



**City of Huntington Beach**

**Citywide User Fee and Rate Study**

**August 15, 2016**

**DRAFT**

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## Executive Summary

### Purpose

NBS performed a User Fees and Charges Study (Study) for the City of Huntington Beach (City). The purpose of this report is to describe the Study's findings and recommendations, which intend to defensibly update and establish user and regulatory fees for service for the City of Huntington Beach, California.

It is generally accepted in California that cities are granted the authority to impose these user fees and regulatory fees for services and activities they provide through provisions of the State Constitution. First, cities are granted the ability to perform broad activities related to their local policing power and other service authority as defined in Article XI, Sections 7 and 9. Second, cities are granted the ability to establish fees for service through the framework defined in Article XIII C, Section 1. Under this latter framework, a fee may not exceed the estimated reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity under the control of the individual/entity on which the fee is imposed. For example, the individual/entity requests service of the municipality or his or her actions specifically cause the municipality to perform additional activities. In this manner, the service or the underlying action causing the municipality to perform service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this study fall outside requirements that must otherwise be followed by the City to impose taxes, special taxes, or fees imposed as incidences of property ownership.

The City's chief purposes in conducting this study were to ensure that existing fees were calibrated to the costs of service and to provide an opportunity for the City Council to optimize its revenue sources, provided that any increased cost recovery from user fees and regulatory fees would not conflict with broader City goals and values.

### Outcomes

This cost of service study examined user and regulatory fees managed by the City departments and programs for the City Clerk, Finance, Planning, Building, Code Enforcement, Business Development, Public Works, Police, Fire, Library, and Community Services.

The study identified approximately \$18.8 million currently collected per year from fees for service, versus, \$26.6 million of eligible costs for recovery from fees for service. The table on the following page provides a summary of results for each service area studied:

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
City Clerk	\$ 171,815	\$ 199,845	\$ (28,030)	86%	\$ 171,815	86%
Finance	\$ 1,546,431	\$ 4,250,447	\$ (2,704,016)	36%	\$ 1,948,785	46%
Planning	\$ 2,257,292	\$ 2,184,476	\$ 72,815	103%	\$ 2,124,008	97%
Building	\$ 5,554,553	\$ 5,231,801	\$ 322,752	106%	\$ 5,231,801	100%
Code Enforcement	\$ 13,998	\$ 41,771	\$ (27,773)	34%	\$ 41,771	100%
Office of Business Development	\$ 52,775	\$ 101,542	\$ (48,767)	52%	\$ 96,655	95%
Public Works	\$ 1,777,735	\$ 2,284,435	\$ (506,700)	78%	\$ 1,960,818	86%
Police	\$ 798,393	\$ 1,486,197	\$ (687,804)	54%	\$ 931,998	63%
Fire	\$ 1,591,640	\$ 1,955,378	\$ (363,738)	81%	\$ 1,714,119	88%
Library	\$ 181,863	\$ 216,074	\$ (34,211)	84%	\$ 209,812	97%
Community Services (Recreation Programs)	\$ 4,330,681	\$ 7,293,593	\$ (2,962,912)	59%	\$ 4,396,829	60%
Technology	\$ 343,713	\$ 572,856	\$ (229,143)	60%	\$ 429,642	75%
General Plan Maintenance Fee	\$ 183,543	\$ 740,085	\$ (556,542)	25%	\$ 296,034	40%
<b>Total</b>	<b>\$ 18,804,431</b>	<b>\$ 26,558,501</b>	<b>\$ (7,754,069)</b>	<b>71%</b>	<b>\$ 19,554,088</b>	<b>74%</b>

As shown, the City is recovering approximately 71% of costs associated with providing user and regulatory fee related services. As discussed in Section 1 of this report, there are many economic, political, and behavioral reasons city staff or policy makers would not recommend or adopt fees to recover 100% of their costs. City staff made an initial effort to incorporate past cost recovery policy direction by providing “recommended fee” input for each service. Should the City Council decide to adopt these recommended fee amounts, approximately \$750,000 in additional costs would be recovered (out of approximately \$7.8 million eligible), increasing overall cost recovery to 74%.

**Report Format**

This report documents the analytical methods and data sources used throughout the study, presents analytical results regarding current levels of cost recovery achieved from user and regulatory fees, and provides a comparative survey of fees imposed by neighboring agencies for similar services.

- Section 1 of the report outlines the foundation of the study and general approach.
- Sections 2 through 14 discuss the results of the cost of service analysis performed, segmented by category of fee and/or department. The analysis applied to each category/department falls into studies of: the fully-burdened hourly rate(s), the calculation of the costs of providing service, the cost recovery policies of each fee category, and the recommended fees for providing services.
- Section 15 provides the grand scope conclusions of the analysis provided in the preceding sections.
- Appendices to this report include detailed analytical results for each department or division studied, and a comparison of fees imposed by neighboring agencies for similar services.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the review and input provided by City Council.

## Section 1 – Introduction and Fundamentals

### Scope of Study

The following categories of fees were examined in this study:

- City Clerk services, including:
  - Document certifications and duplications, and passport processing requests.
- Finance services, including:
  - Business License Applications, Special Regulatory Permits, as well as returned checks and utility payment services fees.
- Planning services, including:
  - Plan reviews, conditional use permits, and variances.
- Building services, including:
  - Plan review and inspection of construction projects, as well as mechanical, plumbing, and electrical permits.
- Code Enforcement services, including:
  - Dangerous building inspections, and weed, vehicle, and trash/nuisance abatement.
- Office of Business Development services, including:
  - Loan processing fees, Affordable Housing unit inspection fees and Film permits
- Public Works services, including:
  - Traffic, landscape, and development plan reviews and inspections, parking permits, as well as refuse and maintenance service fees.
- Police services, including:
  - Various administrative processing fees, business regulatory fees, alarm permitting, vehicle release, and special event services.
- Fire services, including:
  - Fire prevention inspection and construction permits.
- Library services, including:
  - Various administrative processing fees
- Community services, including:
  - Contract classes, facility rentals, sports and recreation programs.

The fees examined in this study specifically excluded utility rates, development impact fees, and special assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this study and the resultant master fee schedule excluded facility and equipment rental rates, as well as most of the fines and penalties that may be imposed by the City for violations to its requirements or code. (The City is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.) The

comparative survey section of this report does, however, include a comparison of facility rentals where information was readily available.

## Methods of Analysis

There were three primary phases of analysis used throughout this User Fees and Charges Study:

- 1) Cost of service analysis
- 2) Cost recovery evaluation
- 3) Fee establishment

## Cost of Service Analysis

A cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to the activity in question, including the real-time provision of the service. Indirect costs are those that support the provision of services but cannot be directly or easily assigned to the activity in question. An example of a direct cost is the salary and benefit expense associated with an individual performing a service. In the same example, an indirect cost would include the expenses incurred to provide an office and equipment for that individual to perform his or her duties, including (but not exclusive to) the provision of the service in question.

Components of the full cost of service include direct labor costs, indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated organization-wide overhead. Definitions of these cost components are as follows:

- Labor costs – These are the salary/wage and benefits expenses for City personnel specifically involved in the provision of services and activities to the public.
- Indirect labor costs – These are the salary/wage and benefits expenses for City personnel supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical activities related to the direct services provided to the public.
- Specific direct non-labor costs – These are discrete expenses incurred by the City due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity. (In most fee types, this component is not used, as it is very difficult to directly assign most non-labor costs at the activity level.)
- Allocated indirect non-labor costs – These are expenses other than labor for the departments involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to fee categories.
- Allocated indirect organization-wide overhead – These are expenses, both labor and non-labor, related to the City's agency-wide support services. Support services include general administrative services provided by the City Council, City Treasurer's, City Manager's, City Clerk's, and City Attorney's Offices, the Human Resources, Finance, Departmental Admin Divisions, Non-Department, and Information Services Departments, cost burdens for building and equipment use and maintenance. These support services departments provide functions

to the direct providers of public service, such as human resources, payroll, financial management, and other similar business functions. The amount of costs attributable to each department or division included in this study were developed through a separate Cost Allocation Plan, also recently reviewed and updated by NBS.

These cost components were expressed using annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the City in the provision of all services and activities agency-wide.

Nearly all of the fees under review in this study require specific actions on the part of City staff to provide the service or conduct the activity. Because labor is an underlying factor in these activities, the full cost of service was most appropriately expressed as a fully burdened cost per available labor hour. This labor rate – expressed as an individual composite rate for each division in the City's organization – served as the basis for further quantifying the average full cost of providing individual services and activities.

To derive the fully burdened labor rate for each department, and various functional divisions within a department, two figures were required: the full costs of service and the number of hours available to perform those services. The full costs of service were quantified generally through the earlier steps described in this analysis. The number of hours was derived from a complete listing of all personnel employed by the City and reflected in the labor expenses embedded in the full cost of service.

Each City employee was assigned a full-time equivalent factor. An employee working full-time would have a factor of 1.0; an employee working exactly half-time would have a factor of 0.5. A full-time employee is paid for roughly 2,080 hours per year of regular time. Using this as an initial benchmark of labor time, each employee's full-time equivalent factor was applied to this amount of hours to generate the total number of regular paid hours in each department.

Next, each employee's annual paid leave hours were approximated. Paid leave included holidays, vacation, sick leave, and any other regular leave indicated in personnel data. Once quantified for the entire department, annual paid leave hours were removed from the total number of regular paid hours to generate the total number of available labor hours in each department. These available hours represent the amount of productive time during which services and activities can be performed.

The productive labor hours were then divided into the annual full costs of service to derive a composite fully burdened labor rate for each department/division. This schedule of composite labor rates by department/division was used in this Fee Study to quantify costs at an individual fee level. It should be noted, however, that the composite labor rates may also be used by the City for other purposes when the need arises to calculate the full cost of general services. For nearly all services and activities in a governmental agency – not just those reflected in a fee schedule – labor time is the most accessible and reasonable underlying variable.

Once fully burdened labor rates were developed, they could be used at the individual fee level to estimate an average full cost of providing each service or activity. This step required the development of staff time estimates for the services and activities listed in the master fee schedule. Although the City's time tracking records were extremely useful in identifying time spent providing general categories of service (e.g. plan review, inspection, public assistance, etc.), the City does not systematically track activity service time at a level of detail that could be used to provide estimated time required to perform an individual request for service. Consequently, interviews and questionnaires were used to develop the necessary data sets describing estimated labor time. In most cases, departments were asked to estimate the average amount of time (in minutes and hours) it would take to complete a typical occurrence of each service or activity

considered. Every attempt was made to ensure that each department having a direct role in the provision of each service or activity provided a time estimate.

It should be noted that the development of these time estimates was not a one-step process: estimates received were carefully reviewed by both consultant and departmental management to assess the reasonableness of such estimates. Based on this review, some time estimates were reconsidered until all parties were comfortable that they reasonably reflected average workload at the City. Once finalized, the staff time estimates were then applied to the fully burdened labor rate for each department and functional division to yield an average full cost of the service or activity.

The average full cost of service was just that: an average cost at the individual fee level. The City does not currently have the systems in place to impose fees for every service or activity based on the actual amount of time it takes to serve each individual. Moreover, such an approach is almost universally infeasible without significant – if not unreasonable – investments in costly technology. Much of the City's fee schedule is composed of flat fees, which by definition, are linked to an average cost of service; thus, use of this average cost method was the predominant approach in proceeding toward a schedule of revised fees. Flat fee structures based on average costs of service are widely applied among other California municipalities, and it is a generally accepted approach. (Refer to the subsection below regarding "Fee Establishment" for further discussion.)

The above-described steps were used for each department to describe the costs of general services, including those activities related to an existing or newly considered fee. For several subsets of fees, some deviations in analytical methods were taken to provide supplemental information in defining the full costs of services.

The complete cost of service analysis developed for each department or division considered in this study are discussed in the subsequent chapters and appendices of this report.

## **Cost Recovery Evaluation**

Current levels of cost recovery from existing fee revenues were stated simply by comparing the existing fee for each service or activity – if a fee was imposed – to the average full cost of service quantified through this analysis. Cost recovery was expressed as a percentage of the full cost. A cost recovery rate of 0% means no costs are recovered from fee revenues. A rate of 100% means that the full cost of service is recovered from the fee. A rate between 0% and 100% indicated partial recovery of the full cost of service through fees. A rate greater than 100% means that the fee exceeded the full cost of service.

User fees and regulatory fees examined in this study should not exceed the full cost of service. In other words, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could require the consensus of the voters.

Determining the targeted level of cost recovery from a new or increased fee is not an analytical exercise. Instead, targets reflect agency-specific judgments linked to a variety of factors, such as existing City policies, agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question. To what degree does the public at large benefit from the

service? To what degree does the individual or entity requesting, requiring, or causing the service benefit? When a service or activity completely benefits the public at large, it can be argued reasonably that there should be no cost recovery from fees (i.e., 0% cost recovery): that a truly public-benefit service is best funded by the general resources of the City, such as General Fund revenues (e.g., taxes). Conversely, when a service or activity completely benefits an individual or entity, it can be argued reasonably that 100% of the cost should be recovered from fees collected from the individual or entity. An example of a completely private benefit service may be a request for exemption from a City regulation or process.

Under this approach, it is often found that many governmental services and activities fall somewhere between these two extremes, which is to say that most activities have a mixed benefit. In the majority of those cases, the initial cost recovery level targeted may attempt to reflect that mixed public and private benefit. For example, an activity that seems to have a 40% private benefit and a 60% public benefit would yield a cost recovery target from fees of 40%. An example of a mixed benefit service may be the review and approval of private work that would affect the public right-of-way; the City's involvement allows the private work to proceed while protecting the safety in and access to the area by the general public.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following other factors and considerations may influence exclusively or supplement the public/private benefit of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population that could be helped or hindered through the degree of pricing for the activities?
- Could fee increases adversely affect City goals, priorities, or values?

For specific subsets of City fees, even more specific questions may influence ultimate cost recovery targets:

- Does current demand for services support a fee increase without adverse impact to the citizenry served or current revenue levels? (In other words, would fee increases have the unintended consequence of driving away the population served?)
- Is there a good policy basis for differentiating between type of users (e.g., residents and non-residents, residential and commercial, non-profit entities and business entities)?
- Are there broader City objectives that inform a less than full cost recovery target from fees, such as economic development goals and local social values?

Because this element of the study is subjective, the consultant in charge of the analytical outcomes of this study has provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the City departments – have considered appropriate cost recovery levels at or below that full cost.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City's staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well

as the review and input provided by City Council. The Master Fee Schedules may be referenced for recommended fee levels.

## Fee Establishment

Once the full cost of service was established and cost recovery targets were set, fees were calculated. The fully burdened rate was applied to an average labor time estimate to generate the average full cost of service. If less than full cost recovery was targeted, this figure was then adjusted downward to match the intended level of cost recovery from the fee. In nearly all cases, once these few steps were complete, the proposed fee was complete.

Because most of the City's fees are flat fees, they correspond directly to the average full cost of service result. For the few activities where estimating an average was impossible – due to the highly variable nature of the service – use of fully burdened hourly rates coupled with time-tracking was suggested as the fee structure. (In other words, the City would impose a fee per hour of staff time, requiring some degree of time estimation or outright time-tracking at the case level.)

Calculating fees during this study also included a range of other activities, described below:

- Addition to and deletion of fees imposed – The study process provided each department the opportunity to propose additions and deletions to their fee schedules, as well as rename, reorganize, and clarify fees imposed. Many such revisions were performed to better conform fees to current practices, as well as improve the calculation of fees owed by an individual, the application of said fees, and the collection of revenues. In other words, as staff is more knowledgeable and comfortable working with the fee schedule, the accuracy achieved in both imposing fees on users and collecting revenues for the City is greater. Beyond this, some additions to the fee schedule were simply identification of existing services or activities performed by City staff for which no fee was imposed.
- Revision to the structure of fees – In most cases, the current structure of fees was sustained; the level of the fee was simply recalibrated to match the costs of service and targeted cost recovery level. In several cases, however, the manner in which a fee is imposed on a user was changed. In the majority of cases in which this was done, the primary objective was to simplify the fee structure, or increase the likelihood that the full cost of service would be recovered.
- Documentation of tools to calculate special cost recovery – An element included in the City's fee schedule was the fully burdened hourly rates by department. Documenting these rates in the fee schedule provides an opportunity for the City Council to approve rates that should be used whenever the City computes a special form of cost recovery under a "time and materials" approach. It also provides clear publication of those rates, so ultimate fee payers of any uniquely determined fee can reference the amounts. Publication of these rates in the master fee schedule is accompanied by language providing that special forms of cost recovery for activities and services not contemplated by the adopted master fee schedule can be computed at the discretion of the director of each department, following the rates adopted by the City Council in the master fee schedule.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City's staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the review and input provided by City Council. Proposed fees, if other than the full cost recovery amount

established through this analysis, are shown in the proposed Master Fee Schedule for the City of Huntington Beach as part of the City's staff report.

## Comparative Fee Survey

Appendix B presents the results of the Comparative Fee Survey for the City of Huntington Beach. NBS worked with the City to choose five main comparative agencies: Fountain Valley, Newport Beach, Costa Mesa, Santa Ana, and Orange. Additional agencies were selected specific to the Fire Training facility, as well as Library fees.

Often policy makers request a comparison of their jurisdiction's fees to surrounding communities or similar scopes of operations. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments proposed by the consultant's report and staff recommendations.

Comparative fee surveys do not, however, provide information about the cost recovery policies or procedures inherent in each comparison agency. A "market based" decision to price services at below the cost of service analysis results shown for the City of Huntington Beach, is the same as making a decision to subsidize that service. Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services.

This comparison to other agencies integrates Huntington Beach's restructured fee schedule, and adapts existing fee amounts to the new structure. The survey compares average current fee amounts to those of other surveyed agencies to provide information on how the City currently compares, before action to increase or decrease fees for service are taken.

## Data Sources

The following City-published data sources were used to support the cost of service analysis and fee establishment phases of this study:

- The City of Huntington Beach's Adopted Budget for Fiscal Year Fiscal Year 2014-15.
- A complete listing of all City personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts – provided by the Finance Department.
- Various correspondences with the City staff supporting the adopted budgets and current fees, including budget notes and expenditure detail not shown in the published document.
- Prevailing fee schedules provided by each involved department.
- Annual volumetric (workload) data from the prior fiscal year provided by each involved department.

The City's adopted budget is the most significant source of information affecting cost of service results. It should be noted that consultants did not conduct separate efforts to audit or validate the City's financial management and budget practices, nor was cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This study has accepted the City's budget as a legislatively adopted directive describing the most appropriate and reasonable level of City spending. Consultants accept the City Council's deliberative process and ultimate acceptance of the budget plan and

further assert that through that legislative process, the City has yielded a reasonable expenditure plan, valid for use in setting cost-based fees.

Beyond data published by the City, original data sets were also developed to support the work of this study: primarily, estimated staff time at various levels of detail. To develop these data sets, consultants prepared questionnaires and conducted meetings and interviews with individual departments. In the fee establishment phase of the analysis, departmental staff provided estimates of average time spent providing a service or activity corresponding with an existing or new fee. Consultants and departmental management reviewed and questioned responses to ensure the best possible set of estimates.

## Section 2 – City Clerk Fees

The City Clerk’s Office is responsible for conducting municipal elections, and records, preserves, researches, and provides for public access to the Huntington Beach City Council’s legislative records. The City Clerk also:

- Prepares, publishes, and distributes City Council meeting agendas,
- Prepares and distributes City Council minutes,
- Provides public notice of vacancies for voluntary service on City advisory boards and commissions pursuant to the Maddy Act,
- Accepts claims and service of other legal documents,
- Maintains and publishes the City Charter and Municipal Code, and
- Acts as filing officer for Conflict of Interest Statements filed by City elected and appointed officials and candidate and officeholder campaign filings.

### Cost of Service Analysis

The scope of this study sought to establish the average total cost of processing document certifications and duplications, and passport processing requests. NBS developed one composite fully-burdened blended hourly rate for this Department. The details of this rate calculation are presented below:

Expenditure Type	Direct Services / Activities
Labor	\$ 608,462
Recurring Non-Labor	\$ 58,724
Citywide Overhead	\$ 306,667
Allocated Common Activities	\$ 92,425
<b>Department Total</b>	<b>\$ 1,066,278</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 105</b>
<i>Reference: Direct Hours Only</i>	<b>10,147</b>

The calculation of this hourly rate for the City Clerk Department includes all allowable direct and indirect costs associated with providing services included in the Study. Section 1 of this report describes the types of expenditures and allocated costs considered in the development of this rate. All subsequent fee calculations will incorporate the fully burdened hourly rate of \$105.

### Cost Recovery Evaluation

The City Clerk Department currently recovers approximately 86% of the eligible costs of providing fee related services.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
City Clerk	\$ 171,815	\$ 199,845	\$ (28,030)	86%

At current demand for fee related services, the City Clerk collects approximately \$172,000 per year in revenue. At the full cost recovery fee amounts calculated by NBS for each fee item, the same demand for services would generate approximately \$200,000.

Appendix A.1 presents the results of the detailed cost recovery analysis for the City Clerk’s fee recoverable services. The “Cost of Service per Activity” column establishes the maximum at which a fee could be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and also analyzed by NBS to determine whether the time estimates provided seemed reasonable when compared against the numerous fee studies NBS staff have performed.

When the Cost of Service per Activity is compared to the Department’s Current Fee, Certification of Documents will appear to under recover the cost of providing service, while Passport Program services and recover closer to 100%. Copy Charges, Electronic Data Request fees, and Passport Photo fees were not included in the fee analysis performed by NBS.

### Proposed Fees

It is common for many fees charged by City Clerk departments to be either regulated (capped) by State legislation, or to be adopted by City Council below the maximum full cost recovery amount established through a user and regulatory fee study. When not regulated by the State, final determination on appropriate “pricing” for each service at an amount either equal to, or less than, the cost of providing the service determined by this Study, will largely depend on the local economic environment and City Council policy. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the initial review and input provided by City Council.

The “Recommended Fee” column in Appendix A.1 may be referenced for staff recommended fee levels. As shown, the City Clerk Department does not recommend increasing or decreasing existing fee amounts at this time. Should the City Council adopt staff’s recommendations, the City Clerk would continue to collect approximately 86% of the costs of providing these fee related services.

### Section 3 – Finance Fees

The Finance Department administers the financial affairs of the City of Huntington Beach. The department manages the City’s revenues, expenditures, purchasing, accounting, budgeting, and debt. The department provides the City’s departments and residents with billing and collection of City services, and other fiscal functions in accordance with legal and professional standards.

#### Cost of Service Analysis

The scope of this study sought to establish the average total cost of processing returned check, debt collection, business permits, credit card convenience, parking citation, and water billing services for which a fee is charged. NBS developed one composite fully-burdened blended hourly rate for this Department. The details of this rate calculation are presented below:

Expenditure Type	Direct Services
Labor	\$ 3,066,614
Recurring Non-Labor	549,911
Citywide Overhead	1,253,366
Allocated Common Activities	1,299,438
<b>Department Total</b>	<b>\$ 6,169,329</b>
<b>Fully Burdened Hourly Rate</b>	
	<b>\$ 131</b>
<i>Reference: Direct Hours Only</i>	<b>46,932</b>

The calculation of this hourly rate for the Finance Department includes all allowable direct and indirect costs associated with providing services included in the Study. Section 1 of this report describes the types of expenditures and allocated costs considered in the development of this rate. All subsequent fee calculations will incorporate the fully burdened hourly rate of \$131.

#### Cost Recovery Evaluation

The Finance Department currently recovers approximately 36% of the eligible costs of providing fee related services.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Finance	\$ 1,546,431	\$ 4,250,447	\$ (2,704,016)	36%

At current demand for fee related services, the Finance Department collects approximately \$1.5 million per year in revenue. At the full cost recovery fee amount calculated by NBS for each fee for service, the same demand for services would recover approximately \$4.3 million in costs; half of which is comprised of Business License Tax Processing Renewal fees that currently recovery 12% of the costs of providing services.

Appendix A.2 presents the results of the detailed cost recovery analysis for the Finance Department's fee recoverable services. The "Cost of Service per Activity Column" establishes the legal maximum at which a fee could be charged for the corresponding service identified in the "Fee Description" list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and also analyzed by NBS to determine whether the time estimates provided seemed reasonable when compared against the numerous fee studies NBS staff have performed.

When the Cost of Service per Activity is compared to the Department's Current Fee, some fees will appear to under recover their costs, while some will come closer to or equal 100% recovery. This is a typical outcome of any Cost of Service Analysis.

### Proposed Fees

The final fee amount that may be charged for returned check processing is regulated (capped) by State legislation at \$25 for the first check and \$35 for each subsequent check. For other fee items, final determination on appropriate "pricing" for each service at an amount either equal to, or less than, the cost of providing the service determined by this Study, will largely depend on the local economic environment and City Council policy. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The Finance Department recommended to increase current fee amounts in order to recover City costs and reduce the amount of fee related activities subsidized by the General Fund. It should be noted that certain fees that could have been increased significantly were recommended for only slight increases by City Staff, and several fee items were recommended for no change.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City's staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the initial review and input provided by City Council. The "Recommended Fee" column in Appendix A.2 may be referenced for preliminary staff recommended fee levels.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Finance	\$ 1,546,431	\$ 4,250,447	\$ (2,704,016)	36%	\$ 1,948,785	46%

The Finance Department's recommended fee amounts would increase recovery of costs to 46% of the costs of providing fee related services. Annual revenue for this department's fee related services would increase by approximately \$402,000 annually from current revenue.

## Section 4 – Planning Fees

The Planning Division serves the residents, property owners, and businesses of the City of Huntington Beach by regulating the use of land based on the General Plan and the Zoning Regulations and Map, which contain the City's adopted policies and regulations.

### Cost of Service Analysis

The following categorizes the Planning Division's costs across both fee related and non-fee related services, as well as the resulting fully-burdened hourly rate applicable toward establishing the "full" or "maximum" charge for fee related services.

<u>Expenditure Type</u>	General Information / Public Counter	Advanced Planning	Planning Plan Review	Direct Permit Processing / Project Review	Total
Labor	\$ 144,893	\$ 607,663	\$ 294,585	\$ 503,197	\$ 1,550,338
Recurring Non-Labor	\$ 3,549	\$ 88,732	\$ 7,215	\$ 86,174	\$ 185,670
Citywide Overhead	\$ 84,565	\$ 354,653	\$ 171,930	\$ 293,683	\$ 904,830
Allocated Common Activities	\$ (139,743)	\$ 150,944	\$ 241,239	\$ 126,818	\$ 379,258
<b>Department Total</b>	<b>\$ 93,264</b>	<b>\$ 1,201,992</b>	<b>\$ 714,969</b>	<b>\$ 1,009,871</b>	<b>\$ 3,020,096</b>
Eligible Cost Recovery from Fees for Service	0%	0%	0%	100%	33%
<b>Division Totals:</b>					
<b>Amount Targeted for Recovery in Billings/Fees</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,009,871</b>	<b>\$ 1,009,871</b>
<b>Amount Requiring Another Funding Source</b>	<b>\$ 93,264</b>	<b>\$ 1,201,992</b>	<b>\$ 714,969</b>	<b>\$ -</b>	<b>\$ 2,010,225</b>
<b>Fully Burdened Hourly Rate</b>					<b>\$ 175</b>
<i>Reference: Direct Hours Only</i>					<b>5,768</b>

All subsequent cost of service calculations at the individual fee level assume a fully-burdened hourly rate of \$175, with a target to recover approximately \$1 million in Planning costs from fees for service.

Cost category nomenclature shown in the table above was adapted and summarized from Division staff interviews. To assist the reader in understanding the underlying costs and assumptions used to calculate the fully-burdened hourly rate, summaries of the cost categories are provided as follows:

- **Public Counter Duty / General Information** – Staff time devoted to responding to phone calls and public inquiries not specifically associated with an active permit. Typically, some portion of costs for provision of general public information and assistance are not linked for recovery from fees for planning applications. These costs are not considered in the calculation of fees for services.
- **Advance Planning Duties** – Groups of tasks and activities devoted to the advance or long range planning efforts of the City, including the maintenance and update of the Citywide General Plan and related technical and environmental studies. These costs are not included in the calculation of each planning application fee for service, but are considered as part of a General Plan Maintenance surcharge, as discussed later in this report.
- **Planning Plan Review** – Staff time devoted to reviewing building plans and permits. 100% of these costs are recoverable, and collected with building permit fees where applicable.
- **Direct Permit Processing and Project Review Services:** Work activities associated with an active land use approval application. 100% of these costs are recoverable in Planning user and regulatory fees for service.

Significant analytical and policy decisions often revolve around inclusion of categorized activity costs in the fully-burdened hourly rate. The decision whether to include or exclude some or all of a particular cost category in user/regulatory fees for service is guided by basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

## Cost Recovery Evaluation

Planning fees recover approximately 103% of the eligible costs of providing services.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Planning	\$ 2,257,292	\$ 2,184,476	\$ 72,815	103%

At current demand for fee related services, the Planning Department collects approximately \$2.3 Million per year in revenue. At the full cost recovery fee amount calculated by NBS for each fee for service, the same demand for services would generate approximately \$2.2 Million.

Appendix A.3 presents the results of the detailed cost recovery analysis for fee recoverable services. The “Cost of Service per Activity Column” establishes the legal maximum at which a fee could be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and also reviewed by NBS to determine whether the time estimates provided seemed reasonable.

When the Cost of Service per Activity is compared to the Division’s “Current Fee”, some fees will appear to under recover their costs, some will come close to 100% recovery, and some will appear to collect more than the cost of providing services. This is a typical outcome of any Cost of Service Analysis.

This Study also identified the costs associated with the Public Works, Police, and Fire departments’ review of planning applications. The results in Appendix A.3 include the costs for departments or divisions external to the Planning Division that routinely review planning submittals.

## Proposed Fees

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the City departments – have considered appropriate cost recovery levels at or below that full cost. Section 1 of this report may be referenced for cost recovery evaluation guidelines. Pricing for these services will largely depend on the local economic environment, as well as the degree to which planning-related activities are viewed as generally beneficial to all taxpayers versus providing specific benefit to an individual or entity requiring planning services.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the initial review and input provided by City Council. The “Recommended Fee” column in Appendix A.3 may be referenced for preliminary staff recommended fee levels. For most fee items, the Planning Division

recommends a fee equal to 100% recovery of the costs of providing services. However, the Division also recommended a lower fee amount (subsidy) be provided for the following service requests:

- Conditional Use Permits for Commercial and Industrial, and Alcohol, Dancing or Live Entertainment
- Conditional Use Permits for Fences
- Entitlement Plan Amendments
- Environmental Assessments for Historic Structures
- Address Changes
- Administrative Permits for Daycares and Personal Enrichment Services
- Animal Permits
- Time Extension
- Lot Line Adjustment / Lot Merger
- Mills Act Application

As shown in the table below, recommended fee amounts would decrease revenue by approximately \$133,000 annually. Fees would recover approximately 97% of the total costs of providing fee related services.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Planning	\$ 2,257,292	\$ 2,184,476	\$ 72,815	103%	\$ 2,124,008	97%

## Section 5 – Building Fees

The Building Division is a section of the City of Huntington Beach’s Community Development Department. Its primary purpose is to ensure that all construction related activity within the City adheres to state and local laws for building, electrical, mechanical and plumbing codes. The Building Division performs plan review services, issues permits and conducts field inspections of construction work for compliance with those codes, among others. The Division issues permits for construction or remodeling related to residential, multi-family and commercial construction. Building Inspections are conducted during construction activities for builders and consumers to ensure that the built environment meets these established health and safety standards.

### Cost of Service Analysis

The scope of this study sought to establish the average total cost of building permit processing, plan checking, and inspection. NBS developed one composite fully-burdened blended hourly rate for this Division. The details of this rate calculation are presented below:

<u>Expenditure Type</u>	<b>Direct Services</b>
Labor	\$ 2,811,816
Recurring Non-Labor	34,850
Citywide Overhead	1,308,568
Allocated Common Activities	410,550
<b>Department Total</b>	<b>\$ 4,565,785</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 129</b>
<i>Reference: Direct Hours Only</i>	<b>35,386</b>

The calculation of this hourly rate for the Building Division includes all allowable direct and indirect costs associated with providing services included in the Study. Section 1 of this report describes the types of expenditures and allocated costs considered in the development of this rate. All subsequent fee calculations will incorporate the fully burdened hourly rate of \$129.

### Cost Recovery Evaluation

The City currently calculates most building permit and plan check fees based on a historically common approach to fee calculation. For most new construction, tenant improvement, addition, and remodel projects, a project valuation multiplier is utilized to establish a construction value estimate for a given building project. The established construction value is assessed a fee amount based on a sliding scale fee table, first established by the Uniform Building Code more than 50 years ago. Mechanical, Plumbing and Electrical permits are assessed a fee amount based on an itemized list of permits required, such as for a water heater, gas line, or electrical service upgrade.

The project approach to analyzing fees for service for the Building Division differed significantly from the approach presented for other City departments and divisions in this report. Instead of applying detailed time estimate information for each fee item in the City’s current fee list, the City opted to have NBS perform a comparison of annual costs versus annual revenues collected for the Building Division’s fee-related

services. NBS compiled actual revenue information for the Fiscal Year 2014, as well as budgeted expenditure information for Fiscal Year 2015. Additionally, City-wide overhead costs and support costs from other City departments and divisions were included, where applicable.

The results of this exercise showed an average recovery level of 106% of the costs of providing fee related services for the Building Division.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Building	\$ 5,554,553	\$ 5,231,801	\$ 322,752	106%

At current demand for fee related services, the Building Division collects approximately \$5.6 million per year in revenue. At the full cost of providing services calculated by NBS, the Division should collect approximately \$5.2 million in costs.

Appendix A.4 presents the results of the cost recovery analysis completed for the Building Division. The “Cost of Service per Activity Column” establishes the maximum at which a fee could be charged for the corresponding service identified in the “Fee Description” list. Unlike other departments and divisions included in the Study, however, many fee categories are evaluated at the far right of the table, on an annual cost and revenue basis. For a handful of minor processing fees, NBS worked with the City to provide analysis at the individual fee level.

### Proposed Fees

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the City departments – have considered appropriate cost recovery levels at or below that full cost. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the initial review and input provided by City Council. The “Recommended Fee” column in Appendix A.4 is shown at 100% for all fee categories, as this is the common approach to fee recovery for most building departments.

Should City Council adopt all Building Division fees at 100% cost recovery amounts, annual revenue for this would decrease for this Division by approximately \$323,000 from current revenue.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Building	\$ 5,554,553	\$ 5,231,801	\$ 322,752	106%	\$ 5,231,801	100%

NBS notes that the analysis performed for this Division incorporates a reasonable comparison of the annual costs of providing services to annual revenue receipts collected for said services, but not for each individual fee item in many fee categories. NBS’ professional opinion is that an analysis of the cost of providing services at the individual fee level is required to fully comply with the “estimated and reasonable cost” stipulations of California’s guiding laws and codes on the subject of charging user/regulatory fees for

service. Collecting internal data related to the length of time required to perform the most common fee activities / item, and then performing a more in-depth cost analysis review within one to two years is recommended for the Building Division.

## Section 6 – Code Enforcement Fees

The Code Enforcement Division is tasked with serving the citizens of Huntington Beach by ensuring compliance with all adopted City codes through main objectives of protecting property owner’s investments, promoting public health, safety and welfare, enhancing the quality of life in neighborhoods, educating residents, and performing community outreach.

### Cost of Service Analysis

NBS developed one composite fully-burdened blended hourly rate for this Department. The details of this rate calculation are presented below:

<u>Expenditure Type</u>		Direct Services
Labor		\$ 388,556
Recurring Non-Labor		\$ 6,500
Citywide Overhead		\$ 324,222
Allocated Common Activities		\$ 106,189
<b>Department Total</b>		<b>\$ 825,467</b>
<b>Fully Burdened Hourly Rate</b>		<b>\$ 151</b>
<i>Reference: Direct Hours Only</i>		<b>5,472</b>

The calculation of this hourly rate for the Code Enforcement Division includes all allowable direct and indirect costs associated with providing services included in the fee study. All subsequent fee calculations for this Division will incorporate a fully burdened hourly rate of \$151.

### Cost Recovery Evaluation

Code Enforcement currently recovers approximately 34% of the eligible costs of providing fee related services.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Code Enforcement	\$ 13,998	\$ 41,771	\$ (27,773)	34%

At current demand for fee related services, the Code Enforcement Division collects approximately \$14,000 per year in revenue. At the full cost recovery fee amount calculated by NBS for each fee for service, the same demand for services would recover approximately \$42,000 in City costs of providing services.

Appendix A.5 presents the results of the detailed cost recovery analysis for Code Enforcement’s fee recoverable services. The “Cost of Service per Activity Column” establishes the maximum at which a fee could be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and

also analyzed by NBS to determine whether the time estimates provided seemed reasonable when compared against the numerous fee studies NBS staff have performed.

When the Cost of Service per Activity is compared to the Department’s Current Fee, some fees will appear to under recover their costs, and some will come close to 100% recovery. This is a typical outcome of any Cost of Service Analysis.

### Proposed Fees

The largest revenue source for code enforcement activities is typically generated from fines for non-compliance with laws and local codes. In general, NBS assisted Huntington Beach in developing a cost analysis which displays the costs of the initial investigation of a complaint or violation. Should the City adopt a policy of 100% cost recovery for these activities, the tables in the Appendix indicate what the maximum fee amount could be. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the initial review and input provided by City Council. The “Recommended Fee” column in Appendix A.5 may be referenced for staff’s recommended fee levels.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Code Enforcement	\$ 13,998	\$ 41,771	\$ (27,773)	34%	\$ 41,771	100%

At the recommended fee amounts proposed, the Code Enforcement Division would collect approximately 100% of the maximum cost of service amount established through this Study, increasing estimated annual revenue collection from current levels by approximately \$28,000.

## Section 7 – Office of Business Development Fees

The Office of Business Development (OBD) administers the business development, real estate, housing and Successor Agency functions for the City. The OBD focuses on the retention, attraction and expansion of the business community. The OBD also administers film permits, as well as federally-funded housing programs, affordable rental inclusionary housing programs, and other housing related programs and projects within the community.

### Cost of Service Analysis

NBS developed one composite fully-burdened blended hourly rate for the OBD. The details of this rate calculation are presented below:

<u>Expenditure Type</u>	Direct Services
Labor	\$ 28,467
Recurring Non-Labor	\$ 406
Citywide Overhead	\$ 1,093
<b>Department Total</b>	<b>\$ 29,966</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 91</b>
<i>Reference: Direct Hours Only</i>	<b>328</b>

The calculation of this hourly rate includes all allowable direct and indirect costs associated with providing services included in the fee study. All subsequent fee calculations will incorporate a rate of \$91.

### Cost Recovery Evaluation

The Office of Business Development currently recovers approximately 52% of the eligible costs of providing fee related services.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Office of Business Development	\$ 52,775	\$ 101,542	\$ (48,767)	52%

At current demand for fee related services, the OBD collects approximately \$53,000 per year in revenue. At the full cost recovery fee amount calculated by NBS for each fee for service, the same demand for services would recover approximately \$102,000 in City costs.

Appendix A.6 presents the results of the detailed cost recovery analysis for the OBD's fee recoverable services. The "Cost of Service per Activity Column" establishes the legal maximum at which a fee could be charged for the corresponding service identified in the "Fee Description" list. NBS worked extensively with staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and also analyzed by

NBS to determine whether the time estimates provided seemed reasonable when compared against the numerous fee studies NBS staff have performed.

When the Cost of Service per Activity is compared to OBD’s current fee amounts, some fees will appear to under recover their costs, some will come close to 100% recovery, and some will appear to collect more than the cost of providing services. This is a typical outcome of any Cost of Service Analysis.

### Proposed Fees

The largest revenue source for the Office of Business Development is generated from federally-funded programs. However, should the City adopt a policy of 100% cost recovery for OBD’s fee-related activities, the tables in the Appendix indicate what the maximum fee amount could be. Final determination on appropriate “pricing” for each service at an amount either equal to, or less than, the cost of providing the service determined by this Study will largely depend on the local economic environment and City Council policy. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the initial review and input provided by City Council. The “Recommended Fee” column in Appendix A.6 may be referenced for preliminary staff recommended fee levels.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Office of Business Development	\$ 52,775	\$ 101,542	\$ (48,767)	52%	\$ 96,655	95%

The Office of Business Development recommended fee amounts that recover between approximately 80% - 100% of their costs of providing services. At the recommended fee amounts proposed, the Office would collect approximately 95% of the maximum cost of service amount established through this Study, increasing estimated annual revenue collection from current levels by approximately \$44,000.

## Section 8 – Public Works Fees

The Public Works Department implements services to preserve and enhance City streets, bike paths, and sanitary sewer system as well as promote sustainable programs to preserve the environment with clean storm drains, air quality programs and a solid waste collection system.

### Cost of Service Analysis

Based on the City's current organizational and cost accounting structure, NBS studied the costs of, and developed separate composite fully burdened hourly rates for the Public Works Engineering and Maintenance Divisions.

#### Engineering:

Expenditure Type		Direct Services & Activities
Labor		\$ 2,149,270
Recurring Non-Labor		\$ 324,500
Department and Citywide Overhead		\$ 530,026
Allocated Common Activities		\$ 51,980
Division Total		\$ 3,055,777
<b>Cost per Direct Hour Recoverable from Fees for Service</b>		<b>\$ 119</b>
<i>Reference: Direct Hours Only</i>		25,710

#### Maintenance:

Expenditure Type		Direct Services & Activities
Labor		\$ 2,334,539
Recurring Non-Labor		\$ 311,900
Department and Citywide Overhead		\$ 1,567,428
Division Total		\$ 4,213,867
<b>Cost per Direct Hour Recoverable from Fees for Service</b>		<b>\$ 125</b>
<i>Reference: Direct Hours Only</i>		33,744

The calculation of this hourly rate includes all allowable direct and indirect costs associated with providing services included in the fee study. All subsequent fee calculations will incorporate a rate of \$119 for Engineering, and \$125 for Maintenance.

### Cost Recovery Evaluation

Public Works fees recover approximately 78% of the eligible costs of providing services.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Public Works	\$ 1,777,735	\$ 2,284,435	\$ (506,700)	78%

At current demand for fee related services, the Department collects approximately \$1.8 million per year in revenue. At the full cost recovery fee amount calculated by NBS for each fee for service, the same demand for services would recover approximately \$2.3 million in City costs.

Appendix A.7 presents the results of the detailed cost recovery analysis for fee recoverable services. The “Cost of Service per Activity Column” establishes the legal maximum at which a fee could be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and also reviewed by NBS to determine whether the time estimates provided seemed reasonable.

When the Cost of Service per Activity is compared to the Department’s “Current Fee”, some fees will appear to under recover their costs, some will come close to 100% recovery, and some will appear to collect more than the cost of providing services. This is a typical outcome of any Cost of Service Analysis.

This Study also identified the costs associated with the Planning Division and Fire Departments’ review of Public Works plan and permit applications. The results in Appendix A.7 include the costs for departments or divisions external to the Public Works Department that routinely review application submittals.

### Proposed Fees

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the City departments – have considered appropriate cost recovery levels at or below that full cost. Section 1 of this report may be referenced for cost recovery evaluation guidelines. Pricing for these services will largely depend on the local economic environment, as well as the degree to which these fee related activities are viewed as generally beneficial to all taxpayers versus providing specific benefit to an individual or entity requiring services.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the review and input provided by City Council. The Master Fee Schedules may be referenced for recommended fee levels.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Public Works	\$ 1,777,735	\$ 2,284,435	\$ (506,700)	78%	\$ 1,960,818	86%

At the recommended fee amounts proposed, the Public Works Department would collect approximately 86% of the maximum cost of service amount established through this Study, increasing estimated annual revenue collection from current levels by approximately \$183,000.

## Section 9 – Police Fees

The scope of this user and regulatory fee analysis for Police focused solely on various administrative processing fees, business regulatory fees, alarm permitting, vehicle release, and special event services.

### Cost of Service Analysis

For the Police Department, fees were calculated by incorporating fully-burdened labor rates as derived for specific categories of personnel. This was performed uniquely for this Department, in order to conform to the manner in which it examines and understands its own provision of services and activities. It is simply an alternate methodology that allowed the Department to better participate in the fee analysis phase of the analysis.

The table below illustrates the fully-burdened hourly rate for labor performed by personnel for Sworn, Non-Sworn and Jail services for the Police Department:

<u>Expenditure Type</u>	<b>Direct Services &amp; Activities-Non-Sworn</b>	<b>Direct Services &amp; Activities-Sworn</b>	<b>Direct Services &amp; Activities Jail</b>
Labor Costs	\$ 4,576,296	\$ 44,294,501	\$ 2,456,708
Non-Labor Costs	192,696	2,067,625	103,446
Citywide Overhead	1,627,471	15,752,482	873,681
Department and Divisional Overhead	1,350,562	13,114,999	725,026
<b>Department Total</b>	<b>\$ 7,747,025</b>	<b>\$ 75,229,608</b>	<b>\$ 4,158,860</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 103</b>	<b>\$ 208</b>	<b>\$ 134</b>
<i>Rate Basis: Productive Hours</i>	<i>74,966</i>	<i>361,699</i>	<i>31,008</i>

All subsequent cost of service calculations at the individual fee level assume the applicable fully-burdened hourly rate as shown above.

### Cost Recovery Evaluation

The Police Department currently recovers approximately 54% of the eligible costs of providing fee related services.

<b>Department / Division</b>	<b>Estimated Annual Current Fee Revenue</b>	<b>Eligible Cost Recovery from User / Regulatory Fee Revenue</b>	<b>Annual Cost Recovery Surplus / (Deficit)</b>	<b>Current Cost Recovery Percentage</b>
Police	\$ 798,393	\$ 1,486,197	\$ (687,804)	54%

At current demand for fee related services, the Police Department collects approximately \$798,000 per year in revenue. At the full cost recovery fee amount calculated by NBS for each fee for service, the same demand for services would recover approximately \$1.5 million in City costs.

Appendix A.8 presents the results of the detailed cost recovery analysis for the Police Department's fee recoverable services. The "Cost of Service per Activity Column" establishes the maximum at which a fee

could be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and also analyzed by NBS to determine whether the time estimates provided seemed reasonable when compared against the numerous fee studies NBS staff have performed.

When the Cost of Service per Activity is compared to the Department’s Current Fee, some fees will appear to under recover their costs, some will come closer to 100% recovery. This is a typical outcome of any Cost of Service Analysis.

### Proposed Fees

It is common for Police administrative fees to be either set (capped) by the State, or set below the maximum full cost recovery amount established through a user and regulatory fee study.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the City departments – have considered appropriate cost recovery levels at or below that full cost. Section 1 of this report may be referenced for cost recovery evaluation guidelines. Pricing for these services will largely depend on the local economic environment, as well as the degree to which these fee related activities are viewed as generally beneficial to all taxpayers versus providing specific benefit to an individual or entity requesting services.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the review and input provided by City Council. The Master Fee Schedules may be referenced for recommended fee levels.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Police	\$ 798,393	\$ 1,486,197	\$ (687,804)	54%	\$ 931,998	63%

At the recommended fee amounts proposed, the Police would collect approximately 63% of the maximum cost of service amount established through this Study, increasing cost recovery by approximately \$134,000 per year for fee related services.

## Section 10 – Fire Fees

The scope of this user and regulatory fee analysis for the Fire Department focused predominantly on fire prevention related fees for service, such as: construction plan review, detection and suppression system permits, annual fire inspections, and hazardous material fees, with a few other fee for service activities under the Fire Department also included. Per the City’s request, EMS fees were excluded from the Study, which are based primarily on the County’s established fees.

### Cost of Service Analysis

#### Fire Prevention Services

Based on the City’s current organizational and cost accounting structure, NBS studied the costs of, and developed separate composite fully burdened hourly rates for several Fire Department services and activities:

Expenditure Type	Direct Services Suppression / Ops	Direct Services Emergency Transport	Direct Services Fire Prevention
Labor	\$ 28,895,594	\$ 1,090,463	\$ 1,297,946
Recurring Non-Labor	\$ 1,795,485	\$ 431,645	\$ 304,468
Citywide Overhead	\$ 8,164,138	\$ 855,118	\$ 446,017
Allocated Common Activities	\$ 5,106,539	\$ 312,426	\$ 434,269
<b>Department Total</b>	<b>\$ 43,961,756</b>	<b>\$ 2,689,652</b>	<b>\$ 2,482,700</b>
<b>Fully Burdened Hourly Rate</b>	<b>\$ 134</b>	<b>\$ 140</b>	<b>\$ 161</b>
<i>Reference: Direct Hours Only</i>	<b>294,606</b>	<b>50,760</b>	<b>15,440</b>

Additionally, NBS extrapolated the following “Fire Company” rates for purposes of analysis, as well as a Marine Safety rate for Part-time staffing of that program:

Truck/HazMat Company (4 person crew)	Engine Company (4 person crew)	Emergency Transport (2 person crew)	Marine Safety PT
\$ 537	\$ 537	\$ 279	\$ 19

The calculation of these hourly rates include all allowable direct and indirect costs associated with providing services included in the fee study. All subsequent fee calculations will incorporate the appropriate rate, according to the manner in which the service is provided.

### Cost Recovery Evaluation

The Fire Department currently recovers approximately 81% of the eligible costs of providing fee related services included in the Study.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Fire	\$ 1,591,640	\$ 1,955,378	\$ (363,738)	81%

Appendix A.9 presents the results of the detailed cost recovery analysis for fee recoverable services. The “Cost of Service per Activity Column” establishes the legal maximum at which a fee could be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with City staff to gather estimates of time required to perform each service identified in the Appendices. Time estimates were independently evaluated on separate occasions by staff members and also analyzed by NBS to determine whether the time estimates provided seemed reasonable when compared against the numerous fee studies NBS staff have performed.

When the Cost of Service per Activity is compared to the Department's “Current Fee”, some fees will appear to under recover their costs, some will come close to 100% recovery, and some will appear to collect more than the cost of providing services. This is a typical outcome of any Cost of Service Analysis.

### Proposed Fees

It is common for certain fire services, such as routine annual inspection programs, to be set below the maximum full cost recovery amount established through a user and regulatory fee study; whereas development review activities and services recover closer to 100%.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population – the City departments – have considered appropriate cost recovery levels at or below that full cost. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City's staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the review and input provided by City Council. The Master Fee Schedules may be referenced for recommended fee levels.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage	Amount of Annual Cost Requiring Funding from Non-Fee Related Revenue Sources
Fire	\$ 1,591,640	\$ 1,955,378	\$ (363,738)	81%	\$ 1,714,119	88%	\$ 241,259

At the recommended fee amounts proposed, the Fire Department would recover approximately 88% of the costs of providing services established through this Study, increasing estimated annual revenue collection from current levels by approximately \$123,000.

## Section 11 – Library

The Huntington Beach Library is a provider of information services and cultural programs. The scope of this user and regulatory fee analysis for the Library focused solely on various administrative and processing fees.

### Cost of Service Analysis

NBS calculated a full-time and part-time composite fully-burdened hourly rate for this Department. The details of this rate calculation are presented below:

<u>Expenditure Type</u>		Full Time Staff	Part-Time Staff
Labor		1,878,364	580,830
Recurring Non-Labor		200,422	61,975
Citywide Overhead		1,725,955	533,702
Allocated Common Activities		335,123	103,627
<b>Department Total</b>		<b>\$ 4,139,865</b>	<b>\$ 1,280,134</b>
<b>Fully Burdened Hourly Rate</b>		<b>\$ 118</b>	<b>\$ 30</b>
<i>Reference: Direct Hours Only</i>		<b>34,958</b>	<b>41,980</b>

The calculation of this hourly rate for the Library Department includes all allowable direct and indirect costs associated with providing services included in the fee study. All subsequent fee calculations will incorporate a rate of \$118 for full time staff, and \$30 for part-time staff, depending on how fee-related services are provided.

### Cost Recovery Evaluation

The focus of this fee analysis included the Library Department's fees for processing of library cards and library materials as well as staffing of facility rentals. The Library recovers approximately 84% of the eligible costs of providing these fee related services:

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
Library	\$ 181,863	\$ 216,074	\$ (34,211)	84%

At current demand for these services, the Library collects approximately \$182,000 per year in fee revenue. At the full cost recovery fee amounts calculated by NBS for each fee for service, the same demand for services would recover approximately \$216,000 in City costs.

The Library also charges fees and fines for late return of materials, damaged materials and media rentals, as well as rental of the Library's facilities. These types of fines and facility rental rates were not included within the scope of the NBS cost analysis, but will be addressed within the City's staff report and Master Fee Schedule Document.

Appendix A.10 presents the results of the detailed cost recovery analysis for the Library Department’s fee recoverable services. The “Cost of Service per Activity Column” establishes the legal maximum at which a fee could be charged for the corresponding service identified in the “Fee Description” list. NBS worked extensively with Department staff to gather estimates of time required to perform each service identified in the Appendix. Time estimates were independently evaluated on separate occasions by staff members and also analyzed by NBS to determine whether the time estimates provided seemed reasonable when compared against the numerous fee studies NBS staff have performed.

When the Cost of Service per Activity is compared to the Department’s Current Fee, some fees will appear to under recover their costs, and some will come closer to 100% recovery. This is a typical outcome of any Cost of Service Analysis.

### Proposed Fees

It is common for many fees charged by a Library department to be adopted by City Council below the maximum full cost recovery amount established through a user and regulatory fee study. Final determination on appropriate “pricing” for each service at an amount either equal to, or less than, the cost of providing the service determined by this Study, will largely depend on the local economic environment and City Council policy. Section 1 of this report may be referenced for cost recovery evaluation guidelines.

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the City departments, considered appropriate cost recovery levels at or below that full cost. The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which incorporates recommendations contained within this report as well as the initial review and input provided by City Council. The “Recommended Fee” column in Appendix A.10 may be referenced for preliminary staff recommended fee levels.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Library	\$ 181,863	\$ 216,074	\$ (34,211)	84%	\$ 209,812	97%

Staff recommended a small increase for card replacement, interlibrary loan, facility rental set-up and take down fees, and hourly Theater Technician services. Processing fees for lost, damaged, or replacement materials are not recommended to change. Should the City Council adopt staff’s recommended fee amounts, the result would be an annual increase of approximately \$28,000 per year City cost recovery for these services.

## Section 12 – Community Services Fees

The Community Services Department offers a wide variety of recreation services and programs serving Huntington Beach's youth, seniors and adults. Specific current program and class offerings can be found in the City's seasonal SANDS Community Services Guide. Unlike other departmental analyses within this Study, the analysis for Community Services is reflected mostly as a cost recovery evaluation for each program, as opposed to the individual fee level.

The main programs offered by Community Services were grouped into the following categories for purposes of analysis:

### 1. Community Services Recreation Program Fees and Charges

- **Aquatics:** Swim instruction provided by Department staff, and general admission to and use of City's pools during times designated for recreational swim.
- **Contract Classes, Camps, and Workshops:** Numerous recreational classes facilitated by contract service providers are offered through the Department's SANDS Community Services Guide. The Department provides reservation, scheduling, advertising, and administrative services to these programs for tots, youth, and adults. The City retains a percentage of each fee collected.
- **Art Center Exhibitions and Programs:** The Department facilitates a series of exhibitions, programs, and events at the City's Art Center. Funding for the Art Center includes a range of admissions, memberships, donations, grants, and General Fund support.
- **Day Camp Programs:** Department staff operates two summer day camp programs: Camp HB at Murdy Community Center and Art at the Beach at the Huntington Beach Art Center. The City also opens and staffs Adventure Playground located in Huntington Central Park during the summer season.
- **Youth Sports Programs:** Department staff offers a number of sports programs and league play opportunities for Huntington Beach's youth, including volleyball, soccer, basketball. Additionally, the City coordinates tournaments and field rentals for a variety of local and regional youth sports organizations.
- **Adult Sports:** The Department facilitates adult softball and adult soccer league play, as well as a number of sports leagues and sports classes for Huntington Beach's adults through a combination of sports organizations and Department staff activities.
- **Senior Recreation Programs:** Programs for seniors are provided by the Department, including a variety of recreational activities and educational opportunities.
- **Recreation Events:** The Department facilitates a number of special events for the public each year, including: Easter Hunt, Pier Swim, Overnight Family Campout, City Surf Contest, Summer Concert Series, 4<sup>th</sup> of July Celebration, and others.
- **Specific Events:** The Department permits and oversees a number of large-scale major events sponsored by outside organizations, including the Surf City Marathon, the US Open of Surfing,

the AVP Volleyball Tournament, Taste of Huntington Beach, plus many other festivals and runs located either at the beach or Huntington Central Park.

## 2. Facilities and Non-Fee Programs

- **Human Services:** A comprehensive array of outreach services are also available to support aging seniors within the community, including Meals to the Home, senior transportation services, case management, etc. Human Services staff also manages the City's Project Self-Sufficiency program which assists highly motivated, low-income single parents achieve independence. Human Services programs are provided at limited or no cost to the participant.
- **General Facility Operations and Rental:** The Department maintains and operates numerous recreational center buildings, beach and park facilities. For purposes of analysis, all other general staffing, operations, and administrative costs are tracked to these categories.

The expenses of administering, operating, and maintaining the City's parks and recreation programs and facilities are primarily funded by resources from the General Fund. However, fees collected from various Recreation programs, including classes, contracts, and specific uses of public spaces can represent a significant source of funding to help cover costs and sustain – if not improve – the level of service provided by the City.

### Impacts of Proposition 26 on Recreation Fee Analysis

In 2010, Proposition 26 was affirmed by nearly 53% of the electorate and became a new law. Proposition 26 mandates a two-thirds approval by registered voters before a public agency may impose any "regulatory fee." Based on the plain language of the new law, NBS believes the regulatory fees covered by Prop 26 are intended to cover regulatory actions of broad public benefit. For example: a "fee" on a can of paint to pay for air quality mitigation; a "fee" on a bottle of wine to pay for substance abuse programs; or a "fee" on sugary beverages to pay for public health programs. Notice in all of these examples, the "fee" is levied on every user, regardless of whether that user individually mitigated their effect on the environment or avoided burdening the public health system. We believe it is these types of "fees" that Prop 26 has labeled instead as "taxes," which are subject to the pre-existing approval threshold for taxes of two-thirds of the electorate.

There are seven exemptions provided in the Proposition's definition of taxes. This Cost of Service Study for Huntington Beach's Community Services Department focuses on fees for efforts expended by the City to fulfill the specific requests for services of an individual or entity. Under the guidance of Proposition 26, fees included in this Study fall under one of the two exceptions noted below of the Proposition:

1. **Exceptions with Cost of Service Limitations** - Including Section 1 (e)(1) Exception for Fees for Benefits and Privileges Conferred, (e)(2) Exception for Fees for Services and Products Provided, and (e)(3) Exception for Permitting and Inspection Fees. The exceptions require that fee amounts be limited to the estimated costs to the local government of conferring the benefit or privilege, and/or providing the service.
2. **Exception for Use of Government Property** - Section 1 (e)(4), Exception for Fees for Use of Government Property includes fees imposed for services such as admission to parks, as well as rental of government property such as recreational equipment, fields and meeting rooms. The language of this exception does not include the "reasonable costs" limitation mentioned above.

In NBS' opinion, the types of fees included in this Study are not subject to Proposition 26, which means existing law and approval thresholds apply. The City Council may approve the fees based on a majority vote of the body alone. For user fee services covered in item 1 above, the fee may not exceed the "cost

of providing the service”; fee services covered in item 2 are considered market sensitive and are not necessarily governed by the reasonable cost requirement.

Within the analysis completed for Huntington Beach’s Community Services Department, NBS and the City have made an effort to separate fees and charges described above as Exceptions with Cost of Service Limitations (Community Services Recreation Program Fees and Charges), from those that fall under the Exception for Use of Government Property (Facility Rental Charges).

Many legal opinions and interpretive guides have been published to date on Proposition 26 by prominent local government professionals and professional organizations, namely the League of California Cities. NBS relies on the League’s “*Proposition 26 Implementation Guide*”, April 2011, for further interpretation of current issues and applications of the Proposition.

NBS’ professional opinion on Proposition 26 is provided for informational purposes, and as background to support this Study’s results. NBS does not intend their interpretation of the law as a definitive legal opinion, and recommends each agency consult with their legal counsel for additional support in this area.

### **Cost of Service Analysis**

NBS calculated the estimated total cost of each category of Community Services Recreation Program Fees and Charges noted above. The table on the following page summarizes results of that analysis:

	Description	Annual Cost of Service Activity	Annual Estimated Revenues at Current Fee	Existing Cost Recovery %
<b>RECREATION PROGRAMS</b>				
CS-5	Clubhouses (100-45-505)	\$ 264,315	\$ 194,509	74%
	Community Center Recreation Programs	\$ 4,034,485	\$ 2,127,320	53%
CS-6	Youth Sports (100-45-402)	\$ 126,003		
CS-7	Aquatics (100-45-405)	\$ 380,151		
CS-8	Instructional Classes (100-45-406)	\$ 2,290,260		
CS-9	City Gym & Pool (100-45-410)	\$ 354,407		
CS-10	Community Centers (100-45-411)	\$ 404,849		
CS-13	Senior Services (100-45-503) - Fee services	\$ 478,816		
	Adult Sports Programs	\$ 878,821	\$ 802,747	91%
CS-11	Adult Sports (100-45-403)	\$ 829,634		
CS-12	Adult Soccer (100-45-301)	\$ 49,187		
	Art Center Programs	\$ 642,737	\$ 185,095	29%
CS-16	Art Center Camps & Classes (100-45-551)	\$ 190,843		
CS-17	Art Center (100-45-552)	\$ 451,894		
CS-18	Tennis (100-45-404)	\$ 286,800	\$ 128,108	45%
CS-19	Day Camps (100-45-407)	\$ 42,888	\$ 36,000	84%
CS-20	Recreation Events - Fee and Non-Fee (100-45-408)	\$ 77,799	\$ 20,474	26%
<b>SPECIAL AND SPECIFIC EVENTS</b>				
CS-3	Specific Events (100-45-210)	\$ 208,559	\$ 81,430	39%
CS-26	Specific Events (101-45-101)	\$ 406,834	\$ 406,834	100%
CS-27	4th of July Celebration (204-45-803)	\$ 450,354	\$ 348,164	77%
<b>TOTAL COMMUNITY SERVICES PROGRAMS</b>		<b>\$ 7,293,593</b>	<b>\$ 4,330,681</b>	<b>59%</b>

The total estimated cost of these programs is approximately \$7.3 million per year. As compared to current fees and charges revenue collected for these programs at \$4.3 million, the City currently recovers 59% of the costs of providing services. Section 1, Methods of Analysis, provides further definition and discussion of the elements of the total program cost calculation for each program.

NBS also calculated the estimated total cost of Facilities and Non-Fee Programs as approximately \$6.1 million per year. As noted previously, Proposition 26 does not require a detailed cost analysis for establishment of fees related to the use of or entrance to government property. Further discussion of revenues available to offset the costs of operating, maintaining and renting City facilities as well as for operation of non-fee generating programs are therefore not within the scope of NBS' report.

Additionally, NBS calculated a composite fully burdened hourly rate for Community Services at \$112 per hour. While the general goal of the study was to provide an analysis of total estimated costs and revenues for each major Community Services program area, NBS also calculated individual fee amounts for special events applications. All subsequent individual fee calculations will incorporate a rate of \$112.

## Proposed Fees

NBS provided the full cost of service per Community Services program, and the framework for considering fees, while those closest to the fee-paying population, the Community Services Department, considered appropriate cost recovery levels at or below that full cost. Staff's recommendations for changes to program cost recovery targets is provided below.

	Description	Existing Cost Recovery %	Recommended Cost Recovery %
<b>RECREATION PROGRAMS</b>			
CS-5	Clubhouses (100-45-505)	74%	77%
	Community Center Recreation Programs	53%	54%
CS-6	Youth Sports (100-45-402)		
CS-7	Aquatics (100-45-405)		
CS-8	Instructional Classes (100-45-406)		
CS-9	City Gym & Pool (100-45-410)		
CS-10	Community Centers (100-45-411)		
CS-13	Senior Services (100-45-503) - Fee services		
	Adult Sports Programs	91%	91%
CS-11	Adult Sports (100-45-403)		
CS-12	Adult Soccer (100-45-301)		
	Art Center Programs	29%	29%
CS-16	Art Center Camps & Classes (100-45-551)		
CS-17	Art Center (100-45-552)		
CS-18	Tennis (100-45-404)	45%	45%
CS-19	Day Camps (100-45-407)	84%	84%
CS-20	Recreation Events - Fee and Non-Fee (100-45-408)	26%	30%
<b>SPECIAL AND SPECIFIC EVENTS</b>			
CS-3	Specific Events (100-45-210)	39%	46%
CS-26	Specific Events (101-45-101)	100%	100%
CS-27	4th of July Celebration (204-45-803)	77%	77%
<b>TOTAL COMMUNITY SERVICES PROGRAMS</b>		<b>59%</b>	<b>60%</b>

The initial outcomes of this Study will be presented to City Council in a Study Session for their review and comment. At the time actual fee amounts are proposed for adoption, the City’s staff report will include a Master Fee Schedule document, which interprets the results provided in this report into recommendations at the individual fee level for various programs, services, etc. Based on the initial program level cost recovery levels recommended by staff, an additional \$66,000 in costs for providing these services would be recovered.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
Community Services (Recreation Programs)	\$ 4,330,681	\$ 7,293,593	\$ (2,962,912)	59%	\$ 4,396,829	60%

Appendix A.11 to this report provides detailed calculations of special events application fees.

## Section 13 – Technology Automation Fee

The City’s land management software system is used by multiple departments to manage permits, business license, code enforcement, and other development activities and is critical to the core function of development services of the City. The related City’s technology needs are significantly impacted by on-going development activity. The current system utilized by the City is over 15 years old and well overdue for replacement.

The City’s cost estimate for the development-related software system’s replacement is approximately \$3.2 million. Average annual replacement costs (over a 15-year replacement cycle) for development-related technology needs are approximately \$215,000 per year.

The basic premise behind implementation of a Technology Automation Fee is that a separate fund will be created to be self-sustaining in meeting the capital replacement needs of development-related software systems. The capital investment costs for the system’s replacement and upgrade are included in the basis for the Fee, as are ongoing software licensing, maintenance, and staff resources required to support the software system.

The main users of the land management system include the Community Development, Public Works, Fire, and Finance departments, but all other City departments will have access to lookup information for their day-to-day operation. The following table calculates a Technology Automation Fee based on the ratio of annual funding needs for the permitting system, and the estimated average revenue generated from development permitting activity as provided by the City’s Finance Department.

Cost Category	Total Annualized Cost	100% Recovery	Recommended 75% Recovery	Current @ 60% Recovery
Software Maintenance (annual cost)	\$ 195,837	\$ 195,837	\$ 146,877	\$ 117,502
Staff Resources (annual cost)	\$ 162,018	\$ 162,018	\$ 121,514	\$ 97,211
<b>Subtotal</b>	<b>\$ 357,855</b>	<b>\$ 357,855</b>	<b>\$ 268,391</b>	<b>\$ 214,713</b>
Enterprise Land Management (ELM) Software and Implementation	\$ 215,001	\$ 215,001	\$ 161,251	\$ 129,001
<b>Total</b>	<b>\$ 572,856</b>	<b>\$ 572,856</b>	<b>\$ 429,642</b>	<b>\$ 343,713</b>
Projected Revenue FY16/17		\$ 8,641,621	\$ 8,641,621	\$ 8,641,621
<b>Technology Automation Fee</b>		<b>6.6%</b>	<b>5.0%</b>	<b>4.0%</b>

As shown, total annual costs of the City’s land management software, including amortized replacement, amount to approximately \$573,000. At the City’s current fee amount of 4%, approximately 60% of the costs associated with the system are recovered. Staff’s recommendation is to increase the Automation Fee to 5%, which would result in an additional \$85,000 in recovered costs for the land management software, per year. NBS recommends any revenue generated from the Automation Fee be tracked in a separate fund to be utilized for the purchases and costs identified in this report.

## Section 14 – General Plan Maintenance Fee

The City of Huntington Beach updates its General Plan on a routine basis. This Plan helps to guide the growth of the community in a consistent manner. Government Code 66014 (b) allows local agencies to, "...include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations". This section of the Government Code supports the development of a fee to recover a reasonable share of costs associated with the update and maintenance of the General Plan.

Most cities in California perform cyclical comprehensive updates of their General Plan. As shown in the table below, on a 20-year update cycle, the City would need to accrue approximately \$740,000 per year to offset the costs of updating and maintaining their Plan.

	Annual \$
Contracted Services (Average Per Year - 20 year Cycle)	\$ 139,089
Advanced Planning Annual Cost @ 50%	\$ 600,996
	<b>\$ 740,085</b>

The City provided NBS with a historical annual average of contracted services costs. As discussed in Section 4, of this report, NBS calculated the total annual average costs of providing advanced planning services, 50% of which the City indicated should be considered applicable to the services recovered by this fee.

The City's current fee for this service is \$1.85 per \$1,000 of a project's construction value. Currently, the City collects approximately \$184,000 in revenue per year from this fee, or approximately 25% of the total annual estimated costs of providing this service.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage
General Plan Maintenance Fee	\$ 183,543	\$ 740,085	\$ (556,542)	25%

To update this fee, City staff recommends a 40% cost recovery target for this program. The following provides an updated fee calculation at 100% and 40% cost recovery levels.

Cost Category	Total Annualized Cost	100% Recovery	40% Recovery
<b>Total</b>	<b>\$ 740,085</b>	<b>\$ 740,085</b>	<b>\$ 296,034</b>
Applicable Building Square Footage Basis		1,098,322	1,098,322
<b>General Plan Maintenance Fee (per s.f.)</b>		<b>\$ 0.67</b>	<b>\$ 0.27</b>

NBS and the City discussed the trend in municipal fees as moving away from using construction value as the basis for determining fee amounts. As an alternative, square footage was selected as a good basis for the updated fee calculation, given that a project's size provides a correlation to both the extent of review of the General Plan document by the City to approve the project, and also the resulting impact the project will have on policies updated, added and/or maintained within the General Plan document. The City determined approximately 1 million square feet of building permits per year result in new construction or addition of square footage, and are therefore eligible for payment of the General Plan Maintenance fee.

The updated fee calculation for the Council’s consideration is \$0.67 at 100% cost recovery, and \$0.27 at 40% cost recovery. Should the Council adopt the fee at 40% cost recovery per Staff’s recommendation, an additional \$113,000 in costs for General Plan maintenance and update would be recovered.

Department / Division	Estimated Annual Current Fee Revenue	Eligible Cost Recovery from User / Regulatory Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery Percentage	Amount of Cost Recovered per Staff-Recommended Fee Actions	Staff Recommended Cost Recovery Percentage
General Plan Maintenance Fee	\$ 183,543	\$ 740,085	\$ (556,542)	25%	\$ 296,034	40%

## Section 15 – Conclusion

Based on the Cost of Service Analysis, Cost Recovery Evaluation, and Proposed Fee phases of analysis in this study, the proposed master schedule of fees formatted for implementation has been prepared and included in the City's accompanying staff report.

As discussed throughout this report, the proposed fee schedule includes fee increases intended to greatly improve the City's recovery of costs incurred to provide individual services, as well as to adjust fees downward where fees charge exceed the average costs incurred.

Predicting the amount to which any adopted fee increases will affect Department revenues is difficult to quantify. For the near-term, the City should not count on increased revenues to meet any specific expenditure plan. Experience with these fee increases should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the City, proposed fee amendments should – over time – enhance the City's revenue capabilities, providing it the ability to stretch other resources further for the benefit of the public at large.

The City's Master Fee Schedule should become a living document but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the City. Once adopted by the Council, the fee schedule is the final word on the amount and manner in which fees should be imposed by the departments. Old fee schedules should be superseded by the new master document. If the master document is found to be missing fees, those fees need eventually to be added to the master schedule and should not continue to exist outside the consolidated, master framework.
- The City should consider adjusting these user fees and regulatory fees on an annual basis to keep pace at least with cost inflation. For all fees and charges, the City could use either a Consumer Price Index adjustment or a percentage of Labor Cost increase, and that practice would be well applied to the new fee schedule. Conducting a comprehensive user fee study is not an annual requirement; it becomes worthwhile only over time as significant shifts in organization, local practices, legislative values, or legal requirements change. In NBS' experience, a comprehensive analysis such as this should be performed every three to five years. It should be noted that when an automatic adjustment is applied annually, the City is free to use its discretion in applying the adjustment; not all fees need to be adjusted, especially when there are good policy reasons for an alternate course. The full cost of service is the City's only limit in setting its fees.

As a final note in this study, it is worth acknowledging the path that fees in general have taken in California. The public demands ever more precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are imposed. It is inevitable in the not too distant future that user fees and regulatory fees will demand an even greater level of analysis and supporting data to meet the public's evolving expectations. Technology systems will play an increased and significant role in an agency's ability to accomplish this. Continuous improvement and refinement of time tracking abilities will greatly enhance the City's ability to set fees for service and identify unfunded activities in years to come.

In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the City's budgets, time estimate

data, and workload information from City staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions.

While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

## ***APPENDIX A.1***

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### ***Cost of Service Analysis – City Clerk***

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis					
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
	<b>Copies:</b>												
CL-1	Per page (per case law)	[1]			\$ 0.10		\$ 0.10			\$ -	\$ -	\$ -	
CL-2	Miscellaneous (includes micro film)				Cost of Reproduction		Cost of Reproduction			\$ -	\$ -	\$ -	
	<b>Electronic Data Request (CD/DVD Copy)</b>												
CL-3	Copy of Existing Data File	[2]			\$ 2.37		Actual cost	100%	0	\$ -	\$ -	\$ -	
CL-4	Copy of Non-Existing Data File	[2]			\$ 2.37		Actual cost	100%	0	\$ -	\$ -	\$ -	
CL-5	Certification of Document		0.17	\$ 105	\$ 18	\$ 3	17%	\$ 10	57%	0	\$ -	\$ -	\$ -
CL-6	Passport Program (application fee, Federal Program Mandate)		0.29	\$ 105	\$ 30	\$ 25	82%	\$25 (per State Maximum Fee)	82%	5,121	\$ 128,025	\$ 156,055	\$ 128,025
CL-7	Passport Photograph (optional)	[2]			\$ 10		\$ 10		4,379	\$ 43,790	\$ 43,790	\$ 43,790	
CL-8	Hourly Rate: City Clerk		1.00	\$ 105	\$ 105	\$ -	0%	\$ 105	100%	0	\$ -	\$ -	\$ -
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.												
<b>TOTAL CLK - City Clerk</b>										<b>171,815</b>	<b>199,845</b>	<b>171,815</b>	

Notes  
 [1] Per Public Records Act  
 [2] Placeholder for Master Fee Schedule; not included in cost analysis

## ***APPENDIX A.2***

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### ***Cost of Service Analysis – Finance***

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Finance Department -- User Fees</b>												
<b>Delinquent Customer Fees</b>												
	Returned Check Processing (Non-Sufficient Funds NSF)											
FN-1	1st NSF Check	0.25	\$ 131	\$ 33	\$ 30	91%	\$ 25	76%	4,150	\$ 124,500	\$ 136,383	\$ 103,750
FN-2	Each Subsequent NSF Check	0.30	\$ 131	\$ 39	\$ 40	101%	\$ 35	89%	1,300	\$ 52,000	\$ 51,267	\$ 45,500
FN-3	Processing of Delinquent Administrative Citation	0.30	\$ 131	\$ 39	\$ 35	89%	\$ 39	100%	1,620	\$ 56,700	\$ 63,887	\$ 63,887
FN-4	Transient Occupancy Tax (TOT) Administration processing fee (in addition to penalty)	0.25	\$ 131	\$ 33	\$ 25	76%	\$ 33	100%	5	\$ 125	\$ 164	\$ 164
FN-5	Collections Processing Fee	0.25	\$ 131	\$ 33	\$ 25	76%	\$ 33	100%	8,000	\$ 200,000	\$ 262,908	\$ 262,908
<b>Other Fees and Charges</b>												
FN-6	Credit Card Convenience Processing Fee	0.03	\$ 131	\$ 3	2.85	87%	\$ 2.85	87%	59,000	\$ 168,150	\$ 193,894	\$ 168,150
FN-7	Parking Citation Processing Fee	0.03	\$ 131	\$ 3	3.00	91%	\$ 3	91%	50,000	\$ 150,000	\$ 164,317	\$ 150,000
FN-8	Cash Bond Acceptance and Processing	0.75	\$ 131	\$ 99	\$ 75	76%	\$ 85	86%	10	\$ 750	\$ 986	\$ 850
FN-9	Tract/Other Bonds Processing	0.40	\$ 131	\$ 53	\$ 45	86%	\$ 50	95%	75	\$ 3,375	\$ 3,944	\$ 3,750
FN-10	Lien Processing	0.75	\$ 131	\$ 99	\$ 75	76%	\$ 85	86%	25	\$ 1,875	\$ 2,465	\$ 2,125
FN-11	Business Improvement District (BID) Processing Fee	0.08	\$ 131	\$ 11	\$ 10	90%	\$ 10	90%	0	\$ -	\$ -	\$ -
FN-12	Refund Processing - Check	0.50	\$ 131	\$ 66	\$ 25	38%	\$ 30	46%	1,100	\$ 27,500	\$ 72,300	\$ 33,000
FN-13	Check Reissuance	0.50	\$ 131	\$ 66	\$ 25	38%	\$ 35	53%	100	\$ 2,500	\$ 6,573	\$ 3,500
<b>Water Billing</b>												
FN-14	Utility Customer Set-Up (residential, industrial, construction)	0.25	\$ 131	\$ 33	\$ 11	33%	\$ 30	91%	4,192	\$ 46,112	\$ 137,764	\$ 125,760
FN-15	Utility Billing Late Fee				\$ 6	n/a	greater of 5% or \$10 flat rate	n/a	45,796	\$ 274,776	\$ 310,715	\$ 310,715
<b>Support to Public Works:</b>												
PW	Delinquent Bill Water Tag											
FN-16	Finance Water Billing	0.22	\$ 131	\$ 29					6,695			
PW	Delinquent Bill Water Shut-off											
FN-17	Finance Water Billing	0.42	\$ 131	\$ 55					723			
PW	Same Day Turn-On Service (Regular Hours)											
FN-18	Finance Water Billing	0.08	\$ 131	\$ 11					152			
PW	Same Day Turn-On Service (After Hours)											
FN-19	Finance Water Billing	0.08	\$ 131	\$ 11					9			

CITY OF HUNTINGTON BEACH  
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 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Business License</b>												
FN-20	Change to Business License - Name	0.25	\$ 131	\$ 33	\$ 6	18%	\$ 20	61%	260	\$ 1,560	\$ 8,545	\$ 5,200
FN-21	Change to Business License - Location	0.50	\$ 131	\$ 66	\$ 17	26%	\$ 20	30%	260	\$ 4,420	\$ 17,089	\$ 5,200
FN-22	Duplicate Business License	0.08	\$ 131	\$ 11	\$ 6	54%	\$ 11	100%	260	\$ 1,560	\$ 2,888	\$ 2,888
FN-23	Business License Tax Processing Renewal	1.00	\$ 131	\$ 131	\$ 16	12%	\$ 25	19%	16,370	\$ 261,920	\$ 2,151,900	\$ 409,250
FN-24	Business License Tax Renewal Processing (Tax Exempt Business)	1.50	\$ 131	\$ 197	\$ -	0%	\$ -	0%	340	\$ -	\$ 67,041	\$ -
FN-25	Business License Application	1.00	\$ 131	\$ 131	\$ 40	30%	\$ 45	34%	3,045	\$ 121,800	\$ 400,277	\$ 137,025
FN-26	Business License Application (Tax Exempt Business)	1.00	\$ 131	\$ 131	\$ -	0%	\$ -	0%	50	\$ -	\$ 6,573	\$ -
FN-27	Business License Home Occupation	0.08	\$ 131	\$ 11	\$ 2	18%	\$ 11	100%	5,000	\$ 10,000	\$ 55,533	\$ 55,533
FN-28	Business License Field Re-inspection	0.50	\$ 131	\$ 66	\$ -	0%	\$ 20	30%	240	\$ -	\$ 15,774	\$ 4,800
FN-29	Business License Revocation	2.50	\$ 131	\$ 329	\$ 45	14%	\$ 329	100%	0	\$ -	\$ -	\$ -
FN-30	Oil Penalty Administration Fee	0.29	\$ 131	\$ 38	\$ 38	100%	\$ 38	100%	7	\$ 266	\$ 267	\$ 266
<b>Special Regulatory Business Permits</b>												
FN-31	Bingo Permit				\$ 50	0%	\$ 50	0%	5	\$ 250	\$ 250	\$ 250
FN-32	Entertainment Permit - new											
	Finance	1.50	\$ 131	\$ 197	\$ 34							
	Police				\$ 115							
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
	<b>Subtotal</b>			\$ 872	\$ 149	17%	\$ 285	33%	5	\$ 745	\$ 4,358	\$ 1,425
FN-33	Entertainment Permit - renewal											
	Finance	1.50	\$ 131	\$ 197	\$ 34							
	Police				\$ 115							
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
	<b>Subtotal</b>			\$ 872	\$ 149	17%	\$ 285	33%	55	\$ 8,195	\$ 47,933	\$ 15,675
FN-34	Entertainment Permit- change of location/name											
	Finance	1.00	\$ 131	\$ 131	\$ 34							
	Police				\$ 95							
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
	<b>Subtotal</b>			\$ 287	\$ 129	45%	\$ 149	52%	0	\$ -	\$ -	\$ -
FN-35	Entertainment Permit- conceptual											
	Finance	1.50	\$ 131	\$ 197	\$ 34							
	Police				\$ 115							
	Sworn	3.00	\$ 208	\$ 624								
	Non sworn	3.50	\$ 103	\$ 362								
	<b>Subtotal</b>			\$ 1,183	\$ 149	13%	\$ 485	41%	2	\$ 298	\$ 2,366	\$ 970

CITY OF HUNTINGTON BEACH  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
FN-36	Fortune Teller Permit - initial											
	Finance	0.75	\$ 131	\$ 99	\$ 11							
	Police				\$ 170							
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	1.00	\$ 103	\$ 103								
	<b>Subtotal</b>			<b>\$ 306</b>	<b>\$ 181</b>	59%	<b>\$ 265</b>	87%	<b>5</b>	<b>\$ 905</b>	<b>\$ 1,530</b>	<b>\$ 1,325</b>
FN-37	Fortune Teller Permit - renewal											
	Finance	0.75	\$ 131	\$ 99	\$ 11							
	Police				\$ 130							
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	1.00	\$ 103	\$ 103								
	<b>Subtotal</b>			<b>\$ 306</b>	<b>\$ 141</b>	46%	<b>\$ 265</b>	87%	<b>1</b>	<b>\$ 141</b>	<b>\$ 306</b>	<b>\$ 265</b>
FN-38	Fortune Teller Permit - change of location/name											
	Finance	0.75	\$ 131	\$ 99	\$ -							
	Police				\$ 95							
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
	<b>Subtotal</b>			<b>\$ 254</b>	<b>\$ 95</b>	37%	<b>\$ 149</b>	59%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-39	Sexually Oriented Business (SOB) Business Permit - initial											
	Finance	0.75	\$ 131	\$ 99	\$ 17							
	Police				\$ 340							
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
	<b>Subtotal</b>			<b>\$ 773</b>	<b>\$ 357</b>	46%	<b>\$ 773</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-40	Sexually Oriented Business (SOB) Business Permit - renewal											
	Finance	0.75	\$ 131	\$ 99	\$ 17							
	Police				\$ 115							
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
	<b>Subtotal</b>			<b>\$ 773</b>	<b>\$ 132</b>	17%	<b>\$ 773</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-41	Sexually Oriented Business (SOB) Business Permit - change name/location											
	Finance	0.75	\$ 131	\$ 99	\$ -							
	Police											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52	\$ 95							
	<b>Subtotal</b>			<b>\$ 254</b>	<b>\$ 95</b>	37%	<b>\$ 254</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-42	Sexually Oriented Business (SOB) Performer Permit - initial											
	Finance	0.75	\$ 131	\$ 99	\$ -							
	Police											
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258	\$ 170							
	<b>Subtotal</b>			<b>\$ 773</b>	<b>\$ 170</b>	22%	<b>\$ 773</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
FN-43	Sexually Oriented Business (SOB) Performer Permit - renewal											
	Finance	0.75	\$ 131	\$ 99	\$ -							
	Police											
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258	\$ 115							
	<b>Subtotal</b>			<b>\$ 773</b>	<b>\$ 115</b>	15%	<b>\$ 773</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-44	Massage Establishment Registration Certificate - initial / add partner											
	Finance	2.50	\$ 131	\$ 329	\$ 34							
	Police				\$ 340							
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
	<b>Subtotal</b>			<b>\$ 847</b>	<b>\$ 374</b>	44%	<b>\$ 495</b>	58%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-45	Massage Establishment Registration Certificate - renewal											
	Finance	2.50	\$ 131	\$ 329	\$ 34							
	Police				\$ 340							
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
	<b>Subtotal</b>			<b>\$ 847</b>	<b>\$ 374</b>	44%	<b>\$ 495</b>	58%	<b>67</b>	<b>\$ 25,058</b>	<b>\$ 56,725</b>	<b>\$ 33,165</b>
FN-46	Massage Establishment Registration Certificate - change of location/name/removal of partner											
	Finance	1.50	\$ 131	\$ 197	\$ -							
	Police				\$ 95							
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
	<b>Subtotal</b>			<b>\$ 353</b>	<b>\$ 95</b>	27%	<b>\$ 149</b>	42%	<b>10</b>	<b>\$ 950</b>	<b>\$ 3,528</b>	<b>\$ 1,490</b>
FN-47	Massage Independent Registration Certificate- initial											
	Finance	2.00	\$ 131	\$ 263	\$ -							
	Police				\$ 284							
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
	<b>Subtotal</b>			<b>\$ 781</b>	<b>\$ 284</b>	36%	<b>\$ 284</b>	36%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-48	Massage Independent Registration Certificate- renewal											
	Finance	2.00	\$ 131	\$ 263	\$ -							
	Police				\$ 115							
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
	<b>Subtotal</b>			<b>\$ 781</b>	<b>\$ 115</b>	15%	<b>\$ 115</b>	15%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
FN-49	Massage Independent Registration Certificate- change of location/name											
	Finance	1.00	\$ 131	\$ 131	\$ -							
	Police											
	Sworn	0.50	\$ 208	\$ 104	\$ -							
	Non sworn	0.50	\$ 103	\$ 52	\$ -							
	<b>Subtotal</b>			<b>\$ 287</b>	<b>\$ -</b>	0%	<b>\$ -</b>	0%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-50	Escort Service Permit - initial											
	Finance	0.75	\$ 131	\$ 99	\$ 17							
	Police				\$ 340							
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
	<b>Subtotal</b>			<b>\$ 617</b>	<b>\$ 357</b>	58%	<b>\$ 617</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-51	Escort Service Permit - renewal											
	Finance	0.75	\$ 131	\$ 99	\$ 17							
	Police				\$ 115							
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
	<b>Subtotal</b>			<b>\$ 617</b>	<b>\$ 132</b>	21%	<b>\$ 617</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-52	Escort Service Permit - change of location/name											
	Finance	0.75	\$ 131	\$ 99	\$ -							
	Police											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52	\$ 95							
	<b>Subtotal</b>			<b>\$ 254</b>	<b>\$ 95</b>	37%	<b>\$ 254</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-53	Escort Employee Permit - initial											
	Finance	0.75	\$ 131	\$ 99	\$ -							
	Police											
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310	\$ 115							
	<b>Subtotal</b>			<b>\$ 617</b>	<b>\$ 115</b>	19%	<b>\$ 617</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FN-54	Escort Employee Permit - renewal											
	Finance	0.75	\$ 131	\$ 99	\$ -							
	Police											
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310	\$ 115							
	<b>Subtotal</b>			<b>\$ 617</b>	<b>\$ 115</b>	19%	<b>\$ 617</b>	100%	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF HUNTINGTON BEACH  
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 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.2  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
	Subpoena Fees	New [3]										
FN-55	Response to subpoena - Hourly	[5]			\$ 24		\$ 24		0	\$ -	\$ -	\$ -
FN-56	Response to subpoena - Records	[5]			\$ 15		\$ 15		0	\$ -	\$ -	\$ -
FN-57	Response to subpoena - Civil	[6]			\$ 275		\$ 275		0	\$ -	\$ -	\$ -
FN-58	Copies - Standard Size (up to 8.5 x 14) per copy plus actual postage charges	New [3]			\$ -		\$0.10 + postage		0	\$ -	\$ -	\$ -
FN-59	Copies - Documents off of microfilm + actual postage charges	New [3]			\$ -		\$0.20 + postage		0	\$ -	\$ -	\$ -
FN-60	Copies - Reproduction of Documents requiring special processing + actual postage charges	New [3]			\$ -		Actual Cost of production		0	\$ -	\$ -	\$ -
FN-61	Hourly Rate:											
	Finance		1.00	\$ 131	\$ 131	\$ -	0%	\$ 131	100%	0	\$ -	\$ -
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.											
<b>TOTAL FINANCE</b>										\$ 1,546,431	\$ 4,250,447	\$ 1,948,785

- Notes
- [1] Bingo permit - Max \$50 - CA Govt. Code 25845; Penal Code 326.3-326.5
  - [2] Per CA Civil Code; 1st NSF Check is limited to \$25 fee; each subsequent NSF check is limited to \$35 fee
  - [3] Placeholder for Master Fee Schedule (MFS); Not included in cost analysis
  - [4] Current master fee schedule includes this fee but is no longer being charged due to CA State Law - SB731 section 4600 effective 9/1/09 and revised by AB1147 effective 1/1/15
  - [5] CA Evidence Code 1563
  - [6] CA Govt. Code 68097

## ***APPENDIX A.3***

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### ***Cost of Service Analysis – Planning***

No.	Description		Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Police Time Estimates	Police Hourly Rate	Police Subtotal
<b>PLANNING COMMISSION ACTIONS</b>		[1]												
PL-1	Annexation Request (deposit)		150.00	\$ 175	\$ 26,260	100.00	\$ 119	\$ 11,886	7.00	\$ 161	\$ 1,126	-	\$ 208	\$ -
PL-2	Coastal Development Permit	[2]	40.00	\$ 175	\$ 7,003	10.00	\$ 119	\$ 1,189	1.50	\$ 161	\$ 241	-	\$ 208	\$ -
	Conditional Use Permit:													
PL-3	New Residential		60.00	\$ 175	\$ 10,504	8.00	\$ 119	\$ 951	3.00	\$ 161	\$ 482	-	\$ 208	\$ -
PL-4	Commercial/Industrial		120.00	\$ 175	\$ 21,008	20.00	\$ 119	\$ 2,377	6.00	\$ 161	\$ 965	5.00	\$ 208	\$ 1,040
PL-5	Alcohol, Dancing or Live Entertainment		55.00	\$ 175	\$ 9,629	2.00	\$ 119	\$ 238	0.50	\$ 161	\$ 80	5.00	\$ 208	\$ 1,040
PL-6	Mixed Use		120.00	\$ 175	\$ 21,008	40.00	\$ 119	\$ 4,754	6.00	\$ 161	\$ 965	5.00	\$ 208	\$ 1,040
PL-7	Entitlement Continuance	[3]	3.50	\$ 175	\$ 613	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
	Development Agreement													
PL-8	Original Contract or Significant Amendment (Deposit)		170.00	\$ 175	\$ 29,762	40.00	\$ 119	\$ 4,754	7.00	\$ 161	\$ 1,126	-	\$ 208	\$ -
PL-9	Minor Amendment (Affordable Housing Only)		70.00	\$ 175	\$ 12,255	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-10	Annual Review (Planning Commission Hearing)		25.00	\$ 175	\$ 4,377	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-11	Annual Review (Administrative Review)		15.00	\$ 175	\$ 2,626	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
	Entitlement Plan Amendment													
PL-12	New Hearing		27.00	\$ 175	\$ 4,727	8.00	\$ 119	\$ 951	2.00	\$ 161	\$ 322	-	\$ 208	\$ -
PL-13	No Change to Conditions - Director Review		16.00	\$ 175	\$ 2,801	4.00	\$ 119	\$ 475	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-14	General Plan Amendment - GPA Major		305.00	\$ 175	\$ 53,396	30.00	\$ 119	\$ 3,566	7.00	\$ 161	\$ 1,126	-	\$ 208	\$ -
PL-15	General Plan Amendment - GPA Minor		170.00	\$ 175	\$ 29,762	20.00	\$ 119	\$ 2,377	4.00	\$ 161	\$ 643	-	\$ 208	\$ -
PL-16	General Plan Conformance		35.00	\$ 175	\$ 6,127	10.00	\$ 119	\$ 1,189	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-17	Local Coastal Program Amendment		120.00	\$ 175	\$ 21,008	20.00	\$ 119	\$ 2,377	5.00	\$ 161	\$ 804	-	\$ 208	\$ -
PL-18	Reversion to Acreage		24.00	\$ 175	\$ 4,202	16.00	\$ 119	\$ 1,902	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-19	Special Permit		20.00	\$ 175	\$ 3,501	8.00	\$ 119	\$ 951	1.50	\$ 161	\$ 241	-	\$ 208	\$ -
	Tentative Tract Map													
PL-20	Base		140.00	\$ 175	\$ 24,510	40.00	\$ 119	\$ 4,754	7.00	\$ 161	\$ 1,126	-	\$ 208	\$ -
PL-21	Per Lot		0.50	\$ 175	\$ 88	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-22	Variance	[5]	24.00	\$ 175	\$ 4,202	4.00	\$ 119	\$ 475	2.00	\$ 161	\$ 322	-	\$ 208	\$ -
PL-23	Zoning Map Amendment	[6]	165.00	\$ 175	\$ 28,886	40.00	\$ 119	\$ 4,754	8.00	\$ 161	\$ 1,286	-	\$ 208	\$ -
PL-24	Precise Plan of Street Alignment		100.00	\$ 175	\$ 17,507	20.00	\$ 119	\$ 2,377	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-25	Mobile Home Park Conversion Review		254.00	\$ 175	\$ 44,467	40.00	\$ 119	\$ 4,754	12.00	\$ 161	\$ 1,930	-	\$ 208	\$ -
PL-26	Zoning Text Amendment-Major		240.00	\$ 175	\$ 42,016	20.00	\$ 119	\$ 2,377	5.00	\$ 161	\$ 804	-	\$ 208	\$ -
PL-27	Zoning Text Amendment-Minor		98.00	\$ 175	\$ 17,157	10.00	\$ 119	\$ 1,189	4.00	\$ 161	\$ 643	-	\$ 208	\$ -
<b>ZONING ADMINISTRATOR ACTIONS</b>		[1]												
	Coastal Development Permit	[2]												
PL-28	Single Family Dwelling		22.00	\$ 175	\$ 3,851	5.00	\$ 119	\$ 594	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-29	All Others		28.00	\$ 175	\$ 4,902	7.00	\$ 119	\$ 832	1.50	\$ 161	\$ 241	-	\$ 208	\$ -
PL-30	Conditional Use Permit		30.00	\$ 175	\$ 5,252	10.00	\$ 119	\$ 1,189	1.50	\$ 161	\$ 241	1.00	\$ 208	\$ 208
PL-31	Conditional Use Permit (Fences)		17.50	\$ 175	\$ 3,064	3.00	\$ 119	\$ 357	0.50	\$ 161	\$ 80	-	\$ 208	\$ -
PL-32	Entitlement Continuance	[3]	2.50	\$ 175	\$ 438	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
	Entitlement Plan Amendment													
PL-33	New Hearing		17.50	\$ 175	\$ 3,064	5.00	\$ 119	\$ 594	2.00	\$ 161	\$ 322	1.00	\$ 208	\$ 208
PL-34	No Change to Conditions - Director Review		12.50	\$ 175	\$ 2,188	4.00	\$ 119	\$ 475	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-35	Temporary Use Permit		24.00	\$ 175	\$ 4,202	2.00	\$ 119	\$ 238	1.00	\$ 161	\$ 161	1.00	\$ 208	\$ 208
PL-36	Bond (if applicable)	[7]												
PL-37	Tentative Parcel Map		25.50	\$ 175	\$ 4,464	24.00	\$ 119	\$ 2,853	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-38	Tentative Parcel Map Waiver		16.50	\$ 175	\$ 2,889	2.00	\$ 119	\$ 238	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
	Tentative Tract Map													
PL-39	Base		50.00	\$ 175	\$ 8,753	24.00	\$ 119	\$ 2,853	3.00	\$ 161	\$ 482	-	\$ 208	\$ -
PL-40	Per Lot		0.50	\$ 175	\$ 88	-	\$ 119	\$ -	0.01	\$ 161	\$ 2	-	\$ 208	\$ -
PL-41	Variance	[5]	21.50	\$ 175	\$ 3,764	4.00	\$ 119	\$ 475	2.00	\$ 161	\$ 322	-	\$ 208	\$ -

No.	Description		Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Police Time Estimates	Police Hourly Rate	Police Subtotal
<b>ENVIRONMENTAL REVIEW</b>		[1]												
PL-42	Environmental Assessment		80.00	\$ 175	\$ 14,005	24.00	\$ 119	\$ 2,853	4.00	\$ 161	\$ 643	-	\$ 208	\$ -
PL-43	Historic Structures		50.00	\$ 175	\$ 8,753	10.00	\$ 119	\$ 1,189	3.00	\$ 161	\$ 482	-	\$ 208	\$ -
PL-44	Environmental Review		25.00	\$ 175	\$ 4,377	20.00	\$ 119	\$ 2,377	2.50	\$ 161	\$ 402	-	\$ 208	\$ -
PL-45	Mitigation Monitoring:													
PL-46	Mitigated Negative Declaration		14.00	\$ 175	\$ 2,451	8.00	\$ 119	\$ 951	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-47	Environmental Impact Report-		25.00	\$ 175	\$ 4,377	8.00	\$ 119	\$ 951	2.50	\$ 161	\$ 402	-	\$ 208	\$ -
PL-48	Environmental Impact Report (EIR) (Deposit)	[8]	490.00	\$ 175	\$ 85,783	120.00	\$ 119	\$ 14,263	10.00	\$ 161	\$ 1,608	-	\$ 208	\$ -
<b>STAFF REVIEW AND SERVICES</b>		[1]												
PL-49	Address Assignment Processing (per project)		8.00	\$ 175	\$ 1,401	-	\$ 119	\$ -	2.00	\$ 161	\$ 322	-	\$ 208	\$ -
PL-50	Address Change		2.00	\$ 175	\$ 350	-	\$ 119	\$ -	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
	Administrative Permit													
PL-51	List 1: Outdoor Dining, Eating and Drinking Establishments, Fence Extensions (<8'), Personal Enrichment Services over 5,000 sq. ft., and		5.00	\$ 175	\$ 875	4.00	\$ 119	\$ 475	0.50	\$ 161	\$ 80	-	\$ 208	\$ -
PL-52	List 2: Parking Reduction, Carts & Kiosks, Waiver of Development Standards, Non-conforming structure additions		8.00	\$ 175	\$ 1,401	6.00	\$ 119	\$ 713	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-53	List 2A: Daycare		8.70	\$ 175	\$ 1,523	-	\$ 119	\$ -	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-54	List 3: Privacy Gates, Game Centers, Accessory Dwelling Units, Manufactured Home Parks		10.00	\$ 175	\$ 1,751	4.00	\$ 119	\$ 475	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-55	List 4: Personal Enrichment Services under 5,000 sq ft		8.00	\$ 175	\$ 1,401	2.00	\$ 119	\$ 238	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-56	Animal Permits		8.25	\$ 175	\$ 1,444	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-57	Categorical Exclusion letter (coastal)		2.50	\$ 175	\$ 438	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-58	CC&R Review		4.50	\$ 175	\$ 788	4.00	\$ 119	\$ 475	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-59	Certificate of Compliance		4.50	\$ 175	\$ 788	4.00	\$ 119	\$ 475	0.50	\$ 161	\$ 80	-	\$ 208	\$ -
	Design Review Board													
PL-60	Minor- approved by DRB Secretary		8.00	\$ 175	\$ 1,401	2.00	\$ 119	\$ 238	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-61	Others		16.00	\$ 175	\$ 2,801	4.00	\$ 119	\$ 475	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-62	Extension of Time		4.00	\$ 175	\$ 700	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-63	Initial Plan, Zoning & Review (land use changes, zone changes, conceptual plans)		5.00	\$ 175	\$ 875							-	\$ 208	\$ -
	Landscape Plan Check:													
PL-64	Single Family Dwelling		3.00	\$ 175	\$ 525	1.00	\$ 119	\$ 119				-	\$ 208	\$ -
PL-65	Tract Map		6.00	\$ 175	\$ 1,050	2.00	\$ 119	\$ 238				-	\$ 208	\$ -
PL-66	Commercial/Industrial/Multi-Family Dwelling		6.00	\$ 175	\$ 1,050	2.00	\$ 119	\$ 238				-	\$ 208	\$ -
PL-67	Limited Sign Permit		8.25	\$ 175	\$ 1,444	1.00	\$ 119	\$ 119				-	\$ 208	\$ -
PL-68	Lot Line Adjustment / Lot Merger (Planning)		13.00	\$ 175	\$ 2,276							-	\$ 208	\$ -
PL-69	Planned Sign Program		-	\$ 175	\$ -									
PL-70	Single User and Amendments to Existing Programs		8.25	\$ 175	\$ 1,444	1.00	\$ 119	\$ 119	0.50	\$ 161	\$ 80	-	\$ 208	\$ -
PL-71	Multiple Users		13.50	\$ 175	\$ 2,363	1.00	\$ 119	\$ 119	0.50	\$ 161	\$ 80	-	\$ 208	\$ -
	Preliminary Plan Review:	[4]												
PL-72	Single Family Residential		4.00	\$ 175	\$ 700	3.00	\$ 119	\$ 357	1.00	\$ 161	\$ 161	-	\$ 208	\$ -
PL-73	Multi-Family Residential (up to 9 units)		7.00	\$ 175	\$ 1,225	5.00	\$ 119	\$ 594	2.00	\$ 161	\$ 322	-	\$ 208	\$ -
PL-74	Multi-Family Residential (		11.00	\$ 175	\$ 1,926	8.00	\$ 119	\$ 951	3.00	\$ 161	\$ 482	-	\$ 208	\$ -
PL-75	Non-Residential / Mixed Use		13.00	\$ 175	\$ 2,276	10.00	\$ 119	\$ 1,189	3.00	\$ 161	\$ 482	-	\$ 208	\$ -
PL-76	Sign Code Exception – Staff		8.00	\$ 175	\$ 1,401	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-77	Sign Code Exception – Design Review Board		11.00	\$ 175	\$ 1,926	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
	Site Plan Review													
PL-78	Major -PC Review		43.00	\$ 175	\$ 7,528	30.00	\$ 119	\$ 3,566	6.00	\$ 161	\$ 965	-	\$ 208	\$ -
PL-79	Minor- Façade remodel, Car Dealerships		20.00	\$ 175	\$ 3,501	10.00	\$ 119	\$ 1,189	2.00	\$ 161	\$ 322	-	\$ 208	\$ -

CITY OF HUNTINGTON BEACH  
 PLN - Planning and Building - Planning  
 Cost Estimation for Providing Fee Related Activities and Services

No.	Description		Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Police Time Estimates	Police Hourly Rate	Police Subtotal
PL-80	Temporary and Promotional Activity Sign Permit		0.50	\$ 175	\$ 88	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-81	Temporary Sales/Event Permit		1.00	\$ 175	\$ 175	-	\$ 119	\$ -	0.50	\$ 161	\$ 80	-	\$ 208	\$ -
PL-82	Wireless Permit Applications		8.75	\$ 175	\$ 1,532				-	\$ 161	\$ -	-	\$ 208	\$ -
	Zoning Letter:													
PL-83	Zoning/ Flood Verification		0.50	\$ 175	\$ 88	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-84	Zoning Letter Staff		1.50	\$ 175	\$ 263	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-85	Zoning Research/Information (Per Hour - 1 hr. min.)		1.00	\$ 175	\$ 175	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-86	Planning Consultation/Meeting Fee (Per Hour, Per Planner; 1 hr. min.)		1.00	\$ 175	\$ 175							-	\$ 208	\$ -
<b>APPEALS</b>		[1]												
	To Planning Commission													
PL-87	Single family owner appealing decision of own property		14.00	\$ 175	\$ 2,451	4.00	\$ 119	\$ 475	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-88	Others		19.00	\$ 175	\$ 3,326	6.00	\$ 119	\$ 713	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-89	Appeal of Director's Decision (PC Public Hearing)		12.00	\$ 175	\$ 2,101	6.00	\$ 119	\$ 713	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-90	Appeal of Director's Interpretation (PC Non-Public)		10.00	\$ 175	\$ 1,751	3.00	\$ 119	\$ 357	-	\$ 161	\$ -	-	\$ 208	\$ -
	To City Council (file w/ City Clerk's Office)													
PL-91	Single family owner appealing decision of own property		12.00	\$ 175	\$ 2,101	1.00	\$ 119	\$ 119	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-92	Others		19.00	\$ 175	\$ 3,326	2.00	\$ 119	\$ 238	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-93	Mills Act Annual Fee		1.00	\$ 175	\$ 175	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
PL-94	Mills Act Application Fee		5.25	\$ 175	\$ 919	-	\$ 119	\$ -	-	\$ 161	\$ -	-	\$ 208	\$ -
<b>PLANNING BUILDING PLAN REVIEW</b>														
PL-95	Planning Plan review													
PL-96	Standard production units after model unit has been reviewed	[1]												
<b>AFFORDABLE HOUSING IN-LIEU FEE - 2008 (Placeholder for MFS; not</b>		[7]												
PL-97	3 Unit Projects x \$8,140 =													
PL-98	4 Unit Projects x \$9,150 =													
PL-99	5 Unit Projects x \$10,170 =													
PL-100	6 Unit Projects x \$11,180 =													
PL-101	7 Unit Projects x \$12,200 =													
PL-102	8 Unit Projects x \$13,230 =													
PL-103	9 Unit Projects x \$14,240 =													
<b>OTHER FEES</b>		[7]												
PL-104	Downtown Specific Plan Fee (Placeholder for MFS; not included in cost analysis)													
	Outdoor Dining:													
PL-105	License Agreement Application Fee		1.00	\$ 175	\$ 175									
PL-106	License Agreement Use Charge per sq. ft (Placeholder for MFS; not	[7]												
PL-107	License Agreement Code Enforcement Fee per sq. ft (Placeholder for	[7]												
PL-108	Noise Deviation Permit		8.00	\$ 175	\$ 1,401									
	General Plan Maintenance Fee per \$1,000 valuation of new construction													

No.	Description		Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Police Time Estimates	Police Hourly Rate	Police Subtotal
<b>ADDITIONAL FEES MAY BE REQUIRED</b>		[1]												
	ENTITLEMENTS FOR DEVELOPMENT INCLUDE INITIAL REVIEW OF PLANS AND ONE SUBSEQUENT REVISION SUBMITTAL. REVIEW OF PLANS IN EXCESS OF ONE REVISION SHALL BE CHARGED THE FULLY BURDENED HOURLY RATE.  ALSO SEE DEPARTMENTS OF PUBLIC WORKS, FIRE, AND THE BUSINESS LICENSE DIVISION FOR ADDITIONAL FEES.													
<b>Development Impact Fees (Placeholder for MFS; not included in cost analysis)</b>		[7]												
<b>Law Enforcement Facilities</b>														
PL-109	Dethatched Dwelling Units (per Unit)													
PL-110	Attached Dwelling Units (per Unit)													
PL-111	Mobile Home Dwelling Units (per Unit)													
PL-112	Hotel/Motel Lodging Units (per Unit)													
PL-113	Resort Lodging Units (per Unit)													
PL-114	Commercial/Office Uses (per sq. ft.)													
PL-115	Industrial/Manufacturing Uses (per sq. ft.)													
<b>Fire Suppression Facilities</b>														
PL-116	Dethatched Dwelling Units (per Unit)													
PL-117	Attached Dwelling Units (per Unit)													
PL-118	Mobile Home Dwelling Units (per Unit)													
PL-119	Hotel/Motel Lodging Units (per Unit)													
PL-120	Resort Lodging Units (per Unit)													
PL-121	Commercial/Office Uses (per sq. ft.)													
PL-122	Industrial/Manufacturing Uses (per sq. ft.)													
<b>Circulation System (Streets, Signals, Bridges)</b>														
PL-123	Dethatched Dwelling Units (per Unit)													
PL-124	Attached Dwelling Units (per Unit)													
PL-125	Mobile Home Dwelling Units (per Unit)													
PL-126	Hotel/Motel Lodging Units (per Unit)													
PL-127	Resort Lodging Units (per Unit)													
PL-128	Commercial/Office Uses (per sq. ft.)													
PL-129	Industrial/Manufacturing Uses (per sq. ft.)													

No.	Description	Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Police Time Estimates	Police Hourly Rate	Police Subtotal
<b>Public Library Facilities</b>													
	Dethatched Dwelling Units (per Unit)												
PL-130	Attached Dwelling Units (per Unit)												
PL-131	Mobile Home Dwelling Units (per Unit)												
PL-132	Hotel/Motel Lodging Units (per Unit)												
PL-133	Resort Lodging Units (per Unit)												
PL-134	Commercial/Office Uses (per sq. ft.)												
PL-135	Industrial/Manufacturing Uses (per sq. ft.)												
PL-136													
<b>Park Land/Open Space &amp; Facilities (No Tract Map)</b>													
	Dethatched Dwelling Units (per Unit)												
PL-137	Attached Dwelling Units (per Unit)												
PL-138	Mobile Home Dwelling Units (per Unit)												
PL-139	Hotel/Motel Lodging Units (per Unit)												
PL-140	Resort Lodging Units (per Unit)												
PL-141	Commercial/Office Uses (per sq. ft.)												
PL-142	Industrial/Manufacturing Uses (per sq. ft.)												
PL-143													
<b>Pursuant to City Council Resolution No. 2012-66 adopted on October</b>													
<b>PROJECTS REQUIRING A SUBDIVISION MAP</b>													
<b>Residential Land Use:</b>													
	Dethatched Dwelling Units (Persons per Dwelling: 2.913)												
PL-144	Attached Dwelling Units (Persons per Dwelling: 2.257)												
PL-145	Mobile Home Dwelling Units (Persons per Dwelling: 1.822)												
PL-146													
<b>Hourly Rate</b>													
PL-147	Planning	[9]	1.00	\$ 175	\$ 175								
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.													
<b>TOTAL PLANNING</b>													

- Notes
- [1] Includes 4% automation fee
  - [2] with a Conditional Use Permit, Tentative Map or Variance
  - [3] Plus costs for Notice of Publication, if applicable
  - [4] 50 percent of fee credited towards future entitlements
  - [5] Variance fee reduced 50% when processed concurrently with a Conditional Use Permit
  - [6] ZMA fee reduced 50% when processed concurrently with a General Plan Amendment
  - [7] Placeholder for Master Fee Schedule (MFS); not included in cost analysis
  - [8] Recommend \$X Deposit plus consultant deposit (TBD by consultant)
  - [9] Planner classification rate used for current fee

CITY OF HUNTINGTON BEACH  
 PLN - Planning and Building - Planning  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.3  
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No.	Description		Total Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Recommended Fee Level	Recommended Cost Recovery Percentage	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>PLANNING COMMISSION ACTIONS</b>		[1]									
PL-1	Annexation Request (deposit)		\$ 39,271	\$ 10,400.00	26%	Deposit of \$37,000	100%	0	\$ -	\$ -	\$ -
PL-2	Coastal Development Permit Conditional Use Permit:	[2]	\$ 8,432	\$ 6,602	78%	\$ 8,432	100%	2	\$ 13,204	\$ 16,865	\$ 16,865
PL-3	New Residential		\$ 11,937	\$ 9,989	84%	\$ 11,937	100%	1	\$ 9,989	\$ 11,937	\$ 11,937
PL-4	Commercial/Industrial		\$ 25,390	\$ 8,422	33%	\$ 12,695	50%	2	\$ 16,844	\$ 50,780	\$ 25,390
PL-5	Alcohol, Dancing or Live Entertainment		\$ 10,987	\$ 4,939	45%	\$ 5,493	50%	2	\$ 9,878	\$ 21,974	\$ 10,987
PL-6	Mixed Use		\$ 27,767	\$ 18,510	67%	\$ 27,767	100%	0	\$ -	\$ -	\$ -
PL-7	Entitlement Continuance Development Agreement	[3]	\$ 613	\$ 346	56%	\$ 613	100%	0	\$ -	\$ -	\$ -
PL-8	Original Contract or Significant Amendment (Deposit)		\$ 35,641	\$ 33,162	93%	Deposit of \$33,000	100%	0	\$ -	\$ -	\$ -
PL-9	Minor Amendment (Affordable Housing Only)		\$ 12,255	\$ 19,418	158%	\$ 12,255	100%	0	\$ -	\$ -	\$ -
PL-10	Annual Review (Planning Commission Hearing)		\$ 4,377	\$ 4,286	98%	\$ 4,377	100%	0	\$ -	\$ -	\$ -
PL-11	Annual Review (Administrative Review)		\$ 2,626	\$ 3,388	129%	\$ 2,626	100%	0	\$ -	\$ -	\$ -
PL-12	Entitlement Plan Amendment New Hearing		\$ 5,999	\$ 3,910	65%	\$ 5,999	100%	1	\$ 3,910	\$ 5,999	\$ 5,999
PL-13	No Change to Conditions - Director Review		\$ 3,277	\$ 2,274	69%	\$ 3,277	100%	1	\$ 2,274	\$ 3,277	\$ 3,277
PL-14	General Plan Amendment - GPA Major		\$ 58,087	\$ 46,581	80%	\$ 58,087	100%	1	\$ 46,581	\$ 58,087	\$ 58,087
PL-15	General Plan Amendment - GPA Minor		\$ 32,782	\$ 24,890	76%	\$ 32,782	100%	2	\$ 49,780	\$ 65,564	\$ 65,564
PL-16	General Plan Conformance		\$ 7,316	\$ 5,096	70%	\$ 7,316	100%	4	\$ 20,384	\$ 29,264	\$ 29,264
PL-17	Local Coastal Program Amendment		\$ 24,189	\$ 14,003	58%	\$ 24,189	100%	1	\$ 14,003	\$ 24,189	\$ 24,189
PL-18	Reversion to Acreage		\$ 6,103	\$ 3,775	62%	\$ 6,103	100%	0	\$ -	\$ -	\$ -
PL-19	Special Permit Tentative Tract Map		\$ 4,693	\$ 3,162	67%	\$ 4,693	100%	6	\$ 18,972	\$ 28,160	\$ 28,160
PL-20	Base		\$ 30,389	\$ 23,896	79%	\$ 30,389	100%	2	\$ 47,792	\$ 60,779	\$ 60,779
PL-21	Per Lot		\$ 88	\$ 30	34%	\$ 88	100%	78	\$ 2,340	\$ 6,828	\$ 6,828
PL-22	Variance	[5]	\$ 4,999	\$ 4,234	85%	\$ 4,999	100%	4	\$ 16,936	\$ 19,995	\$ 19,995
PL-23	Zoning Map Amendment	[6]	\$ 34,927	\$ 24,309	70%	\$ 34,927	100%	3	\$ 72,927	\$ 104,781	\$ 104,781
PL-24	Precise Plan of Street Alignment		\$ 19,884	\$ 16,546	83%	\$ 19,884	100%	0	\$ -	\$ -	\$ -
PL-25	Mobile Home Park Conversion Review		\$ 51,151	\$ 37,148	73%	\$ 51,151	100%	0	\$ -	\$ -	\$ -
PL-26	Zoning Text Amendment-Major		\$ 45,197	\$ 15,163	34%	\$ 45,197	100%	1	\$ 15,163	\$ 45,197	\$ 45,197
PL-27	Zoning Text Amendment-Minor		\$ 18,988	\$ 8,429	44%	\$ 18,988	100%	0	\$ -	\$ -	\$ -
<b>ZONING ADMINISTRATOR ACTIONS</b>		[1]									
PL-28	Coastal Development Permit Single Family Dwelling	[2]	\$ 4,607	\$ 2,967	64%	\$ 4,607	100%	11	\$ 32,637	\$ 50,672	\$ 50,672
PL-29	All Others		\$ 5,975	\$ 3,533	59%	\$ 5,975	100%	7	\$ 24,731	\$ 41,826	\$ 41,826
PL-30	Conditional Use Permit		\$ 6,890	\$ 4,556	66%	\$ 6,890	100%	24	\$ 109,344	\$ 165,355	\$ 165,355
PL-31	Conditional Use Permit (Fences)		\$ 3,501	\$ 2,281	65%	\$ 1,750	50%	1	\$ 2,281	\$ 3,501	\$ 1,750
PL-32	Entitlement Continuance Entitlement Plan Amendment	[3]	\$ 438	\$ 260	59%	\$ 438	100%	0	\$ -	\$ -	\$ -
PL-33	New Hearing		\$ 4,188	\$ 2,105	50%	\$ 3,141	75%	1	\$ 2,105	\$ 4,188	\$ 3,141
PL-34	No Change to Conditions - Director Review		\$ 2,664	\$ 1,519	57%	\$ 1,998	75%	1	\$ 1,519	\$ 2,664	\$ 1,998
PL-35	Temporary Use Permit		\$ 4,808	\$ 2,139	44%	\$ 4,808	100%	4	\$ 8,556	\$ 19,233	\$ 19,233
PL-36	Bond (if applicable)	[7]	\$ 500	\$ 500		\$ 500		0	\$ -	\$ -	\$ -
PL-37	Tentative Parcel Map		\$ 7,478	\$ 4,638	62%	\$ 7,478	100%	4	\$ 18,552	\$ 29,910	\$ 29,910
PL-38	Tentative Parcel Map Waiver Tentative Tract Map		\$ 3,287	\$ 2,224	68%	\$ 3,287	100%	0	\$ -	\$ -	\$ -
PL-39	Base		\$ 12,088	\$ 7,714	64%	\$ 12,088	100%	0	\$ -	\$ -	\$ -
PL-40	Per Lot		\$ 89	\$ 30	34%	\$ 89	100%	0	\$ -	\$ -	\$ -
PL-41	Variance	[5]	\$ 4,561	\$ 2,923	64%	\$ 4,561	100%	0	\$ -	\$ -	\$ -

No.	Description		Total Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Recommended Fee Level	Recommended Cost Recovery Percentage	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>ENVIRONMENTAL REVIEW</b>											
		[1]									
PL-42	Environmental Assessment		\$ 17,501	\$ 10,679	61%	\$ 17,501	100%	3	\$ 32,037	\$ 52,504	\$ 52,504
PL-43	Historic Structures		\$ 10,424	\$ 5,242	50%	\$ 8,751	84%	1	\$ 5,242	\$ 10,424	\$ 8,751
PL-44	Environmental Review		\$ 7,156	\$ -	0%	\$ 7,156	100%	1	\$ -	\$ 7,156	\$ 7,156
PL-45	Mitigation Monitoring:										
PL-46	Mitigated Negative Declaration		\$ 3,563	\$ 2,724	76%	\$ 3,563	100%	2	\$ 5,448	\$ 7,125	\$ 7,125
PL-47	Environmental Impact Report-		\$ 5,730	8% of EIR	n/a	\$ 5,730	100%	0	\$ -	\$ -	\$ -
PL-48	Environmental Impact Report (EIR) (Deposit)	[8]	\$ 101,654	\$ 99,922	98%	Deposit of \$94,000	100%	1	\$ 99,922	\$ 101,654	\$ 101,654.03
<b>STAFF REVIEW AND SERVICES</b>											
		[1]									
PL-49	Address Assignment Processing (per project)		\$ 1,722	\$ 1,256	73%	\$ 1,722	100%	5	\$ 6,280	\$ 8,611	\$ 8,611
PL-50	Address Change		\$ 511	\$ 255	50%	\$ 383	75%	43	\$ 10,965	\$ 21,970	\$ 16,478
	Administrative Permit										
PL-51	List 1: Outdoor Dining, Eating and Drinking Establishments, Fence Extensions (<8'), Personal Enrichment Services over 5,000 sq. ft., and		\$ 1,431	\$ 612	43%	\$ 1,431	100%	5	\$ 3,060	\$ 7,156	\$ 7,156
PL-52	List 2: Parking Reduction, Carts & Kiosks, Waiver of Development Standards, Non-conforming structure additions		\$ 2,274	\$ 1,090	48%	\$ 2,274	100%	4	\$ 4,360	\$ 9,098	\$ 9,098
PL-53	List 2A: Daycare		\$ 1,684	\$ -	0%	\$ -	0%	0	\$ -	\$ -	\$ -
PL-54	List 3: Privacy Gates, Game Centers, Accessory Dwelling Units, Manufactured Home Parks		\$ 2,387	\$ 1,451	61%	\$ 2,387	100%	2	\$ 2,902	\$ 4,774	\$ 4,774
PL-55	List 4: Personal Enrichment Services under 5,000 sq ft		\$ 1,799	\$ -	0%	\$ -	0%	5	\$ -	\$ 8,995	\$ -
PL-56	Animal Permits		\$ 1,444	\$ 215	15%	\$ 361	25%	0	\$ -	\$ -	\$ -
PL-57	Categorical Exclusion letter (coastal)		\$ 438	\$ 260	59%	\$ 438	100%	0	\$ -	\$ -	\$ -
PL-58	CC&R Review		\$ 1,424	\$ 1,254	88%	\$ 1,424	100%	2	\$ 2,508	\$ 2,848	\$ 2,848
PL-59	Certificate of Compliance		\$ 1,344	\$ 755	56%	\$ 1,344	100%	0	\$ -	\$ -	\$ -
	Design Review Board										
PL-60	Minor- approved by DRB Secretary		\$ 1,638	\$ 905	55%	\$ 1,638	100%	11	\$ 9,955	\$ 18,021	\$ 18,021
PL-61	Others		\$ 3,277	\$ 905	28%	\$ 3,277	100%	2	\$ 1,810	\$ 6,553	\$ 6,553
PL-62	Extension of Time		\$ 700	\$ 479	68%	\$ 525	75%	6	\$ 2,874	\$ 4,202	\$ 3,150
PL-63	Initial Plan, Zoning & Review (land use changes, zone changes, conceptual plans)		\$ 875	\$ 357	41%	\$ 875	100%	8	\$ 2,856	\$ 7,003	\$ 7,003
	Landscape Plan Check:										
PL-64	Single Family Dwelling		\$ 644	\$ 495	77%	\$ 644	100%	17	\$ 8,415	\$ 10,949	\$ 10,949
PL-65	Tract Map		\$ 1,288	\$ 1,000	78%	\$ 1,288	100%	4	\$ 4,000	\$ 5,152	\$ 5,152
PL-66	Commercial/Industrial/Multi-Family Dwelling		\$ 1,288	\$ 380	30%	\$ 1,288	100%	132	\$ 50,160	\$ 170,032	\$ 170,032
PL-67	Limited Sign Permit		\$ 1,563	\$ 837	54%	\$ 1,563	100%	0	\$ -	\$ -	\$ -
PL-68	Lot Line Adjustment / Lot Merger (Planning)		\$ 2,276	\$ 551	24%	\$ 1,138	50%	3	\$ 1,653	\$ 6,828	\$ 3,414
PL-69	Planned Sign Program										
PL-70	Single User and Amendments to Existing Programs		\$ 1,644	\$ 880	54%	\$ 1,644	100%	2	\$ 1,760	\$ 3,287	\$ 3,287
PL-71	Multiple Users		\$ 2,563	\$ 1,484	58%	\$ 2,563	100%	4	\$ 5,936	\$ 10,251	\$ 10,251
	Preliminary Plan Review:	[4]									
PL-72	Single Family Residential		\$ 1,218	\$ 832	68%	\$ 1,218	100%	0	\$ -	\$ -	\$ -
PL-73	Multi-Family Residential (up to 9 units)		\$ 2,141	\$ 1,986	93%	\$ 2,141	100%	1	\$ 1,986	\$ 2,141	\$ 2,141
PL-74	Multi-Family Residential (		\$ 3,359	\$ 2,538	76%	\$ 3,359	100%	2	\$ 5,076	\$ 6,718	\$ 6,718
PL-75	Non-Residential / Mixed Use		\$ 3,947	\$ 2,761	70%	\$ 3,947	100%	1	\$ 2,761	\$ 3,947	\$ 3,947
PL-76	Sign Code Exception – Staff		\$ 1,401	\$ 996	71%	\$ 1,401	100%	1	\$ 996	\$ 1,401	\$ 1,401
PL-77	Sign Code Exception – Design Review Board		\$ 1,926	\$ 1,934	100%	\$ 1,926	100%	3	\$ 5,802	\$ 5,777	\$ 5,777
	Site Plan Review										
PL-78	Major -PC Review		\$ 12,058	\$ 5,519	46%	\$ 12,058	100%	2	\$ 11,038	\$ 24,117	\$ 24,117
PL-79	Minor- Façade remodel, Car Dealerships		\$ 5,012	\$ -	0%	\$ 5,012	100%	2	\$ -	\$ 10,023	\$ 10,023

CITY OF HUNTINGTON BEACH  
 PLN - Planning and Building - Planning  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.3  
 DRAFT COPY

No.	Description		Total Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Recommended Fee Level	Recommended Cost Recovery Percentage	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
PL-80	Temporary and Promotional Activity Sign Permit		\$ 88	\$ 78	89%	\$ 88	100%	48	\$ 3,744	\$ 4,202	\$ 4,202
PL-81	Temporary Sales/Event Permit		\$ 255	\$ 281	110%	\$ 255	100%	82	\$ 23,042	\$ 20,948	\$ 20,948
PL-82	Wireless Permit Applications		\$ 1,532	actual cost	100%	\$ 1,532	100%	9	\$ 13,786.62	\$ 13,787	\$ 13,787
	Zoning Letter:										
PL-83	Zoning/ Flood Verification		\$ 88	\$ 78	89%	\$ 88	100%	5	\$ 390	\$ 438	\$ 438
PL-84	Zoning Letter Staff		\$ 263	\$ 151	58%	\$ 263	100%	36	\$ 5,436	\$ 9,454	\$ 9,454
PL-85	Zoning Research/Information (Per Hour - 1 hr. min.)		\$ 175	\$ 130	74%	\$ 175	100%	0	\$ -	\$ -	\$ -
PL-86	Planning Consultation/Meeting Fee (Per Hour, Per Planner; 1 hr. min.)		\$ 175	\$ 115	66%	\$ 175	100%	0	\$ -	\$ -	\$ -
<b>APPEALS</b>		[1]									
	To Planning Commission										
PL-87	Single family owner appealing decision of own property		\$ 2,926	\$ 1,917	66%	\$ 2,926	100%	0	\$ -	\$ -	\$ -
PL-88	Others		\$ 4,039	\$ 2,501	62%	\$ 4,039	100%	0	\$ -	\$ -	\$ -
PL-89	Appeal of Director's Decision (PC Public Hearing)		\$ 2,814	\$ 494	18%	\$ 2,814	100%	0	\$ -	\$ -	\$ -
PL-90	Appeal of Director's Interpretation (PC Non-Public)		\$ 2,107	\$ 416	20%	\$ 2,107	100%	0	\$ -	\$ -	\$ -
	To City Council (file w/ City Clerk's Office)										
PL-91	Single family owner appealing decision of own property		\$ 2,220	\$ 1,763	79%	\$ 2,220	100%	0	\$ -	\$ -	\$ -
PL-92	Others		\$ 3,564	\$ 3,383	95%	\$ 3,564	100%	0	\$ -	\$ -	\$ -
PL-93	Mills Act Annual Fee		\$ 175	\$ -	0%	\$ 175	100%	10	\$ -	\$ 1,751	\$ 1,751
PL-94	Mills Act Application Fee		\$ 919	\$ 500	54%	\$ 919	100%	10	\$ 5,000	\$ 9,191	\$ 9,190
<b>PLANNING BUILDING PLAN REVIEW</b>											
PL-95	Planning Plan review		\$ 714,969	70% of building inspection fee	190%	46% of building inspection fee	100%		\$ 1,355,389	\$ 714,969	\$ 714,969
PL-96	Standard production units after model unit has been reviewed	[1]		24% of building inspection fee		24% of building inspection fee					
<b>AFFORDABLE HOUSING IN-LIEU FEE - 2008 (Placeholder for MFS; not</b>		[7]									
PL-97	3 Unit Projects x \$8,140 =			\$ 24,420		\$ 24,420					
PL-98	4 Unit Projects x \$9,150 =			\$ 36,600		\$ 36,600					
PL-99	5 Unit Projects x \$10,170 =			\$ 50,850		\$ 50,850					
PL-100	6 Unit Projects x \$11,180 =			\$ 67,080		\$ 67,080					
PL-101	7 Unit Projects x \$12,200 =			\$ 85,400		\$ 85,400					
PL-102	8 Unit Projects x \$13,230 =			\$ 105,840		\$ 105,840					
PL-103	9 Unit Projects x \$14,240 =			\$ 128,160		\$ 128,160					
<b>OTHER FEES</b>		[7]									
PL-104	Downtown Specific Plan Fee (Placeholder for MFS; not included in cost analysis)			\$831 per acre		\$831 per acre					
	Outdoor Dining:										
PL-105	License Agreement Application Fee		\$ 175	\$ 30	17%	\$ 175	100%	0	\$ -	\$ -	\$ -
PL-106	License Agreement Use Charge per sq. ft (Placeholder for MFS; not	[7]		\$ 0.01		\$ 0.01					
PL-107	License Agreement Code Enforcement Fee per sq. ft (Placeholder for	[7]		\$ 4		\$ 4					
PL-108	Noise Deviation Permit		\$ 1,401	\$ -	0%	\$ 1,401	100%	0	\$ -	\$ -	\$ -
	General Plan Maintenance Fee per \$1,000 valuation of new construction										

No.	Description		Total Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Recommended Fee Level	Recommended Cost Recovery Percentage	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>ADDITIONAL FEES MAY BE REQUIRED</b>		[1]									
	ENTITLEMENTS FOR DEVELOPMENT INCLUDE INITIAL REVIEW OF PLANS AND ONE SUBSEQUENT REVISION SUBMITTAL. REVIEW OF PLANS IN EXCESS OF ONE REVISION SHALL BE CHARGED THE FULLY BURDENED HOURLY RATE.  ALSO SEE DEPARTMENTS OF PUBLIC WORKS, FIRE, AND THE BUSINESS LICENSE DIVISION FOR ADDITIONAL FEES.										
<b>Development Impact Fees (Placeholder for MFS; not included in cost analysis)</b>		[7]									
<b>Law Enforcement Facilities</b>											
PL-109	Dethatched Dwelling Units (per Unit)			\$ 238		\$ 238					
PL-110	Attached Dwelling Units (per Unit)			\$ 489		\$ 489					
PL-111	Mobile Home Dwelling Units (per Unit)			\$ 221		\$ 221					
PL-112	Hotel/Motel Lodging Units (per Unit)			No Fee		No Fee					
PL-113	Resort Lodging Units (per Unit)			No Fee		No Fee					
PL-114	Commercial/Office Uses (per sq. ft.)			\$ 0.63		\$ 0.63					
PL-115	Industrial/Manufacturing Uses (per sq. ft.)			\$ 0.27		\$ 0.27					
<b>Fire Suppression Facilities</b>											
PL-116	Dethatched Dwelling Units (per Unit)			\$ 553		\$ 553					
PL-117	Attached Dwelling Units (per Unit)			\$ 229		\$ 229					
PL-118	Mobile Home Dwelling Units (per Unit)			\$ 950		\$ 950					
PL-119	Hotel/Motel Lodging Units (per Unit)			No Fee		No Fee					
PL-120	Resort Lodging Units (per Unit)			No Fee		No Fee					
PL-121	Commercial/Office Uses (per sq. ft.)			\$ 0.20		\$ 0.20					
PL-122	Industrial/Manufacturing Uses (per sq. ft.)			\$ 0.02		\$ 0.02					
<b>Circulation System (Streets, Signals, Bridges)</b>											
PL-123	Dethatched Dwelling Units (per Unit)			\$ 2,092		\$ 2,092					
PL-124	Attached Dwelling Units (per Unit)			\$ 1,417		\$ 1,417					
PL-125	Mobile Home Dwelling Units (per Unit)			\$ 1,094		\$ 1,094					
PL-126	Hotel/Motel Lodging Units (per Unit)			\$172/trip		\$172/trip					
PL-127	Resort Lodging Units (per Unit)			\$172/trip		\$172/trip					
PL-128	Commercial/Office Uses (per sq. ft.)			\$ 4.18		\$ 4.18					
PL-129	Industrial/Manufacturing Uses (per sq. ft.)			\$ 1.50		\$ 1.50					

No.	Description	Total Cost of Service Per Activity	Current Fee	Existing Cost Recovery Percentage	Recommended Fee Level	Recommended Cost Recovery Percentage	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Public Library Facilities</b>										
PL-130	Dethatched Dwelling Units (per Unit)		\$ 1,126		\$ 1,126					
PL-131	Attached Dwelling Units (per Unit)		\$ 686		\$ 686					
PL-132	Mobile Home Dwelling Units (per Unit)		\$ 588		\$ 588					
PL-133	Hotel/Motel Lodging Units (per Unit)		\$0.04/SF		\$0.04/SF					
PL-134	Resort Lodging Units (per Unit)		\$0.04/SF		\$0.04/SF					
PL-135	Commercial/Office Uses (per sq. ft.)		No Fee		No Fee					
PL-136	Industrial/Manufacturing Uses (per sq. ft.)		No Fee		No Fee					
<b>Park Land/Open Space &amp; Facilities (No Tract Map)</b>										
PL-137	Dethatched Dwelling Units (per Unit)		\$ 11,540		\$ 11,540					
PL-138	Attached Dwelling Units (per Unit)		\$ 8,576		\$ 8,576					
PL-139	Mobile Home Dwelling Units (per Unit)		\$ 6,701		\$ 6,701					
PL-140	Hotel/Motel Lodging Units (per Unit)		\$0.23/SF		\$0.23/SF					
PL-141	Resort Lodging Units (per Unit)		\$0.23/SF		\$0.23/SF					
PL-142	Commercial/Office Uses (per sq. ft.)		\$ 0.66		\$ 0.66					
PL-143	Industrial/Manufacturing Uses (per sq. ft.)		\$ 0.56		\$ 0.56					
<b>Pursuant to City Council Resolution No. 2012-66 adopted on October</b>										
<b>PROJECTS REQUIRING A SUBDIVISION MAP</b>										
<b>Residential Land Use:</b>										
PL-144	Dethatched Dwelling Units (Persons per Dwelling: 2.913)		\$ 17,857		\$ 17,857					
PL-145	Attached Dwelling Units (Persons per Dwelling: 2.257)		\$ 13,385		\$ 13,385					
PL-146	Mobile Home Dwelling Units (Persons per Dwelling: 1.822)		\$ 11,169		\$ 11,169					
<b>Hourly Rate</b>										
PL-147	Planning	[9]	\$ 175	\$ 115	66%	\$ 175	100%			
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL PLANNING</b>								\$ 2,257,292	\$ 2,184,476	\$ 2,124,008

Notes

- [1] Includes 4% automation fee
- [2] with a Conditional Use Permit, Tentative Map or Variance
- [3] Plus costs for Notice of Publication, if applicable
- [4] 50 percent of fee credited towards future entitlements
- [5] Variance fee reduced 50% when processed concurrently with a Conditional Use P
- [6] ZMA fee reduced 50% when processed concurrently with a General Plan Amendm
- [7] Placeholder for Master Fee Schedule (MFS); not included in cost analysis
- [8] Recommend \$X Deposit plus consultant deposit (TBD by consultant)
- [9] Planner classification rate used for current fee

## ***APPENDIX A.4***

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### ***Cost of Service Analysis – Building***

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
B-1	Permit Processing Charge (All permits, plan reviews, including change of contractor, owner, special inspector program, etc.)	n/a	n/a	\$32.37	\$ 30.00	93%	\$ 32	100%	9,348	\$ 280,440	\$ 302,618	\$ 302,618
B-2	Building Inspection Fees (Including Foundation or Partial Building Inspection as well as routine building permit activities)	n/a	n/a	Varies	Based on Project Valuation	108%	Based on Project Valuation	100%	n/a	\$ 1,936,270	\$ 1,790,359	\$ 1,790,359
B-3	Building Plan Review Fees	n/a	n/a	Varies	79% of building inspection fee	165%	61% of building inspection fee	100%	n/a	\$ 1,484,634	\$ 900,480	\$ 900,480
B-4	Standard production units after model unit has been reviewed	[6]	n/a	Varies	26% of building inspection fee	n/a	26% of building inspection fee	n/a	n/a	\$ -	\$ -	\$ -
B-5	Plan Review Fee for projects requiring review in excess of 2-4 reviews (targets established by City based on project value) - HOURLY	1.00	\$ 129	\$ 129	\$133.00	103%	\$ 129	100%	0	\$ -	\$ -	\$ -
B-6	Refund Processing Fee	1.50	\$ 129	\$ 194	\$ 68	35%	\$ 194	100%	48	\$ 3,264	\$ 9,290	\$ 9,290
B-7	Record Retention Fee - Each sheet of permitted drawings	n/a	n/a	n/a	\$ 4.04	141%	\$ 2.86	100%		\$ 70,423	\$ 49,801	\$ 49,801
B-8	Record Retention Fee - Each Issued permit				\$ 1.04		\$ 0.74					
B-9	Counter Staff Research/Special Services (More than 10 min.)				hourly rates - \$73 minimum charge	n/a	actual cost: \$129 per hr.	n/a				
B-10	Copies from Microfilm	[5]			\$3.00 for 1st copy, \$1.50 each additional copy		\$3.00 for 1st copy, \$1.50 each additional copy					
B-11	Copies not on Microfilm	[5]			\$ 0.10		\$ 0.10					
B-12	Building Plan Review Extension	1.00	\$ 129	\$ 129	\$ 104	81%	\$ 129	100%	47	\$ 4,888	\$ 6,064	\$ 6,064
B-13	Building Permit Extension	1.00	\$ 129	\$ 129	\$ 104	81%	\$ 129	100%	95	\$ 9,880	\$ 12,258	\$ 12,258
B-14	Building Relocation Inspection Fee (first 2 hours, minimum charge)	2.00	\$ 129	\$ 258	\$ 170	66%	\$ 258	100%	0	\$ -	\$ -	\$ -
B-15	Building Relocation Inspection Fee (each additional hour)	1.00	\$ 129	\$ 129	\$ 85	66%	\$ 129	100%	0	\$ -	\$ -	\$ -
B-16	Investigation Fee-for work performed without a permit	[7]	n/a	n/a	Equal to Std. Insp. Fee OR Actual cost, whichever is greater. Minimum \$250	n/a	Equal to Std. Insp. Fee OR Actual cost, whichever is greater. Minimum \$250	n/a	0	\$ -	\$ -	\$ -
B-17	Reinspection Fee	1.25	\$ 129	\$ 161	\$ 112	69%	\$ 161	100%	15	\$ 1,680	\$ 2,419	\$ 2,419
B-18	Permit Supplement	[8]										
B-19	Expired Permits	[7,9]	\$ 129	\$ 43	\$ 32	74%	\$ 43	100%	0	\$ -	\$ -	\$ -
B-20	Recording and Release of Non-Compliance due to Permit Expiration & Similar Services - City Processing Fee	1.00	\$ 129	\$ 129	\$ 110	85%	\$ 129	100%	0	\$ -	\$ -	\$ -
B-21	Recording and Release of Non-Compliance due to Permit Expiration & Similar Services - County Recorder Fee	[10]	n/a	n/a	\$ 10	n/a	\$ 10	n/a	0	\$ -	\$ -	\$ -
B-22	Certificate of Occupancy w/Building Permit		n/a	n/a	No Charge	n/a	No Charge	n/a	0	\$ -	\$ -	\$ -
B-23	Certificate of Occupancy Review (no inspection required)	[3]	\$ 129	\$ 43	\$ 75	174%	\$ 43	100%	408	\$ 30,600	\$ 17,548	\$ 17,548
B-24	Modified Certificate without additional inspection/admin.	[4]	\$ 129	\$ 43	\$ 30	70%	\$ 43	100%	8	\$ 240	\$ 344	\$ 344
B-25	Certificate when Inspection/Administrative Services required - B/M Occ		\$ 129	\$ 161	\$ 100	62%	\$ 161	100%	9	\$ 240	\$ 1,452	\$ 1,452
B-26	Certificate when Inspection/Administrative Services required - All Other Occ		\$ 129	\$ 516	\$ 225	44%	\$ 516	100%	0	\$ 240	\$ -	\$ -

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
B-27	Certificate of Occupancy Review services requiring services in excess of 75 minutes for B/M Occupancy, or in excess of 250 minutes for Other Occupancies	n/a	n/a	n/a	\$100/hour	n/a	\$129/hour	n/a	0	\$ -	\$ -	\$ -
B-28	Temporary Certificate of Occupancy - B/M Occupancies	n/a	n/a	n/a	Actual Cost; \$100 minimum	100%	Actual Cost; \$100 minimum	n/a	0	\$ -	\$ -	\$ -
B-29	Temporary Certificate of Occupancy - All Other Occupancies	n/a	n/a	n/a	Actual Cost; \$225 minimum	100%	Actual Cost; \$225 minimum	n/a	0	\$ -	\$ -	\$ -
B-30	Building Division Counter Services, Inspection, Plan Review, Supervisory Services - during normal work hours - hourly rate	1.00	\$ 129	\$ 129	FBHR varies \$75-\$135	n/a	\$ 129	100%	0	\$ -	\$ -	\$ -
B-31	Building Division Counter Services, Inspection, Plan Review, Supervisory Service - outside normal work hours - hourly rate	1.00	\$ 156	\$ 156	FBHR varies \$110-\$200	n/a	\$ 156	100%	0	\$ -	\$ -	\$ -
B-32	Planning Division - Building Plan Review	n/a	n/a	Varies	70% of building inspection fee	n/a	See Planning Fee Analysis	n/a	n/a	\$ -	\$ -	\$ -
B-33	State of California - SMIP fees											
B-34	Huntington Beach Library and School District Fees											
B-35	Electrical Permit Fees	n/a	n/a	Varies	Based on City Itemized Fee Table	66%	Based on City Itemized Fee Table	100%	n/a	\$ 413,974	\$ 624,566	\$ 624,566
B-36	Electrical Plan Review	n/a	n/a	Varies	75% of Electrical Inspection fee; \$53 minimum	110%	62% of Electrical Inspection fee; \$65 minimum	100%	n/a	\$ 284,463	\$ 258,807	\$ 258,807
B-37	Mechanical Permit Fees	n/a	n/a	Varies	Based on City Itemized Fee Table	86%	Based on City Itemized Fee Table	100%	n/a	\$ 222,008	\$ 257,384	\$ 257,384
B-38	Mechanical Plan Review	n/a	n/a	Varies	81% of Mechanical Inspection fee; \$53 minimum	115%	121% of Mechanical Inspection fee; \$65 minimum	100%	n/a	\$ 166,123	\$ 144,401	\$ 144,401
B-39	Plumbing Permit Fees	n/a	n/a	Varies	Based on City Itemized Fee Table	71%	Based on City Itemized Fee Table	100%	n/a	\$ 324,311	\$ 459,766	\$ 459,766
B-40	Plumbing Plan Review	n/a	n/a	Varies	76% of Plumbing Inspection fee; \$53 minimum	147%	68% of Plumbing Inspection fee; \$65 minimum	100%	n/a	\$ 212,100	\$ 144,401	\$ 144,401
B-41	Swimming Pool Permit Fees	n/a	n/a	Varies	Varies based on City Itemized Fee Table	128%	Varies based on City Itemized Fee Table	100%	n/a	\$ 108,774	\$ 84,751	\$ 84,751

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
B-42	Solar Energy Permit Fees	n/a	n/a	Varies	Varies based on State GC	n/a	Varies based on State GC	n/a	n/a	\$ -	\$ 165,092	\$ 165,092
	<b>Residential</b>											
	15 kW or less				\$ 384		\$ 384					
	More than 15 kW				\$384 + \$15 per kW above 15 kW		\$384 + \$15 per kW above 15 kW					
	<b>Commercial</b>											
	15 kW or less				\$ 384		\$ 384					
	More than 15 kW to 50 kW				\$ 1,000		\$ 1,000					
	More than 50 kW to 250 kW				\$1,000 + \$7 per kW above 50 kW		\$1,000 + \$7 per kW above 50 kW					
	More than 250 kW				\$2,000 + \$5 per kW above 250 kW		\$2,000 + \$5 per kW above 250 kW					
B-43	Landscape Inspection											
	Residential	0.50	\$ 129	\$ 65	\$ -	0%	\$ 65	100%	0	\$ -	\$ -	\$ -
	Commercial/Industrial/Multi-family	1.50	\$ 129	\$ 194	\$ -	0%	\$ 194	100%	0	\$ -	\$ -	\$ -
B-44	NPDES Inspection (hourly, 1/2 hour minimum)	1.00	\$ 129	\$ 129	\$ -	0%	\$ 129	100%	0	\$ -	\$ -	\$ -
B-45	Building without a permit fine				2 X Inspection Fee		2 X Inspection Fee					
B-46	Technology Automation fee				4.0% of all development fees for all Development Services in each Department		5% of all development, permit and prevention fees for Planning, Building, Public Works and Fire					
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.											
<b>TOTAL</b>	<b>Building Division</b>									<b>5,554,553</b>	<b>5,231,801</b>	<b>5,231,801</b>

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee

Notes

- [1] Building Flat Fees only; remainder of cost analysis conducted on program level in separate analysis
- [2] Fees may be waived for Plumbing, Mechanical and Electrical permits issued by the Department of Building & Safety for electrical, mechanical or plumbing systems that either produce energy or save natural resources and exceed State and Federal minimum requirements. Examples include, but are not limited to, photovoltaic systems, solar water heating systems, high efficiency furnaces and high efficiency air conditioners.
- [3] City collects \$75 current fee (building counter svcs.)
- [4] Only \$30 processing fee is collected if modified
- [5] Not included in cost analysis; placeholder on Master Fee Schedule
- [6] Fee percentage set by City policy, not evaluated through NBS cost analysis
- [7] Penalty; set by City code/citation authority. Not included in NBS cost Analysis
- [8] Per City policy, fees to issue revised permits, adjust permits, admin permits or those no listed are subject to the processing fee, microfilm fee, and other fee schedule line items as applicable. Minimum Inspection Fee does not apply
- [9] Per City policy, fees to reactivate permits include the established processing fee plus a penalty of 50% of the new inspection fee for projects with less than 6 months expiry, or 100% of new inspection fee for more than 6 months expiry
- [10] Fee set by County; NBS did not evaluate
- [11] Fees for this section are set by the State Government Code Section

## ***APPENDIX A.5***

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### ***Cost of Service Analysis – Code Enforcement***

CITY OF HUNTINGTON BEACH  
 CODE ENFORCEMENT  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.5  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
CE-1	Re-Inspection Fee w/o Cite	1.00	\$ 151	\$ 151	\$ 135	89%	\$ 151	100%	24	\$ 3,240	\$ 3,620	\$ 3,620
CE-2	Re-Inspection Fee w/ Cite	2.50	\$ 151	\$ 377	\$ 135	36%	\$ 377	100%	36	\$ 4,860	\$ 13,577	\$ 13,577
CE-3	Notice & Order Fee	17.50	\$ 151	\$ 2,640	\$ 946	36%	\$ 2,640	100%	3	\$ 2,838	\$ 7,920	\$ 7,920
CE-4	Mobile Vending Permit Initial	1.75	\$ 151	\$ 264	\$ -	0%	\$ 264	100%	0	\$ -	\$ -	\$ -
CE-5	Mobile Vending Permit Annual	0.50	\$ 151	\$ 75	\$ -	0%	\$ 75	100%	0	\$ -	\$ -	\$ -
CE-6	Shopping Cart Retrieval Containment Application	3.75	\$ 151	\$ 566	\$ -	0%	\$ 566	100%	0	\$ -	\$ -	\$ -
CE-7	Newsrack - New Permit	3.25	\$ 151	\$ 490	\$ -	0%	\$ 490	100%	0	\$ -	\$ -	\$ -
CE-8	Newsrack - Annual Permit per rack	0.50	\$ 151	\$ 75	\$ 15	20%	\$ 75	100%	204	\$ 3,060	\$ 15,387	\$ 15,387
CE-9	Appeals Fee for Notice & Order	2.80	\$ 151	\$ 422	\$ -	0%	\$ 422	100%	3	\$ -	\$ 1,267	\$ 1,267
CE-10	Hourly Rate	1.00	\$ 151	\$ 151	\$ -	0%	\$ 151	100%	0	\$ -	\$ -	\$ -
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.											
<b>TOTAL CODE ENFORCEMENT</b>										\$ 13,998	\$ 41,771	\$ 41,771

## ***APPENDIX A.6***

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### ***Cost of Service Analysis – Office of Business Development***

CITY OF HUNTINGTON BEACH  
OFFICE OF BUSINESS DEVELOPMENT  
Cost Estimation for Providing Fee Related Activities and Services

Appendix A.6  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
OBD-1	Subordination Fee	3.00	\$ 91	\$ 274	\$ 250	91%	\$ 250	91%	20	\$ 5,000	\$ 5,476	\$ 5,000
OBD-2	Reconveyance Fee	1.00	\$ 91	\$ 91	\$ 65	71%	\$ 80	88%	10	\$ 650	\$ 913	\$ 800
OBD-3	Demand Fee	1.75	\$ 91	\$ 160	\$ 50	31%	\$ 140	88%	10	\$ 500	\$ 1,597	\$ 1,400
OBD-4	Rehab Loan / Grant Fee	7.00	\$ 91	\$ 639	\$ 500	78%	\$ 500	78%	15	\$ 7,500	\$ 9,583	\$ 7,500
OBD-5	Affordable Housing Unit Inspection (per unit)			\$ 43	\$ 50	116%	\$ 43	100%	575	\$ 28,750	\$ 24,685	\$ 24,685
OBD-6	Affordable Housing Unit - Annual Review (per unit)			\$ 22	\$ -	0%	\$ 22	100%	1,812	\$ -	\$ 40,320	\$ 40,320
OBD-7	Film Permit Application charge											
	Office of Business Development	1.50	\$ 91	\$ 137								
	Police (sworn)	0.15	\$ 208	\$ 31								
				\$ 168	\$ 100	59%	\$ 150	89%	100	\$ 10,000	\$ 16,810	\$ 15,000
OBD-8	Student Film Permit Application charge											
	Office of Business Development	0.50	\$ 91	\$ 46								
	Police (sworn)	0.08	\$ 208	\$ 17								
				\$ 62	\$ 25	40%	\$ 50	80%	15	\$ 375	\$ 934	\$ 750
OBD-9	Film Permit Revisions											
	Office of Business Development	1.00	\$ 91	\$ 91								
	Police (sworn)	0.15	\$ 208	\$ 31								
				\$ 122	\$ -	0%	\$ 120	98%	10	\$ -	\$ 1,225	\$ 1,200
OBD-10	Hourly Rate	1.00	\$ 91	\$ 91			\$ 91	100%	0	\$ -	\$ -	\$ -
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.											
<b>TOTAL OFFICE OF BUSINESS DEVELOPMENT</b>										\$ 52,775	\$ 101,542	\$ 96,655

Notes

[1]	Pursuant to City Council adoption of the Housing and Rehab Rules and Regulations on April 5, 2010, Rehab Loan/Grant fee was set at \$500
[2]	Actual cost to City - Consultant cost provided via email 3.24.16 Denise Bazant

## ***APPENDIX A.7***

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### ***Cost of Service Analysis – Public Works***

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.7  
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Fee Activity			Activity Service Cost Analysis									
No.	Description		PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Total Cost of Service Per Activity
<b>Public Works Fees</b>												
	<b>DEVELOPMENT RELATED FEES</b>											
	* All Plan Check fees include 2 plan checks; additional plan checks are additional											
PW-1	Bond reduction (partially completed projects)	[2.3]	20.00	\$ 119	\$ 2,377	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 2,377
PW-2	Cash Bond Processing (plus \$75 Treasury Fee)		5.00	\$ 119	\$ 594	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 594
PW-3	Construction Water (per dwelling unit)	[1]				-						
PW-4	Drainage Fees	[1]										
PW-5	Dock Construction Plan Review/Inspection		8.00	\$ 119	\$ 951	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 951
PW-6	Final Parcel Map Check	[2.3]	25.00	\$ 119	\$ 2,971	10.00	\$ 175	\$ 1,751	-	\$ 161	\$ -	\$ 4,722
PW-7	Final Tract Map Check	[2.3]	40.00	\$ 119	\$ 4,754	10.00	\$ 175	\$ 1,751	-	\$ 161	\$ -	\$ 6,505
PW-8	Lot Line Adjustment (Public Works)	[2.3]	12.00	\$ 119	\$ 1,426	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 1,426
PW-9	Fire Hydrant Flow Analysis - Deposit	[3.7]	8.00	\$ 119	\$ 951	-	\$ 175	\$ -	0.50	\$ 161	\$ 80	\$ 1,031
	Grading Plan Check & Inspection (includes erosion control)											
PW-10	(51--300 cubic yards) - deposit	[2.3]	30.00	\$ 119	\$ 3,566	4.00	\$ 175	\$ 700	2.00	\$ 161	\$ 322	\$ 4,588
PW-11	(301-5,000 cubic yards) - deposit	[2.3]	70.00	\$ 119	\$ 8,320	7.00	\$ 175	\$ 1,225	3.00	\$ 161	\$ 482	\$ 10,028
PW-12	(Greater than 5,001 cubic yards) Maximum Deposit*	[2.3]	105.00	\$ 119	\$ 12,480	10.00	\$ 175	\$ 1,751	5.00	\$ 161	\$ 804	\$ 15,035
	Improvement Plan Check:											
PW-13	Misc/Minor	[7]	5.00	\$ 119	\$ 594	0.50	\$ 175	\$ 88	0.50	\$ 161	\$ 80	\$ 762
PW-14	Single Family Dwelling (deposit)	[2.3]	12.00	\$ 119	\$ 1,426	0.50	\$ 175	\$ 88	1.00	\$ 161	\$ 161	\$ 1,675
PW-15	All Others per 4 sheets (deposit)	[2.3]	30.00	\$ 119	\$ 3,566	0.50	\$ 175	\$ 88	2.00	\$ 161	\$ 322	\$ 3,975
PW-16	Landscape Plan Check and Inspection - (Right-of-way) - Deposit	[3.7]	10.00	\$ 119	\$ 1,189	2.00	\$ 175	\$ 350	-	\$ 161	\$ -	\$ 1,539
	<b>ENCROACHMENT PERMITS</b>											
	Improvement Inspection											
PW-17	Minor (2 Hr. Min. Deposit)	[2.3]	2.00	\$ 119	\$ 238	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 238
PW-18	Residential Minor		15.00	\$ 119	\$ 1,783	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 1,783
PW-19	Residential Major		50.00	\$ 119	\$ 5,943	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 5,943
PW-20	Commercial/Retail/Industrial - Minor		20.00	\$ 119	\$ 2,377	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 2,377
PW-21	Commercial/Retail/Industrial - Major		50.00	\$ 119	\$ 5,943	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 5,943
PW-22	Utility Co Encroachment Permit	[1]										
	Improvement Inspection (Utilities) - per hour (billed monthly)		1.00	\$ 119	\$ 119							\$ 119
	Encroachment Permit Expired		1.00	\$ 119	\$ 119	-	\$ 175	\$ -	-	\$ 161	\$ -	\$ 119

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.7  
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Fee Activity		Activity Service Cost Analysis										
No.	Description		PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Total Cost of Service Per Activity
PW-23	Encroachment Permit (None/working without): Violation	[4]										
PW-24	Street Vacation:											
	Full vacation	[2,3]	30.00	\$ 119	\$ 3,566	-	\$ 175	\$ -	2.00	\$ 161	\$ 322	\$ 3,887
	Summary vacation	[2,3]	20.00	\$ 119	\$ 2,377	-	\$ 175	\$ -	1.00	\$ 161	\$ 161	\$ 2,538
PW-25	Street Lighting Plan Check - Per Sheet		6.00	\$ 119	\$ 713	-	\$ 175	\$ -		\$ 161	\$ -	\$ 713
PW-26	Survey Fee (per point)		0.50	\$ 119	\$ 59	-	\$ 175	\$ -		\$ 161	\$ -	\$ 59
PW-27	Traffic Control Plan Check - Per sheet		3.00	\$ 119	\$ 357	-	\$ 175	\$ -		\$ 161	\$ -	\$ 357
PW-28	Traffic Signal Plan Check - Per sheet		13.00	\$ 119	\$ 1,545	-	\$ 175	\$ -		\$ 161	\$ -	\$ 1,545
PW-29	Traffic Signs & Striping Plan Check - Per Sheet		7.00	\$ 119	\$ 832	-	\$ 175	\$ -		\$ 161	\$ -	\$ 832
PW-30	Obstruction/Storage Bin Permit (good for 7 days)	[7]	0.50	\$ 119	\$ 59	-	\$ 175	\$ -		\$ 161	\$ -	\$ 59
PW-31	Illegal Refuse Bin Impound		1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
PW-32	Illegal Storage Bin		1.50	\$ 119	\$ 178	-	\$ 175	\$ -		\$ 161	\$ -	\$ 178
PW-33	Recycling Bin Permit (annual)	[7]	1.25	\$ 119	\$ 149	-	\$ 175	\$ -		\$ 161	\$ -	\$ 149
PW-34	Residential Parking Permit		0.20	\$ 119	\$ 24	-	\$ 175	\$ -		\$ 161	\$ -	\$ 24
PW-35	Residential Parking Permit Replacement		0.08	\$ 119	\$ 10	-	\$ 175	\$ -		\$ 161	\$ -	\$ 10
PW-36	Residential Parking Permit (each additional)		0.08	\$ 119	\$ 10	-	\$ 175	\$ -		\$ 161	\$ -	\$ 10
PW-37	Temporary Restricted Parking Permits (Construction) * plus cost of signs (\$ .75 per sign)		0.25	\$ 119	\$ 30	-	\$ 175	\$ -		\$ 161	\$ -	\$ 30
PW-38	Temporary Parking in Permit Districts (fee is per sign)		0.08	\$ 119	\$ 10	-	\$ 175	\$ -		\$ 161	\$ -	\$ 10
PW-39	Temporary Construction Parking Permit (use on street sweeping day)	[9], new	0.25	\$ 119	\$ 30	-	\$ 175	\$ -		\$ 161	\$ -	\$ 30
PW-40	Residential Street Tree Request (24" box) (Review & Installation), plus cost of tree	[5]	2.50	\$ 125	\$ 312	-	\$ 175	\$ -		\$ 161	\$ -	\$ 312
PW-41	Street Tree Non-Permitted Removal (Evaluation & determination of tree cost; billing resident for tree replacement & installation), plus \$50/caliper inch of trunk @ 48"		6.00	\$ 125	\$ 749	-	\$ 175	\$ -		\$ 161	\$ -	\$ 749
PW-42	Transportation Permits:											
	Wide/Overweight/Loading: (set by state)											
	Single Permit	[10]	1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
	Annual Permit	[10]	1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.7  
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Fee Activity		Activity Service Cost Analysis									
No.	Description	PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Total Cost of Service Per Activity
<b>NPDES/STORMWATER</b>											
PW-43	Commercial High Priority sites (BMPs)- Annual Inspection	1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
PW-44	Commercial Medium	1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
PW-45	Commercial Low	1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
PW-46	Industrial High Priority	2.83	\$ 119	\$ 336	-	\$ 175	\$ -		\$ 161	\$ -	\$ 336
PW-47	Industrial Medium	1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
PW-48	Industrial Low	1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
PW-49	Construction High Priority	[9] 1.42	\$ 119	\$ 169	-	\$ 175	\$ -		\$ 161	\$ -	\$ 169
PW-50	Construction Medium	[9] 0.58	\$ 119	\$ 69	-	\$ 175	\$ -		\$ 161	\$ -	\$ 69
PW-51	Construction Low	[9] 0.42	\$ 119	\$ 50	-	\$ 175	\$ -		\$ 161	\$ -	\$ 50
PW-52	Commercial - Industrial Reinspection	[9] 1.00	\$ 119	\$ 119	-	\$ 175	\$ -		\$ 161	\$ -	\$ 119
PW-53	Stormwater Permit Maintenance Inspection Fee	1.33	\$ 119	\$ 158	-	\$ 175	\$ -		\$ 161	\$ -	\$ 158
<b>FATS, OILS &amp; GREASES (FOG)*</b>											
PW-54	Food Service Establishment with Grease Control Device (billed monthly); covers 1 insp/yr - <b>see below</b>	1.08	\$ 119	\$ 128	-	\$ 175	\$ -		\$ 161	\$ -	\$ 128
PW-55	Food Service Establishment without Grease Control Device (billed monthly); covers 2 insp/yr) - <b>see below</b>	2.50	\$ 119	\$ 297	-	\$ 175	\$ -		\$ 161	\$ -	\$ 297
PW-56	Food Service Establishment - Re-Inspection	[9] 0.58	\$ 119	\$ 69	-	\$ 175	\$ -		\$ 161	\$ -	\$ 69
<b>WATER</b>											
PW-57	Delinquent Bill Water Tag										
	Finance Water Billing	0.22	\$ 131	\$ 29							
	PW Utility	0.25	\$ 119	\$ 30							
	<b>Subtotal</b>			<b>\$ 59</b>							<b>\$ 59</b>
PW-58	Delinquent Bill Water Shut-off										
	Finance Water Billing	0.42	\$ 131	\$ 55							
	PW Utility	0.50	\$ 119	\$ 59							
	<b>Subtotal</b>			<b>\$ 115</b>							<b>\$ 115</b>
PW-59	Same Day Turn-On Service (Regular Hours)										
	Finance Water Billing	0.08	\$ 131	\$ 11							
	PW Utility	0.50	\$ 119	\$ 59							
	<b>Subtotal</b>			<b>\$ 70</b>							<b>\$ 70</b>
PW-60	Same Day Turn-On Service (After Hours)- 2 Hour Minimum*										
	Finance Water Billing	0.08	\$ 131	\$ 11							
	PW Utility (OT)	2.00	\$ 119	\$ 238							
	<b>Subtotal</b>			<b>\$ 248</b>							<b>\$ 248</b>
PW-61	Construction Water Meter Deposit	[1]									
PW-62	Temp Meter Rental Setting & Removal (each occurrence)	[7]	1.00	\$ 119	\$ 119						\$ 119

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Activity Service Cost Analysis										
No.	Description		PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Total Cost of Service Per Activity
PW-63	Turn Off/On/Stand-by (customer requested) per hour	[9]										
	<b>MISCELLANEOUS FEES</b>											
PW-64	Banner Hanging- Main Street (Tree Dept)		1.75	\$ 125	\$ 219							\$ 219
PW-65	Pennant Hanging (each) (Signals Dept)		0.50	\$ 125	\$ 62							\$ 62
PW-66	Memorial Park Bench	[9]	2.00	\$ 125	\$ 250							\$ 250
PW-67	Damage to City property	[8]										
PW-68	Emergency cleanup (hazmat, street cleaning)	[8]										
PW-71	Tree/Shrub Overhang Abatement	[8]										
PW-72	Weed Abatement (per parcel), plus additional contract costs if applicable	[6]	1.50	\$ 125	\$ 187							\$ 187
PW-73	Archive Fee (as-built per sheet)		1.00	\$ 119	\$ 119							\$ 119
PW-74	Special Studies (Hydrology/Sewer/Other)	[9]										
PW-75	Excessive Plan Checks > 2; per Re-Check	[3]	5.00	\$ 119	\$ 594							\$ 594
PW-76	Re-Inspection (hourly)	[8]	1.00	\$ 119	\$ 119							\$ 119
PW-77	Public Improvement Inspection - After Hours * <b>4 hour minimum</b> (hourly)	[8]	1.00	\$ 119	\$ 119							\$ 119
	Copies of plans and specifications (Most items available on-line)	[1]										
	Orange County Sanitation District	[1]										
	Sewer Connection Fee (City)	[1]										
	Traffic Impact Fee	[1]										

CITY OF HUNTINGTON BEACH  
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Fee Activity		Activity Service Cost Analysis									
No.	Description	PW-Eng Time Estimates	PW-Eng Hourly Rate	PW-Eng Subtotal	Planning Time Estimates	Planning Hourly Rate	Planning Subtotal	Fire Time Estimates	Fire Hourly Rate	Fire Subtotal	Total Cost of Service Per Activity
	Water Capital Facilities Charge	[1]									
<b>PW-78</b>	<b>Hourly Rates:</b>										
	Engineering	1.00	\$ 119	\$ 119							\$ 119
	Maintenance	1.00	\$ 125	\$ 125							\$ 125
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.										
<b>TOTAL PUBLIC WORKS</b>											

Notes

- [1] Placeholder for Master Fee Schedule (MFS) not included in cost analysis
- [2] Fee is currently a deposit, with actual costs using FBHR
- [3] Fee recommended is deposit with actual costs using FBHR
- [4] Penalty; not included in cost analysis
- [5] Time estimates represents upgrade from standard 15 gallon to 24 inch box
- [6] Fee plus additional costs if applicable
- [7] Revised fee structure
- [8] Actual Costs; using Fully Burdened Hourly Rates (FBHR)
- [9] New Fee
- [10] Fee set by California Vehicle Code section 35795

Fee Activity		Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Public Works Fees</b>									
<b>DEVELOPMENT RELATED FEES</b>									
* All Plan Check fees include 2 plan checks; additional plan checks are additional									
PW-1	Bond reduction (partially completed projects)	Deposit \$1,150	100%	Deposit of \$2,400	100%	1	\$ 2,377	\$ 2,377	\$ 2,377
PW-2	Cash Bond Processing (plus \$75 Treasury Fee)	\$ 240.00	40%	\$ 594	100%	5	\$ 1,200	\$ 2,971	\$ 2,971
PW-3	Construction Water (per dwelling unit)	\$ 110.00		\$ 110					
PW-4	Drainage Fees	\$13,880 per acre							
PW-5	Dock Construction Plan Review/Inspection	\$ 540.00	57%	\$ 761	80%	16	\$ 8,640	\$ 15,214	\$ 12,176
PW-6	Final Parcel Map Check	Deposit \$2,500	100%	Deposit of \$3,775	80%	5	\$ 23,610	\$ 23,610	\$ 18,888
PW-7	Final Tract Map Check	Deposit \$2,200	100%	Deposit of \$5,200	80%	3	\$ 19,515	\$ 19,515	\$ 15,612
PW-8	Lot Line Adjustment (Public Works)	Deposit \$550	100%	Deposit of \$1,150	80%	4	\$ 5,705	\$ 5,705	\$ 4,564
PW-9	Fire Hydrant Flow Analysis - Deposit	\$ 750	73%	Deposit of \$825	80%	25	\$ 18,750	\$ 25,781	\$ 20,625
	Grading Plan Check & Inspection (includes erosion control)						\$ 427,842		
PW-10	(51--300 cubic yards) - deposit	Deposit \$4,200	93%	Deposit of \$4,500	100%	6	\$ -	\$ 29,360	\$ 29,360
PW-11	(301-5,000 cubic yards) - deposit	Deposit \$5,000	50%	Deposit of \$8,025	80%	13	\$ -	\$ 128,355	\$ 102,684
PW-12	(Greater than 5,001 cubic yards) Maximum Deposit*	Deposit \$8,000 - \$10,000 +	67%	Deposit of \$12,025	80%	38	\$ -	\$ 577,325	\$ 461,860
	Improvement Plan Check:								
PW-13	Misc/Minor	\$ 430	56%	\$ 762	100%	5	\$ 2,150	\$ 3,811	\$ 3,811
PW-14	Single Family Dwelling (deposit)	Deposit \$4,000	235%	Deposit of \$1,700	100%	0	\$ -	\$ -	\$ -
PW-15	All Others per 4 sheets (deposit)	Deposit \$7,000	175%	Deposit of \$4,000	100%	8	\$ 56,000	\$ 31,798	\$ 31,798
PW-16	Landscape Plan Check and Inspection - (Right-of-way) - Deposit	\$ 1,000	65%	Deposit of \$1,500	100%	0	\$ -	\$ -	\$ -
<b>ENCROACHMENT PERMITS</b>									
	Improvement Inspection								
PW-17	Minor (2 Hr. Min. Deposit)	\$115 plus 8% construction costs	100%	\$ 238	100%	24	\$ 5,705	\$ 5,705	\$ 5,705
PW-18	Residential Minor	\$115 plus 8% construction costs	100%	\$ 1,783	100%	27	\$ 48,137	\$ 48,137	\$ 48,137
PW-19	Residential Major	\$115 plus 8% construction costs	100%	\$ 5,943	100%	28	\$ 166,398	\$ 166,398	\$ 166,398
PW-20	Commercial/Retail/Industrial - Minor	\$115 plus 8% construction costs	100%	\$ 2,377	100%	89	\$ 211,563	\$ 211,563	\$ 211,563
PW-21	Commercial/Retail/Industrial - Major	\$115 plus 8% construction costs	100%	\$ 5,943	100%	0	\$ -	\$ -	\$ -
PW-22	Utility Co Encroachment Permit	\$ 275.00		\$ 275		184	\$ 104,035	\$ 104,035	\$ 104,035
	Improvement Inspection (Utilities) - per hour (billed monthly)	\$ 110	93%	\$ 119	100%	0	\$ -	\$ -	\$ -
	Encroachment Permit Expired	\$ 80	67%	\$ 119	100%	0	\$ -	\$ -	\$ -

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.7  
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Fee Activity		Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
PW-23	Encroachment Permit (None/working without): Violation	\$ 195		2 X Permit Fee		2	\$ 390	\$ 390	\$ 390
PW-24	Street Vacation:								
	Full vacation	Deposit \$3,900	100%	Deposit \$3,900	100%	5	\$ 19,436	\$ 19,436	\$ 19,436
	Summary vacation	Deposit \$900	35%	Deposit \$2,500	100%	0	\$ -	\$ -	\$ -
PW-25	Street Lighting Plan Check - Per Sheet	\$ 1,950	273%	\$ 713	100%	5	\$ 9,750	\$ 3,566	\$ 3,566
PW-26	Survey Fee (per point)	\$ 23	39%	\$ 59	100%	340	\$ 7,820	\$ 20,205	\$ 20,205
PW-27	Traffic Control Plan Check - Per sheet	\$ 1,805	506%	\$ 357	100%	12	\$ 21,660	\$ 4,279	\$ 4,279
PW-28	Traffic Signal Plan Check - Per sheet	\$ 3,945	255%	\$ 1,545	100%	1	\$ 3,945	\$ 1,545	\$ 1,545
PW-29	Traffic Signs & Striping Plan Check - Per Sheet	\$ 1,935	233%	\$ 832	100%	7	\$ 13,545	\$ 5,824	\$ 5,824
PW-30	Obstruction/Storage Bin Permit (good for 7 days)	\$ 185		\$ 59	100%	12		\$ 713	\$ 713
PW-31	Illegal Refuse Bin Impound	\$ 400	337%	\$ 119	100%	4	\$ 1,600	\$ 475	\$ 475
PW-32	Illegal Storage Bin	\$ 200	112%	\$ 178	100%	5	\$ 1,000	\$ 891	\$ 891
PW-33	Recycling Bin Permit (annual)	\$ 100	67%	\$ 149	100%	12	\$ 1,200	\$ 1,783	\$ 1,783
PW-34	Residential Parking Permit	\$ 23	97%	\$ 24	100%	50	\$ 1,150	\$ 1,189	\$ 1,189
PW-35	Residential Parking Permit Replacement	\$ 14	147%	\$ 10	100%	150	\$ 2,100	\$ 1,426	\$ 1,426
PW-36	Residential Parking Permit (each additional)	\$ 6	63%	\$ 10	100%	20	\$ 120	\$ 190	\$ 190
PW-37	Temporary Restricted Parking Permits (Construction) * plus cost of signs (\$ .75 per sign)	\$ 140		\$30 plus \$ .75 per sign	100%	107	\$ 14,980	\$ 3,179	\$ 3,179
PW-38	Temporary Parking in Permit Districts (fee is per sign)	\$ 1	11%	\$ 1	11%	300	\$ 300	\$ 2,853	\$ 300
PW-39	Temporary Construction Parking Permit (use on street sweeping day)	\$ -	0%	\$ 30	100%	6	\$ -	\$ 178	\$ 178
PW-40	Residential Street Tree Request (24" box) (Review & Installation), plus cost of tree	\$ 190	61%	\$ 312	100%	12	\$ 2,280	\$ 3,746	\$ 3,746
PW-41	Street Tree Non-Permitted Removal (Evaluation & determination of tree cost; billing resident for tree replacement & installation), plus \$50/caliper inch of trunk @ 48"	\$ 525	70%	\$ 749	100%	6	\$ 3,150	\$ 4,496	\$ 4,496
PW-42	Transportation Permits:								
	Wide/Overweight/Loading: (set by state)								
	Single Permit	\$ 16	13%	\$ 16	13%	629	\$ 10,056	\$ 74,701	\$ 10,056
	Annual Permit	\$ 90	76%	\$ 90	76%	210	\$ 18,855	\$ 24,900	\$ 18,855

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>NPDES/STORMWATER</b>									
PW-43	Commercial High Priority sites (BMPs)- Annual Inspection	\$ 250	210%	\$ 119	100%	31	\$ 7,750	\$ 3,685	\$ 3,685
PW-44	Commercial Medium	\$ 250	210%	\$ 119	100%	39	\$ 9,750	\$ 4,635	\$ 4,635
PW-45	Commercial Low	\$ 250	210%	\$ 119	100%	25	\$ 6,250	\$ 2,971	\$ 2,971
PW-46	Industrial High Priority	\$ 350	104%	\$ 336	100%	42	\$ 14,700	\$ 14,127	\$ 14,127
PW-47	Industrial Medium	\$ 250	210%	\$ 119	100%	19	\$ 4,750	\$ 2,258	\$ 2,258
PW-48	Industrial Low	\$ 250	210%	\$ 119	100%	17	\$ 4,250	\$ 2,021	\$ 2,021
PW-49	Construction High Priority	[9] \$ -	0%	\$ 169	100%	151	\$ -	\$ 25,485	\$ 25,485
PW-50	Construction Medium	[9] \$ -	0%	\$ 69	100%	12	\$ -	\$ 832	\$ 832
PW-51	Construction Low	[9] \$ -	0%	\$ 50	100%	355	\$ -	\$ 17,581	\$ 17,581
PW-52	Commercial - Industrial Reinspection	[9] \$ -	0%	\$ 119	100%	6	\$ -	\$ 713	\$ 713
PW-53	Stormwater Permit Maintenance Inspection Fee	\$ 135	85%	\$ 158	100%	96	\$ 12,960	\$ 15,175	\$ 15,175
<b>FATS, OILS &amp; GREASES (FOG)*</b>									
PW-54	Food Service Establishment with Grease Control Device (billed monthly); covers 1 insp/yr - <b>see below</b>	\$ 144	112%	\$ 128	100%	206	\$ 29,664	\$ 26,443	\$ 26,443
		Monthly \$12/month		Monthly \$11/month					
PW-55	Food Service Establishment without Grease Control Device (billed monthly; covers 2 insp/yr) - <b>see below</b>	\$ 384	129%	\$ 297	100%	118	\$ 45,312	\$ 35,062	\$ 35,062
		Monthly \$32/month		Monthly \$27/month					
PW-56	Food Service Establishment - Re-Inspection	[9] \$ -	0%	\$ 69	100%	22	\$ -	\$ 1,496	\$ 1,496
<b>WATER</b>									
PW-57	Delinquent Bill Water Tag								
	Finance Water Billing								
	PW Utility								
	<b>Subtotal</b>	\$ 38	65%	\$ 45	77%	6,695	\$ 254,410	\$ 392,553	\$ 301,275
PW-58	Delinquent Bill Water Shut-off								
	Finance Water Billing								
	PW Utility								
	<b>Subtotal</b>	\$ 115	100%	\$ 115	100%	723	\$ 83,145	\$ 82,884	\$ 82,884
PW-59	Same Day Turn-On Service (Regular Hours)								
	Finance Water Billing								
	PW Utility								
	<b>Subtotal</b>	\$ 60	86%	\$ 70	100%	152	\$ 9,120	\$ 10,632	\$ 10,632
PW-60	Same Day Turn-On Service (After Hours)- 2 Hour Minimum*								
	Finance Water Billing								
	PW Utility (OT)								
	<b>Subtotal</b>	\$ 230	93%	\$ 248	100%	9	\$ 2,070	\$ 2,234	\$ 2,234
PW-61	Construction Water Meter Deposit	[1] \$ 829		\$ 829					
PW-62	Temp Meter Rental Setting & Removal (each occurrence)	[7] \$ 115	97%	\$ 119	100%	56	\$ 6,440	\$ 6,656	\$ 6,656

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
PW-63	Turn Off/On/Stand-by (customer requested) per hour	\$ -		Actual Cost					
	<b>MISCELLANEOUS FEES</b>								
PW-64	Banner Hanging- Main Street (Tree Dept)	\$ 265	121%	\$ 219	100%	40	\$ 10,600	\$ 8,741	\$ 8,741
PW-65	Pennant Hanging (each) (Signals Dept)	\$ 31	50%	\$ 62	100%	200	\$ 6,200	\$ 12,488	\$ 12,488
PW-66	Memorial Park Bench	\$ -	0%	\$ 250	100%	18	\$ -	\$ 4,496	\$ 4,496
PW-67	Damage to City property			Fully Burdened Rate (FBR) + materials w/ 2 hour min.	100%				
PW-68	Emergency cleanup (hazmat, street cleaning)			Fully Burdened Rate (FBR) + materials w/ 2 hour min.	100%				
PW-71	Tree/Shrub Overhang Abatement			Fully Burdened Rate (FBR) + materials w/ 2 hour min.	100%				
PW-72	Weed Abatement (per parcel), plus additional contract costs if applicable	\$ 225	120%	\$ 187	100%	40	\$ 9,000	\$ 7,493	\$ 7,493
PW-73	Archive Fee (as-built per sheet)	\$ 120	101%	\$ 119	100%	220	\$ 26,400	\$ 26,148	\$ 26,148
PW-74	Special Studies (Hydrology/Sewer/Other)	\$ -		Actual Costs					
PW-75	Excessive Plan Checks > 2; per Re-Check	FBR		Actual Cost; Minimum Deposit \$600					
PW-76	Re-Inspection (hourly)			Actual Cost					
PW-77	Public Improvement Inspection - After Hours * <b>4 hour minimum</b> (hourly)	4 hours \$465; 8 hours \$880		Actual Cost (\$484 Minimum)					
	Copies of plans and specifications (Most items available on-line)	various		\$.10 per copy per PRA or Actual Cost for plans					
	Orange County Sanitation District	See OCSD Connection Fee Schedule (separate attachment)							
	Sewer Connection Fee (City)	See Sewer Connection Fee Schedule (separate attachment)							
	Traffic Impact Fee	See Traffic Impact Fee Schedule (separate attachment)							

CITY OF HUNTINGTON BEACH  
 PW - Public Works  
 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
	Water Capital Facilities Charge	[1] See Water Capital Facilities Charge Fee Schedule (separate attachment)							
<b>PW-78</b>	<b>Hourly Rates:</b>								
	Engineering	\$ 110	93%	\$ 119	100%				
	Maintenance	\$ 110	88%	\$ 125	100%				
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.								
<b>TOTAL PUBLIC WORKS</b>							\$ 1,777,735	\$ 2,284,435	\$ 1,960,818

Notes

- [1] Placeholder for Master Fee Schedule (MFS) not included in cost analysis
- [2] Fee is currently a deposit, with actual costs using FBHR
- [3] Fee recommended is deposit with actual costs using FBHR
- [4] Penalty; not included in cost analysis
- [5] Time estimates represents upgrade from standard 15 gallon to 24 inch box
- [6] Fee plus additional costs if applicable
- [7] Revised fee structure
- [8] Actual Costs; using Fully Burdened Hourly Rates (FBHR)
- [9] New Fee
- [10] Fee set by California Vehicle Code section 35795

## ***APPENDIX A.8***

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### ***Cost of Service Analysis – Police***



Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
PD-26	Entertainment Permit- conceptual											
	Sworn	3.00	\$ 208	\$ 624								
	Non sworn	3.50	\$ 103	\$ 362								
PD-27	Fortune Teller Permit - initial											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	1.00		\$ -								
PD-28	Fortune Teller Permit - renewal											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	1.00	\$ 103	\$ 103								
PD-29	Fortune Teller Permit - change of location/name											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
PD-30	Sexually Oriented Business (SOB) Business Permit - Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
PD-31	Sexually Oriented Business (SOB) Business Permit - Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
PD-32	Sexually Oriented Business (SOB) Business Permit - change name/location											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
PD-33	initial (sworn)											
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
PD-34	renewal (sworn)											
	Sworn	2.00	\$ 208	\$ 416								
	Non sworn	2.50	\$ 103	\$ 258								
PD-35	Massage Establishment Registration Certificate - initial/add partner											
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-36	Massage Establishment Registration Certificate - each add'l owner or partner											
	Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-37	Massage Establishment Registration Certificate - Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-38	Massage Establishment Registration Certificate - change of location/name/removal of partner											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
PD-39	Massage Independent Registration Certificate - initial Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-40	Massage Independent Registration Certificate - renewal Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-41	Massage Independent Registration Certificate - change of location/name Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
PD-42	Escort Service Permit - initial Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-43	Escort Service Permit - renewal Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-44	Escort Service Permit - change of location/name Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
PD-45	Escort Employee Permit - initial Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-46	Escort Employee Permit - renewal Sworn	1.00	\$ 208	\$ 208								
	Non sworn	3.00	\$ 103	\$ 310								
PD-47	Massage Establishment Registration Certificate (ERC) - Revocation Appeal Sworn	10.00	\$ 208	\$ 2,080	\$ -	0%	\$ 2,080	100%	-	\$ -	\$ -	\$ -
PD-48	Tow truck establishment - initial (sworn)	2.00	\$ 208	\$ 416	\$ 100	24%	\$ 416	100%	-	\$ -	\$ -	\$ -
PD-49	Tow truck establishment - renewal (sworn)	0.50	\$ 208	\$ 104	\$ 80	77%	\$ 104	100%	-	\$ -	\$ -	\$ -
PD-50	Tow truck establishment - change of location (sworn)	1.00	\$ 208	\$ 208	\$ 27	13%	\$ 208	100%	-	\$ -	\$ -	\$ -
PD-51	Tow truck driver - initial (sworn)	1.00	\$ 208	\$ 208	\$ 27	13%	\$ 208	100%	44	\$ 1,188	\$ 9,152	\$ 9,152
PD-52	Tow truck driver - renewal (sworn)	1.00	\$ 208	\$ 208	\$ 27	13%	\$ 208	100%	21	\$ 567	\$ 4,368	\$ 4,368
PD-53	Jail Processing/Booking Fee	6.50	\$ 134	\$ 872	\$ 275	32%	\$ 275	32%	825	\$ 226,875	\$ 719,230	\$ 226,875
PD-54	City Jail Fee per Inmate per day (Pay to Stay)				\$ 100		\$ 100					
PD-55	One Time Admin fee for cost of account set up of an applicant	0.92	\$ 134	\$ 123	\$ 50	41%	\$ 50	41%	825	\$ 41,250	\$ 101,430	\$ 41,250
PD-56	Renting a GPS Inmate Tracking Device per 24-hour period				\$ 10	0%	\$ 10	0%	-	\$ -	\$ -	\$ -

CITY OF HUNTINGTON BEACH  
 POL - Police - User Fee Study FY 15  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.8  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
PD-57	Bicycle Impound											
	Sworn	0.50	\$ 208	\$ 104								
	Non sworn	0.50	\$ 103	\$ 52								
	<b>Subtotal</b>			<b>\$ 156</b>	<b>\$ 5</b>	3%	<b>\$ 20</b>	13%	-	\$ -	\$ -	\$ -
	<b>Drug/DUI/Hazmat/Other Incident Response</b>						Actual Cost					
PD-58	* DUI - \$12,000 Maximum per State law											
PD-59	Hourly Rates											
	Sworn	1.00	\$ 208									
	Non-Sworn	1.00	\$ 103									
	Jail	1.00	\$ 134									
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.											
<b>TOTAL POL - Police - User Fee Study FY 15</b>										<b>\$ 798,393</b>	<b>\$ 1,486,197</b>	<b>\$ 931,998</b>

- Notes
- [1] City does not collect on all booking fees.
  - [2] For Information Purposes only; not included in cost analysis
  - [3] CA Govt. Code 68097; CA Evidence Code 1563
  - [4] Placeholder for Master Fee Schedule (MFS); Not included in cost analysis
  - [5] Total cost analysis - shown on Finance analysis
  - [6] Set by state
  - [7] No volume - 5 yr cycle
  - [8] CA Govt. Code 53150-35159
  - [9] Bingo permit - Max \$50 - CA Govt. Code 25845; Penal Code 326.3-326.5

## ***APPENDIX A.9***

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### ***Cost of Service Analysis – Fire***

CITY OF HUNTINGTON BEACH  
 FIRE FEES  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.9  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Fire Department - Development Fees</b>												
<b>Underground/Aboveground Storage Tanks</b>												
F-1	Underground Tank & piping Installation Plan Check	2.00	\$ 161	\$ 322	\$ 460	143%	\$ 322	100%	-	\$ -	\$ -	\$ -
F-2	Underground Tank & piping Installation Inspection	2.50	\$ 161	\$ 402	\$ 460	114%	\$ 402	100%	-	\$ -	\$ -	\$ -
F-3	Underground Tank Install Plan Check each additional tank	0.50	\$ 161	\$ 80	\$ 113	140%	\$ 80	100%	-	\$ -	\$ -	\$ -
F-4	Underground Tank Install Inspection each additional tank	2.00	\$ 161	\$ 322	\$ 113	35%	\$ 322	100%	-	\$ -	\$ -	\$ -
F-5	Underground Tank Removal Plan Check	1.00	\$ 161	\$ 161	\$ 510	317%	\$ 161	100%	2	\$ 1,020	\$ 322	\$ 322
F-6	Underground Tank Removal Inspection	5.00	\$ 161	\$ 804	\$ 510	63%	\$ 804	100%	2	\$ 1,020	\$ 1,608	\$ 1,608
F-7	Underground Tank Removal Plan Check each additional tank	0.25	\$ 161	\$ 40	\$ 168	417%	\$ 40	100%	1	\$ 168	\$ 40	\$ 40
F-8	Underground Tank Removal Inspection each additional tank	1.00	\$ 161	\$ 161	\$ 168	104%	\$ 161	100%	1	\$ 168	\$ 161	\$ 161
F-9	Flammable / Combustible Liquid new or Re-pipe Plan Check	1.50	\$ 161	\$ 241	\$ 188	78%	\$ 241	100%	1	\$ 188	\$ 241	\$ 241
F-10	Flammable / Combustible Liquid new or Re-pipe Inspection	2.00	\$ 161	\$ 322	\$ 188	58%	\$ 322	100%	1	\$ 188	\$ 322	\$ 322
F-11	Aboveground - Storage Tank Installation Plan Check	3.00	\$ 161	\$ 482	\$ 233	48%	\$ 482	100%	7	\$ 1,628	\$ 3,377	\$ 3,377
F-12	Aboveground - Storage Tank Installation Inspection	2.00	\$ 161	\$ 322	\$ 233	72%	\$ 322	100%	7	\$ 1,628	\$ 2,251	\$ 2,251
F-13	Aboveground - Storage Tank Removal Plan Check	0.50	\$ 161	\$ 80	\$ 198	246%	\$ 80	100%	-	\$ -	\$ -	\$ -
F-14	Aboveground - Storage Tank Removal Inspection	1.50	\$ 161	\$ 241	\$ 198	82%	\$ 241	100%	-	\$ -	\$ -	\$ -
F-15	Aboveground - Storage Tank Removal Plan Check - Each additional tank	0.25	\$ 161	\$ 40	\$ 28	68%	\$ 40	100%	-	\$ -	\$ -	\$ -
F-16	Aboveground - Storage Tank Removal Inspection - Each additional tank	1.00	\$ 161	\$ 161	\$ 28	17%	\$ 161	100%	-	\$ -	\$ -	\$ -
<b>Methane Barrier and Venting System</b>												
Methane Protection System Plan Check:												
F-17	1-2,500 sq feet	1.50	\$ 161	\$ 241	\$ 155	64%	\$ 241	100%	20	\$ 3,100	\$ 4,824	\$ 4,824
F-18	each additional sq ft > 2,500 sq ft	0.0003	\$ 161	\$ 0.04	\$ -	0%	\$ 0.04	100%	-	\$ -	\$ -	\$ -
F-19	Plan Recheck (hourly)	1.00	\$ 161	\$ 160.80	\$ -	0%	\$ 161	100%	-	\$ -	\$ -	\$ -
Methane Protection System Inspection (includes two risers):												
F-20	0 - 2,500 sq feet	5.00	\$ 161	\$ 804	\$ 640	80%	\$ 804	100%	12	\$ 7,680	\$ 9,648	\$ 9,648
F-21	each additional sq ft > 2,500 sq ft	0.0008	\$ 161	\$ 0.12	\$ 0.03	25%	\$ 0.12	100%	5	\$ 0	\$ 1	\$ 1
F-22	additional risers	0.25	\$ 161	\$ 40	\$ 35	87%	\$ 40	100%	5	\$ 175	\$ 201	\$ 201
F-23	each additional floor over three stories	0.25	\$ 161	\$ 40	\$ 35	87%	\$ 40	100%	3	\$ 105	\$ 121	\$ 121
<b>Methane Protection System Repair</b>												
F-24	Methane Protection System Repair Inspection - 1 - 100 sq. ft.	1.50	\$ 161	\$ 241	\$ 190	79%	\$ 241	100%	18	\$ 3,420	\$ 4,342	\$ 4,342
F-25	Methane Protection System Repair Inspection - each additional sq. ft. over 100 sq. ft.	0.008	\$ 161	\$ 1.21	\$ -	0%	\$ 1.21	100%	-	\$ -	\$ -	\$ -
F-26	Methane Protection System Repair Plan Check	1.00	\$ 161	\$ 161	per hour	100%	\$ 161	100%	16	\$ 2,573	\$ 2,573	\$ 2,573
<b>Project Review and Oversight for Compliance with City Specification 429 (Methane Mitigation) or 431-92 (Soil remediation)</b>												
F-27	Single Family Residence / Multifamily Residential up to 5 units	2.00	\$ 161	\$ 322	varies		\$322 Deposit; actual cost (FBHR)	100%	30	\$ 9,648	\$ 9,648	\$ 9,648
F-28	All Other	5.00	\$ 161	\$ 804	varies		\$805 Deposit; actual cost (FBHR)	100%	10	\$ 8,040	\$ 8,040	\$ 8,040

CITY OF HUNTINGTON BEACH  
 FIRE FEES  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.9  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Water Based Fire Protection Systems</b>												
		[7,15,18]										
F-29	Single family base (up to 30 heads) Plan Check	2.50	\$ 161	\$ 402	\$ 320	80%	\$ 402	100%	12	\$ 3,840	\$ 4,824	\$ 4,824
F-30	Single family base (up to 30 heads) Inspection	3.00	\$ 161	\$ 482	\$ 320	66%	\$ 482	100%	12	\$ 3,840	\$ 5,789	\$ 5,789
F-31	Multi Family Residences (up to 120 heads) Plan Check	4.00	\$ 161	\$ 643	\$ 488	76%	\$ 643	100%	-	\$ -	\$ -	\$ -
F-32	Multi Family Residences (up to 120 heads) Inspection	6.00	\$ 161	\$ 965	\$ 488	51%	\$ 965	100%	-	\$ -	\$ -	\$ -
F-33	Commercial/Industrial base (up to 50 heads) Plan Check	4.00	\$ 161	\$ 643	\$ 375	58%	\$ 643	100%	9	\$ 3,375	\$ 5,789	\$ 5,789
F-34	Commercial/Industrial base (up to 50 heads) Inspection	5.00	\$ 161	\$ 804	\$ 375	47%	\$ 804	100%	9	\$ 3,375	\$ 7,236	\$ 7,236
F-35	Tenant Improvement (up to 10 heads) Plan Check	1.00	\$ 161	\$ 161	\$ 278	173%	\$ 161	100%	31	\$ 8,603	\$ 4,985	\$ 4,985
F-36	Tenant Improvement (up to 10 heads) Inspection	1.50	\$ 161	\$ 241	\$ 278	115%	\$ 241	100%	31	\$ 8,603	\$ 7,477	\$ 7,477
F-37	Per Additional Head (plan check)	0.01	\$ 161	\$ 2	\$ 2	124%	\$ 2	100%	136	\$ 272	\$ 219	\$ 219
F-38	Per Additional Head (Inspection)	0.02	\$ 161	\$ 3	\$ 2	62%	\$ 3	100%	136	\$ 272	\$ 437	\$ 437
F-39	Standpipe Plan Check	2.00	\$ 161	\$ 322	\$ 370	115%	\$ 322	100%	8	\$ 2,960	\$ 2,573	\$ 2,573
F-40	Standpipe Inspection	4.00	\$ 161	\$ 643	\$ 370	58%	\$ 643	100%	8	\$ 2,960	\$ 5,145	\$ 5,145
F-41	Per Additional Head Plan Check (head replacement only, no modification to piping)	0.005	\$ 161	\$ 1	\$ -	0%	\$ 1	100%	-	\$ -	\$ -	\$ -
F-42	Per Additional Head Inspection (head replacement only, no modification to piping)	0.01	\$ 161	\$ 1.55	\$ -	0%	\$ 1.55	100%	-	\$ -	\$ -	\$ -
F-43	Fire Protection Underground Plan Check (includes 1 riser or hydrant)	3.00	\$ 161	\$ 482	\$ 400	83%	\$ 482	100%	17	\$ 6,800	\$ 8,201	\$ 8,201
F-44	Fire Protection Underground Inspection (includes 1 riser or hydrant)	4.00	\$ 161	\$ 643	\$ 400	62%	\$ 643	100%	17	\$ 6,800	\$ 10,934	\$ 10,934
F-45	Per Additional Sprinkler Riser or Hydrant Plan Check	2.00	\$ 161	\$ 322	\$ 48	15%	\$ 322	100%	5	\$ 238	\$ 1,608	\$ 1,608
F-46	Per Additional Sprinkler Riser or Hydrant Inspection	2.00	\$ 161	\$ 322	\$ 48	15%	\$ 322	100%	5	\$ 238	\$ 1,608	\$ 1,608
F-47	Fire Pump Plan Check	4.00	\$ 161	\$ 643	\$ 313	49%	\$ 643	100%	3	\$ 938	\$ 1,930	\$ 1,930
F-48	Fire Pump Inspection	6.00	\$ 161	\$ 965	\$ 313	32%	\$ 965	100%	-	\$ -	\$ -	\$ -
<b>Fire Alarm or Methane Detection:</b>												
		[7,15,18]										
F-49	Up to 25 devices - Plan Check	2.50	\$ 161	\$ 402	\$ 313	78%	\$ 402	100%	43	\$ 13,438	\$ 17,286	\$ 17,286
F-50	Up to 25 devices - Inspection	2.50	\$ 161	\$ 402	\$ 313	78%	\$ 402	100%	43	\$ 13,438	\$ 17,286	\$ 17,286
F-51	Tenant Improvement (up to 5 devices) Plan Check	1.00	\$ 156	\$ 156	\$ -	0%	\$ 156	100%	26	\$ -	\$ 4,047	\$ 4,047
F-52	Tenant Improvement (up to 5 devices) Inspection	1.50	\$ 156	\$ 233	\$ 350	150%	\$ 233	100%	26	\$ 9,100	\$ 6,070	\$ 6,070
F-53	Per additional Device (new or TI) plan check	0.02	\$ 161	\$ 3	\$ 4	124%	\$ 3	100%	49	\$ 196	\$ 158	\$ 158
F-54	Per additional Device (new or TI) inspection	0.04	\$ 161	\$ 6	\$ 4	62%	\$ 6	100%				
<b>Alternative Automatic Extinguishing Systems:</b>												
		[7,15,18]										
F-55	Dry, Wet, CO2, Halon, Clean Agent, Other Plan Check	2.00	\$ 161	\$ 322	\$ 298	93%	\$ 322	100%	21	\$ 6,248	\$ 6,753	\$ 6,753
F-56	Dry, Wet, CO2, Halon, Clean Agent, Other Inspection	2.00	\$ 161	\$ 322	\$ 298	93%	\$ 322	100%	21	\$ 6,248	\$ 6,753	\$ 6,753
<b>Other Fire Construction Permits:</b>												
		[7,15,18]										
F-57	Industrial Oven Plan Check	1.00	\$ 161	\$ 161	\$ 283	176%	\$ 161	100%	1	\$ 283	\$ 161	\$ 161
F-58	Industrial Oven Inspection	2.00	\$ 161	\$ 322	\$ 283	88%	\$ 322	100%	1	\$ 283	\$ 322	\$ 322
F-59	LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, & other Fire Construction Permit Plan Check	2.00	\$ 161	\$ 322	\$ 195	61%	\$ 322	100%	4	\$ 780	\$ 1,286	\$ 1,286
F-60	LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, & other Fire Construction Permit Inspection	2.50	\$ 161	\$ 402	\$ 195	49%	\$ 402	100%	4	\$ 780	\$ 1,608	\$ 1,608
F-61	Emergency Responder Radio Coverage Plan Review & Coordination	[13,15]	\$ 161	\$ 482	\$ -	0%	\$ 482	100%	-	\$ -	\$ -	\$ -
F-62	Emergency Responder Radio Coverage Inspection & Coordination	[13,18]	\$ 161	\$ 643	\$ -	0%	\$ 643	100%	-	\$ -	\$ -	\$ -
F-63	Public School Access & Water Supply Plan Check	[15]	\$ 161	\$ 322	\$ 160	50%	\$ 322	100%	2	\$ 320	\$ 643	\$ 643

CITY OF HUNTINGTON BEACH  
 FIRE FEES  
 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
	New Street Name or Name Change Review:	[15]											
F-64	Per street name	1.00	\$ 161	\$ 161	\$ 455	283%	\$ 161	100%	3	\$ 1,365	\$ 482	\$ 482	
	<b>New Construction / Remodel:</b>												
	<b>New Valuation Based Fire Inspection Fees:</b>												
F-65	\$1 to \$500	0.75	\$ 161	\$ 121	\$ 160	133%	\$ 48	40%	1	\$ 160	\$ 121	\$ 48	
F-66	\$501 to \$2,000; 1st \$500	0.75	\$ 161	\$ 121	\$ 160	133%	\$ 48	40%	2	\$ 320	\$ 241	\$ 96	
F-67	\$501 to \$2,000; each additional \$100 or fraction thereof			\$ 2,6799			\$ 2.00						
F-68	\$2,001 to \$25,000; 1st \$2,000	1.00	\$ 161	\$ 161	\$ 152	95%	\$ 78	49%	91	\$ 13,832	\$ 14,632	\$ 7,098	
F-69	\$2,001 to \$25,000; each additional \$1,000 or fraction thereof			\$ 0.42			\$ 4.00						
F-70	\$25,001 to \$50,000; 1st \$25,000	1.06	\$ 161	\$ 170	\$ 182	107%	\$ 170	100%	55	\$ 10,010	\$ 9,374	\$ 9,350	
F-71	\$25,001 to \$50,000; each additional \$1,000 or fraction thereof			\$ 1.99			\$ 2.00						
F-72	\$50,001 to \$100,000; 1st \$50,000	1.37	\$ 161	\$ 220	\$ 197	89%	\$ 220	100%	41	\$ 8,077	\$ 9,032	\$ 9,020	
F-73	\$50,001 to \$100,000; each additional \$1,000 or fraction thereof			\$ 0.96			\$ 0.97						
F-74	\$100,001 to \$500,000; 1st \$100,000	1.67	\$ 161	\$ 269	\$ 344	128%	\$ 269	100%	77	\$ 26,488	\$ 20,677	\$ 20,677	
F-75	\$100,001 to \$500,000; each additional \$1,000 or fraction thereof			\$ 0.64			\$ 0.64						
F-76	\$500,001 to \$1,000,000; 1st \$500,000	3.27	\$ 161	\$ 526	\$ 471	90%	\$ 526	100%	14	\$ 6,594	\$ 7,361	\$ 7,361	
F-77	\$500,001 to \$1,000,000; each additional \$1,000 or fraction thereof			\$ 0.64			\$ 0.64						
F-78	\$1,000,000 and up; 1st \$1,000,000	5.27	\$ 161	\$ 847	\$ 942	111%	\$ 847	100%	58	\$ 54,636	\$ 49,149	\$ 49,149	
F-79	\$1,000,000 and up; each additional \$1,000 or fraction thereof			\$ 0.85			\$ 0.60						
	<b>New Valuation Based Fire Plan Review Fees:</b>												
F-80	\$1 to \$500	0.50	\$ 161	\$ 80	\$ 69	86%	\$ 48	60%	1	\$ 69	\$ 80	\$ 48	
F-81	\$501 to \$2,000; 1st \$500	0.50	\$ 161	\$ 80	\$ 160	199%	\$ 48	60%	2	\$ 320	\$ 161	\$ 96	
F-82	\$501 to \$2,000; each additional \$100 of fraction thereof			\$ 2.68			\$ 2.00						
F-83	\$2,001 to \$25,000; 1st \$2,000	0.75	\$ 161	\$ 121	\$ 152	126%	\$ 78	65%	65	\$ 9,880	\$ 7,839	\$ 5,070	
F-84	\$2,001 to \$25,000; each additional \$1,000 or fraction thereof			\$ 1.33			\$ 3.18						
F-85	\$25,001 to \$50,000; 1st \$25,000	0.94	\$ 161	\$ 151	\$ 182	120%	\$ 151	100%	91	\$ 16,562	\$ 13,755	\$ 13,755	
F-86	\$25,001 to \$50,000; each additional \$1,000 or fraction thereof			\$ 2.06			\$ 2.06						
F-87	\$50,001 to \$100,000; 1st \$50,000	1.26	\$ 161	\$ 203	\$ 197	97%	\$ 203	100%	58	\$ 11,426	\$ 11,751	\$ 11,751	
F-88	\$50,001 to \$100,000; each additional \$1,000 or fraction thereof			\$ 1.03			\$ 1.03						
F-89	\$100,001 to \$500,000; 1st \$100,000	1.58	\$ 161	\$ 254	\$ 344	135%	\$ 254	100%	113	\$ 38,872	\$ 28,709	\$ 28,709	
F-90	\$100,001 to \$500,000; each additional \$1,000 or fraction thereof			\$ 0.52			\$ 0.52						
F-91	\$500,001 to \$1,000,000; 1st \$500,000	2.87	\$ 161	\$ 461	\$ 471	102%	\$ 461	100%	12	\$ 5,652	\$ 5,538	\$ 5,538	
F-92	\$500,001 to \$1,000,000; each additional \$1,000 or fraction thereof			\$ 0.51			\$ 0.51						
F-93	\$1,000,000 and up; 1st \$1,000,000	4.47	\$ 161	\$ 719	\$ 942	131%	\$ 719	100%	48	\$ 45,216	\$ 34,501	\$ 34,501	
F-94	\$1,000,000 and up; each additional \$1,000 or fraction thereof			\$ 0.72			\$ 0.30						
F-95	Plan Review Fee Exception (Standard Production Units after model unit has been reviewed are charged at % of Fire Plan Review fee for first model unit. Changes are to be reviewed on an hourly basis)	[10]			\$ -		26% of Plan Review fee						
F-96	Alternative Materials and Methods of Construction (hourly) - Minimum 1 hour review deposit required		1.00	\$ 161	\$ 161	per hour	100%	Actual cost (FBHR)	-	\$ -	\$ -	\$ -	
	<b>NEW OPERATIONAL PERMIT (per permit)</b>												
F-97	Plan Check/Application Code Review	[14]	1.00	\$ 161	\$ 161	\$ 215	134%	\$ 161	100%	51	\$ 10,965	\$ 8,201	\$ 8,201
F-98	Inspection	[17]	0.50	\$ 161	\$ 80	\$ 125	155%	\$ 80	100%	13	\$ 1,625	\$ 1,045	\$ 1,045

CITY OF HUNTINGTON BEACH  
 FIRE FEES  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.9  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee	
	<b>RECURRING &amp; TEMPORARY OPERATIONAL PERMIT INSPECTION (PER PERMIT)</b>	[17]	0.50	\$ 161	\$ 80	\$ 170	211%	\$ 80	100%	256	\$ 43,520	\$ 20,582	\$ 20,582
	<b>FIRE/LIFE SAFETY INSPECTION</b>	[17,26]											
F-99	Up to 750 sq. ft		0.50	\$ 161	\$ 80	\$ 30	37%	\$ 45	56%	464	\$ 13,920	\$ 37,305	\$ 20,880
F-100	751 - 2,500 sq. ft		0.75	\$ 161	\$ 121	\$ 45	37%	\$ 60	50%	1,737	\$ 78,165	\$ 209,478	\$ 104,220
F-101	2,501 - 5,000 sq. ft.		1.25	\$ 161	\$ 201	\$ 95	47%	\$ 131	65%	382	\$ 36,290	\$ 76,780	\$ 49,907
F-102	5,001 - 25,000 sq. ft.		2.00	\$ 161	\$ 322	\$ 200	62%	\$ 209	65%	395	\$ 79,000	\$ 127,029	\$ 82,569
F-103	25,001 - 50,000 sq. ft.		3.50	\$ 161	\$ 563	\$ 470	84%	\$ 470	84%	34	\$ 15,980	\$ 19,135	\$ 15,980
F-104	Over 50,000 sq. ft.		4.50	\$ 161	\$ 724	\$ 725	100%	\$ 724	100%	18	\$ 13,050	\$ 13,025	\$ 13,032
F-105	Repeat inspection/inspection attempt/violation notice		0.50	\$ 161	\$ 80	\$ 420	522%	\$ 80	100%	-	\$ -	\$ -	\$ -
F-106	Additional for New Occupancy/Tenant Inspection	[17,26]	0.75	\$ 161	\$ 121	\$ 150	124%	\$ 121	100%	32	\$ 4,800	\$ 3,859	\$ 3,859
	<b>PETROCHEM INSPECTIONS</b>	[18,26]											
F-107	Oil/Gas/Injection Well Abandonment Permit		3.00	\$ 161	\$ 482	\$ 245	51%	\$ 482	100%	-	\$ -	\$ -	\$ -
F-108	Oil/Gas/Injection Well Abandonment Inspection		3.00	\$ 161	\$ 482	\$ 200	41%	\$ 482	100%	-	\$ -	\$ -	\$ -
F-109	Oil/Gas/Injection Well Vent Inspection - per well		3.00	\$ 161	\$ 482	\$ 270	56%	\$ 482	100%	-	\$ -	\$ -	\$ -
F-110	Oil/Gas/Injection Well Activation Plan Check/Permit	[7]	1.50	\$ 161	\$ 241	\$ 460	191%	\$ 241	100%	7	\$ 3,220	\$ 1,688	\$ 1,688
F-111	Oil/Gas/Injection Well Activation Plan Check/Permit - per additional well	[7]	0.50	\$ 161	\$ 80	\$ 143	178%	\$ 80	100%	-	\$ -	\$ -	\$ -
F-112	Oil/Gas/Injection Well Activation Inspection	[7]	1.00	\$ 161	\$ 161	\$ -	0%	\$ 161	100%	-	\$ -	\$ -	\$ -
F-113	Oil/Gas/Injection Well Activation Inspection - per additional well	[7]	0.50	\$ 161	\$ 80	\$ -	0%	\$ 80	100%	-	\$ -	\$ -	\$ -
F-114	Oil Well Gas Monitoring Inspection		1.00	\$ 161	\$ 161	\$ 200		\$ 161	100%	-	\$ -	\$ -	\$ -
F-115	Existing Oil/Gas/Injection Well - Initial well		1.50	\$ 161	\$ 241	\$ 190	79%	\$ 241	100%	36	\$ 6,840	\$ 8,683	\$ 8,683
F-116	Existing Oil/Gas/Injection Well Inspection - per additional well		0.25	\$ 161	\$ 40	\$ 75	187%	\$ 40	100%	346	\$ 25,950	\$ 13,909	\$ 13,909
F-117	Oil Well Re-inspection - per well		0.75	\$ 161	\$ 121	\$ 215	178%	\$ 121	100%	-	\$ -	\$ -	\$ -
	<b>STATE MANDATED INSPECTIONS</b>												
F-118	Convalescent / Care Facility Inspections	[17,26]				FBR	100%	Actual Cost	65%	-	\$ -	\$ -	\$ -
F-119	Hospitals / Medical Facility Inspections	[17,26]				FBR	100%	Actual Cost	65%	1	\$ 623	\$ 623	\$ 405
F-120	Private School Inspections	[17,26]				FBR	100%	Actual Cost	65%	35	\$ 8,155	\$ 8,155	\$ 5,301
	High Rise Inspections	[17,26]											
F-121	7 stories (base fees)		6.50	\$ 537	\$ 3,492	\$ 1,495	43%	\$ 2,270	65%	6	\$ 8,970	\$ 20,951	\$ 13,618
F-122	Per floor above 7 stories		0.50	\$ 537	\$ 269	\$ 120	45%	\$ 175	65%	6	\$ 720	\$ 1,612	\$ 1,048
	Hotel, Motel & Multifamily Inspections	[17,26]											
F-123	Up to 3 Units (base fee)		0.30	\$ 161	\$ 48	\$ 100	207%	\$ 31	65%	126	\$ 12,600	\$ 6,078	\$ 3,951
F-124	per additional unit over 3 units		0.01	\$ 161	\$ 1.33	\$ 205	15360%	\$ 1	65%	-	\$ -	\$ -	\$ -
F-125	Large Family Day Care Inspections	[17,26]	2.00	\$ 161	\$ 322	\$ 215	67%	\$ 209	65%	5	\$ 1,075	\$ 1,608	\$ 1,045
	Fire Clearance Pre-Inspection for State License												
F-126	1 to 25 persons (Fee Set by State)		2.50	\$ 161	\$ 402	\$ 50	12%	\$50 or current State Fee	13%	15	\$ 750	\$ 6,030	\$ 750
F-127	26 or more persons (Fee Set by State)		3.00	\$ 161	\$ 482	\$ 100	21%	\$100 or current State Fee	21%	1	\$ 100	\$ 482	\$ 100

CITY OF HUNTINGTON BEACH  
 FIRE FEES  
 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>DOCUMENT PRODUCTION, PROCESSING &amp; RETRIEVAL</b>												
F-128	Record Retention Fee - Each sheet of permitted drawings	[10,24]			\$ -		\$ 3		-	\$ -	\$ -	\$ -
F-129	Record Retention fee - Each Issued permit	[10,24]			\$ -		\$ 1		-	\$ -	\$ -	\$ -
F-130	Refund Processing Fee	[10,24]	0.50	\$ 161	\$ 80	\$ -	0%	\$ 80	100%	-	\$ -	\$ -
F-131	Reactivate permit for projects expired LESS than 6 months (plus penalty)	[10,24]			\$ -	0%	\$ 44		-	\$ -	\$ -	\$ -
F-132	penalty	[10,24]					50% of new inspection fee		-	\$ -	\$ -	\$ -
F-133	Reactivate permit for projects expired GREATER than 6 months (plus penalty)	[10,24]			\$ -	0%	\$ 44		-	\$ -	\$ -	\$ -
F-134	penalty	[10,24]					100% of new inspection fee		-	\$ -	\$ -	\$ -
F-135	Technology Automation Fee				\$ -		5% of all development, permit and prevention fees for Planning, Building, Public Works and Fire					
<b>SPECIAL SERVICES FEES &amp; CONDITIONS (See Conditions 1-4)</b>												
F-136	Inspection Outside of Normal Work Hours - Hourly Rate (Conditions 1, 3, 4)	[1,3,4]	1.00	\$ 161	\$ 161	Actual Cost	100%	\$161/Hr, 2 Hour Minimum	100%	-	\$ -	\$ -
F-137	Inspection During Normal Work Hours - Hourly Rate (Conditions 1, 2)	[1,2]	1.00	\$ 161	\$ 161	Actual Cost	100%	\$ 161	100%	56	\$ 9,005	\$ 9,005
F-138	Plan Review Outside Normal Work Hours - Hourly Rate (Conditions 1, 3, 4)	[1,3,4]	1.00	\$ 161	\$ 161	Actual Cost	100%	\$161/Hr, 2 Hour Minimum	100%	-	\$ -	\$ -
F-139	Plan Review During Normal Work Hours - Hourly Rate (Conditions 1, 2)	[1,2]	1.00	\$ 161	\$ 161	Actual Cost	100%	\$ 161	100%	127	\$ 20,421	\$ 20,421
F-140	Investigation Charge (work without a permit)	[6]			\$ 220		2X Permit Fee					
F-141	Administrative Processing for Consultant Work		0.50	\$ 161	\$ 80	\$ 30	37%	\$ 80	100%	103	\$ 3,090	\$ 8,281
<b>Fire - Marine Safety - User Fees</b>												
<b>JUNIOR LIFEGUARD PROGRAM FEES</b>												
F-142	Resident Fees Charged			\$ 605	\$ 605	100%	\$ 605	100%	722	\$ 436,810	\$ 436,810	\$ 436,810
F-143	Non-Resident Fees Charged			\$ 635	\$ 635	100%	\$ 635	100%	215	\$ 136,525	\$ 136,525	\$ 136,525

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 FIRE FEES  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
	<b>Central Net Training Center-User Fees</b>											
	<b>ASSEMBLY-CLASSROOM #1/ 50-100</b>											
F-144	Safety Rate (\$0-\$11,999)- per hour				\$ 50							
F-145	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 45							
F-146	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 40							
F-147	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 35							
F-148	Commerical- per hour				\$ 55							
	<b>CLASSROOM #2 / 18-35</b>											
F-149	Safety Rate (\$0-\$11,999)- per hour				\$ 35							
F-150	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 30							
F-151	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 25							
F-152	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 20							
F-153	Commerical- per hour				\$ 35							
	<b>CLASSROOM #4 / 42</b>											
F-154	Safety Rate (\$0-\$11,999)- per hour				\$ 40							
F-155	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 35							
F-156	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 30							
F-157	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 25							
F-158	Commerical- per hour				\$ 45							
	<b>CLASSROOM #5 / 22</b>											
F-159	Safety Rate (\$0-\$11,999)- per hour				\$ 25							
F-160	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 20							
F-161	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 17							
F-162	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 15							
F-163	Commerical- per hour				\$ 25							
	<b>EXECUTIVE BOARDROOM / 12</b>											
F-164	Safety Rate (\$0-\$11,999)- per hour				\$ 75							
F-165	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 70							
F-166	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 60							
F-167	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 50							
F-168	Commerical- per hour				\$ 90							
	<b>DRILL GROUNDS &amp; TOWER</b>											
F-169	Safety Rate (\$0-\$11,999)- per hour				\$ 75							
F-170	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 70							
F-171	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 60							
F-172	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 50							
F-173	Commerical- per hour				\$ 90							
	<b>TOWER &amp; BURN ROOMS</b>											
F-174	Safety Rate (\$0-\$11,999)- per 1/2 day				\$ 475							
F-175	Safety Rate (\$0-\$11,999)- per full day				\$ 700							
F-176	10% Reduced Rate (\$12,000-\$24,000)- per 1/2 day				\$ 425							
F-177	10% Reduced Rate (\$12,000-\$24,000)- per full day				\$ 630							
F-178	20% Reduced Rate (\$25,000-\$39,999)- per 1/2 day				\$ 370							
F-179	20% Reduced Rate (\$25,000-\$39,999)- per full day				\$ 575							
F-180	30% Reduced Rate (\$40,000- Plus)- per 1/2 day				\$ 325							
F-181	30% Reduced Rate (\$40,000- Plus)- per full day				\$ 500							
F-182	Commerical- per 1/2 day				\$ 550							
F-183	Commerical- per full day				\$ 835							

CITY OF HUNTINGTON BEACH  
 FIRE FEES  
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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis			Annual Estimated Revenue Analysis				
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
	<b>DRILL GROUNDS</b>											
F-184	Safety Rate (\$0-\$11,999)- per hour				\$ 55							
F-185	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 50							
F-186	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 45							
F-187	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 30							
F-188	Commerical- per hour				\$ 65							
	<b>TOWER (NO BURNING)</b>											
F-189	Safety Rate (\$0-\$11,999)- per hour				\$ 55							
F-190	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 50							
F-191	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 45							
F-192	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 30							
F-193	Commerical- per hour				\$ 65							
	<b>DRAFTING / TEST PIT</b>											
F-194	Safety Rate (\$0-\$11,999)- per hour				\$ 15							
F-195	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 13							
F-196	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 12							
F-197	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 11							
F-198	Commerical- per hour				\$ 17							
	<b>FLASHOVER TRAINING</b>											
F-199	Safety Rate (\$0-\$11,999)- per burn session				\$ 475							
F-200	10% Reduced Rate (\$12,000-\$24,000)- per burn session				\$ 450							
F-201	20% Reduced Rate (\$25,000-\$39,999)- per burn session				\$ 425							
F-202	30% Reduced Rate (\$40,000- Plus)- per burn session				\$ 400							
F-203	Commerical- per burn session				\$ 500							
	<b>ENTIRE FACILITY</b>											
F-204	Safety Rate (\$0-\$11,999)- per hour				\$ 150							
F-205	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 130							
F-206	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 115							
F-207	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 100							
F-208	Commerical- per hour				\$ 205							
	<b>ALL OUTSIDE AREA</b>											
F-209	Safety Rate (\$0-\$11,999)- per hour				\$ 90							
F-210	10% Reduced Rate (\$12,000-\$24,000)- per hour				\$ 85							
F-211	20% Reduced Rate (\$25,000-\$39,999)- per hour				\$ 75							
F-212	30% Reduced Rate (\$40,000- Plus)- per hour				\$ 65							
F-213	Commerical- per hour				\$ 115							
	<b>PROPANE/ FLAMMABLE PROPS</b>											
F-214	Safety Rate (\$0-\$11,999)- per burn session				\$ 465							
F-215	10% Reduced Rate (\$12,000-\$24,000)- per burn session				\$ 425							
F-216	20% Reduced Rate (\$25,000-\$39,999)- per burn session				\$ 375							
F-217	30% Reduced Rate (\$40,000- Plus)- per burn session				\$ 315							
F-218	Commerical- per burn session				\$ 760							
	<b>VENTILATION WOOD PROP</b>											
F-219	Safety Rate (\$0-\$11,999)- plus Material cost and clean up				\$ 65							
F-220	10% Reduced Rate (\$12,000-\$24,000)- plus Material cost and clean up				\$ 65							
F-221	20% Reduced Rate (\$25,000-\$39,999)- plus Material cost and clean up				\$ 65							
F-222	30% Reduced Rate (\$40,000- Plus)- plus Material cost and clean up				\$ 65							
F-223	Commerical- plus Material cost and clean up				\$ 65							

CITY OF HUNTINGTON BEACH  
 FIRE FEES  
 Cost Estimation for Providing Fee Related Activities and Services

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>CUPA Program- Hazardous Materials Review and Inspection</b>		[12,17,26]										
<b>Annual Fee by Quantity Ranges:</b>										\$ 182,940		
F-224	1 chemical	1.75	\$ 161	\$ 281	\$350-\$560	varies	\$ 281	100%	264	\$ -	\$ 74,288	\$ 74,288
F-225	2-5 chemicals	2.50	\$ 161	\$ 402	\$350-\$730	varies	\$ 402	100%	120	\$ -	\$ 48,239	\$ 48,239
F-226	6-10 chemicals	4.00	\$ 161	\$ 643	\$500-\$950	varies	\$ 643	100%	75	\$ -	\$ 48,239	\$ 48,239
F-227	11-15 chemicals	5.00	\$ 161	\$ 804	\$860-\$1,300	varies	\$ 804	100%	60	\$ -	\$ 48,239	\$ 48,239
F-228	16-20 chemicals	6.50	\$ 161	\$ 1,045	\$1,125-\$1,300	varies	\$ 1,045	100%	30	\$ -	\$ 31,355	\$ 31,355
F-229	21-25 chemicals	7.00	\$ 161	\$ 1,126	\$1,310-\$1,560	varies	\$ 1,126	100%	21	\$ -	\$ 23,637	\$ 23,637
F-230	26-30 chemicals	7.50	\$ 161	\$ 1,206	\$1,310-\$1,560	varies	\$ 1,206	100%	9	\$ -	\$ 10,854	\$ 10,854
F-231	31-35 chemicals	8.00	\$ 161	\$ 1,286	\$1,310-\$1,560	varies	\$ 1,286	100%	9	\$ -	\$ 11,577	\$ 11,577
F-232	36 and above chemicals	8.50	\$ 161	\$ 1,367	\$1,310-\$6,500	varies	\$ 1,367	100%	9	\$ -	\$ 12,301	\$ 12,301
	Late fee - assumes 10% are late	[6]			\$ 150		\$ 150		20	\$ 2,940	\$ 2,940	\$ 2,940
<b>Fire - EMS Fees</b>												
	Placeholder for Master Fee Schedule - NBS did not evaluate	[10]										
<b>FALSE ALARM RESPONSE (RESIDENTIAL &amp; COMMERCIAL)</b>												
F-233	1 or 2 in 12-month period (No charge 1st 2 in 12 months)				\$ -		\$ -		N/A			
F-234	3 in 12-month period				\$ 120		\$ 120		22			
F-235	4 in 12-month period				\$ 245		\$ 245		12			
F-236	5 in 12-month period				\$ 490		\$ 490		6			
F-237	Each additional False Alarm Response over 5 in 12-month period				\$ 610		\$ 610		6			
F-238	Response	0.50	\$ 537	\$ 269								
<b>SPECIAL/ SPECIFIC EVENTS Plan Review/ Inspection</b>		[20]										
F-239	Up to 750 sq. ft. event area	[17, 14]	\$ 161	\$ 241	\$ 125	52%	\$ 241	100%	-	\$ -	\$ -	\$ -
F-240	750 - 5,000 sq. ft. event area	[17, 14]	\$ 161	\$ 482	\$ 285	59%	\$ 482	100%	-	\$ -	\$ -	\$ -
F-241	5,001 - 25,000 sq. ft. event area	[18, 15]	\$ 161	\$ 322	\$ 415	129%	\$ 322	100%	53	\$ 21,995	\$ 17,044	\$ 17,044
F-242	25,001 - 50,000 sq. ft. event area	[18, 15]	\$ 161	\$ 2,412	\$ 415	17%	\$ 900	37%	10	\$ 4,150	\$ 24,119	\$ 9,000
F-243	> 50,000 sq. ft. event area (base fee)	[18, 15]	\$ 161	\$ 3,216	\$ 1,755	55%	\$ 2,000	62%	-	\$ -	\$ -	\$ -
F-244	Per 2,000 sq. ft. > 50,000 sq. ft.	[18, 15]	\$ 161	\$ 80	\$ 100	124%	\$ 80	100%	-	\$ -	\$ -	\$ -
<b>EMERGENCY RESPONSE CHARGES</b>												
F-245	Accident/Incident Response				Actual Cost		Actual Cost					
F-246	DUI Accident Response				Actual Cost		Actual Cost					
F-247	Hazardous Materials Clean-up				Actual Cost		Actual Cost			\$ 13,000	\$ 13,000	\$ 13,000
F-248	Water / Flood Pumping & Clean-up				Actual Cost		Actual Cost					
F-249	Urban Search and Rescue (USAR)				Actual Cost		Actual Cost					
<b>Hourly Rates (any other services not identified elsewhere in this fee schedule will be billed at the hourly rate):</b>												
F-250	Paramedic Engine Company (4 person)	1.00	\$ 537	\$ 537	\$614-\$733		\$ 537					
F-251	Truck Company (4 person)	1.00	\$ 537	\$ 537	\$572-\$683		\$ 537					
F-252	Fire Prevention	1.00	\$ 161	\$ 161	\$131-\$157		\$ 161					
F-253	Marine Safety	1.00	\$ 134	\$ 134	\$ 80		\$ 80	60%				
F-254	Marine Safety - Seasonal/Part-Time	1.00	\$ 19	\$ 19	\$ -		\$ 19	100%				
F-255	Emergency Transport Unit (2 EMT/ Vehicle Operators)	1.00	\$ 279	\$ 279	\$62-\$75		\$ 279					
F-256	Hazmat (4 person)	1.00	\$ 537	\$ 537	\$614-\$733		\$ 537					
F-257	Fire Personnel				Actual Cost		Actual Cost					

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
F-258	Consultant Fee (Final consultant fee charges based on actual per hour charges)				\$350.00 deposit + actual per hour charges for consultant		Actual Cost, Deposit based on consultant estimate (recommended)					
F-259	Subpoena Appearance (fee set by Court)				\$ 275		\$ 275					
F-260	Subpoena Request for Records (fee set by Court)				\$ 15		\$ 15					
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.											
<b>TOTAL FIRE</b>										\$ 1,591,640	\$ 1,955,378	\$ 1,714,119

CITY OF HUNTINGTON BEACH  
**FIRE FEES**  
**Cost Estimation for Providing Fee Related Activities and Services**

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Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee

**Notes**

[1]	Condition 1 -- The payment of such fees shall be in addition to other required fees
[2]	Condition 2 -- When the special services is provided during normal work hours, the fee shall be based on the actual time expended, but not less than one-half (1/2) hour
[3]	Condition 3 -- When the special service is provided as overtime as per the employee's MOU
[4]	Condition 4 -- When the special service is provided as overtime on a normal day off or a typical City holiday, as defined in the City's current Memorandum of Understanding (MOUS)
[5]	**Note: Most of these cannot be broken down individually because they involve multiple unites/recourses, such as DUI Accident Response or Hazmat Unit Response.
[6]	Penalty; not included in cost analysis
[7]	Previous fee covered both plan check and inspection
[8]	Deposit for staff time,plus Consultant deposit based on consultant estimate; actual costs using FBHR and consultant costs
[9]	Fee is listed on HBFD fee schedule; however was not collected, therefore current revenue reflects \$0
[10]	Emergency Medical Service fees are approved separately using transportation fees adopted by the Orange County Emergency Medical Services Agency and through research by staff for other cost-associated fees. NBS did not evaluate.
[11]	Fees not included in cost analysis; per Prop 26 - market sensitive, included in fee comparison survey; Per City - no recommended fee changes at this time.
[12]	1/3 of fee collected annually; therefore revenue included in cost analysis is 1/3 of total revenue (annual estimate); fee structure has been modified
[13]	Actual Costs - using the Fully Burdened Hourly Rates (FBHR), plus any outside consultant costs if applicable
[14]	Includes 2 plan reviews; additional plan checks will be billed at the adopted hourly rate
[15]	Includes 3 plan reviews; additional plan checks will be billed at the adopted hourly rate
[16]	Includes 4 plan reviews; additional plan checks will be billed at the adopted hourly rate
[17]	Includes up to 2 inspections or violation notices. Additional actions may be billed as a "Repeat inspection/inspection attempt/violation notice"
[18]	Includes up to 3 inspections; additional inspections may be billed at the adopted hourly rate
[19]	
[20]	Temporary Operational Permit Inspection fees also apply
[21]	Current Fee Amount assumed at 50% Plan Check and 50% Inspection. Current practice does not delineate between PC and Insp fee amounts.
[22]	Review time exceeding initial hours assumed for establishing deposit is billed at hourly rate
[23]	Fire/Life Safety Inspection Fees based on square footage also apply
[24]	Staff recommend fee consistent with Building department
[25]	Technology Automation fee added to al development, permit and prevention related fees.
[26]	Fees also apply based on occupancy/area square footage and/or common use area (for hotel, motel, multi-family, and other common use areas). These fees are in addition to any other base fees that apply and operational permit fees. Fees apply per operation and per parcel/address/suite/unit/business (whichever of these constitutes the smallest space).

## ***APPENDIX A.10***

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### ***Cost of Service Analysis – Library***

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>Library Card Fees</b>												
L-1	Replacement Card	0.15	\$ 30	\$ 5	\$ 3	66%	\$ 5	100%	1,937	\$ 5,811	\$ 8,860	\$ 8,860
L-2	Replacement Card - Children's	0.15	\$ 30	\$ 5	\$ 2	44%	\$ 5	100%		\$ -	\$ -	\$ -
<b>Material processing fees and Media Rental Charges</b>												
The Director of Library Services has the authority to waive fines and penalties, up to \$25 .												
<b>Late Library material processing:</b>												
L-3	Children's Overdue Book fines	[2]			\$ .15 - \$3.00		\$ .15 - \$3.00					
L-4	Regular Overdue Book fines	[2]			\$ .25 - \$5.00		\$ .25 - \$5.00					
L-5	Media Fines	[2]			\$ .15 - cost of item		\$ .15 - cost of item					
<b>Processing Fees:</b>												
L-6	Processing Fee (for lost materials)	0.75	\$ 30	\$ 23	\$ 5	22%	\$ 5	22%	350	\$ 1,752	\$ 8,014	\$ 1,752
L-7	Processing Fee (for damaged materials)	0.17	\$ 30	\$ 5	\$ 5	96%	\$ 5	96%		\$ -	\$ -	\$ -
L-8	Processing Fee (for replacement materials)	0.75	\$ 30	\$ 23	\$ 5	22%	\$ 5	22%		\$ -	\$ -	\$ -
<b>Damaged Materials Fees:</b>												
L-9	Damaged Audiobook CD	[2]			\$ 15		\$ 15					
L-10	Damaged Audiobook case	[2]			\$ 10		\$ 10					
L-11	Damaged music CD case	[2]			\$ 1		\$ 1					
L-12	Damaged DVD/Video case	[2]			\$ 2		\$ 2					
L-13	Damaged Radio Frequency ID tag	[2]			\$ 2		\$ 2					
L-14	Damaged Chromebook	[2]			\$ -		\$ -					
L-15	Actual Replacement Cost	[2]					actual cost					
<b>Reserve Request Fees:</b>												
L-16	Interlibrary loan request - book	0.75	\$ 118	\$ 89	\$ 5	6%	\$ 6	7%		\$ -	\$ -	\$ -
L-17	Interlibrary loan request - microfilm	1.00	\$ 118	\$ 118	\$ 5	4%	\$ 6	5%		\$ -	\$ -	\$ -
<b>Media rental charges:</b>												
L-18	Circulation charge for Video/DVD	[2]			\$ 1		\$ -					
L-19	Circulation charge for CD	[2]			\$ 1		\$ -					
L-20	Circulation charge for Audiobooks	[2]			\$ 1		\$ -					
<b>Facility Rental Charges (per hour unless otherwise noted)</b>												
<i>Please see rate sheet for specific facility rental rates</i>												
L-21	Includes: Central Library, Main St. room rentals, Theater rentals	[1]					15% increase					
	Small Study Room Rentals	[3]			\$ 2		\$ 5					
<b>Cleaning/Security Deposit</b>												
L-22	Theaters, Rooms C&D combined, Talbert Room	[2]			\$ 500		\$ 500					
L-23	Maddy, B, C, D, E Rooms	[2]			\$ 300		\$ 300					
L-24	Technician Fee for Theater per hour			\$ 40	\$ 35	88%	\$ 40	100%	4,980	\$ 174,300	\$ 199,200	\$ 199,200

CITY OF HUNTINGTON BEACH  
 LIB - Library Services  
 Cost Estimation for Providing Fee Related Activities and Services

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
	<i>Alcohol Use/Liability insurance</i>											
L-25	Under 100 persons in attendance				Set by Risk Mgmt + \$20							
L-26	Over 100 persons in attendance				Set by Risk Mgmt + \$20							
L-27	Setup/Takedown Charge (charged in addition to room rental rate)	3.50	\$ 30	\$ 107	\$ 80	75%	\$ 85	80%	0	\$ -	\$ -	\$ -
L-28	Setup/Takedown Charge Rooms C&D (mandatory; charged in addition to room rental rates))	5.50	\$ 30	\$ 168	\$ 125	75%	\$ 150	89%	0	\$ -	\$ -	\$ -
L-29	Cleaning Services (hourly)	1.00	\$ 30	\$ 30	\$ 65	213%	\$ 65	100%	0	\$ -	\$ -	\$ -
	<i>Reservations and Cancellations Policy</i>											
L-30	Standard Cancellation Fee (plus 10% of total room rental x number of months reservation held)				\$ 50		\$ 50		0	\$ -	\$ -	\$ -
L-31	Less than 20 days (Penalty)				Entire Rental Charge		Entire Rental Charge					
L-32	Date Change	0.25	\$ 118	\$ 30	\$ 20	68%	\$ 30	100%	0	\$ -	\$ -	\$ -
L-33	Security staff - minimum of 1 for up to 100 people (City requirement) - per hour	1.00	\$ 30	\$ 30	\$ 25	82%	\$ 30	100%	0	\$ -	\$ -	\$ -
<b>HOURLY RATES</b>												
L-34	Full-time	1.00	\$ 118	\$ 118			\$ 118					
L-35	Part-time	1.00	\$ 30	\$ 30			\$ 30					
	<i>For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.</i>											
<b>TOTAL LIBRARY SERVICES</b>										\$ 181,863	\$ 216,074	\$ 209,812

Notes  
 [1] Charges for use of City Facilities may be waived for City sponsored and Co-sponsored programs & events  
 [2] analysis  
 [3] Facility Rentals - not included in cost analysis; market based; no change in rates recommended; Revenues sourced from FY 14

## ***APPENDIX A.11***

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### ***Cost of Service Analysis – Community Services***

CITY OF HUNTINGTON BEACH  
 COMMUNITY SERVICES  
 Cost Estimation for Providing Fee Related Activities and Services

Appendix A.11  
 DRAFT COPY

Fee Activity		Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
No.	Description	Estimated Average Labor Time Per Activity (hours)	Fully Burdened Hourly Rate	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity (Performed)	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee	Annual Estimated Revenues at Recommended Fee
<b>CS-28</b>	Specific Event Application Fee											
	Under 2,000 Estimated Overall Attendees	4.00	\$ 112	\$ 450	\$ 125	28%	\$ 200	44%	42	\$ 5,250	\$ 18,896	\$ 8,400
	Over 2,000 Estimated Overall Attendees	8.00	\$ 112	\$ 900	\$ 125	14%	\$ 400	44%	23	\$ 2,875	\$ 20,695	\$ 9,200
<b>CS-29</b>	Beach Event Application Fee	1.00	\$ 112	\$ 112	\$ 125	111%	\$ 110	98%	100	\$ 12,500	\$ 11,248	\$ 11,000
<b>TOTAL COMMUNITY SERVICES - Special Event Application Fees</b>										<b>\$ 20,625</b>	<b>\$ 50,839</b>	<b>\$ 28,600</b>

## ***APPENDIX B.1***

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### ***Comparative Fee Survey – City Clerk***

CITY OF HUNTINGTON BEACH  
 City Clerk Fees  
 Comparative Survey for Providing Activities and Services Related To City Clerk Fees

Appendix B.1  
 DRAFT COPY

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>City Clerk</b>							
<b>1</b>	<b>Copies:</b>						
1.1	Per page (per case law)		\$ 0.10	\$ 3.27	\$ 0.10	\$ 0.20	\$.15 black and white, \$.25 color
1.2	Miscellaneous (includes micro film)	\$0.10	No Comparison	No Comparison	0.10	\$3.39/sheet	\$20 for audio tape
1.3	Electronic Data Request (CD/DVD Copy)	Cost of Reproduction					
	Copy of Existing Data File	\$0.75	6.00	No Comparison	8.00	5.37	10.00
	Copy of Non-Existing Data File	\$0.75	52.00	No Comparison	No Comparison	No Comparison	FBHR, plus DVD cost
<b>2</b>	<b>Other:</b>						
2.1	Certification of Document	\$3.00	No Comparison	No Comparison	10.00	3.05	5.00
2.2	Passport Program (application fee, Federal Program Mandate)	\$25.00	No Comparison	\$110 to federal, \$25 to city	No Comparison	25.00	25.00
2.3	Passport Photograph (optional)	\$10.00	No Comparison	No Comparison	No Comparison	No Comparison	10.00
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager of the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

- Notes
- 1 Source: "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
  - 2 Sources: "Newport Beach Library Fees.docx" "Newport Beach2015-2016.PDF"
  - 3 Source: "Costa Mesa Fee Schedule 2009.PDF"
  - 4 Source: "Santa Ana 2015-2016 Misc Fees.PDF"
  - 5 Source: "Orange Master Fee 2015.PDF"

## ***APPENDIX B.2***

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### ***Comparative Fee Survey – Finance***

City of HUNTINGTON BEACH  
 Finance Fees  
 Comparative Survey for Providing Activities and Services Related To Finance Department Fees

Appendix B.2  
 DRAFT COPY

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Delinquent Customer Fees</b>							
1	Returned Check Processing (Non-Sufficient Funds NSF)	\$30.00 / \$40.00	No Comparison	No Comparison	\$ 25.00	\$ 25.00	\$ 25.00
2	Processing of Delinquent Administrative Citation	\$35.00	No Comparison	No Comparison	No Comparison	50% of base fines of \$100 or less, 20% of base fines of \$100 or more	20% of outstanding balance after 30 days, 40% after 60
3	Transient Occupancy Tax (TOT) Administration-Penalty	\$25.00	10% of tax amount	38.95	No Comparison	No Comparison	No Comparison
4	Collections Fee	\$25.00	No Comparison	No Comparison	No Comparison	55.47	No Comparison
<b>New Fees</b>							
5	Credit Card Convenience Fee	\$2.85 flat fee	No Comparison	No Comparison	No Comparison	waived	No Comparison
6	Parking Citation Processing Fee	\$3.00	No Comparison	No Comparison	No Comparison	5.00	No Comparison
7	Cash Bond Processing	\$110.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
8	Cash Bond Acceptance and Processing	\$75.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
9	Tract/Other Bonds Processing	\$45.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
10	Lien Processing	\$75.00	No Comparison	No Comparison	No Comparison	55.47	No Comparison
11	Business Improvement District (BID) Processing Fee	\$10.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
12	Refund Processing - Check	\$25.00	No Comparison	No Comparison	No Comparison	\$41.77 for amount up to 80% of fee	56.00
13	Check Reissuance	\$25.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
<b>Water Billing</b>							
14	Utility Customer Set-Up (residential, industrial, construction)	\$14.00	35.00	66.11	No Comparison	36.63	\$3,200 to public works
15	Utility Billing Late Fee (plus cost) per item cost (total remove from hrly rate: contract fee)	\$6.00	7% of balance, or \$10, whichever is greater	No Comparison	No Comparison	No Comparison	No Comparison
16	Delinquent Bill Water Tag	\$0.00	7% of balance, or \$10, whichever is greater	15.66	No Comparison	12.02	No Comparison
17	Delinquent Bill Water Shut-off	\$0.00	90.00	149.78	No Comparison	55.71	10% of outstanding balance for delinquent bills
18	Same Day Turn-On Service (Regular Hours)	\$0.00	90.00	166.32	No Comparison	36.36	No Comparison
19	Same Day Turn-On Service (After Hours)	\$0.00	200.00	371.15	No Comparison	139.46	No Comparison
<b>Business License</b>							
20	Change to Business License - Name	\$6.00	No Comparison	20.44	No Comparison	No Comparison	No Comparison
21	Change to Business License - Location	\$17.00	25.00	20.44	No Comparison	No Comparison	5.00
22	Duplicate Business License	\$6.00	12.00	10.05	No Comparison	No Comparison	5.00
23	Business License Tax Renewal	\$16.00	25.00	46.57	Based on receipts	\$32 plus receipt based fee	23.00
24	Business License Tax Renewal (Tax Exempt Business)	N/A	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
25	Business License Application	\$40.00	35.00	46.57	Based on receipts	\$32 plus receipt based fee	46.00
26	Business License Application (Tax Exempt Business)	N/A	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
27	Business License Home Occupation	\$2.00	No Comparison	No Comparison	50.00	259.45	No Comparison
28	Business License Field Re-inspection	\$17.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
29	Business License Revocation	\$45.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
30	Entertainment permit	\$34.00	\$140 base, plus additional for larger facilities	156.34	\$675 to building for public entertainment	\$366.74 to planning	\$15 plus standard business tax rates
31	Bingo Permit	\$34.00	\$50/day	No Comparison	No Comparison	\$52.33 to police	\$50 plus \$15 renewal
32	Gundealer Permit	\$34.00	No Comparison	72.07	No Comparison	\$151.75 to police	\$15 plus standard business tax rates, Plus \$68 police initial inspection, and \$27 annual inspection
33	Massage Permit-new	\$34.00	\$457 + fingerprinting for first owner, \$346 + fingerprinting each additional	No Comparison	\$315 to police	\$756.64 to police	\$54 plus \$150 tax plus \$15 permit
34	Massage Permit-renewal	\$9.00	\$457 for first owner, \$243 for each additional	No Comparison	\$200 to police	\$756.64 to police	\$150 tax plus \$15 permit
35	Fortune Teller permit	\$11.00	No Comparison	No Comparison	No Comparison	No Comparison	\$15 plus standard business tax rates
36	Tattoo/Body Piercing permit	\$34.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
37	SOB permit	\$17.00	No Comparison	768.63	\$315 to police	\$1,479 land use permit	\$15 plus standard business tax rates
38	Escort permit	\$17.00	\$629 annually per owner plus fingerprinting	731.32	No Comparison	\$756.64 to police	\$15 plus standard business tax rates
39	Oil Penalty Administration	\$38.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager of the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

Notes

- 1 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
- 2 Source "Newport Beach 2015-2016.PDF"
- 3 Sources "Costa Mesa Business License 2015" "Costa Mesa Fee Schedule 2009"
- 4 Business license fees based on interview with city staff.
- 5 Source "Orange Master Fee 2015.PDF"

## ***APPENDIX B.3***

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### ***Comparative Fee Survey – Planning***

CITY OF HUNTINGTON BEACH  
 Planning Fees  
 Comparative Survey for Providing Activities and Services Related To Planning Fees

Appendix B.3  
 DRAFT COPY

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Planning Fees</b>							
<b>I.</b>	<b>PLANNING COMMISSION ACTIONS</b>						
1	Annexation Request (deposit)	\$10,400.00	\$6590 + engineering staff cost	No Comparison	No Comparison	No Comparison	No Comparison
2	Coastal Development Permit	\$6,602.00	no comparison	\$195.14/hr	No Comparison	No Comparison	No Comparison
3	Conditional Use Permit:						
3.1	New Residential	\$9,989.00	3,335.00	\$195.14/hr	\$1010 minor, \$1,550 Major	8,194.45	FBHR, \$1,000 deposit
3.2	Commercial/Industrial	\$8,422.00			No Comparison	5,153.00	
3.3	Alcohol, Dancing or Live Entertainment	\$4,939.00			\$675 to building for public entertainment	4,816.73	
4	Mixed Use	\$18,510.00	No comparison	No Comparison	No Comparison	No Comparison	No Comparison
5	Entitlement Continuance	\$346.00	695.00	No Comparison	No Comparison	No Comparison	No Comparison
6	Development Agreement						
6.1	Original Contract or Significant Amendment (Deposit)	\$33,162.00	10,155.00	\$195.14/hr	Cost (\$5000 min deposit)	12,014.66	FBHR, \$5,000 or more deposit as needed
6.2	Minor Amendment (Affordable Housing Only)- (Deposit)	\$19,418.00	3,845.00		No Comparison	No Comparison	No Comparison
6.3	Annual Review (Planning Commission Hearing)	\$4,286.00	\$910 for periodic reviews		1,425.00	No Comparison	No Comparison
6.4	Annual Review (Administrative Review)	\$3,388.00	\$910 for periodic reviews		915.00	No Comparison	No Comparison
7	Affordable Housing Agreement	NEW	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
8	Entitlement Plan Amendment						
8.1	New Hearing	\$3,910.00	1.5 x original filing fee for after the fact entitlements	No Comparison	No Comparison	No Comparison	No Comparison
8.2	No Change to Conditions - Director Review	\$2,274.00		No Comparison	No Comparison	No Comparison	No Comparison
11	General Plan Amendment – GPA Major	\$46,581.00	11,730.00	\$195.14/hr	\$1,000 for screening, \$3560 for amendment	8,637.87	FBHR, \$3000 deposit
12	General Plan Amendment - GPA Minor	\$24,890.00					
13	General Plan Conformance	\$5,096.00	880.00	No Comparison	No Comparison	No Comparison	No Comparison
14	Local Coastal Program Amendment	\$14,003.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
15	Reversion to Acreage	\$3,775.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
16	Special Permit	\$3,162.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
17	Tentative Tract Map						
17.1	Base	\$23,896.00	5,010.00	\$195.14/hr	1,445.00	4,495.47	FBHR, \$1,000 deposit to planning, \$2000 to public works as required
17.2	Per Lot	\$30.00	No Comparison	No Comparison	No Comparison	17.69	
18	Variance	\$4,234.00	\$2,960 major, \$455 minor	\$195.14/hr	1,685.00	4,999.20	FBHR, \$1,000 deposit
19	Zoning Map Amendment	\$24,309.00	6,515.00	\$195.14/hr	1,910.00	4,794.24	FBHR, \$1,000 deposit
19.1	Precise Plan of Street Alignment	\$16,546.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
20	Mobile Home Park Conversion Review	\$37,148.00	No Comparison	No Comparison	4,255.00	No Comparison	No Comparison
21	Zoning Text Amendment-Major	\$15,163.00	6,515.00	\$195.14/hr	1,910.00	4,794.24	FHBR, \$1,000 deposit
22	Zoning Text Amendment-Minor	\$8,429.00	6,515.00	\$195.14/hr	1,910.00	4,794.24	FBHR, \$500 deposit

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Planning Fees</b>							
<b>II. ZONING ADMINISTRATOR ACTIONS</b>							
1	Coastal Development Permit	\$2,967.00	No Comparison	\$195.14/hr	No Comparison	No Comparison	No Comparison
1.1	Single Family Dwelling	\$3,533.00	No Comparison		No Comparison	No Comparison	No Comparison
1.2	All Others	\$4,556.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
2	Conditional Use Permit	\$2,281.00	3,355.00	\$195.14/hr	\$1010 minor, \$1,550 Major	5,153.00	FBHR, \$500 deposit
3	Conditional Use Permit (Fences)	\$260.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
4	Entitlement Continuance		695.00	No Comparison	No Comparison	No Comparison	No Comparison
5	Entitlement Plan Amendment				No Comparison	No Comparison	No Comparison
5.1	New Hearing	\$2,105.00	1.5 x original filing fee for after the fact entitlements	No Comparison	No Comparison	No Comparison	No Comparison
5.2	No Change to Conditions - Director Review	\$1,519.00		No Comparison	No Comparison	No Comparison	No Comparison
6	Temporary Use Permit	\$2,139.00	\$70 for outdoor/seasonal sales, \$345 for special events	No Comparison	No Comparison	435.29	\$35 recurring or \$70 non-recurring, to building
7	Bond (if applicable)	\$500.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
8	Tentative Parcel Map	\$4,638.00	1,505.00	1,679.49	1,445.00	\$4175 plus \$17.69/lot	\$500 plus more as required to cover costs (to public works)
9	Tentative Parcel Map Waiver	\$2,224.00	no comparison	No Comparison	No Comparison	No Comparison	No Comparison
10	Tentative Tract Map		5,010.00	\$195.14/hr	1,445.00	No Comparison	No Comparison
10.1	Base	\$7,714.00	no comparison	No Comparison	No Comparison	4,495.47	FBHR, \$1,000 deposit to planning, \$2000 to public works
10.2	Per Lot	\$30.00	no comparison	No Comparison	No Comparison	17.69	as required
11	Variance	\$2,923.00	\$2,960 major, \$455 minor	\$195.14/hr	1,685.00	4,999.20	FBHR, \$500 deposit
<b>III. ENVIRONMENTAL REVIEW</b>							
1	Environmental Assessment	\$10,679.00	No Comparison		No Comparison	No Comparison	No Comparison
1.1	Historic Structures	\$5,242.00	No Comparison		No Comparison	No Comparison	No Comparison
2	Environmental Review	NEW	No Comparison		No Comparison	No Comparison	No Comparison
3	Mitigated Negative Declaration (plus EA Study fee)	\$3,315.00	No Comparison		1,010.00	\$7,185 (without studies)	FBHR, \$1,000 deposit
4	Mitigation Monitoring:						
4.1	Mitigated Negative Declaration	\$2,724.00	No Comparison	\$195.14/hr	No Comparison		
4.2	Environmental Impact Report-	8% of EIR	No Comparison		No Comparison	\$425.06 on site plan review, \$899.73 on plan check.	FBHR, \$3000 deposit
4.3	Environmental Impact Report - Focused	NEW	No Comparison		No Comparison		
4.4	Environmental Impact Report - Major	NEW	No Comparison		No Comparison		
5	Environmental Impact Report (EIR)	\$99,922.00	Cost of EIR consultant + 15%		cost (consultant + 10%)	\$100,209.44 in-house, 10% of consultant fee with consultant	FHBR, \$3,000 deposit

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Planning Fees</b>							
<b>IV.</b>	<b>STAFF REVIEW AND SERVICES</b>						
<b>1</b>	Address Assignment Processing (per project)	\$1,256.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
<b>2</b>	Address Change	\$255.00	\$150 (to building)	No Comparison	No Comparison	1,078.55	\$250 to public works
<b>3</b>	Administrative Permit						
<b>3.1</b>	List 1: Outdoor Dining, Eating and Drinking Establishments, Fence Extensions (<8'), Personal Enrichment Services over 5,000 sq. ft., and Home Occupations	\$612.00	\$35 for home occupation	No Comparison	\$50 for home occupation	\$259.45 for home occupation	No Comparison
<b>3.2</b>	List 2: Parking Reduction, Carts & Kiosks, Waiver of Development Standards, Non-conforming structure additions	\$1,090.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	List 2A: Daycare	NEW	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
<b>3.3</b>	List 3: Privacy Gates, Game Centers, Accessory Dwelling Units, Manufactured Home Parks	\$1,451.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
<b>3.4</b>	List 4: Personal Enrichment Services under 5,000 sq ft	\$0.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
<b>4</b>	Animal Permits	\$215.00	\$100 for unaltered dog, \$24 for altered.	No Comparison	\$20 for unaltered dog, \$10 for altered (payed to police)	\$100 for unaltered dog, \$27 for altered. (payed to finance)	No Comparison
<b>5</b>	Categorical Exclusion letter (coastal)	\$260.00	\$145 (zoning compliance letter)	No Comparison	No Comparison	No Comparison	No Comparison
<b>6</b>	CC&R Review	\$1,254.00	\$425 plus attorney hourly rate	No Comparison	No Comparison	No Comparison	No Comparison
<b>7</b>	Certificate of Compliance	\$755.00	No Comparison	293.21	No Comparison	1,114.92	\$500 to Public works
<b>8</b>	Design Review Board						
<b>8.1</b>	Minor- approved by DRB Secretary	\$905.00	No Comparison	No Comparison	1,650.00	No Comparison	No Comparison
<b>8.2</b>	Major- New commercial	\$905.00	No Comparison	No Comparison	650.00	No Comparison	No Comparison
<b>9</b>	Extension of Time	\$479.00	695.00	137.54	400.00	20% of app fee	FBHR, \$500 deposit
<b>10</b>	Final Parcel Map	\$1,374.00	\$352 +\$12/lot for planning, \$1540+\$20 for each additional plan review (over two) for zoning	\$195.14/hr	1,445.00	\$174.44/hr (public works)	FBHR, \$2,000 deposit to public works
<b>11</b>	Final Tract Map (PW)	\$1,962.00	\$352 +\$12/lot for planning, \$1540+\$20 for each additional plan review (over two) for zoning	\$195.14/hr	1,445.00	\$174.44/hr (public works)	FBHR, \$2,000 deposit to public works
<b>12</b>	Initial Plan, Zoning & Review (land use changes, zone changes, conceptual plans)	\$357.00	No Comparison	\$150.68/hr	No Comparison	No Comparison	FBHR, \$3,000 deposit
<b>13</b>	Landscape Plan Check:						
<b>13.1</b>	Single Family Dwelling	\$495.00	\$585 plus \$160 per inspection sheet	No Comparison	No Comparison	632.59	FHBR, \$500 deposit
<b>13.2</b>	Tract Map	\$1,000.00		No Comparison	No Comparison	No Comparison	
<b>13.3</b>	Commercial/Industrial/Multi-Family Dwelling per sheet	\$380.00		No Comparison	No Comparison	1,415.32	
<b>14</b>	Limited Sign Permit	\$837.00	50.00	No Comparison	No Comparison	150.15	130.00
<b>15</b>	Lot Line Adjustment / Lot Merger	\$551.00	\$950 planning, plus \$500 public works, plus \$120 for each additional plan check by public works (beyond two)	1,660.24	800.00	\$1,227.27 adjustment, \$2,372.49 merger	\$1,000 to public works

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Planning Fees</b>							
16	Planned Sign Program						
16.1	Single User and Amendments to Existing Programs	\$880.00	\$240 for administrative approval, \$985 for sign committee	\$195.14/hr	635.00	\$518.85 for planned program review, \$460.38 for permit review, \$5,153 for regional program	FBHR, \$500 deposit
16.2	Multiple Users	\$1,484.00					
17	Preliminary Plan Review:						
17.1	Single Family Residential	\$832.00		No Comparison	No Comparison		
17.2	Multi-Family Residential (up to 9 units)	\$1,986.00	\$1750 small project initial review (2 reviews) \$15000 deposit for large project. Fee is actual cost	No Comparison	No Comparison	\$200.53/hr	FBHR, \$500 deposit
17.3	Multi-Family Residential ( 10 units)	\$2,538.00		No Comparison	No Comparison		
17.4	Non-Residential / Mixed Use	\$2,761.00		No Comparison	No Comparison		
18	Sign Code Exception – Staff	\$996.00	\$240 for administrative approval, \$985 for sign committee	No Comparison	No Comparison	No Comparison	No Comparison
19	Sign Code Exception – Design Review Board	\$1,934.00		No Comparison	No Comparison	No Comparison	No Comparison
20	Site Plan Review	\$5,519.00	No Comparison	No Comparison	No Comparison	\$4,222.77 base cost, plus sqft charge. Can range over \$42,309.33 for 100,000+sqft buildings.	FBHR, \$3,000 deposit, for minor review, FBHR with \$500 deposit
21	Major -PC Review	\$5,519.00	No Comparison	No Comparison	No Comparison	No Comparison	FBHR, \$1,000 deposit
22	Minor- Façade remodel, Car Dealerships	\$0.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
23	Temporary and Promotional Activity Sign Permit	\$78.00	\$50 (4 banners)	No Comparison	No Comparison	No Comparison	No Comparison
24	Temporary Sales/Event Permit	\$281.00	70.00	No Comparison	No Comparison	366.74	\$60 special event fee to community services
25	Wireless Permit Applications	actual cost	\$835 admin, \$2,945 planning commission	\$195.14/hr	No Comparison	\$200.53/hr	
26	Zoning Letter:						
26.1	Zoning/ Flood Verification	\$78.00	No Comparison	No Comparison	40.00	\$263.83 per variance	\$60 to public works
26.2	Zoning Letter Staff	\$151.00	145.00	342.52	No Comparison	535.46	
27	Zoning Research/Information (Per Hour - 1 hr. min.)	\$130.00	No Comparison	No Comparison	No Comparison	64.05	FBHR
28	Planning Consultation/Meeting Fee (Per Hour, Per Planner; 1 hr. min.)	\$115.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
<b>IV APPEALS</b>							
1	To Planning Commission	\$1,917.00					
1.1	Single family owner appealing decision of own property	\$2,501.00					
1.2	Others	\$494.00					
2	Appeal of Director's Decision (PC Public Hearing)	\$416.00	\$1,595 for resident, \$3,195 for others	\$3,013.59 for planning commission or city council.	\$1,220 for commission, \$690 for other staff	\$3,841.91 for applicant, \$382.19 for non-applicant	FBHR, \$1,000 deposit
3	Appeal of Director's Interpretation (PC Non-Public)						
4	To City Council (file w/ City Clerk's Office)						
4.1	Single family owner appealing decision of own property	\$1,763.00					
4.2	Others	\$3,383.00					
5	Mills Act Annual Fee	\$105.00	No Comparison	No Comparison	No Comparison	No Comparison	30.00
6	Mills Act Application Fee	\$572.34	No Comparison	No Comparison	No Comparison	4,119.00	1,000.00

CITY OF HUNTINGTON BEACH  
**Planning Fees**  
 Comparative Survey for Providing Activities and Services Related To Planning Fees

Appendix B.3  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Planning Fees</b>							
<b>V.</b>	<b>OTHER FEES</b>						
1	Downtown Specific Plan Fee (Placeholder for MFS; not included in cost analysis)	\$831 per acre	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
2	Outdoor Dining:						
2.1	License Agreement Application Fee	\$ 30	No Comparison	No Comparison	No Comparison	1,237.57	\$50 to public works
2.2	License Agreement Use Charge per sq. ft (Placeholder for MFS; not included in cost analysis)	\$ 0	No Comparison	No Comparison	No Comparison	0.81	\$.80 to public works
3	License Agreement Code Enforcement Fee per sq. ft (Placeholder for MFS; not included in cost analysis)	\$ 4	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
4	Noise Deviation Permit	NEW	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
5	General Plan Maintenance Fee per \$1,000 valuation of new construction	\$ 2	5% of building permit fee	No Comparison	No Comparison	No Comparison	.0005% of valuation
<b>ADDITIONAL FEES MAY BE REQUIRED</b>							
	ENTITLEMENTS FOR DEVELOPMENT INCLUDE INITIAL REVIEW OF PLANS AND ONE SUBSEQUENT REVISION SUBMITTAL. REVIEW OF PLANS IN EXCESS OF ONE REVISION SHALL BE CHARGED THE FULLY BURDENED HOURLY RATE.  ALSO SEE DEPARTMENTS OF PUBLIC WORKS, FIRE, AND THE BUSINESS LICENSE DIVISION FOR ADDITIONAL FEES.						
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

- Notes**
- 1 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
  - 2 Source "Newport Beach 2015-2016.PDF"
  - 3 Source "Costa Mesa Fee Schedule 2009.PDF"
  - 4 Source "Santa Ana 2015-2016 Misc Fees.PDF"
  - 5 Source "Orange Master Fee 2015.PDF"

## ***APPENDIX B.4***

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### ***Comparative Fee Survey – Building***

CITY OF HUNTINGTON BEACH  
 Building Fees  
 Comparative Survey for Providing Activities and Services Related To Building Fees

Appendix B.4  
 DRAFT COPY

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Building &amp; Safety Department - Development Fees</b>							
<b>1</b>	<b>New Commercial Retail, trades included, 20,000 s.f., \$1,400,000 valuation</b>						
	a. Plan Check Fee *(Elec, Mech, Plumb - line items based on similar project)	\$9,579.00	\$ 5,079.10	\$ 6,175.67	\$ 4,594.69	\$.90/sqft, or \$5,497 by valuation	Based on valuation
	b. Building Permit/Inspection Fee *(see note above)	\$12,236.00	7,814.00	7,098.47	7,068.75	\$.25/sqft	6,612.98
<b>2</b>	<b>Commercial Tenant Improvement, non-structural, 2,500 s.f., \$150,000 valuation</b>						
	a. Plan Check Fee	\$1,235.00	1,052.03	1,181.74	827.94	\$1.23/sqft for interior and structural, or \$1,050.33 by valuation	Based on valuation
	b. Building Permit/Inspection Fee	\$1,563.00	1,618.50	1,358.32	1,273.75	\$.35/sqft for interior and structural	1,238.02
<b>3</b>	<b>New Custom Single Family Dwelling, 3,000 s.f., \$400,000 valuation</b>						
	a. Plan Check Fee (*bldg. plan review)	\$2,562.00	2,373.15	2,417.14	1,737.94	\$2.14/sf for multiple story, \$.98/sf for single, or \$2,097.83 by valuation	Based on valuation
	b. Building Permit/Inspection Fee	\$3,242.70	3,651.00	2,778.32	2,673.75	\$.56/sf	2,568.02
<b>4</b>	<b>Residential Addition, 450 s.f., \$75,000 valuation</b>						
	a. Plan Check Fee (*bldg. plan review)	\$817.49	642.53	770.55	532.19	\$.98/sqft or \$683.99	Based on valuation
	b. Building Permit/Inspection Fee	\$1,034.80	988.50	885.69	818.75	\$.82/sqft	801.26
<b>5</b>	<b>Residential Remodel (typical kitchen or bathroom project), 200 s.f., \$15,000 valuation</b>						
	a. Plan Check Fee (*only applicable if structural/floor plan changes - bldg fee)	\$263.19	188.60	16,048.37	163.31	No Comparison	Based on valuation
	b. Building Permit/Inspection Fee	\$333.15	290.16	18,446.40	251.25	No Comparison	246.49
<b>6</b>	<b>Re-roof permit</b>						
	a. Plan Check Fee	no plan check fee	Based on valuation	No Comparison	No Comparison	\$200.53/hr	No Comparison
	b. Building Permit/Inspection Fee (* based on avg. roof of 1500 sf)	\$148.05	Based on valuation	No Comparison	No Comparison	\$144.65/hr	No Comparison
<b>7</b>	<b>Window / door replacement</b>						
	a. Plan Check Fee	no plan check fee	No Comparison	No Comparison	No Comparison	520.42	No Comparison
	b. Building Permit/Inspection Fee	\$57.20	No Comparison	No Comparison	No Comparison	383.46	No Comparison

CITY OF HUNTINGTON BEACH  
**Building Fees**  
 Comparative Survey for Providing Activities and Services Related To Building Fees

Appendix B.4  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Building &amp; Safety Department - Development Fees</b>							
<b>8</b>	<b>Water Heater permit</b>						
	a. Plan Check Fee	no plan check fee	21.00	87% of Water Permit Fee	\$23.50 base fee, plus \$12.30	65% of subtotal	FBHR, 1/2 hr min
	b. Building Permit/Inspection Fee	\$29.12		15.31		\$49.68 permit issuance, plus \$20.09 or \$10.32	15.00
<b>9</b>	<b>Electrical Service Upgrade permit</b>						
	a. Plan Check Fee	no plan check fee	75.00	87% of electrical permit fee	\$23.50 base fee, plus \$62.15	65% of subtotal	FHBR, 1/2 hr min
	b. Building Permit/Inspection Fee (* 0.62/amp - typical amp is 200)	\$128.96		35.33		\$49.68 permit issuance, plus \$48.10 or \$34.89	100.00
<b>10</b>	<b>HVAC permit</b>						
	a. Plan Check Fee	no plan check fee	\$75 for furnace, \$100 for other types	87% of mechanical permit fee	\$23.50 base fee, plus \$14.80-92.65 depending on type of HVAC	65% of subtotal	FHBR, 1/2 hr min
	b. Building Permit/Inspection Fee	\$130.00		\$18.29-113.35 depending on type.		\$49.68 issuance fee, plus \$59.19-131.14 depending on size, or \$30.47-\$87.36 depending on size	\$30-55 depending on size
	<b>Fully burdened hourly rate</b>	n/a	134.00	No Comparison	No Comparison	No Comparison	No Comparison
	<b>*NOTE: Processing Fee (\$31.20) &amp; other taxes (SMIP, etc.) are not included</b>						
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

- Notes
- 1 Source: "Fountain Valley 2015-2016 Master Fee Schedule"
  - 2 Source: "Newport Beach 2015-2016.PDF"
  - 3 Sources: "Costa Mesa Fee Schedule 2009.PDF" "Costa Mesa Building Fees 2009.PDF"
  - 4 Source: "Santa Ana 2015-2016 Misc Fees.PDF"
  - 5 Source: "Orange Master Fee 2015.PDF"

## ***APPENDIX B.5***

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### ***Comparative Fee Survey – Code Enforcement***

City of HUNTINGTON BEACH  
Code Enforcement Fees  
Comparative Survey for Providing Activities and Services Related To Code Enforcement Fees

Appendix B.5  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
1	Re-inspection Fee w/o cite	\$135.00	No Comparison	No Comparison	No Comparison	\$ 82.22	No Comparison
2	Re-inspection Fee w/cite	\$135.00	160.00	No Comparison	230.00	\$219.49 in addition to investigation and permit fees	No Comparison
3	Notice & Order Fee	\$946.00	No Comparison	No Comparison	1,000.00	\$244.01 (notice of violation)	No Comparison
4	Mobile Vending Permit Initial		\$291 + fingerprinting. Peddler's permit	No Comparison	25.00	522.18	No Comparison
5	Mobile Vending Permit Annual		\$291 + fingerprinting. Peddler's permit	No Comparison	25.00	522.18	No Comparison
6	Shopping Cart Retrieval Containment Application		No Comparison	No Comparison	No Comparison	648.04	\$13/cart
7	Newsrack - New Permit		\$235 for first, \$85 each additional	106.02	\$176.64 plus \$45.94 inspection	No Comparison	\$100 Location
8	Newsrack - Annual Permit per rack	\$50.00	\$235 for first, \$85 each additional	106.02	\$176.64 plus \$45.94 inspection	No Comparison	\$100 Location
9	Appeals Fee for Notice & Order						
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager of the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application						

- 1 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
- 2 Source "Newport Beach 2015-2016.PDF"
- 3 Source "Costa Mesa Fee Schedule 2009.PDF"
- 4 Source "Santa Ana 2015-2016 Misc Fees.PDF"
- 5 Source "Orange Master Fee 2015.PDF"

## ***APPENDIX B.6***

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### ***Comparative Fee Survey – Office of Business Development***

Fee No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
1	Subordination Fee	\$250.00	\$110.00	No Comparison	No Comparison	\$250.00	No Comparison
2	Reconveyance Fee	\$65.00	\$100.00	No Comparison	No Comparison	No Comparison	No Comparison
3	Demand Fee	\$50.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
4	Rehab Loan / Grant Fee	\$500.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
5	Affordable Housing Unit Inspection	\$50.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
6	<b>Film/Video/Internet/Still Photography Permits:</b>						
	Permit Application Fee - Nonprofit, HB Film/Production, Professional/Commercial	\$ 100	No Comparison	504.12	300.00	\$413.04/day	40.00
	Permit Application Fee - Student Projects (with verification)	\$ 25	No Comparison	504.12	300.00	\$413.04/day	40.00
	<b>Motion Daily Fees:</b>						
	Nonprofit	\$100.00 / day / location	No Comparison	No Comparison	No Comparison	\$413.04/day	\$208/day
	Huntington Beach Film/Production Companies	\$300.00 / day / location	No Comparison	No Comparison	No Comparison	\$413.04/day	\$208/day
	Professional/Commercial	\$400.00 / day / location	No Comparison	No Comparison	No Comparison	\$413.04/day	\$208/day
	Half-Day - Nonprofit, HB Company, Commercial (4 hours)	50% of regular daily fees	No Comparison	No Comparison	No Comparison	\$413.04/day	\$208/day
	Student with Instructor Verification	Daily Fees not required	No Comparison	No Comparison	No Comparison	\$413.04/day	\$208/day
	Public Agencies	Daily Fees not required	No Comparison	No Comparison	No Comparison	\$413.04/day	\$208/day
	Same day "breaking" news	No charge; film permit not required	No Comparison	No Comparison	No Comparison	\$413.04/day	\$208/day
	<b>Still Daily Fees:</b>						
	Nonprofit	\$100.00 / day / location	No Comparison	No Comparison	No Comparison	No Comparison	\$208/day (plaza district)
	Huntington Beach Film/Production Companies	\$200.00 / day / location	No Comparison	No Comparison	No Comparison	No Comparison	\$208/day (plaza district)
	Professional/Commercial	\$300.00 / day / location	No Comparison	No Comparison	No Comparison	No Comparison	\$208/day (plaza district)
	Half-Day - Nonprofit, HB Company, Commercial (4 hours)	50% of regular daily fees	No Comparison	No Comparison	No Comparison	No Comparison	\$208/day (plaza district)
	Student with Instructor Verification	Daily Fees not required	No Comparison	No Comparison	No Comparison	No Comparison	\$208/day (plaza district)
	Public Agencies	Daily Fees not required	No Comparison	No Comparison	No Comparison	No Comparison	\$208/day (plaza district)
	Same day "breaking" news	No charge; film permit not required	No Comparison	No Comparison	No Comparison	No Comparison	\$208/day (plaza district)
	Production Staffing (as needed)	Fully Burdened Rate (FBR)	No Comparison	No Comparison	Actual Cost	No Comparison	No Comparison
	Location Modification/Unusual Use of City Facilities (i.e., Pier, Central Park, etc.)	To be determined	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Prep/Strike Days	50% discount of daily fees	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Lifeguards (Specific, Special, or Film events)	\$80.00/hour	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager of the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

Notes

- 1 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
- 2 Source "Newport Beach 2015-2016.PDF"
- 3 Source "Costa Mesa Fee Schedule 2009.PDF"
- 4 Source "Santa Ana 2015-2016 Misc Fees.PDF"
- 5 Source "Orange Master Fee 2015.PDF"

## ***APPENDIX B.7***

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### ***Comparative Fee Survey – Public Works***

CITY OF HUNTINGTON BEACH  
**Public Works Fees (Maintenance & Engineering)**  
**Comparative Survey for Providing Activities and Services Related To Public Works**

**Appendix B.7**  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Public Works Fees</b>							
1	Bond reduction (partially completed projects)	\$1,150 Deposit + FBHR	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
2	Cash Bond Processing	\$240.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
3	Construction Water (per dwelling unit)	\$110.00	\$250 for construction meter, \$500 deposit for water	104.37	No Comparison	\$1118.74 Meter deposit	\$2/day. Installation is FBHR
4	Dock Construction Plan Review/Inspection	\$540.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
5	Final Parcel Map Check	\$2,500 deposit +FBHR	See planning	2,440.56	\$90/hr	\$174.44/hr	FBHR, \$2,000 deposit
6	Final Tract Map Check	\$2,200 Deposit + FBHR	See planning	\$8,680 for \$100,000-400,000 in improvement cost. \$28,710 for over \$400,000	\$90/hr	\$174.44/hr	FBHR, \$2,000 deposit
7	Lot Line Adjustment (Public Works)	\$0.00	\$950 to planning, \$500 to public works, \$120 each additional plan check	1,059.05	(see planning)	See planning	FBHR, \$1,000 deposit
8	Fire Hydrant Flow Analysis - Deposit	\$750.00	\$240 (handled by fire)	No Comparison	No Comparison	No Comparison	No Comparison
9	Grading Plan Check & Inspection (includes erosion control)						
9.1	Site/Minor Grading Plan (50 cubic yards)				No Comparison		
9.2	(0-300 cubic yards)	\$4,000.00			No Comparison		
9.3	(301-5,000 cubic yards)	\$5,000.00			No Comparison		
9.4	(Greater than 5,001 cubic yards) Maximum Deposit*	\$8,000+	\$565 for small project, \$300 permit plus \$125 hourly for large project	0-200 cubic yards, \$804.95. 201-300 cubic yards, \$824.66. 301-400 cubic yards, \$844.37. 401-500 cubic yards, \$865.18. 501-600 cubic yards, \$903.51. 601-700 cubic yards, \$941.84. 701-800 cubic yards, \$982.36. 801-900 cubic yards, \$1,202.69. 901-1000 cubic yards, \$1,059.03. 1,001-10,000 cubic yards, \$1,063.27 for first 1,000, \$372.14 for each additional 1,000. 10,000-100,000 cubic yards, \$4,393.42 for first 10,000, \$371.62 for each additional 1,000. 100,001 cubic yards and up, \$7,825.65 for first 100,000. \$361.51 for each additional 1,000	No Comparison	\$41.77 plus \$87.36/hr	\$100 plus FBHR for work as required. May require \$2,000 deposit.
10	Improvement Plan Check:						
10.1	Misc/Minor	\$0.00	\$1,750. \$250 for each review beyond two		No Comparison		
10.2	Single Family Dwelling	\$4,000 Deposit + FBHR	\$15,000 deposit for plan review and inspection for large projects. Fee is actual cost	\$152.16/hr	No Comparison	\$174.44/hr	FBHR. Deposit varies by size of project.
10.3	All Others per 4 sheets	\$7,000 Deposit + FBHR			\$90/hr for street improvement		

CITY OF HUNTINGTON BEACH  
 Public Works Fees (Maintenance & Engineering)  
 Comparative Survey for Providing Activities and Services Related To Public Works

Appendix B.7  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Public Works Fees</b>							
11	<b>ENCROACHMENT PERMITS</b>						
11.1	Minor (2 Hr. Min. Deposit)	\$0.00	No Comparison		465.00	491.96	\$100 base fee, plus add-ons depending on category of work.
11.2	Single Family Development	\$115.00	No Comparison	\$269.41 without other dept. review, \$474.33 with other dept. review	465.00	491.96	
11.3	Utility Co Encroachment Permit (billed monthly)	\$275.00	535.00		265.00	No Comparison	
11.4	Encroachment Permit Expired	\$80.00	fine up to \$1,000		No Comparison	No Comparison	
11.5	Encroachment Permit (None/working without): Violation	\$195.00	fine up to \$1,000		No Comparison	No Comparison	
12	Street Vacation:						
	Full vacation	\$3,900 Deposit + FBHR	\$335 for first day of traffic control, \$85 for each additional day.	1,002.48	No Comparison	No Comparison	No Comparison
13	Street Lighting Plan Check - Per Sheet	\$1,950.00	No Comparison	No Comparison	No Comparison	\$27.08 for 10 sheets \$1.83 each additional	No Comparison
	Survey Fee (per point)	\$23.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
14	Traffic Control Plan Check - Per sheet	\$1,805.00	\$5,000 for complex project. Fee is actual cost	\$64.48 for 8.5x11 and 11x17, \$140.44 for 24x36.	No Comparison	\$27.08 for 10 sheets \$1.83 each additional	No Comparison
15	Traffic Signal Plan Check - Per sheet	\$3,945.00		No Comparison	No Comparison	\$27.08 for 10 sheets \$1.83 each additional	No Comparison
16	Traffic Signs & Striping Plan Check - Per Sheet	\$1,935.00		No Comparison	No Comparison	\$27.08 for 10 sheets \$1.83 each additional	No Comparison
17	Obstruction/Storage Bin Permit	\$155.00	No Comparison	No Comparison	\$40 for 2 weeks during construction	No Comparison	No Comparison
18	Illegal Refuse Bin Impound	\$400.00	No Comparison	No Comparison	No Comparison	No Comparison	\$360 plus \$20/day storage
19	Recycling Bin Permit (annual)	\$0.00	No Comparison	No Comparison	No Comparison	No Comparison	\$50/6 months
20	Residential Parking Permit	\$23.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
21	Residential Parking Permit Replacement	\$14.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
22	Residential Parking Permit (each additional)	\$6.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
23	Temporary Restricted Parking Permits (Construction)	\$140+\$.75 per sign	No Comparison	No Comparison	No Comparison	No Comparison	\$1,000 assessment, \$1,500 processing.
24	Temporary Parking in Permit Districts	\$1.00	No Comparison	No Comparison	No Comparison	No Comparison	
25	Temporary Construction Parking Permit (use on street sweeping day)	\$0.00	No Comparison	No Comparison	No Comparison	No Comparison	
26	Residential Street Tree Request (24" box) (Review & Installation)	\$190+cost of tree	353.00	No Comparison	No Comparison	739.87	\$104 for dedication
27	Street Tree Non-Permitted Removal (Evaluation & determination of tree cost; billing resident for tree replacement & installation)	\$525+\$50/caliber inch of trunk @48"	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
28	Transportation Permits:						
	Wide/Overweight/Loading: (set by state)						
28.1	Single Permit	As set by state	16.00	No Comparison	16.00	16.00	16.00
28.2	Annual Permit	As set by state	90.00	No Comparison	90.00	90.00	90.00

CITY OF HUNTINGTON BEACH  
 Public Works Fees (Maintenance & Engineering)  
 Comparative Survey for Providing Activities and Services Related To Public Works

Appendix B.7  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Public Works Fees</b>							
<b>29</b>	<b>NPDES/STORMWATER</b>						
29.1	Commercial High Priority sites (BMPs)- Annual Inspection	\$250.00	\$200/inspection	No Comparison	11,309.00	No Comparison	No Comparison
29.2	Commercial Medium	\$250.00	\$200/inspection	No Comparison	11,309.00	No Comparison	No Comparison
29.3	Commercial Low	\$250.00	\$200/inspection	No Comparison	11,309.00	No Comparison	No Comparison
29.4	Industrial High Priority	\$350.00	\$200/inspection	No Comparison	11,309.00	No Comparison	No Comparison
25.5	Industrial Medium	\$250.00	\$200/inspection	No Comparison	11,309.00	No Comparison	No Comparison
29.6	Industrial Low	\$0.00	\$200/inspection	No Comparison	11,309.00	No Comparison	No Comparison
29.7	Construction High Priority	\$0.00	\$200/inspection	No Comparison	No Comparison	No Comparison	No Comparison
29.8	Construction Medium	\$0.00	\$200/inspection	No Comparison	No Comparison	No Comparison	No Comparison
29.9	Construction Low	\$0.00	\$200/inspection	No Comparison	No Comparison	No Comparison	No Comparison
29.10	Comm_Industrial Reinspection	\$0.00	\$200/inspection	No Comparison	No Comparison	No Comparison	No Comparison
29.11	Stormwater Permit Maintenance Inspection Fee	\$135.00	\$200/inspection	No Comparison	No Comparison	No Comparison	No Comparison
<b>30</b>	<b>FATS, OILS &amp; GREASES (FOG)*</b>						
30.1	Food Service Establishment with Grease Control Device	\$12/month	\$90 annually, \$135 for reinspection	684.14	No Comparison	No Comparison	No Comparison
30.2	Food Service Establishment without Grease Control Device	\$32/month		No Comparison	No Comparison	No Comparison	No Comparison
30.3	Food Service Establishment - Re-Inspection	\$0.00		No Comparison	No Comparison	No Comparison	No Comparison
<b>31</b>	<b>WATER</b>						
31.1	Delinquent Bill Water Tag	\$38.00	7% of past due balance, or \$10, whichever is greater	15.66	No Comparison	12.02	No Comparison
31.2	Delinquent Bill Water Shut-off	\$115.00	No Comparison	149.78	No Comparison	55.71	10% of outstanding balance for delinquent bills
31.3	Same Day Turn-On Service (Regular Hours)	\$60.00	90.00	166.32	No Comparison	55.71	No Comparison
31.4	Same Day Turn-On Service (After Hours)- 2 Hour Minimum*	\$230.00	200.00	No Comparison	No Comparison	No Comparison	No Comparison
31.5	Temp Meter Rental Setting & Removal (each occurrence)	\$115.00	Meter deposit set by utilities manager, \$2.94 per HCF	104.37	No Comparison	1,118.74	\$2/day. Installation is FBHR
31.6	Temp Meter Rental - Move (each occurrence)	\$115.00	95.00	104.37	No Comparison	No Comparison	FBHR
31.7	Turn Off/On/Stand-by (customer requested) per hour	\$0.00	No Comparison	66.11	No Comparison	No Comparison	No Comparison
<b>MISCELLANEOUS FEES</b>							
32	Banner Hanging- Main Street (Tree Dept)	\$265.00	\$50 banner permit	No Comparison	115.00	152.96	200.00
33	Pennant Hanging (each) (Signals Dept)	\$31.00	No comparison	No Comparison	No Comparison	152.96	No Comparison
34	Memorial Park Bench	\$0.00	No comparison	No Comparison	No Comparison	No Comparison	No Comparison
35	Damage to City facilities	FBHR + materials. 2 Hr min.	Cost of repairs	No Comparison	No Comparison	No Comparison	No Comparison
36	Emergency cleanup (hazmat, street cleaning)	FBHR + materials. 2 Hr min.	cost of repairs/cleanup	No Comparison	No Comparison	No Comparison	Cost of cleaning. Paid to police.
37	Tree/Shrub Overhang Abatement	FBHR + materials. 2 Hr min.	No Comparison	No Comparison	No Comparison	No Comparison	40.00
38	Weed Abatement (per parcel)	\$225+cost	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
39	Archive Fee (as-built per sheet)	\$0.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison

CITY OF HUNTINGTON BEACH  
 Public Works Fees (Maintenance & Engineering)  
 Comparative Survey for Providing Activities and Services Related To Public Works

Appendix B.7  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Public Works Fees</b>							
40	Special Studies (Hydrology/Sewer/Other)	\$ -	\$1,075 for large storm management plan	No Comparison	Street improvement plan check \$90/hr	No Comparison	No Comparison
41	<b>HOURLY RATE</b>						
	Hourly Rate	\$ -	134.00	No Comparison	No Comparison	No Comparison	No Comparison
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager of the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

Notes

- 1 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
- 2 Source "Newport Beach 2015-2016.PDF"
- 3 Source "Costa Mesa Fee Schedule 2009.PDF"
- 4 Source "Santa Ana 2015-2016 Misc Fees.PDF"
- 5 Source "Orange Master Fee 2015.PDF"

## ***APPENDIX B.8***

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### ***Comparative Fee Survey – Police***

No.	Fee Description	Current Fee	Fountain Valley [1,2]	Newport Beach [1,3]	Costa Mesa [4]	Santa Ana [5]	Orange [1,6]
<b>Police Department Fees</b>							
1	Noise disturbance response	\$275.00	No Comparison	No Comparison	Cost	Actual cost up to \$500	Actual cost
2	Clearance letter	\$28.00	10.00	35.49	30.00	20.00	57.00
3	Response to subpoena - Records	\$15.00	No Comparison	No Comparison	15.00	Actual cost	No Comparison
4	Response to subpoena - Civil	\$275.00	No Comparison	\$275/day	No Comparison	Actual cost	15.00
5	Vehicle equipment correction inspection		No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
6	<b>Photo reproduction (Contact Sheets)</b>		17.00	No Comparison	50.00	12.00	15.00
7	Photo reproduction (CD-ROM)		6.00	No Comparison	No Comparison	\$20 for setup, \$1 each photo	15.00
8	Vehicle release- vehicle code violation	\$150.00	130.00	38.09	\$20 for private storage, \$200 for public	\$140 for expired registration, \$190 for unlicensed drivers	\$40, \$150 after 30 day impound
9	Alarm permit application review/renewal	\$36.00	No Comparison	57.88	No Comparison	31.40	
10	Photo reproduction (CD-ROM)	\$10.00	6.00	No Comparison	No Comparison	\$20 for setup, \$1 each photo	15.00
11	Vehicle release- municipal code violation	\$0.00	130.00	38.09	\$20 for private storage, \$200 for public	\$140 for expired registration, \$190 for unlicensed drivers	\$40, \$150 after 30 day impound
12	Vehicle equipment correction inspection	\$20.00	No Comparison	No Comparison	No Comparison	No Comparison	
13.1	1st and 2nd false alarm	\$0.00	25.00	\$247.50 Annual alarm monitoring fee	Free	\$76.80 for 2nd incident	Free
13.2	3rd false alarm	\$130.00	110.00		210.00	102.40	200.00
13.3	4th false alarm	\$150.00	110.00		210.00	128.00	200.00
13.4	5th false alarm	\$200.00	110.00		210.00	153.00	200.00
13.5	6th false alarm	\$300.00	110.00		210.00	204.80	200.00
13.6	7th false alarm	\$400.00	110.00		210.00	307.20	200.00
13.7	8th false alarm	\$500.00	110.00		210.00	409.60	200.00
14	Bingo permit	\$70.00	\$50/day	No Comparison	No Comparison	52.33	
15	Records Check	\$5.00	No Comparison	No Comparison	No Comparison	No Comparison	
16	Boot Removal	\$100.00	No Comparison	No Comparison	No Comparison	No Comparison	
17	Vehicle Repossession Receipt	\$15.00	15.00	30.47	No Comparison	No Comparison	14.00
18.1	Entertainment Permit- new	\$115.00	\$140 annual business license	\$156.34 Business License	\$675 to building for public entertainment	\$366.74 if done before midnight, \$657.74 if done after midnight. Paid to planning	\$15 plus standard business tax rates paid to finance
18.2	Entertainment Permit - renewal	\$115.00	\$140 annual business license	\$156.34 Business License	\$675 to building for public entertainment	\$366.74 if done before midnight, \$657.74 if done after midnight. Paid to planning	No Comparison
18.3	Entertainment Permit - change of location	\$115.00	\$140 annual business license	\$156.34 Business License	\$675 to building for public entertainment	\$366.74 if done before midnight, \$657.74 if done after midnight. Paid to planning	No Comparison
18.4	Entertainment Permit - conceptual	\$115.00	\$140 annual business license	\$156.34 Business License	\$675 to building for public entertainment	\$366.74 if done before midnight, \$657.74 if done after midnight. Paid to planning	No Comparison

No.	Fee Description	Current Fee	Fountain Valley [1,2]	Newport Beach [1,3]	Costa Mesa [4]	Santa Ana [5]	Orange [1,6]
<b>Police Department Fees</b>							
19.1	Tow truck establishment - initial	\$100.00	867.00	No Comparison	No Comparison	No Comparison	\$22 plus .35 for card, plus \$32 for background check, plus \$14 for fingerprinting
19.2	Tow truck establishment - renewal	\$80.00	534.00	No Comparison	No Comparison	No Comparison	
19.3	Tow truck establishment - change of location	\$27.00	867.00	No Comparison	No Comparison	No Comparison	
19.4	Tow truck driver - initial	\$27.00	312.00	No Comparison	No Comparison	No Comparison	\$22 plus .35 for card, plus \$32 for background check, plus \$14 for fingerprinting
19.5	Tow truck driver - renewal	\$27.00	312.00	No Comparison	No Comparison	No Comparison	
20.1	Fortune teller Permit - initial	\$170.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
20.2	Fortune teller Permit - renewal	\$130.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
20.3	Fortune teller Permit - change of location	\$95.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
21.1	Sexually Oriented Business (SOB) Business Permit - initial	\$340.00	\$740 plus cost of fingerprinting owner. \$346 for each additional owner plus fingerprinting. Business License.	\$768.63 Business License	315.00	\$1,479 land use permit	\$15 plus standard business tax rates paid to finance
21.2	Sexually Oriented Business (SOB) Business Permit - renewal	\$115.00	\$629 for first owner, \$346 each additional. Business License	\$768.63 Business License	315.00	No Comparison	No Comparison
21.3	Sexually Oriented Business (SOB) Business Permit - change name/location	\$95.00	No comparison	\$768.63 Business License	315.00	No Comparison	No Comparison
21.4	Sexually Oriented Business (SOB) Performer Permit - initial	\$170.00	No comparison	\$768.63 Business License	315.00	No Comparison	No Comparison
21.5	Sexually Oriented Business (SOB) Performer Permit - renewal	\$115.00	No comparison	\$768.63 Business License	200.00	No Comparison	No Comparison
22.1	Massage Establishment Registration Certificate - initial/add partner	\$340.00	\$457 + fingerprinting. Business License	No Comparison	315.00	756.64	\$175 for background check, and \$210 for testing.
22.2	Massage Establishment Registration Certificate - each add'l owner or partner	\$0.00	\$346 + fingerprinting. Business License	No Comparison	No Comparison	No Comparison	
22.3	Massage Establishment Registration Certificate - renewal	\$115.00	Same as initial without fingerprinting	No Comparison	200.00	756.64	
22.4	Massage Establishment Registration Certificate - change of location/name/removal of partner	\$95.00	Same as initial without fingerprinting	No Comparison	315.00	272.10	
22.5	Massage Independent Registration Certificate - initial	\$285.00	\$346 + fingerprinting. Business License	No Comparison	315.00	313.96	
22.6	Massage Independent Registration Certificate - renewal	\$115.00	Same as initial without fingerprinting. Business License	No Comparison	315.00	313.96	
22.7	Massage Independent Registration Certificate - change of location/name	\$340.00	Same as initial without fingerprinting. Business License	No Comparison	315.00	No Comparison	

No.	Fee Description	Current Fee	Fountain Valley [1,2]	Newport Beach [1,3]	Costa Mesa [4]	Santa Ana [5]	Orange [1,6]
<b>Police Department Fees</b>							
23.1	Escort Service Permit - initial	\$340.00	\$629 annually per owner plus fingerprinting. Business License	\$731.32 Business License	No Comparison	756.64	\$15 plus standard business tax rates paid to finance
23.2	Escort Service Permit - renewal	\$115.00	\$629 Business License	\$731.32 Business License	No Comparison	756.64	No Comparison
23.3	Escort Service Permit - change of location/name	\$95.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
23.4	Escort Employee Permit - initial	\$115.00	\$629 annually each, plus cost of fingerprinting. Business License	\$363.84 Business License	No Comparison	162.21	No Comparison
23.5	Escort Employee Permit - renewal	\$115.00	\$629 Business License	\$363.84 Business License	No Comparison	162.21	No Comparison
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

No.	Fee Description	Current Fee	Seal Beach [7]	Newport Beach [3]	Costa Mesa [4]	Anaheim [8]	Garden Grove [9]	Irvine [8]	Torrance [8]	Redondo Beach [8]	Pasadena [10]
<b>Jail Booking Fees</b>											
1	Jail Booking Fee	\$275.00	50 for pay to stay application	\$ 355.13	\$ 280.00	\$ 265.00	\$250 on conviction	\$107 or \$132, depending on judge	\$ 431.00	\$ 245.00	No Comparison
2	City Jail Fee per Inmate per day	\$100.00	100.00	No Comparison	No Comparison	\$150 for first day, \$100 each additional	No Comparison	No Comparison	98.00	198.00	143.00
3	One Time Admin fee for cost of processing an applicant	\$50.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	No comparison	No Comparison	64.00
4	Renting a GPS Inmate Tracking Device per 24-hour period	\$10.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	No comparison	No Comparison	No Comparison

Notes

- 1 Fees marked as "business license" are administered through finance or another business license department, not police.
- 2 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
- 3 Source "Newport Beach 2015-2016.PDF"
- 4 Source "Costa Mesa Fee Schedule 2009.PDF"
- 5 Source "Santa Ana 2015-2016 Misc Fees.PDF"
- 6 Source "Orange Master Fee 2015.PDF"
- 7 Source "Seal Beach Jail.docx"
- 8 Source: phone call with City Staff
- 9 Source "Garden Grove Fee Schedule.PDF"
- 10 Source "Pasadena Jail.docx"

## ***APPENDIX B.9***

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### ***Comparative Fee Survey – Fire***

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
<b>I. Fire Department - Development Fees</b>								
<b>Underground/Aboveground Storage Tanks</b>								
1	Underground Tank & piping Installation Plan Check	\$460.00	\$799 for first three tanks	\$434.04/tank	\$ 185.00		\$400 for 1-3 tanks	
2	Underground Tank & piping Installation Inspection	\$460.00		\$329.09/tank				
3	Underground Tank Install Plan Check each additional tank	\$113.00	\$80 each additional tank	\$434.04/tank	185.00	\$200.53/hr for plan check, \$87.36/hr for grading, building fee based on valuation	\$500 for 4 tanks, \$600 for 5 tanks	
4	Underground Tank Install Inspection each additional tank	\$113.00		\$329.09/tank				
5	Underground Tank Removal Plan Check	\$510.00	799 for first three tanks	\$434.04/tank	185.00			
6	Underground Tank Removal Inspection	\$510.00		\$329.09/tank				
7	Underground Tank Removal Plan Check each additional tank	\$168.00	\$80 each additional tank	\$434.04/tank	185.00		\$60/hr, 2 hrs min	
8	Underground Tank Removal Inspection each additional tank	\$168.00		\$329.09/tank				
9	Flammable / Combustible Liquid new or Re-pipe Plan Check	\$188.00	95.00	No Comparison			7% of UBC	
10	Flammable / Combustible Liquid new or Re-pipe Inspection	\$188.00	95.00	No Comparison	185.00	170.02	\$60/hr, 2 hrs min	
11	Aboveground - Storage Tank Installation Plan Check	\$233.00	\$320 for first tank	\$434.04/tank	185.00	\$200.53/hr	No Comparison	
12	Aboveground - Storage Tank Installation Inspection	\$233.00		\$329.09/tank		No Comparison		
13	Aboveground - Storage Tank Removal Plan Check	\$198.00	No Comparison	\$434.04/tank	185.00	\$200.53/hr	No Comparison	
14	Aboveground - Storage Tank Removal Inspection	\$198.00	No Comparison	\$329.09/tank		No Comparison	No Comparison	
15	Aboveground - Storage Tank Removal Plan Check - Each additional tank	\$28.00	No Comparison	\$434.04/tank	185.00	\$200.53/hr	No Comparison	
16	Aboveground - Storage Tank Removal Inspection - Each additional tank	\$28.00	No Comparison	\$329.09/tank		No Comparison	No Comparison	
<b>Methane Barrier and Venting System</b>								
17	Methane Protection System Plan Check (3 checks included):							
17.1	1-2,500 sq feet	\$155.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
17.2	> 2,500 sq ft - per square foot	No Current Fee	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
17.3	Plan Recheck (hourly)	FBR	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
18	Methane Protection System Inspection:							
18.1	0 - 2,500 sq feet	\$640.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
18.2	> 2500 sf ft - per square foot	\$0.03	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
18.3	additional risers	\$35.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
18.4	each additional floor over three stories	\$35.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
19	Methane Protection System Repair							
19.1	Methane Protection System Repair Inspection - 1 - 100 sq. ft.	\$190.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
19.2	Methane Protection System Repair Inspection - each additional sq. ft. over 100 sq. ft.	No Current Fee	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
19.3	Methane Repair Plan Check	New	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
20	Project Review and Oversight for Compliance with City Specification 429 or 431-92 (Soil remediation)	varies						

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
<b>21</b>	<b>Water Based Fire Protection Systems</b>							
21.1	Additional Plan Check beyond three (hourly)	New		No Comparison	No Comparison	No Comparison	No Comparison	
21.2	Single family base (up to 30 heads) Plan Check	\$320.00		No Comparison	No Comparison	No Comparison	No Comparison	
21.3	Single family base (up to 30 heads) Inspection	\$320.00		No Comparison	No Comparison	No Comparison	No Comparison	
21.4	Multi Family Residences (up to 120 heads) Plan Check	\$488.00	\$959 per riser, \$8 per head.	\$292.41 for 3-16 units, \$434.04 for more	No Comparison	No Comparison	No Comparison	
21.5	Multi Family Residences (up to 120 heads) Inspection	\$488.00		\$409.58 for 3-16 units, \$515.55 for more	No Comparison	No Comparison	No Comparison	
21.6	Commercial/Industrial base (up to 50 heads) Plan Check	\$375.00		\$348.45 for 100 heads or fewer, \$687.74 for greater	No Comparison	No Comparison	No Comparison	
21.7	Commercial/Industrial base (up to 50 heads) Inspection	\$375.00		\$302.60 for fewer than 100 heads, \$355.58 for greater	No Comparison	No Comparison	No Comparison	
21.8	Tenant Improvement (up to 10 heads) Plan Check	\$278.00	399.00	\$136.53 for 4-20 heads, \$179.32 for 21-100 heads, \$348.45 for 100+ heads	No Comparison	No Comparison	No Comparison	
21.9	Tenant Improvement (up to 10 heads) Inspection	\$278.00		\$208.87, 4-20 heads. \$302.60, 21-100 heads. \$355.58 100+ heads	No Comparison	No Comparison	No Comparison	
21.1	Per Additional Head (plan check)	\$2.00	\$8 per head	No Comparison	No Comparison	No Comparison	No Comparison	
21.11	Per Additional Head (Inspection)	\$2.00		No Comparison	No Comparison	No Comparison	No Comparison	
21.12	Standpipe Plan Check	\$370.00		160.00	No Comparison	No Comparison	No Comparison	No Comparison
21.13	Standpipe Inspection	\$370.00	160.00	No Comparison	No Comparison	No Comparison	No Comparison	
21.14	Sprinkler/Hydrant Underground - Per Riser/Hydrant Plan Check	\$400.00	No Comparison	\$348.45 for new, \$136.53 for repair	No Comparison	No Comparison	No Comparison	
21.15	Sprinkler/Hydrant Underground - Per Riser/Hydrant Inspection	\$400.00	No Comparison	\$355.58 for new, \$208.87 for repair.	No Comparison	No Comparison	No Comparison	
21.16	Hydrant Underground Plan check - Initial	\$222.50	\$959 per riser, \$8 per head.	348.45 for new, 136.53 for repair.	No Comparison	\$40.18/hundred feet	No Comparison	
21.17	Hydrant Underground Inspection - Initial	\$222.50		\$355.58 for new, \$208.87 for repair.	No Comparison		No Comparison	
21.18	Hydrant Underground Plan check - each additional	\$48.00	160.00	No Comparison	No Comparison	\$40.18/hundred feet	No Comparison	
21.19	Hydrant Underground Inspection - each additional	\$48.00	160.00	No Comparison	No Comparison		No Comparison	

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
22	<b>Fire Alarm or Methane Detection:</b>							
22.1	Up to 25 devices - Plan Check	\$313.00	\$639 plus cost of devices	\$434.04 for 11-60 devices, \$687.74 for 60 plus	No Comparison	\$25.12 for first unit, \$15.07 each additional	No Comparison	
22.2	Up to 25 devices - Inspection	\$313.00		\$208.87 for 11-60 devices, \$409.58 for 60 plus	No Comparison		No Comparison	
22.3	Commercial/Industrial (up to 15 devices) Plan Check	\$250-\$395		\$434.04 for 11-60 devices, \$687.74 for 60 plus	No Comparison	\$24.57 for first 10, \$1.99 each beyond	No Comparison	
22.4	Commercial/Industrial (up to 15 devices) Inspection	\$250-\$395		\$208.87 for 11-60 devices, \$409.58 for 60 plus	No Comparison		No Comparison	
22.5	Tenant Improvement (up to 5 devices) Plan Check	\$175.00	\$320 plus cost of devices	No Comparison	No Comparison	No Comparison	No Comparison	
22.6	Tenant Improvement (up to 5 devices) Inspection	\$175.00		No Comparison	No Comparison	No Comparison	No Comparison	
22.7	Per additional Device (new or TI) plan check	\$4.00	\$8 for additional device	No Comparison	No Comparison	No Comparison	No Comparison	
22.8	Per additional Device (new or TI) inspection	\$4.00	\$8 for additional device	No Comparison	No Comparison	No Comparison	No Comparison	
23	<b>Alternative Automatic Extinguishing Systems:</b>							
24	Chemical Protection System (Dry, Wet, CO2) Plan Check	\$298.00	No Comparison	122.26	No Comparison	No Comparison	No Comparison	
25	Chemical Protection System (Dry, Wet, CO2) Inspection	\$298.00	No Comparison		No Comparison	No Comparison	No Comparison	
26	Halon or Clean Agent Plan Check	\$233.00	No Comparison	122.26	No Comparison	No Comparison	No Comparison	
27	Halon or Clean Agent Inspection	\$233.00	No Comparison		No Comparison	No Comparison	No Comparison	
<b>Other Fire Construction Permits:</b>								
28	Spray Booth Plan Check	\$313.00	559.00	574.64	No Comparison	No Comparison	7% of ubc	
29	Spray Booth Inspection	\$313.00			No Comparison	No Comparison		100.00
30	Industrial Oven Plan Check	\$283.00	160.00		No Comparison	38.66	7% of ubc	
31	Industrial Oven Inspection	\$283.00			No Comparison		No Comparison	
32	Fire Pump Plan Check	<b>New</b>	639.00	348.45	No Comparison	No Comparison		
33	Fire Pump Inspection	<b>New</b>			355.58	No Comparison	No Comparison	
34	LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, & other Fire Construction Permit Plan Check	\$195.00	639.00	No Comparison	185.00	40.18	7% of ubc	
35	LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, & other Fire Construction Permit Inspection	\$195.00					No Comparison	
36	Emergency Responder Radio Coverage (hourly) Plan Review & Coordination	<b>New</b>	639.00	No Comparison	No Comparison	No Comparison	No Comparison	
37	Emergency Responder Radio Coverage (hourly) Inspection & Coordination	<b>New</b>					No Comparison	No Comparison
38	Public School Access & Water Supply Plan Check	\$160.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
39	<b>New Street Name or Name Change Review:</b>							
40	0-5 Names Plan Check	\$455.00	No Comparison	No Comparison	No Comparison	No Comparison	\$1,080 each to public works	
41	6-10 Names Plan Check	\$675.00	No Comparison	No Comparison	No Comparison	No Comparison		
42	Each additional plan check	<b>New</b>	No Comparison	No Comparison	No Comparison	No Comparison		

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
43	<b>FIRE CODE ENFORCEMENT INSPECTION &amp; PERMIT FEES</b>							
43.1	Fire Code Permit - 1st Permit	\$215.00	Based on specifics of permit type	Based on specifics of permit type	185.00	No Comparison	Based on specifics of permit type	
43.2	Fire Code Permit - each additional	\$125.00			185.00	No Comparison		
43.3	Fire Code Permit - renewal issuance	\$170.00			45.00	No Comparison		
43.4	Fire Code Permit - additional, renewal issuance	\$80.00			45.00	No Comparison		
44	<b>FIRE COMPANY INSPECTION</b>							
44.1	1 -750 sq. ft	\$30.00	Varies with specific type of building	\$329.09 up to 1500 sqft. \$409.58 between 1500 and 10,000 sqft. \$569.55 for 10,000+ sqft.	No Comparison	No Comparison	Varies with specific type of building	
44.2	751 - 2,500 sq. ft	\$45.00			No Comparison	No Comparison		
44.3	2,501 - 5,000 sq. ft.	\$95.00			No Comparison	No Comparison		
44.4	5,001 - 25,000 sq. ft.	\$200.00			No Comparison	No Comparison		
44.5	25,001 - 50,000 sq. ft.	\$388.00			No Comparison	No Comparison		
44.6	Over 50,000 sq. ft.	\$590.00			No Comparison	No Comparison		
44.7	Fire Inspection - repeat inspection	\$420.00			No Comparison	No Comparison		
45	<b>FIRE CLEARANCE INSPECTION</b>							
45.1	New Occupancy/Tenant Inspection - 1,000-5,000 sq ft	\$150.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
45.2	New Occupancy/Tenant Inspection - 5,000-25,000 sq ft	\$205.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
45.3	New Occupancy/Tenant Inspection - 25,000 sq ft and over	\$360.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
46	Certificate of Occupancy File Update	<b>New</b>						
<b>PETROCHEM</b>								
47	Oil/Gas/Injection Well Abandonment Plan Check	\$245.00	No Comparison	No Comparison	\$185 for fire permit, \$45 for renewal	No Comparison	\$60/hr, min 2 hrs	
48	Oil/Gas/Injection Well Abandonment Inspection	00, plus consultant charge	No Comparison	No Comparison		No Comparison		
49	Oil/Gas/Injection Well Vent Inspection - per well	\$270.00	No Comparison	No Comparison		No Comparison		
50	Oil/Gas/Injection Well Activation Plan Check/Permit	\$460.00	\$5000 bond per well to cover all operations. \$100 drilling fee, \$10 annual inspection fee, building fee based on valuation of building	No Comparison		No Comparison	\$60/hr, min 2 hrs	
51	Oil/Gas/Injection Well Activation Plan Check/Permit - per additional well	\$143.00		No Comparison		No Comparison		
52	Oil/Gas/Injection Well Activation Inspection	<b>New</b>		No Comparison		No Comparison		
53	Oil/Gas/Injection Well Activation Inspection - per additional well	<b>New</b>		No Comparison		No Comparison		
54	Oil Well Gas Monitoring Inspection	\$200.00		No Comparison	No Comparison			
55	Existing Oil/Gas/Injection Well Inspection - Initial well	\$190.00	No Comparison	No Comparison				
56	Existing Oil/Gas/Injection Well Inspection - per additional well	\$75.00	No Comparison	No Comparison				
57	Oil Well Re-inspection - per well	\$215.00	No Comparison	No Comparison				

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
<b>STATE MANDATED INSPECTIONS</b>								
58	Convalescent / Care Facility Inspections	Fully Burdened Rate FBR	80.00	No Comparison	No Comparison	No Comparison	\$200-\$300, depending on number of occupants	
59	Hospitals / Medical Facility Inspections	FBR	No Comparison	6,621.62	No Comparison	No Comparison	\$200-\$540 depending on number of occupants	
60	Private School Inspections	FBR	No Comparison	302.60	No Comparison	No Comparison		
61	High Rise Inspections							
61.1	7 stories	\$1,495.00	\$639 for first 5 floors, \$55 for each additional	982.19	\$360/hr	No Comparison	\$475/5 stories	
61.2	Per floor above 7 stories	\$120.00				No Comparison	\$800/6 stories plus	
62	Hotel, Motel & Apartment Inspections					No Comparison		
62.1	1 to 50 Units	\$100.00	\$320 each	\$195.62 for 50-299 rooms, \$342.34 for 300+ rooms	No Comparison	No Comparison	No comparison	
62.2	per additional unit over 50 units	\$205.00			No Comparison	No Comparison	No comparison	
63	Large Family Day Care Inspections					No Comparison		
63.1	7 to 25 persons	\$215.00	\$160 for 0-50 occupants, \$240 for 51-100 occupants, \$280 for 100-150	195.62	No Comparison	No Comparison	100.00	
63.2	Over 25 persons	\$250.00			No Comparison	No Comparison	100.00	
64	Fire Clearance Pre-Inspection for State License					No Comparison		
64.1	1 to 25 persons (Fee Set by State)	\$50.00	\$479 for state licensed care facility with 1-50 persons	\$342.34 for 7-99 clients	50.00	No Comparison	No comparison	
64.2	26 or more persons (Fee Set by State)	\$100.00	\$639 for state licensed care facility with 51-99 persons	\$436.08 for 100+ clients	100.00	No Comparison	No comparison	
65	Apartment and Multi-Family Dwelling Complex - Common Use Spaces							
65.1	1 -750 sq. ft	\$30.00	\$120 for 4-9 units,	\$329.09 with 20 or fewer units, \$436.08 with 21-50 units, \$569.55 with 51-150 units	No Comparison	No Comparison	No Comparison	
65.2	751 - 2,500 sq. ft	\$45.00	\$160 for 10-49 units,		No Comparison	No Comparison	No Comparison	
65.3	2,501 - 5,000 sq. ft.	\$95.00	\$200 for 50-99 units,		No Comparison	No Comparison	No Comparison	
65.4	5,001 - 25,000 sq. ft.	\$200.00	\$240 for 100-149 units, \$320 for 150-		No Comparison	No Comparison	No Comparison	
65.5	25,001 - 50,000 sq. ft.	\$388.00	199 units, \$400 for		No Comparison	No Comparison	No Comparison	
65.6	Over 50,000 sq. ft.	\$590.00			No Comparison	No Comparison	No Comparison	
66	<b>DOCUMENT PRODUCTION, PROCESSING &amp; RETRIEVAL</b>							
66.1	Scanning 8.5" x 11" (per page)	\$1.45	\$.10 per copy	No Comparison	0.10	0.21	\$.15 black and white, \$.25 color	
66.2	Scanning 11" x 17" or larger (per page)	\$4.95	no comparison	No Comparison	0.10	0.21	\$.15 black and white, \$.25 color	

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
	<b>SPECIAL SERVICES FEES &amp; CONDITIONS (See Conditions 1-4 below)</b>							
67	Inspection Outside of Normal Work Hours - Hourly Rate (Conditions 1, 3, 4)	Actual Cost	\$479 (3 hr min)	\$289.36 (2 hr min)	No Comparison	No Comparison	\$60/hr 2 hrs min	
68	Inspection During Normal Work Hours - Hourly Rate (Conditions 1, 2)	Actual Cost	160.00	Varies by type	No Comparison	No Comparison	65.00	
69	Plan Review Outside Normal Work Hours - Hourly Rate (Conditions 1, 3, 4)	Actual Cost	No Comparison	\$289.36 (2 hr min)	No Comparison	No Comparison		
70	Plan Review During Normal Work Hours - Hourly Rate (Conditions 1, 2)	Actual Cost	No Comparison	Varies by type	No Comparison	No Comparison	7% of UBC	
71	Investigation Charge (work without a permit)	\$220.00	No Comparison	No Comparison	No Comparison	No Comparison	130.00	
72	Administrative Processing for Consultant Work	\$30.00	No Comparison	No Comparison	No Comparison	No Comparison		
<b>II. Fire - Marine Safety - User Fees</b>								
1	<b>JUNIOR LIFEGUARD PROGRAM FEES</b>							
1.1	Resident Fees Charged	\$605.00	No Comparison	869.12	No Comparison	No Comparison	No Comparison	
1.2	Non-Resident Fees Charged	\$635.00	No Comparison	869.12	No Comparison	No Comparison	No Comparison	
<b>III. Central Net Training Center-User Fees</b>								
1	<b>ASSEMBLY-CLASSROOM #1/ 50-100</b>	N/A	No Comparison	No Comparison	30.00	\$ .80 per sqft	No Comparison	
1.1	Safety Rate (\$0-\$11,999)- per hour	\$50.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
1.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$45.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
1.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$40.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
1.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$35.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
1.5	Commercial- per hour	\$55.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
<b>IV. CNOP</b>								
1	<b>CLASSROOM #2 / 18-35</b>	N/A						
1.1	Safety Rate (\$0-\$11,999)- per hour	\$35.00						20.00
1.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$30.00						No Comparison
1.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$25.00						16.00
1.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$20.00						No Comparison
1.5	Commercial- per hour	\$35.00						30.00
2	<b>CLASSROOM #4 / 42</b>	N/A						
2.1	Safety Rate (\$0-\$11,999)- per hour	\$40.00						20.00
2.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$35.00						No Comparison
2.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$30.00						16.00
2.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$25.00						No Comparison
2.4	Commercial- per hour	\$45.00						30.00
3	<b>CLASSROOM #5 / 22</b>	N/A						
3.1	Safety Rate (\$0-\$11,999)- per hour	\$25.00						35.00
3.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$20.00						No Comparison
3.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$17.00						28.00
3.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$15.00						No Comparison
3.5	Commercial- per hour	\$25.00						50.00
4	<b>EXECUTIVE BOARDROOM / 12</b>	N/A						
4.1	Safety Rate (\$0-\$11,999)- per hour	\$75.00						No Comparison
4.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$70.00						No Comparison
4.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$60.00						No Comparison
4.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$50.00						No Comparison
4.5	Commercial- per hour	\$90.00						

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
<b>5</b>	<b>Tower and Burn Rooms</b>							No Comparison
5.1	10% Reduced Rate (\$12,000-\$24,000)- per 1/2 day	\$425.00						No Comparison
5.2	10% Reduced Rate (\$12,000-\$24,000)- per full day	\$630.00						No Comparison
5.3	20% Reduced Rate (\$25,000-\$39,999)- per 1/2 day	\$370.00						No Comparison
5.4	20% Reduced Rate (\$25,000-\$39,999)- per full day	\$575.00						No Comparison
5.5	30% Reduced Rate (\$40,000- Plus)- per 1/2 day	\$325.00						No Comparison
5.6	30% Reduced Rate (\$40,000- Plus)- per full day	\$500.00						No Comparison
5.7	Commercial- per 1/2 day	\$550.00						No Comparison
5.8	Commercial- per full day	\$835.00						No Comparison
5.9	Safety Rate (\$0-\$11,999)- per 1/2 day	\$475.00						No Comparison
5.10	Safety Rate (\$0-\$11,999)- per full day	\$700.00						No Comparison
<b>6</b>	<b>DRILL GROUNDS</b>	N/A						
6.1	Safety Rate (\$0-\$11,999)- per hour	\$55.00						45.00
6.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$50.00						No Comparison
6.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$45.00						36.00
6.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$30.00						No Comparison
6.5	Commercial- per hour	\$65.00						65.00
<b>7</b>	<b>TOWER (NO BURNING)</b>	N/A						
7.1	Safety Rate (\$0-\$11,999)- per hour	\$55.00						45.00
7.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$50.00						No Comparison
7.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$45.00						36.00
7.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$30.00						No Comparison
7.5	Commercial- per hour	\$65.00						65.00
<b>8</b>	<b>DRAFTING / TEST PIT</b>	N/A						
8.1	Safety Rate (\$0-\$11,999)- per hour	\$15.00						No Comparison
8.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$13.00						No Comparison
8.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$12.00						No Comparison
8.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$11.00						No Comparison
8.5	Commercial- per hour	\$17.00						No Comparison
<b>9</b>	<b>FLASHOVER TRAINING</b>	N/A						
9.1	Safety Rate (\$0-\$11,999)- per burn session	\$475.00						No Comparison
9.2	10% Reduced Rate (\$12,000-\$24,000)- per burn session	\$450.00						No Comparison
9.3	20% Reduced Rate (\$25,000-\$39,999)- per burn session	\$425.00						No Comparison
9.4	30% Reduced Rate (\$40,000- Plus)- per burn session	\$400.00						No Comparison
9.5	Commercial- per burn session	\$500.00						No Comparison
<b>10</b>	<b>ENTIRE FACILITY</b>	N/A						
10.1	Safety Rate (\$0-\$11,999)- per hour	\$150.00						150.00
10.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$130.00						No Comparison
10.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$115.00						120.00
10.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$100.00						No Comparison
10.5	Commercial- per hour	\$205.00						200.00
<b>11</b>	<b>ALL OUTSIDE AREA</b>	N/A						
11.1	Safety Rate (\$0-\$11,999)- per hour	\$90.00						90.00
11.2	10% Reduced Rate (\$12,000-\$24,000)- per hour	\$85.00						No Comparison
11.3	20% Reduced Rate (\$25,000-\$39,999)- per hour	\$75.00						72.00
11.4	30% Reduced Rate (\$40,000- Plus)- per hour	\$65.00						No Comparison
11.5	Commercial- per hour	\$115.00						120.00
<b>12</b>	<b>PROPANE/ FLAMMABLE PROPS</b>	N/A						
12.1	Safety Rate (\$0-\$11,999)- per burn session	\$465.00						No Comparison
12.2	10% Reduced Rate (\$12,000-\$24,000)- per burn session	\$425.00						No Comparison
12.3	20% Reduced Rate (\$25,000-\$39,999)- per burn session	\$375.00						No Comparison
12.4	30% Reduced Rate (\$40,000- Plus)- per burn session	\$315.00						No Comparison
12.5	Commercial- per burn session	\$760.00						No Comparison
<b>13</b>	<b>VENTILATION WOOD PROP</b>	N/A						
13.1	Safety Rate (\$0-\$11,999)- plus Material cost and clean up	\$65.00						No Comparison
13.2	10% Reduced Rate (\$12,000-\$24,000)- plus Material cost and clean up	\$65.00						No Comparison
13.3	20% Reduced Rate (\$25,000-\$39,999)- plus Material cost and clean up	\$65.00						No Comparison
13.4	30% Reduced Rate (\$40,000- Plus)- plus Material cost and clean up	\$65.00						No Comparison
13.5	Commercial- plus Material cost and clean up	\$65.00						No Comparison

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
<b>V. CUPA Program- Hazardous Materials Review and Inspection</b>								
1	<b>Annual Fee by Quantity Ranges:</b>	\$0.00						
1.1	1 chemical	new	360.00	\$130.42 for 1-4 chemicals	\$450 for 1-2 chemicals	No Comparison	\$190 for one chemical	
1.2	2-5 chemicals	new	400.00	\$151.81 for 5-6	\$480 for 3-4	No Comparison	\$285 for 2-4	
1.3	6-10 chemicals	new	479.00	\$165.06 for 7-10	\$515 for 5-6	No Comparison	\$380 for 5-9	
1.4	11-15 chemicals	new	600.00	\$212.94 for 11-14	\$545 for 7-10	No Comparison	\$428 for 10-15	
1.5	16-20 chemicals	new	760.00	\$264.91 for 15-20	\$605 for 11-14	No Comparison	\$523 for 16-20	
1.6	21-25 chemicals	new	920.00	\$317.89 for 21-40	\$640 for 15-20	No Comparison	\$618 for 21-25	
1.7	26-30 chemicals	new		\$426.91 for 40+	\$670 for 21+	No Comparison	\$713 for 26-30	
1.8	31-35 chemicals	new		No Comparison	No Comparison	No Comparison	\$807for 31-44	
1.9	36 and above chemicals	new		No Comparison	No Comparison	No Comparison	\$902 45 or more	
<b>VI. Fire - EMS Fees</b>								
1	<b>VOLUNTARY FIREMED MEMBERSHIP (ANNUAL FEES)</b>	N/A						
1.1	Household	\$60.00	No Comparison	No Comparison	No Comparison	52.18	48.00	
1.2	Low Income Household	\$30.00	No Comparison	No Comparison	No Comparison	No comparison	No Comparison	
1.3	Business - First three (3) employees	\$60.00	No Comparison	No Comparison	No Comparison	52.18	No Comparison	
1.4	Each additional group of three (3) employees	\$60.00	No Comparison	No Comparison	No Comparison	No comparison	No Comparison	
2	<b>FIRE DEPARTMENT ALS/BLS FEES</b>							
2.1	Basic Life Support (BLS)	\$350.00	No Comparison	1,194.93	No Comparison	274.07	405.00	
2.2	Advanced Life Support (ALS)	\$450.00	400.00	1,414.72	185.00	438.51	508.00	
3	<i>Additional Specialized ALS services provided:</i>	Schedule A	No Comparison	No Comparison	No Comparison	\$76.31 (oxygen)	No Comparison	
4	<b>FIRE DEPARTMENT ALS/BLS ASSESSMENT FEES</b>							
4.1	Basic Life Support (BLS) Assessment	\$350.00	No Comparison	1,194.93	No Comparison	145.10	405.00	
4.2	Advanced Life Support (ALS) Assessment	\$450.00	400.00	1,414.72	185.00	145.10	508.00	
5	<b>FIRE DEPARTMENT EMERGENCY TRANSPORT FEES</b>							
5.1	Emergency - Based on Orange County Rates	\$717.07		240.34	275.00	\$613.7 plus \$16.12/mile	904.61	
5.2	Non-Resident Transportation Fee	\$450.00		No Comparison	275.00	No Comparison	904.61	
5.3	Medications & Specialized Supply, including mileage	Schedule A	\$400 for advanced life support, with or without transportation	No Comparison	No Comparison	Medications vary by what is administered	\$82.74 for oxygen, \$16.87/mile	
6	<b>FALSE ALARM RESPONSE (RESIDENTIAL &amp; COMMERCIAL)</b>							
6.1	1 or 2 in 12-month period (No charge 1st 2 in 12 months)	\$0.00	No charge	No Comparison	\$405 (first is free)	No Comparison		
6.2	3 in 12-month period	\$120.00		No Comparison	405.00	No Comparison	\$174 for more than 1 alarm in any 30 day period, \$174 fore more than two alarms in any 6 month period.	
6.3	4 in 12-month period	\$245.00		No Comparison	405.00	No Comparison		
6.4	5 in 12-month period	\$490.00		No Comparison	405.00	No Comparison		
6.5	Each additional False Alarm Response over 5 in 12-month period	\$610.00		No Comparison	405.00	No Comparison		
6.6	Response		No Comparison	No Comparison	No Comparison	No Comparison		
7	<b>SPECIAL/ SPECIFIC EVENTS - UPDATED</b>							
7.1	Special Event Plan Review/Inspection/Permit	\$125.00						
7.2	Specific Event Plan Review/Inspection/Permit Issuance < 5,000 sq. ft.	\$285.00						
7.3	Specific Event Plan Review/Inspection/Permit Issuance 5,000 - 15,000 sq. ft.	\$415.00						
7.4	Specific Event Plan Review/Inspection/Permit Issuance 15,000 - 49,999 sq. ft.	\$415.00		142.64	\$425 special event permit from finance	\$698.31-\$1,745.77 for special event permit in public area (parks and rec)	\$100/hr for special events	
7.5	Specific Event Plan Review/Inspection/Permit Issuance > 50,000 sq. ft.	\$1,755.00						
7.6	Specific Event Plan Review/Inspection/Permit Issuance per 2,000 sq. ft/ > 50,000 sq. ft.	\$100.00						

No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]	North Net [6]
<b>Fire Department Fees</b>								
<b>EMERGENCY RESPONSE CHARGES</b>								
8	Accident/Incident Response	Actual Cost	up to \$12,000 maximum	No Comparison	\$1,000 administered by police	\$1,000 administered by police	Actual cost, paid to police	
9	DUI Accident Response	Actual Cost	up to \$12,000 maximum	No Comparison	\$1,000 administered by police	\$1,000 administered by police	Actual cost, paid to police	
10	Hazardous Materials Clean-up	Actual Cost	Actual cost	No Comparison	No Comparison	No Comparison	\$680 up to 5 gallons, actual cost after that	
11	Water / Flood Pumping & Clean-up	Actual Cost	No Comparison	No Comparison	No Comparison	No Comparison	\$400/hr	
12	Urban Search and Rescue (USAR)	Actual Cost	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
<b>Hourly Rates:</b>								
13	Paramedic Engine Company (4 person)	\$614-\$733	639.00	\$386/ 2 persons	No Comparison	No Comparison	No Comparison	
14	Truck Company (4 person)	\$572-\$683	639.00	724.45	No Comparison	No Comparison	300.00	
15	Fire Prevention	\$131-\$157	160.00	137.67	No Comparison	No Comparison	No Comparison	
16	Marine Safety	\$80.00	160.00	\$178.95 (rescue boat 2 persons)	No Comparison	No Comparison	No Comparison	
17	Emergency Transport Unit (2 EMT/ Vehicle Operators)	\$62-\$75	160.00	386.00	No Comparison	No Comparison	No Comparison	
18	Hazmat (4 person)	\$614-\$733	639.00	No Comparison	No Comparison	No Comparison	No Comparison	
19	Fire Personnel	Actual Cost	160.00	136.67	No Comparison	No Comparison	\$100/hr for special events	
20	Consultant Fee if applicable (Final consultant fee charges based on actual per hour charges)	\$350.00 deposit + actual per hour charges for consultant	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison	
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.							

**Notes**

- 1 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
- 2 Source "Newport Beach 2015-2016.PDF"
- 3 Source "Costa Mesa Fee Schedule 2009.PDF"
- 4 Source "Santa Ana 2015-2016 Misc Fees.PDF"
- 5 Source "Orange Master Fee 2015.PDF"
- 6 Source "North Net User Fees.XLS"

## ***APPENDIX B.10***

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### ***Comparative Fee Survey – Library***

No.	Fee Description	Current Fee	Rancho Cucamonga [1]	Newport Beach [2]	Thousand Oaks [3]	Anaheim [4]	Orange City Public [5]
<b>Library Fees</b>							
<b>I. Library Card Fees</b>							
1	Nonresident Library card fee (per card)	\$25.00	No Comparison	10.00	No Comparison	No Comparison	\$75/3 months, \$100/6 months, \$125/yr
2	Nonresident Library card fee for HB Business and Property Owners	N/A	No Comparison	10.00	No Comparison	No Comparison	No Comparison
3	Replacement Card	\$3.00	2.00	No Comparison	No Comparison	1.00	3.00
4	Replacement Card - Children's	\$2.00	2.00	No Comparison	No Comparison	0.50	1.00
<b>II. Material processing fees and Media Rental Charges</b>							
<b>The Director of Library Services has the authority to waive fines and penalties, up to \$25.</b>							
1	Late Library material processing		.25/day	.25/day	0.25/day	.20/day	No Comparison
2	Children's Overdue Book fines	\$ .15 - \$3.00	.15/day	.25/day	0.25/day	.20/day	.20/day/item
3	Regular Overdue Book fines	\$.25 - \$5.00	.25/day	.25/day	0.25/day	.20/day	.25/day/item
4	Media Fines	\$.15 - cost of item	\$1/day	\$1/day	\$1/day	.20/day	\$1.50/day/item
5	Processing Fee (for lost materials)	\$5.00	No Comparison	No Comparison	No Comparison	Replacement cost plus \$6	5.00
6	Damaged Audiobook CD	\$15.00	Cost	10.00	No Comparison	Replacement cost plus \$6	5.00
7	Damaged Audiobook case	\$10.00	Cost	10.00	15.00	Replacement cost plus \$6	5.00
8	Damaged music CD case	\$1.00	Cost	10.00	15.00	Replacement cost plus \$6	5.00
9	Damaged DVD/Video case	\$2.00	Cost	20.00	30.00	Replacement cost plus \$6	5.00
10	Damaged Media Artwork	\$2.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
11	Damaged Radio Frequency ID tag	\$2.00	2.00	No Comparison	No Comparison	Replacement cost plus \$6	5.00
12	Damaged Chromebook		No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
13	Actual Replacement Cost		Actual Cost	Actual Cost	No Comparison	Replacement cost plus \$6	No Comparison
14	Reserve Materials Request	\$1.00	0.50	No Comparison	No Comparison	.5/item	No Comparison
15	Interlibrary loan request - book	\$5.00	3.00	5.00	Free (\$5 penalty if not picked up)	Cost of service	\$2 plus charge of lending library
16	Interlibrary loan request - microfilm	\$5.00	3.00	5.00	Free (\$5 penalty if not picked up)	Cost of service	No Comparison
17	Media rental charges						No Comparison
18	Circulation charge for Video/DVD	\$1 - \$4 for 2 days to 1 week	No Comparison	1.00	.15/day for books	Rental Fees	No Comparison
19	Circulation charge for CD	\$1 - \$4 for 1 week	No Comparison	1.00	No Comparison	.20/day	No Comparison
20	Circulation charge for Audiobooks	\$.15 - \$15 for 3 - 4 weeks	No Comparison	No Comparison	No Comparison	.25/day	No Comparison

CITY OF HUNTINGTON BEACH  
**Library Fees**  
 Comparative Survey for Providing Activities and Services Related To Library Fees

Appendix B.10  
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No.	Fee Description	Current Fee	Rancho Cucamonga [1]	Newport Beach [2]	Thousand Oaks [3]	Anaheim [4]	Orange City Public [5]
<b>Library Fees</b>							
III.	<b>Facility Rental Charges (per hour unless otherwise noted)</b>						
1	Central Library		No Comparison	No Comparison	No Comparison	No Comparison	\$150/2 hrs
2	Main Street Branch Library - Programming Wing						
3	Resident/Nonprofit	\$44.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
4	Nonresident/Nonprofit	\$55.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
5	Resident/Private/Business	\$60.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
6	Nonresident/Private/Business	\$70.00	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

Notes

- 1 Sources "Rancho Cucamonga Library Fees.PDF" "Rancho Cucamonga Library Late Fees.PDF"
- 2 Source "Newport Beach Library Fees.docx"
- 3 Source "Thousand Oaks Library Fees.docx"
- 4 Source "Anaheim Library Fees.docx"
- 5 Sources "Orange Library Fines.docx" "Orange Master Fee 2015.PDF"

## ***APPENDIX B.11***

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### ***Comparative Fee Survey – Community Services***

CITY OF HUNTINGTON BEACH  
 Community Services Fees  
 Comparative Survey for Providing Activities and Services Related to Community Services

Appendix B.11  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Community Services</b>							
<b>Community Services -- User Fees</b>							
<b>Specific Events:</b>							
	Application Fee	\$ 125.00	\$ 500.00	No Comparison	No Comparison	\$ 32.44	No Comparison
	Daily Fee - Nonprofit	\$ 550.00	\$150 for one day, \$300	452.38	425.00	\$698.31 (resident)	\$100/hr
	Daily Fee - Commercial	\$ 1,100.00	\$150 for one day, \$300	452.38	425.00	\$1,745.77 (resident)	\$100/hr
	Event Staffing	Fully Burdened Rate	No Comparison	No Comparison	Actual Cost	No Comparison	Actual Cost
	Stage Rental	\$ 700.00	\$550/day for outdoor facilities	No Comparison	250.00	No Comparison	No Comparison
<b>Beach Special Events:</b>							
	Application Fee	\$ 125	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Day Use Fee - Non Profit	\$ 325	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Day Use Fee- Commercial	\$ 450	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Facility Reservation Change/Cancellation Fee	\$ 10	No Comparison	No Comparison	No Comparison	No Comparison	Forfeit rental fee if fewer than 13 days before event.
	After Business Hours (hourly rate)	\$25.00/hour	\$49/hr for field and lights	No Comparison	No Comparison	No Comparison	No Comparison
	Alcohol Filing Fee	\$ 5	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
<b>Edison/Murdy Community Centers (hourly)</b>							
	Hall A		\$100/hr for resident, \$125/non-resident	\$135 for large room	\$25/hr	\$145.09 for 3 hours, \$46.22 for each additional	\$50/hr
	Picnic Shelter (full day)	\$50-\$100/day (nonprofit/resident)	No Comparison	No Comparison	100.00	No Comparison	\$35/hour
<b>City Gym &amp; Pool (hourly):</b>							
	Gym & Lockers (1-40)						
	Group III & IV	\$45-\$55	\$32/resident, \$38 non-resident	No Comparison	\$50/hr for facility	70.87	\$45/hr for facility
<b>Senior Center (hourly):</b>							
	Main Hall (A & B)	\$ 50	\$135/Resident, \$157 non-resident	\$135 for large room	\$50/hr	\$145.09 for 3 hours, \$46.22 for each additional	\$500 per 5 hrs
		\$375.00 (commercial)					
<b>Huntington Central Park</b>							
	Picnic Shelter	\$250.00/day (nonprofit/resident)	No Comparison	No Comparison	100.00	No Comparison	\$35/hr
	Amphitheater	\$150.00/day (nonprofit/resident)	\$550/day for outdoor facilities	No Comparison	250.00	No Comparison	No Comparison
	Jumper/Bounce House/Trailer with mounted Merry-Go-Round Permit	\$ 25	No Comparison	No Comparison	\$100 deposit	No Comparison	30.00

CITY OF HUNTINGTON BEACH  
 Community Services Fees  
 Comparative Survey for Providing Activities and Services Related to Community Services

Appendix B.11  
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No.	Fee Description	Current Fee	Fountain Valley [1]	Newport Beach [2]	Costa Mesa [3]	Santa Ana [4]	Orange [5]
<b>Community Services</b>							
	Softball/Artificial Turf Fields (Edison, Murdy, Worthy, Greer, Sports Complex - hourly)						
	Field without Lights:						
	Adult/Youth	\$ 25	\$30/hr	no comparison	\$25/hr	\$15.98/hr	\$10/hr
	Nonprofit Youth or Organized 55+ Seniors	\$ 15	\$30/hr	no comparison	\$20/hr	\$1.45/hr	Free if approved by school district
	Field with Lights/Arena Field:						
	Adult/Youth	\$ 35	\$49/hr	no comparison	\$40/hr	\$30.35/hr	\$10/hr
	Nonprofit Youth or Organized 55+ Seniors	\$ 25	\$49/hr	no comparison	\$30/hr	\$1.77/hr	Free if approved by school district
	After Business Hours (hourly rates)	\$20.00/per hour	\$49/hr	no comparison	No Comparison	No Comparison	No Comparison
	Field Preparation Charge	\$25.00/field/per preparation	\$45 admin per rental	no comparison	No Comparison	No Comparison	No Comparison
<b>Adult Sports Programs</b>							
	Slo-Pitch Softball	\$420.00/team (\$25.00/late fee)	\$495 per team	no comparison	No Comparison	\$469.22/team	Prevailing rate agreement w/ contractor
<b>Youth Sports Programs/per participant:</b>							
	Basketball	\$ 55	Contracted out. Fees set by contractor.	no comparison	No Comparison	\$32.24/person	\$25/person
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.						

Notes

- + These rates effective December 1, 2009 per Resolution #2009-33 approved June 15, 2009
- ++ These rates effective January 1, 2010 per Resolution #2009-33 approved June 15, 2009
- \* Updated per Resolution Number 2009-33 effective June 15, 2009
- \*\* Updated per Resolution Number 2011-65 effective September 19, 2011
- 1 Source "Fountain Valley 2015-2016 Master Fee Schedule.PDF"
- 2 Source "Newport Beach 2015-2016.PDF"
- 3 Source "Costa Mesa Fee Schedule 2009.PDF"
- 4 Source "Santa Ana 2015-2016 Misc Fees.PDF"
- 5 Source "Orange Master Fee 2015.PDF"