

City of Brea



User Fee Study



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Executive Summary

The City of Brea engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify recommended cost recovery for City Services as well as the full cost recovery amount. **Appendix C** details the full cost and suggested fees as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.

User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole (“User Fees”). As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefits. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

California User Fee History

Before Proposition 13, in times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote to enact or increase taxes. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. The State of California took a series of actions in the 1990’s and 2000’s to improve the State’s fiscal situation, at the expense of local governments. In 2004-05, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees further reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person’s activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a User Fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.

Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the City's Cost Allocation Plan. A Cost Allocation Plan identifies the central service functions of the City such as Finance, City Manager, and Human Resources and allocates their cost to the departments and funds of the City that they support. This plan was used in the User Fee study to account for the burden placed upon central services by the operating departments to allocate a proportionate share of central service cost through the study.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City to annually increase or decrease the fees by changes in a pre-approved inflationary index, as described below. However, such inflationary increases shall not exceed the reasonable estimated cost of providing the services each year.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs but cannot rely solely on the CPI increase as it is incumbent upon each agency to ensure the amount of the fees charged does not exceeds the reasonable estimated costs of providing the services. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.

Study Objective

As the City of Brea seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A User Fee Study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group. Penalties and fines are violations, and should be set to deter activities, and are not based on the cost of a service.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Align development related fee structures to assign flat fee(s) for less complex projects and retain deposit based fees for more complex projects
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Brea departments and fee groups:

- Administrative Services
- Water Utility Billing
- Planning
- Building
- Community Services
- Fire
- Police
- Public Works

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or alternative approaches.

Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for such fees is the “estimated, reasonable cost” principle. To maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fiscal Year 2024-2025 Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits (see [Appendix B](#)), but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

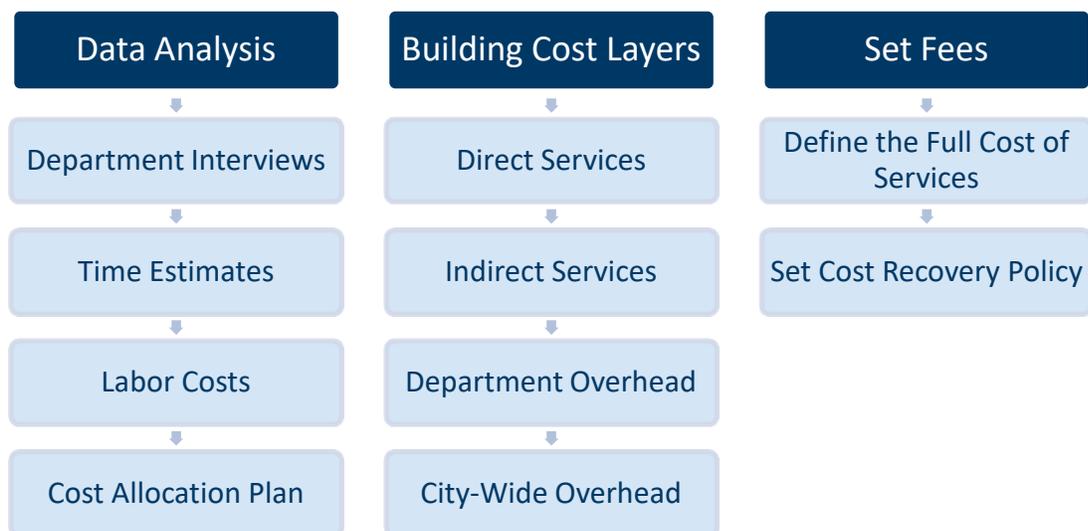
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Central service overhead costs allocated through the Cost Allocation Plan

A key factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours’ employees engage in non-billable activities such as paid vacation, sick leave, holidays, and other considerations, as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate for how a service is provided, to calculate a fee’s cost based on the personnel and the amount of their time providing each service.

Summary Steps of the Study

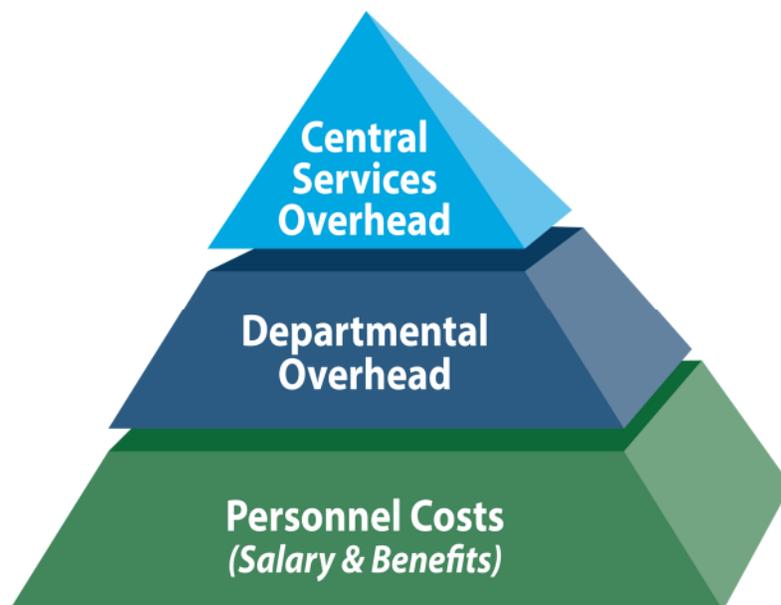
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City’s central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, as provided via the City’s Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



Methodology

The two methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Program Cost Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a program's needs and goals. Typical programmatic approach cases are valuation-based fees, Recreation programs, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonable tests and validation
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Position staffing levels, seniority, and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Changes in processes and procedures within a department, or the City as a whole

-
- Changes in the development fee structure with a shift from deposit based fees to flat fee structure for less complex projects and more complex projects to remain as a deposit based fee structure
 - Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

Deposit based fees are established administratively based upon Municipal Code 3.32.035. Which states the following:

- The Community Development Director or designee (Director) is hereby authorized to determine the appropriate amount that must be maintained in such deposit until all application processing and related city services for which fees are charged have been completed. In estimating the required amount of funds to be deposited, the Director may utilize reasonable assumptions and shall consider determination of approximate amount based upon the amount of time historically spent on similar projects, and/or the likely expenditure estimates of staff time for the pending application based upon reasonable assumptions of the Director.
- Source: https://codelibrary.amlegal.com/codes/brea/latest/brea_ca/0-0-0-59198

City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

Brea User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in **Appendix C**. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were obtained through interviews conducted with City staff for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service and will differ from City to City depending on staffing, positions involved, experience of staff, the use of consultants, and the policies and procedures in place for each City. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The primary goal of this study was to identify the cost of City services and identify a development fee structure that would streamline the fee collection process. Less complex and routine requests to be set up as a flat fee whereas more complexity requires a deposit, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no fixed rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Brea, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, some services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unrestricted funds.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may have a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost of service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

Summary

City staff are recommending setting user fees at suggested fee amounts as detailed in [Appendix C](#). City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives of this study. City staff have reviewed the full costs and identified the recommended fee levels for consideration by City Council.

The following sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix C](#) of this report.

Administrative Services

The Administrative Services Department consists of five divisions: Administration, Revenue, Budget, Accounting and Auditing and Information Technology. The department is responsible for the fiscal affairs of the City and the Brea Public Financing Authority. This includes the handling and investment of cash, procurement of goods and services, disbursement of money, billing of utilities, recording of all transactions, preparation of payroll, preparation and maintenance of the budget and general ledger, and safeguarding the financial assets and financial records of the City. Furthermore, the Administrative Services Department serves as liaison to the Finance Committee and the Investment Advisory Committee.

The department also provides information technology services to the entire City organization as well as contracted client agencies through the Information Technology Division's entrepreneurial base. Supporting all City departments, including public safety, requires staying abreast of current technology trends, security enhancements and changes to regulatory requirements while maintaining high levels of customer service to both internal and external customers. The division is comprised of the following programs: internal support, application support, external support, and geographic information system support.

Analysis

Willdan individually reviewed the services associated with the Administrative Services Department. The review also consisted of an evaluation of existing services to update the fee schedule.

Many of the fees and services listed under Administrative Services are licenses, regulated fees, or fees not otherwise recommended to be changed. For the user fees evaluated as part of this study the analysis relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing service. Staff is recommending the fees be adjusted as detailed in **Appendix C**. As a result, there would be:

- An increase to 3 fees;
- 1 fee would decrease;
- 1 new Service fee would be added;
- 8 fees would remain as currently set, and;
- the average fee change would be an increase of 20%.

Water Utility Billing

The Water Division and Utility Billing Division are responsible for the city's potable water system, including backflow prevention and water quality issues. Water service is established as part of City of Brea Utilities.

Analysis

Willdan individually reviewed the services and programs associated with Water Utility Billing. The review also consisted of an evaluation of existing services to update the fee schedule.

The analysis of Water Utility Billing services relied primarily upon a standard unit cost build-up approach for user fees, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. No utility rates are included in the fee schedules included in this report, and no analysis was done on any utility rates. The analysis of the user fees found that current fees are under funding the cost for most of the services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 12 fees;
- 6 fees would remain as currently set, and;
- the average fee change would be an increase of 45%.

Planning

The Brea Planning Division is a vital part of the Community Development Department. Planning supports the life and business of the city by assuring that structures and amenities related to the built environment are well-functioning and of good quality. A dedicated professional team works with property owners and developers to help craft projects that will meet high standards. They also work to coordinate these projects in their early stages with neighbors so that proposed new construction or modifications to the property will be compatible with existing uses.

Analysis

Willdan individually reviewed the services and programs associated with the Planning Division. The review also consisted of an evaluation of existing services to update the fee schedule.

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most current fees are under funding the cost for most of the services. In addition, Planning currently utilizes deposits for most services, and the city invoices against those deposit accounts to collect the full cost of service based upon City Council approved fully burdened hourly rates. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 19 fees and deposits;
- 10 new fees will be added;
- 7 fees would change from deposit to a flat amount;
- 2 fees would change from a set deposit fee amount to be variable based on the project and staff involvement;
- 6 fees would remain as currently set, and;
- the average fee change would be an increase of 137% for fees that didn't change their methodology (change from the current unit to a different unit in the Planning fee table).

Building

The Building & Safety Division is committed to protecting the lives and safety of the residents and visitors of Brea, preserving the City's quality of life, and contributing to the City's economic development. This is accomplished through the implementation of the building, plumbing, mechanical, electrical, and energy codes, as well as code enforcement regulation of local and state laws for all buildings in the City of Brea. The Division provides plan review and field inspections of buildings to ensure a safe, accessible, and energy-efficient environment throughout our community. The Division regulates local and state laws related to building construction, maintenance, use, repair, and rehabilitation. The Division also manages the City's permit system which coordinates and streamlines the construction permit process. Applications for construction projects are submitted to the Building & Safety Division where the review process is coordinated among several departments. This provides the customer with a comprehensive single point of contact throughout the entire review and permit process.

Analysis

Willdan individually reviewed the services and programs associated with the Building Division. The review also consisted of an evaluation of existing services to update the fee schedule.

The analysis of Building services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most current fees are under funding the cost for most of the services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 45 fees;
- 121 new fees will be added to better reflect the services that are provided to the public;
 - Most are not new fees, but deviations of services already provided and a change in the fee structure from deposits to flat fees.
- 4 fees would decrease;
- 12 fees would remain as currently set;
- 7 fees would change to a flat fee from a deposit based;
- 2 fees would change to deposit based from a to be determined by Building Official fee, and;
- the average fee change would be an increase of 84% for current fees.

Community Services

The Community Services Department creates community in the City of Brea through people, parks, and programs. It plays an important role in creating a healthy community through diverse and innovative recreation, special interests, cultural arts, human services, and senior programming. The Community Services Department provides space to learn and play, space to be safe and secure, and space to create and imagine.

The functions of the Community Services Department are assigned to five major areas: Administrative Division, Community Center, Recreation Services Division, Cultural Arts Division, and Human Services Division. In addition, Community Services is charged with the design and development of new facilities and parks, and other recreational elements within the community. The Department serves as the staff liaison to the Parks, Recreation and Human Services Commission, the Cultural Arts Commission, the Senior Center Leadership Council, the Olinda Oil Museum and Trail Task Force, the Student Advisory Board, and the Art in Public Places Committee. Through its five major areas and work with its Commissions, Boards, and Council, the Community Services Department supports all of the City's Operational Goals.

Analysis

A cost recovery was analyzed for the Community Services Department and is about 16%. No Community Service fees would be changed as a result of this study.

Div	Division Description	FY 2024-25 Adopted Budget	Avg Revenues FY19/20- FY22/23	Division Direct Cost Recovery	Admin Allocation	Department Cost Recovery	Indirect Allocation (22%)	Fully Burdened Cost Recovery
4145	CONTRACT CLASSES	\$224,944	\$159,546	71%	\$133,517	45%	\$54,564	39%
4154	FACILITY RESERVATIONS	\$501,404	\$378,924	76%	\$297,611	47%	\$121,624	41%
4215	FITNESS/WELLNESS PROGRAM	\$541,665	\$352,891	65%	\$321,508	41%	\$131,390	35%
4217/4425	TEEN PROGRAMS/ACTIVITIES/PRESCHOOL	\$398,985	\$151,609	38%	\$236,819	24%	\$96,780	21%
4224	KID WATCH	\$167,477	\$17,545	10%	\$99,407	7%	\$40,624	6%
4421	SPECIAL EVENTS	\$307,645	\$113,029	37%	\$85,137	29%	\$59,788	25%
4422	AQUATICS	\$357,862	\$137,060	38%	\$212,411	24%	\$86,805	21%
4424	ATHLETICS	\$473,600	\$160,388	34%	\$281,107	21%	\$114,880	18%
4428	YTH SUMMER ACTIV/DAY CAMP	\$275,788	\$112,967	41%	\$163,695	26%	\$66,897	22%
4429	AFTER SCHOOL PROGRAM	\$285,755	\$0	0%	\$169,611	0%	\$69,315	0%
4521	SENIOR SERVICES (CENTER)	\$891,541	\$26,620	3%	\$246,724	2%	\$173,264	2%
4523	BREA RESOURCE CENTER	\$490,270	\$45,574	9%	\$135,677	7%	\$95,280	6%
4525	TRANSPORTATION PROGRAM	\$109,512	\$23,804	22%	\$14,771	19%	\$18,918	17%
4541	GALLERY	\$445,098	\$69,154	16%	\$123,176	12%	\$86,501	11%
4542	THEATRE	\$958,406	\$304,688	32%	\$129,273	28%	\$165,564	24%
TOTAL COMMUNITY SERVICES DEPARTMENT		\$9,080,396	\$2,113,876	23%	\$2,650,444	18%	\$1,382,194	16%

Fire

The Fire department provides the delivery of life safety services by providing 24-hour emergency response to a wide variety of critical situations, including fires, explosions, hazardous materials incidents, medical emergencies, accidents, and miscellaneous public assistance requests. The department consists of three divisions: Administration, Fire Operations and Fire Prevention.

Analysis

Willdan individually reviewed the services and programs associated with the Fire Department. The review also consisted of an evaluation of existing services to update the fee schedule.

The analysis of Fire services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most of the current fees are underfunding the cost of most of the services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 8 fees;
- 6 fees would decrease;
- 12 new restructured fees will be added;
- 1 fee would remain as currently set, and;
- the average fee change would be an increase of 42% for current fees.

Police

The Brea Police Department provides a full range of services to the City of Brea. The police department provides services to a total residential population of approximately 47,000 and a daylight population of approximately 125,000. The department deploys its personnel in two divisions: Support Services and Operations. In conjunction with the police department's policing philosophy, each division will expand the use of crime analysis information to identify crime trends within our communities in an effort to better deploy our resources, prevent and reduce crime, and apprehend criminals. The department's mission statement serves as a guide toward enhancing public safety within the community of Brea. The department further commits itself to collaborative decision-making, shared organizational values, and individual meaning in the workplace.

Analysis

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services to update the fee schedule.

The analysis of Police services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that the current fees are under funding the cost for most of the services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#), with no increase being greater than full cost or 50% whichever is less. As a result, there would be:

- An increase to 6 fees;
- 14 fees would remain as currently set, and;
- The average fee change would be an increase of 10%.

Public Works

The Public Works Department provides a wide range of services to the community. Services include operations and maintenance of the public right-of-way and City facilities; design and construction of capital improvement projects; operations and maintenance of City utilities; oversight of sustainability practices; and support of various community activities throughout the year.

The Department utilizes a multi-disciplinary approach, combining City staff and outside contractors to provide the community with the most cost-effective and productive services. The Public Works Department consists of seven divisions, each with its specific area of responsibility and duties.

The Engineering Division is responsible for the design and construction of infrastructure, issuing Public Works permits, performing inspections, and administration of both the City's Transportation Program and the Capital Improvement Program and coordinates with the Street Division to manage the National Pollutant Discharge Elimination System (NPDES), Water Conservation programs, and Fats, Oils & Greases (FOG) programs. This division also supports other City Departments seeking construction and project management expertise and assistance.

Analysis

Willdan individually reviewed the services and programs associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Public Works Department relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing service. It is recommended that the City set Public Works fees at the levels detailed in [Appendix C](#). As a result, there would be:

- an increase to 15 fees;
- 36 new restructured fees would be added;
- 3 fees will change from varies to a deposit;
- 4 fees would remain as currently set, and;
- the average estimated increase would be around 97% for current fees.

Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a portion of the total allowable cost is recovered as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The direct overhead percentages below are derived by dividing operational costs by personnel cost. The indirect allocation percentages are provided through the Cost Allocation Plan. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and other costs that are charged directly to the service requestor.

City of Brea - User Fee Study

Overhead Rate Calculations (based on FY 2024-2025 data)

Department	Total Employee Services	Department Operations & Administration	Direct Overhead %	Internal Service Overhead %	Cost Allocation Overhead %
110: ADMINISTRATIVE SERVICES	396,242	74,153	19%	24%	0%
110: CITY ACCOUNTING	807,546	19,192	2%	15%	0%
110: CITY MANAGER'S OFFICE	1,007,372	50,005	5%	14%	0%
110: COMMUNITY DEVELOPMENT	2,586,978	195,735	8%	17%	27%
110: COMMUNITY SERVICES	5,532,022	738,405	13%	40%	22%
110: COUNCIL SUPPORT	436,976	125,720	29%	16%	0%
110: FIRE SERVICES	8,155,249	800,489	10%	15%	9%
110: MEDIA SERVICES/GRAPHICS	251,442	15,680	6%	30%	0%
110: POLICE SERVICES	23,471,543	1,185,502	5%	15%	9%
110: PUBLIC INFORMATION	428,895	113,457	26%	13%	0%
110: PUBLIC WORKS	3,160,996	1,052,609	33%	23%	35%
174: PARAMEDIC SERVICES	6,108,886	134,236	2%	12%	8%
280: HOUSING SUCCESSOR	168,999	92,048	54%	12%	13%
420: WATER UTILITY	2,290,768	629,387	27%	23%	22%
430: SEWER UTILITY	879,608	148,855	17%	25%	18%
440: SANITATION & ST SWEEPING	419,782	87,016	21%	46%	19%

Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates (FBHR's) of staff positions that provide for the services detailed in **Appendix C**. The FBHR's were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position as determined by the department they are assigned to. Refer previously to **Appendix A** for identifying the percentage overheads for each department. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can notify and charge up to the full cost of the personnel, third party, or material cost involved to the service requestor.

City of Brea - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
110: CITY ACCOUNTING	Accounting: Accounting Technician I	\$42.80
110: CITY ACCOUNTING	Accounting: Accounting Technician II	\$87.64
110: CITY ACCOUNTING	Accounting: Deputy Director of Administrative Services	\$228.51
110: CITY ACCOUNTING	Accounting: Financial Services Manager	\$182.27
110: CITY ACCOUNTING	Accounting: Fiscal Specialist	\$90.57
110: CITY ACCOUNTING	Accounting: Senior Accountant	\$117.96
110: ADMINISTRATIVE SERVICES	Admin: Deputy City Manager/Director	\$304.86
110: ADMINISTRATIVE SERVICES	Admin: Deputy Director of Administrative Services	\$281.93
110: ADMINISTRATIVE SERVICES	Admin: Executive Assistant	\$101.90
110: ADMINISTRATIVE SERVICES	Admin: Senior Management Analyst	\$168.59
110: COMMUNITY DEVELOPMENT	CD: Administrative Clerk II	\$84.60
110: COMMUNITY DEVELOPMENT	CD: Assistant Planner	\$129.72
110: COMMUNITY DEVELOPMENT	CD: Building Official	\$189.00
110: COMMUNITY DEVELOPMENT	CD: City Planner	\$249.38
110: COMMUNITY DEVELOPMENT	CD: Combination Inspector II	\$119.78
110: COMMUNITY DEVELOPMENT	CD: Community Development Specialist	\$91.82
110: COMMUNITY DEVELOPMENT	CD: Deputy City Manager/Director	\$376.46
110: COMMUNITY DEVELOPMENT	CD: Economic Development Manager	\$189.75
110: COMMUNITY DEVELOPMENT	CD: Executive Assistant	\$122.05
110: COMMUNITY DEVELOPMENT	CD: Junior Plans Checker	\$118.59
110: COMMUNITY DEVELOPMENT	CD: Management Analyst I	\$116.19
110: COMMUNITY DEVELOPMENT	CD: Permit Technician	\$93.55
110: COMMUNITY DEVELOPMENT	CD: Planning Technician	\$85.97
110: COMMUNITY DEVELOPMENT	CD: Senior Management Analyst	\$161.74
110: COMMUNITY DEVELOPMENT	CD: Senior Planner	\$161.73
110: CITY MANAGER'S OFFICE	CM: City Manager	\$355.80
110: CITY MANAGER'S OFFICE	CM: Deputy City Manager/Director	\$273.53
110: CITY MANAGER'S OFFICE	CM: Emergency Preparedness Coordinator	\$138.78
110: CITY MANAGER'S OFFICE	CM: Executive Assistant	\$93.22
110: CITY MANAGER'S OFFICE	CM: Management Analyst I	\$94.93
110: CITY MANAGER'S OFFICE	CM: Senior Management Analyst	\$123.80
110: COUNCIL SUPPORT	Council Support: City Clerk	\$223.55
110: COUNCIL SUPPORT	Council Support: City Clerk Specialist	\$84.52
110: COUNCIL SUPPORT	Council Support: Deputy City Clerk/Records Supervisor	\$151.27
110: COMMUNITY SERVICES	CS: Community Services Director	\$416.66
110: COMMUNITY SERVICES	CS: Community Services Specialist I	\$102.71
110: COMMUNITY SERVICES	CS: Community Services Specialist II	\$128.17
110: COMMUNITY SERVICES	CS: Community Services Supervisor	\$194.26
110: COMMUNITY SERVICES	CS: Deputy Director of Community Services	\$283.68
110: COMMUNITY SERVICES	CS: Executive Assistant	\$114.23
110: COMMUNITY SERVICES	CS: Fiscal Specialist	\$150.13

City of Brea - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
110: COMMUNITY SERVICES	CS: Media Services Specialist I	\$81.45
110: COMMUNITY SERVICES	CS: Media Services Specialist II	\$143.85
110: COMMUNITY SERVICES	CS: Senior Management Analyst	\$199.05
110: FIRE SERVICES	Fire: Combination Inspector II	\$114.30
110: FIRE SERVICES	Fire: Executive Assistant	\$93.28
110: FIRE SERVICES	Fire: Fire Battalion Chief	\$427.58
110: FIRE SERVICES	Fire: Fire Captain	\$259.45
110: FIRE SERVICES	Fire: Fire Chief	\$417.95
110: FIRE SERVICES	Fire: Fire Engineer	\$242.25
110: FIRE SERVICES	Fire: Fire Marshal	\$188.19
110: FIRE SERVICES	Fire: Fire Prevention Specialist I	\$111.78
110: FIRE SERVICES	Fire: Firefighter	\$167.83
110: FIRE SERVICES	Fire: Permit Technician	\$94.59
110: MEDIA SERVICES/GRAPHICS	Graphics: Senior Media Servs Specialist - AV	\$119.47
110: POLICE SERVICES	Police: Communications Supervisor	\$141.36
110: POLICE SERVICES	Police: Crime Analyst	\$121.24
110: POLICE SERVICES	Police: Crime Scene Investigator	\$122.97
110: POLICE SERVICES	Police: Executive Assistant	\$102.47
110: POLICE SERVICES	Police: Management Analyst I	\$100.28
110: POLICE SERVICES	Police: Police Captain	\$394.32
110: POLICE SERVICES	Police: Police Chief	\$393.51
110: POLICE SERVICES	Police: Police Comm Outreach Coordinator	\$87.93
110: POLICE SERVICES	Police: Police Lieutenant	\$363.44
110: POLICE SERVICES	Police: Police Officer	\$221.09
110: POLICE SERVICES	Police: Police Records Technician	\$80.84
110: POLICE SERVICES	Police: Police Records/Property & Evidence Sv.	\$147.49
110: POLICE SERVICES	Police: Police Sergeant	\$295.41
110: POLICE SERVICES	Police: Police Services Officer	\$101.84
110: POLICE SERVICES	Police: Property and Evidence Technician	\$102.30
110: POLICE SERVICES	Police: Public Safety Dispatcher I	\$75.62
110: POLICE SERVICES	Police: Public Safety Dispatcher II	\$100.71
110: POLICE SERVICES	Police: Senior Public Safety Dispatcher	\$116.59
110: POLICE SERVICES	Police: Sr. Police Records Technician	\$102.15
110: PUBLIC INFORMATION	Pub Info: Communications & Marketing Manager	\$197.82
110: PUBLIC INFORMATION	Pub Info: Management Analyst I	\$109.46
110: PUBLIC INFORMATION	Pub Info: Media Services Specialist I	\$97.55
110: PUBLIC WORKS	PW: Accounting Technician I	\$108.41
110: PUBLIC WORKS	PW: Administrative Clerk II	\$103.20
110: PUBLIC WORKS	PW: Assistant Engineer	\$184.19
110: PUBLIC WORKS	PW: City Engineer	\$286.74
110: PUBLIC WORKS	PW: Combination Inspector II	\$152.51

City of Brea - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
110: PUBLIC WORKS	PW: Engineering Technician I	\$124.59
110: PUBLIC WORKS	PW: Executive Assistant	\$155.40
110: PUBLIC WORKS	PW: Landscape Main. Contract Admin	\$172.98
110: PUBLIC WORKS	PW: Maintenance Services Crew Leader	\$165.58
110: PUBLIC WORKS	PW: Maintenance Services Superintendent	\$220.70
110: PUBLIC WORKS	PW: Maintenance Services Supervisor	\$195.57
110: PUBLIC WORKS	PW: Maintenance Services Worker I	\$79.29
110: PUBLIC WORKS	PW: Maintenance Services Worker II	\$141.56
110: PUBLIC WORKS	PW: Management Analyst I	\$145.96
110: PUBLIC WORKS	PW: Permit Technician	\$115.56
110: PUBLIC WORKS	PW: Principal Civil Engineer	\$243.98
110: PUBLIC WORKS	PW: Public Works Director	\$366.30
110: PUBLIC WORKS	PW: Senior Management Analyst	\$206.51
174: PARAMEDIC SERVICES	174: Paramedic: Administrative Clerk II	\$46.11
174: PARAMEDIC SERVICES	174: Paramedic: Ambulance Operator	\$60.32
174: PARAMEDIC SERVICES	174: Paramedic: Emergency Medical Services Manager	\$167.51
174: PARAMEDIC SERVICES	174: Paramedic: Fire Captain	\$278.18
174: PARAMEDIC SERVICES	174: Paramedic: Fire Engineer	\$245.44
174: PARAMEDIC SERVICES	174: Paramedic: Firefighter	\$206.97
174: PARAMEDIC SERVICES	174: Paramedic: Human Resources Technician	\$110.29
280: HOUSING SUCCESSOR	280: Housing: Administrative Clerk II	\$100.34
280: HOUSING SUCCESSOR	280: Housing: Senior Management Analyst	\$191.85
420: WATER UTILITY	420: Water: Accounting Technician I	\$109.73
420: WATER UTILITY	420: Water: Accounting Technician II	\$116.67
420: WATER UTILITY	420: Water: Administrative Clerk II	\$73.60
420: WATER UTILITY	420: Water: Assistant City Engineer	\$273.35
420: WATER UTILITY	420: Water: City Engineer	\$263.10
420: WATER UTILITY	420: Water: Environmental Services Coordinator	\$221.63
420: WATER UTILITY	420: Water: Environmental Services Inspector	\$173.03
420: WATER UTILITY	420: Water: Executive Assistant	\$142.59
420: WATER UTILITY	420: Water: Financial Services Manager	\$284.81
420: WATER UTILITY	420: Water: Fiscal Specialist	\$154.68
420: WATER UTILITY	420: Water: Public Works Director	\$336.11
420: WATER UTILITY	420: Water: Senior Management Analyst	\$189.49
420: WATER UTILITY	420: Water: Water Distribution Crew Leader	\$154.84
420: WATER UTILITY	420: Water: Water Distribution Operator I	\$120.33
420: WATER UTILITY	420: Water: Water Distribution Operator II	\$142.75
420: WATER UTILITY	420: Water: Water Distribution Superintendent	\$269.74
420: WATER UTILITY	420: Water: Water Distribution Supervisor	\$204.86
430: SEWER UTILITY	430: Sewer: Accounting Technician I	\$101.19
430: SEWER UTILITY	430: Sewer: Accounting Technician II	\$107.59

City of Brea - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
430: SEWER UTILITY	430: Sewer: Administrative Clerk II	\$67.87
430: SEWER UTILITY	430: Sewer: Assistant City Engineer	\$252.09
430: SEWER UTILITY	430: Sewer: City Engineer	\$242.64
430: SEWER UTILITY	430: Sewer: Environmental Services Coordinator	\$204.39
430: SEWER UTILITY	430: Sewer: Environmental Services Inspector	\$159.57
430: SEWER UTILITY	430: Sewer: Executive Assistant	\$131.50
430: SEWER UTILITY	430: Sewer: Fiscal Specialist	\$142.65
430: SEWER UTILITY	430: Sewer: Maintenance Services Worker I	\$90.59
430: SEWER UTILITY	430: Sewer: Maintenance Services Worker II	\$121.85
430: SEWER UTILITY	430: Sewer: Public Works Director	\$309.97
430: SEWER UTILITY	430: Sewer: Water Distribution Superintendent	\$248.75
430: SEWER UTILITY	430: Sewer: Water Distribution Supervisor	\$188.92
440: SANITATION & ST SWEEPING	440: Sanitation: Accounting Technician I	\$121.10
440: SANITATION & ST SWEEPING	440: Sanitation: Accounting Technician II	\$128.76
440: SANITATION & ST SWEEPING	440: Sanitation: Administrative Clerk II	\$81.22
440: SANITATION & ST SWEEPING	440: Sanitation: Executive Assistant	\$157.36
440: SANITATION & ST SWEEPING	440: Sanitation: Fiscal Specialist	\$170.71
440: SANITATION & ST SWEEPING	440: Sanitation: Maintenance Services Crew Leader	\$167.68
440: SANITATION & ST SWEEPING	440: Sanitation: Maintenance Services Superintendent	\$223.50
440: SANITATION & ST SWEEPING	440: Sanitation: Maintenance Services Supervisor	\$198.05
440: SANITATION & ST SWEEPING	440: Sanitation: Management Analyst I	\$147.81
440: SANITATION & ST SWEEPING	440: Sanitation: Public Works Director	\$370.94
440: SANITATION & ST SWEEPING	440: Sanitation: Senior Management Analyst	\$209.13
440: SANITATION & ST SWEEPING	440: Sanitation: Street Sweeper Operator	\$148.17

City of Brea - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
Part Time/Contract Positions		
110: POLICE SERVICES	Police Cadet	\$23.30
110: POLICE SERVICES	Jailer	\$53.26
110: POLICE SERVICES	Parking Control Officer	\$47.40
110: COMMUNITY DEVELOPMENT	Administrative Intern	\$25.31
110: COMMUNITY DEVELOPMENT	Code Enforcement Officer	\$25.31
110: COMMUNITY SERVICES	Facilities Worker	\$31.06
110: COMMUNITY SERVICES	Sr. Community Services Leader	\$31.06
110: COMMUNITY SERVICES	Community Services Leader	\$28.24
110: COMMUNITY SERVICES	Community Services Worker	\$25.68
110: COMMUNITY SERVICES	Community Services Coordinator	\$34.18
110: COMMUNITY SERVICES	Senior Lifeguard/Instructor	\$31.08
110: COMMUNITY SERVICES	Lifeguard/Instructor	\$28.24
110: COMMUNITY SERVICES	Lifeguard	\$25.68
110: COMMUNITY SERVICES	Shuttle Driver	\$47.95
110: COMMUNITY SERVICES	Specialist/Inspector	\$143.69
440: SANITATION & ST SWEEPING	Recycling Coordinator	\$32.30
110: PUBLIC WORKS	Contract Labor: Consultant Plan Check Rate	\$234.61
110: PUBLIC WORKS	Contract Labor: Consultant Inspection Rate	\$215.95
110: BUILDING	Contract Labor: Consultant Building Plan Check Rate	\$184.07
110: BUILDING	Contract Labor: Consultant Building Inspection Rate	\$163.62
110: FIRE SERVICES	Contract Labor: Consultant Fire Plan Check Rate	\$221.33

Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as “NA,” the amount or percentage was not calculable. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

Administrative Services

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Miscellaneous			
2	Subpoena (For Non-Peace Employees)	\$275.00	per day	Mandated by GC68096.1
3	Digital Reproduction for Public Records Requests	\$5.00	per DVD's	no charge if they bring their own. GC7922.530(a)
4	Candidate Filing Fee	\$10.00		Mandated by Ord No. 527
5	Copies	\$0.10	per page	GC7922.530(a)
6	Notary Fee	\$15.00	per signature	GC8211
7	Returned Check (1st Offense)	\$25.00		
8	Returned Check (2nd Offense or more)	\$35.00		
9	Utility Research Assistance Fee	\$38.00	per request	
10	Business License			
11	Massage Establishment Permit	\$750.00		Livescan fee included
12	Massage Establishment Permit - Renewal	\$500.00		
13	Replacement of Massage Permit	\$25.00		
14	Renewal for Expired Massage Permit (Late Fee)	10%/month X annual fee for Massage Establishment		
15	Service Fee	New		This fee is intended to recover the costs associated with processing card payments, ACH transfers, and other electronic transactions, whether conducted online or in person

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$275.00	\$0
\$5.00	0%	\$5.00	\$0
NA	NA	\$10.00	\$0
\$0.10	0%	\$0.10	\$0
NA	NA	\$15.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$35.00	\$0
\$139.31	0%	\$139.00	\$101
\$689.13	0%	\$689.00	-\$61
\$689.13	0%	\$689.00	\$189
\$134.53	0%	\$134.00	\$109
NA	NA	10%/month X annual fee for Massage Establishment	\$0
NA	NA	<i>The service fee shall vary based on the rate negotiated with the third-party vendor. In no event shall the service fee exceed 6% for vendors without a minimum per-transaction charge. For vendors with a contractually established minimum per-transaction charge, the City shall not impose a service fee exceeding \$4.00 per transaction without further City Council approval</i>	NA

Water Utility Billing

Item No.	Title	Current Fee/Charge	Unit
1	New Account/Application Fee	\$45.00	
2	Past Due Notice	\$10.00	
3	After Hours Service	\$90.00	
4	Cut Lock / Broken Lock / Missing Lock	\$60.00	
5	Meter Abandonment	\$100.00	
6	Monthly Maintenance Fee for Accounts w/Backflow Devices	\$7.00	
7	Intentional Damage to Meter	\$120.00	plus cost of equipment
8	Broken Angle Stop	\$45.00	per hour plus cost of equipment
9	Unauthorized turn-on or turn-off Meter Register	\$30.00	
10	Broken or Missing Meter Register	\$45.00	per hour plus cost of equipment
11	Unauthorized Use of Hydrant for Filling Water Truck (Per Occurrence)	\$350.00	Plus cost of water
12	Delinquent Service Charge	10% of Outstanding Balance	
13	Meter Re-Reads & Efficiency Checks (Customer Initiated)	\$30.00	
14	Water Shut Off Charge	\$65.00	
15	Hang Tag Charges	\$30.00	
16	Temporary Construction Meter Processing Fee	\$100.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$138.58	50%	\$69.00	\$24
NA	NA	\$10.00	\$0
\$576.46	50%	\$288.00	\$198
\$190.43	0%	\$190.00	\$130
\$219.59	0%	\$219.00	\$119
NA	NA	\$7.00	\$0
\$370.08	0%	\$370.00	\$250
\$673.42	0%	\$673.00	\$628
\$142.08	1%	\$140.00	\$110
\$151.76	1%	\$150.00	\$105
NA	NA	\$350.00	\$0
NA	NA	10% of Outstanding balance	\$0
\$70.00	0%	\$70.00	\$40
NA	NA	\$65.00	\$0
NA	NA	\$50.00	\$20
\$151.09	1%	\$150.00	\$50

Water Utility Billing

Item No.	Title	Current Fee/Charge	Unit
17	Construction Water - Use of City Equipment	\$2,650.00	(deposit)
18	Lock-on Meter Fee	\$40.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$2,650 (deposit)	\$0
NA	NA	\$100.00	\$60

Note: Deposit based fees are subject to change based upon direction of the Community Development Director or designee per Municipal Code 3.32.035.

Planning

Item No.	Title	Current Fee/Charge	Unit
1	Annexation Request	\$5,000.00	deposit
2	Appeal Processing (residents - non-applicant)	\$50.00	flat fee
3	Appeal Processing (non-residents & applicant)	\$1,000.00	deposit
4	Certificate of Compatibility	\$1,000.00	deposit
5	Conditional Use Permit - New Construction	\$2,000.00	deposit
6	Conditional Use Permit - Others	New	Flat fee
7	Conditional Use Permit - Amendment	New	deposit/flat fee
8	Minor Conditional Use Permit	\$1,000.00	deposit
9	Development Agreement	\$2,000.00	deposit
10	Entertainment Permit	\$550.00	Deposit
11	Environmental Review (CEQA)	\$2,000.00	deposit
12	General Plan Amendment	\$2,000.00	deposit

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$5,000.00	deposit	\$0
\$2,005.62	63%	\$750.00	flat fee	\$700
NA	NA	\$2,000.00	deposit	\$1,000
NA	NA	\$2,000.00	deposit	\$1,000
NA	NA	\$4,000.00	deposit	\$2,000
\$4,161.71	4%	\$4,000.00	Flat fee	NA
NA	NA	50% of original fee	deposit/flat fee	NA
\$1,531.95	2%	\$1,500.00	Flat Fee	\$500
NA	NA	\$5,000.00	deposit	\$3,000
\$1,266.64	5%	\$1,200.00	flat fee	\$650
NA	NA	Varies by Project	deposit	NA
NA	NA	\$10,000.00	deposit	\$8,000

Planning

Item No.	Title	Current Fee/Charge	Unit
13	General Plan Maintenance Fee	\$1.96	per \$1,000 of construction value
14	Planning Entitlement/Plan Check Management Rate	\$175.00	per hour
15	Planning Entitlement/Plan Check Regular Rate	\$109.00	per hour
16	Planning Entitlement/Plan Check Supervisory Rate	New	per hour
17	Expedited Planning Plan Check Rate (case by case basis at the direction of Director or designee)	New	per hour
18	Precise Development - New Construction	\$2,000.00	deposit
19	Precise Development - Others	New	Flat fee
20	Special Projects	\$2,000.00	deposit
21	Specific Plan	\$2,000.00	deposit
22	Specific Plan Amendment	\$2,000.00	deposit
23	Temporary Trailer	\$500.00	deposit
24	Zone Change	\$2,000.00	deposit
25	Variance	\$2,000.00	deposit
26	Zoning Ordinance Amendment	\$2,000.00	deposit

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$2.76	0%	\$2.76	per \$1,000 of construction value	\$1
\$249.38	0%	\$249.00	per hour	\$74
\$129.72	1%	\$129.00	per hour	\$20
\$161.73	0%	\$161.00	per hour	NA
\$270.41	0%	\$270.00	per hour	NA
NA	NA	\$2,500.00	deposit	\$500
\$2,539.37	2%	\$2,500.00	flat fee	NA
NA	NA	Varies - as determined appropriate per CD Director	deposit	NA
NA	NA	\$10,000.00	deposit	\$8,000
NA	NA	\$7,500.00	deposit	\$5,500
NA	NA	\$1,500.00	deposit	\$1,000
NA	NA	\$10,000.00	deposit	\$8,000
NA	NA	\$2,000.00	deposit	\$0
NA	NA	\$5,000.00	deposit	\$3,000

Planning

Item No.	Title	Current Fee/Charge	Unit
27	Temporary Use Permit - Large Events	\$300.00	
28	Temporary Use Permit - Others	New	Flat Fee
29	Historic Preservation Listing	\$250.00	Deposit
30	Mills Act Contract	\$250.00	Deposit
31	Film Permit - Large Scale	New	
32	Film Permit - Small Scale	\$500.00	Deposit
33	Temporary Signs/Banners	\$85.00	flat fee
34	Preliminary Plan Review	\$2,000.00	deposit
35	Tentative Parcel/Tract Map - Regular	\$2,000.00	deposit
36	Tentative Parcel/Tract Map - Ministerial	\$2,000.00	deposit
37	Tree Removal Permit (up to 5 trees)	\$500.00	Deposit
38	Tree Removal Permit (6+ trees)	New	Flat fee
39	Zoning Verification Letter	\$291.00	Flat fee
40	Plan Review - New Construction	\$2,000.00	deposit
41	Plan Review - Others	\$1,000.00	Flat fee

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$850.00	deposit	\$550
\$870.32	2%	\$850.00	flat fee	NA
NA	NA	\$250.00	deposit	\$0
\$2,030.09	1%	\$2,000.00	flat fee	\$1,750
NA	NA	\$650.00	Deposit	NA
\$668.95	3%	\$650.00	flat fee	\$150
\$129.72	34%	\$85.00	flat fee	\$0
\$2,537.51	1%	\$2,500.00	flat fee	\$500
NA	NA	\$5,000.00	deposit	\$3,000
NA	NA	\$2,000.00	deposit	\$0
\$570.37	4%	\$550.00	flat fee	\$50
\$822.32	3%	\$800.00	flat fee	NA
\$404.39	1%	\$400.00	flat fee	\$109
NA	NA	\$2,000.00	deposit	\$0
\$1,538.43	2%	\$1,500.00	flat fee	\$500

Planning

Item No.	Title	Current Fee/Charge	Unit
42	Administrative Remedy	\$500.00	deposit
43	Administrative Interpretation	New	Flat fee
44	Encroachment License Agreement	New	flat fee

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$768.44	2%	\$750.00	flat fee	\$250
\$1,074.40	7%	\$1,000.00	flat fee	NA
\$525.02	5%	\$500.00	flat fee	NA

NOTE:

If contract services are provided, will be billed at Actual Cost plus Indirect %

If a project requires multiple applications that require both deposit and flat fee, it will be processed as a deposit based application

If a project requires multiple flat fee applications, the City will charge highest flat fee required + 25% of each flat fee

Deposit based fees are subject to change based upon direction of the Community Development Director or designee per Municipal Code 3.32.035.

Building & Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Parking Permit			
2	Initial Parking Permit Application and Renewal Application Permit (In-Person and Online)	\$34.00	Incrementally increase \$5 dollar each fiscal year thereafter	
3	Overnight Parking Permit Appeals	\$30.00		
4	Development Fee			
5	Building Permit Technician Rate	New	per hour	
6	Building Plan Check Rate	\$130.00	per hour	
7	Expedited Building Plan Check Rate (case by case basis at the direction of Director or designee)	New	per hour	
8	Building Management Rate	\$188.00	per hour	
9	Building Inspection Rate	\$146.00	per hour	
10	Building Inspection Outside Normal Business Hours (4 hrs Min.)	\$219.00	per hour	
11	Building callback inspections/re-inspections	\$146.00	per hour	
12	Building Inspection (When Building Fires Occurs During Working Hours)	New		
13	Building Inspection (When Building Fires Occurs During Non-Working Hours)	New		
14	Grading Miscellaneous - Inspection Outside Normal Business Hrs (Min. 4 hrs)	\$219.00	per hour	
15	Records Management Fee	.0001 x valuation (Valuation = \$1 per square foot)		
16	Green Building Standards Fee	\$4 per \$100,000 valuation; minimum \$1		
17	Seismic Fee (residential)	.00013 x valuation		
18	Seismic Fee (Non-residential)	.00028 x valuation		
19	Technology Fee (For Permitting System)	0.08% of Construction Permit Valuation		
20	General Maintenance Fee	.00196 x valuation (Valuation Varies)		
21	Permit Issuance Fees - Building & Safety Division	\$40.00	per permit (included in FLAT fees)	
22	Certificate of Occupancy - Ownership Change	\$125.00		
23	Certificate of Occupancy - All Others	\$313.00		
24	Certificate of Occupancy - Temporary (TCO)	\$168.00		
25	Grading Permit			
26	Mass/Rough Grading Plan Check - Initial Fee Includes 3 reviews	New	Per Sheet	
27	Mass/Rough Grading Plan Check - 4th and subsequent reviews	New	Per Sheet	
28	Precise Grading Plan Check - Initial Fee Includes 3 reviews	New	Per Sheet	
29	Precise Grading Plan Check - 4th and subsequent reviews	New	Per Sheet	
30	Mass/Rough Grading Inspection - 0 - 100 CY	Deposit based		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$70.16	64%	\$25.00	flat	-\$9
\$117.88	1%	\$117.00		\$87
\$93.55	1%	\$93.00		NA
\$157.88	1%	\$157.00	per hour	\$27
\$283.49	1%	\$280.00	per hour	NA
\$189.00	1%	\$188.00		\$0
\$146.08	0%	\$146.00		\$0
\$981.71	0%	\$981.00		\$762
\$146.08	0%	\$146.00		\$0
\$377.99	0%	\$377.00		NA
\$755.99	0%	\$755.00		NA
\$876.50	0%	\$876.00		\$657
NA	NA	.0001 x valuation (Valuation = \$1 per square foot)		\$0
NA	NA	\$4 per \$100,000 valuation; minimum \$1		\$0
NA	NA	.00013 x valuation		\$0
NA	NA	.00028 x valuation		\$0
0.21%	3%	0.20%		0.12%
0.00276%	0%	0.00276%		0.001%
\$93.55	1%	\$93.00		\$53
\$393.25	0%	\$393.00		\$268
\$715.64	0%	\$715.00		\$402
\$585.92	0%	\$585.00		\$417
\$1,393.07	0%	\$1,393.00	flat	NA
\$464.36	12%	\$410.00	flat	NA
\$2,371.10	0%	\$2,371.00	flat	NA
\$790.37	23%	\$610.00	flat	NA
\$736.28	0%	\$736.00	flat	NA

Building & Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
31	Mass/Rough Grading Inspection - 101-1,000 CY	New	Each additional 100 CY or portion thereof over 100 CY (prorated per cubic yard - \$127.00)	
32	Mass/Rough Grading Inspection - 1,001 - 10,000 CY	New	Each additional 1000 CY or portion thereof over 1,000 CY (prorated per cubic yard - \$427)	
33	Mass/Rough Grading Inspection - 10,001- 100,000 CY	New	Each additional 10,000 CY or portion thereof over 10,000 CY (prorated per cubic yard \$391.00)	
34	Mass/Rough Grading Inspection - >100,000 CY Plus \$ 8,919.00	New	Each additional 10,000 CY or portion thereof over 100,000 CY (prorated per cubic yard \$338.00).	
35	Studies (Hydrology, WQMP, Geotechnical Reports.....)	Deposit		
36	Deposit Program			
37	Industrial Buildings - 0-10,000 sq. ft.	\$900.00	Plan Check Amt.	
38	Industrial Buildings - 0-10,000 sq. ft.	\$1,300.00	Inspection Amt.	
39	Industrial Buildings - 10,000-30,000 sq. ft.	\$2,350.00	Plan Check Amt.	
40	Industrial Buildings - 10,000-30,000 sq. ft.	\$3,650.00	Inspection Amt.	
41	Industrial Buildings - 30,000-60,000 sq. ft.	\$4,550.00	Plan Check Amt.	
42	Industrial Buildings - 30,000-60,000 sq. ft.	\$7,150.00	Inspection Amt.	
43	Industrial Buildings - 60,000-100,000 sq. ft.	\$10,150.00	Plan Check Amt.	
44	Industrial Buildings - 60,000-100,000 sq. ft.	\$15,600.00	Inspection Amt.	
45	Industrial Buildings - 100,000+ sq. ft.	To be determined by Building Official	Plan Check Amt.	
46	Industrial Buildings - 100,000+ sq. ft.	To be determined by Building Official	Inspection Amt.	
47	Commercial Buildings - 0-5,000 sq. ft.	\$1,000.00	Plan Check Amt.	
48	Commercial Buildings - 0-5,000 sq. ft.	\$1,550.00	Inspection Amt.	
49	Commercial Buildings - 5,001-10,000 sq. ft.	\$2,600.00	Plan Check Amt.	
50	Commercial Buildings - 5,001-10,000 sq. ft.	\$4,000.00	Inspection Amt.	
51	Commercial Buildings - 10,001-30,000 sq. ft.	\$5,200.00	Plan Check Amt.	
52	Commercial Buildings - 10,001-30,000 sq. ft.	\$7,900.00	Inspection Amt.	
53	Commercial Buildings - 30,001-60,000 sq. ft.	\$8,600.00	Plan Check Amt.	
54	Commercial Buildings - 30,001-60,000 sq. ft.	\$13,100.00	Inspection Amt.	
55	Commercial Buildings - 60,001 - 100,000 sq. ft.	\$8,600.00	Plan Check Amt.	
56	Commercial Buildings - 60,001 - 100,000 sq. ft.	\$13,100.00	Inspection Amt.	
57	Commercial Buildings - 100,000+ sq. ft.	\$11,000.00	Plan Check Amt.	
58	Commercial Buildings - 100,000+ sq. ft.	\$16,900.00	Inspection Amt.	
59	Multi-Family Residential - 0-5,000 sq. ft.	\$1,400.00	Plan Check Amt.	
60	Multi-Family Residential - 0-5,000 sq. ft.	\$2,200.00	Inspection Amt.	
61	Multi-Family Residential - 5,001-10,000 sq. ft.	\$1,400.00	Plan Check Amt.	
62	Multi-Family Residential - 5,001-10,000 sq. ft.	\$2,200.00	Inspection Amt.	
63	Multi-Family Residential - 10,001-30,000 sq. ft.	\$3,650.00	Plan Check Amt.	
64	Multi-Family Residential - 10,001-30,000 sq. ft.	\$5,600.00	Inspection Amt.	
65	Multi-Family Residential - 30,001 - 60,000 sq. ft.	\$7,150.00	Plan Check Amt.	
66	Multi-Family Residential - 30,001 - 60,000 sq. ft.	\$10,900.00	Inspection Amt.	
67	Multi-Family Residential - 60,000+ sq. ft.	\$8,450.00	Plan Check Amt.	
68	Multi-Family Residential - 60,000+ sq. ft.	\$3,000.00	Inspection Amt.	
69	Group R-3 (Construction Type IIIB, VA, VB)			
70	One and Two Family Dwellings (Including ADU's) - 0 - 999 sq. ft (3 plan review included)	New		
71	One and Two Family Dwellings (Including ADU's) - 1000 -1,999 sq. ft (3 plan reviews included)	New		
72	One and Two Family Dwellings - 2000 -2,999 sq. ft (3 plan reviews included)	New		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$2,617.89	0%	\$2,617.00	flat	NA
\$7,199.19	0%	\$7,199.00	flat	NA
\$12,434.97	0%	\$12,434.00	flat	NA
\$17,997.98	0%	\$17,997.00	flat	NA
NA	NA	Actual Cost		\$0
NA	NA			
NA	NA	\$5,000.00	Deposit	\$4,100
NA	NA	\$4,500.00	Deposit	\$3,200
NA	NA	\$7,000.00	Deposit	\$4,650
NA	NA	\$7,000.00	Deposit	\$3,350
NA	NA	\$10,000.00	Deposit	\$5,450
NA	NA	\$10,000.00	Deposit	\$2,850
NA	NA	\$12,000.00	Deposit	\$1,850
NA	NA	\$12,000.00	Deposit	-\$3,600
NA	NA	\$25,000.00	Deposit	NA
NA	NA	\$25,000.00	Deposit	NA
NA	NA	\$4,000.00	Deposit	\$3,000
NA	NA	\$4,000.00	Deposit	\$2,450
NA	NA	\$6,000.00	Deposit	\$3,400
NA	NA	\$6,500.00	Deposit	\$2,500
NA	NA	\$8,000.00	Deposit	\$2,800
NA	NA	\$10,000.00	Deposit	\$2,100
NA	NA	\$10,000.00	Deposit	\$1,400
NA	NA	\$14,000.00	Deposit	\$900
NA	NA	\$12,000.00	Deposit	\$3,400
NA	NA	\$16,000.00	Deposit	\$2,900
NA	NA	\$20,000.00	Deposit	\$9,000
NA	NA	\$20,000.00	Deposit	\$3,100
NA	NA	\$6,000.00	Deposit	\$4,600
NA	NA	\$6,000.00	Deposit	\$3,800
NA	NA	\$10,000.00	Deposit	\$8,600
NA	NA	\$10,000.00	Deposit	\$7,800
NA	NA	\$12,000.00	Deposit	\$8,350
NA	NA	\$14,000.00	Deposit	\$8,400
NA	NA	\$18,000.00	Deposit	\$10,850
NA	NA	\$20,000.00	Deposit	\$9,100
NA	NA	\$24,000.00	Deposit	\$15,550
NA	NA	\$24,000.00	Deposit	\$21,000
\$3,743.66	0%	\$3,743.00	flat	NA
\$4,339.78	0%	\$4,339.00	flat	NA
\$4,982.66	0%	\$4,982.00	flat	NA

Building & Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
73	One and Two Family Dwellings - 3000 -3,999 sq. ft (3 plan reviews included)	New		
74	One and Two Family Dwellings - 4000 -4,999 sq. ft (3 plan reviews included)	New		
75	One and Two Family Dwellings - 5,000 -6,999 sq. ft (3 plan reviews included)	New		
76	One and Two Family Dwellings - 7,000 -8,999 sq. ft (3 plan reviews included)	New		
77	One and Two Family Dwellings - 9,000+ sq. ft (3 plan reviews included)	New		
78	Group R-3 (Construction Type IIB, IIIA, IV)			
79	One and Two Family Dwellings (Including ADU's) - 0 - 999 sq. ft (3 plan review included)	New		
80	One and Two Family Dwellings (Including ADU's) - 1000 -1,999 sq. ft (3 plan reviews included)	New		
81	One and Two Family Dwellings - 2000 -2,999 sq. ft (3 plan reviews included)	New		
82	One and Two Family Dwellings - 3000 -3,999 sq. ft (3 plan reviews included)	New		
83	One and Two Family Dwellings - 4000 -4,999 sq. ft (3 plan reviews included)	New		
84	One and Two Family Dwellings - 5,000 -6,999 sq. ft (3 plan reviews included)	New		
85	One and Two Family Dwellings - 7,000 -8,999 sq. ft (3 plan reviews included)	New		
86	One and Two Family Dwellings - 9,000+ sq. ft (3 plan reviews included)	New		
87	Group R-3 (Construction Type IA, IB, IIA)			
88	One and Two Family Dwellings (Including ADU's) - 0 - 999 sq. ft (3 plan review included)	New		
89	One and Two Family Dwellings (Including ADU's) - 1000 -1,999 sq. ft (3 plan reviews included)	New		
90	One and Two Family Dwellings - 2000 -2,999 sq. ft (3 plan reviews included)	New		
91	One and Two Family Dwellings - 3000 -3,999 sq. ft (3 plan reviews included)	New		
92	One and Two Family Dwellings - 4000 -4,999 sq. ft (3 plan reviews included)	New		
93	One and Two Family Dwellings - 5,000 -6,999 sq. ft (3 plan reviews included)	New		
94	One and Two Family Dwellings - 7,000 -8,999 sq. ft (3 plan reviews included)	New		
95	One and Two Family Dwellings - 9,000+ sq. ft (3 plan reviews included)	New		
96	Group A,B,E,F,I,M,S (Construction Type IIIB, VA, VB)			
97	Tenant Improvement - 0 - 1,999 sq. ft (3 plan review included)	New		
98	Tenant Improvement - 2,000 - 4,999 sq. ft (3 plan review included)	New		
99	Tenant Improvement - 5,000 - 9,999 sq. ft (3 plan review included)	New		
100	Tenant Improvement - 10,000 - 24,999 sq. ft (3 plan review included)	New		
101	Tenant Improvement - 25,000 - 49,999 sq. ft (3 plan review included)	New		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$5,558.20	0%	\$5,558.00	flat	NA
\$6,322.74	0%	\$6,322.00	flat	NA
\$7,005.73	0%	\$7,005.00	flat	NA
\$8,752.74	0%	\$8,752.00	flat	NA
NA	NA	To be determined by the Building Official	flat	NA
\$4,848.39	0%	\$4,848.00	flat	NA
\$5,280.88	0%	\$5,280.00	flat	NA
\$7,069.10	0%	\$7,069.00	flat	NA
\$7,644.64	0%	\$7,644.00	flat	NA
\$8,314.67	0%	\$8,314.00	flat	NA
\$9,206.32	0%	\$9,206.00	flat	NA
\$10,953.32	0%	\$10,953.00	flat	NA
NA	NA	To be determined by the Building Official	flat	NA
\$7,325.85	0%	\$7,325.00	flat	NA
\$7,823.71	0%	\$7,823.00	flat	NA
\$9,022.82	0%	\$9,022.00	flat	NA
\$10,699.90	0%	\$10,699.00	flat	NA
\$11,722.51	0%	\$11,722.00	flat	NA
\$12,745.13	0%	\$12,745.00	flat	NA
\$14,504.52	0%	\$14,504.00	flat	NA
NA	NA	To be determined by the Building Official	flat	NA
\$3,598.80	0%	\$3,598.00	flat	NA
\$4,356.34	0%	\$4,356.00	flat	NA
\$5,499.49	0%	\$5,499.00	flat	NA
\$7,388.60	0%	\$7,388.00	flat	NA
\$8,307.54	0%	\$8,307.00	flat	NA

Building & Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
102	Tenant Improvement - 50,000 - 49,999 sq. ft (3 plan review included)	New		
103	Tenant Improvement - 50,000 - 75,000 sq. ft (3 plan review included)	New		
104	Tenant Improvement - Over 75,000 sq. ft (3 plan review included)	New		
105	Group A,B,E,F,I,M,S (Construction Type IIB, IIIA, IV)			
106	Tenant Improvement - 0 - 1,999 sq. ft (3 plan review included)	New		
107	Tenant Improvement - 2,000 - 4,999 sq. ft (3 plan review included)	New		
108	Tenant Improvement - 5,000 - 9,999 sq. ft (3 plan review included)	New		
109	Tenant Improvement - 10,000 - 24,999 sq. ft (3 plan review included)	New		
110	Tenant Improvement - 25,000 - 49,999 sq. ft (3 plan review included)	New		
111	Tenant Improvement - 50,000 - 49,999 sq. ft (3 plan review included)	New		
112	Tenant Improvement - 50,000 - 75,000 sq. ft (3 plan review included)	New		
113	Tenant Improvement - Over 75,000 sq. ft (3 plan review included)	New		
114	Group A,B,E,F,I,M,S (Construction Type IA, IB,IIA)			
115	Tenant Improvement - 0 - 1,999 sq. ft (3 plan review included)	New		
116	Tenant Improvement - 2,000 - 4,999 sq. ft (3 plan review included)	New		
117	Tenant Improvement - 5,000 - 9,999 sq. ft (3 plan review included)	New		
118	Tenant Improvement - 10,000 - 24,999 sq. ft (3 plan review included)	New		
119	Tenant Improvement - 25,000 - 49,999 sq. ft (3 plan review included)	New		
120	Tenant Improvement - 50,000 - 49,999 sq. ft (3 plan review included)	New		
121	Tenant Improvement - 50,000 - 75,000 sq. ft (3 plan review included)	New		
122	Tenant Improvement - Over 75,000 sq. ft (3 plan review included)	New		
123	Business Signs (Up to 3 signs, same charge for additional 3 signs) (up to 3 plan reviews)	\$80 / \$120		
124	Group U Occupancy (Construction Type VA,VB,IIIB)			
125	Garage / Workshop / Green House - 0 - 1,000 sq. ft (3 plan review included)	New		
126	Garage / Workshop / GreenHouse -1,001 - 3,000 sq. ft (3 plan review included)	New		
127	Garage / Workshop / Greenhouse- 3,000 + sq. ft (3 plan review included)	New		
128	Miscellaneous - Wood deck, patio enclosure, fire damage, minor demolition, spray booth, storage rack (up to 3 plan reviews)	deposit based		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$9,262.36	0%	\$9,262.00	flat	NA
\$10,378.52	0%	\$10,378.00	flat	NA
NA	NA	To be determined by the Building Official	flat	NA
\$4,110.10	0%	\$4,110.00	flat	NA
\$5,010.81	0%	\$5,010.00	flat	NA
\$6,522.11	0%	\$6,522.00	flat	NA
\$8,083.98	0%	\$8,083.00	flat	NA
\$9,002.92	0%	\$9,002.00	flat	NA
\$10,653.36	0%	\$10,653.00	flat	NA
\$11,442.28	0%	\$11,442.00	flat	NA
NA	NA	To be determined by the Building Official	flat	NA
\$4,899.98	0%	\$4,899.00	flat	NA
\$6,127.92	0%	\$6,127.00	flat	NA
\$7,871.96	0%	\$7,871.00	flat	NA
\$9,761.06	0%	\$9,761.00	flat	NA
\$10,680.01	0%	\$10,680.00	flat	NA
\$12,330.44	0%	\$12,330.00	flat	NA
\$15,123.69	0%	\$15,123.00	flat	NA
NA	NA	To be determined by the Building Official		NA
\$458.69	0%	\$458.00		\$338
\$2,141.78	0%	\$2,141.00	flat	NA
\$2,600.47	0%	\$2,600.00	flat	NA
NA	NA	To be determined by the Building Official		NA
\$1,068.08	0%	\$1,068.00	flat	NA

Building & Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
129	Miscellaneous - All other items not otherwise identified	\$200 / \$300		
130	Miscellaneous - General residential minor repairs	\$55 / \$80		
131	Patio Cover/ Lattice/Wood Deck/Porch (Not Enclosed) up to 500 square feet (Up to 3 Plan Reviews)	Deposit Program		
132	Patio Cover/Lattice/Wood Deck/Porch (Not Enclosed) each additional 250 square feet (up to 3 plan reviews)	New		
133	Enclosed Patio Cover up to 500 square feet (Up to 3 Plan Reviews)	New		
134	Enclosed Patio Cover each additional 250 square feet (up to 3 plan reviews)	New		
135	Landscape Permit			
136	Landscape Plan Check			
137	Base Fee (3 submittals)	New	per sheet	
138	Each additional submittal	New	per sheet	
139	Landscape Inspection			
140	less than 0.5 acres	New		
141	>.5 to 1 Acres	New		
142	>1-1.5 Acres	New		
143	>1.5 - 2 Acres	New		
144	2 - 2.5 Acres	New		
145	Each additional 1/2 acre > 2.5	New		
146	Additional Inspections or re-inspections	New	per hour	
147	Electrical Permit			
148	Multi-family Residential Buildings (Apartments, Motels, Hotels & Condo & non-residential construction (tenant improvements) - per 100 square feet	New	per 100 sq ft / single item	
149	Multi-family Residential Buildings (Apartments, Motels, Hotels & Condo & non-residential construction (tenant improvements) - each additional square feet	New	each square feet after	
150	New Single and Two Family buildings - per 100 square feet	New	per 100 sq ft / single item	
151	New Single and Two Family buildings - each additional square feet	New	each square feet after	
152	Garages, Carports, Covered Patios (attached or detached) Misc structures - per 100 square feet	New	per 100 sq ft / single item	
153	Garages, Carports, Covered Patios (attached or detached) Misc structures - each additional square feet	New	each square feet after	
154	Mechanical Permit			
155	Mechanical Permit	New		
156	Plumbing Permit			
157	Plumbing Permit	New		
158	Miscellaneous Fees			
159	Training Surcharge (AB 717)	New	Per permit	
160	Deferred Submittal plan check Fee for flat fee based projects	New	per hour (2 hrs min.)	
161	Permit Renewal Fee	New		
162	Plan Check Renewal Fee for flat fee based projects	New		
163	Expediated Plan Check	New	per hour (2 hrs min.)	
164	Drywall (< 400 Sq. Ft.)	New	Each	
165	Drywall additional 100 sq. ft.	New	each 100 sq. ft.	
166	Stucco (< 400 Sq. Ft.)	New	Each	
167	Stucco additional 100 sq. ft.	New	each 100	

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$1,068.08	0%	\$1,068.00	flat	\$768
\$285.14	0%	\$285.00	flat	\$205
\$870.62	0%	\$870.00	flat	NA
\$370.45	0%	\$370.00	flat	NA
\$989.20	0%	\$989.00	flat	NA
\$435.31	0%	\$435.00	flat	NA
\$1,464.85	0%	\$1,464.00		NA
\$274.84	0%	\$274.00		NA
\$6,792.39	0%	\$6,792.00		NA
\$11,689.17	0%	\$11,689.00		NA
\$15,153.16	0%	\$15,153.00		NA
\$16,980.98	0%	\$16,980.00		NA
\$18,808.80	0%	\$18,808.00		NA
\$2,087.25	0%	\$2,087.00		NA
\$163.62	0%	\$163.00		NA
\$21.18	1%	\$21.00		NA
\$0.21	1%	\$0.21		NA
\$24.86	3%	\$24.00		NA
\$0.25	3%	\$0.24		NA
\$11.98	8%	\$11.00		NA
\$0.12	0%	\$0.12		NA
NA	NA	80% of electrical		NA
NA	NA	80% of electrical		NA
\$3.00	0%	\$3.00		NA
\$184.07	0%	\$184.00		NA
NA	NA	All of original fee		NA
NA	NA	All of original fee		NA
\$276.11	0%	\$276.00	per hour	NA
\$268.81	0%	\$268.00		NA
\$34.59	2%	\$34.00		NA
\$350.62	0%	\$350.00		NA
\$47.68	1%	\$47.00		NA

Building & Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
168	Siding (< 400 Sq. Ft.)	New	Each	
169	Siding additional 100 sq. ft.	New	each 100 sq. ft.	
170	New Window or opening	New	Each	
171	Additional window or opening	New	Each	
172	Window or door Replacement	New	Up to 5 windows	
173	additional 5 windows (Each)	New		
174	Roof Solar Tube	New	Each	
175	Skylight (non-structural) - up to 3	New	Each additional \$194.00	
176	Skylight (structural) - up to 3	New	Each additional \$253	
177	Light Pole	New	Each (All trades)	
178	Additional light pole	New	each additional	
179	Flag Pole	New	Each	
180	Non-structural Re-Roofing - For the first 3,000 square feet	\$335.00	deposit	
181	Non-structural - each additional 1,000 square foot	New		
182	Structural Re-Roofing - For the first 2,000 square feet	New		
183	Structural Re-roofing- each additional 1,000 square foot	New		
184	Non-Retaining Block Wall up to 100 linear feet (City Standard Details) Engineer Design fees to be determined by BO	Deposit Program		
185	Non-Retaining Block Wall - each additional 100 linear feet (City Standard Details) Engineer Design fees to be determined by BO	New		
186	City Standard Retaining Wall for up to four feet high, up to 50 linear feet	Deposit Program		
187	City Standard Retaining Wall each additional 50 linear feet	New		
188	Non-City Standard Retaining Wall for up to six feet high, up to 50 linear feet - Residential Foundation Repair (up to 3 plan reviews)	New		
189	Non-City Standard Retaining Wall each additional 50 linear feet - Residential Foundation Repair (up to 3 plan reviews)	New		
190	Non-City Standard Retaining Wall for up to nine feet high, up to 50 linear feet (up to 3 plan reviews)	Deposit Program		
191	Non-City Standard Retaining Wall each additional 50 linear feet	New		
192	Pool / Spa (Up to 500 sq. ft.) (up to 3 plan reviews)	Deposit Program		
193	Pool / Spa (500 sq. ft. to 1000 sq. ft.) (up to 3 plan reviews)	New		
194	Pool / Spa (Greater than 1000 sq. ft.) (up to 3 plan reviews)	New		
195	Small Appliances - For the first appliance	\$50.00		
196	Temporary Trailer	\$500.00	deposit	
197	Other Fees			
198	Administrative Penalty Fee	1st Offense - Not to Exceed \$100; 2nd Offense - Not to Exceed \$200; 3rd Offense - Not to Exceed \$500. The sum of all fines for the same violation is not to exceed \$1,000	citations	

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$268.81	0%	\$268.00		NA
\$34.59	2%	\$34.00		NA
\$164.49	0%	\$164.00		NA
\$70.55	1%	\$70.00		NA
\$334.37	0%	\$334.00		NA
\$120.94	1%	\$120.00		NA
\$305.59	0%	\$305.00		NA
\$611.18	0%	\$611.00		NA
\$940.16	0%	\$940.00		NA
\$836.10	0%	\$836.00		NA
\$141.10	0%	\$141.00		NA
\$530.51	0%	\$530.00		NA
\$328.98	0%	\$328.00	flat	-\$7
\$93.94	1%	\$93.00	flat	NA
\$470.08	0%	\$470.00	flat	NA
\$235.04	0%	\$235.00	flat	NA
\$275.25	0%	\$275.00	flat	NA
\$137.62	0%	\$137.00	flat	NA
\$458.69	0%	\$458.00	flat	NA
\$229.35	0%	\$229.00	flat	NA
\$599.80	0%	\$599.00	flat	NA
\$299.90	0%	\$299.00	flat	NA
\$859.48	0%	\$859.00	flat	NA
\$370.45	0%	\$370.00	flat	NA
\$1,136.62	0%	\$1,136.00	flat	NA
\$1,864.42	0%	\$1,864.00	flat	NA
\$2,555.44	0%	\$2,555.00	flat	NA
\$105.20	0%	\$105.00	flat	\$55
\$414.86	0%	\$414.00	flat	-\$86
NA	NA	1st Offense - Not to Exceed \$100; 2nd Offense - Not to Exceed \$200; 3rd Offense - Not to Exceed \$500. The sum of all fines for the same violation is not to exceed \$1,000		\$0

Building & Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
199	Special Inspector Registration (Each Certification)	New	Each Certification	
200	ADA Hardship Exemption Form (Processing, review & approval)	New	per hour (Min. 4 hours)	
201	Building Code Modification Form or Alternate Means & Methods Form (Processing, review & approval)	New	per hour (5 hr Min.)	
202	Temporary Structures/Buildings (Event stages, Event Tents, Construction Trailers,.....)	New		
203	Non-Residential Solar Permit	1,000.00	plus \$7 per kW for each kW between 51kW and 250kW, and \$5 for each kW above 250 kW	Regulated
204	Residential Energy Storage System Permit	450.00		Recently adopted / Regulated
205	Non-Residential Energy Storage System Permit	1,000.00		Regulated
206	Fire Sprinklers (Structural Review)	New	Building management rate (2 hrs min.)	
207	CERTIFICATE OF COMPLIANCE (New Construction)	New		
208	Processing for Change of Contractor, Architect or Owner	New		
209	Reinstatement of Expired Building Application (at discretion of Building Official) Each Extension	168.00		
210	Reinstatement of Expired Permit (at discretion of Building Official) Each Extension	168.00		

NOTE:

For Items not identified above, the Building Official will determine the applicable fees
 Deposit based fees are subject to change based upon direction of the Community Development Director or designee per Municipal Code 3.32.035.

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$330.27	0%	\$330.00		NA
\$189.00	0%	\$189.00		NA
\$189.00	0%	\$189.00		NA
\$759.27	0%	\$759.00		NA
NA	NA	\$1,000.00		\$0
\$452.81	1%	\$450.00		\$0
NA	NA	\$1,000.00		\$0
\$377.99	0%	\$377.00		NA
\$468.51	0%	\$468.00		NA
\$235.77	0%	\$235.00		NA
\$235.77	0%	\$235.00		\$67
\$235.77	0%	\$235.00		\$67

FIRE SERVICES

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Fire Prevention Inspection Fee	\$134.00	Small Business	
2	Fire Suppression Inspection Fee	New	Small Business	
3	Operational Fire Permit	\$209.00	initial permit	
4	Fire Plan Check Rate	\$133.00	per hour	
5	Fire Inspection Rate	\$133.00	per hour	
6	Fire Permit Technician Rate	New	per hour	
7	After Hours Fire Inspection Rate	\$133.00	per hour	
8	After Hours Plan Check Rate	\$133.00	per hour	
9	Additional Fire re-inspection	\$133.00	per hour	
10	Expedited Fire Plan Check (case by case basis at the direction of Director or designee)	\$200.00	per hour	based upon contract cost recovery rate
11	Permit Issuance Fee	\$40.00	each permit	
12	Fire Code Non-Compliance Fee for Re-inspection after 2nd re-inspection	\$231.50		
13	Fire False Alarm Response	\$192.00	per occurrence	after 3rd occurrence after 90 days, or 4th occurrence after 180 days
14	Fire Code Interpretation Fee	\$42.00	per hour (\$84 minimum)	
15	Event Stand-by (2 hour minimum)	\$160.00	per hour (\$320 minimum)	
16	Special events permit/inspection fee	New	per hour	based upon cost recovery rate
17	Special events permit/inspection fee - after hours	New	per hour	based upon cost recovery rate
18	AB38 inspection	\$133.00		
19	AM&M Review	New		
20	IROL Specialty System Fee	New	per report	
21	Fire Marshal Inspection Fee	New	per hour	
22	Hazardous Vegetation Inspection Initial Inspection	New		Fee waived, if compliance is made within 30 days
23	Hazardous Vegetation Inspection Reinspection (2nd and 3rd Inspection)	New		
24	Hazardous Vegetation Inspection Reinspection (4th and Subsequent Inspections)	New		
25	EMS Related Fees Set and adjusted per Orange County EMS fee schedule (Policy #714.00)	Set and adjusted per Orange County EMS fee schedule (Policy #714.00)		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$111.78	1%	\$111.00	per hour/unit	-\$23
\$83.91	1%	\$83.00	per 1/2 hour	NA
\$55.89	2%	\$55.00	each permit	-\$154
\$218.02	0%	\$218.00	per hour	\$85
\$111.78	1%	\$111.00	per hour	-\$22
\$94.59	2%	\$93.00	per hour	NA
\$167.67	0%	\$167.00	per hour	\$34
\$327.02	0%	\$327.00	per hour	\$194
\$111.78	1%	\$111.00	per hour	-\$22
\$282.29	1%	\$280.00	per hour	\$80
\$94.59	1%	\$94.00	each permit	\$54
NA	NA	\$300.00		\$69
\$671.31	0%	\$671.00	per occurrence	\$479
\$188.19	0%	\$188.00	per hour (\$376 minimum)	\$146
\$111.78	1%	\$111.00	per hour (\$222 minimum)	-\$49
\$111.78	1%	\$111.00	per hour	NA
\$167.67	0%	\$167.00	per hour	NA
\$111.78	1%	\$111.00		-\$22.00
\$188.19	0%	\$188.00	per hour	NA
\$35.00	0%	\$35.00	per report	NA
\$188.19	0%	\$188.00	per hour	NA
\$111.78	1%	\$111.00		NA
NA	NA	\$222.00	per inspection	NA
NA	NA	\$444.00	per inspection	NA
NA	NA	Set and adjusted per Orange County fee schedule		\$0.00

FIRE SERVICES

Item No.	Title	Current Fee/Charge	Unit	Notes
26	First Responder Fee (Non Residents; Senior living, assisted living, residential care, skilled nursing, and long-term acute care facilities that are not meeting the expected standard of care or having excessive lift assist/ help up calls)	New	Engine on Scene - No ambulance	Non Residents; Senior living, assisted living, residential care, skilled nursing, and long-term acute care facilities that are not meeting the expected standard of care or having excessive lift assist/ help up calls
27	Assessment Fee Non Residents; Senior living, assisted living, residential care, skilled nursing, and long-term acute care facilities that are not meeting the expected standard of care or having excessive lift assist/ help up calls	New	Engine on Scene AND ambulance	Non Residents; Senior living, assisted living, residential care, skilled nursing, and long-term acute care facilities that are not meeting the expected standard of care or having excessive lift assist/ help up calls
28	Fire Permit Extension Fee	New		

NOTE:

Deposit based fees are subject to change based upon direction of the Community Development Director or designee per Municipal Code 3.32.035.

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$834.86	50%	\$415.00		NA
\$1,218.84	50%	\$609.00		NA
\$169.62	1%	\$168.00		NA

Police

Item No.	Title	Current Fee/Charge	Unit
1	Audio Duplication	\$35.00	per copy
2	Alarm System Application Permit (Residential)	\$25.00	
3	Alarm System Application Permit (Commercial)	\$25.00	
4	Brea False Alarm Fees (1st & 2nd False Alarm)	Free	
5	Brea False Alarm Fees (3rd False Alarm)	\$100.00	
6	Brea False Alarm Fees (4th False Alarm)	\$125.00	
7	Brea False Alarm Fees (All False Alarms over 4)	\$150.00	
8	Citation Sign-Off	\$25.00	
9	Clearance Letter	\$25.00	
10	Local Records Check	\$15.00	
11	Photographs - Digital	\$35.00	
12	Police Reports	\$3.00	
13	Subpoenas	\$15.00	
14	Subpoena requiring officer appearance (applies to Firefighters and Peace Officers)	\$275 per day (Mandated by GC68097.2)	
15	Vehicle Releases (Stored)	\$110.00	
16	Vehicle Releases (Impounded)	\$162.00	
17	Vehicle Repossession Fee	\$15.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$85.80	39%	\$52.00	\$17
\$43.27	42%	\$25.00	\$0
\$43.27	42%	\$25.00	\$0
NA	NA	Free	\$0
NA	NA	\$100.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$150.00	\$0
\$28.13	0%	\$28.00	\$3
\$31.22	1%	\$31.00	\$6
NA	NA	\$15.00	\$0
\$51.40	32%	\$35.00	\$0
NA	NA	\$3.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$275 per day (Mandated by GC68097.2)	\$0
\$145.43	0%	\$145.00	\$35
\$207.15	0%	\$207.00	\$45
NA	NA	\$15.00	\$0

Police

Item No.	Title	Current Fee/Charge	Unit
18	Video Duplication	\$35.00	per copy
19	Parking Fees	Varies	
20	Towing Franchising	\$30.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$110.55	53%	\$52.00	\$17
NA	NA	Varies	\$0
NA	NA	Per Contract Rate	\$0

Public Works

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Development Hourly Rates			
2	Public Works Plan Check Management Rate	\$167.00	Per Hour	
3	Public Works Plan Check Rate	\$171.00	Per Hour	
4	Public Works Inspection Management Rate	\$168.00	Per Hour	
5	Public Works Inspection Rate	\$168.00	Per Hour	
6	Public Works Permit Technician Rate	New	Per Hour	
7	Expedited Public Works Plan Check Rate (case by case basis at the direction of Director or designee)	New	per Hour	
8	After Hour Rate (Public Works Inspection) (2 Hour Minimum)	\$252.00	Per Hour	
9	Admin Fees			
10	Permit Application	\$30.00	Per Permit	
11	Permit Issuance	\$45.00	Per Permit	
12	FOG Application	\$60.00	Per Permit	
13	Encroachment Permit Fees (Non-Development)			
14	Improvement Plan Review	New	Per Plan	
15	per additional sheet	New	Per Sheet	
16	Traffic Control Review (site specific)	New		
17	Traffic Control Review (WATCH)	New		
18	Variance Request	New		
19	Addressing Review	New		
20	90 Day Permit Extension	New		
21	Encroachment Permit Fees (Development)			
22	Improvement Plan Review	New		
23	per additional sheet	New	Per Sheet	
24	Traffic Control Review (site specific)	New		
25	per additional sheet	New	Per sheet	
26	Traffic Control Review (WATCH)	New		
27	Variance Request	New		
28	Addressing Review	New		
29	90 Day Permit Extension	New		
30	Encroachment Permit Fees (Utility)			
31	Improvement Plan Review	New		
32	per additional sheet	New	Per Sheet	
33	Traffic Control Review (site specific)	New		
34	per additional sheet	New	Per sheet	
35	Traffic Control Review (WATCH)	New		
36	Variance Request	New		
37	Addressing Review	New		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$286.74	0%	\$286.00	per Hour (FLAT)	\$119
\$220.32	0%	\$220.00	per Hour (FLAT)	\$49
\$286.74	0%	\$286.00	per Hour (FLAT)	\$118
\$219.85	0%	\$219.00	per Hour (FLAT)	\$51
\$104.24	0%	\$104.00	per Hour (FLAT)	NA
\$330.48	0%	\$330.00	per Hour (FLAT)	NA
\$329.77	0%	\$329.00	per Hour (FLAT)	\$77
\$154.39	3%	\$150.00	Flat	\$120
\$93.55	1%	\$93.00	Flat	\$48
\$110.82	46%	\$60.00	Flat	\$0
\$857.60	1%	\$850.00	Flat	NA
\$46.05	2%	\$45.00	Deposit	NA
\$286.74	1%	\$285.00	Flat	NA
\$77.20	3%	\$75.00	Flat	NA
\$255.88	0%	\$255.00	Flat	NA
\$308.79	3%	\$300.00	Flat	NA
\$77.20	3%	\$75.00	Flat	NA
\$235.47	0%	\$235.00	Deposit	NA
\$92.10	2%	\$90.00	Deposit	NA
\$317.88	1%	\$315.00	Deposit	NA
\$143.37	2%	\$140.00	Deposit	NA
\$77.20	3%	\$75.00	Deposit	NA
\$255.88	0%	\$255.00	Flat	NA
\$308.79	3%	\$300.00	Flat	NA
\$77.20	3%	\$75.00	Flat	NA
\$380.47	0%	\$380.00	Deposit	NA
\$92.10	2%	\$90.00	Deposit	NA
\$317.88	1%	\$315.00	Deposit	NA
\$143.37	2%	\$140.00	Deposit	NA
\$77.20	3%	\$75.00	Deposit	NA
\$255.88	0%	\$255.00	Flat	NA
\$308.79	3%	\$300.00	Flat	NA

Public Works

Item No.	Title	Current Fee/Charge	Unit	Notes
38	90 Day Permit Extension	New		
39	Encroachment Permit Fees (SWF)			
40	Application, Plan Check, and Issuance Fee (up to 5 facilities)	\$500.00	Per Application	Set by STATE
41	6+ Facilities	\$100.00	Per SWF after 5	Set by STATE
42	Application, Plan Check, and Issuance Fee (New Pole for SWF)	\$1,000.00	Per SWF	Set by STATE
43	Recurring Fee	\$270.00	Per SWF Per year	Set by STATE
44	Development Permit Fees			
45	Plan Review (Planning/Administrative Approvals)	Varies	Per Submittal	
46	Plan Review (Entitlement Review)	Varies	Per Submittal	
47	Plan Review (On-site building permit)	Varies	Per Submittal	
48	Plan Review (Off-site improvement plans)	See below		
49	0-5 Sheets	New	Per Tier	
50	6-10 Sheets	New	Per Tier	
51	11-15 Sheets	New	Per Tier	
52	16-20 Sheets	New	Per Tier	
53	20+ Sheets	New	Per Tier	
54	Plan Review (Technical Study)	\$2,400.00	Per Document	
55	Agreement Fee	\$2,400.00	Per Document	
56	Agreement Amendment Fee	\$2,400.00	Per Document	
57	Mapping Review Fee	\$4,000.00	Per Submittal	
58	Inspection Fees			
59	Inspection (Non-Dev)	See non-dev encroachment permit fees above	Per Submittal	Flat fee includes inspection
60	Inspection (Development & Utility)			
61	0-5 hours	New	Per Tier	Deposit
62	6-10 hours	New	Per Tier	Deposit
63	11-20 hours	New	Per Tier	Deposit
64	21-30 hours	New	Per Tier	Deposit
65	31+ hours	New	Per Tier	Deposit
66	On-Site Inspection (NPDES)	New	Per Hour	
67	Miscellaneous Fees			
68	Wide Load Permit	\$20.00	Per Submittal	

NOTE:

Deposit based fees are subject to change based upon direction of the Community Development Director or designee per Municipal Code 3.32.035.

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$77.20	3%	\$75.00	Flat	NA
\$953.47	0%	\$950.00	Flat	\$450
\$184.19	2%	\$180.00	Flat	\$80
\$1,966.54	3%	\$1,900.00	Flat	\$900
NA	NA	\$270.00	Flat	\$0
\$286.74	1%	\$285.00	Deposit	NA
\$5,734.72	0%	\$5,730.00	Deposit	NA
\$10,035.76	0%	\$10,000.00	Deposit	NA
NA	NA	See below	See below	\$0
\$11,469.44	0%	\$11,460.00	Deposit	NA
\$17,204.16	0%	\$17,200.00	Deposit	NA
\$22,938.88	0%	\$22,930.00	Deposit	NA
\$28,673.60	0%	\$28,670.00	Deposit	NA
\$34,408.32	0%	\$34,400.00	Deposit	NA
\$5,734.72	0%	\$5,730.00	Deposit	\$3,330
\$4,301.04	0%	\$4,300.00	Deposit	\$1,900
\$4,301.04	0%	\$4,300.00	Deposit	\$1,900
\$8,602.08	0%	\$8,600.00	Deposit	\$4,600
NA	NA	See non-dev encroachment permit fees above		\$0
\$1,433.68	0%	\$1,430.00	Per Tier	NA
\$2,867.36	0%	\$2,860.00	Per Tier	NA
\$5,734.72	0%	\$5,730.00	Per Tier	NA
\$8,602.08	0%	\$8,600.00	Per Tier	NA
\$11,469.44	0%	\$11,465.00	Per Tier	NA
\$197.33	1%	\$195.00	Per Hour (Deposit)	NA
\$38.85	2%	\$38.00	Flat	\$18



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