



COMPREHENSIVE USER FEE STUDY REPORT

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CITY OF BANNING, CA

MATRIX
CONSULTING GROUP

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INTRODUCTION AND EXECUTIVE SUMMARY

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

PROJECT BACKGROUND AND OVERVIEW

The City of Banning last conducted a comprehensive fee analysis in 2019. To align with best practices of conducting comprehensive updates every 5-7 years, they contracted with Matrix Consulting Group to reevaluate their fees, determining the full cost (direct and indirect) of providing a various City services. The analysis is based upon the existing organizational structure and processes. The cost-of-service relationships that exist between fees for service activities in the following areas were evaluated through this analysis: Building and Safety, Electric Utility, Engineering, Film Permits, Finance, Fire, Parks and Recreation, Planning, Police, Utility Billing, and Water. The results of this study provide a tool for understanding current service levels and the cost for those services.

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 Division. 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

<i>Cost Component</i>	<i>Description</i>
<i>Direct</i>	Fiscal Year 2026 Budgeted salaries, benefits, and allowable expenditures.
<i>Indirect</i>	Program, departmental, clerical, and Citywide support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing a 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:

- **Department / Program Staff Interviews:** The project team interviewed department / program 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 2025 were entered into 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 and legal and policy considerations are provided in subsequent chapters of this report.

SUMMARY OF RESULTS

When comparing FY26 fee-related budgeted expenditures with fee-related FY24 revenue, the City is under-recovering its costs by approximately \$431,000 or recovering 87% of its costs. The following table shows by major revenue source: annual revenue collected, total annual cost, the resulting difference, and cost recovery level.

TABLE 2: ANNUAL COST RECOVERY ANALYSIS

Service Area	Total Revenue	Total Annual Cost	Difference	Cost Recovery %
Building	\$2,052,640	\$2,213,392	(\$160,751)	93%
Engineering	\$629,221	\$759,774	(\$130,553)	83%
Parks & Recreation	\$16,730	\$43,116	(\$26,386)	39%
Planning	\$243,013	\$356,052	(\$113,039)	68%
Total	\$2,941,604	\$3,372,334	(\$430,730)	87%

The most significant deficit, at roughly \$161,000, is in relation to Building. The primary reasons for the large deficit are the New Construction and Tenant Improvement fees. At \$131,000, Engineering has the next largest deficit, which is due to Public Works Encroachment Fees. Right-sizing those fees will allow the city to achieve greater cost recovery.

Overall, the above table highlights the disparity between current fees charged and the actual cost of providing services. As such, the City should closely evaluate and modify fees where appropriate to help bridge the cost-recovery gap.

The detailed documentation of this 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 Councilmembers 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 full cost recovery or lower, is a policy decision to be made only by the Council with input from City staff and the community.

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.

ADOPT A FORMAL COST RECOVERY POLICY

The Government Finance Officers Association's (GFOA) best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction's intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge for fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction's pricing decision.

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.

ADOPT AN ANNUAL FEE UPDATE / INCREASE MECHANISM

GFOA best practices for *Establishing Government Charges and Fees* states that governmental entities should review, and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large infrequent fee increases.

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. It's recommended the City continue the practice of conducting comprehensive analyses every five to seven years as this practice captures any changes to 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) or other regional factors to update the cost calculations established in the Study on an annual basis.

LEGAL FRAMEWORK

This section of the report is intended to provide an overview of the legal rules and regulations that govern what is considered a fee for service, how those fees can be calculated, general principles, philosophies, and general policy considerations for setting fees for service.

LEGAL FRAMEWORK

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. California has several Government Codes and Propositions that regulate fees for service, with the purpose of ensuring that fees are reasonable and justified. The most prominent and relevant of these includes:

- **Proposition 26:** passed in 2010, specifically outlines the difference between a fee and a tax and dictates that fees must be directly related to a service and cannot exceed the reasonable cost of that service.
- **Government Code § 50076:** clarifies that fees for service costs are not special taxes and do not need voter approval.
- **Government Code § 65104:** gives local governments the authority to charge planning and zoning fees to recover processing costs.

When determining fees for service it is important to ensure there is a **direct benefit** – the service is provided directly to the payer, and that it is **cost based** and does not exceed the reasonable cost of providing the service.

EXCEPTIONS TO THE RULE

While Proposition 26 defines what constitutes a user fee, and how those fees can be determined, it also provides a key exception for fees charged for facility or property rentals. This exception outlines that fees for use of government property (e.g., renting public buildings, parks, or event spaces) are voluntary transactions. Therefore, governments can charge **market-based** rental fees for these services.

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 Permits •Site Plan Permits •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 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 fees, 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" no longer applies. The charge then becomes 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.

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, it is essential that jurisdictions 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 on the jurisdiction's ability to charge a fee. Examples 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 changing 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 also equally benefit the community. 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.

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. Where subsidies are identified, the City should increase the fees to reduce the deficit; where over-recoveries are identified, the fee must be reduced to comply with the law.

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 following subsections discuss the two components of the basis of the full cost.

TIME ESTIMATION

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 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 on 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 very large and complex projects, 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.

FULLY BURDENED HOURLY RATES

The fully burdened hourly rates calculated through this study include the following components:

- **Salaries:** FY25-26 Budgeted salaries were utilized and consolidated at the positional level.
- **Benefits:** FY25-26 Budgeted benefits were utilized and consolidated at the positional level.
- **Productive Hours:** Based on Banning's current personnel system rules, working or productive hours were calculated. This means taking the starting total working hours and reducing the hours by vacation, sick, holidays, trainings, and administrative leave based on each bargaining unit
- **Departmental / Divisional Overhead:** This captures any internal service charges or operating supply costs such as vehicles, supplies, etc. Additionally, this component includes the cost associated with support from the Director, Administrative and Analytical staff who do not directly work on fees.
- **Citywide Overhead:** This captures support provided by City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources. The costs are based on the City's indirect cost allocation plan (provided by Finance staff).

Together these components result in the generation of fully burdened hourly rates by position / classification and / or department / division. These rates were multiplied against the time assumptions to calculate the full cost of services noted in this report.

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 financial and operational information is utilized. 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 fee category including the following:

- **Modifications:** discussions regarding any proposed 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).
- **Annualized Results:** utilizing volume of activity estimates, annual subsidies, and revenue impacts were projected where workload was available.

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

BUILDING & SAFETY

The Building & Safety Division is responsible for reviewing and issuing permits associated with new and existing structures according to established construction standards. The fees examined within this study relate to the plan check and inspection for a variety of commercial and residential projects. The following subsections discuss fee schedule modifications, detailed per unit results, and annual revenue impacts for the fee-related services provided by Building & Safety.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed removing the following fees as they are rarely requested, covered under other fees, or represent services no longer offered by the City:
 - 'Awning / Canopy (Supported by Building)'
 - 'Certificate of Occupancy (Enhanced)'
 - 'Patio Cover – Wood, ICC, IAPMO, or Handout'
 - 'Temporary electrical service'
 - 'Wall – Combo'
 - 'Wall – Freestanding'
 - 'Wall – Pilaster'
- **New Fees:** Staff proposed the addition of the following fees as they highlight either services already offered but not codified on the fee schedule or new services the City would like to provide:
 - 'Administrative Services for Applications Not Listed'
 - 'Administrative Charge for Consultant Services'
- **Condensed Fees:** For simplicity, staff proposed condensing All sub-tiers of the 'Pool/Spa – Residential' fee ('Custom,' 'Fiberglass/Vinyl-Lined,' and 'Gunnite') were condensed into one singular Residential fee.

The modifications proposed ensure that the proposed fee schedule better reflects the services being provided by Building & Safety staff.

DETAILED RESULTS

The Building and Safety Services Division collects flat fees for balconies and decks, carports, fireplace, patios, pools and spas, and other straightforward review, as well as for Mechanical, Plumbing, and Electrical Permits. It also collects fees for new construction based on the square footage and project type. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 4: TOTAL COST PER UNIT RESULTS – BUILDING

Fee Name	Current Fee	Total Cost	Difference
Flat Fees			
Administrative Services for Applications Not Listed	New	\$174	N/A
Administrative Charge for Consultant Services	10%	15%	(5%)
Air handling / heating or cooling unit replacement	\$193	\$254	(\$62)
Balcony / deck:			
Balcony / deck	\$491	\$567	(\$76)
Railing repair	\$297	\$567	(\$270)
Carport:			
Custom	\$944	\$1,117	(\$173)
ICC, IAPMO, handout	\$491	\$659	(\$168)
Cell Tower:			
Modifications	\$401	\$1,117	(\$716)
New	\$1,418	\$1,876	(\$458)
Change of occupancy	\$417	\$2,680	(\$2,263)
Demolition of building	\$408	\$904	(\$496)
Electric panel replacement	\$193	\$283	(\$91)
Exterior wall covering replacement (up to 400 s.f.)	\$422	\$458	(\$36)
Fireplace:			
Custom	\$583	\$744	(\$161)
Pre-fabricated with engineering	\$548	\$744	(\$196)
Flagpole (over 20' in height)	\$645	\$473	\$172
Grease trap/ interceptor	\$330	\$602	(\$272)
Hood:			
Other than Type 1 (including ducts)	\$492	\$602	(\$110)
Type 1 (includes exhaust system)	\$629	\$995	(\$366)
Inspections:			
Inspection Fee	\$183	\$196	(\$13)
Re-Inspection	\$183	\$196	(\$13)
Job card - replace / duplicate	\$55	\$87	(\$32)
Lighting pole:			
Up to 6 poles	\$783	\$853	(\$70)
6+ Poles Additional	\$173	\$144	\$29
Manufactured home - installation on private property	\$538	\$1,109	(\$571)
Modular unit - installation on private property	\$659	\$1,109	(\$450)
Patio:			
Patio cover			

Fee Name	Current Fee	Total Cost	Difference
Patio cover - custom	\$515	\$930	(\$415)
Patio cover - handout	\$256	\$659	(\$403)
Patio enclosure	\$561	\$930	(\$369)
Plan check:			
Plan check	\$162	\$183	(\$21)
Plan check - Structural Engineer	\$292	\$274	\$18
Additional plan review	\$162	\$183	(\$21)
Additional plan review - Engineering	\$292	\$183	\$109
Pool/Spa			
Commercial	\$1,192	\$2,453	(\$1,261)
Residential	Modified	\$853	N/A
Research	\$110	\$174	(\$64)
Remodels			
Residential bathroom remodel - no structural/wall changes	\$411	\$617	(\$206)
Residential kitchen remodel - no structural/wall changes	\$434	\$617	(\$183)
Re-roof			
Commercial	\$330	\$400	(\$70)
Multifamily	\$330	\$382	(\$52)
SFD	\$330	\$333	(\$3)
Retrofit foundation for a modular or mobile unit	\$216	\$1,109	(\$893)
Sales office - conversion to residential or garage use	\$216	\$1,064	(\$848)
Septic tank	\$353	\$1,070	(\$717)
Sign:			
Monument	\$677	\$982	(\$305)
Pole/ billboard	\$869	\$1,656	(\$787)
Wall	\$279	\$467	(\$188)
Site investigation	\$445	\$451	(\$6)
Solar:			
Commercial			
Up to 4 kw	\$383	\$1,307	(\$924)
Each additional kw	\$198	\$74	\$124
Ground mount	\$791	\$1,124	(\$333)
Residential			
Rooftop (up to 10 kw)	\$423	\$554	(\$131)
Rooftop (more than 10 kw)	\$596	\$698	(\$102)
Residential water heater	\$403	\$322	\$81
Special Inspector application	\$55	\$174	(\$119)
Stairs	\$354	\$187	\$167
Storage racks	\$260	\$277	(\$17)
Temporary construction or sales trailer	\$248	\$1,109	(\$862)
Utility release	\$193	\$205	(\$13)
Walk-in tub	\$330	\$185	\$145
Wall:			
Screen / Freestanding:			
Custom	\$537	\$1,261	(\$724)
Handout	\$537	\$668	(\$131)
Retaining			

Fee Name	Current Fee	Total Cost	Difference
Custom	\$894	\$1,032	(\$138)
Handout	\$445	\$668	(\$223)
Water heater replacement	\$216	\$234	(\$18)
Water/gas piping - installation, alteration or repair	\$476	\$475	\$1
Window/door replacement - residential, no changes to framing	\$411	\$425	(\$14)
Trade Fees			
Electrical	\$267	\$299	(\$32)
Plumbing	\$267	\$299	(\$32)
Mechanical	\$267	\$299	(\$32)
Fees Based on ICC Class, Occupancy, Square Footage, Valuation: Plan Check / Inspection / Permit combined			
Commercial - New			
1,001 - 5,000 SF	\$2,925	\$2,957	(\$32)
Each Addl 100 SF	\$26.92	\$33.87	(\$6.95)
5,001 - 10,000 SF	\$4,002	\$4,312	(\$310)
Each Addl 100 SF	\$30.89	\$56.50	(\$25.61)
10,001 - 20,000 SF	\$5,546	\$7,137	(\$1,591)
Each Addl 100 SF	\$20.99	\$45.03	(\$24.04)
20,001 - 50,000 SF	\$7,645	\$11,640	(\$3,995)
Each Addl 100 SF	\$9.10	\$24.88	(\$15.78)
50,001 - 100,000 SF	\$10,375	\$19,105	(\$8,731)
Each Addl 100 SF	\$6.26	\$19.10	(\$12.84)
100,001+ SF	\$13,507	\$28,656	(\$15,149)
Each Addl 100 SF	\$8.37	\$9.55	(\$1.18)
Tenant Improvements			
1 - 800 SF	\$1,892	\$1,912	(\$20)
Each Addl 100 SF	\$47.58	\$59.49	(\$11.91)
801 - 1,250 SF	\$2,273	\$2,388	(\$115)
Each Addl 100 SF	\$89.42	\$427.28	(\$337.86)
1,251 - 2,500 SF	\$2,675	\$4,311	(\$1,636)
Each Addl 100 SF	\$54.81	\$226.04	(\$171.23)
2,501 - 5,000 SF	\$3,360	\$7,137	(\$3,776)
Each Addl 100 SF	\$26.97	\$80.78	(\$53.81)
5,001 - 12,500 SF	\$4,035	\$9,156	(\$5,121)
Each Addl 100 SF	\$9.43	\$31.03	(\$21.60)
12,501+ SF	\$4,742	\$11,483	(\$6,742)
Each Addl 100 SF	\$12.72	\$15.52	(\$2.80)
Industrial - New			
1,001 - 5,000 SF	\$2,632	\$2,890	(\$258)
Each Addl 100 SF	\$17.67	\$34.69	(\$17.02)
5,001 - 10,000 SF	\$3,339	\$4,277	(\$939)
Each Addl 100 SF	\$20.01	\$42.87	(\$22.86)
10,001 - 20,000 SF	\$4,339	\$6,421	(\$2,082)
Each Addl 100 SF	\$13.05	\$59.29	(\$46.24)
20,001 50,000 SF	\$5,644	\$12,350	(\$6,706)
Each Addl 100 SF	\$4.28	\$23.56	(\$19.28)
50,001 100,000 SF	\$6,927	\$19,417	(\$12,489)

Fee Name	Current Fee	Total Cost	Difference
Each Addl 100 SF	\$4.26	\$11.85	(\$7.59)
100,001+ SF	\$9,059	\$25,339	(\$16,281)
Each Addl 100 SF	\$5.52	\$5.92	(\$0.40)
Residential- New (single or multifamily- per dwelling unit)			
1 - 800 SF	\$2,512	\$2,520	(\$8)
Each Addl 100 SF	\$24.47	\$34.76	(\$10.29)
801 - 1,200 SF	\$2,708	\$2,798	(\$90)
Each Addl 100 SF	\$67.97	\$210.88	(\$142.91)
1,201 - 2,000 SF	\$2,980	\$3,642	(\$662)
Each Addl 100 SF	\$43.50	\$117.35	(\$73.85)
2,001 - 3,000SF	\$3,328	\$4,580	(\$1,253)
Each Addl 100 SF	\$44.59	\$207.76	(\$163.17)
3,001 - 4,000 SF	\$3,774	\$6,658	(\$2,884)
Each Addl 100 SF	\$63.08	\$147.38	(\$84.30)
4,001 6,000 SF	\$4,404	\$8,132	(\$3,727)
Each Addl 100 SF	\$41.33	\$116.38	(\$75.05)
6,001 - 10,000 SF	\$5,231	\$10,459	(\$5,229)
Each Addl 100 SF	\$23.11	\$58.80	(\$35.69)
10,001+ SF	\$6,155	\$12,812	(\$6,656)
Each Addl 100 SF	\$31.19	\$29.40	\$1.79
Residential- Production Phase			
1 - 800 SF	\$2,212	\$2,223	(\$11)
Each Addl 100 SF	\$28.00	\$30.86	(\$2.86)
801 -1,200 SF	\$2,436	\$2,470	(\$34)
Each Addl 100 SF	\$7.61	\$32.10	(\$24.49)
1,201 - 2,000 SF	\$2,466	\$2,598	(\$132)
Each Addl 100 SF	\$60.36	\$48.88	\$11.48
2,001 - 3,000 SF	\$2,949	\$2,989	(\$40)
Each Addl 100 SF	\$27.19	\$49.38	(\$22.19)
3,001 - 4,000 SF	\$3,221	\$3,483	(\$262)
Each Addl 100 SF	\$53.72	\$52.98	\$0.74
4,001 - 6,000 SF	\$3,758	\$4,013	(\$255)
Each Addl 100 SF	\$39.26	\$25.66	\$13.60
6,001 - 10,000 SF	\$4,544	\$4,526	\$17
Each Addl 100 SF	\$19.25	\$16.42	\$2.83
10,001+ SF	\$5,314	\$5,183	\$131
Each Addl 100 SF	\$1.27	\$5.24	(\$3.97)
Residential- Addition (single or multifamily)			
1 - 300 SF	\$1,740	\$1,745	(\$5)
Each Addl 100 SF	\$43.50	\$92.44	(\$48.94)
301 - 500 SF	\$1,871	\$2,022	(\$151)
Each Addl 100 SF	\$184.88	\$329.77	(\$144.89)
501 - 800 SF	\$2,240	\$2,681	(\$441)
Each Addl 100 SF	\$101.50	\$250.38	(\$148.88)
801 -1,500 SF	\$2,545	\$3,433	(\$888)
Each Addl 100 SF	\$63.70	\$110.39	(\$46.69)

Fee Name	Current Fee	Total Cost	Difference
1,501 - 2,000 SF	\$2,991	\$4,205	(\$1,215)
Each Addl 100 SF	\$91.35	\$189.53	(\$98.18)
2,001+ SF	\$3,447	\$5,153	(\$1,706)
Each Addl 100 SF	\$122.82	\$94.77	\$28.05
Residential- Remodel (single or multifamily)			
1 - 300 SF	\$1,327	\$1,351	(\$25)
Each Addl 100 SF	\$18.13	\$46.22	(\$28.09)
301 - 500 SF	\$1,381	\$1,490	(\$109)
Each Addl 100 SF	\$119.63	\$160.93	(\$41.30)
501 - 800 SF	\$1,620	\$1,812	(\$192)
Each Addl 100 SF	\$39.88	\$188.48	(\$148.60)
801 1- 1,500 SF	\$1,740	\$2,377	(\$637)
Each Addl 100 SF	\$38.84	\$80.18	(\$41.34)
1,501 - 2,000 SF	\$2,012	\$2,939	(\$927)
Each Addl 100 SF	\$21.67	\$169.38	(\$147.71)
2,001+ SF	\$2,153	\$3,786	(\$1,632)
Each Addl 100 SF	\$31.08	\$33.88	(\$2.80)
Shell Buildings			
1 - 1,000 SF	\$2,708	\$2,750	(\$42)
Each Addl 100 SF	\$30.45	\$65.58	(\$35.13)
1,001 - 5,000 SF	\$3,012	\$3,405	(\$393)
Each Addl 100 SF	\$11.15	\$43.64	(\$32.49)
5,001 - 10,000 SF	\$3,458	\$5,151	(\$1,693)
Each Addl 100 SF	\$15.23	\$44.70	(\$29.47)
10,001 - 20,000 SF	\$4,220	\$7,386	(\$3,167)
Each Addl 100 SF	\$7.29	\$28.73	(\$21.44)
20,001 - 50,000 SF	\$4,948	\$10,259	(\$5,311)
Each Addl 100 SF	\$3.19	\$10.19	(\$7.00)
50,001+ SF	\$5,905	\$13,315	(\$7,410)
Each Addl 100 SF	\$4.23	\$5.09	(\$0.86)
Garage/ Storage/ Workshop U Occ Res/Comm			
1 - 400 SF	\$1,055	\$1,105	(\$50)
Each Addl 100 SF	\$24.47	\$58.40	(\$33.93)
401 - 600 SF	\$1,153	\$1,338	(\$185)
Each Addl 100 SF	\$59.81	\$165.92	(\$106.11)
601 - 1,000 SF	\$1,272	\$1,670	(\$398)
Each Addl 100 SF	\$32.63	\$130.43	(\$97.80)
1,001 - 1,500 SF	\$1,403	\$2,192	(\$789)
Each Addl 100 SF	\$28.28	\$96.93	(\$68.65)
1,501 - 2,000 SF	\$1,544	\$2,676	(\$1,132)
Each Addl 100 SF	\$63.77	\$75.94	(\$12.17)
2,001+ SF	\$1,620	\$3,056	(\$1,436)
Each Addl 100 SF	\$84.57	\$37.97	\$46.60

The fees administered by the Building Division show a mix of under- and over-recoveries; most fees under-recover. The fee with the largest under-recovery is the 'Fees Based on ICC Class, Occupancy,

Square Footage, Valuation: Plan Check / Inspection / Permit combined - Industrial – New - 100,001+ SF’ at around \$16,300. The smallest undercharge is in relation to the ‘Fees Based on ICC Class, Occupancy, Square Footage, Valuation: Plan Check / Inspection / Permit combined - Industrial – New - 100,001+ SF - Each Addl 100 SF’ at \$0.40. The largest overcharges are in relation to the ‘Flagpole (over 20’ in height)’ at about \$173. The smallest over-recovery is for a ‘Fees Based on ICC Class, Occupancy, Square Footage, Valuation: Plan Check / Inspection / Permit combined - Residential- Production Phase - 3,001 - 4,000 SF - Each Addl 100 SF’ (\$0.74).

ANNUAL REVENUE IMPACT

Based on the prior year’s (FY23/24) workload information, Building has a deficit of roughly \$161,000. The following table shows the revenue at current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 5: ANNUAL RESULTS – BUILDING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Flat Fees	\$185,280	\$269,061	(\$83,781)
Trade Fees	\$114,397	\$128,271	(\$13,874)
Commercial - New	\$69,274	\$72,693	(\$3,420)
Tenant Improvements	\$27,275	\$28,659	(\$1,384)
Industrial - New	\$13,159	\$14,449	(\$1,290)
Residential- New	\$10,440	\$10,636	(\$196)
Residential- Production Phase	\$1,560,280	\$1,610,847	(\$50,568)
Residential- Addition (single or multifamily)	\$29,254	\$32,239	(\$2,985)
Residential- Remodel (single or multifamily)	\$43,283	\$46,536	(\$3,254)
Total	\$2,052,640	\$2,213,392	(\$160,752)

Building has an annual cost recovery of roughly 93%. At roughly \$85,000, the largest deficit is in relation to the Flat Fees. Roughly \$23,000 of the subsidy is associated with ‘Patio cover - custom’ and roughly \$24,000 of the subsidy is associated with ‘Patio enclosure’. For the ‘Patio cover – custom’ a per-unit deficit of about \$415 processed 56 times, and the ‘Patio enclosure’ has a per-unit deficit of about \$369 processed 65 times leading to this very large deficit. There is also a large deficit due to the Residential- Production Phase Fees specifically the ‘1,201 - 2,000 SF’ of roughly \$51,000. A per-unit deficit of about \$132 processed 300 times also leads to this very large deficit. The Division should review these fees and make adjustments where appropriate to allow for increased cost recovery.

ELECTRIC UTILITY

The Electric Utility Division, within the Public Works Department, is responsible for the operation and maintenance of the City's electrical infrastructure to ensure the provision of safe and reliable electrical service to community members. The fees examined within this study relate to panel upgrades, new electric service connections for single and three-phase power, distribution and service line extensions, and engineering review and plan checks. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Electric Utility Division.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **New Fees:** Staff proposed the addition of the following fees as they highlight either services already offered but not codified on the fee schedule or new services the City would like to provide:
 - 'Plan Check'
 - 'Distribution Line Disconnection'
 - 'Distribution Line Reconnection'
 - 'Site / Panel Investigation'
- **Expanded Fees:** The following fees were expanded to better capture the staff time required for the associated activities:
 - 'Panel Upgrade'
 - 'New Electric Service'
 - 'Service Line Extensions'
 - 'Additional Plan Check (After 2nd Review)'
 - 'Solar Application Review and Plan Check'
 - 'Additional Solar Plan Check (After 2nd Review)'
 - 'Service Line Disconnection'
 - 'Service Line Reconnection'
 - 'Meter Test – 2nd Request within One Year'
 - 'Service Turn On'

- **Modified Fees:** The following points highlight various miscellaneous modifications proposed by staff:
 - The fee for 'Distribution Line Extension/Relocation' was modified to include categories for '1 to 10 Units' and '10+ Units' for both Planning and Engineering Reviews, as well as categories for 'OH to UG Conversion'.

These modifications ensure that the proposed fee schedule more accurately reflects the services that the Electric Utility provides.

DETAILED RESULTS

The Electric Utility collects fees for panel upgrades, new electric service, temporary electric service, line extensions, plan check and inspection, disconnection and reconnections, and meter services. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 6: TOTAL COST PER UNIT RESULTS – ELECTRIC UTILITY

Fee Name	Current Fee	Total Cost	Difference
Panel Upgrade			
Single Phase Panel Upgrade up to 225A (120V/240V) - OH	Variable	\$2,336	N/A
Single Phase Panel Upgrade up to 225A (120V/240V) - UG	Variable	\$2,336	N/A
Single Phase Panel Upgrade up to 225A (120V/208V) - OH	Variable	\$2,336	N/A
Single Phase Panel Upgrade up to 225A (120V/208V) - UG	Variable	\$2,336	N/A
Single Phase Panel Upgrade 225A to 400A (120V/240V) - OH	Variable	\$2,449	N/A
Single Phase Panel Upgrade 225A to 400A (120V/240V) - UG	Variable	\$2,449	N/A
Single Phase Panel Upgrade 225A to 400A (120V/208V) - OH	Variable	\$2,449	N/A
Single Phase Panel Upgrade 225A to 400A (120V/208V) - UG	Variable	\$2,449	N/A
New Electric Service			
Single Phase:			
Single Phase Electric Service up to 225A (120V/240V) - OH	T&M	\$2,336	N/A
Single Phase Electric Service up to 225A (120V/240V) - UG	T&M	\$2,336	N/A
Single Phase Electric Service up to 225A (120V/208V) - OH	T&M	\$2,573	N/A
Single Phase Electric Service up to 225A (120V/208V) - UG	T&M	\$2,573	N/A
Single Phase Electric Service 225A to 400A (120V/240V) - OH	T&M	\$2,449	N/A
Single Phase Electric Service 225A to 400A (120V/240V) - UG	T&M	\$2,449	N/A
Single Phase Electric Service 225A to 400A (120V/208V) - OH	T&M	\$2,573	N/A
Single Phase Electric Service 225A to 400A (120V/208V) - UG	T&M	\$2,573	N/A
Three Phase:			
Three Phase Electric Service 0A to 400A (120V/208V) - OH	T&M	\$3,796	N/A
Three Phase Electric Service 0A to 400A (120V/208V) - UG	T&M	\$3,796	N/A
Three Phase Electric Service 0A to 400A (277V/480V) - OH	T&M	\$3,796	N/A
Three Phase Electric Service 0A to 400A (277V/480V) - UG	T&M	\$3,796	N/A
Three Phase Electric Service 400A to 800A (277V/480V) - OH	T&M	\$3,796	N/A
Three Phase Electric Service 400A to 800A (277V/480V) - UG	T&M	\$3,796	N/A
Three Phase Electric Service 800A to 4000A (277V/480V) - OH	T&M	\$4,272	N/A

Fee Name	Current Fee	Total Cost	Difference
Three Phase Electric Service 800A to 4000A (277V/480V) - UG	T&M	\$4,272	N/A
Temporary Electrical Service (Construction Purposes ONLY)			
Single Phase Temporary Electric Service up to 225A (120V/240V) - OH	T&M	\$1,484	N/A
Single Phase Temporary Electric Service up to 225A (120V/240V) - UG	T&M	\$1,484	N/A
Distribution Line Extensions			
Distribution Line Extension/Relocation (1 to 10 Units) - OH	Modified	\$2,987	N/A
Distribution Line Extension/Relocation (1 to 10 Units) - UG (Rule 15)	Modified	\$2,987	N/A
Distribution Line Extension/Relocation (10+ Units) - OH	Modified	\$5,975	N/A
Distribution Line Extension/Relocation (10+ Units) - UG (Rule 15)	Modified	\$5,975	N/A
Distribution Line Extension/Relocation OH to UG Conversion (Rule 20)	Modified	\$6,473	N/A
Service Line Extensions			
Service Line Extension/Relocation (1 to 10 Units) - OH	\$1,700	\$1,445	\$255
Service Line Extension/Relocation (1 to 10 Units) - UG (Rule 16)	\$1,700	\$1,445	\$255
Service Line Extension/Relocation (10+ Units) - OH	T&M	\$2,987	N/A
Service Line Extension/Relocation (10+ Units) - UG (Rule 16)	T&M	\$2,987	N/A
Service Line Extension/Relocation OH to UG Conversion (Rule 20)	T&M	\$3,686	N/A
Engineering Review / Plan Check			
Preliminary Electric Service Assessment	\$238	\$1,395	(\$1,157)
Plan Check:			
Basic/Minor	New	\$1,271	N/A
Advanced/Major	New	\$3,714	N/A
Master Subdivision/Subdivision	New	\$2,318	N/A
Additional Plan Check (After 2nd Review):			
Basic/Minor	\$119	\$461	(\$342)
Advanced/Major	\$119	\$1,383	(\$1,264)
Master Subdivision/Subdivision	\$119	\$922	(\$803)
Solar Application Review and Plan Check:			
Basic/Minor	\$136	\$1,897	(\$1,761)
Advanced/Major	\$136	\$2,647	(\$2,511)
Master Subdivision/Subdivision	\$136	\$3,236	(\$3,100)
Additional Solar Plan Check (After 2nd Review):			
Basic/Minor	\$61	\$666	(\$605)
Advanced/Major	\$61	\$881	(\$820)
Master Subdivision/Subdivision	\$61	\$1,030	(\$969)
Distribution Line Extension/Relocation:			
1 to 10 Units - Planning	T&M	\$1,398	N/A
1 to 10 Units - Engineering	T&M	\$698	N/A
10+ Units - Planning	T&M	\$2,796	N/A
10+ Units - Engineering	T&M	\$1,397	N/A
OH to UG Conversion - Planning	T&M	\$2,796	N/A
OH to UG Conversion - Engineering	T&M	\$1,895	N/A
Misc Electric Utility / Penalty Fees			
Customer Requested Electric Operations Service Call "Trip Charge"	\$125	\$170	(\$45)
Service Line Disconnection:			
Overhead	\$559	\$675	(\$116)

Fee Name	Current Fee	Total Cost	Difference
Underground	\$559	\$675	(\$116)
Service Line Reconnection:			
Overhead	\$262	\$675	(\$413)
Underground	\$262	\$675	(\$413)
Distribution Line Disconnection:			
Overhead	New	\$1,033	N/A
Underground	New	\$1,033	N/A
Distribution Line Reconnection:			
Overhead	New	\$1,271	N/A
Underground	New	\$1,271	N/A
Service Turn On:			
Single Phase/Commercial Self Cont Remote	Modified	\$39	N/A
Single Phase/Commercial Self Cont in the Field	Modified	\$197	N/A
3 Phase Self Cont	Modified	\$295	N/A
Single Phase & 3 Phase CT Rated	Modified	\$295	N/A
Site / Panel Investigation	New	\$676	N/A
Meter Test - 2nd Request within One Year:			
Single Phase	\$182	\$367	(\$185)
3 Phase	\$182	\$709	(\$527)
Meter Changeout - Customer Required:			
Single Phase	\$307	\$341	(\$34)
3 Phase	\$596	\$625	(\$29)
Trespass / Diversion:			
1st Offense	\$250	\$1,399	(\$1,149)
2nd Offense	\$350	\$1,399	(\$1,049)
Inspections			
General	\$153	\$676	(\$523)
Trench / Conduit	\$153	\$795	(\$642)
Mandrel	\$153	\$795	(\$642)
Substructure	\$153	\$795	(\$642)
Structure / Equipment	\$153	\$795	(\$642)
Solar:			
Single Phase	\$153	\$849	(\$696)
3 Phase	\$153	\$1,077	(\$924)

The fees administered by the Electric Utility Division generally under-recover their associated costs. The largest under-recovery is for 'Solar Application Review and Plan Check - Master Subdivision/Subdivision' at \$3,100. The smallest undercharge is for the 'Meter Changeout – Customer Requested – 3 Phase' at about \$30. The Electric Utility Division does overcharge for two fees 'Service Line Extension/Relocation (1 to 10 Units) – OH' and 'Service Line Extension/Relocation (1 to 10 Units) - UG (Rule 16)' with an over recovery of \$255.

ANNUAL REVENUE IMPACT

Due to the current fees being on time and material, it is difficult to estimate the annual workload associated with these activities; as such, no annual revenue impact was calculated.

ENGINEERING

The Engineering Division, within the Public Works Department, is responsible for planning, designing, and administering all contracts related to land development, City streets and traffic, facilities, stormwater and landscape maintenance, and capital projects. The fees examined within this study relate to encroachment, stormwater, and excavation permits; preliminary and final plan and map reviews; grading; inspections; and other miscellaneous fees. The following subsections discuss fee schedule modifications, detailed per unit results, and annual results for the fee-related services provided by the Engineering Division of the Public Works Department.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed removing the following fees, as they are no longer being charged or are duplicative of other services on the fee schedule:
 - 'Tentative map - (MH, RV) - preliminary'
 - 'Tentative Comm/Indus parcel >4 lots- preliminary'
 - 'Plot Plan'
 - 'Third checkup - Final'
 - 'P.C. Final Map'
 - 'Individual Project'
 - '24" x 36" or Smaller Printout'
 - 'Special Landscape Maintenance District - Annexation'
 - 'Assessment/Mello Roos District Deposit'
 - 'Water Utility Items'
 - 'Sewer Utility Items'
- **New Fees:** Staff proposed the addition of the following fees as they highlight either services already offered but not codified on the fee schedule or new services the City would like to provide:
 - 'Traffic Study Screening Memo'
 - 'Traffic Study Scoping Agreement'
 - 'Preliminary Grading Plan'

- 'Utility Site Plan'
- 'Water Supply Verification / Assessment (WSA)'
- 'Sewer Availability Verification / Assessment'
- 'Reclaimed Water Verification / Assessment'
- 'Sewer Waste Survey'
- 'Conceptual Landscape Plan Review'
- 'Fourth or Subsequent Review'
- 'Erosion Control (If Separate from Grading Plan)'
- 'Plan Revisions'
- 'Other Improvement Plans: As Directed by City Engineer'
- 'Excavation Permit'
- 'Demolition'
- 'NPDES Inspection / Reinspection (Stormwater Compliance)'
- 'Special District Annexation'
- 'Fee for Services Not Specified Above'
- **Condensed Fees:** Staff proposed condensing the following fees for simplicity and clarity:
 - 'Final Map' was condensed to a base fee and a per lot fee.
 - 'Precise Grading' was condensed to a base fee and a per sheet fee.
 - 'Improvement Plan Review (Street, Signing and Striping, Traffic Signal, Traffic Control, Storm Drain, Channel, Sewer, Water, Non-Potable Water, Landscape)' was reworded and condensed to a base fee and a per sheet fee.
- **Expanded Fees:** The following fees were expanded to better capture the staff time required for the associated activities:
 - 'Drainage Study (Preliminary and Final)' and 'Wate Quality Management Plan (Preliminary and Final)' were both reworded and expanded into the following categories: 'Under 10 Acres', '10 Acres or Greater', 'Revisions', and '4th Review (Or Additional)'.
 - 'Tentative Parcel Map' and 'Tentative Tract Map' were expanded into the following categories: 'Base', 'Per Sheet', and '4th Review (Or Additional)'.

- 'Site Plan' was expanded to include 'Residential', 'Multi-Family and Other Non-Residential', and '4th Review (Or Additional)'.
- Under 'Public Right of Way Items', 'Oversized/weight permit (Caltrans Rate)' was expanded to include an annual fee and fees for 'Dumpster / POD in Public ROW' and 'Street Closure' were added.
- **Modified Fees:** The following points highlight various miscellaneous modifications proposed by staff:
 - The fee for 'Specific Plan - Preliminary / Final' was modified to read 'Specific Plan' for clarity.
 - The fee for 'Specific Plan Amendment - Preliminary / Final' was modified to read 'Specific Plan Amendment' for clarity.
 - The fee for 'E.I.R - Preliminary / Final' was modified to read 'E.I.R' for clarity.
 - The fee for 'Traffic Study Impact Assessment' was modified to read 'Traffic Impact Analysis' for clarity, and it was changed to a deposit rather than a flat fee.
 - The fee for 'Floodplain Evaluation Zone Development' was modified to read 'Flood Zone Development Review' for clarity. It was also changed from a deposit to a flat fee.
 - The fee for 'Consultant Service - Preliminary / Final' was modified to read 'Consultant Service' for clarity.
 - The fee for 'Amend Map – Final' was modified to read 'Amended Final Map' for clarity. The unit was also changed to 'Per Sheet'.
 - The fee for 'Condominium - Preliminary' was modified to read 'Condominium Plan' for clarity.
 - 'Dedication Document (ROW or Easement)' was reworded for clarity.
 - The fee for 'Street / Easement Abandonment' was modified to read 'Street Vacation' for clarity.
 - The fee for 'Consultant Service - Final' was modified to read 'Consultant Service' for clarity.
 - 'Rough Grading' was modified to a 'Grading' fee with a base fee and a per sheet fee.
 - 'Grading / Stockpile Permit:' was reworded to a 'Grading Permit' for clarity. The 'For Every 100 CY or Fraction Thereof' fee was also increased to larger units (1,000 CY, 10,000 CY, and 100,000 CY) to allow costs to be captured more accurately.
 - 'NPDES Inspection / Reinspection – City Staff' was renamed 'NPDES Inspection / Reinspection (Grading)' and the unit was changed from 'Per Lot' to 'Per Acre'.
 - 'Reimbursement Agreement' was modified from a deposit fee to a per unit fee.

- 'Plan Storage, Asset Management, & GIS Maintenance Fee' was changed from a percent of permit fee to a per sheet fee.

These modifications ensure that the proposed fee schedule more accurately reflects the services that Public Works / Engineering provides.

DETAILED RESULTS

The Engineering Division collects fees for grading permits, tentative parcel maps, site plans, encroachment permits, and inspections. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 7: TOTAL COST PER UNIT RESULTS – ENGINEERING

Fee Name	Current Fee	Total Cost	Difference
Land Development Fees			
Specific Plan	\$3,871	Refer to Planning Deposit	N/A
Specific Plan Amendment	\$2,540	Refer to Planning Deposit	N/A
E.I.R	\$2,862	Refer to Planning Deposit	N/A
Drainage Study (Preliminary and Final)			
Under 10 Acres	Modified	\$5,761	N/A
10 Acres or Greater	Modified	\$10,711	N/A
Revisions	Modified	\$2,923	N/A
4th Review (Or Additional)	Modified	\$1,862	N/A
Water Quality Management Plan (Preliminary and Final)			
Under 10 Acres	Modified	\$3,609	N/A
10 Acres or Greater	Modified	\$5,859	N/A
Revisions	Modified	\$1,711	N/A
4th Review (Or Additional)	Modified	\$1,187	N/A
Traffic Study Screening Memo	New	\$1,179	N/A
Traffic Study Scoping Agreement	New	\$2,164	N/A
Traffic Impact Analysis	\$2,504	\$4,630	(\$2,126)
Soils Report	\$2,742	\$3,373	(\$631)
Tentative Parcel Map			
Base	\$1,843	\$8,715	(\$6,872)
Per Sheet	New	\$2,250	N/A
4th Review (Or Additional)	New	\$750	N/A
Tentative Tract Map			
Base	\$2,531	\$8,715	(\$6,184)
Per Sheet	New	\$3,375	N/A
4th Review (Or Additional)	New	\$1,125	N/A

Fee Name	Current Fee	Total Cost	Difference
Site Plan			
Residential	\$289	\$1,902	(\$1,613)
Multi-Family and Other Non-Residential	\$289	\$4,501	(\$4,212)
4 th Review (Or Additional)	New	\$1,500	N/A
Preliminary Grading Plan			
Under 10 Acres	New	\$6,814	N/A
10 Acres or Greater	New	\$12,650	N/A
Revisions	New	\$3,493	N/A
4 th Review (Or Additional)	New	\$4,053	N/A
Utility Site Plan			
Under 10 Acres	New	\$3,555	N/A
10 Acres or Greater	New	\$5,968	N/A
Revisions	New	\$1,918	N/A
4 th Review (Or Additional)	New	\$2,543	N/A
		Actual Cost	
Water Supply Verification / Assessment (WSA)	New	+ 10%	N/A
		Actual Cost	
Sewer Availability Verification / Assessment	New	+ 10%	N/A
		Actual Cost	
Reclaimed Water	New	+ 10%	N/A
Sewer Waste Survey	New	\$939	N/A
Conceptual Landscape Plan Review	New	\$663	N/A
Flood Zone Development Review	\$705	\$2,165	(\$1,460)
	\$184 +		
	Consultant's	Actual Cost	
Consultant Service	Fee	+ 10%	N/A
Final Map/Easement Review			
Final Map:			
Base	New	\$5,186	N/A
Per Lot	New	\$300	N/A
Fourth or Subsequent Review	New	\$689	N/A
Amended Final Map	\$932	\$4,273	(\$3,341)
		Actual Cost	
Condominium Plan	\$1,023	+ 10%	N/A
Certificate of Correction	\$836	\$1,049	(\$213)
Certificate of Compliance	\$653	\$4,596	(\$3,943)
Dedication Document (ROW or Easement)	\$224	\$5,250	(\$5,026)
Street Vacation	\$435	\$5,250	(\$4,815)
Lot Line Adjustment	\$619	\$5,250	(\$4,631)
Lot Merger	\$619	\$5,250	(\$4,631)
	\$183 +		
	Consultant's	Actual Cost	
Consultant Service	Fee	+ 10%	N/A
Plan Review			
Grading:			
Base	Modified	\$3,209	N/A
Per Sheet	Modified	\$1,045	N/A

Fee Name	Current Fee	Total Cost	Difference
Precise Grading:			
Base	Modified	\$4,254	N/A
Per Sheet	Modified	\$1,913	N/A
Erosion Control (If Separate from Grading Plan):			
Base	New	\$2,347	N/A
Per Sheet	New	\$300	N/A
Improvement Plan Review (Street, Signing and Striping, Traffic Signal, Traffic Control, Storm Drain, Channel, Sewer, Water, Non-Potable Water):			
Base	Modified	\$4,949	N/A
Per Sheet	Modified	\$573	N/A
Plan Revisions:			
Base	New	\$1,154	N/A
Per Sheet	New	\$1,393	N/A
4 th or Subsequent Review	New	\$464	N/A
	Actual Cost		
Other Improvement Plans: As Directed by City Engineer	New	+ 10%	N/A
Grading Permit Fees (Mass, Rough, Stockpile, Borrow)			
Grading Permit:			
51-100 CY	\$45	\$975	(\$930)
101-1,000 CY			
Base	\$45	\$1,412	(\$1,367)
For Every 100 CY or Fraction Thereof	\$21	\$57	(\$36)
1,001-10,000 CY			
Base	\$230	\$1,923	(\$1,693)
For Every 1,000 CY or Fraction Thereof	\$25	\$74	(\$49)
10,001-100,000 CY			
Base	\$380	\$2,585	(\$2,205)
For Every 10,000 CY or Fraction Thereof	\$75	\$175	(\$100)
100,001 or more CY			
Base	\$1,075	\$4,163	(\$3,088)
For Every 100,000 CY or Fraction Thereof	\$85	\$132	(\$47)
Encroachment Permit Fees			
Encroachment Permit	\$352	\$1,643	(\$1,291)
Excavation Permit	New	\$1,643	N/A
Demolition	New	\$1,643	N/A
Curb & Gutter:			
<100 ft.	\$60	\$496	(\$436)
>100 ft.	\$43	\$188	(\$145)
Sidewalk:			
<400 sq. ft	\$60	\$456	(\$396)
>400 sq. ft	\$19	\$148	(\$129)
Pavement:			
<1,000 ft.	\$120	\$556	(\$436)
Each Additional 1,000 ft.	\$95	\$248	(\$153)
Driveway Approach:			
Residential	\$60	\$620	(\$560)
Commercial	\$81	\$660	(\$579)

Fee Name	Current Fee	Total Cost	Difference
Wheelchair Ramp	\$60	\$536	(\$476)
Cross Gutter / Spandrel	\$103	\$496	(\$393)
Sewer main, storm drain, water main:			
<50 ft.	\$82	\$716	(\$634)
>50 ft.	\$43	\$377	(\$334)
Sewer Lateral	\$60	\$815	(\$755)
Water Service	\$60	\$617	(\$557)
Sewer Manhole	\$81	\$737	(\$656)
Sewer Clean Out	\$82	\$557	(\$475)
Water Line Hot Tap	\$174	\$815	(\$641)
Storm Drain Inlet:			
Storm Drain Inlet	\$189	\$868	(\$679)
Storm Drain Connector Pipe	\$145	\$748	(\$603)
Parkway Drain	\$81	\$748	(\$667)
Fire Hydrant	\$270	\$776	(\$506)
Air Vac Blow Off	\$103	\$656	(\$553)
Street Tree	\$60	\$368	(\$308)
Street Name & Traffic Sign	\$60	\$368	(\$308)
Inspections			
Industrial Waste Inspection	\$175	\$175	\$0
NPDES Inspection / Reinspection - City Staff	Modified	\$594	N/A
NPDES Inspection / Reinspection - Consultant			
Commercial Food Facilities and Non-IG Permit Inspections	New	\$331	N/A
IG Permit Facilities, Businesses, and SB205 Compliance	New	\$394	N/A
Reinspection Charge	New	\$257	N/A
	1.5 x time spent		
Overtime Inspection		\$266	N/A
Re-Inspection Fee	\$154	\$239	(\$85)
Inspections - Subdivision Developments	4%	4%	0%
Miscellaneous Fees			
Reimbursement Agreement	\$1,056	\$2,658	(\$1,602)
Appeals to City Council or Planning Commission	\$543	\$1,422	(\$879)
Public Right of Way Items			
Oversized/weight permit (Caltrans Rate):¹			
Single Trip	\$16	\$16	\$0
Annual	\$90	\$90	\$0
		2x Permit Fees	
Penalty for Work w/o Permit	\$244		N/A
Dumpster / POD in Public ROW	New	\$331	N/A
Street Closure	New	\$557	N/A
		Actual Cost	
Special District Annexation	New	+ 10%	N/A
Fee for Services Not Specified Above	New	\$294	N/A

¹ 21 CCR § 1411.3

The fees administered by the Engineering Division generally under-recover the associated costs. The fee with the largest under-recovery is the base fee for the 'Tentative Parcel Map' at around \$6,900. The smallest undercharge is in relation to the Grading Permit '101-1,000 CY - For Every 100 CY or Fraction Thereof' of roughly \$36.

ANNUAL REVENUE IMPACT

Based on the prior year's (FY23/24) workload information, Engineering has a deficit of roughly \$130,000. The following table shows the revenue at current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 8: ANNUAL RESULTS – ENGINEERING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Land Development Fees	\$14,744	\$35,704	(\$20,960)
Grading Plan Review	\$61,079	\$51,122	\$9,957
Grading Permit Fees	\$45	\$975	(\$930)
Encroachment Permit Fees	\$32,603	\$151,224	(\$118,621)
Inspections	\$519,197	\$519,197	\$0
Miscellaneous Fees	\$1,552	\$1,552	\$0
Total	\$629,221	\$759,774	(\$130,553)

Engineering has an annual cost recovery of roughly 83%. At \$119,000, the largest deficit is in relation to Public Works Encroachment Fees. This is primarily caused by the Encroachment permit which has a deficit of roughly \$57,000. A per-unit deficit of about \$1,300 processed 44 times leads to this very large deficit. The Division should review this fee and consider right-sizing it to allow for greater cost recovery.

FILM PERMITS

Economic Development currently administers film permits to oversee and regulate filming activities within the City limits. The fees associated with these permits were examined as part of the study. The following subsections discuss fee schedule modifications and detail per-unit results for the Film Permit fees.

FEE SCHEDULE MODIFICATIONS

City staff proposed expanding the singular 'Film Permit Fee' into three subcategories: 'Minor Impact', 'Moderate Impact', and 'High Impact'. This proposed modification will allow the City to better recover costs for more complex permits.

DETAILED RESULTS

Economic Development collects fees for film permits. These fees are in addition to any costs associated with needed street closures, traffic control, use of public right-of-way, or City staffing (such as Police or Fire presence). The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 9: TOTAL COST PER UNIT RESULTS – FILM

Fee Name	Current Fee	Total Cost	Difference
Film Permit Fee			
Minor Impact	\$300	\$1,024	(\$724)
Moderate Impact	\$300	\$2,277	(\$1,977)
High Impact	\$300	\$4,742	(\$4,442)

The Film Permit fees under-recover the associated costs. The largest under-recovery is for a 'High Impact' film permit at around \$4,500; the lowest is for a 'Minor Impact' permit at about \$750.

ANNUAL REVENUE IMPACT

Because these fees are not currently tracked at the necessary level of detail, no annual revenue impacts are presented here.

FINANCE

The Finance and Administration fee category encompasses document printing and photocopying, other document-related services, returned check processing, and the provision of copies of digital media. The City Clerk and Finance departments are responsible for overseeing, processing, and administering these fees. The following subsections discuss fee schedule modifications and detail per-unit results for the Finance and Administration fees.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** The following fees were eliminated, as they represent obsolete services:
 - 'Providing Agendas, Minutes, Packet, etc.'
 - 'Copy of Budget – Other Than'
 - 'Copy of Audit Report – Other'
 - 'Cassette Tape of Meeting, etc.'
- **Condensed Fees:** To streamline the fee schedule, the 'Photocopying of Documents' fee was combined with the 'Document Printing' fees.
- **Modified Fees:** The fee for a 'DVD of any live broadcast' was modified to read 'Digital Copy of any City Broadcast' for clarity.

The modifications proposed ensure that the proposed fee schedule better reflects the services being provided by Finance staff.

DETAILED RESULTS

The Finance and Administration collects fees for document printing, photocopying fees, bond document fees, document certification, postage, and return check processing. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 10: TOTAL COST PER UNIT RESULTS – FINANCE

Fee Name	Current Fee	Total Cost	Difference
Document Printing / Photocopying Fees:²			
Black & White	\$0.25	\$0.25	\$0.00
Color	\$0.35	\$0.35	\$0.00

² GOV § 6253(b)

Fee Name	Current Fee	Total Cost	Difference
Oversized (maps)	Actual Cost	Actual Cost	N/A
Bound Document Fees:³			
Binding Materials	\$1.00	\$1.00	\$0.00
Per Page Charge			
Black & White	\$0.25	\$0.25	\$0.00
Color	\$0.35	\$0.35	\$0.00
Document Certification ⁴	Modified	\$15.00	N/A
Postage	Actual Cost	Actual Cost	N/A
Return Check Processing:⁵			
1st Check	\$25	\$25	\$0
2nd Check	\$25	\$35	(\$10)
Digital Copy of any City live broadcast ⁶	\$7	\$7	\$0

The fees administered by Finance and Administration generally fully recover costs. The only undercharge is for the 'Return Check Processing – 2nd Check' at \$10.

ANNUAL REVENUE IMPACT

Due to the complexity of the City's financial reporting system, per unit information was unable to be gathered and therefore no annual revenue impacts are presented here.

³ GOV § 6253(b)

⁴ GOV § 8223 (b)

⁵ CIV § 1719(a)

⁶ GOV § 6253.9(a)

FIRE

The City of Banning contracts with CalFire for Fire services. The fees examined within this study relate to plan review and inspection and fire code compliance. The following subsections discuss fee schedule modifications, detailed per unit results, and annual results for the fee-related services provided by Fire.

FEE SCHEDULE MODIFICATIONS

The only modifications proposed to the Fire fee schedule were in relation to false alarms. Staff proposed breaking out False Alarms between commercial / industrial and residential, as well as codifying the false alarm response fee in the fee schedule.

DETAILED RESULTS

The Fire Department collects fees for sprinkler permits, alarm permits, water system permits, protection systems permits, hazmat permits, and inspections. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 11: TOTAL COST PER UNIT RESULTS – FIRE

Fee Name	Current Fee	Total Cost	Difference
FIRE FEES FOR SPRINKLER PERMITS (FSS, FSD, FMS)			
New 13, 13R Fire Sprinkler System plan check (base fee)	\$662	\$719	(\$57)
New 13, 13R Fire Sprinkler System inspection (per sprinkler head)	\$7	\$10	(\$3)
New 13D Fire Sprinkler System plan check (base fee)	\$284	\$308	(\$24)
New 13D Fire Sprinkler System inspection (per sprinkler head) (each separate plan type)	\$7	\$10	(\$3)
TI 13, 13R Fire Sprinkler System plan check (base fee)	\$473	\$513	(\$40)
TI 13, 13R Fire Sprinkler System inspection (per sprinkler head)	\$7	\$10	(\$3)
TI 13D Fire Sprinkler System plan check (base fee)	\$237	\$256	(\$19)
TI 13D Fire Sprinkler System inspection (per sprinkler head)	\$7	\$10	(\$3)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
Alternate methods and materials (initial - 4 hrs. min.)	\$756	\$822	(\$66)
Additional Alternate methods and materials Plan Review	\$189	\$205	(\$16)
Consultant Fire Plan Review	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR ALARM PERMITS (FAL)			
New Fire Alarm System plan check (base fee)	\$662	\$719	(\$57)
New Fire Alarm System inspection (per initiating or notification device)	\$7	\$10	(\$3)

Fee Name	Current Fee	Total Cost	Difference
TI Fire Alarm System Plan Check (base fee)	\$473	\$513	(\$40)
TI Fire Alarm System Inspection (per initiating or notification device)	\$7	\$10	(\$3)
Monitoring Only Plan Check (or Communicator upgrade per unit)	\$189	\$205	(\$16)
Monitoring Only Inspection (or Communicator upgrade per unit)	\$189	\$205	(\$16)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
<u>Alternate methods and materials (initial - 4 hrs. min.)</u>	<u>\$756</u>	<u>\$822</u>	<u>(\$66)</u>
Additional Alternate methods and materials Plan Review (per hour)	\$189	\$205	(\$16)
Consultant Fire Plan Review	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR WATER SYSTEM PERMITS (FWT)			
Underground plan check (per connection i.e. hydrant and/or riser)	\$284	\$308	(\$24)
Underground inspection (per connection i.e. hydrant and/or riser)	\$378	\$411	(\$33)
Fire Pump plan check	\$567	\$616	(\$49)
Fire Pump inspection	\$473	\$513	(\$40)
Aboveground Temporary Tank plan check	\$284	\$308	(\$24)
Aboveground Temporary Tank inspection	\$284	\$308	(\$24)
Emergency Underground Repair plan check	\$284	\$308	(\$24)
Emergency Underground Repair inspection	\$567	\$616	(\$49)
Standpipes/Hose valves plan check	\$284	\$308	(\$24)
Standpipes/Hose valves inspection	\$378	\$411	(\$33)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
<u>Alternate methods and materials (initial - 4 hrs. min.)</u>	<u>\$756</u>	<u>\$822</u>	<u>(\$66)</u>
Additional Alternate methods and materials Plan Review	\$189	\$205	(\$16)
Consultant Fire Plan Review	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR PROTECTION SYSTEMS PERMITS (FPS)			
Special Extinguishing System plan check	\$520	\$565	(\$45)
Special Extinguishing System inspection	\$284	\$308	(\$24)
Hood and Duct Extinguishing System plan check (per system)	\$284	\$308	(\$24)
Hood and Duct Extinguishing System inspection (per system)	\$284	\$308	(\$24)
Smoke Control - Rationale Analysis and Plan Review	\$1, 323	\$1, 439	(\$116)
Smoke Control System inspection	\$1, 134	\$1, 233	(\$99)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
<u>Alternate methods and materials (initial - 4 hrs. min.)</u>	<u>\$756</u>	<u>\$822</u>	<u>(\$66)</u>
Additional Alternate methods and materials Plan Review	\$189	\$205	(\$16)
Consultant Fire Plan Review	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)

Fee Name	Current Fee	Total Cost	Difference
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR OTHER SYSTEMS PERMITS (FOS)			
Industrial Oven plan check (per oven)	\$378	\$411	(\$33)
Industrial Oven inspection (per oven)	\$378	\$411	(\$33)
Dust Collection System plan check	\$378	\$411	(\$33)
Dust Collection System inspection	\$378	\$411	(\$33)
Battery System plan check (Commercial)	\$378	\$411	(\$33)
Battery System inspection (Commercial)	\$378	\$411	(\$33)
Refrigeration System < 500 lbs. plan check	\$567	\$616	(\$49)
Refrigeration System < 500 lbs. inspection	\$284	\$308	(\$24)
Refrigeration System ≥ 500 lbs. plan check	\$945	\$1,027	(\$82)
Refrigeration System ≥ 500 lbs. inspection	\$567	\$616	(\$49)
Spray Booths (per booth) plan check	\$284	\$308	(\$24)
Spray Booths (per booth) inspection	\$189	\$205	(\$16)
Gas Systems (Med Gas, Industrial Gas, LPG) plan check	\$567	\$616	(\$49)
Gas Systems (Med Gas, Industrial Gas, LPG) inspection	\$378	\$411	(\$33)
Emergency Responder Radio Coverage plan check	\$756	\$822	(\$66)
Emergency Responder Radio Coverage inspection	\$756	\$822	(\$66)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
Alternate methods and materials (initial - 4 hrs. min.)	\$756	\$822	(\$66)
Additional Alternate methods and materials Plan Review (per hour)	\$189	\$205	(\$16)
Consultant Fire Plan Review	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR ACCESS & WATER REVIEWS (FAW, FPP)			
Access and Water Supply plan check	\$189	\$205	(\$16)
Access and Water Supply inspection	\$378	\$411	(\$33)
Fuel Modification Plan check	\$378	\$411	(\$33)
Fuel Modification inspection	\$189	\$205	(\$16)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
Alternate methods and materials (initial - 4 hrs. min.)	\$756	\$822	(\$66)
Additional Alternate methods and materials Plan Review (per hour)	\$189	\$205	(\$16)
Consultant Fire Plan Review (actual consultant fee +20%)	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR HAZ MAT PERMITS (FHM)			

Fee Name	Current Fee	Total Cost	Difference
Haz-Mat Chem Class <10 Chemicals plan check	\$284	\$308	(\$24)
Haz-Mat Chem Class<10 Chemicals inspection	\$189	\$205	(\$16)
Haz-Mat Chem Class 10 - 25 Chemicals plan check	\$473	\$513	(\$40)
Haz-Mat Chem Class 10 - 25 Chemicals inspection	\$284	\$308	(\$24)
Haz-Mat Chem Class 26 - 100 Chemicals plan check	\$756	\$822	(\$66)
Haz-Mat Chem Class 26 - 100 Chemicals inspection	\$473	\$513	(\$40)
Haz-Mat Chem Class >100 Chemicals plan check	\$1, 040	\$1, 130	(\$90)
Haz-Mat Chem Class >100 Chemicals inspection	\$662	\$719	(\$57)
Underground Storage Tanks plan check (per tank) Installation or Removal	\$426	\$462	(\$36)
Underground Storage Tanks inspection (per tank) Installation or Removal	\$189	\$205	(\$16)
Aboveground Storage Tanks plan check (per tank) Installation or Removal	\$426	\$462	(\$36)
Aboveground Storage Tanks inspection (per tank) Installation or Removal	\$189	\$205	(\$16)
Alterations to gas stations plan check (no tank alterations)	\$284	\$308	(\$24)
Alterations to gas stations inspection (no tank alterations)	\$189	\$205	(\$16)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
<u>Alternate methods and materials (initial - 4 hrs. min.)</u>	\$756	\$822	(\$66)
Additional Alternate methods and materials Plan Review (per hour)	\$189	\$205	(\$16)
Consultant Fire Plan Review (actual consultant fee +20%)	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR HIGH PILE STORAGE PERMITS (FHP)			
High Pile Storage <12,000 sq. ft. Plan Check	\$378	\$411	(\$33)
High Pile Storage <12,000 sq. ft. Inspection	\$378	\$411	(\$33)
High Pile Storage 12,001 - 50,000 sq. ft. Plan Check	\$756	\$822	(\$66)
High Pile Storage 12,001 - 50,000 sq. ft. Inspection	\$756	\$822	(\$66)
High Pile Storage 50,001 - 100,000 sq. ft. Plan Check	\$1, 134	\$1, 233	(\$99)
High Pile Storage 50,001 - 100,000 sq. ft. Inspection	\$1, 134	\$1, 233	(\$99)
High Pile Storage > 100,000 sq. ft. Plan Check	\$1, 512	\$1, 644	(\$132)
High Pile Storage > 100,000 sq. ft. Inspection	\$1, 512	\$1, 644	(\$132)
Construction Reinspection Fee (per hour)	\$189	\$205	(\$16)
<u>Alternate methods and materials (initial - 4 hrs. min.)</u>	\$756	\$822	(\$66)
Additional Alternate methods and materials Plan Review (per hour)	\$189	\$205	(\$16)
Consultant Fire Plan Review (actual consultant fee +20%)	Actual Cost + 15%		
Misc./Over the Counter/ Revisions (per hour)	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
FIRE FEES FOR INSPECTIONS (FIN)			

Fee Name	Current Fee	Total Cost	Difference
Residential Care Facility Pre-inspection (6 or less)	\$189	\$205	(\$16)
Residential Day Care Facility 8-14 Fire Clearance	\$189	\$205	(\$16)
Special Event WITH tents and/or canopies >400 sq. ft.	\$378	\$411	(\$33)
Special Event with NO tents and/or canopies	\$189	\$205	(\$16)
Carnivals and Fairs	\$378	\$411	(\$33)
Explosives or Blasting Agents, use, dispose	\$378	\$411	(\$33)
Firework Displays	\$1,134	\$1,233	(\$99)
Complaints (not on fee schedule but is documented under this record type)	\$0	\$102	(\$102)
Fire Clearances (not on fee schedule but is documented under this record type for hospital, res. care facility 850 fire clearance, etc.)	\$189	\$205	(\$16)
Hydrant/Control Valve Flow Test	\$284	\$308	(\$24)
Fire Standby (per hour - During work hours)	\$189	\$205	(\$16)
Fire Standby (per hour - During off work hours)	\$284	\$308	(\$24)
Miscellaneous Inspection (uses 1 hour of the hourly rate fee)	\$189	\$205	(\$16)
MISCELLANEOUS FIRE FEES			
Plan Review (per hour) for items not identified on fee schedule	\$189	\$205	(\$16)
Inspection (per hour) for items not identified on fee schedule	\$189	\$205	(\$16)
False Alarm - Commercial / Industrial	\$378	\$411	(\$33)
False Alarm - Residential	\$378	\$411	(\$33)
False Alarm Response (Only applicable after 3rd False Alarm)	New	\$411	N/A
ANNUAL PERMITS			
Business			
A-1 occupancies: Assembly uses, usually with fixed seating, intended for the production and viewing of performing arts or motion pictures <20,000 sq. ft.	\$284	\$308	(\$24)
A-1 occupancies: Assembly uses, usually with fixed seating, intended for the production and viewing of performing arts or motion pictures ≥20,000 sq. ft.	\$567	\$616	(\$49)
A-2 occupancies: Assembly uses intended for food and/or drink consumption <10,000 sq. ft.	\$189	\$205	(\$16)
A-2 occupancies: Assembly uses intended for food and/or drink consumption > 10,000 sq. ft.	\$284	\$308	(\$24)
A-3 occupancies: Assembly uses intended for worship, recreation or amusement and other assembly occupancies not classified as A-1, A-2, A-4, and A-5 occupancies <20,000 sq. ft.	\$284	\$308	(\$24)
A-3 occupancies: Assembly uses intended for worship, recreation or amusement and other assembly occupancies not classified as A-1, A-2, A-4, and A-5 occupancies ≥20,000 sq. ft.	\$567	\$616	(\$49)
A-4 occupancies: Assembly uses intended for viewing of indoor sporting events and activities with spectator seating <20,000 sq. ft.	\$284	\$308	(\$24)
A-4 occupancies: Assembly uses intended for viewing of indoor sporting events and activities with spectator seating ≥20,000 sq. ft.	\$567	\$616	(\$49)
A-5 occupancies: Assembly uses intended for participation in or viewing outdoor activities.	\$284	\$308	(\$24)
B, F, M or S Occupancies < 3,600 Square Feet	\$189	\$205	(\$16)

Fee Name	Current Fee	Total Cost	Difference
B, F, M or S Occupancies 3,601 - 50,000 Square Feet	\$378	\$411	(\$33)
B, F, M or S Occupancies 50,001 - 350,000 sq. ft.	\$567	\$616	(\$49)
B, F, M or S Occupancies > 350,000 sq. ft.	\$1,134	\$1,233	(\$99)
H or L Occupancy	\$567	\$616	(\$49)
2nd Re-Inspection Penalty	\$378	\$411	(\$33)
3rd + Re-inspection Penalty	\$500	\$543	(\$43)
Work without Permit	\$378	\$411	(\$33)
Multi-Family			
R-1 Occupancy (i.e. hotels, motels) <25 units	\$567	\$616	(\$49)
R-1 Occupancy (i.e. hotels, motels) 26-50 units	\$709	\$770	(\$61)
R-1 Occupancy (i.e. hotels, motels) 51-75 units	\$851	\$925	(\$74)
R-1 Occupancy (i.e. hotels, motels) 76-100 units	\$993	\$1,079	(\$86)
R-1 Occupancy (i.e. hotels, motels) >100 units	\$1,134	\$1,233	(\$99)
R-2 Occupancy (i.e. Res Permanent 3+) per unit	\$48	\$51	(\$3)
Care Facility Residential State Licensed - 6 or less Pre-inspection Fee	\$189	\$205	(\$16)
Care Facility Commercial 0-50 State Licensed	\$378	\$411	(\$33)
Care Facility Commercial 51-99 State Licensed	\$473	\$513	(\$40)
Care Facility Commercial 100-150 State Licensed	\$567	\$616	(\$49)
Care Facility Commercial ≥ 151 State Licensed	\$756	\$822	(\$66)
2nd Re-Inspection Penalty	\$378	\$411	(\$33)
3rd + Re-inspection Penalty	\$500	\$543	(\$43)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
State-Mandated			
E Occupancy (Schools) <10,000 sq. ft.	\$284	\$308	(\$24)
E Occupancy (Schools) > 10,000 sq. ft.	\$756	\$822	(\$66)
Hospitals <10,000 S.F.	\$284	\$308	(\$24)
Hospitals > 10,000 S.F.	\$756	\$822	(\$66)
Skilled Nursing < 10,000 S.F.	\$284	\$308	(\$24)
Skilled Nursing > 10,000 S.F.	\$756	\$822	(\$66)
Jail <10,000 S.F.	\$284	\$308	(\$24)
Jail > 10,000 S.F.	\$756	\$822	(\$66)
High-Rise 75' or more	\$1,134	\$1,233	(\$99)
Day Care Facilities Residential 8-14 Fire Clearance	\$189	\$205	(\$16)
Day Care Facilities Commercial 0-50	\$189	\$205	(\$16)
Day Care Facilities Commercial 51-100	\$378	\$411	(\$33)
Day Care Facilities Commercial 101-150	\$430	\$462	(\$32)
Day Care Facilities Commercial >150	\$473	\$513	(\$40)
2nd Re-Inspection Penalty	\$378	\$411	(\$33)
3rd + Re-inspection Penalty	\$500	\$543	(\$43)
Work without Permit (PENALTY)	\$378	\$411	(\$33)
Fire Code Permits (CFC Operational Permits)			
Additive Manufacturing (3D Printing)	\$189	\$205	(\$16)
Aerosol Products Level 2 & 3	\$95	\$102	(\$7)
Amusement Buildings (Special Amusement Buildings)	\$284	\$308	(\$24)
Carnivals and Fairs	\$95	\$102	(\$7)
Cellulose Nitrate	\$95	\$102	(\$7)

Fee Name	Current Fee	Total Cost	Difference
Combustible Dust Producing & Operations	\$189	\$205	(\$16)
Combustible Fibers	\$189	\$205	(\$16)
Compressed Gases	\$189	\$205	(\$16)
Covered and Uncovered Mall Buildings	\$284	\$308	(\$24)
Cryogenic Fluids	\$189	\$205	(\$16)
Cutting and Welding	\$95	\$102	(\$7)
Dry Cleaning Plants 1-2 units	\$95	\$102	(\$7)
Dry Cleaning Plants > 2 units	\$284	\$308	(\$24)
Energy Storage System	\$378	\$411	(\$33)
Exhibits and trade Shows	\$189	\$205	(\$16)
Explosives	\$189	\$205	(\$16)
Hydrant/Control Valve Flow Test	\$189	\$205	(\$16)
Flammable/Combustible Liquids Inside ≥60 Gal.	\$189	\$205	(\$16)
Flammable/Combustible Liquids Inside <60 Gal.	\$95	\$102	(\$7)
Flammable/Combustible Liquid Outside/Aboveground tank (per tank)	\$142	\$154	(\$12)
Flammable/Combustible Liquid Underground Tanks (per tank)	\$142	\$154	(\$12)
Fruit and Crop Ripening	\$142	\$154	(\$12)
Hazardous Materials	\$189	\$205	(\$16)
Hazardous Production Materials	\$189	\$205	(\$16)
High-Piled Combustible Stock <12,000 sq. ft.	\$189	\$205	(\$16)
High-Piled Combustible Stock 12,000 - 100,000 sq. ft.	\$473	\$513	(\$40)
High-Piled Combustible Stock >100,000 sq. ft.	\$756	\$822	(\$66)
Hot Work Operations	\$95	\$102	(\$7)
Industrial Ovens/Drying	\$189	\$205	(\$16)
Lumber yards and woodworking plants	\$378	\$411	(\$33)
Liquid or Gas Filled Vehicles in Assemblies	\$189	\$205	(\$16)
Liquefied Petroleum Gases	\$95	\$102	(\$7)
Magnesium	\$95	\$102	(\$7)
Miscellaneous Combustible Storage	\$189	\$205	(\$16)
Mobile Fueling of Hydrogen Fueled Vehicles	\$189	\$205	(\$16)
Motor vehicle Fuel Dispensing Facilities	\$189	\$205	(\$16)
Open Flame and/ or Candles in Assembly Occupancies	\$95	\$102	(\$7)
Organic Coatings	\$189	\$205	(\$16)
Places of Assembly	\$189	\$205	(\$16)
Plant Extraction Systems	\$189	\$205	(\$16)
Pyrotechnical Special Effects	\$756	\$822	(\$66)
Pyroxylin plastics	\$189	\$205	(\$16)
Refrigeration Equipment <500 lbs.	\$189	\$205	(\$16)
Refrigeration Equipment ≥500 lbs.	\$378	\$411	(\$33)
Repair Garages and Motor Fuel Dispensing Facilities	\$189	\$205	(\$16)
Spray Booths/ Dipping Operations	\$189	\$205	(\$16)
Storage of Tires	\$189	\$205	(\$16)
Tire Rebuilding Plants	\$189	\$205	(\$16)
Waste Handling	\$95	\$102	(\$7)
Wood products	\$95	\$102	(\$7)

Fee Name	Current Fee	Total Cost	Difference
Lithium Batteries	\$189	\$205	(\$16)
FIRE BUILDING PERMIT FEES - PLAN CHECK			
Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is completed and occupiable (same fees as shell buildings))			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R, or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H.)			
0-1,999 sq. ft.	\$237	\$256	(\$19)
2,000-4,999 sq. ft.	\$378	\$411	(\$33)
5,000-9,999 sq. ft.	\$520	\$565	(\$45)
10,000-24,999 sq. ft.	\$662	\$719	(\$57)
25,000-49,999 sq. ft.	\$804	\$873	(\$69)
50,000+ - base	\$804	\$873	(\$69)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, R, S, or other commercial occupancies not specifically addressed elsewhere.)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)

Fee Name	Current Fee	Total Cost	Difference
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$284	\$308	(\$24)
5,000-9,999 sq. ft.	\$426	\$462	(\$36)
10,000-24,999 sq. ft.	\$567	\$616	(\$49)
25,000-49,999 sq. ft.	\$709	\$770	(\$61)
50,000+ - base	\$709	\$770	(\$61)
50,000+ - per 100,000 sq. ft.	\$14	\$14	\$0
Solar / Photovoltaic (BON / BFR / BRC)			
Residential (over 20 kw)	\$189	\$205	(\$16)
Commercial	\$378	\$411	(\$33)
Generator / Cell Sites			
Generator / Cell Sites	\$189	\$205	(\$16)
FIRE BUILDING PERMIT FEES - INSPECTION			
Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is completed and occupiable (same fees as shell buildings))			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Residential and Multifamily Residential Uses - (All newly constructed or added space for residential occupancies classified as CBC Group R, or other residential occupancies not specifically addressed elsewhere in this Fee Schedule)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Hazardous Use - (All newly constructed or added space for hazardous use occupancies classified as CBC Group H.			
0-1,999 sq. ft.	\$237	\$256	(\$19)
2,000-4,999 sq. ft.	\$378	\$411	(\$33)
5,000-9,999 sq. ft.	\$520	\$565	(\$45)
10,000-24,999 sq. ft.	\$662	\$719	(\$57)
25,000-49,999 sq. ft.	\$804	\$873	(\$69)
50,000+ - base	\$804	\$873	(\$69)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0

Fee Name	Current Fee	Total Cost	Difference
Shell Buildings for all Commercial Uses - (The enclosure for all newly constructed or added space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, S, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Tenant Improvement - (Remodeled space for non-residential occupancies classified as CBC Group A, B, E, F, I, M, R, S, or other commercial occupancies not specifically addressed elsewhere.)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$237	\$256	(\$19)
5,000-9,999 sq. ft.	\$284	\$308	(\$24)
10,000-24,999 sq. ft.	\$378	\$411	(\$33)
25,000-49,999 sq. ft.	\$473	\$513	(\$40)
50,000+ - base	\$473	\$513	(\$40)
50,000+ - per 100,000 sq. ft.	\$9	\$9	\$0
Tenant Improvement - Hazardous Use (Remodeled space for non-residential occupancies classified as CBC Group H)			
0-1,999 sq. ft.	\$189	\$205	(\$16)
2,000-4,999 sq. ft.	\$284	\$308	(\$24)
5,000-9,999 sq. ft.	\$426	\$462	(\$36)
10,000-24,999 sq. ft.	\$567	\$616	(\$49)
25,000-49,999 sq. ft.	\$709	\$770	(\$61)
50,000+ - base	\$709	\$770	(\$61)
50,000+ - per 100,000 sq. ft.	\$14	\$14	\$0
Solar / Photovoltaic (BON / BFR / BRC)			
Residential (over 20 kw)	\$189	\$205	(\$16)
Commercial	\$378	\$411	(\$33)
Generator / Cell Sites			
Generator / Cell Sites	\$284	\$308	(\$24)
ADDITIONAL FIRE FEES FOR BFC / BFR / BON			
Consultant Fire Plan Review	Actual Cost + 15%		
Misc. / Over the Counter / Revisions	\$189	\$205	(\$16)
3rd review and subsequent submittals (per hour)	\$189	\$205	(\$16)
Expedited / Overtime Plan Review (per hour)	\$284	\$308	(\$24)
Expedited / Overtime Inspection (per hour)	\$284	\$308	(\$24)
FIRE PLANNING FEES			
Entitlement Applications			
Annexation Fee	\$189	\$205	(\$16)
Conditional Use Permit	\$567	\$616	(\$49)
Conditional Use Permit Amendment	\$567	\$616	(\$49)
Conditional Use Permit - Sexually Oriented Business	\$567	\$616	(\$49)
Design Review	\$567	\$616	(\$49)
Design Review Amendment	\$567	\$616	(\$49)
Development Agreements	\$378	\$411	(\$33)

Fee Name	Current Fee	Total Cost	Difference
EIR- Administrative Charge	\$378	\$411	(\$33)
Environmental Assessment	\$378	\$411	(\$33)
Extension of Time, CUP, Design Review	\$189	\$205	(\$16)
Final Parcel Map	\$189	\$205	(\$16)
Final Tract Map (First 50 Lots)	\$189	\$205	(\$16)
Final tract Map (51 + lots)	\$378	\$411	(\$33)
General Plan Amendment (Land Use)	\$189	\$205	(\$16)
General Plan Amendment (Policy)	\$189	\$205	(\$16)
Landscape Review	\$189	\$205	(\$16)
Lot Line Adjustment (with existing building)	\$189	\$205	(\$16)
Minor Modification of an Application	\$189	\$205	(\$16)
Pre-Application Review (PAC)	\$567	\$616	(\$49)
Site Plan Review	\$567	\$616	(\$49)
Specific Plan	\$378	\$411	(\$33)
Specific Plan Amendment	\$378	\$411	(\$33)
Temporary Use Permits - Minor	\$189	\$205	(\$16)
Temporary Use Permits - Major	\$378	\$411	(\$33)
Tentative Map Time Extension	\$189	\$205	(\$16)
Tentative Parcel Map	\$567	\$616	(\$49)
Tentative Tract Map (Less than 50 lots)	\$378	\$411	(\$33)
Tentative Tract Map (50 lots or more)	\$567	\$616	(\$49)
Tentative Tract Map Condition Monitoring	\$189	\$205	(\$16)
Variance	\$189	\$205	(\$16)
Zone Change	\$189	\$205	(\$16)
Cannabis Retailer Conditional Use Permit (CUP)	\$567	\$616	(\$49)
Cannabis Cultivation, Manufacturing and Testing Laboratory Facilities Conditional Use Permit (CUP)	\$567	\$616	(\$49)
Cannabis Microbusiness Conditional Use Permit (CUP)	\$567	\$616	(\$49)
Custom Home Review	\$378	\$411	(\$33)
Development Agreement Amendment, Deposit	\$378	\$411	(\$33)
Home Occupation Permit	\$189	\$205	(\$16)
Phasing Map	\$189	\$205	(\$16)
Plot Plan			
With hearing	\$567	\$616	(\$49)
Without hearing (notice)	\$567	\$616	(\$49)
Without hearing (no notice)	\$567	\$616	(\$49)
Amended plot plan/substantial conformance	\$189	\$205	(\$16)
Administrative (Includes second units)	\$189	\$205	(\$16)
Subdivision Sales Office (Trailer) and Model Home Complexes- Temporary	\$189	\$205	(\$16)
Tentative Parcel Map			
Residential	\$567	\$616	(\$49)
Commercial	\$567	\$616	(\$49)
Tentative Tract or Condo Map	\$567	\$616	(\$49)
Tentative Tract or Parcel Map Revised	\$567	\$616	(\$49)
Precise Grading plan review, per sheet	\$284	\$308	(\$24)
Water/Sewer plan review, per sheet	\$284	\$308	(\$24)

Fee Name	Current Fee	Total Cost	Difference
3rd review and subsequential submittals (per hour)	\$189	\$205	(\$16)

All of the fees administered in relation to Fire Prevention under-recover. The largest under-recovery is under 'Fire Fees For High Pile Storage Permits (FHP)' for 'High Pile Storage > 100,000 sq. ft. Plan Check' and 'High Pile Storage > 100,000 sq. ft. Inspection' at \$132. The smallest undercharges are for the 'Per Sprinkler Head' and 'Per Device' fees at \$3 each.

ANNUAL REVENUE IMPACT

Based on the prior year's (FY23/24) workload information, Fire has a deficit of roughly \$17,000. The following table shows the revenue at current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 12: ANNUAL RESULTS – FIRE

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Sprinkler Permits	\$61,328	\$76,083	(\$14,755)
Alarm Permits	\$6,715	\$7,382	(\$667)
Water System Permits	\$6,242	\$6,779	(\$537)
Protection Systems Permits	\$3,782	\$4,103	(\$321)
Access & Water Reviews	\$1,701	\$1,848	(\$147)
Haz Mat Permits	\$473	\$513	(\$40)
Inspections	\$1,134	\$1,230	(\$96)
Miscellaneous Fees	\$1,890	\$2,051	(\$161)
Total	\$83,265	\$99,989	(\$16,724)

Fire has an annual cost recovery of roughly 83%. At roughly \$15,000, the largest deficit is in relation to Fire Fees for Sprinkler Permits. This is primarily caused by the 'New 13D Fire Sprinkler System plan check (base fee)- New 13D Fire Sprinkler System inspection (per sprinkler head) (each separate plan type)' which has a deficit of roughly \$11,000. A per-unit deficit of about \$3 processed 3,759 times leads to this large deficit.

PARKS AND RECREATION

The Parks and Recreation Department oversees all City-sponsored community, recreational, and sports activities; maintenance of parks; senior services and activities; and special events. They are also responsible for rentals of various City-owned spaces and facilities. The fees examined in this study relate to facility rentals, event staffing, vendors, and special events. The following subsections discuss fee schedule modifications, detailed per unit results, and annual revenue impacts for the fee-related services provided by Parks and Recreation.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating 'Roosevelt Soccer Field' rental as that is no longer offered.
- **New Fees:** Staff proposed the addition of the following fees to better represent the rentals and services offered by the department:
 - 'Community Center Rental –Kitchen Only'
 - 'Art Welch Community Center' – Full Facility & Kitchen rentals
 - 'Refund Admin Fee'
 - 'Insurance Processing'
 - 'Custodial'
 - 'Vendor Fees'
 - 'Special Events' – Application fees for new and recurring
 - 'Staffing Fees – Special Events'
- **Expanded Fees:** The rental fees for the 'Playhouse Bowl Building' and the 'Roosevelt Park Building' were expanded to include separate Private and Non-Profit rates.
- **Modified Fees:** To clarify and streamline the fee schedule, the following modifications were proposed:
 - All rental fees were changed from a unit of 'Per Rental' to 'Per Day'.
 - The 'Ballfield Rental' fee was clarified to read 'Ballfield & Soccer Field Rental,' and the subcategories changed to 'Field Rental' and 'Field Lights'.
 - The 'Laura May Steward Building' rental fee was renamed 'Playhouse Bowl Building' to reflect the new name of the facility.

- The 'Staffing Fees' categories were changed from 'Monday – Thursday' to 'Monday – Friday'.

The modifications proposed ensure that the proposed fee schedule better reflects the services being provided by Parks and Recreation staff.

DETAILED RESULTS

The Parks and Recreation Division collects fees for the municipal pool, activities, rentals, parks facilities, staffing, vendors and special events. Not all of these fees were evaluated through this study; the primary scope of this analysis was rental fees. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 13: TOTAL COST PER UNIT RESULTS – PARKS AND RECREATION

Fee Name	Current Fee	Total Cost	Difference
Municipal Pool			
Private Rentals	\$161	\$791	(\$630)
Cabana Rentals (during open swim)	\$69	\$134	(\$65)
Community Center Rental			
Private Rates:			
Gymnasium	\$140	\$248	(\$108)
Large Meeting Room	\$70	\$248	(\$178)
Small Meeting Room	\$60	\$132	(\$72)
Kitchen & Gym	\$325	\$265	\$60
Kitchen Only	New	\$138	N/A
Non-Profit Rates:			
Gymnasium	\$70	\$248	(\$178)
Large Meeting Room	\$35	\$248	(\$213)
Small Meeting Room	\$35	\$132	(\$97)
Kitchen & Gym	\$200	\$265	(\$65)
Kitchen Only	New	\$138	N/A
Senior Center Rental			
Private Rates:			
Nutrition Site	\$100	\$171	(\$71)
Multi-Purpose Room	\$90	\$152	(\$62)
Non-Profit Rates:			
Nutrition Site	\$55	\$171	(\$116)
Multi-Purpose Room	\$55	\$152	(\$97)
Art Welch Community Center			
Private Rates:			
Full Facility Rental	New	\$376	N/A
Kitchen Only	New	\$127	N/A
Non-Profit Rates:			
Full Facility Rental	New	\$376	N/A
Kitchen Only	New	\$127	N/A
Parks Facilities			
Private Rates:			

Fee Name	Current Fee	Total Cost	Difference
Park Picnic Shelter	\$30	\$35	(\$5)
Ballfield & Soccer Field Rental			
Field Rental	\$30	\$36	(\$6)
Field Lights	\$17	\$37	(\$20)
Dysart Park	\$145	\$429	(\$284)
Amphitheater & Stage	\$45	\$140	(\$95)
Private Rates:			
Playhouse Bowl Building	\$90	\$88	\$2
Roosevelt Park Building	\$90	\$97	(\$7)
Non-Profit Rates			
Playhouse Bowl Building	\$90	\$88	\$2
Roosevelt Park Building	\$90	\$97	(\$7)
Staffing Fees			
Monday - Friday 8:00am - 5:00pm	\$20	\$99	(\$79)
Monday - Friday After 5pm, Sat, Sun and City Holidays	\$27	\$111	(\$84)
Misc. Fees			
Refund Admin Fee	New	\$15	N/A
Insurance Processing	New	\$15	N/A
Custodial	New	\$170	N/A
Vendor Fees (City Events)			
Outdoor Crafts Fairs and Marketplaces:			
Daily	\$5	\$43	(\$38)
Yearly	\$26	\$217	(\$191)
Food Vendors			
Permitted through Riverside County	New	\$130	N/A
Non-Permitted through Riverside County	New	\$215	N/A
Petting Zoo	New	\$195	N/A
Carnival	New	\$195	N/A
Special Events			
Application Permit:			
New	New	\$130	N/A
Recurring	New	\$65	N/A
Staffing Fees - Special Events			
Police Officer	New	\$180	N/A
Engineering (Street Closure)	New	\$212	N/A
Fire Standby	New	Fire Fee	N/A
Fire Marshall Review	New	Fire Fee	N/A
Parks Staff	New	\$156	N/A
Recreation Staff	New	\$134	N/A
Water	New	\$202	N/A
Electric	New	\$225	N/A

The fees administered by Parks and Recreation are generally under-recovering. The fee with the largest under-recovery is the 'Private Rental' for pools at around \$630 per hour, as that is exclusive private use of the facility. The smallest undercharge is in relation to rentals of the 'Park Picnic Shelter' at \$5.

ANNUAL REVENUE IMPACT

Based on the prior year's (FY23/24) workload information, Parks and Recreation has a deficit of roughly \$26,000. The following table shows the revenue at current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 14: ANNUAL RESULTS – PARKS AND RECREATION

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Community Center Rental	\$4,820	\$7,710	(\$2,890)
Senior Center Rental	\$235	\$476	(\$241)
Parks Facilities	\$5,666	\$7,648	(\$1,982)
Staffing Fees	\$6,009	\$27,282	(\$21,274)
Total	\$16,730	\$43,116	(\$26,386)

Parks and Recreation has an annual cost recovery of roughly 39%. At approximately \$21,000, the largest source of this deficit is in relation to Staffing Fees. The City should review these line items and were appropriate make updates to allow for greater cost recovery.

PLANNING

The Planning Division is responsible for monitoring compliance with zoning policies and implementing the City's general plan to ensure a high quality of life for residents. The fees examined within this study relate to appeals, conditional use permits, design review, environmental review, maps, amendments, signs, zoning, and cannabis business regulation, among others. The following subsections discuss fee schedule modifications detailed per unit results, and annual revenue impacts for the fee-related services provided by Planning.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** To better reflect the services currently offered by the City, staff proposed removing the following fees, as they are covered under other permit or no longer relevant as stand-alone fees:
 - 'Adult Ent Zoning Permit'
 - 'Cannabis Cultivation Permit - Personal'
 - 'Clarification of Ambiguity/Omission'
 - 'Environmental – EIR City Admin Charge'
 - 'Environmental – Environmental Assessment – ND or MND'
 - 'General Plan Amendment – Policy'
 - 'Lot Line Adjustment' (duplicate)
 - 'Request for Public Hearing'
 - 'Review for ADU New Construction'
- **New Fees:** Staff proposed the addition of the following fees, which represent either services already offered but not codified on the fee schedule or new services the City is looking to provide:
 - 'Development Agreement Amendment'
 - 'Development Agreement Annual Review'
 - 'Environmental – Environmental Document Review'
 - 'Environmental – CEQA Determination'
 - 'Minor Exception – See BMC Section 17.80'
 - 'Noticing Fee for Public Hearing'

- 'Planning Hourly Support'
 - 'SB9 Urban Lot Split - Two Unit Development'
 - 'Technical Staff Review'
 - 'Cannabis Regulatory Permit Renewal'
- **Expanded Fees:** Due to large variability in how the fees are administered, staff proposed expanding the following fee categories:
 - The 'Conditional Use Permit', 'Design Review', 'General Plan Amendment – Land Use', and 'Temporary Use Permit' fees were expanded to include two subcategories: 'Major' and 'Minor.'
 - Under 'Sign Permit', 'Sign Program' was added.
 - **Modified Fees:** The following points highlight various miscellaneous modifications proposed by staff:
 - The 'Tentative Tract Map' fee was changed from 'Less than 50 lots' and '50 lots or more' to 'Less than 50 lots' plus an additional deposit amount per lot over 50 lots.
 - 'Pre App Review' was renamed to 'Pre-Application Conference Review'
 - The 'Tentative Tract Map – Condition Monitoring' fee was clarified to read 'Tentative Tract Map – Condition/MMRP Monitoring.'

The modifications proposed ensure that the proposed fee schedule better reflects the services being provided by Planning staff.

DETAILED RESULTS

The Planning Division collects fees for zoning, use permits, design review, and environmental review, among other services. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 15: TOTAL COST PER UNIT RESULTS – PLANNING

Fee Name	Current Fee	Total Cost	Difference
Annexation Fee	\$9,438	\$10,000	(\$562)
Appeal of PC Decision	\$1,895	\$5,673	(\$3,778)
Appeal of Planning Dept. Decision	\$3,624	\$5,673	(\$2,049)
Certificate of Completion/Lot Line Adj	\$2,036	\$1,028	\$1,008
Conditional Use Permit:			
Conditional Use Permit			
Minor	\$4,888	\$3,143	\$1,745
Major	\$4,888	\$5,108	(\$220)
Conditional Use Permit Amendment	\$4,531	\$3,143	\$1,388
CUP - Sexually Oriented Business	\$2,396	\$7,598	(\$5,202)
Design Review:			

Fee Name	Current Fee	Total Cost	Difference
Design Review			
Minor	\$6,093	\$6,581	(\$488)
Major	\$6,093	\$11,528	(\$5,435)
Design Review Amendment	\$4,635	\$3,350	\$1,285
Development Agreements:			
Development Agreement	\$27,753	\$27,753	\$0
Development Agreement Amendment	New	\$13,899	N/A
Development Agreement Annual Review	New	\$4,231	N/A
Environmental:			
Environmental Document Review	Actual Cost + 15% Actual Cost + 15%		
Environmental - Mitigation Monitoring	\$5,335	15%	N/A
Environmental Filing Fee/ Environmental Fish and Game Fee	Actual Cost + 15%		
CEQA Determination	New	\$509	N/A
Extension of Time: CUP or Design Review	\$743	\$1,635	(\$892)
General Plan Amendment:			
Land Use			
Minor	\$8,296	\$4,908	\$3,388
Major	\$8,296	\$9,623	(\$1,327)
Lot Merger	\$697	\$696	\$1
Minor Exception - See BMC Section 17.80	New	\$1,668	N/A
Minor modification of an Application	\$1,047	\$1,045	\$2
Mural permit	\$673	\$619	\$54
Noticing Fee for Public Hearing	New	\$1,006	N/A
Planning Hourly Support	New	\$196	N/A
Planning letters	\$174	\$782	(\$608)
Pre-Application Conference Review	No Charge	\$1,218	N/A
SB9 Urban Lot Split - Two Unit Development	New	\$2,367	N/A
Sign Permit:			
Freestanding Sign	\$517	\$2,463	(\$1,946)
Panel Change Only	\$112	\$500	(\$388)
Sign Program	New	\$2,004	N/A
Sign Review	\$288	\$816	(\$528)
Temp Signs	\$288	\$389	(\$101)
Site Plan Review	\$890	\$2,511	(\$1,621)
Specific Plan:			
Specific Plan	\$17,215	\$16,133	\$1,082
Specific Plan Amend	\$12,490	\$11,656	\$834
Temporary Use Permit:			
Major	\$1,103	\$2,454	(\$1,351)
Minor	\$1,103	\$1,275	(\$172)
Technical Staff Review ⁷	New	\$3,143	N/A
Unit Phasing Map	\$437	\$488	(\$51)
Variance	\$4,423	\$6,111	(\$1,688)

⁷ BMC Section 17.104

Fee Name	Current Fee	Total Cost	Difference
Zone Change	\$7,166	\$11,331	(\$4,165)
Zone Text Amend.	\$7,200	\$12,600	(\$5,400)
Final Parcel Map	\$992	\$1,921	(\$929)
Final Tract Map:			
First 50 lots	\$1,569	\$1,701	(\$132)
51+ lots	\$1,953	\$1,701	\$252
Landscape Review			
Minor	\$969	\$982	(\$13)
Major	\$1,065	\$2,947	(\$1,882)
Tentative Map Time Extension	\$3,634	\$5,108	(\$1,474)
Tentative Parcel Map	\$8,550	\$11,530	(\$2,980)
Tentative Tract Map:			
Less than 50 lots	\$9,588	\$15,824	(\$6,236)
50 lots or more	\$10,652	\$15,824	(\$5,172)
Condition/MMRP Monitoring	\$5,335	\$3,297	\$2,038
CANNABIS BUSINESS FEES			
Cannabis Retailer Regulatory Permit	\$5,180	\$8,173	(\$2,993)
Cannabis Cultivation, Manufacturing, and Testing Laboratory Facilities Regulatory Permit	\$4,870	\$9,156	(\$4,286)
Cannabis Microbusiness Regulatory Permit	\$5,180	\$11,121	(\$5,941)
Cannabis Retailer Conditional Use Permit	\$10,000	\$10,000	\$0
Cannabis Cultivation, Manufacturing, and Testing Laboratory Facilities Conditional Use Permit	\$10,000	\$10,000	\$0
Cannabis Microbusiness Conditional Use Permit	\$10,000	\$10,502	(\$502)
Cannabis Regulatory Permit Renewal	New	\$3,429	N/A

The fees administered by the Planning Division show a mix of under- and over-recoveries; most fees under-recover. The fee with the largest under-recovery is the 'Tentative Tract Map – Less than 50 lots' at around \$6,236. The smallest undercharge is in relation to the 'Landscape Review – Minor' at \$13. The largest overcharges are in relation to the 'General Plan Amendment – Land Use – Minor' at \$3,388. This over-recovery highlights the importance of expanding the current fee categories to more accurately recover costs. The smallest over-recovery is for a 'Lot Merger' (\$1).

ANNUAL REVENUE IMPACT

Based on the prior year's (FY23/24) workload information, Planning has a deficit of roughly \$113,000. The following table shows the revenue at current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 16: ANNUAL RESULTS – PLANNING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Conditional Use Permit	\$34,216	\$27,896	\$6,320
Design Review	\$42,651	\$65,855	(\$23,204)
Environmental	\$90,385	\$90,385	\$0
Extension of Time: CUP or Design Review	\$5,944	\$13,080	(\$7,136)
Planning letters	\$870	\$3,910	(\$3,040)

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Sign Permit	\$3,104	\$8,733	(\$5,629)
Site Plan Review	\$24,920	\$70,308	(\$45,388)
Specific Plan	\$12,490	\$11,656	\$834
Temporary Use Permit	\$8,824	\$14,916	(\$6,092)
Landscape Review	\$15,975	\$44,205	(\$28,230)
Tentative Map	\$3,634	\$5,108	(\$1,474)
Total	\$243,013	\$356,052	(\$113,039)

Planning has an annual cost recovery of roughly 68%. At about \$45,000, the largest deficit is in relation to the 'Site Plan Review Fee'. A per-unit deficit of about \$1,600 processed 28 times leads to this significant deficit. Another notable deficit comes from the Landscape Review Fees. There is a \$28,000 deficit from the 'Landscape Review – Major' fee. A per-unit deficit of about \$1,900 processed 15 times also leads to a large deficit. The City should review these line items and make adjustments where appropriate to allow for greater cost recovery.

POLICE

The Police Department is responsible enforcing the City's laws and protecting the safety of its residents and visitors. The fees examined within this study relate to providing reports, staffing special events, releasing vehicles, responding to false alarms, and other miscellaneous services offered by the Department. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Police Department.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees, as these services are no longer offered by the City or are infrequently requested or enforced:
 - 'DUI – Investigation and Fine'
 - 'Enforcement Charge – Recovery'
 - 'K-9 Unit Service Charge'
 - 'Public Dance Fee'
 - 'Traffic Control Fee'
 - 'Bicycle Licenses '
 - 'Vacant & Distressed Building Fee'
- **Modified Fees:** The following points highlight various miscellaneous modifications proposed by staff:
 - The unit for 'Photo Sales Charges' was changed from 'Per Print' to 'Per CD / DVD / Flash Drive.'
 - The 'Tape Duplication Fee' was renamed 'Electronic Media Duplication Fee', and the unit was changed to 'Per CD / DVD / Flash Drive'.

The modifications proposed ensure that the proposed fee schedule better reflects the services being provided by Police staff.

DETAILED RESULTS

The Police Department collects fees for reports, vehicle storage releases, livescan fingerprint fees and civil court case charges. The total cost calculated for each service includes direct staff costs and

Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 17: TOTAL COST PER UNIT RESULTS – POLICE

Fee Name	Current Fee	Total Cost	Difference
All Reports:⁸			
Black & White	\$0.25	\$0.25	\$0
Color	\$0.35	\$0.35	\$0
Photo Sales Charges	\$10	\$36	(\$26)
Electronic Media Duplication Fee	\$15	\$44	(\$29)
Report Request Form:⁹			
Black & White	\$0.25	\$0.25	\$0.00
Color	\$0.35	\$0.35	\$0.00
Photo Sales Charges	\$10	\$36	(\$26)
Electronic Media Duplication Fee	\$15	\$44	(\$29)
Special Events Charge (4 hr. minimum):			
Per Officer	\$98	\$180	(\$83)
Per Corporal	\$105	\$208	(\$103)
Per Sergeant	\$120	\$230	(\$110)
Per Lieutenant	\$105	\$268	(\$163)
Per Captain	\$125	\$269	(\$144)
Vehicle Storage Release:			
Vehicle Storage Release	\$115	\$126	(\$11)
30 Day	\$115	\$126	(\$11)
Clearance Letter Fee	\$25	\$48	(\$23)
Livescan Fingerprint Fee	\$15	\$48	(\$33)
Civil Court Case Charge	Actual Cost		
Repo Receipt Fee	\$15	\$24	(\$9)

The fees administered by the Police Department generally under-recover the associated costs. The fee with the largest under-recovery is the ‘Special Events Charge (4 hr. minimum) – Per Captain’ at around \$144. The smallest undercharge is in relation to the ‘Repo Receipt Fee’ at \$9.

ANNUAL REVENUE IMPACT

The Police Department does not keep records of Fingerprints, Vehicle Storage Releases, Repossessions, and False Alarm Responses in sufficient detail to allow for the calculation of revenue by type; therefore, annual revenue impacts were not calculated.

⁸ GOV § 6253(b)

⁹ GOV § 6253(b)

UTILITY BILLING

The City has various miscellaneous fees charged by its water and electric utilities, within the Public Works Department, that were examined in this study. These fees include account setup, disconnections and reconnections of service, and various related tests. The following subsections discuss fee schedule modifications and detailed per unit results for the Utility Billing fee-related services.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees as these services are covered under Electric and Water Fees:
 - 'Trespass/Diversion/Theft of Service'
 - 'Meter Test/2nd request within one year'
- **New Fees:** Staff proposed the addition of the following fees as they highlight either services already offered but not codified on the fee schedule, or new services the City is looking to provide:
 - 'Radio Wire Repair Fee'
 - 'Broken Meter Box Replacement'
- **Condensed Fees:** To streamline the fee schedule, staff proposed condensing the following fees:
 - Under 'Electric / Water Deposit', 'All Other Classes of Service' and 'Reconnection After Processing for Non-Payment' were removed to consolidate this section.

The modifications proposed ensure that the proposed fee schedule better reflects the services being provided by Utility Billing staff.

DETAILED RESULTS

The Utility Billing Division collects fees electric and water deposits, broken lock fees, and electric and water account setups. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 18: TOTAL COST PER UNIT RESULTS – UTILITY BILLING

Fee Name	Current Fee	Total Cost	Difference
Electric / Water Deposit:			
<u>Electric / Water Deposit - Residential - Initial - Credit Check</u>			
Green Rating	\$0	\$26	(\$26)
Yellow Rating	\$100	\$105	(\$5)
Red Rating	\$150	\$158	(\$8)

Fee Name	Current Fee	Total Cost	Difference
No Credit Check	\$0	\$26	(\$26)
Letter of Credit	\$150	\$158	(\$8)
Cut/Broken Lock Fee	\$15	\$72	(\$57)
Radio Wire Repair Fee	New	\$414	N/A
Broken Meter Box Replacement	New	\$1,148	N/A
Electric / Water Account Set:			
Next business day	\$30	\$415	(\$385)
Same Day (8:00 a.m. to 12:00 p.m.; 1:00-3:00pm)	\$45	\$415	(\$370)
After Hours (3:00 - 8:00 a.m. next business day & holidays and weekends)	\$219	\$384	(\$165)
Miscellaneous Fees			
Delinquent Notice Fee	\$18.00	\$200	(\$182)
Door Hanger Fee	\$13.50	\$296	(\$283)

The fees administered by the Utility Billing Division generally under-recover the associated costs. The largest under-recovery is for 'Electric / Water Account Set – Next Business Day' at \$385. The smallest undercharge is for the 'Electric / Water Deposit: Electric / Water Deposit - Residential - Initial - Credit Check - Yellow Rating' at \$5.

ANNUAL REVENUE IMPACT

No line-item-level information is currently tracked for these services; therefore, annual revenue impacts were not calculated.

WATER & WASTEWATER

The Water Division, within the Public Works Department, is responsible for managing the City's water infrastructure to ensure the provision of a safe and reliable water supply to community members. The fees examined within this study relate to new water service connections, meter installation and inspection, fire flow testing, as well as wastewater services. The following subsections discuss fee schedule modifications and detailed per unit results for the fee-related services provided by the Water and Wastewater Divisions.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **New Fees:** Staff proposed the addition of the 'Installation of Angle Valve Fee' to better capture a service not currently provided; as well as a Wastewater fee section to capture the services that are provided by Wastewater but currently not codified on the master fee schedule.
- **Expanded Fees:** Due to variability in how the fees are administered, staff proposed expanding 'Construction water meter deposit (hydrant meter)' into the size of the meters.

The modifications proposed ensure that the proposed fee schedule better reflects the services being provided by Water staff.

DETAILED RESULTS

The Water Division collects fees for water meter reinstallations, water meter tests, water backflow/cross connection, and construction water meter deposits. The total cost calculated for each service includes direct staff costs and Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 19: TOTAL COST PER UNIT RESULTS – WATER & WASTEWATER

Fee Name	Current Fee	Total Cost	Difference
Water Meter Reinstallation Fee:			
3/4" Meter	\$142	\$405	(\$263)
1" Meter	\$142	\$405	(\$263)
1 1/2 " Meter	\$142	\$835	(\$693)
2" Meter	\$142	\$835	(\$693)
Anything larger than 2"	\$142	\$1,389	(\$1,247)
Water Meter Installation Fee of (Brand New Service):			
3/4" Meter	\$285	\$563	(\$278)
1" Meter	\$414	\$588	(\$174)
1 1/2 " Meter	\$608	\$1,176	(\$568)
2" Meter	\$875	\$1,227	(\$352)
Anything larger than 2"	T & M	Actual Cost	N/A

Fee Name	Current Fee	Total Cost	Difference
Water Meter Test Fee:			
First Test			
3/4" Meter	\$0	\$833	(\$833)
1" Meter	\$0	\$853	(\$853)
1 1/2" Meter	\$0	\$1,291	(\$1,291)
2" Meter	\$0	\$1,292	(\$1,292)
Anything larger than 2"	\$0	Actual Cost	N/A
Each Additional Test			
3/4" Meter	\$100	\$833	(\$733)
1" Meter	\$100	\$853	(\$753)
1 1/2" Meter	\$100	\$1,291	(\$1,191)
2" Meter	\$100	\$1,292	(\$1,192)
Anything larger than 2"	\$100	Actual Cost	N/A
Water Backflow/Cross Connection Testing:			
1" Meter	\$82	\$296	(\$214)
1 1/2" Meter	\$82	\$296	(\$214)
2" Meter	\$82	\$296	(\$214)
Anything larger than 2"	\$82	\$398	(\$316)
Fire Protection Meter	\$82	\$500	(\$418)
Backflow Device Installation - Time & Materials	T & M	Actual Cost	N/A
Fire Flow Test:			
4" - 8"	\$95	\$1,190	(\$1,095)
10" and above	\$95	\$1,608	(\$1,513)
Installation of Gate Valve Fee:			
Installation of Gate Valve Fee	\$87	\$214	(\$127)
Installation of Gate Valve Fee - Materials	Actual Cost	Actual Cost	N/A
Installation of Angle Valve Fee:			
Installation of Angle Valve Fee - 3/4"	New	\$861	N/A
Installation of Angle Valve Fee - 1"	New	\$918	N/A
Water Service Lateral Installation:			
3/4" Meter	\$4,025	\$12,238	(\$8,213)
1" Meter	\$4,140	\$12,238	(\$8,098)
1 1/2" Meter	\$4,685	\$22,519	(\$17,834)
2" Meter	\$4,855	\$22,520	(\$17,665)
>2" Meter	T & M	Actual Cost	N/A
Construction water meter deposit (hydrant meter):			
3" Water Meter Deposit (Per Meter)	\$800	\$2,700	(\$1,900)
4" Water Meter Deposit (Per Meter)	\$800	\$4,048	(\$3,248)
6" Water Meter Deposit (Per Meter)	\$800	\$5,400	(\$4,600)
Sewer Connection Investigation - Dye Check	\$95	\$478	(\$383)
Trespass/Diversion/Theft of Service:			
1st offense	\$300	\$876	(\$576)
2nd offense	\$600	\$876	(\$276)
Water Plan Review			
Building Plan Review			
Single-Family Residential	New	\$198	N/A
Commercial	New	\$596	N/A

Fee Name	Current Fee	Total Cost	Difference
Planning Entitlement Reviews	New	\$298	N/A
Engineering Application Support	New	\$198	N/A
Wastewater Fees			
FOG (Fats, Oils, and Grease)			
Inspection	New	\$121	N/A
Re-Inspection	New	\$121	N/A
Industrial Waste Inspection (incl. Permit)	New	\$500	N/A
Industrial Waste Re-Inspection	New	\$297	N/A
Installation of Long-Side Sewer Lateral	New	T&M	N/A
Installation of Short-Side Sewer Lateral	New	T&M	N/A
CCTV Investigation (non-dye testing purposes)	New	T&M	N/A
Sewer Main Line Cleaning (non-routine cleaning)	New	T&M	N/A

The fees administered by the Water Division generally under-recover the associated costs. The largest under-recovery is for 'Water Service Lateral Installation - 1 1/2" Meter' at \$17,834. The smallest undercharge is for the 'Installation of Gate Valve Fee' at \$127.

ANNUAL REVENUE IMPACT

No detailed line-item information is currently tracked for these services; therefore, annual revenue impacts were not calculated.

DEVELOPMENT SERVICES SURCHARGES

There are two typical surcharges assessed as part of the development review process – General Plan Maintenance Fee and Technology fee. Currently, the City of Banning assesses both through a Plan Storage, Asset Management, & GIS Maintenance Fee and a Technology Surcharge. The following subsections discuss the calculation of these fees.

GENERAL PLAN MAINTENANCE FEE

A General Plan Maintenance 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.

The General Plan Maintenance fee is governed by Government Code Section 66014(b) which states that fees “may include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and recommendations.” This code states that fees can be charged against zoning changes, zoning variances, use permits, building inspections, and filing applications.

More typically, the fee is charged during the building permit phase to ensure 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. This fee should only be applied to major building permits (i.e., new or remodel / tenant improvements) rather than standalone permits, such as, water heaters or electrical outlets.

The project team estimated the cost associated with conducting a general plan update and annualized it over the life of the general plan. The annual cost to estimate to the City for updating their general plan is roughly \$125,000.

The City currently assesses their fee as a flat rate. The project team recommends that the fee be assessed as a percentage of the building permit revenue to allow for the strongest nexus. Due to this, the project team took the annual cost and divided it by the building permit revenue for new construction and tenant improvements. The following table shows this calculation:

TABLE 20: GENERAL PLAN MAINTENANCE FEE CALCULATION

Category	Valuation
Total Annual Cost	\$125,000
New Construction Building Permit Revenue	\$1,816,060
General Plan Maintenance Fee	6.88%

The calculated General Plan Maintenance Fee is 6.88% of the Building Permit fee. Below is a comparison of the calculated fee to the City’s current fee.

TABLE 21: GENERAL PLAN MAINTENANCE FEE – CURRENT FEE AND TOTAL COST

Fee	Current Fee	Total Cost
General Plan Update	\$75.00 per permit	6.88%

Due to the change in how the fee is administered it is difficult to compare the current fee to the full cost calculated.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of a 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 22: GENERAL PLAN MAINTENANCE FEE – COMPARATIVE SURVEY

Jurisdiction	Fee Amount
Beaumont	N/A
Colton	1.25% of Permit Fee
Desert Hot Springs	5% of Permit Fee
Palm Desert	N/A
Palm Springs	0.07% of Valuation
Redlands	\$0.10/s.f.
Riverside	10% of Permit Fee
Yucaipa	N/A

The proposed methodology of 6.88% of permit fees would put the fee in alignment with Desert Hot Springs and below Riverside.

TECHNOLOGY SURCHARGE FEE

A Technology Fee allows a jurisdiction to support the costs associated with its permitting system, staff time for managing the systems, acquiring the system, mobile devices used for permitting, etc. The project team used the estimated replacement costs for the software system divided by the lifecycle of the system to calculate the annual permit-related technology costs. The estimated annual costs are approximately \$200,000. The City currently assesses technology fees based on a percentage of the permit fee. To calculate the fee in that manner, the project team took the annual software cost and divided it by the anticipated permit-based revenue for all divisions that would utilize the system. The following table shows this calculation:

TABLE 23: TECHNOLOGY SURCHARGE CALCULATION

Category	Valuation
Total Annual Cost	\$200,000
Total Permit Fee Cost	\$3,329,218
Technology Fee	6%

The calculated technology fee would be 6% of the permit or project fee. Therefore, if a permit was \$100, the fee would be \$6.00, and if it was a \$1,000, the permit fee would be \$60. This allows the fee to scale depending on the project and is applicable to more than just Building or Fire Prevention. Below is a comparison of the calculated fee to the City's current fee, and the associated difference.

TABLE 24: TECHNOLOGY SURCHARGE – CURRENT FEE AND TOTAL COST

Fee	Current Fee	Total Cost	Difference
Technology Surcharge	2.50%	6%	(3.50%)

Based on the City's current fee, the City under-recovers by 3.50% for its technology fee.

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 25: TECHNOLOGY SURCHARGE – COMPARATIVE SURVEY

Jurisdiction	Fee Amount
Beaumont	3.29% of Permit Fee
Colton	N/A
Desert Hot Springs	5% of Permit Fee
Palm Desert	N/A
Palm Springs	0.109% of Valuation
Redlands	N/A
Riverside	4% of Permit Fee
Yucaipa	N/A

The surveyed jurisdictions charge fees similar to the way Banning currently charges its fee. The full cost fee of 6% of permit fees would put the fee higher than those in Desert Hot Springs and Riverside.

SURCHARGE FUND BEST PRACTICES

It is a best practice to collect and account for General Plan Maintenance and Technology surcharges in separate accounts, as doing so ensures compliance with funding requirements, enables appropriate allocation of funds to general plan or technology-related activities, and mitigates any potential issues with the comingling of funds. The City should consider tracking their General Plan Maintenance and Technology revenue and expenditures in a separate fund from the General Fund or a separate subaccount within the General Fund.

COST RECOVERY CONSIDERATIONS

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

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 study results and adjust fees per 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.

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 straightforward, 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.

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 that cannot 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.

PHASED INCREASES

Depending on current cost recovery levels, some current fees may need to be increased significantly 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 its 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, to comply with proposed recovery levels. Assuming this 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 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 above, the City could increase the fee by \$150 per year 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 after which a comprehensive fee assessment should be completed.

ANNUAL ADJUSTMENTS

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general recommendation is that a comprehensive fee analysis should be conducted every three to five years. This allows jurisdictions to ensure they account for organizational changes, such as staffing levels and merit increases, and process efficiencies, code or rule changes, or technology improvements. Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms:

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.
- **CPI / ECI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index or Employment Cost Index. These factors are calculated by the Bureau of Labor Statistics, are put out at various intervals within a year, and are specific to states and regions.

The City of Banning should review its current options internally (COLA) as well as externally (CPI / ECI) to determine which option better reflects the goals of the Departments and the City. If choosing a CPI / ECI factor, the City should outline which CPI / ECI should be used, including specific region and adoption date. If choosing an internal factor, the City should be sure to specify which factor if multiple exist.

POLICIES AND PROCEDURES

This study has identified areas where the City is under-collecting the costs 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 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. The following subsections outline typical cost recovery levels and discuss the benefits of developing target cost recovery goals and procedures for achieving and increasing cost recovery.

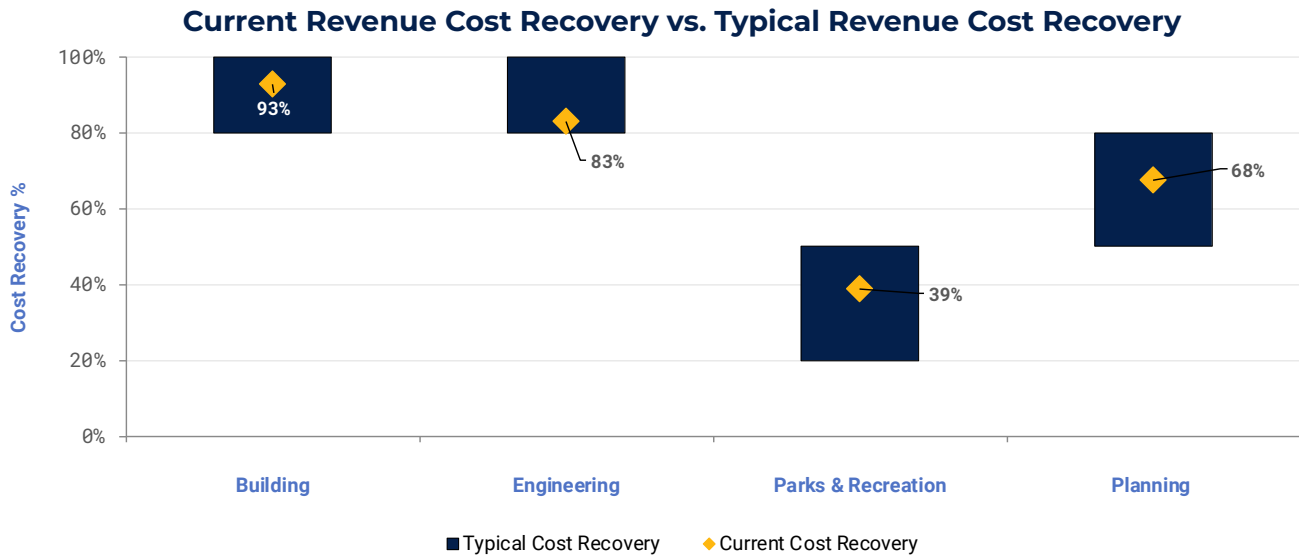
TYPICAL COST RECOVERY

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery ranges. The following table outlines cost recovery ranges by major service area.

TABLE 26: TYPICAL COST RECOVERY RANGES BY MAJOR SERVICE AREA

Service Areas	Typical Cost Recovery Ranges
Building	80-100%
Engineering	80-100%
Parks and Recreation	20-50%
Planning	50-80%

Information presented in the table above is based on the Matrix Consulting Group's experience in analyzing local governments' operations across the United States and within California and reflects typical cost recovery ranges observed by local adopting authorities. The following graph depicts how Banning compares to industry cost recovery range standards.



All of the divisions are all within the typical cost recovery range.

DEVELOPMENT OF COST RECOVERY POLICIES AND PROCEDURES

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole or to each department and division specifically. 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 – COMPARATIVE SURVEY

As part of the Cost of Services (User Fee) study for the City of Banning, Matrix Consulting Group conducted a comparative survey of user fees. The City identified eight municipalities to be included in the comparative survey: Beaumont, Colton, Desert Hot Springs, Palm Desert, Palm Springs, Redlands, Riverside, and Yucaipa. 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 full report provides the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to benchmark themselves against other comparable jurisdictions to understand the local “rates” for comparable services. This type of comparative analysis allows for the City to assess what types of changes in fee levels their community can bear. However, benchmarking does not provide adequate information regarding the relationship of other jurisdiction’s costs to their fees (i.e., policy decisions to subsidize, cost recovery goals, etc.). To contextualize this portion of the analysis, the project team provided economic and recency factors for the comparable jurisdictions.

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.

ECONOMIC FACTORS

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. These factors can impact how and when fees are administered, as a jurisdiction with a smaller population may choose to not charge a fee, or a smaller workforce size may inhibit their ability to administer a fee.

The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

TABLE 27: RANKING OF JURISDICTIONS BY POPULATION

Jurisdiction	Population ¹⁰
Banning	31,949
Desert Hot Springs	33,262
Palm Springs	44,476
Palm Desert	51,980
Colton	53,278
Yucaipa	54,838

¹⁰ California Finance estimates as of 1/1/2025 were used to determine each jurisdiction’s population.

Jurisdiction	Population ¹⁰
Beaumont	59,708
Redlands	73,488
Riverside	320,337

TABLE 28: RANKING OF JURISDICTIONS BY CITYWIDE TOTAL BUDGET

Jurisdiction	FY25-26 Budget ¹¹
Yucaipa	\$85,321,266
Beaumont	\$92,546,332
Desert Hot Springs	\$108,379,566
Redlands	\$133,374,886
Banning	\$161,805,963
Palm Springs	\$186,533,002
Palm Desert	\$224,897,237
Colton	\$244,076,225
Riverside	\$1,338,673,492

TABLE 29: RANKING OF JURISDICTIONS BY FTE

Jurisdiction	FY25-26 Authorized FTE
Yucaipa	85
Redlands	140
Desert Hot Springs	144
Banning	248
Palm Desert	253
Beaumont	279
Colton	360
Palm Springs	668
Riverside	2,737

When compared to the surveyed jurisdictions, the City of Banning ranks near the bottom in terms of population, and in the middle for budget and staffing.

RECENCY FACTOR

While the above comparative information can provide some perspective when paralleling Banning'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 undertaken. It is important to note that even though jurisdictions may have conducted recent fee studies, their fees are not always adopted at full

¹¹ To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.

cost recovery. The comparative results only show the adopted fee for the surveyed jurisdiction, not necessarily the full cost associated with the comparable service.

The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule:

TABLE 30: LAST FEE SCHEDULE UPDATE

Jurisdiction	Response
Riverside	2025
Colton	2024
Redlands	2023
Beaumont	2023
Yucaipa	2023
Palm Springs	2023
Desert Hot Springs	2021
Palm Desert	2014

TABLE 31: LAST FEE STUDY CONDUCTED

Jurisdiction	Response
Desert Hot Springs	2024
Redlands	2020
Beaumont	2023
Yucaipa	2022
Palm Springs	2022
Colton	2020
Riverside	N/A
Palm Desert	N/A

With the exception of Desert Hot Springs and Riverside, all surveyed jurisdictions have not published an updated fee schedule within the last year. Additionally, all the jurisdictions have conducted a fee study within the last five years. The city of Santa Ana and the city of Riverside does not have available data on their most recent fee study.

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:

- **Cost Recovery Factors:** Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services as various policy decisions may subsidize services.
- **Fee Variance Factors:** The same “fee” with the same name may include different steps or sub-activities. Jurisdictions also 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.

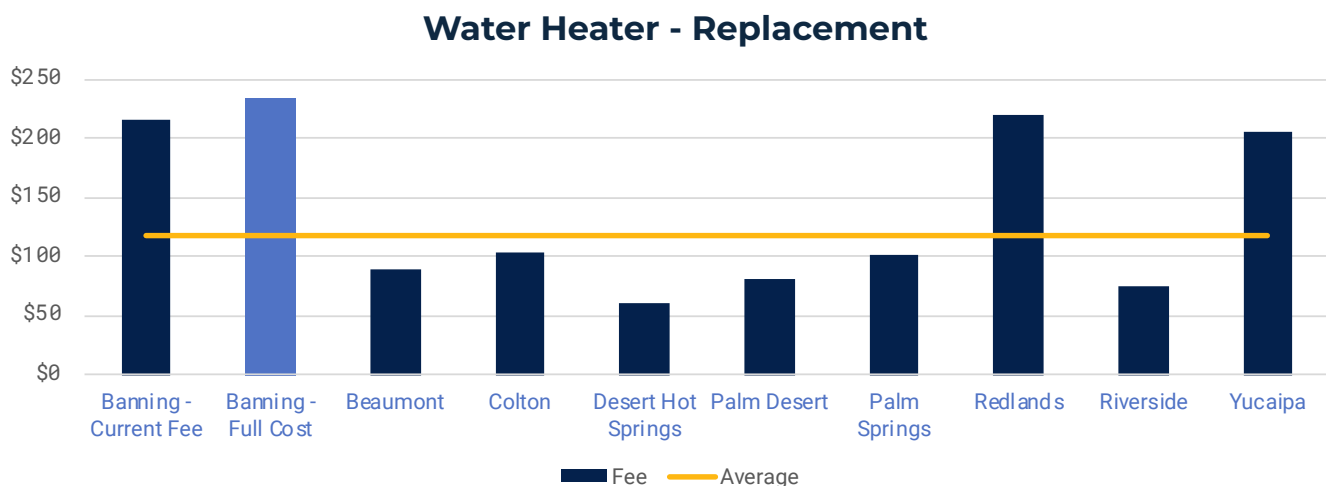
In addition to the issues noted, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

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 identified jurisdictions. The following subsections provide a comparative look at several fee-related services provided by the City versus the surveyed jurisdictions.

HEATER - REPLACEMENT

Building currently charges a fee of \$216 for a replacement heater. Through this study, the project team calculated the full cost of this service to be \$234. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

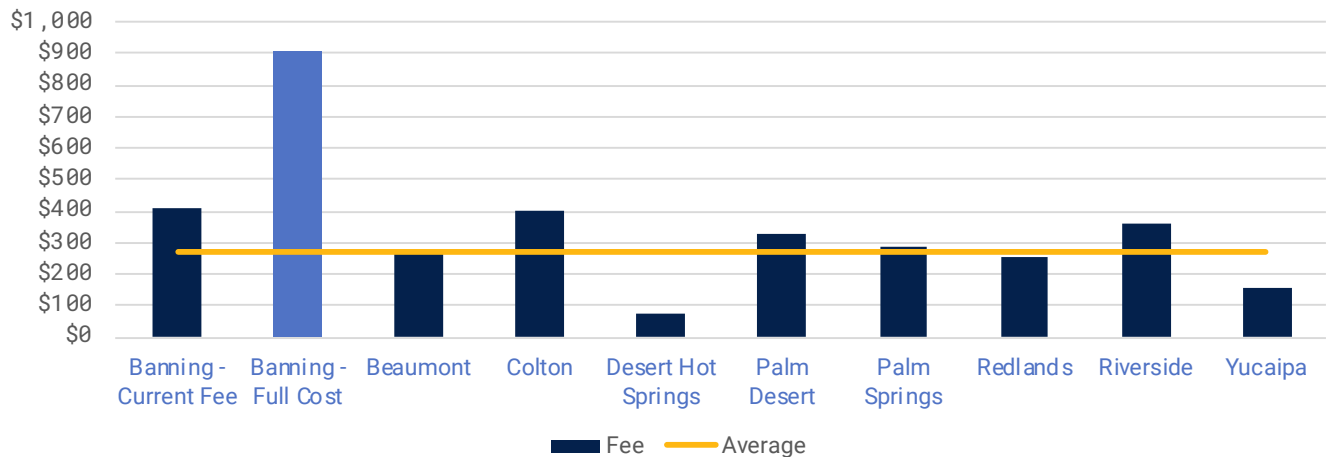


Banning's current fee is most comparable to Redlands fee of \$220. Banning's full cost calculated is the highest fee and is above the jurisdictional average of \$117. Desert Hot Springs charges the lowest for this fee at \$61.

DEMOLITION OF BUILDING

Building currently charges a fee of \$408 for the demolition of a building. Through this study, the project team calculated the full cost of this service to be \$904. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

Demolition of Building

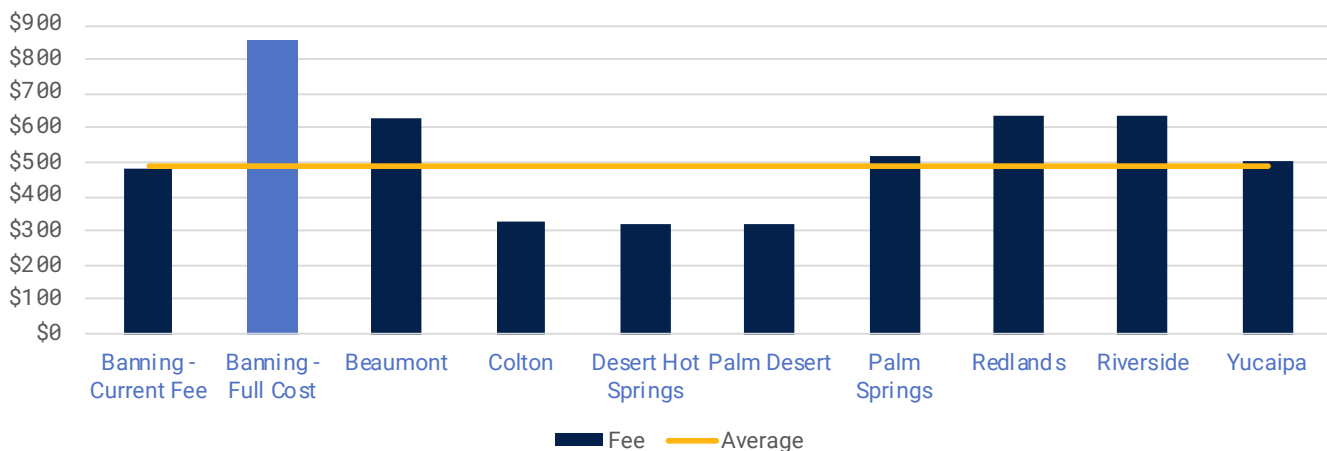


Banning's current fee is the second highest fee, above Colton (\$400). Their full cost calculated is the highest and is above the jurisdictional average of \$267. Desert Hot Springs charges the lowest for this fee at \$75.

POOL / SPA - RESIDENTIAL

Building currently charges a fee of \$484 for plan check and inspection of a residential pool or spa. Through this study, the project team calculated the full cost of this service to be \$853. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

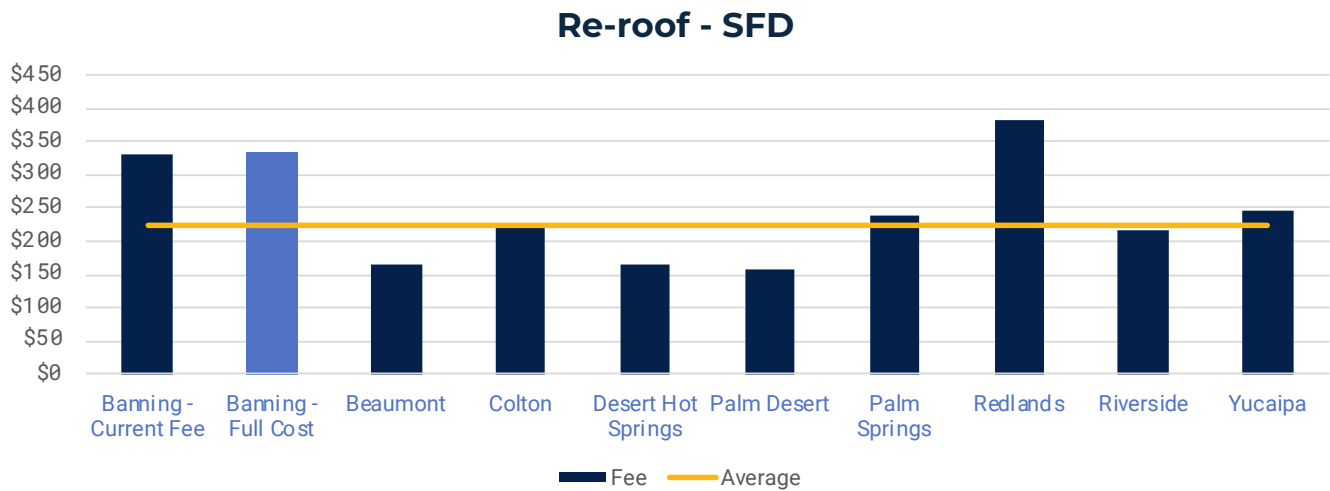
Pool / Spa - Residential



Banning's current fee is right below the jurisdictional average of \$486. The full cost calculated is the highest and is most comparable with Redlands (\$639). Desert Hot Springs and Palm Desert both charge the lowest for this fee at \$318.

RE-ROOF - SFD

Building currently charges a fee of \$330 for plan check and inspection of a single family dwelling re-roof. Through this study, the project team calculated the full cost of this service to be \$333. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

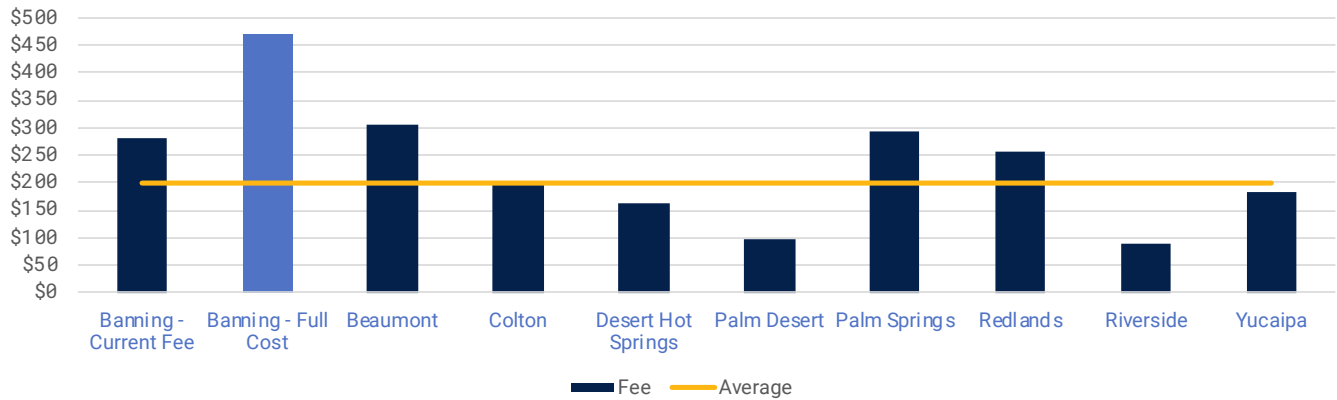


Banning's current fee is the second highest fee and is above the jurisdictional average of \$224. The full cost calculated is most comparable with Redlands' fee of \$383.

SIGN - WALL

Building currently charges a fee of \$279 for plan check and inspection of a Wall Sign. Through this study, the project team calculated the full cost of this service to be \$467. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

Sign - Wall

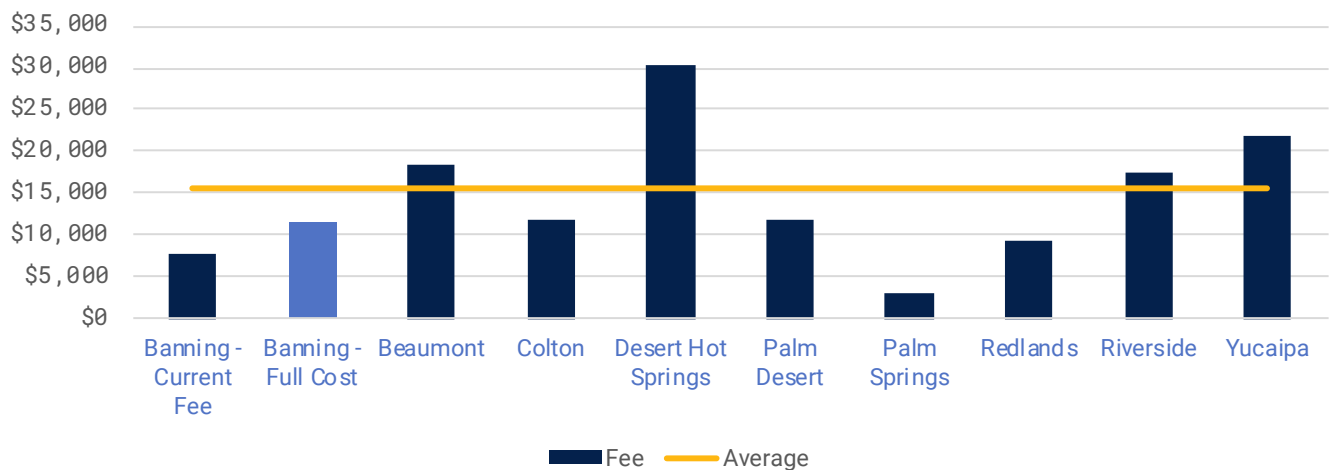


Banning's current fee is most comparable with Palm Springs fee of \$294. Banning's full cost calculated is the highest and is above the jurisdictional average of \$199. Riverside charges the lowest for this fee at \$89.

COMMERICAL NEW: 20,000 SQ. FT.

Building currently charges a fee of \$7,645 for plan checking and inspecting a new 20,000-square-foot commercial building, valued at \$3 million. Through this study, the project team calculated the full cost of this service to be \$11,640. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

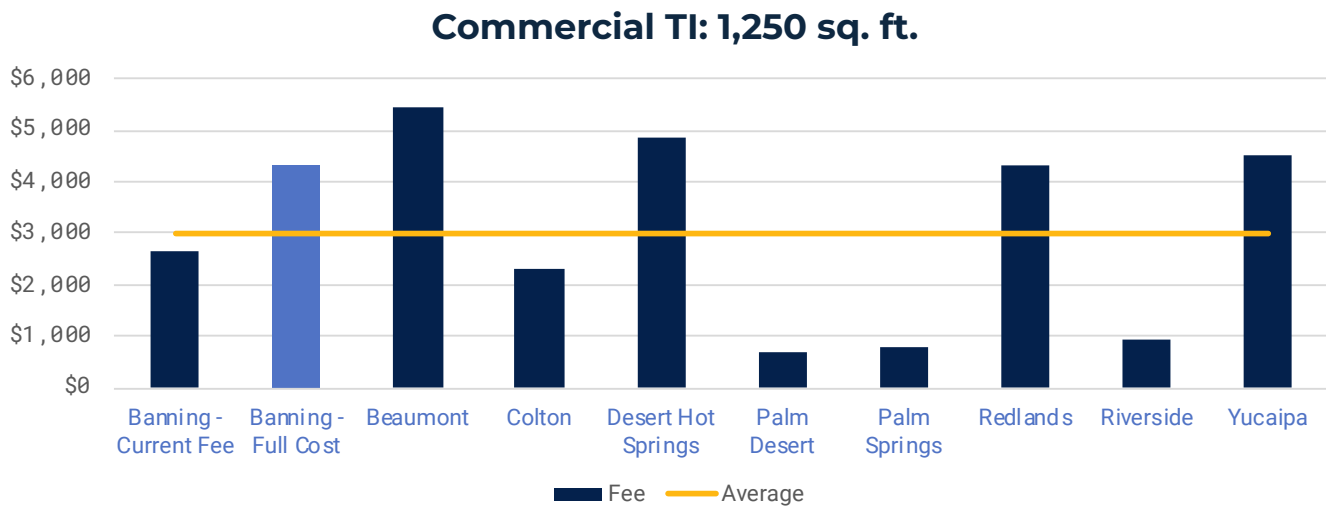
Commerical New: 20,000 sq. ft.



Banning's current fee of \$7,645 is significantly lower than most jurisdictions, with Palm Springs' fee of \$3,084 being the lowest. Banning's full cost of \$11,640 is below the jurisdictional average of \$15,504. The highest fee is from Desert Hot Springs at \$30,219.

COMMERCIAL TI: 1,250 SQ. FT.

Building currently charges a fee of \$2,675 for plan checking and inspecting a 1,250-square-footage commercial tenant improvement and valued at 275,000. Through this study, the project team calculated the full cost of this service to be \$4,311. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

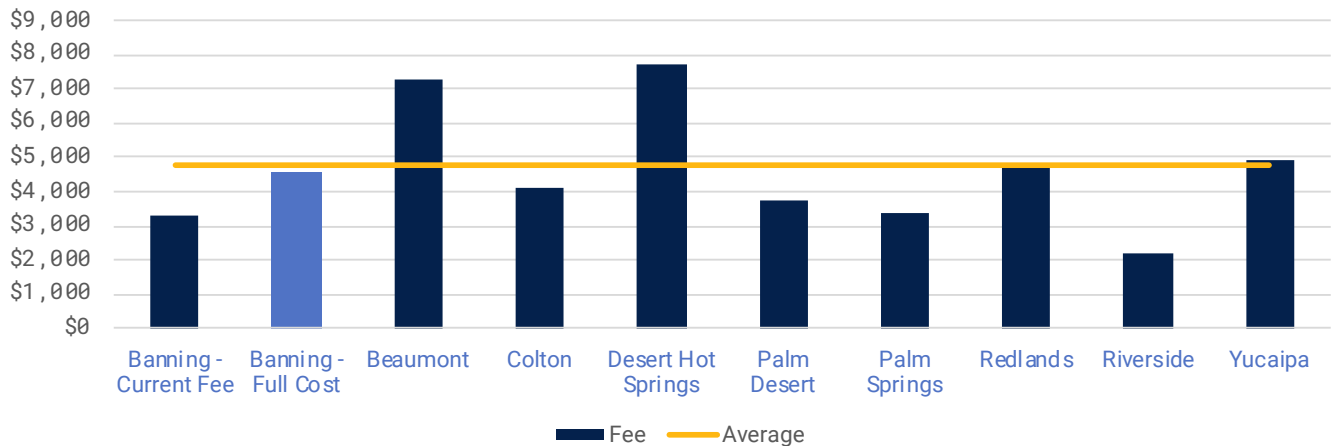


Banning's current fee of \$2,675 is just under the jurisdictional average of \$2,981, with Colton's fee of \$2,329 being the most comparable. Banning's full cost of is significantly higher than its current fee and above the jurisdictional average. Palm Desert charges the lowest fee at \$688, while Desert Hot Springs charges the highest at \$4,850.

RESIDENTIAL NEW: 2,000 SQ. FT.

Building currently charges a fee of \$3,328 for plan checking and inspecting a 2,000-square-footage new residential building, valued at \$500,000. Through this study, the project team calculated the full cost of this service to be \$4,580. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

Residential New: 2,000 sq. ft.

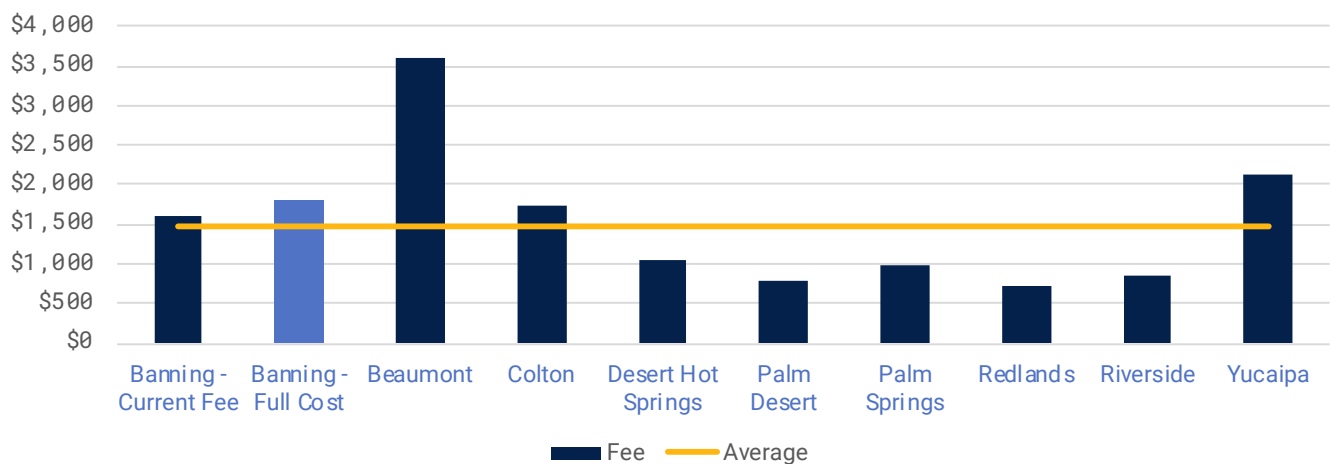


Banning's current fee is below the jurisdictional average of \$4,751, with Palm Springs' fee of \$3,372 being the most comparable. Banning's full cost of is also below the jurisdictional average but is still higher than its current fee. The highest fee is from Desert Hot Springs at \$7,719, while the lowest is from Riverside at \$2,160.

RESIDENTIAL REMODEL: 500 SQ. FT.

Building currently charges a fee of \$1,620 for plan checking and inspecting a 500-square-footage residential remodel, valued at \$30,000. Through this study, the project team calculated the full cost of this service to be \$1,812. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

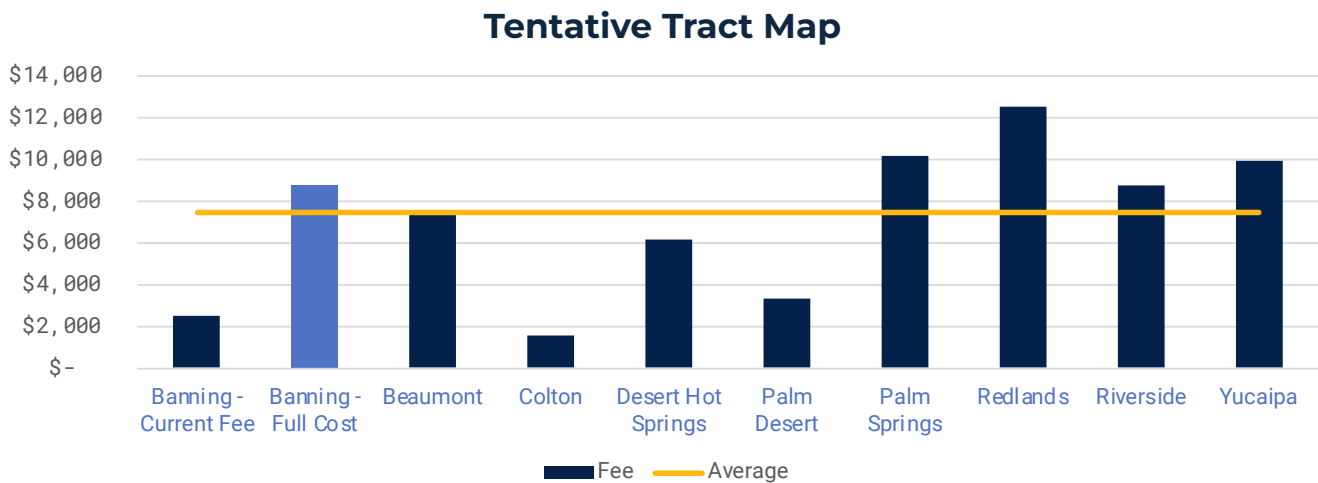
Residential Remodel: 500 sq. ft.



Banning's current fee is slightly above the jurisdictional average of \$1,486, with Colton's fee of \$1,742 being the most comparable. Banning's full cost of \$1,812 is also above the average and is the third highest fee overall. The highest fee is from Beaumont at \$3,589, while the lowest is from Redlands at \$733.

TENTATIVE TRACT MAP

Engineering currently charges a fee of \$2,531 for a Tentative Tract Map. Through this study, the project team calculated the full cost of this service to be \$8,715. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

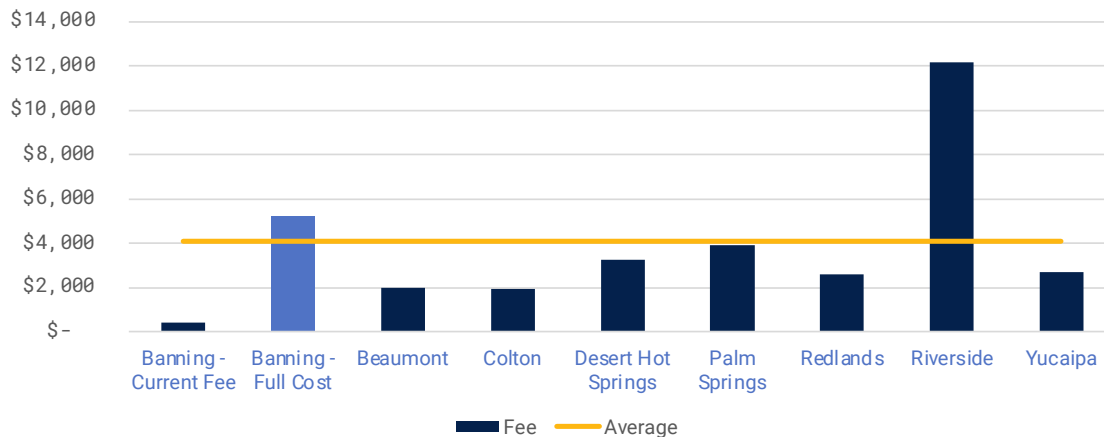


Banning's current fee is well below the jurisdictional average of \$7,480, with Palm Desert's fee of \$3,308 being the most comparable. Banning's full cost is above the jurisdictional average. The highest fee is from Redlands at \$12,493, while the lowest is from Colton at \$1,544.

STREET VACATION

Engineering currently charges a fee of \$435 for a Street Vacation. Through this study, the project team calculated the full cost of this service to be \$5,250. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

Street Vacation

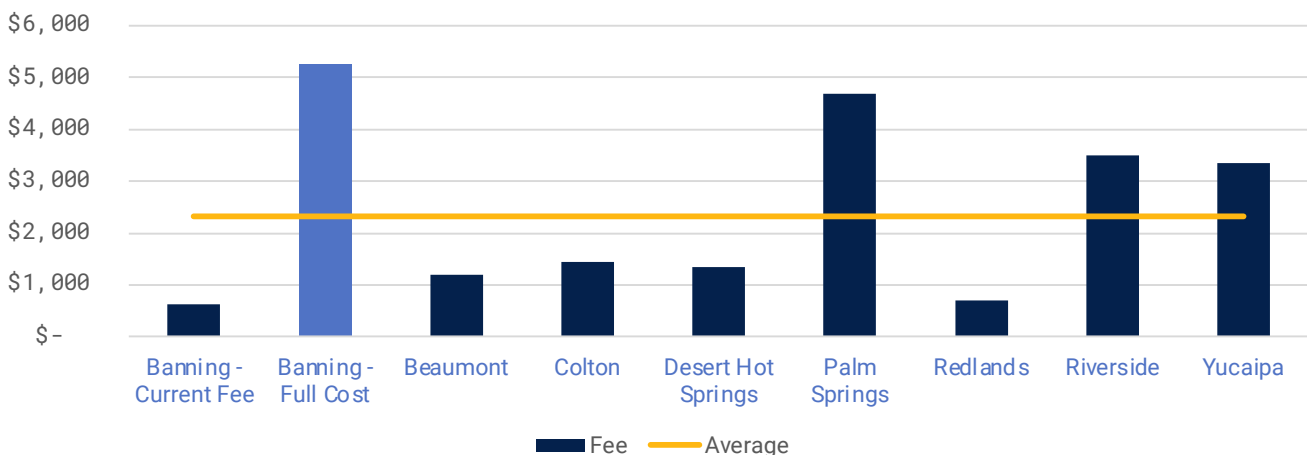


Banning's current fee is significantly below the jurisdictional average of \$4,092, with Colton's fee of \$1,951 being the most comparable. Banning's full cost is above the jurisdictional average. The highest fee is from Riverside at \$12,189, while the lowest is from Banning's current fee at \$435.

LOT LINE ADJUSTMENT

Engineering currently charges a fee of \$619 for a Lot Line Adjustment. Through this study, the project team calculated the full cost of this service to be \$5,250. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

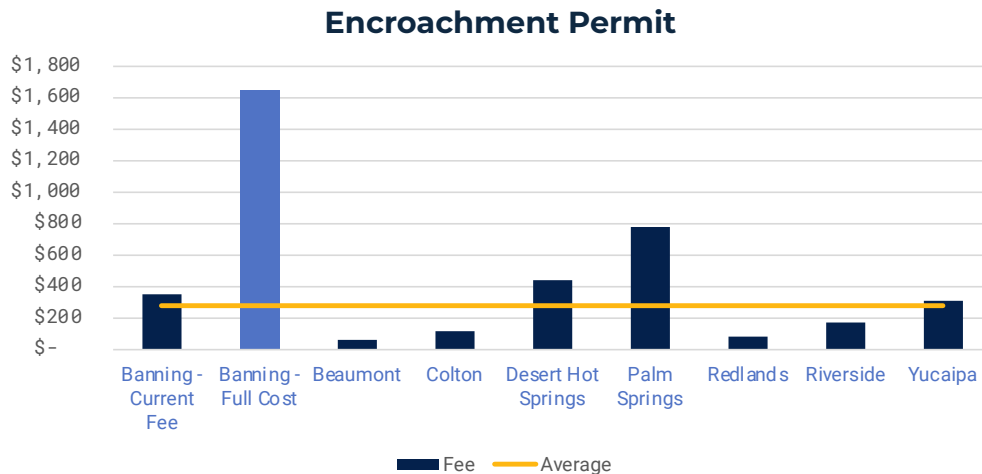
Lot Line Adjustment



Banning's current fee is significantly below the jurisdictional average of \$2,319, with Redlands' fee of \$706 being the most comparable. Banning's full cost is well above the jurisdictional average and is the highest fee listed. The second lowest fee is from Redlands at \$706.

ENCROACHMENT PERMIT

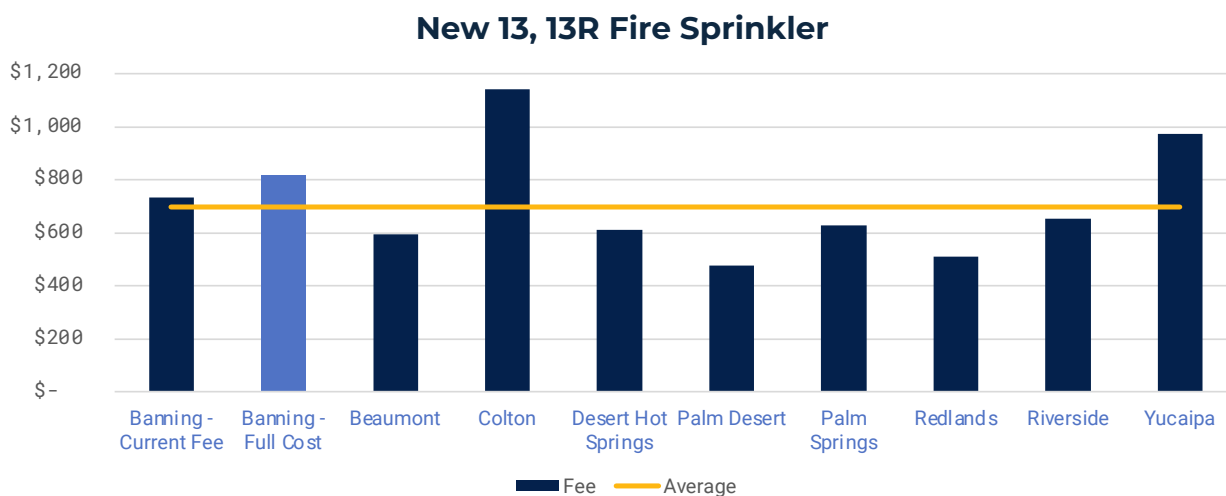
Engineering currently charges a fee of \$352 for an Encroachment Permit. Through this study, the project team calculated the full cost of this service to be \$1,643. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is above the jurisdictional average of \$281, with Yucaipa's fee of \$309 being the most comparable. Banning's full cost is the highest fee listed and is significantly above the jurisdictional average. The lowest fee is from Beaumont at \$60.

NEW 13, 13R FIRE SPRINKLER SYSTEM

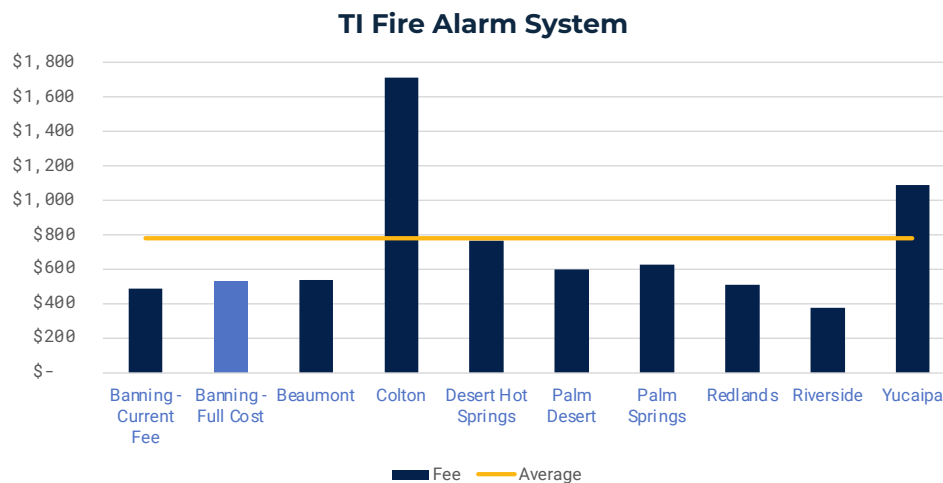
Fire currently charges a fee of \$732 for a New 13, 13R Fire Sprinkler System plan check and inspection (per sprinkler head) with 10 heads. Through this study, the project team calculated the full cost of this service to be \$819. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is slightly above the jurisdictional average of \$699. Banning's full cost is also above the jurisdictional average and is the second-highest fee listed. The highest fee is from Colton at \$1,141, while the lowest is from Palm Desert at \$476.

TI FIRE ALARM SYSTEM

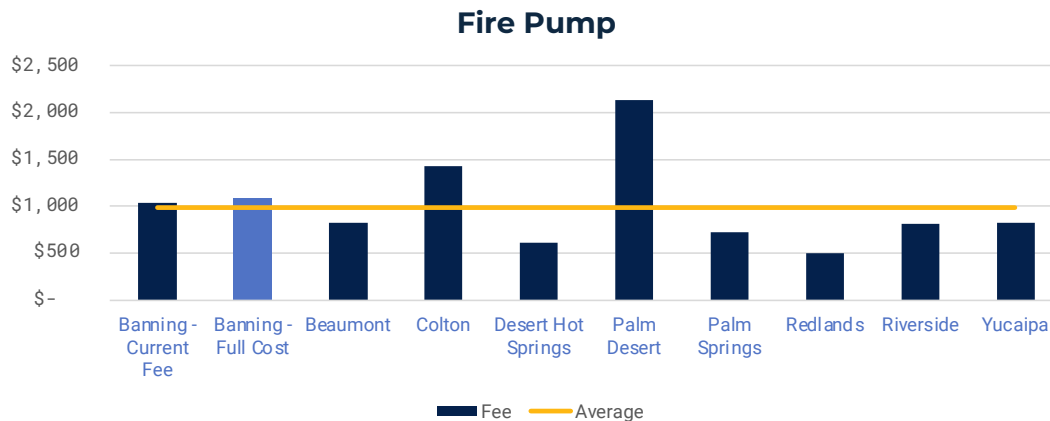
Fire currently charges a fee of \$487 for a Tenant Improvement Fire Alarm System Plan Check and Inspection (per initiating or notification device) with 2 devices. Through this study, the project team calculated the full cost of this service to be \$527. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is well below the jurisdictional average of \$779, with Redlands' fee of \$514 being the most comparable. Banning's full cost is also below the jurisdictional average. The highest fee is from Colton at \$1,712, while the lowest is from Riverside at \$380.

FIRE PUMP

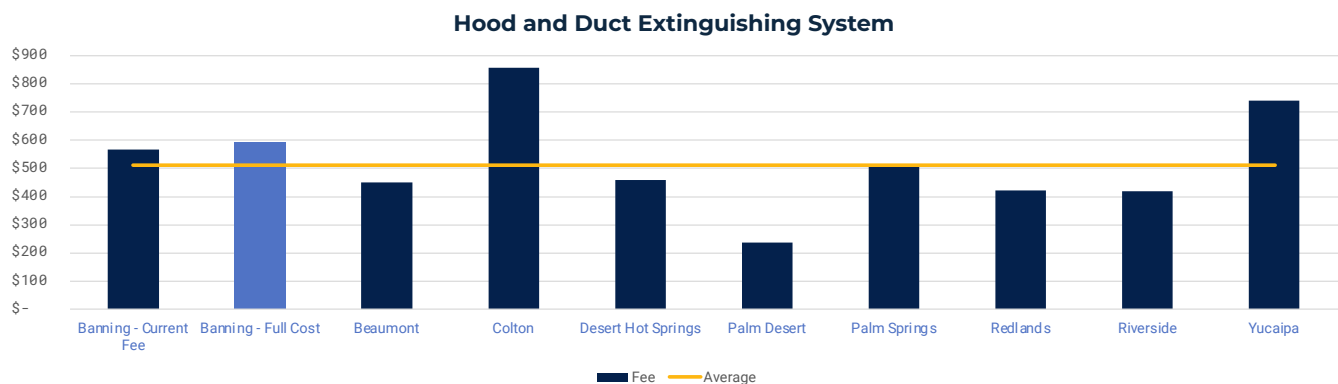
Fire currently charges a fee of \$1,040 for a plan check and inspection for a fire pump. Through this study, the project team calculated the full cost of this service to be \$1,089. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is above the jurisdictional average of \$982. Banning's full cost is also above the average, with Colton's fee of \$1,427 being the next highest. The highest fee is from Palm Desert at \$2,130, while the lowest is from Redlands at \$497.

HOOD AND DUCT EXTINGUISHING SYSTEM

Fire currently charges a fee of \$568 for a plan check and inspection of a Hood and Duct Extinguishing System. Through this study, the project team calculated the full cost of this service to be \$592. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

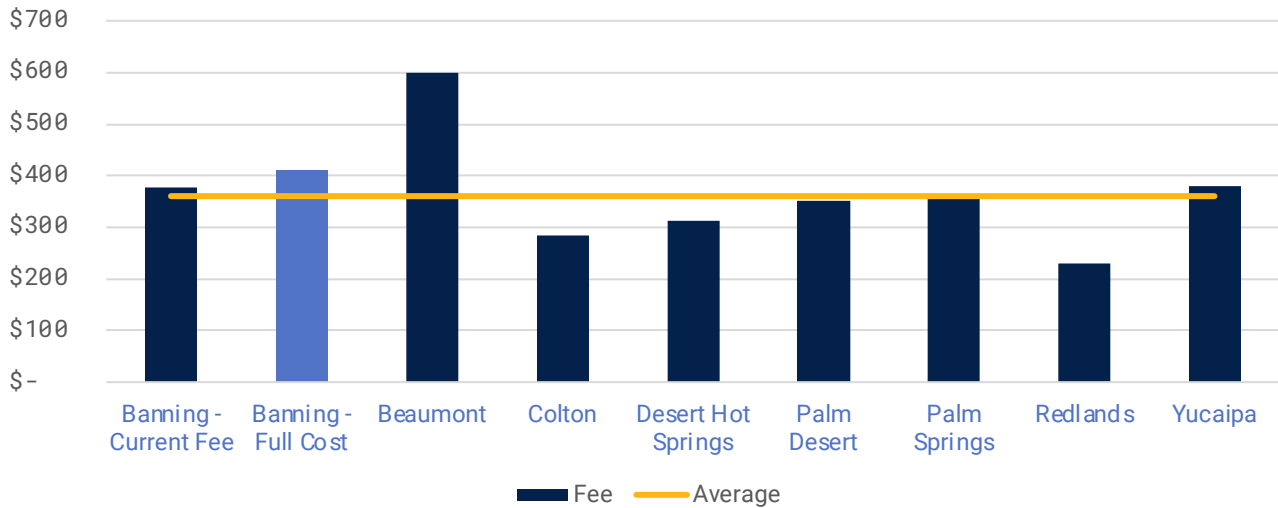


Both Banning's current fee and full cost calculated are above the jurisdictional average of \$511 and are most comparable to Palm Springs fee of \$506. The highest fee is from Colton at \$856, while the lowest is from Palm Desert at \$238.

SPECIAL EVENT

Fire currently charges a fee of \$378 for a special event with tents or canopies and is less than 400 square feet. Through this study, the project team calculated the full cost of this service to be \$411. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

Special Event

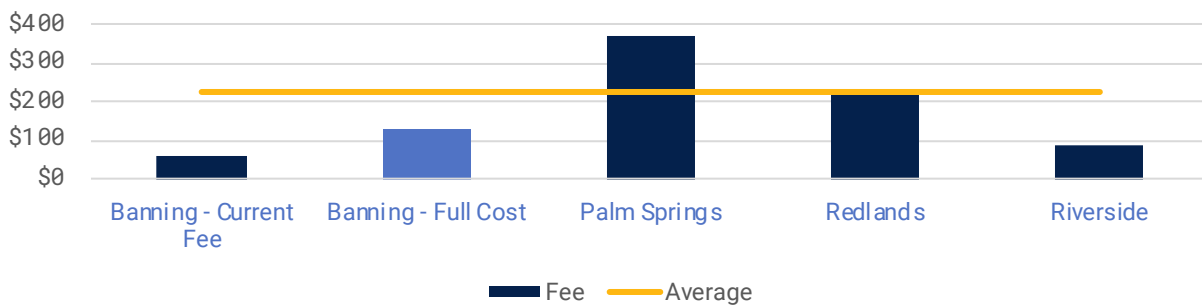


Banning's current fee is slightly above the jurisdictional average of \$361, with Yucaipa's fee of \$381 being the most comparable. Banning's full cost is also above the jurisdictional average. The highest fee is from Beaumont at \$600, while the lowest is from Redlands at \$231.

COMMUNITY CENTER - SMALL MEETING ROOM

Parks and Recreation currently charges a fee of \$60 for a rental of the Community Center - Small Meeting Room for 1 hour. Through this study, the project team calculated the full cost of this service to be \$132. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.

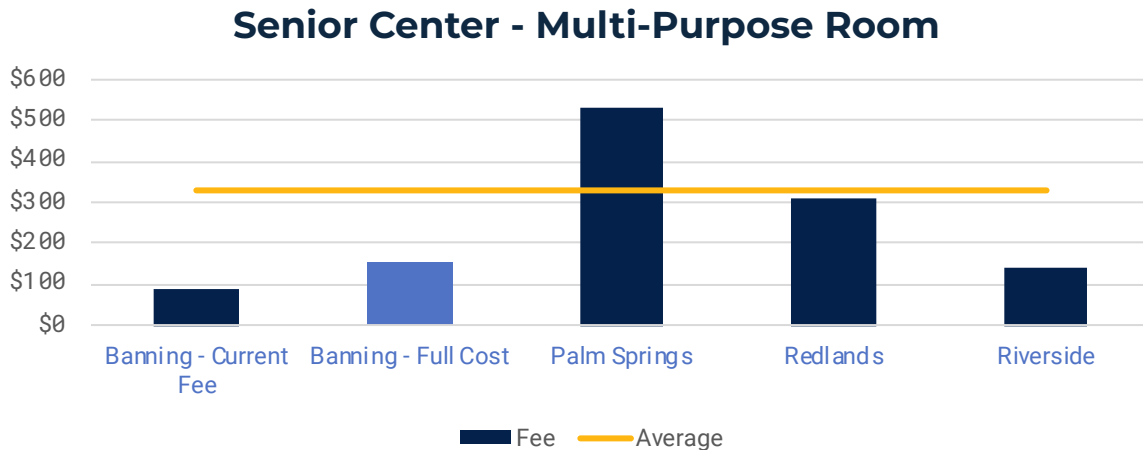
Community Center - Small Meeting Room



Banning's current fee and full cost is below the jurisdictional average of \$225. Palm Springs charges a \$367 deposit and Redlands charges a \$216 deposit. It's full cost is lower than Redlands and Palm Springs community rental rates.

SENIOR CENTER - MULTI-PURPOSE ROOM

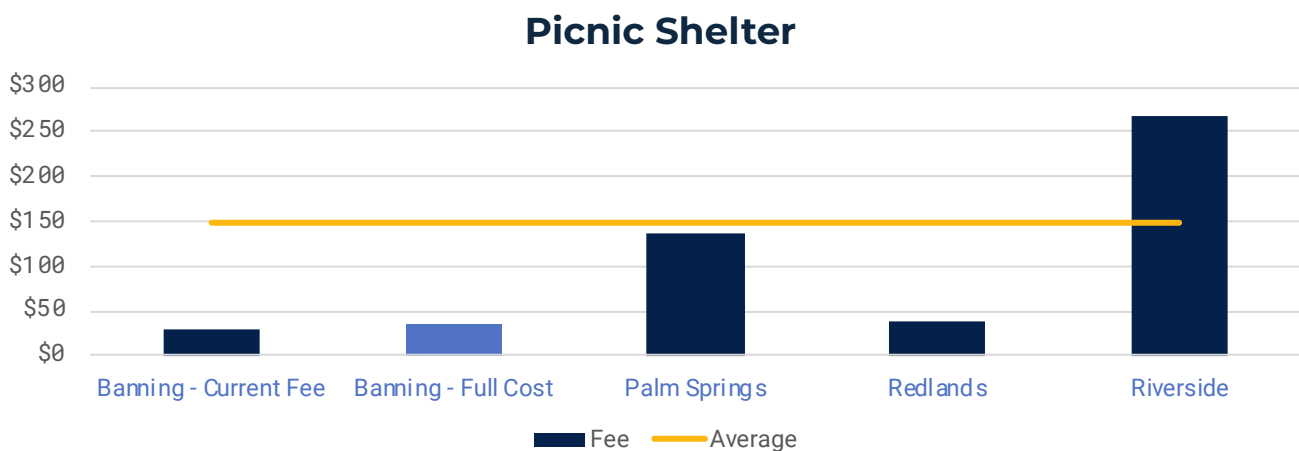
Parks and Recreation currently charges a fee of \$90 for a rental of the Senior Center - Multi-Purpose Room for 4 hours. Through this study, the project team calculated the full cost of this service to be \$152. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current and full cost fee is below the jurisdictional average of \$326. Palm Springs charges a \$531 deposit and Redlands charges a \$308 deposit.

PICNIC SHELTER

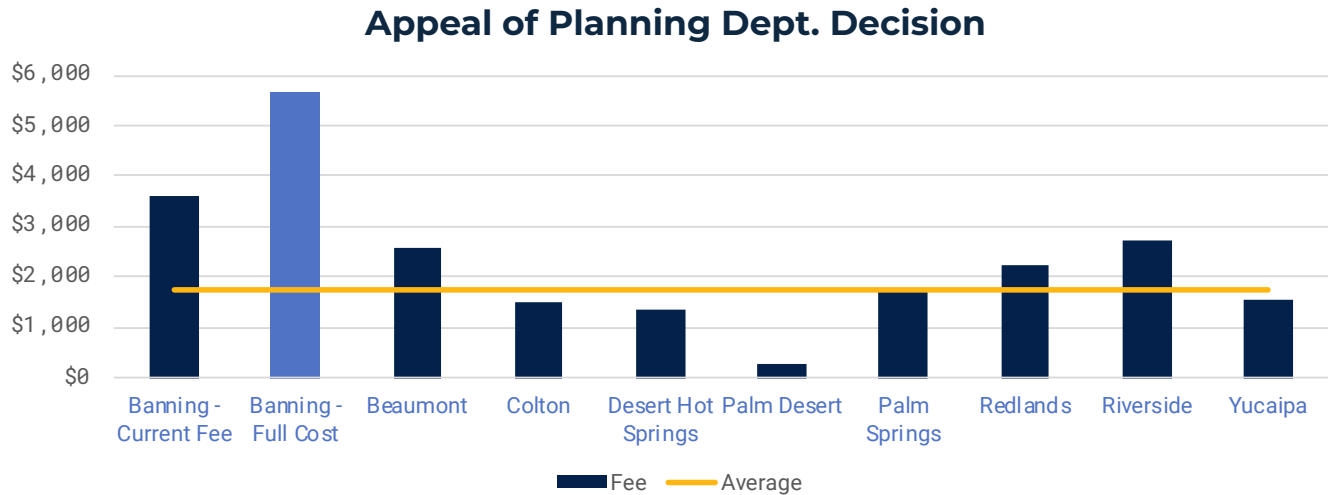
Parks and Recreation currently charges a fee of \$30 for a Picnic Shelter rental. Through this study, the project team calculated the full cost of this service to be \$35. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current and full cost fees are well below the jurisdictional average of \$148. It's current and full cost fees are in alignment with the City of Redlands.

APPEAL OF PLANNING DEPT. DECISION

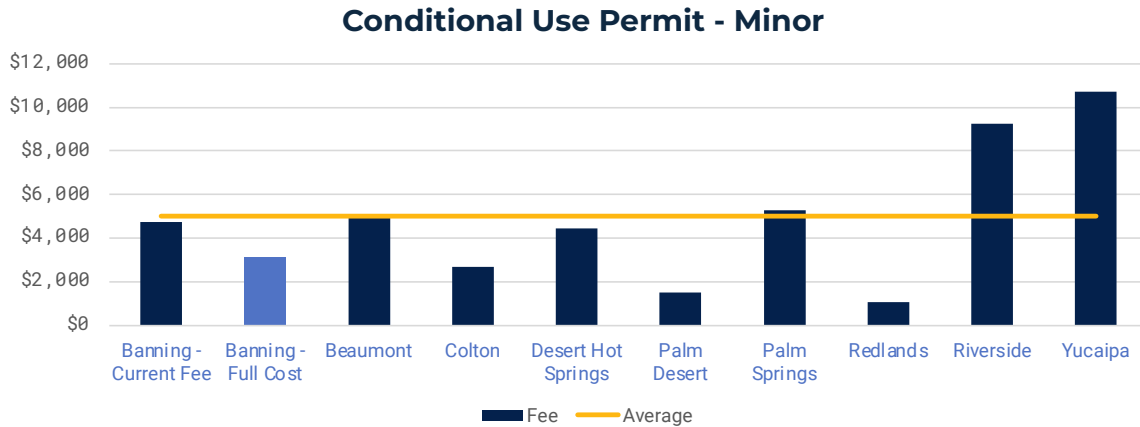
Planning currently charges a fee of \$3,624 for an appeal of a planning department decision. Through this study, the project team calculated the full cost of this service to be \$5,673. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is well above the jurisdictional average of \$1,745 and is the highest current fee listed. Banning's full cost of \$5,673 is the highest fee overall and is more than double the jurisdictional average. The lowest fee is from Palm Desert at \$276, while the second highest fee is from Riverside at \$2,719.

CONDITIONAL USE PERMIT - MINOR

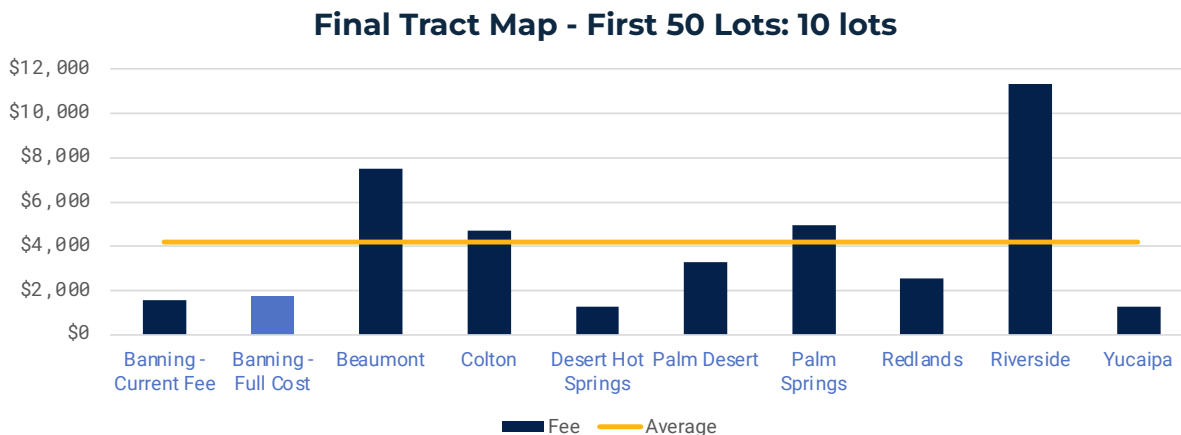
Planning currently charges a fee of \$4,888 for minor conditional use permit. Through this study, the project team calculated the full cost of this service to be \$3,143. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is close to the jurisdictional average of \$4,992. Banning's full cost is well below the jurisdictional average. The highest fee is from Yucaipa at \$10,740, while the lowest is from Redlands at \$1,066. Beaumont's fee of \$5,000 is charged as a deposit.

FINAL TRACT MAP - FIRST 50 LOTS: 10 LOTS

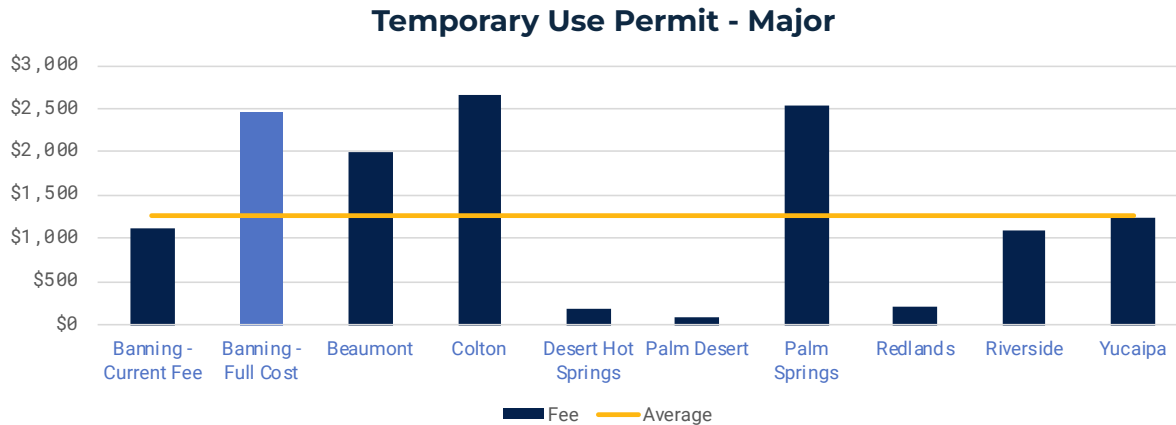
Planning currently charges a fee of \$1,569 for a Final Tract Map with 10 lots. Through this study, the project team calculated the full cost of this service to be \$1,701. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is well below the jurisdictional average of \$4,193, with Desert Hot Springs' fee of \$1,255 and Yucaipa's fee of \$1,277 being the most comparable. Banning's full cost is also well below the jurisdictional average. The highest fee is from Riverside at \$11,305, while the lowest is from Desert Hot Springs at \$1,255. Beaumont's fee of \$7,500 is charged as a deposit.

TEMPORARY USE PERMIT - MAJOR

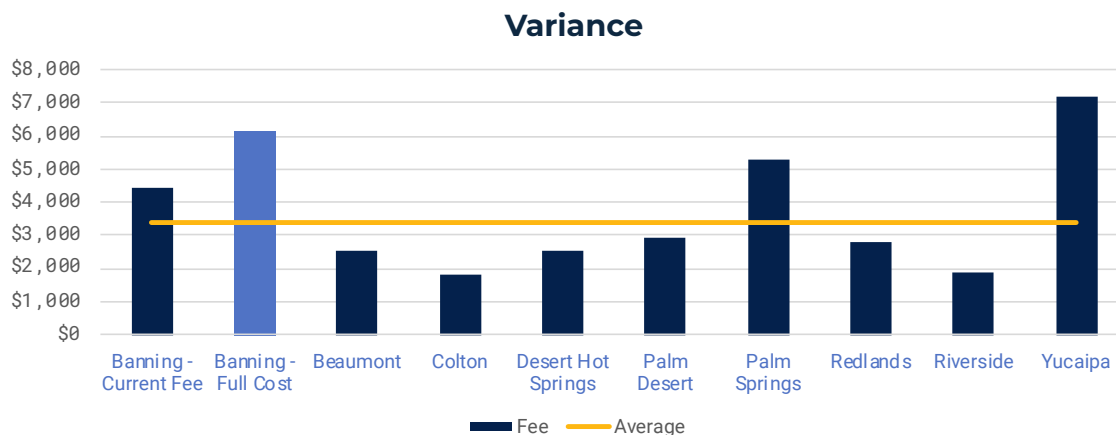
Planning currently charges a fee of \$1,103 for a major temporary use permit. Through this study, the project team calculated the full cost of this service to be \$2,454. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee of \$1,103 is just below the jurisdictional average of \$1,252, with Riverside's fee of \$1,102 and Yucaipa's fee of \$1,243 being the most comparable. Banning's full cost of \$2,454 is well above the jurisdictional average. The highest fee is from Colton at \$2,670, while the lowest is from Palm Desert at \$87.

VARIANCE

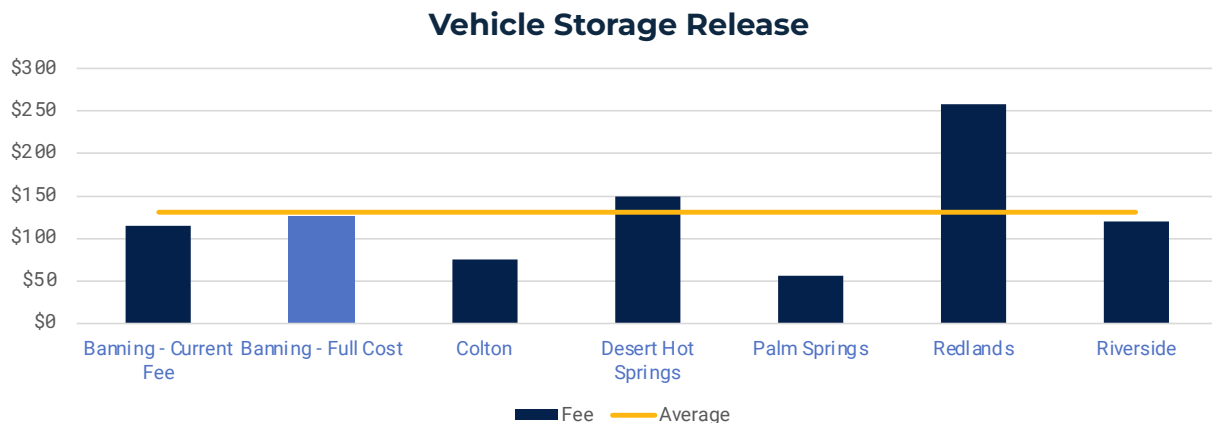
Planning currently charges a fee of \$4,423 for a variance fee. Through this study, the project team calculated the full cost of this service to be \$6,111. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee of \$4,423 is significantly above the jurisdictional average of \$3,367. Banning's full cost of \$6,111 is the second-highest fee overall and is also well above the jurisdictional average. The highest fee is from Yucaipa at \$7,200, while the lowest is from Colton at \$1,800.

VEHICLE STORAGE RELEASE

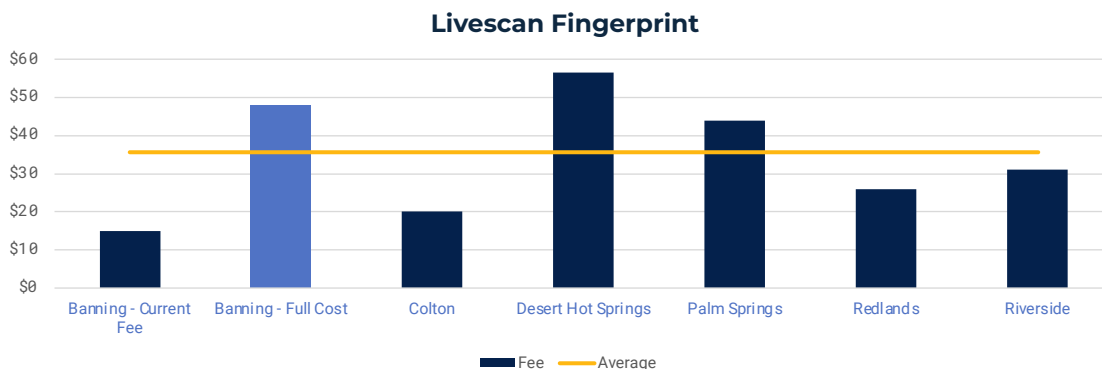
Police currently charges a fee of \$115 for a Vehicle Storage Release. Through this study, the project team calculated the full cost of this service to be \$126. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee of \$115 is below the jurisdictional average of \$132, with Banning's full cost of \$126 being the most comparable. Banning's full cost is also just below the jurisdictional average. The highest fee is from Redlands at \$258, while the lowest is from Palm Springs at \$56.

LIVESCAN FINGERPRINT

Police currently charges a fee of \$15 for a Livescan Fingerprint fee. Through this study, the project team calculated the full cost of this service to be \$48. The following graph shows how Banning's current fee and full cost compare to the surveyed jurisdictions.



Banning's current fee is well below the jurisdictional average of \$36, with Colton's fee of \$20 being the most comparable. Banning's full cost is higher than the jurisdictional average. The highest fee is from Desert Hot Springs at \$57, while the lowest is from Banning's current fee at \$15.

SUMMARY

Overall, Banning generally has current fees that are higher or in the middle when compared to the fees of the other surveyed jurisdictions. Of the surveyed jurisdictions, Banning's current fees are most comparable with Redlands, while the City's full cost calculated is most comparable to fees charged by Riverside. It is important to note that the results of this survey only show the fees adopted by the 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.