.00-\$100.00 Non-Resident Fee: \$11.00-\$115.00	High
Planning and Development	Rental Registry Fee	Fees waived in FY25	High
Planning and Development	Temporary Use Permit - Minor, Temporary Shelter Provider	Fees waived per program guidelines	High

Department	Fee Title	FY 2025 Proposed Fee	Cost Recovery Level
Police Department	Concealed Carry Weapon a. New (Application fee)	\$130.00 per application	High
Police Department	Concealed Carry Weapon b. New (Issuance fee)	\$522.00 per application	High
Police Department	Concealed Carry Weapon c. Renewal fee	\$99.00 per application	High
Police Department	Concealed Carry Weapon d. Modification/Duplicate fee	\$15.00 per application	High

### Deleted Fees

17 fees in the Community Services Department and nine fees in the Police Department are recommended to be deleted in the FY 2025 Municipal Fee Schedule. Each fee, and the justification for its deletion, is detailed in table 3 below.

**Table 3. Deletion of Fees for FY 2025**

Department	Fee Title	Justification
Community Services	48-Hour Cancellation Fee (non-refundable)	Additional fee no longer charged
Community Services	Antibiotic Injection	Consolidated into new fee "Medication - Injectable"
Community Services	Canine Training Deposit	Vendor recommended
Community Services	Common Procedures - Flushing Drains	Consolidated into broader services such as wound care and minor surgery
Community Services	Common Procedures - Oral or Topical Treatment	Split into two new fees "Medication - Oral" and "Medication - Topical"
Community Services	Feral/Rescue Own FeLV/FIV Test	Vendor recommended
Community Services	Feral/Rescue Own Vaccine	Vendor recommended
Community Services	Heartworm Testing	Consolidated into "Labwork - Heartworm Test"
Community Services	Injectable Medication	Name change to "Medication - Injectable" for consistency with other services
Community Services	Labwork - PCV	Consolidated into "Labwork - PCV/TP"
Community Services	Oral Prescription Medication	Name change to "Medication - Oral" for consistency with other services

Department	Fee Title	Justification
Community Services	Pregnancy Fee plus Spay Fee	Vendor recommended
Community Services	Rat, Guinea Pig - Neuter	Vendor recommended
Community Services	Rat, Guinea Pig - Spay	Vendor recommended
Community Services	Special Medications	Vendor recommended
Community Services	Trap Rental (14 day maximum)	Transition from a flat and daily fee structure to only a flat fee.
Community Services	Permit Fees (Art Center)	Permit will no longer be offered
Police	Pushcart Vendor - Additional Cart	Compliance with 2018 CA State Senate Bill 946
Police	Pushcart Vendor - New	Compliance with 2018 CA State Senate Bill 946
Police	Pushcart Vendor - Location and/or Cart Change	Compliance with 2018 CA State Senate Bill 946
Police	Pushcart Vendor - Renewal	Compliance with 2018 CA State Senate Bill 946
Police	Pushcart Vendor Employee - New	Compliance with 2018 CA State Senate Bill 946
Police	Pushcart Vendor Employee - Renewal	Compliance with 2018 CA State Senate Bill 946
Police	Solicitation for Commercial Purpose	Compliance with 2018 CA State Senate Bill 946
Police	Solicitor Employee (Under Master License)	Compliance with 2018 CA State Senate Bill 946
Police	Solicitor/Peddler Master License	Compliance with 2018 CA State Senate Bill 946

### **Changed Fees**

281 fees are recommended to be adjusted by a factor other than the 5.2% GRI to adjust for the general change in salary and benefits adjustments between FY 2024 and FY 2025. Changes to these fees as detailed in Attachment A generally reflect changes to:

- (1) Attain a cost recovery level consistent with other fees;
- (2) Align with a market study;
- (3) Modify the fee structure to align with current service delivery; or
- (4) Hold the fee flat to avoid discouraging use of the service of activity

Each fee is listed by name along with the Adopted FY 2024 rate, the Proposed FY 2025 rate, the percentage change, and the fee change justification in Attachment A.

### Parking In-Lieu fees

Palo Alto Municipal Code (PAMC) Chapter 16.57.030 requires that the Parking In-Lieu Fee be recalculated in the event the City Council approved the construction of a public parking structure. Per the Municipal Code, the fee shall be adjusted at the time the construction contract is awarded to include actual costs to date, plus the projected construction cost, and authorized contingency. A second recalculation must occur after the project is completed, based on actual design and construction costs incurred. The recalculated fee may be higher or lower than the initial fee.

In December 2018, Council awarded a construction contract to Swinerton Builders (CMR 9688) for the California Avenue Area Parking Garage. The total project cost was calculated per PAMC 16.57.030 and includes design costs plus additional services, the construction bid with authorized contingency, and all other staff and administrative costs incurred. This calculation was done and approved as part of the Fiscal Year 2020 budget development process (CMR 10225). The cost per parking space was calculated at \$106,171 for the Fiscal Year 2020 Adopted Municipal Fee Schedule.

The California Avenue Parking Garage was completed and opened in December 2020. Staff has completed all project close-out documents and recalculated the Parking In-Lieu Fee at \$105,811. After adding the appropriate construction cost indexes for the San Francisco Bay Area for Fiscal Year 2021 through Fiscal Year 2024, the revised fee was set at \$130,823. Adding the respective construction cost index for FY 2025 brings the fee to \$135,514.

### Development Impact and In-Lieu Fees

In the Planning and Development Services Department, impact fees (i.e., community center, park, library, and citywide transportation impact fees) and in-lieu fees were increased by 3.6% percent to reflect the most recently published Construction Cost Index (CCI) for the San Francisco Bay Area, as calculated by the Engineering News Record. This is in accordance with Municipal Code 16.64.110, as amended on November 28, 2016 (CMR 7518), to standardize when these fees are paid, bring uniformity to the calculation in effect, bring uniformity to the annual adjustment rate, and other updates. Since these fees are governed by the applicable Municipal Code section, they are not discussed in Attachment A.

### **FISCAL/RESOURCE IMPACT**

This action aligns fees with expense increases associated with these services. It works to ensure the City can maintain cost recovery levels, and is part of the FY 2025 Proposed Operating Budget

### **POLICY IMPLICATIONS**

These recommendations are consistent with existing City policies. Where a fee or charge is subject to Proposition 26, the amount of the new or increased fee or charge is no more than necessary to cover the reasonable cost of the City service, and the manner in which those costs

are allocated to a payer bears a fair and reasonable relationship to the payer's burden on, or benefits received from, the City service funded by the fee. Certain types of fees, such as fines, penalties and/or late charges, or charges imposed for entrance to or use of, as well as the purchase, rental, or lease of local government property, are generally not limited to the actual costs of providing service. Instead, these types of fees are more typically governed by local market rates, reasonableness, and potentially other policy factors. These types of fees may have rates that are higher than the full cost recovery level.

**STAKEHOLDER ENGAGEMENT**

Staff has coordinated internally with budget and management staff in each department citywide to develop the recommendations in this report. Conversations with the City Council throughout May and June prior to the adoption of the FY 2025 Operating and Capital Budgets and Municipal Fee Schedule allow for public participation in this annual process.

**ENVIRONMENTAL REVIEW**

Adjustment to the Municipal Fee Schedule is a governmental fiscal activity that does not involve any commitment to any specific project, and therefore does not constitute a "project" pursuant to CEQA regulation 15378(b)(4).

**ATTACHMENTS**

Attachment A: Municipal Fee Schedule Amendments for FY 2025 Changed Fees

**APPROVED BY:**

Lauren Lai, Chief Financial Officer/Director Administrative Services

## Municipal Fee Schedule Amendments for FY 2025 Changed Fees

ATTACHMENT A

## Administrative Services

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
Budget Book	\$46.00 each	\$52.00 each	13.0%	Fees aligned to attain proper cost recovery level
Mailing (Certified)	\$4.15 each	\$4.40 each	13.0%	Fee set by outside agency
Returned Payment Charge (CA Civil Code Section 1719)	\$25.00 each	\$25.00 each	0.0%	Fee set by outside agency
Tobacco Retail Permit	One-time application fee \$347. Annual permit fee \$434.	One-time application fee \$347. Annual permit fee \$434.	0.0%	Fee set by outside agency
Business Registry Fee	\$50.00 per business	\$50.00 per business	0.0%	Fee set by Council policy

## City Clerk

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
Domestic Partners Registration Fee	\$38.00 each	\$38.00 each	0.0%	Keep fees flat due to low volume
Candidate Filing Fee	\$25.00 each	\$25.00 each	0.0%	To avoid discouraging use
Certification Fee	\$11.00 each	\$11.00 each	0.0%	To avoid discouraging use
Fair Political Practices Commission Photocopies	\$0.10 per page	\$0.10 per page	0.0%	Fee set by outside agency

## Community Services

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
A. Animals (0lbs - 3lbs)	Private: \$162; Communal: \$116 per pet	Private: \$150; Communal: \$50 per pet	-7.0%	Change title from "A. Animal: 0lbs - 24lbs"
A. Neuter (0lbs - 50lbs)	\$100.00 per pet	\$200.00 per pet	100.0%	Fee set by vendor
A. Oak Grove Picnic 1 – 50 People	\$103.00 per group	\$110.00 per group	6.8%	Fees aligned with market rates
A. Performance Day Package	\$1,773 each	\$1,773 each	0.0%	Fees aligned with market rates
A. Small Bucket	\$3.50 - \$7.00 per bucket	\$5.00 - \$8.00 per bucket	7.5%	Fees aligned with market rates
A. Vehicle Entry - Daily Fee - Vehicle Capacity 9 passengers or less	\$6.00 each	\$6.00 each	0.0%	Fee set by Council
Additional hours past ten daily	\$268.00 per hour	\$268.00 per hour	0.0%	Fees aligned with market rates
Additional Performance	\$430.00 each	\$430.00 each	0.0%	Fees aligned with market rates
Additional Performance Hours Past Four per Performance	\$145.00 per hour	\$145.00 per hour	0.0%	Fees aligned with market rates
Attempted Spay Surgery in Previously Spayed Animal	\$40.00 per pet	\$20.00 per pet	-50.0%	Fee set by vendor
B. Medium Bucket	\$7.00 - \$13.00 per bucket	\$10.00 - \$15.00 per bucket	43.0%	Fees aligned with market rates
B. Neuter (51lbs and 99lbs)	\$150.00 per pet	\$225.00 per pet	50.0%	Change title from "Neuter (51lbs and over)"
B. Oak Grove Picnic 51 - 100 People	\$206.00 per group	\$215.00 per group	4.4%	Fees aligned with market rates
B. Production Day Package	\$1,505.00 each	\$1,505.00 each	0.0%	Fees aligned with market rates
B. Vehicle Entry - Daily Fee - Vehicle Capacity 10-24 passengers	\$30.00 each	\$30.00 each	0.0%	Fee set by Council
Bandages	\$28.00 - \$110.00 per pet	\$30.00 - \$110.00 per pet	7.0%	Fee set by vendor
Bordatella & Parainfluenza	\$15.00 per pet	\$15.00 per pet	0.0%	Change title from "Bordatella"
Brachycephalic Fee	\$75.00 per pet	\$75.00 per pet	0.0%	Fee set by vendor
C. Animal: 21lbs - 49lbs	Private: \$185.00; Communal: \$134.00 per pet	Private: \$225.00; Communal: \$50.00	22.0%	Fee set by vendor
C. Large Bucket	\$9.00 - \$16.00 per bucket	\$13.00 - \$18.00 per bucket	43.0%	Fees aligned with market rates
C. Neuter (100 lbs and over)	\$200.00 per pet	\$250.00 per pet	25.0%	Fee set by vendor
C. Oak Grove Picnic 101 - 150 People	\$309.00 per group	\$325.00 per group	5.2%	Fees aligned with market rates

## Municipal Fee Schedule Amendments for FY 2025 Changed Fees

ATTACHMENT A

C. Rehearsal Day Package	1,075.00 each	1,075.00 each	0.0%	Fees aligned with market rates
C. Vehicle Entry - Daily Fee - Vehicle Capacity 25 or more passengers with a group permit	\$60.00 each	\$60.00 each	0.0%	Fee set by Council
Cats (5+ Years)	\$50.00 per cat	\$50.00 per cat	0.0%	Fee set by vendor
Cats (6 months - 5 years)	\$125.00 per cat	\$130.00 per cat	4.0%	Fee set by vendor
Cats (Two adopted at once)	\$175.00 per cat	\$185.00 per cat	6.0%	Fee set by vendor
Cats (Under 6 Months)	Resident: \$150.00 per cat; Non-Resident: \$175.00 per cat	Resident: \$175.00 per cat; Non-Resident: \$205.00 per cat	17.0%	Fee set by vendor
Classes, camps, corporate events	\$21.00 - \$1,075.00 per event	\$21.00 - \$1,075.00 per event	0.0%	Fee set by vendor
Clinic Board Fee	\$21.00 per pet	\$100.00 per pet	376.0%	Fee set by vendor
Common Procedures - Fluorescein Eye Stain	\$18.00 each	\$19.00 each	6.0%	Fee set by vendor
Common Procedures - Medical Grooming	\$87.00 per hour	\$93.00 per hour	7.0%	Fee set by vendor
Cryptorchid Subcutaneous - Fee	\$53.00 - \$107.00 per pet	\$50 per pet	-5.6%	Change title from "Cryptorchid Fee"
D. Animal: 50lbs - 79lbs	Private: \$204.00 per pet; Communal: \$150.00 per pet	Private: \$250.00 per pet; Communal: \$50.00 per pet	-23.0%	Change title from "C. Animal: 50lbs - 75lbs"
D. Dark Day Package	\$290.00 each	\$290.00 each	0.0%	Fees aligned with market rates
D. Jumbo Bucket	\$11.00 - \$19.00 per bucket	\$16.00 - \$22.00 per bucket	43.0%	Fees aligned with market rates
D. Spay (0lbs - 50lbs)	\$125.00 per pet	\$250.00 per pet	100.0%	Fee set by vendor
D. Vehicle Entry - Annual Pass	\$0.00 - \$86.00 each	\$0.00 - \$86.00 each	0.0%	Fee set by Council
DA2PP	\$15.00 per pet	\$15.00 per pet	0.0%	Fee set by vendor
Deciduous Tooth Extraction	\$27.00 each	\$30.00 each	11.0%	Fee set by vendor
Dewclaw Removal	\$40.00 - \$58.00 per dewclaw	\$75.00 per dewclaw	87.0%	Fee set by vendor
Dogs (5+ Years)	\$75.00 per dog	\$75.00 per dog	0.0%	Fee set by vendor
Dogs (6 months - 5 years)	Resident: \$150.00 per dog; Non-Resident: \$175.00 per dog	Resident: \$175.00 per dog; Non-Resident: \$205.00 per dog	17.0%	Fee set by vendor
Dogs (Under 6 Months)	Resident: \$150.00 per dog; Non-Resident: \$250.00 per dog	Resident: \$300.00 per dog; Non-Resident: \$350.00 per dog	100.0%	Fee set by vendor
Dressing Room - M3	\$32.00 per hour	\$32.00 per hour	0.0%	Fees aligned with market rates
E. Animal: 80lbs - 99lbs	Private: \$220.00 per pet; Non-Communal: \$174.00 per pet	Private: \$275.00 per pet; Non-Communal: \$50.00 per pet	25.0%	Change title from "D. Animal: 76lbs - 99lbs"
E. Spay (51lbs and 99lbs)	\$175.00 per pet	\$300.00 per pet	71.0%	Fee set by vendor
Ear Cleaning	\$35.00 per pet	\$30.00 per each	-14.0%	Fee set by vendor
Ear Mite Treatment (2 doses of Revolution)	\$32.00 per pet	\$60.00 per pet	88.0%	Change title from "Ear Mite Treatment"
Exotic Animals	\$10.00 per pet	\$10.00 per pet	0.0%	Fee set by vendor
F. Animal: 100lbs - 150lbs	Private: \$254.00 per pet; Non-Communal: \$191.00 per pet	Private: \$300.00 per pet; Non-Communal: \$50.00 per pet	18.0%	Change title from "E. Animal: 100lbs - 150lbs"
F. Cremation Services - Custom Engraved Plaque Fee	\$22.00 each	\$22.00 each	0.0%	Fee set by vendor
F. Spay (100 lbs and over)	\$225.00 per pet	\$350.00 per pet	56.0%	Fee set by vendor
Flea +/- Preventative (per dose)	\$28.00 per dose	\$30.00 - \$100.00 per dose	7.0%	Fee set by vendor
Fluid Therapy - IV Fluids	\$26.00 per hour	\$27.00 per hour	4.0%	Fee set by vendor
Fluid Therapy - SQ (Cats)	\$41.00 each	\$44.00 each	7.0%	Fee set by vendor
Fluid Therapy - SQ (Dogs)	\$53.00 each	\$56.00 each	6.0%	Fee set by vendor
FVRCP	\$15.00 per pet	\$15.00 per pet	0.0%	Fee set by vendor
Individual Youth Sport Registration	Resident: \$197.00 - \$395.00 per person; Non-Resident: Fee plus up to 50%	Resident: \$197.00 - \$395.00 per person; Non-Resident: Fee plus up to 50%	0.0%	To avoid discouraging use
IV Catheter Placement	\$62.00 each	\$66.00 each	6.0%	Fee set by vendor

## Municipal Fee Schedule Amendments for FY 2025 Changed Fees

## ATTACHMENT A

Kitten Package (over 3 months)	\$100.00 per pet	\$100.00 per pet	0.0%	Change title from "Kitten Package"
Lab work - Fecal O & P	\$29.00 each	\$31.00 each	7.0%	Change title from "Labwork – Fecal"
Lab work - FeLV/FIV Test	\$35.00 each	\$37.00 each	6.0%	Fee set by vendor
Lab work - In-House Fungal Culture	\$37.00 each	\$39.00 each	5.0%	Change title from "Labwork - Fungal Culture"
Labwork - Heartworm Test	\$41.00 each	\$44.00 each	7.0%	Fee set by vendor
Labwork - Parvo Test	\$44.00 each	\$47.00 each	7.0%	Fee set by vendor
Labwork - PCV/TP	\$29.00 each	\$30.00 each	3.0%	Change title from "Labwork - PCV" and "Labwork - TP"
Labwork - Pre-surgical	\$150.00 per pet	\$150.00 per pet	0.0%	Fee set by vendor
Labwork - Reference Lab	Labwork cost plus \$28.00 service fee	Labwork cost plus \$28.00 service fee	0.0%	Fee set by vendor
Labwork - Skin Scraping	\$24.00 each	\$30.00 each	25.0%	Fee set by vendor
Labwork - Urine Dipstick	\$17.00 each	\$30.00 each	76.0%	Fee set by vendor
Labwork - USG	\$17.00 each	\$30.00 each	76.0%	Fee set by vendor
Large Animal (Horses, Cows, Pigs, etc.)	Actual cost including transportation expense will be charged to house the animal at the appropriate facility	Actual cost including transportation expense will be charged to house the animal at the appropriate facility	0.0%	Fee set by vendor
Late Fee for Spay/Neuter Pickup	\$25.00 per pet	\$50.00 per pet	100.0%	Fee set by vendor
Local Anesthetic	\$37.00 each	\$39.00 each	5.0%	Fee set by vendor
Long-Acting Topical Ear Medication	\$64.00 per pet	\$64.00 per dose	0.0%	Fee set by vendor
Microchip	\$25.00 per pet	\$25.00 per pet	0.0%	Fee set by vendor
Nail Trim	\$10.00 per pet	\$30.00 per pet	200.0%	Change title from "Nail Clip"
Neuter	\$70.00 per pet	\$75.00 per pet	7.0%	Fee set by vendor
No-Show Fee (non-refundable)	\$50.00 per pet	\$50.00 per pet	0.0%	Fee set by vendor
Organic Garden Clean-up/Security Deposit	\$100.00 - \$200.00 per garden plot	\$100.00 - \$200.00 per garden plot	0.0%	Keep security deposit fee flat
Organic Garden Plot	\$0.90 per square foot	\$0.90 per square foot	0.0%	Fees aligned with market rates
Peers Park, Mitchell Park Field House	Resident: \$187.00 per day; Non-Resident: \$252.00 per day	Resident: \$209.00 per day; Non-Resident: \$282.00 per day	12.0%	Fees aligned with market rates
Picnic Reservations - Arbor Group Site	\$56.00 per group	\$62.00 per group	12.0%	Fees aligned with market rates
Picnic Reservations - East Meadow Group Site	\$87.00 per group	\$97.00 per group	12.0%	Fees aligned with market rates
Picnic Reservations - Pine Grove Group Site	\$159.00 per group	\$178.00 per group	12.0%	Fees aligned with market rates
Picnic Reservations - Redwood Group Site	\$128.00 per group	\$143.00 per group	12.0%	Fees aligned with market rates
Picnic Reservations - Sequoia Group Site	\$71.00 per group	\$79.00 per group	12.0%	Fees aligned with market rates
Picnic Reservations (1 - 15 people)	Resident: \$32.00 per group; Non-Resident: \$37.00 per group	Resident: \$35.00 per group; Non-Resident: \$41.00 per group	12.0%	Fees aligned with market rates
Puppy Package (over 3 months)	\$100.00 each	\$100.00 each	0.0%	Fees set by vendor
Rabbit - Neuter	Resident: \$80.00 per pet; Non-Resident: \$102.00 per pet	Resident: \$125.00 per pet; Non-Resident: \$125.00 per pet	56.0%	Fees set by vendor
Rabbit - Spay	Resident: \$107.00 per pet; Non-Resident: \$129.00 per pet	Resident: \$175.00 per pet; Non-Resident: \$175.00 per pet	64.0%	Fees set by vendor
Rabbit Hemorrhagic Disease Vaccine	\$150.00 to \$250.00 each	\$30.00 each	-80.0%	Fees set by vendor
Rabbits	\$40.00 per pet	\$20.00 per pet	-50.0%	Fees set by vendor
Rabies	\$15.00 per pet	\$15.00 per pet	0.0%	Fees set by vendor
Rabies (Actual Clinic Cost)	\$6.00 per pet	\$6.00 per pet	0.0%	Fees set by vendor
Rats, Hamsters, Guinea Pigs, & Mice	\$10.00 per pet	\$10.00 per pet	0.0%	Fees set by vendor
Rehearsal Hall	Resident: \$58.00 per hour; Non-Resident: \$87.00 per hour	Resident: \$58.00 per hour; Non-Resident: \$87.00 per hour	0.0%	Fees aligned with market rates

Municipal Fee Schedule Amendments for FY 2025 Changed Fees

ATTACHMENT A

Rescue Group (Non-Profit) - Cat Neuter	\$50.00 per pet	\$55.00 per pet	10.0%	Fee set by vendor
Rescue Group (Non-Profit) - Cat Spay	\$65.00 per pet	\$65.00 per pet	0.0%	Fee set by vendor
Rescue Group (Non-Profit) - Dog Neuter (over 50 lbs)	\$107.00 per pet	\$175.00 per pet	64.0%	Fee set by vendor
Rescue Group (Non-Profit) - Dog Neuter (under 50 lbs)	\$80.00 per pet	\$150.00 per pet	88.0%	Fee set by vendor
Rescue Group (Non-Profit) - Dog Spay (over 50 lbs)	\$125.00 per pet	\$300.00 per pet	140.0%	Fee set by vendor
Rescue Group (Non-Profit) - Dog Spay (under 50 lbs)	\$100.00 per pet	\$250.00 per pet	150.0%	Fee set by vendor
Routine Deworming (roundworms & hookworms)	\$31.00 each	\$31.00 each	0.0%	Fee set by vendor
Routine Deworming (roundworms & hookworms)	\$21.00	\$30.00	42.9%	Fee set by vendor
Sedation/Anesthesia - Gas	\$93.00 for first 30 minutes; \$1.70 per minute thereafter	\$100.00 for first 30 minutes; \$1.80 per minute thereafter	7.5%	Fee set by vendor
Sedation/Anesthesia - IM	\$58.00 each	\$62.00 each	6.9%	Fee set by vendor
Sedation/Anesthesia - IV	\$82.00 each	\$88.00 each	7.3%	Fee set by vendor
Spay	\$85.00 per pet	\$90.00 per pet	5.9%	Fee set by vendor
Specialized Feeding	\$5.00 each	\$30.00 each	500.0%	Fee set by vendor
Surgery - Major Surgery, Preparation and Recovery	\$116.00 per hour	\$500.00 - \$1,500.00 per hour	331.0%	Fee set by vendor
Surgery - Minor Surgery, Preparation and Recovery	\$44.00 each	\$50.00 - \$500.00 each	13.6%	Fee set by vendor
Tapeworm Treatment (Praziquantel)	\$18.00 per pet	\$18.00 per pet	0.0%	Fee set by vendor
Teen Center Membership - Monthly	\$5.00 - \$10.00 per month	\$5.00 - \$10.00 per month	0.0%	Fees aligned with market rates
Teen Center Membership - School Year	\$70.00 each	\$70.00 each	0.0%	Fees aligned with market rates
Towle Camp (8 People)	\$30.00 per day	\$40.00 per day	33.3%	Fees aligned with market rates
Towle Camp Group (16 People)	\$50.00 per day	\$55.00 per day	10.0%	Fees aligned with market rates
Trap Rental - Deposit	\$100.00 each	\$75.00 each	-25.0%	Fee set by vendor
Umbilical Hernia Repair	\$40.00 - \$87.00 per pet	\$40.00 - \$87.00 per pet	0.0%	Fee set by vendor
Veterinarian Exam	\$172.00 per hour	\$80.00 per hour	-53.5%	Fee set by vendor
Visual and Performing Arts Activities	\$6.00 - \$2,659.00 per hour	\$6.00 - \$2,659.00 per hour	0.0%	Fees aligned with market rates
Wound Care	\$18.00 - \$62.00 per pet	\$30.00 - \$110.00 per pet	66.7%	Fee set by vendor

Fire

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
911 Advanced Life Support Transport Mileage	\$35.00 per mile	\$35.00 per mile	0.0%	Align fees to flat mileage amount
911 Basic Life Support Transport Mileage	\$35.00 per mile	\$35.00 per mile	0.0%	
Alarm Registration Fee - New	\$56.00 per incident	\$56.00 per incident	0.0%	Keep fees flat due to recent rollout
Alarm Registration Fee - Renewal	\$42.00 per incident	\$42.00 per incident	0.0%	
Alarm Registration Late Fee	\$20.00 per incident	\$20.00 per incident	0.0%	
Alarm Reinstatement Fee	\$50.00 per incident	\$50.00 per incident	0.0%	
Returned Check Fee	\$25.00 per incident	\$25.00 per incident	0.0%	Fee set by outside agency
Engine Company Second Reinspection	\$279.00 per hour	\$279.00 per hour	0.0%	Keep fee flat due to cost recovery level
FireMed Monthly Subscription – Business, Tier 1 - 5	\$20.00 - \$1,000.00 per business	\$20.00 - \$1,000.00 per business	0.0%	Align fees with FireMed program
FireMed Monthly Subscription – Residential	\$8.00 per household	\$8.00 per household	0.0%	
Interfacility Basic Life Support Transport Mileage	\$35.00 per mile	\$35.00 per mile	0.0%	Align fee to flat mileage amount
Night Transport Fee	\$105.00 per occurrence	\$105.00 per occurrence	0.0%	Align fees with ambulance transport program
Oxygen	\$179.00 per occurrence	\$179.00 per occurrence	0.0%	
Paramedic Internship Fee	\$1,000.00 each	\$1,000.00 each	0.0%	To avoid discouraging use
Returned Check Fee	\$25.00 per incident	\$25.00 per incident	0.0%	Flat penalty type fee aligned with the alarm program

Library

## Municipal Fee Schedule Amendments for FY 2025 Changed Fees

ATTACHMENT A

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
Billing Fee for Overdue Items	\$5.00 per item	\$5.00 per item	0.0%	Fees set by outside agency
Collection Agency Processing Fee	\$10.00 per item	\$12.00 per item	20.0%	
Damaged and Lost Materials - LINK+	\$115.00 per item	\$115.00 per item	0.0%	
Expired Hold Fee	\$1.00 per item	\$1.00 per item	0.0%	To avoid discouraging use
Laser Prints - Black & White	\$0.15 per page	\$0.15 per page	0.0%	
Laser Prints - Color	\$0.50 per page	\$0.50 per page	0.0%	
Mitchell Park Library Community Room	Resident Fee: \$66.00 per hour Non-Resident Fee: \$99.00 per hour	Resident Fee: \$66.00 per hour Non-Resident Fee: \$99.00 per hour	0.0%	
Mitchell Park Library Community Room - Full Day Rental	Resident Fee: \$330.00 per day Non-Resident Fee: \$494.00 per day	Resident Fee: \$330.00 per day Non-Resident Fee: \$494.00 per day	0.0%	
Overdue Materials - In House Laptops	\$0.30 per hour	\$0.30 per hour	0.0%	
Photography/Filming - Space Rental Fee	\$100.00 - \$2,000.00 per session	\$100.00 - \$2,000.00 per session	0.0%	
Replacement Library Card	\$1.00 each	\$1.00 each	0.0%	
Rinconada Library Community Room	Resident Fee: \$96.00 per hour Non-Resident Fee: \$143.00 per hour	Resident Fee: \$96.00 per hour Non-Resident Fee: \$143.00 per hour	0.0%	
Rinconada Library Community Room - Full Day Rental	Resident Fee: \$478.00 per day Non-Resident Fee: \$716.00 per day	Resident Fee: \$478.00 per day Non-Resident Fee: \$716.00 per day	0.0%	
Room Cleaning & Damage Deposit	\$306.00 - \$3,060.00 per deposit	\$306.00 - \$3,060.00 per deposit	0.0%	
Room Cleaning Fee - Add on	\$80.00 - \$500.00 per event	\$80.00 - \$500.00 per event	0.0%	

## Office of Transportation

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
All Downtown and SOFA Garages and Lots - One Day Parking Permit	\$25.00 per day	\$0.00 - \$25.00 per day	0.0%	Provide flexibility in adjustment of pricing based on market conditions.
All Downtown and SOFA Lots and Garages Annual Parking Permit	\$900.00 per year	\$900.00 per year	0.0%	FY 2025 pricing based on CMR #11795
All Downtown and SOFA Lots and Garages Reduced-Price Annual Parking Permit	\$225.00 per year	\$225.00 per year	0.0%	FY 2025 pricing based on CMR #11795
All Downtown and SOFA - Wait List Registration \$11.00 per occurrence	\$11.00 per occurrence	\$11.00 per occurrence	0.0%	FY 2025 pricing based on CMR #11795
Bicycle Training (or other training TBD)	\$17.00 - \$80.00 per class	\$17.00 - \$80.00 per class	0.0%	FY 2025 pricing based on CMR #11795
California Avenue Area All Garages and Lots - Daily Parking Permit	\$25.00 per day	\$0 - \$25 per day	0.0%	Provide flexibility in adjustment of pricing based on market conditions.
California Avenue Area All Garages and Lots Annual Parking Permit	\$650.00 per year	\$650.00 per year	0.0%	FY 2025 pricing based on CMR #11795
California Avenue Area All Garages and Lots Reduced-Price Annual Parking Permit	\$162.50 per year	\$162.50 per year	0.0%	FY 2025 pricing based on CMR #11795
College Terrace RPP - Annual Resident Parking Permit	\$50.00 per year	\$50.00 per year	0.0%	FY 2025 pricing based on CMR #11795
College Terrace RPP Daily Resident Parking Permit	\$5.00 per day	\$5.00 per day	0.0%	FY 2025 pricing based on CMR #11795
Crescent Park NOP - Annual Resident Parking Permit	\$50.00 per year	\$50.00 per year	0.0%	FY 2025 pricing based on CMR #11795
Crescent Park NOP Daily Resident Parking Permit	\$5.00 per day	\$5.00 per day	0.0%	FY 2025 pricing based on CMR #11795
Downtown RPP - Annual Resident Parking Permit	\$50.00 per year	\$50.00 per year	0.0%	FY 2025 pricing based on CMR #11795
Downtown RPP - Daily Resident Parking Permit	\$5.00 per day	\$5.00 per day	0.0%	FY 2025 pricing based on CMR #11795
Downtown RPP - Reduced-Price Employee Parking Permit	\$131.25 each	\$131.25 each	0.0%	FY 2025 pricing based on CMR #11795
Downtown RPP Full Price Employee Parking Permit	\$525.00 each	\$525.00 each	0.0%	FY 2025 pricing based on CMR #11795
Evergreen Park - Mayfield RPP Annual Resident Parking Permit	\$50.00 per year	\$50.00 per year	0.0%	FY 2025 pricing based on CMR #11795
Evergreen Park - Mayfield RPP Daily Resident Parking Permit	\$5.00 per day	\$5.00 per day	0.0%	FY 2025 pricing based on CMR #11795
Evergreen Park - Mayfield RPP Full Price Employee Parking Permit	\$375.00 each	\$375.00 each	0.0%	FY 2025 pricing based on CMR #11795
Evergreen Park - Mayfield RPP Reduced-Price Employee Parking Permit	\$93.75 each	\$93.75 each	0.0%	FY 2025 pricing based on CMR #11795
Old Palo Alto RPP - Annual Resident Parking Permit	\$50.00 per year	\$50.00 per year	0.0%	FY 2025 pricing based on CMR #11795
Old Palo Alto RPP - Daily Resident Parking Permit	\$5.00 per day	\$5.00 per day	0.0%	FY 2025 pricing based on CMR #11795
Parkland Dedication Fee - Land	Single Family: 531 sq. ft. per unit Multi-Family: 366 sq. ft. per unit	Single Family: 531 sq. ft. per unit Multi-Family: 366 sq. ft. per unit	0.0%	FY 2025 pricing based on CMR #11795
Southgate RPP - Annual Resident Parking Permit	\$50.00 per year	\$50.00 per year	0.0%	FY 2025 pricing based on CMR #11795

## Municipal Fee Schedule Amendments for FY 2025 Changed Fees

ATTACHMENT A

Southgate RPP - Daily Resident Parking Permit	\$5.00 per day	\$5.00 per day	0.0%	FY 2025 pricing based on CMR #11795
Southgate RPP - Full Price Employee Parking Permit	\$375.00 each	\$375.00 each	0.0%	FY 2025 pricing based on CMR #11795
Southgate RPP - Reduced Price Employee Parking Permit	\$93.75 each	\$93.75 each	0.0%	FY 2025 pricing based on CMR #11795
Standard On-street Disabled Parking Space	\$1,010.00 each	\$1,010.00 each	0.0%	FY 2025 pricing based on CMR #11795
Discounted Fare	\$1.00 per passenger trip	\$1.00 per passenger trip	0.0%	To encourage further adoption and use of service
Monthly Pass	\$65.00 per month	\$65.00 per month	0.0%	
On-Demand Transit (Palo Alto Link)	\$0.00 - \$3.50 per passenger trip	\$0.00 - \$3.50 per passenger trip	0.0%	
One-Way Fare	\$3.50 per passenger trip	\$3.50 per passenger trip	0.0%	
Weekly Pass	\$20.00 per week	\$20.00 per week	0.0%	

## Planning and Development Services

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
A. \$1.00 - \$25,000.00 Permit Valuation	\$1.00 per unit	\$1.00 per unit	0.0%	Fees set by outside agency
B. \$25,001.00 - \$50,000.00 Permit Valuation	\$2.00 per unit	\$2.00 per unit	0.0%	
C. \$50,001.00 - \$75,000.00 Permit Valuation	\$3.00 per unit	\$3.00 per unit	0.0%	
D. \$75,001.00 - \$100,000.00 Permit Valuation	\$4.00 per unit	\$4.00 per unit	0.0%	
E. Each \$25,000.00 Increment or Fraction Thereof Above \$100,000.00	\$1.00 per unit	\$1.00 per unit	0.0%	
F. Minimum	\$1.00 per unit	\$1.00 per unit	0.0%	
SB 1186 Mandated Fee	\$4.00 each	\$4.00 each	0.0%	
SB 330 Fee	\$2,961.84 each	\$2,961.84 each	0.0%	
Strong Motion Instrument Program – Commercial	\$28.00 per \$100,000.00 permit valuation (\$0.50 minimum)	\$28.00 per \$100,000.00 permit valuation (\$0.50 minimum)	0.0%	
Strong Motion Instrument Program – Residential	\$13.00 per \$100,000.00 permit valuation (\$0.50 minimum)	\$13.00 per \$100,000.00 permit valuation (\$0.50 minimum)	0.0%	

## Police

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
Department of Justice Fingerprint and Rolling Fee	\$52.00 each	\$57.00 each	9.6%	Fees set by outside agency
OPM/DOD Background Check	\$5.00 per application	\$5.00 per application	0.0%	Maintain cost recovery level
Parenting Project Materials	\$44.00 each	\$44.00 each	0.0%	
Parenting Project Program	\$149.00 per family	\$149.00 per family	0.0%	Keep fees flat due to recent transition
Quarantine Home Inspection Fee (Animal Control)	\$46.00 each	\$46.00 each	0.0%	
Report Copy Fee	\$15.00 each	\$15.00 each	0.0%	Fees set by outside agency
Secondhand Dealer - DOJ	\$300.00 per application	\$316.00 per application	5.3%	
Impoundment Fees – First Offense	\$35.00 per occurrence	\$35.00 per occurrence	0.0%	
Impoundment Fees – Second Offense	\$50.00 per occurrence	\$50.00 per occurrence	0.0%	
Impoundment Fees – Third and Subsequent Offenses	\$100.00 per occurrence	\$100.00 per occurrence	0.0%	
Subpoena Fee	\$24.00 per hour	\$24.00 per hour	0.0%	Maintain cost recovery level
Temporary Street Closure	\$124.00 - \$1,474.00 plus cost to provide certain services	\$124.00 - \$1,474.00 plus cost to provide certain services	0.0%	
Vehicle Repossession Receipt	\$15.00 each	\$15.00 each	0.0%	Fees set by outside agency

## Public Works

Fee Title	FY 2024 Adopted	FY 2025 Proposed	% Change	Justification
A. Pavement Condition: Poor	\$13.00 per square foot	\$14.00 per square foot	7.7%	Adjustment of labor and materials costs
B. Pavement Condition: Fair/At-Risk	\$16.00 per square foot	\$17.00 per square foot	6.3%	
C. Pavement Condition: Good	\$19.00 per square foot	\$20.00 per square foot	5.3%	
D. Pavement Condition: Very Good - Excellent	\$27.00 per square foot	\$28.00 per square foot	3.7%	
Electric Vehicle Charger Connection	\$0.00 to \$2.00 per connection	\$0.00 to \$2.00 per connection	0.0%	
Electric Vehicle Charger Connection Overstay	\$0.00 to \$5.00 per hour	\$0.00 to \$5.00 per hour	0.0%	
Service Lateral Connection	\$1,681.00 each	\$1,756.00 each	4.5%	