



CITY OF MENIFEE

SUBJECT: 2024 Fee Schedule Amendment

MEETING DATE: July 17, 2024

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Deputy Finance Director

REVIEWED BY: Travis Hickey, Chief Financial Officer

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Adopt a resolution approving the revised 2024 User Fee Schedule maintaining deposit-based fees and surcharges at the adopted 2022 amounts.

DISCUSSION

At the May 15, 2024, City Council meeting, the City Council approved the 2024 User Fee Schedule update to capture any new fees for services as well as the Consumer Price Index (CPI) annual adjustment to be effective July 15, 2024. The purpose of an annual CPI adjustment is to ensure any increase in costs are captured in fees and proposed cost recovery levels are maintained between comprehensive updates.

The updated 2024 User Fee Schedule is comprehensive and includes all city fees, including, but not limited to, fees set by federal and/or state, deposits and applicable surcharges. As noted in the staff report from May 15th, federal and/or state set fees were not subject to the annual CPI adjustment and kept at the original approved amounts.

The attached proposed resolution clarifies that deposit-based fees (ie facility rentals, or development deposit-based fees) and established surcharges (general plan maintenance and/or technology) would also be maintained at the 2022 established levels. Deposit based fees are collected as payments towards a specific service and/or facility rental, where all or a portion of the deposit may ultimately be refunded. Actual costs for service(s), if applicable, are determined on corresponding labor and or other related expenses. If there is additional funding needed towards a deposit-based project, staff works with the applicant on collecting additional deposits funds. Therefore, staff is recommending deposit-based fees be explicitly excluded from annual CPI adjustments. Similarly, the resolution provides clarification on maintaining the surcharges at their 2022 established percentages.

Staff's recommendation to maintain fees at the 2022 adopted amounts does not result in any new fees, or fee increases, but provides clarification on deposit-based fees and/or surcharges to be excluded from annual CPI adjustments. Table 1 below outlines the fees proposed to be reverted to the 2022 adopted fees. The amended User Fee Schedule is also attached for review with proposed changes highlighted in yellow.

TABLE 1 – PROPOSED FEES

Fee Title	2022 Adopted Fee
Small Facility Rental Deposit	\$50
Medium Facility Rental Deposit	\$100
Large Facility Rental Deposit	\$200
Facility Kitchen Rental Deposit	\$100
Field Rental – One Time Use Deposit	\$50
Field Rental – League/Multiple Use Deposit	\$50
Park Rental – Private Event (100-249 Attendees) Deposit	\$50
Park Rental – Private Event (250-499 Attendees) Deposit	\$100
Park Rental – Private Event (500-999 Attendees) Deposit	\$150
Park Rental – Private Event (1000+ Attendees) Deposit	\$300
Technology Surcharge Fee	5.7%
General Plan Maintenance Fee	9%
Planning Deposit – Surface Mining and Reclamation Act	\$20,000
Planning Deposit – Annexation Request	\$20,000
Planning Deposit – Zone Change	\$5,000
Planning Deposit – Development Agreement	\$10,000
Planning Deposit – EIR Review	\$20,000
Planning Deposit – Expedited Environmental Habitat Review	\$1,500
Planning Deposit – General Plan Amendment	\$10,000
Planning Deposit – Planned Unit Development	\$10,000
Planning Deposit – Specific Plan	\$20,000
Planning Deposit – Sphere of Influence Amendment	\$10,000
Planning Deposit – Study Review/Scoping Agreement	\$1,000
Planning Deposit – Ag Preserve Cancellation	\$5,000
Planning Deposit – Tentative Tract Map	\$20,000
Planning Deposit – Tentative Tract Map - Revision	\$10,000
Planning Deposit – Historic Property Preservation	\$5,000
Planning Deposit – Hazardous Waste Facility Siting Permit	\$20,000
Planning Deposit – Hog Ranch Processing	\$10,000
Planning Deposit – Noise Exception - On-Going Event	\$5,000
Planning Deposit – MSHCP HANS	\$2,000
Engineering Deposit - Rough Grading/Drainage Plan Check (Single Family 75-200 Lots)	\$16,172
Engineering Deposit - Rough Grading/Drainage Plan Check (Single Family 200+ Lots)	\$20,000
Engineering Deposit – Precise Grading/Drainage Plan Check (Single Family 200+ Lots)	\$15,000
Engineering Deposit - Rough Grading/Drainage Plan Check (Multiple Family >1Mil + SqFt)	\$15,000

Engineering Deposit - Precise Grading/Drainage Plan Check (Multiple Family >1Mil + SqFt)	\$20,000
Engineering Deposit - Precise Grading/Drainage Plan Check (Plan Check Revision)	\$10,000
Engineering Deposit – Encroachment Permit (Major Project)	\$1,500
Engineering Deposit – Encroachment Permit (Night-Time Work)	\$513
Public Improvement Plan Review - Inspection	3%
Engineering Deposit Public Improvement Plan Review – Plan Check Revision	\$10,000
Engineering Deposit - Grading/Drainage Inspection (Residential 1+ Acres)	\$3,000
Engineering Deposit – Final Tract Map (100+ Lots)	\$20,000
Engineering Deposit – Survey Mapping Review (Initial deposit if involving Public Road currently in use)	\$10,000
Engineering Deposit – Survey Mapping Review – CC&R	\$3,000
Engineering Deposit – Drainage Study	\$2,500
Engineering Deposit – Traffic Scoping Study	\$1,915
Engineering Deposit – Special Districts (CFD/Assessment District Audit)	\$10,000
Engineering Deposit – Special Districts (Assessment District Formation)	\$20,000
Engineering Deposit – Bond Release	\$2,000
Engineering Deposit – Bond Reduction	\$3,000
Engineering Deposit – Bond Replacement	\$2,000
Engineering Deposit – TUMF Audit	\$10,000
Engineering Deposit – Misc. Engineering Agreements	\$10,000
Engineering Deposit – City Property Acquisition Process Initial Deposit	\$5,000
Misc Planning/Engineering Review	\$5,000
Stockpile/Borrow Site Inspection	\$587

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

There is no fiscal impact associated with the recommended action. The reduction in revenue from exempting the deposit-based fees would have no impact to the City due to funds being refunded, regardless of amount.

ATTACHMENTS

1. Resolution - Amended 2024 User Fee Schedule
2. Amended User Fee Schedule