



9B

## CITY COUNCIL REPORT

**SUBJECT:** (1) Conduct a Public Hearing; and (2) Adopt a Resolution Approving Changes to the City of Lincoln Master Fee Schedule for User and Regulatory Fees.

**SUBMITTED BY:** Nita Wracker, Assistant City Manager

**DEPARTMENT:** Finance Department

**DATE:** November 12, 2024

**STRATEGIC RELEVANCE:** Sustainable Fiscal Health

### **STAFF RECOMMENDATION:**

Staff recommends the City Council (1) conduct a public hearing; and (2) adopt a resolution approving the changes to the Master Fee Schedule for User and Regulatory Fees.

### **BACKGROUND / INTRODUCTION:**

The City completed a comprehensive study in December 2019 to identify the cost of providing various user and regulatory fee-related services. Minor updates including adjustments equal to the annual average increase in CPI-U (Consumer Price Index All Urban Consumers Index San Francisco-Oakland-Hayward) were completed in 2020, 2021, 2022 and 2023.

More recently, the City approved changes to the City of Lincoln Master Fee Schedule for User and Regulatory Fees. These changes include adjustments equal to the annual average increase in CPI-U of 3.67%.

### **FINDINGS / ANALYSIS:**

To ensure the City has adequate funds to perform plan review services, Lot Line Adjustments/Mergers are recommended to increase from \$3,000 to \$5,000. The Development Engineering Division has found the need to consistently request additional funding for Lot Line Adjustments. Increasing this deposit amount will expedite project review as Lot Line Adjustments tend to prolong due to lack of funds.

Additionally, the City recommends changing the fee structure for Grading Plan Review – Custom Lot from Fixed Fee to Deposit. This change allows staff to request additional funds when necessary and gives applicants the opportunity to recover from unused funds.

The City also recommends the reduction in Golf Cart Permit fee from \$50 to \$30. The reduction in permit fee is due to a fee comparison across other agencies with similar programs. With this reduction, the City hopes to see an increase in compliance with permit requirements. The permit is issued after a safety inspection of the golf cart is completed to ensure that it is safe to operate on roadways. This inspection not only checks for required equipment such as seatbelts, brake and headlights, but valid insurance and drivers licenses as well.

To better enforce the golf cart permit requirements, the City proposes an added Master Fee



Schedule line item, "Golf Cart Permit Violation". This fee would be priced at \$100. With this addition, the City would be given the opportunity to enforce golf carts operating without a permit. Adding this line item would also prevent the City from issuing a standard criminal citation to the County. This violation would occur internally and will not affect the persons' drivers license.

**POLICY COMPLIANCE:**

This action is consistent with the general direction of City Council to achieve full cost recovery for the development permitting functions of the City. This action complies with California Government Code Section 66016.

**ENVIRONMENTAL REVIEW:**

N/A

**LEVINE ACT COMPLIANCE**

The Levine Act requires a party (or the party's agent(s)) to a proceeding before the City of Lincoln that involves any action or consideration to their contract, license, permit, or other entitlement for use, to disclose any campaign contribution made to City elected or appointed officer totaling more than \$250 within the 12 months before the City decision.

This matter does not implicate the disclosure requirements of the Levine Act.

**CONCLUSION:**

Staff recommends the City Council (1) conduct a public hearing; and (2) adopt a resolution approving the changes to the Master Fee Schedule for User and Regulatory Fees. Changes will become effective sixty (60) days following the adoption of the resolution.

**ALTERNATIVES:**

1. Decline to adopt the resolution;
2. Provide staff with additional direction.

**FISCAL IMPACT:**

Adjusting the fees in the Master Fee Schedule will provide a fiscal impact in the form of additional revenue, which is intended to offset the costs of providing existing services that are recoverable from fees.

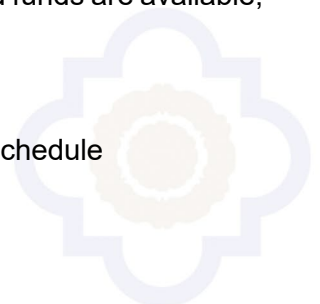
**REPORT ACCOUNTABILITY:**

This Staff Report has been reviewed by the City Attorney for legal sufficiency and by the City Manager for content.

The Finance Department has reviewed this staff report and certifies budgeted funds are available, unless a budget amendment is being requested as part of this action item.

**ATTACHMENTS:**

- Attachment A: Resolution 2024-006 approving changes to the Master Fee Schedule
- Attachment B: Redline City of Lincoln Master Fee Schedule



**RESOLUTION 2024 – 256**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINCOLN  
APPROVING CHANGES TO THE MASTER FEE SCHEDULE FOR USER  
AND REGULATORY FEES UPDATE**

**WHEREAS**, the City completed a comprehensive study in December 2019 to identify the cost of providing various user and regulatory fee-related services; and

**WHEREAS**, minor updates including adjustments equal to the annual average increase in CPI-U (Consumer Price Index All Urban Consumers Index San Francisco-Oakland-Hayward) were completed in 2020, 2021, 2022, 2023, and earlier in 2024; and

**WHEREAS**, to ensure the City has adequate funds to perform plan review services an increase has been proposed to for lot line adjustment/mergers. The proposed increase will help ensure efficient and timely processing of these types of reviews; and

**WHEREAS**, additionally, the City recommends changing the fee structure for Grading Plan Review – Custom Lot from Fixed Fee to Deposit. This change allows staff to request additional funds when necessary and gives applicants the opportunity to recover from unused funds; and

**WHEREAS**, The City also recommends the reduction in Golf Cart Permit fee from \$50 to \$30. The reduction in permit fee is due to a fee comparison across other agencies with similar programs; and

**WHEREAS**, this action is consistent with the general direction of City Council to achieve full cost recovery for the development permitting functions of the City. This action complies with California Government Code Section 66016.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lincoln authorizes:

1. Approving changes to the Master Fee Schedule for User and Regulatory Fee Updates.
2. Changes to the Master Fee Schedule for User and Regulatory Fee Updates shall become effective sixty (60) days following the adoption of this resolution.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of November, 2024.

AYES: COUNCILMEMBERS: Andreatta, Brown, Joiner, Karleskint

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

  
Dan Karleskint, Mayor

ATTEST:

  
Gwen Scanlon, City Clerk



**MASTER FEE SCHEDULE**

# City of Lincoln

## MASTER FEE SCHEDULE

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# City of Lincoln

## MASTER FEE SCHEDULE - BUILDING FEES

**A. Fees for Commonly Requested Building Permit Types.** Fees shown in this section (Section A.) include all applicable permit issuance, inspection, and plan review fees). Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California).

Activity Description	Fee	Charge Basis	Note
1 HVAC Change-Out - Residential	\$192	per permit	
2 HVAC Change-Out - Commercial (per unit)	\$261	per permit	
3 Residential Solar < 10 kW			
a) Residential Solar Photovoltaic System - Solar Permit - all inclusive up to 15kW - per kW	\$450	per permit	
b) Above 15kW – per kW	\$15	per permit	
4 Commercial Solar Photovoltaic System - Solar Permit			
a) 50kW or less	\$1,000	per permit	
b) 50kW – 250kW – Base	\$1,000	per permit	
c) 50kW – 250kW – per kW above 50kW	\$7	per permit	
d) Above 250kW – base	\$2,400	per permit	
e) Above 250kW – per kW	\$5	per permit	
5 Service Panel Upgrade - Residential	\$192	per permit	
6 Service Panel Upgrade - Commercial	\$261	per permit	
7 Water Heater Change-Out	\$192	per permit	
8 Line Repair - Sewer / Water / Gas	\$192	per permit	
9 Re-pipe	\$353	per permit	
10 Residential Re-Roof			
a) Up to 2,000 SF	\$353	per permit	
b) Each Add'l 1,000 SF or fraction thereof	\$92	per permit	
11 Demolition	\$276	per permit	
12 Temporary Power Pole	\$192	per permit	
13 Swimming Pool/Spa			
a) Swimming Pool / Spa	\$1,197	per permit	
b) Detached Spa / Water Feature	\$353	per permit	
c) Gunite Alteration	\$537	per permit	
d) Equipment Change-out Alone	\$307	per permit	
14 Patio			
a) Standard (Wood/Metal Frame)			
i) Up to 200 SF	\$307	per permit	
ii) Greater than 200 SF	\$399	per permit	
b) Upgraded (with electrical, stucco, fans, etc.)			
i) Up to 200 SF	\$537	per permit	
ii) Greater than 200 SF	\$629	per permit	

# City of Lincoln

## MASTER FEE SCHEDULE - BUILDING FEES

A. Fees for Commonly Requested Building Permit Types. Fees shown in this section (Section A.) include all applicable permit issuance, inspection, and plan review fees). Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California).

Activity Description	Fee	Charge Basis	Note
15 Window / Sliding Glass Door			
a) Retrofit / Repair			
i) Up to 5	\$261	per permit	
ii) Each additional 5	\$46	per permit	
b) New / Alteration			
i) First	\$353	per permit	
ii) Each additional	\$69	per permit	

# City of Lincoln

## MASTER FEE SCHEDULE - BUILDING FEES

### Determination of Valuation for Fee-Setting Purposes

- Project valuations for new construction shall be based on data published by the International Code Council (ICC) (building valuation data table, typically updated in February and August of each year).
- Project valuations for tenant improvements, remodels, and additions shall be determined using 50% of the ICC building valuation data table when available. Project valuations for general construction shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B, C, D, or E, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.**

### B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Permit Fee		
\$1 to \$4,000	\$183.49		
\$4,001 to \$10,000	\$183.49 for the first \$4,000	plus \$46.05	for each add'l \$1,000 or fraction thereof, to and including \$10,000
\$10,001 to \$50,000	\$459.78 for the first \$10,000	plus \$16.11	for each add'l \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$1,104.38 for the first \$50,000	plus \$14.73	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,841.06 for the first \$100,000	plus \$6.45	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4,419.38 for the first \$500,000	plus \$4.42	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,629.37 for the first \$1,000,000	plus \$3.54	for each additional \$1,000 or fraction thereof over \$1,000,000

For permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

**Plumbing inspection fees = Base permit fee x .12**

**Electrical inspection fees = Base permit fee x .12**

**Mechanical inspection fees = Base permit fee x .12**



# City of Lincoln

## MASTER FEE SCHEDULE - BUILDING FEES

### C. Permit Fee for Stand-Alone Mechanical Permit

Total Valuation		Permit Fee			
Up to \$2,000	\$92.26				
\$2,001 to \$4,000	\$184.17				
\$4,001 to \$10,000	\$184.17	for the first \$4,000	plus \$31.25	for each additional \$1,000 or fraction thereof over \$4,000	
\$10,000 and up	\$371.68	for the first \$10,000	plus \$12.50	for each additional \$1,000 or fraction thereof over \$10,000	

### D. Permit Fee for Stand-Alone Plumbing Permit

Total Valuation		Permit Fee			
Up to \$2,000	\$92.26				
\$2,001 to \$4,000	\$184.17				
\$4,001 to \$10,000	\$184.17	for the first \$4,000	plus \$31.25	for each additional \$1,000 or fraction thereof over \$4,000	
\$10,000 and up	\$371.68	for the first \$10,000	plus \$12.50	for each additional \$1,000 or fraction thereof over \$10,000	

### E. Permit Fee for Stand-Alone Electrical Permit

Total Valuation		Permit Fee			
Up to \$2,000	\$92.26				
\$2,001 to \$4,000	\$184.17				
\$4,001 to \$10,000	\$184.17	for the first \$4,000	plus \$31.25	for each additional \$1,000 or fraction thereof over \$4,000	
\$10,000 and up	\$371.68	for the first \$10,000	plus \$12.50	for each additional \$1,000 or fraction thereof over \$10,000	

# City of Lincoln

## MASTER FEE SCHEDULE - BUILDING FEES

### F. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note
<b>1 Plan Check Fees</b>			
a) Building Plan Review Fee, if applicable	75%	% of building permit fee	[a]
b) Building Energy Review Fee, if applicable	5%	% of building permit fee	
c) Planning Plan Review Fee, if applicable	Bill Hourly; \$50 Minimum	per hour	
d) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	% of full plan check fee for entire building	[b]
e) Expedited Plan Check (when applicable)	1.5x standard plan check fee		
f) Master Plan			
i) Master Plan	100% of standard plan check fee		
ii) Production Phase Units / Identical Buildings	25% of standard plan check fee		
g) Alternate Materials and Materials Review (per hour)	\$184	per hour	
h) Excess Plan Review Fee (3rd and subsequent) (per hour)	\$184	per hour	

When applicable, plan check fees shall be paid at the time of application for a building permit.  
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

# City of Lincoln

## MASTER FEE SCHEDULE - BUILDING FEES

### G. Other Fees

Activity Description	Fee	Note
1 Permit Issuance Fee	\$77	
2 General Plan Maintenance Fee (fee per \$1,000 valuation)	\$0.79	[a]
3 Technology Fee (percent of permit fee)	4%	
4 Strong Motion Instrumentation (SMI)		
a) Residential	\$0.50 or valuation x .00013	
b) Commercial	\$0.50 or valuation x .00028	
5 Building Standards (SB 1473) Fee Calculation (Valuation)		
a) \$1 - \$25,000	\$1	
b) \$25,001 - \$50,000	\$2	
c) \$50,001 - \$75,000	\$3	
d) \$75,001 - \$100,000	\$4	
e) Each Add'l \$25,000 or fraction thereof	Add \$1	
6 Certificate of Occupancy		
a) Temporary Certificate of Occupancy (per 30 Days)	\$276	
b) Certificate of Occupancy	\$169	
7 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$552	
<b>Copies, Re-Print, Change Of Contractor</b>		
8 Printing Scanned / Archived Drawings	\$12	
9 Job Card / Permit Re-Print	\$61	
10 Change Of Contractor	\$92	
<b>Violation Fees</b>		
11 Investigation Fee For Work Done Without Permits	2x Permit Fee	
<b>Other Fees</b>		
12 Fire Plan Review and Inspection - % of Base Building Permit Fee, if applicable	75%	
13 Phased Inspection Fee (per inspection)	\$92	
14 After Hours Inspection (per hour) (2-hour minimum)	\$221	
15 Re-inspection Fee (3rd Time or More) (each)	\$92	[b]
16 Missed inspection Fee	\$92	
17 Credit Card Transaction Fee	3% - Pass-thru	
18 Fees for Services Not Listed in this Fee Schedule (per hour)	\$184	

[a] Fee not to exceed \$20,000.

[b] Reinspection fee applies after second re-inspection.

# City of Lincoln

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Deposit	Minimum Fee or Fixed Fee	Note
<b>Appeals</b>			
1 Appeal to Planning Commission	n/a	\$3,000	
2 Appeal to City Council	n/a	\$3,000	
<b>Annexation</b>			
3 Annexation Review	\$25,000	n/a	
<b>Conditional Use Permit</b>			
4 Conditional Use Permit - New Construction	\$10,000	n/a	
5 Conditional Use Permit - Existing	n/a	\$3,701	
6 Conditional Use Permit - Renewal	n/a	\$3,084	
<b>Design Review</b>			
7 Design Review - Residential	\$5,000	n/a	
8 Design Review - Commercial	\$10,000	n/a	
9 Design Review - Administrative	n/a	\$2,073	
10 Design Review - Administrative actions requiring Planning Commission consultation/10-day appeal period	n/a	\$3,628	
11 Design Review - Modifications	n/a	\$2,592	
<b>Determination of Public Convenience or Necessity</b>			
12 Determination of Public Convenience or Necessity (requires a Conditional Use Permit)	n/a	\$3,110	
<b>Development Agreement</b>			
13 Development Agreement	\$15,000	n/a	
14 Development Agreement - Amendment	\$15,000	n/a	
<b>Development Permits</b>			
15 Development Permits	\$10,000	n/a	
16 Planned Unit Development	\$10,000	n/a	
17 General Development Plan	\$10,000	n/a	
<b>Environmental Review</b>			
18 Environmental Categorical Exemption Review	n/a	\$311	
19 Environmental Initial Study	\$4,000	\$2,000	
20 Negative Declaration	\$5,000	\$3,000	
21 Mitigated Negative Declaration	\$10,000	\$8,000	
22 Environmental Impact Report Review	\$20,000	\$15,000	
<b>Extension</b>			
23 Extension for Tentative Map, Design Review, Conditional Use & Variance	n/a	\$3,110	
24 Extension to Spec Dev Plan/Dev Permit	n/a	\$3,110	

# City of Lincoln

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Deposit	Minimum Fee or Fixed Fee	Note
<b>General Plan Amendment</b>			
25 General Plan Amendment	\$10,000	n/a	
<b>Map Review</b>			
26 Tentative Parcel Map Review	\$6,000	n/a	
27 Tentative Subdivision Map Review - 1 to 50 Lots	\$15,000	n/a	
28 Tentative Subdivision Map Review - More than 50 Lots	\$20,000	n/a	
29 Certificate of Compliance	\$2,000	n/a	
30 Tentative Map Amendment	\$10,000	n/a	
<b>Pre-Application</b>			
31 Pre Application Conference	n/a	\$2,073	
<b>Pre-Zoning</b>			
32 Pre-Zoning	\$5,000	n/a	
<b>Reversion to Acreage</b>			
33 Reversions to Acreage Review	n/a	\$5,183	
<b>Signs</b>			
34 Signs - Temporary Sign/Banner Permit and Captive Balloons	n/a	\$311	
35 Signs - "A" Frame Signs	n/a	\$311	
36 Temporary Subdivision Sign Review	n/a	\$1,555	
<b>Specific Plan</b>			
37 Specific Plan	\$25,000	n/a	
38 Specific Plan Amendment	\$20,000	n/a	
39 Specific Development Plan and Development Permit	\$5,000	n/a	
<b>Street Name Processing / Address Processing</b>			
40 Building Address Processing	n/a	\$311	
41 Building Re-Address Processing	n/a	\$311	
42 Street Naming Processing	n/a	\$2,073	
<b>Substantial Conformance</b>			
43 Substantial Conformance Finding	n/a	\$3,110	
<b>Tree (Protected Tree Removal)</b>			
44 Protected Tree Removal Inspection Application - 0-5 Trees	n/a	\$200	
45 Protected Tree Removal Inspection Application - 6+ Trees	n/a	\$1,000	
<b>Variance</b>			
46 Administrative Variance	n/a	\$2,073	
47 Variance Application	n/a	\$5,183	

# City of Lincoln

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Deposit	Minimum Fee or Fixed Fee	Note
<b>Zone Change</b>			
48 Rezone Review - Less than 10 Acres	\$10,000	n/a	
49 Rezone Review - 10 Acres or More	\$15,000	n/a	
<b>Planning Inspection</b>			
50 Planning Inspection	n/a	\$155	
<b>CDD Determination Zoning</b>			
51 CDD Determination Zoning	n/a	\$518	
<b>Other</b>			
52 Credit Card Transaction Fee	n/a	3% - Pass-Thru	
53 Conditions of Approval - Amendment	\$2,000	n/a	
54 Land Use Certification Letter	n/a	\$311	
55 Modification of Municipal Code	\$10,000	n/a	
56 Transfer Agreement Review and Approval	\$2,000	n/a	
57 Special Commission Meeting Process	n/a	\$2,073	
58 Staff Research for Documents or Records	n/a	\$259	
<b>In-Lieu / Mitigation Fee</b>			
59 Parking In-Lieu Fee (per parking space)	n/a	\$6,460	
60 Protected Oak Tree Removal Mitigation Fee (per inch)	n/a	\$150	[a]
<b>Fees for Services Not Identified In Schedule</b>			
61 See Hourly Billing Rate Section of the Fee Schedule		See Hourly Rate Schedule	
<b>Hourly Billing Rates for Deposit-Based Billings</b>			
62 See Hourly Billing Rate Section of the Fee Schedule		See Hourly Rate Schedule	

# City of Lincoln

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Deposit	Minimum Fee or Fixed Fee	Note
<b>Full Cost Deposits and Deposit Replenishment</b>			
<p>Applicants for Full Cost Entitlement Applications shall pay for all City staff time required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule (as determined by the Community Development Director) will be subject to a full cost reimbursement agreement to be approved by the City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.</p>			
<p>Initial deposits as shown on the fee schedule will be collected and held by the City in a deposit account at the time the application is submitted. The cost of staff time will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.</p>			
<p>When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 20%.</p>			
<p>Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. The deposit account will be held open for 90 days after project approval for City to complete any miscellaneous clean up items and to account for all project related costs. Any deposit amounts remaining after final project close out will be returned to applicant.</p>			
<p>As may be required by the Community Development Department for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.</p>			
<b>Refund Policy</b>			
<p>Application fees are not refundable except as follows:</p> <ul style="list-style-type: none"> <li>A. Refund of 100% shall be made if a determination is made by the Community Development Director that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.</li> <li>B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be</li> <li>C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.</li> </ul>			

[a] Triple fee if done without prior City approval.

# City of Lincoln

## MASTER FEE SCHEDULE - ENGINEERING/INSPECTION/ENCROACHMENT PERMITS

Activity Description	Deposit or Fee	Fee Structure	Note
1 Final Subdivision Map / Parcel Map Review	\$15,000	Deposit	
2 Map Corrections and Amendments	\$3,000	Deposit	
3 Lot Line Adjustments / Mergers	\$5,000	Deposit	
4 Improvement Plan Review	\$25,000	Deposit	
5 Improvement Inspection	\$50,000	Deposit	
6 Fire - Flow Test			
a) Five Lots or Less	\$350		
b) Subdivisions or Commercial Centers / 5+ Lots	Bill Hourly; \$1,000 Min. Deposit	Deposit	
7 Grading Plan Review - Custom Lot	\$4,500	Deposit	
8 Grading Plan Review - Other	\$25,000	Deposit	
9 Grading Inspection - Custom Lot	\$10,000	Deposit	
10 Grading Inspection - Other	\$50,000	Deposit	
11 Easement or Deed Review	\$5,000	Deposit	
12 Water Quality Management Plan	\$3,000	Deposit	
13 Review of Project CC&R's	\$10,000	Deposit	
14 Technical Review	\$1,500	Deposit	
<b>Special District Processing</b>			
15 Assessment District / CFD / Special District Processing Fee - Annexation	\$25,000	Deposit	
16 Assessment District / CFD / Special District Processing Fee - Formation	\$50,000	Deposit	
<b>Street Right-of-Way Abandonment</b>			
17 Street/R-O-W Abandonment Process	\$10,000	Deposit	
18 Encroachment Permit Inspection (Annual)	\$1,500	Deposit	
<b>General Encroachment Permits</b>			
19 Encroachment Permit - Pool Construction	\$278	Fixed Fee	
20 Encroachment Permit - Residential Driveway (Per Opening)	\$649	Fixed Fee	
21 Encroachment Permit - Temporary Signs	\$93	Fixed Fee	
22 Encroachment Permit - Temp Bins (e.g. dumpsters, storage containers, etc.)	\$93	Fixed Fee	
23 Encroachment Permit - All Others (for Work Expected to Last No More Than Two Days)			[a]
a) Base Fee - Up to Two Days	\$463	Fixed Fee	
b) Each Additional Day	\$185	Fixed Fee	
24 General Encroachment Permit - All Others (for Work Expected to Last More Than Two Days)	Varies; \$1,000 Minimum	Deposit	[a]
25 Construction and Demolition Materials Management Plan - Application Plan Review and Deposit Administration Fee		Fixed Fee plus Deposit	



# City of Lincoln

## MASTER FEE SCHEDULE - ENGINEERING/INSPECTION/ENCROACHMENT PERMITS

Activity Description	Deposit or Fee	Fee Structure	Note
26 Sidewalk Vending Permit			
a) Initial	\$185	Fixed Fee	
b) Renewal	\$93	Fixed Fee	
27 Transportation Permit			
a) Single Trip	\$16	Fixed Fee	[b]
b) Annual	\$90	Fixed Fee	[b]
28 Credit Card Transaction Fee	3% - Direct pass-through to vendor	Fixed Fee	
29 Work Without a Permit or Work Beyond Scope of Permit	2x Permit Fee	Fixed Fee	
30 Additional Inspections (After First Re-inspection)	See Hourly Rate Schedule; 1 hour minimum	Fixed Fee	
31 Missed Inspections	See Hourly Rate Schedule; 1 hour minimum	Fixed Fee	
32 Inspections Outside of Normal Business Hours	See Hourly Rate Schedule; 4 hour minimum	Fixed Fee	
33 Additional Plan Review (After 3rd Plan Check)	See Hourly Rate Schedule; 1 hour minimum	Fixed Fee	
<b>Fees for Services Not Identified In Schedule</b>			
34 See Hourly Billing Rate Section of the Fee Schedule	See Hourly Rate Schedule	Deposit	
<b>Hourly Billing Rates for Deposit-Based Billings</b>			
35 See Hourly Billing Rate Section of the Fee Schedule	See Hourly Rate Schedule	Deposit	

# City of Lincoln

## MASTER FEE SCHEDULE - ENGINEERING/INSPECTION/ENCROACHMENT PERMITS

Activity Description	Deposit or Fee	Fee Structure	Note
<b>Full Cost Deposits and Deposit Replenishment</b>			
<p>Applicants for Full Cost Entitlement Applications shall pay for all City staff time required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule (as determined by the Public Works or Community Development Director) will be subject to a full cost reimbursement agreement to be approved by the City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.</p>			
<p>Initial deposits as shown on the fee schedule will be collected and held by the City in a deposit account at the time the application is submitted. The cost of staff time will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.</p>			
<p>When more than one Full Cost application is submitted, the sum total of the initial full cost deposit amount can be reduced by 20%.</p>			
<p>Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. The deposit account will be held open for 90 days after project approval for City to complete any miscellaneous clean up items and to account for all project related costs. Any deposit amounts remaining after final project close out will be returned to applicant.</p>			
<p>As may be required by the Public Works Department or Community Development Department for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.</p>			
<b>Refund Policy</b>			
<p>Application fees are not refundable except as follows:</p> <ul style="list-style-type: none"> <li>A. Refund of 100% shall be made if a determination is made by the Public Works Director or Community Development Director that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.</li> <li>B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.</li> <li>C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.</li> </ul>			

[a] General encroachment work includes any activity within the public right of way. Fixed fee permit applies to typical utility work with standard WATCH manual traffic control. More complex work requiring additional plan check/traffic control, plan review, testing, and/or inspection, requires a deposit.

[b] Fee is intended to mirror amounts established by State of California.

# City of Lincoln

## MASTER FEE SCHEDULE - PUBLIC SERVICES FEES

Activity Description	Fee	Note
1 Damage to City Property Repair	Actual Cost	
2 Utility Service Application - New Home	\$68	
3 Utility Service Application - Change in Existing Service (Ownership)	\$23	
4 Waste Bin Fee		
a) First 35-gallon Organics (Food) Waste Bin	\$31	
b) Additional 35-gallon Organics (Food) Waste Bin	\$29	
5 Refuse & Green Waste Collection - Pick Up Call Back	\$29	
6 Refuse & Green Waste Collection - Special Pick Up	\$29	
7 Walkout Service (Requires Application and Approval)		
a) Application	\$21	
b) Monthly Service Fee	\$10	
8 Refuse Services - Request for Service Change	\$74	[a]
9 Commercial Key Charge (per month, per dumpster/enclosure)	\$7	
10 Dumpster Replacement (e.g. bins / lids)	Actual Cost	[b]
11 Refuse Container Replacement (e.g. bins / lids)	Actual Cost	[b]
12 Water Meter - Construction Hydrant	\$3,000 Deposit; \$200 One-Time Administrative Fee; \$50 per month rental fee; actual cost of water	
13 Water Delinquent Turn Off/On		
a) Monday - Friday 7am - 3pm	\$57	
b) After Hours	\$171	
c) Delinquent Bill Charge	10%	
d) Tagging Charge	\$8	
14 Water Delinquent Turn Off/On (second time - result of customer turning on water without authority)	\$86	
15 Water Delinquent Turn Off/On (third time - result of customer cutting lock and turning on water without authority)	\$125 plus cost of lock	
16 Water Shutoff/Reconnect Fee (due to resident voluntarily discontinuing		
a) Monday - Friday 7am - 3pm	\$57	
b) After Hours	\$171	
17 Water Meter Test (per test - refundable is meter is running fast)	\$125	
18 All Other Services Provided (e.g. review services provided to other divisions / services not listed in this schedule)	See hourly rate schedule	

[a] For recovery and pickup of service containers because customer elects to change service needs within 3 months of prior service change.

[b] For lost, damaged, or stolen container.

# City of Lincoln

## MASTER FEE SCHEDULE - WATER METER RATES

Activity Description		Meter Cost	Note
<b>WATER METER INSTALLATION</b>			
Residential			
Meter Size			
1	1" (SR2 PD Meter)	\$570.06	
2	1.5" (C2)	\$1,678.06	
3	2" (C2)	\$1,887.06	
Commercial (compound meter C2's)			
Meter Size			
4	1"	\$570.06	
5	1.5"	\$1,678.06	
6	2"	\$1,887.06	
7	3"	\$2,310.06	
8	4"	\$3,786.06	
9	6"	\$6,315.06	
Irrigation (turbo meter T2's)			
Meter Size			
10	1.5"	\$1,297.06	
11	2"	\$1,485.06	
12	3"	\$1,777.06	
13	4"	\$3,164.06	
14	6"	\$5,450.06	

# City of Lincoln

## MASTER FEE SCHEDULE - CODE ENFORCEMENT

Activity Description	Fee	Charge Basis	Note
1 Removal of Vehicle Equipment			
a) Costs of Abatement (outside services)	pass-through	per removal	
b) Staff Costs (per hour)	see hourly schedule	per removal	
c) Municipal Citation, if applicable	see LMC	per removal	
2 Nuisance Abatement			
a) Costs of Abatement (outside services)	pass-through	per incident	
b) Staff Costs (per hour)	see hourly schedule	per incident	
c) Municipal Citation, if applicable	see LMC	per incident	

# City of Lincoln

## MASTER FEE SCHEDULE - SPECIAL EVENTS

Activity Description	Fee	Note
1 Jump House Permit		
a) Fee (Per Inflatable)	\$30	
b) Damage/Cleaning Deposit Fee (Refundable)	\$100	
2 Banner Permit	\$125	
3 Neighborhood Block Party Permit	\$150	
4 Special Event Permit		
a) Application Review Fee (Non-Refundable)		
i) Minor: No Special Events and Incident (SEI) Committee Review Required	\$150	
ii) Major: SEI Committee Review Required	\$300	
iii) Late Application Expedite Fee		
a) 60 - 90 Days Prior to Event		
i) Minor: No Special Events and Incident (SEI) Committee Review Required	\$75	
ii) Major: SEI Committee Review Required	\$150	
b) 45 - 60 Days Prior to Event		
i) Minor: No Special Events and Incident (SEI) Committee Review Required	\$150	
ii) Major: SEI Committee Review Required	\$300	
c) 30 - 45 Days Prior to Event		
i) Minor: No Special Events and Incident (SEI) Committee Review Required	\$150	
b) Service Charges for Staff Support at Event	T&M - Actual Costs	
c) Park/Facility Rental Fee	Varies by Location	
d) Street Closure (F Street)		
i) Self Closure	\$50	
ii) City Staff Closure	\$50 plus T&M Actual Costs	
e) Extra Services (Additional Trash Cans, Dumpsters, etc.)	T&M Actual Costs	
f) Damage Deposit		
i) Minor: No Special Events and Incident (SEI) Committee Review Required	\$250	
ii) Major: SEI Committee Review Required	\$500	
5 Commercial Park Use Permit Fee		
a) Per Month	\$50	
b) Per Year	\$300	
6 Movie Equipment Rental		
a) Public Event	\$250	
b) Private Event	\$400	

# City of Lincoln

## MASTER FEE SCHEDULE - FIRE PREVENTION

Activity Description	Fee	Charge Basis	Note
<b>Operational Permits</b>			
1 Aerosol Products	\$531	per permit	
2 Amusement Building	\$531	per permit	
3 Apartments/Hotels/Motels			
a) 3 - 16 Units	\$433	per permit	
b) 17 - 32 Units	\$531	per permit	
c) 33 or more Units	\$727	per permit	
4 Candles/Open Flames	\$531	per permit	
5 Carnivals and Fairs	\$531	per permit	
6 Combustible Dust Operations	\$531	per permit	
7 Combustible Storage	\$531	per permit	
8 Commercial Day Care Facility			
a) 7 - 49 Persons	\$531	per permit	
b) 50 - 149 Persons	\$727	per permit	
c) 150 or more Persons	\$924	per permit	
9 Compressed Gases	\$531	per permit	
10 Covered Mall Buildings	\$531	per permit	
11 Cryogenics	\$531	per permit	
12 Dry Cleaning Plant	\$727	per permit	
13 Dust Producing Operations/Storage	\$531	per permit	
14 Explosives Blasting Agent Storage	\$1,121	per permit	
15 Flammable/Combustible Liquids	\$531	per permit	
16 Garage Repairs/Motor Vehicle Fuel	\$531	per permit	
17 Hazardous Materials	\$727	per permit	
18 Hazardous Production Facilities	\$1,121	per permit	
19 High Piled Storage	\$531	per permit	
20 Hot Food Vendor - Annual	\$433	per permit	
21 Hot Works/ Cutting & Welding	\$531	per permit	
22 Institutional			
a) Less Than 6 Patients	\$531	per permit	
b) 6 or More Patients	\$727	per permit	
c) Detention Facilities	\$924	per permit	
23 Knox Box Servicing	\$197	per hour	
24 Large Family Day Care			
a) Large Family Day Care Inspection	\$197	per hour	
b) Pre-Inspection (at Hourly Rate)	\$197	per hour	
25 Liquid Petroleum Gas (Lpg)	\$531	per permit	
26 Lumber Yard/Woodwork	\$531	per permit	
27 Organic Coating Application	\$531	per permit	
28 Ovens (Industrial Baking/Drying)	\$531	per permit	

# City of Lincoln

## MASTER FEE SCHEDULE - FIRE PREVENTION

Activity Description	Fee	Charge Basis	Note
29 Places Of Assembly			
a) Less than 300 Occupant Load	\$531	per permit	
b) 300 - 999 Occupant Load	\$727	per permit	
c) 1,000-1500 Occupant Load	\$924	per permit	
d) 1,500 or more Occupant Load	\$197	per hour	
30 Pyrotechnics & Special Effects (Not Fireworks)			
a) Initial Permit			
i) Plan Review and Issuance	\$305		
ii) Inspection/Standby	\$457		
a) Additional Standby Time (per hour)	\$197	per hour	
b) Additional Engine Company (if needed)	\$590	per hour	
31 Pyrotechnics Display (3 Hours)			
a) Initial Permit			
i) Plan Review and Issuance	\$305		
ii) Inspection/Standby	\$457		
iii) Engine Company Standby	\$590	per hour / 3 hr min	
iv) Apparatus			
v) Fire Captain	\$142	per hour	
vi) Engineer	\$128	per hour	
vii) Firefighter	\$122	per hour	
b) Additional Standby Time (per hour)	\$197	per hour	
c) Additional Engine Company (if needed)	\$590	per hour	
32 Radioactive Materials	\$531	per permit	
33 Refrigeration Equipment	\$531	per permit	
34 Residential Care Facilities			
a) RCFE	\$197	per hour	
b) 7 or more Residents	\$197	per hour	
c) Pre-Inspection (at Hourly Rate)	\$197	per hour	
35 Spraying Or Dipping	\$531	per permit	
36 Temporary Membrane Structures			
37 Tire Storage	\$531	per permit	
38 Wood Products	\$531	per permit	
<b>Construction Permits</b>			
39 Compressed Gas Systems Inspection			
a) General	\$531	per permit	
b) Hazardous Material	\$531	per permit	
c) Medical Gas	\$531	per permit	
40 Electric Gate Inspection	\$531	per permit	



# City of Lincoln

## MASTER FEE SCHEDULE - FIRE PREVENTION

Activity Description	Fee	Charge Basis	Note
41 Fire Alarm			
a) New Installation	\$1,671	per permit	
b) Tenant Improvement	\$688	per permit	
c) High Rise	\$197	per hour	
d) Large Fire Alarm Project (+50 Devices)	\$2,851	per permit	
42 Fire Code Board Of Appeals	\$2,359	per permit	
43 Fire Pump System	\$2,064	per permit	
44 Fire Sprinkler System (Commercial)			
a) New Installation < 100 Heads	\$1,278	per permit	
b) New Installation 100-199 Heads	\$1,868	per permit	
c) New Installation 200+ Heads	\$3,244	per permit	
d) Tenant Improvement 1-50 Heads	\$885	per permit	
e) Tenant Improvement 51+ Heads	\$1,278	per permit	
45 Fire Stand Pipe System	\$885	per permit	
46 Hood And Duct System	\$688	per permit	
47 Off Hours Inspections	\$246	per hour	
48 Open Space & Eva	\$983	per permit	
49 Project Plan Revision Review Per Hour	\$197	per hour	
50 Radio Amplification Systems	\$197	per hour	
51 Re-Inspection Fee	\$197	per hour	
52 Smoke Management Systems	\$197	per hour	
53 Special Consultation Services	\$197	per hour	
54 Spray Booths	\$885	per permit	
55 Underground Water Systems	\$1,081	per permit	
<b>Services &amp; Inspections</b>			
56 Ambulance Assistance	\$202	per hour	
57 Emergency (Spilled Load, Hazmat, DUI, ETC. Responses)	\$304	per hour	
58 False Alarm Response			
a) Up to 3 per 12 months	No Charge	each	
b) Each after 3 per 12 months	\$304	each	
59 Fire Board Contractor Permit Application	\$442	each	
60 Fire Board Up Use/Evaluation	\$934	each	
61 Fireworks Sales Permits (Booths)	\$639	per permit	
62 Large Family Day Care Pre-Inspection (At Hourly Rate)	\$197	per hour	
63 Other Fire Code Permits	\$197	per hour	
64 Other Required Inspections Not Specifically Listed	\$197	per hour	
65 Residential Care Facilities Pre-Inspection (At Hourly Rate)	\$197	per hour	
66 Theatrical Fire Performance	\$574	each	
67 Vegetation Management/Grazing/Nuisance Abatement Activities			
a) Grazing Permit	\$197	per hour	
b) Fire Fuel/WUI Reduction Compliance Activity	\$197	per hour	
68 Weed Abatement	\$197	per hour	
69 Will Serve Letters/Special Requests	\$590	each	

# City of Lincoln

## MASTER FEE SCHEDULE - FIRE PREVENTION

Activity Description	Fee	Charge Basis	Note
70 Business General Fire & Life Safety Inspections	\$295		

# City of Lincoln

## MASTER FEE SCHEDULE - POLICE

Activity Description	Fee	Note
1 ABC License Review	\$82	
2 Alarm Permit		
a) Permit	\$20	
b) Renewal	\$20	
3 Alarm Call Out		
a) First Occurrence	\$0	
b) Second Occurrence	\$60	
c) Third Occurrence	\$85	
d) Fourth Occurrence	\$100	
e) Each Subsequent Occurrence	\$150	
4 Animal Catch and Return	\$100	
5 Arson Investigation	See Hourly Rate Schedule	
6 Catch and Return Animal to Owner	\$50	
7 Citation Correction		
a) Correction by LPD	\$20	
b) Correction by Outside Agency	\$40	
8 Dog Licensing Fee	See PCSO	
9 DUI Accident Response Investigation	See Hourly Rate Schedule	
10 Fingerprinting Service - Ink Prints		
a) Resident	\$20	
b) Non-Resident	\$28	
11 Fingerprinting Service - Live Scan	\$20	
12 Fingerprint - Department of Justice	\$32	[a]
13 Fingerprint - FBI	\$17	[a]
14 Golf Cart Permit	\$30	
15 Golf Cart Permit Violation	\$100	
16 Impound Vehicle Release	\$175	
17 Liquor Permit Application	\$0	
18 Marijuana Cultivation Permit	\$50	
19 Massage Establishment Permit	\$800	[b]
20 Massage Establishment Permit - Renewal	\$250	[b]
21 Massage Technician Permit	\$250 per permit; \$125 if technician is owner	[b]
22 Massage Technician Permit - Renewal	\$250 per permit; \$125 if technician is owner	[b]
23 Noise Disturbance Response - Call Back	\$107	[c]
24 Police Audio Tape Reproduction	\$11	
25 Police Photo Reproduction	\$11	
26 Police Report Copy	\$11	
27 Records Checks/Clearance Letter	\$28	
28 Permit: Range, Hunting, Special Ag Shooting - Initial	\$25	
29 Permit: Range, Hunting, Special Ag Shooting - Renewal	\$10	
30 Taxi Cab Operations Permit	\$200	
31 Taxi Cab Permit	\$50	

# City of Lincoln

## MASTER FEE SCHEDULE - POLICE

Activity Description	Fee	Note
32 Tow Truck Permit	\$200	
33 Video Tape Reproduction	\$40	
34 Vehicle Equipment Correction Inspection		
a) Citations issued by Lincoln PD	\$0	
b) Citations issued by Other Agency	\$10	
35 Vehicle Tow Hearing Request	\$83	
36 Police Repossession Charge	\$15	

[a] This fee is not established by the City of Lincoln. It may be collected on behalf of, or directly by, a third party (e.g. vendor; other public agency). The fee schedule is intended to mirror amounts adopted by third parties. If the amount charged by a third party changes, the amounts collected by the City on behalf of the third party are presumed to change simultaneously. Amounts shown in the fee schedule will be updated as

[b] Required every two years.

[c] Responding to a noise disturbance call more than once in a 24-hour period of time. No charge for first response. Fee applies for each response after first.

# City of Lincoln

## MASTER FEE SCHEDULE - LIBRARY

Activity Description	Fee	Charge Basis	Note
1 Extended Loan/Overdue Fine — DVDs			
a) Per Day	\$1	per DVD, per day	
b) Maximum	\$7.50	per item	
2 Extended Loan/Overdue Fine — Other Items			
a) Per Day	\$0.25	per item	
b) Maximum	\$7.50	per item	
3 Damage to Item			
a) Repairable	\$5	per occurrence	
b) Unusable			
i) Processing Fee	\$7.50	per item	
ii) Replacement Cost of Item	MSRP	per item	[a]
4 Lost Item			
a) Processing Fee	\$7.50	per item	
b) Replacement Cost of Item	MSRP	per item	[a]
5 Photocopies or printouts			
a) black and white	\$0.25	per page	
b) color	\$0.50	per page	
6 Fax/Scan	\$0.50	per page	
7 Test Proctor	\$25	per test	

[a] Replacement cost will be determined using Manufacturer Suggested Retail Price (MSRP).

# City of Lincoln

## MASTER FEE SCHEDULE - LIBRARY (ROOM RENTALS)

Activity Description	Resident Non-Profit	Resident	Non-Resident	Charge Basis	Note
1 Community Room or Homework Center Rental	\$34	\$45	\$68	per hour	[a]
2 Small Meeting Room Rental	\$17	\$23	\$28	per hour	[a]
3 Technology Center Rental	\$78	\$104	\$130	per hour	[a]
4 Library Rental-One Floor Carnegie	\$17	\$23	\$28	per hour	[a]
5 Library Rental-Both Floors Carnegie	\$34	\$45	\$68	per hour	[a]
6 Meeting Rooms - Twelve Bridges	\$169	\$282	\$339	per hour	[a]
7 Full Library Rental - Twelve Bridges	\$282	\$395	\$565	per hour	[a]; [b]

Activity Description	Fee	Charge Basis	Note
8 Room Rental Deposit			
a) Deposit	\$250	per rental	
b) Minimum cleaning charge	\$56	per rental	[c]
9 Meeting Room Cancellation, Setup or Breakdown			
a) Cancellation	\$28	each	
b) Setup or Breakdown	\$28	each	
10 Private programs by staff	Cost of meeting room, setup, breakdown, and staffing		
11 Staff for rental of Library or internal meeting rooms when required, especially when library is closed	\$28	per staff member, per hour	
12 Willow Room - Community Room Storage Space	\$10	per shelf, per month	

Notes:

- [a] All rentals require additional insurance at the cost of the renter, see guidelines. Additional charges for clean up and staffing may occur.
- [b] Does not include Redwood Technology Center.
- [c] Charge for cleaning and maintenance if room is not returned to original condition.

# City of Lincoln

## MASTER FEE SCHEDULE - AIRPORT FEES

Activity Description	Fee	Charge Basis	Note
1 After Hour Jet Fuel Service	\$133	per hour, 2-hour minimum	
2 Aircraft Tie Down Fee			
a) Per Day	\$8		
b) Per Month	\$85		
3 Construction Oversight Fee	\$876		[a]
4 Corporate Jet Landing & Ramp Fee	\$127		

[a] Plus pass-through of City Attorney and outside agency/vendor review costs when applicable.

# City of Lincoln

## MASTER FEE SCHEDULE - ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Providing Materials on Digital Media			
a) Cost of Digital Media	actual cost		
b) Mailing Costs (Postage & Materials), if applicable	actual cost		
2 Document Reproduction			
a) 8.5" x 11" - 8.5" x 17"	\$0.20	per side	
b) Oversize	actual cost		
3 Returned Check Fee			
a) First	\$25	each	
b) Each Additional	\$35	each	
4 EFT/ACH Return/Error	\$25	each	
5 Finance Charge on Delinquent Accounts	1%	per month	
6 Requests Requiring Formatting, Development, etc.	See hourly billing rate schedule		[a]

[a] Plus outside agency/vendor review costs when applicable.



# City of Lincoln

## MASTER FEE SCHEDULE - BUSINESS LICENSES TAXES / FEES

Activity Description	Fee (Effective January 1, 2024)	Note
1 Application fee	\$21	
2 Duplicate Business License fee	\$10	
3 Name change or location change (with no substantive changes to the business)	\$10	
4 Home Occupation Permit	\$124	
5 SB 1186 fee	\$4	

# City of Lincoln

## MASTER FEE SCHEDULE - FACILITY RENTAL FEES

Activity Description	Fee	Charge Basis	Note
<b>1 Lincoln Community Center Gym Rental</b>			
a) Court Use			
i) Resident	\$50	per hour	
ii) Non-Resident	\$60	per hour	
b) Court Setup (per court)	\$30	per court	[a]
c) Volleyball Equipment	\$30	per court / per day	[a]
d) Scoreboard	\$50	per day	
e) Scorekeepers	\$25	per hour per staff	
g) Damage Deposit	\$400	refundable deposit	
<b>2 Lincoln Community Center Gym/Stage Rental Non-Athletic Event (Banquet/Party)</b>			[b]
a) Gym / Stage Use	\$90	per hour	[b]
b) Facility Cleaning Fee	\$250		
c) Damage Deposit	\$400	refundable deposit	
<b>3 Lincoln Community Center Classroom</b>			
a) Room Rental			
i) Resident	\$35	per hour	
ii) Non-Resident	\$40	per hour	
b) Damage Deposit	\$200	refundable deposit	
<b>4 Lincoln Community Center Conference Room</b>			
a) Room Rental			
i) Resident	\$20	per hour	
ii) Non-Resident	\$25	per hour	
b) Damage Deposit	\$100	refundable deposit	
<b>5 McBean Park Gazebo/Bandstand</b>			
a) Rental Fee			
i) Resident	\$30	per hour	
ii) Non-Resident	\$35	per hour	
b) Damage Deposit	\$400	refundable deposit	
<b>6 McBean Park (Open Space)</b>			
a) Rental Fee			
i) Resident	\$30	per hour	
ii) Non-Resident	\$35	per hour	
b) Damage Deposit	\$400	refundable deposit	
<b>7 Beermann Plaza (In Conjunction with Special Event)</b>			
a) Rental Fee			
i) Resident	\$30	per hour	
ii) Non-Resident	\$35	per hour	
b) Damage Deposit	\$400	refundable deposit	
<b>8 Beermann Plaza (Private Rentals)</b>			
a) Resident	\$50	per hour	
b) Non-Resident	\$70	per hour	
c) Damage Deposit	\$400	refundable deposit	

# City of Lincoln

## MASTER FEE SCHEDULE - FACILITY RENTAL FEES

Activity Description	Fee	Charge Basis	Note
<b>9 Civic Center</b>			
a) Full Day			
i) Resident	\$1,070	per day	
ii) Non-Resident	\$1,215	per day	
b) Half Day			
i) Resident	\$700	per day	
ii) Non-Resident	\$800	per day	
c) Hourly Rental - (Monday - Thursday Only) w/ No Set-up &			
i) Resident	\$80	per hour	
ii) Non-Resident	\$100	per hour	
iii) Set-up / Clean-up Fee; if Requested/Required (Add to	\$350		
d) Damage Deposit	\$400	refundable deposit	

[a] Includes use of 20 chairs for team seating.

[b] Set-up and tear-down is not provided and must be done by renter. Tables are not available for rent. Event scheduling based on availability.

# City of Lincoln

## MASTER FEE SCHEDULE - MCBEAN STADIUM RENTAL FEES

Activity Description	Fee	Charge Basis	Note
<b>1 McBean Stadium Rental</b>			
a) Matinee (weekdays before 4pm)	\$60	per hour	
b) Prime Time (weekdays after 4pm, weekends & holidays)	\$80	per hour	
c) Lights	\$30	per hour	
d) Maintenance	\$130	per hour	[a]
e) Damage Deposit	\$1,000	refundable deposit	

[a] Fee per man hour for maintenance to be withheld from damage deposit should the non-compliance with any guidelines, rules, regulations or procedures require the attention of City staff.

# City of Lincoln

## MASTER FEE SCHEDULE - PAVILION / BBQ AREA FEES

Activity Description	Fee	Charge Basis	Note
<b>Pavilion Rental</b>			
1 Pavilion - Full Day Rental (Over 6 hours)			
a) Rental Rate			
i) Resident	\$1,270	per day	
ii) Non-Resident	\$1,500	per day	
iii) Resident Non-Profit (Sunday - Friday Only)	\$965	per day	
b) Additional Non-Refundable Clean-up Fee for Crab/Lobster Feeds/Fund Raisers	\$150		
c) Damage Deposit	\$400 - \$600	refundable deposit	
2 Pavilion - Half Day Rental (Up to 6 hours) (Monday - Thursday Only)			[a]
a) Rental Rate			
i) Resident	\$850	per day	
ii) Non-Resident	\$1,020	per day	
b) Additional Non-Refundable Clean-up Fee for Crab/Lobster Feeds/Fund Raisers	\$150		
c) Damage Deposit	\$400 - \$600	refundable deposit	
<b>BBQ Area Rental</b>			
3 BBQ Area Rental (Monday - Thursday Only)			
a) Rental Rate			
i) Resident	\$850	per day	
ii) Non-Resident	\$1,020		
b) Damage Deposit	\$400 - \$600	refundable deposit	
<b>Pavilion / BBQ Area - Hourly Rate (Monday - Thursday Only)</b>			
4 BBQ / Pavilion BBQ Area Rental w/ No Set-up & Clean-up			[a]
a) Rental Rate			
i) Resident	\$95	per hour	
ii) Non-Resident	\$120	per hour	
b) Set-up / Clean-up Fee; if Requested/Required (Add to Hourly Fee)	\$400		
5 Kitchen (with BBQ Area Rental)	\$135		
<b>Covered Picnic Area Rental</b>			
6 Covered Picnic Area Rental			
a) Nathan Dubin Small Shade Structure	\$75	per day	
b) Nathan Dubin Large Shade Structure	\$100	per day	
c) Markham Park	\$75	per day	
7 Aitken Ranch Park (2 Structures)	\$125	each, per day	
8 Peter Singer Park (3 Structures)	\$40	each, per day	
9 Meadowlands Park	\$50	per day	
10 McBean Park (varies by area)	\$25 - \$150	per day	

[a] Rental rate applies Monday through Thursday only. 5 hour maximum, 9am - 7pm.

# City of Lincoln

## MASTER FEE SCHEDULE - SPORTS FIELD / COURT RENTAL FEES

Activity Description	Fee	Charge Basis	Note
<b>1 Sports Field Rental</b>			
a) Sports Field Rental - Local Youth Organization	\$15	per player, per season	
b) Soccer Field Rental			
i) Resident	\$30	per hour	
ii) Non-Resident	\$35	per hour	
iii) Tournaments	\$32.50	per hour	
c) Softball/Baseball Field Rental			
i) Resident	\$25	per hour	
ii) Non-Resident	\$30	per hour	
iii) Tournaments	\$27.50	per hour	
d) Lights	\$30	per hour	
e) Damage Deposit (per field)	\$250	refundable deposit	
<b>2 Field Preparation, Maintenance, Scoreboard, etc.</b>			
a) Softball Field Rental - Initial Field Preps	\$50	per field	
b) Softball Field Rental - Maintenance			[a]
i) Maintenance Fee	\$500	per day	
ii) Additional Maintenance Fee (after 12 hours)	\$50	per hour	
c) Softball Field Rental - Scoreboard	\$25	per day, per field	
d) Softball Field Rental - Temporary Fence Set-up	\$75	per field	
<b>3 Tennis Court Rental Fee</b>			
a) Tennis	\$10	per hour	
b) Pickleball	\$10	per hour	
c) Basketball	\$20	per hour	

[a] Restrooms, trash, between game preps, etc.

# City of Lincoln

## MASTER FEE SCHEDULE - AQUATICS FACILITY RENTAL FEES

Activity Description	Fee	Charge Basis	Note
1 Pool Rental			
a) Per Hour - 2 hour minimum; up to 50 persons	\$180	per hour	
b) Additional Lifeguard Fee (for rentals in excess of 50 persons)	\$35	per hour, per guard	[a]

[a] For rentals with attendance in excess of 50 persons, additional lifeguard fee applies per 20 people in excess of the first 50 attendees.



**Schedule of Hourly Billing Rates**



# City of Lincoln

## MASTER FEE SCHEDULE

### Schedule of Hourly Billing Rates

#	Functional Assignment	Job Title	Hourly Billing Rate - Regular Hours	Hourly Billing Rate - OT Hours (If Applicable)
1	Admin	Office Assistant I	\$58	\$72
2	Admin	Office Assistant II	\$64	\$79
3	Admin	Senior Office Assistant	\$71	\$87
4	Admin	Senior Office Assistant (GFE)	\$74	\$92
5	Admin	Office Supervisor	\$77	\$95
6	Admin	Confidential Secretary	\$78	\$96
7	Admin	Confidential Secretary	\$77	\$96
8	Admin	Executive Asst	\$95	\$118
9	Admin	Records Coordinator	\$77	\$96
10	Airport	Airport Maintenance Worker I	\$75	\$91
11	Airport	Airport Maintenance Worker II	\$83	\$100
12	Airport	Senior Airport Maintenance Worker	\$106	\$128
13	Airport	Airport Manager	\$168	\$208
14	City Manager	Assistant City Manager	\$211	n/a
15	City Manager	City Manager	\$265	n/a
16	City Attorney	City Attorney	\$268	n/a
17	Clerk	Deputy City Clerk	\$99	n/a
18	Clerk	City Clerk	\$133	n/a
19	Economic Dev	Economic Development Specialist	\$132	\$164
20	Economic Dev	Economic Development Manager	\$150	\$186
21	Finance / Admin	Account Clerk I	\$64	\$79
22	Finance / Admin	Account Clerk I (GFE)	\$67	\$83
23	Finance / Admin	Account Clerk II	\$71	\$87
24	Finance / Admin	Account Clerk II (GFE)	\$74	\$92
25	Finance / Admin	Accounts Payable Specialist	\$78	\$96
26	Finance / Admin	Senior Account Clerk	\$78	\$96
27	Finance / Admin	Senior Account Clerk (GFE)	\$82	\$101
28	Finance / Admin	Accountant I	\$90	\$112
29	Finance / Admin	Accountant II	\$100	\$123
30	Finance / Admin	Senior Accountant	\$110	\$136
31	Finance / Admin	Payroll Tech	\$100	\$124
32	Finance / Admin	Grant Coordinator	\$99	\$122
33	Finance / Admin	Administrative Analyst I	\$98	\$121
34	Finance / Admin	Administrative Analyst II	\$108	\$133
35	Finance / Admin	Administrative Analyst I/PIO	\$98	\$121
36	Finance / Admin	Administrative Analyst II/PIO	\$109	\$135
37	Finance / Admin	Senior Administrative Analyst (GFE)	\$137	\$169
38	Finance / Admin	Senior Administrative Analyst (Confidential)	\$138	\$171
39	Finance / Admin	Principal Accountant	\$156	\$192
40	Finance / Admin	Accounting Manager	\$156	\$192

# City of Lincoln

## MASTER FEE SCHEDULE

### Schedule of Hourly Billing Rates

#	Functional Assignment	Job Title	Hourly Billing Rate - Regular Hours	Hourly Billing Rate - OT Hours (If Applicable)
41	Finance / Admin	Budget Manager	\$156	\$192
42	Finance / Admin	Financial Analyst	\$179	\$221
43	Housing / Special Projects	Housing & Spcl Projects Coord.	\$82	\$101
44	Human Resources	Human Resources Tech I	\$74	\$91
45	Human Resources	Human Resources Tech II	\$81	\$100
46	Human Resources	Senior Human Resources Tech	\$90	\$111
47	Human Resources	Human Resources Analyst I	\$100	\$124
48	Human Resources	Human Resources Analyst II	\$110	\$136
49	Human Resources	Human Resources Manager	\$144	n/a
50	IT / GIS	Information Systems Tech I	\$82	\$101
51	IT / GIS	Information Systems Tech II	\$90	\$111
52	IT / GIS	Senior Information Systems Tech	\$99	\$123
53	IT / GIS	GIS Analyst I	\$111	\$137
54	IT / GIS	GIS Analyst II	\$135	\$167
55	IT / GIS	Information Systems Manager	\$161	\$199
56	Library	Librarian I	\$82	\$101
57	Library	Librarian II	\$90	\$112
58	Library	Library Assistant	\$69	\$85
59	Library	Library Clerk	\$58	\$72
60	Library	Library Coordinator	\$84	\$104
61	Library	Library Manager	\$104	n/a
62	Library	Library Media Teacher	\$146	\$180
63	Library	Director of Library Services	\$154	n/a
64	Maintenance	Mechanic Helper	\$70	\$85
65	Maintenance	Equipment Mechanic I	\$96	\$116
66	Maintenance	Equipment Mechanic II	\$106	\$128
67	Maintenance	Senior Equipment Mechanic	\$116	\$141
68	Maintenance	Senior Equipment Mechanic (GFE)	\$135	\$163
69	Maintenance	Maintenance Worker I	\$75	\$91
70	Maintenance	Maintenance Worker II	\$83	\$100
71	Maintenance	Senior Maintenance Worker	\$96	\$116
72	Maintenance	Maintenance Svcs Manager	\$168	\$208
73	Purchasing	Purchasing Clerk I	\$65	\$80
74	Purchasing	Purchasing Clerk II	\$71	\$88
75	Purchasing	Purchasing Officer I	\$83	\$102
76	Purchasing	Purchasing Officer II	\$91	\$113
77	Purchasing	Purchasing Manager	\$120	\$148
78	Recreation	Recreation Coordinator	\$70	\$86
79	Recreation	Recreation Supervisor	\$84	\$104
80	Recreation	Recreation Program Manager	\$114	\$140

# City of Lincoln

## MASTER FEE SCHEDULE

### Schedule of Hourly Billing Rates

#	Functional Assignment	Job Title	Hourly Billing Rate - Regular Hours	Hourly Billing Rate - OT Hours (If Applicable)
81	Recreation	Asst Dir of Recreation	\$161	\$199
82	Support Svcs Director	Asst Dir of Support Svcs	\$179	\$221
83	Support Svcs Director	Director of Support Services	\$170	n/a
84	Transit	Senior Transit Driver	\$83	\$100
85	Transit	Transit Operator	\$79	\$96
86	Transit	Transit Supervisor	\$78	\$96
87	Utilities	Meter Reader	\$75	\$91
88	Utilities	Customer Service Representative	\$74	\$92
89	Utilities	Customer Service Supervisor	\$110	\$136
90	Utilities	Senior Water Technician	\$111	\$134
91	Utilities	Wastewater Mechanical Maintenance Tech I	\$91	\$110
92	Utilities	Wastewater Mechanical Maintenance Tech II	\$101	\$122
93	Utilities	Wastewater Plant Operator I	\$87	\$105
94	Utilities	Wastewater Plant Operator II	\$96	\$116
95	Utilities	Wastewater System Technician I	\$91	\$110
96	Utilities	Wastewater System Technician II	\$101	\$122
97	Utilities	Wastewater Treatment Plant Lab Analyst	\$106	\$128
98	Utilities	Water Technician I	\$91	\$110
99	Utilities	Water Technician II	\$101	\$122
100	Utilities	Public Services Supervisor	\$110	\$136
101	Utilities	Supervising Water Facilities Oper	\$123	\$152
102	Utilities	Utilities Maintenance Supervisor	\$130	\$161
103	Utilities	Environmental Svcs Manager	\$168	\$208
104	Building	Building Inspector I	\$113	\$129
105	Building	Building Inspector II	\$124	\$143
106	Building	Building Inspector III	\$131	\$150
107	Building	Supervising Building Inspector	\$144	\$165
108	Building	Building Official	\$212	\$243
109	Planning	Planning Tech	\$116	\$130
110	Planning	Assistant Planner	\$148	\$166
111	Planning	Associate Planner	\$180	\$202
112	Planning	Senior Planner	\$199	\$222
113	Planning	Planning Manager	\$269	\$301
114	Encroach / LD - PC / Ins	Engineer Tech I	\$114	\$129
115	Encroach / LD - PC / Ins	Engineer Tech II	\$127	\$144
116	Encroach / LD - PC / Ins	Engineer Tech III	\$140	\$159
117	Encroach / LD - PC / Ins	Construction Inspector I	\$127	\$144
118	Encroach / LD - PC / Ins	Construction Inspector II	\$140	\$159
119	Encroach / LD - PC / Ins	Assistant Engineer	\$140	\$159
120	Encroach / LD - PC / Ins	Associate Civil Engineer	\$179	\$203

# City of Lincoln

## MASTER FEE SCHEDULE

### Schedule of Hourly Billing Rates

#	Functional Assignment	Job Title	Hourly Billing Rate - Regular Hours	Hourly Billing Rate - OT Hours (If Applicable)
121	Encroach / LD - PC / Ins	Senior Civil Engineer	\$210	\$237
122	Encroach / LD - PC / Ins	Construction Manager	\$218	\$246
123	Encroach / LD - PC / Ins	Engineering Manager	\$242	\$274
124	Encroach / LD - PC / Ins	City Engineer	\$254	\$287
125	Community Development Admin	Permit Tech I	\$105	\$118
126	Community Development Admin	Permit Tech II	\$111	\$126
127	Community Development Admin	Div Mgr (PW or Community Development)	\$255	\$287
128	Community Development Admin	Asst Dir of Community Development	\$255	n/a
129	Community Development Admin	Director of Community Development	\$283	n/a
130	Community Development Admin	Director of Public Svcs	\$298	n/a
131	Code Enforcement	Code Enforcement Officer I	\$99	\$114
132	Code Enforcement	Code Enforcement Officer II	\$110	\$126
133	Fire	Firefighter	\$122	\$142
134	Fire	Fire Engineer	\$128	\$148
135	Fire	Fire Captain	\$142	\$166
136	Fire	Fire Batallion Chief	\$152	\$189
137	Fire	Fire Batallion Chief (GFE)	\$152	\$189
138	Fire	Fire Division Chief	\$152	n/a
139	Fire	Fire Chief	\$226	n/a
140	Police	Police Officer	\$142	\$167
141	Police	Police Sergeant	\$181	\$212
142	Police	Police Lieutenant	\$185	\$217
143	Police	Police Chief	\$227	n/a
144	Police	Confidential Secretary	\$88	\$102
145	Police	Admin. Analyst I / PIO	\$111	\$129
146	Police	Admin. Analyst II / PIO	\$124	\$143
147	Police	Community Service Officer	\$88	\$102
148	Police	PD Dispatcher I	\$98	\$114
149	Police	PD Dispatcher II	\$108	\$126
150	Police	PD Sr. Dispatcher	\$129	\$150
151	Seasonal - Hourly	Assistant Pool Manager	\$30	\$39
152	Seasonal - Hourly	College Intern	\$26	\$33
153	Seasonal - Hourly	Lifeguard	\$26	\$33
154	Seasonal - Hourly	Pool Manager	\$33	\$42
155	Seasonal - Hourly	Recreation Aide I	\$26	\$33
156	Seasonal - Hourly	Recreation Aide II	\$28	\$36
157	Seasonal - Hourly	Senior Recreation Aide	\$30	\$39
158	Seasonal - Hourly	Water Safety Instructor	\$28	\$36

# City of Lincoln

## MASTER FEE SCHEDULE

### Administrative Charge Applicable to T&M Invoices Received from Professional Services Support

Description	Proposed Total
Administrative Rate Applied to Contract Svc T&M Billing	40%

# City of Lincoln

## MASTER FEE SCHEDULE

Schedule of Factors for Calculating Hourly Billing Rates by Position and Salary Step

#	Functional Assignment	Job Title / Bargaining Unit	Multiply Base Hourly Salary For Employee Applicable Step by the Following Factor	Multiply OT Hourly Salary (Regular 1.5) For Employee Applicable Step by the Following Factor
1	Building	All	3.39	2.59
2	Planning	All	4.25	3.17
3	Encroach / Land Dev - PC / Ins	All	3.83	2.89
4	Community Development Admin	Permit Tech I	3.82	2.88
5	Community Development Admin	Permit Tech II	3.82	2.88
6	Community Development Admin	Div Mgr (PW or Community Development)	4.04	3.03
7	Community Development Admin	Asst Dir of Community Development	4.04	n/a
8	Community Development Admin	Director of Community Development	4.04	n/a
9	Community Development Admin	Director of Public Svcs	4.04	n/a
10	Code Enforcement	All	3.30	2.53
11	Fire	Firefighter	4.55	3.53
12	Fire	Fire Engineer	4.01	3.09
13	Fire	Fire Captain	3.73	2.91
14	Fire	Fire Batallion Chief	3.37	2.78
15	Fire	Fire Batallion Chief (GFE)	2.64	2.18
16	Fire	Fire Division Chief	1.88	n/a
17	Fire	Fire Chief	3.24	n/a
18	Police	Sworn	2.93	2.29
19	Police	Non-Sworn & CSO	3.21	2.48
20	Police	Dispatch	3.11	2.41
21	Seasonal / Hourly	All	1.75	1.50
22	All Others	CLAS	3.20	2.58
23	All Others	LPFA	See Above	See Above
24	All Others	LPOA	See Above	See Above
25	All Others	MMCF	2.83	2.33
26	All Others	PFMM	See Above	See Above
27	All Others	PROF	2.85	2.35
28	All Others	Unrepresented	2.52	n/a

# City of Lincoln

## MASTER FEE SCHEDULE

### Composite Hourly Billing Rates for Fixed Fee Services

Functional Unit	Total
Planning	\$206
Fire Prevention	\$197
Encroachments / Engineering / Land Dev - PC, Inspections	\$185
Building	\$184