



**CITY OF ARCATA**  
**MASTER FEE SCHEDULE**  
**FOR VARIOUS FEES, SERVICE CHARGES AND TAXES**

(Revised 7/1/18 Resolution 189-02)

**Master Fee Schedule  
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**CITY OF ARCATA MASTER  
FEES SCHEDULE  
FOR VARIOUS FEES, SERVICE CHARGES AND TAXES**

**SECTION 1. BUSINESS LICENSE TAXES**

The following taxes shall be applicable to all new business licenses issued after the effective date of this resolution.

(a) LICENSE FEES - GENERAL, INSIDE CITY

Every person conducting or carrying on a business consisting of selling any goods, wares, and merchandise or commodities or services, or conducting or carrying on any profession, trade, occupation, calling or business not otherwise specifically licensed by other subdivisions of this resolution, shall pay an annual or semi-annual license tax of \$40.00 per annum plus \$10.00 per annum for each full-time equivalent employee for the first nineteen (19) employees in excess of one (1) plus \$5.00 per annum for each employee in excess of nineteen (19); provided, however, that no additional license tax shall be levied for employees in excess of a total of seventy (70).

In addition to the license tax noted above, there shall be a fee of \$5.00 to transfer a business license in accordance with Section 6012 of the Arcata Municipal Code and a fee of \$5.00 to issue a duplicate license in accordance with Section 6011 of the Arcata Municipal Code. Furthermore, there shall be a fee of \$10.00 for the review and approval of each application for first license and a \$5.00 service fee, thereafter, to cover the administration cost. Qualified non-profit organizations are exempt from paying license fees.

(b) LICENSE FEES - GENERAL, OUTSIDE CITY

Every person not having a fixed place of business within the City of Arcata who delivers goods, wares, or merchandise of any kind or performs services within the City (other than those services specifically exempted by the Arcata Municipal Code or State law) shall pay a license tax of \$40.00 per annum.

(c) SPECIAL SALES, BANKRUPT SALES, SOLICITORS, ETC.

Every person conducting or carrying on the business of owning, operating, opening, establishing, managing or having charge of any temporary location or place of business of any kind for the sale of any insolvent, bankrupt, fire damaged, or other similar goods, wares or merchandise, and every itinerant or transient merchant having a temporary place of business, but not having any continuous or permanent place of business in the City who sells or offers for sale any insolvent, bankrupt, fire damaged or any other goods, wares, or merchandise, shall pay a license tax of \$50.00 per day.

(d) MULTIPLE SMALL BUSINESSES OPERATED BY THE SAME OWNER

If two or more businesses are conducted on the same premises by the same person and such businesses are subject to tax on a per employee basis, then only one license shall be required based upon the total number of employees employed.

(e) AUTOMOBILE PARKING

Every person conducting or carrying on the business of automobile storage or parking in or on any lot or parcel of land, but maintaining no building or other structure upon such lot or parcel of land in which are kept or stored any such automobile, shall pay an annual license tax of \$25.00 where there are less than 25 parking spaces, \$50.00 where there are more than 25 but less than 50 spaces; and \$75.00 where there are 50 or more parking spaces.

(f) CARDROOMS

Every person conducting or carrying on the business of operating a cardroom shall pay a license tax of \$100.00 per annum for each table.

(g) CIRCUSES AND CARNIVALS

Every person conducting or carrying on the business of owning, maintaining, conducting or presenting a carnival or circus, having first obtained a permit to do so, shall pay a license tax of \$50.00 per day. For any circus or carnival presented within the City where all or a portion of the proceeds go to the benefits of a non-profit or charitable cause, the above license fee may be modified or waived entirely, at the discretion of the City Council.

(h) CONTRACTORS AND SUBCONTRACTORS

All licensed contractors and subcontractors who perform business within the City, whether or not they have a fixed place of business within the City, are required to obtain a City business license prior to performing any work within the City.

The license tax for contractors shall be \$50 per annum. Subcontractors shall pay \$50 per annum or \$10 per job, not to exceed \$50 per annum.

(i) FARMERS' MARKET VENDORS; VENDOR OF FIREWORKS, CHRISTMAS TREES OR OTHER SEASONAL ITEMS; OTHER MISCELLANEOUS VENDORS OR CRAFT SALES

Every person conducting or carrying on the business of selling items at a local farmers' market, fireworks, Christmas trees, or other seasonal items, all miscellaneous vendors or craft sales shall pay a license tax of \$40.00 per annum.

(j) FOURTH OF JULY, NORTH COUNTRY FAIR, OYSTER FESTIVAL, AND ALL OTHER EVENTS WITH BOOTH SALES

A business license is required for each booth. The license tax shall be \$20 per booth. Holders of a current City of Arcata business license shall not be required to obtain a booth license. The umbrella organization shall be responsible for this business license requirement.

(k) GOLF COURSES, RIFLE RANGES, AND SIMILAR FACILITIES

Every person conducting or carrying on the business of operating a golf course, rifle range, miniature golf course, golf driving range, archery range or similar facility shall pay a license tax of \$50.00 per annum.

(l) INSURANCE AGENTS

A business license is required for all insurance agents. However, an exemption is allowed for those agents who pay State in-lieu tax. In order to claim this exemption, insurance agents must provide proof of paying State in-lieu tax.

(m) OUTDOOR ADVERTISING

Every person conducting or carrying on the business of erecting, installing, maintaining or operating outdoor advertising, advertising structures, billboards, sign boards, or similar devices shall pay a license tax of \$100 per annum, plus \$5.00 for each billboard, sign board or similar device in excess of 20 billboards, sign boards or similar devices.

(n) POOL HALLS OR BILLIARD PARLORS

Every person conducting or carrying on the business of operating a pool hall or billiard parlor shall pay a license tax of \$10.00 per annum for each table, with a minimum charge of \$40.00 per annum.

(o) APARTMENTS

Every owner of four (4) or more apartment units shall obtain a business license. The license tax shall be \$40.00 per annum and \$5.00 for each unit over four per annum. This section shall be deemed and construed as applying to every owner of residences or apartments, having a possessory right thereto, notwithstanding such persons may not be vested with the fee to land upon which said residences and apartments are built.

(p) ROOMING AND RENTAL HOUSES

Every owner of a house who is renting to five (5) or more unrelated tenants shall obtain a business license. The license tax shall be \$40.00 per annum and \$2.00 per annum for each tenant in excess of five.

(q) MINI STORAGE

Every person conducting or carrying on the business of mini storage shall pay annual license tax of \$40.00 for less than 20 units, \$50.00 for 21 to 40 units; \$75.00 for more than 40 units.

(r) HOTELS, MOTELS, MOBILE HOME PARKS

Every person conducting, operating, or carrying on the business of a hotel, motel or mobile home park, having four or more units, shall pay annual license tax of \$40.00 plus \$2.00 per annum for each unit or space in excess of four.

(s) VEHICLES FOR HIRE

The owner or lessee of any vehicle having a permit under Title VI, Chapter 2, Article 1 of the Municipal Code shall pay an annual vehicle license fee of \$50.00 for each vehicle operated. This fee is payable on or before the first day of January each year.

The initial driver's permit fee is \$75.00, plus the fee charged by the Department of Justice for the processing of the fingerprints. Thereafter, on or before the first day of January of each year, the driver's permit must be renewed for an annual renewal fee of \$30.00. Failure to renew driver's and/or vehicle permits by February 1 shall result in a penalty of 100 percent of the fees due.

All drivers operating a vehicle for hire within the City of Arcata are required to possess a valid Driver's Permit, with the exception of any public transit authority or those quasi-public agencies that have a Department of Transportation program. Drivers operating without a valid driver's permit will be required to obtain said permit and fees shall be doubled.

(t) PEDICAB

The owner of any pedicab having a permit under Title VI, Chapter 2, Article 2 of the Municipal Code shall pay an annual vehicle license fee of \$50.00 for each vehicle operated. This fee is payable on or before the first day of January each year.

The initial operator's permit fee is \$50.00, plus the fee charged by the Department of Justice for the processing of the fingerprints. Thereafter, on or before the first day of January of each year, the operator's permit must be renewed for an annual renewal fee of \$25.00. Failure to renew operator's and/or owner's permits by February 1 shall result in a penalty of 100 percent of the fees due.

All driver's operating a pedicab in such a manner as to engage in the business of carrying passengers for hire within the City of Arcata, are required to possess a valid operator's permit. Person's operating without a valid operator's permit will be required to obtain said permit and fees shall be doubled.

**SECTION 2. CHARGES FOR PHOTOCOPYING, MAILING OF PRINTED MATERIAL, MAPS, DOCUMENTS AND REPORTS**

The following charges are hereby established for the photocopying and mailing of printed material (not applicable to news media and not applicable to allied agencies in case of police reports for investigative purposes):

1. **COPYING (Non-Police)**
  - a) 1 or more copies \$ 0.10 each
  - b) Plot Engineering/Scan Drawing (24"x 36") \$ 5.10 /sheet plus labor costs
  - c) Disk copy of Electronic Data \$ 6.50 /disc plus labor costs
  - d) DVD copies \$ 5.15 /disc
  - e) Re-issuance of W-2 Statements \$ 5.40 /W-2 statement
  
2. **POLICE REPORTS, VERIFICATIONS, COPYING (Not applicable to California law enforcement agencies for investigative purposes)**
  - a) Traffic Accident Reports
    - i. Current \$15.00 /report
    - ii. Archived \$20.00 /report
  - b) Police Reports
    - i. Current \$ 0.10 /page (\$15.00 minimum)
    - ii. Archived \$ 0.10 /page (\$20.00 minimum)
  - c) Copies of Tapes, Photos, CDs \$15 plus labor costs\$15
  - d) Records Research plus labor costs
  - e) Incident Verifications \$15/incident\$15.00s
  - f) Clearance Letters labor costs
  - g) Records Checks \$15.00
  - h) Subpoenaed Reports \$22.00 /hour plus \$0.10 /page
  
3. **ENVELOPES**
  - a) Letter Size \$0.12 each
  - b) Large Manila \$0.25 each
  
4. **BUSINESS LICENSE MAILING LIST**
  - a) Standard List on Paper \$51.00 /list
  - b) Standard List Electronically Transmitted or CD/Diskette \$13.25 /list
  - c) Customized List on CD/Diskette \$ 26.50 /list
  - d) Customized Electronically Transmitted \$ 26.50 /list
  
5. **MAPS, DOCUMENTS AND REPORTS**
  - LUDG/LUC \$30.00
  - State of the City \$ 5.85
  - City of Arcata Street Map \$ 1.00
  - General Plan without \$40.00
  - General Plan Maps \$ 3.70
  - Forest Management Plan \$10.50
  - Electronic and Computer Data \$3.35 /page plus labor costs
  - GIS Special Requests Labor plus material costs
  - Additional Overlays \$14.67 /sheet

Full Color Reduction (11"x17")	\$ 7.69 /sheet
Black and White (1:4.800 or 1:12.000)	\$ 6.07 /sheet
Color Zoning Map (24"x36")	\$ 22.26 /sheet
Color zoning Map (11" x 17")	\$ 3.19 /sheet
Other	\$ 0.12 /page plus labor costs
City Aerial Photos (Compact Disc)	\$ 27.12 /set
City Digital Database (Compact Disc)	\$ 20.24 /set
Open Space Protection Program	\$ 6.38
City Digital Color Ortho Photo	\$ 62.85 /set
City GIS Digital Database	\$ 98.06
City Map	\$ 1.00
Color Copy	\$ 0.20 /page
6. COUNCIL, SUCCESSOR AGENCY, OVERSIGHT BOARD AGENDA, MAILED	\$30.00 /year
7. PLANNING COMMISSION/DESIGN REVIEW AND ALL OTHER CITY COMMISSION OR	\$30.00 /year
8. AUDIO CD COPY OF COMMISSION OR COMMITTEE MEETING	\$ 7.50 /copy
9. BUDGET BOOK	\$ 31.00 /copy
10. BOOKS	
Bird Guides (retail)	\$ 5.00 each plus tax
Bird Guides (wholesale)	\$ 2.50 /copy

### **SECTION 3. PREFERENTIAL PARKING PERMITS**

Preferential parking permits are issued in accordance with Ordinance No. 1159 and Resolution No. 890-54. The cost per address for preferential parking permit decals shall be as follows:

	<u>Residential</u>	<u>Commercial</u>
First and Second Permit	\$ 0	\$ 0
Third Permit	\$ 15	\$ 15
Fourth Permit	\$ 20	\$ 20
**5 + Permits	\$ 25 for each additional	\$ 25 for each additional
Guest Permits	\$ 15	
First Caretaker Permit	\$ 0	N/A
Additional Caretaker Permits	\$ 15	N/A
Property Owner Permit	\$ 15	N/A

\*\* Written justification for 5 or more permits shall be submitted to the Police Department for approval.

Preferential parking permits can be obtained at the Police Department, City of Arcata. The cost for replacement preferential parking permits for commercial businesses shall be \$5.00.

### **SECTION 4. TEMPORARY PARKING EXEMPTIONS**

Individuals or businesses may apply at the Building & Engineering Department for a temporary parking exemption for timed or metered zones. Requests are reviewed on a case-by-case basis and are only granted if there is sufficient demonstration of necessity, including issuance of a valid Encroachment Permit or Building Permit. If an exemption is granted, a fee of \$5 per day per vehicle will be charged. For permits granted for a duration of one month or more, a reduced fee of \$4.00 per day per vehicle will be charged.



**SECTION 5. BINGO PERMIT FEE (AMC Section 4159)**

Bingo permit application fees shall be \$50. If the application for a permit is denied, one-half of the fee paid shall be refunded to the organization applying.

**SECTION 6. RETURNED CHECKS**

A \$25.00 fee shall be charged on any check returned from the bank for any reason. If turned over for collection, the city shall charge a fee totaling three-times the amount of check, not less than \$100 or more than \$1,500.

**SECTION 7. NOTARY PUBLIC SERVICES**

A notary public service fee of \$10 shall be charged for each acknowledgement signature, or oath, or affirmation of jurat performed by a City of Arcata Notary Public.

**SECTION 8. CREDIT CARD SURCHARGE**

A fee of 3% shall be imposed on all non-utility credit card transactions in excess of \$500 to cover the costs incurred by the City.

**SECTION 9. WASTEWATER COLLECTION SYSTEM CONNECTION FEES**

The following connection fees and other conditions are applicable to the City of Arcata community wastewater collection system. These fees shall be paid and/or conditions shall be met prior to issuance of any connection permits. The wastewater collection system connection fees below are comprised of two principle charges: 1) the charge to make the physical connection to the City’s sewer collection system or required improvement by City forces or those made by a City approved contractor and; 2) the Sewer Capital Connection Fee (SCCF) is a fee which the City will assess for the establishment of any new sewer connections or expansion resulting in the increase of existing wastewater discharges to the wastewater treatment plant.

Installation of a new gravity lateral sewer up to 25’ and clean-out from an existing community sewer shall be made by City forces to the property line (PL) with the following fees assessed:

A.	<u>Sewer Connection Only (No Sewer Capital Connection Fee included)</u>	<u>Fee:</u>
	Typical Residential/Commercial installation plus sewer cleanout up to 6” diameter	\$4,213
	Additional charges to above Typical Installation charge may include:	
	Charge for deeper excavations, greater than 5’ which require trench shoring:	\$1,400
	Installation/replacement of sidewalk (30 sq. ft.) for new sewer cleanout at PL.	\$853

B. Sewer Capital Connection Fee:

The SCCF for all development is a base fee of \$3,265 for the first 18 fixture units and an additional charge of \$3,265 per every additional 18 fixture units or fraction thereof, beyond the initial 18 base fixture units. Fixture units shall be calculated using the most current UPC Table 7-3 or by a licensed engineer or architect.

Accessory dwellings, secondary dwellings, and commercial installations will be **assessed an additional charge** of \$3,265 per every 18 fixture units or fraction thereof beyond the initial 18 base fixture units.

All sewer applications will expire after two (2) years from the date of payment. An extension may be granted if the applicant pays the difference between previous and current fees. Payment must be made within six (6) months of expiration of permit.

C. Other Sewer Connection Charges:

- (a) Installation of a new sewer cleanout (SCO) at the property line, where none exists, may be made in the case of an existing sewer connection. The work may be performed by City forces or approved Contractor. An assessment of the existing lower lateral (sewer pipe between property line and City sewer mainline) will be required and made at the time of SCO installation. If the lower lateral shows evidence of leaking or poor pipe condition it must be replaced at the time the new cleanout is installed and paid for by the applicant. The cost of a new sewer cleanout installation (\$2,243), will be assessed in a deposit equal to the typical sewer lateral fee above (\$4,213) before work will commence. If the lower lateral is not required to be replaced following assessment, a refund in the amount of \$1,970 will be made to the applicant.
- (b) If the concrete sidewalk must be replaced as part of the SCO installation (up to 30 sq. ft.), an additional fee of \$853 shall be applied.

When a sanitary sewer and lateral is installed by a developer/contractor and are in place, a capital connection fee of \$3,186 shall be assessed for the first 18 fixture units and an additional charge of \$3,265 per every 18 fixture units or fraction thereof beyond the initial 18 base fixture units. Typical engineering fees for inspection shall be collected for all private Contractor work performed within the right-of-way.

If a parcel was previously connected to sanitary sewer, but lateral was abandoned and a new lateral is required with work performed by City forces, the typical installation fees above shall be required and no new SCCF for any single family residential shall be required.

**SECTION 10. PRIVATE SEWAGE DISPOSAL SYSTEM INSPECTION FEES**

A fee of \$1,237 shall be paid to the City for reviewing plans and specifications, issuing a permit and inspecting the installation of a private sewage disposal system.

**SECTION 11. DISCHARGE OF HOLDING TANK WASTES**

Discharge of Holding tank wastes shall be charged the following:

**Septage:** The following fees shall be assessed for dumping of septage: \$990.67 per 1,000 gallons, prorate dump cost to tank size if larger or smaller than 1,000 gallons, but not less than \$270. In no case shall septage hauled from outside the City's service boundaries be accepted.

**Mobile and Self-haul:** The following fees shall be assessed for dumping Food Service Establishment (FSE) mobile holding tank or hydromechanical grease trap self-cleaning wastewater: \$31.48 per month for not more than 1 use per day of the City operated dump station located at the Corporation Yard in accordance with the use limitations. Each use of the dump station is limited to volumes equal to or less than 100 gallons

**SECTION 12. WASTEWATER USER CHARGES**

The following definition shall apply with regard to the schedule of wastewater user charges set forth later in this section:

1. Residential - Residential users are those utility customers whose water consumption is primarily for residential purposes only. This class of users includes single-family residences, duplexes, triplexes, and other multi-family residential structures such as apartments, condominiums, etc. This class of user also includes mobile home parks, but does not include any other commercial, industrial or educational users. Wastewater strength characteristics from this user class shall not exceed 250 ppm BOD and/or 200 ppm SS.

2. Low Strength Commercial - Strength characteristics from this user class may not exceed 150 ppm BOD and/or 150 ppm SS. This user group is composed of businesses such as, but not limited to: car wash, church, department stores, laundromats, professional offices, realtors, retail stores, and theaters.
3. Medium-Strength Commercial - Strength characteristics from this user class may not exceed 350 ppm BOD and/or 350 ppm SS. This user group is composed of businesses such as, but not limited to: bars without dining facilities, convalescent homes, hair shops, hospitals, hotels without dining facilities, repair shops, service stations, and markets without garbage disposals.
4. High-Strength Commercial - Strength characteristics from this user class may not exceed 700 ppm BOD and/or 700 ppm SS. This user group is composed of businesses such as, but not limited to: auto steam cleaning, bakeries, commercial laundries, dairies, hotels with dining facilities, laboratories, markets with garbage disposals, mortuaries, and restaurants.
5. Universities and Schools - Educational facilities are those living units or structures utilized primarily for educational purposes, with residential units incidental to the primary use. The minimum size of the lot containing the educational facilities shall be one acre. Strength characteristics from this user class may not exceed 250 ppm BOD and/or 250 ppm SS.
6. Industrial - An industrial user is a user which may, from time to time, or continuously discharge effluent into the wastewater collection system and/or the wastewater treatment plant which requires treatment procedures not normally utilized by other user classes. Wastewater charges shall be in accordance with those for commercial users.
7. Remediated Groundwater – Remediated groundwater is treated contaminated groundwater resulting from a groundwater treatment system.
  - a) One-time discharge is defined as remediated groundwater discharged on a one-time basis, not to exceed 48 hours, in the amount less than 25,000 gallons.
  - b) Continuous discharge is defined as remediated groundwater discharged for a period to be approved by the Director of Environmental Services.

The monthly schedule of wastewater user charges is hereby adopted as follows:

1. Residential - A base charge of \$48.46 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$7.44 per 100 cubic feet. Excess sewer consumption charges will be waived for customers who provide a written statement from a medical doctor indicating the medical necessity for excess water use.
2. Low Strength Commercial - A base charge of \$50.19 per month for the first 500 cubic feet of water consumption. All remaining water consumption is \$6.92 per 100 cubic feet.
3. Medium-Strength Commercial - A base charge of \$50.19 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$8.14 per 100 cubic feet.
4. High-Strength Commercial - A base charge of \$50.19 per month for the first 200 cubic feet of water consumption. All remaining water consumption is \$13.41 per 100 cubic feet.
5. Any public or private educational facility may, in lieu of accepting a 10% allowance for irrigation, meter its wastewater discharge at its expense. Such metering shall be performed in a manner satisfactory to the Director of Environmental Services. Such actual discharge volume would be used in lieu of the 90% of water consumption for computing sewer service charges due.
6. All Water Use Base Charge - All water users within the City limits shall be charged the monthly user charges for the applicable user class if they are not connected to the wastewater collection system. This user charge shall only be implemented if a property owner fails to connect to the wastewater collection system within 90 days of receipt of notices to do so in accordance with the Arcata Municipal Code.

7. Irrigation Allowance - For all single-family residences, a winter averaging allowance will be made for irrigation purposes for all billing periods whose billing dates fall within the period of June 1 through September 30. This allowance will be computed based on average usage for the previous February through April period.
8. Pretreatment Permit - For all commercial and industrial users requiring a pretreatment permit, the permit charges shall be \$432 for processing the application and permit. The report charges shall be \$119 for each report required by the permit.
9. Service Charges - A service charge of \$13.00 for turn-on, reconnection, change of service, or other service call related to wastewater accounts will be charged.
10. Remediated Groundwater
  - a) One-time discharger shall be charged an application/permit processing fee of \$335 and an associated discharge fee of \$7.00 per 1,000 gallons or part thereof.
  - b) Continuous discharger shall be charged an application/permit processing fee of \$335.00, an associated discharge fee of \$7.00 per 1,000 gallons or part thereof, and a reporting fee (each) of \$158.00.
11. Grease Trap or Grease Interceptor Pollution Prevention - All Food Service Establishments (FSE) with a grease trap or grease interceptor will be inspected at least annually and a Pollution Prevention Permit will be issued. FSE permits will specify the trap interceptor cleaning frequency. An annual permit fee of \$98.00 will be assessed and billed on the sewer bill as a monthly charge of 8.17.

**SECTION 13. WATER SYSTEM CONNECTION FEES**

Charges within and without the corporate limits of the City, payable in advance, for the installation of new services and meters, when work is performed by City forces, shall be as follows:

1. Within and Outside the City Limits:

5/8" x 3/4" meter installed	\$4,322 + \$2,483 *
3/4" x 3/4" meter installed	\$4,383 + \$2,483 * (Badger, Model 35)
1" meter installed	\$4,593 + \$3,186 *
1-1/2" meter installed	\$4,854 + \$4,476 *
2" meter installed	\$5,020 + \$4,612 *

In addition to the above, where additional 5/8 by 3/4" services are requested of any size water line, an additional \$290 plus capital connection fee per additional service shall be added to the base connection charge.

\* Capital connection fee for 18 fixture units. Secondary dwelling units additional charge assessed of \$2,483 for capital connection for 18 fixture units or fraction thereof beyond the initial 18 base fixture units, based on UPC Table 7-3. More than four (4) meters within City right of way per parcel shall be installed with radio read functionality per City of Arcata specifications. All commercial irrigation will require separate meters for irrigation use only for 5,000 square feet of irrigated area per California Water Code Section 535.

In the case of installations where the meter box and connections are made by the subdivider, the following fees apply:

1. Within and Outside the City Limits:

5/8" x 3/4" meter	\$ 290 + \$2,483 *
3/4" x 3/4" meter	\$ 341 + \$2,483 * (Badger, Model 35)

1" meter	\$ 536 + \$3,186 *
1-1/2" meter	\$ 647^ + \$4,476 *
2" meter	\$ 1,046^ + \$4,612 *

^including coupling

All water applications will expire after two (2) years from date of payment. An extension may be granted if applicant pays difference between previous and current fees. Payment must be made within six (6) months of expiration of permit.

**SECTION 14. SPLITTING/RELOCATING/ABANDONING WATER AND SEWER SERVICE**

The charge for splitting/relocating/abandoning an existing water or sewer service shall be actual charge for material, labor and equipment. The deposit will be equal to the cost of a new service installation.

**SECTION 15. PRIVATE FIRE PROTECTION SERVICE CHARGES**

The rates for fire service and water consumed by private unmetered fire lines used exclusively for fire protection, whether such lines be connected with automatic sprinkler systems, fire hydrants, or to other types of hose attachments, shall be as follows (Note: Meters are typically required):

<u>Line Size</u>	<u>Quarterly Rates</u>
2"	\$ 19
3"	\$ 28
4"	\$ 56
6"	\$ 89
8"	\$ 149
10"	\$ 215

In addition to the above charges based on line size, a charge of \$15.00 per acre or part thereof for each service shall be levied each quarter.

For private fire protection installed outside of the City limits, an additional \$147 shall be levied.

Install 2-inch fire line to back of walk	\$ 4,523
Install 4-inch fire line to back of walk	\$ 7,060
Install 6-inch fire line to back of walk	\$ 7,692

**SECTION 16. WATER SERVICE CHARGES**

The following monthly stand-by and consumption (quantity) charges for water service constitute the current water service charges for the City of Arcata:

1. Meter Rental Charges

<u>Meter Size</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
5/8"	\$ 13.43	\$ 25.87
3/4"	13.43	25.87
1"	29.39	45.45
1 1/2"	40.50	58.07
2"	50.52	76.40
3"	291.57	388.76
4"	368.23	518.44
6"	518.44	699.89
8"	724.41	919.43

10" 868.96 1,059.08

2. Consumption Charges - Single Residential Dwelling Units

<u>Quantity</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
0-300 cubic feet	\$ 3.42/100 cubic	\$ 3.60/100 cubic
301-400 cubic feet	\$ 3.69/100 cubic	\$ 3.88/100 cubic
401-1,000 & up cubic	\$ 7.23/100 cubic	\$ 7.60/100 cubic

Excess water consumption charges will be waived for customers who provide a written statement from a medical doctor indicating the medical necessity for excess water use.

3. Consumption Charges– All Customers Except Single Residential Dwelling Units

<u>Quantity</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
0-1,000 & up cubic feet	\$ 7.23/100 cubic feet	\$ 9.04/100 cubic feet

4. Service Charges

- a) A service charge of \$49 for turn-on, reconnection, change of service or other service call-related to water accounts will be charged during normal working hours.
- b) Temporary water/wastewater services for the purpose of clean and show will be charged in the amount of \$49 for a two-week period.
- c) A service charge of \$202 will be charged for reconnection of water service after service has been disconnected for non-payment three or more times.
- d) A service charge of \$202 will be charged to reinstall water meter.
- e) A service charge of \$277 will be charged for turn-on, reconnection, or other service calls related to water accounts performed outside of the City’s usual business hours (evenings, weekends and holidays).
- f) A tampering fee of \$286 will be charged for the unauthorized operation of any City owned curb stops, corporation stops, valves; or any interference with meters, their connections, or other parts of the City’s water system.

5. Water/Wastewater Deposits

A deposit is required at the time a customer signs in for water/wastewater service. The deposit amount is based on the size of the meter.

<u>Meter Size</u>	<u>Deposit</u>
<u>Residential</u>	
5/8"	\$ 194.00
3/4"	\$ 194.00
<u>Commercial</u>	
1"	\$ 412.00
1 ½"	\$ 823.00
2"	\$ 1,577.00
3" – 10"	\$ 4,706.00

Deposits for meters up to and including 1" will be held for one years or until service is disconnected, whichever is shorter, unless the customer has incurred a late penalty, door tag, or lock off. For those customers with a history of more than one late penalty, the deposit will be held an additional year beginning with the date of the last penalty. The deposit is applied to the current water bill, and carried forward until the deposit is exhausted or the service is discontinued.

For meters of 1-1/2" or greater, the deposit will be held until service is disconnected or transferred. The deposit will earn simple interest of 2% per year after the first year, payable upon disconnection or transfer.

A fee of \$103.00 shall be charged to customers who request to have the meter serving his premises tested.

6. A penalty of 10% of the delinquent amount shall be applied for failure of the customer to pay water service charges within 30 days of due date or failure to comply with water regulations.
7. Fees for data logging radio frequency water meter upgrade is \$348.00 for the increased cost of compatible meter parts plus standard service call for installation.

#### **SECTION 17. TEMPORARY AND HYDRANT WATER SERVICE**

The water rates for temporary service shall be in accordance with rates for regular service. The minimum charge for water shall be \$42.00. Temporary water service shall mean water service and facilities rendered for construction work and other uses of limited duration, and the water available therefore.

Any person desiring service from a fire hydrant shall pay the following fees:

- A deposit, in advance of use, of \$1,966 for the meter.
- A one-time service charge of \$156 per service for delivering, connecting, and retrieving the meter.
- Additional service charges may be applied for relocating the meter.
- For meter use less than one year in duration, there will be a meter rental charge of \$5.14 per day.
- For meter use exceeding one year in duration, there will be a meter rental charge of \$7.71 per day.

Any monies due City shall be billed to the user in the customary manner together with the water bill. If the charges do not exceed the \$1,966 deposit, the user shall be given a refund.

#### **SECTION 18. BACKFLOW PREVENTION DEVICES**

New backflow prevention devices shall be charged a deposit of \$728.38 for residential installations, \$3,035.28 for up to 2" and \$6,463.08 for up to 6". The actual charge will be compiled by the City and a refund made or additional charges assessed upon completion.

The monthly charge for annual testing, repairs, and/or replacement of residential backflow prevention devices shall be \$7.07 per month.

The charge for annual testing of commercial/industrial backflow prevention devices shall be \$85.00 per test if the City tests the device.

#### **SECTION 19. CHARGES FOR BULK COMPOST AND COMPOST BINS**

The charge for sale of bulk compost to wholesale commercial customers only shall be \$18.52 per cubic yard. The charge for compost bins for Arcata residents shall be \$25.00 while supplies last.

#### **SECTION 20. DRAINAGE DEVELOPMENT FEES AND NEW IMPERVIOUS SURFACES**

A drainage development fee of \$0.112 per square foot shall be paid for all new impervious surfaces; said fee shall be paid before any permits are issued.

**SECTION 21. ENVIRONMENTAL REVIEW FEES**

The following fees shall apply for Environmental Services Department services:

- 1. General Environmental Review and/or Inspection Fees \$ 54.00 per hour
- 2. Wetland Mitigation Plan Review (Wetland and Creeks Review) \$103.00 per hour
- 3. Tree Removal Permit Review by Professional Forester calculated \$ 97.00 per hour
  
- 4. GIS Natural Diversity Database Records Check and GIS Analysis \$ 50.00 per hour
- 5. GIS/GPS Creek Zone Mapping for Wetland Creek \$ 93.00 minimum fee or Fully burdened rates, Combining Zone Compliance whichever is higher
- 6. Stormwater Best Management Practices Review/Inspection \$ 56.00 per hour

**SECTION 22. BUILDING, ELECTRICAL, PLUMBING AND OTHER RELATED PERMIT FEES**

1. PERMIT FEES - GENERAL

All fees for building, electrical, plumbing, mechanical and other related permits shall be identified in the fee structure adopted by the City of Arcata Council as adopted in Resolution No. 178-54 on June 20, 2018

2. OTHER PLANNING AND ADMINISTRATION FEES

The following fees shall be assessed and collected on behalf of the Planning Division:

- A fee of 4% of all building permit fees established in Subsection 1 above shall be assessed and collected for the purpose of administering and implementing the General Plan, including updates to the various elements.
- A Planning Division review fee of \$50.60 shall be assessed to all building permit applications, with the exception of over the counter permits, to consider zoning and General Plan consistency of proposed plans.
- A fee of \$10.41 shall be assessed to all building permits for the update and maintenance of the permit database.

3. HOUSE MOVING

A permit fee of \$730 shall be charged in addition to utility abandonment fees, if necessary.

4. INFORMATION RETRIEVAL

When the time to retrieve information (i.e. plans or specifications) or from computer programs (i.e. database) exceeds 15 minutes, a charge of \$76 will be assessed per half hour or fraction thereof.

5. BUSINESS LICENSE INSPECTION FEE

Business licenses application or renewal. When a business starts up in an older existing building, the Building Official will determine if an inspection will be required to ensure life-safety and compliance with the building codes. The fee charged for this inspection is \$31 per half hour inspection. (This inspection may be required whether or not the proposed business use differs substantially from the previous use.)

6. BUILDING PERMIT ADMINISTRATIVE REVIEW

In addition to the fee established in item 1 of this Section, the following plan check fee shall be collected for all permits if the application is required to be reviewed by the Building Regulation Division.



(a)	Environmental Services Plan Check	\$ 93
(b)	Police Department Plan Check	\$ 52
(c)	Engineering Plan Check	\$ 263
(d)	Environmental Services Pretreatment Plan Check	\$ 508
(e)	Environmental Services Stormwater Plan Check	\$ 187
(f)	Community Development Plan Check (Small)	\$ 206
(g)	Community Development Plan Check (Large)	\$ 463
(h)	Certified Access Specialist (CASp) Certification: To fund a Certified Access Specialist, as required by Senate Bill 1608, a fee shall be assessed to every commercial project at a rate of \$0.00030 of every dollar of valuation.	

**SECTION 23. COMMERCIAL CANNABIS ACTIVITY PERMIT FEES**

Per Resolution No. 178-23, with annual Consumer Price Index updates, applications for Commercial Cannabis Activity Permits (CCAP) will be processed upon receipt of an initial application fee of \$2,593 and an annual operating fee of \$4,148 (a total initial cost of \$6,741). For renewal of expired CCAP permits, a renewal application fee of \$312 is required as well as the annual operating fee of \$4,148 (a total renewal cost of \$4,460).

The following administrative permit fees apply to CCAP permit modifications

(a)	Transfer of ownership	\$ 518.60
(b)	Change in ownership structure	\$ 103.70
(c)	Change of location	\$ 51.90
(d)	Change in mailing address	\$ 311.10
(e)	Change in trade name	\$ 51.90
(f)	Modification of premises	\$ 51.90

The operating fee may be refunded if the City denies the application. All other fees are nonrefundable. At the discretion of the Building Official, a fee based on time and materials may be charged in lieu of the initial application fee for very small projects that do not require other permits and/or minimal staff review.

**SECTION 24. LAND USE DEVELOPMENT FEES**

1. PERMIT FEES - GENERAL

A non-refundable deposit, as specified in Resolution No. 167-52 (Planning Fees), is required at application and for post approval review for all land use development permits issued by the City of Arcata. At the discretion of the Community Development Director, in lieu of the required deposit specified in Resolution 167-52, a fee based on time and materials may be charged for very small projects or land use projects that do not have a permit associated with them. In addition to the Deposit as specified, all actual costs, based on fully burdened rates, shall be paid prior to any Building Permit Certificate of Occupancy.

A fee of \$10.41 shall be assessed to all planning permits for the update and maintenance of the permit database.

2. GENERAL PLAN UPDATE FEE

A fee of 10% of all planning deposits established in the Planning Fees Resolution referenced above shall be assessed and collected for the purpose of administering and implementing the General Plan, including updates to the various elements.

3. PLAN CHECK FEES

In addition to the fees established in Resolution No. 167-52, the following plan check fees shall be collected for all permits if the application is required to be reviewed by another City Department.

1.	Zoning Administrator Review	
(a)	Environmental Services	\$ 56.00
(b)	Police Department	\$ 0.00
(c)	Engineering	\$ 89.00
2.	Planning Commission Review	
(a)	Environmental Services	\$ 179.00
(b)	Police Department	\$ 51.00
(c)	Engineering	\$ 262.00
3.	City Council Review	
(a)	Environmental Services	\$ 279.00
(b)	Police Department	\$ 104.00
(c)	Engineering	\$ 262.00
(d)	City Manager	\$ 154.00
(e)	City Attorney	\$ 205.00

**SECTION 25. SURVEYING FEES**

Any time that a record map prepared by a licensed civil engineer or surveyor requires review by the City, the following fee shall apply; and no such map shall be considered until said fee shall have first been paid.

Map Check Fee	\$337 plus \$113/lot
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**SECTION 26. ENGINEERING FEES**

The following fees shall apply for Department of Building & Engineering services:

1. Subdivider's or Improvements Agreement, if prepared by applicant \$ 442 (deposit)
2. Subdivider's or Improvements Agreement, if prepared by City \$ 1,106 (deposit)
3. Flood Elevation Certificate or LOMR-F Review \$ 231 (deposit)
4. Flood Plain Ordinance Certification Mobile/Manufactured Homes \$ 121
5. Subdivision Improvement, Plan Review, Construction Inspection and Materials Inspection Fees must be paid prior to commencement of **any** construction. This fee shall be based on the estimated cost of construction.

Minimum Fee	\$ 2,180 Plus
a) + First \$20,000	4.0%
b) + Next \$30,000	3.5%
c) + Next \$50,000	2.5%
d) + Balance over \$100,000	1.5%

Plans requiring extensive engineering oversight during the plan review and construction inspection process may require an additional fee to equal the costs to the City for such services. Additional fees will be required for retesting of materials.

6. General Engineering Review and/or Inspection Fees Outside of Typical Encroachments.

Plan check and inspection fees for activities which do not fall within the encroachment category or other categories shall be calculated at the rate of \$88per hour. A deposit

of \$175 is required for review. Any unused permit fees shall be returned to the permittee upon completion of the work. Any additional work will be charged at fully burdened rates.

- 7. Curbs - New Painting of Requests for Residences/Businesses
  - a. Up to 50 linear feet \$ 117
  - b. Greater than 50 linear feet \$ 117 + \$0.33/linear feet
- 8. Parking Lot Construction Permit Fees [LUDG Section 1-0303.2(h)] (Disabled Parking Compliance Fee)
  - a. Permit Fees - The fee shall accompany each application for a permit; and no application shall be considered until said fee has been paid.

<u>Disabled Stalls Required</u>	<u>Fee</u>
1 – 2 Parking Spaces	\$ 105
3 – 5 Parking Spaces	\$ 158

For existing non-conforming commercial parking lots, an engineered plan will be required to show compliance with ADA & Title 24 requirements.

- b. Penalties for Non-Compliance - In the event that activities or work commences prior to the issuance of a valid permit, a fee of \$263 will be charged for the first violation and a fee of \$527 will be charged for each subsequent violation.
- 9. Sewer Lateral Certification Program, in accordance with Ordinance 1461.
  - a. Records check for verification that existing sewer lateral is less than 25 years old, or has been repaired/replaced within that time. A certificate will be issued by the City Engineer for a fee of \$44.
  - b. Records check & inspection/testing for installation or replacement of building sewer lateral between house/building cleanout & existing street cleanout. A certificate will be issued by the City Engineer for a fee of \$177. \*Note: when a new cleanout is installed in the public right-of-way, the certificate will not be issued until the lower lateral assessment is complete [see Section 9.C (a)].
  - c. Refundable deposit for time extension certificate. A time extension of 365 days will be granted for sewer lateral compliance upon receipt of an application and deposit in the amount of \$4,683 (or the total amount of estimated work). For sewer cleanout installation only, the deposit amount required is \$2,602 (or estimated cost of work). This deposit will be refunded to the designated party once compliance is achieved.

**SECTION 27. ENCROACHMENT PERMIT FEES (AMC Section 7105)**

- 1. Permit Issuance Fee - An encroachment permit issuance fee of \$136 shall accompany each application for a permit; and no application shall be considered until said fee shall have been paid.
- 2. Plan Check and Inspection Fees - Plan check and inspection fees shall be paid prior to the issuance of an encroachment permit as follows:
  - a) Sidewalk, Curb and Gutter; (up to 100 lf) Including Driveways \$89 plus \$0.72 for each additional foot
  - b) Sidewalk, Curb and Gutter; (Repair 100 lf) \$58 plus \$0.59 for each additional foot
  - c) Sidewalk infill, 100 lf w/curb & gutter \$44 plus \$0.45 for each additional foot
  - d) Driveway curb cut only \$72
  - e) Monitoring wells Borings (each) \$44
  - f) Paving, Less Than 1000 Square Feet \$55 plus \$0.054 for each additional foot

- |    |   |  |
|----|---|--|
| g) | Accessible Ramps, each Location                                   | \$89                                       |
| h) | Per Storage Container Drainage Inlet/Drain Pipe                   | \$58                                       |
| i) | Utility, Less than 300 Lineal Feet                                | \$55 plus \$0.054 for each additional foot |
| j) | Install Sidewalk Obstruction, each Location                       | \$44/month                                 |
| k) | Dumpster Placement  | \$44/month                                 |
| l) | Grease Bin Placement  | \$12.00/month, billed quarterly            |
| m) | Job Trailer, each location  | \$44/month                                 |
| n) | Pedestrian Protection,(canopy type each)                          | \$92                                       |
| o) | Pedestrian Protection, (railing type each)                        | \$58                                       |
| p) | Street Obstruction (to be renewed every 30 days – billed monthly) |  |
|    | (i) Up to 500 sq. ft.   | \$132/month                                |
|    | (ii) Greater than 500 sq. ft                                      | \$132 + \$0.38/sq ft/ month                |
|    | (iii) One Day (24 hours only)                                     | \$44                                       |
| q) | Sidewalk Underdrain   | \$44                                       |
| r) | House moving, each section  | \$44                                       |
| s) | Street Repair 500 sq. ft.   | \$56                                       |
| t) | Temp Parking Permit (Tour Buses & Trailers)                       | \$44/day                                   |
| u) | Six-month Encroachment Permit                                     | \$1,200                                    |
3. Reinspection Fees - In the event that the work fails to meet standards upon the initial inspection, a reinspection fee shall be estimated at the rate of \$89 per hour. Reinspection shall not be scheduled until the reinspection fee has been paid.
  4. Penalties for Non-Compliance - In the event of failure to obtain permit or if activities or work commences prior to the issuance of a valid encroachment permit, the permit issuance, plan check and inspection fees shall be tripled.
  5. All encroachment permits will expire after two (2) years from date of payment. An extension may be granted if applicant pays the difference between the previous fee and the current fee plus a reissuance fee. Payments must be made within six months of expiration.

**SECTION 28. MINOR SIDEWALK REPAIR BY CITY FORCES**

At the City’s discretion, City forces will perform sidewalk repairs up to 30 square feet or 25 linear feet of grinding with property owner pre-paying a fee to the City a minimum of \$853 in advance for such repairs.

**SECTION 29. RECREATION FEE FOR NEW CONSTRUCTION**

A fee is levied on Construction of Residential, Commercial and Industrial building for the purposes of acquisition, improvement, expansion and maintenance of public parks, playgrounds and recreational facilities pursuant to Section 9.70.750 of the Land Use Code. The fee is calculated as follows: Residential = 1% on the valuation of the unit(s) being constructed; Commercial / Industrial = 0.25% on the valuation of the facility being constructed.

The valuation shall be determined by a licensed Engineer, Architect or Contractor and be based on the submitted plans and specifications of the project. Alternatively, a means cost estimate for the construction project shall be submitted for review and approval by the Director of Environmental Services.

**SECTION 30. FEES IN LIEU OF PARKLAND DEDICATION**

Where a fee is required to be paid in lieu of parkland dedication for a subdivision, the amount of such fee shall be based upon the current fair market value of the amount of land which would otherwise be required to be dedicated pursuant to Section 9.86.030 (E) of the Land Use Code.

**SECTION 31. FEES FOR USE OF PUBLIC BUILDINGS, GROUNDS, SPORTS FIELDS, SPECIAL EVENTS AND PHOTOGRAPHY / MOTION PICTURES**

The use of public buildings and grounds except Sports Fields shall be free to agencies of the federal, state, and County of Humboldt governments for official use, to offices and departments of the City government, and to organizations conducting recreational and educational activities under the auspices of the City's recreational program, provided, however, that whenever admission fees are charged or contributions are solicited and the net receipts are not payable to the City or expended for a public purpose approved by the City Council, the fees and charges established pursuant to this Resolution shall be charged. Waiver of fees and charges in all other cases shall be made upon approval of the City Council provided, however, that the City Manager may adjust or waive such fees and charges in cases of emergency or other unusual circumstances. Insurance is required for all uses unless special provisions apply.

The fee schedules governing the use of public buildings and grounds are as follows:

**Fees for Use of Public Buildings**

**A. 1. Public Buildings/Grounds**

	Hourly Rate	Meeting Rate (up to 3 hours)	Half Day Rate (up to 5 hours)	Full Day Rate (> 5 hours)
D Street Neighborhood Center		\$ 155.5	\$ 394	\$ 518.50
D Street Neighborhood Kitchen	\$36.25			
Redwood Lodge		\$ 129.75	\$ 259.25	\$ 363.00
Redwood Lounge	\$31.00		\$ 155.50	\$ 207.50
Marsh Interpretive Center		\$ 114.00	\$ 166.00	\$ 217.75
Redwood Park Stage Area			\$ 36.25	\$ 46.75
Community and Special Use Parks Picnic Areas, and Arcata Marsh Amphitheater			\$ 36.25	\$ 46.75
City Hall Council Chambers		\$ 72.50	\$ 77.75	\$ 134.75
Library Conference Room	\$ 31.00			
Community Parks			\$ 26.00	

**2. City Hall Council Chambers:** Fee schedule for the City Hall Council Chambers may be waived by the City Manager for meetings of civic nature that the public at large is invited to attend.

**3. Discounts for above listed Buildings and Grounds**

**• Non-Profit Agencies 25% Discount**

Non-profits must supply federal tax-exempt identification number. 100% of the proceeds from the event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount.

- **Arcata Based Youth Serving Non-Profit Agencies – 30% Discount**  
Non-profits must supply federal tax-exempt identification number. 100% of the proceeds from the event must be used to benefit the non-profit agency renting the facility. The Agency’s primary function is serving youth 17 years and under and the function is a youth event.

**4. Deposits:**

- Community and Special Use Parks Picnic or Stage Area: \$50
- All other Buildings Listed: \$300
- Deposits are due at the time of application. Reservation dates will not be held without deposit.
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Rental fees are due 14 days prior to the event
- Changes made to *Facility Use Permit* less than 30 days prior to event are subject to City approval and may require additional charges.

**B. Arcata Community Center**

Room	Capacity Full/ Dining	Commercial Rate/ per hour	Non-Commercial hourly rate	Non-Commercial 3 hour rate	Non-Commercial 5 hour rate	Non-Commercial all day	Optional Clean-up
Multi-Purpose Room	999/600	\$223		\$518.50	\$622.25	\$881.50	\$622.25
Multi-Purpose Room with Kitchen		\$269.75		\$674.00	\$803.75	\$1,037	\$726
Senior Dining Room	122/96	\$155.50		\$233.25	\$337	\$414.75	\$207.50
Senior Dining Room with Kitchen		\$124.50		\$285.25	\$414.75	\$518.50	\$311.25
Conference Room	25	\$46.75	\$36.25	\$57	\$72.50	\$93.25	\$103.75
Arts and Craft Room	50	\$72.50	\$57.00	\$134.75	\$155.50	\$207.50	\$103.75
Teen Room	30	\$72.50	\$57.00	\$124.50	\$145.25	\$197.00	\$102.50
Kitchen	30	\$83	\$67.50			\$181.50 for Community Park	
Gymnasium Court Space		\$129.75	\$51.75				
Indoor Restrooms						\$129.75	
Gymnastics Room- (Division approval required)			\$62.25				
Entire Facility		\$352.50		\$829.75	\$985.25	\$1,815	\$1,037.50
Entire Facility – Concert Rate (No discount available)						\$2,359.50	\$1,555.75

**1. Lift Use Rates:**

- \$150 for up to 4 hours use and \$35 per each additional hour over 4 hours.

**2. Discounts:**

- Non-Profit Agencies – 25% Discount  
Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the

facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount. Discounts do not apply to the Concert Rate or to actual labor costs for site preparations specific to rentals/events.

**3. Deposits:**

- \$500 deposit is required for the Arcata Community Center
- \$1,600 deposit is required for all concerts
- Deposits are due at the time of application. Reservation dates will not be held without deposit
- Deposits will not be refunded if the reservation is cancelled less than 3 months prior to event. However, if City is able to rebook the facility, ½ of the deposit will be refunded.
- Rental fees are due 30 days prior to the event.
- All Day Rate includes hours between 8 am to 1 am, including clean-up time. Requests for extended hours are subject to City approval and additional costs.
- Changes made to *Facility Use Permit* less than 30 days prior to event are subject to City approval and may require additional charges.
- Staff will be required if City audio equipment is being used and will be charged at the fully burdened rate.

4. Rental Agreements may create a Possessory Interest and require the renting party to pay the required Humboldt County Property tax for the time that the renting party has exclusive rights to City tax-exempt facilities.

**C. Fees for Special Events and Event Banners**

Processing of Major Special Event Application Fee	\$ 166.00
Processing of Photography/Motion Picture Application Fee	\$ 166.00
Processing of Minor (under 50) Special Event Application Fee	\$ 166.00
Traffic Control Plan Approval Fee (Engineering)	\$ 87.00
Barricade Fees:	
Weekday drop-off	\$ 264.50
Electrical Service Fee	\$ 26.00
Water Quick Coupler Deposit	\$ 103.75
Required Police Personnel Costs for Special Events	Fully Burdened Hourly Overtime Rate
that include alcohol sales	(triple time on City holidays)
Banner Set-up/Take down	\$ 383.75
Plaza/Redwood Park Use Fee (Plaza, Redwood Park)	
Up to 500 people	\$ 259 / day
501 to 1,000 people	\$ 363 / day
1,001 & over	\$ 467 / day
Arcata Ballpark or Arcata Community Park	
Up to 500 people	\$ 415 / day
501 to 1,000 people	\$ 622 / day
(Sports events receive priority scheduling)	
Outdoor Special Event Deposit	\$ 519 - \$1,600
Loo Use Fee	\$ 104 / day

Special event charges may also include charges for the following: portable restrooms, dumpsters, business license, key deposit and bus service. The charges are made according to the needs of the special event contained in the executed Special Activity Permit Application. A City of Arcata Film/Motion Picture permit is required for use of City parks, buildings or grounds for the staging or shooting of commercial motion or television pictures or photography. Activities exempt from the permit requirement include local business advertisements supporting businesses having an office, commercial, manufacturing or retail space within the city limits of the City of Arcata, and tourism productions that promote the City of Arcata, unless these activities are otherwise subject

to permit requirements under Arcata Municipal Code section 10006. Non-commercial filming activities that are not required to obtain permits include activities such as news broadcasts, charitable films, private or family photography; however, these activities may also be otherwise subject to permit requirements under AMC section 10006.

**D. Use of City Sports Fields**

**1. Hourly Rate for Use of City Sports Fields and Courts** – includes daily field preparation and lines

Arcata Ball Park	\$ 29.00/hour
Arcata Ball Park Batting Cages	\$ 14.50/hour (Team use only, discounts do not apply)
Arcata Sports Complex – per field	\$ 29.00/hour
Pacific Union – per field	\$ 29.00/hour
Larson Park Tennis – per court	\$ 27.00/hour
Larson Park Bocce – per court	\$ 20.75/2 hours
Bocce Equipment Rental	\$ 5.25/24 hours \$15/per weekend

**2. Lights-Per Field:**

Sports Complex – Softball	\$ 27.00/hour
Ball Park – Baseball/Softball	\$ 43.50/hour

**3. Concessions:** \$72.50 per day or 6% gross sales, whichever is greater. (\$100 deposit is required-against sales)

**4. Arcata Ballpark:** Twenty-five percent (25%) of overall revenue (including in-kind) generated by Humboldt Crabs Sponsorship/Advertisement signs.

**5. Supervisory Personnel** or Extra Field Preparation (as required): Actual Labor Costs

**6. Activities over 200 people** may require chemical toilets and additional dumpsters. Field users will be responsible for charges and delivery arrangements

**7. Deposits:**

- \$250 deposit is required per field
- Deposits are due at the time of application. Reservation dates will not be held without a deposit
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Fifty percent (50%) of deposit will be forfeited if field reservation is cancelled with less than 24 hours' notice.

**8. Discounts:**

School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount. Discount does not apply to light, concession fees or actual labor costs for event preparation.

**Non-Profit Arcata Based Youth Organizations – 30%**

Defined as organizations that have legal non-profit status, whose primary function is serving youth 17 years and under, and that have at least 51% of their participants residing within the Arcata City limits. Tournaments are eligible to receive a 50% discount for field use days that exceed 6 hours of play, and where in the case of tournaments, at least 51% of participants of all teams must reside within the Arcata City limits.

**E. Arcata Ball Park or Arcata Community Park for Concert Events and all Other Events with 1,000 or more Attendees**

**1. Deposit and Fees**

- \$5,185 per day rental rate plus per hour light fees as applicable
- \$2,000 deposit is required



- Deposits are due at the time of application. Reservation dates will not be held without a deposit.
  - Deposits are refundable provided there is no damage to the facility and the facility is left clean.
  - Deposits will not be refunded if the reservation is cancelled less than 1 month prior to the event.
  - Rental fees are due 30 days prior to the event.
2. **Activities over 500 people** may require chemical toilets and additional services. Users will be responsible for charges and delivery arrangements.

**F. Fees for Vending**

- |  |                             |
|--|-----------------------------|
| 1. Processing of Annual Vending Application  | \$ 77.75                    |
| 2. Livescan Fee  | \$ 54.00                    |
| 3. Daily Use Fee for Plaza Space 1, 2, or 3  | \$ 18.75                    |
| 4. Arcata Community Park / Center Mobile Vendor  | \$ 51.75 per day per vendor |
| 5. Arcata Marsh Wildlife Sanctuary (South I Street Parking Lot and South G Street Parking Lot) | \$ 51.75 per day per vendor |

**G. Fees for Rental of Portable PA System**

1. Includes 2 speakers with amps, speaker stands, mixer, 4 mics and stands \$103.75 per day
2. Discounts:
  - Non-Profit Agencies – 25% Discount  
Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount.
3. Deposit \$100 deposit is required
  - Deposits are due at the time of application. Reservation dates will not be held without a deposit
  - Deposits are refundable provided there is no damage to the facility and the facility is left clean.
  - Fifty percent (50%) of deposit will be forfeited if reservation is cancelled with less than 24 hours' notice.
4. Storage:
  - User Groups that are renting space with the City of Arcata and would like to store items such as equipment, supplies, gear, food, furniture, and/or appliances in a City facility/venue may do so if the City determines that it has available storage space. Cost of storage shall be \$0.15 per square foot.

**SECTION 32. RECREATION PROGRAMS**

1. For all contract classes, an administrative fee of 40% of the class fees collected will be assessed
2. For programs other than drop-in activities, a fee of \$11 per activity, in addition to the regular program fee, will be assessed for all non-residents.
3. For contract classes and programs other than drop-in activities, a \$5 fee will be assessed for cancellations.

**SECTION 33. ARCATA & MAD RIVER TRANSIT SYSTEM – PASSENGER FARES**

<b><u>Regular Cash Fare</u></b>	\$ 1.75/ride
<b><u>Reduced Cash Fare</u></b> (Senior - 62 and Older, Disabled, and Children 3 - 17)	\$ 1.25/ride
<b><u>Children - Age 3 and Under</u></b> (When Accompanied by Fare-Paying Passenger)	Free
<b><u>Reduced Fare Value Cards</u></b> (valid on Arcata, Eureka and Redwood Transit systems)  The following reduced fares will be deducted for each ride: Regular Passenger Reduced Passenger	\$10.00 and \$20.00 amounts  \$ 1.25 \$ .95
<b><u>Bus Passes</u></b>	
Daily Bus Pass Regular Reduced	\$ 2.50 \$ 1.50
Monthly Bus Pass Regular Reduced	\$ 30.00 \$ 25.00
Dial-A-Ride/Single Zone Ticket Books	\$ 18.00/6 rides

**SECTION 34. BAGGAGE STORAGE/LOCKER FEE/PRINTING OF ON-LINE GREYHOUND TICKETS**

Bicycle Locker Fee: Bicycle lockers may be rented for \$3.00 per month. A \$20.00 cleaning/key deposit is required. Lockers may only be used for bicycles. All bicycles must have a valid California Bicycle License.

Printing of On-Line Greyhound Tickets: An additional \$5.00 will be charged to passengers who select the Print-at-Home option when buying tickets on-line and fail to print or present their ticket.

**SECTION 35. ARCATA & MAD RIVER TRANSIT SYSTEM – CHARTER RATES/IN BUS ADVERTISING**

Buses may be chartered, two weeks in advance, for the hours when they are not used for fixed route service. Basic charter rate charge is as follows:

- Vans                                 \$ 200.00/hour per vehicle for a minimum of 2 hours  
  \$ 85.00 for each additional hour
- Buses                                 \$ 230.00 per vehicle for a minimum of 2 hours  
  \$ 100.00 for each additional hour
- Interior Bus Advertising   Standard Size (17" x 11") = \$40.00 per month  
  Double Size (34" x 11") = \$60.00 per month

Additional rules governing the Arcata & Mad River Transit System are described in Resolution No. 745-33.

## **SECTION 36. FEES FOR DOGS**

### **A. LICENSE**

The owner of every dog within the incorporated area of the City shall pay annually a license fee as follows:

1. A first-time license fee of \$50.00 (or \$15.00 for spayed or neutered dogs/\$10 for spayed or neutered dogs owned by a senior citizen age 65 and over).
2. Annual renewal fee of \$50.00 (or \$15.00 for spayed or neutered dogs/\$10 for spayed or neutered dogs owned by a senior citizen age 65 and over). For failure to pay a license fee when due, a penalty of \$15.00 in addition to the regular license fee.
3. A duplicate of a lost tag may be procured upon exhibition of the original license and payment of \$5.00
4. No license fee or registration fee is required for any qualified service dog. The owner or person having custody or control of any such service dog shall present to the Police Chief (or designee) satisfactory written proof that such dog has been trained as a service dog to do work or perform tasks for the benefit of a disabled person.

### **B. IMPOUNDMENT**

A dog or cat impounded for the first time within a 12-month period and redeemed prior to the animal being transported to the Humboldt County Animal Shelter shall be redeemed upon payment of an impound fee in the sum of \$45.00 (plus a State fee of \$35.00 if unaltered). The fee will increase to \$90 (plus a State fee of \$50.00 if unaltered) for the second release within a 12-month period and \$135 (plus a State fee of \$100.00 if unaltered) for the third and subsequent releases within a 12-month period. The State fees are to be used to promote and fund spaying and neutering of dogs and cats within the City. In addition to the impound and State fees, a care and feeding charge of \$14.00 (\$17.00 for quarantine) will be charged for each day the animal has been impounded. Once an animal has been transported to the Humboldt County Animal Shelter, animals will be redeemed upon payment of fees as set by the County of Humboldt. Currently, these fees are the same as set forth above, with the addition of required vaccination fees.

## **SECTION 37. CHARGES FOR FINGERPRINTING SERVICES**

For all fingerprinting services performed by employees of the Arcata Police Department, other than those related to fees set forth in the Arcata Municipal Code (ambulance permits, etc.), or those services where a fee is not applicable (bookings, etc.), a fee of \$30.00 for up to two rolled print cards or a live scan print, plus the amount charged to the applicant by the California Department of Justice for processing, shall be assessed. Each additional rolled print card will be charged a fee of \$5.00.

## **SECTION 38. APPLICATION FOR PERMITS FOR CARDROOMS (AMC Sect 4159, Ord No. 913)**

The fee to process an application for a permit for a cardroom operator or cardroom dealer shall be \$85, plus the amount charged by the California Department of Justice for processing the fingerprints.

## **SECTION 39. APPLICATION FOR DANCE PERMITS**

The fee to obtain a dance permit shall be \$15.00 for a single event or \$150.00 for an annual permit to hold multiple events.

**SECTION 40. DISTURBANCE SERVICE FEES**

A charge of \$1.71/minute per officer plus a \$10 dispatch/clerical fee will be levied for the cost of personnel and equipment expended during a second or subsequent police response to a "loud party" or other disturbance location during a twenty-four (24) hour time span.

**SECTION 41. FALSE ALARMS**

An annual charge of \$20.00 will be levied for all alarm permits. It is incumbent upon the subscriber to insure that the permit does not expire, and that the renewal application questionnaire is completed and returned to the Police Department in a timely fashion. If the Police Department responds to an alarm activation at a location that does not have a valid alarm permit on file, the responsible party will be notified of the need to obtain an alarm permit and will be assessed a late application fee of \$100 if the permit is not obtained within 30 days of the notification.

Additionally, a charge of \$75.00 will be levied for all false alarms in excess of the guidelines set forth in the alarm ordinance. A charge of \$250.00 will be levied for the reinstatement of any alarm permit previously revoked by the Chief of Police.

**SECTION 42. PARKING METER CHARGES**

The cost for parking any vehicle, except those displaying a valid disabled persons insignia, shall be seventy-five cents (\$0.75) per hour between 7:00 am and 5:00 pm, Monday through Friday, during the periods that Humboldt State University is in session or whenever signs are placed.

**SECTION 43. PARKING PENALTIES**

Parking penalties are due upon receipt of notice of parking violation. Parking penalties become delinquent on the twenty-second day after the mailing of the notice of illegal parking.

<u>Section</u>	<u>Description</u>	<u>Penalty</u>	<u>Delinquent Penalty</u>
3501(a) AMC	72-Hour Parking	\$ 43.00	\$ 86.00
3501(c) AMC	72-Hour Parking RV	48.00	96.00
3502(1) AMC	Vehicle for Sale on Street	43.00	86.00
3502(2) AMC	Wash/Repairing Vehicle	43.00	86.00
3503(b) AMC	Narrow Street	40.00	80.00
3504(1) AMC	Parking 25 Feet of Intersection/Business District	40.00	80.00
3504(2) AMC	Parking 25 Feet of Signal, Boulevard, Stop Sign	40.00	80.00
3504(3) AMC	No Parking-Other-Sign Required	40.00	80.00
3505(b) AMC	No Parking-Emergency Park Signs	40.00	80.00
3506 AMC	Beyond Designated Lines	40.00	80.00
3508 AMC	4-Hour Limit Parking-On Street	40.00	80.00
3509 AMC	4-Hour Limit Parking-Off Street	40.00	80.00
3510 AMC	Private Property Contrary to Signs	40.00	80.00
3754 AMC	Preferential Permit Required	40.00	80.00
3512 AMC	Expired Meter	40.00	80.00
3513 AMC	4-Hour Limit Parking-Preferential Area	40.00	80.00
3521(1) AMC	Red Curb Zone Parking	40.00	80.00
3521(2) AMC	Yellow Curb Zone Parking	40.00	80.00
3521(5) AMC	Blue Curb Zone Parking	338.00	341.00
3523 AMC	Yellow Zone Load/Unload Only	40.00	80.00
3521(3) AMC	White Curb Zone Parking	40.00	80.00
3521(4) AMC	Green Curb zone Parking	40.00	80.00
3525 AMC	Alley Parking Load/Unload Only	40.00	80.00
3526(e) AMC	Bus Zone Parking	303.00	306.00
3542 AMC	1-Hour Limit Parking-Business District	40.00	80.00

3543 AMC	1-Hour Limit Parking-Streets	40.00	80.00
3544 AMC	8-Hour Limit Parking-Off Street	40.00	80.00
3545(a) AMC	No Parking-3:00 am to 6:00 am as signed	40.00	80.00
3545(b) AMC	No Parking on Plaza During Farmer's Market	203.00	206.00
3546 AMC	2-Hour Limit Parking-Streets	40.00	80.00
3547 AMC	2-Hour Limit Parking-Off Street	40.00	80.00
3548 AMC	No Parking Zone-Streets	40.00	80.00
3549(a) AMC	City Hall Lot Contrary to Signs	40.00	80.00
3549(b) AMC	Community Center Contrary to Signs	40.00	80.00
3549(c) AMC	Arcata Pool Lot Contrary to Signs	40.00	80.00
3549(d) AMC	Transit Center Lot Contrary to Signs	40.00	80.00
3552 AMC	Obstructing Employee/CSO/Police Office of Enforcement of AMC	63.00	126.00
3553 AMC	Permit Parking-Street/Off Street	40.00	80.00
3561 AMC	No Parking for Trucks Over 5 Tons	58.00	116.00
5204(a) VC	Improper Registration Tab	40.00	80.00
5204(a) VC	Improper Registration Tab w/ Proof of Correction	10.00	20.00
10014 AMC	No Overnight Parking in Redwood Park	53.00	106.00
10605 AMC	No Parking Midnight – 4 am Wildlife Sanctuary	53.00	106.00
21211(b) VC	Obstruction of Bicycle Lane	48.00	96.00
22500(a) VC	Parked in Intersection	40.00	80.00
22500(b) VC	Parked in Crosswalk	40.00	80.00
22500(d) VC	Parking in 15' of Driveway-Fire Station	40.00	80.00
22500(e) VC	Blocking Driveway	40.00	80.00
22500(f) VC	Parked on Sidewalk	40.00	80.00
22500(g) VC	Obstructing Traffic-Excavation	40.00	80.00
22500(h) VC	Double Parked	40.00	80.00
22500(i) VC	Bus Loading/Unloading Zone	303.00	306.00
22500(k) VC	Parked on Bridge	40.00	80.00
22500(l) VC	Blocking Wheelchair Access-Ramp	303.00	306.00
22500.1 VC	No Parking-Fire Lane-Sign Required	48.00	96.00
22502(a) VC	18" from Curb/Wrong Way Parking	40.00	80.00
22507.8(a) VC	Handicap Parking-Stall/Space	338.00	341.00
22507.8(b) VC	Handicap Parking-Block Access	338.00	341.00
22514 VC	Parking 15 Feet from Hydrant	48.00	96.00
22515 VC	Not Setting Brake-Unattended	40.00	80.00
22521 VC	Parking 7.5 Feet from Railroad Tracks	40.00	80.00
22522 VC	Blocking Sidewalk Access Ramp	303.00	306.00
22523(a) VC	Abandoned Vehicle-Street Highway	48.00	96.00
22523(b) VC	Abandoned Vehicle-Off Street	48.00	96.00
All Other Vehicle Code Sections Not Listed		40.00	80.00

#### **SECTION 44. EMERGENCY RESPONSE COST RECOVERY FEES**

A charge of \$1.71/minute per officer, plus the jail booking fee established by the County and applicable medical/lab testing fees, along with a \$10 dispatch/clerical fee will be levied for providing emergency response services for the purpose of recovering the cost of the City's emergency services necessitated by a person's intentionally wrongful conduct or person negligently operating a motor vehicle, or a boat or vessel, or a civil aircraft under the influence of alcohol and/or drugs.

#### **SECTION 45. HAZARDOUS MATERIALS INCIDENTS/CITY FORCES CLEAN-UP**

When the County Hazardous Materials Team charges the City for response to a hazardous materials spill or to investigate an unknown substance, the City will pass on those direct costs to the party determined to have caused the incident or situation. If that party cannot be identified, the charges shall be billed to the business owner or property owner.

When City forces respond to a spill to clean-up or contain a hazardous or controlled substance, the party(ies) responsible for allowing/creating the release shall be billed by the City of Arcata for services rendered.

#### **SECTION 46. YOUTH AND FAMILY SERVICES FEES**

- A. A fee based on a sliding scale of \$5 to \$60 per hour will be charged for counseling services conducted by the licensed staff of the Youth and Family Services Division.
- B. A fee of based on a sliding scale of \$5 to \$60 per hour will be charged for consultation and facilitation services conducted by the staff of the Youth and Family Services Division.
- C. Each participant in any psychoeducational course conducted by the staff of the Youth and Family Services Division will be charged a fee of \$35.
- D. A fee of \$35 will be charged for each Diversion Agreement entered into by a juvenile cited to the Youth and Family Services Division.

#### **SECTION 47. FEES FOR BICYCLE LICENSES**

Every person desiring a bicycle license shall pay to the Police Department of the City of Arcata a license fee of \$4.00 per year for the remainder of the then current licensing period, payable in advance at the time application for such license is made.

A penalty of \$5.00, in addition to any license fee, shall be imposed upon any bicycle owner who fails to comply with Section 3701(a) within fifteen (15) days after said person becomes subject to the provisions of this article.

Every person desiring to renew a current bicycle license issued by the City of Arcata shall pay to the Police Department a license renewal fee of \$2.00 per year for the remainder of the then current licensing period, payable in advance at the time application for such renewal is made.

Every person desiring a replacement bicycle license for a lost, damaged or stolen bicycle license issued by the City of Arcata shall pay to the Police Department a fee of \$2.00 for such replacement bicycle license.

Every person desiring to transfer registration of a bicycle with a current license by the City of Arcata shall submit a properly completed "Transfer of Ownership" form and pay to the Police Department a registration transfer fee of \$2.00.

#### **SECTION 48. FEES FOR RETAIL FIREARMS DEALERS LICENSE**

Every person engaged in the retail sale of firearms shall pay to the Police Department of the City of Arcata an annual license fee of \$25.00 for a Retail Firearms Dealers License payable in advance at the time application/renewal for such license is made.

#### **SECTION 49. FEES FOR SECONDHAND DEALERS**

Every person, co-partnership, firm, or corporation whose business includes buying, selling, trading, taking in pawn, accepting for sale on consignment, accepting for auction or auctioning secondhand tangible personal property shall pay to the Police Department of the City of Arcata an initial license fee of \$75.00 and an annual renewal fee of \$25.00.

In addition to the City fees, the applicant must also pay the fees charged by the State of California, Department of Justice, for licensing and fingerprint processing. As used in this section, tangible personal property includes the property defined in Section 21627 of the Business and Professions Code.

A secondhand dealer does not include a coin dealer. For purposes of this section, a coin dealer means any person, firm, partnership, or corporation whose principal business is buying, selling, and trading of coins, monetized bullion, or commercial grade ingots of gold, or silver, or other precious metals.

## **SECTION 50. RECORD REVIEWS**

Members of the public will be charged a fee of \$15 (plus labor costs) to review their own local criminal offender record information.

## **SECTION 51. RECORD SEALINGS**

A person who petitions for an order to seal a record may be ordered by the Court to reimburse the City for the actual cost of services rendered, whether or not the petition is granted and the records are sealed or expunged. When such an order is issued, the City will charge \$16 per hour, not to exceed one hundred twenty dollars (\$120).

## **SECTION 52. CIVIL COURT APPEARANCES AND SUBPOENAS FOR RECORDS**

A deposit of \$150 must accompany any subpoena requiring an officer's appearance in a civil case. After the appearance has been made, the costs incurred by the City (officer's time, mileage, etc.) will be charged against the deposit and either a refund check or additional bill will be generated.

## **SECTION 53. RELEASE OF STORED OR IMPOUNDED VEHICLES**

A fee of \$75.00 will be charged for the release of any vehicle stored as a result of abandonment, or being left unattended in a manner which presents traffic or safety hazards, or having expired registration.

A fee of \$125 will be charged for the release of any vehicle impounded as a result of the driver's actions (i.e. driver arrested, driving without a valid license, etc.).

## **SECTION 54. RELEASE OF IMMOBILIZED VEHICLES**

A fee of \$75.00 will be charged for the release of a vehicle which has been immobilized resulting from unpaid parking penalties.

## **SECTION 55. REPOSSESSED VEHICLE**

A fee equal to that required by State law will be charged for the release of any vehicle which has been repossessed by the legal owner.

## **SECTION 56. ABANDONED VEHICLE REMOVAL FROM PRIVATE PROPERTY**

A minimum fee of \$150 per vehicle will be charged for any abandoned vehicle removed by the City from public or private property. Additional fees charged to the City by the towing/dismantling agencies, which includes but is not limited to charges for oversized vehicles, excessive trash, and hazardous materials removal will be added to the minimum fee.

The last known owner of the vehicle will be billed for a vehicle removed from public property. The property owner will be billed, in advance, for a vehicle removed from private property.

## **SECTION 57. EQUIPMENT VIOLATION CORRECTION VALIDATIONS AND V. I. N. NUMBERS**

A fee of \$15 will be charged for validating corrections on equipment violation citations and for verifying vehicle identification numbers on Department of Motor Vehicle forms.

## **SECTION 58. SALE OF POLICE CARD PROOF SHEETS**

\$20.00 per sheet when available.

## **SECTION 59. ACCOUNTS TURNED OVER TO A COLLECTION AGENCY OR SMALL CLAIMS COURT FILINGS**

For those accounts turned over to a collection agency for failure to pay, the collection fee charged to the City shall be added to the amounts owed the City of Arcata.

A \$25.00 fee shall be charged to each account for which the City files a Small Claims Action in Superior Court.

**SECTION 60. SHOPPING CART RECOVERY FEE**

A fee of \$15.00 shall be charged to a business for each abandoned shopping cart returned to it by City personnel.