

Report on Cost of Services (User Fee) Study

CITY OF MENIFEE, CALIFORNIA

FINAL REPORT

August 10, 2022



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1. Introduction and Executive Summary

The report, which follows, presents the results of the Citywide Cost of Services (User Fee) Study conducted by the Matrix Consulting Group for the City of Menifee.

1 Project Background and Overview

The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: City Clerk, Finance, Community Services, Code Enforcement, Police, Fire, Building, Planning, and Engineering. The results of this Study provide a tool for understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

2 General Project Approach and Methodology

The methodology employed by the Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Program. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of types of costs applied in establishing the “full” cost of services provided by the City:

Table 1: Overview of Cost Components

Cost Component	Description
Direct	Fiscal Year 2022 Budgeted salaries, benefits and allowable expenditures.
Indirect	Division, departmental, and Citywide administration / management and clerical support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Departmental Staff Interviews:** The project team interviewed Departmental staff regarding their needs for clarification to the structure of existing fee items, or for addition of new fee items.

- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 2022 were entered into the Matrix Consulting Group's analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.
- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

A more detailed description of user fee methodology, as well as legal and policy considerations are provided in subsequent chapters of this report.

3 Summary of Results

When comparing Fiscal Year 2022 fee-related budgeted expenditures with fee-related revenue generated in Fiscal Year 20/21 the City is under-recovering its costs by approximately \$3.3 million and recovering 73% of its costs. The following table shows by major service area / discipline, the revenue collected, the total annual cost, the resulting annual surplus / (deficit) and the resulting cost recovery.

Table 2: Annual Cost Recovery Analysis

Service Area	Total Annual Revenue	Total Annual Cost	Annual Surplus/(Deficit)	Cost Recovery %
Admin / Miscellaneous	\$126,232	\$243,368	(\$117,135)	52%
Community Services	\$225,203	\$2,638,874	(\$2,413,671)	9%
Development-Related	\$8,498,703	\$9,314,229	(\$815,526)	91%
TOTAL	\$8,850,138	\$12,196,470	(\$3,346,332)	73%

As the table indicates, the City's largest source of subsidy is related to Community Services at \$2.4 million, which is expected due to the nature of these activities. The next largest subsidy at \$816,000 is in relation to development-related activities. If Community Services is excluded, then the overall subsidy for the City decreases from \$3.3 million to \$933,000 with a cost recovery level of 90%.

The subsidy in development is related to fire prevention and current planning applications, which require extensive city staff time and effort. The other component of the deficit is in relation to internal cross-departmental support for Building, Planning, and Engineering. Implementing the full cost fees, and updated departmental support fees for Planning and Engineering for Building fees will help ensure that the City can help bridge this deficit.

The detailed documentation of the Study will show an over-collection for some fees (on a per unit basis), and an undercharge for most others. The results of this analysis will

provide the Department and the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service.

The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among Council members and City staff, and do not represent a recommendation for where or how the Council should act. The setting of the “rate” or “price” for services, whether at 100 percent full cost recovery or lower, is a policy decision to be made only by the Council, with input from City staff and the community.

4 Considerations for Cost Recovery Policy and Updates

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, including a mechanism for the annual update of fees for service.

500 **Adopt a Formal Cost Recovery Policy**

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

2 **Adopt an Annual Fee Update / Increase Mechanism**

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions, and to account for any major shifts in cost components or organizational structures that have occurred since the City’s previous analysis. The City of Menifee last conducted a Planning, Engineering, and Fire fee study in 2019 and prior to that a comprehensive fee study in 2014. Therefore, the City is in the practice of conducting comprehensive analyses every 5-7 years. The City should continue this practice to capture any changes to its organizational structure, processes, as well as any new service areas.

In between comprehensive updates, the City should continue to utilize published industry economic factors such as Consumer Price Index (CPI) to increase fees. Utilizing an annual increase mechanism would ensure that the City receives appropriate fee increases that reflect growth in costs.

2. Legal Framework and Policy Considerations

This section of the report is intended to provide an overview regarding overall legal rules and regulations as well as general policy considerations for fees for service. A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General’s Opinion 92-506 set the parameters under which the user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies “...may not exceed the estimated reasonable cost of providing the service for which the fee is charged”.

1 General Principles and Philosophies Regarding User Fees

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

Table 3: Services in Relation to Benefit Received

“Global” Community Benefit	“Global” Benefit and an Individual or Group Benefit	Individual or Group Benefit
<ul style="list-style-type: none"> • Police • Park Maintenance • Fire Suppression 	<ul style="list-style-type: none"> • Recreation / Community Services • Fire Prevention 	<ul style="list-style-type: none"> • Building Permits • Planning and Zoning Approval • Site Plan Review • Engineering Development Review • Facility Rentals

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the “global benefit” section tend to be funded primarily through voter approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fee, and other funding sources. Finally, in the “individual /

group benefit” section of the table, lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” may no longer apply. The charge may become a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2 General Policy Considerations Regarding User Fees

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, jurisdictions typically prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or the Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction’s ability to charge a fee at all. An example includes time spent copying and retrieving public documents and / or transportation permits.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for charging a water heater in residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.

- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include Planning Design Review, historical dedications and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and ensure that the City complies with State law.

3 Parks and Recreation Specific Regulations

There are specific rules and regulations within the State Law that impact Parks and Recreation related activities directly. These can be separated into two categories – rental rates and recreation programs. The following points provide further information regarding these items:

1. **Rental Rates:** One of the exceptions to the tax category under Proposition 26 is a charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property¹. There is no requirement that these rates must be limited to the cost of service, as they can be dependent upon a variety of features of the facility or park being rented.
2. **Recreation Programs:** Under Proposition 26, the exception to the tax category is a charge that is “imposed”. Based upon the League of California Cities implementation guide for Proposition 26, as well as other legal opinions, recreation classes, youth sports, adult sports, are not a charge that is “imposed upon residents”. Rather residents have the option to voluntarily participate in those programs and utilize a private entity (non-governmental entity) for those activities. Therefore, these rates are allowed to be set based upon the market options within the area rather than being restricted to the cost of service being provided.

Utilizing these two principals is key to understanding the results generated through this analysis. As such, any surpluses in these areas reflected in the report do not need to be reduced to the cost of service, as the fee amount(s) may be based upon the rates that the market can bear.

¹ Proposition 26 Article XIII C(1)(e)(4)

4 Fines and Penalties

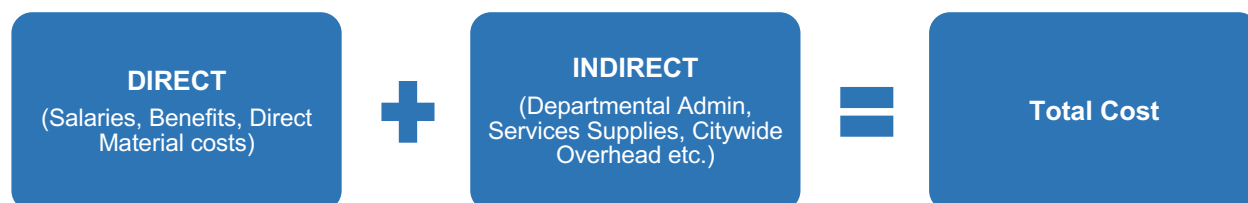
The purpose of a cost of services study is to evaluate service or time-based fees. Fines and penalties are not subject to the same legal regulations as “user fees”. The purpose of the fine and / or penalty is to ensure compliance, therefore, the amount is meant to be punitive in nature, so as to incentivize the compliance. The fine / penalty amount is meant to be set at a rate that ensures there is enough of a financial impact of non-compliance to discourage that non-compliance. While these fines and penalties were not evaluated through this study, they have been included in the master listing of fees and rates in the appendix of this report.

5 Summary of Legal Restrictions and Policy Considerations

Once the full cost of providing services is known, the next step is to determine the “rate” or “price” for services at a level which is up to, and not more than the full cost amount. The Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a “grey area”. However, with the resulting cost of services information from a User Fee Study, the Council can be assured that the adopted fee for service is reasonable, fair, and legal. The City will need to review all fees for service in this analysis and where subsidies are identified may decide to increase them to reduce the deficit, and where over-recoveries are identified the fee must be reduced to be in compliance with the law.

3. User Fee Study Methodology

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for the average time spent to deliver each service included in the study;
- Distribute the appropriate amount of the other cost components to each fee or service based on the staff time allocation basis, or another reasonable basis.

The results of these allocations provide detailed documentation for the reasonable determination of the actual cost of providing each service.

One of the key study assumptions utilized in the “bottom up” approach is the use of time estimate averages for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates.

The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Extremely difficult or abnormally simple projects are not factored in the analysis.

- Estimates reflect the time associated with the position or positions that typically perform a service.
- Estimates provided by staff are reviewed and approved by the division / department, and often involve multiple iterations before a Study is finalized.
- Estimates are reviewed by the project team for “reasonableness” against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.
- Estimates match the current or proposed staffing levels to ensure there is no over-allocation of staff resources to fee and non-fee related activities.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service for which to base a jurisdiction’s fees for service and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff’s billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a “time and materials” basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

4. Results Overview

The motivation behind a cost of services (User Fee) analysis is for the City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost of service analysis takes a “snapshot in time”, where a fiscal year of adopted budgeted cost information is compared to the prior fiscal year of revenue, and workload data available. Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each major permit category including the following:

- **Modifications or Issues:** discussions regarding any revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).

The full analytical results were provided to City staff under separate cover from this summary report.

5. City Clerk

The City Clerk's Office is responsible for administering elections, maintaining accurate and transparent City records, and providing City Departments and the public with access to City records and legislative actions. The fees examined within this study relate to document reproduction and certification, candidate and initiative processing, research, certification of life and copies, and passport application and renewals. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the City Clerk's Office.

1 Fee Schedule Modifications

In discussions with City Clerk staff, modifications were made to the current fee schedule, including:

- **Eliminated Fees:** Appeal to Fee Committee and Bid Specification Request, as the City no longer provides these services.
- **New Fees:** Certification of Life, Certified Copies, Affidavit Process for Building Plans, Copies of Maps, and a section for Passport application and renewal fees were added.
- **Fee Name Changes:** The title Reproduction was changed to Digital Media Reproduction, to capture reproduction that is provided for videos and meetings.
- **Relocation of Fees:** Appeal fees were moved from City Clerk to Planning and Code Enforcement, to ensure that the applicant only sees a singular fee that is charged by the City to cover the entire appeal process.

The modifications noted above better reflect the services being provided by City Clerk staff.

2 Detailed Results

The City Clerk's office collects fees for document reproduction, and passport application and renewals. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the title/name, current fee, total cost, and surplus or deficit associated with each service offered.

Table 4: Total Cost Per Unit Results – City Clerk

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Public Nuisance Lien Processing	\$670	\$391	\$279
Document Reproduction ²	\$0.25	\$0.25	\$0
Document Certification	\$20	\$17	\$3
Digital Media Reproduction	\$5	\$6	(\$1)
Candidate Filing Processing ³	\$25	\$25	\$0
City Initiative Processing ⁴	\$200	\$200 ⁵	\$0
Research/Compiling Service		Actual Cost	
Certification of Life	New	\$29	N / A
Certified Copies	\$15	\$15	\$0
Affidavit Process for Building Plans	New	\$207	N / A
Copies of Maps		Actual Cost	
Passports⁶			
Adult Application Fees:			
First Time Passport Book	\$130	\$130	\$0
First Time Passport Card	\$30	\$30	\$0
First Time Passport Book & Card	\$160	\$160	\$0
Passport Card only	\$30	\$30	\$0
Passport Acceptance Fee (Adult / Minor)	\$35	\$35	\$0
Adult Renewal Fees:			
Passport Book	\$130	\$130	\$0
Passport Card only	\$30	\$30	\$0
Passport Book & Card	\$160	\$160	\$0
Minor Application Fee			
Minor Passport Book	\$100	\$100	\$0
Minor Passport Card	\$15	\$15	\$0
Minor Passport Book & Card	\$115	\$115	\$0

A majority of City Clerk's fees are set by the state and federal laws. Of the remaining fees, Document Certification (\$3) and Public Nuisance Lien Processing (\$279) are over-recovering, while Digital Media Reproduction is under-recovering by \$1. Overall, the City Clerk's average per unit cost recovery is 104%.

² The Document Reproduction fee is set per CPRA 6250-6270

³ Candidate Filing Processing fee is set per ELEC 10228

⁴ City Initiative Processing is set per ELEC 9202(b)

⁵ Per ELEC 9202(b), City Initiative Processing is a deposit rather than a fee. The deposit is fully refunded if the initiative makes it onto the ballot.

⁶ Passport fees are pulled from the State Department. The most recent link describing the State / Federal fees is as follows: https://travel.state.gov/content/dam/passports/forms-fees/Passport%20Fees%20Chart_TSG_JAN%202022.pdf

6. Finance

The Finance Department provides fiscal management and support to all City Departments and programs, by ensuring implementation and adherence to the City's fiscal municipal code, policies, and state and federal statutes. The fees examined within this study relate to business registration, business licensing, and return check processing. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Finance Department.

1 Fee Schedule Modifications

The project team reviewed the current fee structure with City staff and the following modification were made:

- **New Fees:** Reinstatement of Business License and Single Day Event Business License were added as new fee categories to capture services already provided.
- **Expansion of Fee Categories:** The Business Registration Change was expanded into Name Change and Physical Address change to capture the different level of effort associated with processing those services.

The modifications noted above better reflect the services being provided by Finance staff and will allow for more accurate cost of service calculations.

2 Detailed Results

The Finance Department collects fees for business registration, business licensing, and return check processing services. The total cost calculated for each service includes direct staff costs, direct materials costs (where applicable), and Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Finance Department fee.

Table 5: Total Cost Per Unit Results – Finance

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
New Business Registration	\$65	\$76	(\$11)
Renewal Business Registration	\$35	\$57	(\$22)
Late Payment Renewal Business Registration	\$35	\$19	\$16

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Business Registration Change of Name	\$5	\$19	(\$14)
Business Registration Change of Physical Address	\$5	\$38	(\$33)
Business Registration Change of Mailing Address	\$5	\$6	(\$1)
Duplicate Business License	\$5	\$6	(\$1)
Reinstatement of Business License		Penalty	
Single Day Event Business License	\$5	\$19	(\$14)
Returned Check Processing ⁷			
1 st Check	\$25	\$25	\$0
Subsequent Checks	\$35	\$35	\$0

The Reinstatement of Business License is a penalty and as such was not studied. While, the City is overcharging for Late Payment Renewal Business Registration by \$16, this is a penalty fee and is not subject to the same rules and regulations as user fees. All other fees from the Finance Department show an under-recovery. The deficit ranges from a low of \$1 for Duplicate Business License to a high of \$33 for Business Registration Change of Physical Address. Overall, the average per unit cost recovery associated with services provided by Finance is 76%.

⁷ Returned Check Processing fees are set per CIV § 1719(a).

7. Community Services

The Community Services Department is responsible for providing recreational opportunities that promote involvement and engage the community in order to improve quality of life among residents. Fees examined in this study relate to facility rentals, picnic rentals, field rentals, after school programs, camp, classes, and sports programs. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Community Services Department.

1 Fee Schedule Modifications

During discussions with Community Services staff, modifications were proposed to the current fee schedule, which include:

- **Restructuring of fees:** The fee schedule currently lists facility rentals by room name. The City is adding new rooms and rather than calling out each room, it has been decided to categorize the rooms by size and list fees by size in three categories: small, medium, and large meeting rooms. This allows the City to charge more consistently across facilities that have similar sized meeting spaces, as well as accommodate any new facilities.
- **Addition of Fees:** Several new fees were added including: residential self-haul permits (application and renewal), administrative fee for cancellation of rentals, picnic rentals with jumpers and/or food vendors, special events, and park rentals.

The modifications outlined above will ensure that Community Services' fee schedule accurately reflects the services being provided by staff and help ensure that costs are captured appropriately.

2 Detailed Results

The Community Services Department collects fees for facility rentals, picnic rentals, field rentals, after school programs, camp, classes, and sports programs. The total cost calculated for each service includes direct staff costs, Departmental, and Citywide overhead, as well as any specific material costs. Due to the current fee being variable based upon the season of service as well as either per participant per session or per hour of day, it was not possible to compare the City's current fee to the full cost fee. Therefore, the following table only shows the total cost per unit calculated for rentals and classes.

Table 6: Total Cost Per Unit Results – Community Services

Fee Name	Unit	Total City Cost Per Unit
Facility Rentals:		
Small ⁸ - Up to 20 capacity	Per hour	\$126
Medium ⁹ - Up to 50 capacity	Per hour	\$132
Large ¹⁰ - Up to 150 capacity	Per hour	\$226
Picnic Rentals:		
Picnic Shelter – Small	Per hour	\$42
Picnic Shelter – Large	Per hour	\$42
Rental with Jumper / Food Vendor	Per hour	\$52
Field Rentals:		
One-Time Rentals		
Ballfield or Multi-Purpose Field	Per hour	\$25
Field Lights	Per hour	\$15
Leagues or Multiple Rentals		
Ballfield or Multi-Purpose Field	Per hour	\$25
Park Rental / Private Event (Central, Centennial, La Ladera, and Audie Murphy Park Only)		
Special Events Application	Per Permit	\$157
100-249 Attendees	Per Permit	\$231
250-500 Attendees	Per Permit	\$401
500-999 Attendees	Per Permit	\$572
1,000+ Attendees	Per Permit	\$743
Miscellaneous Fees:		
Administrative Processing Fee – Rental Cancellation	Per Permit	\$12
Residential Self-Haul Permit Application	Per Permit	\$101
Residential Self-Haul Permit Renewal	Per Permit	\$33
Additional Staff Support as Needed	Per Hour	\$74
After School & Camps:		
Lazy Creek Recreation Center		
After School Adventures Program (A.S.A.P)	Per participant per day	\$20
Tiny Tots Programs		
Adventures	Per participant per day	\$10
Explorers	Per participant per day	\$13
Discovery	Per participant per day	\$13
Steamers	Per participant per day	\$17
Wee Folks	Per participant per day	\$11
Summer Camps		
Summer Adventure Camp	Per participant per day	\$15
Summer Sports Camp	Per participant per day	\$19
Summer Specialty Camps	Per participant per day	\$19
Tiny Tots Summer Camp	Per participant per day	\$13
Youth Leaders of Menifee		
Ready, Set, Future! Teen Summit	Per participant per session	\$97
FY18-19 Camps		
Neil Winter Football Camp	Per participant per day	\$13
Spring Break Camp	Per participant per day	\$67
Winter Break Camp	Per participant per day	\$70

⁸ Small room rentals include Rose and Iris rooms.⁹ Medium room rentals include the Magnolia room.¹⁰ Large room rentals include the Palm Multipurpose Room.

Fee Name	Unit	Total City Cost Per Unit
Classes:		
Virtual Classes		
Little Learners Spanish	Per participant per day	\$16
Little Learners STEAMers	Per participant per day	\$20
Little Learners Watch Me Grow	Per participant per month	\$7
Free Virtual Workshops		
Food for Thought: Changing My Diet to Management My Conditions	Per participant per session	\$4
Stress Management	Per participant per session	\$4
How to Read Nutrition Labels	Per participant per session	\$4
Laughter Yoga	Per participant per session	\$4
Kay Cenicerros Senior Center – Virtual Workshops		
Crafty Creations Spring Virtual Workshop	Per participant per session	\$30
Crafty Creations Summer Virtual Workshop	Per participant per session	\$30
Bone Health Basics: Understanding Osteoporosis	Per participant per session	\$4
Home Safety and Preventing Falls and Injuries	Per participant per session	\$4
Depression: Common, Disabling, Unrecognized, Treatable	Per participant per session	\$4
Senior Center Events		
Drive-In Bingo	Per participant per session	\$8
Older Americans Celebration	Per participant per session	\$20
Senior Center Services		
Food Box Program	Per participant per day	\$216
Senior Lunch Program	Per participant per day	\$67
FY18-19 Classes		
Art Club	Per participant per session	\$37
Button Art Workshop	Per participant per session	\$99
Computers 101	Per participant per session	\$37
Healthy Workshop	Per participant per session	\$5
Loteria	Per participant per session	\$4
Loteria/Bingo	Per participant per session	\$2
Senior Health Fair	Per participant per session	\$301
Summer Excursions	Per participant per session	\$87
Tech Time	Per participant per session	\$62
Teen Trip	Per participant per session	\$98
Trivia/Trivia Club	Per participant per session	\$9
Walking Class	Per participant per session	\$31
Sports:		
Nacho Average Sports	Per participant per day	\$15
Peewee Sports	Per participant per day	\$10
Audie Murphy Ranch Skate Park		
Annual Membership Pass	Per Person	\$3,997
Day Passes	Per person per day	\$13
Basketball	Per participant per session	\$239

It is important to note that for Community Services unlike other services, the fee should be based upon market factors. The figures shown in the table represent staff time associated with administering these rentals and programs, but do not reflect the actual market value associated with renting these facilities, or market value for providing similar

programs in the private market. Therefore, staff and City management should review and utilize these results as a guideline for updating the current fees for services related to rentals and programs.

Additionally, it is considered best practice that programmatic recreation fees (i.e. sports, aquatics, classes, etc.) not be listed on a master fee schedule and be determined based upon demand for those services as well as the season for those activities. Therefore, while the project team has estimated the cost of these services, it is up to City Community Services staff to apply their discretion when determining where and how to set fees depending upon the programs and classes that are offered.

3 Fee Categories

The Community Services Department collects fees for facility rentals, picnic rentals, field rentals, community classes, and sports programs that are typically discounted for certain groups of people. It is common for recreation services to discount rates for residents and non-profit organizations in order to offer community benefiting opportunities at a more attainable cost. The following subsections discuss the fee categories associated with rentals and programs.

1 Rentals

Meeting room rentals, field rentals, and picnic table rentals are currently charged based on different categories. The following points outline the rental categories utilized by the City:

- **Non-Resident Commercial:** Renters for this category are charged the full cost of each rental. This category represents businesses that are not located within the City of Menifee.
- **Commercial Resident / Non-Resident Non-Profit:** Renters for this category do not receive a discount for facility rentals and receive a discount of 75 and 80% for picnic shelter rentals. This category represents businesses within the City of Menifee, or Non-Profits that have majority of their members not as residents of the City of Menifee.
- **Resident:** Renters for this category represent the residents within the community and they receive a 50% discount on small and medium room rentals and small picnic shelters, 57% discount on large room rentals, and 60% discount on large picnic shelter.

- **Resident Non-Profits Civic/Social/Other:** Renters for this category receive the same discount as the resident and reflect non-profit or civic organizations that have the majority of their members as Menifee residents.
- **Resident Non-Profit Youth Sports:** This category represents youth sports leagues whose participants are residents within the community. The youth league receives discounts of 25% for field rentals, 50% discount for field lights rental and facility rentals (including small picnic shelter), and 60% discount for large picnic shelter rental.
- **City Sponsored / City Partnership:** City Sponsored rentals or those with partnerships with not profits or community groups are not charged any fee.

As shown in the points, the City discounts rates for residents and non-profits, however, the discount varies by type of rental and residency status for each rental type. It is recommended that these categories be streamlined and a recommended and consistent discount be developed. The following table shows by category the proposed recommended discount percentage:

Table 7: Community Services – Recommended Fee Categories and Discounts

Fee Name	Discount %	% of Fee
Non-Resident	0%	100%
Resident	25%	75%
Resident Non-Profit (Youth Sports and Others)	50%	50%
City Sponsored / City Partnership	100%	0%

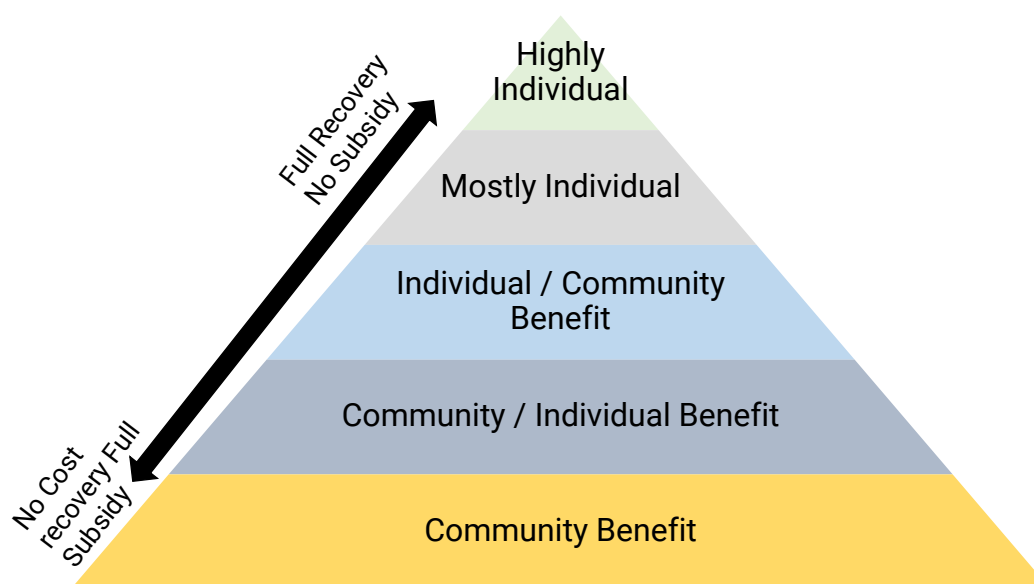
Condensing the categories will allow the City to better represent its cost recovery philosophy and ensure consistency in discounts. The percentage of fee column was created to provide through another perspective that the 25% discount represents 75% of the fee being charged.

2 Classes/Programs

Classes and sports programs, while still charged based on residency within the City like rentals, are charged by only two categories: residents and non-residents. Typically for most classes and sports programs non-residents are charged the full cost while residents are typically given a discount of about 17% of the non-resident rate. The project team would recommend that similar to Rentals, the City develop a consistent policy. All resident rates and fees should be discounted by 25%. This will ensure consistency across all categories for community services.

4 Cost Recovery

Through this study, the City of Menifee, would like to follow industry best practices by setting its fees based upon targeted cost recovery levels based upon program activities. This pricing methodology is known as the Pricing Pyramid Methodology. The pyramid methodology indicates that the higher up the pyramid a program is placed, the greater its cost recovery. For example programs such as Afterschool programs would be closer to the lower levels of the pyramid, whereas programs such as the Drive in Bingo would be closer to the top of the pyramid. The following graphic shows the pricing pyramid.



Based upon the project team's experience and research of national jurisdictions' cost recovery policies, which identified targeted cost recovery percentages for each program area, a state specific average was developed. The following table shows the California targeted average cost recovery percentage.

Table 8: Community Services – National Average of Cost Recovery

<u>Program Category</u>	<u>California Average</u>
Athletics	65%
Afterschool	40%
Outdoor Camps	70%
Aquatics	55%
Premium Services	100%+

The City may desire to develop the use of the Pricing Pyramid Method to develop cost recovery policies and percentages. While it is important to identify where programs would typically fall within the pyramid, and establish cost recovery guidelines for each level, the

City should treat each program uniquely. This would allow the City flexibility to balance a program's desirability with its impact on the community as a whole.

Ultimately, while the City has the ability to set fees based upon market demand, the City's goal and desire is to provide high quality recreation activities in a cost effective and cost recoverable manner.

8. Code Enforcement

The Code Enforcement Department is responsible for ensuring the community abides by and corrects violations of the Meniffee Municipal Code. The fees examined within this study relate to abatement, inspections, and removal of graffiti. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Code Enforcement Department.

1 Fee Schedule Modifications

In discussion with Code Compliance staff, modifications were made to the current fee schedule. The modifications made are outlined below:

- **Eliminated Fee:** Bee Removal was removed, as these services are no longer provided by the department.
- **Fee Name Changes:** Notice of Non-Compliance was changed to Notice of Pendency and Graffiti Documentation was changed to Graffiti Removal. Both were changed as a means to provide City staff and the Community with clarity as to what the services entails.

These modifications enable the Department to most accurately and transparently reflect all of the services it provides.

2 Detailed Results

Code Enforcement collects fees for abatement, inspections, and removal of graffiti. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Code Enforcement activity.

Table 9: Total Cost Per Unit Results – Code Enforcement

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Vacant Lot Weed Abatement	\$126	\$438	(\$312)
Weed Abatement Appeal to City Council	\$655	\$665	(\$10)
Foreclosed Property Registration/Inspection	\$75	\$126	(\$51)
Each inspection after 1 st inspection	\$35	\$126	(\$91)
Summary Abatement		Actual Cost	
Notice of Pendency	\$25	\$124	(\$99)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Graffiti Removal		Actual Cost	
Hourly Rate	\$111	\$188	(\$77)

Currently, all fees being charged are showing an under-recovery. The deficits range from a low of \$10 for Weed Abatement Appeal to City Council, to a high of \$312 for Vacant Lot Weed Abatement. In this case, these subsidies represent a good faith gesture by the City to balance enforcement of City Code with compliance. Overall, the Code Enforcement Department is recovering an average of 49% of its per unit costs.

9. Police

The Police Department is responsible for law enforcement, as a means to ensure the safety of residents and visitors within the City of Menifee. The fees examined within this study relate to copies of reports, Clearance Letters and signoffs, LiveScan Fingerprinting, impound charges, and personnel services. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Police Department.

1 Fee Schedule Modifications

During discussions with Police Department staff, only one change was made to the current fee structure. A fee for Noise Ordinance Violation was added. The addition of the new fee enables the Department to most accurately and transparently reflect all of the services it provides.

2 Detailed Results

The Police Department collects fees for copies of reports, letters of clearance and signoffs, fingerprinting, impound charges, and personnel services. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), and Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Police permit.

Table 10: Total Cost Per Unit Results – Police

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<u>Police Reports</u>			
Per Report (Crimes, Collisions, and CAD Printouts)	\$18	\$39	(\$21)
<u>Media Duplication</u>			
Flash Drive, CD, DVD, or Email regardless of volume	\$20	\$374	(\$354)
<u>Clearance Letters</u>			
Police Clearance	\$20	\$28	(\$8)
<u>Citation Sign Offs</u>			
Menifee PD Citation	\$15	\$38	(\$23)
Outside Agency Citation	\$15	\$38	(\$23)
<u>Concealed Weapons Permit</u>			
Initial Application Processing	\$100	\$535	(\$435)
Renewals	\$25	\$535	(\$510)
Updates	\$10	\$535	(\$525)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<u>Livescan¹¹</u>			
Rolling Fee	\$25	\$34	(\$9)
<u>Vehicle Identification Number (VIN)</u>			
VIN Verification Charge (Individuals Only)	\$25	\$34	(\$9)
<u>Stored or Impounded Vehicles</u>			
Vehicle Release (Stored)	\$100	\$201	(\$101)
Vehicle Release (Impounded or DUI)	\$150	\$201	(\$51)
Abandoned	\$100	\$201	(\$101)
<u>Vehicle Repossession</u>			
Vehicle Repossession Fee ¹²	\$15	\$15	\$0
<u>Subpoenas</u>			
Admin Fee per Subpoena ¹³	\$15	\$15	\$0
Witness Fee – Deposit ¹⁴	\$275	\$275	\$0
<u>DUI Emergency Response</u>			
Emergency Response to DUI Investigations ¹⁵		Actual Cost	
Noise Ordinance		Actual Cost	
<u>Sworn Personnel Services</u>			
Special Events, 4 Hour Minimum			
Lieutenant – per hour	Actual Cost	\$217	
Sergeant – per hour	Actual Cost	\$194	
Officer – per hour	Actual Cost	\$167	
Community Service Officer – per hour	Actual Cost	\$153	

The majority of the fees charged by the Police Department are set by the state, the remaining fee show an under-recovery. Subsidies range from a low of \$8 for Clearance Letters, to a high of \$525 for Updates to a Concealed Weapons Permit. While the witness fee noted above shows a deposit of \$275, the City should charge actual cost for those services. Overall, the Police department is recovering an average of 42% of its per unit costs.

¹¹ LiveScan Fees vary depending on the purpose of the livescan (employment, immigration, etc.) and who is requesting the livescan. The most recent link describing the State / Federal fees is as follows:

<https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/fees.pdf>

¹² The Vehicle Repossession Fee is set per Government Code 41612

¹³ The Admin Fee per Subpoena is set per Evidence Code 1563(b)(6)

¹⁴ The Witness Fee is set per Government Code 68097.2(b)

¹⁵ The Emergency Response to DUI Investigations is set per Government Code 53150

10. Fire

The Fire Department is responsible for keeping residents safe by providing suppression services to mitigate fires and other disasters as well as prevention services to monitor and regulate high risk fire hazards. Fire services are contracted and provided by Cal Fire / Riverside County Fire. Fees examined in this study relate to Prevention services such as Fire Sprinkler Systems, Fire Alarms, Hazardous Materials, Storage Tanks, and New Construction. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Fire Department.

1 Fee Schedule Modifications

During discussions with Fire staff, modifications were proposed to the current fee schedule, which include:

- **Removal of fees:** The Standpipe/Hose Valves Water Systems Permit and Annexation Agreement were removed as Fire staff no longer provides these services. Revised Tentative Parcel Map was also removed from the Fire schedule as this service is provided by Engineering.
- **Expansion of fees:** New 13,13R Fire Sprinkler System was previously charged as a flat plan check fee and a per sprinkler head inspection fee. This was adjusted and split out based on the number of sprinkler heads and an additional per sprinkler head fee. Additionally, battery systems was separated into residential and commercial.
- **Condensing of fees:** Fees were condensed to reflect current services being provided, which include:
 - New Alarm Systems – Per Device: previously had ranges for 0-999, 1000-5000, and 5000+ devices. This was combined into one per device fee.
 - Solar Photovoltaic System: previously this was separated into three fees: Solar Photovoltaic Residential, Solar Photovoltaic Commercial Up to 50kW, and Solar Photovoltaic Commercial Greater than 50kW. This has now been condensed down into one fee for Solar Photovoltaic System Plan Check and Inspection.

- Refrigeration System: previously this was separated into two fees: less than 500 lbs and greater or equal to 500 lbs. This was combined into one flat Refrigeration System fee.
- **Addition of fees**: Fees were added to reflect current services being provided, which include: Low Pressure Tracts for Fire Sprinkler systems, Fire Hydrant/Water Flow Witness Water Systems Permit, FACP Modification, Generator, Battery Systems Facilities, CO2 System, Fire Lane Plan Check and Inspection, Fuel Modification Inspection, Drilling / Blasting Permit – Initial, Emergency Evacuation, Certificate of Occupancy Inspection, Defensible Space Inspections, Lost Card Job Fee, Fire Life-Safety Inspection (Post-Development), and Annual Inspection permits to match the Current California Fire Code.
- **Restructuring of Inspection Costs**: The base fee for all fire sprinkler systems and fire alarms previously only included time for plan check. It was discussed with the department that this initial base fee should also include inspection time. As such, new fees have been added to the fire sprinkler permits and fire alarm permits for inspection time on the base permit fee.
- **Reclassification of Fees**: The Annual Life Safety Inspections were previously charges based on the type of occupancy and square footage. This was combined into one main category (All occupancies other than R) and broken out into a large square footage scale to more accurately reflect time to inspect by size of the occupancy.

The modifications outlined will ensure that the Fire fee schedule accurately reflects the services being provided by staff and help ensure that costs are captured appropriately.

2 Detailed Results – Plan Check

The Fire Department collects plan check fees for items such as fire sprinklers, fire alarms, hazardous materials, high piled storage, and storage tanks. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the title / name, current fee, total full cost associated with plan review only, and the surplus or deficit associated with each service.

Table 11: Total Cost Per Unit Results – Fire Plan Check

Fee Name	Current Fee	Plan Check Cost Per Unit	Surplus / (Deficit) per Unit
Fire Sprinkler Systems			
New 13, 13R Fire Sprinkler System			
Up to 250 sprinkler heads	New	\$233	N / A
251 to 500 sprinkler heads	\$336	\$350	(\$14)
500+ sprinkler heads	\$673	\$700	(\$27)
New 13D Residential Fire Sprinkler System (Base fee Per Model)	\$336	\$350	(\$14)
New 13D Residential Fire Sprinkler System – Low Pressure Tract (Per Phase)	New	\$233	N / A
TI 13, 13R Fire Sprinkler System	\$504	\$350	\$154
TI 13D Residential Fire Sprinkler System	\$238	\$233	\$5
Water System Permits			
New Underground Fire Line	\$336	\$467	(\$131)
Fire Pump (Per Pump)	\$617	\$642	(\$25)
Emergency Underground Fire Line Repair	\$336	\$350	(\$14)
Above Ground Tank (Temporary Water Supply/Construction)	\$336	\$350	(\$14)
Fire Alarm			
New Alarm System	\$673	\$700	(\$27)
TI Fire Alarm System	\$504	\$525	(\$21)
FACP Modification	New	\$233	N / A
Water Flow (Monitoring) Alarm System Only	\$224	\$233	(\$9)
Fire Protection Systems			
Special Extinguishing Systems (FM200, Dry Chem, Spray Mist, etc.) (Per system)	\$561	\$583	(\$22)
Smoke Control System-Rationale, Analysis and Plan Review	\$1,345	\$1,400	(\$55)
Other Systems			
Hood & Duct Automatic Extinguishing System (Per system)	\$224	\$233	(\$9)
Ovens, Industrial baking or drying, furnace or kiln Special Equipment (Per oven)	\$170	\$175	(\$5)
Dust Collection Special Equipment (Per system)	\$224	\$350	(\$126)
Solar Photovoltaic System Plan Check and Inspection	\$224	\$233	(\$9)
Refrigeration System	\$224	\$233	(\$9)
Spray Booths (Per Booth/System)	\$224	\$350	(\$126)
Liquefied Petroleum Gases (LPG) Special System (Per System)	\$336	\$350	(\$14)
Gas Systems (Med Gas, Industrial Gas, LPG) (Per System)	\$336	\$350	(\$14)
Emergency Responder Radio Coverage (Per System)	\$224	\$233	(\$9)
Generator – Cell Sites (Per Gen/Site)	\$573	\$350	\$233
Generator	New	\$350	N / A
Battery Systems			
Residential	\$573	\$350	\$233
Commercial	\$573	\$583	(\$10)
Battery Systems Facilities	New	\$934	N / A
CO2 System	New	\$233	N / A
Hazardous Materials			
Chemical Classification Disclosure Review			
<10 Chemicals	\$336	\$350	(\$14)
10-25 Chemicals	\$448	\$467	(\$19)

Fee Name	Current Fee	Plan Check Cost Per Unit	Surplus / (Deficit) per Unit
26-100 Chemicals	\$765	\$817	(\$52)
>100 Chemicals	\$1,051	\$1,109	(\$58)
High Piled Storage			
High Piled Combustible Storage			
Up to 12,000 square feet	\$448	\$467	(\$19)
12,001-50,000 square feet	\$673	\$700	(\$27)
50,001-100,000 square feet	\$785	\$817	(\$32)
>100,000 square feet	\$1,009	\$1,050	(\$41)
Access and Water Supply			
Access and Water Supply Only – Commercial Construction Inspection	\$224	\$233	(\$9)
Fire Lane Plan Check and Inspection	New	\$117	N / A
Tanks			
Underground Storage Tanks Install or Removal	\$224	\$233	(\$9)
Aboveground Storage Tank Install or Removal	\$224	\$233	(\$9)
Alterations to Gas Stations (No tank alterations)	\$224	\$233	(\$9)
Other Fees			
Alternative Materials and Methods (4 hour minimum, hourly thereafter)	\$897	\$700	\$197
3 rd Review and subsequent submittals (Per Hour)	\$336	\$233	\$103
Expedited/Overtime Plan Review (Per Hour)	\$336	\$350	(\$14)
Over the Counter/Misc. Revisions Plan Review (Per Plan Review)	\$168	\$175	(\$7)
Drilling / Blasting Permit – Initial	New	\$233	N / A
Landscape Plan Review – Fuel Modification Plan	\$897	\$934	(\$37)
Special Events			
Special Event Permit	New	\$175	N / A
Special Event Permit – With tents and or canopies > 400 square feet	New	\$233	N / A
Hourly Rates			
Plan Review	\$224	\$233	(\$9)
Supplemental plan review (Per 1 hour or portion thereof)	\$224	\$233	(\$9)
New Fees:			
Commercial Emergency Evacuation Plan	New	\$350	N / A
Lost Job Card Fee	New	\$19	N / A

The majority of Fire Plan Check fees are under recovering with the largest source of under-recovery of \$131 from New Underground Fire Lines. Over-recoveries range from \$5 for TI 13D Residential Fire Sprinkler Systems to a high of \$233 for Generator – Cell Sites and Battery Systems – Residential.

3 Detailed Results – Inspection

The Fire Department collects inspection fees for items such as fire sprinklers, fire alarms, hazardous materials, high piled storage, and storage tanks. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead. The

following table details the title / name, current fee, total full cost associated with inspection only, and the surplus or deficit associated with each service.

Table 12: Total Cost Per Unit Results – Total Fire Inspection

Fee Name	Current Fee	Inspection Cost Per Unit	Surplus / (Deficit) per Unit
Fire Sprinkler Systems			
New 13, 13R Fire Sprinkler System			
Up to 250 sprinkler heads	New	\$221	N / A
251 to 500 sprinkler heads	New	\$331	N / A
500+ sprinkler heads	New	\$662	N / A
Per sprinkler head	\$9	\$9	\$0
New 13D Residential Fire Sprinkler System			
Base Fee	New	\$221	N / A
Per Sprinkler Head	\$9	\$9	\$0
New 13D Residential Fire Sprinkler System – Low Pressure Tract – per phase			
Base Fee	New	\$221	N / A
Per Sprinkler Head	\$9	\$9	\$0
TI 13, 13R Fire Sprinkler System			
Base Fee	New	\$221	N / A
Per Sprinkler Head	\$9	\$9	\$0
TI 13D Residential Fire Sprinkler System			
Base Fee	New	\$221	N / A
Per Sprinkler Head	\$9	\$9	\$0
Water System Permits			
New Underground Fire Line	\$392	\$662	(\$270)
Fire Pump (Per Pump)	\$897	\$883	\$14
Emergency Underground Fire Line Repair	\$617	\$607	\$10
Fire Hydrant/Water Flow Witness	New	\$221	N / A
Above Ground Tank (Temporary Water Supply/Construction)	\$336	\$331	\$5
Fire Alarm			
New Alarm System			
Base Fee	New	\$442	N / A
Per Device	\$9	\$9	\$0
TI Fire Alarm System			
Base Fee	New	\$221	N / A
Per initiating or notification device	\$9	\$9	\$0
FACP Modification	New	\$221	N / A
Water Flow (Monitoring) Alarm System Only	\$224	\$221	\$3
Fire Protection Systems			
Special Extinguishing Systems (FM200, Dry Chem, Spray Mist, etc.) (Per system)	\$336	\$331	\$5
Smoke Control System-Rationale, Analysis and Plan Review	\$1,233	\$1,325	(\$92)
Other Systems			
Hood & Duct Automatic Extinguishing System (Per system)	\$336	\$331	\$5
Ovens, Industrial baking or drying, furnace or kiln Special Equipment (Per oven)	\$245	\$221	\$24

Fee Name	Current Fee	Inspection Cost Per Unit	Surplus / (Deficit) per Unit
Dust Collection Special Equipment (Per system)	\$245	\$331	(\$86)
Solar Photovoltaic System Plan Check and Inspection	New	\$221	N / A
Refrigeration System	\$224	\$331	(\$107)
Spray Booths (Per Booth/System)	\$383	\$386	(\$3)
Liquified Petroleum Gases (LPG) Special System (Per System)	\$450	\$442	\$8
Gas Systems (Med Gas, Industrial Gas, LPG) (Per System)	\$392	\$386	\$6
Emergency Responder Radio Coverage (Per System)	\$448	\$221	\$227
Generator – Cell Sites (Per Gen/Site)	\$452	\$221	\$231
Generator	New	\$221	N / A
Battery Systems			
Residential	\$112	\$221	(\$109)
Commercial	\$112	\$331	(\$219)
Battery Systems Facilities	New	\$773	N / A
CO2 System	New	\$221	N / A
Hazardous Materials			
Chemical Classification Disclosure Review			
<10 Chemicals	\$224	\$221	\$3
10-25 Chemicals	\$336	\$331	\$5
26-100 Chemicals	\$478	\$442	\$36
>100 Chemicals	\$668	\$662	\$6
High Piled Storage			
High Piled Combustible Storage			
Up to 12,000 square feet	\$336	\$331	\$5
12,001-50,000 square feet	\$448	\$442	\$6
50,001-100,000 square feet	\$673	\$662	\$11
>100,000 square feet	\$785	\$773	\$12
Access and Water Supply			
Access and Water Supply Only			
Commercial Construction Inspection	\$336	\$221	\$115
Residential Construction Inspection – One Lot	\$186	\$166	\$20
Each Additional Lot	\$38	\$33	\$5
Fire Lane Plan Check and Inspection	New	\$110	N / A
Fuel Modification Inspection	New	\$221	N / A
Tanks			
Underground Storage Tanks Install or Removal	\$224	\$221	\$3
Aboveground Storage Tank Install or Removal	\$224	\$221	\$3
Alterations to Gas Stations (No tank alterations)	\$224	\$221	\$3
Other Fees			
Work without Approval or Permit	\$336	\$331	\$5
Fire Stand-by	\$224	\$221	\$3
Alternative Materials and Methods (4 hour minimum, hourly thereafter)	New	\$221	N / A
Drilling / Blasting Permit – Initial	New	\$221	N / A
Renewable Permit Fees (Issued at Annual Fire-Life Safety Inspection (105 Permits))			
Aerosol Products (Level 2 & 3)	\$85	\$110	(\$25)
Amusement Building	\$287	\$166	\$121
Aviation Facilities	New	\$221	N / A
Cellulose Nitrate Storage	\$85	\$110	(\$25)

Fee Name	Current Fee	Inspection Cost Per Unit	Surplus / (Deficit) per Unit
Combustible Dust Producing Operations	\$119	\$110	\$9
Combustible Fiber Storage	\$191	\$166	\$25
Compressed Gases	\$191	\$221	(\$30)
Covered and open mall buildings	\$280	\$276	\$4
Cryogenic Fluids	\$191	\$221	(\$30)
Cutting and Welding	\$95	\$110	(\$15)
Dry Cleaning	\$287	\$221	\$66
Exhibits and Trade Shows	New	\$221	N / A
Explosives	\$450	\$442	\$8
Fire Hydrants and Valves	\$119	\$110	\$9
Flammable and Combustible Liquids	\$142	\$166	(\$24)
Floor Finishing	New	\$110	N / A
Fruit and Crop Ripening	New	\$110	N / A
Fumigation and Insecticidal Fogging	New	\$110	N / A
Hazardous Materials	\$191	\$221	(\$30)
HPM Facilities	New	\$166	N / A
High Piled Combustible Storage <12,000 Square Feet	\$191	\$166	\$25
High Piled Combustible Storage 12,001-50,000 Square Feet	\$478	\$442	\$36
High Piled Combustible Storage >100,000 Square Feet	\$765	\$773	(\$8)
Hot Work Operation	New	\$110	N / A
Industrial Ovens	\$119	\$110	\$9
Lumber Yard/Woodworking Plants	\$253	\$221	\$32
Liquid or gas-fueled vehicles or equipment in assembly buildings	\$191	\$110	\$81
LP-gas	\$95	\$166	(\$71)
Magnesium	\$95	\$110	(\$15)
Miscellaneous Combustible Storage	\$191	\$221	(\$30)
Mobile Food Preparation Vehicles	New	\$110	N / A
Motor Fuel Dispensing Facilities	\$119	\$166	(\$47)
Open Burning	New	\$110	N / A
Open Flames and Torches	\$85	\$110	(\$25)
Open Flames and Candles	\$85	\$110	(\$25)
Organic Coatings	New	\$166	N / A
Outdoor Assembly Events (see special events)			
Places of Assembly	\$85	\$166	(\$81)
Plant Extraction Systems	New	\$221	N / A
Private Fire Hydrant	New	\$110	N / A
Pyrotechnic special effects material (see fireworks display)			
Proxylin Plastics	New	\$110	N / A
Refrigeration Equipment	\$191	\$221	(\$30)
Repair Garages and Motor Fuel- Dispensing Facilities	\$238	\$386	(\$148)
Rooftop Heliports	New	\$166	N / A
Spraying or Dipping Operations	\$85	\$110	(\$25)
Storage of scrap tires and tire byproducts	\$119	\$110	\$9
Temporary membrane structures and tents (see special events)			
Tire-Rebuilding Plants	\$119	\$110	\$9
Waste Handling	New	\$166	N / A
Wood Products	\$119	\$147	(\$28)

Fee Name	Current Fee	Inspection Cost Per Unit	Surplus / (Deficit) per Unit
CO2 Dispensing System	New	\$92	N / A
CO2 Enrichment	New	\$110	N / A
Gas Detection	New	\$221	N / A
Energy Storage Systems	New	\$331	N / A
Special Events			
Special Event Permit	\$224	\$221	\$3
Special Event Permit – With tents and or canopies > 400 square feet	\$336	\$331	\$5
Carnivals and Fairs	\$316	\$331	(\$15)
Fireworks Displays	\$415	\$442	(\$27)
Film Making	New	\$442	N / A
Annual Life Safety Inspections – All Occupancies other than R¹⁶			
<3,600 Square Feet	Varies	\$221	N / A
3,600 – 25,000 Square Feet	Varies	\$386	N / A
25,000 – 50,000 Square Feet	Varies	\$552	N / A
50,001 – 350,000 Square Feet	Varies	\$607	N / A
>350,000 Square Feet	Varies	\$1,159	N / A
Fire Life-Safety Inspections (Post-Development)			
Fire annual Inspection (includes one re-inspection)	New	\$221	N / A
2 nd re-inspection	New	\$442	N / A
3 rd and subsequent re-inspections	New	\$662	N / A
Fire Watch Inspection (Per Hour)	New	\$221	N / A
R-1 Occupancies i.e. Hotels, Motels			
<25 units	\$617	\$607	\$10
26-50 units	\$729	\$717	\$12
51-75 units	\$897	\$883	\$14
76-100 units	\$1,009	\$993	\$16
>100 units	\$1,177	\$1,159	\$18
R-2 (Apartment, Residential Permanent 3+)			
3-16 units	New	\$331	N / A
17-25 units	New	\$552	N / A
26-50 units	New	\$717	N / A
51-75 units	New	\$883	N / A
76-100 units	New	\$993	N / A
>100 units	New	\$1,159	N / A
Per additional 10 units	New	\$37	N / A
R-2.1/R-4 Occupancies			
Care Facility Residential State Licenses-6 or less Re-Inspection Fee	\$224	\$221	\$3
Care Facility Commercial 0-50 State Licensed	\$392	\$386	\$6
Care Facility Commercial 51-99 State Licensed	\$504	\$497	\$7
Care Facility Commercial 100-150 State Licensed	\$617	\$607	\$10
Care Facility Commercial ≥151 State Licensed	\$785	\$773	\$12
Day Care Facilities Residential 8-14 Fire Clearance	\$224	\$221	\$3
Day Care Facility Commercial 0-50	\$168	\$166	\$2
Day Care Facility Commercial 51-100	\$224	\$221	\$3
Day Care Facility Commercial 101-150	\$336	\$331	\$5
Day Care Facility Commercial >150	\$392	\$386	\$6
2 nd re-inspection fee (after initial and first inspection)	\$336	\$331	\$5

¹⁶ Annual Life Safety Inspections fee structure was modified and current fees vary based upon the type of occupancy.

Fee Name	Current Fee	Inspection Cost Per Unit	Surplus / (Deficit) per Unit
2 nd re-inspection penalty	\$448	\$442	\$6
3 rd plus re-inspection penalty	\$561	\$552	\$9
Hourly Rates			
Inspection	\$224	\$221	\$3
Supplemental inspection fee (Per 1 hour or portion thereof)	\$224	\$221	\$3
After Hours or emergency Call-Out (2hr. Minimum)	\$224	\$221	\$3
Other-Construction re-inspection fee	\$224	\$221	\$3
Other Fees:			
Certificate of Occupancy Inspection	New	\$166	N / A
Commercial Emergency Evacuation Plan	New	\$221	N / A
Defensible Space Inspections	New	\$221	N / A
Non-Compliance Fee/Complaint Investigation		Actual Costs	

The majority of Fire Inspection fees are over-recovering with the highest source of over-recovery being \$231 for Generator – Cell Sites. The fees with an under-recovery range from \$3 for Spray Booths to \$270 for New Underground Fire Line. The primary reason for the majority of fees showing an over-recovery is due to the hourly rate for inspection services. The previous rate was \$3 higher than the new calculated hourly rate for inspection services. The new rate is based only on the inspectors, whereas, the previous analysis utilized a blended rate between plan check and inspection for both plan check and inspections services.

4 Detailed Results – Total Plan Check and Inspection

While the two previous sections outlined the total cost for plan check and inspection separately, the following table details the title / name, current fee, total full cost associated with Fire to both plan check and inspect, and the surplus or deficit associated with each service.

Table 13: Total Cost Per Unit Results – Total Fire Plan Check and Inspection Costs

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Fire Sprinkler Systems			
New 13, 13R Fire Sprinkler System			
Up to 250 sprinkler heads	New	\$454	N / A
251 to 500 sprinkler heads	\$336	\$681	(\$345)
500+ sprinkler heads	\$673	\$1,362	(\$689)
Per sprinkler head	\$9	\$9	\$0
New 13D Residential Fire Sprinkler System			
Base Fee	\$336	\$571	(\$235)
Per sprinkler head	\$9	\$9	\$0
New 13D Residential Fire Sprinkler System – Low Pressure Tract – Per Phase			
Base Fee	New	\$454	N / A

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Per sprinkler head	New	\$9	N / A
TI 13, 13R Fire Sprinkler System			
Base Fee	\$504	\$571	(\$67)
Per sprinkler head	\$9	\$9	\$0
TI 13D Residential Fire Sprinkler System			
Base Fee	\$238	\$454	(\$216)
Per sprinkler head	\$9	\$9	\$0
Water System Permits			
New Underground Fire Line	\$728	\$1,129	(\$401)
Fire Pump (Per Pump)	\$1,514	\$1,525	(\$11)
Emergency Underground Fire Line Repair	\$953	\$957	(\$4)
Fire Hydrant/Water Flow Witness	New	\$221	N / A
Above Ground Tank (Temporary Water Supply/Construction)	\$672	\$681	(\$9)
Fire Alarm			
New Alarm System			
Base Fee	\$673	\$1,142	(\$469)
Per Device	\$9	\$9	\$0
TI Fire Alarm System			
Base Fee	\$504	\$746	(\$242)
Per initiating or notification device	\$9	\$9	\$0
FACP Modification	New	\$454	N / A
Water Flow (Monitoring) Alarm System Only	\$448	\$454	(\$6)
Fire Protection Systems			
Special Extinguishing Systems (FM200, Dry Chem, Spray Mist, etc.) (Per system)	\$897	\$915	(\$18)
Smoke Control System-Rationale, Analysis and Plan Review	\$2,578	\$2,725	(\$147)
Other Systems			
Hood & Duct Automatic Extinguishing System (Per system)	\$560	\$565	(\$5)
Ovens, Industrial baking or drying, furnace or kiln Special Equipment (Per oven)	\$415	\$396	\$19
Dust Collection Special Equipment (Per system)	\$469	\$681	(\$212)
Solar Photovoltaic System Plan Check and Inspection	\$224	\$454	(\$230)
Refrigeration System	\$448	\$565	(\$117)
Spray Booths (Per Booth/System)	\$607	\$736	(\$129)
Liquefied Petroleum Gases (LPG) Special System (Per System)	\$786	\$792	(\$6)
Gas Systems (Med Gas, Industrial Gas, LPG) (Per System)	\$728	\$736	(\$8)
Emergency Responder Radio Coverage (Per System)	\$672	\$454	\$218
Generator – Cell Sites (Per Gen/Site)	\$1,025	\$571	\$454
Generator	New	\$571	N / A
Battery Systems			
Residential – Per System	\$685	\$571	\$114
Commercial – Per System	\$685	\$915	(\$230)
Battery Systems Facilities	New	\$1,706	N / A
CO2 System	New	\$454	N / A
Hazardous Materials			
Chemical Classification Disclosure Review			

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
<10 Chemicals	\$560	\$571	(\$11)
10-25 Chemicals	\$784	\$798	(\$14)
26-100 Chemicals	\$1,243	\$1,258	(\$15)
>100 Chemicals	\$1,719	\$1,771	(\$52)
High Piled Storage			
High Piled Combustible Storage			
Up to 12,000 square feet	\$784	\$798	(\$14)
12,001-50,000 square feet	\$1,121	\$1,142	(\$21)
50,001-100,000 square feet	\$1,458	\$1,479	(\$21)
>100,000 square feet	\$1,794	\$1,823	(\$29)
Access and Water Supply			
Commercial Construction Inspection	\$560	\$454	\$106
Residential Construction Inspection – One Lot	\$186	\$166	\$20
Residential Construction – Each Additional Lot	\$38	\$33	\$5
Fire Lane Plan Check and Inspection	New	\$227	N / A
Fuel Modification Inspection	New	\$221	N / A
Tanks			
Underground Storage Tanks Install or Removal	\$448	\$454	(\$6)
Aboveground Storage Tank Install or Removal	\$448	\$454	(\$6)
Alterations to Gas Stations (No tank alterations)	\$448	\$454	(\$6)
Other Fees			
Work without Approval or Permit	\$336	\$331	\$5
Fire Stand-by	\$224	\$221	\$3
Alternative Materials and Methods (4 hour minimum, hourly thereafter)	\$897	\$921	(\$24)
Consultant Fire Plan Review		Actual Costs	
3 rd Review and subsequent submittals (Per Hour)	\$336	\$233	\$103
Expedited/Overtime Plan Review (Per Hour)	\$336	\$350	(\$14)
Over the Counter/Misc. Revisions Plan Review (Per Plan Review)	\$168	\$175	(\$7)
Drilling / Blasting Permit – Initial	New	\$454	N / A
Landscape Plan Review – Fuel Modification Plan	\$897	\$934	(\$37)
Renewable Permit Fees (Issued at Annual Fire-Life Safety Inspection (105 Permits))			
Aerosol Products (Level 2 & 3)	\$85	\$110	(\$25)
Amusement Building	\$287	\$166	\$121
Aviation Facilities	New	\$221	N / A
Cellulose Nitrate Storage	\$85	\$110	(\$25)
Combustible Dust Producing Operations	\$119	\$110	\$9
Combustible Fiber Storage	\$191	\$166	\$25
Compressed Gases	\$191	\$221	(\$30)
Covered and open mall buildings	\$280	\$276	\$4
Cryogenic Fluids	\$191	\$221	(\$30)
Cutting and Welding	\$95	\$110	(\$15)
Dry Cleaning	\$287	\$221	\$66
Exhibits and Trade Shows	New	\$221	N / A
Explosives	\$450	\$442	\$8
Fire Hydrants and Valves	\$119	\$110	\$9
Flammable and Combustible Liquids	\$142	\$166	(\$24)
Floor Finishing	New	\$110	N / A
Fruit and Crop Ripening	New	\$110	N / A
Fumigation and Insecticidal Fogging	New	\$110	N / A

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Hazardous Materials	\$191	\$221	(\$30)
HPM Facilities	New	\$166	N / A
High Piled Combustible Storage <12,000 Square Feet	\$191	\$166	\$25
High Piled Combustible Storage 12,001-50,000 Square Feet	\$478	\$442	\$36
High Piled Combustible Storage >100,000 Square Feet	\$765	\$773	(\$8)
Hot Work Operation	New	\$110	N / A
Industrial Ovens	\$119	\$110	\$9
Lumber Yard/Woodworking Plants	\$253	\$221	\$32
Liquid or gas-fueled vehicles or equipment in assembly buildings	\$191	\$110	\$81
LP-gas	\$95	\$166	(\$71)
Magnesium	\$95	\$110	(\$15)
Miscellaneous Combustible Storage	\$191	\$221	(\$30)
Mobile Food Preparation Vehicles	New	\$110	N / A
Motor Fuel Dispensing Facilities	\$119	\$166	(\$47)
Open Burning	New	\$110	N / A
Open Flames and Torches	\$85	\$110	(\$25)
Open Flames and Candles	\$85	\$110	(\$25)
Organic Coatings	New	\$166	N / A
Outdoor Assembly Events (see special events)			
Places of Assembly	\$85	\$166	(\$81)
Plant Extraction Systems	New	\$221	N / A
Private Fire Hydrant	New	\$110	N / A
Pyrotechnic special effects material (see fireworks display)			
Proxylin Plastics	New	\$110	N / A
Refrigeration Equipment	\$191	\$221	(\$30)
Repair Garages and Motor Fuel- Dispensing Facilities	\$238	\$386	(\$148)
Rooftop Heliports	New	\$166	N / A
Spraying or Dipping Operations	\$85	\$110	(\$25)
Storage of scrap tires and tire byproducts	\$119	\$110	\$9
Temporary membrane structures and tents (see special events)			
Tire-Rebuilding Plants	\$119	\$110	\$9
Waste Handling	New	\$166	N / A
Wood Products	\$119	\$147	(\$28)
CO2 Dispensing System	New	\$92	N / A
CO2 Enrichment	New	\$110	N / A
Gas Detection	New	\$221	N / A
Energy Storage Systems	New	\$331	N / A
Special Events			
Special Event Permit	\$224	\$396	(\$172)
Special Event Permit – With tents and or canopies > 400 square feet	\$336	\$565	(\$229)
Carnivals and Fairs	\$316	\$331	(\$15)
Fireworks Displays	\$415	\$442	(\$27)
Film Making	New	\$442	N / A
Annual Life Safety Inspections – All Occupancies other than R¹⁷			
<3,600 Square Feet	Varies	\$221	N / A

¹⁷ Annual Life Safety Inspections fee structure was modified and current fees vary based upon the type of occupancy.

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
3,600 – 25,000 Square Feet	Varies	\$386	N / A
25,000 – 50,000 Square Feet	Varies	\$552	N / A
50,001 – 350,000 Square Feet	Varies	\$607	N / A
>350,000 Square Feet	Varies	\$1,159	N / A
Fire Life-Safety Inspections (Post-Development)			
Fire annual Inspection (includes one re-inspection)	New	\$221	N / A
2 nd re-inspection	New	\$442	N / A
3 rd and subsequent re-inspections	New	\$662	N / A
Fire Watch Inspection (Per Hour)	New	\$221	N / A
R-1 Occupancies i.e. Hotels, Motels			
<25 units	\$617	\$607	\$10
26-50 units	\$729	\$717	\$12
51-75 units	\$897	\$883	\$14
76-100 units	\$1,009	\$993	\$16
>100 units	\$1,177	\$1,159	\$18
R-2 (Apartment, Residential Permanent 3+)			
3-16 units	New	\$331	N / A
17-25 units	New	\$552	N / A
26-50 units	New	\$717	N / A
51-75 units	New	\$883	N / A
76-100 units	New	\$993	N / A
>100 units	New	\$1,159	N / A
Per additional 10 units	New	\$37	N / A
R-2.1/R-4 Occupancies			
Care Facility Residential State Licenses-6 or less Re-Inspection Fee	\$224	\$221	\$3
Care Facility Commercial 0-50 State Licensed	\$392	\$386	\$6
Care Facility Commercial 51-99 State Licensed	\$504	\$497	\$7
Care Facility Commercial 100-150 State Licensed	\$617	\$607	\$10
Care Facility Commercial ≥151 State Licensed	\$785	\$773	\$12
Day Care Facilities Residential 8-14 Fire Clearance	\$728	\$746	(\$18)
Day Care Facility Commercial 0-50	\$168	\$166	\$2
Day Care Facility Commercial 51-100	\$224	\$221	\$3
Day Care Facility Commercial 101-150	\$336	\$331	\$5
Day Care Facility Commercial >150	\$392	\$386	\$6
2 nd re-inspection fee (after initial and first inspection)	\$336	\$331	\$5
2 nd re-inspection penalty	\$448	\$442	\$6
3 rd plus re-inspection penalty	\$561	\$552	\$9
Hourly Rates			
Inspection	\$224	\$221	\$3
Plan Review	\$224	\$233	(\$9)
Supplemental inspection fee (Per 1 hour or portion thereof)	\$224	\$221	\$3
Supplemental plan review (Per 1 hour or portion thereof)	\$224	\$233	(\$9)
After Hours or emergency Call-Out (2hr. Minimum = \$448)	\$224	\$221	\$3
Other-Construction re-inspection fee	\$224	\$221	\$3
Other Fees:			
Certificate of Occupancy Inspection	New	\$166	N / A
Commercial Emergency Evacuation Plan	New	\$571	N / A
Lost Job Card Fee	New	\$19	N / A

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Defensible Space Inspections	New	\$221	N / A
Non-Compliance Fee/Complaint Investigation		Actual Costs	

The majority of Fire fees are over-recovering for plan check and inspection services. The largest source of over-recovery is \$454 for Generator – Cell Sites. The fees that are under-recovering range from a low of \$4 for Emergency Underground Fire Line Repair and a high of \$689 for New 13, 13R Fire Sprinkler Systems with 500+ sprinkler heads.

5 Cross-Departmental Support

The Fire Department also conducts reviews and inspections on behalf of Planning, Engineering, and Building. The cost for Fire's support has been incorporated into those fees either within the fee charged by the Department or as a separate line item on those departments' respective fee schedules.

11. Building

The Building and Safety Department is responsible for providing plan check and inspection services on all building and construction within the City to establish safety for residents by ensuring all buildings comply with California building codes and regulations. Fees included in this analysis are in relation to structural, mechanical, electrical, plumbing plan checks, and inspections. The following subsections discuss fee schedule modifications, and detailed per unit results for the fee-related services provided by the Building Department.

1 Fee Schedule Modifications

During discussions with Building staff, modifications were proposed to the current fee schedule, which include:

- **Flat Fee Changed to State Set Fee Structure:** Previously, the department charged a flat fee for Solar Permits and charged Plan Check of Solar Permit on a per hour basis. It was decided by the Department that it would better reflect solar permit services to mimic the state set structure and fees. As such, these permit fees were removed and replaced with the state set structure and maximum allowable fees for Solar Permits.
- **Expansion of fees:** Certain fees have been broken out into multiple categories to better account and specify services offered.
 - The singular reroof fee has been split into a residential and commercial fee to account for the different level of services provided to each category.
 - In addition, as mentioned in the previous point, solar permit were previously charged as a flat fee plus a per hour plan check. This structure has been expanded to mimic the state set fee structure with a base per residential and commercial permits and a plus each additional kilo watt hour.
- **Addition of Fees:** Three fees were added in order to accommodate an easier method of charging simple and low costs projects that were previously evaluated on the valuation of the project. New flat fees were developed for Kitchen and/or Bathroom Remodels, Windows/Doors – Per window/door, Residential Accessory Structures (including Garages), and Accessory / Additional Dwelling Unit. These additions could be made due to the level of services for these fees not being

dependent on the project value and since they take about the same amount of time for staff to complete regardless of project size.

- **Expansion of Valuation Based fees:** The City's current New Building Permit Fee calculation takes .0046 times the project valuation. However, it was determined that this singular calculation does not accurately calculate fees for all projects, and as such two valuation tables were developed: one for single family and one for non-residential projects. These tables will allow a greater nexus between staff level of effort and permit fees.
- **Combination Permits / Fees:** The City's current process involves charging a Building Permit Fee, a Plan Check Fee, and then a separate mechanical, electrical, and plumbing fee for each fixture. This is cumbersome and also does not result in a transparent fee schedule. Therefore, through this study it was proposed that the new building permit fee would capture all Building (Structural), Mechanical, Electrical, and Plumbing, and the fixture fees would only be used in the case of standalone permits.

The modifications outlined above will ensure that the Building fee schedule accurately reflects the services being provided by staff and help ensure that costs are captured appropriately.

2 Detailed Results – Flat Fees

The Building Department collects flat fees for permits such as demolitions, swimming pools, reroofs, electrical, mechanical, and plumbing. The total cost calculated for each service includes direct staff costs, cross-departmental support (i.e. Planning, and Engineering), Departmental and Citywide overhead. The following table details the title / name, current fee, total full cost associated with providing these services, and the surplus or deficit associated with each service.

Table 14: Total Cost Per Unit Results – Building Flat Fees

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Building Permit Fees			
Permit Issuance	\$27	\$78	(\$51)
Demolition	\$140	\$378	(\$238)
Wall/Fence, City Standard	\$93	\$82	\$11
Wall/Fence, Non-City Standard	\$133	\$164	(\$31)
Deck/Patio, City Standard	\$93	\$110	(\$17)
Deck/Patio, Non-City Standard	\$133	\$164	(\$31)
Swimming Pool/In-Ground Spa	\$467	\$532	(\$65)

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Reroof			
Residential	\$98	\$110	(\$12)
Commercial	\$98	\$164	(\$66)
Windows / Doors			
Up to 5 windows / doors	New	\$82	N / A
Each additional 5 windows / doors	New	\$27	N / A
Residential Accessory Structure up to 500 s.f. (including Garages)	New	\$833	N / A
Accessory / Additional Dwelling Unit (ADU)	New	\$2,662	N / A
Kitchen and / or Bath Remodel	New	\$566	N / A
Duplicate Inspection Card	\$21	\$13	\$8
Duplicate Certificate of Occupancy	\$21	\$78	(\$57)
Misc. Permit	\$98	\$164	(\$66)
Inspections not specified	\$98	\$164	(\$66)
Re-inspections	\$98	\$164	(\$66)
After Hours Inspections (4 hours minimum)	\$118	\$190	(\$73)
Electrical Permit Fees			
Permit Issuance	\$27	\$78	(\$51)
Residential Appliance, up to 1 HP	\$116	\$82	\$34
Non-Residential Appliances, up to 1 HP	\$116	\$82	\$34
Power Apparatus, less than 100 HP, KW, KVA, or KVAR	\$150	\$82	\$68
Power Apparatus, 100+ HP, KW, KVA, or KVAR	\$183	\$82	\$101
Temporary Power Pole	\$67	\$82	(\$15)
Services, Switchboards, Control Centers, & Panels			
Up to 400 amps for Single Family Residence	\$116	\$82	\$34
Up to 400 amps for Non-Single Family Residence	\$183	\$82	\$101
400+ amps	\$283	\$164	\$119
Receptacle, Switch, Outlet, & Fixture, first	\$116	\$68	\$48
Receptacle, Switch, Outlet, & Fixture, each additional	\$5	\$3	\$2
Pole or Platform Mounted Fixtures, first	\$183	\$68	\$115
Pole or Platform Mounted Fixtures, each additional	\$5	\$3	\$2
Swimming Pool/In-Ground Spa	\$467	\$164	\$303
Meter Reset	\$116	\$82	\$34
Misc. Permit, Flat Fee, or Hourly as determined by staff	\$98	\$164	(\$66)
Inspections not specified	\$98	\$164	(\$66)
Re-inspections	\$98	\$164	(\$66)
After Hours Inspections (4 hours minimum)	\$118	\$190	(\$73)
Mechanical Permit Fees			
Permit Issuance	\$27	\$78	(\$51)
Forced-Air or Gravity-Type Furnace or Burner	\$149	\$110	\$39
Suspended/Recessed Wall/Floor Mounted Heater	\$133	\$82	\$51
Air-Handling/Condensing Unit			
Single Family Residence	\$133	\$82	\$51
Non-Single Family Residence	\$183	\$110	\$73
Hood served by Mechanical Exhaust	\$219	\$110	\$109
Boilers, Compressors, and Absorption Systems	\$183	\$110	\$73
Misc. Permit, Flat Fee, or Hourly as determined by staff	\$98	\$164	(\$66)
Inspections not specified	\$98	\$164	(\$66)
Re-inspections	\$98	\$164	(\$66)
After Hours Inspections (4 hours minimum)	\$118	\$190	(\$73)
Plumbing Permit Fees			

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Permit Issuance	\$27	\$78	(\$51)
Plumbing Fixtures and Vents, fixtures 1-3 (total cost)	\$116	\$68	\$48
Plumbing Fixtures and Vents, each additional fixture	\$5	\$3	\$2
Grease Interceptor	\$116	\$27	\$89
Gas System	\$116	\$110	\$6
Piping/Re-piping			
Single Family Residential	\$163	\$82	\$81
Multi-Family Residential, first dwelling unit	\$70	\$82	(\$12)
Multi-Family Residential, each additional unit	\$23	\$14	\$9
Water Heater	\$83	\$82	\$1
Tankless Water Heater	\$83	\$208	(\$125)
Solar Water Heating System	\$133	\$164	(\$31)
Sewer / Septic	\$150	\$82	\$68
Misc. Permit, Flat Fee, or Hourly as determined by staff	\$98	\$164	(\$66)
Inspections not specified	\$98	\$164	(\$66)
Re-inspections	\$98	\$164	(\$66)
After Hours Inspections (4 hours minimum)	\$118	\$190	(\$73)
Solar Permit Fees (State Fees)¹⁸			
Residential – up to 15kw	\$252	\$450	(\$198)
Each additional kw	New	\$15	N / A
Commercial – up to 50kw	\$252	\$1,000	(\$748)
Commercial – 51-250kw – per kw	New	\$7	N / A
Commercial – 250kw+ - per kw	New	\$5	N / A

The majority of Building Department fees show an under-recovery with the largest under-recovery relating to Commercial Solar Permits at \$748. This is due to the City proposing to change the fees from the current structure to mimic the state set fees. Fees with an over-recovery range from a low of \$1 for Water Heaters and a high of \$303 for Swimming Pools/In-Ground Spas.

On average, the Building Department's flat fees are recovering approximately 115% of fee related costs. It is important to note that even though these fees show an over-recovery and the Department / Division will have to lower these fees, there will be a minimal impact on the overall revenue. The proposed change of charging these fees only as standalone will minimize the amount of times these fees are charged, as those services will be captured directly in the valuation-based fees.

3 Detailed Results – Valuation

Menifee currently uses a single multiplier to establish permit fees for all basic building permits based on the value of construction costs. As noted in the modifications section, the project team worked with City staff to create two separate valuation tables – Single Family and Non-Residential (Multi-Family / Commercial / Industrial) to better capture the

¹⁸ Solar Permit full cost fees are state set by California Government Code 66015.

different level of effort. Additionally, these costs capture the time associated with all inspections and reviews for structural, mechanical, electrical, and plumbing. The following subsections discuss the valuation-based table and plan check percentage for Single-Family and Multi-Family / Commercial / Industrial projects.

1 Single Family – Permit and Plan Check Fee

The project team worked with staff to develop a separate valuation-based fee schedule that would reflect building staff time and effort for residential inspections. It was also discussed that while commercial projects can vary in dollar value dramatically, the cap of \$1 million is appropriate for residential projects. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. Due to the current fee structure being variable based upon the number of fixtures, it was not possible to compare the City's current fee to the full cost fee, therefore, the following table only shows the total cost per unit for inspection (permit) services.

Table 15: Total Cost Per Unit Results – Single Family Residential Valuation

Project Valuation Sliding Scale Category	Total Cost Permit Fee
Project Valuation \$1 to \$500	\$383.50
Project Valuation \$501 to \$2,000	
First \$500	\$383.50
Each Additional \$100 or fraction thereof	\$42.92
Project Valuation \$2,001 to \$25,000	
First \$2,000	\$1,027.24
Each Additional \$1,000 or fraction thereof	\$19.65
Project Valuation \$25,001 to \$50,000	
First \$25,000	\$1,479.23
Each Additional \$1,000 or fraction thereof	\$36.71
Project Valuation \$50,001 to \$100,000	
First \$50,000	\$2,396.90
Each Additional \$1,000 or fraction thereof	\$28.76
Project Valuation \$100,001 to \$500,000	
First \$100,000	\$3,835.04
Each Additional \$1,000 or fraction thereof	\$7.53
Project Valuation \$500,001 to \$1,000,000	
First \$500,000	\$6,848.28
Each Additional \$1,000 or fraction thereof	\$8.90
Project Valuation \$1,000,001 +	
First \$1,000,000	\$11,299.66
Each Additional \$1,000 or fraction thereof	\$4.45

As noted above, the City's previous methodology used a single factor to calculate building permit fees. The new valuation table above reflects a tiered system that captures economies of scale associated with single family residential projects. As the methodology was changed, there is no comparison of current fee to full cost fee.

Additionally, the total costs calculated include all potential trade permits that would be associated with those projects and would no longer require separate standalone fees.

Along with determining costs associated with inspection services, the project team also worked with Building staff to determine appropriate plan check costs. Based upon a detailed review of time estimates provided to review plans for each valuation range and different project type this analysis showed that Single Family Residential Plan Check should be **65% of the permit fee**.

Additionally, as the City is seeing an influx of repeat tract homes, homes that may have similar plans, but still require full inspection, the City is proposing a reduced fee. The fee for **repeat tract homes would be 65% of the original building permit fee**. This discount is primarily to reduce the plan check fees collected for those homes, as the plan review for these homes would be faster; even though inspection may take similar time.

2 Multi-Family / Commercial / Industrial

A separate valuation structure was developed for Multi-Family / Commercial / Industrial construction projects in order to better account for the services that are provided to applicants. It was decided that a cap of \$10 million was sufficient for commercial projects. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. Due to the current fee structure being variable based upon the number of fixtures, it was not possible to compare the City's current fee to the full cost fee, therefore, the following table only shows the total cost per unit per unit for multi-family / commercial / industrial inspection (permit) services.

Table 16: Total Cost Per Unit Results – Multi-Family / Commercial / Industrial Valuation

Project Valuation Sliding Scale Category	Total Cost Permit Fee
Project Valuation \$1 to \$500	\$383.50
Project Valuation \$500 to \$2,000	
First \$500	\$383.50
Each Additional \$100 or fraction thereof	\$52.05
Project Valuation \$2,001 to \$25,000	
First \$2,000	\$1,164.21
Each Additional \$1,000 or fraction thereof	\$38.71
Project Valuation \$25,001 to \$50,000	
First \$25,000	\$2,054.48
Each Additional \$1,000 or fraction thereof	\$32.87
Project Valuation \$50,001 to \$100,000	
First \$50,000	\$2,876.28
Each Additional \$1,000 or fraction thereof	\$41.09
Project Valuation \$100,001 to \$500,000	
First \$100,000	\$4,930.76
Each Additional \$1,000 or fraction thereof	\$8.22

Project Valuation Sliding Scale Category	Total Cost Permit Fee
Project Valuation \$500,001 to \$1,000,000	
First \$500,000	\$8,217.94
Each Additional \$1,000 or fraction thereof	\$10.68
Project Valuation \$1,000,001 to \$5,000,000	
First \$1,000,000	\$13,559.59
Each Additional \$1,000 or fraction thereof	\$3.80
Project Valuation \$5,000,001 to \$10,000,000	
First \$5,000,000	\$28,762.77
Each Additional \$1,000 or fraction thereof	\$10.68
Project Valuation \$10,000,001 +	
First \$10,000,000	\$82,179.36
Each Additional \$1,000 or fraction thereof	\$5.34

As noted above, the City's previous methodology used a single factor to calculate building permit fees. The new valuation table above reflects a tiered system that captures economies of scale associated with multi-family and commercial projects. As the methodology was changed, there is no comparison of current fee to full cost fee. Additionally, the total costs calculated include all potential trade permits that would be associated with those projects and would no longer require separate standalone fees.

Along with determining costs associated with multi-family / commercial / industrial inspection services, the project team also worked with Building staff to determine appropriate plan check costs. Based upon a detailed review of time estimates provided to review plans for each valuation range and different project type this analysis showed that Multi-Family / Commercial / Industrial Plan Check should be **85% of the permit fee**.

4 Cross-Departmental Support

The Planning Division, Engineering Department, and Fire Department all provide plan check and/or inspection services on building related projects. In order to recover for all costs of providing these services, fees have been calculated for Planning Plan Review, Engineering Plan Review, and Fire Plan Check and Inspection services. The total cost calculated for each services includes direct staff costs and Departmental and Citywide overhead. The following sections detail the full cost associated with Planning, Engineering, and Fire support on building services.

1 Planning Cross-Departmental Support

The Planning Division provides plan check services on building related services such as new construction and tenant improvements/remodels. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details title/name and total full cost associated with Planning only.

Table 17: Total Cost Per Unit Results – Planning Cross-Dept Support

Fee Name	Planning Cost Per Unit
Planning Support – Building Plan Check	
New Construction	\$900
Tenant Improvements / Remodels	\$375

Planning staff identified time related to building new construction and tenant improvements/remodels. These fees were developed as a flat fee as the division determined that there was not a significant change in time to review depending on the size of the project.

2 Engineering Cross-Departmental Support

The Engineering Department provides plan check services on building new construction related services. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details title/name and total full cost associated with Engineering only.

Table 18: Total Cost Per Unit Results – Engineering Cross-Dept Support

Fee Name	Engineering Cost Per Unit
Engineering Support – Building Plan Check	
New Single Family Residence	\$1,149
New Commercial Office	\$766
New Multi-Family Residence	\$1,149
All Other Projects	\$300

Engineering staff identified time related to building new construction projects based on the type of construction. These fees were developed as a flat fee as the division determined that there was not a significant change in time to review depending on the size of the project.

3 Fire Cross-Departmental Support

The Fire Department provides Fire Plan Check and Inspection services for building related services such as New Construction, Additions, and Remodels. These costs are assessed depending upon the square footage and occupancy and type of project. The following subsections details title/name and total full cost associated with Fire only.

3.1 Fire Cross-Departmental Support – Plan Check

The Fire Department provides plan check services on building related services such as New Construction, Additions, and Remodels. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table

details the title / name, current fee, total full cost associated with Fire only to provide these services, and the surplus or deficit associated with each service.

Table 19: Total Cost Per Unit Results – Fire Cross-Dept Support – Plan Check

Fee Name	Current Fee	Fire Plan Check Cost Per Unit	Surplus / (Deficit) per Unit
Development Plan Check and Inspections (Residential-New and Additions Group R) Per Square Feet			
0-1,999 Square Feet	\$224	\$233	(\$9)
2,000-4,999 Square Feet	\$258	\$292	(\$34)
5,000-9,999 Square Feet	\$336	\$350	(\$14)
10,000-24,999 Square Feet	\$392	\$408	(\$16)
25,000-49,999 Square Feet	\$504	\$525	(\$21)
50,000-100,000 Square Feet	\$617	\$642	(\$25)
>100,000 Square Feet	\$765	\$817	(\$52)
Hazardous Use by Square Footage (New Construction or added space for Group H)			
0-1,999 Square Feet	\$238	\$233	\$5
2,000-4,999 Square Feet	\$381	\$408	(\$27)
5,000-9,999 Square Feet	\$525	\$583	(\$58)
10,000-24,999 Square Feet	\$668	\$700	(\$32)
25,000-49,999 Square Feet	\$812	\$875	(\$63)
50,000-100,000 Square Feet	\$955	\$992	(\$37)
>100,000 Square Feet	\$1,147	\$1,167	(\$20)
Shell Buildings for All Commercial Uses (New Construction or added space for All Occupancies other than H and R)			
0-1,999 Square Feet	\$224	\$233	(\$9)
2,000-4,999 Square Feet	\$258	\$292	(\$34)
5,000-9,999 Square Feet	\$336	\$350	(\$14)
10,000-24,999 Square Feet	\$392	\$408	(\$16)
25,000-49,999 Square Feet	\$504	\$525	(\$21)
50,000-100,000 Square Feet	\$617	\$642	(\$25)
>100,000 Square Feet	\$765	\$817	(\$52)
Buildings for Commercial Uses (New Construction or added Space for All Occupancies other than H and R)			
0-1,999 Square Feet	\$224	\$233	(\$9)
2,000-4,999 Square Feet	\$258	\$292	(\$34)
5,000-9,999 Square Feet	\$336	\$350	(\$14)
10,000-24,999 Square Feet	\$392	\$408	(\$16)
25,000-49,999 Square Feet	\$504	\$525	(\$21)
50,000-100,000 Square Feet	\$617	\$642	(\$25)
>100,000 Square Feet	\$765	\$817	(\$52)
Tenant Improvement (New Construction, Additions and Major Remodels for All Occupancies other than H and R)			
0-1,999 Square Feet	\$224	\$233	(\$9)
2,000-4,999 Square Feet	\$258	\$292	(\$34)
5,000-9,999 Square Feet	\$336	\$350	(\$14)
10,000-24,999 Square Feet	\$392	\$408	(\$16)
25,000-49,999 Square Feet	\$504	\$525	(\$21)
50,000-100,000 Square Feet	\$617	\$642	(\$25)
>100,000 Square Feet	\$765	\$817	(\$52)

All but one fee for plan check on building services shows an under-recovery. The under-recoveries range from a low of \$9 for the 0-1,999 sq. ft. for Residential, Shell, and Commercial New Construction and Tenant Improvements to a high of \$63 for the 25,000-49,999 range for Hazardous Use New Construction and additions. Fire is recovering approximately 95% of costs on plan check for new construction, additions, and remodels.

3.2 Fire Cross-Departmental Support – Inspection

The Fire Department provides inspection services on building related services such as New Construction, Additions, and Remodels. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the title / name, current fee, total full cost associated with Fire only to provide these services, and the surplus or deficit associated with each service.

Table 20: Total Cost Per Unit Results – Fire Cross-Dept Support – Inspection

Fee Name	Current Fee	Fire Inspection Cost Per Unit	Surplus / (Deficit) per Unit
<u>Development Plan Check and Inspections (Residential-New and Additions Group R) Per Square Feet</u>			
0-1,999 Square Feet	\$224	\$221	\$3
2,000-4,999 Square Feet	\$258	\$276	(\$18)
5,000-9,999 Square Feet	\$336	\$331	\$5
10,000-24,999 Square Feet	\$392	\$386	\$6
25,000-49,999 Square Feet	\$504	\$497	\$7
50,000-100,000 Square Feet	\$617	\$607	\$10
>100,000 Square Feet	\$785	\$773	\$12
<u>Hazardous Use by Square Footage (New Construction or added space for Group H)</u>			
0-1,999 Square Feet	\$238	\$221	\$17
2,000-4,999 Square Feet	\$382	\$386	(\$4)
5,000-9,999 Square Feet	\$525	\$552	(\$27)
10,000-24,999 Square Feet	\$668	\$662	\$6
25,000-49,999 Square Feet	\$812	\$828	(\$16)
50,000-100,000 Square Feet	\$955	\$938	\$17
>100,000 Square Feet	\$1,177	\$1,104	\$73
<u>Shell Buildings for All Commercial Uses (New Construction or added space for All Occupancies other than H and R)</u>			
0-1,999 Square Feet	\$224	\$221	\$3
2,000-4,999 Square Feet	\$258	\$276	(\$18)
5,000-9,999 Square Feet	\$336	\$331	\$5
10,000-24,999 Square Feet	\$392	\$386	\$6
25,000-49,999 Square Feet	\$504	\$497	\$7
50,000-100,000 Square Feet	\$617	\$607	\$10
>100,000 Square Feet	\$785	\$773	\$12
<u>Buildings for Commercial Uses (New Construction or added Space for All Occupancies other than H and R)</u>			
0-1,999 Square Feet	\$224	\$221	\$3

Fee Name	Current Fee	Fire Inspection Cost Per Unit	Surplus / (Deficit) per Unit
2,000-4,999 Square Feet	\$258	\$276	(\$18)
5,000-9,999 Square Feet	\$336	\$331	\$5
10,000-24,999 Square Feet	\$392	\$386	\$6
25,000-49,999 Square Feet	\$504	\$497	\$7
50,000-100,000 Square Feet	\$617	\$607	\$10
>100,000 Square Feet	\$785	\$773	\$12
Tenant Improvement (New Construction, Additions and Major Remodels for All Occupancies other than H and R)			
0-1,999 Square Feet	\$224	\$221	\$3
2,000-4,999 Square Feet	\$258	\$276	(\$18)
5,000-9,999 Square Feet	\$336	\$331	\$5
10,000-24,999 Square Feet	\$392	\$386	\$6
25,000-49,999 Square Feet	\$504	\$497	\$7
50,000-100,000 Square Feet	\$617	\$607	\$10
>100,000 Square Feet	\$785	\$773	\$12

The majority of inspection fees for building services are over-recovering with a low of \$3 for the 0-1,999 sq ft range for Residential, Shell, New Commercial, and tenant improvements to a high of \$73 for Hazardous Use New Construction and additions for buildings larger than 100,000 sq ft. Fees shows a subsidy range from a low of \$4 for 2,000-4,999 sq ft Hazardous Use to a high of \$27 for 5,000-9,999 sq ft Hazardous Use. Fire is recovering approximately 101% of costs on inspection for new construction, additions, and remodels.

4 Overall Cross-Departmental Support

Implementing the new fees for Planning and Engineering will help ensure that the City is appropriately recovering for all city departments' costs as it relates to Building Plan Review and inspection. In regards to Fire, as the fees are related to the Building process it is recommended that these fees be relocated to Building's fee schedule to more transparently identify to the applicant that along with a Building Plan Check and Permit fee, there are also fees for Planning, Engineering, and Fire Review and Inspection.

12. Planning

The Planning Division is responsible for overseeing policy decisions made by the City and ensure compliance with the Development code as it relates to private development activity for residential and non-residential development. Fees examined in this study relate to Conditional Use Permits, Variances, Plot Plans, Tentative Parcel Maps, among other planning specific fees. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Planning Division.

1 Fee Schedule Modifications

During discussions with Planning staff, modifications were proposed to the current fee schedule, which include:

- **Restructuring of fees:** The restructuring of fees is outlined below:
 - Minor Plot Plans were slightly renamed to Plot Plans Minor and broken out into additional categories for New Construction, Detached Accessory Structure, Model Home Complex, Shipping Containers, Tree Removal / Replacement, and Wall and Fence Plan Review.
 - Planning Sign Review – Monument Non-Commercial and Planning Sign Review – Monument Commercial were combined into one Sign Permit (Monument) Comm/Ind/Res.
 - Addition of City Clerk Appeal Fee amount into the Planning Appeal fee.
- **Removal of fees:** Environmental Monitoring Report, Parking Covenant Review, Setback Adjustment, and CC&R Review were eliminated from the Planning schedule, as these services are either covered under another fee or are provided by other departments.
- **Addition of Fees:** Fees were added to reflect current services being provided, but not captured as distinct fees on the fee schedule. These fees include: Tract Map Modifications, Minor Exceptions, Mobile Food Trucks, Multi-Family Ministerial Review – SB35, Noise Exceptions, Public Convenience & Necessity, Planned Development Zone Changes, Planning Review Fee, Minor Plot Plans for Shipping Containers and Tree Removals/Replacements, SB9 Urban Lot Splits, Reasonable

Accommodation, Similar Use Determination, Site Plan Conceptual Review, Small Wireless Facility/Eligible Facilities Request, and Finance Tentative Parcel Maps.

The modifications outlined above will ensure that Planning's fee schedule accurately reflects the services being provided by staff and help ensure that costs are captured appropriately.

2 Detailed Results

The Planning Division collects fees for items such as Conditional Use Permits, Variances, Plot Plans, Tentative Parcel Maps. The total cost calculated for each service includes direct staff costs, cross-departmental support (Fire, Engineering, Parks, and Building), Departmental, and Citywide overhead. The following table details the title / name, current fee, total full cost, and the surplus or deficit associated with each service.

Table 21: Total Cost Per Unit Results – Planning

Fee Name	Current Fee	Total City Cost Per Unit ¹⁹	Surplus / (Deficit) per Unit
Accessory Dwelling Unit	\$2,235	\$2,721	(\$486)
Appeal²⁰			
Appeal – 1 st	\$2,700	\$4,437	(\$1,737)
Appeal – 2 nd	\$2,165	\$3,877	(\$1,712)
Conditional Use Permit			
Major	\$13,496 ²¹	\$17,822	(\$4,326)
Major Revision	\$6,748 ²²	\$13,735	(\$6,987)
Minor	\$2,665	\$4,936	(\$2,271)
Minor Revision	\$2,395	\$4,151	(\$1,756)
Environmental Assessment/Negative Declaration	\$4,210	\$8,182	(\$3,972)
Environmental Determination (All Discretionary Applications) ²³	\$235	\$367	(\$132)
Film Permit (< 3 Days)	\$815	\$1,525	(\$710)
Final Site Development	\$5,845	\$5,633	\$212
Home Based Business	\$155	\$248	(\$93)
Land Division Phasing Map	\$5,395	\$9,311	(\$3,916)
Landscape Plan Review²⁴			
Commercial	\$2,545	\$2,786	(\$241)
Industrial	\$1,475	\$2,786	(\$1,311)
Front Yard Typical	\$1,540	\$2,252	(\$712)

¹⁹ This cost does not include any state or regional pass-through fees such as MSHCP as well as any additional deposits for Attorney review, CEQA fees or consultant costs.

²⁰ Current Fee and Full cost for Appeal fees includes City Clerk fees and cost.

²¹ The current fee was set at 50% of the Major Plot Plan Fee per staff recommendation and doesn't reflect the full cost calculated through the previous study.

²² The current fee was set at 50% of the CUP – Major fee and doesn't reflect the full cost of the service calculated from the previous study.

²³ This category includes Environmental Determination / Exemption and MSHCP ERP Flat fee review. As noted, additional deposits for consultants and attorney support may apply.

²⁴ All landscape plans may be subject to additional fees associated with consultant review.

Fee Name	Current Fee	Total City Cost Per Unit ¹⁹	Surplus / (Deficit) per Unit
Open Space	\$4,040	\$4,145	(\$105)
Landscape Inspection	\$460	\$664	(\$204)
Minor Exception	New	\$520	N / A
Mobile Food Trucks	New	\$697	N / A
Multi-Family Ministerial Review – SB35	New	\$11,574	N / A
New Business Regulation Review	\$40	\$41	(\$1)
Noise Exception – Single Event	New	\$687	N / A
Public Convenience & Necessity W/O CUP	New	\$2,635	N / A
Planning Commission Hearing	\$2,440	\$3,775	(\$1,335)
Planning Review Fee	New	\$186	N / A
Plot Plan – Major			
Major	\$26,992 ²⁵	\$34,547	(\$7,555)
Revision	\$13,496 ²⁶	\$27,928	(\$14,432)
Plot Plan – Minor			
Minor (New Development)	\$4,275	\$5,494	(\$1,219)
Revision	\$2,395	\$3,884	(\$1,489)
Detached Accessory Structure	\$2,335	\$2,640	(\$305)
Model Home Complex (Includes Sign Pkg)	\$2,345	\$3,695	(\$1,350)
Shipping Containers	New	\$782	N / A
Tree Removal / Replacement Permit	New	\$1,131	N / A
Wall & Fence Plan Review	\$2,700	\$3,100	(\$400)
Pre-Application Review	\$1,442 ²⁷	\$8,539	(\$7,097)
Pre-Existing Non-Conforming Use Verification	\$1,160	\$2,388	(\$1,228)
Reasonable Accommodation	New	\$1,545	N / A
SB9 Urban Lot Split Fee	New	\$5,036	N / A
Sidewalk Vending Permit Application	\$695	\$697	(\$2)
Sign Admin Relief Review	\$550	\$630	(\$80)
Sign Permit			
Affixed To Building	\$225	\$348	(\$123)
Monument – Comm / Ind / Res	\$650	\$1,543	(\$893)
Temporary (Commercial)	\$155	\$248	(\$93)
Sign Program	\$2,610	\$3,864	(\$1,254)
Sign Program Amendment	\$735	\$925	(\$190)
Similar Use Determination	New	\$1,706	N / A
Site Plan Conceptual Review	New	\$3,972	N / A
Small Wireless Facility/Eligible Facilities Request ²⁸	New	\$4,031	N / A
Substantial Conformance	\$2,575	\$4,639	(\$2,064)
Tentative Parcel Map			
Commercial / Industrial	\$12,940 ²⁹	\$17,316	(\$4,376)
Finance	New	\$7,782	N / A
Residential	\$11,040	\$17,316	(\$6,276)
Revised	\$7,740 ³⁰	\$14,721	(\$6,981)
Tentative Tract Map – Minor Condition Change	\$3,340	\$9,224	(\$5,884)
Time Extension			
City Approved Project	\$3,510	\$4,050	(\$540)

²⁵ The current fee was recommended based upon a regional average and doesn't reflect the full cost calculated in the previous study.

²⁶ The current fee was set at 50% of the Plot Plan Major and doesn't reflect the full cost of service calculated from the previous study.

²⁷ The current fee amount was recommended to be subsidized and doesn't reflect the full cost calculated from the previous study.

²⁸ Additional deposit may be required for 3rd party review per City Code allowances.

²⁹ The current fee was recommended at a lower level than what was calculated in the previous study.

³⁰ The current fee was recommended at a lower level than what was calculated in the previous study.

Fee Name	Current Fee	Total City Cost Per Unit ¹⁹	Surplus / (Deficit) per Unit
Plot Plan (5-10 Yrs)	\$12,250	\$6,917	\$5,333
Temporary Use Permit			
Major	\$1,735	\$2,030	(\$295)
Major (501C)	\$868 ³¹	\$2,030	(\$1,163)
Minor	\$695	\$1,351	(\$656)
Minor (501C)	\$348 ³²	\$1,351	(\$1,003)
Variance			
Filed Alone	\$5,205	\$5,611	(\$406)
Filed With Other Applications	\$2,605	\$2,607	(\$2)
Zoning Information Letter	\$375	\$472	(\$97)
Additional Plan Check ³³	25% of Initial Application Fee		

The fees in the table reflect the full cost of providing each service which includes Planning time as well as time for Engineering, Fire, Building, Community Services, and City Clerk staff. Most fees show a deficit. However, some of the fees with large deficits such as Major Plot Plan or Revised Tentative Parcel map were adopted at a subsidized rate compared to the previous analysis. Therefore, the current analysis shows a much higher deficit as it is taking into account the existing deficit from the previous analysis as well as any cost factor changes. The over-recoveries ranges from a low of \$212 for Final Site Developments to a high of \$5,333 for Plot Plan Time Extensions. The Plot Plan Time Extension surplus is due to process changes which has reduced the level of time associated with these permits and increased overall efficiency. On average, the planning division is recovering approximately 66% of flat fee related costs.

3 Deposit Based Fees

The Planning Division charges many of its fees as deposits as they can span several months and can be very complex in nature. Since these types of applications can vary to widely in the time that staff are required to spend on them, a deposit is generally recommended to ensure that the full cost of the service is recovered. The following table shows the current deposit-based fees for planning and the proposed deposit amount:

Table 22: Deposit-Based Fees – Planning

Fee Name	Current Deposit	Recommended Deposit
Surface Mining & Reclamation Act	\$20,000	\$20,000
Annexation Request	\$20,000	\$20,000
Zone Change	\$5,000	\$5,000

³¹ The current fee was recommended to be set at 50% of the Major non-501(C) rate per staff and was not set at the full cost from the previous analysis.

³² The current fee was recommended to be set at 50% of the Minor non-501(C) rate per staff and was not set at the full cost from the previous analysis.

³³ All flat fees cover up to three (3) plan checks / reviews. This fee is assessed for anything above and beyond that.

Fee Name	Current Deposit	Recommended Deposit
Development Agreement	\$10,000	\$10,000
EIR Review	\$20,000	\$20,000
Expedited Environmental Habitat Review (ERP)	\$1,380	\$1,500
General Plan Amendment	\$10,000	\$10,000
Planned Unit Development	\$10,000	\$10,000
Specific Plan	\$20,000	\$20,000
Specific Plan Amendment	\$10,000	\$10,000
Sphere Of Influence Amendment	\$10,000	\$10,000
Study Review/Scoping Agreement	\$1,000	\$1,000
Ag Preserve Cancellation	\$5,000	\$5,000
Tentative Tract Map	\$20,000	\$20,000
Tentative Tract Map – Revisions	\$10,000	\$10,000
Historic Property Preservation	\$5,000	\$5,000
Hazardous Waste Facility Siting Permit	\$20,000	\$20,000
Hog Ranch Processing	\$10,000	\$10,000
Noise Exception - On-Going Event	\$5,000	\$5,000
MSHCP HANS	\$2,000	\$2,000

As the table indicates the majority of the City's initial deposits are set to adequately recover for it's minimum review time. Any additional time will still need to be billed hence the need for the deposit. The Land Division Unit Map was previously a flat fee, but has been recommended to be collected as a deposit as the level of service can vary significantly.

4 Deposit Based Fees – Cost Recovery Policy

As noted in the previous section, the Planning Division collects initial deposits for many of its larger projects and staff bill time and materials associated with the plan review and inspection of these projects to each specific project. In order for the City to achieve full cost recovery on deposit-based fees, it is critical that the following components are addressed and put into place:

- **Positions(s):** Identify the position(s) within Finance or Community Development that will be responsible for conducting the billing and / or invoicing for the deposit-based fees.
- **Timekeeping:** Identify the procedure for timekeeping as it is done by Planning and all other cross-departmental staff, including if timekeeping will be done outside of the current timekeeping system, or if it will be part of the timekeeping system with project numbers assigned to each deposit-based fee project.
- **Hourly Rates:** It is recommended that the fully burdened hourly rate (salaries + benefits + productive hours + departmental overhead + citywide overhead) be used

for billing purposes. The hourly rate should also be specific to the position. The City should identify the hourly rate(s) that will be used – a singular blended rate, or a separate rate for the position reviewing the application and the type of hourly rate used.

- **Billing / Refunding:** The City should clearly outline when the department and / or division should request for additional funding. The standard recommendation is if 10% of the initial deposit is left, the applicant should be billed for additional funds. Policies regarding refund amounts and to whom the refund will be issued should be identified. Refunds should not be issued until all invoices have been paid across all departments involved in the process.
- **Stop Work Order / Permit Issuance:** The City should also include language regarding if no payment has been received on an invoice for 90 days, the application will be considered dormant and City staff will stop all work on the project. Additionally, it should also clearly clarify when the approval will be granted. The standard recommendation is that until final payment has been received no final approval can be granted or issued.

Ultimately, deposit-based fees are known as cost recovery fees, as City staff recover all of their time and material costs associated with reviewing those applications. However, in order for these fees to be cost recovery, it is critical that the City have the previously discussed policies and procedures in place.

13. Engineering

The Engineering Division is responsible for ensuring new development and infrastructure meet City policies and codes in order to protect the natural environment while allowing new development to provide residents, visitor, and business with quality infrastructure. Engineering provides review, permitting, and plan check on all land development, private development, and public improvements. Fees examined in this study relate to Grading, Encroachments, Public Improvements, and Water Quality. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Engineering Division.

1 Fee Schedule Modifications

During discussions with Engineering staff, modifications were proposed to the current fee schedule, which include:

- **Removal of fees:** The Drilling Permit, Development of Oil Gas and Minerals, approval of Exploratory Boundary, Mining and Extraction Water Development, and Miscellaneous Right of Way Document are being removed, as Engineering staff no longer oversee these processes.
- **Expansion of fees:** Fees are proposed to be broken out to better specify services offered. The following points provide the fees and the categories into which they were created:
 - Single Family Residence Grading / Drainage Plan Check: previous ranges were 1-4 lots, 5-20 lots, 21-50 lots, 51-100 lots, and 100+ lots. These were expanded and combined into 1-50 lots, 51-75 lots, 75-200 lots, and 200+ lots.
 - Public Improvements: the current public improvement valuation table ends at \$500,000. It was determined that this range was too low for the majority of project costs and as such the table has been revaluated and expanded to the highest range of \$25,000,000.
 - Comm/Reg Park: this was split from a singular fee into two different categories: Community Park and Regional Park.

- Residential Grading/Drainage Inspections: this was split from a singular fee into two different categories: Residential Up to 1 acre (charged as a flat fee) and Residential 1+ acres (charged as a deposit).
- Commercial / Industrial Final Parcel Map: this was split from a singular fee into a Base per map fee and an additional fee per acre.
- Preliminary Water Quality Management Plan Review: this was split from a singular fee into three different categories: small, medium, and large.
- Final Water Quality Management Plan Review w/o Approved Prelim: this was split from a singular fee into three different categories: small, medium, and large.
- **Change to fee type**: Landscaping Improvements which were previously charged at 0.5 times the Public Improvements valuation table costs, will now be charged as a flat fee.
- **Addition of fees**: Fees were added to reflect current services being provided but not identified as separate fees on the schedule. These services include: Standalone Single-Family Grading, Minor Modification of Traffic Signals, Parking Covenant Review, ESA Review, Encroachment Plan Review and Permit categories.

The modifications outlined above will ensure that the Engineering fee schedule accurately reflects the services being provided by staff and help ensure that costs are captured appropriately.

2 Detailed Results

The Engineering Division collects fees for items such as rough grading/drainage, precise grading/drainage, encroachment permits, public improvements, Final Maps, and Water Quality. The total cost calculated for each service includes direct staff costs, cross-departmental support (Planning, Fire, Parks), Consultant Costs, Departmental, and Citywide overhead. The following table details the title / name, current fee, total full cost to provide these services, and the surplus or deficit associated with each service.

Table 23: Total Cost Per Unit Results – Engineering

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Rough Grading / Drainage Plan Check (Single Family Residence)			
1-50 Lots	\$1,865	\$5,489	(\$3,624)
51-75 Lots	\$10,960	\$10,904	\$56
75- 200 Lots	Deposit	\$16,172	N / A
Precise Grading / Drainage Plan Check (Single Family Residence)			
1-50 Lots	\$1,865	\$5,246	(\$3,381)
51-75 Lots	\$3,695	\$8,715	(\$5,020)
75- 200 Lots	\$10,960	\$13,080	(\$2,120)
Standalone Single Family Grading	New	\$5,480	N / A
Rough Grading/Drainage Plan Check (Multiple Family Residence, Commercial, Industrial)			
0-50K Sqft	\$5,925	\$6,777	(\$852)
>50K-100K Sqft	\$7,420	\$8,657	(\$1,237)
>100K-500K Sqft	\$9,075	\$11,782	(\$2,707)
>500K-1mil Sqft	\$10,335	\$13,906	(\$3,571)
Precise Grading/Drainage Plan Check (Multiple Family Residence, Commercial, Industrial)			
0-50K Sqft	\$5,925	\$6,627	(\$702)
>50K-100K Sqft	\$8,680	\$9,700	(\$1,020)
>100K-500K Sqft	\$11,595	\$14,367	(\$2,772)
>500K-1mil Sqft	\$13,500	\$15,835	(\$2,335)
Extra Plan Check		1/4 Initial Fee	
Encroachment and Public Improvements:			
Encroachment Permit Issuance	\$65	\$121	(\$56)
Encroachment Review	New	\$591	N / A
Per plan sheet	New	\$295	N / A
Encroachment Permits:			
Permits per Event under existing annual permit	New	\$60	N / A
Permits for One Day Work	New	\$433	N / A
Permits Exceeding One Day Work	New	\$433	N / A
Permits for Major Projects	New	\$296	N / A
Permits for One Day Work, Multiple Locations	New	\$513	N / A
Permits for Night-Time Work	New	\$550	N / A
Additional Review (Traffic Control)	New	\$158	N / A
Additional Inspection	New	\$137	N / A
Public Improvement Plan Review: (Assumes up to 3 plan reviews, anything beyond 3 would be charged time and material).			
\$0-\$500,000	Deposit	\$8,564	N / A
\$500,000	Deposit	\$8,564	N / A
Per \$1,000	Deposit	\$8.80	N / A
\$1,000,000	Deposit	\$12,962	N / A
Per \$1,000	Deposit	\$2.95	N / A
\$5,000,000	Deposit	\$24,743	N / A
Per \$1,000	Deposit	\$1.25	N / A
\$10,000,000	Deposit	\$30,991	N / A
Per \$1,000	Deposit	\$1.30	N / A
\$25,000,000	Deposit	\$50,540	N / A
Per \$1,000	Deposit	\$0.65	N / A
Public Improvement Inspection	3.00%	3.00%	0.00%

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Landscaping Improvements ³⁴	Varies	\$4,480	N / A
Neighborhood Park	\$6,690	\$11,863	(\$5,173)
Community Park	\$9,940	\$15,459	(\$5,519)
Regional Park	\$9,940	\$18,197	(\$8,257)
Signing & Striping (if not included in the street improvement plans)	\$1,370	\$3,546	(\$2,176)
Per Sheet	\$800	\$443	\$357
Traffic Signal	\$5,370	\$6,907	(\$1,537)
Minor Modification of Traffic Signals	New	\$2,724	N / A
Extra Plan Check		1/4 of Initial Fee	
Grading/Drainage Inspection			
Residential Up to 1 acre	Deposit	\$1,885	N / A
Traffic Engineering Exhibits			
Traffic Control Plan	\$30	\$64	(\$34)
Per Sheet	\$200	\$474	(\$274)
Trip Generation Letter	\$740	\$839	(\$99)
Per study	\$1,000	\$1,264	(\$264)
Small Study (<500 ADT)	\$740	\$839	(\$99)
Per study	\$2,000	\$1,896	\$104
Typical TIA (500-1,000 ADT)	\$740	\$839	(\$99)
Per study	\$3,000	\$3,160	(\$160)
Large TIA (1,000+ ADT)	\$740	\$839	(\$99)
Per study	\$5,000	\$5,056	(\$56)
Parking Study	\$740	\$839	(\$99)
Per study	\$2,000	\$3,160	(\$1,160)
Final Parcel Maps			
Residential Parcel Map	\$8,890	\$10,047	(\$1,157)
Commercial/Industrial Parcel Map			
<20 acres	\$11,195	\$13,238	(\$2,043)
Per additional acre	New	\$118	N / A
Final Tract Map			
5-20 Lots	\$12,640	\$9,469	\$3,171
21-50 Lots	\$14,495	\$13,726	\$769
51-100 Lots	\$17,295	\$18,087	(\$792)
Amendment to final map	\$4,645	\$5,755	(\$1,110)
Survey/Mapping Review			
Lot Line Adjustment / Merger	\$3,940	\$4,228	(\$288)
Survey Monument Field Inspection	\$335	\$650	(\$315)
Record of Survey Plan Check	\$3,135	\$3,170	(\$35)
Certificate of Compliance	\$3,650	\$3,542	\$108
Substantial Compliance	\$1,550	\$2,325	(\$775)
Reversion to Acreage	\$3,830	\$3,612	\$218
Certificate of Correction Issuance	\$2,935	\$2,817	\$118
Vacation	\$4,620	\$4,561	\$59
Quitclaim	\$3,120	\$3,077	\$43
Easement Processing	\$3,085	\$3,051	\$34
Parking Covenant Review	New	\$2,587	N / A

³⁴ Landscaping Improvements current fee varies and is based on 50% of the Public Improvement Permit.

Fee Name	Current Fee	Total City Cost Per Unit	Surplus / (Deficit) per Unit
Water Quality/Stormwater			
Preliminary Water Quality Management Plan Review (WQMP)			
Small	New	\$4,265	N / A
Medium	New	\$5,895	N / A
Large	New	\$6,670	N / A
Final WQMP w/ Approved Prelim	\$5,570	\$6,014	(\$444)
Final WQMP w/o Approved Prelim			
Small	New	\$3,558	N / A
Medium	New	\$4,356	N / A
Large	New	\$5,923	N / A
Stormwater Inspection: Commercial / Industrial Businesses			
Low Priority	\$195	\$539	(\$344)
Medium/High Priority	\$455	\$662	(\$207)
Reports/Studies			
Geotechnical Study	\$1,705	\$1,915	(\$210)
Traffic Scoping Study	\$1,145	\$1,124	\$21
ESA Review	New	\$1,915	N / A
Special Districts			
CFD/LMD Annexation	\$2,580	\$2,623	(\$43)
Bonds			
Bond Release	\$710	\$1,741	(\$1,031)
Bond Reduction	\$710	\$2,036	(\$1,326)
Bond Replacement	\$710	\$1,741	(\$1,031)
Initial Bond Posting	New	\$1,761	N / A
Misc Services			
City Property Acquisition Process	\$1,520	\$2,958	(\$1,438)
Street Name Change	\$650	\$787	(\$137)
Block Party Processing	\$505	\$427	\$78
Wide and Overload Permit ³⁵			
Daily	\$16	\$360	(\$344)
Annual	\$90	\$360	(\$270)
Haul Route Review	\$165	\$1,225	(\$1,060)
Borrow Site Plan Check	\$1,095	\$1,516	(\$421)
Stockpile Plan Check	\$850	\$1,594	(\$744)
Stockpile/Borrow Site Inspection	\$500	\$587	(\$87)

As noted, the total cost per unit includes all City costs including Engineering staff time as well as Planning, Fire, and Community Services staff time and consultant costs. Once all city costs are factored in the majority of fees show an under-recovery for Engineering. The over-recovery ranges from a low of \$21 for Traffic Scoping Study to a high of \$3,171 for a Final Tract Map with 5-20 lots. The under-recoveries range from a low of \$34 for Traffic Control Plans to a high of \$8,257 for Regional Park Public Improvements. Overall Engineering fees show an average cost recovery of 78%.

³⁵ Daily and Annual Wide and Overload Permits are showing the full cost for providing the service. However, the fees for this services are set by CalTrans at \$16 for a Daily permit and \$90 for an Annual permit.

3 Deposit Based Fees

The Engineering Department charges many of its fees as deposits as they can span several months and can be very complex in nature. Since these types of applications can vary so widely in the time that staff are required to spend on them, a deposit is generally recommended to ensure that the full cost of the service is recovered. The following table shows the proposed deposit amount for Engineering:

Table 24: Deposit-Based Fees – Engineering

Fee Name	Recommended Deposit
<u>Rough Grading / Drainage Plan Check (Single Family Residence)</u>	
200+ Lots	\$20,000
<u>Precise Grading / Drainage Plan Check (Single Family Residence)</u>	
200+ Lots	\$15,000
<u>Rough Grading/Drainage Plan Check (Multiple Family Residence, Commercial, Industrial)</u>	
>1mil+ Sqft	\$15,000
<u>Precise Grading/Drainage Plan Check (Multiple Family Residence, Commercial, Industrial)</u>	
>1mil+ Sqft	\$20,000
Plan Check Revision	\$10,000
<u>Encroachment and Public Improvements:</u>	
Encroachment and Public Improvements Plan Check Revision	\$10,000
Permits for Major Projects (Inspections)	\$1,500
<u>Grading/Drainage Inspection</u>	
Residential 5+ acres	\$3,000
<u>Final Tract Map</u>	
100+ Lots	\$20,000
<u>Survey/Mapping Review</u>	
Survey Monument Field Inspection Deposit	\$10,000
Condominium Conversion Review	\$10,000
Vacation Deposit	\$10,000
CC&R	\$3,000
<u>Reports/Studies</u>	
Drainage Study	\$2,500
<u>Special Districts</u>	
CFD/LMD Annexation Deposit	\$5,000
CFD/Assessment District Audit	\$10,000
Assessment District Formation	\$20,000
<u>Bonds</u>	
Bond Release Deposit	\$2,000
Bond Reduction Deposit	\$3,000
Bond Replacement Deposit	\$2,000
<u>Misc Services</u>	
TUMF Audit	\$10,000
Misc. Engineering Agreements	\$10,000
City Property Acquisition Process Deposit	\$5,000
Misc Planning/Engineering Review	\$5,000

The City currently does not list specific deposit amounts and the schedule states “Deposit determined by staff with charges at the fully allocated hourly rates of involved personnel, plus any outside costs”. It has been recommended to replace this statement with proposed deposit amounts, to allow for greater transparency. These deposits are meant to be an initial minimum deposit amount, providing the city with flexibility to collect additional monies as needed.

14. Comparative Survey

As part of the Cost of Services (User Fee) study for the City of Menifee, the Matrix Consulting Group conducted a comparative survey of user fees. The City identified eight jurisdictions to be included in the comparative survey: Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Perris, Riverside, and Temecula. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances), and / or contacted jurisdictions to get comparative information.

While this report will provide the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to consider the local “market rates” for services as a means for assessing what types of changes in fee levels their community can bear. However, a comparative survey does not provide adequate information regarding the relationship of a jurisdiction’s cost to its fees.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City.

1 Economic Factors

In order to provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

Table 25: Ranking of Jurisdictions by Population

Jurisdiction	2020 Population
Lake Elsinore	70,265
Perris	78,700
Hemet	89,833
Menifee	102,527
Temecula	110,003
Murrieta	110,949
Corona	157,136
Moreno Valley	208,634
Riverside	314,998

Table 26: Ranking of Jurisdictions by Citywide Total Budget³⁶

Jurisdiction	FY20/21 Budget
Lake Elsinore	\$47,064,800
Temecula	\$77,575,676
Menifee	\$90,712,363
Hemet	\$91,318,470
Murrieta	\$114,779,457
Perris	\$142,641,936
Moreno Valley	\$245,021,960
Corona	\$345,336,056

Table 27: Ranking of Jurisdictions by Workforce Size

Jurisdiction	FY20/21 FTE
Temecula	172.95
Lake Elsinore	176
Perris	177.1
Menifee	199
Hemet	287.1
Murrieta	343
Moreno Valley	352
Corona	744.01

Based on the data shown in the previous tables, the City of Menifee ranks in the lower middle of surveyed jurisdictions in terms of population, budget, and size of workforce.

2 Recency Factor

While the previous comparative information can provide some perspective when comparing Menifee's fees with surveyed jurisdictions, other key factors to consider are when a jurisdiction's fee schedule was last updated and when the last comprehensive analysis was completed. The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule.

Table 28: Last Fee Study Conducted

Jurisdiction	Response
Perris	1998
Hemet	2014
Moreno Valley	2016
Murrieta	2017
Corona	2018
Lake Elsinore	2018
Temecula	2021
Riverside	In Progress ³⁷

³⁶ To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.

³⁷ Riverside is currently undergoing a comprehensive Citywide User Fee Study.

Table 29: Last Fee Schedule Update

Jurisdiction	Response
Perris	Over 10 years ago ³⁸
Hemet	2016
Corona	2019
Murrieta	2019
Lake Elsinore	2021
Riverside	2021
Moreno Valley	2022
Temecula	2022

Five of the eight surveyed jurisdictions have conducted fee studies within the last five years. Temecula recently conducted a fee study in 2021, and Riverside is currently undergoing a fee study. Perris is the only jurisdiction which has not completed a fee study in over 10 years. With the exception of Hemet and Perris all other jurisdictions have updated their fee schedule within the last three years. Hemet updated their fee schedule within the last five years and Perris has not updated their fee schedule in over 10 years.

It is important to note that even though jurisdictions may have conducted fee studies, fees are not always adopted at full cost recovery. The comparative results will only show the adopted fees for the surveyed jurisdictions, not necessarily the full cost associated with the comparable service.

3 Additional Factors

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services.
- The same “fee” with the same name may include more or less steps or sub-activities. In addition, jurisdictions provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, indirect overhead costs, etc.

Market surveys can run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison

³⁸ Perris’ last fee study upon which the current fees are based was complete around 1998.

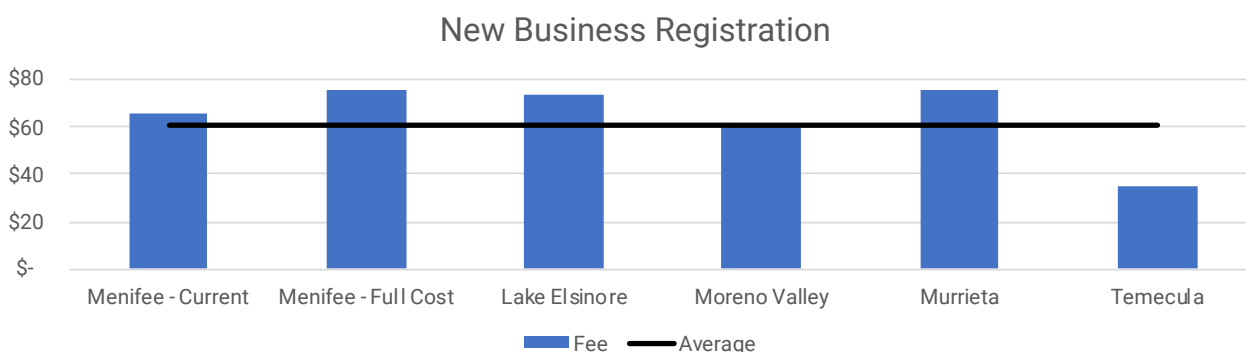
of fees be used as a secondary decision-making tool, rather than a tool for establishing an acceptable price point for services.

4 Comparative Survey Results

As part of this study, the project team conducted a survey of how the City's current user fees and calculated full cost compare to other similarly sized and regionally located jurisdictions. The following subsections provide a comparative look at several fee-related services provided by the City versus the surveyed jurisdictions.

1 New Business Registration

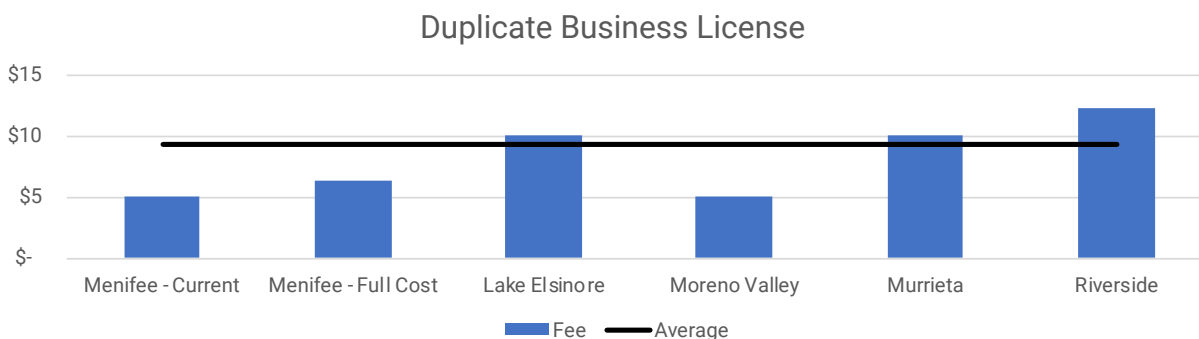
Currently, the Finance Department charges a fee of \$65 to register new businesses. Through this study, the project team calculated the full cost of this service to be \$76. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Meniffee's current fee (\$65) is only slightly above the jurisdictional average of \$61, while the full cost calculated (\$76) is higher than the average. Corona, Perris, Hemet, and Riverside do not include a fee for new business registration on their current fee schedules. Temecula is the only city with a significantly lower fee (\$35).

2 Duplicate Business License

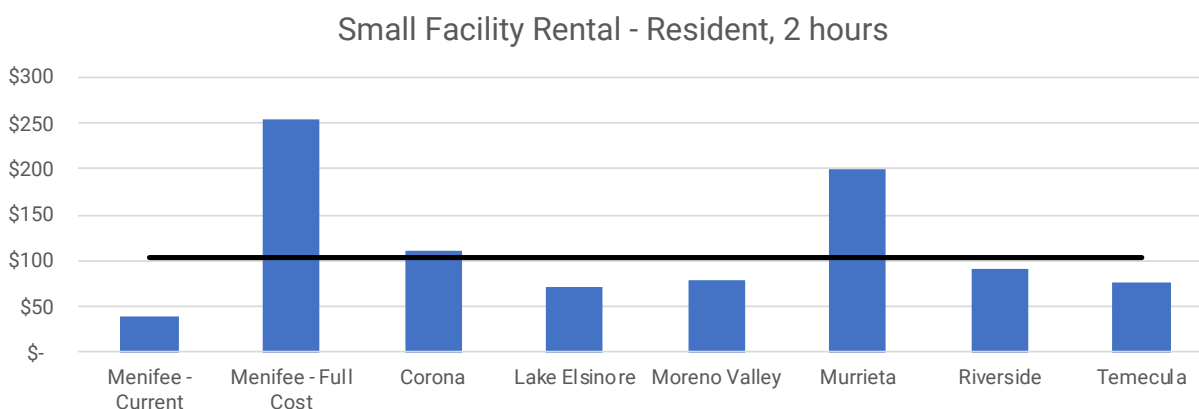
Currently, the Finance Department charges a fee of \$5 to duplicate a business license. Through this study, the project team calculated the full cost of this service to be \$6. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$5) and full cost calculated (\$6) are both well below the jurisdictional average of \$9. The cities of Corona, Hemet, Perris, and Temecula all do specifically call out a fee for duplicating business licenses on their current fee schedules. Moreno Valley charges the same as Menifee's current fee, while all other jurisdictions charge \$10 and above.

3 Small Facility Rental – Resident, 2 hours

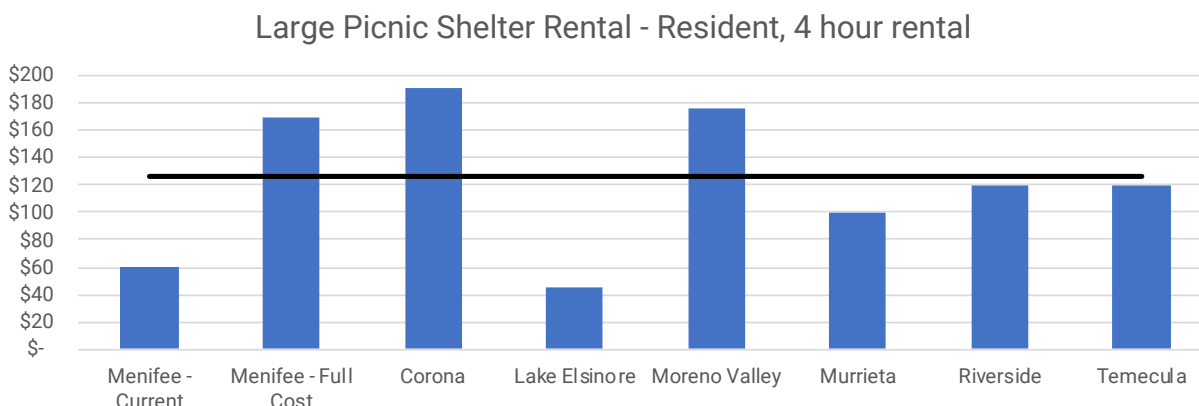
Currently, the Community Services Department charges \$40 for a two-hour small facility rental on a weekday for less than 20 people. Through this study, the project team calculated the full cost of this service to be \$126. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$40) is lower than the jurisdictional average of \$104; whereas its full cost fee at \$253 is higher than all other surrounding jurisdictions.

4 Large Picnic Shelter Rental – Resident, 4 hours

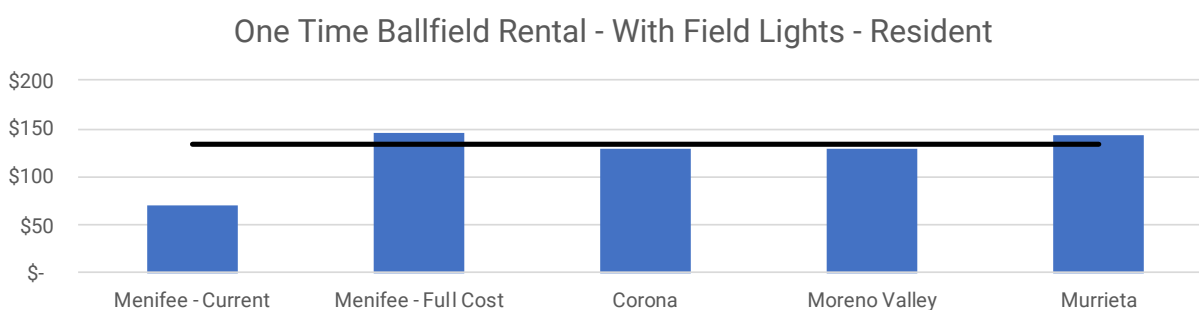
Currently, the Community Services Department charges \$60 for a four-hour large picnic shelter rental. Through this study, the project team calculated the full cost of this service to be \$211. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$60) is less than the jurisdictional average of \$125, while the full cost calculated (\$169) is higher than the average. Both Corona (\$190) and Moreno Valley (\$176) charge more than the jurisdictional average and Menifee's full cost. The rest of the cities charge less than the average, ranging from a low of \$45 for Lake Elsinore to a high of \$190 for Corona.

5 One Time Ballfield Rental – Resident with Lights

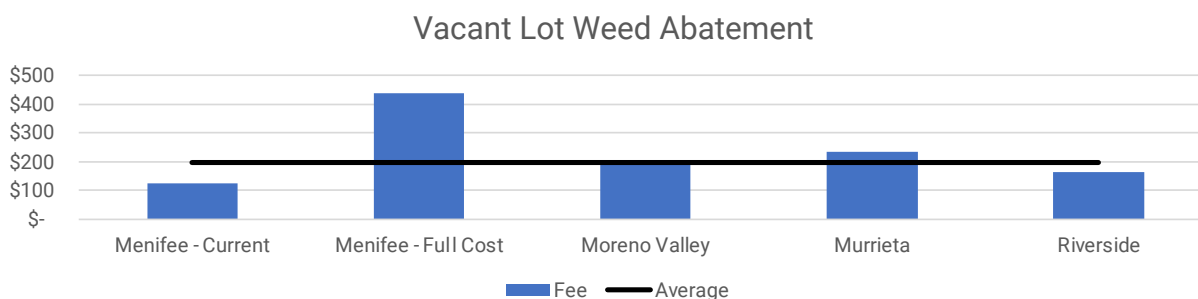
Currently, the Community Services Department charges \$70 for four-hour one-time adult ballfield rental with three hours of field lights. Through this study, the project team calculated the full cost of this service to be \$145. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$70) is less than the jurisdictional average of \$134, while the full cost calculated (\$145) is slightly higher than the average. Murrieta (\$143) charges more than the jurisdictional average. Lake Elsinore, Perris, Riverside, and Temecula do not include a one-time ballfield rental fee on their fee schedule, as their field rentals are limited to sports leagues.

6 Vacant Lot Weed Abatement

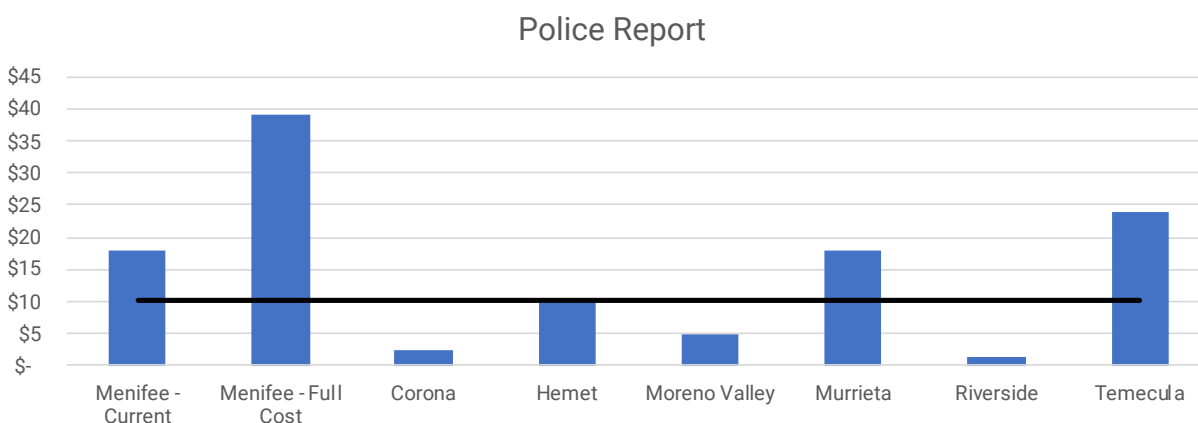
Currently, the Code Enforcement Department charges a fee of \$126 to remove weeds from vacant lots. Through this study, the project team calculated the full cost of this service to be \$438. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$126) is below the jurisdictional average of \$199, while the full cost calculated (\$438) is significantly higher than the average. All of the comparable cities which have a fee for vacant lot weed abatement on their fee schedule charge more than Menifee's current fee, with Murrieta charging the highest (\$235).

7 Police Report

Currently, the Police Department charges a fee of \$18 for a non-traffic incident police report of 10 pages. Through this study, the project team calculated the full cost of this service to be \$39. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.

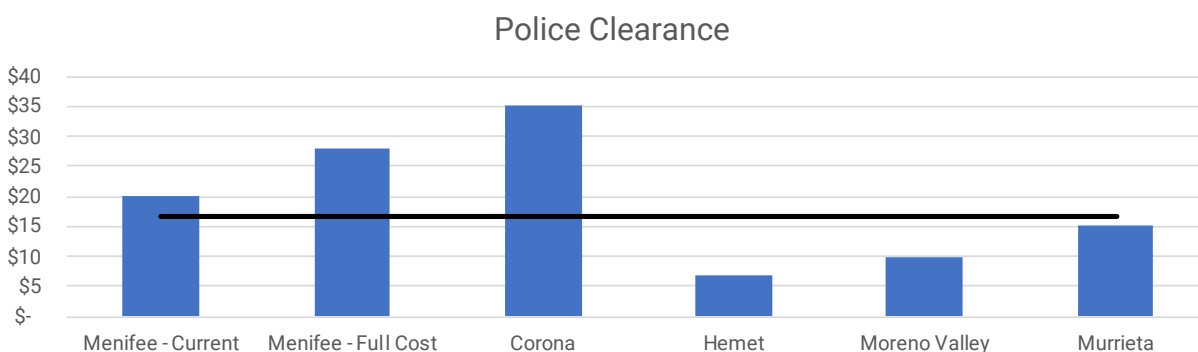


Menifee's current fee (\$18) is above the jurisdictional average of \$10, while the full cost calculated (\$39) is significantly higher than the average. Murrieta charges the same as

Menifee's current fee and Temecula charges more (\$24). All other cities charge less than Menifee's current rate.

8 Police Clearance

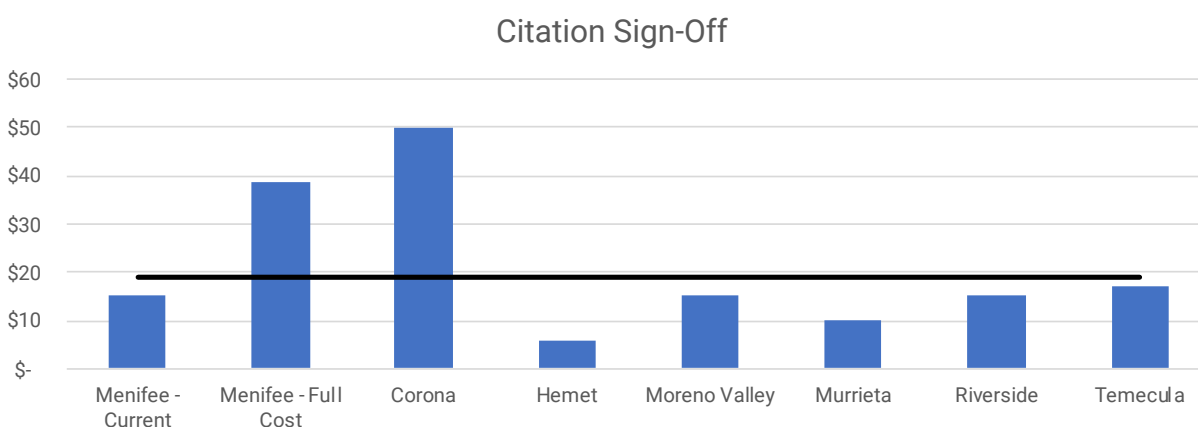
Currently, the Police Department charges a fee of \$20 to provide police clearance. Through this study, the project team calculated the full cost of this service to be \$28. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Both Menifee's current fee (\$20) and full cost calculated (\$28) are well above the jurisdictional average of \$17, but are below the fee charged by Corona (\$35). All other cities charge less than the average.

9 Citation Sign-Off

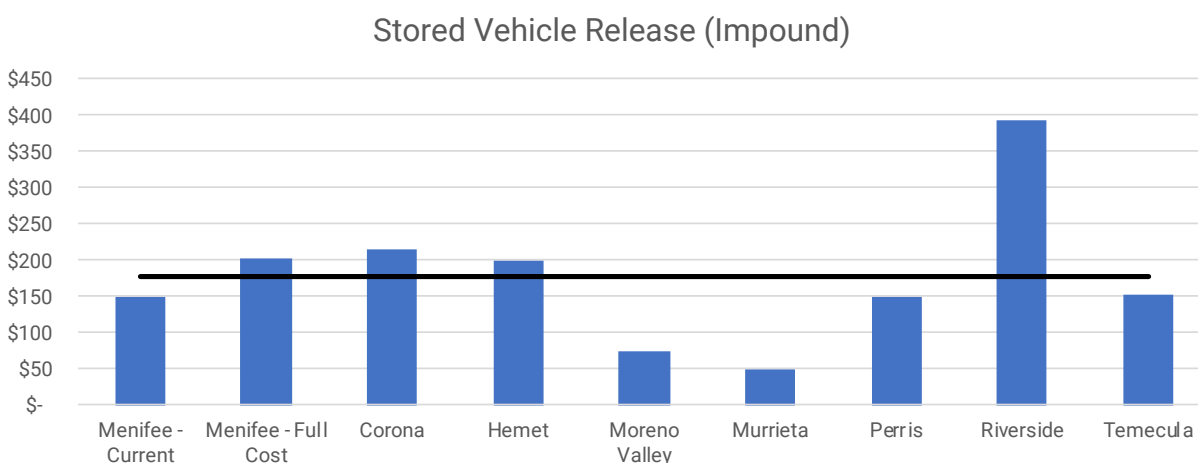
Currently, the Police Department charges a fee of \$15 to sign-off on a non-residential citation. Through this study, the project team calculated the full cost of this service to be \$38. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$15) is below the jurisdictional average of \$19, while the full cost calculated (\$38) is significantly higher than the average. Corona charges \$50 for this service, which is significantly higher than both Menifee's current fee and full cost and more than the jurisdictional average. Temecula charges more than Menifee's current rate (\$17), Riverside and Moreno Valley charge the same rate as Menifee, and Hemet charges significantly less (\$6).

10 Stored Vehicle Release

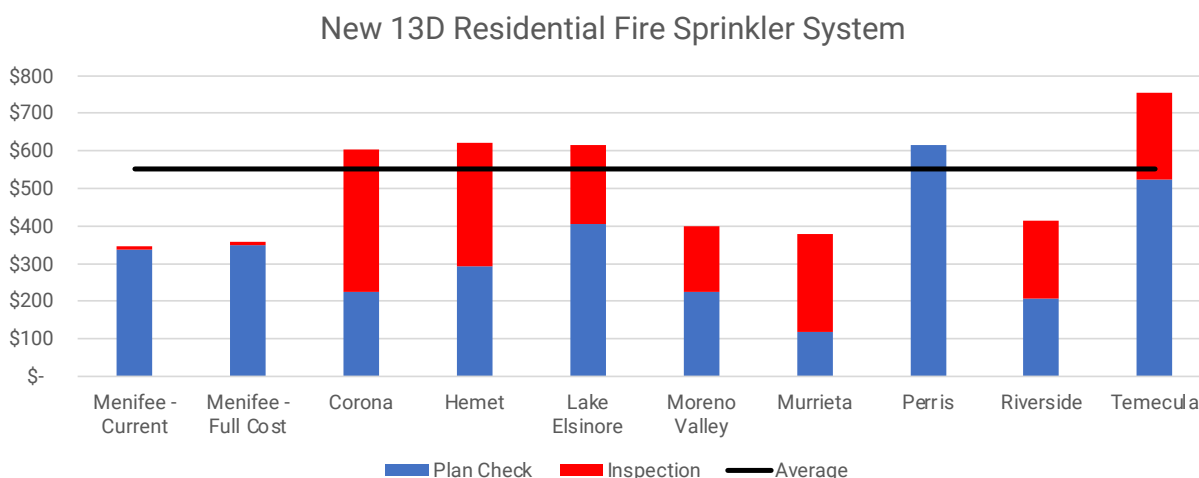
Currently, the Police Department charges a fee of \$150 to release a stored vehicle. Through this study, the project team calculated the full cost of this service to be \$201. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



While Menifee's total current fee (\$345) and total full cost calculated (\$346) are close to one another, they are both significantly lower than the jurisdictional average of \$551. All of the comparable jurisdiction charge more than Menifee, ranging from Murrieta with \$379 to Temecula which charges \$755. Notable, Perris contracts Riverside County Fire Department and charges a deposit-based fee starting at \$614.

11 New 13D Residential Fire Sprinkler

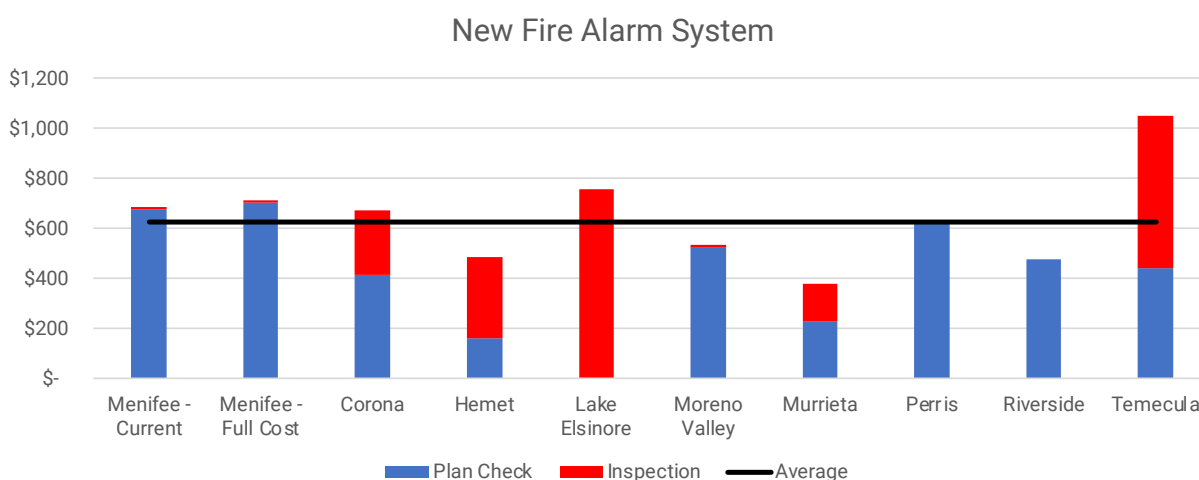
Currently, the Fire Department charges a total fee of \$345 for plan check and inspection of a 2,000 sq. ft. new 13D residential fire sprinkler system. Through this study, the project team calculated the full cost of this service to be \$359. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



While Menifee's total current fee (\$345) and total full cost calculated (\$359) are close to one another, they are both lower than the jurisdictional average of \$551. Corona (\$605), Hemet (\$622), Lake Elsinore (\$616), and Temecula (\$755) all charge more than the jurisdictional average. With the exception of Perris, all other cities charge less than the average. Perris charges a deposit-based fee starting at \$614.

12 New Fire Alarm System

Currently, the Fire Department charges a total fee of \$682 for plan check and inspection of a new fire alarm system. Through this study, the project team calculated the full cost of this service to be \$709. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.

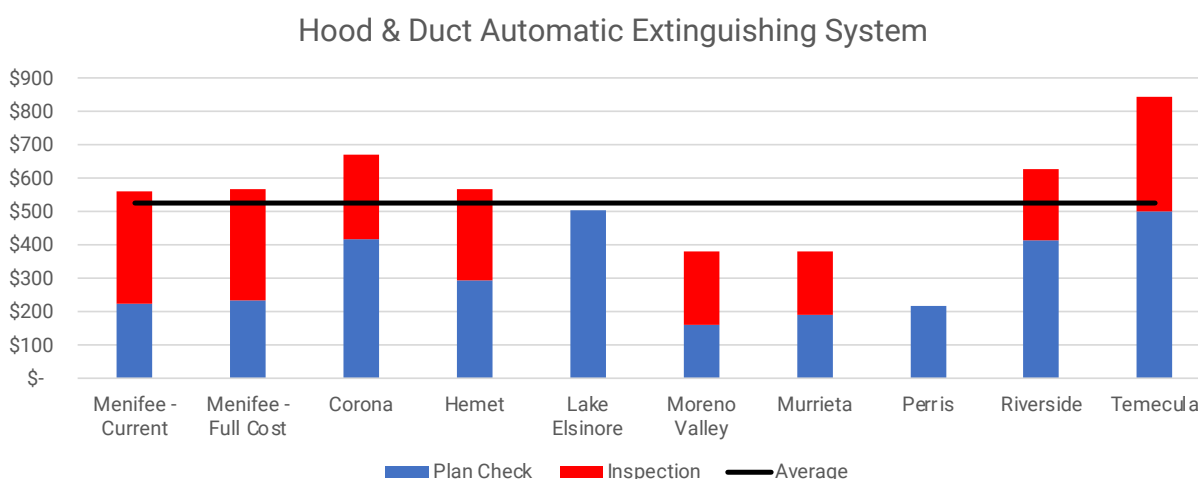


While Menifee's total current fee (\$682) and total full cost calculated (\$709) are close to one another, they are both higher than the jurisdictional average of \$621. Corona (\$670),

Lake Elsinore (\$755), and Temecula (\$1,049) all charge more than the jurisdictional average. With the exception of Perris, all other cities charge less than the average. Perris charges a deposit-based fee starting at \$627. Additionally, Lake Elsinore and Riverside charge a flat fee and do not differentiate between plan check and inspection.

13 Hood & Duct Automatic Extinguishing System

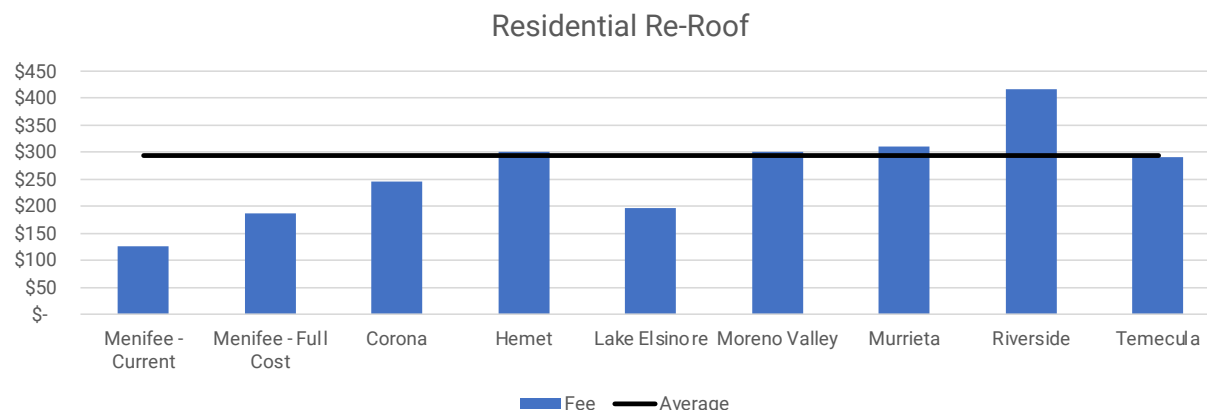
Currently, the Fire Department charges a total fee of \$560 for plan check and inspection of an automatic hood and duct extinguishing system. Through this study, the project team calculated the full cost of this service to be \$565. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's total current fee (\$560) is \$16 more than the total full cost calculated (\$565), and both are higher than the jurisdictional average of \$523. Corona (\$670), Hemet (\$566), Riverside (\$625), and Temecula (\$842) all charge more than the jurisdictional average. With the exception of Perris, all other cities charge less than the average. Perris charges a deposit-based fee starting at \$215. Additionally, Lake Elsinore charges a flat fee and does not differentiate between plan check and inspection.

14 Residential Re-roof

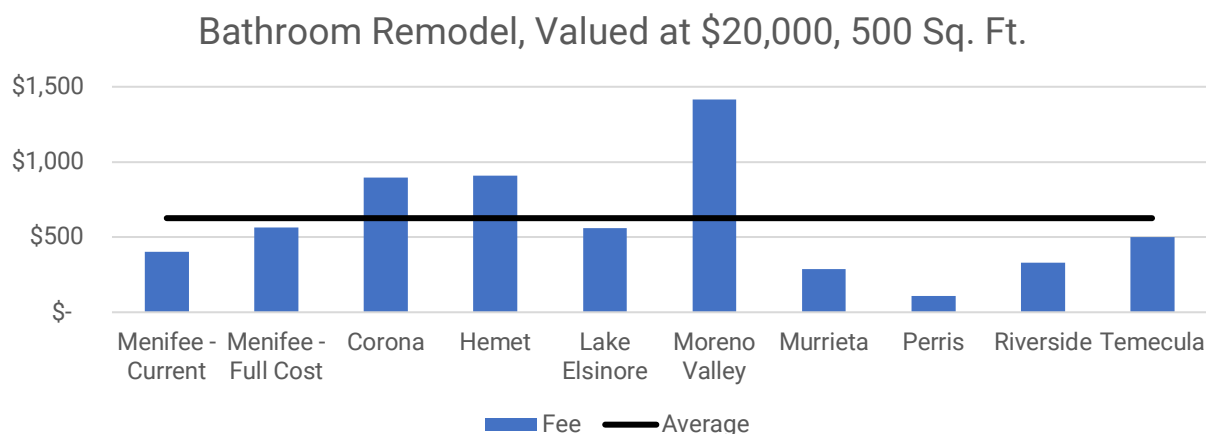
Currently, the Building Department charges a \$125 fee for residential re-roof. Through this study, the project team calculated the full cost of this service to be \$188. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Meniffee's total current fee (\$125) and full cost calculated (\$188) are significantly lower than the jurisdictional average of \$295. With the exception of Perris, which doesn't have specific re-roofing fee, all other cities charge a higher fee than Meniffee. The fees range from a low of \$196 for Lake Elsinore to a high of \$417 for Riverside.

15 Bathroom Remodel

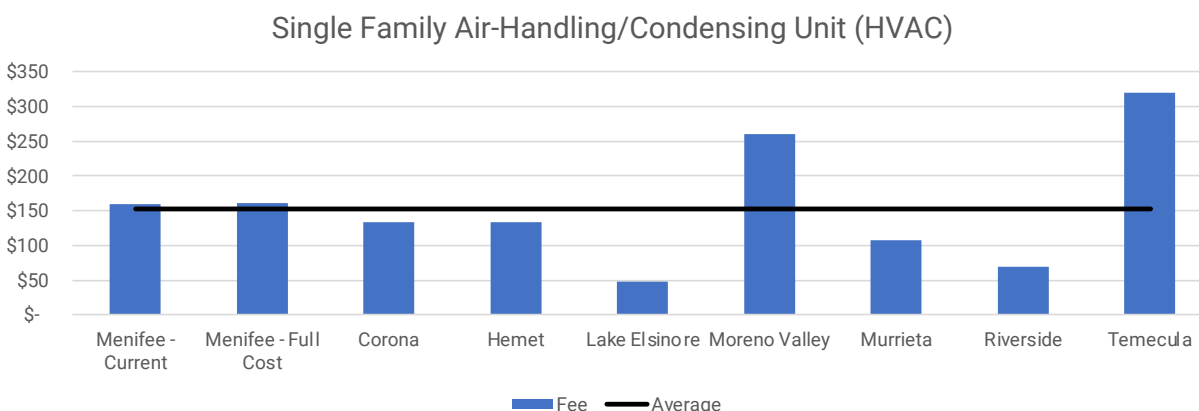
Currently, the Building Department charges a valuation-based fee of \$403 for a 500 square foot bathroom remodel valued at \$20,000. Through this study, the project team calculated the full cost of this service to be \$566. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Meniffee's total current fee (\$403) and full cost calculated (\$566) are lower than the jurisdictional average of \$626. Corona (\$894), Hemet (\$908), and Moreno Valley (\$1,415) all charge a higher fee than the jurisdictional average. The rest of the cities charge less than the jurisdictional average, ranging from a low of \$108 for Perris to a high of \$562 for Lake Elsinore.

16 Single Family Air-Handling/Condensing Unit (HVAC)

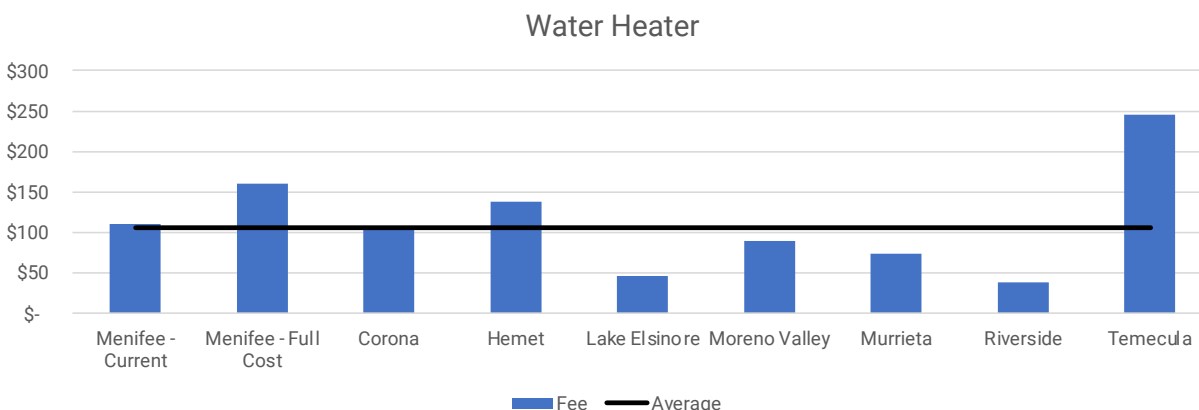
Currently, the Building Department charges a \$160 fee for a single-family air-handling/condensing unit (HVAC). Through this study, the project team calculated the full cost of this service to be \$160. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$160) and full cost (\$160) are equal; however, both are slightly higher than the jurisdictional average of \$153. Moreno Valley (\$260) and Temecula (\$320) both charge a higher fee than the jurisdictional average. With the exception of Perris, which doesn't have a fee for HVAC, the rest of the cities charge less than the jurisdictional average, ranging from a low of \$48 for Lake Elsinore to a high of \$134 for Corona.

17 Water Heater

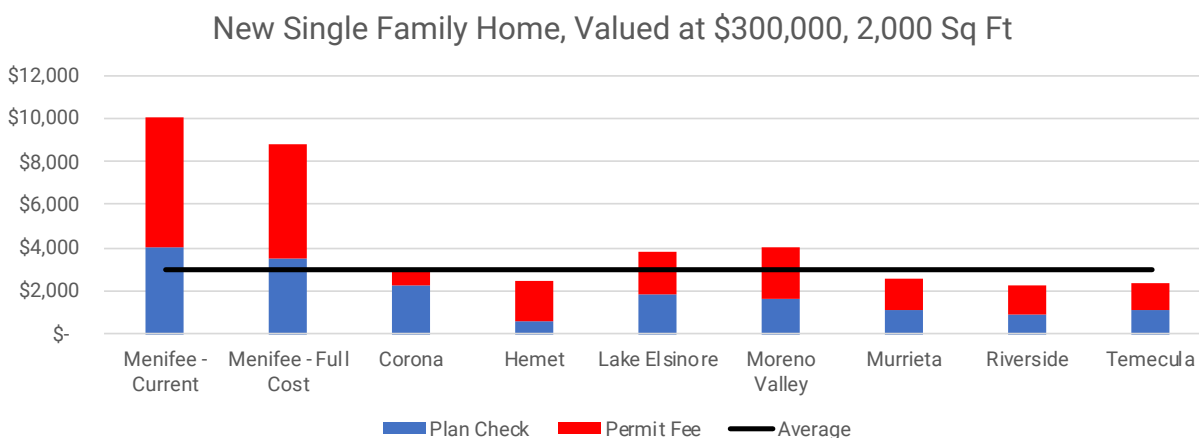
Currently, the Building Department charges an \$110 fee for a water heater. Through this study, the project team calculated the full cost of this service to be \$160. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$110) and full cost calculated (\$160) are higher than the jurisdictional average of \$106. Corona (\$108), Hemet (\$138), and Temecula (\$246) all charge a higher fee than the jurisdictional average. With the exception of Perris, which doesn't have a water heater fee, the rest of the cities charge less than the jurisdictional average, ranging from a low of \$39 for Riverside to a high of \$90 for Moreno Valley.

18 New Single-Family Home, Valued³⁹ at \$300,000, 2,000 sq. ft.

Currently, the Building Department charges a total fee of \$10,078 for plan check and permit fee of a new 2,000 square foot single-family home valued at \$300,000. Through this study, the project team calculated the full cost of this service to be \$8,814. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



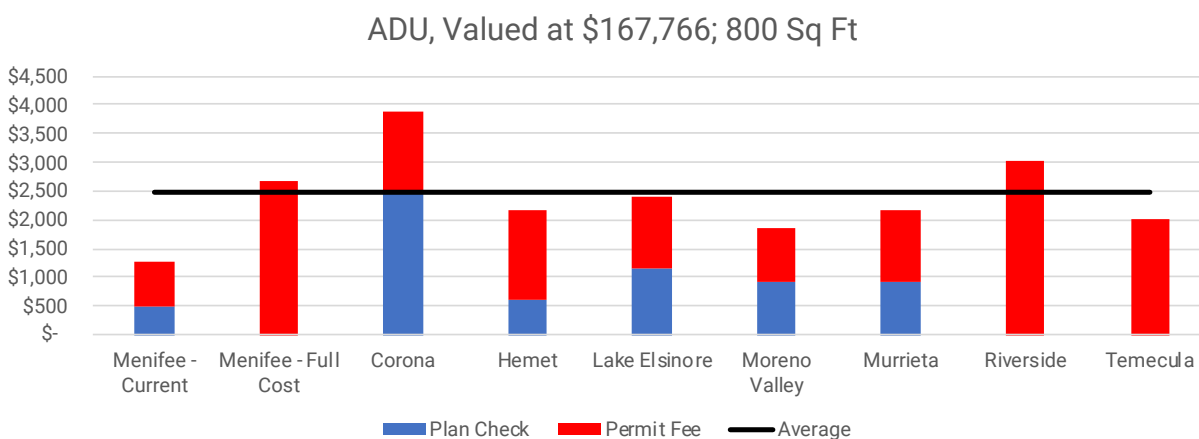
Menifee's total current fee (\$10,078) and the total full cost calculated (\$8,814) are both significantly higher than the jurisdictional average of \$2,925. Corona (\$2,981), Lake

³⁹ Value refers to the cost of construction (i.e., square footage x cost of construction per cost) and not the purchase or sale price.

Elsinore (\$3,795), and Moreno Valley (\$4,053) all charge more than the jurisdictional average but significantly less than Menifee's calculated full cost. With the exception of Perris, which doesn't have a valuation fee for a new single-family home, the rest of the cities charge less than the jurisdictional average and less than Menifee's current fee. The fees from these cities range from a low of \$2,235 for Riverside to a high of \$2,539 for Murrieta.

19 Additional Dwelling Unit (ADU), Valued at \$167,766; 800 sq. ft.

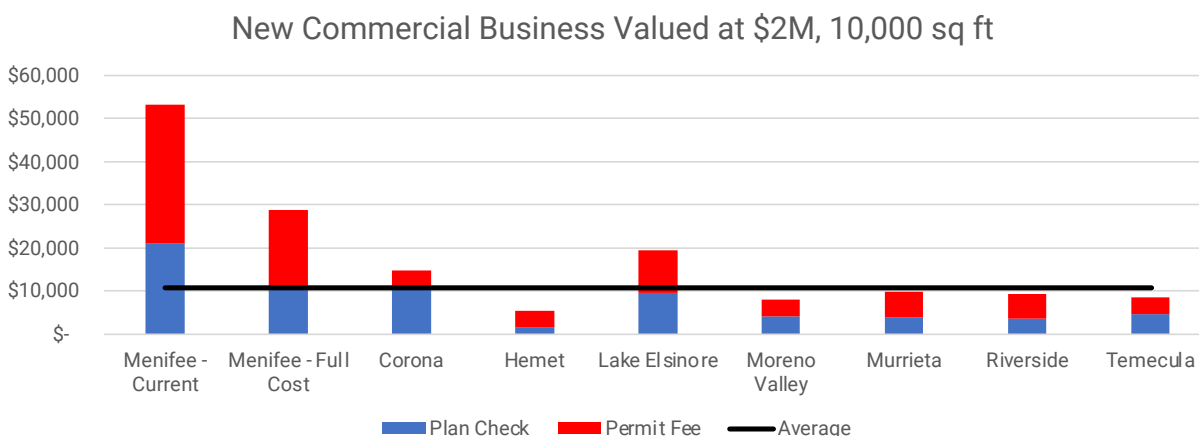
Currently, the Building Department charges a total fee of \$1,274 for plan check and permit fee of a 800 square foot Accessory Dwelling Unit valued at \$167,766. Through this study, the project team calculated the full cost of this service to be \$2,662. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's total current fee (\$1,274) is lower than the jurisdictional average of \$2,492. Menifee's full cost fee of \$2,662 is only slightly higher than the jurisdictional average for this type of project.

20 New Commercial Business Valued at \$2M, 10,000 sq. ft.

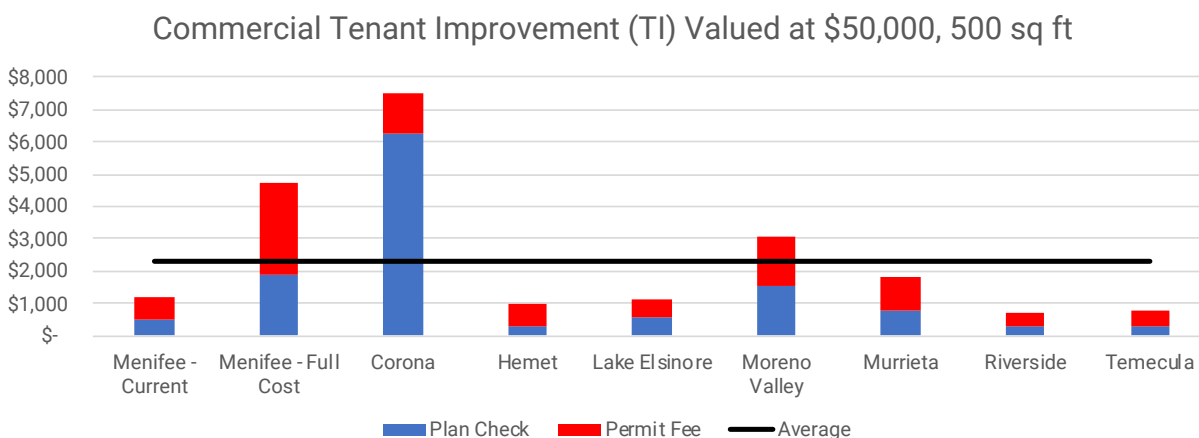
Currently, the Building Department charges a total fee of \$53,279 for plan check and permit fee of a 10,000 square foot new commercial business valued at \$2 million. Through this study, the project team calculated the full cost of this service to be \$28,645. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's total current fee (\$53,279) and the total full cost calculated (\$28,645) are both significantly higher than the jurisdictional average of \$10,736. Corona (\$14,724) and Lake Elsinore (\$19,461) both charge more than the jurisdictional average. With the exception of Perris, which doesn't have a valuation fee for new commercial business, the rest of the cities charge less than the jurisdictional average, ranging from a low of \$5,311 for Hemet to a high of \$9,924 for Murrieta.

21 Commercial Tenant Improvement (TI) Valued at \$50,000, 500 sq. ft.

Currently, the Building Department charges a total fee of \$1,211 for plan check and permit fee of a 500 square foot commercial tenant improvement valued at \$50,000. Through this study, the project team calculated the full cost of this service to be \$4,746. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.

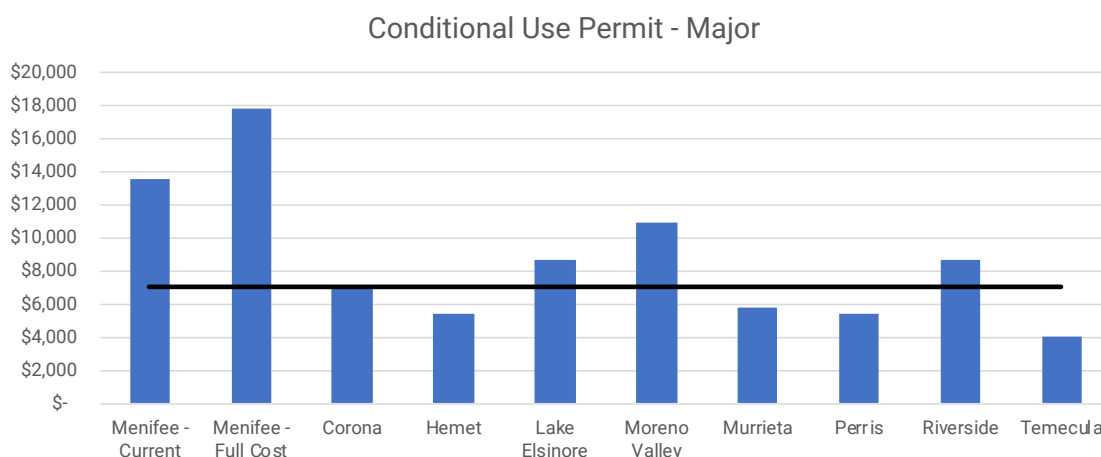


Menifee's total current fee (\$1,211) is less than the jurisdictional average of \$2,290, while the total full cost calculated (\$4,746) is higher. Corona (\$7,482) charges more than the

jurisdictional average and the total full cost calculated, while Moreno Valley (\$3,080) only charges more than the average. With the exception of Perris, which doesn't have a valuation fee for commercial tenant improvements, the rest of the cities charge less than the jurisdictional average, ranging from a low of \$709 for Riverside to a high of \$1,823 for Murrieta.

22 Conditional Use Permit (CUP) - Major

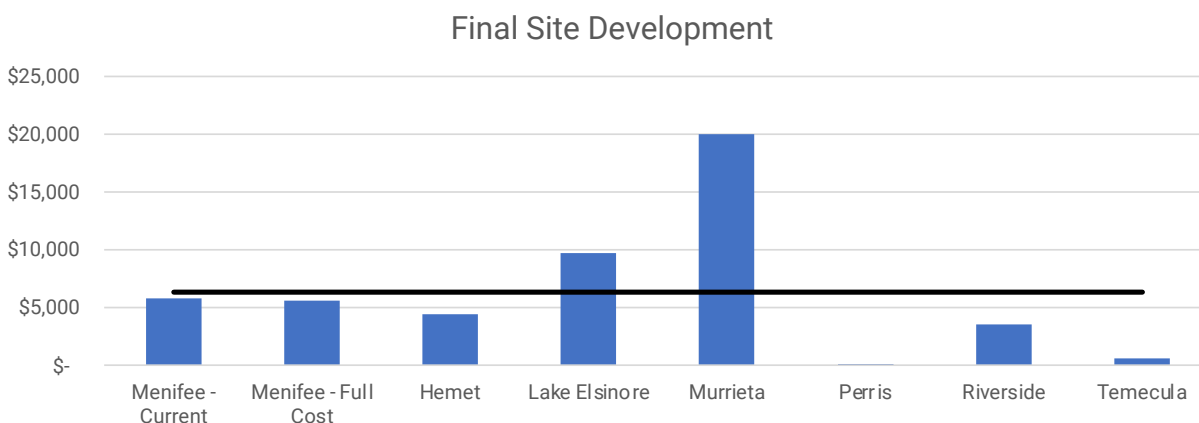
Currently, the Planning Department charges \$13,496 for a major conditional use permit (CUP). Through this study, the project team calculated the full cost of this service to be \$17,822. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$13,496) and the full cost calculated (\$17,822) are both significantly higher than the jurisdictional average of \$6,991. Additionally, Lake Elsinore (\$8,716), Moreno Valley (\$10,926), and Riverside (\$8,615) all charge significantly more than the jurisdictional average. The rest of the cities charge less than the jurisdictional average, ranging from a low of \$4,089 for Temecula to a high of \$6,910 for Corona.

23 Final Site Development

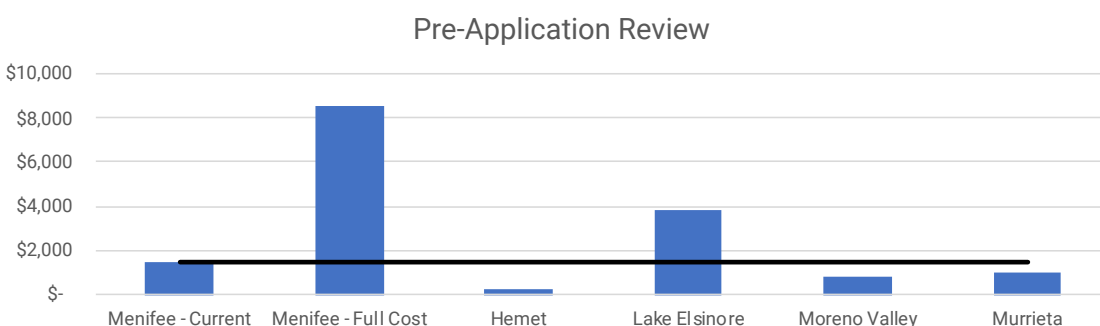
Currently, the Planning Department charges \$5,845 for a commercial final site development for 1 acre. Through this study, the project team calculated the full cost of this service to be \$5,633. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$5,845) and the full cost calculated (\$5,633) are both lower than the jurisdictional average of \$6,389. Corona and Moreno Valley both do not charge a fee for final site development. With the exception of Murrieta, which charges a \$20,000 deposit, the rest of the cities charge less than the jurisdictional average. Their fees range from a low of \$100 for Perris to a high of \$9,674 for Lake Elsinore.

24 Pre-Application Review

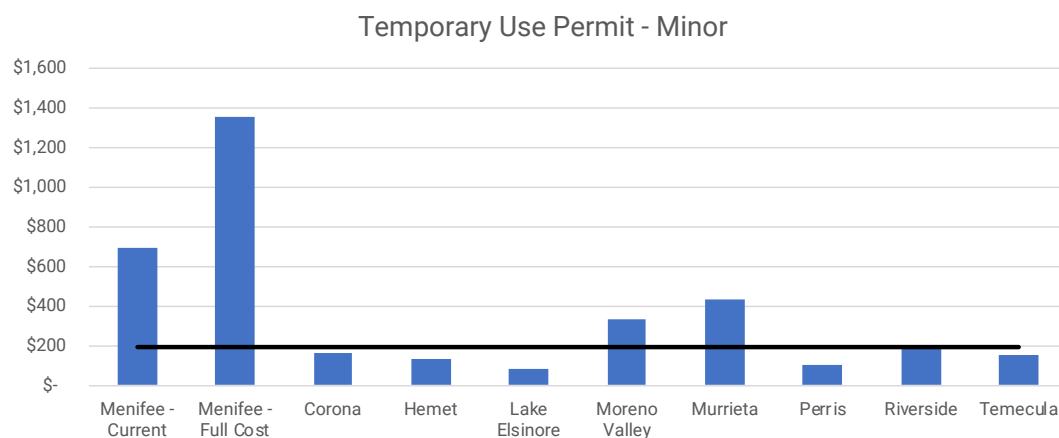
Currently, the Planning Department charges \$1,442 for a pre-application review. Through this study, the project team calculated the full cost of this service to be \$8,561. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$1,442) is less than the jurisdictional average of \$1,467, while the full cost calculated (\$8,561) is significantly higher than the average. It is important to note that the City has traditionally subsidized this fee, which is why it's current fee is so much lower than it's full cost. Lake Elsinore (\$3,813) charges more than the jurisdictional average but less than Menifee's total full cost calculated. The rest of the cities charge less than the jurisdictional average, ranging from a low of \$271 for Hemet to a high of \$1,000 for Murrieta.

25 Temporary Use Permit (TUP) - Minor

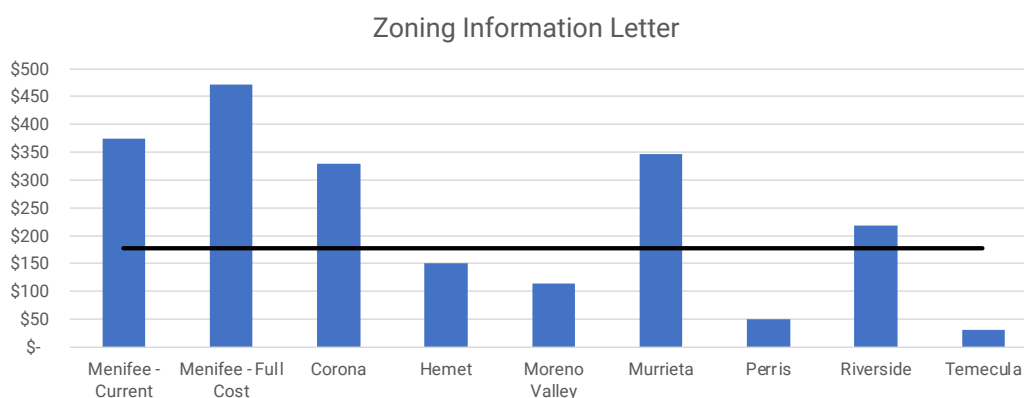
Currently, the Planning Department charges \$695 for a minor temporary use permit (TUP). Through this study, the project team calculated the full cost of this service to be \$1,351. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$695) and the full cost calculated (\$1,351) are both higher than the jurisdictional average of \$197. Moreno Valley (\$329), Murrieta (\$430), and Riverside (\$200) all charge more than the jurisdictional average but less than Menifee's full cost calculated. The rest of the cities charge less than the jurisdictional average, ranging from a low of \$80 for Lake Elsinore to a high of \$160 for Corona.

26 Zoning Information Letter

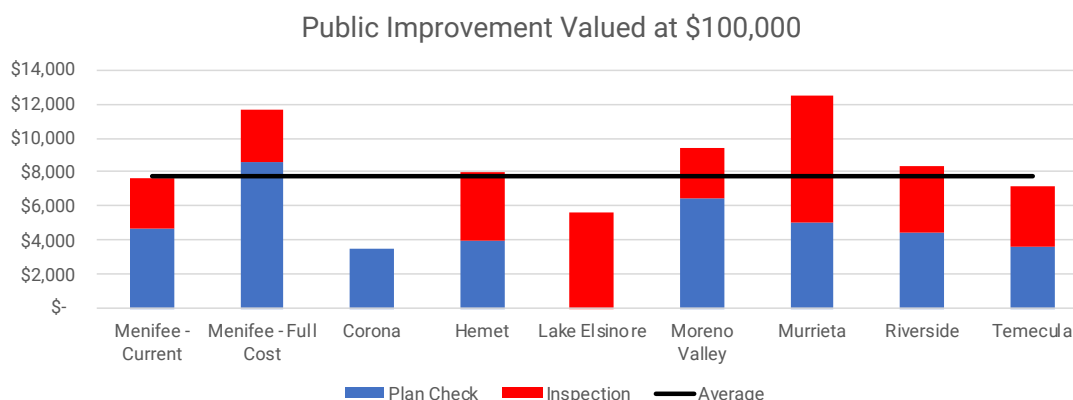
Currently, the Planning Department charges \$375 for a zoning information letter. Through this study, the project team calculated the full cost of this service to be \$472. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$375) and the full cost calculated (\$472) are both higher than the jurisdictional average of \$177. Corona (\$330), Murrieta (\$347), and Riverside (\$219) all charge more than the jurisdictional average but less than Menifee's full cost calculated. With the exception of Lake Elsinore, which does not charge a fee for a zoning information letter, the rest of the cities charge less than the jurisdictional average. The fees range from a low of \$31 for Temecula to a high of \$150 for Hemet.

27 Public Improvement Valued at \$100,000

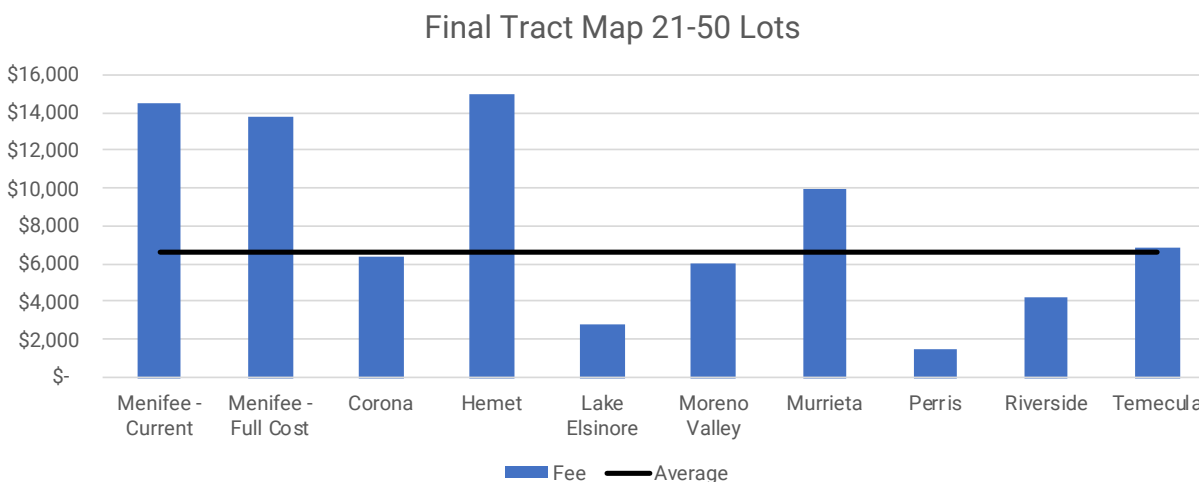
Currently, the Engineering Department charges a total fee of \$7,630 for plan check and inspection for a five-sheet public improvement valued at \$100,000. Through this study, the project team calculated the full cost of this service to be \$11,724. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$7,630) is lower than the jurisdictional average of \$7,801, while the full cost calculated (\$12,298) is significantly higher than the average. Hemet (\$8,000), Murrieta (\$12,500), and Riverside (\$8,357) are all above the jurisdictional average, while Lake Elsinore (\$5,600) and Temecula (\$7,200) fall below the average. The inspection fee for Corona is based on a despite set by the city, due to this their fee of \$3,500 only addressed plan check. Moreno Valley's fee of \$9,450 is a deposit.

28 Final Tract Map 21-50 Lots

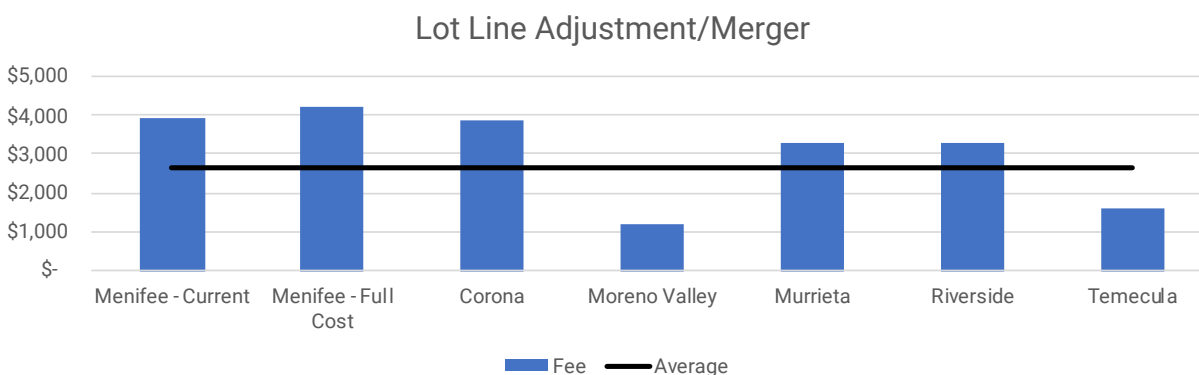
Currently, the Engineering Department charges \$14,495 for a final tract map of 21 lots. Through this study, the project team calculated the full cost of this service to be \$13,726. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$14,495) and the full cost calculated (\$13,726) are both significantly higher than the jurisdictional average of \$6,605. Hemet (\$15,000), Murrieta (\$10,000), and Temecula (\$6,885) all charge more than the jurisdictional average. Corona's fee of \$6,415 is a deposit. The rest of the cities charge less than the jurisdictional average, ranging from a low of \$1,500 for Perris to a high of \$6,011 for Moreno Valley.

29 Lot Line Adjustment/Merger

Currently, the Engineering Department charges \$3,940 for a lot line adjustment/merger. Through this study, the project team calculated the full cost of this service to be \$4,228. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.

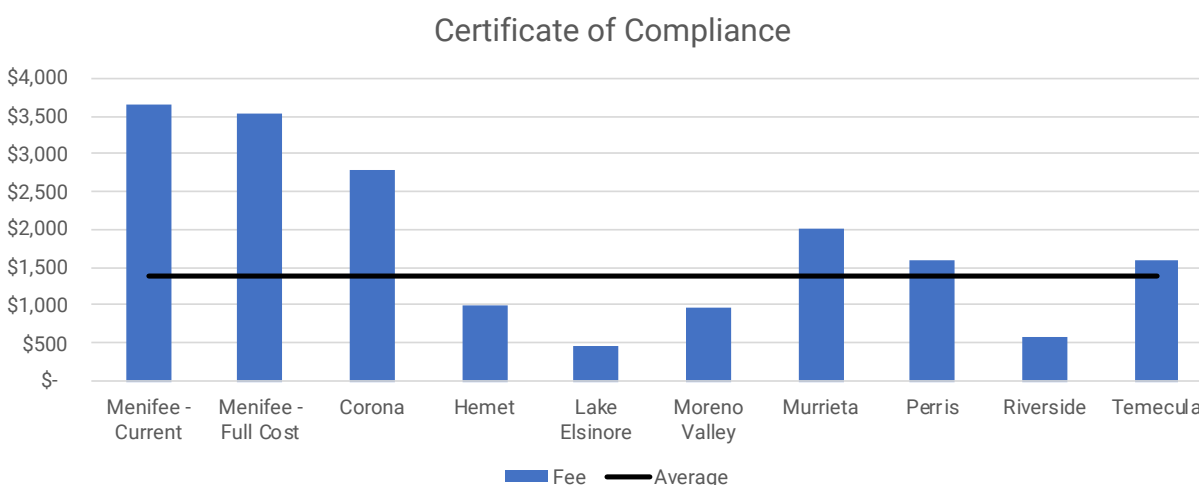


Menifee's current fee (\$3,940) and the full cost calculated (\$4,228) are both higher than the jurisdictional average of \$1,847. Corona (\$3,875), Murrieta (\$3,300), and Riverside

(\$3,260) all charge more than the jurisdictional average but less than Menifee's current fee. The rest of the cities charge less than the jurisdictional average.

30 Certificate of Compliance

Currently, the Engineering Department charges \$3,650 for a certificate of compliance. Through this study, the project team calculated the full cost of this service to be \$3,542. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Menifee's current fee (\$3,650) and the full cost calculated (\$3,542) are both significantly higher than the jurisdictional average of \$1,379.02. Corona (\$2,800), Murrieta (\$2,000), Perris (\$1,608), and Temecula (\$1,594) all charge more than the jurisdictional average but less than Menifee's current fee. The rest of the cities charge less than the jurisdictional average, ranging from a low of \$450 for Lake Elsinore to a high of \$1,009 for Hemet.

5 Summary

Based upon the comparative survey, the City's full cost is generally higher than current fees charged and both are generally higher than the average of current fees surveyed of surrounding jurisdictions. It is important to note that many surrounding jurisdictions have not conducted comprehensive fee studies and as such may not reflect the current full cost of their services. Additionally, the results of this survey only show the fees adopted by council, not the cost recovery policy decisions for departments or a jurisdiction. As such, the results of this survey should be used as a secondary decision-making tool.

15. Development Services Surcharges

There are two typical surcharges assessed as part of the development review process – General Plan Maintenance and Technology fee. The City of Menifee currently charges a General Plan Maintenance fee as part of the building phase but does not assess a Technology Fee. The following subsections discuss the calculation of the General Plan Maintenance Fee and creation of a Technology Fee.

1 General Plan Maintenance Fee

The City of Menifee currently assesses a General Plan Maintenance Fee as part of its building permit process. The fee is meant to account for updates to the general plan, zoning ordinance, housing elements, and other long-range planning activities that are part of the larger General Plan. This is a fairly typical fee charged by many jurisdictions. The City of Menifee currently charges this fee as a percentage of the building permit fee, at the time of building permit submittal. The concept behind charging it during the building permit phase is that any development project, which gets to that phase, makes enough of an impact to require the need for an update to the Zoning Code or the General Plan.

The project team worked with staff in the Planning Division to estimate the annual percentage of time spent by staff as it relates to long-range planning. In addition to internal staff cost there are contracted costs associated with updates to the General Plan and Zoning Code. The following table shows by cost component the total cost associated with each type of cost factor, the life of the cost factor, and the resulting annual cost:

Table 30: General Plan Maintenance Fee Cost Components

Cost Category	% of Time	Cost	Life (Yrs)	Total Annual Cost
Senior Planner	50% ⁴⁰	\$126,771	1	\$126,771
Assistant Planner	50% ⁴¹	\$105,951	1	\$105,951
Director	10%	\$38,358	1	\$38,358
Manager	20%	\$63,470	1	\$63,470
Management Analyst	5%	\$10,966	1	\$10,966
Principal Planner	5%	\$13,663	1	\$13,663
<i>Subtotal Staffing Costs</i>				<i>\$359,180</i>
General Plan Update		\$1,500,000	15	\$100,000
Housing Element Update		\$500,000	8	\$62,500
<i>Subtotal Contractual Costs</i>				<i>\$162,500</i>
Total General Plan Maintenance Annual Cost				\$521,680

⁴⁰ Only 50% of one Senior Planner is specifically dedicated to General Plan efforts; remaining 50% is for other long-range and policy projects.

⁴¹ Only 50% of one Assistant Planner is specifically dedicated to General Plan efforts; remaining 50% is for other long-range and policy projects.

The total annual costs associated with updating the General Plan are approximately \$522,000; of which staff costs represents \$359,000. It is important to note that the staff costs in the table are representative of fully burdened hourly rates and billable time.

In order to assess this fee as a percentage of the building permit fee, the project team took the annual cost associated with general plan upkeep and divided it by the average total building permit revenue for FY19-20 and FY20-21. The following table shows this calculation:

Table 31: General Plan Maintenance Fee Calculation

Category	Amount
Total General Plan Annual Maintenance Cost	\$521,680
Average Annual Building Permit Revenue	\$5,938,176
General Plan Maintenance Fee	9%

As the table indicates, the calculated General Plan Maintenance Fee is 9% of the building fee. The following table compares the city's current fee to the full cost fee calculated through this study:

Table 32: General Plan Maintenance Fee Per Unit Result Comparison

Category	Current Fee	Full Cost	Surplus / (Deficit)
General Plan Maintenance Fee	5%	9%	(4%)

The City's current fee is 5% of the building permit. Therefore, the full cost fee would result in an increase of the City's current fee from 5% to 9%.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of the General Plan Maintenance Fee. Like other comparative efforts, the survey below simply shows the fees charged by the jurisdiction and does not include the basis upon which the other jurisdictions calculated or developed their fee. The following table shows the results of this comparative analysis:

Table 33: General Plan Maintenance Fee – Comparative Survey

Jurisdiction	Fee Amount
Corona	5% of Building Permit Fee
Hemet	0.18% of Building Valuation
Murrieta	\$50 per Planning Application and Building Permit
Riverside	10% of Building Permit Fee

As the table indicates some of the surrounding jurisdictions charge a General Plan Fee. Not all cities charge the fee in a similar manner, for example Corona and Riverside charge it as a percentage of the building permit fee, whereas Hemet charges it as a percentage

of the building valuation. The City's full cost fee of 9% would be above Corona but lower than Riverside. Updating the City's General Plan Maintenance fee will allow the Menifee to be in alignment with other jurisdictions and better recover its costs for long-range planning efforts.

2 Technology Surcharge Fee

The City does not currently collect a Technology Fee. The Technology Fee allows the City to support the costs associated with the City's permitting system, staff time for managing the systems, acquiring the system, mobile devices used for permitting, etc.

It is important to note that this cost has traditionally been incorporated as an overhead line item into the fees. For greater transparency to the fee payors, as well as the ability to ensure dedicated use of funding, these costs are being extracted from the indirect costs and being evaluated as a separate surcharge. The following table shows by cost category, the total cost, the quantity of items, the number of years the item or cost is related to, and the resulting annual cost:

Table 34: Technology Surcharge Fee Cost Components

Item	Cost	Qty	Total Cost	# of Years	Annual Cost
Bluebeam Revu	\$504	55	\$27,720	1	\$27,720
Accela Civic Platform and Citizen Access	\$122,280	1	\$122,280	1	\$122,280
QLESS	\$8,333	1	\$8,333	1	\$8,333
IT Internal Support					
Planning IT Support	\$203,184	0.70 ⁴²	\$142,229	1	\$142,229
Fire IT Support	\$128,736	1	\$128,736	1	\$128,736
Bldg IT Support	\$232,655	1	\$232,655	1	\$232,655
Eng IT Support	\$299,828	0.70 ⁴³	\$209,880	1	\$209,880
Total Tech Fee Costs					\$871,832

Based upon development-related services technology needs, as well as internal IT staff and operational support, the annual technology fee costs are approximately \$872,000

Working with City staff, the project team determined that the most relatable nexus for the Technology Fee is proportionate to the permit fee. This means, the greater the permit fee, the greater the Technology Fee as there is more software utilization and storage space for larger projects. Therefore, the project team took the total Technology Annual Cost and divided it by the total permit annual cost associated with Building, Fire, Planning, and Engineering services. The following table shows this calculation:

⁴² This has been prorated as 30% of Planning staff work on long-range planning or non-current planning activities.

⁴³ This has been prorated as 30% of Engineering staff work on CIP related construction inspections.

Table 35: Technology Fee Calculation

Category	Amount
Total Technology Annual Cost	\$871,832
Total Projected Development Permit Cost	\$15,265,352
Technology Fee as % of Permit Fee	5.7%

Based upon this calculation, the City's technology fee would be 5.7% of the permit fee. Therefore, if a permit fee was \$100, the technology fee collected would be \$5.70; whereas if a permit fee was \$1,000; the technology fee collected would be \$57. This type of structure enables the technology fee to be more proportionately distributed based upon the projects and their impact upon the system.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of a Technology Fee. Like other comparative efforts, the survey below simply shows the fees charged by the jurisdiction and does not include the basis upon which the other jurisdictions calculated or developed their fee. The following table shows the results of this comparative analysis:

Table 36: Technology Fee – Comparative Survey

Jurisdiction	Fee Amount
Corona	\$47 per Permit
Hemet	\$7.25 per Permit
Moreno Valley	\$3 per Permit
Murrieta	\$5 per Permit
Riverside	10% of Building Permit and Plan Check Fee
Riverside County	4% of Building Permit & Plan Check Fee
Irvine	10% of Permit / Project Fees
South Pasadena	10% of Permit / Project Fees
Pasadena	0.50% of Building Valuation
Orange	0.12% of Building Valuation

As the table indicates, many jurisdictions charge this fee. This fee can be assessed either as per permit, % of permit / application fee, and / or % of building permit valuation. The calculated full cost for the City at 5.7% of the permit fee is only higher than Riverside County, but lower than all other jurisdictions that implement their fee in a similar manner. Implementing this fee will allow the City a mechanism to help fund the current costs for its development-related permitting needs.

3 Surcharge Funds

It is a best practice to collect and account for General Plan Maintenance and Technology surcharges in separate accounts. The City of Menifee currently has a separate

subaccount for the General Plan Maintenance Fee. Prior to implementation, the City should develop a separate fund or subaccount within the IT Fund to house the Technology Surcharge. This will ensure compliance with funding requirements, enable appropriate allocation of funds to general plan or technology-related activities, and mitigate any potential issues with comingling of funds.

16. Annual Revenue Impact

One of the most important components of a cost of services analysis is the revenue impact associated with fees. The focus of this analysis has been all fees for service charged by the City of Menifee. There are three main types of fee categories for the City of Menifee: Administrative / Miscellaneous Fees, Community Services, and Development Services. The following subsections discuss the revenue impacts based upon these three categories.

1 Administrative / Miscellaneous Revenue Impact

Administrative and Miscellaneous Fees refer to the fees charged by Finance (Business License), City Clerk, Code Enforcement, and the Police Department. These departments provide fee-related services as an ancillary function and their revenue is a small component of their overall funding, which is primarily through general fund monies (i.e. property taxes).

As part of this analysis, the project team analyzed the revenue collected for these departments in the last fiscal year (FY2021) and compared it against the annual fee-related cost. The fee-related annual cost is calculated based upon the amount of workload processed for the different types of activities. Based upon FY21 revenue and workload, the City is under-recovering by approximately \$117,000 or at a cost recovery level of 52%. The following table compares by Department the revenue, the annual fee-related cost, the annual surplus / (deficit), and the associated cost recovery percentage.

Department / Division	Annual Fee Revenue	Annual Fee-Related Expenses	Annual Surplus / (Deficit)	Cost Recovery %
Finance	\$68,228	\$101,021	(\$32,793)	68%
Code Enforcement	\$2,750	\$5,150	(\$2,400)	53%
Police	\$55,255	\$137,196	(\$81,942)	40%
Total	\$126,232	\$243,368	(\$117,135)	52%

The largest source of under-recovery for Administrative / Miscellaneous fees is in relation to Police fees at \$82,000. The City recently established its in-house Police department and as such the fees currently charged by the Department were set based upon neighboring jurisdictions and not based upon the true cost of service. Updating the fees for the Police Department based upon the current study, will allow the City to offset the under-recovery.

For the Finance deficit of \$33,000, this is primarily due to business license renewals and the sheer volume of activity. Even marginally increasing those fees will help the City better recover its costs.

2 Community Service Revenue Impact

The Community Services Department is unique compared to other City departments. While this department is primarily public-facing, many of its services are heavily subsidized as the functions are considered to be in support of promoting public health and providing benefit to the community. Additionally, this department was much more impacted by the recent COVID-19 Pandemic, as due to government rules and regulations, many of its classes were cancelled, and facilities were closed and prevented from being rented out. Therefore, the cost recovery for this department should be analyzed separately from other City funds and departments.

As discussed, due to the unique impact of COVID-19 on this department, revenue collected in FY20 is utilized instead of FY21. For the majority of FY21, many facilities were closed and recreational activities were not offered, so the revenue does not reflect an accurate picture of the potential revenue generation for Community Services. While COVID-19 did begin in FY20, and affected revenue for the last quarter of FY20, it still seems to be a fairer representation as it includes revenue for summer, fall, and winter, and some of spring.

The revenue for this department was compared against the annual fee-related cost. The annual fee-related cost was calculated by estimating the percentage of time spent by staff on fee-related activities, compared to general park maintenance or city subsidized programs. The following table compares the revenue, the annual fee-related cost, the annual surplus / (deficit), and the associated cost recovery percentage.

Department	Annual Fee Revenue	Annual Fee-Related Expenses	Annual Surplus / (Deficit)	Cost Recovery %
Community Services	\$225,203	\$2,638,874	(\$2,413,671)	9%

Based upon FY20 revenue, and FY22 fee-related annual expenses, the Community Services Department is under-recovering for its services by approximately \$2.4 million. The \$2.4 million deficit represents 9% cost recovery. This cost recovery is lower than the average of 20-40% that is typically seen for Recreation Services. However, it is typical that this department usually represents the largest portion of fee subsidies within a City.

3 Development Services Revenue Impact

The last set of departments / divisions reviewed were in relation to private development activity. This includes Building, Planning, Fire, and Engineering. These departments /

divisions primarily service the public and the majority of their expenditures are fee-related. It is also important to note that there is a lot of inter-dependence among these departments / divisions. Building staff will review Planning applications, Planning staff provide support on Building and Engineering Fees, and Fire staff will review and inspect Building, planning, and Engineering applications. Therefore, when evaluating these services, it is important to not only evaluate the individual fees, but look at the overall revenue impact for these departments / divisions.

Similar to Administrative / Miscellaneous fees, the revenue utilized was FY21 actual revenue for these departments / divisions. However, for the Building division this revenue was further manipulated and analyzed as building permit and plan check fees are collected up front, but the revenue can represent multiple years' worth of activity. Since the cost only represents one years' worth of services, the revenue for Building was annualized to better represent the true annual revenue.

The annual development revenue is compared against the annual fee-related cost. The annual fee-related cost includes both the direct cost and any indirect costs allocated to the department / division from the Citywide cost allocation plan. For these departments / divisions the fee-related cost is typically the majority of the department's costs. The exception to this is that for Fire, the cost only represents the costs associated with the in-house Fire Marshal division as well as the Fire Prevention staff. For Planning, the costs only represent current planning efforts, as long-range is captured through the General Plan Fee surcharge, and for Engineering, the costs only represent development activity and not costs related to capital improvements or City projects.

Based upon FY21 revenue, and the calculated annual fee-related cost, the City is under-recovering for development-related activities by approximately \$816,000 or at a cost recovery level of 91%. The following table compares by Department the revenue, the annual fee-related cost, the annual surplus / (deficit), and the associated cost recovery percentage.

Department / Division	Annual Fee Revenue	Annual Fee-Related Expenses	Annual Surplus / (Deficit)	Cost Recovery %
Building	\$3,922,166	\$2,884,361	\$1,037,806	136%
Planning	\$1,634,366	\$2,315,437	(\$681,071)	71%
Fire	\$646,692	\$1,401,217	(\$754,525)	46%
Engineering	\$2,295,479	\$2,713,214	(\$417,735)	85%
Total	\$8,498,703	\$9,314,229	(\$815,526)	91%

The largest source of deficit for development services is Fire at \$754,000 followed by Planning at \$681,000. The Building Division is showing an over-recovery of \$1.0 million. However, for all of these divisions, the revenue collected is the revenue collected by the Department / division, but it may account for more than that Department / Division's cost.

For example, Building's revenue includes support for Planning and Engineering, as the City does not currently have a separate fee for those reviews and inspections. Going forward there will be a separate fee, so it will be easier to separate. Similarly, the revenue for Planning may include revenue for Fire and Engineering. Therefore, the cost recovery must be evaluated together for these four departments / divisions, which shows an overall deficit. Adopting the full cost fees, as well as new cross-departmental support fees identified in this report, will allow the City to better recover all of its development-related costs.

17. Cost Recovery Considerations

The following sections provide guidance regarding how and where to increase fees, determining annual update factors, and developing cost recovery policies and procedures.

1 Fee Adjustments

This study has documented and outlined on a fee-by-fee basis where the City is under and over collecting for its fee-related services. City and Department management will now need to review the results of the study and adjust fees in accordance with Departmental and City philosophies and policies. The following dot points outline the major options the City has in adjusting its fees.

- **Over-Collection:** Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.
- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees with significantly low cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period of time.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are fairly straight forward, the following subsections, provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

1 Full Cost Recovery

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often,

these minimal increases can provide necessary revenue to counterbalance fees which are unable to be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

2 Phased Increases

Depending on current cost recovery levels some current fees may need to be increased significantly in order to comply with established or proposed cost recovery policies. Due to the type of permit or review, or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching their cost recovery goals.

As an example, you may have a current fee of \$200 with a full cost of \$1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by \$600, bringing the fee to \$800, in order to be in compliance. Assuming this particular service is something the City provides quite often, and affects various members of the community, an instant increase of \$600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period of time not only allows the City to monitor and control the impact to applicants, but also ensure that applicants have time to adjust to significant increases. Continuing with the example laid out above, the City could increase the fee by \$150 for the next four years, spreading out the increase. Depending on the desired overall increase, and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window for which a comprehensive fee assessment should be completed.

2 Annual Adjustments

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general rule of thumb for comprehensive fee analyses is between three and five years. This allows for jurisdictions to ensure they account for organizational changes such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements. The City of Menifee already follows this best practice and should continue with this practice.

Additionally, the City should also continue its practice of annually updating its fees based upon the regional CPI. This ensures that any increases in costs are captured in fees and proposed cost recovery levels are maintained in between comprehensive updates.

3 Policies and Procedures

This study has identified the areas where the City is under-collecting the cost associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources. Development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward.

It is typically recommended that private benefit (development-related activities) are set at 100% cost recovery, whereas other more community benefitted activities typically have lower cost recovers in the range of 20-50% (i.e. Community Services, Finance, Police, etc.) A department specific cost recovery policy would allow the City to better control the cost recovery associated with different types of services being provided and the community benefit received.

Appendix – Master Listing of Fees

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
1. CITY CLERK						
1.01	Public Nuisance Lien Processing	Per Lien	\$670	\$391	\$279	171%
1.02	Document Reproduction	Per Copy	\$0.25	\$0.25	\$0	100%
1.03	Document Certification	Per Document	\$20	\$17	\$3	119%
1.04	Digital Media Reproduction	Per Media	\$5	\$6	(\$1)	83%
1.05	Candidate Filing Processing	Per Candidate	\$25	\$25	\$0	100%
		Per Initiative				
1.06	City Initiative Processing	(refundable)	\$200	\$200	\$0	100%
1.07	Research/Compiling Service					Actual Costs
1.08	Certification of Life	Per certification	New	\$29		
1.09	Certified Copies	Per copy	\$15	\$15	\$0	100%
1.10	Affidavit Process for Building Plans	Per Request	New	\$207		
1.11	Copies of Maps					Actual Costs
Passports						
Adult Application Fees:						
1.12	First Time Passport Book	Each	\$130	\$130	\$0	100%
1.13	First Time Passport Card	Each	\$30	\$30	\$0	100%
1.14	First Time Passport Book & Card	Each	\$160	\$160	\$0	100%
1.15	Passport Card only	Each	\$30	\$30	\$0	100%
1.16	Passport Execution Fee (Adult / Minor)	Each	\$35	\$35	\$0	100%
Adult Renewal Fees:						
1.17	Passport Book	Each	\$130	\$130	\$0	100%
1.18	Passport Card only	Each	\$30	\$30	\$0	100%
1.19	Passport Book & Card	Each	\$160	\$160	\$0	100%
Minor Application Fee:						
1.20	Minor Passport Book	Each	\$100	\$100	\$0	100%
1.21	Minor Passport Card	Each	\$15	\$15	\$0	100%
1.22	Minor Passport Book & Card	Each	\$115	\$115	\$0	100%
2. FINANCE						
2.01	New Business Registration	Per Application	\$65	\$76	(\$11)	86%
2.02	Renewal Business Registration	Per Application	\$35	\$57	(\$22)	61%
2.03	Late Payment Renewal Business Registration	Penalty				

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
2.04	Business Registration Change of Name	Per Application	\$5	\$19	(\$14)	26%
2.05	Business Registration Change of Physical Address	Per Application	\$5	\$38	(\$33)	13%
2.06	Business Registration Change of Mailing Address	Per Application	\$5	\$6	(\$1)	83%
2.07	Duplicate Business License	Per Application	\$5	\$6	(\$1)	83%
2.08	Reinstatement of Business License	Penalty				
2.09	Single Day Event Business License	Per Application	\$5	\$19	(\$14)	26%
	<u>Returned Check Processing</u>					
		Per Returned				
2.10	1st Check	Check	\$25	\$25	\$0	100%
		Per Returned				
2.11	Subsequent Checks	Check	\$35	\$35	\$0	100%
3. COMMUNITY SERVICES						
	<u>Facility Rentals</u>					
	<u>Small - Up to 20 capacity</u>					
3.01	Deposit	Deposit	\$50	\$50	\$0	100%
3.02	Non-Resident	Per hour	\$40	\$126	(\$86)	32%
3.03	Resident	Per hour	\$20	\$126	(\$106)	16%
3.04	Resident Non-Profit (Youth Sports and Others)	Per hour	\$20	\$126	(\$106)	16%
3.05	City Sponsored	Per hour	\$0	\$126	(\$126)	0%
	<u>Medium - Up to 50 capacity</u>					
3.06	Deposit	Deposit	\$100	\$100	\$0	100%
3.07	Non-Resident	Per hour	\$50	\$132	(\$82)	38%
3.08	Resident	Per hour	\$25	\$132	(\$107)	19%
3.09	Resident Non-Profit (Youth Sports and Others)	Per hour	\$25	\$132	(\$107)	19%
3.10	City Sponsored	Per hour	\$0	\$132	(\$132)	0%
	<u>Large - Up to 150 capacity</u>					
3.11	Deposit	Deposit	\$200	\$200	\$0	100%
3.12	Non-Resident	Per hour	\$70	\$226	(\$156)	31%
3.13	Resident	Per hour	\$40	\$226	(\$186)	18%
3.14	Resident Non-Profit (Youth Sports and Others)	Per hour	\$40	\$226	(\$186)	18%
3.15	City Sponsored	Per hour	\$0	\$226	(\$226)	0%
	<u>Kitchen</u>					
3.16	Deposit	Deposit	\$100	\$100	\$0	100%
3.17	Kitchen Rental	Per hour	\$100	\$100	\$0	100%
3.18	Alcohol Use	Additional Deposit	\$200	\$200	\$0	100%
3.19	Additional City Staff Support as Needed	Per Hour	Hourly Rate	\$74	N / A	

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
Picnic Rentals						
<u>Picnic Shelter - Small</u>						
3.2	Non-Resident	Per hour	\$20	\$42	(\$22)	47%
3.21	Resident	Per hour	\$10	\$42	(\$32)	24%
3.22	Resident Non-Profit (Youth Sports and Others)	Per hour	\$10	\$42	(\$32)	24%
3.23	City Sponsored	Per hour	\$0	\$42	(\$42)	0%
<u>Picnic Shelter - Large</u>						
3.24	Non-Resident	Per hour	\$25	\$42	(\$17)	59%
3.25	Resident	Per hour	\$15	\$42	(\$27)	35%
3.26	Resident Non-Profit (Youth Sports and Others)	Per hour	\$15	\$42	(\$27)	35%
3.27	City Sponsored	Per hour	\$0	\$42	(\$42)	0%
3.28	Rental with Jumper / Food Vendor	Per rental	\$0	\$52	(\$52)	0%
Field Rentals						
<u>One-Time Rentals</u>						
<u>Ballfield or Multi-Purpose Field</u>						
3.29	Deposit	Deposit	\$50	\$50	\$0	100%
3.30	Non-Resident	Per hour	\$20	\$25	(\$5)	80%
3.31	Resident	Per hour	\$10	\$25	(\$15)	40%
3.32	Resident Non-Profit (Youth Sports and Others)	Per hour	\$10	\$25	(\$15)	40%
3.33	City Sponsored	Per hour	\$0	\$25	(\$25)	0%
<u>Field Lights</u>						
3.34	Non-Resident	Per hour	\$20	\$15	\$5	134%
3.35	Resident	Per hour	\$10	\$15	(\$5)	67%
3.36	Resident Non-Profit (Youth Sports and Others)	Per hour	\$10	\$15	(\$5)	67%
3.37	City Sponsored	Per hour	\$0	\$15	(\$15)	0%
3.38	Snack Bar	Deposit		\$50		
<u>Leagues or Multiple Rentals</u>						
<u>Ballfield or Multi-Purpose Field</u>						
3.39	Deposit	Deposit	\$50	\$50	\$0	100%
3.40	Non-Resident	Per hour	\$20	\$25	(\$5)	80%
3.41	Resident	Per hour	\$10	\$25	(\$15)	40%
3.42	Resident Non-Profit (Youth Sports and Others)	Per hour	\$10	\$25	(\$15)	40%
3.43	City Sponsored	Per hour	\$0	\$25	(\$25)	0%
Park Rentals for Private Events (Central, Centennial, La Ladera, Audie Murphy Parks Only)						
3.44	Park Special Events Application 100-249 Attendees	Per Permit	\$0	\$157	(\$157)	0%
3.45	Deposit	Deposit	\$0	\$50	(\$50)	0%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
3.46	Non-Resident	Per Permit	\$0	\$231	(\$231)	0%
3.47	Resident	Per Permit	\$0	\$231	(\$231)	0%
3.48	Resident Non-Profit (Youth Sports and Others)	Per Permit	\$0	\$231	(\$231)	0%
3.49	City Sponsored	Per Permit	\$0	\$231	(\$231)	0%
	250-499 Attendees					
3.50	Deposit	Deposit	\$0	\$100	(\$100)	0%
3.51	Non-Resident	Per Permit	\$0	\$401	(\$401)	0%
3.52	Resident	Per Permit	\$0	\$401	(\$401)	0%
3.53	Resident Non-Profit (Youth Sports and Others)	Per Permit	\$0	\$401	(\$401)	0%
3.54	City Sponsored	Per Permit	\$0	\$401	(\$401)	0%
	500-999 Attendees (Central Park Only)					
3.55	Deposit	Deposit	\$0	\$150	(\$150)	0%
3.56	Non-Resident	Per Permit	\$0	\$572	(\$572)	0%
3.57	Resident	Per Permit	\$0	\$572	(\$572)	0%
3.58	Resident Non-Profit (Youth Sports and Others)	Per Permit	\$0	\$572	(\$572)	0%
3.59	City Sponsored	Per Permit	\$0	\$572	(\$572)	0%
	1,000+ Attendees (Central Park Only)					
3.60	Deposit	Deposit	\$0	\$300	(\$300)	0%
3.61	Non-Resident	Per Permit	\$0	\$743	(\$743)	0%
3.62	Resident	Per Permit	\$0	\$743	(\$743)	0%
3.63	Resident Non-Profit (Youth Sports and Others)	Per Permit	\$0	\$743	(\$743)	0%
3.64	City Sponsored	Per Permit	\$0	\$743	(\$743)	0%
Miscellaneous Fees:						
3.65	Administrative Processing Fee - Rental Cancellation	Per Permit	New	\$12		
3.66	Residential Self-Haul Permit Application	Per Permit	New	\$101		
3.67	Residential Self-Haul Permit Renewal	Per Permit	New	\$33		
Programmatic / Sport / Afterschool Fees - See Activity Guide for most up to dates rates						
4. CODE ENFORCEMENT						
4.01	Vacant Lot Weed Abatement	Per Lot	\$126	\$438	(\$312)	29%
4.02	Weed Abatement Appeal to City Council	Per Appeal	\$655	\$665	(\$10)	98%
4.03	Foreclosed Property Registration/Inspection	Per Property	\$75	\$126	(\$51)	60%
4.04	Each inspection after 1st inspection	Per Inspection	\$35	\$126	(\$91)	28%
4.05	Summary Abatement					Actual Costs
4.06	Notice of Pendency	Per Notice	\$25	\$124	(\$99)	20%
4.07	Graffiti Removal					Actual Costs
4.08	Hourly Rate	Per Hour	\$111	\$188	(\$77)	59%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
5. POLICE						
	<u>Police Reports</u>					
5.01	Per Report (Crimes, Collisions, and CAD Printouts)	Per Report	\$18	\$39	(\$21)	46%
	<u>Media Duplication</u>					
5.02	Flash Drive, CD, DVD, or Email regardless of volume	Per Media	\$20	\$374	(\$354)	5%
	<u>Clearance Letters</u>					
5.03	Police Clearance	Each	\$20	\$28	(\$8)	71%
	<u>Citation Sign Offs</u>					
5.04	Meniffee PD Citation	Each	\$15	\$38	(\$23)	39%
5.05	Outside Agency Citation	Each	\$15	\$38	(\$23)	39%
	<u>Concealed Weapons Permit</u>					
5.06	Initial Application Processing	Flat	\$100	\$535	(\$435)	19%
5.07	Renewals	Flat	\$25	\$535	(\$510)	5%
5.08	Updates	Flat	\$10	\$535	(\$525)	2%
	<u>Livescan</u>					
5.09	Rolling Fee	Flat	\$25	\$34	(\$9)	74%
5.10	FBI Processing Fee	State Regulated				
5.11	DOJ Processing Fee	State Regulated				
5.12	CACI (Child Abuse Index Fee)	State Regulated				
5.13	Firearms Fee	State Regulated				
	<u>Vehicle Identification Number (VIN)</u>					
5.14	VIN Verification Charge (Individuals Only)	Each	\$25	\$34	(\$9)	74%
	<u>Stored or Impounded Vehicles</u>					
5.15	Vehicle Release (Stored)	Flat	\$100	\$201	(\$101)	50%
5.16	Vehicle Release (Impounded or DUI)	Flat	\$150	\$201	(\$51)	75%
5.17	Abandoned	Flat	\$100	\$201	(\$101)	50%
	<u>Vehicle Repossession</u>					
5.18	Vehicle Repossession Fee	Flat	\$15	\$15	\$0	100%
	<u>Subpoenas</u>					
5.19	Admin Fee per Subpoena	Per Subpoena	\$15	\$15	\$0	100%
5.20	Witness Fee	Flat	\$275	\$275	\$0	100%
	<u>DUI Emergency Response</u>					
5.21	Emergency Response to DUI Investigations				Actual Costs up to \$12,000	
	Noise Ordinance					
5.22	1st Response					
5.23	2nd Response		Actual Costs	\$150		
5.24	3rd Response		Actual Costs	\$500		

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
5.25	4th Response		Actual Costs	\$1,000		
5.26	5th+ Response		Actual Costs	\$2,500		
	<u>Sworn Personnel Services</u>					
	Special Events, 4 Hour Minimum					
5.26	Lieutenant	Per hour	Actual Costs	\$217		
0.01	Sergeant	Per hour	Actual Costs	\$194		
0.01	Officer	Per hour	Actual Costs	\$167		
5.27	Community Service Officer– per hour	Per hour	Actual Costs	\$153		
6. FIRE						
	<u>Fire Sprinkler Systems</u>					
	<u>New 13, 13R Fire Sprinkler System - Up to 250 sprinkler heads</u>					
6.01	Plan Check	Flat	New	\$233		
6.02	Inspection	Base	New	\$221		
	<u>New 13, 13R Fire Sprinkler System - 251 to 500 sprinkler heads</u>					
6.03	Plan Check	Flat	\$336	\$350	(\$14)	96%
6.04	Inspection	Base	New	\$331		
	<u>New 13, 13R Fire Sprinkler System - 500+ sprinkler heads</u>					
6.05	Plan Check	Flat	\$673	\$700	(\$27)	96%
6.06	Inspection	Base	New	\$662		
6.07	Inspection - Per Sprinkler Head	Per sprinkler head	\$9	\$9	\$0	101%
	<u>New 13D Residential Fire Sprinkler System (Base fee Per Model)</u>					
6.08	Plan Check	Base	\$336	\$350	(\$14)	96%
6.09	Inspection	Base	New	\$221		
6.10	Inspection - Per Sprinkler Head	Per sprinkler head	\$9	\$9	\$0	101%
	<u>New 13D Residential Fire Sprinkler System - Low Pressure Tract (Per Phase)</u>					
6.11	Plan Check	Base	New	\$233		
6.12	Inspection	Base	New	\$221		
6.13	Inspection - Per Sprinkler Head	Per sprinkler head	New	\$9		
	<u>TI 13, 13R Fire Sprinkler System</u>					
6.14	Plan Check	Flat	\$504	\$350	\$154	144%
6.15	Inspection	Base	New	\$221		
6.16	Inspection - Per Sprinkler Head	Per sprinkler head	\$9	\$9	\$0	101%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
<u>TI 13D Residential Fire Sprinkler System</u>						
6.17	Plan Check	Flat	\$238	\$233	\$5	102%
6.18	Inspection	Base	New	\$221		
6.19	Inspection - Per Sprinkler Head	Per sprinkler head	\$9	\$9	\$0	101%
<u>Water System Permits</u>						
<u>New Underground Fire Line</u>						
6.20	Plan Check	Flat	\$336	\$467	(\$131)	72%
6.21	Inspection	Flat	\$392	\$662	(\$270)	59%
<u>Fire Pump (Per Pump)</u>						
6.22	Plan Check	Flat	\$617	\$642	(\$25)	96%
6.23	Inspection	Flat	\$897	\$883	\$14	102%
<u>Emergency Underground Fire Line Repair</u>						
6.24	Plan Check	Flat	\$336	\$350	(\$14)	96%
6.25	Inspection	Flat	\$617	\$607	\$10	102%
6.26	Fire Hydrant/Water Flow Witness	Flat	New	\$221		
<u>Above Ground Tank (Temporary Water Supply/Construction)</u>						
6.27	Plan Check	Flat	\$336	\$350	(\$14)	96%
6.28	Inspection	Flat	\$336	\$331	\$5	101%
<u>Fire Alarm</u>						
<u>New Alarm System</u>						
6.29	Plan Check	Flat	\$673	\$700	(\$27)	96%
6.30	Inspection	Base	New	\$442		
6.31	Inspection - Each Device	Per device	\$9	\$9	\$0	101%
<u>TI Fire Alarm System</u>						
6.32	Plan Check	Flat	\$504	\$525	(\$21)	96%
6.33	Inspection	Base	New	\$221		
6.34	Inspection - Each Device	Per device	\$9	\$9	\$0	101%
<u>FACP Modification</u>						
6.35	Plan Check	Flat	New	\$233		
6.36	Inspection	Flat	New	\$221		
<u>Water Flow (Monitoring) Alarm System Only</u>						
6.37	Plan Check	Flat	\$224	\$233	(\$9)	96%
6.38	Inspection	Flat	\$224	\$221	\$3	101%
<u>Fire Protection Systems</u>						
<u>Special Extinguishing Systems (FM200, Dry Chem, Spray Mist, etc.) (Per system)</u>						

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
6.39	Plan Check	Per System	\$561	\$583	(\$22)	96%
6.40	Inspection	Per System	\$336	\$331	\$5	101%
	<u>Smoke Control System-Rationale, Analysis and Plan Review</u>					
6.41	Plan Check	Flat	\$1,345	\$1,400	(\$55)	96%
6.42	Inspection	Flat	\$1,233	\$1,325	(\$92)	93%
	<u>Other Systems</u>					
	<u>Hood & Duct Automatic Extinguishing System (Per system)</u>					
6.43	Plan Check	Per System	\$224	\$233	(\$9)	96%
6.44	Inspection	Per System	\$336	\$331	\$5	101%
	<u>Ovens, Industrial baking or drying, furnace or kiln Special Equipment (Per oven)</u>					
6.45	Plan Check	Per oven	\$170	\$175	(\$5)	97%
6.46	Inspection	Per oven	\$245	\$221	\$24	111%
	<u>Dust Collection Special Equipment (Per system)</u>					
6.47	Plan Check	Per System	\$224	\$350	(\$126)	64%
6.48	Inspection	Per System	\$245	\$331	(\$86)	74%
	<u>Solar Photovoltaic System Plan Check and Inspection</u>					
6.49	Plan Check	Hourly	\$224	\$233	(\$9)	96%
6.50	Inspection	Hourly	New	\$221		
	<u>Refrigeration System</u>					
6.51	Plan Check	Per System	\$224	\$233	(\$9)	96%
6.52	Inspection	Per System	\$224	\$331	(\$107)	68%
	<u>Spray Booths (Per Booth/System)</u>					
6.53	Plan Check	Per Booth/System	\$224	\$350	(\$126)	64%
6.54	Inspection	Per Booth/System	\$383	\$386	(\$3)	99%
	<u>Liquified Petroleum Gases (LPG) Special System (Per System)</u>					
6.55	Plan Check	Per System	\$336	\$350	(\$14)	96%
6.56	Inspection	Per System	\$450	\$442	\$8	102%
	<u>Gas Systems (Med Gas, Industrial Gas, LPG) (Per System)</u>					
6.57	Plan Check	Per System	\$336	\$350	(\$14)	96%
6.58	Inspection	Per System	\$392	\$386	\$6	101%
	<u>Emergency Responder Radio Coverage (Per System)</u>					
6.59	Plan Check	Per System	\$224	\$233	(\$9)	96%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
6.60	Inspection	Per System	\$448	\$221	\$227	203%
	<u>Generator - Cell Sites (Per Gen/Site)</u>					
6.61	Plan Check	Per Gen/Site	\$573	\$350	\$223	164%
6.62	Inspection	Per Gen/Site	\$452	\$221	\$231	205%
	<u>Generator</u>					
6.63	Plan Check	Per generator	New	\$350		
6.64	Inspection	Per generator	New	\$221		
	<u>Battery Systems - Residential</u>					
6.65	Plan Check	Per System	\$573	\$350	\$223	164%
6.66	Inspection	Per System	\$112	\$221	(\$109)	51%
	<u>Battery Systems - Commercial</u>					
6.67	Plan Check	Per System	\$573	\$583	(\$10)	98%
6.68	Inspection	Per System	\$112	\$221	(\$109)	51%
	<u>Battery Systems Facilities</u>					
6.69	Plan Check	Flat	New	\$934		
6.70	Inspection	Flat	New	\$773		
	<u>CO2 System</u>					
6.71	Plan Check	Flat	New	\$233		
6.72	Inspection	Flat	New	\$221		
	<u>Hazardous Materials</u>					
	<u>Chemical Classification Disclosure Review <10</u>					
	<u>Chemicals</u>					
6.73	Plan Check	Flat	\$336	\$350	(\$14)	96%
6.74	Inspection	Flat	\$224	\$221	\$3	101%
	<u>Chemical Classification Disclosure Review 10-25</u>					
	<u>Chemicals</u>					
6.75	Plan Check	Flat	\$448	\$467	(\$19)	96%
6.76	Inspection	Flat	\$336	\$331	\$5	101%
	<u>Chemical Classification Disclosure Review 26-100</u>					
	<u>Chemicals</u>					
6.77	Plan Check	Flat	\$765	\$817	(\$52)	94%
6.78	Inspection	Flat	\$478	\$442	\$36	108%
	<u>Chemical Classification Disclosure Review >100</u>					
	<u>Chemicals</u>					
6.79	Plan Check	Flat	\$1,051	\$1,109	(\$58)	95%
6.80	Inspection	Flat	\$668	\$662	\$6	101%
	<u>High Piled Storage</u>					

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
	<u>High Piled Combustible Storage Up to 12,000 square feet</u>					
6.81	Plan Check	Flat	\$448	\$467	(\$19)	96%
6.82	Inspection	Flat	\$336	\$331	\$5	101%
	<u>High Piled Combustible Storage 12,001-50,000 square feet</u>					
6.83	Plan Check	Flat	\$673	\$700	(\$27)	96%
6.84	Inspection	Flat	\$448	\$442	\$6	101%
	<u>High Piled Combustible Storage 50,001-100,000 square feet</u>					
6.85	Plan Check	Flat	\$785	\$817	(\$32)	96%
6.86	Inspection	Flat	\$673	\$662	\$11	102%
	<u>High Piled Combustible Storage >100,000 square feet</u>					
6.87	Plan Check	Flat	\$1,009	\$1,050	(\$41)	96%
6.88	Inspection	Flat	\$785	\$773	\$12	102%
	<u>Access and Water Supply</u>					
	<u>Access and Water Supply Only - Commercial Construction Inspection</u>					
6.89	Plan Check	Flat	\$224	\$233	(\$9)	96%
6.90	Inspection	Flat	\$336	\$221	\$115	152%
	<u>Access and Water Supply Only - Residential Construction Inspection</u>					
6.91	One Lot	Base	\$186	\$166	\$20	112%
6.92	Each Additional Lot	Each additional lot	\$38	\$33	\$5	115%
	<u>Fire Lane Plan Check and Inspection</u>					
6.93	Plan Check	Flat	New	\$117		
6.94	Inspection	Flat	New	\$110		
6.95	Fuel Modification Inspection	Per Phase	New	\$221		
	<u>Tanks</u>					
	<u>Underground Storage Tanks Install or Removal</u>					
6.96	Plan Check	Per tank	\$224	\$233	(\$9)	96%
6.97	Inspection	Per tank	\$224	\$221	\$3	101%
	<u>Aboveground Storage Tank Install or Removal</u>					
6.98	Plan Check	Per tank	\$224	\$233	(\$9)	96%
6.99	Inspection	Per tank	\$224	\$221	\$3	101%
	<u>Alterations to Gas Stations (No tank alterations)</u>					
6.100	Plan Check	Flat	\$224	\$233	(\$9)	96%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
6.101	Inspection	Flat	\$224	\$221	\$3	101%
Other Fees						
6.102	Work without Approval or Permit	Penalty	\$336	\$331	\$5	101%
6.103	Fire Stand-by	Per Hour per Person	\$224	\$221	\$3	101%
	<u>Alternative Materials and Methods (4 hour minimum, hourly thereafter)</u>					
6.104	Plan Check	First 4 hours	\$897	\$700	\$197	128%
6.105	Inspection	First 4 hours	New	\$221		
6.106	Consultant Fire Plan Review					Actual Costs
6.107	3rd Review and subsequent submittals (Per Hour)	Per hour	\$336	\$233	\$103	
6.108	Expedited/Overtime Plan Review (Per Hour)	Per hour	\$336	\$350	(\$14)	96%
6.109	Over the Counter/Misc. Revisions Plan Review (Per Plan Review)	Per Plan Review	\$168	\$175	(\$7)	96%
	<u>Drilling / Blasting Permit - Initial (min. 2 hrs)</u>					
6.110	Plan Check	Per Hour	New	\$233		
6.111	Inspection	Per Hour	New	\$221		
Renewable Permit Fees (Issued at Annual Fire-Life Safety Inspection (105 Permits))						
6.112	Aerosol Products (Level 2 & 3)	Flat	\$85	\$110	(\$25)	77%
6.113	Amusement Building	Flat	\$287	\$166	\$121	173%
6.114	Aviation Facilities	Flat	New	\$221		
6.115	Cellulose Nitrate Storage	Flat	\$85	\$110	(\$25)	77%
6.116	Combustible Dust Producing Operations	Flat	\$119	\$110	\$9	108%
6.117	Combustible Fiber Storage	Flat	\$191	\$166	\$25	115%
6.118	Compressed Gases	Flat	\$191	\$221	(\$30)	
6.119	Covered and open mall buildings	Flat	\$280	\$276	\$4	101%
6.120	Cryogenic Fluids	Flat	\$191	\$221	(\$30)	87%
6.121	Cutting and Welding	Flat	\$95	\$110	(\$15)	86%
6.122	Dry Cleaning	Flat	\$287	\$221	\$66	130%
6.123	Exhibits and Trade Shows	Flat	New	\$221		
6.124	Explosives	Flat	\$450	\$442	\$8	102%
6.125	Fire Hydrants and Valves	Flat	\$287	\$110	\$177	260%
6.126	Flammable and Comustible Liquids	Flat	\$142	\$166	(\$24)	86%
6.127	Floor Finishing	Flat	New	\$110		
6.128	Fruit and Crop Ripening	Flat	New	\$110		
6.129	Fumigation and Insecticidal Fogging	Flat	New	\$110		
6.130	Hazardous Materials	Flat	\$191	\$221	(\$30)	87%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
6.131	HPM Facilities	Flat	New	\$166		
6.132	High Piled Combustible Storage <12,000 Square Feet	Flat	\$191	\$166	\$25	115%
	High Piled Combustible Storage 12,001-50,000 Square Feet					
6.133	Feet	Flat	\$478	\$442	\$36	108%
6.134	High Piled Combustible Storage >100,000 Square Feet	Flat	\$765	\$773	(\$8)	99%
6.135	Hot Work Operation	Flat	New	\$110		
6.136	Industrial Ovens	Flat	\$119	\$110	\$9	108%
6.137	Lumber Yard/Woodworking Plants	Flat	\$253	\$221	\$32	115%
	Liquid or gas-fueled vehicles or equipment in assembly buildings	Flat	\$191	\$110	\$81	173%
6.139	LP-gas	Flat	\$95	\$166	(\$71)	
6.140	Magnesium	Flat	\$95	\$110	(\$15)	86%
6.141	Miscellaneous Combustible Storage	Flat	\$191	\$221	(\$30)	87%
6.142	Mobile Food Preparation Vehicles	Flat	New	\$110		
6.143	Motor Fuel Dispensing Facilities	Flat	\$119	\$166	(\$47)	
6.144	Open Burning	Flat	New	\$110		
6.145	Open Flames and Torches	Flat	\$85	\$110	(\$25)	77%
6.146	Open Flames and Candles	Flat	\$85	\$110	(\$25)	77%
6.147	Organic Coatings	Flat	New	\$166		
6.148	Outdoor Assembly Events (see special events)					
6.149	Places of Assembly	Flat	\$85	\$166	(\$81)	51%
6.150	Plant Extraction Systems	Flat	New	\$221		
6.151	Private Fire Hydrant	Flat	New	\$110		
6.152	Pyrotechnic special effects material (see explosives)					
6.153	Proxylin Plastics	Flat	New	\$110		
6.154	Refrigeration Equipment	Flat	\$191	\$221	(\$30)	87%
6.155	Repair Garages and Motor Fuel- Dispensing Facilities	Flat	\$238	\$386	(\$148)	62%
6.156	Rooftop Heliports	Flat	New	\$166		
6.157	Spraying or Dipping Operations	Flat	\$85	\$110	(\$25)	77%
6.158	Storage of scrap tires and tire byproducts	Flat	\$119	\$110	\$9	108%
	Temporary membrane structures and tents (see special events)					
6.159	special events)					
6.160	Tire-Rebuilding Plants	Flat	\$119	\$110	\$9	108%
6.161	Waste Handling	Flat	New	\$166		
6.162	Wood Products	Flat	\$119	\$147	(\$28)	81%
6.163	CO2 Dispensing System	Flat	New	\$92		
6.164	CO2 Enrichment	Flat	New	\$110		

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
6.165	Gas Detection	Flat	New	\$221		
6.166	Energy Storage Systems	Flat	New	\$331		
Special Events						
<u>Special Event Permit</u>						
6.167	Plan Check	Flat	New	\$175		
6.168	Inspection	Flat	\$224	\$221	\$3	101%
<u>Special Event Permit - With tents and or canopies > 400 square feet</u>						
6.169	Plan Check	Flat	New	\$233		
6.170	Inspection	Flat	\$336	\$331	\$5	101%
6.171	Carnivals and Fairs	Base plus actual costs	\$316	\$331	(\$15)	95%
6.172	Fireworks Displays	Base plus actual costs	\$415	\$442	(\$27)	94%
6.173	Film Making	Base plus actual costs	New	\$442		
Annual Life Safety Inspections - All Occupancies other than R						
6.174	<3,600 Square Feet	Flat	Varies	\$221		
6.175	3,600 - 25,000 Square Feet	Flat	Varies	\$386		
6.176	25,000 - 50,000 Square Feet	Flat	Varies	\$552		
6.177	50,001 - 350,000 Square Feet	Flat	Varies	\$607		
6.178	>350,000 Square Feet	Flat	Varies	\$1,159		
Fire Life-Safety Inspections (Post-Development)						
6.179	Fire annual Inspection (includes one re-inspection)	Flat	New	\$221		
6.180	2nd re-inspection	Flat	New	\$442		
6.181	3rd and subsequent re-inspections	Flat	New	\$662		
6.182	Fire Watch Inspection (Per Hour)	Flat	New	\$221		
R-1 Occupancies i.e. Hotels, Motels						
6.183	<25 units	Flat	\$617	\$607	\$10	102%
6.184	26-50 units	Flat	\$729	\$717	\$12	102%
6.185	51-75 units	Flat	\$897	\$883	\$14	102%
6.186	76-100 units	Flat	\$1,009	\$993	\$16	102%
6.187	>100 units	Flat	\$1,177	\$1,159	\$18	102%
R-2 (Apartment, Residential Permanent 3+)						
6.188	3-16 units	Flat	New	\$331		
6.189	17-25 units	Flat	New	\$552		

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
6.190	26-50 units	Flat	New	\$717		
6.191	51-75 units	Flat	New	\$883		
6.192	76-100 units	Flat	New	\$993		
6.193	>100 units	Base	New	\$1,159		
6.194	Per additional 10 units	Per 10 units	New	\$37		
R-2.1/R-4 Occupancies						
	Care Facility Residential State Licenses-6 or less Re-					
6.195	Inspection Fee	Flat	\$224	\$221	\$3	101%
6.196	Care Facility Commercial 0-50 State Licensed	Flat	\$392	\$386	\$6	101%
6.197	Care Facility Commercial 51-99 State Licensed	Flat	\$504	\$497	\$7	101%
6.198	Care Facility Commercial 100-150 State Licensed	Flat	\$617	\$607	\$10	102%
6.199	Care Facility Commercial ≥151 State Licensed	Flat	\$785	\$773	\$12	102%
Day Care Facilities Residential 8-14 Fire Clearance						
6.200	Plan Check	Flat	\$504	\$525	(\$21)	96%
6.201	Inspection	Flat	\$224	\$221	\$3	101%
6.202	Day Care Facility Commercial 0-50	Flat	\$168	\$166	\$2	101%
6.203	Day Care Facility Commercial 51-100	Flat	\$224	\$221	\$3	101%
6.204	Day Care Facility Commercial 101-150	Flat	\$336	\$331	\$5	101%
6.205	Day Care Facility Commercial >150	Flat	\$392	\$386	\$6	101%
6.206	2nd re-inspection fee (after initial and first inspection)	Flat	\$336	\$331	\$5	101%
6.207	2nd re-inspection penalty	Penalty	\$448	\$442	\$6	101%
6.208	3rd plus re-inspection penalty	Penalty	\$561	\$552	\$9	102%
Hourly Rates						
6.209	Inspection	Hourly	\$224	\$221	\$3	101%
6.210	Plan Review	Hourly	\$224	\$233	(\$9)	96%
6.211	Supplemental inspection fee	Hourly	\$224	\$221	\$3	101%
6.212	Supplemental plan review	Hourly	\$224	\$233	(\$9)	96%
6.213	After Hours or emergency Call-Out (2hr. Minimum)	Hourly	\$224	\$221	\$3	101%
6.214	Other-Construction re-inspection fee	Hourly	\$224	\$221	\$3	101%
Other Fees						
6.215	Certificate of Occupancy Inspection	Flat	New	\$166		
Commercial Emergency Evacuation Plan						
6.216	Plan Check	Flat	New	\$350		
6.217	Inspection	Flat	New	\$221		
6.218	Lost Job Card Fee	Flat	New	\$19		
6.219	Defensible Space Inspections	Flat	New	\$221		
6.220	Non-Compliance Fee/Complaint Investigation	Actual Cost	New		Actual Cost	

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
	<u>Surcharges</u>					
6.221	Technology Surcharge Fee	% of Building, Planning, Fire, and Engineering Permit	New	5.7%	N / A	
7. BUILDING						
	<u>Building Permit Fees</u>					
7.01	Permit Issuance	Flat	\$27	\$78	(\$51)	35%
7.02	Demolition	Flat	\$140	\$378	(\$238)	37%
7.03	Wall/Fence, City Standard	Flat	\$93	\$82	\$11	113%
7.04	Wall/Fence, Non-City Standard	Flat	\$133	\$164	(\$31)	81%
7.05	Deck/Patio, City Standard	Flat	\$93	\$110	(\$17)	85%
7.06	Deck/Patio, Non-City Standard	Flat	\$133	\$164	(\$31)	81%
7.07	Swimming Pool/In-Ground Spa	Flat	\$467	\$532	(\$65)	88%
	<u>Reroof</u>					
7.08	Residential	Flat	\$98	\$110	(\$12)	89%
7.09	Commercial – Per Inspection	Per Hour	\$98	\$164	(\$66)	60%
	<u>Windows / Doors</u>					
7.10	Up to 5 windows / doors	up to 5 windows	New	\$82		
7.11	Each additional 5 windows / doors	Per window	New	\$27		
	<u>Other Fees:</u>					
	Residential Accessory Structure (up to 500 s.f. including Garages)	Flat	New	\$823		
7.12	Accessory / Additional Dwelling Unit (ADU)	Flat	New	\$2,622		
7.13	Kitchen and / or Bath Remodel	Flat	New	\$566		
7.14	Duplicate Inspection Card	Flat	\$21	\$13	\$8	161%
7.15	Duplicate Certificate of Occupancy	Flat	\$21	\$78	(\$57)	27%
7.16	Misc. Permit	Hourly	\$98	\$164	(\$66)	60%
7.17	Inspections not specified	Hourly Rate	\$98	\$164	(\$66)	60%
7.18	Re-inspections	Hourly Rate	\$98	\$164	(\$66)	60%
7.19	After Hours Inspections (4 hours minimum)	OT Hourly Rate	\$118	\$190	(\$73)	62%
	<u>SMIP Fee</u>					
		Per \$100,000				
7.21	1-3 Story Residential Buildings	Valuation	\$13	\$13	\$0	100%
		Per \$100,000				
7.22	Commercial and Over 3 Story Residential Buildings	Valuation	\$28	\$28	\$0	100%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
7.23	California State Building Standards Administration Special Revolving Fund <u>Surcharges</u>	Per \$25,000 Valuation	\$1	\$1	\$0	100%
7.24	General Plan Maintenance Fee	% of Building Permit	5%	9%	(4%)	56%
7.25	Technology Surcharge Fee <u>Plan Check Fee</u>	% of Building, Planning, Fire, and Engineering Permit	New	5.7%	N / A	0%
7.26	Single Family Residential	% of Building Permit	65%	65%	\$0	100%
7.27	Multi-Family / Commercial / Industrial <u>Single Family Residential - Inspection</u>	% of Building Permit	65%	85%	(\$0)	76%
7.28	\$1 to \$500	Flat		\$383.50		0%
	\$501 to \$2,000					
7.29	First \$500	Base		\$383.50		0%
7.30	Each additional \$100 or fraction thereof	Each additional		\$42.92		0%
	\$2,001 to \$25,000					
7.31	First \$2,000	Base		\$1,027.24		0%
7.32	Each additional \$1,000 or fraction thereof	Each additional		\$19.65		0%
	\$25,001 to \$50,000					
7.33	First \$25,000	Base		\$1,479.23		0%
7.34	Each additional \$1,000 or fraction thereof	Each additional		\$36.71		0%
	\$50,001 to \$100,000					
7.35	First \$50,000	Base		\$2,396.90		0%
7.36	Each additional \$1,000 or fraction thereof	Each additional		\$28.76		0%
	\$100,001 to \$500,000					
7.37	First \$100,000	Base		\$3,835.04		0%
7.38	Each additional \$1,000 or fraction thereof	Each additional		\$7.53		0%
	\$500,001 to \$1,000,000					
7.39	First \$500,000	Base		\$6,848.28		0%
7.40	Each additional \$1,000 or fraction thereof	Each additional		\$8.90		0%
	\$1,000,001 +					
7.41	First \$1,000,000	Base		\$11,299.66		0%
7.42	Each additional \$1,000 or fraction thereof	Each additional		\$4.45		0%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
<u>Commercial / Multi-Family / Industrial - Inspection</u>						
7.43	\$1 to \$500	Flat		\$383.50		0%
	\$501 to \$2,000					
7.44	First \$500	Base		\$383.50		0%
7.45	Each additional \$100 or fraction thereof	Each additional		\$52.05		0%
	\$2,001 to \$25,000					
7.46	First \$2,000	Base		\$1,164.21		0%
7.47	Each additional \$1,000 or fraction thereof	Each additional		\$38.71		0%
	\$25,001 to \$50,000					
7.48	First \$25,000	Base		\$2,054.48		0%
7.49	Each additional \$1,000 or fraction thereof	Each additional		\$32.87		0%
	\$50,001 to \$100,000					
7.50	First \$50,000	Base		\$2,876.28		0%
7.51	Each additional \$1,000 or fraction thereof	Each additional		\$41.09		0%
	\$100,001 to \$500,000					
7.52	First \$100,000	Base		\$4,930.76		0%
7.53	Each additional \$1,000 or fraction thereof	Each additional		\$8.22		0%
	\$500,001 to \$1,000,000					
7.54	First \$500,000	Base		\$8,217.94		0%
7.55	Each additional \$1,000 or fraction thereof	Each additional		\$10.68		0%
	\$1,000,001 to \$5,000,000					
7.56	First \$1,000,000	Base		\$13,559.59		0%
7.57	Each additional \$1,000 or fraction thereof	Each additional		\$3.80		0%
	\$5,000,001 to \$10,000,000					
7.58	First \$5,000,000	Base		\$28,762.77		0%
7.59	Each additional \$1,000 or fraction thereof	Each additional		\$10.68		0%
	\$10,000,001 +					
7.60	First \$10,000,000	Base		\$82,179.36		0%
7.61	Each additional \$1,000 or fraction thereof	Each additional		\$5.34		0%
		% of Building				
7.62	Repeat Tract Home	Permit		65%		0%
Electrical Permit Fees						
7.63	Permit Issuance	Flat	\$27	\$78	(\$51)	35%
7.64	Residential Appliance, up to 1 HP	Flat	\$116	\$82	\$34	141%
7.65	Non-Residential Appliances, up to 1 HP	Flat	\$116	\$82	\$34	141%
7.66	Power Apparatus, less than 100 HP, KW, KVA, or KVAR	Flat	\$150	\$82	\$68	183%
7.67	Power Apparatus, 100+ HP, KW, KVA, or KVAR	Flat	\$183	\$82	\$101	223%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
7.68	Temporary Power Pole	Flat	\$67	\$82	(\$15)	82%
	<u>Services, Switchboards, Control Centers, & Panels</u>					
7.69	Up to 400 amps for Single Family Residence	Flat	\$116	\$82	\$34	141%
7.70	Up to 400 amps for Non-Single Family Residence	Flat	\$183	\$82	\$101	223%
7.71	400+ amps	Flat	\$283	\$164	\$119	172%
7.72	Receptacle, Switch, Outlet, & Fixture, first	First	\$116	\$68	\$48	169%
7.73	Receptacle, Switch, Outlet, & Fixture, each additional	Each additional	\$5	\$3	\$2	183%
7.74	Pole or Platform Mounted Fixtures, first	First	\$183	\$68	\$115	267%
7.75	Pole or Platform Mounted Fixtures, each additional	Each additional	\$5	\$3	\$2	183%
7.76	Swimming Pool/In-Ground Spa	Flat	\$467	\$164	\$303	284%
7.77	Meter Reset	Flat	\$116	\$82	\$34	141%
7.78	Misc. Permit, Flat Fee, or Hourly as determined by staff	Hourly	\$98	\$164	(\$66)	60%
7.79	Inspections not specified	Hourly Rate	\$98	\$164	(\$66)	60%
7.80	Re-inspections	Hourly Rate	\$98	\$164	(\$66)	60%
7.81	After Hours Inspections (4 hours minimum)	OT Hourly Rate	\$118	\$190	(\$73)	62%
	<u>Mechanical Permit Fees</u>					
7.82	Permit Issuance	Flat	\$27	\$78	(\$51)	35%
7.83	Forced-Air or Gravity-Type Furnace or Burner	Flat	\$149	\$110	\$39	136%
7.84	Suspended/Recessed Wall/Floor Mounted Heater	Flat	\$133	\$82	\$51	162%
	<u>Air-Handling/Condensing Unit</u>					
7.85	Single Family Residence	Flat	\$133	\$82	\$51	162%
7.86	Non-Single Family Residence	Flat	\$183	\$110	\$73	167%
7.87	Hood served by Mechanical Exhaust	Flat	\$219	\$110	\$109	200%
7.88	Boilers, Compressors, and Absorption Systems	Flat	\$183	\$110	\$73	167%
7.89	Misc. Permit, Flat Fee, or Hourly as determined by staff	Hourly	\$98	\$164	(\$66)	60%
7.90	Inspections not specified	Hourly Rate	\$98	\$164	(\$66)	60%
7.91	Re-inspections	Hourly Rate	\$98	\$164	(\$66)	60%
7.92	After Hours Inspections (4 hours minimum)	OT Hourly Rate	\$118	\$190	(\$73)	62%
	<u>Plumbing Permit Fees</u>					
7.93	Permit Issuance	Flat	\$27	\$78	(\$51)	35%
7.94	Plumbing Fixtures and Vents, fixtures 1-3 (total cost)	Flat	\$116	\$68	\$48	169%
7.95	Plumbing Fixtures and Vents, each additional fixture	Each additional	\$5	\$3	\$2	183%
7.96	Grease Interceptor	Flat	\$116	\$27	\$89	423%
7.97	Gas System	Flat	\$116	\$110	\$6	106%
	<u>Piping/Re-piping</u>					
7.98	Single Family Residential	Flat	\$163	\$82	\$81	198%
7.99	Multi-Family Residential, first dwelling unit	First	\$70	\$82	(\$12)	85%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
7.100	Multi-Family Residential, each additional unit	Each additional	\$23	\$14	\$9	168%
7.101	Water Heater	Flat	\$83	\$82	\$1	101%
7.102	Tankless Water Heater	Flat	\$83	\$208	(\$125)	40%
7.103	Solar Water Heating System	Flat	\$133	\$164	(\$31)	81%
7.104	Sewer / Septic	Flat	\$150	\$82	\$68	183%
7.105	Misc. Permit, Flat Fee, or Hourly as determined by staff	Hourly	\$98	\$164	(\$66)	60%
7.106	Inspections not specified	Hourly Rate	\$98	\$164	(\$66)	60%
7.107	Re-inspections	Hourly Rate	\$98	\$164	(\$66)	60%
7.108	After Hours Inspections (4 hours minimum)	OT Hourly Rate	\$118	\$190	(\$73)	62%
Solar Permit Fees (State Fees)						
7.109	Residential - up to 15kw	Base	\$252	\$450	(\$198)	56%
7.110	Each additional kw	Per kw	New	\$15		
7.111	Commercial - up to 50kw	Base	\$252	\$1,000	(\$748)	25%
7.112	Commercial - 51-250kw - per kw	Per kw	New	\$7		
7.113	Commercial - 250kw+ - per kw	Per kw	New	\$5		
Planning Support - Building Plan Check						
7.114	New Construction	Flat	New	\$900		
7.115	Tenant Improvements / Remodels	Flat	New	\$375		
Engineering Support - Building Plan Check						
7.116	New Single Family Residence	Flat	New	\$1,149		
7.117	New Commercial Office	Flat	New	\$766		
7.118	New Multi-Family Residence	Flat	New	\$1,149		
7.119	All Other Projects	Flat	New	\$300		
Fire Support - Building Plan Check and Inspection						
<u>Development Plan Check and Inspections</u>						
<u>(Residential-New and Additions Group R) Per Square Feet</u>						
0-1,999 Square Feet						
7.120	Plan Check	Flat	\$224	\$233	(\$9)	96%
7.121	Inspection	Flat	\$224	\$221	\$3	101%
2,000-4,999 Square Feet						
7.122	Plan Check	Flat	\$258	\$292	(\$34)	88%
7.123	Inspection	Flat	\$258	\$276	(\$18)	93%
5,000-9,999 Square Feet						
7.124	Plan Check	Flat	\$336	\$350	(\$14)	96%
7.125	Inspection	Flat	\$336	\$331	\$5	101%
10,000-24,999 Square Feet						

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
7.126	Plan Check	Flat	\$392	\$408	(\$16)	96%
7.127	Inspection	Flat	\$392	\$386	\$6	101%
	25,000-49,999 Square Feet					
7.128	Plan Check	Flat	\$504	\$525	(\$21)	96%
7.129	Inspection	Flat	\$504	\$497	\$7	101%
	50,000-100,000 Square Feet					
7.130	Plan Check	Flat	\$617	\$642	(\$25)	96%
7.131	Inspection	Flat	\$617	\$607	\$10	102%
	>100,000 Square Feet					
7.132	Plan Check	Flat	\$765	\$817	(\$52)	94%
7.133	Inspection	Flat	\$785	\$773	\$12	102%
	<u>Hazardous Use by Square Footage (New Construction or added space for Group H)</u>					
	0-1,999 Square Feet					
7.134	Plan Check	Flat	\$238	\$233	\$5	102%
7.135	Inspection	Flat	\$238	\$221	\$17	108%
	2,000-4,999 Square Feet					
7.136	Plan Check	Flat	\$381	\$408	(\$27)	93%
7.137	Inspection	Flat	\$382	\$386	(\$4)	99%
	5,000-9,999 Square Feet					
7.138	Plan Check	Flat	\$525	\$583	(\$58)	90%
7.139	Inspection	Flat	\$525	\$552	(\$27)	95%
	10,000-24,999 Square Feet					
7.140	Plan Check	Flat	\$668	\$700	(\$32)	95%
7.141	Inspection	Flat	\$668	\$662	\$6	101%
	25,000-49,999 Square Feet					
7.142	Plan Check	Flat	\$812	\$875	(\$63)	93%
7.143	Inspection	Flat	\$812	\$828	(\$16)	98%
	50,000-100,000 Square Feet					
7.144	Plan Check	Flat	\$955	\$992	(\$37)	96%
7.145	Inspection	Flat	\$955	\$938	\$17	102%
	>100,000 Square Feet					
7.146	Plan Check	Flat	\$1,147	\$1,167	(\$20)	98%
7.147	Inspection	Flat	\$1,177	\$1,104	\$73	107%
	<u>Shell Buildings for All Commercial Uses (New Construction or added space for All Occupancies other than H and R)</u>					

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
	0-1,999 Square Feet					
7.148	Plan Check	Flat	\$224	\$233	(\$9)	96%
7.149	Inspection	Flat	\$224	\$221	\$3	101%
	2,000-4,999 Square Feet					
7.150	Plan Check	Flat	\$258	\$292	(\$34)	88%
7.151	Inspection	Flat	\$258	\$276	(\$18)	93%
	5,000-9,999 Square Feet					
7.152	Plan Check	Flat	\$336	\$350	(\$14)	96%
7.153	Inspection	Flat	\$336	\$331	\$5	101%
	10,000-24,999 Square Feet					
7.154	Plan Check	Flat	\$392	\$408	(\$16)	96%
7.155	Inspection	Flat	\$392	\$386	\$6	101%
	25,000-49,999 Square Feet					
7.156	Plan Check	Flat	\$504	\$525	(\$21)	96%
7.157	Inspection	Flat	\$504	\$497	\$7	101%
	50,000-100,000 Square Feet					
7.158	Plan Check	Flat	\$617	\$642	(\$25)	96%
7.159	Inspection	Flat	\$617	\$607	\$10	102%
	>100,000 Square Feet					
7.160	Plan Check	Flat	\$765	\$817	(\$52)	94%
7.161	Inspection	Flat	\$785	\$773	\$12	102%
	<u>Buildings for Commercial Uses (New Construction or added Space for All Occupancies other than H and R)</u>					
	0-1,999 Square Feet					
7.162	Plan Check	Flat	\$224	\$233	(\$9)	96%
7.163	Inspection	Flat	\$224	\$221	\$3	101%
	2,000-4,999 Square Feet					
7.164	Plan Check	Flat	\$258	\$292	(\$34)	88%
7.165	Inspection	Flat	\$258	\$276	(\$18)	93%
	5,000-9,999 Square Feet					
7.166	Plan Check	Flat	\$336	\$350	(\$14)	96%
7.167	Inspection	Flat	\$336	\$331	\$5	101%
	10,000-24,999 Square Feet					
7.168	Plan Check	Flat	\$392	\$408	(\$16)	96%
7.169	Inspection	Flat	\$392	\$386	\$6	101%
	25,000-49,999 Square Feet					
7.170	Plan Check	Flat	\$504	\$525	(\$21)	96%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
7.171	Inspection	Flat	\$504	\$497	\$7	101%
	50,000-100,000 Square Feet					
7.172	Plan Check	Flat	\$617	\$642	(\$25)	96%
7.173	Inspection	Flat	\$617	\$607	\$10	102%
	>100,000 Square Feet					
7.174	Plan Check	Flat	\$765	\$817	(\$52)	94%
7.175	Inspection	Flat	\$785	\$773	\$12	102%
	<u>Tenant Improvement (New Construction, Additions and Major Remodels for All Occupancies other than H and R)</u>					
	0-1,999 Square Feet					
7.176	Plan Check	Flat	\$224	\$233	(\$9)	96%
7.177	Inspection	Flat	\$224	\$220.76	\$3	101%
	2,000-4,999 Square Feet					
7.178	Plan Check	Flat	\$258	\$292	(\$34)	88%
7.179	Inspection	Flat	\$258	\$275.95	(\$18)	93%
	5,000-9,999 Square Feet					
7.180	Plan Check	Flat	\$336	\$350	(\$14)	96%
7.181	Inspection	Flat	\$336	\$331.14	\$5	101%
	10,000-24,999 Square Feet					
7.182	Plan Check	Flat	\$392	\$408	(\$16)	96%
7.183	Inspection	Flat	\$392	\$386.33	\$6	101%
	25,000-49,999 Square Feet					
7.184	Plan Check	Flat	\$504	\$525	(\$21)	96%
7.185	Inspection	Flat	\$504	\$496.71	\$7	101%
	50,000-100,000 Square Feet					
7.186	Plan Check	Flat	\$617	\$642	(\$25)	96%
7.187	Inspection	Flat	\$617	\$607.09	\$10	102%
	>100,000 Square Feet					
7.188	Plan Check	Flat	\$765	\$817	(\$52)	94%
7.189	Inspection	Flat	\$785	\$772.66	\$12	102%
8. PLANNING						
	Flat Fees					
8.01	Accessory Dwelling Unit	Flat	\$2,235	\$2,721	(\$486)	82%
	Appeal					
8.02	Appeal - 1st	Flat	\$2,700	\$4,437	(\$1,737)	61%
8.03	Appeal - 2nd	Flat	\$2,165	\$3,877	(\$1,712)	56%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
	<u>Conditional Use Permit</u>					
8.04	Major	Flat	\$13,496	\$17,822	(\$4,326)	76%
8.05	Major Revision	Flat	\$6,748	\$13,735	(\$6,987)	49%
8.06	Minor	Flat	\$2,665	\$4,936	(\$2,271)	54%
8.07	Minor Revision	Flat	\$2,395	\$4,151	(\$1,756)	58%
8.08	Environmental Assessment/Negative Declaration	Flat	\$4,210	\$8,182	(\$3,972)	51%
8.09	Environmental Determination (All Disc. Apps)	Flat	\$235	\$367	(\$132)	64%
8.10	Film Permit (< 3 Days)	Flat	\$815	\$1,525	(\$710)	53%
8.11	Final Site Development	Flat	\$5,845	\$5,633	\$212	104%
8.12	Home Based Business	Flat	\$155	\$248	(\$93)	62%
8.13	Land Division Phasing Map	Flat	\$5,395	\$9,311	(\$3,916)	58%
	<u>Landscape Plan Review</u>					
8.14	Commercial	Flat	\$2,545	\$2,786	(\$241)	91%
8.15	Industrial	Flat	\$1,475	\$2,786	(\$1,311)	53%
8.16	Front Yard Typical	Flat	\$1,540	\$2,252	(\$712)	68%
8.17	Open Space	Flat	\$4,040	\$4,145	(\$105)	97%
8.18	Landscape Inspection	Flat	\$460	\$664	(\$204)	69%
8.19	Minor Exception	Flat	New	\$520		
8.20	Mobile Food Trucks	Flat	New	\$697		
8.21	Multi-Family Ministerial Review - SB35	Flat	New	\$11,574		
8.22	New Business Regulation Review	Flat	\$40	\$41	(\$1)	97%
8.23	Noise Exception - Single Event	Flat	New	\$687		
8.24	Public Convenience & Necessity W/O CUP	Flat	New	\$2,635		
8.25	Planning Commission Hearing	Flat	\$2,440	\$3,775	(\$1,335)	65%
8.26	Planning Review Fee	Flat	New	\$186		
	<u>Plot Plan - Major</u>					
8.27	Major	Flat	\$26,992	\$34,547	(\$7,555)	78%
8.28	Revision	Flat	\$13,496	\$27,928	(\$14,432)	48%
	<u>Plot Plan - Minor</u>					
8.29	Minor (New Development)	Flat	\$4,275	\$5,494	(\$1,219)	78%
8.30	Revision	Flat	\$2,395	\$3,884	(\$1,489)	62%
8.31	Detached Accessory Structure	Flat	\$2,335	\$2,640	(\$305)	88%
8.32	Model Home Complex (Includes Sign Pkg)	Flat	\$2,345	\$3,695	(\$1,350)	63%
8.33	Shipping Containers	Flat	New	\$782		
8.34	Tree Removal / Replacement Permit	Flat	New	\$1,131		
8.35	Wall & Fence Plan Review	Flat	\$2,700	\$3,100	(\$400)	87%
8.36	Pre-Application Review	Flat	\$1,442	\$8,539	(\$7,097)	17%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
8.37	Pre-Existing Non-Conforming Use Verification	Flat	\$1,160	\$2,388	(\$1,228)	49%
8.38	Reasonable Accommodation	Flat	New	\$1,545		
8.39	SB9 Urban Lot Split Fee	Flat	New	\$5,036		
8.40	Sidewalk Vending Permit Application	Flat	\$695	\$697	(\$2)	100%
8.41	Sign Admin Relief Review	Flat	\$550	\$630	(\$80)	87%
	<u>Sign Permit</u>					
8.42	Affixed To Building	Flat	\$225	\$348	(\$123)	65%
8.43	Monument - Comm / Ind / Res	Flat	\$650	\$1,543	(\$893)	42%
8.44	Temporary (Commercial)	Flat	\$155	\$248	(\$93)	62%
8.45	Sign Program	Flat	\$2,610	\$3,864	(\$1,254)	68%
8.46	Sign Program Amendment	Flat	\$735	\$925	(\$190)	79%
8.47	Similar Use Determination	Flat	New	\$1,706		
8.48	Site Plan Conceptual Review	Flat	New	\$3,972		
8.49	Small Wireless Facility/Eligible Facilities Request	Flat	New	\$4,031		
8.50	Substantial Conformance	Flat	\$2,575	\$4,639	(\$2,064)	56%
	<u>Tentative Parcel Map</u>					
8.51	Commercial / Industrial	Flat	\$12,940	\$17,316	(\$4,376)	75%
8.52	Finance	Flat	New	\$7,782		
8.53	Residential	Flat	\$11,040	\$17,316	(\$6,276)	64%
8.54	Revised	Flat	\$7,740	\$14,721	(\$6,981)	53%
8.55	Minor Condition Change	Flat	\$3,340	\$9,224	(\$5,884)	36%
	<u>Time Extension</u>					
8.56	City Approved Project	Flat	\$3,510	\$4,050	(\$540)	87%
8.57	Plot Plan (5-10 Yrs)	Flat	\$12,250	\$6,917	\$5,333	177%
	<u>Temporary Use Permit</u>					
8.58	Major	Flat	\$1,735	\$2,030	(\$295)	85%
8.59	Major (501C)	Flat	\$868	\$2,030	(\$1,162)	43%
8.60	Minor	Flat	\$695	\$1,351	(\$656)	51%
8.61	Minor (501C)	Flat	\$348	\$1,351	(\$1,003)	26%
	<u>Variance</u>					
8.62	Filed Alone	Flat	\$5,205	\$5,611	(\$406)	93%
8.63	Filed With Other Applications	Flat	\$2,605	\$2,607	(\$2)	100%
8.64	Zoning Information Letter	Flat	\$375	\$472	(\$97)	79%
	% of Application					
8.65	Additional Plan Check	Fee	25%	25%	\$0	100%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
		% of Building, Planning, Fire, and Engineering Permit				
8.66	Technology Surcharge Fee		New	5.7%	N / A	0%
Deposit Based Fees						
8.67	Surface Mining & Reclamation Act	Deposit	\$20,000	\$20,000	\$0	100%
8.68	Annexation Request	Deposit	\$20,000	\$20,000	\$0	100%
8.69	Zone Change	Deposit	\$5,000	\$5,000	\$0	100%
8.70	Development Agreement	Deposit	\$10,000	\$10,000	\$0	100%
8.71	EIR Review	Deposit	\$20,000	\$20,000	\$0	100%
8.72	Expedited Environmental Habitat Review	Deposit	\$1,380	\$1,500	(\$120)	92%
8.73	General Plan Amendment	Deposit	\$10,000	\$10,000	\$0	100%
8.74	Planned Unit Development	Deposit	\$10,000	\$10,000	\$0	100%
8.75	Specific Plan	Deposit	\$20,000	\$20,000	\$0	100%
8.76	Specific Plan Amendment	Deposit	\$10,000	\$10,000	\$0	100%
8.77	Sphere Of Influence Amendment	Deposit	\$10,000	\$10,000	\$0	100%
8.78	Study Review/Scoping Agreement	Deposit	\$1,000	\$1,000	\$0	100%
8.79	Ag Preserve Cancellation	Deposit	\$5,000	\$5,000	\$0	100%
8.80	Tentative Tract Map	Deposit	\$20,000	\$20,000	\$0	100%
8.81	Tentative Tract Map – Revision	Deposit	\$10,000	\$10,000	\$0	100%
8.82	Historic Property Preservation	Deposit	\$5,000	\$5,000	\$0	100%
8.83	Hazardous Waste Facility Siting Permit	Deposit	\$20,000	\$20,000	\$0	100%
8.84	Hog Ranch Processing	Deposit	\$10,000	\$10,000	\$0	100%
8.85	Noise Exception - On-Going Event	Deposit	\$5,000	\$5,000	\$0	100%
8.86	MSHCP HANS	Deposit	\$2,000	\$2,000	\$0	100%
9. ENGINEERING						
	<u>Rough Grading / Drainage Plan Check (Single Family Residence)</u>					
9.01	1-50 Lots	Flat	\$1,865	\$5,489	(\$3,624)	34%
9.02	51-75 Lots	Flat	\$10,960	\$10,904	\$56	101%
9.03	75- 200 Lots	Flat	Deposit	\$16,172		
9.04	200+ Lots	Deposit	Deposit	\$20,000		
	<u>Precise Grading / Drainage Plan Check (Single Family Residence)</u>					
9.05	1-50 Lots	Flat	\$1,865	\$5,246	(\$3,381)	36%
9.06	51-75 Lots	Flat	\$3,695	\$8,715	(\$5,020)	42%
9.07	75- 200 Lots	Flat	\$10,960	\$13,080	(\$2,120)	84%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
9.08	200+ Lots	Deposit	Deposit	\$15,000		
9.09	Standalone Single Family Grading	Flat	New	\$5,480		
	<u>Rough Grading/Drainage Plan Check (Multiple Family Residence, Commercial, Industrial)</u>					
9.10	0-50K Sqft	Flat	\$5,925	\$6,777	(\$852)	87%
9.11	>50K-100K Sqft	Flat	\$7,420	\$8,657	(\$1,237)	86%
9.12	>100K-500K Sqft	Flat	\$9,075	\$11,782	(\$2,707)	77%
9.13	>500K-1mil Sqft	Flat	\$10,335	\$13,906	(\$3,571)	74%
9.14	>1mil+ Sqft	Deposit	Deposit	\$15,000		
	<u>Precise Grading/Drainage Plan Check (Multiple Family Residence, Commercial, Industrial)</u>					
9.15	0-50K Sqft	Flat	\$5,925	\$6,627	(\$702)	89%
9.16	>50K-100K Sqft	Flat	\$8,680	\$9,700	(\$1,020)	89%
9.17	>100K-500K Sqft	Flat	\$11,595	\$14,367	(\$2,772)	81%
9.18	>500K-1mil Sqft	Flat	\$13,500	\$15,835	(\$2,335)	85%
9.19	>1mil+ Sqft	Deposit	Deposit	\$20,000		
9.20	Plan Check Revision	Deposit	Deposit	\$10,000		
9.21	Extra Plan Check					1/4 Initial Fee
	<u>Encroachment and Public Improvements:</u>					
9.22	Encroachment Permit Issuance	Per Permit	\$65	\$121	(\$56)	54%
9.23	Encroachment Plan Review	Base	New	\$591		
9.24	Per plan sheet	Per Plan Sheet	New	\$295		
	<u>Encroachment Permits:</u>					
9.25	Permits per Event under existing annual permit	Flat	New	\$60		
9.26	Permits for One Day Work	Flat	New	\$433		
9.27	Permits Exceeding One Day Work	Base	New	\$433		
9.28	Permits for Major Projects	Deposit	New	\$1,733		
9.29	Permits for One Day Work, Multiple Locations	Deposit	New	\$513		
9.30	Permits for Night-Time Work	Base	New	\$550		
9.31	Additional Review (Traffic Control)	Per Hour	New	\$158		
9.32	Additional Inspection	Per Hour	New	\$137		
	<u>Public Improvement Plan Review: (Assumes up to 3 plan reviews, anything beyond 3 would be charged time and material).</u>					
9.33	\$0-\$500,000	Base		\$8,563.52		
9.34	\$500,000	Base		\$8,563.52		
9.35	Per \$1,000	Each Add'l		\$8.80		

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
9.36	\$1,000,000	Base		\$12,961.53		
9.37	Per \$1,000	Each Add'l		\$2.95		
9.38	\$5,000,000	Base		\$24,743.43		
9.39	Per \$1,000	Each Add'l		\$1.25		
9.40	\$10,000,000	Base		\$30,990.85		
9.41	Per \$1,000	Each Add'l		\$1.30		
9.42	\$25,000,000	Base		\$50,540.42		
9.43	Per \$1,000	Each Add'l		\$0.65		
9.44	Public Improvement Inspection	Base Deposit	3%	3%	\$0	100%
9.45	Landscaping Improvements	Each	Varies	\$4,480		
9.46	Neighborhood Park	Per Application	\$6,690	\$11,863	(\$5,173)	56%
9.47	Community Park	Per Application	\$9,940	\$15,459	(\$5,519)	64%
9.48	Regional Park	Per Application	\$9,940	\$18,197	(\$8,257)	55%
9.49	Signing & Striping (if not included in the street improvement plans)	Base	\$1,370	\$3,546	(\$2,176)	39%
9.50	Per Sheet	Per Sheet	\$800	\$443	\$357	180%
9.51	Traffic Signal	Per Signal	\$5,370	\$6,907	(\$1,537)	78%
9.52	Minor Modification of Traffic Signals	Per Signal	New	\$2,724		
9.53	Plan Check Revision	Deposit	Deposit	\$10,000		
9.54	Extra Plan Check	1/4 of Initial Fee				
	<u>Grading/Drainage Inspection</u>					
9.55	Residential up to 1 acre	Flat	New	\$1,885		
9.56	Residential 1+ acres	Deposit	Deposit	\$3,000		
	<u>Traffic Engineering Exhibits</u>					
9.57	Traffic Control Plan	Per Plan Sheet	\$30	\$64	(\$34)	47%
9.58	Per Sheet	Per Sheet	\$200	\$474	(\$274)	42%
9.59	Trip Generation Letter	Base	\$740	\$839	(\$99)	88%
9.60	Per study	Per Study	\$1,000	\$1,264	(\$264)	79%
9.61	Small Study (<500 ADT)	Base	\$740	\$839	(\$99)	88%
9.62	Per study	Per Study	\$2,000	\$1,896	\$104	105%
9.63	Typical TIA (500-1,000 ADT)	Base	\$740	\$839	(\$99)	88%
9.64	Per study	Per Study	\$3,000	\$3,160	(\$160)	95%
9.65	Large TIA (1,000+ ADT)	Base	\$740	\$839	(\$99)	88%
9.66	Per study	Per Study	\$5,000	\$5,056	(\$56)	99%
9.67	Parking Study	Base	\$740	\$839	(\$99)	88%
9.68	Per study	Per Study	\$2,000	\$3,160	(\$1,160)	63%
	<u>Final Parcel Maps</u>					

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
9.69	Residential Parcel Map	Per Map	\$8,890	\$10,047	(\$1,157)	88%
	Commercial/Industrial Parcel Map					
9.70	<20 acres	Base Per Map	\$11,195	\$13,238	(\$2,043)	85%
9.71	Per additional acre	Per Additional Acre	New	\$118		
	<u>Final Tract Map</u>					
9.72	5-20 Lots	Per Map	\$12,640	\$9,469	\$3,171	133%
9.73	21-50 Lots	Per Map	\$14,495	\$13,726	\$769	106%
9.74	51-100 Lots	Per Map	\$17,295	\$18,087	(\$792)	96%
9.75	100+ Lots	Deposit	Deposit	\$20,000		
9.76	Amendment to final map	Per Application	\$4,645	\$5,755	(\$1,110)	81%
	<u>Survey/Mapping Review</u>					
9.77	Lot Line Adjustment / Merger	Per Application	\$3,940	\$4,228	(\$288)	93%
9.78	Survey Monument Field Inspection	Base	\$335	\$650	(\$315)	52%
9.79	Plus deposit determined by staff with charges for actual outside costs	Deposit	Deposit			
9.80	Record of Survey Plan Check	Per Plan Sheet	\$3,135	\$3,170	(\$35)	99%
9.81	Condominium Conversion Review	Initial deposit plus any outside costs	\$10,000			
9.82	Certificate of Compliance	Per Application	\$3,650	\$3,542	\$108	103%
9.83	Substantial Compliance	Per Application	\$1,550	\$2,325	(\$775)	67%
9.84	Reversion to Acreage	Per Application	\$3,830	\$3,612	\$218	106%
9.85	Certificate of Correction Issuance	Per Application	\$2,935	\$2,817	\$118	104%
9.86	Vacation	Per Application	\$4,620	\$4,561	\$59	101%
	Initial deposit if involving Public Road currently in use with charges at the fully allocated hourly rates of involved personnel plus any outside costs	Deposit	\$10,000	\$10,000	\$0	100%
9.87	Quitclaim	Per Application	\$3,120	\$3,077	\$43	101%
9.89	Easement Processing	Per Application	\$3,085	\$3,051	\$34	101%
9.90	Parking Covenant Review	Per Application	New	\$2,587		
9.91	CC&R	Deposit	\$3,000	\$3,000		
	<u>Water Quality/Stormwater</u>					
	<u>Preliminary Water Quality Management Plan Review (WQMP)</u>					
9.92	Small	Flat	Deposit	\$4,265		
9.93	Medium	Flat	Deposit	\$5,895		
9.94	Large	Flat	Deposit	\$6,670		

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
9.95	Final WQMP w/ Approved Prelim	Per Application	\$5,570	\$6,014	(\$444)	93%
	Final WQMP w/o Approved Prelim					
9.96	Small	Flat	Deposit	\$3,558		
9.97	Medium	Flat	Deposit	\$4,356		
9.98	Large	Flat	Deposit	\$5,923		
	Stormwater Inspection: Commercial / Industrial Businesses					
9.99	Low Priority	Per Inspection	\$195	\$539	(\$344)	36%
10.00	Medium/High Priority	Per Inspection	\$455	\$662	(\$207)	69%
	Reports/Studies					
9.100	Drainage Study	Deposit	\$2,500	\$2,500	\$0	100%
9.101	Geotechnical Study	Flat	\$1,705	\$1,915	(\$210)	89%
9.102	ESA	Flat	\$1,705	\$1,124	\$581	152%
9.103	Traffic Scoping Study	Deposit	\$1,145	\$1,915	(\$770)	60%
	Special Districts					
9.104	CFD/LMD Annexation	Per Application	\$2,580	\$2,623	(\$43)	98%
	Plus initial deposit determined by staff with charges for					
9.105	any outside or legal costs	Deposit	Deposit	\$5,000		
9.106	CFD/Assessment District Audit	Initial deposit	\$10,000	\$10,000	\$0	100%
9.107	Assessment District Formation	Initial deposit	\$20,000	\$20,000	\$0	100%
	Bonds					
9.108	Bond Release	Base	\$710	\$1,741	(\$1,031)	41%
	Plus deposit determined by staff with actual charges					
9.109	for GIS database changes and inspections	Deposit	Deposit	\$2,000		
9.110	Bond Reduction	Base	\$710	\$2,036	(\$1,326)	35%
	Plus deposit determined by staff with actual charges					
9.111	for GIS database changes and inspections	Deposit	Deposit	\$3,000		
9.112	Bond Replacement	Base	\$710	\$1,741	(\$1,031)	41%
	Plus deposit determined by staff with actual charges					
9.113	for GIS database changes and inspections	Deposit	Deposit	\$2,000		
9.114	Initial Bond Posting	\$2,000 Deposit	New	\$1,741		
	Misc Services					
9.115	TUMF Audit	Initial deposit	\$10,000	\$10,000	\$0	100%
9.116	Misc. Engineering Agreements	Initial deposit	Deposit	\$10,000		
9.117	City Property Acquisition Process	Base	\$1,520	\$2,958	(\$1,438)	51%
9.118	Plus initial deposit with charges for any outside costs	Deposit	\$5,000	\$5,000	\$0	100%
9.119	Street Name Change	Flat	\$650	\$787	(\$137)	83%

Fee No.	Fee Title	Unit	Current Fee	Total Cost	Diff.	Cost Recovery
9.120	Block Party Processing	Per Application	\$505	\$427	\$78	118%
	Wide and Overload Permit					
9.121	Daily	Per Permit	\$16	\$360	(\$344)	4%
9.122	Annual	Per Permit	\$90	\$360	(\$270)	25%
	Other Fees					
9.123	Haul Route Review	Flat	\$165	\$1,225	(\$1,060)	13%
9.124	Misc. Planning/Engineering Review	Deposit	Deposit	\$5,000		
9.125	Borrow Site Plan Check	Per Application	\$1,095	\$1,516	(\$421)	72%
9.126	Stockpile Plan Check	Per Application	\$850	\$1,594	(\$744)	53%
9.127	Stockpile/Borrow Site Inspection	Deposit	\$500	\$587	(\$87)	85%
		% of Building, Planning, Fire, and Engineering				
9.128	Technology Surcharge Fee	Permit	New	5.7%	N / A	0%