

City of Santa Paula

City Council

MAYOR PEDRO A. CHAVEZ
VICE MAYOR CARLOS JUAREZ
COUNCILMEMBER JENNY CROSSWHITE
COUNCILMEMBER LESLIE CORNEJO
COUNCILMEMBER GABRIELA ORNELAS



CITY COUNCIL SPECIAL MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, JULY 2, 2025

4:30 PM - City Council Special Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, CITY ATTORNEY

AMENDED 7/1/2025 ADDING CONSENT CALENDAR

BRINGING ITEMS BEFORE THE CITY COUNCIL

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

HOW TO PARTICIPATE IN PERSON DURING THE MEETING: If you wish to speak at a City Council meeting, please fill out a **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number you wish to speak on. Members of the public may address the Council on items on this agenda only. **Public Comments are limited to 3 minutes.**

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by three hours before the meeting date will be provided to the legislative body before the meeting.

Public Comments received after, will be provided to the legislative body the next day.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.

In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.

SPECIAL MEETING - COUNCIL CHAMBERS

1. CALL TO ORDER

REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

2. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public may comment on any item appearing on the agenda only. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. **Public Comments are limited to three minutes.**

4. CONSENT CALENDAR

Background information has been provided to the City Council on all matters listed under the Consent Calendar and these items are considered to be routine by the City Council and are normally approved by one motion. If discussion is requested by a Councilmember on any item, or a member of the public wishes to comment on an item, that item may be removed from the Consent Calendar for separate action.

4.A FIRST AMENDMENT TO THE THREE-YEAR ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH PHOENIX CIVIL ENGINEERING, INC. **RECOMMENDATION:**

Staff recommends that the City Council:

1. Authorize the City Manager to execute a Second Amendment to the

Three-Year On-Call Professional Services Agreement with Phoenix Civil Engineering, Inc. to increase the not-to-exceed compensation to \$270,000 for FY 24/25, and \$400,000 for FY 25/26 and FY 26/27.

5. ORDER OF BUSINESS

5.A STUDY SESSION ON USER AND COST ALLOCATION FEES
RECOMMENDATION:

Review information presented by our consultant on the draft User Fee Study and Cost Allocation model and provide input and feedback to staff prior to finalizing the studies for future Council adoption.

6. CLOSED SESSION

6.A CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: Chief Labor Negotiator Irma Rodriguez Moisa, City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Administrator Lorena Alvarez; Employee Organizations: Community Services Officer Association; Mid-Management Association; Professional & Supervisory Association; Service Employee International Union, Local 721 (SEIU); Santa Paula Police Officers Association (SPPOA); and Unrepresented Employees: Executive Management; Confidential employees; Part-time employees.

6.B PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager

7. CLOSED SESSION REPORT

8. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dale Goodman, Public Works Director

Subject: FIRST AMENDMENT TO THE THREE-YEAR ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH PHOENIX CIVIL ENGINEERING, INC.

Date: July 2, 2025

Agenda Item: 4.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a Second Amendment to the Three-Year On-Call Professional Services Agreement with Phoenix Civil Engineering, Inc. to increase the not-to-exceed compensation to \$270,000 for FY 24/25, and \$400,000 for FY 25/26 and FY 26/27.

BACKGROUND:

On October 4, 2023, the City Council approved a three-year Professional Services Agreement (PSA) with Phoenix Civil Engineering, Inc. for on-call engineering services in support of the Public Works Department and related city engineering services. (Exhibit B.) The scope of work was to provide civil engineering, project management, construction management, water and wastewater engineering, hydrology, stormwater services, and related services essential for the continued functions of the Department.

The City has been utilizing PCE to provide construction management services for such projects as the Main Street Crosswalk Project. Work is preformed on a task-order basis whereby the City issues individual task orders to the consultant that describe the services to be performed under the agreement. The total compensation for all task orders may not exceed \$250,000.00 per fiscal year. The term of the agreement is July 1, 2023 through June 30, 2026. The proposed First Amendment to the Agreement increases the maximum compensation to \$270,000 for fiscal year 24/25 (retroactively), and to \$400,000 for fiscal year 25/26 and fiscal year 26/27, and extends the Agreement through June 30, 2027. (Exhibit A.)

ANALYSIS:

The later portion of 2024 and early 2025 reflected a significant increase in the project management efforts related to the capital improvement projects and project development, including the Main Street Crosswalk Project, Peck Road Project, and Mill Street Waterline Repair Project. As a cumulative total for the prior year's Task Orders that were rolled over

and the additional effort contemplated in the current Amendment exceeds \$250,000, City Council approval of the First Amendment is required. This amendment will allow for continued engineering support services to support the City through June 30, 2027, by increasing the fiscal year not-to-exceed compensation to \$270,000 for FY 24/25 (retroactively). \$400,000 for FY 25/26, and \$400,000 for FY 26/27 according to the attached amendment and extending the agreement to June 30, 2027.

STRATEGIC PLAN:

The Project supports the currently adopted Strategic Plan in achieving the following goals:

Infrastructure, Transportation & Mobility

Goal: Maintain and develop the City's infrastructure to be safe, sustainable, innovative, and cost-efficient.

FISCAL IMPACTS:

Amendment No. 1 proposes an increase of \$20,000 for a total contract value not-to-exceed \$270,000 for FY 24/25, and not-to-exceed amount of \$400,000 for FY 26/27, and \$400,000 for FY 27/28.

OPTIONS:

In addition to the recommended action, the Council has available to it the following alternative options:

1. Do not authorize the City Manager to approve the first Amendment to the agreement with Phoenix Civil Engineering (PCE). Doing so would negatively impact the continuation of the city's professional services with Phoenix Civil Engineering. Inc.

ATTACHMENTS:

[Exhibit A - First_Amendment_PSA_Phoenix_Engineering-070225.pdf](#)

[Exhibit B - Phoenix Civil Engineering 3-Year On-Call Agreement-Fully Executed PSA Only.pdf](#)

**FIRST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF SANTA PAULA AND
PHOENIX CIVIL ENGINEERING, INC.**

THIS FIRST AMENDMENT ("Amendment") is made and entered into this 30th day of June 2025, by and between the CITY OF SANTA PAULA, a general law City and Municipal Corporation existing under the laws of California ("CITY"), and Phoenix Civil Engineering, Inc. ("CONSULTANT").

1. RECITALS. This First Amendment is made with reference to the following facts and objectives:

- A. On October 4, 2023, the City and Consultant entered into an On-Call Services Agreement (the "Agreement").
- B. The Agreement authorizes the CITY to utilize the Consultant to provide civil engineering, project management, construction management, water and wastewater engineering, hydrology, and stormwater services.
- C. The Agreement is set to expire on June 30, 2026.
- D. CITY and the Consultant now mutually desire by the First Amendment to the Agreement amend the terms of the Agreement as set forth below.

2. AMENDMENT. In consideration of the foregoing and pursuant to Section 3.7.14 of the Agreement, the Agreement is amended as follows:

- A. Subsection 3.2.1 of Section 3, entitled "Compensation," is hereby amended to read as follows:
 - 3.2.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The maximum compensation for Services to be provided pursuant to each Task Order shall be set forth in the relevant Task Order. The total compensation for all Task Orders issued hereunder shall not exceed Two Hundred Seventy Thousand Dollars and No Cents (\$270,000.00) for fiscal year 2024/2025, and Four Hundred Thousand Dollars and No Cents (\$400,000.00) for FY 25/26 and FY 26/27 without written approval of the City Council or City Manager, as applicable.

Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

B. Subsection 3.1.2 of Section 3, entitled "Term", gives the City the unilateral option to extend the Agreement for an additional one-year term through June 30, 2027. By entering this Second Amendment, the City is exercising said option. The new term of the Agreement will be from July 1, 2023 to June 30, 2027. The Parties may, by mutual, written agreement, again extend the term of the Agreement if necessary to complete the Services.

3. **COUNTERPARTS.** This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.
4. **LIMITED AMENDMENT.** Except as modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect. In the event of a conflict between this First Amendment and the Agreement, the provisions of this First Amendment control.
5. **EFFECTIVE DATE.** This First Amendment is retroactively effective as of July 1, 2024 and is applicable to FY 24/25, FY 25/26, and FY 26/27.

[Signatures on Next Page]

IN WITNESS WHEREOF, each of the Parties has caused this Second Amendment to be executed on the day and year first above written.

CITY OF SANTA PAULA

PHOENIX CIVIL ENGINEERING, INC.

Approved By:

[If Corporation, TWO SIGNATURES,
President OR Vice President AND
Secretary OR Treasurer REQUIRED]

Dan Singer
City Manager

By:_____

Approved as to Form:

Its:_____

Printed Name:_____

Monica Castillo
City Attorney

By:_____

Attested By:

Its:_____

Printed Name:_____

Julie Latshaw
City Clerk

**CITY OF SANTA PAULA
PROFESSIONAL SERVICES AGREEMENT
ON-CALL SERVICES
AND
PHOENIX CIVIL ENGINEERING, INC.**

1. PARTIES AND DATE.

This Agreement is made and entered into this 4th day of October, 2023, by and between the City of Santa Paula, a municipal corporation organized under the laws of the State of California with its principal place of business at 970 Ventura Street, Santa Paula, CA 93060, County of Ventura, State of California ("City") and Phoenix Civil Engineering, Inc. , a California Corporation, with its principal place of business at 535 E. Main Street, Santa Paula, CA 93060 ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing civil engineering, project management, construction management, water and wastewater engineering, hydrology and stormwater services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Consultant to render such professional services for the On-call Engineering and Professional Consulting Services project ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional civil engineering, project management, construction management, water and wastewater engineering, hydrology and stormwater consulting services necessary for the Project described in Exhibit "A" attached hereto and incorporated herein by reference ("Services"). The Services shall be more particularly described in the individual Task Order issued by the City or its designee. No Services shall be performed unless authorized by a fully executed Task Order in the form attached hereto as Exhibit "B". All Services shall be subject to, and performed in accordance with, this Agreement, each Task Order, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from July 1, 2023 to June 30,

2026, unless earlier terminated as provided herein. The City shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than one additional one-year terms.***] The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Compensation.

3.2.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The maximum compensation for Services to be provided pursuant to each Task Order shall be set forth in the relevant Task Order. The total compensation for all Task Orders issued hereunder shall not exceed **Two Hundred and Fifty Thousand Dollars and no cents (\$250,000.00)** per fiscal year without written approval of the City Council or City Manager, as applicable. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2.2 Payment of Compensation. Consultant shall submit to City a monthly invoice which indicates work completed and hours of Services rendered by Consultant. The invoice shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. City shall, within 30 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges. If the City disputes any of Consultant's fees, the City shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth therein. Payment shall not constitute acceptance of any Services completed by Consultant. The making of final payment shall not constitute a waiver of any claims by the City for any reason whatsoever.

3.2.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City, or included in Exhibit "C" of this Agreement.

3.2.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from the City.

3.3 Responsibilities of Consultant.

3.3.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Any personnel performing the Services on behalf of Consultant shall not be employees of City and shall at all times be under Consultant's exclusive direction and control. Neither City, or any of its officials, officers, directors, employees or agents shall have control over the conduct of Consultant or any of Consultants officers, employees or agents, except as set forth in this Agreement. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law.

Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.3.2 Schedule of Services. Consultant shall perform the Services in a prompt and timely manner. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines set forth in each individual Task Order issued by the City. Consultant represents that it has the professional and technical personnel required to perform the Services expeditiously. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the established schedules and deadlines.

3.3.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.3.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. The key personnel for performance of this Agreement are as follows: Jonathon Turner, PE.

3.3.5 City's Representative. The City hereby designates Clete Saunier, Public Works Director, or his/her designee, to act as its representative in all matters pertaining to the administration and performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for review and approval of all products submitted by Consultant but not the authority to enlarge the Scope of Services or change the total compensation due to Consultant under this Agreement. The City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Scope of Services or change the Consultant's total compensation subject to the provisions contained in this Agreement. Consultant shall not accept direction or orders from any person other than the City Manager, City's Representative or his/her designee.

3.3.6 Consultant's Representative. Consultant hereby designates Jonathon Turner, PE, or his/her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his/her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.3.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.3.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling

necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its subconsultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.3.9 Period of Performance.

3.3.9.1 Consultant shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Consultant shall also perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits "A" or "B" attached hereto, or which may be separately agreed upon in writing by the City and Consultant ("Performance Milestones"). Consultant agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Performance Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.

3.3.9.2 Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include a Force Majeure Event. A Force Majeure Event shall mean an event that materially affects a Party's performance and is one or more of the following: (1) Acts of God or other natural disasters; (2) terrorism or other acts of a public enemy; (3) orders of governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the services); (4) strikes and other organized labor action occurring at the site and the effects thereof on the services, only to the extent such strikes and other organized labor action are beyond the control of Consultant and its subcontractors, and to the extent the effects thereof cannot be avoided by use of replacement workers; and (5) pandemics, epidemics or quarantine restrictions. For purposes of this section, "orders of governmental authorities," includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety, and other actions of a public agency applicable to the services and Agreement.

3.3.9.3 Should a Force Majeure Event occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Force Majeure Events and/or delays, regardless of the Party responsible for the delay, shall not entitle Consultant to any additional compensation. Notwithstanding the foregoing in this section, the City may still terminate this Agreement in accordance with the termination provisions of this Agreement.

3.3.10 Laws and Regulations; Employee/Labor Certification.

3.3.10.1 Compliance with Laws. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with the Services and this Agreement. All violations of such laws and regulations shall be grounds for the City to terminate the Agreement for cause.

3.3.10.2 Employment Eligibility; Consultant. Consultant certifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time and shall require all subconsultants and sub-subconsultants to comply with the same. Consultant certifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement.

3.3.10.3 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.3.10.4 Air Quality. To the extent applicable, Consultant must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the South Coast Air Quality Management District (SCAQMD) and/or California Air Resources Board (CARB). Consultant shall indemnify City against any fines or penalties imposed by SCAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement.

3.3.10.5 Water Quality Management and Compliance. Consultant shall keep itself and all subcontractors, staff, and employees fully informed of and in compliance with all local, state and federal laws, rules and regulations that may impact, or be implicated by the performance of the Services including, without limitation, all applicable provisions of the City's ordinances regulating water quality and storm water; the Federal Water Pollution Control Act (33 U.S.C. § 1251, *et seq.*); the California Porter-Cologne Water Quality Control Act (Water Code § 13000 *et seq.*); and any and all regulations, policies, or permits issued pursuant to any such authority. Consultant must additionally comply with the lawful requirements of the City, and any other municipality, drainage district, or other local agency with jurisdiction over the location where the Services are to be conducted, regulating water quality and storm water discharges. City may seek damages from Consultant for delay in completing the Services caused by Consultant's failure to comply with the laws, regulations and policies described in this Section, or any other relevant water quality law, regulation, or policy.

3.3.10.6 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and

regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

3.3.11 Insurance.

3.3.11.1 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

3.3.11.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder, and without limiting the indemnity provisions of the Agreement, the Consultant, in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

(A) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, or the exact equivalent, with limits of not less than \$1,000,000 per occurrence and no less than \$2,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions (1) limiting coverage for contractual liability; (2) excluding coverage for claims or suits by one insured against another (cross-liability); (3) products/completed operations liability; or (4) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.

(B) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 00 01 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities with limits of not less than \$1,000,000 combined limit for each occurrence.

(C) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

(D) Professional Liability (Errors & Omissions): Professional Liability insurance or Errors & Omissions insurance appropriate to Consultant's profession with limits of not less than \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.). If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least five (5) years from termination or expiration of this Agreement.

3.3.11.3 Insurance Endorsements. Required insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

(A) Commercial General Liability: (1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the terms or purposes of this Agreement. For all policies of Commercial General Liability insurance, Consultant shall provide endorsements in the form of ISO CG 20 10 10 01 and 20 37 10 01 (or endorsements providing the exact same coverage) to effectuate this requirement. (2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(B) Automobile Liability. (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(C) Professional Liability (Errors & Omissions): (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium. (2) Contractual Liability Exclusion Deleted: This insurance shall include contractual liability applicable to this Agreement. The policy must "pay on behalf of" the insured and include a provision establishing the insurer's duty to defend.

(D) Workers' Compensation: (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium. (2) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City, its officials, officers, employees, agents, and volunteers.

3.3.11.4 Primary and Non-Contributing Insurance. All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.3.11.5 Waiver of Subrogation. All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

3.3.11.6 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the City and shall protect the City, its officials, officers, employees, agents, and volunteers in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.3.11.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates on forms approved by the City, together with all endorsements affecting each policy. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.3.11.8 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to transact business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.3.11.9 Enforcement of Agreement Provisions (non estoppel). Consultant acknowledges and agrees that actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligation on the City nor does it waive any rights hereunder.

3.3.11.10 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this Section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance.

3.3.11.11 Additional Insurance Provisions

(A) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(B) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(C) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(D) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

(E) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

(F) Consultant shall report to the City, in addition to Consultant's insurer, any and all insurance claims submitted by Consultant in connection with the Services under this Agreement.

3.3.11.12 Insurance for Subconsultants. Consultant shall include all subconsultants engaged in any work for Consultant relating to this Agreement as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City, its officials, officers, employees, agents, and volunteers as additional insureds to the subconsultant's policies. All policies of Commercial General Liability insurance provided by Consultant's subconsultants performing work relating to this Agreement shall be endorsed to name the City, its officials, officers, employees, agents and volunteers as additional insureds using endorsement form ISO CG 20 38 04 13 or an endorsement providing equivalent coverage. Consultant shall not allow any subconsultant to commence work on any subcontract relating to this Agreement until it has received satisfactory evidence of subconsultant's compliance with all insurance requirements under this Agreement, to the extent applicable. The Consultant shall provide satisfactory evidence of compliance with this section upon request of the City.

3.4 Labor Code Requirements.

3.4.1 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. It is the intent of the parties to effectuate the requirements of sections 1771, 1774, 1775, 1776, 1777.5, 1813, and 1815 of the Labor Code within this Agreement, and Consultant shall therefore comply with such Labor Code sections to the fullest extent required by law. Consultant shall defend, indemnify and hold the City, its

officials, officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4.2 Registration/DIR Compliance. If the Services are being performed on a public works project of over \$25,000 when the project is for construction, alteration, demolition, installation, or repair work, or a public works project of over \$15,000 when the project is for maintenance work, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all subconsultants must be registered with the Department of Industrial Relations ("DIR"). Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants.

3.4.3 Compliance Monitoring. This Project may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR. Any stop orders issued by the DIR against Consultant or any subconsultant that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the DIR against Consultant or any subconsultant.

3.4.4 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5 Termination of Agreement.

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law, equity or under this Agreement.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.6 Indemnification.

3.6.1 To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses except such loss or damage caused by the sole negligence or willful misconduct of the City. Consultant's obligation to indemnify shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

3.6.2 If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

3.7 General Provisions.

3.7.1 Accounting Records. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.7.2 Independent Contractors and Subcontracting.

3.7.2.1 Use of Consultants. Consultant is aware of statutory and case law regarding classification of workers as independent contractors, including California Labor Code Section 2750.3 and Dynamex Operations West, Inc. v. Superior Court, 4 Cal. 5th 903 (2018). To ensure that Consultant is in compliance with the California Labor Code, Consultant shall only utilize its employees to provide the Services. Consultant may not provide the services through any independent contractor, subcontractor or subconsultant ("Subcontractor(s)") unless approved by the City as set forth in Section 3.7.2.2 below. Consultant represents and warrants that all personnel who perform the Services on Consultant's behalf are Consultant's employees, and that Consultant complies with all applicable laws, rules and regulations governing its employees, including, but not limited to, the California Labor Code, Unemployment Insurance Code and all applicable Industrial Welfare Commission Wage Orders.

3.7.2.2 Prior Approval Required. Consultant shall not use any Subcontractor to provide the Services, or any portion of the work required by this Agreement, without prior written approval of City. In the event that City authorizes Consultant to use a Subcontractor, Consultant shall enter into a written agreement with the Subcontractor, which must include all provisions of the Agreement, including a restriction on the Subcontractor's use of further independent contractors, subcontractors or subconsultants without the City's prior written consent.

3.7.3 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant: Phoenix Civil Engineering, Inc.
535 E. Main Street
Santa Paula, CA 93060
ATTN: Jonathon Turner, PE

City: City of Santa Paula
PO Box 569
Santa Paula, CA 93061
ATTN: Clete Saunier, Public Works Director

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.7.4 Ownership of Materials and Confidentiality.

3.7.4.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Consultant on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to City upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of fifteen (15) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the

Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

3.7.4.2 Subconsultants. Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or its subconsultants, or those provided to Consultant by the City.

3.7.4.3 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at City's sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data and indemnify and hold harmless Consultant and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other project. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant.

3.7.4.4 Indemnification. Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

3.7.4.5 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.7.4.6 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction,

in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the release notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of an objection notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

3.7.5 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.7.6 Entire Agreement. This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

3.7.7 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

3.7.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Ventura County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City.

3.7.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.7.10 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.7.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.7.12 Assignment or Transfer. Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Consultant shall not subcontract any portion of the Services required by this Agreement, except

as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

3.7.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.7.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.7.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.7.16 No Third-Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.7.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.7.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.7.19 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.7.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.7.21 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification obligations, shall survive any such expiration or termination.

3.7.22 Order of Precedence. The following order and succession of the referenced documents shall govern in the event of conflict between documents:

3.7.22.1 Amendment(s)

3.7.22.2 This Agreement

3.7.22.3 Task Orders

3.8 Federal Provisions.

FEMA financial assistance will be used to fund all or a portion of this Agreement. The Consultant shall comply with all federal requirements including, but not limited to, the following: 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which is expressly incorporated herein by reference, and Federal Contract Provisions attached hereto as Exhibit “A-1” and incorporated herein by reference. Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in the Agreement, including but not limited to, 2 C.F.R. Part 200 and the Federal Contract Provisions. With respect to any conflict between such federal requirements and the terms of this contract and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

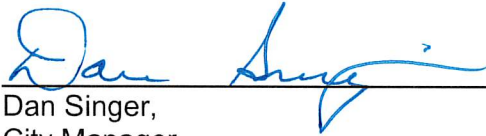
[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE TO PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL
SERVICES BETWEEN THE CITY OF SANTA PAULA AND
PHOENIX CIVIL ENGINEERING, INC.**

IN WITNESS WHEREOF, each of the Parties has caused this Contract to be executed
on the day and year first above written.

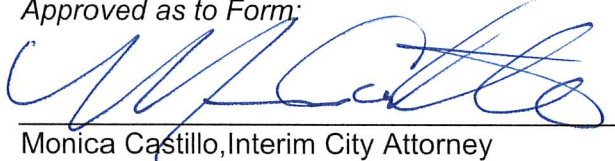
CITY OF SANTA PAULA

Approved By:



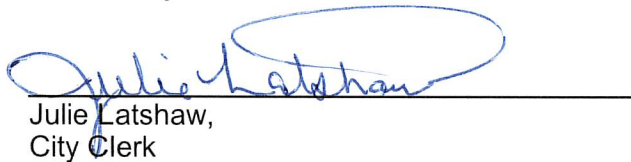
Dan Singer,
City Manager

Approved as to Form:



Monica Castillo, Interim City Attorney

Attested By:

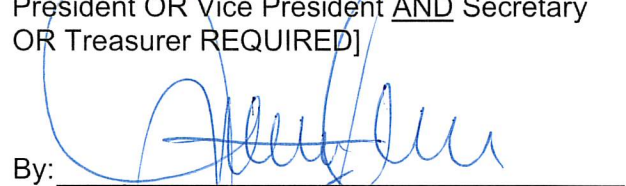


Julie Latshaw,
City Clerk



PHOENIX CIVIL ENGINEERING, INC.

[If Corporation, TWO SIGNATURES,
President OR Vice President AND Secretary
OR Treasurer REQUIRED]

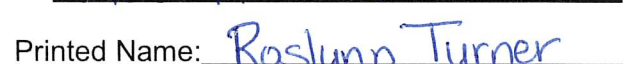
By: 

Its: 

Printed Name: 

By: 

Its: 

Printed Name: 

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: STUDY SESSION ON USER AND COST ALLOCATION FEES

Date: July 2, 2025

Agenda Item: 5.A

RECOMMENDATION:

Review information presented by our consultant on the draft User Fee Study and Cost Allocation model and provide input and feedback to staff prior to finalizing the studies for future Council adoption.

BACKGROUND:

Like most cities, Santa Paula maintains a comprehensive User Fee Schedule which was last updated and adopted in 2016. The schedule has not been updated or adjusted by a CPI factor since that time. In 2023 the City contracted with Willdan Financial Services to update the fee schedule and the accompanying cost allocation model to bring the City's fees current. While many City services are considered a general public good and are therefore funded through general tax revenues, some services that only benefit the end user have fees attached. A City park, for example, is of general benefit to the public and paid with general fund revenues, whereas securing a particular portion of the park, say a gazebo for a wedding event, requires a user fee. State law generally provides that fees for services cannot exceed the reasonable actual costs for providing services, therefore it is recommended from time-to-time to review and update the fee schedule to be in compliance with such standards and current costs of providing the service.

ANALYSIS:

Willdan's consultant, Priti Patel, will walk through the attached Power Point presentation which outlines the methodology and purpose of the City's study and the recommendations which will come back to Council for future adoption. This study session is designed to allow Council to ask questions and provide important feedback on fee subsidies and methodologies ahead of a scheduled public hearing for adoption of said fees. In addition to the attached Power Point, a pdf copy of the draft report is available for Council's review.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[Santa Paula UF Presentation.pptx](#)

[City of Santa Paula UF Report.pdf](#)

City of Santa Paula

Cost Allocation Plan & User Fee Study



July 2, 2025 – Workshop

Overview

1. What is a Cost Allocation Plan
2. What are User Fees
3. Objectives and Scope of the Study
4. Fee Changes by Department
5. Policy Considerations
6. Next Steps

What is a Cost Allocation Plan

The purpose of a Cost Allocation Plan (CAP) is to:

1. Ensure the City is maximizing the recovery of indirect costs from operating departments, as well as enterprise and other chargeable funds and capital projects
2. Set a solid foundation for the User Fee Study as the CAP captures the full cost of services which gets factored into the user fees
3. Achieve the maximum cost recovery by identifying and distributing administrative costs in a fair, comprehensive, well documented, and fully defensible method

Summary of Allocable Costs

Allocable Cost Summary - Central Services

Fiscal Year 2024-25

	Total Cost	Unallocable Cost	Allocable Cost
Summary	\$ 6,128,937	\$ 385,040	\$ 5,743,897
Central Service			
100: C.S.-BUILDING MAINT	532,794	26,834	505,960
100: CITY ATTORNEY	267,000	-	267,000
100: CITY CLERK	155,889	-	155,889
100: CITY COUNCIL	391,752	230,000	161,752
100: CITY MANAGER	725,249	-	725,249
100: FINANCE	713,855	-	713,855
100: INFORMATION TECHNOLOGY	888,864	-	888,864
100: PERS & EMPL REL	510,526	-	510,526
100: RISK MANAGEMENT	1,272,162	-	1,272,162
702: EQUIPMENT MAINTENANCE	670,847	128,206	542,641

Summary of Allocated Cost

Allocated Cost Summary

Fiscal Year 2024-25

Operating Department / Division / Fund	Total Allocation	Direct Cost Base	
		Modified Total Direct Cost	Indirect Cost Rate
	\$5,743,897	\$33,524,027	17%
100: COMM & ECON DEV	\$442,931	\$1,436,899	31%
100: NON-DEPARTMENTAL	\$47,597	\$395,168	12%
100: PARKS & RECREATION	\$557,743	\$1,948,281	29%
100: POLICE	\$1,697,917	\$6,561,037	26%
100: PUBLIC WORKS	\$11,459	\$96,833	12%
103: CABLE TELEVISION	\$4,359	\$38,000	11%
104: GENERAL FUND-MEASURE T	\$623,656	\$3,523,583	18%
115: GENERAL RECREATION PRO	\$8,194	\$81,000	10%
201: MOBILE HOME RENT REVIEW	\$690	\$10,000	7%
203: ASSET FORFEITURE	\$34	\$500	7%
205: NPDES STORMWATER QUALITY	\$11,253	\$131,656	9%
206: STORMWATER PROGRAM	\$31,387	\$124,874	25%
226: PARKLAND FACILITIES	\$3,167	\$14,412	22%
229: TRAFFIC IMPACT FEE	\$37,933	\$550,000	7%
280: STATE GAS TAX	\$248,492	\$1,388,570	18%
281: LOCAL TRANSPORTATION TDA	\$4,408	\$45,000	10%
282: LOCAL TRANS TDA ART 3	\$11,989	\$154,928	8%
283: ROAD MAINT & REHAB SB1	\$16,532	\$220,803	7%
304: ABC ENFORCEMENT EDUCATION	\$1,939	\$28,108	7%
305: BEV CONTAINER RECYCLING	\$3,689	\$34,581	11%
307: DEPT OF PARKS & REC	\$1,304	\$0	
311: SLESF- COPS (AB1913)	\$14,578	\$186,159	8%
312: CA USED OIL BLOCK GRANT	\$5,996	\$5,000	120%
314: OFF OF TRAFFIC SFTY(OTS)	\$11,438	\$65,000	18%
401: FEDERAL STP	\$553	\$8,025	7%
405: AAA (AREA AGCY ON AGING)	\$29,301	\$96,986	30%
412: ARPA - AMERICAN RESCUE PLAN - SLFRF State	\$103,972	\$1,362,577	8%
500: HILLSBOROUGH OPEN SPACE	\$2,733	\$8,120	34%
503: GHAD-GEO HAZ ABATE DIST	\$5,187	\$50,000	10%
504: CFD EA1	\$34,055	\$173,855	20%
505: PBID	\$7,546	\$90,500	8%
610: SEWER	\$729,587	\$7,726,350	9%
620: WATER	\$1,005,282	\$6,575,819	15%
800: MISC DEPOSITS	\$15,480	\$224,454	7%
803: HARDING PARK TRUST	\$11,514	\$166,950	7%

What are User Fees

- Provide private benefit with limited or no community benefit
- State law requires that:
 - 1) Individual use of the service must be voluntary, and
 - 2) Fees must reasonably relate to the services provided
- Fee levels & cost recovery determined through City Council fee adoption
- Does not include development impact fees, utility rates, taxes, etc.

Why Update User Fees

- Subsidies in services impact the General Fund
 - Private & specific benefit services are subsidized by unobligated funding sources
 - Reduces ability to fund general & community benefits
- Decreased department funding typically results in understaffing and reduces service quality
- Cost recovery knowledge and planning
 - Provides clarity pressures on City resources
 - Enables City to strategize and set fees to benefit of the City and community
 - State requirements for reasonable cost-based fees

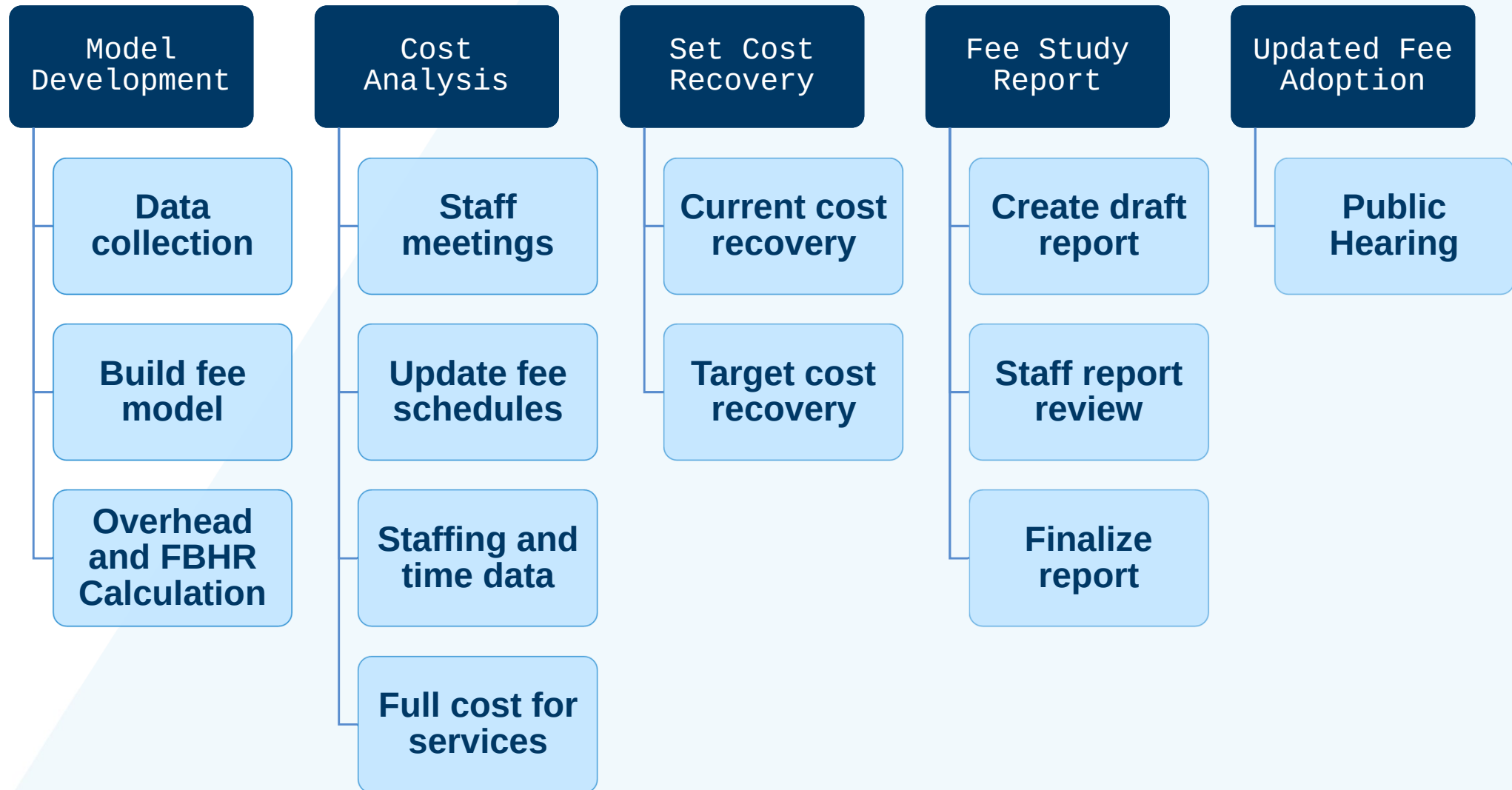
User Fee Objectives & Steps

- Determine full cost of providing services or programs
 - Review fee schedules based on service delivery
 - Identify potential new fees (not currently collected)
 - Reduce or remove fees
 - Using fully-burdened rates, calculate full cost recovery
- Update fees for services based on cost analysis
 - Incorporate or establish cost recovery goals
 - ✓ Subsidies allow access to services and facilitate compliance
 - Identify appropriate fee levels that:
 - ✓ Enhance reasonability and applicability
 - ✓ Maintain consistency with local policies and objectives
 - ✓ Maintain legal compliance with state law

Data & City Staff Participation

- Primary types of data used:
 - Expenditure data
 - Staffing structures
 - Central service/Indirect overhead
 - Productive/billable hours
 - Time estimates to complete tasks
 - City/Department input, feedback and policies
- Staff support throughout process is essential to ensure analysis fidelity

Summary Steps of the Study



Scope of the Study

- Review and calculate cost of providing services and related fees charged by the following:
 1. Administrative Services
 2. Finance
 3. Public Works
 4. Planning
 5. Building and Safety
 6. Police
 7. Parks and Recreation

Administrative Fees

- Time based cost analysis
- Analysis found that the current fees are currently not in line with the cost of providing service
- Suggested fee notes:
 - An increase to 4 fees
 - 3 fees would decrease
 - 6 new document/printing/copying fees will be added
 - 4 fees would remain as currently set

Finance

- A mixture of flat cost-based fees, City Animal Regulating fees set by the County of Ventura, and others set by the State
- Time based cost analysis for the user fees
- Suggested fee notes:
 - An increase to 6 fees
 - 7 fees would remain as currently set

Public Works

- Time based cost analysis
- Analysis found that the current fees are currently below the full cost of providing services
- Suggested fee notes:
 - An increase to 10 fees
 - 1 fee would decrease
 - 32 new fees would be added
 - 7 fees would change to deposit based or current market price from a flat fee
 - 47 fees would remain as currently set

Planning

- Time based cost analysis
- Analysis found that most current fees are under funding the cost for most of the services
- Suggested fee notes:
 - An increase to 55 fees
 - 7 fees would decrease
 - 2 new fees would be added
 - 19 fees would remain as currently set

Building

- Time based cost analysis
- Analysis found that most current fees are currently set below the full cost of service
- Suggested fee notes:
 - An increase to 205 fees and the Building Permit fees
 - 10 fees would decrease
 - Technology fee will change to a percentage based from a per building valuation fee
 - 9 fees would remain as currently set

Police

- Time based cost analysis
- Analysis found that the current fees are under funding the cost for most of the services
- Suggested fee notes:
 - An increase to 12 fees
 - 2 fees would decrease
 - 16 fees would remain as currently set

Parks and Recreation

- Most fees are use of government property and should be set based on policy, usage, & market factors
- Currently operating at around 2% cost recovery
- Suggested fee notes:
 - An increase to 27 fees
 - 3 fees would decrease
 - 32 new fees will be added
 - 9 fees would remain as currently set

Policy Considerations

- General standard: individuals or groups who receive private benefit from service should pay 100% of cost
- In certain situations, subsidization is an effective public policy tool:
 - Encourage participation
 - Ensure compliance when cost is prohibitive to residents
 - Promote access to services
- Recommend that City utilize compensation factor or CPI to annually adjust fees
- Comprehensive analysis every 5 years

Next Steps

- A Public Notice regarding the fees will be published 10 days prior to Public Hearing
- The final draft of UFS will be presented at the Public Hearing
- If adopted, any fees that affect development cannot go into effect until 60 days after Council adoption at the Public Hearing

Questions



Disclosure

Willdan Financial Services ("Willdan") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority. As part of its SEC registration Willdan is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Willdan. Pursuant to MSRB Rule G-42, Willdan is required to disclose any legal or disciplinary event that is material to Client's evaluation of Willdan or the integrity of its management or advisory personnel. Willdan has determined that no such event exists. Copies of Willdan's filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at: <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Willdan Financial Services or for our CIK number which is 0001782739.

For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the municipality with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the municipality, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the municipality, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, unless formally engaged to provide such information.

City of Santa Paula



User Fee Study

May 20, 2025

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Executive Summary

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

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User Fee Background

Background

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

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

California User Fee History

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

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

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

Additional Policy Considerations

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

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

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

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

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

Study Objective

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

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

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

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

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

Scope of the Study

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

- Administrative Services
- Finance
- Public Works
- Planning
- Building and Safety
- Police
- Parks and Recreation

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

Aim of the Report

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

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Project Approach and Methodology

Conceptual Approach

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

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

Fully Burdened Hourly Rates

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

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs

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

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

Summary Steps of the Study

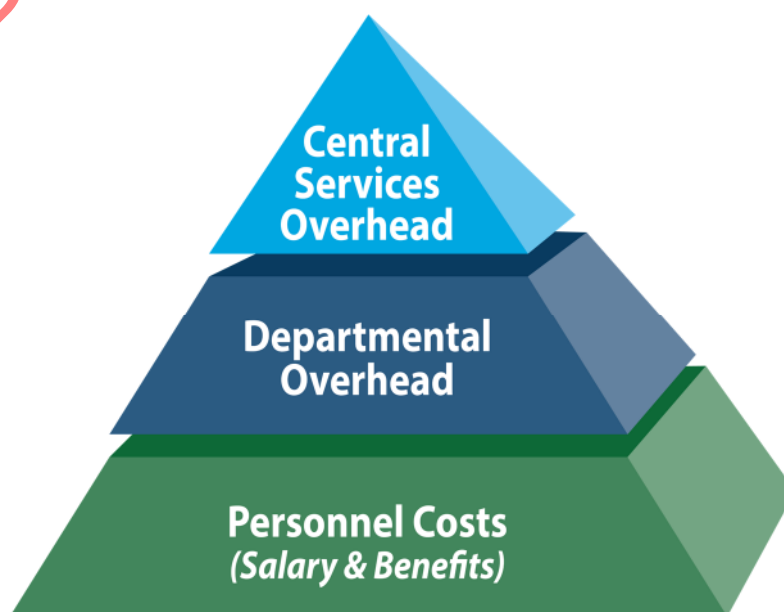
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

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

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs 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 (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

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

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 commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

Quality Control/Quality Assurance

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

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

Reasons for cost increases/decreases over current fees

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

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

City Staff Contributions

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

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

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

Santa Paula User Fees

Cost Recovery

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

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

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

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

Subsidization

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

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

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

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

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

Revenue Analysis

The revenue analysis of this User Fee Study Report is intended to provide additional context as a projection of what the fee changes will have in revenue, assuming no participation changes in service requests. The projections are based on the average fee change for each department and evaluates the projected revenue change resulting from suggested fees.

Estimated Revenue Change

Department/Fund	FY 24/25 User Fee Revenue	Projected Revenue Change
100: COMM & ECON DEV	1,150,245	\$171,211
100: FINANCE	9,362	\$1,474
100: PARKS & RECREATION	53,037	\$10,721
100: POLICE	56,320	\$26,037
620: WATER	30,361	-\$3,101

*Does not include revenue effect of new fees

Impact on Demand (Elasticity)

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

Summary

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

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

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Administrative Services

Administrative Services fees include services provided by the City Manager Department and its subsequent offices such as the City Attorney and City Clerk. Responsibilities of the Department include: Personnel/Employee Relations, Risk Management, Information Technology Systems, public information and outreach, policy development and legislative advocacy, grant management, and retention of all city records and Municipal Elections.

Analysis

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

The analysis of the Administrative services relied primarily upon a standard unit cost build-up approach for fees, excluding fees set by the State, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the full cost of providing services. Staff is recommending the fees be adjusted as detailed in **Appendix C**. As a result, there would be:

- An increase to 4 fees;
- 3 fees would decrease;
- 6 new document printing/copying fees will be added;
- 4 fees would remain as currently set, and;
- the average fee change would be a decrease of 11% for current fees.

Finance

The Finance Department is responsible for establishing and maintaining an effective financial accounting system that accurately reflects the City's financial operations and provides a framework for financial planning and analysis.

Analysis

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

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

- An increase to 6 fees;
- 7 fees would remain as currently set, and;
- the average fee change would be an increase of 13% for current fees.

Public Works

The Public Works Department is a highly trained, dedicated, and responsive service-oriented organization. It consists of the following service divisions: Administration and Engineering, Fleet, Streets, Water, Wastewater (contract), and Solid Waste (contract).

The Public Works Department is responsible for the City's street system, including roads, parking lots, bicycle and pedestrian facilities, traffic control devices, streetlights, storm drains, flood control facilities, and bridges; Hillsborough Open Space District; Geological Hazard Abatement District; potable water system; wastewater collection system and associated treatment works (Water Recycling Facility); and fleet maintenance. The Department also administers the Capital Improvement Program (CIP), including the Pavement Management Plan (PMP) and water and sewer repair and replacement programs. Public Works provides support services to the Community and Economic Development Department, which reviews private land development projects on behalf of Public Works for grading, drainage, water, sewer, and street improvements.

Analysis

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

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

- an increase to 10 fees;
- 1 fee would decrease;
- 47 fees would remain as currently set;
- 7 fees would change to deposit based or current market price from a flat fee;
- 32 new fees will be added, and;
- the average estimated fee increase would be around 49% for current fees.

Planning

The Planning Division establishes and implements current and future land use policies and regulations for Santa Paula through land use regulation activities. This authority is derived from the City's power to protect the health, safety, and welfare of the community.

The Planning Division consists of four staff members, with day-to-day management overseen by the Planning & Economic Development Manager. This manager handles departmental functions, maintains planning files, assigns staff projects, and ensures compliance with state, regional, and local mandated planning programs and regulations. The division is supported by an Associate Planner, an Assistant Planner, and a Community Development Technician

Analysis

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

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

- An increase to 55 fees;
- 7 fees would decrease;
- 2 new fees will be added;
- 19 fees would remain as currently set, and;
- the average fee change would be an increase of 8% for current fees.

Building and Safety

The Building and Safety Division oversees the planning, construction, maintenance, and alterations of all structures and buildings on private property to ensure the safety and well-being of citizens and visitors while increasing property values in the City. Responsibilities include reviewing plans for compliance with national, state, and local codes; issuing building, plumbing, electrical, and mechanical permits; conducting inspections during construction; performing emergency inspections; maintaining building records and plans; and administering general building and construction information.

The Code Compliance team, operating within the Building & Safety Division, maintains and improves the quality of Santa Paula's neighborhoods by ensuring public compliance with the City's Municipal Code. The team responds to complaints regarding potential violations of Municipal, Building, Zoning, and Health and Safety Codes, initiating fair and unbiased enforcement actions to correct violations and educating property owners to maintain code compliance

Analysis

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

The analysis of Building and Safety services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that services are currently set below the full cost of providing them. It is recommended that the City increase cost recovery at or near 100% for Building and Safety services as detailed in [Appendix C](#). As a result, there would be:

- An increase to 205 fees, including Building Permit fees;
- 10 fees would decrease;
- Technology fee will change to a percentage based from a per building valuation fee;
- 9 fees would remain as currently set, and;
- the average fee change would be an increase of 18% for current fees.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that trend. By using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 84% cost

recovery based on past activity levels. Staff is recommending that the fees be increased to 100% cost recovery.

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Police

The Police Department is responsible for ensuring public safety and protecting life and property in the City of Santa Paula. It provides a comprehensive range of law enforcement services within the city's jurisdiction. Led by Interim Chief of Police Don Aguilar and his executive staff, the department consists of 31 sworn officers, 1 reserve police officer, 7 professional supporting staff, 3 part-time supporting staff, and several volunteers. The department is actively recruiting additional full-time police officers, dispatchers, and community service officers.

Analysis

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

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

- An increase to 12 fees;
- 2 fees would decrease;
- 16 fees would remain as currently set, and;
- the average fee change would be an increase of 46%.

Parks And Recreation

The Parks and Recreation Department oversees the administration of the Santa Paula Community Center, Recreation & Community Services, Senior Services, Santa Paula Train Depot, Union Oil Building, Boys & Girls Club Building, Park Maintenance, Buildings and Grounds Maintenance, and the Graffiti Abatement Program.

The Parks and Recreation Department manages the maintenance of all City parks, the bike trail, and city buildings. It also oversees the scheduling and usage of 10 city athletic fields and two shared athletic fields, five of which are lighted.

The Parks & Recreation Department oversees recreation and community services programs, activities, and special events for all residents. The department provides centralized information and support for facility rentals, sports field reservations, jolly jump permits, class and activity registration, senior programs and referrals, department-sponsored special events, youth and adult sports leagues, preschool programs, the Santa Paula Proud volunteer program, and citywide special event and filming permits.

Analysis

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

The analysis of most Parks and Recreation programs encompassed facility rentals and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the City, typically based on past usage characteristics, policy goals, and surrounding jurisdiction comparison. The cost of capital acquisition, maintenance, repair, and upgrade to the City and subsequently the public is offset through rental or use fees. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that some Parks and Recreation programs provide a measure of public benefit to the residents and City as a whole, and as such is it common for services to bear significant subsidies. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. For a few of the fees in Community Services a standard cost of service approach was used, but some of the additional cost considerations above were not included as this is primarily an operational cost analysis study that does not include considerations for capital. The analysis found that the current fees for facility use and services are below the cost of providing them. The analysis also included a cost recovery analysis for Community Services as a whole and it was determined to be operating at around 2% cost recovery. The suggested fees detailed in [Appendix C](#) would result in:

- An increase for 27 fees;
- 3 fees would decrease;
- 32 new fees will be added, and;
- 9 fees would remain as currently set, and;
- the average fee change would be an increase of 20%.

Appendix A – Total Allowable Cost to be Recovered

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

City of Santa Paula- User Fee

Overhead Rate Calculations

Department	Total Personnel Services	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
100: C.S.-BUILDING MAINT	340,503	132,341	39%	0%
100: CITY CLERK	102,924	52,965	51%	0%
100: CITY MANAGER	497,041	92,336	19%	0%
100: COMM & ECON DEV	1,326,911	71,653	5%	38%
100: FINANCE	580,355	133,500	23%	0%
100: INFORMATION TECHNOLOGY	308,178	156,300	51%	0%
100: PARKS & RECREATION	1,629,799	443,244	27%	35%
100: POLICE	8,078,085	1,022,864	13%	32%
206: STORMWATER PROGRAM	88,846	4,328	5%	25%
610: SEWER	405,866	204,883	50%	9%
620: WATER	2,631,377	1,328,567	50%	15%
702: EQUIPMENT MAINTENANCE	329,331	59,930	18%	0%

Appendix B –Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in **Appendix C**. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in **Appendix A**) will be applied to that central service positions' salary and benefit rate for full cost recovery since indirect overhead cost only applies to non-central service functions of the City. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

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City of Santa Paula- User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: CITY CLERK	Clerk - CITY CLERK	\$129.02
100: CITY MANAGER	CM - CITY MANAGER	\$280.20
100: CITY MANAGER	CM - DCM	\$187.03
100: CITY MANAGER	CM - EXECUTIVE ASSISTANT	\$73.07
100: COMM & ECON DEV	Com/Econ Dev - ADMINISTRATIVE ANALYST I	\$95.85
100: COMM & ECON DEV	Com/Econ Dev - ADMINISTRATIVE ASSISTANT	\$80.76
100: COMM & ECON DEV	Com/Econ Dev - BUILDING INSPECTOR I	\$100.79
100: COMM & ECON DEV	Com/Econ Dev - CHIEF BUILDING OFFICIAL	\$172.99
100: COMM & ECON DEV	Com/Econ Dev - CODE ENFORCEMENT INSPECTOR	\$110.67
100: COMM & ECON DEV	Com/Econ Dev - COMMUNITY DEVELOPMENT TECHNICIAN	\$96.52
100: COMM & ECON DEV	Com/Econ Dev - MANAGEMENT ANALYST	\$148.76
100: COMM & ECON DEV	Com/Econ Dev - PERMIT TECHNICIAN	\$112.38
100: COMM & ECON DEV	Com/Econ Dev - PLANNER, ASSISTANT/GIS ANALYST	\$126.00
100: COMM & ECON DEV	Com/Econ Dev - PLANNER, ASSOCIATE	\$141.58
100: COMM & ECON DEV	Com/Econ Dev - PLANNING DIRECTOR	\$255.85
100: COMM & ECON DEV	Com/Econ Dev - PLANNING MANAGER	\$193.13
702: EQUIPMENT MAINTENANCE	Equip Maint - FLEET SUPERVISOR	\$100.66
702: EQUIPMENT MAINTENANCE	Equip Maint - MECHANIC II	\$86.64
100: FINANCE	Finance - ACCOUNTANT	\$111.78
100: FINANCE	Finance - ACCOUNTING SPECIALIST	\$73.89
100: FINANCE	Finance - ASSISTANT FINANCE DIRECTOR	\$159.13
100: FINANCE	Finance - CUST SERVICES REP	\$68.03
100: FINANCE	Finance - FINANCE DIRECTOR/CITY TREASURER	\$215.70
100: FINANCE	Finance - PAYROLL SPECIALIST	\$82.18
100: INFORMATION TECHNOLOGY	IT - IT MANAGER	\$248.68
100: INFORMATION TECHNOLOGY	IT - IT SUPPORT ANALYST	\$140.83
100: C.S.-BUILDING MAINT	Maint - ADMINISTRATIVE ANALYST I	\$89.79
100: C.S.-BUILDING MAINT	Maint - CUSTODIAN	\$75.77
100: C.S.-BUILDING MAINT	Maint - FAC MAINT WRK I	\$75.77
100: C.S.-BUILDING MAINT	Maint - FAC MAINT WRK II	\$77.16
100: C.S.-BUILDING MAINT	Maint - PARKS & FACILITIES SUPERVISOR	\$119.97
100: PARKS & RECREATION	Parks - ADMINISTRATIVE ANALYST I	\$111.12
100: PARKS & RECREATION	Parks - ADMINISTRATIVE ASSISTANT	\$93.26
100: PARKS & RECREATION	Parks - FAC MAINT WRK I	\$94.13
100: PARKS & RECREATION	Parks - FAC MAINT WRK II	\$91.97
100: PARKS & RECREATION	Parks - LEAD PARK AND ABATEMENT SPECIALIST	\$95.67
100: PARKS & RECREATION	Parks - PARKS & FACILITIES SUPERVISOR	\$148.46
100: PARKS & RECREATION	Parks - PARKS & RECREATION DIRECTOR	\$293.24
100: PARKS & RECREATION	Parks - RECREATION LEADER I / CITY CORP TRAINEE	\$148.69
100: PARKS & RECREATION	Parks - RECREATION PROGRAM COORDINATOR	\$71.32
100: PARKS & RECREATION	Parks - RECREATION SUPERVISOR	\$147.44

City of Santa Paula- User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: PERS & EMPL REL	Pers - HUMAN RESOURCE TECHNICIAN	\$76.80
100: PERS & EMPL REL	Pers - HUMAN RESOURCES ANALYST	\$108.41
100: PERS & EMPL REL	Pers - HUMAN RESOURCES MANAGER	\$188.14
100: POLICE	Police - ANIMAL SERVICES COORDINAT	\$85.64
100: POLICE	Police - COMM SERVICE OFFICER	\$37.68
100: POLICE	Police - COMMUNITY SERVICES OFFICE	\$89.30
100: POLICE	Police - EMERGENCY SERVICES COORDINATOR	\$135.42
100: POLICE	Police - EVIDENCE & PROPERTY TECHNICIAN	\$98.82
100: POLICE	Police - EXECUTIVE ASSISTANT	\$74.91
100: POLICE	Police - POLICE CADET	\$29.66
100: POLICE	Police - POLICE CHIEF	\$324.41
100: POLICE	Police - POLICE COMMANDER	\$253.21
100: POLICE	Police - POLICE OFFICER	\$157.15
100: POLICE	Police - POLICE SENIOR	\$178.31
100: POLICE	Police - POLICE SERGEANT	\$205.90
100: POLICE	Police - PUB SAFETY DISPATCH SUPER	\$133.66
100: POLICE	Police - PUBLIC SAFETY DISP CLERK	\$103.62
100: POLICE	Police - RECORDS TECHNICIAN	\$85.95
100: POLICE	Police - SR. RECORDS SUPERVISOR	\$127.58
100: RISK MANAGEMENT	Risk - HUMAN RESOURCE TECHNICIAN	\$69.22
100: RISK MANAGEMENT	Risk - HUMAN RESOURCES ANALYST	\$97.72
100: RISK MANAGEMENT	Risk - HUMAN RESOURCES MANAGER	\$169.58
610: SEWER	Sewer - ACCOUNTANT	\$149.00
610: SEWER	Sewer - ADMINISTRATIVE ANALYST I	\$106.49
610: SEWER	Sewer - ADMINISTRATIVE ANALYST II	\$135.14
610: SEWER	Sewer - ASSISTANT PUB WORKS DIRECTOR	\$256.21
610: SEWER	Sewer - ASSOCIATE ENGINEER	\$191.45
610: SEWER	Sewer - MAINTANENCE WRK II	\$100.96
610: SEWER	Sewer - MAINTENANCE WRK I	\$92.06
610: SEWER	Sewer - MANAGEMENT ANALYST	\$169.69
610: SEWER	Sewer - PERMIT TECHNICIAN	\$124.52
610: SEWER	Sewer - PUB WORKS DIR/CITY ENGINE	\$316.60
610: SEWER	Sewer - STREET MAINT LEADWORKER	\$106.20
206: STORMWATER PROGRAM	Storm - ADMINISTRATIVE ANALYST I	\$84.85
206: STORMWATER PROGRAM	Storm - ADMINISTRATIVE ANALYST II	\$107.69
206: STORMWATER PROGRAM	Storm - MANAGEMENT ANALYST	\$135.22
206: STORMWATER PROGRAM	Storm - PUB WORKS DIR/CITY ENGINE	\$252.28
620: WATER	Water - ACCOUNTANT	\$156.97
620: WATER	Water - ACCOUNTING SPECIALIST	\$115.17
620: WATER	Water - ADMINISTRATIVE ANALYST I	\$112.18
620: WATER	Water - ADMINISTRATIVE ANALYST II	\$142.37

City of Santa Paula- User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
620: WATER	Water - ASSISTANT PUB WORKS DIRECTOR	\$269.91
620: WATER	Water - ASSOCIATE ENGINEER	\$201.68
620: WATER	Water - CUST SERVICES REP	\$95.95
620: WATER	Water - DUAL OPERATOR II	\$138.94
620: WATER	Water - DUAL OPERATOR III	\$145.50
620: WATER	Water - DUAL OPERATOR IV	\$153.28
620: WATER	Water - FINANCE DIRECTOR/CITY TREASURER	\$304.24
620: WATER	Water - MAINTANENCE WRK II	\$106.35
620: WATER	Water - MAINTENANCE WRK I	\$96.98
620: WATER	Water - MANAGEMENT ANALYST	\$178.77
620: WATER	Water - PERMIT TECHNICIAN	\$131.18
620: WATER	Water - PUB WORKS DIR/CITY ENGINE	\$333.53
620: WATER	Water - STREET MAINT LEADWORKER	\$111.87
620: WATER	Water - WATER OPERATIONS SUPERINTENDENT	\$250.97

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Appendix C – Cost Recovery Analysis

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

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Administrative Services Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Mobile Home Review Services			
2	Annual Registration Fee	\$2.00		
3	New Resident Processing Fee	\$31.25		
4	Application to Increase Rent - City Processing Fee	\$8,048.00		
5	Application to Increase Rent - City Attorney and/or Contract Services Provider Review	Actual Cost.		\$45,000 Initial Deposit
6	Appeal Fee	\$5,000.00	deposit	
7	Document Certification	\$13.39		
8	Available On-Line: Copies of audio tapes, agendas and minutes for City Council and Planning Commission, Municipal Code Updates	Available on-line		
9	Document Printing/Copying - postage if mailed	Postage rate		
10	Document Printing/Copying - GIS 2' x 3'	\$21.42		
11	Document Printing/Copying - 8 1/2 x11 (one sided black ink)	New		
12	Document Printing/Copying - 8 1/2 x11 (two sided black ink)	New		
13	Document Printing/Copying - 8 1/2 x11 (one sided color ink)	New		
14	Document Printing/Copying - 8 1/2 x11 (two sided colorink)	New		
15	Document Printing/Copying - up to 2' x 3'	New		
16	Document Printing/Copying - greater than 2' x 3'	New		
17	Main Street Banner - Up to 5 pairs on street lights	\$612.22		
18	Main Street Banner - Additional pair for street lights	\$244.89		
19	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$890.58	99%	\$10.00	\$8
\$37.19	6%	\$35.00	\$4
\$8,836.00	0%	\$8,836.00	\$788
NA	NA	Actual Cost.	\$0
\$3,022.68	1%	\$3,000.00	-\$2,000
\$64.51	1%	\$64.00	\$51
NA	NA	Available on-line	\$0
NA	NA	Postage rate	\$0
NA	NA	\$21.42	\$0
\$0.15	0%	\$0.15	NA
\$0.20	0%	\$0.20	NA
\$0.50	0%	\$0.50	NA
\$0.75	0%	\$0.75	NA
\$5.20	0%	\$5.20	NA
\$6.40	0%	\$6.40	NA
\$203.33	0%	\$203.00	-\$409
\$203.33	0%	\$203.00	-\$42

Finance Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	City Animal Regulation (fees as set by County of Ventura)			
2	Altered dog license fee	County of Ventura		
3	Un-altered dog license fee	County of Ventura		
4	Vendor Permit	\$21.73		
5	Utility Account Set-up	\$30.65		
6	Water Discontinuance Processing Fee-Delinquency	\$80.00		Processing from Public Works apply
7	Lien Administrative Service (Per Parcel- placed with lien)	\$46.86		
8	Lien Administrative Service (Per Parcel-Early Release Requested)	\$20.86		
9	Returned Check Processing			Fees set by California Civil Code Ch. 522 Sec. 1719. Additional charges may apply if not paid within 30 days of the receipt of the letter. See CA Civil Code Ch. 552 Sec. 1719
10	First item	\$25.00		
11	Each additional item	\$35.00		
12	Business License	\$250.00	per day	
13	Business License - Duplicate for Lost License	\$6.25		
14	Business License - Transfer of License	\$6.25		For changes in the name of the business or address changes within City limits the Planning Department may require an additional inspection fee.
15	Vendor Permit	\$22.00		
16	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	County of Ventura	\$0
NA	NA	County of Ventura	\$0
NA	NA	\$21.73	\$0
\$35.48	0%	\$35.48	\$5
\$201.73	50%	\$100.00	\$20
\$55.42	0%	\$55.42	\$9
\$36.94	0%	\$36.94	\$16
NA	NA	\$25.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$250.00	\$0
\$17.74	0%	\$17.74	\$11
\$18.47	0%	\$18.47	\$12
NA	NA	\$22.00	\$0

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Development Review Fees			
2	Planning Application Review			
3	Plan & Map Check Initial Submittal for Concept Review			
4	Single Dwelling Unit	\$214.28		Base Deposit is shown. Applicant is responsible for actual cost of consultant review
5	Commercial (per unit)	\$734.66		Base Deposit is shown. Applicant is responsible for actual cost of consultant review
6	Multi-Family / Multi-Use	\$1,163.21		Base Deposit is shown. Applicant is responsible for actual cost of consultant review
7	Tentative Map and Plan Checks			County does technical review and City administers the process
8	Engineering Construction Plan Check - Single Dwelling Unit (1-4 parcels) COA'S - 8 - R-2/C-3 R-1/B-3	\$1,469.32	Deposit	
9	Engineering Construction Plan Check - Commercial (per unit) (1-4 parcels) COA'S - 8 - R-2/C-3 R-1/B-3	\$1,469.32	Deposit	
10	Engineering Construction Plan Check - Multi-Family/Multi-Use COA's 10	\$2,448.87	Deposit	
11	Engineering Construction Plan Check - Subdivision (5-50 Lots)			
12	50 Parcels or less (Per Lot)	\$15,000.00	Deposit	
13	Greater than 50 Parcels (Per Lot)	\$20,000.00	Deposit	
14	EIR Review			
15	Initial Study	\$3,673.31	Deposit	
16	EIR	\$9,550.60	Deposit	
17	Engineering Submittal Review Fees			
18	Lot Line Adjustment/Lot Merger			
19	City Administrative Processing Fee	\$1,101.99	Deposit	
20	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
21	Parcel Map			
22	City Administrative Processing Fee	\$1,591.77	Deposit	
23	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
24	Tract Map			
25	City Administrative Processing Fee	\$3,061.09	Deposit	
26	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
27	Subdivision Map Revision			
28	City Administrative Processing Fee	\$1,591.77	Deposit	
29	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
30	Subdivision Construction Time Extension	\$306.11		
31	SWPCP Fee	% based on Engineer Cost Estimate		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$10,000.00	Deposit	NA
NA	NA	\$1,469.32	Deposit	\$0
NA	NA	\$1,469.32	Deposit	\$0
NA	NA	\$2,448.87	Deposit	\$0
NA	NA	\$15,000.00	Deposit	\$0
NA	NA	\$20,000.00	Deposit	\$0
NA	NA	\$3,673.31	Deposit	\$0
NA	NA	\$9,550.60	Deposit	\$0
NA	NA	\$1,101.99	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$1,591.77	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$3,061.09	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$1,591.77	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$306.11		\$0
\$464.04	NA	\$400.00* (Base Fee) Actual Cost is a % based on Engineer Cost Estimate		\$0

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
32	SWPP Fee	% based on Engineer Cost Estimate		
33	Soils & Geology Fee	New	Deposit	Consultant Review
34	City Administrative Processing Fee	\$673.44		
35	Improvements Plan Check Fee	New	Deposit	
36	Grading Plan Check Fee	% based on Engineer Cost Estimate	Deposit	
37	General Plan Fee	New	Deposit	
38	Grading Permit Issuance Fee	New		
39	Inspection Fees	Engineer Cost Estimate	Deposit	
40	Building Plan Review Fee			
41	SFR Addition/Remodel [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
42	ADU Garage Conversion [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
43	New Detached ADU [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
44	New Attached ADU [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
45	New SFR [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
46	Commerical Tentant Improvement [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
47	New Commercial Project [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
48	SFR Addition/Remodel [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
49	ADU Garage Conversion [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
50	New Detached ADU [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$534.54	NA	\$400.00* (Base Fee) Actual Cost is a % based on Engineer Cost Estimate		\$0
NA	NA	\$500.00	Deposit	NA
NA	NA	\$673.44		\$0
NA	NA	Engineer Cost Estimate	Deposit	NA
NA	NA	% based on Engineer Cost Estimate	Deposit	\$0
NA	NA	% based on Engineer Cost Estimate	Deposit	NA
NA	NA	% based on Engineer Cost Estimate	Deposit	NA
NA	NA	Engineer Cost Estimate	Deposit	\$0
NA	NA			
NA	NA	\$1,500.00	Deposit	NA
NA	NA	\$2,000.00	Deposit	NA
NA	NA	\$2,000.00	Deposit	NA
NA	NA	\$3,000.00	Deposit	NA
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$15,000.00	Deposit	NA
NA	NA	\$600.00	Deposit	NA
NA	NA	\$600.00	Deposit	NA
NA	NA	\$1,000.00	Deposit	NA

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
51	New Attached ADU [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
52	New SFR [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
53	Commerical Tentant Improvement [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
54	New Commercial Project [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
55	Subdivisions & large projects	FAHR		Consultant Review
56	Design Plan Review Fee			
57	Single Dwelling Unit	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
58	Commercial (per unit)	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
59	Multi-Family / Multi-Use	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
60	Encroachment Permits / Miscellaneous Permits			
61	Public Works Encroachment Permit Issuance	\$244.89		
62	Additional Construction Observation Fee	\$61.22		
63	Public Works Annual Blanket Encroachment Permit Issuance	\$734.66		
64	Site Specific Encroachment (Non Annual/Blanket Permit Activity)	New	Deposit	
65	Per subsequent Permit - Within the Limits of City Excavation Limit	\$122.44		
66	Per subsequent Permit - Exceeding Limits of City Excavation Limit	\$81.63	per 50 l.f.	Code limits excavations to 16 feet in length, or 32 square feet. Any excavation which exceeds the prescribed limits, or street closures, construction projects, or any appurtenant work performed by contractors employed by Southern California Edison shall require a separate standard Encroachment Permit issued by the Santa Paula Public Works Department
67	Oversize/Overweight Vehicle Permit (Annual)	\$90.00		Fee is set by the State of California
68	Oversize/Overweight Vehicle Permit (Daily)	\$16.00		Department of Transportation. The fee is
69	Annual Discharge Permit/Monitoring-Significant Ind. Discharger +(Consultant Deposit \$2K)	\$306.11		
70	Annual Discharge Permit/Monitoring-Other Waste Discharger+(Consultant Deposit \$2K)	\$306.11		
71	Extraterritorial Agreement Application and Processing fee	\$244.89		Consultant Review
72	Work without a Penalty	New		
73	Other Engineering/General Field/Admin Services			
74	Deferred Improvement Agreement	Actual Cost		
75	Dedication, Abandonment, and Improvement Agreement Release	Actual Cost		
76	Special Traffic/Curb Marking	\$244.89		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$1,000.00	Deposit	NA
NA	NA	\$5,400.00	Deposit	NA
NA	NA	\$4,000.00	Deposit	NA
NA	NA	\$5,000.00	Deposit	NA
NA	NA	FAHR		\$0
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$5,000.00	Deposit	NA
NA	NA	\$15,000.00	Deposit	NA
\$262.35	0%	\$262.00		\$17
NA	NA	\$61.22		\$0
\$867.40	0%	\$867.00		\$132
NA	NA	\$1,202.50	Deposit	NA
\$262.35	30%	\$183.00		\$61
NA	NA	\$81.63	per 50 l.f.	\$0
NA	NA	\$90.00		\$0
NA	NA	\$16.00		\$0
\$2,739.70	83%	\$459.00		\$153
\$2,739.70	83%	\$459.00		\$153
NA	NA	\$10,000.00	Deposit	\$9,755
NA	NA	2 x Permit Cost		NA
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
\$305.00	0%	\$304.00		\$59

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
77	Copies of Printed Material	Reference Administrative Services Fee Schedule		
78	Postage (less than 2' x 3')			
79	Postage (greater than 2' x 3')			
80	2' x 3' Map of streets, street names, city limits, and parcels			
81	Damage to City Property	Actual Cost		
82	Flood Hazard Zone Determination	\$78.36		
83	Sale of Plans & Spec	Actual Cost		
84	Construction and Demolition Permit	\$0.00		
85	Work without a Penalty	New		
86	Public Works: Maintenance Worker	\$130.00		
87	Water			
88	Water Meter Cost (Radio-read meter) - 3/4"	\$234.00		
89	Water Meter Cost (Radio-read meter) - 1"	\$275.00		
90	Water Meter Cost (Radio-read meter) - 1 1/2"	\$549.00		
91	Water Meter Cost (Radio-read meter) - 2"	\$693.00		
92	Water Meter Cost (AMI Smart Meter) - 3"	New		
93	Water Meter Cost (AMI Smart Meter) - 4"	New		
94	Water Meter Cost (AMI Smart Meter) - 6"	New		
95	Water Meter Cost (AMI Smart Meter) - 8"	New		
96	Water Meter Installation Cost - 3/4" to 1"	\$257.75		Plus Material Costs
97	Water Meter Installation Cost - 1.5" to 2"	\$257.75		Plus Material Costs
98	Water Meter Installation Cost - 3" to 4"	\$687.35		Plus Material Costs
99	Water Meter Installation Cost - 6" to 8"	New		Plus Material Costs
100	Water Meter Box Clean Up	New		It is the responsibility of the customer to have a clean and accessible meter box. We can leave a notice to clean that will trigger a clean up from the water crew if not cleaned within specified time.
101	Customer Side Leak	New		30 day grace period from day of notice to repair, then daily charge at approximately 1/30th of monthly meter service charge for the respective sized meter with a 30 day penalty limit.
102	Water Service Installation - any size	Actual Cost		
103	Hydrant Installation	Actual Cost		
104	Meter/Hydrant Relocation	Actual Cost		
105	Water Meter Test	\$85.92		Performed by a third party
106	General Service Calls. (turn on/off, checking meter/leak)	New		
107	Temporary Water Service - Installation/Removal	\$128.88		
108	Temporary Water Service - Water Usage Deposit	\$1,071.00		
109	Temporary Water Service - Water Usage Charge	\$38.00		
110	Temporary Water Service - Unauthorized Relocation	\$107.00		
111	Temporary Water Service - Water Use	\$107.00		
112	Emergency Call-out Service	Actual Cost		minimum 2 hour charge

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Actual Cost		\$0
\$201.68	42%	\$117.00		\$39
NA	NA	Actual Cost		\$0
\$464.04	100%	\$0.00		\$0
NA	NA	2 x Permit Cost		NA
NA	NA	\$130.00		\$0
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
\$270.12	0%	\$270.00		\$12
\$270.12	0%	\$270.00		\$12
\$540.23	0%	\$540.00		-\$147
\$675.29	0%	\$675.00		NA
\$540.23	0%	\$540.00		NA
NA	NA	\$2/day for 3/4" meter. \$3/day for 1" meter, \$6/day for 1.5" meter, \$9/day for 2" meter, \$18/day for 3" Meters, \$28/day for 4" meter		NA
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
\$69.47	1%	\$69.00		NA
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0

Item No.	Title	Current Fee/Charge	Unit	Notes
113	Water Connection Fee - Detached Dwelling Unit	Reference Development		
114	Water Connection Fee - Attached Dwelling Unit	Impact Mitigation		
115	Water Connection Fee - Mobile Home Unit	Fee Update 5/2/16		
116	Water Connection Fee - Commercial Lodging Unit			
117	Water Connection Fee - Commercial/Office Leases			
118	Water Connection Fee - Industrial, etc.			
119	Water In-Lieu Fee - Single Family Residence - < 1 Acre	\$4,278.00		
120	Water In-Lieu Fee - Single/Multi Family Residence - >= 1 Acre	\$5,355.00		
121	Water In-Lieu Fee - Commercial/Industrial	\$.31 sq.ft. of lot		
122	Water In-Lieu Fee - Parkland/Landscape	\$11,781.00		
123	Water Discontinuance Processing Fee-Delinquency	\$0.00		Processing fee from Finance applies. Ref Finance Department fee schedule
124	Sewer			
125	Residential Sewer Connection Fee	Reference DIF update 5/2/16		
126	Multifamily/Commercial Connection Fee			
127	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$4,278.00		\$0
NA	NA	\$5,355.00		\$0
NA	NA	\$.31 sq.ft. of lot		\$0
NA	NA	\$11,781.00		\$0
NA	NA	\$0.00		\$0

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	ADMINISTRATIVE APPROVALS			
2	Minor Modification (MM) (includes Time Extensions, may require attorney deposit) - 1st item	\$3,000.00	Deposit	
3	each additional item	\$645.00		
4	Minor Modification (MM) small project	New		
5	Airport Land Use Consistency Review	\$1,500.00	Deposit	
6	Concept Review or Pre-application			
7	By Staff	\$2,000.00	Deposit	At the discretion of the Planning Director, the fee for Concept Review for large projects with multiple permit requests will be based upon FAHR with a \$408 deposit
8	By Planning Commission	\$2,000.00	Deposit	
9	Condo Conversion Review (per unit)	\$484.00	per Application	
10	Design Review			
11	Major: Commercial/Industrial., Multi-Family,	\$3,000.00	Deposit	
12	Minor: SFR brought onto site, Carports, Fences	\$2,000.00	Deposit	
13	Home Occupation Permit	\$581.00	per Application	Separate Business License and Building and Safety Inspection Fees Apply
14	Landscape Plan Review/Inspection (City processing fee)	\$1,000.00	Deposit	Consultant fees apply separately
15	Plan check Review			
16	Discretionary Approvals-Parcel Map or Tract Maps w/o structures			
17	Base Fee	\$1,968.00	per Application	
18	Per unit/lot	\$1,968.00		
19	Administrative Approvals greater than 500 sq ft	\$645.00		
20	Other changes & new construction less than 500 sq ft	\$387.00	per Application	
21	Over the Counter Project Review	\$129.00		
22	Additional Fees for 3rd + review	\$516.00		
23	Second Unit Permit (Includes Design Review and NLUR)	\$2,000.00	Deposit	
24	Signs			
25	Sign	\$500.00	per Sign	
26	Master Sign Plan, Amendments to sign plan, monument signs	\$3,000.00	Deposit	
27	Temporary Occupancy Permit	\$806.00	per Application	
28	Tree Removal Permit			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$3,000.00	Deposit	\$0
\$747.98	0%	\$747.00		\$102
\$1,458.37	0%	\$1,458.00		NA
NA	NA	\$1,600.00	Deposit	\$100
\$2,073.93	0%	\$2,073.00	Deposit	\$73
\$2,073.93	0%	\$2,073.00	Deposit	\$73
\$604.50	0%	\$604.00	per Application	\$120
\$3,464.45	0%	\$3,464.00	Deposit	\$464
NA	NA	\$2,100.00	Deposit	\$100
\$205.69	3%	\$200.00	per Application	-\$381
\$1,023.11	2%	\$1,000.00	Deposit	\$0
\$2,046.95	2%	\$2,000.00	per Application	\$32
\$2,046.95	2%	\$2,000.00		\$32
\$747.98	0%	\$750.00		\$105
\$400.03	0%	\$400.00	per Application	\$13
\$149.50	0%	\$149.00		\$20
\$640.03	0%	\$640.00		\$124
NA	NA	\$2,000.00	Deposit	\$0
\$261.88	0%	\$261.00	per Sign	-\$239
NA	NA	\$3,000.00	Deposit	\$0
\$1,046.97	4%	\$1,000.00	per Application	\$194

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
29	1-3 trees	\$581.00		
30	each additional tree	\$645.00		
31	Zoning Clearance			
32	Zoning Clearance	\$452.00		
33	Zoning Clearance (new business zoning & parking verification)	\$323.00		
34	Peddler/Vendor Solicitors Application	\$774.00		Separate Police and Finance Department Fees may Apply
35	DISCRETIONARY APPROVALS			
36	Annexations	\$10,000.00	Deposit	
37	Appeals			
38	To Planning Commission	\$4,000.00	Deposit	
39	To City Council	\$5,000.00	Deposit	
40	Conditional Use Permit (Includes Design Review)			
41	Major: New Construction, Site Improvements, Sale of Alcohol, Surface Mining	\$10,000.00	Deposit	
42	Minor: Change of Use, Freestanding signs requiring a CUP	\$4,161.00	Deposit	
43	Density Bonus Review	\$4,000.00	Deposit	
44	Development Agreement	\$10,000.00	Deposit	
45	Farm Animal Permit	\$226.00		
46	General Plan Amendment	\$12,000.00	Deposit	
47	Growth Management Allocation	\$1,500.00	Deposit	
48	Historic Landmark Certification	\$1,500.00	Deposit	
49	(Certificate of Appropriateness)	\$1,000.00	Deposit	
50	Modification to PD, CUP (MOD)	\$2,500.00	Deposit	
51	Planned Development Permit			
52	Residential	\$2,900.00	Deposit	
53	Specific Plan			
54	Review	\$15,000.00	Deposit	
55	Amendment	\$15,000.00	Deposit	
56	Temporary Use Permit	\$800.00	Deposit	
57	Variance			
58	Major: Multiple Items. Dev. Stds	\$6,000.00	Deposit	
59	Minor: Single Item/Dev. Std.	\$4,000.00	Deposit	
60	Zone Change/ Zoning Text Amendment	\$8,500.00	Deposit	
61	Adult Business			
62	New/Relocated/Expanded Trans/Suspend/Reinstate	\$1,500.00	Deposit	
63	Annual Renewal of permit	\$1,000.00	Deposit	
64	New Employee/Annual Renewal Employee	\$1,000.00	Deposit	
65	Massage Business/Clinics			
66	Massage Clinic (New / relocated)	\$1,500.00	Deposit	

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$287.49	0%	\$287.00		-\$294
\$287.49	0%	\$287.00		-\$358
\$574.99	0%	\$574.00		\$122
\$298.99	0%	\$298.00		-\$25
\$669.90	0%	\$669.00		-\$105
\$12,129.78	0%	\$12,129.00	Deposit	\$2,129
\$4,084.35	2%	\$4,000.00	Deposit	\$0
\$4,084.35	2%	\$4,000.00	Deposit	-\$1,000
\$11,499.77	0%	\$11,500.00	Deposit	\$1,500
\$4,214.76	0%	\$4,200.00	Deposit	\$39
\$4,214.76	0%	\$4,200.00	Deposit	\$200
\$12,484.68	0%	\$12,500.00	Deposit	\$2,500
\$238.38	0%	\$238.00		\$12
NA	NA	\$13,500.00	Deposit	\$1,500
\$1,641.75	0%	\$1,641.00	Deposit	\$141
\$1,605.88	0%	\$1,605.00	Deposit	\$105
\$1,208.45	0%	\$1,208.00	Deposit	\$208
\$2,645.43	0%	\$2,645.00	Deposit	\$145
NA	NA	\$3,031.00	Deposit	\$131
\$16,178.67	0%	\$16,178.00	Deposit	\$1,178
\$16,178.67	0%	\$16,178.00	Deposit	\$1,178
\$873.98	0%	\$873.00	Deposit	\$73
\$6,001.89	0%	\$6,000.00	Deposit	\$0
\$4,599.91	0%	\$4,599.00	Deposit	\$599
\$8,624.83	0%	\$8,624.00	Deposit	\$124
\$1,693.87	0%	\$1,693.00	Deposit	\$193
NA	NA	\$1,150.00	Deposit	\$150
NA	NA	\$1,150.00	Deposit	\$150
\$1,693.87	0%	\$1,693.00	Deposit	\$193

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
67	Massage Clinic (Renewal)	\$700.00	Deposit	
68	Massage Technician Permit (New)	\$700.00	Deposit	
69	Massage Technician Permit Renewal	\$600.00	Deposit	
70	Outdoor Dining/Café Entertainment (may require Atty dep.)	\$1,300.00		
71	SUBDIVISION MAP ACT			
72	Parcel Map	\$4,500.00	Deposit	
73	Tentative or Vesting Tract Map	\$6,000.00	Deposit	
74	Lot Line Adjustment, Reversion to Acreage, Lot Merger, Certificate of Compliance	\$2,000.00	Deposit	
75	ENVIRONMENTAL REVIEW			
76	County of Ventura Filing Fee	n/a		County establishes fee amount. Passed through to County
77	Categorical Exemption	\$700.00	Deposit	
78	Initial Study and Negative Declaration	\$7,000.00	Deposit	Costs of EIR contractor paid separately by applicant. Fee is for City staff review and facilitation
79	EIR	\$10,000.00	Deposit	
80	Mitigation Monitoring/Reporting	\$2,500.00	Deposit	
81	MISCELLANEOUS			
82	Attorney Fee	\$1,000.00	Deposit	Due to nature of project, Planning Director may require larger deposit.
83	Inclusionary Housing Ordinance	\$800.00	Deposit	Due to nature of project, Planning Director may require larger deposit.
84	Planning Department	\$129.00		
85	In-Lieu Fee Calculations			
86	City Architectural Design Review Services per Resolution 6533	\$0.00		Resolution 6533 implements City Architectural Review of specific types of projects due to their size and location (see applicable list for projects requiring this review)
87	Legal Advertising for Public Hearings	\$2,000.00	Deposit	
88	Legal Advertising Notice for Environmental (ND,MND,EIR)	\$1,500.00	Deposit	
89	Document Printing/Copying			
90	Black/white 8 ½ x 11 (10 or less pages)	Reference Administrative Services Fee Schedule		
91	Black/white 8 ½ x 11 (additional over 10 pages)			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$815.00	Deposit	\$115
NA	NA	\$815.00	Deposit	\$115
NA	NA	\$815.00	Deposit	\$215
\$1,468.71	0%	\$1,468.00		\$168
\$5,429.14	0%	\$5,429.00	Deposit	\$929
\$7,919.07	16%	\$6,639.00	Deposit	\$639
\$2,103.66	0%	\$2,103.00	Deposit	\$103
NA	NA	n/a		\$0
\$894.12	0%	\$894.00	Deposit	\$194
\$7,009.91	0%	\$7,000.00	Deposit	\$0
\$11,224.66	0%	\$11,224.00	Deposit	\$1,224
\$2,749.47	0%	\$2,749.00	Deposit	\$249
NA	NA	\$1,000.00	Deposit	\$0
\$1,039.55	0%	\$1,039.00	Deposit	\$239
NA	NA	\$129.00		\$0
\$0.00	NA	\$0.00		\$0
\$2,202.82	0%	\$2,203.00	Deposit	\$203
\$1,564.55	0%	\$1,564.00	Deposit	\$64

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
92	Black/white 8 ½ X 14	Reference Administrative Services Fee Schedule		
93	Black/white 8 ½ x 17			
94	Maps			
95	GIS Map 2'x3'			
96	General Plan Map color 2.5' x 3'	Reference Administrative Services Fee Schedule		
97	General Plan Map color, 11"x 17"			
98	Zoning Map, color, 11"x 17"			
99	Documents			
100	1998 General Plan, bound	Available on-line		
101	1998 General Plan EIR, bound	Available on-line		
102	2012 Housing Element	Available on-line		
103	2004 Development/Zoning Code	Available on-line		
104	Postage-mailing copies	Available on-line		
105	Subscriptions			
106	Planning Commission Agendas	Available on-line		
107	Planning Commission Minutes	Available on-line		
108	Services provided by department personnel not covered (Per Hour) (2 hour minimum)			
109	First 2 Hours	\$258.00		
110	Each Additional Hour	\$258.00		
111	General Plan Maintenance Fee	New		General Plan, Housing Element, Muni -code Update (fee collected by Building & Safety)
112	Site Development Permit New (Ord 1242)	\$1,200.00	Deposit	
113	Construction/Post approval/Phasing (i.e. subdivisions, Spec Plans)	\$3,000.00	Deposit	
114	TUP/Stock piling materials	\$3,200.00	Deposit	
115	Legal Advertising for Public hearings (1000 ft radius)	\$580.00	Deposit	
116	Mills Act (tax incentives Historic Structures)	\$2,000.00	Deposit	

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
\$319.13	0%	\$319.00		\$61
\$319.13	0%	\$319.00		\$61
6%	1%	6%	% of Permit Fee	NA
\$1,213.26	0%	\$1,213.00	Deposit	\$13
NA	NA	\$3,000.00	Deposit	\$0
\$3,257.36	0%	\$3,257.00	Deposit	\$57
\$642.65	0%	\$642.00	Deposit	\$62
\$2,107.38	0%	\$2,107.00	Deposit	\$107

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
117	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ

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Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
1	I - Building Permit Fees		
2	\$2,000.00	\$461.46	base fee @ \$2,000
3	each additional \$1,000 or fraction thereof	\$9.44	each add'l \$1,000
4	\$25,000.00	\$678.61	base fee @ \$25,000
5	each additional \$1,000 or fraction thereof	\$30.40	each add'l \$1,000
6	\$50,000.00	\$1,438.66	base fee @ \$50,000
7	each additional \$1,000 or fraction thereof	\$9.23	each add'l \$1,000
8	\$100,000.00	\$1,900.11	base fee @ \$100,000
9	each additional \$1,000 or fraction thereof	\$10.86	each add'l \$1,000
10	\$500,000.00	\$6,243.22	base fee @ \$500,000
11	each additional \$1,000 or fraction thereof	\$8.85	each add'l \$1,000
12	\$1,000,000.00	\$10,667.77	base fee @ \$1,000,000
13	each additional \$1,000 or fraction thereof	\$10.67	each add'l \$1,000
14	II - Plan Check Fees		
15	1 - Plan Review fee for buildings and structures/Licensed		
16	\$2,000.00	\$217.16	base fee @ \$2,000
17	each additional \$1,000 or fraction thereof	\$8.26	each add'l \$1,000
18	\$25,000.00	\$407.17	base fee @ \$25,000
19	each additional \$1,000 or fraction thereof	\$9.77	each add'l \$1,000
20	\$50,000.00	\$651.47	base fee @ \$50,000
21	each additional \$1,000 or fraction thereof	\$13.03	each add'l \$1,000
22	\$100,000.00	\$1,302.93	base fee @ \$100,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$550.09	0%	\$550.00	\$89
\$11.25	0%	\$11.25	\$2
\$808.95	0%	\$808.00	\$129
\$36.24	0%	\$36.24	\$6
\$1,714.98	0%	\$1,714.00	\$275
\$11.00	0%	\$11.00	\$2
\$2,265.06	0%	\$2,265.00	\$365
\$12.94	0%	\$12.94	\$2
\$7,442.35	0%	\$7,442.00	\$1,199
\$10.55	0%	\$10.55	\$2
\$12,716.70	0%	\$12,716.00	\$2,048
\$12.72	0%	\$12.72	\$2
\$258.86	0%	\$258.00	\$41
\$9.85	0%	\$9.85	\$2
\$485.37	0%	\$485.00	\$78
\$11.65	0%	\$11.65	\$2
\$776.59	0%	\$776.00	\$125
\$15.53	0%	\$15.53	\$3
\$1,553.19	0%	\$1,553.00	\$250

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
23	each additional \$1,000 or fraction thereof	\$4.07	each add'l \$1,000
24	\$500,000.00	\$2,931.60	base fee @ \$500,000
25	each additional \$1,000 or fraction thereof	\$2.82	each add'l \$1,000
26	\$1,000,000.00	\$4,343.11	base fee @ \$1,000,000
27	each additional \$1,000 or fraction thereof	\$4.34	each add'l \$1,000
28	2 - Un-Licensed		
29	\$2,000.00	\$461.46	base fee @ \$2,000
30	each additional \$1,000 or fraction thereof	\$9.44	each add'l \$1,000
31	\$25,000.00	\$678.61	base fee @ \$25,000
32	each additional \$1,000 or fraction thereof	\$30.40	each add'l \$1,000
33	\$50,000.00	\$1,438.66	base fee @ \$50,000
34	each additional \$1,000 or fraction thereof	\$9.23	each add'l \$1,000
35	\$100,000.00	\$1,900.11	base fee @ \$100,000
36	each additional \$1,000 or fraction thereof	\$10.86	each add'l \$1,000
37	\$500,000.00	\$6,243.22	base fee @ \$500,000
38	each additional \$1,000 or fraction thereof	\$8.85	each add'l \$1,000
39	\$1,000,000.00	\$10,667.77	base fee @ \$1,000,000
40	each additional \$1,000 or fraction thereof	\$10.67	each add'l \$1,000
41	Energy Surcharge		
42	< 10 sq ft	\$190.01	
43	10 - 50 sq ft	\$217.16	
44	50 sq ft and above	\$244.30	
45	Disabled Access Review		
46	Plan Check		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$4.85	0%	\$4.85	\$1
\$3,494.67	0%	\$3,494.00	\$562
\$3.37	0%	\$3.37	\$1
\$5,177.28	0%	\$5,177.00	\$834
\$5.18	0%	\$5.18	\$1
\$550.09	0%	\$550.00	\$89
\$11.25	0%	\$11.25	\$2
\$808.95	0%	\$808.00	\$129
\$36.24	0%	\$36.24	\$6
\$1,714.98	0%	\$1,714.00	\$275
\$11.00	0%	\$11.00	\$2
\$2,265.06	0%	\$2,265.00	\$365
\$12.94	0%	\$12.94	\$2
\$7,442.35	0%	\$7,442.00	\$1,199
\$10.55	0%	\$10.55	\$2
\$12,716.70	0%	\$12,716.00	\$2,048
\$12.72	0%	\$12.72	\$2
\$340.92	0%	\$340.00	\$150
\$340.92	0%	\$340.00	\$123
\$340.92	0%	\$340.00	\$96

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
47	\$2,000.00	\$76.00	base fee @ \$2,000
48	each additional \$1,000 or fraction thereof	\$2.60	each add'l \$1,000
49	\$25,000.00	\$135.72	base fee @ \$25,000
50	each additional \$1,000 or fraction thereof	\$10.86	each add'l \$1,000
51	\$50,000.00	\$407.17	base fee @ \$50,000
52	each additional \$1,000 or fraction thereof	\$5.54	each add'l \$1,000
53	\$100,000.00	\$684.04	base fee @ \$100,000
54	each additional \$1,000 or fraction thereof	\$3.18	each add'l \$1,000
55	\$500,000.00	\$1,954.40	base fee @ \$500,000
56	each additional \$1,000 or fraction thereof	\$4.56	each add'l \$1,000
57	1000000	\$4,234.53	base fee @ \$1,000,000
58	each additional \$1,000 or fraction thereof	\$4.23	each add'l \$1,000
59	Inspection		
60	\$2,000.00	\$108.58	base fee @ \$2,000
61	each additional \$1,000 or fraction thereof	\$3.54	each add'l \$1,000
62	\$25,000.00	\$190.01	base fee @ \$25,000
63	each additional \$1,000 or fraction thereof	\$11.94	each add'l \$1,000
64	\$50,000.00	\$488.60	base fee @ \$50,000
65	each additional \$1,000 or fraction thereof	\$4.78	each add'l \$1,000
66	\$100,000.00	\$727.47	base fee @ \$100,000
67	each additional \$1,000 or fraction thereof	\$1.44	each add'l \$1,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$90.60	1%	\$90.00	\$14
\$3.10	0%	\$3.10	\$0
\$161.79	0%	\$161.00	\$25
\$12.94	0%	\$12.94	\$2
\$485.37	0%	\$485.00	\$78
\$6.60	0%	\$6.60	\$1
\$815.42	0%	\$815.00	\$131
\$3.79	0%	\$3.79	\$1
\$2,329.78	0%	\$2,329.00	\$375
\$5.44	0%	\$5.44	\$1
\$5,047.85	0%	\$5,047.00	\$812
\$5.05	0%	\$5.05	\$1
\$129.43	0%	\$129.00	\$20
\$4.22	0%	\$4.22	\$1
\$226.51	0%	\$226.00	\$36
\$14.24	0%	\$14.24	\$2
\$582.44	0%	\$582.00	\$93
\$5.69	0%	\$5.69	\$1
\$867.20	0%	\$867.00	\$140
\$1.72	0%	\$1.72	\$0

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
68	\$500,000.00	\$1,302.93	base fee @ \$500,000
69	each additional \$1,000 or fraction thereof	\$1.30	each add'l \$1,000
70	\$1,000,000.00	\$1,954.40	base fee @ \$1,000,000
71	each additional \$1,000 or fraction thereof	\$1.95	each add'l \$1,000
72	High Fire Hazard Area Fee		
73	Plan Check		
74	\$2,000.00	\$54.29	base fee @ \$2,000
75	each additional \$1,000 or fraction thereof	\$1.18	each add'l \$1,000
76	\$25,000.00	\$81.43	base fee @ \$25,000
77	each additional \$1,000 or fraction thereof	\$2.17	each add'l \$1,000
78	\$50,000.00	\$135.72	base fee @ \$50,000
79	each additional \$1,000 or fraction thereof	\$1.09	each add'l \$1,000
80	\$100,000.00	\$190.01	base fee @ \$100,000
81	each additional \$1,000 or fraction thereof	\$0.07	each add'l \$1,000
82	\$500,000.00	\$217.16	base fee @ \$500,000
83	each additional \$1,000 or fraction thereof	\$0.16	each add'l \$1,000
84	\$1,000,000.00	\$298.59	base fee @ \$1,000,000
85	each additional \$1,000 or fraction thereof	\$0.30	each add'l \$1,000
86	Inspection		
87	\$2,000.00	\$162.87	base fee @ \$2,000
88	each additional \$1,000 or fraction thereof	\$3.54	each add'l \$1,000
89	\$25,000.00	\$244.30	base fee @ \$25,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,553.19	0%	\$1,553.00	\$250
\$1.55	0%	\$1.55	\$0
\$2,329.78	0%	\$2,329.00	\$375
\$2.33	0%	\$2.33	\$0
\$64.72	1%	\$64.00	\$10
\$1.41	0%	\$1.41	\$0
\$97.07	0%	\$97.00	\$16
\$2.59	0%	\$2.59	\$0
\$161.79	0%	\$161.00	\$25
\$1.29	0%	\$1.29	\$0
\$226.51	0%	\$226.00	\$36
\$0.08	0%	\$0.08	\$0
\$258.86	0%	\$258.00	\$41
\$0.19	0%	\$0.19	\$0
\$355.94	0%	\$355.00	\$56
\$0.36	0%	\$0.36	\$0
\$194.15	0%	\$194.00	\$31
\$4.22	0%	\$4.22	\$1
\$291.22	0%	\$291.00	\$47

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
90	each additional \$1,000 or fraction thereof	\$9.77	each add'l \$1,000
91	\$50,000.00	\$488.60	base fee @ \$50,000
92	each additional \$1,000 or fraction thereof	\$3.26	each add'l \$1,000
93	\$100,000.00	\$651.47	base fee @ \$100,000
94	each additional \$1,000 or fraction thereof	\$0.54	each add'l \$1,000
95	\$500,000.00	\$868.62	base fee @ \$500,000
96	each additional \$1,000 or fraction thereof	\$0.22	each add'l \$1,000
97	\$1,000,000.00	\$977.20	base fee @ \$1,000,000
98	each additional \$1,000 or fraction thereof	\$0.98	each add'l \$1,000
99	MPE Plan Review		
100	\$2,000.00	\$81.43	base fee @ \$2,000
101	each additional \$1,000 or fraction thereof	\$3.54	each add'l \$1,000
102	\$25,000.00	\$162.87	base fee @ \$25,000
103	each additional \$1,000 or fraction thereof	\$6.51	each add'l \$1,000
104	\$50,000.00	\$325.73	base fee @ \$50,000
105	each additional \$1,000 or fraction thereof	\$7.60	each add'l \$1,000
106	\$100,000.00	\$705.76	base fee @ \$100,000
107	each additional \$1,000 or fraction thereof	\$6.11	each add'l \$1,000
108	\$500,000.00	\$3,148.76	base fee @ \$500,000
109	each additional \$1,000 or fraction thereof	\$5.05	each add'l \$1,000
110	\$1,000,000.00	\$5,673.19	base fee @ \$1,000,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$11.65	0%	\$11.65	\$2
\$582.44	0%	\$582.00	\$93
\$3.88	0%	\$3.88	\$1
\$776.59	0%	\$776.00	\$125
\$0.65	0%	\$0.65	\$0
\$1,035.46	0%	\$1,035.00	\$166
\$0.26	0%	\$0.26	\$0
\$1,164.89	0%	\$1,164.00	\$187
\$1.16	0%	\$1.16	\$0
\$97.07	0%	\$97.00	\$16
\$4.22	0%	\$4.22	\$1
\$194.15	0%	\$194.00	\$31
\$7.77	0%	\$7.77	\$1
\$388.30	0%	\$388.00	\$62
\$9.06	0%	\$9.06	\$1
\$841.31	0%	\$841.00	\$135
\$7.28	0%	\$7.28	\$1
\$3,753.53	0%	\$3,753.00	\$604
\$6.02	0%	\$6.02	\$1
\$6,762.83	0%	\$6,762.00	\$1,089

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
111	each additional \$1,000 or fraction thereof	\$5.67	each add'l \$1,000
112	Additional Plan Review Fee	\$81.43	
113	Fast Track Plan Review Fee	\$217.16	
114	Mobile home/coach foundation system plan check	\$434.31	
115	Use of outside consultants for plan review	\$108.58	
116	Green Building For the review of C.C.T. Title 24, Part 11 requirements		
117	Plan Check		
118	\$2,000.00	\$86.86	base fee @ \$2,000
119	each additional \$1,000 or fraction thereof	\$0.94	each add'l \$1,000
120	\$25,000.00	\$108.58	base fee @ \$25,000
121	each additional \$1,000 or fraction thereof	\$0.65	each add'l \$1,000
122	\$50,000.00	\$124.86	base fee @ \$50,000
123	each additional \$1,000 or fraction thereof	\$0.65	each add'l \$1,000
124	\$100,000.00	\$157.44	base fee @ \$100,000
125	each additional \$1,000 or fraction thereof	\$0.37	each add'l \$1,000
126	\$500,000.00	\$304.02	base fee @ \$500,000
127	each additional \$1,000 or fraction thereof	\$0.42	each add'l \$1,000
128	\$1,000,000.00	\$515.74	base fee @ \$1,000,000
129	each additional \$1,000 or fraction thereof	\$0.52	each add'l \$1,000
130	Inspection		
131	\$2,000.00	\$54.29	base fee @ \$2,000
132	each additional \$1,000 or fraction thereof	\$1.18	each add'l \$1,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$6.76	0%	\$6.76	\$1
\$97.07	0%	\$97.00	\$16
\$258.86	0%	\$258.00	\$41
\$517.73	0%	\$517.00	\$83
\$129.43	0%	\$129.00	\$20
\$103.55	1%	\$103.00	\$16
\$1.13	0%	\$1.13	\$0
\$129.43	0%	\$129.00	\$20
\$0.78	0%	\$0.78	\$0
\$148.85	1%	\$148.00	\$23
\$0.78	0%	\$0.78	\$0
\$187.68	0%	\$187.00	\$30
\$0.44	0%	\$0.44	\$0
\$362.41	0%	\$362.00	\$58
\$0.50	0%	\$0.50	\$0
\$614.80	0%	\$614.00	\$98
\$0.61	0%	\$0.61	\$0
\$64.72	1%	\$64.00	\$10
\$1.41	0%	\$1.41	\$0

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
133	\$25,000.00	\$81.43	base fee @ \$25,000
134	each additional \$1,000 or fraction thereof	\$1.09	each add'l \$1,000
135	\$50,000.00	\$108.58	base fee @ \$50,000
136	each additional \$1,000 or fraction thereof	\$0.54	each add'l \$1,000
137	\$100,000.00	\$135.72	base fee @ \$100,000
138	each additional \$1,000 or fraction thereof	\$0.68	each add'l \$1,000
139	\$500,000.00	\$407.17	base fee @ \$500,000
140	each additional \$1,000 or fraction thereof	\$0.92	each add'l \$1,000
141	\$1,000,000.00	\$868.62	base fee @ \$1,000,000
142	each additional \$1,000 or fraction thereof	\$0.87	each add'l \$1,000
143	Flood Plain Construction Fee		
144	Plan Check		
145	\$2,000.00	\$48.86	base fee @ \$2,000
146	each additional \$1,000 or fraction thereof	\$3.07	each add'l \$1,000
147	\$25,000.00	\$119.44	base fee @ \$25,000
148	each additional \$1,000 or fraction thereof	\$5.86	each add'l \$1,000
149	\$50,000.00	\$266.02	base fee @ \$50,000
150	each additional \$1,000 or fraction thereof	\$1.52	each add'l \$1,000
151	\$100,000.00	\$342.02	base fee @ \$100,000
152	each additional \$1,000 or fraction thereof	\$0.26	each add'l \$1,000
153	\$500,000.00	\$445.17	base fee @ \$500,000
154	each additional \$1,000 or fraction thereof	\$0.48	each add'l \$1,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$97.07	0%	\$97.00	\$16
\$1.29	0%	\$1.29	\$0
\$129.43	0%	\$129.00	\$20
\$0.65	0%	\$0.65	\$0
\$161.79	0%	\$161.00	\$25
\$0.81	0%	\$0.81	\$0
\$485.37	0%	\$485.00	\$78
\$1.10	0%	\$1.10	\$0
\$1,035.46	0%	\$1,035.00	\$166
\$1.04	0%	\$1.04	\$0
\$58.24	0%	\$58.00	\$9
\$3.66	0%	\$3.66	\$1
\$142.38	0%	\$142.00	\$23
\$6.99	0%	\$6.99	\$1
\$317.11	0%	\$317.00	\$51
\$1.81	0%	\$1.81	\$0
\$407.71	0%	\$407.00	\$65
\$0.31	0%	\$0.31	\$0
\$530.67	0%	\$530.00	\$85
\$0.57	0%	\$0.57	\$0

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
155	\$1,000,000.00	\$684.04	base fee @ \$1,000,000
156	each additional \$1,000 or fraction thereof	\$0.68	each add'l \$1,000
157	Inspection		
158	\$2,000.00	\$32.57	base fee @ \$2,000
159	each additional \$1,000 or fraction thereof	\$3.30	each add'l \$1,000
160	\$25,000.00	\$108.58	base fee @ \$25,000
161	each additional \$1,000 or fraction thereof	\$2.17	each add'l \$1,000
162	\$50,000.00	\$162.87	base fee @ \$50,000
163	each additional \$1,000 or fraction thereof	\$3.26	each add'l \$1,000
164	\$100,000.00	\$325.73	base fee @ \$100,000
165	each additional \$1,000 or fraction thereof	\$0.31	each add'l \$1,000
166	\$500,000.00	\$450.60	base fee @ \$500,000
167	each additional \$1,000 or fraction thereof	\$0.68	each add'l \$1,000
168	\$1,000,000.00	\$792.62	base fee @ \$1,000,000
169	each additional \$1,000 or fraction thereof	\$0.79	each add'l \$1,000
170	III - Miscellaneous Fees		
171	Simple Scope Building Permit Items	\$228.01	
172	Re-Roof		
173	Window Replacement		
174	"City Standard" Block Walls and Retaining Walls		
175	Drywall Repair		
176	Mobile home/coach installation	\$461.46	
177	Mobile home/coach installation on a permanent foundation	\$1,004.34	
178	Commercial business license, review and inspection	\$114.01	
179	Sign inspection (when no permit issued)	\$81.43	
180	Inspections outside of normal business hours (per hr.) (minimum charge two hours)	\$217.16	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$815.42	0%	\$815.00	\$131
\$0.82	0%	\$0.82	\$0
\$38.83	2%	\$38.00	\$5
\$3.94	0%	\$3.94	\$1
\$129.43	0%	\$129.00	\$20
\$2.59	0%	\$2.59	\$0
\$194.15	0%	\$194.00	\$31
\$3.88	0%	\$3.88	\$1
\$388.30	0%	\$388.00	\$62
\$0.37	0%	\$0.37	\$0
\$537.14	0%	\$537.00	\$86
\$0.82	0%	\$0.82	\$0
\$944.85	0%	\$944.00	\$151
\$0.94	0%	\$0.94	\$0
\$166.86	1%	\$166.00	-\$62
\$223.05	0%	\$223.00	-\$238
\$444.39	0%	\$444.00	-\$560
\$223.05	0%	\$223.00	\$109
\$223.05	0%	\$223.00	\$142
\$333.72	0%	\$333.00	\$116

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
181	Re-inspection fee (per hr.)	\$108.58	
182	Code Compliance Investigation fee for request to investigate proposed changes, including changes in use or occupancy prior to submittal of plans		
183	up to and including 3,000 sq. ft	\$434.31	
184	for each additional 500 sq. ft. or fraction thereof	\$32.57	
185	Demolition or wrecking permit (partial)	\$32.57	
186	Demolition or wrecking permit (complete)	\$81.43	
187	Fire Damage Inspection Fee	\$217.16	
188	Home Occupation permit, review and inspection	\$86.86	
189	Address Change (Owner Request)	\$162.87	
190	Relocation Investigation Fee	\$488.60	
191	Technology surcharge	\$11.22	(per 1,000 of building valuation)
192	Where the inspection is conducted outside the City of Santa Paula, additional changes shall be paid for travel at the rate of \$0.38 per mile and the inspector's time at the rate of \$75.00 per hour during the period the inspector is outside the City of Santa Paula. (Per Mile)	\$0.00	
193	Per hour charge	\$108.58	
194	Inspection Fee (Per Hour)	\$249.73	
195	Code Enforcement Processing Fees:		
196	Whenever any work for which a permit is required by the technical codes has been commenced without first obtaining said permit (s), or whenever a Code Enforcement Case is started due to a violation of the Santa Paula Municipal Code, a Code Enforcement Processing Fee equal to the permit fee (s) but not less than \$200.00 shall be collected.	\$434.31	
197	Plan Filing Fee	\$27.14	
198	Application Processing Fee	\$135.72	
199	Records Research (1/2 hr. minimum)	\$54.29	
200	Temporary or partial certificate inspection request (per hour)	\$162.87	
201	Appeals Hearing Request		
202	Owner occupied single family dwelling	\$760.04	
203	All other appeals	\$1,737.25	
204	Release of Non Compliance Notice	\$542.89	
205	Other Inspections and Fees		
206	Inspections for which no fee is specifically indicated (per hr.)	\$54.29	
207	For use of outside consultants for inspections plus 20% administrative over-site	\$651.47	
208	Building & Safety Inspection	\$109.00	
209	IV - MPE (Mechanical, Plumbing, Electrical) Permits		
210	MPE Permit issuance		
211	Issuance of initial/primary permit	\$92.29	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$110.67	1%	\$110.00	\$1
\$285.37	0%	\$285.00	-\$149
NA	NA	\$32.57	\$0
\$223.05	0%	\$223.00	\$190
\$223.05	0%	\$223.00	\$142
\$223.05	0%	\$223.00	\$6
\$166.86	1%	\$166.00	\$79
\$56.19	0%	\$56.00	-\$107
\$546.89	0%	\$546.00	\$57
7%	0%	7% of Permit Fee	NA
NA	NA	\$0.00	\$0
\$110.67	1%	\$110.00	\$1
\$211.46	0%	\$211.00	-\$39
\$535.30	0%	\$535.00	\$101
\$28.10	0%	\$28.00	\$1
\$168.57	0%	\$168.00	\$32
\$56.19	0%	\$56.00	\$2
\$392.38	0%	\$392.00	\$229
\$804.34	0%	\$804.00	\$44
\$1,818.42	0%	\$1,818.00	\$81
\$619.09	0%	\$619.00	\$76
\$75.59	1%	\$75.00	\$21
NA	NA	\$651.47	\$0
NA	NA	\$109.00	\$0
\$112.38	0%	\$112.00	\$20

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
212	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$81.43	
213	MPE New Construction (placeholder) (tiered by s.f. of project)		
214	Plumbing (per 1,000 s.f.)	\$108.58	
215	Mechanical (per 1,000 s.f.)	\$108.58	
216	Electrical (per 1,000 s.f.)	\$108.58	
217	MPE - Unit Fee Schedule - Simple		
218	(up to 3 items from simple schedule)	\$72.39	
219	MPE Unit Fee Schedule - Complex Scope Items - Plumbing		
220	Fixtures and Vents		
221	Industrial/Commercial waste interceptor (including trap and vent)	\$65.15	
222	Industrial waste sample well (each)	\$65.15	
223	Rainwater piping system per drain (inside building)	\$21.72	
224	Graywater systems Residential	\$233.44	
225	For each cesspool	\$108.58	
226	For each private sewage disposal system	\$271.44	
227	For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$54.29	
228	Rainwater systems--per drain (inside building)	\$16.29	
229	Swimming Pools		
230	Public pool	\$380.02	
231	Public spa	\$271.44	
232	Private pool	\$190.01	
233	Private spa	\$108.58	
234	Solar water heating system, including collectors, piping, tank, and valves		
235	Domestic (portable) water heating	\$108.58	
236	Swimming pool/spa heating	\$108.58	
237	Miscellaneous		
238	For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code.	\$54.29	
239	Minimum Fee		
240	When a plumbing permit is not obtained in conjunction with other types of permits, the minimum fee shall be	\$16.29	
241	MPE Unit Fee Schedule - Complex Scope Items - Mechanical		
242	Boilers, Compressors and Absorption Systems		
243	For the installation or relocation of each boiler or compressor to and including 2 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$32.57	
244	For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$65.15	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$112.38	0%	\$112.00	\$31
\$112.38	0%	\$112.00	\$3
\$112.38	0%	\$112.00	\$3
\$112.38	0%	\$112.00	\$3
\$112.38	0%	\$112.00	\$40
\$110.67	1%	\$110.00	\$45
\$110.67	1%	\$110.00	\$45
\$110.67	1%	\$110.00	\$88
\$110.67	1%	\$110.00	-\$123
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	-\$161
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$94
\$332.01	0%	\$332.00	-\$48
\$221.34	0%	\$221.00	-\$50
\$221.34	0%	\$221.00	\$31
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$94
\$110.67	1%	\$110.00	\$77
\$110.67	1%	\$110.00	\$45

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
245	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$81.43	
246	For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$92.29	
247	For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW) or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$108.58	
248	Air Handlers		
249	For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	\$32.57	
250	For each air-handling unit over 10,000 cfm (4719 L/s)	\$32.57	
251	Incinerators		
252	For the installation or relocation of each domestic-type incinerator	\$27.14	
253	For the installation of each commercial or industrial-type incinerator	\$27.14	
254	Miscellaneous		
255	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$54.29	
256	Minimum Fee		
257	When mechanical permits are not obtained in conjunction with other types of permits, the minimum fee shall be	\$54.29	
258	MPE Unit Fee Schedule - Complex Scope Items - Electrical		
259	Carnivals and Circuses		
260	Each electrically driven ride	\$54.29	
261	For mechanically driven rides and walk-through attraction or displays having electrical lighting	\$54.29	
262	Miscellaneous		
263	Miscellaneous Apparatus, Conduits and Conductors (permit is required but no fee is herein set forth)	\$54.29	
264	Generator/Electrical Permit	\$208.00	
265	Minimum Fee		
266	When electrical permits are not obtained in conjunction with other types of permits, the minimum fee shall be	\$54.29	
267	Electrical Service Restoration		
268	For inspection prior to reactivation of an electrical service	\$108.58	
269	V - PLANNING APPLICATION REVIEW		
270	Per application	\$434.31	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$110.67	1%	\$110.00	\$29
\$110.67	1%	\$110.00	\$18
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$77
\$110.67	1%	\$110.00	\$77
\$110.67	1%	\$110.00	\$83
\$110.67	1%	\$110.00	\$83
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$56
NA	NA	\$208.00	\$0
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$1
\$570.74	0%	\$570.00	\$136

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
271	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.		
272	Permit Fees for PV (Photovoltaic)		
273	Residential		
274	Residential 15kW or less	\$450.00	
275	More than 15kW	\$500.00	plus \$15/kW above 15kW
276	Commercial		
277	50kW or less	\$1,000.00	plus \$7/kW above 50kW
278	More than 250kW	\$2,400.00	plus \$5/kW above 250kW

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$450.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$2,400.00	\$0

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Police Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	City Animal Nuisance (ie Barking Dog) Complaint	\$0.00		
2	Abandoned Vehicle Towing - Abatement	\$62.08		
3	Storage Impound Release	\$154.00		
4	Annual Alarm Registration Fee	\$19.17		
5	Police False Alarm Response - 1st & 2nd within 12 months	No Charge		
6	Police False Alarm Response - 3rd Response	\$93.00		
7	Police False Alarm Response - 4th Response	\$93.00		
8	Police False Alarm Response - 5th Response	\$93.00		
9	Police False Alarm Response - All Subsequent Responses	\$93.00		
10	DUI Accident/Arrest Response	State set limit		Penalty per city municipal code 93.35A4
11	Nuisance Service Call(Loud Party Response) - 1st response	No Charge		
12	2nd response	Penalty		Penalty per city municipal code 93.35A4
13	Reports - up to first 10 pages or less	\$19.17		
14	Crime Report - additional pages	\$0.10	page	
15	Vehicle for Hire Permit	\$248.31		
16	Vehicle for Hire License	\$217.27		
17	Concealed Weapons Permits	Set by State Law		Service provided by county sheriff's office
18	Clearance Letter	\$30.00		
19	Fingerprinting	\$25.00		DOJ fees and FBI fees may apply in addition to the City's fees
20	Live Scan	\$30.00		
21	Card	\$30.00		
22	Parking Enforcement - Citations	Range		Fees apply per contractor agreement
23	Parking Enforcement - processing fee if citation not paid	\$13.26		Fees apply per contractor agreement
24	Parking Enforcement - citation not paid/notice given to DMV	\$3.06		Fees apply per contractor agreement

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$100 for 2nd complaint/response, any other responded within 30 days doubles amount.	\$100
\$285.95	46%	\$154.00	\$92
NA	NA	\$154.00	\$0
\$37.45	47%	\$20.00	\$1
NA	NA	No Charge	\$0
\$157.15	12%	\$139.00	\$46
\$157.15	5%	\$149.00	\$56
NA	NA	\$159.00	\$66
NA	NA	\$169.00	\$76
NA	NA	State set limit	\$0
NA	NA	\$100 for 2nd complaint/response, any other responded within 30 days doubles amount.	\$100
NA	NA	\$200.00	\$0
\$39.29	49%	\$20.00	\$1
NA	NA	\$0.10	\$0
NA	NA	\$248.31	\$0
NA	NA	\$217.27	\$0
NA	NA	Set by State Law	\$0
NA	NA	\$30.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$30.00	\$0
NA	NA	Range	\$0
NA	NA	\$50.00	\$37
NA	NA	\$3.06	\$0

Police Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
25	U-Visa Immigration Form (I-98)	\$28.76		
26	Correctable vehicle code infractions			
27	3rd party processing fee	\$12.00		Fees apply per contractor agreement
28	City Officer Sign-Off	\$31.00		
29	VIN (Vehicle Identification Number) Verification	\$19.17		
30	Peddler/Vendor Solicitors Application (support to Planning)	\$93.12		
31	Police Officer	\$124.00		
32	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	-\$29
NA	NA	\$12.00	\$0
NA	NA	\$0.00	-\$31
NA	NA	\$20.00	\$1
NA	NA	\$93.12	\$0
\$253.21	27%	\$186.00	\$62

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Parks and Recreation

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Banners			
2	Banner Teague Park	\$25.00	week	
3	Main Street Banner	\$300.00	week	
4	Main Street Banner - Over street	\$612.22		
5	Jolly Jumps			
6	Jolly Jump Permit	\$38.00		
7	Jolly Jump Vendor Registration	\$19.00		
8	Parks			
9	Hershel Hopkins, Tom Moore, Richard Ruiz, Teague Park, Las Piedras Park, Tony Vasquez, McKeveett Park			
10	Category 2 User	\$8.00	hour	
11	Category 3 User	\$16.00	hour	
12	Category 4 User	\$16.00	hour	
13	Category 5 User	\$16.00	hour	
14	Category 6 User	\$16.00	hour	plus 25%
15	Category 7 User	\$16.00	hour	plus 40%
16	Batting Cages			
17	Harding Park Batting Cages	New	hour	2 hour minimum
18	Basketball Courts: Las Piedras Park, Teague Park & Sports Park			
19	Category 2 User	New	hour	
20	Category 3 User	New	hour	
21	Category 4 User	New	hour	
22	Category 5 User	New	hour	
23	Category 6 User	New	hour	plus 25%
24	Category 7 User	New	hour	plus 40%
25	Sports Park Athletic / Soccer Fields & Softball / Baseball Fields			
26	Category 2 User	New	hour	
27	Category 3-5 User	New	hour	
28	Category 6 User	New	hour	
29	Category 7 User	New	hour	
30	Sports Field Lights			
31	Softball/Baseball	\$8.00		
32	Soccer	\$13.00		
33	Basketball Courts	New	hour	
34	Amphitheater			
35	Nonprofit	New	per hour	2 hour minimum
36	Regular Rate	New	per hour	2 hour minimum; Non-resident pay rate +40%
37	BBQ Areas / Park Rental Space			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$35.00	week	\$10
NA	NA	\$330.00	week	\$30
\$406.67	0%	\$406.00		-\$206
\$46.63	10%	\$42.00		\$4
\$31.09	20%	\$25.00		\$6
NA	NA	\$12.00	hour	\$4
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$10.00	hour	NA
NA	NA	\$8.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$16.00	hour	NA
NA	NA	\$25.00	hour	NA
NA	NA	\$40.00	hour	NA
NA	NA	\$40 plus 25%	hour	NA
NA	NA	\$40 plus 40%	hour	NA
NA	NA	\$17.00		\$9
NA	NA	\$17.00		\$4
NA	NA	\$17.00	hour	NA
NA	NA	\$35.00	per hour	NA
NA	NA	\$75.00	per hour	NA

Parks and Recreation

Item No.	Title	Current Fee/Charge	Unit	Notes
38	Sports Park BBQ Pavillons	New	flat rate	\$200 deposit; Non-resident pay rate +40%
39	Recreation Park	\$70.00	flat rate	\$200 deposit; Non-resident pay rate +40%
40	FACILITY RENTALS			
41	Community Center Auditorium			
42	Non Profit	New	hour	4 hour minimum
43	Regular Rate	New	hour	4 hour minimum
44	Meeting / Assembly	New	hour	2 hour minimum
45	Kitchen	New	flate rate	kitchen closes at 9pm
46	Setup	\$180.00	flat rate	
47	Breakdown	\$180.00	flat rate	
48	Deposit	New		
49	Senior Dining Room			
50	Non Profit	\$49.00	hr	2 hour minimum
51	Regular	\$49.00	hr	2 hour minimum
52	Community Center Back Lobby			
53	Non Profit	\$132.00	3 hr	2 hour minimum
54	Regular Rate	\$175.00	3 hr	2 hour minimum
55	Cultural Arts Building			
56	Non Profit	\$59.00	hr	2 hr minimum
57	Regular	\$66.00	hr	2 hr minimum
58	Train Depot			
59	Non Profit	\$59.00	hour	
60	Regular	\$66.00	hour	
61	Council Chambers			
62	Non Profit	New		
63	Regular	New		
64	Special Event			
65	Application Fee Minor Event	\$130.00		
66	Application Fee Major Event	\$346.00		
67	Encroachment Permit	\$245.00		
68	Late Application Fee (less than 60-days)	\$87.00		
69	Late Application Fee (less than 30-days)	\$217.00		
70	Special Event Liason (Parks & Recreation Staff)	New	hourly	
71	Filming			
72	Nonrefundable Filming Permit Application Fee	\$68.00		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$200.00	flat rate	NA
NA	NA	\$128.00	flat rate	\$58
NA	NA	\$135.00	hour	NA
NA	NA	\$235.00	hour	NA
NA	NA	\$135.00	hour	NA
NA	NA	\$185.00	flate rate	NA
NA	NA	\$180.00	flat rate	\$0
NA	NA	\$180.00	flat rate	\$0
NA	NA	\$500.00		NA
NA	NA	\$65.00	hr	\$16
NA	NA	\$95.00	hr	\$46
NA	NA	\$65.00	hour	-\$67
NA	NA	\$95.00	hour	-\$80
NA	NA	\$115.00	hr	\$56
NA	NA	\$135.00	hr	\$69
NA	NA	\$75.00	hour	\$16
NA	NA	\$95.00	hour	\$29
NA	NA	\$125.00		NA
NA	NA	\$225.00		NA
\$147.44	2%	\$145.00		\$15
\$515.64	27%	\$375.00		\$29
NA	NA	\$245.00		\$0
NA	NA	\$87.00		\$0
NA	NA	\$217.00		\$0
\$148.46	0%	\$148.00	hourly	NA
\$1,685.78	82%	\$300.00		\$232

Parks and Recreation

Item No.	Title	Current Fee/Charge	Unit	Notes
73	For First Day (or fraction thereof) Filming	\$280.00		
74	For each additional day (or fraction thereof) of Filming	\$115.00		
75	City Parking Lot	\$500.00		
76	City Building	\$500.00		
77	Film Coordinator	New	hourly	
78	Staff Costs			
79	Parks & Recreation Staff	\$130.00		
80	Parks & Recreation Part Time Staff	\$45.00		
81	Other Fees			
82	Podium	New	flat rate	
83	Projector	New	flat rate	
84	PA Setup (2 speakers/1 Mic)	New	flat rate	
85	Spider Box	New	per box	
86	Use of Electricity (at parks and events)	New	hour	
87	Generator	New	hour	\$100 deposit
88	Mobile Lights	New	hour	\$300 deposit / plus \$300 drop off and pick up fee
89	Field Use Processing Fee (more than 30 days)	20.00		
90	Field Use Processing Fee (less than 30 days)	40.00		
91	Liability Insurance for Rentals & Events	\$113.00		This rate depends on what the insurance company premiums are; this should be set at City's discretion.
92	Union Oil Building Courtyard	New	hour	\$200 deposit / 4 hour minimum

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$500.00		\$220
NA	NA	\$250.00		\$135
NA	NA	\$550.00		\$50
NA	NA	\$750.00		\$250
\$148.46	0%	\$148.00	hourly	NA
\$148.46	0%	\$148.00		\$18
NA	NA	\$45.00		\$0
NA	NA	\$75.00	flat rate	NA
NA	NA	\$75.00	flat rate	NA
NA	NA	\$150.00	flat rate	NA
NA	NA	\$25.00	per box	NA
NA	NA	\$13.00	hour	NA
NA	NA	\$45.00	hour	NA
NA	NA	\$115.00	hour	NA
NA	NA	\$20.00		\$0.00
NA	NA	\$40.00		\$0.00
NA	NA	Actual Cost		\$0
NA	NA	\$100.00	hour	NA



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