



ITEM NO. 7

(continued item from
November 20, 2012 Council
Meeting)

STAFF REPORT

DATE: DECEMBER 18, 2012
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROD FOSTER, CITY MANAGER *A.W.C. FOR R.F.*
PREPARED BY: BONNIE J. JOHNSON, MANAGEMENT SERVICES DIRECTOR *B.J.*
SUBJECT: RESOLUTION ADOPTING CITYWIDE USER FEE STUDY AND
CITY-WIDE USER FEES

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution No. R-73-12 a Establishing a Citywide Master Fee Schedule for Services Performed by and/or the City, and Repealing Resolution Nos. R-129.94, R-80-01, R-37-02, R-55-04, R-105-04, R-84-09, and R-39-10 in Their Entirety and Portions of Resolutions Nos. R-71-00 and R-08-04

GOAL STATEMENT

The proposed action will support the City's goal of ensuring the cost of providing applicable services are recovered as provided for under the law.

BACKGROUND

With the exception of the Community Services Department, whose fees have typically been updated annually, most of the City's other fees have not been updated since 2004 - and in some cases since 1994. As a result, the City entered into an agreement with Willdan Financial Services for the preparation of a Comprehensive User Fee Study (the Study). The Study conducted in consultation with each of the affected City departments. The Study was also prepared in compliance with all applicable laws that govern the calculation and setting of fees. In general, these requirements assure that fees do not exceed the reasonable cost of providing the service. The data supporting each of the fees is also part of the Study.

A copy of the Study is included as Attachment 1 to this staff report. In addition, a copy of the data that forms the basis for the Study has been placed in the Office of the City Clerk ten (10) days prior to this meeting.

ISSUES/ANALYSIS

The basic objective of a user fee study is to ascertain the reasonable cost of providing each of the services for which the City charges a fee. Typically, these fees/charges are charged to a group or individual for a requested service. However, it should be noted that user fees do not include consumption or rate related utility charges, development impact fees or taxes such as a business license. As such, those fees are not part of this action.

The standard limitation for user fees established by California law is that the fees cannot exceed the estimated, reasonable cost of providing the service. Under those guidelines, typically three types of costs are allowed:

1. Direct Labor. Employee hours spent directly on the fee-related service. This rate includes the employee's salary and fringe benefits.
2. Departmental Indirect Labor. Departmental employees not directly working on the fee-related service, but responsible for supervision and administrative activities. This cost layer includes secretarial support staff and a portion of the department head's time
3. Central Overhead. This component includes those departments that provide support to other City departments. Examples are: City Attorney, City Manager, Finance and Human Resources.

For each proposed fee, the study reflects 100% of the "full cost recovery fee." However, in various instances, the "recommended fee" reflected will be lower than full cost recovery. It is at the City Council's discretion if a fee is set at less than full cost recovery. However, if a fee is set at less than 100% cost-recovery, the subsidy must be covered by general revenue that is not the result of a specific charge imposed on another fee payer.

Staff recommended that several fee categories be set lower than full cost recovery. In addition, there are several new fees being recommended. The following is a departmental summary of both of those types of fees as listed in the attached Fee Study:

Section I – Miscellaneous (Non-Rate Utility) Fees

Fees 1 through 19 relate to the various charges associated with maintaining a water or electric account in the City, exclusive of the actual consumption costs. Although not full cost recovery, staff is recommending that these fees not be increased. Staff believes this meets the spirit of prior Council direction. No new fees are being recommended.

Section II – City Manager (City Clerk) Fees

Fees 4 and 5 relate to copy charges for general requests for copies (public records requests and other) and Fair Political Practices Commission (FPPC) requests, respectively. Staff recommends that the current general copy charge of 25 cents per page remain the same. In addition, the FPPC charge is a mandated fee that is set in accordance with applicable regulations and, as such, must remain the same.

Fee 6 in this section, City Attorney or Other Legal Review, is a new fee being proposed to ensure that developers and other applicants submitting projects that require extensive City Attorney review time, pay the actual reasonable costs for that time. This way, the public is not subsidizing these costs.

Section III – Community Services Fees

Section III has three divisions: Human Services, Recreation and Library. In many cases, these fees will be subsidized and charged at less than full cost recovery. This is consistent with Colton's past practice, as well as the practice for many cities.

Community Services is recommending four new fees under the Recreation division: Fees 19, 24b, 25b and 59b.

- Fee 19, Athletic Field Use- Resident, establishes a nominal fee of \$1.00 where the non-resident fee of \$20.00 is recommended to increase to \$26.00.
- Fee 24b and 25b establish a non-resident full cost recovery fee for Teen Center rental where only a fee covering all services (resident and non-resident) exists currently.
- Fee 59b establishes a late fee for youth basketball registration.

Section IV – Development Services Fees

Section IV has two divisions: Building & Safety and Planning. Staff recommends that most fees be brought to a full cost recovery level. However, some fees (e.g. appeals, historic-related permits, sign permits and solar panel installations) are proposed at less than full cost recovery to meet various policy priorities. These priorities include: Encouraging property owners to obtain proper historic review when modification or demolition is proposed to an historic resource; encouraging solar panel installation in residences; and, to not discourage appeals of Planning Commission decisions due to limited resources.

Several new fee categories are also proposed. The new categories were either omitted from the existing fee schedule or fees had been assumed as part of a related permit. New fee categories include addressing, administrative permit review, code interpretation by the Planning Commission, fence permits, some historic permit categories, and minor modifications of entitlements.

A “deposit to cost” fee is proposed for various types of Development Services applications, for which additional legal costs, consultant services and staff time is typical. “Deposit to cost” applications are proposed to for annexations, development agreements, general plan amendments, specific plan amendments and zone changes.

Finally, building permit related charges are currently based upon the 1991 Uniform Building Code (UBC) valuation tables. Staff recommendation is to base the updated fees on the 1997 UBC tables. Staff has completed an analysis that shows that the revenue generated by using the 1997 UBC tables is less than the full cost of providing the related services. Staff believes that using the 1997 UBC tables not only provide a reasonable basis on which to charge building related fees, but also provide a standardized fee calculation method and streamline overall permit administration. Additionally, many cities utilize this approach in setting applicable fees.

Section VI – Fire Fees

Section VI has two divisions: Checks/Inspections (CI) and Hazardous Materials/Waste (HMW). Fees 1 to 4 (CI), 14 to 19 and 21 (CI), as well as fees 1 to 3 (HMW), are all being recommended for increase, but are still below full cost recovery.

Section VII – Police Fees

Four areas of fees are being recommended at less than full cost recovery: certain animal control fees (fees 8 to 13), fingerprinting (fee 25), disruptive party/gathering (fee 27) and subpoena fees where a statutory rate applies (fees 40 to 41).

Recommended new fees in this category include citation sign offs, background checks and other records (fees 45 to 47). In addition, the Fee Consultant did analyze and propose a full recovery fee for the rental inspection program as adopted by Council Ordinance No. O-5-12 on June 19, 2012. However, at this time, staff is recommending suspension of the program until further Council action and no fee will be set under the proposed recommendation as note on page A-9 of the attached Fee Study.

Section VIII – Public Works Fees

Section VIII has two divisions: Public Works (PW) and Water/Wastewater (W/W). In a couple of areas, Public Works fees are recommended for a decrease and in several areas the fees are recommended to increase, but are still below full-cost recovery. The fees recommended for decrease are as follows:

- PW Fees 8 to 18 related to plan checks
- PW Fees 22 to 25 related to permit fees on improvements
- PW Fees 61 to 63 related to grading

In addition, certain new fees are being recommended. These fees are as follows:

- PW Fee 56 for street name change
- PW Fees 42 to 53 related to several categories of reviews and permits
- W/W Fees 8b and 9b establishing a plan check fee for water/wastewater residential improvements

FISCAL IMPACTS

The 2012-13 General Fund budget includes approximately \$100,000 in additional revenue based upon implementation of this user fee study. However, it is extremely difficult to estimate an increase in revenue inasmuch as utilization of certain services may decrease with an increase in the respective fee, while others may not.

ALTERNATIVES

1. Provide alternative direction to staff.

ATTACHMENTS

1. Comprehensive User Fee Study prepared by Willdan Financial Services (Data available in the Office of the City Clerk)
2. Resolution No. R-73-12

City of Colton

Comprehensive User Fee Study
Final Report

October 15, 2012



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October 15, 2012

Bonnie Johnson
City of Colton
Management Services Director

Dear Ms. Johnson,

Willdan Financial Services (Willdan) is pleased to present this report on the Comprehensive User Fee Study conducted for the City of Colton (City).

This report was undertaken to assist the City in determining the costs of providing important services to its local community in order to help continue its operations at the level of service that the community has come to expect. The focus of this study is to ensure that the City has sufficient revenues to meet their service obligations and that User Fees are set proportionate to the costs of providing the services. Our report outlines the approach, findings, and conclusions of this study.

This report has been prepared using generally accepted fee setting techniques. The City's Budget, Salary Schedule, Cost Allocation Plan, and Departmental Costs were the primary sources for the data contained within this report. Willdan worked closely with City staff over the course of this project. The conclusions contained within this report provide the City with a set of recommendations to provide stable funding for continued City services, based on a cost of service analysis that will result in fair and equitable User Fees to the City's end users.

Thank you, it was a pleasure working with you and Solomon; and thank you to each City Department for the support and cooperation extended throughout the study.

Sincerely,

Willdan Financial Services

Gregg Tobler
Senior Project Analyst



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EXECUTIVE SUMMARY

The City of Colton engaged Willdan to determine the full costs incurred by the City in support of various activities for which the City charges User Fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery are often not feasible, desirable, or appropriate—particularly in a single year. In recognition of this situation, the recommended fees identified herein are either at or slightly less than full cost recovery.



STUDY OBJECTIVE

As the City of Colton seeks to manage resources efficiently and respond to increased service demands, it needs a variety of tools to provide assurance that it has the best information and the best resources 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 the most cost-effective way to understand the total cost of services and identify potential fee adjustments. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

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

The principle goal of the study was to help the City determine the full cost of the services that are provided. 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
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees

The study results can help the City better understand its true costs and the 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 Colton departments and divisions:

- City Manager's / City Clerk's Office
- Community Services
 - Human Services
 - Recreation
 - Library
- Police Department
- Public Works/Utilities
- Development Services
 - Building & Safety Division
 - Planning Division
- Fire Department
 - Hazardous Disposal

The study involved the identification of existing and potential new fees, fee schedule restructuring (particularly for the Building Division), data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery performance. In addition to the fees reviewed of the departments and divisions above, miscellaneous fees for the non-rate utility and GIS were also reviewed.



AIM OF THE REPORT

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



USER FEE BACKGROUND

BACKGROUND

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

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

CALIFORNIA USER FEE HISTORY

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

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

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business' or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.



ADDITIONAL POLICY CONSIDERATIONS

It is becoming a growing trend for municipalities to update their fee schedules to reflect the actual costs of certain public services that primarily benefit users. Fees are imposed because they recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting direct cost of labor and materials associated with processing and administering user services, it is common for local governments recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were derived from the City's Cost Allocation Plan.

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 be adopted with the flexibility to remain current. Consequently, it is recommended that the City include an annual inflation factor in the resolution adopting the fee schedule that allows the City Council, by resolution, to annually increase or decrease the fees based upon published information such as the Consumer Price Index (CPI) or the Employee Cost Index for State and Local Government Employees. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



PROJECT APPROACH AND METHODOLOGY

CONCEPTUAL APPROACH

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a User Fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that can be collected, from which the City leaders can make informed decisions regarding the final fee level. One of the critical methods used to ensure full cost recovery rates was to establish annual productive (or “billable”) hours for staff. This study reduced the full-time annual hours (2,080) by the non-billable hours, such as holiday, vacation, sick leave. By using only the true number of productive hours per employee, the study ensures that allowable costs are recovered during the actual hours of operation of the City.

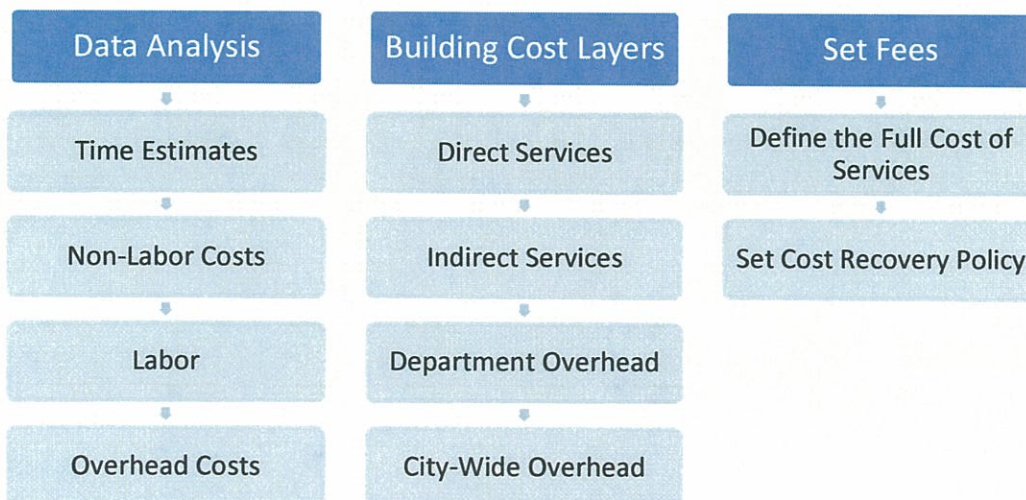
The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data. The cost figures used as the basis for the study were from the City of Colton’s FY 2011/12 Adopted Budget.

FULLY BURDENED HOURLY RATES

The total cost of each service included in this analysis is based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include, not only personnel salary and benefits, but also departmental overhead costs (operation costs and administration personnel costs) and central services overhead costs. The FBHRs are then multiplied by the average estimated number of hours, or portion thereof, by position, needed to complete each service. The result is the total cost to the City for rendering a service. The total cost is also referred to as the full cost recovery fee.

SUMMARY STEPS OF THE STUDY

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

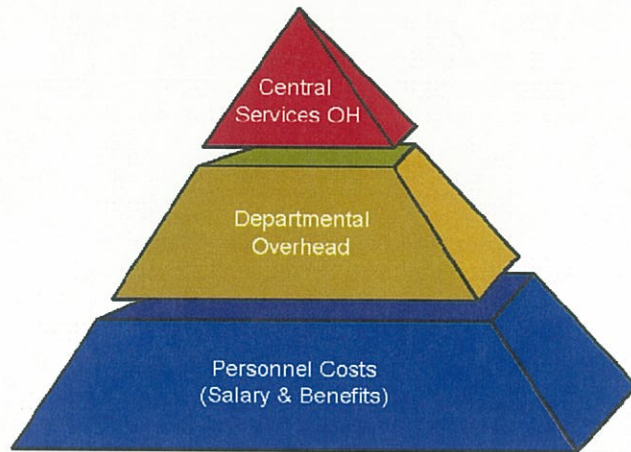




ALLOWABLE COSTS

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

- **Direct Labor:** 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, detailed in the City's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



METHODOLOGY

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

Case Study Method: 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 vary dramatically for a service, or for special projects where the time and cost requirements are not easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: The standard Case Study approach relies upon the detailed analysis of specific time estimates, salaries and benefits, expenditures, and overhead costs. In many instances, the underlying data are not available or vary widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. With these general constraints, and in order to maximize the utility of this analysis, Willdan Financial employed a different methodology where appropriate.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is used for certain User Fees in the Development Services Department.



QUALITY CONTROL / QUALITY ASSURANCE

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

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- Confirmation of staff hours
- FTE balancing
- Internal and external reviews
- Cross-checking

CITY STAFF CONTRIBUTIONS

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

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- 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 individuals involved for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



COLTON FEES

COST RECOVERY

The cost recovery models, by department/division fee type, are presented in detail in [Appendix B](#). Full cost recovery is determined by the estimated amount of time each position (in increments of minutes or hours) spends to render a service, then summing the total cost to determine the full cost. The estimated time of how long it takes City staff to render each service is determined by Willdan and City staff through a time and materials survey conducted for each department/division fee type included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

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

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Colton 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.

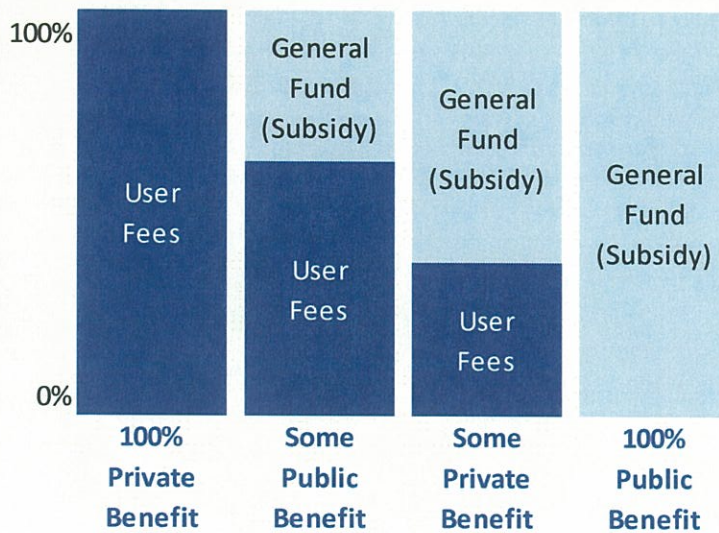


SUBSIDIZATION

Recalling the definition of a User Fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) whom 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, a large number of services fall into the range between these two extremes (i.e., some planning and recreation services). The graphic below illustrates the potential decision basis:

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City. It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (e.g., graffiti removal) 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, such as appeals without burdensome costs. The City Council has previously approved a cost recovery strategy for the Community Services department of recovering one hundred percent (100%) of indirect costs for adult programs and fifty percent (50%) for youth programs. The City has recommended to continue this policy for youth programs.



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

FULLY BURDENED HOURLY RATES

The FBHR model, by department/divisions, for the positions directly involved in providing services is presented in [Appendix A](#). This model is based on total direct annual salaries and benefits costs of each position, departmental overhead costs (operation costs and administration personnel costs), and the allocations of central services overhead costs based on the position's proportional share of departmental personnel costs. It is provided as an appendix for easy reference to the positions and associated FBHRs listed in the full cost recovery model, which is used to determine the total cost to provide the each service.



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 User Fee Study did not attempt to evaluate the economic or behavioral impacts of higher fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

SUMMARY

If the City's overriding goal of this study were to maximize revenues from User Fees, Willdan would recommend setting User Fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a User Fee study, and sometimes full-cost recovery is not needed, desired, or appropriate. To the extent a subsidy exists within the recommended fee structure, unrestricted reserves, and not specific charges imposed on other fee payers, will be used to cover. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. City staff has reviewed the full costs and identified the "recommended fee levels" for consideration by City Council. The appendices exhibit these unit fees individually.



MISCELLANEOUS FEES

BACKGROUND & OVERVIEW

The miscellaneous fee schedule contains non-rate utility fees and GIS fees. The GIS Fees are made up of the map production and customized GIS map fee for the various sized maps. In addition, Non-Rate Utility fee services are fees that are required when activating or reactivating a Utility account, such as:

- Water Opening Fee
- Meter Tampering
- After Hours Reconnect Fee
- Water Meter Test
- Construction Water Meter

ANALYSIS

Willdan individually reviewed each of the services, which make up the Miscellaneous Fee schedule. The review also consisted of an evaluation of existing services in an effort to update the fee schedule. .

The analysis of these non-rate utility and GIS fee activities, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



CITY CLERK'S OFFICE

BACKGROUND & OVERVIEW

Generally, the Office of City Clerk is a service department within the City upon which the City Council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The department serves as the liaison between the public and City Council and provides related municipal services. No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience.

Particularly, the City Clerk is the protector of the democratic process - is the local official responsible for: elections, local legislation, compliance with the California Public Records Act, the Political Reform Act, and the Brown Act (open meeting laws). Before and after the City Council takes action, the City Clerk ensures that actions comply with all federal, state, and local statutes and regulations and that all actions are properly executed, recorded, and archived.

Other responsibilities include, but are not limited to:

- Records: Attest, notarize, process, file, research, retrieve, maintain, monitor, plan, evaluate, receive, sign, countersign, seal and deliver upon request most documents that flow into and out of City Hall.
- Provide Accurate Information: Dispense information regarding the California Government Code, the Public Records Act, the Brown Act, the Political Reform Act, the City Municipal Code, and the telephone numbers and extensions of every office in city government.
- Customer Service: Listen attentively, be friendly, utilize all resources, and maintain patience.
- Impartiality: Coordinate municipal elections in a non-partisan manner; obey all state and federal laws.
- Code Compliance: Exercise compliance to the Municipal Code when processing/issuing various licenses and permits.

ANALYSIS

Willdan individually reviewed all services and programs associated with the City Clerk's Office. The review also consisted of an evaluation of existing services in an effort to update the fee schedule. .

The analysis of Clerk fee activities, mainly the responding to public records requests, non-rate utility fee requests and copies of official documents, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



HUMAN SERVICES

BACKGROUND & OVERVIEW

Human Services is a service division that offers a variety of services and programs that are designed to help the local residents within the City.

Programs offered by the Human Services division include:

- Tiny Tots Program
- State Preschool Program
- School-Age Program

ANALYSIS

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

The analysis of Human Services fee activities, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



RECREATION

BACKGROUND & OVERVIEW

The mission of the Recreation Division of the Community Services Department is creating community, through people, parks & programs.

- Our dedication is driven by the desire to understand and meet the social, cultural, educational and recreational needs of our community.
- We strive to improve the quality of life for Colton's residents by providing leisure time programming for individual & family health and enrichment.
- Our staff is committed to personal excellence, professionalism and public service.

The Recreation Division provides a variety of recreational opportunities, enrichment programs and human services for all ages and abilities through its recreational & special use facilities and recreation programs. The recreational & special use facilities include four community centers, a senior center, sports facilities, park buildings, and picnic shelter facilities and recreation programs offered to the community include special events, youth & teen programs, senior activities and field trips, sports programs, life-long learning classes, trails and open space programs, and volunteer opportunities.

Recreation Services currently offers facility rentals of both the Community Centers and park shelter facilities.

ANALYSIS

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

The analysis Recreation fee activities, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



LIBRARY

BACKGROUND & OVERVIEW

The Library Division contributes to Colton's quality of life by meeting the ongoing educational and cultural needs of the community. Through its many programs and services the Library encourages adult and early childhood literacy, serves as a vital center for civic engagement, and offers a community gathering place for long time and newly arrived residents. Resources include books, online databases, compact discs, DVDs, magazines and newspapers. Programs include an author series, a community read for adults and children, book groups, film programs, story hours and summer reading programs for children, teens and adults. The Library division also offers meeting room rentals.

ANALYSIS

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

The analysis Library fee activities, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



DEVELOPMENT SERVICES

BACKGROUND & OVERVIEW

The Development Services Department strives to preserve the integrity of our neighborhood environments, resulting in a higher quality of life and livable city. In addition, provide efficient services to the development community, while maintaining safety protections through compliance of city, state and federal regulations and codes.

The Planning Division is responsible for maintaining the quality of public service, departmental budgeting, daily operations, coordination with other City departments, providing support to the City Council, City Manager, Planning Commission, and Historic Preservation Commission. The Department is responsible for developing and administering the policies of planning, including current planning, advance planning, plan check and inspections, and business licenses, to assure that the Department operates in compliance, and in accordance with all adopted codes and amendments and to facilitate their implementation in our local environment.

The Building Division, in partnership with the community, continues to provide structural and safety protection for the occupants of existing and new structures, through the use of adopted construction codes. This Division also strives to preserve the integrity of neighborhood environments, resulting in a higher quality of life in accordance with the City Council's core values. The Building Division is also responsible for the enforcement of State-mandated laws and uniform building codes, plan checking for code compliance, permit issuance, provision of customer service at the counter, maintenance of permit records, plans, preparing building activity reports to the State, County, City agencies and emergency responders. Building inspection is provided to ensure building construction compliance with electrical, plumbing, mechanical, handicap, energy and security codes, State safety laws and City Ordinances.

ANALYSIS

Willdan individually reviewed each all services and programs associated with the Development Services department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule. The majority of the department's revenue is generated through current planning functions. The City separately budgets Advance Planning functions; therefore the recommended fees do not include Advance Planning costs. It is recommended the department increases user fees (rates) to the full cost recovery amounts and, for certain fees, to generate a valuation based schedule as a proxy for the amount of effort it would take City staff to complete the service provided.



FIRE

BACKGROUND & OVERVIEW

Colton's Fire Department's mission is to prevent or reduce the loss of life and the destruction of property and the environment from fire, medical, hazardous materials and other emergency occurrences. Through strategically located fire stations, a Fire Prevention & Environmental Management Center, and the Emergency Operations Center, the fire department works to maintain a safe community and contribute to an improved quality of life by providing the highest possible level of emergency services.

ANALYSIS

In Fire, the Checks & Inspections Division has 4 fees and services and the Hazardous Materials & Waste Related Fees Division has 3 fees and services that were analyzed as part of this cost study . The case study approach, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



POLICE

BACKGROUND & OVERVIEW

The Colton Police Department's mission is to ensure a safe, peaceful city and to provide proactive police enforcement and high quality police services to a diverse community.

The Colton Police Department's is organized into the following divisions: Administrative Services, Field Services, Investigative Services, Support Services and Animal Control. The Police department's responsibilities include protection of citizens and enforcement of laws. The Police Department provides various services such as patrol, investigative services, custody, concealed weapons permits, firearm's deal licenses, false alarms, records checks, traffic accident reports, property damage, crime reports, firearms safekeeping and storage, parking enforcement fees, subpoenas, and vehicle impound release and hearing fees. In addition, the Animal Care and Control division is a service division in which the mission is to continue to adapt to our ever changing community, and to provide the highest level of service and protection to our citizens and animals alike. We will accomplish this goal by providing our officers with the tools and knowledge to meet and exceed all present and future needs of the City of Colton. We will work in cooperation with our community to proactively address identified areas of needed improvement, and to continually provide the level of service and safety so deserved by the community we serve. Particularly, the Animal Care and Control division aims to eliminate pain and suffering, and enhance the quality of life for animals in the City.

Other responsibilities include, but are not limited to:

- Animal licensing
- Pickup and impound
- Investigation

ANALYSIS

Willdan individually reviewed all services and programs conducted by Police. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The case study approach, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



PUBLIC WORKS/ENGINEERING

BACKGROUND & OVERVIEW

Generally, the Public Works department is a service department within the City of Colton is responsible improving the quality of life of the community by overseeing of the design, installation and maintenance of all City owned building, streets & drainage improvement, and all parks & publicly maintained streetscapes. The Department staff work hard cleaning, repairing, and improving these city facilities to keep Colton safe, clean, and attractive for current and future generations to come.

Only the Engineering was analyzed as part of this study. This division provides direct benefit services for which fees are collected. Please note, specific steps were taken to realize the service to service benefit provided by Public Works staff in showing the true cost of service.

ENGINEERING DIVISION

The Engineering Division is primarily responsible for the overall planning, implementation, design and management of Capital Improvement Projects related to the City's infrastructure, such as for all streets and roads, curb, gutters and sidewalks, drainage facilities, and water and sewer utility lines. In-house staff provides surveying, design, and construction inspection services. The Division maintains official public records such as maps, property records and property acquisition documentation, and street vacations. The Land Development Section of the Engineering Division reviews and processes various permits and maps including grading permits, parcel and tract maps, encroachment permits and street use permits.

ANALYSIS

In Public Works, the Engineering Division's fees and services were analyzed as part of this cost study. The case study approach, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



PUBLIC UTILITIES

BACKGROUND & OVERVIEW

Generally, the Public Utilities Authority is a service department within the City of Colton is responsible with providing safe, good quality, uninterrupted water at a reasonable pressure, to meet health and fire protection needs of that portion of the city served by the public water system. The Department must operate and maintain the water utility system in accordance with the City of Colton's ordinances and policies and the Environmental Protection Agency's Safe Drinking Water Act.

ANALYSIS

Public Utilities fee and services are related to development and service to customers/residents. Utility fees and services related to development and the utility service (rates) are governed by Proposition 218 and the cost of service principles, thus requiring a different analysis. Therefore, these fees and services were not a part of this cost study. Non-rate utility fees were analyzed as part of this study and are included under the Miscellaneous fee schedule. The analysis of these non-rate utility fee activities, relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time and productive fully burdened hourly rates. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service.



APPENDIX A – FULLY BURDENED HOURLY RATE

City Clerk	Fully Burdened Hourly Rate
Chief Deputy City Clerk	78.79
Administrative Assistant	34.37
City Clerk/Records Management	80.37

Management Services	Fully Burdened Hourly Rate
Customer Service Rep I	75.07
Customer Service Rep II	81.14

Human Services	Fully Burdened Hourly Rate
Comm CC Admn Assistant	52.11
Comm CC Site Supervisor	52.29
Community CC Manager	77.24
Community CC Teacher	11.94
Community CC Teacher's Aide	9.92
Community CC Teacher's Helper	8.69

Community Services	Fully Burdened Hourly Rate
Lit Prgm Coord/Brch Spr	163.48
Part-Time Library Page	19.03
Rec Services Coord	117.96
Rec Services Manager	65.80
Recreation Specialist	26.30
Sr Recreation Leader	21.70
Recreation Leader	19.03
Pool Manager	31.17
Senior Lifeguard	24.98
Lifeguard	21.68
Senior Office Specialist	117.69



Development Services	Fully Burdened Hourly Rate
Building Official (Contract)	125.00
Building Inspector (Contract)	90.00
Associate Planner	132.64
Senior Planner	157.73
Business License Officer	99.38
Development Services Dir	190.07
Planning/Building Tech	118.07

Fire	Fully Burdened Hourly Rate
Fire Battalion Chief	191.35
Fire Captain	152.61
Fire Engineer	128.23
Fire Marshal	177.48
Firefighter Medic	123.21

Police	Fully Burdened Hourly Rate
Animal Control Officer	74.77
Code Enforcement Off	78.87
Community Service Off	64.10
Police Cpl/Detective	13.61
Police Dispatcher II	74.80
Police Lieutenant	204.91
Police Officer	114.67
Police Sergeant	162.88
Senior Police Dispatcher	79.27
Sr. Police Services Clk	65.84
Supv Comm Dispatcher	97.69



Public Works/Utilities	Fully Burdened Hourly Rate
GIS Specialist	106.72
Administrative Analyst I	117.31
Administrative Assistant	91.49
Associate Engineer	167.42
Cnsmr Service Field Rep I	101.81
Cnsmr Service-Field Rep II	113.37
Engineering Manager	185.02
Engineering Technician II	116.13
Engineering/GIS Tech	120.65
Executive Assistant	111.42
Meter Technician	147.27
Power Line Helper	106.80
Power Line Tech Apprentice	146.94
Power Line Technician	154.41
Production Supervisor	129.97
Service Crew Supervisor	168.04
Sr Consumer Field Rep	123.23
Sr Customer Service Rep	103.10
Wastewater Oper II	106.26
Wastewater Operator I	98.66
Water Dist Oper I	84.35
Water Dist Oper II	93.73
Water Dist Oper. III	111.18
Water Utilities Manager	188.18
Water Utilities Operator	102.70
Water Utility Supervisor	154.81
GGCorp Consultant - Blended Hourly Rate	85.00



APPENDIX B – COST RECOVERY ANALYSIS

The following tables provide the results of the case study methodology (time surveys) and the resulting full cost recovery amount.

I - Miscellaneous Fees Fee Recommendations and Revenue Projections



Non-Rate Utility Fees

#	Service Title	Full Cost Recovery Fee	Recommended Fee	Current Fee	Percent Revenue Increase/ (Decrease)
1	Credit Check Fee	11.08	2.00	2.00	0%
2	Electronic Opening Fee	32.42	10.00	10.00	0%
3	Water Opening Fee	32.42	11.00	11.00	0%
4	Electric Disconnect Fee	35.12	10.00	10.00	0%
5	Electric After Hours Reconnect Fee - Before 9:00 pm Mon-Thurs	72.91	50.00	50.00	0%
6	Electric After Hours Reconnect Fee - After 9:00 pm Mon-Thurs, Weekends and Holidays	209.24	180.00	180.00	0%
7	Water Disconnect Fee	99.61	11.00	11.00	0%
8	Water Reconnect Fee - After Hours	155.20	103.00	103.00	0%
9	Pull Meter fee water	102.31	25.00	25.00	0%
10	Door Tag Fee	45.38	5.00	5.00	0%
11	Electric Meter test fee	110.45	15.00	15.00	0%
12	a Meter Tampering	264.04	Double the actual cost of labor and materials	Double the actual cost of labor and materials	N/A
12	b Off at the Pole	264.04	120.00	120.00	0%
13	Inspection for new/repared service - Electric	147.27	11.00	11.00	0%
14	In order to restore service disconnected by the City at water meter	83.38	11.00	11.00	0%
15	Restore disconnected service if meter removed - water	166.76	25.00	25.00	0%
16	Water Meter/Fire Hydrant Tampering	111.18	100.00	10.00	900%
17	Water Meter Test	140.59	27.00	27.00	0%
18	Construction Water Meter	792.08	787.00	672.00	17%
	Reinspection Fees (Minimum 1 Hour Each)	106.72	minimum 1/2 hour (\$50/hour)	minimum 1/2 hour (\$50/hour)	N/A
311					
312	GIS Services Fee	106.72	106.00	75.00	41%
313	GIS Map Production Fee - General Plan Map	106.72	106.00	20.00	430%
314	GIS Map Production Fee - Zoning Map	106.72	106.00	20.00	430%
315	GIS Map Production Fee - RDA Project Area Map	106.72	106.00	10.00	960%
316	GIS Map Production Fee - Council Districts Map	213.44	213.00	10.00	2030%
317	11 x 17 (Tabloid) Customized Map	213.44	213.00	10.00	2030%
318	17 x 24 (ANSI C) Customized Map	213.44	213.00	20.00	965%
319	22 x 34 (ANSI D) Customized Map	213.44	213.00	25.00	752%
320	34 x 44 (ANSI E) Customized Map	213.44	213.00	30.00	610%
321	Produce Audio or Video (CD)	37.79	37.00	17.00	118%

Note: "N/A" indicates that percent increase/decrease is unable to be determined.



II - City Manager Fee Recommendations and Revenue Projections

City Clerk



#	Service Title	Full Cost Recovery Fee	Recommended Fee	Current Fee	Percent Revenue Increase/ (Decrease)
1	Produce Audio or Video (CD)	26.77	26.00	17.00	53%
2	Questys Research Service	40.16	40.00	22.00	82%
3	City District Maps Request	60.63	60.00	8.50	606%
4	FPPC Copies	60.63	0.10	0.10	0%
5	Copy Charge - per page	26.26	0.25	0.25	0%
6	City Attorney or Other Legal Review - to be applied Citywide as appropriate	Actual Cost; subject to City Specified Deposit	Actual Cost; subject to City Specified Deposit	-	0%

Note: "N/A" indicates that percent increase/decrease is unable to be determined.

III - Community Services Fee Recommendations and Revenue Projections



Human Services

#	Service Title	Full Cost Recovery Fee	Recommended Fee	Current Fee	Percent Revenue Increase/ (Decrease)
1	Human Services Fees Childcare Registration Fee (per family, at enrollment)	150.23	35.00	35.00	0%
2	Human Services Fees Childcare Annual Fee (per child)	111.61	30.00	30.00	0%
3	Human Services Fees Childcare Late Pick-up Charge (for every 1-15 minutes late)	94.42	7.00	7.00	0%
4	Human Services Fees Childcare Late Payment Charge (after the 10th of each month)	94.42	25.00	25.00	0%
5	Human Services Fees Childcare Part-Time Care Rate 0-6 hours per day	433.19	18.00	18.00	0%
6	Human Services Fees Childcare Full-Time Care Rate 6+ hours per day	469.00	30.00	30.00	0%
7		-	-	-	N/A
8	Human Services Fees Childcare Sibling Discount (for additional family members)	-	15% of all "per-child"	15% of all "per-child"	N/A
9	Human Services Fees Tiny Tots Program (per class session) - Resident	43.43	6.50	6.50	0%
10	Human Services Fees Tiny Tots Program (per class session) - Non-resident	8.69	7.00	7.00	0%

Note: "N/A" indicates that percent increase/decrease is unable to be determined.

Full-cost recovery fees are prohibitive. Current fees are consistent with surrounding market prices, and the program currently recovers all costs. As such, no fee changes are recommended at this time.



III - Community Services Fee Recommendations and Revenue Projections Recreation



#	Service Title	Full Cost		Percent Revenue	
		Recovery Fee	Recommended Fee	Current Fee	Increase/Decrease
1	Facility Reservation Fee Schedule Banquet Room Reservation Fee - 1st hour - Resident	154.00	90.00	60.00	50%
2	Facility Reservation Fee Schedule Banquet Room Reservation Fee - 1st hour - Non-resident	154.00	154.00	80.00	93%
3	Facility Reservation Fee Schedule Banquet Room Reservation Fee - Each Additional Hour - Resident	87.00	50.00	45.00	11%
4	Facility Reservation Fee Schedule Banquet Room - Each Additional Hour - Non-resident	87.00	87.00	65.00	34%
5	Facility Reservation Fee Schedule Meeting Room - 1st hour - Resident	118.00	60.00	40.00	50%
6	Facility Reservation Fee Schedule Meeting Room - 1st hour - Non-resident	118.00	118.00	70.00	69%
7	Facility Reservation Fee Schedule Meeting Room - Each Additional Hour - Resident	85.00	45.00	30.00	50%
8	Facility Reservation Fee Schedule Meeting Room - Each Additional Hour - Non-resident	85.00	85.00	60.00	42%
9	Facility Reservation Fee Schedule Hutton Center Kitchen (per day)	33.00	33.00	25.00	32%
10	Facility Reservation Fee Schedule Hutton Center Kitchen (per day) - Resident	54.00	54.00	50.00	8%
11	Facility Reservation Fee Schedule Hutton Center Kitchen (per day) - Non-resident	54.00	54.00	100.00	-46%
12	Facility Reservation Fee Schedule Hutton Center Patio (per hour) - Resident	35.00	25.00	25.00	0%
13	Facility Reservation Fee Schedule Hutton Center Patio (per hour) - Non-resident	35.00	35.00	50.00	-30%
14	Facility Reservation Fee Schedule Gymnasium (per court-per hour) - Resident	74.00	45.00	40.00	13%
15	Facility Reservation Fee Schedule Gymnasium (per court-per hour) - Non-resident	74.00	74.00	60.00	23%
16	Facility Reservation Fee Schedule Aquatic Facility (per hour - includes 2 lifeguards) - Resident	121.00	75.00	75.00	0%
17	Facility Reservation Fee Schedule Aquatic Facility (per hour - includes 2 lifeguards) - Non-resident	121.00	121.00	95.00	27%
18	Facility Reservation Fee Schedule Aquatic Facility (per hour - includes 2 lifeguards over 50 attendees over 50)	25.00	25.00	20.00	25%
19	Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Youth Groups - Resident	26.00	1.00	-	N/A
20	Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Youth Groups - Non-resident	26.00	26.00	20.00	30%
21	Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Adult Groups - Resident	58.00	29.00	20.00	45%
22	Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Adult Groups - Non-resident	117.00	58.00	40.00	45%
23	Facility Reservation Fee Schedule Athletic Field Lighting Fee (per hour)	18.00	18.00	10.00	80%
24	Facility Reservation Fee Schedule Teen Center Rental - Teen Game Room Package (2 hours/25 persons)	255.00	200.00	200.00	0%
24 a	Facility Reservation Fee Schedule Teen Center Rental - Teen Game Room Package (2 hours/25 persons) - Non-resident	254.00	254.00	200.00	N/A
24 b	Facility Reservation Fee Schedule Teen Center Rental - Teen Dance Package (2 hours/25 persons)	254.00	200.00	200.00	0%
24 b	Facility Reservation Fee Schedule Teen Center Rental - Teen Dance Package (2 hours/25 persons) - Non-resident	254.00	254.00	200.00	N/A
24 c	Facility Reservation Fee Schedule Teen Center Rental - Teen Dance Package (2 hours/25 persons) - Special Event Application Fee	125.53	100.00	100.00	0%
26	Facility Reservation Fee Schedule Teen Center Rental - Additional Participants (per 10 persons)	20.00	20.00	15.00	33%
27	Facility Reservation Fee Schedule Picnic Shelter (per day) - Resident	66.00	40.00	20.00	100%
28	Facility Reservation Fee Schedule Picnic Shelter (per day) - Non-resident	66.00	66.00	50.00	32%
29	Facility Reservation Fee Schedule Fleming Park Bandshell (per day) - Resident	101.00	50.00	50.00	0%
30	Facility Reservation Fee Schedule Fleming Park Bandshell (per day) - Non-resident	101.00	100.00	100.00	0%
31	Facility Reservation Fee Schedule Mobile Recreation Program Rental - Party Package #1	235.00	150.00	150.00	0%
32	Facility Reservation Fee Schedule Mobile Recreation Program Rental - Party Package #2	311.00	250.00	250.00	0%
33	Facility Reservation Fee Schedule Mobile Recreation Program Rental - Each 25 participants in excess of 50	26.00	26.00	25.00	4%
34	Facility Reservation Fee Schedule Mobile Recreation Program Rental - Rental outside City of Colton	41.00	41.00	25.00	64%
35	Facility Reservation Fee Schedule Mobile Recreation Program Rental - Rental outside City of Colton - Non-profit rate			Less 50%	N/A
36	Miscellaneous Fee Schedule Equipment Rental (per day unless noted) - Stage Rental	82.00	75.00	75.00	0%
37	Miscellaneous Fee Schedule Equipment Rental - Audio-Visual Equipment (as available/per hour)	26.00	25.00	25.00	0%
38	Miscellaneous Fee Schedule Equipment Rental - Tablecloths (each)	20.00	5.00	5.00	0%
39	Miscellaneous Fee Schedule Equipment Rental - Decorative arch, Podium/Easel (each)	26.00	25.00	25.00	0%
39	Miscellaneous Fee Schedule Recreation Party Package A (one hour/50 persons)	173.00	100.00	75.00	33%
40	Miscellaneous Fee Schedule Recreation Party Package B (two hours/50 persons)	213.00	125.00	120.00	4%



III - Community Services Fee Recommendations and Revenue Projections Recreation



#	Service Title	Full Cost Recovery Fee	Recommended Fee	Current Fee	Percent Revenue Increase/ (Decrease)
41	Miscellaneous Fee Schedule Recreation Party Package - Additional Participants (per 25 persons)	20.00	20.00	15.00	33%
42	Miscellaneous Fee Schedule Cleaning Deposit (all facilities/equipment)	130.00	100.00	100.00	0%
43	Miscellaneous Fee Schedule - P/T Staff Fee	22.00	22.00	15.00	47%
44	Aquatic Fee Schedule Swim Lessons - Resident	176.00	40.00	35.00	14%
45	Aquatic Fee Schedule Swim Lessons - Non-resident	176.00	45.00	40.00	13%
46	Aquatic Fee Schedule Daily Recreation Swim - Children	36.00	1.00	1.00	0%
47	Aquatic Fee Schedule Daily Recreation Swim - Adult	36.00	2.00	2.00	0%
48	Aquatic Fee Schedule Monthly Swim Pass- Youth (up to 18 years) - Resident	333.00	20.00	20.00	0%
49	Aquatic Fee Schedule Monthly Swim Pass- Youth (up to 18 years) - Non-resident	333.00	25.00	25.00	0%
50	Aquatic Fee Schedule Monthly Swim Pass- Adult - Resident	331.00	35.00	35.00	0%
51	Aquatic Fee Schedule Monthly Swim Pass- Adult - Non-resident	331.00	50.00	50.00	0%
52	Activities/Sports Fee Schedule Day Camp (per week) - Youth (ages 6-12) - Resident	118.00	55.00	85.00	-35%
53	Activities/Sports Fee Schedule Day Camp (per week) - Youth (ages 6-12) - Non-resident	118.00	65.00	90.00	-28%
54	Activities/Sports Fee Schedule Day Camp (per week) - Tots (ages 3-5) - Resident	108.00	45.00	45.00	0%
55	Activities/Sports Fee Schedule Summer Teen Camp (per week) - Resident	115.00	55.00	50.00	10%
56	Activities/Sports Fee Schedule Summer Teen Camp (per week) - Non-resident	115.00	30.00	20.00	50%
57	Activities/Sports Fee Schedule Youth Basketball - Resident	88.00	40.00	25.00	60%
58	Activities/Sports Fee Schedule Youth Basketball - Resident	108.00	45.00	45.00	0%
59 a	Activities/Sports Fee Schedule Youth Basketball - Non-resident	108.00	55.00	50.00	10%
59 b	Late fee for registration after youth basketball registration deadline	5.00	5.00	5.00	N/A
60	Activities/Youth Sports Fee Schedule Tot Sports - Resident	74.00	30.00	30.00	0%
61	Activities/Sports Fee Schedule Tot Sports - Non-resident	74.00	40.00	35.00	14%
62	Activities/Sports Fee Schedule Adult Basketball - Returning	858.00	250.00	250.00	0%
63	Activities/Sports Fee Schedule Adult Basketball - New	858.00	275.00	275.00	0%
64	Activities/Sports Fee Schedule Adult Dodgeball - Returning	858.00	175.00	175.00	0%
65	Activities/Sports Fee Schedule Adult Dodgeball - New	858.00	200.00	200.00	0%
66	Membership Yearly Pass - Resident	282.00	180.00	140.00	29%
67	Membership Yearly Pass - Non-resident	282.00	282.00	280.00	1%
68	Membership 3 Month Pass - Resident	77.00	50.00	36.00	39%
69	Membership 3 Month Pass - Non-resident	77.00	77.00	72.00	7%
70	Membership Monthly Pass - Resident	31.00	20.00	15.00	33%
71	Membership Monthly Pass - Non-resident	31.00	31.00	30.00	3%
72	Membership Monthly Pass - City of Colton Employee or Colton Active Military Duty	24.00	10.00	10.00	0%
73	Membership Daily Pass - Resident	14.00	2.00	2.00	0%
74	Membership Daily Pass - Non-resident	14.00	4.00	4.00	0%
75	Membership Family Pass - Resident	57.00	35.00	25.00	40%
76	Membership Family Pass - Non-resident	57.00	55.00	50.00	10%
77	Membership Senior Discount - Resident	23.00	Less 20%	Less 20%	N/A

Note: "N/A" indicates that percent increase/decrease is unable to be determined.

NOTE: Fees should be reviewed by the Recreation & Parks Commission



III - Community Services Fee Recommendations and Revenue Projections



Library

#	Service Title	Full Cost Recovery Fee	Recommended Fee	Current Fee	Percent Revenue Increase/ (Decrease)
1	Overdue/Late Materials Fee Schedule (per day) Adult Books	4.31	0.25	0.20	25%
2	Overdue/Late Materials Fee Schedule (per day) Children's Books	4.31	0.10	0.10	0%
3	Overdue/Late Materials Fee Schedule (per day) Periodicals	4.31	0.25	0.20	25%
4	Overdue/Late Materials Fee Schedule (per day) CD's	4.31	0.25	0.25	0%
5	Overdue/Late Materials Fee Schedule (per day) Read-a-Longs	4.31	0.25	0.25	0%
6	Overdue/Late Materials Fee Schedule (per day) DVD's	4.31	1.00	1.00	0%
7	Overdue/Late Materials Fee Schedule (per day) Inter-Library Loan Materials	1.59	1.00	1.00	0%
8	Overdue/Late Materials Fee Schedule (per day) AV Material Returned Outside	4.31	1.00	1.00	0%
9	Damage Fee Schedule Audio Books - Album/CD Case	7.48	4.00	4.00	0%
10	Damage Fee Schedule Audio Books - Missing Barcode, Due Date Card/Pocket	3.17	2.00	1.50	33%
11	Damage Fee Schedule DVD's/CD's - Outer Plastic Case (single)	3.17	2.00	2.00	0%
12	Damage Fee Schedule DVD's/CD's - Outer Plastic Case (double)	7.48	4.00	4.00	0%
13	Damage Fee Schedule DVD's/CD's - Missing Barcode, Due Date Card/Pocket	3.17	2.00	1.50	33%
14	Damage Fee Schedule Minor Damage Repair	4.76	2.00	1.50	33%
15	Replacement Fee Schedule Library Cards	9.13	1.50	1.50	0%
16	Replacement Fee Schedule Periodicals	9.13	4.00	3.50	14%
17	Replacement Fee Schedule Hardbound - Adult & Young Adult	45.63	26.00	26.00	0%
18	Replacement Fee Schedule Hardbound - Children's	45.63	17.00	17.00	0%
19	Replacement Fee Schedule Paperback - Adult & Young Adult (standard)	15.21	8.00	8.00	0%
20	Replacement Fee Schedule Paperback - Adult & Young Adult (oversize)	45.63	21.00	21.00	0%
21	Replacement Fee Schedule Paperback - Children's	15.21	8.00	7.50	7%
22	Replacement Fee Schedule Read-a-Longs - CD's	45.63	26.00	26.00	0%
23	Replacement Fee Schedule Read-a-Longs - Paperback	15.21	8.00	5.00	60%
24	Replacement Fee Schedule Audio Materials - Audio Books	60.83	40.00	38.00	5%
25	Replacement Fee Schedule Audio Materials - DVD's	45.63	21.00	21.00	0%
26	Replacement Fee Schedule Audio Materials - CD's	30.42	15.00	15.00	0%
36	Meeting Room Rental 1st Hour - Resident	121.98	60.00	40.00	50%
37	Meeting Room Rental 1st Hour - Non-resident	121.98	118.00	70.00	69%
38	Meeting Room Rental Each Additional Hour - Resident	106.28	45.00	30.00	50%
39	Meeting Room Rental Each Additional Hour - Non-resident	106.28	85.00	60.00	42%



IV - Development Services Fee Recommendations and Revenue Projections

Comm Dev/Planning



#	Service Title	Full Cost Recovery Fee	Recommended Fee	Notes	Current Fee	Percent Revenue Increase/ (Decrease)
1	Addressing	44.21	44.00		n/a	N/A
2	Administrative Review	143.96	144.00		n/a	N/A
3	Annexation	8,582.79	7,500.00	deposit	\$1,035 + \$1,650 for Pre-Zoning	N/A
4	Appeal	505.53	400.00	400.00 or original app. fee - whichever is less	75% of original application fee	N/A
5	Architectural & Site Plan Review	-	-		-	N/A
6	- Minimum	256.48	256.00		210.00	22%
7	- Structure Less Than 500 S.F.	511.51	475.00		495.00	-4%
8	- Structure 500 S.F. To 14,999 S.F.	1,244.14	1,200.00		788.00 to 2138.00	N/A
9	- Structure 15,000 S.F. To 100,000 S.F.	1,932.47	1,860.00		2,138.00	-13%
10	- Structure Over 100,000 S.F.	2,806.68	2,665.00		2,138.00	25%
11	- Single-Family Residential Or Manufactured/Mobile Home - Per Plan Type	454.96	440.00		330.00	33%
12	Business Occupancy Permit (BOP)	239.29	230.00		290.00	-21%
13	Bop Waiver	22.11	20.00		15.00	33%
14	Code Amendment	7,953.13	7,500.00		\$1,375 + \$35/acre	N/A
15	Code Interpretation	-	-		-	N/A
16	- Director	106.36	75.00		50.00	50%
17	- Design Review Committee Or Planning Commission	430.55	400.00		n/a	N/A
18	Conditional Use Permit	3,154.41	3,000.00		\$1,950 + \$35/lot	N/A
19	Copies - (Paper)	-	-		\$.25/page - \$2.00 minimum (10 pages or more, charge research time by 1/4 hour)	N/A
20	Copies - Microfilm/Microfiche/DVD/CD	-	-		3.50	-100%
21	Development Agreement	-	7,500.00	deposit	3,300.00	127%
22	Extension. Administrative	115.32	115.00		300.00	-62%
23	Environmental Document (EIR/MID/MND)	-	-		At cost	N/A
24	Environmental Assessment (Initial Study)	1,406.04	1,400.00	(At cost + 15% admin fee if by consultant)	425.00	229%
25	Fence Permit (Non-Drc)	19.68	20.00		n/a	N/A
26	General Plan Amendment	9,068.59	7,500.00	deposit	1,800.00	317%
27	Historic Preservation	-	-		-	N/A
28	Cert Of Appropriateness - Minor	77.27	35.00		55.00	-36%
29	Cert Of Appropriateness - Major	192.69	190.00		55.00	245%
30	Cert Of Hardship	122.19	100.00		n/a	N/A
31	Special Review Of Potential Resource	41.78	-		n/a	N/A
32	Historic Preservation Amendment	1,203.61	1,200.00		n/a	N/A
33	Home Occupation Permit (Business License)	19.68	20.00		50.00	-60%
34	Landscape & Irrigation Plan Review	336.73	335.00		n/a	N/A
35	Lot Line Adjustment	288.60	289.00		500.00	-42%
36	Lot Merger	372.31	370.00		\$300 to \$500	N/A



IV - Development Services Fee Recommendations and Revenue Projections

Comm Dev/Planning



#	Service Title	Full Cost Recovery Fee	Recommended Fee	Notes	Current Fee	Percent Revenue Increase/ (Decrease)
37	Minor Modification Of Entitlement	132.03	130.00		n/a	N/A
38	Modification Of Entitlement - With Hearing	699.14	675.00		\$300.00 flat fee	N/A
39	Modification Of Entitlement - With No Hearing (DRC Or PC)	460.00	460.00		\$300.00 flat fee	N/A
40	Preliminary Parcel Map	1,150.00	1,150.00		\$1,600 + \$35/lot	N/A
41	Pre-Application Review (Distribution For Comment & Meeting With Applicant)	511.26	300.00	deposit (charged per 1/2 hour)	Deposit to Cost - based on \$85 per 1/2 hour	N/A
42	Public Hearing Noticing (Independent Or Re-Advertise)	120.00	120.00		175.00	-31%
43	Sign Design Review (Drc)	302.89	290.00		n/a	N/A
44	Sign Permit	151.64	125.00		100.00	25%
45	Sign Permit (Temporary)	29.52	-		No Charge	N/A
46	Sign Program Review	236.57	237.00		450.00	-47%
47	Specific Plan Amendment	7,953.13	7,500.00	deposit	1,375.00	445%
48	Tentative Tract Map (Vesting or Non-Vesting)	-	-		-	N/A
49	5 To 29 Parcels	2,017.29	2,000.00		\$2,750 + \$35/lot	N/A
50	30 To 99 Parcels	2,635.21	2,500.00		\$2,750 + \$35/lot	N/A
51	100+ Parcels Or PUD	3,045.15	3,000.00		\$2,750 + \$35/lot	N/A
52	Time Extension Of Entitlement (DRC or PC)	365.57	366.00		300.00	22%
53	Time Extension Of Entitlement (PC)	365.57	366.00		300.00	22%
54	Variance	-	-		-	N/A
55	Major	1,221.38	1,200.00		1,020.00	18%
56	Minor	415.18	400.00		165.00	142%
57	Zone Change	7,953.13	7,500.00	deposit	\$1,375 + \$35/acre	N/A
58	Zoning Interpretation Letter	262.86	200.00		-	N/A
59	Zoning Confirmation Letter	41.78	35.00		-	N/A
60	Zone Map (1,000 Scale, Color)	At Cost	At Cost		\$10 per sheet	N/A
61	Building Permit Issuance (Administrative Charges)	66.32	66.32		10.00	563%
62	Building Permit	97 UAC Table 3-A + Outside Department Charges	97 UAC Table 3-A + Outside Department Charges		Valuation Based	No Change
63	Sign	97 UAC Table 3-A	97 UAC Table 3-A	+15% admin fee	Valuation Based	No Change
64	Building Plan Check	75% of Building Permit fee + Outside Dept charges	75% of Building Permit fee + Outside Dept charges	+15% admin fee	65% of Building Permit Fee	N/A
65	Demolition Permit (Building referral)	264.62	255.00	includes 15% admin fee	\$55 to \$495 - depending on bldg. type	N/A
66	Electrical Permit Fees	97 UAC Table 3-B	97 UAC Table 3C +15% admin fee		\$60 minimum	N/A



IV - Development Services Fee Recommendations and Revenue Projections

Comm Dev/Planning



#	Service Title	Full Cost Recovery Fee	Recommended Fee	Notes	Current Fee	Percent Revenue Increase/ (Decrease)
67	Solar Panel Installation Residential Mechanical Permit	133.11	100.00		n/a	N/A
68		97 UAC Table 3C + 15%	97 UAC Table 3C + 15%		\$60 minimum	N/A
69	Residential HVAC Change Out - Or New	\$90 + 15%	100.00	includes 15% admin fee	\$60 minimum	N/A
70	Electric Service Panel	\$90 + 15% overhead	100.00	includes 15% admin fee	\$90 + 15% overhead	N/A
71	Plumbing Permit Fees	97 UAC Table 3-D + 15%	97 UAC Table 3-D + 15%		\$60 minimum	N/A
72	Sewer Line Replacement	\$90 + 15%	100.00	includes 15% admin fee	\$60 minimum	N/A
73	Water Heater Replacement	\$90 + 15%	100.00	includes 15% admin fee	\$60 minimum	N/A
74	Energy Fees	-	-		\$60 minimum	N/A
75	Residential	\$28.00 Per 1,000 SF	\$28.00 Per 1,000 SF		-	N/A
76	Commercial, Industrial	\$0.04 Per Building SF (\$30 Min)	\$0.04 Per Building SF (\$30 Min)		-	N/A
79	Computer Fees	\$0.039 per SF	\$0.039 per SF		-	N/A
80	Disable Access Fee	\$0.05 per Building SF	\$0.05 per Building SF		-	N/A
81	Archive	9.84	10.00		-	N/A
82	Inspections Outside Of Normal Business Hours	-	Total hourly cost + 15% admin		minimum 2 hour (\$50/hour)	N/A
83	Inspections For Which No Fee Is Specifically Indicated	-	Total hourly cost + 15% admin		n/a	N/A
84	Plan Review- Not Covered By Valuation Based Projects	-	Total hourly cost + 15% admin		n/a	N/A
85	Additional Plan Review Required By Changes, Additions Or Revisions To Plans Or To Plans For Which An Initial Review Has Been Completed.	-	Total hourly cost + 15% admin		minimum 1/2 hour (\$50/hour)	N/A
86	Reinspection Fees (Minimum 1 Hour Each)	-	Total hourly cost + 15% admin		minimum 1/2 hour (\$50/hour)	N/A

Note: "N/A" indicates that percent increase/decrease is unable to be determined.



VI - Fire Fee Recommendations and Revenue Projections

Checks & Inspections



#	Service Title	Full Cost Recovery			Percent Revenue Increase/ (Decrease)
		Fee	Recommended Fee	Current Fee	
1	Weed Abatement Administration	133.11	133.00	100.00	33%
2	Business Occupancy Inspection Fee	281.02	\$98.00 per inspection	\$90.00 per inspection	9%
3	Confined Space Permit	354.97	\$355 per year	\$300 per year	18%
4	Fireworks Booth Program	136.07	100.00	50.00	100%
5	Special Services Cost Recovery	Actual Staff costs	Actual Staff costs	Actual Staff costs	N/A
6	Fire Suppression Cost Recovery	Actual Staff costs including administrative costs	Actual Staff costs including administrative costs	Actual Staff costs including administrative costs	N/A
7	Emergency Response Cost Recovery	Actual Staff costs	Actual Staff costs	Actual Staff costs	N/A
8	Fire Dept. New Construction Plan Check	25% of Building Permit Fee (Assessed by Development Services)	25% of Building Permit Fee (Assessed by Development Services)	25% of Building Permit Fee (Assessed by Development Services)	N/A
9	Fire Dept. Building Permit	5% of Permit Fee assessed by Development Services	5% of Permit Fee assessed by Development Services	5% of Permit Fee assessed by Development Services	N/A
10	New Residential Developments	180.00	Actual Staff costs	Actual Staff costs	N/A
11	Special Request Inspections	Actual Staff costs	Actual Staff costs	Actual Staff costs	N/A
12	Fire Flow Test	Actual Staff costs	Actual Staff costs	Actual Staff costs	N/A
13	State License Facilities	Actual Staff costs	Actual Staff costs	Actual Staff costs	N/A
14	Fireworks Displays	266.23	250.00	125.00	100%
15	Environmental Site Review	266.23	250.00	150.00	67%
16	Medical Gas System Review	266.23	250.00	150.00	67%
17	Compressed Gas System	266.23	250.00	150.00	67%
18	Industrial Refrigeration	266.23	250.00	150.00	67%
19	Above Ground Fuel Storage	266.23	200.00	180.00	11%
20	Fire/Life Safety Plan Check	97 UAC Table 3-A	97 UAC Table 3-A	97 UAC Table 3-A	N/A
21	Fire/Life Safety Re-Inspections	133.11	100.00	50.00	100%



VI - Fire Fee Recommendations and Revenue Projections

Hazardous Materials & Waste Related Fees



#	Service Title	Full Cost Recovery Fee	Recommended Fee	Unit	Current Fee	Percent Revenue Increase/ (Decrease)
1	Annual Fire Permit - Less Hazardous Occupancies	221.85	100.00	-	75.00	33%
2	Annual Fire Permit - Hazardous Occupancies	443.71	200.00	-	150.00	33%
3	Annual Fire Permit - Hazardous Material Storage Fee	443.71	200.00	per tank	\$180.00 per tank	11%



VII - Police Fee Recommendations and Revenue Projections

Police Service Fees

#	Service Title	Full Cost Recovery Fee	Recommended Fee	Notes	Current Fee	Percent Revenue Increase/ (Decrease)
1	Abatement of Public Nuisance - Initial Response/citation	118.30	118.00		Staff Time + Actual Costs as invoiced	N/A
2	Abatement of Public Nuisance - Follow up response/citation	78.87	79.00		Staff Time + Actual Costs incurred	N/A
3	Abatement of Public Nuisance - Filing pendency	157.74	158.00		Staff Time + Actual Costs incurred	N/A
4	Abatement of Public Nuisance - CEHAAB preparation	1,035.57	1,036.00		Staff Time + Actual Costs incurred	N/A
5	Abatement of Public Nuisance - Warrant preparation	798.97	799.00		Staff Time + Actual Costs incurred	N/A
6	Abatement of Public Nuisance - Sergeant meetings and/or On-site inspections	325.76	326.00		Staff Time + Actual Costs incurred	N/A
7	Animal Fees Animal Apprehension Fee	226.42	226.00	Plus Actual Costs (ie tranquilizer, bait, additional staff time)	Staff Time + Actual Costs incurred	N/A
8	Animal Fees Animal Licenses for dogs not spayed or neutered	101.81	83.00		50.00	66%
9	Animal Fees Animal Licenses for dogs spayed or neutered	101.81	31.00		9.00	244%
10	Animal Fees Animal Licenses for dogs not spayed or neutered (Seniors - 65 years of age or older)	101.81	42.00		50% of above license fees	N/A
11	Animal Fees Animal Licenses for dogs spayed or neutered (Seniors - 65 years of age or older)	101.81	15.00		50% of above license fees	N/A
12	Animal Fees Duplicate License Fee	27.05	21.00		5.00	320%
13	Animal Fees Animal Pick-up Fee - dead or live animals (including dogs, cats, similar type animals, large animals, and wild or exotic animals)	226.42	60.00		-	N/A
14	Animal Fees Animal Trap Rental (Cats only)	21.37	21.00		16.50	27%
15	Animal Fees Animal Quarantine Fee	224.30	224.00		Staff Time + Actual Costs incurred	N/A
16	Attorney Fees	-	-		Actual Costs as invoiced	N/A
17	Audio-Tape Fee reproduction	32.05	32.00	Actual Costs incurred	Actual Costs incurred	N/A
18	Booking Fee Reimbursement	-	-		Actual Cost Invoiced or as ordered by Court	N/A
19	Documentation of Police Calls (retrieval of dispatch logs)	-	-		Staff Time + Associated Costs	N/A
20		-	-		-	N/A
21		-	-		-	N/A
22		-	-		-	N/A
23	Crime Analysis Reports (research and statistics)	131.68	132.00		Staff Time + Associated Costs	N/A
24	False Alarm Response	229.34	229.00		Hourly Rate of (2) 'E' step Police Officers Response	N/A
25	Fingerprinting	64.97	50.00	\$50 minimum for labor plus expenses (\$30 DOJ, \$2 Live Scan Access, \$17 FBI)	\$20.00 per card requested + actual DOJ and Sheriff's costs	N/A
26		-	-		-	N/A
27	Disruptive Party/Gathering Response (Public Safety Service Fee)	1,013.77	1,000.00		Staff Time + Associated Costs as Billed (e.g. Mutual Aid Agencies)	N/A



VII - Police Fee Recommendations and Revenue Projections Police Service Fees



#	Service Title	Full Cost			Notes	Current Fee	Percent Revenue Increase/ (Decrease)
		Recovery Fee	Recommended Fee				
28	Administrative Permit Application Fee: (e.g. Dance, Massage Technicians, Pawnbrokers, Solicitors.) Initial Application	488.64		489.00	Plus actual costs (e.g. fingerprinting costs, etc.) unless otherwise set forth by law	\$100.00 + actual costs (e.g. fingerprinting costs, etc.) unless otherwise set forth by law	N/A
29	Renewal if completed prior to expiration of current permit	488.64		489.00		50.00	878%
30		-		-		0.00	N/A
31	Police Service Fee for Repeat Minor Curfew and Loitering Violators	229.34		229.00		Staff Time	N/A
32		-		-		0.00	N/A
33	Postage Fees	-		-		0.00	N/A
34	Standard Tow Release Fee	96.15		96.00		0.00	N/A
35	VITEP Tow Release Fee	224.36		224.00		75.00	28%
36	30-day Tow Release Fee	224.36		224.00		200.00	17%
37	Stolen Vehicle Recovery	64.10		64.00		200.00	12%
38	Reports (including Crime Reports, Code Enforcement Reports, Traffic Collision Reports)	81.44		0.25	per page	No Charge	N/A
39	Repossession Release Fee (per Government Code section 41612)	-		-		0.25	0%
40	Subpoena Duces Tecum Service of subpoenas for records	65.84		15.00	Statutory fee	20.00	-100%
41	Service of subpoena for Civil Testimony	168.37		150.00	Statutory fee - Billied at Current State Mileage Rate	150.00	0%
42	Video-Tape reproduction	64.10		64.00		Actual costs incurred	N/A
43	VIN Verification	114.67		115.00	\$135 to \$150, if at applicant property	Staff Time (minimum 1 hour)	N/A
44	Emergency Response Cost Recovery Fee pursuant to Government Code section 53150 et seq.	1,997.57		1,997.00	Actual costs (including staff time) to Government Code section 53150 et seq.	Actual costs (including staff time) up to \$1,000 per incident	N/A
45	Citation Sign off	49.38		\$25-\$40		-	N/A
46	Background Check Fee	32.92		32.00			N/A
47	Other Records Fee	65.84		65.00			N/A
48	Film Reproduction Fee	-		1.00	each for standard 3X5 prints or actual costs whichever is greater	15.00	per photo
49	Rental Inspection Fee	-		-			N/A
50	Site Visit	144		144	To be charged in addition to unit cost		
51	1 to 12 units	123		123	(\$144+ \$123 per unit)		N/A
52	13 to 79 units	65		65	(\$1,497 + \$65 per unit)		N/A
53	80 to 300 units	51		50	(\$5,852 + \$50 per unit)		N/A
54	301+ units	36		35	(\$16,902 + \$35 per unit)		N/A
54	Reinspection fee	-		1/2 Initial inspection fee			N/A

Note: "N/A" indicates that percent increase/decrease is unable to be determined.

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VIII - Public Works-Utility Fee Recommendations and Revenue Projections

Public Works Fees



#	Service Title	Full Cost			Current Fee	Unity/Time	Unity/Time	Percent Revenue Increase/ (Decrease)
		Recovery Fee	Recommended Fee	Unity/Time				
1	Plan Check Fees Tentative Tract Map	8,729.90	Contact Community Development Department - Planning Div.	Contact Community Development Department - Planning Div.	-	-	N/A	
2	Plan Check Fees Final Tract Map	6,130.63	\$2,000 + 100 per parcel lot			+ \$30.00 per lot	N/A	
3	Plan Check Fees Parcel Map	4,456.44	\$2,000 + 150 per parcel parcel			+ \$80.00 per parcel	N/A	
4	Plan Check Fees Parcel Merger	2,135.71	1,447.00			500.00	189%	
5	Plan Check Fees Lot Line Adjustment	2,135.71	1,447.00			500.00	189%	
6	Plan Check Fees Certificate of Compliance	1,950.69	483.00			1,000.00	-52%	
7	Plan Check Fees Street Vacation	1,950.69	1,951.00			1,000.00	95%	
8	Plan Check Fees Signing & Striping Plans	1,570.11	868.00	per sheet		900.00	-4%	
9	Plan Check Fees Signalization Plans	3,764.15	869.00	per sheet		900.00	-3%	
10	Plan Check Fees Landscaping Plans	3,764.15	869.00	per sheet		900.00	-3%	
13	Plan Check Fees Based upon Improvement Costs of:	-	-	-		-	N/A	
14	Plan Check Fees \$0 to \$50,000	2,228.22	450.00	plus 3.50% of Cost Estimate		600.00	plus 4.00% of Cost Estimate	
15	Plan Check Fees \$50,001 to \$150,000	7,713.32	2,200.00	plus 3.25% of Cost Estimate		2,600.00	plus 3.75% of Cost Estimate	
16	Plan Check Fees \$150,001 to \$250,000	12,078.27	5,450.00	plus 2.60% of Cost Estimate		6,300.00	plus 3.50% of Cost Estimate	
17	Plan Check Fees \$250,001 to \$500,000	16,351.73	8,050.00	plus 1.60% of Cost Estimate		9,800.00	plus 3.00% of Cost Estimate	
18	Plan Check Fees Over \$500,000	23,973.57	12,050.00	plus 1.50% of Cost Estimate		17,000.00	plus 2.50% of Cost Estimate	
19	Plan Check Fees On Site Improvements (e.g., parking lots, etc.)	-	2% of Engineer's Cost Estimate			2% of Engineer's Cost Estimate	N/A	
20	Permit Fees On-Site Improvements	-	1% of Cost estimate			1% of Cost estimate	N/A	
21	Permit Fees Based upon Improvement Costs of:	-	-	-		-	N/A	
22	Permit Fees \$0 to \$25,000	1,054.53	50.00	plus 4.00% of Cost Estimate		40.00	plus 6.00% of Cost Estimate	
23	Permit Fees \$25,001 to \$50,000	3,848.08	1,050.00	plus 3.50% of Cost Estimate		1,250.00	plus 4.50% of Cost Estimate	
24	Permit Fees \$50,001 to \$100,000	10,600.17	1,050.00	plus 3.50% of Cost Estimate		2,900.00	plus 4.00% of Cost Estimate	
25	Permit Fees Over \$100,001	21,940.41	3,675.00	plus 3.00% of Cost Estimate		4,300.00	plus 3.50% of Cost Estimate	

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VIII - Public Works-Utility Fee Recommendations and Revenue Projections

Public Works Fees



#	Service Title	Full Cost			Unit/time	Current Fee	Unit/Time	Percent Revenue Increase/ (Decrease)
		Recovery Fee	Recommended Fee	Unit/time				
26	Permit Fees Residential Driveways	116.13	116.00	116.00		50.00	Each	132%
27	Permit Fees Commercial Driveways	116.13	116.00	116.00		60.00	Each	93%
28	Permit Fees Cross Gutter, Spandrel	116.13	116.00	116.00		45.00	Each	158%
29	Permit Fees Curb and Gutter	464.50	\$50 + 0.25 per lf			30.00	+ \$0.25 per L.F.	N/A
30	Permit Fees Sidewalks	464.50	\$50 + 0.25 per sf			30.00	+ \$0.05 per S.F.	N/A
31	Permit Fees Manholes, Cleanouts, Catch Basins	116.13	50.00	50.00		40.00	Each	25%
32	Permit Fees Asphalt Berms	464.50	\$50 + 0.25 per lf			30.00	+ \$0.25 per L.F.	N/A
33	Permit Fees Asphalt Pavement	464.50	50.00	50.00	plus \$0.05 per sq. ft.	35.00	+ \$0.05 per S.F.	43%
34	Permit Fees Handicap Ramp	116.13	116.00	116.00		55.00	Each	111%
35	Permit Fees Encroachment Permit	116.13	116.00	116.00		75.00	Application Fee	55%
38	Permit Fees Asphalt Pavement	-	1.00	1.00	per S.F.	1.00	per S.F.	0%
39	Permit Fees Concrete Surface	-	2.00	2.00	per S.F.	2.00	per S.F.	0%
40	Permit Fees Earth/Dirt Surface	-	0.25	0.25	per S.F.	0.25	per S.F.	0%
41	Permit Fees Boring (Any Surface)	-	2.00	2.00	per L.F.	2.00	per L.F.	0%
42	Permit Fee Aerial LF	352.44	\$35 + 0.25 per lf	50.00	per L.F.	no existing fee		N/A
43	WQMP Review	1,486.16		50.00	plus actual consultant cost with \$500 deposit	no existing fee		N/A
44		-		-		-		N/A
45	SWPPP Plan Check	2,602.28	50.00	50.00	plus actual consultant cost with \$500 deposit	no existing fee		N/A
46	Traffic Control Plan	1,859.20	50.00	50.00	plus actual consultant cost with \$500 deposit	no existing fee		N/A
47	Preliminary Hydrology Calculation Plan Check	1,671.18	50.00	50.00	plus actual consultant cost with \$500 deposit	no existing fee		N/A
48	Subordination Agreement/ Lien Release	519.85	520.00	520.00		no existing fee		N/A
49	Subdivision Agreement	1,732.85	1,733.00	1,733.00		no existing fee		N/A
50	Street Closure Permit	687.27	687.00	687.00		no existing fee		N/A
51	Final Tract Map Amendment	872.29	872.00	872.00		no existing fee		N/A
52	Tentative Parcel Map Plan Check	687.27	687.00	687.00		no existing fee		N/A
53	Environmental Impact Report Review	1,022.11	50.00	50.00	plus actual consultant cost with \$500 deposit	no existing fee		N/A



VIII - Public Works-Utility Fee Recommendations and Revenue Projections Public Works Fees



#	Service Title	Full Cost			Unit/Time	Current Fee	Unit/Time	Percent Revenue Increase/ (Decrease)
		Recovery Fee	Recommended Fee	Unit/Time				
55	Traffic Study report Plan Check	1,374.55	50.00	plus actual consultant cost with \$500 deposit	no existing fee	-	N/A	
56	Street Name Change	1,189.53	1,190.00		no existing fee	-	N/A	
59	Grading Plan check	519.85	500.00	minimum	750.00	-	N/A	
60	0 to 5,000	854.69	500.00	plus \$0.07 for each additional CY	750.00	+ \$0.10 for each additional CY	-33%	
61	5001 to 10,000						-33%	
62	10,001 to 100,000	1,765.19	850.00	plus \$0.01 for each additional CY	1,250.00	+ \$0.075 for each additional CY	-32%	
63	100,001 to 1,000,000	16,168.75	1,750.00	plus \$0.015 for each additional CY	1,925.00	+ \$0.050 for each additional CY	-9%	
64	1,000,000 to < cubic yards	23,790.59	15,250.00	plus \$0.008 for each additional CY	6,425.00	+ \$0.025 for each additional CY	137%	
65	Grading Permit						N/A	
67	0 to 1,000	2,696.30	160.00	+\$10.00/100 CY after the first 100 CY	100.00	-	60%	
68	1,001 to 10,000	5,392.60	250.00	+\$20.00/1000 CY after first 1,000 CY	194.50	+\$14.50 for each 1,000 CY	29%	
69	10,001 to 100,000	10,600.17	430.00	+\$100.00/10000 CY after first 10,000 CY	1,250.00	+ \$0.075 for each additional CY	-66%	
70	100,001 to more CY	21,940.41	1,330.00	+\$50.00/10000 CY after first 100,000 CY	919.00	+\$36.50 for each 100,000 CY	45%	
71	Hydrology Plan Check		200.00	processing fee + actual consultant fee with \$2,500 deposit	-	-	N/A	
72	0 to 5,000	687.27	see Hydrology Plan Check		750.00	-	N/A	
73	5001 to 10,000	854.69	see Hydrology Plan Check		750.00	+ \$0.10 for each additional CY	N/A	
74	10,001 to 100,000	1,765.19	see Hydrology Plan Check		1,250.00	+ \$0.075 for each additional CY	N/A	
75	100,001 to 1,000,000	16,168.75	see Hydrology Plan Check		1,925.00	+ \$0.050 for each additional CY	N/A	
76	1,000,000 to < cubic yards	23,790.59	see Hydrology Plan Check		6,425.00	+ \$0.025 for each additional CY	N/A	

Note: "N/A" indicates that percent increase/decrease is unable to be determined.



VIII - Public Works-Utility Fee Recommendations and Revenue Projections Water and Wastewater Charges



#	Service Title	Full Cost		Unit/Time	Current Fee	Percent Revenue Increase/ (Decrease)
		Recovery Fee	Recommended Fee			
1	Service Not Connected To Customer's Facility - 1" Meter	522.28	520.00	-	410.00	27%
2	Service Connected To Customer's Facility - 1" Meter	725.35	725.00	-	650.00	12%
3	Additional Change Located Within a Driveway	130.57	130.00	-	90.00	44%
4	Extension or Shortened Water Service 3/4" Meter	420.74	420.00	-	300.00	40%
5	Extension or Shortened Water Service 1" Meter	522.28	520.00	-	415.00	25%
6	Extension or Shortened Water Service 1 1/2" Meter	826.89	825.00	-	675.00	22%
7	Extension or Shortened Water Service 2" Meter	928.43	925.00	-	825.00	12%
8	a Water Plan Check Fee*	-	\$4.0% of Improvement Cost	Asterisk = % of Improvement Cost	4.0% of Improvement Cost	N/A
8	b Water Plan Check Fee (Residential)	116.13	116.00	per sheet	#N/A	N/A
9	a Sewer Plan Check Fee*	-	\$4.0% of Improvement Cost	Asterisk = % of Improvement Cost	4.0% of Improvement Cost	N/A
9	b Sewer Plan Check Fee (Residential)	116.13	116.00	per sheet	#N/A	N/A
10	Inspection Fee (\$1.00 to \$25,000)*	-	4.5% of Improvement cost	Asterisk = % of Improvement Cost	4.5% of Improvement Cost	N/A
11	Inspection Fee (\$25,001 to \$100,000)*	-	4.0% of Improvement cost	Asterisk = % of Improvement Cost	4.0% of Improvement Cost	N/A
12	Inspection Fee (\$100,000 and over)*	-	3.5% of Improvement cost	Asterisk = % of Improvement Cost	3.5% of Improvement Cost	N/A
13	Wastewater Discharge Permit(s) - Annual Fee	-	300.00	-	300.00	N/A
14	Wastewater Discharge Permitting	-	-	-	-	N/A
15	Class I Permit (Categorical SIU)	1,275.00	1,275.00	-	1,275.00	0%
16	Class II Permit (Non-Categorical SIU)	1,275.00	1,275.00	-	1,250.00	2%
17	Class III Permit (NSIU)	255.00	255.00	-	255.00	0%
18	Class IV Permit (Temporary Discharge Permit)	255.00	255.00	-	255.00	0%
19	Class V Permit (Hauled Liquid Waste)	255.00	255.00	-	255.00	0%
20	Plan Check Fees	-	-	-	-	N/A
21	Plan (Blueprint) Review	85.00	85.00	-	85.00	0%
22	Waste Water Discharge Application Review	170.00	170.00	-	170.00	0%
23	Site Inspection Rough Plumbing/Treatment System Inspection	85.00	85.00	-	85.00	0%
24	Dye Check	85.00	85.00	-	85.00	0%
25	Compliance Fees	-	-	-	-	N/A
26	Notice of Violation	255.00	255.00	-	250.00	2%
27	Non-Compliance Inspection	255.00	255.00	-	250.00	2%
28	Compliance Order	510.00	510.00	-	500.00	2%
29	Non-Compliance Meeting	510.00	510.00	-	500.00	2%
30	Cease & Desist Order	765.00	765.00	-	750.00	2%
31	Inspection Warrant	765.00	765.00	-	750.00	2%
32	Compliance Hearing	1,190.00	1,190.00	-	1,000.00	19%
33	Manhole, Cleanout, catch basins, Inspection Charges	125.58	125.00	-	40.00	213%
34	Sanitary Sewers, Storm Drains, Water Lines (LF)	-	50.00	+ 0.35/LF	30.00	67%

Note: "N/A" indicates that percent increase/decrease is unable to be determined.

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5. CEQA Findings. The City Council hereby finds that, in accordance with the California Environmental Quality Act ("CEQA") and the CEQA Guidelines, the adoption of this Resolution is exempt from CEQA pursuant to Section 15061(b)(3).

6. Effective Date of Resolution. The Mayor shall sign this Resolution and the City Clerk shall attest thereto, and thereafter this Resolution shall take effect immediately.

PASSED, APPROVED AND ADOPTED this 18th day of December, 2012.

Sarah S. Zamora
Mayor

ATTEST:

Eileen C. Gomez CMC
City Clerk

EXHIBIT "A"
MASTER FEE SCHEDULE

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EXHIBIT "A"
MASTER FEE SCHEDULE

CITY OF COLTON
 MASTER FEE SCHEDULE

RESOLUTION R-73-12
 EXHIBIT A

Service Title	Fee	Unit
Miscellaneous Fees:		
Credit Check Fee	\$ 2.00	
Electronic Opening Fee	10.00	
Water Opening Fee	11.00	
Electric Disconnect Fee	10.00	
Electric After Hours Reconnect Fee - Before 9:00 pm Mon-Thurs	50.00	
Electric After Hours Reconnect Fee - After 9:00 pm Mon-Thurs, Weekends and Holidays	180.00	
Water Disconnect Fee	11.00	
Water Reconnect Fee - After Hours	103.00	
Pull Meter fee water	25.00	
Door Tag Fee	5.00	
Electric Meter test fee	15.00	
Meter Tampering	Double the actual cost of labor and materials	
Off at the Pole	120.00	
Inspection for new/repaired service - Electric	11.00	
In order to restore service disconnected by the City at water meter	11.00	
Restore disconnected service if meter removed - water	25.00	
Water Meter/Fire Hydrant Tampering	100.00	
Water Meter Test	27.00	
Construction Water Meter	787.00	
Reinspection Fees (Minimum 1 Hour Each)	minimum 1/2 hour (\$50/hour)	
GIS Services Fee	106.00	
GIS Map Production Fee - General Plan Map	106.00	
GIS Map Production Fee - Zoning Map	106.00	
GIS Map Production Fee - RDA Project Area Map	106.00	
GIS Map Production Fee - Council Districts Map	213.00	
11 x 17 (Tabloid) Customized Map	213.00	
17 x 24 (ANSI C) Customized Map	213.00	
22 x 34 (ANSI D) Customized Map	213.00	
34 x 44 (ANSI E) Customized Map	213.00	
Produce Audio or Video (CD)	37.00	
City Clerk:		
Questys Research Service	40.00	
City District Maps Request	26.00	
FPPC Copies	0.10	
Copy Charge - per page	0.25	
City Attorney or Other Legal Review - to be applied Citywide as appropriate	Actual Cost; subject to City Specified Deposit	

Service Title Fee Unit

Human Services:

Human Services Fees Childcare Registration Fee (per family, at enrollment)	35.00	
Human Services Fees Childcare Annual Fee (per child)	30.00	
Human Services Fees Childcare Late Pick-up Charge (for every 1-15 minutes late)	7.00	
Human Services Fees Childcare Late Payment Charge (after the 10th of each month)	25.00	
Human Services Fees Childcare Part-Time Care Rate 0-6 hours per day	18.00	
Human Services Fees Childcare Full-Time Care Rate 6+ hours per day	30.00	
Human Services Fees Childcare Sibling Discount (for additional family members)	15% of all "per-child"	
Human Services Fees Tiny Tots Program (per class session) - Resident	6.50	
Human Services Fees Tiny Tots Program (per class session) - Non-resident	7.00	

Recreation:

Facility Reservation Fee Schedule Banquet Room Reservation Fee - 1st hour - Resident	90.00	
Facility Reservation Fee Schedule Banquet Room Reservation Fee - 1st hour - Non-resident	154.00	
Facility Reservation Fee Schedule Banquet Room Reservation Fee - Each Additional Hour - Resident	50.00	
Facility Reservation Fee Schedule Banquet Room - Each Additional Hour - Non-resident	87.00	
Facility Reservation Fee Schedule Meeting Room - 1st hour - Resident	60.00	
Facility Reservation Fee Schedule Meeting Room - 1st hour - Non-resident	118.00	
Facility Reservation Fee Schedule Meeting Room - Each Additional Hour - Resident	45.00	
Facility Reservation Fee Schedule Meeting Room - Each Additional Hour - Non-resident	85.00	
Facility Reservation Fee Schedule Kitchen (per day)	33.00	
Facility Reservation Fee Schedule Hutton Center Kitchen (per day) - Resident	54.00	
Facility Reservation Fee Schedule Hutton Center Kitchen (per day) - Non-resident	54.00	
Facility Reservation Fee Schedule Hutton Center Patio (per hour) - Resident	25.00	
Facility Reservation Fee Schedule Hutton Center Patio (per hour) - Non-resident	35.00	
Facility Reservation Fee Schedule Gymnasium (per court-per hour) - Resident	45.00	
Facility Reservation Fee Schedule Gymnasium (per court-per hour) - Non-resident	74.00	
Facility Reservation Fee Schedule Aquatic Facility (per hour - includes 2 lifeguards) - Resident	75.00	
Facility Reservation Fee Schedule Aquatic Facility (per hour - includes 2 lifeguards) - Non-resident	121.00	
Lifeguard Fee (per hour-per 25 attendees over 50)	25.00	
Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Youth Groups - Resident	1.00	
Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Youth Groups - Non-resident	26.00	
Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Adult Groups - Resident	29.00	
Facility Reservation Fee Schedule Athletic Field Usage (per hour) - Adult Groups - Non-resident	58.00	
Facility Reservation Fee Schedule Athletic Field Lighting Fee (per hour)	18.00	
Facility Reservation Fee Schedule Teen Center Rental - Teen Game Room Package (2 hours/25 persons)	200.00	
Facility Reservation Fee Schedule Teen Center Rental - Teen Game Room Package (2 hours/25 persons) - Non-resident	254.00	
Facility Reservation Fee Schedule Teen Center Rental - Teen Dance Package (2 hours/25 persons)	200.00	
Facility Reservation Fee Schedule Teen Center Rental - Teen Dance Package (2 hours/25 persons) - Non-resident	254.00	
Special Event Application Fee	100.00	
Facility Reservation Fee Schedule Teen Center Rental - Additional Participants (per 10 persons)	20.00	
Facility Reservation Fee Schedule Picnic Shelter (per day) - Resident	40.00	
Facility Reservation Fee Schedule Picnic Shelter (per day) - Non-resident	66.00	
Facility Reservation Fee Schedule Fleming Park Bandshell (per day) - Resident	50.00	
Facility Reservation Fee Schedule Fleming Park Bandshell (per day) - Non-resident	100.00	

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CITY OF COLTON
 MASTER FEE SCHEDULE

RESOLUTION R-73-12
 EXHIBIT A

Service Title	Fee	Unit
Facility Reservation Fee Schedule Mobile Recreation Program Rental - Party Package #1	150.00	
Facility Reservation Fee Schedule Mobile Recreation Program Rental - Party Package #2	250.00	
Facility Reservation Fee Schedule Mobile Recreation Program Rental - Each 25 participants in excess of 50	26.00	
Facility Reservation Fee Schedule Mobile Recreation Program Rental - Rental outside City of Colton	41.00	
Facility Reservation Fee Schedule Mobile Recreation Program Rental - Rental outside City of Colton - Non-profit rate		
Miscellaneous Fee Schedule Equipment Rental (per day unless noted) - Stage Rental	75.00	
Miscellaneous Fee Schedule Equipment Rental - Audio-Visual Equipment (as available/per hour)	25.00	
Miscellaneous Fee Schedule Equipment Rental - Tablecloths (each)	5.00	
Miscellaneous Fee Schedule Equipment Rental - Decorative arch, Podium/Easel (each)	25.00	
Miscellaneous Fee Schedule Recreation Party Package A (one hour/50 persons)	100.00	
Miscellaneous Fee Schedule Recreation Party Package B (two hours/50 persons)	125.00	
Miscellaneous Fee Schedule Recreation Party Package - Additional Participants (per 25 persons)	20.00	
Miscellaneous Fee Schedule Cleaning Deposit (all facilities/equipment)	100.00	
Miscellaneous Fee Schedule - P/T Staff Fee	22.00	
Aquatic Fee Schedule Swim Lessons - Resident	40.00	
Aquatic Fee Schedule Swim Lessons - Non-resident	45.00	
Aquatic Fee Schedule Daily Recreation Swim - Children	1.00	
Aquatic Fee Schedule Daily Recreation Swim - Adult	2.00	
Aquatic Fee Schedule Monthly Swim Pass- Youth (up to 18 years) - Resident	20.00	
Aquatic Fee Schedule Monthly Swim Pass- Youth (up to 18 years) - Non-resident	25.00	
Aquatic Fee Schedule Monthly Swim Pass- Adult - Resident	35.00	
Aquatic Fee Schedule Monthly Swim Pass- Adult - Non-resident	50.00	
Activities/Sports Fee Schedule Day Camp (per week) - Youth (ages 6-12) - Resident	55.00	
Activities/Sports Fee Schedule Day Camp (per week) - Youth (ages 6-12) - Non-resident	65.00	
Activities/Sports Fee Schedule Day Camp (per week) - Tots (ages 3-5) - Resident	45.00	
Activities/Sports Fee Schedule Day Camp (per week) - Tots (ages 3-5) - Non-resident	55.00	
Activities/Sports Fee Schedule Summer Teen Camp (per week) - Resident	30.00	
Activities/Sports Fee Schedule Summer Teen Camp (per week) - Non-resident	40.00	
Activities/Youth Sports Fee Schedule Youth Basketball - Resident	45.00	
Activities/Youth Sports Fee Schedule Youth Basketball - Non-resident	55.00	
Late fee for registration after youth basketball registration deadline	5.00	
Activities/Youth Sports Fee Schedule Tot Sports - Resident	30.00	
Activities/Sports Fee Schedule Tot Sports - Non-resident	40.00	
Activities/Sports Fee Schedule Adult Basketball - Returning	250.00	
Activities/Sports Fee Schedule Adult Basketball - New	275.00	
Activities/Sports Fee Schedule Adult Dodgeball - Returning	175.00	
Activities/Sports Fee Schedule Adult Dodgeball - New	200.00	
Membership Yearly Pass - Resident	180.00	
Membership Yearly Pass - Non-resident	282.00	
Membership 3 Month Pass - Resident	50.00	
Membership 3 Month Pass - Non-resident	77.00	
Membership Monthly Pass - Resident	20.00	
Membership Monthly Pass - Non-resident	31.00	
Membership Monthly Pass - City of Colton Employee or Colton Active Military Duty	10.00	
Membership Daily Pass - Resident	2.00	
Membership Daily Pass - Non-resident	4.00	
Membership Family Pass - Resident	35.00	
Membership Family Pass - Non-resident	55.00	
Membership Senior Discount - Resident		
	Less 20%	

CITY OF COLTON
 MASTER FEE SCHEDULE

RESOLUTION R-73-12
 EXHIBIT A

Service Title	Fee	Unit
Library:		
Overdue/Late Materials Fee Schedule (per day) Adult Books	0.25	
Overdue/Late Materials Fee Schedule (per day) Children's Books	0.10	
Overdue/Late Materials Fee Schedule (per day) Periodicals	0.25	
Overdue/Late Materials Fee Schedule (per day) CD's	0.25	
Overdue/Late Materials Fee Schedule (per day) Read-a-Longs	1.00	
Overdue/Late Materials Fee Schedule (per day) DVD's	1.00	
Overdue/Late Materials Fee Schedule (per day) Inter-Library Loan Materials	1.00	
Overdue/Late Materials Fee Schedule (per day) AV Material Returned Outside	1.00	
Damage Fee Schedule Audio Books - Album/CD Case	4.00	
Damage Fee Schedule Audio Books - Missing Barcode, Due Date Card/Pocket	2.00	
Damage Fee Schedule DVD's/CD's - Outer Plastic Case (single)	2.00	
Damage Fee Schedule DVD's/CD's - Outer Plastic Case (double)	4.00	
Damage Fee Schedule DVD's/CD's - Missing Barcode, Due Date Card/Pocket	2.00	
Damage Fee Schedule Minor Damage Repair	2.00	
Replacement Fee Schedule Library Cards	1.50	
Replacement Fee Schedule Periodicals	4.00	
Replacement Fee Schedule Hardbound - Adult & Young Adult	26.00	
Replacement Fee Schedule Hardbound - Children's	17.00	
Replacement Fee Schedule Paperback - Adult & Young Adult (standard)	8.00	
Replacement Fee Schedule Paperback - Adult & Young Adult (oversize)	21.00	
Replacement Fee Schedule Paperback - Children's	8.00	
Replacement Fee Schedule Read-a-Longs - CD's	26.00	
Replacement Fee Schedule Read-a-Longs - Paperback	8.00	
Replacement Fee Schedule Audio Materials - Audio Books	40.00	
Replacement Fee Schedule Audio Materials - DVD's	21.00	
Replacement Fee Schedule Audio Materials - CD's	15.00	
Meeting Room Rental 1st Hour - Resident	60.00	
Meeting Room Rental 1st Hour - Non-resident	118.00	
Meeting Room Rental Each Additional Hour - Resident	45.00	
Meeting Room Rental Each Additional Hour - Non-resident	85.00	

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CITY OF COLTON
 MASTER FEE SCHEDULE

RESOLUTION R-73-12
 EXHIBIT A

Service Title	Fee	Unit
Development Services:		
Addressing	44.00	
Administrative Review	144.00	
Annexation		
Appeal	400.00	400.00 or original app. fee - whichever is less
Architectural & Site Plan Review		
- Minimum	256.00	
- Structure Less Than 500 S.F.	475.00	
- Structure 500 S.F. To 14,999 S.F.	1,200.00	
- Structure 15,000 S.F. To 100,000 S.F.	1,860.00	
- Structure Over 100,000 S.F.	2,665.00	
- Single-Family Residential Or Manufactured/Mobile Home - Per Plan Type	440.00	
Business Occupancy Permit (BOP)	230.00	Includes Fire Inspection
Bop Waiver	20.00	
Code Amendment	7,500.00	
Code Interpretation	-	
- Director	75.00	
- Design Review Committee Or Planning Commission	400.00	
Conditional Use Permit	3,000.00	
Development Agreement		
Extension, Administrative	115.00	
Environmental Document (EIR/MD/MND)	At Cost	
Environmental Assessment (Initial Study)	1,400.00	(At cost + 15% admin fee if by consultant)
Fence Permit (Non-Drc)	20.00	
General Plan Amendment		
Historic Preservation		
Cert Of Appropriatness - Minor	35.00	
Cert Of Appropriatness - Major	190.00	
Cert Of Hardship	100.00	
Special Review Of Potential Resource	-	
Historic Preservation Amendment	1,200.00	
Home Occupation Permit (Business License)	20.00	
Landscape & Irrigation Plan Review	335.00	
Lot Line Adjustment	289.00	
Lot Merger	370.00	
Minor Modification Of Entitlement	130.00	
Modification Of Entitlement - With Hearing	675.00	
Modification Of Entitlement - With No Hearing (DRC Or PC)	460.00	
Preliminary Parcel Map	1,150.00	
Pre-Application Review (Distribution For Comment & Meeting With Applicant)	300.00	deposit (charged per 1/2 hour)
Public Hearing Noticing (Independent Or Re-Advertise)	120.00	Or publication cost, whichever is higher
Sign Design Review (Drc)	290.00	
Sign Permit	125.00	

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**CITY OF COLTON
MASTER FEE SCHEDULE**

**RESOLUTION R-73-12
EXHIBIT A**

Service Title	Fee	Unit
Sign Permit (Temporary)	237.00	
Sign Program Review	actual cost; subject to City specified deposit	
Specific Plan Amendment	-	
Tentative Tract Map (Vesting or Non-Vesting)		
5 To 29 Parcels	2,000.00	
30 To 99 Parcels	2,500.00	
100+ Parcels Or PUD	3,000.00	
Time Extension Of Entitlement (DRC or PC)	366.00	
Time Extension Of Entitlement (PC)	366.00	
Variance	-	
Major	1,200.00	
Minor	400.00	
Zone Change	actual cost; subject to City specified deposit	
Zoning Interpretation Letter	200.00	
Zoning Confirmation Letter	35.00	
Zone Map (1,000 Scale, Color)	At Cost	
Building Permit Issuance (Administrative Charges)	66.32	
Building Permit	97 UAC Table 3-A + Outside	
	Department Charges	+15% admin fee
	97 UAC Table 3-A	+15% admin fee
Sign	75% of Building Permit fee + Outside	
Building Plan Check	Dept charges	
	255.00	includes 15% admin fee
Demolition Permit (Building referral)	97 UAC Table 3C +15% admin fee	
Electrical Permit Fees	100.00	
Solar Panel Installation Residential	97 UAC Table 3C + 15%	
Mechanical Permit	100.00	includes 15% admin fee
Residential HVAC Change Out - Or New	100.00	includes 15% admin fee
Electric Service Panel	100.00	includes 15% admin fee
Plumbing Permit Fees	97 UAC Table 3-D + 15%	
Sewer Line Replacement	100.00	includes 15% admin fee
Water Heater Replacement	100.00	includes 15% admin fee
Energy Fees		
Residential	\$28.00 Per 1,000 SF	
Commercial, Industrial	\$0.04 Per Building SF (\$30 Min)	
Computer Fees	\$0.039 per SF	
Disable Access Fee	\$0.05 per Building SF	
Archive	10.00	
Inspections Outside Of Normal Business Hours	Total hourly cost + 15% admin	
Inspections For Which No Fee Is Specifically Indicated	Total hourly cost + 15% admin	
Plan Review- Not Covered By Valuation Based Projects	Total hourly cost + 15% admin	
Additional Plan Review Required By Changes, Additions Or Revisions To Plans Or To Plans For Which An Initial Review Has Been Completed.	Total hourly cost + 15% admin	
Reinspection Fees (Minimum 1 Hour Each)	Total hourly cost + 15% admin	

CITY OF COLTON
 MASTER FEE SCHEDULE

RESOLUTION R-73-12
 EXHIBIT A

Service Title	Fee	Unit
Fire Department:		
Checks & Inspections Fees		
Weed Abatement Administration	133.00	
Business Occupancy Inspection Fee	\$98.00 per inspection	
Confined Space Permit	\$355 per year	
Fireworks Booth Program	100.00	
Special Services Cost Recovery		
Fire Suppression Cost Recovery		
Emergency Response Cost Recovery		
Fire Dept. New Construction Plan Check		
Fire Dept. Building Permit		
New Residential Developments		
Special Request Inspections		
Fire Flow Test		
State License Facilities		
Fireworks Displays	250.00	
Environmental Site Review	250.00	
Medical Gas System Review	250.00	
Compressed Gas System	250.00	
Industrial Refrigeration	250.00	
Above Ground Fuel Storage	200.00	
Fire/Life Safety Plan Check	97 UAC Table 3-A	
Fire/Life Safety Re-Inspections	100.00	
Hazardous Materials & Waste Related Fees		
Annual Fire Permit - Less Hazardous Occupancies	100.00	
Annual Fire Permit - Hazardous Occupancies	200.00	
Annual Fire Permit - Hazardous Material Storage Fee	200.00	per tank

CITY OF COLTON
MASTER FEE SCHEDULE

RESOLUTION R-73-12
EXHIBIT A

Service Title	Fee	Unit
Police Department:		
Abatement of Public Nuisance - Initial Response/citation	118.00	
Abatement of Public Nuisance - Follow up response/citation	79.00	
Abatement of Public Nuisance - Filing pendency	158.00	
Abatement of Public Nuisance - CEHAAB preparation	1,036.00	
Abatement of Public Nuisance - Warrant preparation	799.00	
Abatement of Public Nuisance - Sergeant meetings and/or On-site inspections	326.00	
Animal Fees Animal Apprehension Fee	226.00	
		Plus Actual Costs (ie tranquilizer, bait, additional staff time)
Animal Fees Animal Licenses for dogs not spayed or neutered	83.00	
Animal Fees Animal Licenses for dogs spayed or neutered	31.00	
Animal Fees Animal Licenses for dogs not spayed or neutered (Seniors - 65 years of age or older)	42.00	
Animal Fees Animal Licenses for dogs spayed or neutered (Seniors - 65 years of age or older)	15.00	
Animal Fees Duplicate License Fee	21.00	
Animal Fees Animal Pick-up Fee - dead or live animals (including dogs, cats, similar type animals, large animals, and wild or exotic animals)	60.00	
Animal Fees Animal Trap Rental (Cats only)	21.00	
Animal Fees Animal Quarantine Fee	224.00	
Attorney Fees	-	
Audio-Tape Fee reproduction	32.00	Actual Costs Incurred
Booking Fee Reimbursement	-	
Documentation of Police Calls (retrieval of dispatch logs)		Staff Time + Associated Costs
Crime Analysis Reports (research and statistics)	132.00	
False Alarm Response	229.00	
Fingerprinting	50.00	\$50 minimum for labor plus expenses (\$30 DOJ, \$2 Live Scan Access, \$17 FBI)
	-	
Disruptive Party/Gathering Response (Public Safety Service Fee)	1,000.00	
Administrative Permit Application Fee: (e.g. Dance, Massage Technicians, Pawnbrokers, Solicitors,) Initial Application	489.00	
	-	
Plus actual costs (e.g. fingerprinting costs, etc.) unless otherwise set forth by law		
Renewal if completed prior to expiration of current permit	489.00	
	-	
Police Service Fee for Repeat Minor Curfew and Loitering Violators	229.00	
	-	
Postage Fees	-	
Standard Tow Release Fee	96.00	
VITEP Tow Release Fee	224.00	
30-day Tow Release Fee	224.00	
Stolen Vehicle Recovery	64.00	
Reports (including Crime Reports, Code Enforcement Reports, Traffic Collision Reports)	0.25	per page
	-	
Repossession Release Fee (per Government Code section 41612)	15.00	Statutory fee
Subpoena Duces Tecum Service of subpoena for records	150.00	Statutory fee - Billed at Current State Mileage Rate
Service of subpoena for Civil Testimony	64.00	
Video-Tape reproduction	115.00	\$135 to \$150; if at applicant property
VIN Verification		

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CITY OF COLTON
 MASTER FEE SCHEDULE

RESOLUTION R-73-12
 EXHIBIT A

Service Title	Fee	Unit
Emergency Response Cost Recovery Fee pursuant to Government Code section 53150 et seq.	1,997.00	Actual costs (including staff time) to Government Code section 53150 et seq.
Citation Sign off	\$25-\$40	
Background Check Fee	32.00	
Other Records Fee	65.00	
Film Reproduction Fee	1.00	each for standard 3X5 prints or actual costs whichever is greater
Rental Inspection Fee - PROGRAM SUSPENDED UNTIL FURTHER COUNCIL ACTION	-	

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**CITY OF COLTON
MASTER FEE SCHEDULE**

**RESOLUTION R-73-12
EXHIBIT A**

Service Title	Fee	Unit
Public Works:		
Public Works Engineering Fees:		
Plan Check Fees Tentative Tract Map		
Plan Check Fees Final Tract Map		
Plan Check Fees Parcel Map		
Plan Check Fees Parcel Merger		
Plan Check Fees Lot Line Adjustment		
Plan Check Fees Certificate of Compliance		
Plan Check Fees Street Vacation		
Plan Check Fees Signing & Striping Plans		
Plan Check Fees Signalization Plans		
Plan Check Fees Landscaping Plans		
Plan Check Fees Based upon Improvement Costs of:		
Plan Check Fees \$0 to \$50,000	450.00	plus 3.50% of Cost Estimate
Plan Check Fees \$50,001 to \$150,000	2,200.00	plus 3.25% of Cost Estimate
Plan Check Fees \$150,001 to \$250,000	5,450.00	plus 2.60% of Cost Estimate
Plan Check Fees \$250,001 to \$500,000	8,050.00	plus 1.60% of Cost Estimate
Plan Check Fees Over \$500,000	12,050.00	plus 1.50% of Cost Estimate
Plan Check Fees On Site Improvements (e.g., parking lots, etc.)		
Permit Fees On-Site Improvements		
Permit Fees Based upon Improvement Costs of:		
Permit Fees \$0 to \$25,000	50.00	plus 4.00% of Cost Estimate
Permit Fees \$25,001 to \$50,000	1,050.00	plus 3.50% of Cost Estimate
Permit Fees \$50,001 to \$100,000	1,050.00	plus 3.50% of Cost Estimate
Permit Fees Over \$100,001	3,675.00	plus 3.00% of Cost Estimate
Permit Fees Residential Driveways	116.00	
Permit Fees Commercial Driveways	116.00	
Permit Fees Cross Gutter, Spandrel		
Permit Fees Curb and Gutter	\$50 + 0.25 per lf	
Permit Fees Sidewalks	\$50 + 0.25 per sf	
Permit Fees Manholes, Cleanouts, Catch Basins	50.00	
Permit Fees Asphalt Berms	\$50 + 0.25 per lf	
Permit Fees Asphalt Pavement	50.00	
Permit Fees Handicap Ramp	50.00	plus \$0.05 per sq. ft.
Permit Fees Encroachment Permit	116.00	
Permit Fees Asphalt Pavement	1.00	per S.F.
Permit Fees Concrete Surface	2.00	per S.F.
Permit Fees Earthy/Dirt Surface	0.25	per S.F.
Permit Fees Boring (Any Surface)	2.00	per L.F.
Permit Fee Aerial LF	\$35 + 0.25 per lf	per L.F.
WQMP Review	50.00	
		non-refundable processing fee plus actual consultant cost; subject to City specified deposit
SWPPP Plan Check	50.00	
		non-refundable processing fee plus actual consultant cost; subject to City specified deposit

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**CITY OF COLTON
MASTER FEE SCHEDULE**

**RESOLUTION R-73-12
EXHIBIT A**

Service Title	Fee	Unit
Traffic Control plan	50.00	non-refundable processing fee plus actual consultant cost; subject to City specified deposit
Preliminary Hydrology Calculation Plan Check	50.00	non-refundable processing fee plus actual consultant cost; subject to City specified deposit
Subordination Agreement/ Lien Release	520.00	
Subdivision Agreement	1,733.00	
Street Closure Permit	687.00	
Final Tract Map Amendment	872.00	
Tentative Parcel Map Plan Check	687.00	
Environmental Impact Report Review	50.00	non-refundable processing fee plus actual consultant cost; subject to City specified deposit
Traffic Study report Plan Check	50.00	
Street Name Change	1,190.00	
Grading Plan check	-	
0 to 5,000	500.00	minimum
5001 to 10,000	500.00	plus \$0.07 for each additional CY
10,001 to 100,000	850.00	plus \$0.01 for each additional CY
100,001 to 1,000,000	1,750.00	plus \$0.015 for each additional CY
1,000,000 to +cubic yards	15,250.00	plus \$0.008 for each additional CY
Grading Permit	-	
0 to 1,000	160.00	+\$10.00/100 CY after the first 100 CY
1,001 to 10,000	250.00	+\$20.00/1000 CY after first 1,000 CY
10,001 to 100,000	430.00	+\$100.00/10000 CY after first 10,000 CY
100,001 to more CY	1,330.00	+\$50.00/10000 CY after first 100,000 CY
Hydrology Plan Check	200.00	non-refundable processing fee plus actual consultant cost; subject to City specified deposit
0 to 5,000		see Hydrology Plan Check
5001 to 10,000		see Hydrology Plan Check
10,001 to 100,000		see Hydrology Plan Check
100,001 to 1,000,000		see Hydrology Plan Check
1,000,000 to +cubic yards		see Hydrology Plan Check
Public Works Utility Fees:		
Service Not Connected To Customer's Facility - 1" Meter	520.00	
Service Connected To Customer's Facility - 1" Meter	725.00	

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CITY OF COLTON
MASTER FEE SCHEDULE

RESOLUTION R-73-12
EXHIBIT A

Service Title	Fee	Unit
Additional Change Located Within a Driveway	130.00	-
Extension or Shortened Water Service 3/4" Meter	420.00	-
Extension or Shortened Water Service 1" Meter	520.00	-
Extension or Shortened Water Service 1 1/2" Meter	825.00	-
Extension or Shortened Water Service 2" Meter	925.00	-
Water Plan Check Fee*	\$4.0% of Improvement Cost	-
Water Plan Check Fee (Residential)	116.00	per sheet
Sewer Plan Check Fee*	\$4.0% of Improvement Cost	-
Sewer Plan Check Fee (Residential)	116.00	per sheet
Inspection Fee (\$1.00 to \$25,000)*	4.5% of Improvement cost	-
Inspection Fee (\$25,001 to \$100,000)*	4.0% of Improvement cost	-
Inspection Fee (\$100,000 and over)*	3.5% of Improvement cost	-
Wastewater Discharge Permit(s) - Annual Fee	300.00	-
Wastewater Discharge Permitting	-	-
Class I Permit (Categorical SIU)	1,275.00	-
Class II Permit (Non-Categorical SIU)	1,275.00	-
Class III Permit (NSIU)	255.00	-
Class IV Permit (Temporary Discharge Permit)	255.00	-
Class V Permit (Hauled Liquid Waste)	255.00	-
Plan Check Fees	-	-
Plan (Blueprint) Review	85.00	-
Waste Water Discharge Application Review	170.00	-
Site Inspection Rough Plumbing/Treatment System Inspection	85.00	-
Dye Check	85.00	-
Compliance Fees	-	-
Notice of Violation	255.00	-
Non-Compliance Inspection	255.00	-
Compliance Order	510.00	-
Non-Compliance Meeting	510.00	-
Cease & Desist Order	765.00	-
Inspection Warrant	765.00	-
Compliance Hearing	1,190.00	-
Manhole, Cleanout, catch basins, Inspection Charges	125.00	-
Sanitary Sewers, Storm Drains, Water Lines (LF)	50.00	+ 0.35/LF

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