



## **CITY OF MENIFEE**

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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

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### **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 15<sup>th</sup>, 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         |



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|---|----------|
| 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