

Exhibit “A”

Exhibit “A” is a fee schedule drafted with the collaboration of the Finance, Code Enforcement and the City Attorney’s Office, which shows that costs incurred by the City in enforcing the sidewalk vendor regulatory program. This fee study takes into account all duties and responsibilities imposed on City staff in administering the Sidewalk Vendor Permit and enforcing the sidewalk vendor regulatory program.

A. Sidewalk Vendor Permit Application Estimate¹ = \$405.02

*Sidewalk Vendor Permit fee will be reduced by \$25.02 upon the issuance of the initial 171 Sidewalk Vendor Permits.

Task	City Staff ²	Estimated Time to Complete Task ³	Computation ⁴	Sub-Total
1. Review, Process, and Investigation				
a. Finance - Review and process application, conduct any necessary investigation, forward application to Code Enforcement for further investigation.	[FA]	0.5	0.5 x 142.00	= \$71.00
b. Code Enforcement - Review and process application, and conduct necessary investigation.	[CS] [CO]	0.5 0.5	0.5 x 70.00 0.5 x 28.00	= \$35.00 = \$14.00
2. Ongoing enforcement efforts				
a. Code Enforcement - Review notice to inspect.	[CS] [CO]	0.5 0.3	0.5 x 70.00 0.3 x 28.00	= \$35.00 = \$8.40
b. Code Enforcement - Conduct inspection to confirm compliance with ordinance and/or follow-up on citizen complaints.	[CO]	1.0	1.0 x 28.00	= \$28.00
c. Code Enforcement – Processing of Citation.	[CO] [CS]	0.3 0.1	0.3 x 28.00 0.1 x 70.00	= \$8.40 = \$7.00
d. Finance - Draft any notice of violation, order of revocation, etc.	[FD]	0.5	0.5 x 142.00	= \$71.00
3. Unfair Business Practices Enforcement- (2 x 0.7 (estimated time of single patrol))	[CO]	1.4	1.4 x 28.00	= \$39.20

¹ Applicable Commerce Municipal Code Sections include, but are not limited to 5.16.010 - 5.16.110.

² City Staff is as follows: “FD” is the Finance Director, “FA” is the Assistant/Deputy Finance Director, “CS” is the Code Enforcement Supervisor, “CO” is the Code Enforcement Officer.

³ Time estimated to complete task is in .1 increments, with each .1 increment equaling six (6) minutes.

⁴ The computation includes the time estimated to complete the task multiplied by the hourly, burdened rate for each City staff member.

4. Cost of Preparing Sidewalk Vendor Regulatory Program (Flat Fee)				=\$25.02
*Flat fee will be imposed on initial 171 Sidewalk Vendor Permits. Thereafter, Sidewalk Vendor Permit Fee will be reduced by \$25.02.				
B. Renewal Permit Application Fee Estimate⁵ [1a, 2a, b, c, and d, 3 and 4 above] = \$356.02				
*Renewal Permit Fee will be reduced by \$25.02 upon the issuance of the initial 171 Sidewalk Vendor Permits.				
C. Appeal Fee Total Estimate⁶ = \$283.00				
1. Finance - Review and process notice of appeal, and coordinate with city clerk to schedule a hearing before appeal committee	[FD]	0.5	0.5 x 142.00	= \$71.00
2. Appeal Hearing, including prepare related reports, findings, and recommendations.	[FA]	1.0	1.0 x 142.00	=\$142.00
	[CS]	1.0	1.0 x 70.00	=\$70.00

⁵ Applicable Commerce Municipal Code Sections include, but are not limited to 5.16.010 - 5.16.110.

⁶ Applicable Commerce Municipal Code Sections include, 5.16.110(3).