

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Community Center Building Use Fees

#### A. Definition of Terms:

- a. **NON-PROFIT:** To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.
- b. **SPECIAL PEAK RATES:** Special peak rates are for the following reservations:
  - i. Public meetings held by elected representatives serving the Campbell area
  - ii. Local election candidate forums sponsored by a non-profit organization, polling and/or trainings offered by the local Registrar of voters
  - iii. Meetings offered by either of the Campbell school districts (CUHSD and CUSD)
  - iv. Public meetings by other governmental agencies that serve Campbell residents
  - v. Events by non-profit organizations who have assumed leadership for events once provided by the City
  - vi. Programs and activities for which there is no entry fee for participation or attendance offered by local non-profit organizations
  - vii. Community Center Tenants
  - viii. Events sponsored by/for Campbell High School Alumni groups
  - ix. Meetings or trainings by school districts or other governmental agencies that are not open to the public

**The above listed reservations can use the facility during non-peak time with basic staffing levels (2 building attendants or 1 technician) any charges above this will be assessed at the time of booking. The CUSD & CUHSD are limited to 3 uses per year.**

- c. **CAMPBELL RESIDENT:** To qualify for Campbell Resident discount, customers must provide proof of residency (i.e. driver's license, utility bill etc.). Permit holder and payee must be in the same name to qualify for resident discount.

#### B. Resident Discount:

Campbell Residents paying for a rental will be given the following discount on building rental rates:

- \$25 Per hour discount for rental of the full Orchard City Banquet Hall
- \$5 Per hour discount for all other building rental rates

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Community Center Building Use Fees

**C. Facility rental fees for uses occurring during off-peak (normal operating) hours shall be assessed (Monday through Thursday, 8:00am - 10:00pm and Fridays 8:00am to 5:00pm, except on**

		FY 21/22 Fee	
		Base Hourly Rate	Non-Profit Hourly Rate
Orchard City Banquet Hall with Kitchen	per hr.	\$135	\$115
Orchard City Banquet Hall (North or South)	per hr.	\$93	\$75
Kitchen in OCBH	per hr.	\$56	\$51
Roosevelt Rm. (Q-80)	per hr.	\$93	\$73
Mary Campbell (Q-84)	per hr.	\$68	\$58
Multi-Purpose (M-50)	per hr.	\$84	\$74
Adult Ctr. Meeting Room (C-35)	per hr.	\$68	\$58
Dance Studios (M-47, N-76)	per hr.	\$63	\$53
Conference Rm. (E-44)	per hr.	\$52	\$42
Board Rm. (E-42)	per hr.	\$52	\$42
Main Gym (Bldg. P)	per hr.	\$70	\$60
Auxiliary Gym (Bldg. N)	per hr.	\$60	\$50
CCC Plaza	per hr.	\$41	\$36

**City of Campbell**  
**RECREATION & COMMUNITY SERVICES FEES**

**Community Center Building Use Fees**

**D. Facility rental fees for uses during peak (NON-OPERATING) hours shall be assessed as follows:**

		FY 21/22 Fee		
		Special Peak Rates	Base Hourly Rate	Non-Profit Hourly Rate
Orchard City Banquet Hall w/ Kitchen	per hr.	\$100	\$250	\$200
Orchard City Banquet Hall (North or South)	per hr.	N/A	N/A	N/A
Kitchen in OCBH	per hr.	N/A	\$61	\$56
Roosevelt Rm. (Q-80)	per hr.	\$52	\$128	\$103
Mary Campbell (Q-84)	per hr.	\$34	\$93	\$68
Multi-Purpose (M-50)	per hr.	\$47	\$119	\$94
Adult Ctr. Meeting Room (C-35)	per hr.	\$34	\$93	\$68
Dance Studios (M-47, N-76)	per hr.	N/A	\$78	\$68
Conference Rm. (E-44)	per hr.	\$24	\$72	\$47
Board Rm. (E-42)	per hr.	\$24	\$72	\$47
Main Gym (Bldg. P)	per hr.	\$43	\$95	\$85
Auxiliary Gym (Bldg. N)	per hr.	\$33	\$75	\$65
CCC Plaza	per hr.	\$23	\$51	\$46

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Community Center Building Use Fees

#### E. Equipment Rental & Fees

	FY 21/22 Fee	Charge Basis
<b>Meeting Room Equipment</b>		
a) Coffee Urn - 100 Cup	\$10	per day
b) Coffee Urn - 35 Cup	\$5	per day
c) Directional Sandwich Signs	free with room rental	
d) LCD Projector	\$100	per day
e) Podium	free with room rental	
f) Portable Easel (Each Easel)	\$5	per day
g) Portable Easel with Easel Pads (Each Easel)	\$25	per day
h) Portable Projection Screen	\$10	per day
i) Portable PA Systems	\$50	per day
j) Stanchions	\$25	per day
k) TV & DVD/VCR on Cart	\$25	per day
l) Microphone	\$10	per day
<b>Athletic Equipment</b>		
a) Basketball Scoreboard Control (portable)	\$25	per day
b) Football Scoreboard Control	\$10	per day

#### F. Processing Fees

1. All applications are subject to a non-refundable \$25 Processing Fee.
2. Any changes in time, date(s) or use made to a multi-use permit, or made less than thirty (30) days prior to a one-time use, are subject to an additional \$25 Processing Fee.

#### G. Additional Charges

1. A janitorial service fee of \$50 - \$125 may be required on rentals. The fee will be based on the number of people in attendance, room reserved, and if food/drinks are present during the rental. Fee will be assessed at time of reservation.
2. Uses which extend beyond the approved reserved time will be charged at 1½ times the normal rental rate.
3. Uses which extend beyond 12:00 midnight will be charged at two (2) times the normal rental rate.
4. Reservations for recognized City holidays are subject to additional fees to cover staff holiday pay (1½ times the normal rental rate), when staff can be obtained to take the assignment.
5. An IT Service Fee of \$50 will be charged for any requests to verify availability of Wi-Fi in rooms Q-80 or Q-84 for classroom or training use purposes.

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Community Center Building Use Fees

#### H. Deposits

FY 21/22 Fee

Facility		
a) Use of Orchard City Banquet Hall	\$500	
b) Uses of Roosevelt Room (Q-80), Multi-Purpose Room (M-50), or Activity Room (E-46)	\$300	
c) Uses of Activity or Meeting Rooms	\$100	
d) Uses of Gymnasiums	\$100	
e) Plaza	\$100	

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Ainsley House / Museum Fee Schedules

#### A. Grounds

	FY 21/22 Fee
Description	
Application Fee	\$25
Security Deposit	\$500
Additional Rental Hours	\$300 per hour
Cleaning Fee	\$150 per event
Event Coordinator Additional Consult.	\$50 per hour

Campbell Residents will be given a 10% discount on all event rental rates.

	FY 21/22 Fee			
	4 hours	6 hours	8 hours	10 hours
Fridays and Sundays	\$1,080	\$1,620	\$2,160	\$2,375
Saturdays	\$1,200	\$1,800	\$2,400	\$3,000

	FY 21/22 Fee
Description	
<b>Other Rentals</b>	
Fund Raising Groups and Commercial Filming	50% Surcharge \$750 / 4 hours \$175 / hr. for each add'l hr.
Non-Commercial Photography	\$100 per hour

#### B. Tour Fees - Ainsley House

	FY 21/22 Fee
Description	
Adults	\$8
Seniors	\$6
Youth (7 - 17)	\$4
Children (Under 7)	Free
Members	Free
<b>Holidays Only (11/15 - 12/20):</b>	
Adults	\$10
Seniors	\$8
Youth	\$6

#### C. Group Tours - Ainsley House

	FY 21/22 Fee
Description	
<b>Groups (10 or More)</b>	
Adults	\$5
Seniors	\$5
Youth (7 - 17)	\$5
Children (Under 7)	Free

**City of Campbell**  
**RECREATION & COMMUNITY SERVICES FEES**

**Ainsley House / Museum Fees**

**D. Carriage House**

Description	FY 21/22 Fee
Application Fee	\$25
Security Deposit	\$500
Room Rental Rate	\$75 per hour
Docent Led Tour:	
Up to 15 People	\$25 per hour
Up to 30 People	\$50 per hour
Open Ainsley House Walk-Through	\$50 per hour

*(1- hour minimum)*

**E. Admission Fees - Historical Museum**

Description	FY 21/22 Fee	
	Museum Ticket	Combined Ticket *
Adults	\$2	\$9
Seniors	\$2	\$7
Youth (7 - 17)	\$2	\$5
Children (Under 7)	Free	Free
Members	Free	Free

\* Combined ticket = Ainsley House / Historical Museum

**F. School Program - Historical Museum & Ainsley House**

Description	FY 21/22 Fee
Minimum for Classes of up to 20 Students	\$120
Each Additional Student	\$6
Chaperones	Free
<b><u>Ohlone Rental Program</u></b>	
Educational Trunk Rental	\$60 per month

**City of Campbell**  
**RECREATION & COMMUNITY SERVICES FEES**

**Ainsley House / Museum Fees**

**G. Museum Staff Research** - Research of archival records and photographs:

Description	FY 21/22 Fee	Charge Basis
<b>Personal Use</b>		
Photocopies:		
8.5" x 11"	\$0.25	per page
8.5" x 14"	\$0.50	per page
11" x 17"	\$1.00	per page
Digital Images:		
New Scan	\$20	per image
Image of Existing Scans	\$10	per image
Scanning and Printing on Photo Paper	Not provided	
<b>Commercial Use: For one-time use. Fees are per image.</b>		
Use in a Book:		
For-Profit Entity	\$150	per image
Non-Profit Organization	\$35	per image
Editorial Use (magazine or non-scholarly journal):		
For-Profit Entity	\$75	per image
Non-Profit Organization	\$25	per image
Scholarly Publication	\$10	per image
Advertising (non-editorial, book covers, flyer / brochure / art work in a place of business, etc.):		
For-Profit Entity	\$150	per image
Non-Profit Organization	\$35	per image
Video/TV/Film/DVD:		
For-Profit Entity	\$150	per image
Non-Profit Organization	\$35	per image
Exhibition:		
For-Profit Entity	\$100	per image
Non-Profit Organization	\$25	per image
Internet / Website:		
For-Profit Entity	\$100	per image
Non-Profit Organization	\$25	per image
<b>Other Fees</b>		
Creating a CD of Scanned Photographs/Documents	\$5	per CD
Shipping	\$5	per shipment
Staff Research Time (applies to research only)	\$30	per hour; \$15 min.

**City of Campbell**  
**RECREATION & COMMUNITY SERVICES FEES**

**Picnic Areas and Facilities**

reservations are subject to a non-refundable \$25.00 processing fee in addition to the fees below

**A. Picnic Areas & Facilities - CAMPBELL RESIDENTS**

Facility	FY 21/22 Fee	Charge Basis
<b><u>John D. Morgan Park</u></b>		
Area A (50 Persons Maximum)	\$55	per day
Area B (150 Persons Maximum)	\$91	per day
Area C (75 Persons Maximum)	\$55	per day
<b><u>Edith Morley Park</u></b>		
Picnic Area (35 Persons Maximum)	\$55	per day
Picnic Area & Turf (100 Persons Maximum)	\$91	per day

**B. Picnic Areas & Facilities - NON-RESIDENTS**

Facility	FY 21/22 Fee	Charge Basis
<b><u>John D. Morgan Park</u></b>		
Area A (50 Persons Maximum)	\$100	per day
Area B (150 Persons Maximum)	\$165	per day
Area C (75 Persons Maximum)	\$100	per day
<b><u>Edith Morley Park</u></b>		
Picnic Area (35 Persons Maximum)	\$85	per day
Picnic Area & Turf (100 Persons Maximum)	\$165	per day

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Park Facility Fees

#### A. Definition of Terms

- a. **NON-PROFIT:** To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State’s office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and

#### B. Processing Fees & Deposits

- a. All reservations are subject to a \$25
- b. \$100 deposit per field
- c. \$500 deposit per site:
  - i. For special events over 100
  - ii. Sports Leagues

#### C. Schedule of Fees

	FY 21/22 Fee	Charge Basis	
	Base Hourly Rate	Non-Profit Hourly Rate	
John D. Morgan Park Soccer Bowl	\$30	\$25	per hr.
John D. Morgan Park Athletic Field	\$25	\$20	per hr.
Community Center Stadium Field	\$50	\$30	per hr.
Community Center Stadium Track	\$20	\$15	per hr.
Community Center Athletic Field	\$25	\$20	per hr.
Community Center Concession Stand	\$40	\$35	per hr.
Handball Court (CCC)	\$25	\$20	per hr.
Sand Volleyball Court (JDM)	\$25	\$20	per hr.
Horseshoe Pit (JDM)	\$10	\$6	per hr.
Los Gatos Creek Trail Special Events*	\$1,050	\$630	per use
Orchard City Green Special Events*	N/A	\$25	per hr.
Non-Exclusive Use Permit (Under 10 People)	\$25	N/A	per hr.
Non-Exclusive Use Permit (10-20 People)	\$30	N/A	per hr.
Non-Exclusive Use Permit (21-99 People)	\$35	N/A	per hr.

\* All special events located on the LG Creek Trail and Orchard City Green are subject to

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Park Facility Fees

#### D. Special Events in Parks

Note: Not all fees are applicable to all events. This table summarizes special event fees that may be due in excess of any facility use fees applicable for the nature, size and location of the proposed event. All reservations are subject to a non-refundable \$25.00 processing fee in addition to the

Description	FY 21/22 Fee	Charge Basis
Administrative Review Fee	No Charge	
Application Fee	\$25	per application
Handball Tournament - All Day Court Rental	\$250	per day
Event Day Staff Support:		
Recreation	\$35	per hour
Others	Per the PW / PD fee schedules	
Facility Use Fee	Per the Facility Use Policy	
Security / Clean-Up Deposit	\$500	per event
Park Special Event Fee	\$630	per day

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Heritage Theatre Use Fees

#### A. Theatre Rates for Non-Peak Days (Monday - Wednesday)

Description	FY 21/22 Fee		Charge Basis
Base Rent (Up to an 8-Hour Period on One Day)	\$550		per day
Additional Time (On the Same Event Day)	\$125		per hour
Rehearsal Time (Up to an 8-Hour Period on One Day)	\$375		per day
Additional Rehearsal Time (On the Same Day)	\$125		per hour
Standard Sound Equipment (Up to Two Microphones)	No charge		
Full Sound Equipment (Full Use of Sound System)	\$125		per day
Minimum Lighting Equipment (Stage Wash Only)	\$125		per day
Maximum Lighting Equipment (no movers)	\$400		per day
Maximum Lighting Equipment (w/ movers)	\$925		per day
	\$1,200		2 days same contract
	\$1,500		3 days same contract
	\$1,900		7 days same contract
	\$1,900 + \$300/day		+ 7 days same contract

#### B. Theatre Rates for Peak Days (Thursday - Sunday)

Description	FY 21/22 Fee		Charge Basis
Base Rent (Up to an 8-Hour Period on One Day)	\$800		per day
Additional Time (On the Same Event Day)	\$125		per hour
Rehearsal Time (Up to an 8-Hour Period on One Day)	\$500		per day
Additional Rehearsal Time (On the Same Day)	\$125		per hour
Standard Sound Equipment (Up to Two Microphones)	No charge		
Full Sound Equipment (Full Use of Sound System)	\$200		per day
Minimum Lighting Equipment (Stage Wash Only)	\$175		per day
Maximum Lighting Equipment (no movers)	\$475		per day
Maximum Lighting Equipment (w/ movers)	\$1,000		per day
	\$1,275		2 days same contract
	\$1,575		3 days same contract
	\$2,050		7 days same contract
	\$2,050 + \$300/day		+ 7 days same contract

**C. For events that are designed to be profitable**, rental fees shall be ten percent (10%) of gross ticket sales vs. the base rent (whichever is higher). Exceptions to this policy will be made for Primary Partners and fund-raising events hosted by local non-profit organizations with ticket prices greatly exceeding the normal market rates (i.e. \$100 benefit performance tickets). In those cases, the 10% shall be computed based on the market rate of the tickets, as determined by the Theatre Manager.

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Heritage Theatre Use Fees

**D.** The Theatre may be rented to approved “Primary Partner” clients at special reduced rates negotiated individually and subject to the review and approval of the City Council.

**E.** **Late Booking Fee** – A late booking fee will be assessed for any event booked less than 30 days in advance. The late booking fee is 10% of estimated rental charges (minus deposit) or \$300 flat, whichever is higher.

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Heritage Theatre Use Fees

#### F. Fees for Additional Services will be charged as follows:

Description	FY 21/22 Fee	Charge Basis
Box Office Fee	\$575	per contract
Credit Card ticket transaction fees	4%	per transaction
Labor (all billed at 4-hour minimum) *		
Production Manager / Technical Director	\$45	per hour
Technical Staff	\$35	per hour
Stagehand	\$30	per hour
House / Event Staff	\$35	per hour
Professional Event Staff / Security	\$35	per hour
Lighting System	(See Peak Day Rates)	
Janitorial Fee - Rehearsal	\$175	per day
Janitorial Fee - Performance	\$225	per performance
Janitorial Fee for Food/Beverage	\$250	per day
Marley Floor Rental	\$125	plus labor
Marquee Sign Postings	\$33	per week
Marquee Sign Postings	\$15	per change
Piano Rental Fee	\$100	per day
Piano Tuning Fee	\$150	per tuning
Sound System	(See Peak Day Rates)	
Special Box Office Requests	\$200	per request
Spotlights	\$100	per day
Ticket Printing	\$0.30	per ticket
Theatre Facility Fee	\$1 - \$2	per ticket or person
Processing Fee for Permit Changes	\$30	per change
Theatre Tours (Regular Operating Hours)	\$60	per hour
Theatre Tours (Non-Operating Hours)	\$150	per hour
Video Projector & Screen	\$500	per day
	\$750	2 days same contract
	\$1,000	3 days same contract
	\$1,500	7 days same contract
	\$1,500 + \$250/day	+ 7 days same
Hazer	\$60	per day

\* Overtime applies after 8 hours and double overtime applies after 12 hours.

\*\* When tuning can be schedule and performed by Dan Naylor.

**G. Premium Wi-Fi** - The Heritage Theatre has an open Wi-Fi connection that is available to anyone within the Theatre or its surrounding area. A Premium Wi-Fi connection with considerable more speed and bandwidth is available to renters for a fee of \$100/day.

**H. Indoor Marquee Sign Postings** – The Heritage Theatre has an electronic marquee in the lobby which is available for custom images, schedules, or information pertaining to events. Art/images that are ready for immediate upload and meet the specifications set out by the Theatre Manager are \$50/day. Any artwork or image that must be developed by Theatre Staff is \$50/day plus \$45/hour for the Production Manager to develop the image with a one hour minimum fee.

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Heritage Theatre Use Fees

I. **Events that do not meet the criteria above**, for which can't be anticipated at this time, staff shall have the authority to charge appropriate and warranted fees at rates higher than those stated above, subject to the approval of the Recreation and Community Services Director.

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Heritage Theatre Use Fees

#### J. Refundable Deposit

	FY 21/22 Fee	Charge Basis
Description		
Deposit Fee	\$500 - \$5,000 *	per date of use

\* Based on type of event.

#### K. Theatre Garden Courtyard

	FY 21/22 Fee	Charge Basis
Description		
Application Fee	\$30	per contract
Refundable Security Deposit	\$200	per contract
When Rented Independent of Theatre	\$400	for first 4-hours
Additional Hours	\$75	per hour

#### L. Theatre / Courtyard Photography Rates

	FY 21/22 Fee	Charge Basis
Description		
Non-Refundable Processing Fee	\$25	per contract
Non-Commercial Photography	\$100	per hour
Commercial Photography	\$150	per hour

# City of Campbell

## RECREATION & COMMUNITY SERVICES FEES

### Facility Fees / Preservation & Enhancement Fees

A. Facility Fee / Preservation & Enhancement Fees	FY 21/22 Fee
Description	
Heritage Theatre	\$1 - \$5 for each ticket issued or for each person seated in audience
Community Center Facility Rentals	2% of total facility rental charges *
Recreation Activities and Programs	\$1 per registration; \$1 per pass purchase; or \$1 per month *

\* Fees are not-to-exceed amounts and will be applied by the Department Director based on the program or rental's ability to bear the fee.

# City of Campbell

## DOWNTOWN EVENT FEES

Activity Description	FY 21/22 Fee	Charge Basis	Note
<b><u>Special Event Fees</u></b>			
1 Administrative Review Fee	\$1,639		[a]
2 Equipment Use Fees	See Public Works Fees		[b]
3 Event Day Staff Support	Actual Costs		
4 New Event Application Fee	\$631		[c]
5 Security/Clean-up Refundable Deposit	\$500		[d]
6 Special Event Permit	\$1,893		[e]
<b><u>Event Day Staff Support</u></b>			
7 Police	Actual Costs		[f]
8 Public Works	Actual Costs		[g]

Notes:

[a] Administrative Review Fee covers the costs associated with the Special Event Committee's time to schedule meetings, prepare agendas, prepare invoices, collect and process fees, etc.

[b] Equipment Use Fees are fees for such items as barricades, cones, safety vests, No Park Signs, etc.

[c] New Event Application Fee covers all costs associated with obtaining the required documents for a new event proposal, preparing the event memo, routing the application to appropriate departments, and follow-up with applicant.

[d] Refundable Deposit is a fee held on deposit to use in the event of damage to public property. If any damages should result the repair/replacement costs exceed \$500, the event host will be billed the balance. If there are no damages and no additional fees due, this deposit shall be returned to event organizer.

[e] Special Event Permit Fees are designed to cover the costs of the impact special events have on public property.

[f] Police Fees cover costs associated with the services provided by the Campbell Police Department, which shall include, but not be limited to, closing the streets and event day supervision provided as per the Police Security Plan developed by CPD. Organizer shall be responsible for services provided after event closure until the crowd has dispersed and the area is deemed safe

[g] Public Works Fees include the cost for PW personnel and associated equipment required for closing the streets, (i.e. barricade installation/removal, pick-up trucks, closing and opening the streets, provision and placement of directional and/or letterboard signs, etc.)

# City of Campbell

## WATER TOWER LIGHTING REQUEST FEES

Activity Description	FY 21/22 Fee	Charge Basis	Note
1 Water Tower Lighting Request	\$150	per application	

# City of Campbell

## COMMUNITY GARDEN PLOT RENTAL FEES

Activity Description	FY 21/22 Fee	Charge Basis	Note
1 Community Garden Plot			
a) 100 SF	\$40	per year	[a]
b) 200 SF	\$80	per year	[a]

Notes:

[a] Recommending 7% increase for FY 2022 instead of 1.72% CPI increase to account for actual cost of water to maintain the community garden.

# City of Campbell

## ELECTRIC VEHICLE CHARGING FEES

Activity Description	FY 21/22 Fee	Charge Basis	Note
1 Electric Vehicle Charging Stations			
a) Base Hourly Rate	\$0.30	per kWh	
b) Additional Hourly Rate, in effect 8am - 8pm, daily	\$0.30	per hour	

# City of Campbell

## SMALL CELL WIRELESS FACILITIES

Activity Description	FY 21/22 Fee	Charge Basis	Note
<b>For Attachments to City -Owned Poles</b>			
1 Annual License Fee	\$270.00	per pole	[a]
a) Annual License Fee Increase	3% annually on anniversary date of license.		[b]
b) Additional Administrative and Inspection Fees	\$233.96	per hour	[c],[e]
2 Small Cell Wireless Facilities Permit Application Fee	\$8,137.76 minimum for 35 hours of staff time.		[e]
a) Additional Review and Processing Fees	\$233.96	per hour	[d],[e]
3 Master License Administrative Fee	\$8,000.00		
<b>For Attachments to Utility -Owned Poles</b>			
4 Permit Application Fee	\$583.88	per application	[e]
5 Plan Check & Inspection Fees			
a) Base Plan Check & Inspection Fees	\$3,736.25 minimum for 16 hours of staff time.		[e]
b) Additional Administrative and Inspection Fees	\$233.96	per hour	[c],[e]
c) Traffic Control Plan Review	\$233.96	per hour	[c],[e]
i) Minor (Lane Closures)	\$233.96	per review	[e]
ii) Major ( Detours)	\$933.81	per review	[e]

**Notes:**

[a] Initial license fee.

[b] The License Fee shall increase annually on the first anniversary of the Effective Date of the Pole License.

[c] Additional administrative fees and costs related to inspecting Licensee' s Equipment or License Area related to this License.

[d] Any additional actual costs relating to reviewing and processing the Permit Application will be charged at the hourly rates shown. This fee includes but not limited to plan check, inspection and traffic control plan review.

[e] Annual Increases: All Permit Application, Plan Check & Inspection fees and staff hourly rates are subject to annual increases and adjustment based on a determination of the actual and reasonable costs relating to the processing of the Permit Application, and/ or based on Council resolution and approved fee schedule.

# City of Campbell

## ADMINISTRATION FEES

Activity Description	FY 21/22 Fee	Charge Basis	Note
1 Appeal Filing Fee	\$200		
2 Business License Listings:			
a) One-Month (New Businesses)	\$30		
b) Apartments Only	\$30		
c) All Businesses (Including Apartments)	\$95		
d) All Businesses (Excluding Apartments)	\$77		
e) Mailing Labels - All Businesses (Including Apartments)	\$102		
f) Mailing Labels - All Businesses (Excluding Apartments)	\$81		
3 Business License - Mandatory State Fee	\$4		[a]
4 City Council/and Other Meetings Video Disc	\$21		
5 City Flag	\$63		
6 Duplicate Business License (Replacement Original)	\$11		
7 Document Certification (No Charge to other Governmental Agencies)	\$2		
8 General Plan	\$74		[b]
9 General Plan Map / Zone Map (Color) (for larger than 11x17)	\$37		[b]
10 Initiative Petition Filing Fee	\$200		[c]
11 Non-Sufficient Funds Service Charge (Legal Limit)	\$25		[d]
12 Photocopies			[e]
a) First Page	\$1		
b) Each Additional Page	\$0.10		
13 Campaign Disclosure Information	\$0.10	per page	[d]
14 Photo duplication (non-standard print size)	Actual cost		[f]
15 Preparation of Public Information Requests and Staff Research Including Electronic Formatting	Actual hourly rate plus cost of digital devices		[g]
16 Rental Dispute Administration (Added to Business License Fee)	\$11	per unit	
17 Scavenging Permit (Municipal Code Section 6.04.160)	\$303	per year	[h]
18 Transacton Processing Fee	4% for Credit & Debit Card payments		[i]
	1% + \$0.30 for Electronic Check (ACH) payments		[i]

Notes:

[a] Fee established by State. Fee changed effective January 1, 2018.

[b] Available on City website for no charge.

[c] To be refunded within one year if City Clerk certifies the Sufficiency of Petition. Legal limit.

[d] Legal limit.

[e] Fee applies for photocopies (excluding Police Reports) and each page of minutes and excerpts from Planning Commission and City Council Minutes book. The charge to any agency, persons wholly or in part by the City of Campbell will be determined by the City Manager or his designated representative. (No charge to other governmental agencies.)

[f] Government Code 6253(b) and the City Attorney.

[g] This fee applies to the creation of a new document not normally prepared, owned, used or retained by the City as part of the conduct of the Public's business. Fee also includes cost of any digital devices used to provide requested information.

[h] Requires business license (Industrial).

[i] Fee approved November 5, 2019 - Fee changed effective January 2, 2020