



AGENDA REPORT

MEETING DATE: August 11, 2021

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SUBJECT:

Public Hearing and Consideration of Adopting Resolutions Authorizing Adjustments to the Cost of Services Schedule (User Fees) to Building; Planning; Engineering; Fire Prevention; and Marine Safety Services Fees and the Schedule of Fully Burdened Hourly Rates for Services Provided to the General Public and Other Governmental Agencies for Fiscal Year 2021-22; and Establishing the Pass-Through of Actual Credit Card and Debit Card Transaction Processing Fees.

RECOMMENDED ACTION:

That City Council takes the following actions:

1. Adopt Resolution 2021-52 amending Building Services processing fees, effective October 1, 2021. (Attachment 2)
2. Adopt Resolution 2021-53 amending Planning Services development processing fees, effective October 1, 2021. (Attachment 3)
3. Adopt Resolution 2021-54 amending Engineering development processing fees, effective October 1, 2021. (Attachment 4)
4. Adopt Resolution 2021-55 amending Fire Prevention development processing fees, effective October 1, 2021. (Attachment 5)
5. Adopt Resolution 2021-56 amending Marine Safety Services processing fees, effective October 1, 2021. (Attachment 6)
6. Adopt Resolution 2021-58 amending the schedule of fully burdened hourly rates for services provided to the general public and other governmental agencies, effective October 1, 2021. (Attachment 7)
7. Adopt Resolution 2021-65 establishing the pass-through of actual credit card and debit card charges transaction processing fees, effective October 1, 2021. (Attachment 8)

STRATEGIC PLAN:

Organizational Efficiency and Effectiveness. By updating impact fees on a regular basis, revenue is generated for the purpose of constructing and improving infrastructure to meet the needs of new development.

FISCAL CONSIDERATIONS:

Updating User Fees: The recommended user fees as proposed would generate an additional \$775,090 annually in General Fund revenue and bring the cost recovery level to 50 percent as shown below:

Department	Costs User Fee Services	Current Fees FY 2020-21	Cost Recovery % Level FY 2020-21	Proposed Fees FY 2021-22	Cost Recovery % Level FY 2021-22
Building	\$ 797,977	\$ 570,000	71.43%	\$ 627,000	78.57%
Planning	2,770,917	483,645	17.45%	832,697	30.05%
Engineering	1,823,407	918,091	50.35%	1,159,557	63.59%
Fire Prevention	103,422	101,036	97.69%	103,447	100.00%
Marine Safety	125,160	N/A	N/A	125,160	100.00%
Total	\$ 5,620,883	\$ 2,072,772	36.88%	\$ 2,847,861	50.67%

With the rising of inflation, the User Fees are suggested to be adjusted each fiscal year by the Consumer Price Index (CPI) of the San Diego Region for the prior calendar year. The CPI for Calendar Year 2020 was 1.5 percent. The CPI will adjust as needed to reflect operational changes beginning July 1, 2022, and on the first day of each July thereafter.

Pass-through Credit Card and Debit Card Transaction Fees: Credit card merchants charge the City merchant fees for each credit card transaction the City accepts. Historically, the City has absorbed the credit card and debit card transaction fees generated by City customers. Due to the rising costs of transaction fees and higher transaction amounts paid via credit cards, staff is proposing to pass through the actual cost related to credit card and debit card transaction charges to the applicants and customers using those cards. Shown below are the credit card transaction fees absorbed by the General Fund for the last five years.

Credit Card Processing Fees					
Fiscal Year	2020-21	2019-20	2018-19	2017-18	2016-17
Amount	\$91,088	\$57,663	\$62,012	\$58,517	\$53,831

BACKGROUND:

User Fees: A user fee is paid by users to gain access to a particular service or facility. As part of a general cost recovery strategy, the City of Encinitas has adopted user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. The City conducted its first comprehensive review of user fee and the related costs of processing development applications in 2005 with the last study completed in 2017. In 2017, the study only included the Building, Planning, Engineering and Fire Prevention departments. In consideration of services that other departments provide to only limited users, this current study also includes the Marine Safety Division. This is the first study for Marine Safety. The consultant also reviewed fees in the Parks, Recreation and Cultural Arts (PRCA) departments. The last PRCA study was processed in 2002.

This review included a full-cost analysis which considers direct costs, departmental overhead costs, and indirect costs from non-operating departments that provide support to these frontline departments (the “full cost”). Support costs (i.e. indirect costs) are calculated and documented in the citywide Cost Allocation Plan. The study that calculates the costs of providing these services, and the recommended cost recovery levels and resulting fees to be charged to applicants.

The City has contracted with Willdan Financial Services (Willdan) to prepare the 2020 update of the Cost Allocation Plan 2020 Study. The Cost Allocation Plan for Fiscal Year 2020-21 was adopted by City Council on August 19, 2020. Using the Cost Allocation Plan as a foundation, Willdan worked with the Development Services, Safety and Parks, Recreation and Cultural Arts departments to review each line item of services provided by the City.

Pass-through Credit Card and Debit Card Transaction Fees: The City has absorbed the fees for processing credit card transactions. As the City increases its acceptance of electronic payments, more transactions are conducted online and electronically. The City currently accepts credit cards for transactions, such as business registration, permits, deposits, PRCA registrations and most City services, and is paying the merchant services providers' transactions and interchange fees, averaging around 0.1-5.0 percent of each transaction. Passing through the processing fee for payments received by the City via credit card will offset those costs and pass the costs to the customers benefiting from the convenience of using the cards.

ANALYSIS:

User Fee Schedule: The purpose of the User Fee Study is to identify the full cost of fee-related activities and determine the level to which related fee revenue recovers those costs. The current fee schedule doesn't reflect the actual costs of certain public services primarily benefitting users. In consideration of that the City uses general tax monies to provide individuals with private benefits and does not require them to pay the full cost of the services. In addition, the City is limiting funds that may be available to provide other community-wide benefits. Hence, the City staff conducted an extended study to include more departments and more services provided to users: the report detailing all the services, current charges and proposed charges is included as **Attachment 1**.

The Building, Planning and Engineering departments used to be part of the Development Services department. Hence, the User Fees were known as Development Fees. In order to be comparable with nearby agencies, the Planning staff proposes to increase fees by 10 percent in the first year and 15 percent in the second year. The estimated annual revenue from the proposed fee increase from those departments is \$647,518.

While the City provides more than development services to applicants, the User Fees extend to more department services. Fire Prevention and Marine Safety is included as part of the fee study to update the fees and to accurately reflect the cost of services provided (for example, Marine Safety staffing for special events on the beach). This is the first fee study for the Marine Safety Division. Through the results of the study, Marine Safety can be included with Fire Prevention to pass the exact cost of services requested by users.

The Parks, Recreation and Cultural Arts Department fees were reviewed by the consultant as Council last approved fees in 1998 and 2002, and fees have not been reviewed since then. Inclusion of the department in the fee review provides transparency and aligns the review of department fees with other city departments. The department will benefit from routine review and analysis provided by a consultant and regular fee increases to keep pace with increased expenditures. However, Parks and Recreation fees will be presented to City Council at a later date. City staff will be performing public outreach to user groups and will also present the proposed fees to the Parks and Recreation Commission for a recommendation to City Council. The fee schedules for outdoor facilities and special events have not been updated since October 1998 and the fee schedule for indoor facility use has not been updated since January 2002. Simultaneously, Parks and Recreation will be updating the Field Allocation Policy and will follow a similar public outreach to show how fees will align with the updated policy. This policy will also be presented to the Parks and Recreation Commission for a recommendation to City Council.

Proposed Pass-through of Credit Card charges: California Government Code 6159 permits the City to impose a fee for the use of a credit or debit card or electronic funds transfer, not to exceed the costs incurred by the agency in providing for payment by credit or debit card or electronic funds transfers. The pass-through fees are estimated at approximately \$90,000 and will help offset the existing costs to the General Fund to the applicants and customers that benefit from the convenience of using these cards.

ENVIRONMENTAL CONSIDERATIONS:

This item is not a project as defined by the California Environmental Quality Act, therefore there are not environmental impacts associated with this agenda report.

ATTACHMENTS:

1. User Fee Study
2. Resolution 2021-52 Building Services Fees
3. Resolution 2021-53 Planning Services Fees
4. Resolution 2021-54 Engineering Services Fees
5. Resolution 2021-55 Fire Prevention Services Fees
6. Resolution 2021-56 Marine Safety Services Fees
7. Resolution 2021-58 Fully Burden Hourly Rates
8. Resolution 2021-65 Credit Card and Debit Card Transaction Processing Fees

ATTACHMENT 1

User Fee Study

City of Encinitas



User Fee Study



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Executive Summary

The City of Encinitas 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 identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. 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. 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 benefit. 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, 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.

California User Fee History

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised 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 in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, 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. As an example, in 2004-05, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees have severely 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 vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.

Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefitting the user, thereby 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 support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

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 Council, by resolution, to annually increase or decrease the fees.

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 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. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services, as well as updating the underlying cost and personnel data.

Study Objective

As the City of Encinitas seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide 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.

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 principle 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
- 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 Encinitas departments and fee groups:

- Building
- Planning
- Public Works
- Fire Prevention
- Marine Safety

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 provides them at existing, known, or reasonably anticipated service and staff levels. 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 of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other 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 property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order 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 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, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

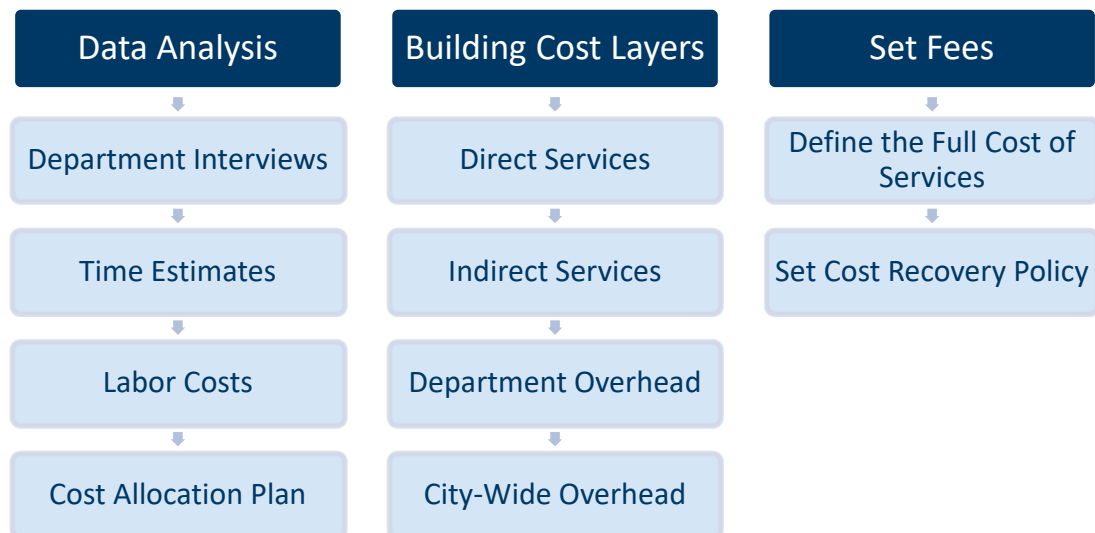
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect City-wide overhead costs

An important 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 account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.

Summary Steps of the Study

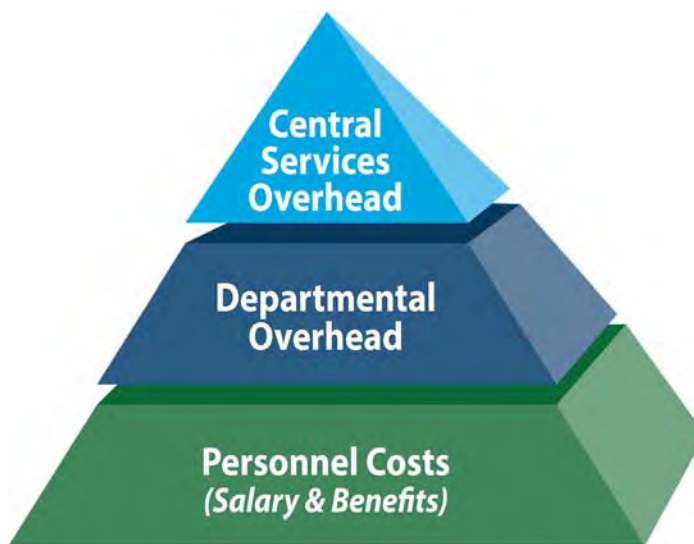
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



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, represent services provided by those Central Services Departments whose primary function is to support other City departments. The calculations utilized the de minimus rate of 10% proscribed by 2 CFR Part 200 Cost Principles for use in organizations that do not have a cost allocation plan.



Methodology

The three 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.

Programmatic 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 fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, 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
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- 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
- Staffing levels 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
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Vehicle and Facility Maintenance support costs
 - Indirect overhead from central service support
- Changes in processes and procedures within a department, or the City as a whole

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 and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Suggested fee levels and cost recovery policy input
- 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.

Encinitas 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 predominately determined by Willdan and City Staff through a time and materials survey conducted 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 and materials survey 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. 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 principle goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine 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 hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Encinitas, 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, many 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.

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 compliance inspections to ensure public safety) or allow some people to remove cost barriers to 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 burdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.

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 be 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

If the City's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, appropriate, or could impact activity levels. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee and their analysis, refer to **Appendix C** of this report.

Building

Building Services is responsible for plan checking, building permits, and inspection services that are provided under contract with the EsGil Corporation. Clerical support and coordination of this contract is handled by Planning and Building personnel.

Analysis

Willdan individually reviewed the services provided by Building Services. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

Building services for the City are provided by EsGil Corporation, with fees set per contract. As such the analysis completed as part of this study was to determine the cost to the City in providing direct and indirect staff and operational support for those services. The result of that analysis determined that the full cost overhead that could be applied to consultant provided services is 42%. Staff is recommending a suggested overhead charge of 33% which is an increase of 3% from the current 30%. The projected revenue effect of this change would be an increase of \$57,000 based on FY 2021/22 revenue proposed.

Planning

The Current Planning Services division is responsible for reviewing land use and development applications to ensure compliance with all General Plan and Local Coastal Program goals and policies, development and use regulations of the Municipal Code and applicable specific plans, and adherence to design criteria contained in the City's adopted Design Review Guidelines. The division's staff in the Advanced Planning section also recommends and implement changes to the above. The division provides staff support to the Planning Commission and oversees the operation of the Staff Advisory Committee, which meets with prospective applicants on a weekly basis to familiarize them with City standards and provide early input in the design process. The division also coordinates the City's Mills Act program and serves as the clearinghouse for all environmental compliance reviews. Additionally, the division also reviews engineering permit plan checks, building permit plan checks, and provides front-counter services, which is responsible for disseminating general zoning and land use information to the public. As part of a re-organization effort completed since the last fee study, the Land Development Review section has been moved here from the Engineering section. The Land Development Review Section reviews, approves, and permits Grading and Public Improvement plans for private development. The Section also reviews and issues permits for private construction in the public right-of-way, encroachments in public right-of-way, beach encroachments (seawall), news racks, public utility construction, and outdoor dining. The Section reviews all building permit applications and plans for Engineering-related concerns, and calculates and collects permit, plan check, inspection, traffic mitigation, utility undergrounding in-lieu, and flood control fees. Likewise, the Inspection Section has been moved to the Planning division and is responsible for the enforcement of the City Engineering standards through inspection to ensure that the vision of the City Council is being met. The City Engineering Inspectors are responsible for inspection of private development construction permitted by a variety of utility permits, grading and improvement permits. The Engineering field inspectors monitor grading, public improvement, and construction permits, utility permits, encroachment permits, and sewer construction permits. Further, the Engineering field inspectors conduct routine stormwater compliance inspections as required by applicable State mandates and local codes.

Analysis

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

The analysis of Planning Services 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 fees were set below the full cost of providing the service. Staff is recommending that fee increases be limited to 10% on Year 1 and a 15% increase for Year 2 and new fees be set at 80% cost recovery as detailed in [Appendix C](#), with the goal of achieving 80% cost recovery in future years. As a result, there would be:

- an increase to 48 fees;
- 9 new fees will be added, and;
- 9 fees would remain as currently set.

Engineering

The Engineering Division is comprised of two Sections: Capital Improvement and Traffic Engineering. The Capital Improvement Section plans, designs, and administers engineering contracts for City and subsidiary district capital improvement projects, including those that are State and Federally funded. Typical City capital improvement projects include street improvements, drainage improvements, sewer improvements, annual street maintenance programs, fire, facilities, and park and recreation facilities. The Traffic Engineering Section is primarily responsible for implementing policy involving pedestrian, bicycle, and vehicular traffic movement. The section responds to citizen comments and inquiries regarding traffic-related issues, as well as plans, designs, and implements traffic control devices. The Traffic Engineering Section provides traffic management services to the traveling public so they can enjoy a safe and efficient transportation system. To that end, the Section is responsible for the development, monitoring, and implementation of traffic improvements in the City. The Section provides for the safe movement of users of the City's circulation system, including vehicles, bicycles and pedestrians. This Section also provides staff support to the Traffic and Public Safety Commission and technical support to the Planning Commission and City Council as needed.

Analysis

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

The analysis of Engineering Services 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 current fee levels are subsidizing the cost of service. Staff is recommending that fee increases be limited to 10% on Year 1 and a 15% increase for Year 2 and new fees be set at the cost recovery as detailed in [Appendix C](#), with the goal of achieving 80% cost recovery in future years. As a result, there would be:

- an increase to 61 fees;
- 12 fees would be variable;
- 4 new fees would be added, and;
- 3 fees would remain as currently set

Fire

The goal of the Fire Prevention Division is to reduce the loss of life and property to the Encinitas community. Fire Prevention oversees the business inspection and weed abatement programs, and enforces hazardous materials storage/use and disposal laws. The division also manages all facilities improvements and planning for the Fire Department.

Fire Prevention is responsible for processing plan checks of new construction and remodel projects within the city, and performing acceptance inspections of fire sprinklers (commercial/residential) and special hazards systems for new and remodel development.

Analysis

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

The analysis of Fire Prevention Services 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 there are both fees that are above and below the cost of providing service. It is recommended that the City set most Fire Prevention Services fees at or near 100% cost recovery for most fees as detailed in **Appendix C**. As a result, there would be:

- an increase to 12 fees;
- 2 new fees would be added;
- 17 fees would decrease;
- 3 fees would remain as currently set, and;
- the average fee change would be an increase of 2%.

Marine Safety

The Marine Safety Division provides lifeguard services for the 3.5 miles of state beaches managed by the City. By performing a variety of valuable public safety services, Encinitas lifeguards attempt to ensure that all beach patrons have a safe and enjoyable time at City beaches. Traditional services include providing safety information to the public, preventative public safety, mitigation of safety hazards on the beach, open- and under-water rescues, first-aid, animal rescues and dead animal removal. Due to Encinitas topography, lifeguards also effect cliff rescues due to Encinitas topography and swiftwater services countywide. Other duties include beach maintenance, bluff monitoring, crowd control, special event staffing, animal control, code enforcement, litter removal and disposal of marine debris. The purpose of having on-duty lifeguards is to ensure that beach visitors are supervised by individuals who are properly trained and equipped to perform lifesaving functions.

Analysis

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

Marine Safety is involved in services listed under Engineering for beach encroachment services and as such their reasonable time estimates in are included in that section of the study. In addition, the Division has need of personnel rates to be used for special event activities so fully burdened hourly rates were developed and are contained under the Marine Safety section of **Appendix C**. As a result, 8 new personnel rates would be added to the fee schedule.

Appendix A – Total Allowable Cost to be Recovered

Below are the total department costs for those departments included in the fee study. However, only a percentage of the total cost is realized as staff does not just work on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. 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, passthrough contract costs, and any other costs that are charged directly to the service requestor.

City of Encinitas- User Fee Overhead Rate Calculations

Department	Salary and Benefits	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
101: COMMUNITY CENTER	227,516	5,500	2.4%	18.4%
101: DEVELOPMENT SERVICES - ENG	1,332,977	341,235	25.6%	35.4%
101: DEVELOPMENT SERVICES - PLAN	3,575,871	1,021,635	28.6%	33.0%
101: LOSS PREVENTION	556,251	191,430	34.4%	22.1%
101: MARINE SAFETY	1,176,380	154,323	13.1%	15.4%
101: PARKS REC	2,149,588	483,058	22.5%	25.1%
101: PUBLIC WORKS	1,916,615	1,139,598	59.5%	27.4%
101: PUBLIC WORKS - FAC MAINT CVC CTR	49,710	12,558	25.3%	0.0%
101: PUBLIC WORKS - FAC MAINT FIRE ST	33,340	20,392	61.2%	0.0%
101: PUBLIC WORKS-FAC MAINT CTR PK	105,845	56,503	53.4%	0.0%
101: REC FACILITY	243,486	8,600	3.5%	8.7%
101: SENIOR CENTER	126,687	13,075	10.3%	16.0%

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 Encinitas- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Department Rates		
	101: DEVELOPMENT SERVICES - ENG	\$151.22
	101: DEVELOPMENT SERVICES - PLAN	\$131.43
	101: PUBLIC WORKS	\$145.37
	101: LOSS PREVENTION	\$126.53
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN INSPECTION COST	\$188.40
Position Rates		
101: COMMUNITY CENTER	101: COMMUNITY CENTER - RECREATION SUPERVISOR II	\$78.01
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - CITY ENGINEER	\$219.38
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - CITY TRAFFIC ENGINEER	\$190.67
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - ENGINEER I	\$146.33
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - ENGINEER II	\$156.30
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - ENGINEERING SPECIALIST II	\$98.20
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - PROGRAM ASSISTANT II	\$73.14
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - SENIOR ENGINEER	\$182.57
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - SENIOR MANAGEMENT ANALYST	\$143.17
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ASST DEV SERV DIR/CTY PLANNER	\$205.06
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - CODE ENFORCEMENT OFFICER III	\$117.59
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - CODE ENFORCEMENT SUPERVISOR	\$131.01
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - DEPARTMENT ADMIN SUPPORT COORD	\$95.67
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - DEVELOPMENT SERVICES DIRECTOR	\$230.58
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ENGINEER II	\$164.29
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ENGINEERING SPECIALIST III	\$118.09
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ENVIRONMENTAL PROJECT MANAGER	\$154.42
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - EXECUTIVE ASSISTANT	\$109.79
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - MANAGEMENT ANALYST II	\$113.95
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PLANNER III	\$100.88
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PLANNER IV	\$124.74
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PRINCIPAL PLANNER I	\$170.67
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM ASSISTANT I	\$69.91
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM ASSISTANT II	\$76.93
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM ASSISTANT III	\$89.12
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM COORDINATOR	\$95.39
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR ENGINEER	\$177.63
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR MANAGEMENT ANALYST	\$139.29



City of Encinitas- User Fee
Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR PLANNER I	\$127.24
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR PLANNER II	\$147.71
101: DISASTER PREP	101: DISASTER PREP - MANAGEMENT ANALYST II	\$77.66
101: FIRE ADMIN	101: FIRE ADMIN - DEPARTMENT ADMIN SUPPORT COORD	\$63.61
101: FIRE ADMIN	101: FIRE ADMIN - MANAGEMENT ANALYST II	\$89.64
101: JR LIFEGUARDS	101: JR LIFEGUARDS - MARINE SAFETY SERGEANT	\$64.42
101: LOSS PREVENTION	101: LOSS PREVENTION - DEPUTY FIRE MARSHAL I	\$108.43
101: LOSS PREVENTION	101: LOSS PREVENTION - FIRE MARSHAL	\$151.27
101: LOSS PREVENTION	101: LOSS PREVENTION - FIRE MARSHAL II	\$133.12
101: LOSS PREVENTION	101: LOSS PREVENTION - PROGRAM ASSISTANT III	\$85.54
101: LOSS PREVENTION	101: LOSS PREVENTION - SENIOR DEPUTY FIRE MARSHAL	\$132.40
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT PROGRAM ASSISTANT I	\$36.36
101: MARINE SAFETY	101: MARINE SAFETY - MARINE SAFETY CAPTAIN	\$135.87
101: MARINE SAFETY	101: MARINE SAFETY - MARINE SAFETY LIEUTENANT	\$97.31
101: MARINE SAFETY	101: MARINE SAFETY - MARINE SAFETY SERGEANT	\$80.91
101: PARKS REC	101: PARKS REC - ARTS ASSISTANT	\$63.07
101: PARKS REC	101: PARKS REC - ARTS PROGRAM ADMINISTRATOR	\$131.26
101: PARKS REC	101: PARKS REC - ASSISTANT CENTER MANAGER	\$113.64
101: PARKS REC	101: PARKS REC - CENTER MANAGER	\$125.35
101: PARKS REC	101: PARKS REC - DEPARTMENT DIRECTOR III	\$218.37
101: PARKS REC	101: PARKS REC - MANAGEMENT ANALYST I	\$96.16
101: PARKS REC	101: PARKS REC - PARK OPERATIONS MANAGER	\$145.60
101: PARKS REC	101: PARKS REC - PARKS & BEACH SUPERVISOR II	\$178.86
101: PARKS REC	101: PARKS REC - PROGRAM ASSISTANT II	\$61.09
101: PARKS REC	101: PARKS REC - PROGRAM ASSISTANT III	\$80.59
101: PARKS REC	101: PARKS REC - RECREATION ASSISTANT	\$27.64
101: PARKS REC	101: PARKS REC - RECREATION COORDINATOR	\$36.36
101: PARKS REC	101: PARKS REC - RECREATION LEADER	\$29.44
101: PARKS REC	101: PARKS REC - RECREATION SERVICES MANAGER	\$145.60
101: PARKS REC	101: PARKS REC - RECREATION SUPERVISOR II	\$689.86
101: PARKS REC	101: PARKS REC - SENIOR MANAGEMENT ANALYST	\$124.87
101: PARKS REC	101: PARKS REC - SPECIAL EVENTS&PROJECTS SUPERV	\$107.02
101: PUBLIC WORKS	101: PUBLIC WORKS - DEPARTMENT ADMIN SUPPORT COORD	\$100.32
101: PUBLIC WORKS	101: PUBLIC WORKS - DEPARTMENT DIRECTOR III	\$290.13
101: PUBLIC WORKS	101: PUBLIC WORKS - ENVIRONMENTAL PROJECT MANAGER	\$180.67
101: PUBLIC WORKS	101: PUBLIC WORKS - FACILITIES SUPERVISOR	\$145.89
101: PUBLIC WORKS	101: PUBLIC WORKS - MANAGEMENT ANALYST II	\$135.47
101: PUBLIC WORKS	101: PUBLIC WORKS - PROGRAM ASSISTANT III	\$105.94
101: PUBLIC WORKS	101: PUBLIC WORKS - SENIOR MANAGEMENT ANALYST	\$171.14
101: PUBLIC WORKS	101: PUBLIC WORKS - STORMWATER ENV SPECIALIST I	\$124.62
101: PUBLIC WORKS	101: PUBLIC WORKS - STORMWATER ENV SPECIALIST II	\$134.29
101: PUBLIC WORKS	101: PUBLIC WORKS - STORMWATER ENV SPECIALIST III	\$145.89
101: PUBLIC WORKS	101: PUBLIC WORKS - SUPERINTENDENT	\$198.78
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC FIELD SUPER	\$146.59
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH I	\$94.38
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH II	\$109.51
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH III	\$117.24
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH IV	\$125.14
101: PUBLIC WORKS - FAC MAINT CVC CTR	101: PUBLIC WORKS - FAC MAINT CVC CTR - DEPARTMENT ADMIN SUPPORT COORD	\$62.17
101: PUBLIC WORKS - FAC MAINT CVC CTR	101: PUBLIC WORKS - FAC MAINT CVC CTR - FACILITIES SPECIALIST	\$72.06
101: PUBLIC WORKS - FAC MAINT FIRE ST	101: PUBLIC WORKS - FAC MAINT FIRE ST - FACILITIES SPECIALIST	\$92.74
101: PUBLIC WORKS-FAC MAINT CTR PK	101: PUBLIC WORKS-FAC MAINT CTR PK - FACILITIES SPECIALIST	\$88.23

City of Encinitas- User Fee
Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
101: REC FACILITY	101: REC FACILITY - RECREATION ASSISTANT	\$20.18
101: REC FACILITY	101: REC FACILITY - RECREATION LEADER	\$21.63
101: REC FACILITY	101: REC FACILITY - RECREATION SUPERVISOR II	\$72.39
101: DEVELOPMENT SERVICES - PLAN	101: SDWD - ENGINEER II	\$164.29
101: SENIOR CENTER	101: SENIOR CENTER - RECREATION ASSISTANT	\$22.85
101: SENIOR CENTER	101: SENIOR CENTER - RECREATION SUPERVISOR II	\$82.25
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT OCEAN LIFEGUARD I	\$24.01
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT OCEAN LIFEGUARD II	\$31.50
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT SR OCEAN LIFEGUARD	\$36.56
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT LIFEGUARD AIDE	\$21.77
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - INSPECTION SUPERVISOR	\$244.94
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - CONSTRUCTION INSPECTOR	\$230.43

Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. 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, and facility use), or when there is not a current fee amount to compare against.

Building Department

#	Description	Current Fee	Notes
1	City Overhead Charge	30% of total fees for building permit issuance	Including building permit, plan check, electrical, plumbing and all other associated fees

Full Cost	Cost Recovery %	Suggested Fee	Fee Δ
42%	79%	33%	3%

APPLICATION FEES

#	Description	Current Fee	Unit	Notes
1	Affordable unit Policy	990.00		
2	Amendment Authorization by Council	660.00		
3	Affordable Housing Administration & Monitoring	New		
4	Appeals	300.00		
5	Boundary Adjustment/ Cert. of Compliance	1,040.00		
6	Building Plan Copy	60.00		
7	Certificate of Compliance	670.00		
8	Climate Action Plan - Compliance Review Fee	New		
9	Coastal Development Permit	1,600.00		
10	Coastal Development Permit - Blufftop	New		
11	Conceptual Review - Admin/Planning Comm	1,200.00		
12	Covenant Release	New		
13	Design Review - Admin Level	1,275.00		
14	Design Review - Right-Of-Way Admin Level	850.00	Per pole on small wireless facilities	
15	Design Review - Plan Comm (<2500 sq ft)	2,750.00		
16	Design Review - Plan Comm (2501-10k sq ft)	3,600.00		
17	Design Review - Plan Comm (10,001-19,999 sq ft)	4,800.00		
18	Design Review - Plan Comm (20,000 - 50,000 sq ft)	New		
19	Design Review - Plan Comm >50k sq ft	New		
20	Design Review Modifications - Admin	880.00		
21	Design Review Modifications - Plan Comm	2,370.00		
22	Major Use Permit	6,000.00		
23	Major Use Permit Modifications	3,160.00		
24	Minor Use Permit	2,110.00		
25	Minor Use Permit Modifications	1,580.00		
26	Misc Service Requests	140.00		
27	Plan Comm or City Council Interpretation	1,000.00		
28	Resolution Amendments	1,320.00		
29	Resubmittal Fee	1/2 original fee		This fee will be charged on the 5th submittal for all discretionary and construction permits, including Building and Grading permits.
30	SB330 Preliminary Application - Housing Crisis Act of 2019	New		
31	Sign Program	850.00		
32	Sign Review	420.00		
33	Sign/Banner Permit	95.00		
34	Substantial Conformance Review	335.00		
35	Substantial Conformance Review - Complex	New		
36	Tent Parcel Mapp Appl or Mod (2-4 lots)	4,555.00		
37	Parcel Map Waiver (condo conversion, etc.)	1,800.00		
38	Tentative Subdivision Map	\$13,000 + \$650 per lot in excess of 5 lots		
39	Tentative Map Modification	10,110.00		
40	Time Extensions	1,015.00		
41	Variance - Administrative	1,580.00		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$2,368.57	46%	\$1,089.00	\$1,252.00	\$99.00
\$6,635.14	11%	\$726.00	\$834.00	\$66.00
\$2,984.27	80%	\$2,385.00	\$2,385.00	NA
\$10,082.34	3%	\$330.00	\$379.00	\$30.00
\$3,309.50	35%	\$1,144.00	\$1,315.00	\$104.00
\$640.11	10%	\$66.00	\$75.00	\$6.00
\$2,829.14	26%	\$737.00	\$847.00	\$67.00
\$1,247.38	80%	\$995.00	\$995.00	NA
\$5,973.58	29%	\$1,760.00	\$2,024.00	\$160.00
\$10,556.44	80%	\$8,445.00	\$8,445.00	NA
\$4,215.65	31%	\$1,320.00	\$1,518.00	\$120.00
\$572.12	80%	\$455.00	\$455.00	NA
\$4,897.77	29%	\$1,402.00	\$1,612.00	\$127.00
\$5,805.67	16%	\$935.00	\$1,075.00	\$85.00
\$12,956.42	23%	\$3,025.00	\$3,478.00	\$275.00
\$14,274.90	28%	\$3,960.00	\$4,554.00	\$360.00
\$17,561.74	30%	\$5,280.00	\$6,072.00	\$480.00
\$21,860.24	80%	\$17,485.00	\$17,485.00	NA
\$24,744.48	80%	\$19,795.00	\$19,795.00	NA
\$7,130.11	14%	\$968.00	\$1,113.00	\$88.00
\$12,543.51	21%	\$2,607.00	\$2,998.00	\$237.00
\$15,254.91	43%	\$6,600.00	\$7,590.00	\$600.00
\$13,826.88	25%	\$3,476.00	\$3,997.00	\$316.00
\$9,762.47	24%	\$2,321.00	\$2,669.00	\$211.00
\$9,525.03	18%	\$1,738.00	\$1,998.00	\$158.00
\$1,216.51	13%	\$154.00	\$177.00	\$14.00
\$5,882.17	19%	\$1,100.00	\$1,265.00	\$100.00
\$6,156.00	24%	\$1,452.00	\$1,669.00	\$132.00
NA	NA	1/2 original fee	\$0.00	\$0.00
\$3,212.41	80%	\$2,565.00	\$2,565.00	NA
\$2,494.37	37%	\$935.00	\$1,075.00	\$85.00
\$1,056.58	44%	\$462.00	\$531.00	\$42.00
\$533.82	19%	\$104.00	\$119.00	\$9.00
\$2,189.17	17%	\$368.00	\$423.00	\$33.00
\$2,812.86	80%	\$2,250.00	\$2,250.00	NA
\$13,425.52	37%	\$5,010.00	\$5,761.00	\$455.00
\$5,623.97	35%	\$1,980.00	\$2,277.00	\$180.00
\$23,085.84	Variable	\$14,300 + \$715 per lot in excess of 5 lots	\$16,445 + \$822 per lot in excess of 5 lots	\$1,300.00
\$21,198.38	52%	\$11,121.00	\$12,789.00	\$1,011.00
\$3,083.12	36%	\$1,116.00	\$1,283.00	\$101.00
\$4,741.46	37%	\$1,738.00	\$1,998.00	\$158.00

Planning Department

APPLICATION FEES

#	Description	Current Fee	Unit	Notes
42	Variance - Planning Commission	3,810.00		
43	Variance - Planning Commission/sfd	1,865.00		
44	Minor Plan Check	70.00		
45	Commerical Plan Check	1,000.00		
46	Single Family Plan Check	400.00		
47	Multi-Family (3-10 units) Plan Check	1,000.00		
48	Multi-Family (11 + units) Plan Check	1,200.00		
49	Duplex Plan Check	700.00		
50	General Plan Update Fee	35.00		
51	Technology Fee	New		
52	Environmental Review - Exemption	70.00		
53	Comprehensive Initial Study (in house)	5,055.00		
54	Comprehensive Initial Study Contract Admin	1,055.00		
55	EIR's Contract Admin	4,485.00		
56	Wireless Review Contract Admin	320.00		
57	Misc. Technical Studies Contract Admin	660.00		
58	Agricultural Permit	250.00		

APPLICATION DEPOSITS

#	Description	Current Fee	Unit	Notes
59	General Plan Admendment (no vote req)	13,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
60	General Plan Admendment (vote req)	20,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
61	Zoning Code Admendments	20,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
62	Specific Plan	30,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
63	Annexation	5,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications

CONSULTANT DEPOSITS

#	Description	Current Fee	Unit	Notes
1	Enviro. Review Consultant Deposit	TBD		
2	Wireless Consultant Deposit	3,000.00		
3	Misc Tech Studies Consultant Deposit	TBD		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$9,750.87	43%	\$4,191.00	\$4,819.00	\$381.00
\$5,447.97	38%	\$2,051.00	\$2,358.00	\$186.00
\$780.58	10%	\$77.00	\$88.00	\$7.00
\$2,195.19	50%	\$1,100.00	\$1,265.00	\$100.00
\$1,489.36	30%	\$440.00	\$506.00	\$40.00
\$2,571.41	43%	\$1,100.00	\$1,265.00	\$100.00
\$3,736.83	35%	\$1,320.00	\$1,518.00	\$120.00
\$1,920.54	40%	\$770.00	\$885.00	\$70.00
\$405.68	NA	\$38.00	\$43.00	\$3.00
\$40.00	100%	\$40.00	\$40.00	NA
\$389.46	20%	\$77.00	\$88.00	\$7.00
\$9,265.22	60%	\$5,560.00	\$6,394.00	\$505.00
\$2,084.68	56%	\$1,160.00	\$1,334.00	\$105.00
\$9,787.79	50%	\$4,933.00	\$5,672.00	\$448.00
\$561.32	63%	\$352.00	\$404.00	\$32.00
\$1,389.78	52%	\$726.00	\$834.00	\$66.00
\$4,402.97	6%	\$275.00	\$316.00	\$25.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
Variable	0%	\$13,000.00	\$13,000.00	\$0.00
Variable	0%	\$20,000.00	\$20,000.00	\$0.00
Variable	0%	\$20,000.00	\$20,000.00	\$0.00
Variable	0%	\$30,000.00	\$30,000.00	\$0.00
Variable	0%	\$5,000.00	\$5,000.00	\$0.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
Variable	0%	TBD	TBD	\$0.00
Variable	0%	\$3,000.00	\$3,000.00	\$0.00
Variable	0%	TBD	TBD	\$0.00

Engineering

GRADING PERMIT PROCESSING

#	Description	Current Fee	Unit	Notes
1	Plan Check	1,747.00	Per Sheet	
2	Erosion Control Plan Check	190.00	Per Sheet	
3	Landscape and Irrigation - Plan Check Public	348.00		
4	Landscape and irrigation - Plan Check Private	168.00		
5	Structural Review - New Sheet	305.00		
6	Structural Review - Outside Review	Direct Cost Pass Through		
7	Simplified Grading	2,376.00		
8	Grading - Constr Chgs New Sheet	1,747.00	Per Sheet	
9	Construction Change Minor	220.00		Over the Counter
10	Construction Change Major	468.00		Submitted for Plan Check
11	Inspection - Approved Cost Estimate ≤ \$100,000	5% of ACE		
12	Inspection - Approved Cost Estimate ≥ \$100,001	\$5,000 plus 3% of ACE over \$100K		

PUBLIC IMPROVEMENT PROCESSING

#	Description	Current Fee	Unit	Notes
1	Plan Check	2,230.00	Per Sheet	
2	Landscape and Irrigation - Plan Check Public	348.00		
3	Landscape and irrigation - Plan Check Private	168.00		
4	Structural Review - New Sheet	305.00		
5	Structural Review - Outside Review	Direct Cost Pass Through		
6	Simplified Improvement Permit	New		
7	Construction Change Minor	220.00		Over the Counter
8	Construction Change Major	468.00		Submitted for Plan Check
9	Construction Change New Sheet	2,230.00	Per Sheet	
10	Inspection - Approved Cost Estimate ≤ \$100,000	5% of ACE		
11	Inspection - Approved Cost Estimate ≥ \$100,001	\$5000 plus 3% of ACE over \$100K		

SEWER CONSTRUCTION

#	Description	Current Fee	Unit	Notes
1	Sewer Lateral Construction Permit	440.00		
2	Wastewater Discharge Permit Processing Fee	47.00		
3	Sewer Reimbursement District - Establishment Fee	3,050.00		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$2,524.78	76%	\$1,921.00	\$2,020.00	\$174.00
\$342.27	61%	\$209.00	\$240.00	\$19.00
\$832.49	46%	\$382.00	\$439.00	\$34.00
\$714.40	26%	\$184.00	\$211.00	\$16.00
\$504.68	66%	\$335.00	\$385.00	\$30.00
Variable	Variable	Direct Cost Pass Through	Direct Cost Pass Through	Variable
\$5,796.52	45%	\$2,613.00	\$3,004.00	\$237.00
\$2,524.78	76%	\$1,921.00	\$2,020.00	\$174.00
\$402.19	60%	\$242.00	\$278.00	\$22.00
\$972.70	53%	\$514.00	\$591.00	\$46.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable
Variable	Variable	\$5,500 plus 3.3% of ACE over \$100K	\$6,325 plus 3.8% of ACE over \$100K	Variable

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$3,327.86	74%	\$2,453.00	\$2,662.00	\$223.00
\$832.49	46%	\$382.00	\$439.00	\$34.00
\$714.40	26%	\$184.00	\$211.00	\$16.00
\$504.68	66%	\$335.00	\$385.00	\$30.00
Variable	Variable	Direct Cost Pass Through	Direct Cost Pass Through	Variable
\$6,428.83	46%	\$2,970.00	\$2,970.00	NA
\$402.19	60%	\$242.00	\$278.00	\$22.00
\$972.70	53%	\$514.00	\$591.00	\$46.00
\$3,327.86	74%	\$2,453.00	\$2,662.00	\$223.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable
Variable	Variable	\$5,500 plus 3.3% of ACE over \$100K	\$6,325 plus 3.8% of ACE over \$100K	Variable

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$1,074.13	45%	\$484.00	\$556.00	\$44.00
\$92.42	55%	\$51.00	\$58.00	\$4.00
\$5,093.57	66%	\$3,355.00	\$3,858.00	\$305.00

Engineering

TRAFFIC				
#	Description	Current Fee	Unit	Notes
1	Traffic Control Permit	250.00		Per Location, Intersection, Segment, or 1000lf of TC.
2	Traffic Control - Minor	60.00		
3	Transporation Permit	No Fee		
4	Haul Route Permit	30.00		

BUILDING PERMIT PLAN CHECK AND INSPECTION				
#	Description	Current Fee	Unit	Notes
1.a	Residential 0-500 SF	204.00		
1.b	Residential 500-2000 SF	336.00		
1.c	Residential 2000-5000 SF	500.00		
1.d	Residential > 5000 SF	679.00		
2.a	Commercial 0-500 SF	204.00		
2.b	Commercial 500-2000 SF	336.00		
2.c	Commercial 2000-10000 SF	610.00		
2.d	Commercial > 10000 SF	830.00		
3	Commerical Remodel, Tenant Improvement	300.00		
4	Pool, Spa	250.00		
5	Demo Building Permit	84.00		
6	Misc Engineering Approval	30.00		

MAP AND PARCEL MAP PROCESSING				
#	Description	Current Fee	Unit	Notes
1	Final Map Processing - Major Subdivision Map	2,112.00	Per Sheet	
2	Final Map Processing - Minor Subdivision Map	2,400.00	Per Sheet	
3	Certificate of Correction	144.00		
4	GIS Map Fee	410.00		Update of GIS Database

NPDES AND FLOOD CONTROL				
#	Description	Current Fee	Unit	Notes
1	Plan Check	168.00	Per Sheet	
2	Inspection - Approved Cost Estimate ≤ \$100,000	1% of ACE		
3	Inspection - Approved Cost Estimate ≥ \$100,001	\$1,000 plus 0.6% of ACE over \$100K		
4	Storm Water Control Simulation Model Review - Minor	1,392.00		
5	Storm Water Control Simulation Model Review - Major	2,330.00		
6	FEMA Conditional Letter of Map Revision	1,390.00		
7	FEMA Letter of Map Revision	460.00		
8	FEMA Letter of Map Revision/Elevation Certificate	460.00		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$851.89	32%	\$275.00	\$316.00	\$25.00
\$278.78	24%	\$66.00	\$75.00	\$6.00
\$236.18	0%	No fee	No fee	\$0.00
\$118.09	28%	\$33.00	\$37.00	\$3.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$321.66	70%	\$224.00	\$257.00	\$20.00
\$781.56	47%	\$369.00	\$424.00	\$33.00
\$1,111.94	49%	\$550.00	\$632.00	\$50.00
\$1,536.52	49%	\$746.00	\$857.00	\$67.00
\$557.85	40%	\$224.00	\$257.00	\$20.00
\$934.64	39%	\$369.00	\$424.00	\$33.00
\$1,269.62	53%	\$671.00	\$771.00	\$61.00
\$1,812.29	50%	\$913.00	\$1,049.00	\$83.00
\$741.01	45%	\$330.00	\$379.00	\$30.00
\$929.98	30%	\$275.00	\$316.00	\$25.00
\$355.69	26%	\$92.00	\$105.00	\$8.00
\$59.05	56%	\$33.00	\$37.00	\$3.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$3,562.44	65%	\$2,323.00	\$2,671.00	\$211.00
\$3,562.44	74%	\$2,640.00	\$2,849.00	\$240.00
\$322.59	49%	\$158.00	\$181.00	\$14.00
\$708.55	64%	\$451.00	\$518.00	\$41.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$1,230.62	15%	\$184.00	\$211.00	\$16.00
Variable	Variable	1.10% of ACE	1.16% of ACE	Variable
Variable	Variable	\$1,100 plus 0.66% of ACE over \$100k	\$1,265 plus 0.76% of ACE over \$100k	Variable
\$1,938.63	79%	\$1,531.00	\$1,550.00	\$139.00
\$3,581.54	72%	\$2,563.00	\$2,865.00	\$233.00
\$2,285.41	67%	\$1,529.00	\$1,758.00	\$139.00
\$775.25	65%	\$506.00	\$581.00	\$46.00
\$775.25	65%	\$506.00	\$581.00	\$46.00

Engineering

UTILITY AND RIGHT-OF-WAY CONSTRUCTION

#	Description	Current Fee	Unit	Notes
1	Utility Construction Permit with Trenching < 200 LF	280.00		
2	Utility Construction Permit with >200lf Trenching; ACE ≤ \$100,000	5% of ACE		
3	Utility Construction Permit with >200lf Trenching; ACE > \$100,000	\$5,000 plus 3% of ACE over \$100K		
4	Minor Right of Way Construction Permit	330.00		Associated with Single Family Dwelling
5	Major Right of Way Construction Permit < 200lf Trenching	890.00		Not Associated with Single Family Dwelling or more than one trench; and/or ACE >\$10K
6	Major Right of Way Construction Permit > 200lf Trenching	5% of ACE		Trenching ≥200 LF

VARIOUS ENCROACHMENT PERMITS

#	Description	Current Fee	Unit	Notes
1	Beach Encroachment	1,526.00		Includes up to 10 hours of lifeguard
2	Beach Encroachment - Additional Lifeguard Time per Day (8 hours)	New		Used for multiple days on beach needing lifeguard
3	Beach Encroachment Security Deposit	\$5,000 min or 5% of ACE whichever is more		
4	Permanent Encroachment Permit	384.00		
5	Permanent Encroachment Permit with Construction	500.00		
6	Temporary Encroachment Permit	179.00		
7	Newsrack Operations Permit	54.00		
8	Sidewalk Cafe	288.00		
9	Sidewalk Café Renewal	92.00		
10	Sidewalk Café Renewal with Violation	170.00		

MISCELLANEOUS

#	Description	Current Fee	Unit	Notes
1	Street Name Change Application	3,740.00		
2	Street Vacation Application	3,610.00		
3	Tree Removal Permit/Urban Forest Management Permit	610.00		
4	Misc Engineering Approval	30.00		
5	Generic Survey Review	191.00		
6	After Hours Inspection	500.00	per occurrence	Inspection outside of normal working hours
7	Hardscape/Drainage Permit	New		
8	Covenant Release	New		
9	Sidewalk Vending Permit - New	160.00		
10	Sidewalk Vending Permit - Renewal	60.00		

Additional security deposit may be required at the discretion of the City Manager

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$699.74	44%	\$308.00	\$354.00	\$28.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable
Variable	Variable	\$5,500 plus 3.3% of ACE over \$100K	\$6,325 plus 3.8% of ACE over \$100K	Variable
\$681.93	53%	\$363.00	\$417.00	\$33.00
\$1,389.76	70%	\$979.00	\$1,111.00	\$89.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$2,456.89	68%	\$1,678.00	\$1,929.00	\$152.00
\$251.97	79%	\$200.00	\$200.00	NA
Variable	Variable	\$5,500 min or 5.5% of ACE whichever is more	\$6,325 min or 6.3% of ACE whichever is more	Variable
\$627.83	67%	\$422.00	\$485.00	\$38.00
\$1,193.01	46%	\$550.00	\$632.00	\$50.00
\$400.68	49%	\$196.00	\$225.00	\$17.00
\$168.05	35%	\$59.00	\$67.00	\$5.00
\$616.09	51%	\$316.00	\$363.00	\$28.00
\$178.80	56%	\$101.00	\$116.00	\$9.00
\$298.55	63%	\$187.00	\$215.00	\$17.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$5,642.84	73%	\$4,114.00	\$4,514.00	\$374.00
\$5,708.54	70%	\$3,971.00	\$4,566.00	\$361.00
\$927.85	72%	\$671.00	\$742.00	\$61.00
\$47.24	70%	\$33.00	\$37.00	\$3.00
\$246.44	80%	\$197.00	\$197.00	\$6.00
\$1,026.60	62%	\$550.00	\$632.00	\$50.00
\$817.80	51%	\$363.00	\$417.00	NA
\$98.75	80%	\$79.00	\$79.00	NA
NA	NA	\$160.00	\$160.00	\$0.00
NA	NA	\$60.00	\$60.00	\$0.00

Fire Department

PREVENTION FEES				
#	Description	Current Fee	Unit	Notes
1	Fixed Fire Extinguishing System	300.00		
2	Comm Bldg Plan Check & Inspection	New	square foot	
3	Comm Bldg Plan Check	0.06	square foot	
4	Comm Bldg Inspection	0.04	square foot	
5	Comm Sprinklered Plan Check - TI's only	0.04	square foot	
6	Comm Sprinklered Inspection - TI's only	0.05	square foot	
7	Comm Sprinklered Inspection - New only	0.08	square foot	
8	Resi Sprinkler Plan Chk & Insp (0-2500 sq ft)	304.00		
9	Resi Sprinkler Plan Chk & Insp (2501-5000 sq ft)	388.00		
10	Resi Sprinkler Plan Chk & Insp (5001-7000 sq ft)	450.00		
11	Resi Sprinkler Plan Chk & Insp (7001-10000 sq ft)	550.00		
12	Resi Sprinkler Plan Chk & Insp (over 10000 sq ft)	700.00		
13	Resi Sprinkler Inspection Only (0-2500 sq ft)	200.00		
14	Resi Sprinkler Inspection Only (2501-5000 sq ft)	250.00		
15	Resi Sprinkler Inspection Only (5001-7000 sq ft)	300.00		
16	Resi Sprinkler Inspection Only (7001-10000 sq ft)	350.00		
17	Resi Sprinkler Inspection Only (over 10000 sq ft)	400.00		
18	Inspection Only Fee	160.00		
19	Re-Inspection Fee	160.00		
20	Update Fire Response Maps	200.00		
21	Fuel Management Planning	0.00		
22	Contract Admin - Fire Protection Systems	0.00		
23	Alarm System Plan Check	160.00		
24	Alarm System Inspection	361.00		
25	Resi Bldg Plan Check	60.00		
26	Resi Bldg Inspection	60.00		
27	Annual Special Occupancy Inspections	0.00		
28	Sprinkler Monitoring Plan Check	100.00		
29	Sprinkler Monitoring Inspection	160.00		
30	Minimum Plan Check Fee - Bldg Plans	60.00		
31	Minimum Bldg Inspection - Commercial	New		
32	Tent/Canopy Application	36.00		
33	Alternative Means & Methods Review (Up to 2 hour review)	224.00		
34	Alternative Means & Methods Review (add't hourly time)	112.00		

Full Cost	Cost Recovery %	Suggested Fee	Fee Δ
\$253.05	100%	\$253.00	-\$47.00
\$0.11	100%	\$0.11	NA
\$0.06	100%	\$0.06	\$0.00
\$0.05	100%	\$0.05	\$0.01
\$0.03	100%	\$0.03	-\$0.01
\$0.06	100%	\$0.06	\$0.01
\$0.13	100%	\$0.13	\$0.05
\$284.68	100%	\$285.00	-\$19.00
\$379.58	100%	\$380.00	-\$8.00
\$442.84	100%	\$443.00	-\$7.00
\$474.47	100%	\$474.00	-\$76.00
\$569.37	100%	\$569.00	-\$131.00
\$189.79	100%	\$190.00	-\$10.00
\$253.05	100%	\$253.00	\$3.00
\$284.68	100%	\$285.00	-\$15.00
\$316.32	100%	\$316.00	-\$34.00
\$379.58	100%	\$380.00	-\$20.00
\$126.53	100%	\$127.00	-\$33.00
\$126.53	100%	\$127.00	-\$33.00
\$728.66	100%	\$729.00	\$529.00
\$0.00	NA	\$0.00	\$0.00
\$0.00	NA	\$0.00	\$0.00
\$126.53	100%	\$127.00	-\$33.00
\$284.68	100%	\$285.00	-\$76.00
\$94.89	100%	\$95.00	\$35.00
\$94.89	100%	\$95.00	\$35.00
\$0.00	NA	\$0.00	\$0.00
\$94.89	100%	\$95.00	-\$5.00
\$126.53	100%	\$127.00	-\$33.00
\$94.89	100%	\$95.00	\$35.00
\$94.89	100%	\$95.00	NA
\$63.26	100%	\$63.00	\$27.00
\$253.05	100%	\$253.00	\$29.00
\$126.53	100%	\$127.00	\$15.00

Marine Safety

Special Events Permits

#	Description	Current Fee	Unit	Notes
1	Contract Ocean Lifeguard I	New	per hour	
2	Contract Ocean Lifeguard II	New	per hour	
3	Contract Sr Ocean Lifeguard	New	per hour	
4	Contract Lifeguard Aide	New	per hour	
5	Contract Program Assistant I	New	per hour	
6	Marine Safety Captain	New	per hour	
7	Marine Safety Lieutenant	New	per hour	
8	Marine Safety Sergeant	New	per hour	

Full Cost	Cost Recovery %	Suggested Fee	Time and Half	Double Time
\$24.01	100%	\$24.01	\$36.01	\$48.01
\$31.50	100%	\$31.50	\$47.24	\$62.99
\$36.56	100%	\$36.56	\$54.84	\$73.12
\$21.77	100%	\$21.77	\$32.66	\$43.54
\$36.36	100%	\$36.36	\$54.53	\$72.71
\$135.87	100%	\$135.87	\$203.80	\$271.73
\$97.31	100%	\$97.31	\$145.97	\$194.63
\$80.91	100%	\$80.91	\$121.37	\$161.82



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ATTACHMENT 2

RESOLUTION NO. 2021-52 adopting proposed fees for Building
Services

RESOLUTION NO. 2021-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA AMENDING THE SCHEDULE OF FEES FOR BUILDING SERVICES

WHEREAS, the Government Code of the State of California establishes procedures and criteria for the imposition of fees by local agencies, and

WHEREAS, the City of Encinitas provides a variety of services to the General Public and Other Governmental Agencies, and

WHEREAS, the City desires to recover direct and indirect management support costs associated with the costs of providing services, and

WHEREAS, the Building Services fees were last modified pursuant to Resolution 2017-67, and

WHEREAS, the City completed a comprehensive independent Cost Recovery Study dated July 14, 2021, and

WHEREAS, a noticed Public Hearing has been conducted in accordance with California law prior to adoption of this Resolution which amends fees for various services as detailed in **Attachment A** of this Resolution;

NOW THEREFORE:

BE IT RESOLVED by the City Council of the City of Encinitas that the fees as shown in **Attachment A**, are hereby adopted and will become effective as of October 1, 2021; and that beginning July 1, 2022 and on the first day of each July thereafter, the fees shall be increased by the prior calendar year's Annual Average Consumer Price Index for the San Diego Region so long as the adjustment does not exceed the cost for providing the services and is approved by the City Council:

BE IT FURTHER RESOLVED that certain types of applications, as noted in **Attachment A**, will be processed via the City's deposit system. Further, in special circumstances, the Department Head of the applicable Department may exercise the right to use the deposit system in lieu of standard service fees at their sole discretion. When the deposit system is utilized, charges for development services involving City employees shall be billed either: (1) at actual labor costs including all benefits, plus overhead at the overhead rate specified in **Attachment A** hereto, or (2) at the billing rates specified in Resolution 2021-58; at the sole discretion of the Department Director;

BE IT FURTHER RESOLVED City Council finds and determines that the fees for services and the billing and overhead rates established by this Resolution do not

exceed the estimated reasonable costs of services and otherwise comply with the provisions of California law and specifically Government Code Sections 66000 et seq.:

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2021 by the City Council of the City of Encinitas, State of California.

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the _____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, City Clerk

Building Department

#	Description	Current Fee	Notes
1	City Overhead Charge	30% of total fees for building permit issuance	Including building permit, plan check, electrical, plumbing and all other associated fees

Full Cost	Cost Recovery %	Suggested Fee	Fee Δ
42%	79%	33%	3%

ATTACHMENT 3

RESOLUTION NO. 2021-53 adopting proposed fees for Planning
Services

RESOLUTION NO. 2021-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA AMENDING THE SCHEDULE OF FEES FOR PLANNING SERVICES

WHEREAS, the Government Code of the State of California establishes procedures and criteria for the imposition of fees by local agencies, and

WHEREAS, the City of Encinitas provides a variety of services to the General Public and Other Governmental Agencies, and

WHEREAS, the City desires to recover direct and indirect management support costs associated with the costs of providing services, and

WHEREAS, the Planning fees were last modified pursuant to Resolution 2017-64, and

WHEREAS, the City completed a comprehensive independent Cost Recovery Study dated July 14, 2021, and

WHEREAS, a noticed Public Hearing has been conducted in accordance with California law prior to adoption of this Resolution which amends fees for various services as detailed in **Attachment A** of this Resolution;

NOW THEREFORE:

BE IT RESOLVED by the City Council of the City of Encinitas that the fees as shown in **Attachment A**, are hereby adopted and will become effective as of October 1, 2021; and that beginning July 1, 2022 and on the first day of each July thereafter, the fees shall be increased by the prior calendar year's Annual Average Consumer Price Index for the San Diego Region so long as the adjustment does not exceed the cost for providing the services and is approved by the City Council:

BE IT FURTHER RESOLVED that certain types of applications, as noted in **Attachment A**, will be processed via the City's deposit system. Further, in special circumstances, the Department Head of the applicable Department may exercise the right to use the deposit system in lieu of standard service fees at their sole discretion. When the deposit system is utilized, charges for development services involving City employees shall be billed either: (1) at actual labor costs including all benefits, plus overhead at the overhead rate specified in **Attachment A** hereto, or (2) at the billing rates specified in Resolution 2021-58; at the sole discretion of the Department Director;

BE IT FURTHER RESOLVED City Council finds and determines that the fees for services and the billing and overhead rates established by this Resolution do not exceed

the estimated reasonable costs of services and otherwise comply with the provisions of California law and specifically Government Code Sections 66000 et seq.:

PASSED, APPROVED AND ADOPTED this 11th day of August, 2021, by the City Council of the City of Encinitas, State of California.

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the ____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, City Clerk

Planning Department

APPLICATION FEES

#	Description	Current Fee	Unit	Notes
1	Affordable unit Policy	990.00		
2	Amendment Authorization by Council	660.00		
3	Affordable Housing Administration & Monitoring	New		
4	Appeals	300.00		
5	Boundary Adjustment/ Cert. of Compliance	1,040.00		
6	Building Plan Copy	60.00		
7	Certificate of Compliance	670.00		
8	Climate Action Plan - Compliance Review Fee	New		
9	Coastal Development Permit	1,600.00		
10	Coastal Development Permit - Blufftop	New		
11	Conceptual Review - Admin/Planning Comm	1,200.00		
12	Covenant Release	New		
13	Design Review - Admin Level	1,275.00		
14	Design Review - Right-Of-Way Admin Level	850.00	Per pole on small wireless facilities	
15	Design Review - Plan Comm (<2500 sq ft)	2,750.00		
16	Design Review - Plan Comm (2501-10k sq ft)	3,600.00		
17	Design Review - Plan Comm (10,001-19,999 sq ft)	4,800.00		
18	Design Review - Plan Comm (20,000 - 50,000 sq ft)	New		
19	Design Review - Plan Comm >50k sq ft	New		
20	Design Review Modifications - Admin	880.00		
21	Design Review Modifications - Plan Comm	2,370.00		
22	Major Use Permit	6,000.00		
23	Major Use Permit Modifications	3,160.00		
24	Minor Use Permit	2,110.00		
25	Minor Use Permit Modifications	1,580.00		
26	Misc Service Requests	140.00		
27	Plan Comm or City Council Interpretation	1,000.00		
28	Resolution Amendments	1,320.00		
29	Resubmittal Fee	1/2 original fee		This fee will be charged on the 5th submittal for all discretionary and construction permits, including Building and Grading permits.
30	SB330 Preliminary Application - Housing Crisis Act of 2019	New		
31	Sign Program	850.00		
32	Sign Review	420.00		
33	Sign/Banner Permit	95.00		
34	Substantial Conformance Review	335.00		
35	Substantial Conformance Review - Complex	New		
36	Tent Parcel Mapp Appl or Mod (2-4 lots)	4,555.00		
37	Parcel Map Waiver (condo conversion, etc.)	1,800.00		
38	Tentative Subdivision Map	\$13,000 + \$650 per lot in excess of 5 lots		
39	Tentative Map Modification	10,110.00		
40	Time Extensions	1,015.00		
41	Variance - Administrative	1,580.00		

APPLICATION FEES

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$2,368.57	46%	\$1,089.00	\$1,252.00	\$99.00
\$6,635.14	11%	\$726.00	\$834.00	\$66.00
\$2,984.27	80%	\$2,385.00	\$2,385.00	NA
\$10,082.34	3%	\$330.00	\$379.00	\$30.00
\$3,309.50	35%	\$1,144.00	\$1,315.00	\$104.00
\$640.11	10%	\$66.00	\$75.00	\$6.00
\$2,829.14	26%	\$737.00	\$847.00	\$67.00
\$1,247.38	80%	\$995.00	\$995.00	NA
\$5,973.58	29%	\$1,760.00	\$2,024.00	\$160.00
\$10,556.44	80%	\$8,445.00	\$8,445.00	NA
\$4,215.65	31%	\$1,320.00	\$1,518.00	\$120.00
\$572.12	80%	\$455.00	\$455.00	NA
\$4,897.77	29%	\$1,402.00	\$1,612.00	\$127.00
\$5,805.67	16%	\$935.00	\$1,075.00	\$85.00
\$12,956.42	23%	\$3,025.00	\$3,478.00	\$275.00
\$14,274.90	28%	\$3,960.00	\$4,554.00	\$360.00
\$17,561.74	30%	\$5,280.00	\$6,072.00	\$480.00
\$21,860.24	80%	\$17,485.00	\$17,485.00	NA
\$24,744.48	80%	\$19,795.00	\$19,795.00	NA
\$7,130.11	14%	\$968.00	\$1,113.00	\$88.00
\$12,543.51	21%	\$2,607.00	\$2,998.00	\$237.00
\$15,254.91	43%	\$6,600.00	\$7,590.00	\$600.00
\$13,826.88	25%	\$3,476.00	\$3,997.00	\$316.00
\$9,762.47	24%	\$2,321.00	\$2,669.00	\$211.00
\$9,525.03	18%	\$1,738.00	\$1,998.00	\$158.00
\$1,216.51	13%	\$154.00	\$177.00	\$14.00
\$5,882.17	19%	\$1,100.00	\$1,265.00	\$100.00
\$6,156.00	24%	\$1,452.00	\$1,669.00	\$132.00
NA	NA	1/2 original fee	\$0.00	\$0.00
\$3,212.41	80%	\$2,565.00	\$2,565.00	NA
\$2,494.37	37%	\$935.00	\$1,075.00	\$85.00
\$1,056.58	44%	\$462.00	\$531.00	\$42.00
\$533.82	19%	\$104.00	\$119.00	\$9.00
\$2,189.17	17%	\$368.00	\$423.00	\$33.00
\$2,812.86	80%	\$2,250.00	\$2,250.00	NA
\$13,425.52	37%	\$5,010.00	\$5,761.00	\$455.00
\$5,623.97	35%	\$1,980.00	\$2,277.00	\$180.00
\$23,085.84	Variable	\$14,300 + \$715 per lot in excess of 5 lots	\$16,445 + \$822 per lot in excess of 5 lots	\$1,300.00
\$21,198.38	52%	\$11,121.00	\$12,789.00	\$1,011.00
\$3,083.12	36%	\$1,116.00	\$1,283.00	\$101.00
\$4,741.46	37%	\$1,738.00	\$1,998.00	\$158.00

APPLICATION FEES

#	Description	Current Fee	Unit	Notes
42	Variance - Planning Commission	3,810.00		
43	Variance - Planning Commission/sfd	1,865.00		
44	Minor Plan Check	70.00		
45	Commerical Plan Check	1,000.00		
46	Single Family Plan Check	400.00		
47	Multi-Family (3-10 units) Plan Check	1,000.00		
48	Multi-Family (11 + units) Plan Check	1,200.00		
49	Duplex Plan Check	700.00		
50	General Plan Update Fee	35.00		
51	Technology Fee	New		
52	Environmental Review - Exemption	70.00		
53	Comprehensive Initial Study (in house)	5,055.00		
54	Comprehensive Initial Study Contract Admin	1,055.00		
55	EIR's Contract Admin	4,485.00		
56	Wireless Review Contract Admin	320.00		
57	Misc. Technical Studies Contract Admin	660.00		
58	Agricultural Permit	250.00		

APPLICATION DEPOSITS

#	Description	Current Fee	Unit	Notes
59	General Plan Admendment (no vote req)	13,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
60	General Plan Admendment (vote req)	20,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
61	Zoning Code Admendments	20,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
62	Specific Plan	30,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications
63	Annexation	5,000.00	Deposit	Staff Time and City costs including 50% overhead will be charged for all deposit applications

CONSULTANT DEPOSITS

#	Description	Current Fee	Unit	Notes
1	Enviro. Review Consultant Deposit	TBD		
2	Wireless Consultant Deposit	3,000.00		
3	Misc Tech Studies Consultant Deposit	TBD		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$9,750.87	43%	\$4,191.00	\$4,819.00	\$381.00
\$5,447.97	38%	\$2,051.00	\$2,358.00	\$186.00
\$780.58	10%	\$77.00	\$88.00	\$7.00
\$2,195.19	50%	\$1,100.00	\$1,265.00	\$100.00
\$1,489.36	30%	\$440.00	\$506.00	\$40.00
\$2,571.41	43%	\$1,100.00	\$1,265.00	\$100.00
\$3,736.83	35%	\$1,320.00	\$1,518.00	\$120.00
\$1,920.54	40%	\$770.00	\$885.00	\$70.00
\$405.68	NA	\$38.00	\$43.00	\$3.00
\$40.00	100%	\$40.00	\$40.00	NA
\$389.46	20%	\$77.00	\$88.00	\$7.00
\$9,265.22	60%	\$5,560.00	\$6,394.00	\$505.00
\$2,084.68	56%	\$1,160.00	\$1,334.00	\$105.00
\$9,787.79	50%	\$4,933.00	\$5,672.00	\$448.00
\$561.32	63%	\$352.00	\$404.00	\$32.00
\$1,389.78	52%	\$726.00	\$834.00	\$66.00
\$4,402.97	6%	\$275.00	\$316.00	\$25.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
Variable	0%	\$13,000.00	\$13,000.00	\$0.00
Variable	0%	\$20,000.00	\$20,000.00	\$0.00
Variable	0%	\$20,000.00	\$20,000.00	\$0.00
Variable	0%	\$30,000.00	\$30,000.00	\$0.00
Variable	0%	\$5,000.00	\$5,000.00	\$0.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
Variable	0%	TBD	TBD	\$0.00
Variable	0%	\$3,000.00	\$3,000.00	\$0.00
Variable	0%	TBD	TBD	\$0.00

ATTACHMENT 4

RESOLUTION NO. 2021-54 adopting proposed fees for Engineering

RESOLUTION NO. 2021-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA AMENDING THE SCHEDULE OF FEES FOR ENGINEERING SERVICES

WHEREAS, the Government Code of the State of California establishes procedures and criteria for the imposition of fees by local agencies, and

WHEREAS, the City of Encinitas provides a variety of services to the General Public and Other Governmental Agencies, and

WHEREAS, the City desires to recover direct and indirect management support costs associated with the costs of providing services, and

WHEREAS, the Engineering fees were last modified pursuant to Resolution 2017-65, and

WHEREAS, the City completed a comprehensive independent Cost Recovery Study dated July 14, 2021, and

WHEREAS, a noticed Public Hearing has been conducted in accordance with California law prior to adoption of this Resolution which amends fees for various services as detailed in **Attachment A** of this Resolution;

NOW THEREFORE:

BE IT RESOLVED by the City Council of the City of Encinitas that the fees as shown in **Attachment A**, are hereby adopted and will become effective as of October 1, 2021; and that beginning July 1, 2022 and on the first day of each July thereafter, the fees shall be increased by the prior calendar year's Annual Average Consumer Price Index for the San Diego Region so long as the adjustment does not exceed the cost for providing the services and is approved by the City Council:

BE IT FURTHER RESOLVED that certain types of applications, as noted in **Attachment A**, will be processed via the City's deposit system. Further, in special circumstances, the Department Head of the applicable Department may exercise the right to use the deposit system in lieu of standard service fees at their sole discretion. When the deposit system is utilized, charges for development services involving City employees shall be billed either: (1) at actual labor costs including all benefits, plus overhead at the overhead rate specified in **Attachment A** hereto, or (2) at the billing rates specified in Resolution 2021-58; at the sole discretion of the Department Director;

BE IT FURTHER RESOLVED City Council finds and determines that the fees for services and the billing and overhead rates established by this Resolution do not

exceed the estimated reasonable costs of services and otherwise comply with the provisions of California law and specifically Government Code Sections 66000 et seq.:

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2021 by the City Council of the City of Encinitas, State of California.

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the _____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, City Clerk

Engineering

GRADING PERMIT PROCESSING

#	Description	Current Fee	Unit	Notes
1	Plan Check	1,747.00	Per Sheet	
2	Erosion Control Plan Check	190.00	Per Sheet	
3	Landscape and Irrigation - Plan Check Public	348.00		
4	Landscape and irrigation - Plan Check Private	168.00		
5	Structural Review - New Sheet	305.00		
6	Structural Review - Outside Review	Direct Cost Pass Through		
7	Simplified Grading	2,376.00		
8	Grading - Constr Chgs New Sheet	1,747.00	Per Sheet	
9	Construction Change Minor	220.00		Over the Counter
10	Construction Change Major	468.00		Submitted for Plan Check
11	Inspection - Approved Cost Estimate ≤ \$100,000	5% of ACE		
12	Inspection - Approved Cost Estimate ≥ \$100,001	\$5,000 plus 3% of ACE over \$100K		

PUBLIC IMPROVEMENT PROCESSING

#	Description	Current Fee	Unit	Notes
1	Plan Check	2,230.00	Per Sheet	
2	Landscape and Irrigation - Plan Check Public	348.00		
3	Landscape and irrigation - Plan Check Private	168.00		
4	Structural Review - New Sheet	305.00		
5	Structural Review - Outside Review	Direct Cost Pass Through		
6	Simplified Improvement Permit	New		
7	Construction Change Minor	220.00		Over the Counter
8	Construction Change Major	468.00		Submitted for Plan Check
9	Construction Change New Sheet	2,230.00	Per Sheet	
10	Inspection - Approved Cost Estimate ≤ \$100,000	5% of ACE		
11	Inspection - Approved Cost Estimate ≥ \$100,001	\$5000 plus 3% of ACE over \$100K		

SEWER CONSTRUCTION

#	Description	Current Fee	Unit	Notes
1	Sewer Lateral Construction Permit	440.00		
2	Wastewater Discharge Permit Processing Fee	47.00		
3	Sewer Reimbursement District - Establishment Fee	3,050.00		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$2,524.78	76%	\$1,921.00	\$2,020.00	\$174.00
\$342.27	61%	\$209.00	\$240.00	\$19.00
\$832.49	46%	\$382.00	\$439.00	\$34.00
\$714.40	26%	\$184.00	\$211.00	\$16.00
\$504.68	66%	\$335.00	\$385.00	\$30.00
Variable	Variable	Direct Cost Pass Through	Direct Cost Pass Through	Variable
\$5,796.52	45%	\$2,613.00	\$3,004.00	\$237.00
\$2,524.78	76%	\$1,921.00	\$2,020.00	\$174.00
\$402.19	60%	\$242.00	\$278.00	\$22.00
\$972.70	53%	\$514.00	\$591.00	\$46.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable
Variable	Variable	\$5,500 plus 3.3% of ACE over \$100K	\$6,325 plus 3.8% of ACE over \$100K	Variable

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$3,327.86	74%	\$2,453.00	\$2,662.00	\$223.00
\$832.49	46%	\$382.00	\$439.00	\$34.00
\$714.40	26%	\$184.00	\$211.00	\$16.00
\$504.68	66%	\$335.00	\$385.00	\$30.00
Variable	Variable	Direct Cost Pass Through	Direct Cost Pass Through	Variable
\$6,428.83	46%	\$2,970.00	\$2,970.00	NA
\$402.19	60%	\$242.00	\$278.00	\$22.00
\$972.70	53%	\$514.00	\$591.00	\$46.00
\$3,327.86	74%	\$2,453.00	\$2,662.00	\$223.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable
Variable	Variable	\$5,500 plus 3.3% of ACE over \$100K	\$6,325 plus 3.8% of ACE over \$100K	Variable

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$1,074.13	45%	\$484.00	\$556.00	\$44.00
\$92.42	55%	\$51.00	\$58.00	\$4.00
\$5,093.57	66%	\$3,355.00	\$3,858.00	\$305.00

Engineering

TRAFFIC				
#	Description	Current Fee	Unit	Notes
1	Traffic Control Permit	250.00		Per Location, Intersection, Segment, or 1000lf of TC.
2	Traffic Control - Minor	60.00		
3	Transporation Permit	No Fee		
4	Haul Route Permit	30.00		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$851.89	32%	\$275.00	\$316.00	\$25.00
\$278.78	24%	\$66.00	\$75.00	\$6.00
\$236.18	0%	No fee	No fee	\$0.00
\$118.09	28%	\$33.00	\$37.00	\$3.00

BUILDING PERMIT PLAN CHECK AND INSPECTION				
#	Description	Current Fee	Unit	Notes
1.a	Residential 0-500 SF	204.00		
1.b	Residential 500-2000 SF	336.00		
1.c	Residential 2000-5000 SF	500.00		
1.d	Residential > 5000 SF	679.00		
2.a	Commercial 0-500 SF	204.00		
2.b	Commercial 500-2000 SF	336.00		
2.c	Commercial 2000-10000 SF	610.00		
2.d	Commercial > 10000 SF	830.00		
3	Commerical Remodel, Tenant Improvement	300.00		
4	Pool, Spa	250.00		
5	Demo Building Permit	84.00		
6	Misc Engineering Approval	30.00		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$321.66	70%	\$224.00	\$257.00	\$20.00
\$781.56	47%	\$369.00	\$424.00	\$33.00
\$1,111.94	49%	\$550.00	\$632.00	\$50.00
\$1,536.52	49%	\$746.00	\$857.00	\$67.00
\$557.85	40%	\$224.00	\$257.00	\$20.00
\$934.64	39%	\$369.00	\$424.00	\$33.00
\$1,269.62	53%	\$671.00	\$771.00	\$61.00
\$1,812.29	50%	\$913.00	\$1,049.00	\$83.00
\$741.01	45%	\$330.00	\$379.00	\$30.00
\$929.98	30%	\$275.00	\$316.00	\$25.00
\$355.69	26%	\$92.00	\$105.00	\$8.00
\$59.05	56%	\$33.00	\$37.00	\$3.00

MAP AND PARCEL MAP PROCESSING				
#	Description	Current Fee	Unit	Notes
1	Final Map Processing - Major Subdivision Map	2,112.00	Per Sheet	
2	Final Map Processing - Minor Subdivision Map	2,400.00	Per Sheet	
3	Certificate of Correction	144.00		
4	GIS Map Fee	410.00		Update of GIS Database

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$3,562.44	65%	\$2,323.00	\$2,671.00	\$211.00
\$3,562.44	74%	\$2,640.00	\$2,849.00	\$240.00
\$322.59	49%	\$158.00	\$181.00	\$14.00
\$708.55	64%	\$451.00	\$518.00	\$41.00

NPDES AND FLOOD CONTROL				
#	Description	Current Fee	Unit	Notes
1	Plan Check	168.00	Per Sheet	
2	Inspection - Approved Cost Estimate ≤ \$100,000	1% of ACE		
3	Inspection - Approved Cost Estimate ≥ \$100,001	\$1,000 plus 0.6% of ACE over \$100K		
4	Storm Water Control Simulation Model Review - Minor	1,392.00		
5	Storm Water Control Simulation Model Review - Major	2,330.00		
6	FEMA Conditional Letter of Map Revision	1,390.00		
7	FEMA Letter of Map Revision	460.00		
8	FEMA Letter of Map Revision/Elevation Certificate	460.00		

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$1,230.62	15%	\$184.00	\$211.00	\$16.00
Variable	Variable	1.10% of ACE	1.16% of ACE	Variable
Variable	Variable	\$1,100 plus 0.66% of ACE over \$100k	\$1,265 plus 0.76% of ACE over \$100k	Variable
\$1,938.63	79%	\$1,531.00	\$1,550.00	\$139.00
\$3,581.54	72%	\$2,563.00	\$2,865.00	\$233.00
\$2,285.41	67%	\$1,529.00	\$1,758.00	\$139.00
\$775.25	65%	\$506.00	\$581.00	\$46.00
\$775.25	65%	\$506.00	\$581.00	\$46.00

Engineering

UTILITY AND RIGHT-OF-WAY CONSTRUCTION

#	Description	Current Fee	Unit	Notes
1	Utility Construction Permit with Trenching < 200 LF	280.00		
2	Utility Construction Permit with >200lf Trenching; ACE ≤ \$100,000	5% of ACE		
3	Utility Construction Permit with >200lf Trenching; ACE > \$100,000	\$5,000 plus 3% of ACE over \$100K		
4	Minor Right of Way Construction Permit	330.00		Associated with Single Family Dwelling
5	Major Right of Way Construction Permit < 200lf Trenching	890.00		Not Associated with Single Family Dwelling or more than one trench; and/or ACE >\$10K
6	Major Right of Way Construction Permit > 200lf Trenching	5% of ACE		Trenching ≥200 LF

VARIOUS ENCROACHMENT PERMITS

#	Description	Current Fee	Unit	Notes
1	Beach Encroachment	1,526.00		Includes up to 10 hours of lifeguard
2	Beach Encroachment - Additional Lifeguard Time per Day (8 hours)	New		Used for multiple days on beach needing lifeguard
3	Beach Encroachment Security Deposit	\$5,000 min or 5% of ACE whichever is more		
4	Permanent Encroachment Permit	384.00		
5	Permanent Encroachment Permit with Construction	500.00		
6	Temporary Encroachment Permit	179.00		
7	Newsrack Operations Permit	54.00		
8	Sidewalk Café	288.00		
9	Sidewalk Café Renewal	92.00		
10	Sidewalk Café Renewal with Violation	170.00		

MISCELLANEOUS

#	Description	Current Fee	Unit	Notes
1	Street Name Change Application	3,740.00		
2	Street Vacation Application	3,610.00		
3	Tree Removal Permit/Urban Forest Management Permit	610.00		
4	Misc Engineering Approval	30.00		
5	Generic Survey Review	191.00		
6	After Hours Inspection	500.00	per occurrence	Inspection outside of normal working hours
7	Hardscape/Drainage Permit	New		
8	Covenant Release	New		
9	Sidewalk Vending Permit - New	160.00		
10	Sidewalk Vending Permit - Renewal	60.00		

Additional security deposit may be required at the discretion of the City Manager

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$699.74	44%	\$308.00	\$354.00	\$28.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable
Variable	Variable	\$5,500 plus 3.3% of ACE over \$100K	\$6,325 plus 3.8% of ACE over \$100K	Variable
\$681.93	53%	\$363.00	\$417.00	\$33.00
\$1,389.76	70%	\$979.00	\$1,111.00	\$89.00
Variable	Variable	5.5% of ACE	6.3% of ACE	Variable

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$2,456.89	68%	\$1,678.00	\$1,929.00	\$152.00
\$251.97	79%	\$200.00	\$200.00	NA
Variable	Variable	\$5,500 min or 5.5% of ACE whichever is more	\$6,325 min or 6.3% of ACE whichever is more	Variable
\$627.83	67%	\$422.00	\$485.00	\$38.00
\$1,193.01	46%	\$550.00	\$632.00	\$50.00
\$400.68	49%	\$196.00	\$225.00	\$17.00
\$168.05	35%	\$59.00	\$67.00	\$5.00
\$616.09	51%	\$316.00	\$363.00	\$28.00
\$178.80	56%	\$101.00	\$116.00	\$9.00
\$298.55	63%	\$187.00	\$215.00	\$17.00

Full Cost	Cost Recovery %	Year 1 Suggested Fee	Year 2 Suggested Fee	Fee Δ
\$5,642.84	73%	\$4,114.00	\$4,514.00	\$374.00
\$5,708.54	70%	\$3,971.00	\$4,566.00	\$361.00
\$927.85	72%	\$671.00	\$742.00	\$61.00
\$47.24	70%	\$33.00	\$37.00	\$3.00
\$246.44	80%	\$197.00	\$197.00	\$6.00
\$1,026.60	62%	\$550.00	\$632.00	\$50.00
\$817.80	51%	\$363.00	\$417.00	NA
\$98.75	80%	\$79.00	\$79.00	NA
NA	NA	\$160.00	\$160.00	\$0.00
NA	NA	\$60.00	\$60.00	\$0.00

ATTACHMENT 5

RESOLUTION NO. 2021-55 adopting proposed fees for Fire
Prevention Services

RESOLUTION NO. 2021-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA AMENDING THE SCHEDULE OF FEES FOR FIRE PREVENTION SERVICES

WHEREAS, the Government Code of the State of California establishes procedures and criteria for the imposition of fees by local agencies, and

WHEREAS, the City of Encinitas provides a variety of services to the General Public and Other Governmental Agencies, and

WHEREAS, the City desires to recover direct and indirect management support costs associated with the costs of providing services, and

WHEREAS, the Fire Prevention fees were last modified pursuant to Resolution 2017-66, and

WHEREAS, the City completed a comprehensive independent Cost Recovery Study dated July 14, 2021, and

WHEREAS, a noticed Public Hearing has been conducted in accordance with California law prior to adoption of this Resolution which amends fees for various services as detailed in **Attachment A** of this Resolution;

NOW THEREFORE:

BE IT RESOLVED by the City Council of the City of Encinitas that the fees as shown in **Attachment A**, are hereby adopted and will become effective as of October 1, 2021; and that beginning July 1, 2022 and on the first day of each July thereafter, the fees shall be increased by the prior calendar year's Annual Average Consumer Price Index for the San Diego Region so long as the adjustment does not exceed the cost for providing the services and is approved by the City Council:

BE IT FURTHER RESOLVED that certain types of applications, as noted in **Attachment A**, will be processed via the City's deposit system. Further, in special circumstances, the Department Head of the applicable Department may exercise the right to use the deposit system in lieu of standard service fees at their sole discretion. When the deposit system is utilized, charges for development services involving City employees shall be billed either: (1) at actual labor costs including all benefits, plus overhead at the overhead rate specified in **Attachment A** hereto, or (2) at the billing rates specified in Resolution 2021-58; at the sole discretion of the Department Director;

BE IT FURTHER RESOLVED City Council finds and determines that the fees for services and the billing and overhead rates established by this Resolution do not

exceed the estimated reasonable costs of services and otherwise comply with the provisions of California law and specifically Government Code Sections 66000 et seq.:

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2021 by the City Council of the City of Encinitas, State of California.

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the _____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, City Clerk

Fire Department

PREVENTION FEES				
#	Description	Current Fee	Unit	Notes
1	Fixed Fire Extinguishing System	300.00		
2	Comm Bldg Plan Check & Inspection	New	square foot	
3	Comm Bldg Plan Check	0.06	square foot	
4	Comm Bldg Inspection	0.04	square foot	
5	Comm Sprinklered Plan Check - TI's only	0.04	square foot	
6	Comm Sprinklered Inspection - TI's only	0.05	square foot	
7	Comm Sprinklered Inspection - New only	0.08	square foot	
8	Resi Sprinkler Plan Chk & Insp (0-2500 sq ft)	304.00		
9	Resi Sprinkler Plan Chk & Insp (2501-5000 sq ft)	388.00		
10	Resi Sprinkler Plan Chk & Insp (5001-7000 sq ft)	450.00		
11	Resi Sprinkler Plan Chk & Insp (7001-10000 sq ft)	550.00		
12	Resi Sprinkler Plan Chk & Insp (over 10000 sq ft)	700.00		
13	Resi Sprinkler Inspection Only (0-2500 sq ft)	200.00		
14	Resi Sprinkler Inspection Only (2501-5000 sq ft)	250.00		
15	Resi Sprinkler Inspection Only (5001-7000 sq ft)	300.00		
16	Resi Sprinkler Inspection Only (7001-10000 sq ft)	350.00		
17	Resi Sprinkler Inspection Only (over 10000 sq ft)	400.00		
18	Inspection Only Fee	160.00		
19	Re-Inspection Fee	160.00		
20	Update Fire Response Maps	200.00		
21	Fuel Management Planning	0.00		
22	Contract Admin - Fire Protection Systems	0.00		
23	Alarm System Plan Check	160.00		
24	Alarm System Inspection	361.00		
25	Resi Bldg Plan Check	60.00		
26	Resi Bldg Inspection	60.00		
27	Annual Special Occupancy Inspections	0.00		
28	Sprinkler Monitoring Plan Check	100.00		
29	Sprinkler Monitoring Inspection	160.00		
30	Minimum Plan Check Fee - Bldg Plans	60.00		
31	Minimum Bldg Inspection - Commercial	New		
32	Tent/Canopy Application	36.00		
33	Alternative Means & Methods Review (Up to 2 hour review)	224.00		
34	Alternative Means & Methods Review (add't hourly time)	112.00		

Full Cost	Cost Recovery %	Suggested Fee	Fee Δ
\$253.05	100%	\$253.00	-\$47.00
\$0.11	100%	\$0.11	NA
\$0.06	100%	\$0.06	\$0.00
\$0.05	100%	\$0.05	\$0.01
\$0.03	100%	\$0.03	-\$0.01
\$0.06	100%	\$0.06	\$0.01
\$0.13	100%	\$0.13	\$0.05
\$284.68	100%	\$285.00	-\$19.00
\$379.58	100%	\$380.00	-\$8.00
\$442.84	100%	\$443.00	-\$7.00
\$474.47	100%	\$474.00	-\$76.00
\$569.37	100%	\$569.00	-\$131.00
\$189.79	100%	\$190.00	-\$10.00
\$253.05	100%	\$253.00	\$3.00
\$284.68	100%	\$285.00	-\$15.00
\$316.32	100%	\$316.00	-\$34.00
\$379.58	100%	\$380.00	-\$20.00
\$126.53	100%	\$127.00	-\$33.00
\$126.53	100%	\$127.00	-\$33.00
\$728.66	100%	\$729.00	\$529.00
\$0.00	NA	\$0.00	\$0.00
\$0.00	NA	\$0.00	\$0.00
\$126.53	100%	\$127.00	-\$33.00
\$284.68	100%	\$285.00	-\$76.00
\$94.89	100%	\$95.00	\$35.00
\$94.89	100%	\$95.00	\$35.00
\$0.00	NA	\$0.00	\$0.00
\$94.89	100%	\$95.00	-\$5.00
\$126.53	100%	\$127.00	-\$33.00
\$94.89	100%	\$95.00	\$35.00
\$94.89	100%	\$95.00	NA
\$63.26	100%	\$63.00	\$27.00
\$253.05	100%	\$253.00	\$29.00
\$126.53	100%	\$127.00	\$15.00

ATTACHMENT 6

RESOLUTION NO. 2021-56 adopting proposed fees for
Marine Safety Services

RESOLUTION NO. 2021-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA AMENDING THE SCHEDULE OF FEES FOR MARINE SAFETY SERVICES

WHEREAS the Government Code of the State of California establishes procedures and criteria for the imposition of fees by local agencies, and

WHEREAS, the City of Encinitas provides a variety of services to the General Public and Other Governmental Agencies, and

WHEREAS, the City desires to recover direct and indirect management support costs associated with the costs of providing services, and

WHEREAS, the City completed a comprehensive independent Cost Recovery Study dated July 14, 2021, and

WHEREAS, a noticed Public Hearing has been conducted in accordance with California law prior to adoption of this Resolution which amends fees for various services as detailed in **Attachment A** of this Resolution;

NOW THEREFORE:

BE IT RESOLVED by the City Council of the City of Encinitas that the fees as shown in **Attachment A**, are hereby adopted and will become effective as of October 1, 2021; and that beginning July 1, 2022 and on the first day of each July thereafter, the fees shall be increased by the prior calendar year's Annual Average Consumer Price Index for the San Diego Region so long as the adjustment does not exceed the cost for providing the services and is approved by the City Council:

BE IT FURTHER RESOLVED that certain types of applications, as noted in **Attachment A**, will be processed via the City's deposit system. Further, in special circumstances, the Department Head of the applicable Department may exercise the right to use the deposit system in lieu of standard service fees at their sole discretion. When the deposit system is utilized, charges for development services involving City employees shall be billed either: (1) at actual labor costs including all benefits, plus overhead at the overhead rate specified in **Attachment A** hereto, or (2) at the billing rates specified in Resolution 2021-58; at the sole discretion of the Department Director;

BE IT FURTHER RESOLVED City Council finds and determines that the fees for services and the billing and overhead rates established by this Resolution do not exceed the estimated reasonable costs of services and otherwise comply with the provisions of California law and specifically Government Code Sections 66000 et seq.:

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2021 by the City Council of the City of Encinitas, State of California.

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the _____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, City Clerk

Marine Safety

Special Events Permits

#	Description	Current Fee	Unit	Notes
1	Contract Ocean Lifeguard I	New	per hour	
2	Contract Ocean Lifeguard II	New	per hour	
3	Contract Sr Ocean Lifeguard	New	per hour	
4	Contract Lifeguard Aide	New	per hour	
5	Contract Program Assistant I	New	per hour	
6	Marine Safety Captain	New	per hour	
7	Marine Safety Lieutenant	New	per hour	
8	Marine Safety Sergeant	New	per hour	

Full Cost	Cost Recovery %	Suggested Fee	Time and Half	Double Time
\$24.01	100%	\$24.01	\$36.01	\$48.01
\$31.50	100%	\$31.50	\$47.24	\$62.99
\$36.56	100%	\$36.56	\$54.84	\$73.12
\$21.77	100%	\$21.77	\$32.66	\$43.54
\$36.36	100%	\$36.36	\$54.53	\$72.71
\$135.87	100%	\$135.87	\$203.80	\$271.73
\$97.31	100%	\$97.31	\$145.97	\$194.63
\$80.91	100%	\$80.91	\$121.37	\$161.82

ATTACHMENT 7

RESOLUTION NO. 2021-58 adopting proposed fees for Fully Burdened Hourly Rates

RESOLUTION 2021-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA AMENDING THE SCHEDULE OF FULLY BURDENED HOURLY RATES FOR SERVICES PROVIDED TO THE GENERAL PUBLIC AND OTHER GOVERNMENTAL AGENCIES

WHEREAS, the Government Code of the State of California establishes procedures and criteria for the imposition of fees and charges by local agencies;

WHEREAS, the City of Encinitas (the "City") provides a variety of services to the general public and other governmental agencies;

WHEREAS, the City desires to recover direct and indirect management support costs associated with the costs of providing services;

WHEREAS, the schedules of fully burdened hourly rates were last modified pursuant to City Resolution 2017-88;

WHEREAS, the City completed a comprehensive independent Cost Recovery Study dated July 14, 2021;

WHEREAS, a noticed public hearing has been conducted in accordance with California law prior to adoption of this Resolution;

WHEREAS, not less than 10 days prior to the public hearing, the data supporting the amounts of the proposed fully burdened hourly rates was on file for public review in the Office of the City Clerk;

WHEREAS, after receiving the evidence presented at the public hearing, including the staff report and oral and written testimony received from the public, the City Council found and determined that the amounts of the fully burdened hourly rates established by this Resolution do not exceed the estimated actual costs associated with providing those services;

NOW THEREFORE, the City Council of the City of Encinitas hereby resolves as follows:

1. That the foregoing recitals are true and correct and the 2021 Cost Recovery Study Findings is hereby adopted and fully incorporated by reference in justification and support of the fully burdened hourly rates adopted herein.
2. The amended schedule of fully burdened hourly rates, as shown in **ATTACHMENT A**, are hereby adopted and shall become effective as of October

1, 2021; and that beginning July 1, 2022 and on the first day of each July thereafter, the rates shall be increased by the prior calendar year's Annual Average Consumer Price Index for the San Diego Region so long as the adjustment does not exceed the cost for providing the services and is approved by the City Council.

3. That certain types of development applications will be processed via the City's deposit system. Further, in special circumstances, the Department Head of the applicable Department may exercise the right to utilize the deposit system in lieu of standard service fees at their sole discretion. When the deposit system is utilized, charges for development services involving City employees shall be billed either: (a) at actual labor costs including all benefits, plus overhead at the overhead rate specified in **ATTACHMENT A** hereto, or (b) at the fully burdened hourly rates specified in **ATTACHMENT A** hereto.
4. The amended schedule of fully burdened hourly rates established by this Resolution attached hereto as **ATTACHMENT A** do not exceed the estimated reasonable costs of providing the related services pursuant to California Government Code Section 66000 et seq.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2021 by the City Council of the City of Encinitas, State of California.

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the _____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, City Clerk



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 Encinitas- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Department Rates		
	101: DEVELOPMENT SERVICES - ENG	\$151.22
	101: DEVELOPMENT SERVICES - PLAN	\$131.43
	101: PUBLIC WORKS	\$145.37
	101: LOSS PREVENTION	\$126.53
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN INSPECTION COST	\$188.40
Position Rates		
101: COMMUNITY CENTER	101: COMMUNITY CENTER - RECREATION SUPERVISOR II	\$78.01
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - CITY ENGINEER	\$219.38
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - CITY TRAFFIC ENGINEER	\$190.67
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - ENGINEER I	\$146.33
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - ENGINEER II	\$156.30
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - ENGINEERING SPECIALIST II	\$98.20
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - PROGRAM ASSISTANT II	\$73.14
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - SENIOR ENGINEER	\$182.57
101: DEVELOPMENT SERVICES - ENG	101: DEVELOPMENT SERVICES - ENG - SENIOR MANAGEMENT ANALYST	\$143.17
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ASST DEV SERV DIR/CTY PLANNER	\$205.06
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - CODE ENFORCEMENT OFFICER III	\$117.59
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - CODE ENFORCEMENT SUPERVISOR	\$131.01
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - DEPARTMENT ADMIN SUPPORT COORD	\$95.67
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - DEVELOPMENT SERVICES DIRECTOR	\$230.58
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ENGINEER II	\$164.29
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ENGINEERING SPECIALIST III	\$118.09
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - ENVIRONMENTAL PROJECT MANAGER	\$154.42
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - EXECUTIVE ASSISTANT	\$109.79
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - MANAGEMENT ANALYST II	\$113.95
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PLANNER III	\$100.88
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PLANNER IV	\$124.74
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PRINCIPAL PLANNER I	\$170.67
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM ASSISTANT I	\$69.91
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM ASSISTANT II	\$76.93
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM ASSISTANT III	\$89.12
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - PROGRAM COORDINATOR	\$95.39
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR ENGINEER	\$177.63
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR MANAGEMENT ANALYST	\$139.29

City of Encinitas- User Fee
Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR PLANNER I	\$127.24
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - SENIOR PLANNER II	\$147.71
101: DISASTER PREP	101: DISASTER PREP - MANAGEMENT ANALYST II	\$77.66
101: FIRE ADMIN	101: FIRE ADMIN - DEPARTMENT ADMIN SUPPORT COORD	\$63.61
101: FIRE ADMIN	101: FIRE ADMIN - MANAGEMENT ANALYST II	\$89.64
101: JR LIFEGUARDS	101: JR LIFEGUARDS - MARINE SAFETY SERGEANT	\$64.42
101: LOSS PREVENTION	101: LOSS PREVENTION - DEPUTY FIRE MARSHAL I	\$108.43
101: LOSS PREVENTION	101: LOSS PREVENTION - FIRE MARSHAL	\$151.27
101: LOSS PREVENTION	101: LOSS PREVENTION - FIRE MARSHAL II	\$133.12
101: LOSS PREVENTION	101: LOSS PREVENTION - PROGRAM ASSISTANT III	\$85.54
101: LOSS PREVENTION	101: LOSS PREVENTION - SENIOR DEPUTY FIRE MARSHAL	\$132.40
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT PROGRAM ASSISTANT I	\$36.36
101: MARINE SAFETY	101: MARINE SAFETY - MARINE SAFETY CAPTAIN	\$135.87
101: MARINE SAFETY	101: MARINE SAFETY - MARINE SAFETY LIEUTENANT	\$97.31
101: MARINE SAFETY	101: MARINE SAFETY - MARINE SAFETY SERGEANT	\$80.91
101: PARKS REC	101: PARKS REC - ARTS ASSISTANT	\$63.07
101: PARKS REC	101: PARKS REC - ARTS PROGRAM ADMINISTRATOR	\$131.26
101: PARKS REC	101: PARKS REC - ASSISTANT CENTER MANAGER	\$113.64
101: PARKS REC	101: PARKS REC - CENTER MANAGER	\$125.35
101: PARKS REC	101: PARKS REC - DEPARTMENT DIRECTOR III	\$218.37
101: PARKS REC	101: PARKS REC - MANAGEMENT ANALYST I	\$96.16
101: PARKS REC	101: PARKS REC - PARK OPERATIONS MANAGER	\$145.60
101: PARKS REC	101: PARKS REC - PARKS & BEACH SUPERVISOR II	\$178.86
101: PARKS REC	101: PARKS REC - PROGRAM ASSISTANT II	\$61.09
101: PARKS REC	101: PARKS REC - PROGRAM ASSISTANT III	\$80.59
101: PARKS REC	101: PARKS REC - RECREATION ASSISTANT	\$27.64
101: PARKS REC	101: PARKS REC - RECREATION COORDINATOR	\$36.36
101: PARKS REC	101: PARKS REC - RECREATION LEADER	\$29.44
101: PARKS REC	101: PARKS REC - RECREATION SERVICES MANAGER	\$145.60
101: PARKS REC	101: PARKS REC - RECREATION SUPERVISOR II	\$689.86
101: PARKS REC	101: PARKS REC - SENIOR MANAGEMENT ANALYST	\$124.87
101: PARKS REC	101: PARKS REC - SPECIAL EVENTS&PROJECTS SUPERV	\$107.02
101: PUBLIC WORKS	101: PUBLIC WORKS - DEPARTMENT ADMIN SUPPORT COORD	\$100.32
101: PUBLIC WORKS	101: PUBLIC WORKS - DEPARTMENT DIRECTOR III	\$290.13
101: PUBLIC WORKS	101: PUBLIC WORKS - ENVIRONMENTAL PROJECT MANAGER	\$180.67
101: PUBLIC WORKS	101: PUBLIC WORKS - FACILITIES SUPERVISOR	\$145.89
101: PUBLIC WORKS	101: PUBLIC WORKS - MANAGEMENT ANALYST II	\$135.47
101: PUBLIC WORKS	101: PUBLIC WORKS - PROGRAM ASSISTANT III	\$105.94
101: PUBLIC WORKS	101: PUBLIC WORKS - SENIOR MANAGEMENT ANALYST	\$171.14
101: PUBLIC WORKS	101: PUBLIC WORKS - STORMWATER ENV SPECIALIST I	\$124.62
101: PUBLIC WORKS	101: PUBLIC WORKS - STORMWATER ENV SPECIALIST II	\$134.29
101: PUBLIC WORKS	101: PUBLIC WORKS - STORMWATER ENV SPECIALIST III	\$145.89
101: PUBLIC WORKS	101: PUBLIC WORKS - SUPERINTENDENT	\$198.78
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC FIELD SUPER	\$146.59
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH I	\$94.38
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH II	\$109.51
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH III	\$117.24
101: PUBLIC WORKS	101: PUBLIC WORKS - UTILITY & MTC TECH IV	\$125.14
101: PUBLIC WORKS - FAC MAINT CVC CTR	101: PUBLIC WORKS - FAC MAINT CVC CTR - DEPARTMENT ADMIN SUPPORT COORD	\$62.17
101: PUBLIC WORKS - FAC MAINT CVC CTR	101: PUBLIC WORKS - FAC MAINT CVC CTR - FACILITIES SPECIALIST	\$72.06
101: PUBLIC WORKS - FAC MAINT FIRE ST	101: PUBLIC WORKS - FAC MAINT FIRE ST - FACILITIES SPECIALIST	\$92.74
101: PUBLIC WORKS-FAC MAINT CTR PK	101: PUBLIC WORKS-FAC MAINT CTR PK - FACILITIES SPECIALIST	\$88.23

City of Encinitas- User Fee
Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
101: REC FACILITY	101: REC FACILITY - RECREATION ASSISTANT	\$20.18
101: REC FACILITY	101: REC FACILITY - RECREATION LEADER	\$21.63
101: REC FACILITY	101: REC FACILITY - RECREATION SUPERVISOR II	\$72.39
101: DEVELOPMENT SERVICES - PLAN	101: SDWD - ENGINEER II	\$164.29
101: SENIOR CENTER	101: SENIOR CENTER - RECREATION ASSISTANT	\$22.85
101: SENIOR CENTER	101: SENIOR CENTER - RECREATION SUPERVISOR II	\$82.25
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT OCEAN LIFEGUARD I	\$24.01
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT OCEAN LIFEGUARD II	\$31.50
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT SR OCEAN LIFEGUARD	\$36.56
101: MARINE SAFETY	101: MARINE SAFETY - CONTRACT LIFEGUARD AIDE	\$21.77
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - INSPECTION SUPERVISOR	\$244.94
101: DEVELOPMENT SERVICES - PLAN	101: DEVELOPMENT SERVICES - PLAN - CONSTRUCTION INSPECTOR	\$230.43

ATTACHMENT 8

RESOLUTION NO. 2021-65 adopting proposed fees for Transaction Processing in Credit Card and Debit Card

RESOLUTION NO. 2021-65

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA
ESTABLISHING TRANSACTION PROCESSING FEES FOR CREDIT CARD AND DEBIT
CARD TRANSACTIONS**

WHEREAS, the currently absorbs the processing costs for the payment of City fees and charges by credit card and debit card; and

WHEREAS, these processing costs reduce net City revenues and limit the City's ability to provide services citywide; and

WHEREAS, the Section 6159(h)(1) of the Government Code authorizes a city to impose a service fee charge for the use of a credit card and debit card, not to exceed the reasonable costs incurred by the city in providing for payment by credit card and debit card; and

WHEREAS, City staff has proposed a Transaction Processing Fee, up to payment processors' charge per customer transaction for all payments made by credit card and debit card; and

NOW, THEREFORE:

BE IT RESOLVED that the City Council of the City of Encinitas approves amendments to the Charges adding a Transaction Processing Fee for credit card and debit card transactions up to payment processors' charges.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2021 by the City Council of the City of Encinitas, State of California.

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the _____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathy Hollywood, City Clerk