



# STAFF REPORT CITY OF SOLANA BEACH

**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Alyssa Muto, City Manager  
**MEETING DATE:** January 15, 2025  
**ORIGINATING DEPT:** Finance – Rachel Jacobs, Finance Director  
**SUBJECT:** **Council Consideration Fee Study and Cost Allocation Plan Updates & Resolution 2025-001 Updating the City’s Fee Schedule**

## **BACKGROUND:**

A Comprehensive Fee Study and Cost Allocation Plan (CAP) project was initiated by the City of Solana Beach (City) in January 2024. A Request for Proposals (RFP) was issued, two consultant proposals were received, and, in March 2024, a professional services agreement was executed with Willdan Financial Services, to update the City’s current fee schedule and CAP.

This project proceeded in two phases. The first phase was to prepare an updated CAP, which distributes general government and support services across the direct services provided to the public. This phase was completed in July 2024. The second phase was an analysis of the City’s user fees and charges to accurately represent the efforts entailed in providing each of the City’s services and programs. This phase was completed in October 2024.

The last comprehensive fee study was undertaken in 2017, and new fees have been added as needed, but in general, the City’s user fees, development review and permit fees, and regulatory fees have remained unchanged since the last fee study.

This item is before Council to consider adoption of Resolution 2025-001 (Attachment 1) approving the update of the City’s Schedule of Fees, effective March 17, 2025.

## **DISCUSSION:**

User fees and charges are collected to recover some or all costs incurred in providing a

COUNCIL ACTION:

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specific service from which one or more individuals (i.e. permit applicants) obtain a benefit. It is a best practice for cities to perform a comprehensive update of their cost allocation plans every 5 years and review user fees and charges schedules annually.

One of the Council's overarching Work Plan goals is to enhance the City's long-term fiscal sustainability. Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues (taxes) for services and programs such as public safety, infrastructure maintenance, and economic development.

Furthermore, the California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that 1) "a levy, charge, or other exaction is not a tax; 2) that the amount is no more than necessary to recover the reasonable costs of the government activity; and 3) that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e)). It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost.

In January 2024, the City released a RFP solicitation for an independent consultant with expertise in municipal finance to update the City's cost allocation plan and conduct a review of its user fee schedule. Two proposals were received and, after an evaluation process, Willdan Financial Services received the highest rated score and was selected to provide the requested services. Willdan Financial Services was established in 1988 and has worked with more than 800 public agencies including performing over 100 user fee studies, Office of Management & Budget (OMB) compliant and cost allocations plans in the past five years.

The City-wide CAP and User Fee Analysis project was initiated in March 2024, was a coordinated effort among all City departments and included numerous meetings between Willdan Financial Services and City Staff to review updates and provide feedback. The Fee Study Update (Fee Study) was completed at the end of November 2024 and is included as Attachment 2.

The Willdan Financial Services Fee Study was based on Fiscal Year (FY) 2023/24 budget data and computed estimated annual fee revenue based on FY 2023/24 projected units of service activity level. The methodology used to determine the recommended fees and the CAP is explained in the Executive Summary section of the Fee Study Update report.

The following chart summarizes the various cost recovery levels for fees and General Fund subsidies related to Development Services, such as Planning, Engineering, and Building; Public Safety Services, such as Fire Inspections; Recreation programs;

Business Registration; and Administrative fees.

Department	FY 24/25 Budgeted Revenue	Projected Revenue	Projected Revenue Change
Administration	\$10,200	\$50,200	\$40,000
Permit Regulation Services	\$301,050	\$413,242	\$112,192
Community Development	\$247,500	\$405,075	\$157,575
Building	\$560,000	\$781,765	\$221,765
Engineering	\$365,000	\$389,157	\$24,157
Public Safety	\$288,000	\$361,077	\$73,077
Community Services	\$71,875	\$72,012	\$137
<b>Total</b>	<b>\$1,843,625</b>	<b>\$2,472,529</b>	<b>\$628,904</b>

Overall, Willdan Financial Services’ analysis indicates that the City can recover an additional \$628,904 in cost recovery with the recommended fee changes. As expected, cost recovery levels varied between departments and programs. These fees are based on interviews with City department Staff. Staff from the various departments completed worksheets to fully allocate the Staff time necessary to complete an average project/permit. Willdan calculated the City’s budgeted costs for salary and benefits, maintenance and operations, and general and department overhead into a fully allocated hourly rate for each position in the City. The fully allocated hourly rate is then applied to the average time spent by each employee classification providing the service for each of the permits reviewed.

Appendix C of Attachment 2 titled “Cost Recovery Analysis” provides detailed tables with the results of fee study including the current fees (2024), full cost of recovery, subsidy rate (5) based on suggested fee, staff suggested fee, fee change (\$) and fee change (%).

As a result of this work some new fees categories are proposed based on the discussions with City Staff on the permit processing or variations in project scope that may occur.

The Fee Study and proposed fees are being presented to the Budget and Finance Commission for their review and input at their January 13, 2025, meeting. The Commission has been asked to prepare a memorandum with their feedback (to be included as Attachment 3) for Council consideration.

Similar to what was proposed when the last comprehensive fee study was completed in 2018 and adopted in 2019, Staff is recommending that the schedule of fees be adjusted annually effective January 1<sup>st</sup> of each fiscal year based on the San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, not to exceed 2.5% annually, for the prior calendar year period June through May.

**CEQA COMPLIANCE STATEMENT:**

Not a project as defined by CEQA.

**FISCAL IMPACT:**

Based on the Fee Study Update report prepared by Willdan Financial Services, if all recommendations were to be approved by Council, an additional \$628,904 in possible new revenue could be realized.

**WORK PLAN:**

Fiscal Sustainability


**OPTIONS:**

- Adopt the proposed fee resolution recommendations as presented in Resolution 2025-001.
- Provide direction to modify the fee resolution.
- Deny the fee resolution.
- Request additional information.
- Take no action at this time.

**CITY STAFF RECOMMENDATION:**

Staff recommends that the City Council:

1. Conduct the Public Hearing
  - a. Open the Public Hearing
  - b. Report Council Disclosures
  - c. Receive Public Testimony
  - d. Close the Public Hearing
  
2. Consider the adoption of Resolution 2025-001 updating the 2025 Fee Schedule.

  
Alyssa Muto, City Manager

Attachments:

1. Resolution 2025-001
2. User Fee Study Report
3. Budget and Finance Commission Memorandum

## RESOLUTION 2025-001

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AMENDING THE SCHEDULE OF FEES EFFECTIVE MARCH 17, 2025

**WHEREAS**, the City of Solana Beach has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and the City desires to provide a review process for landscape plans and site inspections for landscaping of development projects; and

**WHEREAS**, it is the intention of the City Council to conduct such analysis at least every five years to ensure fees are set appropriately to recover costs reasonably borne for providing services; and

**WHEREAS**, the City established a policy for recovering the full costs reasonably borne for providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

**WHEREAS**, pursuant to Government Code Section 66016 the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and

**WHEREAS**, notice of public hearing has been provided per California Government Code Section 6062, oral and written presentations made and received, and the required public hearing held; and

**WHEREAS**, a schedule of fees and charges to be paid by those requesting such special services need be adopted so that the City might carry into effect its policies; and

**WHEREAS**, it is the intention of the City Council to update the schedule of fees annually effective January 1 of each calendar year based on the San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, not to exceed 2.5% annually, for the prior twelve month period June through May; and

**WHEREAS**, the City Council recognizes that special circumstances may support the waiving of fees depending upon the nature of the situation; and

**WHEREAS**, pursuant to California Government Code Section 6062, a general explanation of the hereinafter contained schedule of fees and charges has been published as required; and

**WHEREAS**, all requirements of California Government Code Section 66016 are hereby found to have been complied with.

**NOW, THEREFORE**, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. **Fee Schedule Adoption:** The schedule of fees and charges (Appendix A) are hereby directed to be computed by and applied by the various City departments, and to be collected by the City Finance Department for the herein listed special services when provided by the City or its designated contractors.
3. **Separate Fee for Each Process:** All fees set forth by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis the fee is for each identified unit or portion thereof within the indicated ranges of such units.
4. **Added Fees and Refunds:** Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited monies is due, and where such charge or refund is ten dollars (\$10.00) or less, a charge or refund need not be made, pursuant to California Government Code Section 29375.1 and amendments thereto.
5. **Listing of Fees and Phase In:** The attached list of fees shall be charged and collected for the enumerated services as scheduled.
6. **Interpretations:** This Resolution may be interpreted by the several City department heads in consultation with the City Manager and, should there be a conflict between two fees then the lower in dollar amount of the two shall be applied.
7. **Adjustments to Fees:** It is the intention of the City Council to conduct an extensive analysis of its services periodically and review the fees and charges as determined and set out herein based on the City's Annual Budget and all the City's costs reasonably borne as established at that time and, if warranted, to revise such fees. Inflation adjustments made between such periodic review shall be done annually effective January 1 of each calendar year via a new fee resolution and shall be

based on the San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, not to exceed 2.5% annually, for the prior twelve month period June through May.

8. **Adjustment to Impact Fees effective March 17, 2025:** The Impact Fees were not included as part of this User Fee Study, these fees were adjusted as follows:

The Los Angeles Construction Cost Index for the twelve-month period October 2023 through October 2024 is 0.87%, therefore the adjustment to the Transportation Impact Fees effective March 17, 2025 will be an adjustment of 0.87%.

The San Diego-Carlsbad CPI, All Items, for All Urban Consumers (CPI-U) Index, for the twelve-month period June 2022 through May 2023 is 3.2%, therefore, the adjustment to the Fire Mitigation Impact Fee, Park Development Impact Fee, and Public Use Facilities Impact Fees effective March 17, 2025, will be an adjustment of 2.5%.

9. **Rounding of Fees:** The following rounding factor has been applied to the adjustment of fees so that the adjusted fees are in whole dollars:

- a. Any fee in the amount of \$0.01 to \$0.99 round up to \$1.00.
- b. Any fee more than \$1.00 with cents totaling from \$0.01 to \$0.49 round down to the nearest whole dollar.
- c. Any fee more than \$1.00 with cents totaling from \$0.50 to \$0.99 round up to the nearest whole dollar.

10. **Waiver of Fees:** The City Manager shall have the authority to waive fees for non-profit organizations located within the City and for City sponsored events. All other fee waiver requests shall be reviewed by the City Council.

11. **Constitutionality:** If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of January 2025, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –  
NOES: Councilmembers –

ABSENT: Councilmembers –  
ABSTAIN: Councilmembers –

\_\_\_\_\_  
LESA HEEBNER, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
JOHANNA N. CANLAS, City Attorney

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ANGELA IVEY, City Clerk



**CITY OF SOLANA BEACH**  
**Schedule of Fees**  
**Effective March 17, 2025**

Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>COMMUNITY DEVELOPMENT SERVICES</b>				
S-001	Community Dev	Conditional Use Permit - Processing	All CUPs: \$12,486	Per application. Bluff retention device CUPs will include deposit based on estimated costs for third-party geotechnical review, consultant review, and legal services. Optional: expediting fee and CEQA document preparation fee, upon request.
S-001A			Bluff Retention Device CUPs & Wireless Communication Facility CUPs Require addtl deposit for various third-party reviews at Cost + 15% (see Service Code S-350)	
S-002	Community Dev	Conditional Use Permit - Revise/Modify	\$4,341	Per application
S-003	Community Dev	Conditional Use Permit - Time Extension	\$3,215	Per application
S-004	Community Dev	Community Development Directors Use Permit	\$3,293	Per application (Other)
S-004A			\$3,042	Per application (Wireless)
S-004B			Wireless Communications Facility-requires additional deposit for third party reviews plus 15% (see Service Code S-	
S-005	Community Dev	Community Development Dir. Use Permit - Revision	\$1,710	Per application
S-006	Community Dev	Community Development Dir. Use Permit - Time Extension	\$1,459	Per application
S-008	Community Dev	Minor Exception - Review Process	\$1,432	Per application
S-011	Community Dev	Temporary Use Permit - Processing	\$1,895	Per application
S-012	Community Dev	Temporary Use Permit - Time Extension	\$947	Per application
S-013	Community Dev	Zoning Letter	\$225	Per letter
S-014	Community Dev	Variance - Processing	\$9,333	Per application
S-016	Community Dev	Pre-application review	\$3,787	Per application. 50% of the fee to be credited against future fees if the project actually goes forward.
S-017	Community Dev	Appeal to the City Council	Resident: \$2,182 Others: \$5,455	Per appeal
S-018	Community Dev	General Plan Amendment	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel	
S-019	Community Dev	Rezoning Review/Specific Plan	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel	
S-020	Community Dev	Zoning Text Amendment	\$10,000 deposit or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel	
S-021	Community Dev	Development Review Permit - Processing	Residential A - Single Family Resident \$7,309	Per application
S-021A			Residential B - Single Family Non-Resident \$14,618	
	Residential C - 2-4 Units \$21,522			
	Residential D - >4 Units \$24,288			
	Non-Residential/Mixed Use A - Exterior Improvements/Remodel \$19,020			
	Non-Residential/Mixed Use B - Additions <500 sqft \$24,232			
	Non-Residential/Mixed Use C - Additions >500 sqft/New Commercial \$28,125			
	or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350			
S-022	Community Dev	Development Review Permit - Modification	\$4,511	Per application
S-022A	Community Dev	Administrative Development Review Permit Modification	\$3,153	
S-023	Community Dev	Development Review Permit - Time Extension	\$3,007	Per application
S-024	Community Dev	Major Subdivision - Tentative Map	\$19,942	Per application
S-025	Community Dev	Major Subdivision - Final Map	\$6,477	Per application
S-026	Community Dev	Major Subdivision - Amend. Of Condition	\$5,750	Per application
S-027	Community Dev	Major Subdivision - Time Extension	\$5,279	Per application
S-028	Community Dev	Minor Subdivision - Tentative Map	\$15,290	Per application
S-029	Community Dev	Minor Subdivision - Parcel Map	\$5,393	Per application
S-030	Community Dev	Minor Subdivision - Amend. Of Condition	\$4,502	Per application
S-031	Community Dev	Minor Subdivision - Time Extension	\$4,354	Per application
S-032	Community Dev	Environmental Documentation	Deposit for third-party review at Cost + 15% Admin Fee (see Service Code S-350)	Per application
S-035	Community Dev	Environmental Impact Report	Deposit for third-party review at Cost + 15% Admin Fee (see Service Code S-350)	Per application

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Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
S-036	Community Dev	Structure Develop. Permit - Processing	\$5,109	Per application
S-036A	Community Dev	Structure Develop. Permit - Processing (with S-021)	If in conjunction with a Development Review Permit (S-021), the S-036 fee will instead be 30% of the total S-036 fee	
S-036D	Community Dev	Structure Develop. Permit - Processing (with multiple entitlements)	\$3,368	If in conjunction with multiple entitlements, a discount of 15% is applied to the lower cost entitlements, and the S-036 will instead be \$3,052 per application
S-037	Community Dev	Structure Develop. Permit Waiver/Time Extension	\$666	Per application. This fee will not be charged in conjunction with a Development Review Permit-Time Extension (S-023)
S-037A	Community Dev	Structure Develop. Permit Waiver/Time Extension (with S-023)	\$0	
S-040	Community Dev	View Assessment - Claimant	TBD by Council, Currently \$600	Per application
	Community Dev	View Assessment - Applicant	TBD by Council, Currently \$600	Full refund of application fee will be made if parties settle 2
S-041	Community Dev	View Assessment Committee (VAC) - Appeal to City Council	\$2,410	Per application
S-042	Community Dev	View Assessment - Community Development Director Appeal to City Council	This fee would be charged as an Appeal to the City Council (S-017) and not as a separate fee.	Per application
S-050	Community Dev	Standard Sign Permit - Processing	\$376	Per application
S-051	Community Dev	Comprehensive Sign Plan - Review Process	\$1,106	Per application
S-051A			plus 100% fine of original sign permit if the sign was built without a permit.	
S-052	Community Dev	Comprehensive Sign Plan - Amendment	\$604	Per application
S-053	Community Dev	Temporary Sign/Banner	\$125	Per application
S-060	Community Dev	Landscape Plan Review/Inspection	Deposit for third-party review at Cost	Per application
			+ 15% Admin Fee (see Service Code S-350)	
S-065	Community Dev	Street Address Change	\$331	Per application
S-067	Community Dev	Planning Public Noticing	\$1,110	Per notice
	Community Dev	Multi-permit discount of 15%	A multi-permit discount of 15% is available for each additional Planning Department permit service filed on the same	

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Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>ENGINEERING SERVICES</b>				
S-100	Engineering	Lot Line Adj./Cert. Of Compliance. - Review	\$2,211	Per application
S-100A			or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by S-350.	
S-110	Engineering	Grading Plan Check	Construction Valuation *	* Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation
S-110A			\$0-\$40,000: \$1,462	
			\$40,001-\$100,000: \$2,538	
			\$100,001-\$200,000: \$3,909	
S-110B	\$200,001+: \$6,232	or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-111	Engineering	Grading Permit/Inspection	Construction Valuation *	* Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation
S-111A			\$0-\$40,000: \$1,462	
			\$40,001-\$100,000: \$2,538	
			\$100,001-\$200,000: \$3,909	
S-111B	\$200,001+: \$6,232	or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
S-112	Engineering	Grading Deposits	Based on an Engineer's Estimate of the work performed under the permit. Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining security amount	Per permit/inspection
S-115	Engineering	Public Improvement Plan Check	Construction Valuation *	* Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation
S-115A			\$0-\$40,000: \$1,462	
			\$40,001-\$100,000: \$2,538	
S-115B	\$100,001-\$200,000: \$3,909	or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
			\$200,001+: \$6,232	Bluff Projects - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.

**CITY OF SOLANA BEACH**  
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Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
S-116	Engineering	Public Improvement Permit/ Inspection	Construction Valuation * \$0-\$40,000: \$1,462 \$40,001-\$100,000: \$2,538 \$100,001-\$200,000: \$3,909 \$200,001+: \$6,232	* Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation
S-116A			or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	Per permit/inspection
S-116B			<u>Bluff Projects</u> - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	
S-117	Engineering	Public Improvement Deposits	Based on an Engineer's Estimate of the work performed under the permit. Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining security amount	Per permit/inspection
S-120	Engineering	Geotechnical Plan Review/Inspection	Deposit for third-party review at Cost + 15% Admin Fee	Per application
S-115	Engineering	Encroachment Permit	Street Cut - \$1,088 Standard - \$766	Per permit
S-116	Engineering	Encroachment Permit Deposit	SBMC 11.20.230 - twice the estimated cost of removing the encroachment, but in no case less than \$50.00	Per permit
S-120	Engineering	Miscellaneous Engineering Permit/Inspection	\$321	Per permit/inspection
S-125	Engineering	Easement Abandon/Street Vacation	\$2,533	Per application
S-125A			or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	
S-127	Engineering	Easement/R.O.W Dedication	\$703	Per application
S-130	Engineering	Subdivision Monuments	security deposit is based on estimate provided by surveyor to set the monuments.	Per application
S-135	Engineering	Sewer Connection Fees	Future Capacity = 50%	Per total of \$4,500 per 1.0 EDU *Subject to change dependent on Sewer Rate Study Results in Spring
S-135A			Ocean Outfall = 27%	
S-135B			Existing Facility = 23%	
S-140	Engineering	Marine Safety Permit	Deposit collected for: Ramp Fee - \$6 per round trip Trip Fee - \$3 per ton plus \$31 per day for days 1-30 and \$57 per day for 31 and subsequent days plus actual staffing costs (4 hour min)	Per Permit  *To be revised based on ramp CIP project in progress

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Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>BUILDING SERVICES</b>				
S-210 TO S-265	Community Dev	Building Plan - Plan Check & Permit/Inspection	See attached valuation tables Attachments A & B	Per application & permit/inspection
S-270	Community Dev	CalGreen Building Plan Check	0-50,000 SF - 3% of Building Permit Plan Check Above 50,001 - 1% of Building Permit Plan Check	Per plan check
S-272	Community Dev	CalGreen Building Permit/Inspection	0-50,000 SF - 3% of Building Inspection Fee Above 50,001 - 1% of Building Inspection Fee	Per permit/inspection
S-275	Community Dev	Commercial Photovoltaic Plan Check	Based on the Project Valuation \$0 - \$500,000: \$373 Above \$500,000: \$523	Per plan check
S-277	Community Dev	Commercial Photovoltaic Permit/Inspection	Based on the Project Valuation \$0-\$500,000: \$373 Above \$500,000: \$523	Per permit/inspection
S-278	001-4715	Single Family Single Family Residential Solar Plan Check	\$43 (25% of Individual Electrical Permit Fee-Attachment B)	Per plan check
S-279	001-4320	Single Family Single Family Residential Solar Permit/Inspection	\$172 (Individual Electrical Permit Fee-Attachment B)	Per permit/inspection
S-280	Community Dev	Building Permit Extension Review	\$102	Per application
S-285	Community Dev	Violation of Building Permit	equal to total of building permit fee that was required (in addition to building permit fee)	Per violation
S-290	Community Dev	SMIP Fee	per Section 2705 of the Public Resources Code	
S-291	Community Dev	State Building Standards Fee	per HSC Section 18931.6	

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Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>DEVELOPMENT IMPACT FEES &amp; DEVELOPER PASS-THRU</b>				
S-305	Community Dev	Regional Transportation Congestion Program RTCIP Fee	Single family \$3,800 per dwelling unit Multi-family \$3,041 per dwelling unit	Per application; fee set by SANDAG and adjusted annually, no less than 2% per year.
S-310	Community Dev	Public Facilities Fee	1% of project valuation	
S-315	Community Dev	Master Art Policy Fee	0.5% of project valuation	Per application; commercial projects with valuation of \$500,000 or more with 5 or more dwelling units; deposit paid up front; reimbursement under MAP guidelines if public art is incorporated into the project
S-320	Community Dev	Affordable Housing Impact Fee	\$27.90 per SF	
S-322	Engineering	Transportation Impact Fee (TIF)	See Attachment C	
S-330	Fire	Fire Mitigation Impact Fee (FMIF)	See Attachment C	
S-332	Community Dev	Park Development Impact Fee (PDIF)	See Attachment C	
S-334	Community Dev	Public Use Facilities Impact Fee (PUFIF)	See Attachment C	
S-350A	Various	Third Party Review	Landscape Review	+ 15% of Third Party Review Cost (S-355)
S-350B			Wireless Review	
S-350C			Geotechnical Review	
S-350D			Biological Review	
S-350E			Special Counsel Review	
S-350F			Stormwater Review	
S-350G.			Traffic Review	
S-350H			Environmental Review	
S-350I			Shoreline Development Review	
S-350J			Noise Review	
S-350K			Cultural Resources Review	
S-350L			Bluff Retention	
S-355			Various	

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Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>PUBLIC SAFETY</b>				
S-410	Fire	Fire Building Plan Check & Permit/Inspection	<u>Commercial:</u> Plan Check - \$401 per plan	Per plan check. & permit/inspection
S-411			Permit/Inspection - \$349 per inspection	
S-412			<u>Residential:</u> Plan Check - \$209 per plan	
S-413			Permit/Inspection - \$209 per inspection	
S-414			Reinspection (3rd Inspection) - \$209 per reinspection	
S-420	Fire	Fire Sprinkler Plan Check & Permit (Commercial)	<u>Plan Check - Tenant Improvement:</u> 0-2,500 Sq. Ft: \$241 2,501-5,000 Sq. Ft: \$321 5,001-25,000 Sq. Ft: \$482 25,001-50,000 Sq. Ft: \$642 >50,000 Sq. Ft., each add'l 1,000 sq.ft. \$80.00	Per plan check
S-420			Plan Check - New: Actual Costs	Per plan check
S-421			<u>Permit/Inspection - Tenant Improvement:</u> 0-2,500 Sq. Ft: \$209 2,501-5,000 Sq. Ft: \$279 5,001-25,000 Sq. Ft: \$419 25,001-50,000 Sq. Ft: \$558 >50,000 Sq. Ft., each add'l 1,000 sq.ft. \$70.00	Per permit/inspection
S-421			<u>Permit/Inspection - New:</u> 0-2,500 Sq. Ft: \$419 2,501-5,000 Sq. Ft: \$488 5,001-25,000 Sq. Ft: \$558 25,001-50,000 Sq. Ft: \$698 >50,000 Sq. Ft., each add'l 1,000 sq.ft. \$70.00	Per permit/inspection
S-422	Fire	Fire Sprinkler Plan Check & Inspection (Residential)	<u>Plan Check:</u> 0-2,500 Sq. Ft: \$241 2,501-5,000 Sq. Ft: \$321 5,001-7,000 Sq. Ft: \$401 7,001+ Sq. Ft: \$562	Per plan check
S-423			<u>Permit/Inspection:</u> 0-2,500 Sq. Ft: \$279 2,501-5,000 Sq. Ft: \$349 5,001-7,000 Sq. Ft: \$488 7,001+ Sq. Ft.: \$698	Per permit/inspection
S - 424	Fire	Fire Alarm System - Plan Check & Inspection	Plan Check - Initial Submittal, New System: \$401 or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.	Per plan check
S - 424			<u>Plan Check - Tenant Improvement:</u> 0-5,000 Sq. Ft: \$401 5,001-25,000 Sq. Ft: \$562 25,001-50,000 Sq. Ft: \$722 >50,000 Sq. Ft., each add'l 1,000 sq.ft. \$70.00	Per plan check
S - 425			Permit/Inspection: \$279	Per permit/inspection
S - 425			<u>Pre-Wire and Final Inspection:</u> 0-5,000 Sq. Ft: \$349 5,001-25,000 Sq. Ft: \$488 25,001-50,000 Sq. Ft: \$628 >50,000 Sq. Ft., each add'l 1,000 sq.ft. \$70.00	Per inspection
S - 426	Fire	Fire Specialty Protection System Plan Check & Permit/Inspection	Plan Check - \$482	Per plan check
S - 427			Permit/Inspection - \$279	Per permit/inspection
S-430	Fire	Fire Solar System Plan Check & Permit/Inspection	Single Family Residential - included as part of Building fees	N/A
S - 431			<u>Multi-Family, Commercial, or Industrial:</u> Plan Check - \$241	Per plan check
S - 432			Permit/Inspection - \$209	Per permit/inspection
S-440	Fire	Fire Alt. Materials & Methods Rev	\$401 per application plus actual costs at the fully allocated hourly rates for all time after two hours	Per application
	Fire	Fire Protection Plan	Single Family Dwelling: \$963 Multiple Unit Site: \$1,605	

**CITY OF SOLANA BEACH**  
**Schedule of Fees**  
**Effective March 17, 2025**

Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
S-442	Fire	Underground Tank Installation - Removal P.C. Inspection	\$558	Per permit
S-444	Fire	New Development Flow Test	This service is provided by the Water District.	
S-446	Fire	Miscellaneous Fire Inspection	\$209/hour	Per inspection
	Fire	AB-38 Compliance Inspection	\$209/hour	Per inspection
S-447	Fire	After Hour Inspection	Actual cost using fully allocated hourly rates (\$293 minimum)	Per inspection
S-448	Fire	Standby Charge	Actual cost using fully allocated hourly rates (\$662 minimum)	Per request
S-460	Fire	Business Fire Safety Inspection	<u>B, R2, R2.1 Occupancies:</u> 0-1,000 SF - \$140 1,001-3,500 SF - \$279 3,501-10,000 SF - \$419 10,001 SF - \$907 <u>All Other Occupancies:</u> 0-1,000 SF - \$279 1,001-3,500 SF - \$488 3,501-10,000 SF - \$628 10,001 SF - \$1,117	Per in-City business certificate application (S-620) & renewal (S-626)
	Fire	State Mandated Inspections	<u>State Mandated R-2 Inspections (Apartments):</u> 3-10 units/building \$482 11-40 units/building \$642 >40 units/building \$963  <u>State Mandated R-1 Inspections (Hotels/Motels):</u> \$963  <u>State Mandated E Occupancies (Private):</u> Pre-School \$562 Elementary/Middle School \$963 High School \$963	All annual inspection fees shall include time for the initial inspection and 1 reinspection. All subsequent reinspections may be charged an additional rate per inspection as determined by the AHJ.
S-470	Community Dev (Codes)	False Alarm	\$50 for the first excessive false alarm \$100 for the second excessive false alarm \$150 for the third and each successive excessive false alarm	SBMC 4.36
S-480	Marine Safety	Marine Safety Junior Lifeguard Apparel & Accessories	Cost plus 25% for administrative fee rounded to the nearest \$1 dollar price increment	
S-490	Marine Safety	Marine Safety Junior Lifeguard	Resident: \$376 Non-Resident: \$430	2-week sessions (4 AM & 4 PM), Groms (age 7-8) and Junior Lifeguards (ages 9-16)  Per session



**CITY OF SOLANA BEACH**  
**Schedule of Fees**  
**Effective March 17, 2025**

Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>COMMUNITY SERVICES</b>				
S-510	Community Serv	Special Event Permit	\$53 Resident/Non-profit \$283 Non-resident \$867 for street closure	Per permit; Block Parties are exempt from street closure rate
S-515	Community Serv	Sound Permit	\$11	per application
S-519	Finance	Liability Insurance	set by City's Insurance Broker	Per event or rental
S-520	Community Serv	Contract Enrichment Classes	100% cost recovery	Per class; Class instructor receives 70% of the class fee and the City receives 30% of the class fee.
S-522	Community Serv	Day Camp Program (weekly rates)	<u>Day Camp, age 5-11:</u> Resident \$180 Non-Resident \$234  <u>Day Camp After Care, age 5-11:</u> Resident \$52 Non-Resident \$79  <u>Leader in Training, age 13-17:</u> \$45	
S-524	Community Serv	Sports Field Admin	Residents \$0 Non-residents \$23	Per hour
S-526	Community Serv	Facility Rental (Community Center)	\$10 Nonprofit \$71 Resident \$76 Non-resident	Per hour
S-530	Community Serv	Fletcher Cove Community Center Facility Rental	Friday 5pm -10pm & Sat/Sun 11am-10pm Resident \$50/hr, Non-resident \$150/hr Non refundable cleaning fee - \$150 Refundable Security Deposit - \$500 Trained Contract Staff - \$28/hr City Purchased Insurance - premium cost City Purchased Insurance w Alcohol - premium cost	Per SBMC 11.40.140
S-540	Community Serv	Public Art Consignment Fee	\$117 + 25% of sale price if sold	Per application for requests from artists to display their art in the public right of way per the MAP guidelines.

**CITY OF SOLANA BEACH**  
**Schedule of Fees**  
**Effective March 17, 2025**

Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>PERMIT REGISTRATION SERVICES</b>				
S-610	Finance	Short Term Vacation Rental Permit	<u>New: \$253 per permit</u> <u>Renewal: \$142 per permit</u>	Per permit
S-620	Finance	New/Changed Business Certificate	<u>Business located within the City: \$309</u> <u>Home Base: \$124</u> <u>Located outside the City: \$93</u>	Per application + S-460 for Business located within the City
S-626	Finance	Business Certificate Renewal	<u>Business located within the City: \$93</u> <u>Home Base: \$62</u> <u>Located outside the City: \$62</u>	Per renewal + S-460 for Business located within the City
S-628	Finance	SB 1186	\$4.00 SB 1186 Fee to be paid by all business certificate, regulatory, and STVR applicants	Per application/renewal
S-629	Finance	STVR Permit Duplicate	\$43	Per duplicate
S-630	Community Dev (Codes)	Amusement Permit	<u>New: \$459 per permit, plus \$17 per Device</u> <u>Renewal: \$459</u>	Per Permit, plus DOJ and other State Fees
S-631	Community Dev (Codes)	Dance Permit	<u>New: \$459</u> <u>Renewal: \$287</u>	Per Permit, plus DOJ and other State Fees
S-632	Community Dev (Codes)	Entertainment Permit	<u>New: \$459</u> <u>Renewal - \$287</u>	Per Permit, plus DOJ and other State Fees
S-633	Community Dev (Codes)	Firearms Permit	<u>New: \$459</u> <u>Renewal - \$287</u>	Per Permit, plus DOJ and other State Fees
S-634	Community Dev (Codes)	Massage Establishment Permit	<u>New: \$459</u> <u>Renewal - \$287</u>	Per Permit, plus DOJ and other State Fees
S-635	Community Dev (Codes)	Secondhand Dealer Permit	<u>New: \$459</u> <u>Renewal - \$287</u>	Per Permit, plus DOJ and other State Fees
S-636	Community Dev (Codes)	Solicitors Permit	<u>New: \$459 per permit plus \$170 for each additional solicitor</u> <u>Renewal: \$330</u>	Per Permit, plus DOJ and other State Fees
S-637	Community Dev (Codes)	Taxi Business Permit	<u>New: \$545 per permit plus \$30 for each cab</u> <u>Renewal: \$330 per permit plus \$30 for each cab</u>	Per Permit, plus DOJ and other State Fees
S-638	Community Dev (Codes)	Tobacco Sales Permit	<u>New: \$459</u> <u>Renewal: \$287</u> Late Fee - Renewal fee + 10%	Per Permit, plus DOJ and other State Fees
S-639	Community Dev (Codes)	Newsstand/News Rack Permit	\$345	Per Permit
	Community Dev (Codes)	CA MTC Certified Massage Tech/Business Registration	<u>New: \$437</u> <u>Renewal: \$308</u>	Per Permit Per Permit
S-660	Engineering	Golf Cart Permit	\$66	Per permit

**CITY OF SOLANA BEACH**  
**Schedule of Fees**  
**Effective March 17, 2025**

Service Code #	Dept	Description of Service	Fee for Service Effective 03/17/25	Fee Instructions/Notes
<b>ADMINISTRATIVE SERVICES</b>				
S-640	Finance	Administrative Citation	Fines shall be assessed in the amounts specified by resolution of the city council, or, where no amount is specified: A fine not exceeding \$100.00 for a first violation; A fine not exceeding \$200.00 for a second violation of the same ordinance, term, or condition within one year from the date of the first violation; A fine not exceeding \$500.00 for each additional violation of the same ordinance, term or condition within one year from the date of the first violation. (Ord. 283 § 2, 2002)	SBMC 1.18.030
S-645	Finance	STVR - Permit Violation Penalties	First Violation in 12-month period - \$500 Second Violation in 12-month period - \$1,000 Third Violation in 12-month period - Permit revocation and hearing pursuant to SBMC 4.04.110	SBMC 4.47.070
S-711	City Clerk	Notary Public Service	\$15 per Signature	Per signature; limited to \$15 by State law.
S-712	City Clerk	Document Certification	\$140	Per item
S-715	City Clerk	Audio/Video Tape Reproduction	Audio CD: \$53 DVD: \$40	Per item
			Convert VHS to DVD: Actual Costs Convert Audio Cassette to CD/MP4: Actual Costs	
S-716	City Clerk	Annual Agenda Mailing Subscription	\$577	Per Annual Subscription
S-717	City Clerk	Annual Agenda Packet Mailing Subscription	\$2,865	Per Annual Subscription
S-718	City Clerk	Special Notice Subscription	\$101	Per Annual Subscription
S-719	City Clerk	Document Print/Copy	<u>All Copies:</u> First 10 pages - No Charge \$0.21 per page for every page thereafter <u>Document Imaging:</u> First 10 pages - No Charge \$0.15 per page for every page thereafter <u>Data Copy:</u> \$53 per device <u>Maps/Blueprints:</u> Actual Costs	Per request
S-720	City Clerk	Candidate Processing	\$25	Per application; fee set by the State
S-721	City Clerk	Initiative Processing	\$200	Per initiative; fee set by the State
S-722	City Clerk	Verification of Residency	\$140	Per request
S-740	Finance	NSF Check	\$25	\$25 first check, \$35 each subsequent check - set by State
S-750	Finance	Credit Card Convenience Fee	set by City's Third-Party Credit Card Processor	Per credit card charge
S-760	Various	Technology Surcharge	Charge 5.0% of all Plan Check and Permit fees and Entitlements (except Impact Fees)	

## Attachment A - Building Valuation Data AUGUST 2024

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2025. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$260.46/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$260.46/sq. ft x 0.0075  
= \$31,255

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	333.98	322.10	312.59	300.28	280.58	272.46	290.01	261.47	251.46
A-1 Assembly, theaters, without stage	306.63	294.75	285.24	272.92	253.47	245.34	262.66	234.35	224.35
A-2 Assembly, nightclubs	264.07	256.33	248.28	238.82	223.69	217.61	230.62	203.42	195.71
A-2 Assembly, restaurants, bars, banquet halls	263.07	255.33	246.28	237.82	221.69	216.61	229.62	201.42	194.71
A-3 Assembly, churches	311.21	299.32	289.82	277.50	258.18	250.05	267.24	239.06	229.06
A-3 Assembly, general, community halls, libraries, museums	261.35	249.47	238.96	227.64	207.19	200.06	217.38	188.07	179.07
A-4 Assembly, arenas	305.63	293.75	283.24	271.92	251.47	244.34	261.66	232.35	223.35
B Business	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
E Educational	279.20	269.50	260.98	250.17	233.48	221.55	241.57	204.55	198.00
F-1 Factory and industrial, moderate hazard	162.52	154.68	144.93	139.48	124.19	118.17	132.99	102.98	95.90
F-2 Factory and industrial, low hazard	161.52	153.68	144.93	138.48	124.19	117.17	131.99	102.98	94.90
H-1 High Hazard, explosives	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	N.P.
H234 High Hazard	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	85.33
H-5 HPM	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
I-2 Institutional, hospitals	459.84	449.45	439.33	427.82	403.26	N.P.	417.81	377.98	N.P.
I-2 Institutional, nursing homes	319.21	306.86	296.74	285.23	264.10	N.P.	275.22	238.82	N.P.
I-3 Institutional, restrained	341.48	331.09	320.97	309.46	288.34	278.89	299.46	263.05	251.33
I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
M Mercantile	197.08	189.34	177.79	171.82	156.33	151.25	163.63	136.06	129.35
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
R-3 Residential, one- and two-family <sup>d</sup>	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
S-1 Storage, moderate hazard	150.65	142.81	133.05	127.61	112.61	106.60	121.11	91.40	84.33
S-2 Storage, low hazard	149.65	141.81	133.05	126.61	112.61	105.60	120.11	91.40	83.33
U Utility, miscellaneous	115.27	108.48	100.93	96.59	86.02	80.36	91.94	68.09	64.85

a. Private Garages use Utility, miscellaneous

b. For shell only buildings deduct 20 percent

c. N.P. = not permitted

d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

**ATTACHMENT "B"  
BUILDING PERMIT FEE SCHEDULE**

Service Code #	TOTAL VALUATION *	BASE BUILDING PERMIT FEE *
S-210	\$1.00 to \$500.00	\$41.00
	\$500.01 to \$2,000.00	\$41 for the first \$500 plus \$5.36 for each additional \$100, or fraction thereof, to and including \$2,000.00
	\$2,000.01 to \$25,000.00	\$121 for the first \$2,000 plus \$24.68 for each additional \$1,000, or fraction thereof, to and including \$25,000
	\$25,000.01 to \$50,000.00	\$689 for the first \$25,000 plus \$17.83 for each additional \$1,000, or fraction thereof, to and including \$50,000
	\$50,000.01 to \$100,000.00	\$1,135 for the first \$50,000 plus \$12.35 for each additional \$1,000, or fraction thereof, to and including \$100,000
	\$100,000.01 to \$500,000.00	\$1,752 for the first \$100,000 plus \$9.88 for each additional \$1,000, or fraction thereof, to and including \$500,000
	\$500,000.01 to \$1,000,000.00	\$5,705 for the first \$500,000 plus \$8.38 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
	\$1,000,000.01+	\$9,892 for the first \$1,000,000 plus \$5.56 for each additional \$1,000, or fraction thereof

**ASSOCIATED FEES**

S-212	Permit Issuance Fee	\$51.00
S-220	Individual Plumbing Permit	\$172.00
S-230	Individual Electrical Permit	\$172.00
S-240	Individual Mechanical Permit	\$172.00
S-233	Water Heater Permit	\$103.00

***In Combination with Building Permit***

S-222	Plumbing Permit	7% of Base Permit Fee
S-232	Electrical Permit	7% of Base Permit Fee
S-242	Mechanical Permit	7% of Base Permit Fee
S-250	Energy Surcharge Fee	15% of Base Permit Fee
S-252	Disabled Access Surcharge Fee	10% of Base Permit Fee
	(Disabled Access fee applies to Commercial, Industrial, Assembly, Educational and Multi-Family type projects as required by State Building Code)	
S-255	Plan Check Fee	85% of Building Permit Fee
	(Residential sub-division or tract development projects may have production units that are duplicates of the model units reduced to 30% of the permit fee)	

**NOTES:**

	A Building Permit shall include only a single issuance fee if the permit has a combination of activities (i.e.: Building/Plumbing/Electrical/Mechanical.)
S-260	Projects requiring plan revisions or having a new scope of work shall be charged a fee determined by using the current preferred hourly rate as established by EsGil Corporation.
S-262	Expedited processing is only available for unusual circumstances as deemed appropriate by City Staff. Charges for expedited services shall be determined by using an hourly rate of two times the current preferred hourly rate as established by EsGil Corporation.
S-265	Projects requiring special inspections or additional re-inspections shall be charged a fee determined by using the current preferred hourly rate as established by EsGil Corporation.
*	Upon initial submittal to the City, permit fees based on valuations will be calculated using the valuations listed in Attachment A of the Fee Schedule. This will be the minimum fee charged for the permit. If upon a subsequent submittal, the valuation decreases, no refund based on the decreased valuation will be provided to the applicant. If the valuation increases, additional permit fees will be calculated based on the difference between the valuation used to calculate the minimum fee and the increased valuation.

**ATTACHMENT "C"**  
**IMPACT FEE SCHEDULE**  
**Calendar Year 2025 - Effective March 17, 2025**

**Service  
Code #**

<b>S-322</b>	<b>Transportation Impact Fee: Ordinance 479</b>			<b>CY2024 Fee</b>	<b>CY2025 % Change</b>
	<b>Fee Rate Category</b>	<b>Fee Rate</b>			
	Residential: Single Family	\$ 19,089.00	Per Unit	\$ 18,924.00	1.0087
	Residential: Condo & Multi-Family	\$ 13,613.00	Per Unit	\$ 13,496.00	1.0087
	Residential: ADU	\$ 4,773.00	Per Unit	\$ 4,732.00	1.0087
	Retail, Commercial & Shopping	\$ 20,740.00	Per 1,000 SF	\$ 20,561.00	1.0087
	Office & Employment Center	\$ 12,772.00	Per 1,000 SF	\$ 12,662.00	1.0087
	Industrial	\$ 3,750.00	Per 1,000 SF	\$ 3,718.00	1.0087
	Lodging & Resort	\$ 13,325.00	Per 1,000 SF	\$ 13,210.00	1.0087
	Educational & Institutional	\$ 11,228.00	Per 1,000 SF	\$ 11,131.00	1.0087
	Other	\$ 161.27	Per TDU	\$ 159.88	1.0087
<b>S-330</b>	<b>Fire Mitigation Impact Fee (FMIF): Ordinance 492/Resolution 2018-147</b>				
	Detached Dwelling	\$ 1,894.00	Per Unit	\$ 1,848.00	1.025
	Attached Dwelling	\$ 267.00	Per Unit	\$ 260.00	1.025
	Hotels/Motels	\$ 896.00	Per Keyed Room	\$ 874.00	1.025
	Commercial/Service	\$ 0.13	Per Sq Ft	\$ 0.13	1.025
	Office/Professional	\$ 0.14	Per Sq Ft	\$ 0.14	1.025
	Light Industrial	\$ 0.10	Per Sq Ft	\$ 0.10	1.025
	Public/Institutional Uses	\$ 0.05	Per Sq Ft	\$ 0.05	1.025
	Residential Remodel	\$ 0.73	Per Sq Ft	\$ 0.71	1.025
<b>S-332</b>	<b>Park Development Impact Fee (PDIF): Ordinance 493/Resolution 2018-147</b>				
	Detached Dwelling	\$ 7,445.00	Per Unit	\$ 7,263.00	1.025
	Attached Dwelling	\$ 5,386.00	Per Unit	\$ 5,255.00	1.025
	Residential Remodel				
	New Bedroom	\$ 19.97	Per Sq Ft	\$ 19.48	1.025
	Less, Bedroom Demo	\$ (19.97)	Per Sq Ft	\$ (19.48)	1.025
<b>S-334</b>	<b>Public Use Facilities Impact Fee (PUFIF): Ordinance 496/Resolution 2018-147</b>				
	Detached Dwelling	\$ 689.00	Per Unit	\$ 672.00	1.025
	Attached Dwelling	\$ 499.00	Per Unit	\$ 487.00	1.025
	Residential Remodel				
	New Bedroom	\$ 1.85	Per Sq Ft	\$ 1.80	1.025
	Less, Bedroom Demo	\$ (1.85)	Per Sq Ft	\$ (1.80)	1.025
<b>S-338</b>	<b>Public Recreation Impact Fee (PRIF): Resolution 2018-140</b>				
	Initial Area	\$ 145.00	Per Sq Ft	\$ 142.00	1.021
	Bluff Retreat	\$ 982.00	Per Linear Ft	\$ 926.00	1.060

# City of Solana Beach

## User Fee Study







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## Executive Summary

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The City of Solana Beach engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services. **Appendix C** details the full cost and suggested fees as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.



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# User Fee Background

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## Background

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

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

## California User Fee History

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

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

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



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## Additional Policy Considerations

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

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

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

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

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



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## Study Objective

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As the City of Solana Beach seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A user fee study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a user fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a user fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

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

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

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

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

## Scope of the Study

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

- Administrative Services
- Permit Registration Services
- Community Development - Planning
- Building
- Engineering
- Public Safety
- Community Services



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

## **Aim of the Report**

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



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# Project Approach and Methodology

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## Conceptual Approach

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

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

## Fully Burdened Hourly Rates

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

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

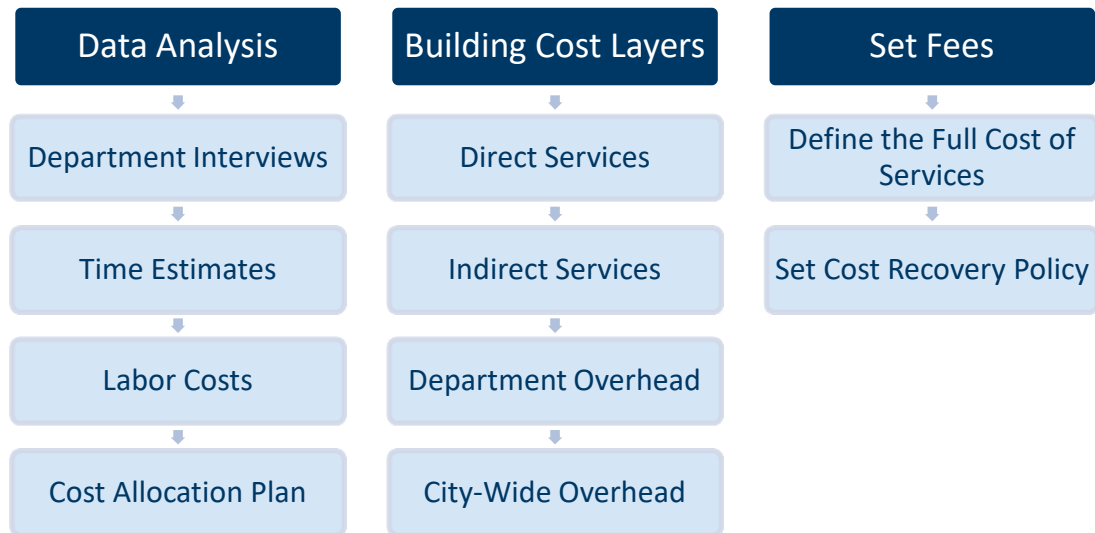
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours’ employees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

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



## Summary Steps of the Study

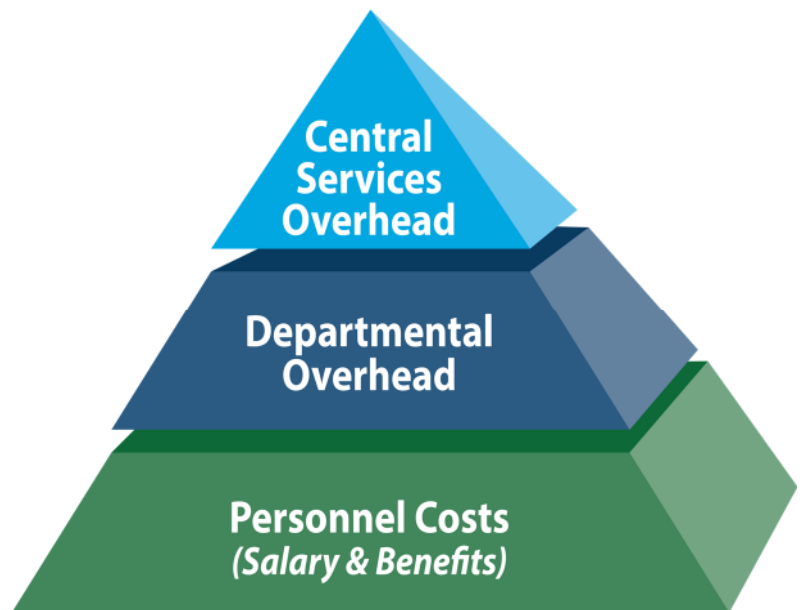
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



## Allowable Costs

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

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





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## Methodology

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

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

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

## Quality Control/Quality Assurance

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

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

## Reasons for cost increases/decreases over current fees

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

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study



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- Departmental overhead and administration costs
  - Indirect overhead from the cost allocation plan
  - Changes in processes and procedures within a department, or the City as a whole
  - Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

## City Staff Contributions

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

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

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



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# Solana Beach User Fees

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## Cost Recovery

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

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

The primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

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

## Subsidization

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

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

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



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

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

## Impact on Demand (Elasticity)

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

## Summary

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

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



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## Administrative Services

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The City Clerk's office is responsible for providing regulatory oversight as per the Government Code and state regulatory agencies as needed and required, including the Fair Political Practices Commission. The Clerk's department records and archives the City Council legislative history into a document imaging system to assist in the research and retrieval process. The department also coordinates with City departments all official records of the City including the records maintenance schedule and destruction of outdated records. The City Clerk acts as the City's election official and administers all City elections. Other responsibilities include codifying the Municipal Code, certifying official documents, and administering oaths. The City Clerk's department manages front desk operations including greeting, phones, receipting, mail, general information, and citywide / City Clerk administration.

The Finance Department maintains the financial records of the City, the Successor Agency and the former Solana Beach Redevelopment Agency. The Finance Department is responsible for managing its budget unit and the budgets for Support Services, Risk Management, Workers Compensation administration, Asset Replacement, Real Property Acquisition, and the OPEB Fund.

## Analysis

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

The services included in Administrative Services are a mixture of administrative citations, permit violation penalties, a document certification fee, agenda mailing services, tape reproduction fees, document copy fees, a verification of residency fee, notary public service, credit card convenience fee, technology surcharge, and a non-sufficient fund fee which is set by the State. The analysis relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that the Document Certification fee, Audio/Video Tape Reproduction fees, Annual Agenda Mailing Subscription fees, Document Print/Copy fees, and Verification of Residency fee are currently set below the full cost of providing the service. Staff have suggested some increases as detailed in [Appendix C](#). As a result, there would be:

- An increase for 9 fees;
- 1 fee would decrease;
- 1 fee for Convert VHS to DVD would change to actual costs, and;
- 14 fees would remain as currently set.



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## Permit Registration Services

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The Finance Department maintains the financial records of the City, the Successor Agency and the former Solana Beach Redevelopment Agency. The Finance Department is responsible for managing its budget unit and the budgets for Support Services, Risk Management, Workers Compensation administration, Asset Replacement, Real Property Acquisition, and the OPEB Fund.

The Code Compliance Division works with the residents and business owners to maintain the appearance and safety of the community and protect the quality of life through the diligent application of our City ordinances and land use regulations. Our officers are dedicated to work in partnership with all and to be responsive and solution-oriented. The City strives to promote and protect the welfare of the community to keep Solana Beach a safe, healthy and desirable place to live and work.

### Analysis

Willdan individually reviewed the services associated with Permit Registration Services. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services listed under Permit Registration Services consist of mostly flat cost-based fees. The analysis of the cost-based services relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most of Permit Registration Services fees are currently set below the full cost of providing the service and staff have suggested increases as detailed in [Appendix C](#). As a result, there would be:

- An increase for 31 fees;
- 2 new fees for MTC Certified Massage Registrations would be added;
- 2 fees would decrease, and;
- 2 fees would remain as currently set.



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## Community Development

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The Planning Division administers and implements the City's General Plan, zoning and subdivision regulations and special projects such as the Local Coastal Program/Land Use Plan. This division consists of planners and technical staff who manage the day-to-day development services for current planning projects, provides assistance to customers and also develops strategies for long range planning functions.

### Analysis

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

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

- An increase for 39 fees;
- 5 new fees to provide for modification to the development review permit processing fees would be added, and;
- 9 fees would remain as currently set.





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## Building

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The Building Division administers and implements the City's Building, Health and Safety Codes in plan checking and issuance of building permits. Currently the City contracts with EsGil/Safebuilt to provide Building Division services.

### Analysis

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

The analysis of the Building Division services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are currently set below the full cost of providing the service. Staff have suggested increasing fees to full cost recovery as detailed in [Appendix C](#).

Included in the fees listed under Building are the Building Permit fees which are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide code compliance services. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 72% cost recovery based on average annual activity levels from fiscal year 2022 to 2024. It is recommended that the fees be increased to full cost recovery.

As a result, there would be:

- An increase for 23 fees;
- 8 fees would decrease, and;
- 14 fees would remain as currently set.



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## Engineering

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The Engineering Division includes engineering design, construction, environmental services, traffic engineering, land development reviews and sanitation. Engineering is responsible for all aspects of public and private improvements including streets, public facilities and parks, flood control and street lighting. It also provides engineering support to Council and Staff.

### Analysis

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

The analysis of Engineering services relied primarily upon a standard unit cost build-up approach for fees whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that some fees are currently not in line with the full cost of providing service. It is recommended that the City set Public Works fees adopt fees at full cost recovery for most services as detailed in [Appendix C](#). As a result, there would be:

- An increase for 6 fees;
- 16 new fee tiers for Grading Plan Check & Permit/Inspection and Public Improvement Plan Check & Permit/Inspection would be added, and;
- 13 fees would remain as currently set.



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## Public Safety

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The Management of the Fire Department is being provided through a Management Services Agreement that consists of a Fire Chief, Deputy Chief, four Battalion Chiefs (one Administrative Battalion Chief and three Shift Battalion Chiefs) and a Fire Marshal. Under direction of the Fire Chief, the Deputy Chief is responsible for overseeing day-to-day operations of the Fire Department and the Battalion Chiefs are responsible for emergency response and emergency management services as well as mid-level management/supervisory responsibilities over the Fire Captains, facilities management, and the training and professional development of all Fire Department personnel. The Fire Marshal is responsible for overseeing, assigning, and tracking fire prevention inspection program, hydrant maintenance program and fire code enforcement and interpretation. The Fire Department operates with a three-shift work schedule to provide 24 hours a day, 7 days a week service from one station. The station houses one fire engine company and one truck company. Each shift consists of two Fire Captains, two Fire Engineers and two Firefighter Paramedics working a 24-hour shift. Each shift is responsible for emergency response, training, fire prevention, station, and equipment maintenance.

The City of Solana Beach Marine Safety Department is responsible for water, beach and bluff safety for the public use of the city's 1.7 miles of coastline. The Marine Safety Department operates with five full-time employees, complimented with 55 seasonal employees. The department primarily prevents and responds to waterborne emergencies in the City of Solana Beach 24 hours a day, seven days a week, and 365 days a year. Preventing and responding to calls for assistance from beachgoers, swimmers, surfers, and boaters. The Marine Safety Department also conducts animal rescues, dive rescues and recovery, cliff rescues, and provides emergency medical assistance as needed.

## Analysis

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

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

- An increase for 40 fees;
- 7 fees would decrease;
- 18 new fees primarily relating to State Mandated Inspections, and Fire Alarm Plan Checks & Inspections would be added, and;
- 9 fees would remain as currently set.



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## Community Services

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The Community Services division is responsible for providing various service-oriented activities which include the City's Annual Street Banner program, production of the Weekly Update, management of the public art program, and coordination of City-sponsored community-wide events. In addition, the Community Services Department is directly responsible for providing programs and services to the community, including rental processing of La Colonia Field and Community Center and managing the Fletcher Cove Community Center for City programs, rentals and services; coordination of 30 City-sponsored special events; development of joint use agreements with local school districts and other organizations for facility use and program resources; contract management with the Boys & Girls Club for the City's After School Enrichment Program; non-City-sponsored special event application administration; and Summer Youth Camps.

### Analysis

Willdan individually reviewed the services associated with the Community Services division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Community Services programs encompassed facility rentals and other recreation services. The fee for use of government owned facilities and property can be set discretionally by the City per Proposition 26 to reduce the cost to the public for related facilities costs, and because there is market availability for facility use elsewhere. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is partially offset by rental or use fee revenue. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that many Recreation programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions and private businesses. Therefore, full cost recovery is typically not the primary goal of fee setting. A time and cost analysis was performed on the fees in the schedule that could have direct staff involvement identified to determine the direct cost for each. An overall program cost analysis for Community Services was also performed and determined that the division is currently operating at around 29% cost recovery. Staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 17 fees;
- 2 fees for City Purchased Insurance would change to Premium Cost, and;
- 3 fees would remain as currently set.



## Appendix A – Total Allowable Cost to be Recovered

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

### City of Solana Beach - User Fee

#### Overhead Rate Calculations

Department	Total Salaries & Benefits	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
100: CITY CLERK	479,908	142,860	30%	0%
100: CITY MANAGER	504,174	91,800	18%	0%
100: LEGAL SERVICES	31,766	3,300	10%	0%
100: FINANCE	745,584	434,129	58%	0%
100: HUMAN RESOURCES	575,580	62,000	11%	0%
100: INFORMATION SERVICES	411,988	183,420	45%	0%
100: PLANNING	900,567	136,300	15%	42%
100: BUILDING SERVICES	134,358	14,450	11%	20%
100: CODE ENFORCEMENT	215,505	70,100	33%	37%
100: FIRE DEPARTMENT	5,022,541	658,350	13%	26%
100: ANIMAL CONTROL	-	-	0%	12%
100: MARINE SAFETY	1,103,210	127,000	12%	40%
100: ENGINEERING	491,219	50,200	10%	46%
100: ENVIRONMENTAL SERVICES	214,056	44,700	21%	39%
100: STREET MAINTENANCE	317,828	96,000	30%	41%
100: PARK MAINTENANCE	122,434	57,500	47%	32%
100: COMMUNITY SERVICES	161,549	23,500	15%	36%
100: GF-RECREATION	198,131	37,310	19%	32%
211: Street Lgt	309,593	55,200	18%	15%
255: Camp	547,318	134,100	25%	31%
509: Sanitation	1,049,455	362,900	35%	0%



# Appendix B –Fully Burdened Hourly Rates

Below are fully burdened hourly rates (FBHR) of staff positions that provide for the services detailed in **Appendix C**. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position.

## City of Solana Beach - User Fee

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Blended Rates</b>		
	Planner Blended Rate	\$193.35
	Planning Intake Blended Rate	\$139.00
	Code Officer Blended Rate	\$162.39
<b>Position Rates</b>		
100: ANIMAL CONTROL	Animal - Principal Management Analyst	\$161.80
100: BUILDING SERVICES	Bldg - Jr. Planner	\$102.22
100: BUILDING SERVICES	Bldg - Permit Technician	\$102.22
100: CITY CLERK	Clerk - City Clerk	\$280.71
100: CITY CLERK	Clerk - Deputy City Clk	\$154.51
100: CITY CLERK	Clerk - Management Analyst	\$144.04
100: CITY CLERK	Clerk-Management Assistant	\$100.86
100: CITY MANAGER	CM - City Manager	\$295.49
100: CITY MANAGER	CM - Executive Assistant	\$131.21
100: CITY MANAGER	CM - Principal Management Analyst	\$170.81
100: CITY MANAGER	CM-Admin. Asst. II/III	\$91.87
100: CITY MANAGER	CM-Assistant City Manager	\$275.80
100: CODE ENFORCEMENT	Code - Code Compliance Officer	\$152.48
100: CODE ENFORCEMENT	Code - Sr. Code Comp. Officer	\$172.30
100: CITY COUNCIL	Council - Executive Assistant	\$134.29
100: COMMUNITY SERVICES	CS - Assistant City Manager	\$364.04
100: COMMUNITY SERVICES	CS - Management Analyst	\$173.19
100: ENGINEERING	Eng - Assistant Civil Engineer	\$173.36
100: ENGINEERING	Eng - Associate Civil Engineer	\$207.51
100: ENGINEERING	Eng - Associate Management Analyst	\$148.62
100: ENGINEERING	Eng - City Engineer / Director Public Works	\$347.21
100: ENGINEERING	Eng - Principal Civil Engineer	\$254.31
100: ENGINEERING	Eng - Senior Civil Engineer	\$210.21
100: ENGINEERING	Eng - Senior Engineering Technician	\$148.62
100: ENVIRONMENTAL SERVICES	Environ - Assistant City Manager	\$390.75
100: ENVIRONMENTAL SERVICES	Environ - Assistant Civil Engineer	\$216.51
100: ENVIRONMENTAL SERVICES	Environ - Maint. Worker I	\$103.52



# City of Solana Beach - User Fee

## Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Position Rates</b>		
100: ENVIRONMENTAL SERVICES	Environ - P/W Operations Manager	\$242.01
100: ENVIRONMENTAL SERVICES	Environ - Principal Civil Engineer	\$265.35
100: ENVIRONMENTAL SERVICES	Environ - Principal Management Analyst	\$242.01
100: ENVIRONMENTAL SERVICES	Environ - Public Works Supervisor	\$185.90
100: ENVIRONMENTAL SERVICES	Environ - Sr. Code Comp. Officer	\$159.25
100: FINANCE	Fin - Accountant	\$149.99
100: FINANCE	Fin - Admin. Asst. II/III	\$122.98
100: FINANCE	Fin - Fiscal Spec I	\$124.16
100: FINANCE	Fin - Risk Manager	\$228.64
100: FINANCE	Fin - Sr Accountant	\$207.22
100: FINANCE	Fin-Finance Director/Treasurer	\$342.27
100: FIRE DEPARTMENT	Fire - Admin. Asst. II/III	\$111.02
100: FIRE DEPARTMENT	Fire - Deputy Fire Chief	\$280.92
100: FIRE DEPARTMENT	Fire - Fire Captain	\$174.73
100: FIRE DEPARTMENT	Fire - Fire Engineer + Paramedic	\$158.21
100: FIRE DEPARTMENT	Fire - Fire Prevention Specialist	\$139.57
100: FIRE DEPARTMENT	Fire - Firefighter + Paramedic	\$146.15
100: HUMAN RESOURCES	HR - Assistant City Manager	\$258.45
100: HUMAN RESOURCES	HR - Executive Assistant	\$122.95
100: HUMAN RESOURCES	HR - Human Resources Director	\$239.62
100: HUMAN RESOURCES	HR - Principal Human Resources Analyst	\$160.07
100: HUMAN RESOURCES	HR - Risk Manager	\$160.07
100: HUMAN RESOURCES	HR-Principal Management Analyst	\$160.07
100: INFORMATION SERVICES	IS - Help Desk Management Assistant	\$112.32
100: INFORMATION SERVICES	IS - IT Director	\$312.62
100: INFORMATION SERVICES	IS - Network System Engineer	\$189.27
100: INFORMATION SERVICES	IS - Principal Management Analyst	\$208.84
100: LEGAL SERVICES	Legal - Deputy City Clk	\$131.44
100: MARINE SAFETY	Marine - Admin. Asst. II/III	\$121.61
100: MARINE SAFETY	Marine - M/S Lieutenant	\$156.82
100: MARINE SAFETY	Marine - M/S Sergeant	\$136.32
100: MARINE SAFETY	Marine - M/S Captain	\$272.73
100: PARK MAINTENANCE	Park Maint - Assistant Civil Engineer	\$251.62
100: PARK MAINTENANCE	Park Maint - Maint. Worker I	\$120.31
100: PARK MAINTENANCE	Park Maint - P/W Operations Manager	\$281.25
100: PARK MAINTENANCE	Park Maint - Public Works Supervisor	\$216.04
100: PLANNING	Planning - Comm Dev. Director	\$353.02
100: PLANNING	Planning - Jr. Planner	\$125.58
100: PLANNING	Planning - Principal Management Analyst	\$235.82



# City of Solana Beach - User Fee

## Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Position Rates</b>		
100: PLANNING	Planning - Principal Planner	\$235.82
100: PLANNING	Planning-Assistant Planner	\$152.43
100: PLANNING	Planning-Associate Planner	\$171.43
100: PLANNING	Planning-Senior Planner	\$213.72
100: GF-RECREATION	Recreation - Assistant City Manager	\$364.81
100: GF-RECREATION	Recreation - Rec. Manager	\$225.94
100: STREET MAINTENANCE	Street Maint - Assistant Civil Engineer	\$237.99
100: STREET MAINTENANCE	Street Maint - Associate Management Analyst	\$170.45
100: STREET MAINTENANCE	Street Maint - City Engineer / Director Public Works	\$398.22
100: STREET MAINTENANCE	Street Maint - Maint. Worker I	\$113.79
100: STREET MAINTENANCE	Street Maint - Maint. Worker II	\$113.79
100: STREET MAINTENANCE	Street Maint - P/W Operations Manager	\$266.02
100: STREET MAINTENANCE	Street Maint - Public Works Supervisor	\$204.34
211: Street Lgt	211: Street Lgt - Assistant Civil Engineer	\$174.59
211: Street Lgt	211: Street Lgt - Associate Management Analyst	\$125.04
211: Street Lgt	211: Street Lgt - City Engineer / Director Public Works	\$292.14
211: Street Lgt	211: Street Lgt - City Manager	\$337.59
211: Street Lgt	211: Street Lgt - P/W Operations Manager	\$195.15
211: Street Lgt	211: Street Lgt - Principal Civil Engineer	\$213.97
211: Street Lgt	211: Street Lgt - Public Works Supervisor	\$149.90
255: Camp	255: Camp - M/S Lieutenant	\$163.71
255: Camp	255: Camp - M/S Sergeant	\$142.31
255: Camp	255: Camp - M/S Captain	\$284.72
509: Sanitation	509: Sanitation - Accountant	\$127.58
509: Sanitation	509: Sanitation - Assistant City Manager	\$313.99
509: Sanitation	509: Sanitation - Assistant Civil Engineer	\$173.98
509: Sanitation	509: Sanitation - Associate Management Analyst	\$124.61
509: Sanitation	509: Sanitation - City Clerk	\$291.12
509: Sanitation	509: Sanitation - City Engineer / Director Public Works	\$291.12
509: Sanitation	509: Sanitation - City Manager	\$336.41
509: Sanitation	509: Sanitation - Comm Dev. Director	\$291.12
509: Sanitation	509: Sanitation - Finance Director/Treasurer	\$291.12
509: Sanitation	509: Sanitation - Fiscal Spec I	\$105.60
509: Sanitation	509: Sanitation - Maint. Worker I	\$83.18
509: Sanitation	509: Sanitation - P/W Operations Manager	\$194.47
509: Sanitation	509: Sanitation - Principal Civil Engineer	\$213.22
509: Sanitation	509: Sanitation - Public Works Supervisor	\$149.38
509: Sanitation	509: Sanitation - Risk Manager	\$194.47





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## Appendix C – Cost Recovery Analysis

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

ADMINISTRATIVE SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
1	S-640	Finance	Administrative Citation			Fines shall be assessed in the amounts specified by resolution of the city council, or, where no amount is specified: SBMC 1.18.030
2		Finance	First violation	A fine not exceeding \$100.00		(Ord. 283 § 2, 2002)
3		Finance	Second violation of the same ordinance, term, or condition within one year from the date of the first violation	A fine not exceeding \$200.00		(Ord. 283 § 2, 2002)
4		Finance	Each additional violation of the same ordinance, term or condition within one year from the date of the first violation	A fine not exceeding \$500.00		(Ord. 283 § 2, 2002)
5	S-645	Finance	STVR - Permit Violation Penalties			SBMC 4.47.070
6		Finance	First violation in 12-month period	\$500.00		
7		Finance	Second violation in 12-month period	\$1,000.00		
8		Finance	Third violation in 12-month period	Permit revocation and hearing pursuant to SBMC 4.04.110		
9	S-711	City Clerk	Notary Public Service	\$15.00	per signature	limited to \$15 by state law
10	S-712	City Clerk	Document Certification	\$43.00	per item	
11	S-715	City Clerk	Audio/Video Tape Reproduction			
12		City Clerk	Audio CD	\$25.00	per item	
13		City Clerk	DVD	\$25.00	per item	
14		City Clerk	Convert VHS to DVD	\$45.00	per item	
15		City Clerk	Convert Audio Cassette to CD/MP4	Actual Costs		
16	S-716	City Clerk	Annual Agenda Mailing Subscription	\$423.00	per subscriber per year	
17	S-717	City Clerk	Annual Agenda Packet Mailing Subscription	\$1,716.00	per subscriber per year	
18	S-718	City Clerk	Special Notice Subscription	\$58.00	per subscriber per year	
19	S-719	City Clerk	Document Print/Copy			
20		City Clerk	All copies	\$0.21	per page for every page after 10 pages	No charge for first 10 pages
21		City Clerk	Document Imaging	\$0.15	per page for every page after 10 pages	No charge for first 10 pages
22		City Clerk	Data Copy	\$8.00	per device	
23		City Clerk	Maps/Blueprints	Actual Costs		
24	S-720	City Clerk	Candidate Filing Fee	\$25.00	per initiative	Set by the State
25	S-721	City Clerk	Initiative Processing	\$200.00	per initiative	Set by the State
26	S-722	City Clerk	Verification of Residency	\$19.00	per request	
27	S-740	Finance	NSF Check	\$58.00	per incident	Set by the State
28	S-750	Finance	Credit Card Convenience Fee	set by City's Third-Party Credit Card Processor		
29	S-760	Finance	Technology Surcharge	1%		Charge % of all plan check and permit fees and entitlements (except impact fees)

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
NA	NA	A fine not exceeding \$100.00	\$0	0%
NA	NA	A fine not exceeding \$200.00	\$0	0%
NA	NA	A fine not exceeding \$500.00	\$0	0%
NA	NA	\$500.00	\$0	0%
NA	NA	\$1,000.00	\$0	0%
NA	NA	Permit revocation and hearing pursuant to SBMC 4.04.110	\$0	0%
NA	NA	\$15.00	\$0	0%
\$140.36	0%	\$140.00	\$97	226%
\$53.50	0%	\$53.50	\$29	114%
\$40.63	0%	\$40.63	\$16	63%
NA	NA	Actual Costs	NA	0%
NA	NA	Actual Costs	\$0	0%
\$576.80	0%	\$577.00	\$154	36%
\$2,865.07	0%	\$2,865.00	\$1,149	67%
\$100.86	0%	\$101.00	\$43	74%
\$0.21	0%	\$0.21	\$0	0%
\$0.15	0%	\$0.15	\$0	0%
\$53.50	0%	\$53.50	\$46	569%
NA	NA	Actual Costs	\$0	0%
NA	NA	\$25.00	\$0	0%
NA	NA	\$200.00	\$0	0%
\$140.36	0%	\$140.00	\$121	637%
NA	NA	\$25 first check, \$35 each subsequent check	-\$33	-57%
NA	NA	set by City's Third-Party Credit Card Processor	\$0	0%
7.7%	35%	5%	4%	400%

PERMIT REGISTRATION SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
1	S-610	Finance	Short Term Vacation Rental Permit			
2		Finance	New	\$112.00	per permit	
3		Finance	Renewal	\$59.00	per permit	
4	S-620	Finance	New/Changed Business Certificate			
5		Finance	Home Base	\$112.00	per application	
6		Finance	Located Outside the City	\$112.00	per application	
7		Finance	Business Located Within the City	\$249.00	per application	S-460 for Business located within the City
8	S-626	Finance	Business Certificate Renewal			
9		Finance	Home Base	\$51.00	per application	
10		Finance	Located Outside the City	\$51.00	per application	
11		Finance	Business Located Within the City	\$51.00	per application	S-460 for Business located within the City
12	S-628	Finance	SB 1186	\$4.00	per application/renewal	SB 1186 Fee to be paid by all business certificate, regulatory, and STVR applicants
13	S-629	Finance	STVR Permit Duplicate	\$24.00	per duplicate	
14	S-630	Community Dev (Codes)	Amusement Permit			
15		Community Dev (Codes)	New	\$264.00	per permit, plus DOJ and other State fees	
16		Community Dev (Codes)	plus, per device	\$67.00	per device	
17		Community Dev (Codes)	Renewal	\$149.00	per permit, plus DOJ and other State fees	
18	S-631	Community Dev (Codes)	Dance Permit			
19		Community Dev (Codes)	New	\$264.00	per permit, plus DOJ and other State fees	
20		Community Dev (Codes)	Renewal	\$149.00	per permit, plus DOJ and other State fees	
21	S-632	Community Dev (Codes)	Entertainment Permit			
22		Community Dev (Codes)	New	\$264.00	per permit, plus DOJ and other State fees	
23		Community Dev (Codes)	Renewal	\$149.00	per permit, plus DOJ and other State fees	
24	S-633	Community Dev (Codes)	Firearms Permit			
25		Community Dev (Codes)	New	\$264.00	per permit, plus DOJ and other State fees	
26		Community Dev (Codes)	Renewal	\$149.00	per permit, plus DOJ and other State fees	
27	S-634	Community Dev (Codes)	Massage Establishment Permit			
28		Community Dev (Codes)	New	\$264.00	per permit, plus DOJ and other State fees	
29		Community Dev (Codes)	Renewal	\$149.00	per permit, plus DOJ and other State fees	
30	S-635	Community Dev (Codes)	Secondhand Dealer Permit			
31		Community Dev (Codes)	New	\$264.00	per permit, plus DOJ and other State fees	
32		Community Dev (Codes)	Renewal	\$149.00	per permit, plus DOJ and other State fees	
33	S-636	Community Dev (Codes)	Solicitors Permit			
34		Community Dev (Codes)	New	\$264.00	per permit, plus DOJ and other State fees	
35		Community Dev (Codes)	Plus: Each additional solicitor	\$114.00	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$253.39	0%	\$253.00	\$141	126%
\$142.02	0%	\$142.00	\$83	141%
\$124.51	0%	\$124.00	\$12	11%
\$93.12	0%	\$93.00	-\$19	-17%
\$309.37	0%	\$309.00	\$60	24%
\$62.08	0%	\$62.00	\$11	22%
\$62.08	0%	\$62.00	\$11	22%
\$93.12	0%	\$93.00	\$42	82%
NA	NA	\$4.00	\$0	0%
\$43.08	0%	\$43.00	\$19	79%
\$459.39	0%	\$459.00	\$195	74%
\$17.23	1%	\$17.00	-\$50	-75%
\$459.39	0%	\$459.00	\$310	208%
\$459.39	0%	\$459.00	\$195	74%
\$287.09	0%	\$287.00	\$138	93%
\$459.39	0%	\$459.00	\$195	74%
\$287.09	0%	\$287.00	\$138	93%
\$459.39	0%	\$459.00	\$195	74%
\$287.09	0%	\$287.00	\$138	93%
\$459.39	0%	\$459.00	\$195	74%
\$287.09	0%	\$287.00	\$138	93%
\$459.39	0%	\$459.00	\$195	74%
\$287.09	0%	\$287.00	\$138	93%
\$459.39	0%	\$459.00	\$195	74%
\$170.19	0%	\$170.00	\$56	49%

PERMIT REGISTRATION SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
36		Community Dev (Codes)	Renewal	\$149.00	per permit, plus DOJ and other State fees	
37	S-637	Community Dev (Codes)	Taxi Business Permit			
38		Community Dev (Codes)	New	\$383.00	per permit, plus \$ for each cab plus DOJ and other State fees	
39		Community Dev (Codes)	Plus: Each cab	\$24.00	each	
40		Community Dev (Codes)	Renewal	\$205.00	per permit, plus DOJ and other State fees	
41		Community Dev (Codes)	Plus: Each cab	\$24.00	each	
42	S-638	Community Dev (Codes)	Tobacco Sales Permit			
43		Community Dev (Codes)	New	\$264.00	per permit	
44		Community Dev (Codes)	Renewal	\$149.00	per permit plus DOJ and other State fees	
45		Community Dev (Codes)	Late Fee	Renewal fee + 10%		
46	S-639	Community Dev (Codes)	Newsstand/News Rack Permit	\$36.00	per permit	
47		Community Dev (Codes)	CA MTC Certified Massage Tech/Business Registration	New		
48		Community Dev (Codes)	CA MTC Certified Massage Tech/Business Registration Renewal	New		
49	S-660	Engineering	Golf Cart Permit	\$10.00	per permit	

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$330.16	0%	\$330.00	\$181	121%
\$545.54	0%	\$545.00	\$162	42%
\$287.09	90%	\$30.00	\$6	25%
\$330.16	0%	\$330.00	\$125	61%
\$330.16	91%	\$30.00	\$6	25%
\$459.39	0%	\$459.00	\$195	74%
\$287.09	0%	\$287.00	\$138	93%
NA	NA	Civil Fine every 15 calendar days, per SBMC Ch 1.18	\$0	0%
\$345.66	0%	\$345.00	\$309	858%
\$437.72	0%	\$437.00	NA	NA
\$308.50	0%	\$308.00	NA	NA
\$66.50	1%	\$66.00	\$56	560%

COMMUNITY DEVELOPMENT SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
1		Community Dev	<b>Conditional Use Permit - Processing</b>			
2	S-001	Community Dev	All CUPs	\$9,559.00	per application	
3	S-001A	Community Dev	Bluff Retention Device CUPs & Wireless Communication Facility CUPs	Cost + 15%		Bluff retention device CUPs will include deposit based on estimated costs for third-party geotechnical review, consultant review, and legal services. Optional: expediting fee and CEQA document preparation fee, upon request.
4	S-002	Community Dev	Conditional Use Permit - Modification	\$3,361.00	Per application	
5	S-003	Community Dev	Conditional Use Permit - Time Extension	\$2,506.00	Per application	
6		Community Dev	<b>Community Development Directors Use Permit</b>			
7	S-004	Community Dev	New Application	\$3,116.00	Per application	
8	S-004A	Community Dev	Wireless	\$2,870.00	Per application	
9	S-004B	Community Dev	Wireless Communications Facility	requires additional deposit for third party reviews		
10	S-005	Community Dev	Community Development Dir. Use Permit - Revision	\$1,585.00	Per application	
11	S-006	Community Dev	Community Development Dir. Use Permit - Time Extension	\$1,341.00	Per application	
12	S-008	Community Dev	Minor Exception - Review Process	\$1,280.00	Per application	
13	S-011	Community Dev	Temporary Use Permit - Processing	\$1,639.00	Per application	
14	S-012	Community Dev	Temporary Use Permit - Time Extension	\$801.00	Per application	
15	S-013	Community Dev	Zoning Letter	\$171.00	Per letter	
16	S-014	Community Dev	Variance - Processing	\$7,235.00	Per application	
17	S-016	Community Dev	Pre-application review	\$3,052.00	Per application	50% of the fee to be credited against future fees if the project actually goes forward.
18	S-017	Community Dev	<b>Appeal to the City Council</b>			
19		Community Dev	Resident	\$1,805.00	Per appeal	
20		Community Dev	Others	\$4,514.00	Per appeal	
21	S-018	Community Dev	General Plan Amendment	\$10,000.00	Deposit	Or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350. City staff will track time related to the project so that 100% of costs are recovered.
22	S-019	Community Dev	Rezoning Review/Specific Plan	\$10,000.00	Deposit	Or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350. City staff will track time related to the project so that 100% of costs are recovered.
23	S-020	Community Dev	Zoning Text Amendment	\$10,000.00	Deposit	Or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350. City staff will track time related to the project so that 100% of costs are recovered.
24	S-021	Community Dev	<b>Development Review Permit - Processing</b>			
25		Community Dev	Residential A - Single-Family Resident	\$5,630.00	Per application	
26		Community Dev	Residential B - Single-Family Non-Resident	\$11,275.00	Per application	
27		Community Dev	Residential C - 2-4 Units	New	Per application	
28		Community Dev	Residential D - >4 Units	New	Per application	
29		Community Dev	Non-Residential/Mixed Use A - Exterior Improvements/Remodel	\$18,893.00	Per application	
30		Community Dev	Non-Residential/Mixed Use B - Additions <500sf	New	Per application	
31		Community Dev	Non-Residential/Mixed Use C - Additions >500sf/New Commercial	New	Per application	
32	S-021A	Community Dev	Or a deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs as determined by Service Code S-350			

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$12,486.24	0%	\$12,486.00	\$2,927	31%
NA	NA	Cost + 15%	\$0	0%
\$4,341.88	0%	\$4,341.00	\$980	29%
\$3,215.47	0%	\$3,215.00	\$709	28%
\$3,293.60	0%	\$3,293.00	\$177	6%
\$3,042.44	0%	\$3,042.00	\$172	6%
NA	NA	requires additional deposit for third party reviews	\$0	0%
\$1,710.67	0%	\$1,710.00	\$125	8%
\$1,459.51	0%	\$1,459.00	\$118	9%
\$1,432.51	0%	\$1,432.00	\$152	12%
\$1,895.48	0%	\$1,895.00	\$256	16%
\$947.74	0%	\$947.00	\$146	18%
\$225.28	0%	\$225.00	\$54	32%
\$9,333.80	0%	\$9,333.00	\$2,098	29%
\$3,787.69	0%	\$3,787.00	\$735	24%
\$5,455.85	60%	\$2,182.00	\$377	21%
\$5,455.85	0%	\$5,455.00	\$941	21%
NA	NA	\$10,000.00	\$0	0%
NA	NA	\$10,000.00	\$0	0%
NA	NA	\$10,000.00	\$0	0%
\$14,618.92	50%	\$7,309.00	\$1,679	30%
\$14,618.92	0%	\$14,618.00	\$3,343	30%
\$21,522.15	0%	\$21,522.00	NA	NA
\$24,288.51	0%	\$24,288.00	NA	NA
\$19,020.98	0%	\$19,020.00	\$127	1%
\$24,232.67	0%	\$24,232.00	NA	NA
\$28,125.45	0%	\$28,125.00	NA	NA

COMMUNITY DEVELOPMENT SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
33	S-022	Community Dev	Development Review Permit - Modification	\$3,498.00	Per application	
34	S-022A	Community Dev	Administrative Development Review Permit Modification	New		
35	S-023	Community Dev	Development Review Permit - Time Extension	\$2,285.00	Per application	
36	S-024	Community Dev	Major Subdivision - Tentative Map	\$15,454.00	Per application	
37	S-025	Community Dev	Major Subdivision - Final Map	\$5,359.00	Per application	
38	S-026	Community Dev	Major Subdivision - Amend. Of Condition	\$4,514.00	Per application	
39	S-027	Community Dev	Major Subdivision - Time Extension	\$4,173.00	Per application	
40	S-028	Community Dev	Minor Subdivision - Tentative Map	\$11,839.00	Per application	
41	S-029	Community Dev	Minor Subdivision - Parcel Map	\$4,343.00	Per application	
42	S-030	Community Dev	Minor Subdivision - Amend. Of Condition	\$3,556.00	Per application	
43	S-031	Community Dev	Minor Subdivision - Time Extension	\$3,439.00	Per application	
44	S-032	Community Dev	Environmental Documentation	Deposit for third-party review at Cost + 15% Admin Fee	Per application	(see Service Code S-350)
45	S-035	Community Dev	Environmental Impact Report	Deposit for third-party review at Cost + 15% Admin Fee	Per application	(see Service Code S-350)
46	S-036	Community Dev	Structure Develop. Permit - Processing	\$3,963.00	Per application	
47	S-037	Community Dev	Structure Develop. Permit Waiver/Time Extension	\$607.00	Per application	This fee will not be charged in conjunction with a Development Review Permit-Time Extension (S-023)
48	S-037A	Community Dev	Structure Develop. Permit Waiver/Time Extension (with S-023)	\$0.00	Per application	This fee will not be charged in conjunction with a Development Review Permit-Time Extension (S-023)
49	S-040	Community Dev	View Assessment - Claimant	\$600.00	Per application	Full refund of application fee will be made if parties settle 2 weeks before a scheduled VAC hearing and a refund of \$300 if parties settle within the 2 week period before a VAC hearing
50	S-040	Community Dev	View Assessment - Applicant	\$600.00	Per application	Full refund of application fee will be made if parties settle 2 weeks before a scheduled VAC hearing and a refund of \$300 if parties settle within the 2 week period before a VAC hearing
51	S-041	Community Dev	View Assessment Committee (VAC) - Appeal to City Council	\$1,937.00	Per application	
52	S-050	Community Dev	Standard Sign Permit - Processing	\$364.00	Per application	
53	S-051	Community Dev	Comprehensive Sign Plan - Review Process	\$1,038.00	Per application	plus 100% fine of original sign permit if the sign was built without a permit.
54	S-052	Community Dev	Comprehensive Sign Plan - Amendment	\$546.00	Per application	
55	S-053	Community Dev	Temporary Sign/Banner	\$122.00	Per application	
56	S-060	Community Dev	Landscape Plan Review/Inspection	Deposit for third-party review at Cost + 15% Admin Fee	Per application	(see Service Code S-350)
57	S-065	Community Dev	Street Address Change	\$270.00	for first five addresses plus \$59 for each additional five addresses	
58	S-067	Community Dev	Planning Public Noticing	\$590.00	per notice plus actual mailing and newspaper costs	If a project has more than one notice, this fee would be charged for each notice.
59	S-036D	Community Dev	Multi-permit discount of 15%	A multi-permit discount of 15% is available for each additional Planning Department permit service filed on the same project at the same time as the first permit service. For example, if a Conditional Use Permit (CUP) (\$9,099) is filed simultaneously with a Development Review Permit (DRP) (\$5,359), the required fee would be \$9,099 plus \$5,359 minus 15% of \$5,359, or \$4,555 for the DRP (the discount is applied to the lower cost fee).		
60	S-036A	Community Dev	Structure Develop. Permit - Processing (with S-021)	If in conjunction with a Development Review Permit (S-021), the S-036 fee will instead be 30% of the total S-036 fee		

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$4,511.97	0%	\$4,511.00	\$1,013	29%
\$3,153.17	0%	\$3,153.00	NA	NA
\$3,007.96	0%	\$3,007.00	\$722	32%
\$19,942.29	0%	\$19,942.00	\$4,488	29%
\$6,477.77	0%	\$6,477.00	\$1,118	21%
\$5,750.52	0%	\$5,750.00	\$1,236	27%
\$5,279.80	0%	\$5,279.00	\$1,106	27%
\$15,290.44	0%	\$15,290.00	\$3,451	29%
\$5,393.44	0%	\$5,393.00	\$1,050	24%
\$4,502.91	0%	\$4,502.00	\$946	27%
\$4,354.29	0%	\$4,354.00	\$915	27%
NA	NA	Deposit for third-party review at Cost + 15% Admin Fee	\$0	0%
NA	NA	Deposit for third-party review at Cost + 15% Admin Fee	\$0	0%
\$5,109.84	0%	\$5,109.00	\$1,146	29%
\$666.96	0%	\$666.00	\$59	10%
NA	NA	\$0.00	\$0	0%
\$5,544.79	To be determined by Council			
\$5,544.79	To be determined by Council			
\$2,410.75	0%	\$2,410.00	\$473	24%
\$376.74	0%	\$376.00	\$12	3%
\$1,106.49	0%	\$1,106.00	\$68	7%
\$604.17	0%	\$604.00	\$58	11%
\$125.58	0%	\$125.00	\$3	2%
NA	NA	Deposit for third-party review at Cost + 15% Admin Fee	\$0	0%
\$331.42	0%	\$331.00	\$61	23%
\$1,110.45	0%	\$1,110.00	\$520	88%

BUILDING SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
1	S-210 TO S-265	Community Dev.	Building Plan - Plan Check & Permit/Inspection	See attached valuation tables Attachments A & B		
2	S-270	Community Dev.	<b>CalGreen Building Plan Check</b>			
3		Community Dev.	0-50,000 SF	3% of Building Permit Plan Check		
4		Community Dev.	Above 50,001	1% of Building Permit Plan Check		
5	S-272	Community Dev.	<b>CalGreen Building Permit/Inspection</b>			
6		Community Dev.	0-50,000 SF	3% of Building Inspection Fee		
7		Community Dev.	Above 50,001	1% of Building Inspection Fee		
8	S-275	Community Dev.	<b>Commercial Photovoltaic Plan Check</b>			Based on the Project Valuation
9		Community Dev.	\$0-\$100,000	\$383.00		
10		Community Dev.	\$100,000-\$500,000	\$477.00		
11		Community Dev.	\$500,000-\$1,000,000	\$514.00		
12		Community Dev.	Above \$1,000,000	\$618.00		
13	S-277	Community Dev.	<b>Commercial Photovoltaic Permit/Inspection</b>			Based on the Project Valuation
14		Community Dev.	\$0-\$100,000	\$383.00		
15		Community Dev.	\$100,000-\$500,000	\$477.00		
16		Community Dev.	\$500,000-\$1,000,000	\$514.00		
17		Community Dev.	Above \$1,000,000	\$618.00		
18	S-278	001-4715	Single Family Residential Solar Plan Check	\$38.00	Per plan check	(25% of Individual Electrical Permit Fee-Attachment B)
19	S-279	001-4320	Single Family Residential Solar Permit/Inspection	\$204.00	Per permit/inspection	(Individual Electrical Permit Fee-Attachment B)
20	S-280	Community Dev.	Building Permit Extension Review	\$254.00	Per application	
21	S-285	Community Dev.	Violation of Building Permit	equal to total of building permit fee that was required (in addition to building permit fee)	Per violation	
22	S-290	Community Dev.	SMIP Fee	per Section 2705 of the Public Resources Code		
23	S-291	Community Dev.	State Building Standards Fee	per HSC Section 18931.6		
24			<b>Attachment B - Building Permit Fees</b>			
25	S-210	Community Dev.	<b>TOTAL VALUATION *</b>	<b>BASE BUILDING PERMIT FEE *</b>		
26		Community Dev.	\$1.00 to \$500.00	\$30.00		
27		Community Dev.	\$500.01 to \$2,000.00	\$30.00	for the first \$500.00	
28		Community Dev.	For each additional \$100, or fraction thereof, to and including \$2,000.00	\$3.86		
29		Community Dev.	\$2,000.01 to \$25,000.00	\$87.69	for the first \$2,000.00	
30		Community Dev.	For each additional \$1,000, or fraction thereof, to and including \$25,000.00	\$17.76		
31		Community Dev.	\$25,000.01 to \$50,000.00	\$496.24	for the first \$25,000.00	
32		Community Dev.	For each additional \$1,000, or fraction thereof, to and including \$50,000.00	\$12.83		
33		Community Dev.	\$50,000.01 to \$100,000.00	\$817.07	for the first \$50,000.00	
34		Community Dev.	For each additional \$1,000, or fraction thereof, to and including \$100,000.00	\$8.89		
35		Community Dev.	\$100,000.01 to \$500,000.00	\$1,261.41	for the first \$100,000.00 plus	
36		Community Dev.	For each additional \$1,000, or fraction thereof, to and including \$500,000.00	\$7.11		
37		Community Dev.	\$500,000.01 to \$1,000,000.00	\$4,106.81	for the first \$500,000.00 plus	

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
NA	NA	See attached valuation tables Attachments A & B	\$0	0%
NA	NA	3% of Building Permit Plan Check	\$0	0%
NA	NA	1% of Building Permit Plan Check	\$0	0%
NA	NA	3% of Building Inspection Fee	\$0	0%
NA	NA	1% of Building Inspection Fee	\$0	0%
\$373.71	0%	\$373.00	-\$10	-3%
\$373.71	0%	\$373.00	-\$104	-22%
\$523.63	0%	\$523.00	\$9	2%
\$523.63	0%	\$523.00	-\$95	-15%
\$373.71	0%	\$373.00	-\$10	-3%
\$373.71	0%	\$373.00	-\$104	-22%
\$523.63	0%	\$523.00	\$9	2%
\$523.63	0%	\$523.00	-\$95	-15%
\$189.04	77%	\$43.00	\$5	13%
\$163.48	-5%	\$172.00	-\$32	-16%
\$102.22	0%	\$102.00	-\$152	-60%
NA	NA	equal to total of building permit fee that was required (in addition to building permit fee)	\$0	0%
NA	NA	per Section 2705 of the Public Resources Code	\$0	0%
NA	NA	per HSC Section 18931.6	\$0	0%
\$41.68	2%	\$41.00	\$11	37%
\$41.68	2%	\$41.00	\$11	37%
\$5.36	0%	\$5.36	\$2	39%
\$121.83	1%	\$121.00	\$33	38%
\$24.68	0%	\$24.68	\$7	39%
\$689.46	0%	\$689.00	\$193	39%
\$17.83	0%	\$17.83	\$5	39%
\$1,135.21	0%	\$1,135.00	\$318	39%
\$12.35	0%	\$12.35	\$3	39%
\$1,752.57	0%	\$1,752.00	\$491	39%
\$9.88	0%	\$9.88	\$3	39%
\$5,705.89	0%	\$5,705.00	\$1,598	39%

**BUILDING SERVICES**

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
38		Community Dev.	For each additional \$1,000, or fraction thereof, to and including \$1,000,000.00	\$6.03		
39		Community Dev.	\$1,000,000.01+	\$7,120.31	for the first \$1,000,000.00	
40		Community Dev.	For each additional \$1,000, or fraction thereof	\$4.00		
41			<b>Associated Fees</b>			
42	S-212	Community Dev.	Permit Issuance Fee	\$50.00		
43	S-220	Community Dev.	Individual Plumbing Permit	\$153.00		
44	S-230	Community Dev.	Individual Electrical Permit	\$153.00		
45	S-240	Community Dev.	Individual Mechanical Permit	\$153.00		
46	S-233	Community Dev.	Water Heater Permit	\$77.00		
47			<b>In Combination with Building Permit</b>			
48	S-222	Community Dev.	Plumbing Permit	7% of Base Permit Fee		
49	S-232	Community Dev.	Electrical Permit	7% of Base Permit Fee		
50	S-242	Community Dev.	Mechanical Permit	7% of Base Permit Fee		
51	S-250	Community Dev.	Energy Surcharge Fee	15% of Base Permit Fee		
52	S-252	Community Dev.	Disabled Access Surcharge Fee	10% of Base Permit Fee		(Disabled Access fee applies to Commercial, Industrial, Assembly, Educational and Multi-Family type projects as required by State Building Code)
53	S-255	Community Dev.	Plan Check Fee	85% of Building Permit Fee		
54		Community Dev.	(Residential sub-division or tract development projects may have production units that are duplicates of the model units reduced to 30% of the permit fee)			

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$8.38	0%	\$8.38	\$2	39%
\$9,892.76	0%	\$9,892.00	\$2,772	39%
\$5.56	0%	\$5.56	\$2	39%
\$51.11	0%	\$51.00	\$1	2%
\$172.00	0%	\$172.00	\$19	12%
\$172.00	0%	\$172.00	\$19	12%
\$172.00	0%	\$172.00	\$19	12%
\$103.04	0%	\$103.00	\$26	34%
NA	NA	7% of Base Permit Fee	\$0	0%
NA	NA	7% of Base Permit Fee	\$0	0%
NA	NA	7% of Base Permit Fee	\$0	0%
NA	NA	15% of Base Permit Fee	\$0	0%
NA	NA	10% of Base Permit Fee	\$0	0%
NA	NA	85% of Building Permit Fee	\$0	0%

**NOTES:**

A Building Permit shall include only a single issuance fee if the permit has a combination of activities (i.e.: Building/Plumbing/Electrical/Mechanical.)

- S-260 Projects requiring plan revisions or having a new scope of work shall be charged a fee determined by using the current preferred hourly rate as established by EsGil Corporation.
- S-262 Expedited processing is only available for unusual circumstances as deemed appropriate by City Staff. Charges for expedited services shall be determined by using an hourly rate of two times the current preferred hourly rate as established by EsGil Corporation.
- S-265 Projects requiring special inspections or additional re-inspections shall be charged a fee determined by using the current preferred hourly rate as established by EsGil Corporation.
- \* Upon initial submittal to the City, permit fees based on valuations will be calculated using the most recent ICC Building Valuations Table. This will be the minimum fee charged for the permit. If upon a subsequent submittal, the valuation decreases, no refund based on the decreased valuation will be provided to the applicant. If the valuation increases, additional permit fees will be calculated based on the difference between the valuation used to calculate the minimum fee and the increased valuation.



ENGINEERING SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes	
1	S-100/S-100A	Engineering	Lot Line Adj./Cert. of Compliance - Review	\$2,025.00	per application	Or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	
2	S-110		<b>Grading Plan Check</b>			Construction Valuation* * Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation	
3		Engineering	\$0-\$40,000	\$2,270.60			
4		Engineering	\$40,001-\$100,000	\$4,423.40			
5		Engineering	\$100,001-\$200,000	\$5,525.00			
6		Engineering	\$200,001+	\$5,525 + \$11.02 per \$100			
7	S-110A	Engineering	<i>Or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside</i>				
8	S-110B	Engineering	Bluff Projects	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.			
9	S-111		<b>Grading Permit/Inspection</b>			Construction Valuation* * Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation	
10		Engineering	\$0-\$40,000	\$1,433.00			
11		Engineering	\$40,001-\$100,000	\$2,315.40			
12		Engineering	\$100,001-\$200,000	\$3,417.00			
13		Engineering	\$200,001+	\$3,417 + \$10.76 per \$100			
14	S-111A	Engineering	<i>Or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside</i>				
15	S-111B	Engineering	Bluff Projects	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.			
16	S-112	Engineering	<b>Grading Deposits</b>	Based on an Engineer's Estimate of the work performed under the permit. Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining security amount	Per permit/inspection		
17	S-115		<b>Public Improvement Plan Check</b>			Construction Valuation* * Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation	
18		Engineering	\$0-\$40,000	\$2,270.60			
19		Engineering	\$40,001-\$100,000	\$4,423.40			
20		Engineering	\$100,001-\$200,000	\$5,525.00			
21		Engineering	\$200,001+	\$5,525 + \$11.02 per \$100			
22	S-115A	Engineering	<i>Or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside</i>				
23	S-115B	Engineering	Bluff Projects	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.			
24	S-116		<b>Public Improvement Permit/ Inspection</b>			Construction Valuation* * Per Resolution 2001-85, the most current City of San Diego Cost Estimate Unit Price List is used for determining valuation	
25		Engineering	\$0-\$40,000	\$1,433.00			
26		Engineering	\$40,001-\$100,000	\$2,315.40			

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$2,211.55	0%	\$2,211.00	\$186	9%
\$1,462.95	0%	\$1,462.00	-\$809	-36%
\$2,538.58	0%	\$2,538.00	-\$1,885	-43%
\$3,909.88	0%	\$3,909.00	-\$1,616	-29%
\$6,232.06	0%	\$6,232.00	\$707	13%
NA	NA	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	\$0	0%
\$1,462.95	0%	\$1,462.00	\$29	2%
\$2,538.58	0%	\$2,538.00	\$223	10%
\$3,909.88	0%	\$3,909.00	\$492	14%
\$6,232.06	0%	\$6,232.00	\$2,815	82%
NA	NA	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	\$0	0%
NA	NA	Based on an Engineer's Estimate of the work performed under the permit. Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining security amount	\$0	0%
\$1,462.95	0%	\$1,462.00	-\$809	-36%
\$2,538.58	0%	\$2,538.00	-\$1,885	-43%
\$3,909.88	0%	\$3,909.00	-\$1,616	-29%
\$6,232.06	0%	\$6,232.00	\$707	13%
NA	NA	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	\$0	0%
\$1,462.95	0%	\$1,462.00	\$29	2%
\$2,538.58	0%	\$2,538.00	\$223	10%

ENGINEERING SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
27		Engineering	\$100,001-\$200,000	\$3,417.00		
28		Engineering	\$200,001+	\$3,417 + \$10.76 per \$100		
29	S-116A	Engineering	Or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside			
30	S-116B	Engineering	Bluff Projects	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.		
31	S-117	Engineering	Public Improvement Deposits	Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining security amount	Per permit/inspection	Based on an Engineer's Estimate of the work performed under the permit.
32	S-120	Engineering	Geotechnical Plan Review/Inspection	Deposit for third-party review at Cost + 15% Admin Fee	Per application	
33	S-115	Engineering	Encroachment Permit - Street Cut	\$833.00	Per permit	
34	S-115	Engineering	Encroachment Permit - Standard	\$585.00	Per permit	
35	S-116	Engineering	Encroachment Permit Deposit	Twice the estimated cost of removing the encroachment, but in no case less than \$50.00	Per permit	SBMC 11.20.230
36	S-120	Engineering	Miscellaneous Engineering Permit/Inspection	\$244.00	Per permit/inspection	
37	S-125 / S-125A	Engineering	Easement Abandon/Street Vacation	\$1,893.00	Per application	Or a deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.
38	S-127	Engineering	Easement/R.O.W Dedication	\$524.00	Per application	
39	S-130	Engineering	Subdivision Monuments	security deposit is based on estimate provided by surveyor to set the monuments.	Per application	
40	S-135	Engineering	<b>Sewer Connection Fees</b>			
41	S-135A	Engineering	Future Capacity = 50%	50%	Per total of \$4,500 per 1.0 EDU	*Dependent on Sewer Fee Study
42	S-135A	Engineering	Ocean Outfall = 27%	27%	Per total of \$4,500 per 1.0 EDU	*Dependent on Sewer Fee Study
43	S-135B	Engineering	Existing Facility = 23%	23%	Per total of \$4,500 per 1.0 EDU	*Dependent on Sewer Fee Study
44	S-140	Engineering	Marine Safety Permit	Deposit collected for: Ramp Fee - \$6 per round trip Trip Fee - \$3 per ton plus \$31 per day for days 1-30 and \$57 per day for 31 and subsequent days plus actual staffing costs (4 hour min)	Per Permit	*To be revised based on ramp CIP project in progress

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$3,909.88	0%	\$3,909.00	\$492	14%
\$6,232.06	0%	\$6,232.00	\$2,815	82%
NA	NA	Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs as determined by S-350.	\$0	0%
NA	NA	Per Resolution 2001-85, the City of San Diego Cost Estimate Unit Price List is used for determining security amount	\$0	0%
NA	NA	Deposit for third-party review at Cost + 15% Admin Fee	\$0	0%
\$1,088.90	0%	\$1,088.00	\$255	31%
\$766.92	0%	\$766.00	\$181	31%
NA	NA	Twice the estimated cost of removing the encroachment, but in no case less than \$50.00	\$0	0%
\$321.97	0%	\$321.00	\$77	32%
\$2,533.94	0%	\$2,533.00	\$640	34%
\$703.34	0%	\$703.00	\$179	34%
NA	NA	security deposit is based on estimate provided by surveyor to set the monuments.	\$0	0%
NA	NA	50%	\$0	0%
NA	NA	27%	\$0	0%
NA	NA	23%	\$0	0%
NA	NA	Deposit collected for: Ramp Fee - \$6 per round trip Trip Fee - \$3 per ton plus \$31 per day for days 1-30 and \$57 per day for 31 and subsequent days plus actual staffing costs (4 hour min)	\$0	0%

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
1			<b>Fire Building Plan Check &amp; Permit/Inspection</b>			
2	S-410	Fire	Plan Check (Commercial)	\$220.00		
3	S-411	Fire	Permit/Inspection (Commercial)	\$149.00		
4	S-412	Fire	Plan Check (Residential)	\$149.00		
5	S-413	Fire	Permit/Inspection (Residential)	\$112.00		
6	S-414	Fire	Reinspection (3rd Inspection)	\$112.00		
7			<b>Fire Sprinkler Plan Check &amp; Permit (Commercial)</b>			
8	S-420	Fire	Plan Check - Tenant Improvement (0-2500 sf)	\$73.00		
8	S-420	Fire	Plan Check - Tenant Improvement (2501-5000 sf)	\$73.00		
8	S-420	Fire	Plan Check - Tenant Improvement (5001-25000 sf)	\$73.00		
8	S-420	Fire	Plan Check - Tenant Improvement (25001-50000 sf)	\$73.00		
8	S-420	Fire	Plan Check - Tenant Improvement (>50001 sf, each addt'l 1000 sf)	\$73.00		
9	S-420	Fire	Plan Check - New	Actual Costs		
10	S-421	Fire	Permit/Inspection - Tenant Improvement (0-2500 sf)	\$149.00		
10	S-421	Fire	Inspection - Tenant Improvement (2501-5000 sf)	\$149.00		
10	S-421	Fire	Inspection - Tenant Improvement (5001-25000 sf)	\$149.00		
10	S-421	Fire	Inspection - Tenant Improvement (25001-50000 sf)	\$149.00		
10	S-421	Fire	Inspection - Tenant Improvement (>50001 sf, each addt'l 1000 sf)	\$149.00		
11	S-421	Fire	Permit/Inspection - New (0-2500 sf)	\$579.00		
10	S-421	Fire	Permit/Inspection - New (2501-5000 sf)	\$579.00		
10	S-421	Fire	Permit/Inspection - New (5001-25000 sf)	\$579.00		
10	S-421	Fire	Permit/Inspection - New (25001-50000 sf)	\$579.00		
10	S-421	Fire	Permit/Inspection - New (>50001 sf, each addt'l 1000 SF)	\$579.00		
12			<b>Fire Sprinkler Plan Check &amp; Inspection (Residential)</b>			
13	S-422	Fire	Plan Check			
14		Fire	0-2,500 Sq. Ft.	\$112.00		
15		Fire	2,501-5,000 Sq. Ft.	\$142.00		
16		Fire	5,001-7,000 Sq. Ft.	\$149.00		
17		Fire	7,001+ Sq. Ft.	\$220.00		
18	S-423	Fire	Permit/Inspection			
19		Fire	0-2,500 Sq. Ft.	\$112.00		
20		Fire	2,501-5,000 Sq. Ft.	\$149.00		
21		Fire	5,001-7,000 Sq. Ft.	\$181.00		
22		Fire	7,001+ Sq. Ft.	\$220.00		
24			<b>Fire Alarm System - Plan Check &amp; Inspection</b>			
25	S - 424	Fire	Plan Check - Initial Submittal, New System	\$149.00		or actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.
			Plan Check - Tenant Improvement (0-5000 sf)	New		
			Plan Check - Tenant Improvement (5001-25000 sf)	New		
			Plan Check - Tenant Improvement (25001-50000 sf)	New		
			Plan Check - Tenant Improvement (>50000 sf, each addt'l 1000 sf)	New		
26	S - 425	Fire	Permit/Inspection	\$475.00		
			Pre-Wire and Final Inspection (0-5000 sf)	New		
			Pre-Wire and Final Inspection (5001-25000 sf sf)	New		
			Pre-Wire and Final Inspection (25001-50000 sf)	New		
			Pre-Wire and Final Inspection (>50000 sf each addt'l 1000 sf)	New		
27			<b>Fire Specialty Protection System Plan Check &amp; Permit/Inspection</b>			
28	S - 426	Fire	Plan Check	\$142.00		
29	S - 427	Fire	Permit/Inspection	\$78.00		
30			<b>Fire Solar System Plan Check &amp; Permit/Inspection</b>			
31	S - 430	Fire	Single Family Residential -	included as part of Building fees		
32	S - 431	Fire	Multi-Family, Commercial, or Industrial Plan Check	\$146.00		
33	S - 432	Fire	Permit/Inspection	\$146.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$401.28	0%	\$401.00	\$181	82%
\$348.92	0%	\$349.00	\$200	134%
\$209.35	0%	\$209.00	\$60	40%
\$209.35	0%	\$209.00	\$97	87%
\$209.35	0%	\$209.00	\$97	87%
\$240.77	0%	\$241.00	\$168	230%
\$321.03	0%	\$321.00	\$248	340%
\$481.54	0%	\$482.00	\$409	560%
\$642.05	0%	\$642.00	\$569	779%
\$80.26	0%	\$80.00	\$7	10%
NA	NA	Actual Costs	\$0	0%
\$209.35	0%	\$209.00	\$60	40%
\$279.14	0%	\$279.00	\$130	87%
\$418.71	0%	\$419.00	\$270	181%
\$558.28	0%	\$558.00	\$409	274%
\$69.78	0%	\$70.00	-\$79	-53%
\$418.71	0%	\$419.00	-\$160	-28%
\$488.49	0%	\$488.00	-\$91	-16%
\$558.28	0%	\$558.00	-\$21	-4%
\$697.84	0%	\$698.00	\$119	21%
\$69.78	0%	\$70.00	-\$509	-88%
\$240.77	0%	\$241.00	\$129	115%
\$321.03	0%	\$321.00	\$179	126%
\$401.28	0%	\$401.00	\$252	169%
\$561.80	0%	\$562.00	\$342	155%
\$279.14	0%	\$279.00	\$167	149%
\$348.92	0%	\$349.00	\$200	134%
\$488.49	0%	\$488.00	\$307	170%
\$697.84	0%	\$698.00	\$478	217%
\$401.28	0%	\$401.00	\$252	169%
\$401.28	0%	\$401.00	NA	NA
\$561.80	0%	\$562.00	NA	NA
\$722.31	0%	\$722.00	NA	NA
\$80.26	0%	\$80.00	NA	NA
\$279.14	0%	\$279.00	-\$196	-41%
\$348.92	0%	\$349.00	NA	NA
\$488.49	0%	\$488.00	NA	NA
\$628.06	0%	\$628.00	NA	NA
\$69.78	0%	\$70.00	NA	NA
\$481.54	0%	\$482.00	\$340	239%
\$279.14	0%	\$279.00	\$201	258%
NA	NA	included as part of Building fees	\$0	0%
\$240.77	0%	\$241.00	\$95	65%
\$209.35	0%	\$209.00	\$63	43%

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
34	S-440	Fire	Fire Alt. Materials & Methods Rev	\$293.00	per application plus actual costs at the fully allocated hourly rates for all time after two hours	
			Fire Protection Plan - SFD	New		
			Fire Protection Plan - Multiple Unit Site	New		
35	S-442	Fire	Underground Tank Installation - Removal P.C. Inspection	\$442.00	per permit	
36	S-444	Fire	New Development Flow Test	This service is provided by the Water District.		
37	S-446	Fire	Miscellaneous Fire Inspection	\$149.00	per hour	
			AB-38 Compliance Inspection	New		
38	S-447	Fire	After Hour Inspection	Actual cost using fully allocated hourly rates (\$293 minimum)		
39	S-448	Fire	Standby Charge	Actual cost using fully allocated hourly rates (\$662 minimum)	per request	
40	S-460		<b>Business Fire Safety Inspection</b>		Per in-City business certificate application (S-620) & renewal (S-626)	
41		Fire	<u>B and M Occupancies</u>			
42		Fire	0-1,000 SF	\$112.00		
43		Fire	1,000-3,500 SF	\$220.00		
44		Fire	3,501-10,000 SF	\$293.00		
45		Fire	10,001 SF	\$877.00		
46		Fire	<u>All Other Occupancies</u>			
47		Fire	0-1,000 SF	\$220.00		
48		Fire	1,000-3,500 SF	\$442.00		
49		Fire	3,501-10,000 SF	\$585.00		
50		Fire	10,001 SF	\$1,171.00		
51			<b>State Mandated Inspections</b>			All annual inspection fees shall include time for the initial inspection and 1 reinspection. All subsequent reinspections may be charged an additional rate per inspection as determined by the AHJ.
52		Fire	State Mandated R-2 Inspections (Apartments) 3-10 units/building	New		
53		Fire	State Mandated R-2 Inspections (Apartments) 11-40 units/building	New		
54		Fire	State Mandated R-2 Inspections (Apartments) > 40 units/building	New		
55		Fire	State Mandated R-1 Inspections (Hotel/Motels)	New		
56			<b>State Mandated E Occupancies (private)</b>			
57		Fire	Pre-School	New		
58		Fire	Elementary/Middle School	New		
59		Fire	High School	New		
60	S-470		<b>False Alarm</b>			SBMC 4.36
61		Community Dev. (Codes)	First excessive false alarm	\$50.00		
62		Community Dev. (Codes)	Second excessive false alarm	\$100.00		
63		Community Dev. (Codes)	Third and each successive excessive false alarm	\$150.00		
64	S-480	Marine Safety	Marine Safety Junior Lifeguard Apparel & Accessories	Cost plus 25% for administrative fee rounded to the nearest \$1 dollar price increment		

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$401.28	0%	\$401.00	\$108	37%
\$963.08	0%	\$963.00	NA	NA
\$1,605.13	0%	\$1,605.00	NA	NA
\$558.28	0%	\$558.00	\$116	26%
NA	NA	This service is provided by the Water District.	\$0	0%
\$209.35	0%	\$209.00	\$60	40%
\$209.35	0%	\$209.00	NA	NA
NA	NA	Actual cost using fully allocated hourly rates (\$293 minimum)	\$0	0%
NA	NA	Actual cost using fully allocated hourly rates (\$662 minimum)	\$0	0%
\$139.57	0%	\$140.00	\$28	25%
\$279.14	0%	\$279.00	\$59	27%
\$418.71	0%	\$419.00	\$126	43%
\$907.20	0%	\$907.00	\$30	3%
\$279.14	0%	\$279.00	\$59	27%
\$488.49	0%	\$488.00	\$46	10%
\$628.06	0%	\$628.00	\$43	7%
\$1,116.55	0%	\$1,117.00	-\$54	-5%
\$481.54	0%	\$482.00	NA	NA
\$642.05	0%	\$642.00	NA	NA
\$963.08	0%	\$963.00	NA	NA
\$963.08	0%	\$963.00	NA	NA
\$561.80	0%	\$562.00	NA	NA
\$963.08	0%	\$963.00	NA	NA
\$963.08	0%	\$963.00	NA	NA
NA	NA	\$50.00	\$0	0%
NA	NA	\$100.00	\$0	0%
NA	NA	\$150.00	\$0	0%
NA	NA	Cost plus 25% for administrative fee rounded to the nearest \$1 dollar price increment	\$0	0%

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
65	S-490		<b>Marine Safety Junior Lifeguard</b>			2-week sessions (4 - AM & 4 - PM) Groms (age 7-8) and Junior Lifeguards (ages 9-16)
66		Marine Safety	Resident	\$359.00	per session	
67		Marine Safety	Non-Resident	\$410.00	per session	

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
NA	NA	\$376.00	\$17	5%
NA	NA	\$430.00	\$20	5%

COMMUNITY SERVICES

#	Service Code #	Dept.	Title	Current Fee/Charge	Unit	Notes
1	S-510	Community Serv.	Special Event Permit			
2		Community Serv.	Resident/Non-Profit	\$51.00	per permit	
3		Community Serv.	Non-Resident	\$270.00	per permit	
4		Community Serv.	For Street Closure	\$826.00	per permit	Block Parties are exempt from street closure rate
5	S-515	Community Serv.	Sound Permit	\$10.00	per application	
6	S-519	Finance	Liability Insurance	set by City's Insurance Broker	Per event or rental	
7	S-522	Community Serv.	Day Camp Program (weekly rates)			
8		Community Serv.	Day Camp: Age 5-11			
9		Community Serv.	Resident	\$172.00		
10		Community Serv.	Non-Resident	\$223.00		
11		Community Serv.	Day Camp After Care: Age 5-11			
12		Community Serv.	Resident	\$50.00		
13		Community Serv.	Non-Resident	\$76.00		
14		Community Serv.	Leader in Training: Age 13-17	\$43.00		
15	S-524	Community Serv.	Sports Field Admin			
16		Community Serv.	Resident	\$0.00		
17		Community Serv.	Non-Resident	\$23.00		
18	S-526	Community Serv.	Facility Rental (Community Center)			
19		Community Serv.	Resident	\$68.00	per hour	
20		Community Serv.	Non-Resident	\$73.00	per hour	
21		Community Serv.	Non-Profit	\$10.00	per hour	
22	S-530	Community Serv.	Fletcher Cove Community Center Facility Rental			Friday 5pm -10pm & Sat/Sun 11am-10pm
23		Community Serv.	Resident	\$50.00	per hour	Set by initiative
24		Community Serv.	Non-Resident	\$150.00	per hour	Set by initiative
25		Community Serv.	Non refundable cleaning fee	\$150.00		
26		Community Serv.	Refundable Security Deposit	\$500.00		
27		Community Serv.	Security Guard	set by City's Contract		
28		Community Serv.	City Purchased Insurance	\$103.53		
29		Community Serv.	City Purchased Insurance w/ Alcohol	\$166.53		
30	S-540	Community Serv.	Public Art Consignment Fee	\$112.00	per application. + 24% of sale price if sold	For requests from artists to display their art in the public right of way per the MAP guidelines.

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Fee Δ %
\$973.29	95%	\$53.00	\$2	4%
\$973.29	71%	\$283.00	\$13	5%
\$973.29	11%	\$867.00	\$41	5%
\$56.49	81%	\$10.50	\$1	5%
NA	NA	set by City's Insurance Broker	\$0	0%
NA	NA	\$180.00	\$8	5%
NA	NA	\$234.00	\$11	5%
NA	NA	\$52.00	\$2	4%
NA	NA	\$79.00	\$3	4%
NA	NA	\$45.00	\$2	5%
NA	NA	\$0.00	\$0	0%
NA	NA	\$24.00	\$1	4%
NA	NA	\$71.00	\$3	4%
NA	NA	\$76.00	\$3	4%
NA	NA	\$50.00	\$0	0%
NA	NA	\$150.00	\$0	0%
\$150.00	0%	\$150.00	\$0	0%
NA	NA	\$525.00	\$25	5%
NA	NA	set by City's Contract	\$0	0%
NA	NA	Premium Cost	NA	NA
NA	NA	Premium Cost	NA	NA
NA	NA	\$117.00	\$5	4%



To: City of Solana Beach City Council

From: Budget & Finance Commission

Scott Hermes  
Chris Maulik  
Larry Marmon  
Ken Zito  
Jeff Lyle

Date: January 14, 2025

Subject: Comprehensive Fee Study and Cost Allocation Plan

The Budget and Finance Commission (“Commission”) of the City of Solana Beach reviewed and discussed the Comprehensive Fee Study and Cost Allocation Plan prepared by Willdan Financial Services (“Willdan”). Based on these discussions, the Commission believes staff thoroughly analyzed the information provided in the study and developed a balanced and well thought out set of proposed fees for Council members to consider that would bridge the gap between the City’s cost of providing services and the fees collected.

Staff provided some history and context, including:

- The previous comprehensive fee study and cost allocation plan began in 2017 and was completed in 2018
- Discussed the overall objective of the City to seek reimbursement for the full cost of providing most services and limit the subsidy provided by the General Fund
- Noted the proposed percentage increase in some services is large
- Recognize some fees are set by state law or negotiated contracts with providers
- As proposed, the City could recover about \$600K of costs, effectively increasing the funds available for general government services

Staff was receptive to our questions and open in discussing the rationale for the proposed fees. The Commission noted that, while there may be a desire to not significantly raise some fees, that approach would effectively create a subsidy borne by the city taxpayers not using such services. The Commission has the following recommendations for Council members to consider:



- A City ordinance currently limits (after implementing fees from the Comprehensive Fee Study) the maximum annual CPI fee increase at 2.5%. The Commission recommends seeking to modify the ordinance to allow the City to annually increase fees up to an appropriate inflation factor. This would help reduce any subsidy provided by the General Fund between comprehensive fee studies.
- For any new service, we recommend the City develop a formal process to determine the cost of a new service and set fees accordingly.
- Seek backup data from Willdan on assumptions regarding the number of permits issued for each of the fees.
- Going forward, staff should track the number of permits issued as well as the associated costs to help staff to fully analyze the data and ensure the City is pricing the services it provides appropriately.

The Commission recognizes the significant staff time involved in completing a fee study. Subject to an annual fee analysis demonstrating fees reasonably tracking as planned, the Commission recommends the City conduct a fee study every five years.

We enjoy working with Rachel, Kristine and Alyssa and appreciate not only their patience entertaining all of our questions Commission members have but also helping us better understand the overall picture of the City's financial position.