

RESOLUTION NO. 16-087

A RESOLUTION OF THE CITY OF EL PASO DE ROBLES  
APPROVING ANNUAL SCHEDULE OF COST FOR SERVICE FEES FOR CITY SERVICES

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WHEREAS, The City follows the Cost of Service Study results from 2005, and uses the study in accordance with Title 14, Division 1, Chapter 3, Article 8 of the Administrative Code of the State of California; and

WHEREAS, the proposed cost recovery fees meet the requirements that the fees be reasonable and equitable and that they do not exceed the cost of providing the services; and

WHEREAS, State law governing municipal planning and finance in California recognizes the validity of, and authorizes, the imposition by cities of fees for services.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of El Paso de Robles that the attached Exhibit A, cost for service fee schedule is hereby approved and shall become effective July 1, 2016.

APPROVED by the City Council of the City of Paso Robles this 21<sup>st</sup> day of June 2016 by the following vote:

AYES: Gregory, Strong, Hamon, Reed, Martin

NOES:

ABSENT:

ABSTAIN:

  
\_\_\_\_\_  
Steven W. Martin, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristen L. Buxkemper, Deputy City Clerk

**City of Paso Robles  
COST OF SERVICES**

**ACTUAL COST RESULTS**

<b>CITY MANAGER'S OFFICE</b>
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Fee #	Fee Service Name / Description	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016	Approved Fee FY 2017
1	Pulling Nomination Papers	\$ -	\$ -	\$ -	\$ 50
2	Filing an Initiative Petition	\$ -	\$ -	\$ -	\$ 200

City of Paso Robles  
 COST OF SERVICES

ACTUAL COST RESULTS

<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>
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Fee #	Fee Service Name / Description	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016	Approved Fee FY 2017
1	Special Door Hanger	\$ 42	\$ 43	\$ 44	\$ 45
2	Routine Door Hanger	\$ 32	\$ 33	\$ 34	\$ 35
3	PENALTY Water Meter Lock Tampering - 1st Offense	\$ 60	\$ 62	\$ 63	\$ 65
4	PENALTY Water Meter Lock Tampering - 2nd Offense	\$ 91	\$ 94	\$ 96	\$ 99
5	PENALTY Customer Damage to Water Meter (plus cost of new meter)	\$ 122	\$ 125	\$ 128	\$ 131
6	Meter Re-read	\$ 37	\$ 38	\$ 39	\$ 40
7	Bench/Calibration Test	\$ 182	\$ 187	\$ 191	\$ 196
9	After Hours Connection	\$ 365	\$ 375	\$ 384	\$ 394
10	<30 days Hydrant Meter Rental	\$ 102	\$ 105	\$ 108	\$ 111
11	Hydrant Meter Relocation	\$ 140	\$ 144	\$ 147	\$ 151
12	Promisory Note	\$ 32	\$ 33	\$ 34	\$ 35
13	New Account Activation (Turn-On)	\$ 42	\$ 43	\$ 44	\$ 45
14	New Account Deposit	\$ 91	\$ 94	\$ 96	\$ 99
15	Service Restoration Penalty	\$ 91	\$ 94	\$ 96	\$ 99

City of Paso Robles  
COST OF SERVICES

ACTUAL COST RESULTS

**POLICE DEPARTMENT**

Fee #	Fee or Service Name / Description	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016	Approved Fee FY 2017
1	Crime Report	\$ 27	\$ 28	\$ 29	\$ 30
2	Traffic Collision Report- property damage only	\$ 37	\$ 38	\$ 39	\$ 40
3	Traffic Collision Report- Full Investigation	\$ 60	\$ 62	\$ 63	\$ 65
4	Daily log copies	\$ 5	\$ 5	\$ 5	\$ 5
5	Clearance Letter	\$ 32	\$ 33	\$ 34	\$ 35
6	Photos - 35mm Prints	\$ 32	\$ 33	\$ 34	\$ 35
7	Photos -Digital on CD	\$ 27	\$ 28	\$ 29	\$ 30
8	Video Tapes	\$ 60	\$ 62	\$ 63	\$ 65
9	Audio Tapes	\$ 60	\$ 62	\$ 63	\$ 65
10	Livescan Fingerprint Service	\$ 32	\$ 33	\$ 34	\$ 35
11	Vehicle Release	\$ 122	\$ 125	\$ 128	\$ 131
12	VIN Verification	\$ 16	\$ 16	\$ 16	\$ 16
13	Citation Sign Off (No commercial...)	\$ 16	\$ 16	\$ 16	\$ 16
*14	Vehicle Repossession	\$ 15	\$ 15	\$ 15	\$ 15
15	Alarm Permits	\$ 54	\$ 56	\$ 57	\$ 59
16	False Alarm (after 3 responses) <sup>1</sup>	\$ 32	\$ 33	\$ 34	\$ 35
17	Second Hand Gun Dealer Permit	\$ 304	\$ 313	\$ 321	\$ 300
18	Taxi Permit	\$ 304	\$ 313	\$ 321	\$ 330
19	Concealed Weapons Permit	\$ 100	\$ 100	\$ 100	\$ 100
20	Concealed Weapons Permit - renewal	\$ 25	\$ 25	\$ 25	\$ 25
21	Diversion Program	\$ 109	\$ 112	\$ 115	\$ 118
*22	Subpoena Process Fee	\$ 15	\$ 15	\$ 15	\$ 15
23	Massage Therapist License	\$ 156	\$ 160	\$ 164	\$ 168
24	Massage Therapist License - Renewal	\$ 80	\$ 82	\$ 84	\$ 86
25	Street Close	\$ -	\$ -	\$ -	\$ -
26	Special Event Fees	\$ -	\$ -	\$ -	\$ -
27	Firearm seizure, impound and release	\$ 80	\$ 82	\$ 84	\$ 86
28	Failure to Display Handicap Placard	\$ 25	\$ 25	\$ 25	\$ 25
NF	Non-User Fee Activities				
*	Sum of Exclusions from Revenue Impacts				
	Card Dealer Permit	\$ 295	\$ 303	\$ 310	\$ 318
	Card Dealer Permit Renewal	\$ 77	\$ 79	\$ 81	\$ 83

City of Paso Robles  
COST OF SERVICES

ACTUAL COST RESULTS

<b>LIBRARY</b>
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Fee #	Fee or Service Name / Description	Adopted Fee	Adopted Fee	Adopted Fee	Adopted Fee
		FY 2014*	FY 2015*	FY 2016*	FY 2017*
	<b>Replacement Fee for Lost or Damaged Book Beyond Repair</b>				
1	Adult fiction	\$ 35	\$ 35	\$ 35	\$ 35
2	Adult non fiction	\$ 40	\$ 40	\$ 40	\$ 40
3	Juvenile fiction	\$ 25	\$ 25	\$ 25	\$ 25
4	Juvenile non fiction	\$ 25	\$ 25	\$ 25	\$ 25
5	Non-catalogued paperbacks	\$ 10	\$ 10	\$ 10	\$ 10
6	Periodicals	\$ 8	\$ 8	\$ 8	\$ 8
7	Pamphlets	\$ 5	\$ 5	\$ 5	\$ 5
8	Audio Cassettes	\$10 per cassette	\$10 per cassette	\$10 per cassette	\$10 per cassette
9	Book/cassette set	\$10 per cassette	\$10 per cassette	\$10 per cassette	\$10 per cassette
10	Videocassettes & DVDs	\$25/\$30	\$25/\$30	\$25/\$30	\$25/\$30
11	CDs	\$ 30	\$ 30	\$ 30	\$ 30
	<b>Repair Damaged Book</b>				
12	Adult fiction	\$ 5	\$ 5	\$ 5	\$ 5
13	Adult non fiction	\$ 5	\$ 5	\$ 5	\$ 5
14	Juvenile fiction	\$ 5	\$ 5	\$ 5	\$ 5
15	Juvenile non fiction	\$ 5	\$ 5	\$ 5	\$ 5
16	Non-catalogued paperbacks	\$ -	\$ -	\$ -	\$ -
17	Periodicals	\$ 5	\$ 5	\$ 5	\$ 5
18	Pamphlets	\$ -	\$ -	\$ -	\$ -
19	Audio Cassettes	\$ 5	\$ 5	\$ 5	\$ 5
20	Book/cassette set	\$ 5	\$ 5	\$ 5	\$ 5
21	Videocassettes	\$ 5	\$ 5	\$ 5	\$ 5
22	CDs & DVDs	\$ 5	\$ 5	\$ 5	\$ 5

CITY SPONSORED - Sports, Classes and Trips

**RECREATION DIVISION**

Fee #	Fee or Service Name / Description	FY 2014	FY 2015	FY 2016	FY 2017
<b>Organized Sports</b>					
1	Adult softball	contracted	contracted	contracted	contracted
2	Adult softball (summer)	contracted	contracted	contracted	contracted
3	Adult softball (fall)	contracted	contracted	contracted	contracted
4	Adult basketball	contracted	contracted	contracted	contracted
5	Adult basketball (fall)	contracted	contracted	contracted	contracted
6	Adult volleyball	contracted	contracted	contracted	contracted
7	Adult volleyball (summer)	contracted	contracted	contracted	contracted
8	Adult volleyball (fall)	contracted	contracted	contracted	contracted

**Note: Schedule does not reflect any changes in full recovery cost amount. If and when the full cost recovery amount changes, the scheduled percentage increase shall be applied as stated to the newly calculated full cost recover amount.**

Fee #	Fee or Service Name / Description	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
9	Youth Basketball (winter)	contracted	contracted	contracted	contracted
10	T-Ball/coach Pitch (spring)	contracted	contracted	contracted	contracted
11	Taco Bell Track meet	\$10	\$10	\$10	\$10
<b>City Parks</b>					
12	Rentals	\$26 per hour	\$26 per hour	\$26 per hour	\$26 per hour
13	Tournaments - Youth	10-12%	10-12%	10-12%	10-12%
	Tournaments - Adult	15-20%	15-20%	15-20%	15-20%
14	Concessions	per contract	per contract	per contract	per contract
<b>Aquatics</b>					
15	Entrance fee	\$3	\$3	\$3	\$3
16	Junior Lifeguard training	\$80	\$80	\$80	\$80
17	Lifeguard Training Title 22 & CPR	Discontinue	Discontinue	Discontinue	Discontinue
18	Monthly Swim Pass	Discontinue	Discontinue	Discontinue	Discontinue
19	RCS Swim Lesson	\$57	\$57	\$57	\$57
20	Private lessons RCS	\$177	\$177	\$177	Not Offered
21	Season Swim Pass	Discontinue	Discontinue	Discontinue	Discontinue
22	Swim Pass - 10 Punch	\$28	\$28	\$28	\$45
23	Hot August Night @ Centennial Pool	Discontinue	Discontinue	Discontinue	Discontinue
24	Classes Aquatic (contractor payment per person) was AFAP Tues/Thurs	contracted	contracted	contracted	contracted
25	Classes Aquatic (contractor payment per person) was AFAP MWF	contracted	contracted	contracted	contracted
	100 punch pass	\$215	\$215	\$215	\$357
26	<b>Classes - All non-aquatic</b>	\$10 per person	\$10 per person	\$10 per person	\$10 per person
27	<b>Trips (average)</b>	Discontinue	Discontinue	Discontinue	Discontinue

City of Paso Robles  
 COST OF SERVICES

INDEPENDENT SPORT ACTIVITIES  
 City no long sponsors any youth or adult sports - all leagues are independent

**RECREATION DIVISIO**

Fee #	Fee or Service Name / Description	Notes	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
1	American Youth Soccer League **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
2	Paso Robles Youth Football **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
3	Paso Robles Youth Baseball **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
4	Paso Robles T-ball **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
5	Paso Robles Girls' Softball **	Youth	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour	\$1.67 per field per hour
6	Club Teams (soccer, baseball, softball)	Youth	\$3.00 per field per hour	\$3.00 per field per hour	\$3.00 per field per hour	\$3.00 per field per hour
7	Paso Robles Adult Soccer	Adult	\$6.00 per field per hour	\$6.00 per field per hour	\$6.00 per field per hour	\$6.00 per field per hour
8	Paso Robles Adult Softball	Adult	\$6.00 per field per hour	\$6.00 per field per hour	\$6.00 per field per hour	\$6.00 per field per hour

\*\*Paso Robles Youth Sports Council members pay \$10,000 for up to 6,000 hours per Resolution 012-135. This computes to \$1.67 per hour.

*City of Paso Robles*  
**COST OF SERVICES**

**CITY FACILITY RENTALS**

<b>RECREATION DIVISION</b>
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Fee #	Fee or Service Name / Description	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
	<b>Centennial Park</b>				
1	Gymnasium **	\$ 102	\$ 105	\$ 108	\$ 111
2	Game Room	\$ 12	\$ 12	\$ 12	\$ 12
3	Acorn Room	\$ 9	\$ 9	\$ 9	\$ 9
4	Live Oak Room	\$ 15	\$ 15	\$ 15	\$ 15
5	White Oak Room	\$ 10	\$ 10	\$ 10	\$ 10
6	Banquet Room	\$ 56	\$ 58	\$ 59	\$ 61
7	Kitchen	\$ 8	\$ 8	\$ 8	\$ 8
8	Centennial Pool	\$ 69	\$ 71	\$ 73	\$ 75
9	Muni Pool	\$ 62	\$ 64	\$ 66	\$ 68
	<b>Senior Center</b>				
1	Senior Center & Kitchen	\$ 20	\$ 21	\$ 22	\$ 23
2	Lounge	\$ 6	\$ 6	\$ 6	\$ 6

\*\* Adult activities in gymnasium are charged at \$50.00/hr. per 9-4-12 City Council Action (50% of \$100.00)  
 \*\* Youth activities in gymnasium are charged at \$25.00/hr. per 9-4-12 City Council Action (25% of \$100.00)



**City of Paso Robles  
COST OF SERVICES**

**ACTUAL COST RESULTS**

**EMERGENCY SERVICES**

Fee #	Fee Service Name / Description	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016	Adopted Fee FY 2017
1	Inspection - Aircraft Refueling Vehicles	\$121	\$125	\$128	\$131
2	Inspection - Aircraft Refueling Station	\$61	\$62	\$64	\$66
3	Open Flame (in public assembly)	\$121	\$125	\$128	\$131
4	Carnivals and Fairs	\$364	\$375	\$384	\$394
5	Dry Cleaning - Annual	\$121	\$125	\$128	\$131
6	Dust Producing Operations - Annual	\$121	\$125	\$128	\$131
7	Fireworks (per event)	\$364	\$375	\$384	\$394
8	Flammable or Combustible Liquids - Annual	\$121	\$125	\$128	\$131
9	Hazardous Materials - Annual	\$121	\$125	\$128	\$131
10	High Piled Combustible Storage - Annual	\$121	\$125	\$128	\$131
11	Liquefied Petroleum Gasses - Annual	\$121	\$125	\$128	\$131
12	Fueled Vehicles in Assembly Buildings - Per Event	\$121	\$125	\$128	\$131
13	Lumber Yards - Annual Permit	\$243	\$250	\$256	\$263
14	Places of Assembly - Annual Permit	\$121	\$125	\$128	\$131
15	Pyrotechnical Special Effects (per event)	\$364	\$375	\$384	\$394
16	Repair Garages - Annual Permit	\$121	\$125	\$128	\$131
17	Spraying or Dipping - Annual Permit	\$121	\$125	\$128	\$131
18	Tents and Canopies - Per Event	\$121	\$125	\$128	\$131
19	Tire Storage - Annual Permit	\$121	\$125	\$128	\$131
20	Certificate of Occupancy Inspection <sup>1</sup>	\$364	\$375	\$384	\$394
21	Child Day-care Facilities - Annual Permit	\$121	\$125	\$128	\$131
22	Adult Care Facilities - Annual Permit	\$121	\$125	\$128	\$131
23	Businesses not covered under permit - Annual Permit	\$61	\$62	\$64	\$66
24	Business Re-inspections by Company (per instance hour)	\$91	\$94	\$96	\$98
25	Fire Flows	\$449	\$462	\$473	\$486
26	Restaurant Hood Systems P/C	\$243	\$250	\$256	\$263
27	Underground Fire Lines P/C	\$364	\$375	\$384	\$394
28	UFC Interpretation Appeals	\$486	\$499	\$511	\$525
29	Fire Alarm System 0-15 Devices <sup>2</sup>	\$243	\$250	\$256	\$263
30	Fire Alarm System 16 - 50 Devices <sup>2</sup>	\$304	\$312	\$320	\$328
31	Fire Alarm System 51-100 Devices <sup>2</sup>	\$364	\$375	\$384	\$394
32	Fire Alarm System 101-500 Devices <sup>2</sup>	\$425	\$437	\$447	\$460
33	Fire Alarm System 500+ (ea add'l 100 devices) <sup>2</sup>	\$182	\$187	\$192	\$197
40	Hazardous - Clean Agent Gas Systems	\$121	\$125	\$128	\$131
41	Hazardous - Dry Chemical Systems	\$121	\$125	\$128	\$131
42	Hazardous - Wet Chemical / Kitchen Hood	\$243	\$250	\$256	\$263
43	Hazardous - Foam Systems	\$243	\$250	\$256	\$263
44	Hazardous - Paint Spray Booth	\$243	\$250	\$256	\$263
45	Hazardous - Vehicle Access Gate	\$425	\$437	\$447	\$460
46	Extraordinary Response by company / High Use	\$304	\$312	\$320	\$328
47	False Alarm (3rd w/in one year) - time for 3 responses	\$364	\$375	\$384	\$394
48	DUI Response (per instance hour)	\$451	\$463	\$474	\$487
49	Structure Fire (per instance for insurance billing)	\$0	\$0	\$0	\$0
50	EMIII Fire Chief Hourly	\$182	\$187	\$192	\$197
51	PMIII Hourly	\$121	\$125	\$128	\$131
52	Admin Asst II Clerical Hourly	\$36	\$37	\$38	\$39
53	Firefighter Hourly	\$121	\$125	\$128	\$131
54	Firefighter / Paramedic Hourly	\$121	\$125	\$128	\$131
55	Captain - Firefighter Hourly	\$152	\$156	\$160	\$164
56	Captain - Paramedic Hourly	\$152	\$156	\$160	\$164
57	Code Enforcement Annual	\$0	\$0	\$0	\$0

<sup>1</sup> 4 plex or more and commercial

<sup>2</sup> Building fees

Adopted 9/20/05

**TO:** Thomas Frutchey, City Manager  
**FROM:** Warren Frace, Community Development Director  
**SUBJECT:** Amending Building Division User Fee Schedule  
**DATE:** June 21, 2016

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**NEEDS:** For City Council to consider amending the Building Division user fee schedule in an effort to improve Building Division cost recovery consistent with General Plan policy.

**FACTS:**

1. A number of services the Building Division regularly provides have been identified, that are provided to the permit applicants at no fee including:
  - Permit Time Extensions
  - Duplication of Plans
  - Requests for night-time construction
  - Reactivation of Dormant Permits
  - Code Interpretations
  - Change of permit applicants and design professionals
  - Investigation of work without a permit
2. Staff estimates 300 to 400 staff hours annually are devoted to these tasks.
3. Costs for providing services for which no user fee is collected are subsidized by the General Fund.
4. General Plan Policy LU-4A. Action Item 2 states the following:  
New development pays construction, maintenance, and operation costs of City services and facilities.
5. The City Council has determined, through adoption of a fiscal policy, that it is financially prudent to impose user fees when appropriate to capture the cost for the delivery of services and goods.
6. City Council Resolution 05-192, approved a cost recovery study and User Fee Schedule.
7. In order to promote Building Division cost recovery, the fees shown in Exhibit A are proposed to be added to the User Fee Schedule.

**ANALYSIS &**

**CONCLUSION:** A number of services have been identified, that have historically been provided to the development community for no fee (Exhibit A). The cost of providing services for which no user fee is collected must be subsidized by the General Fund. The City Council of the City of El Paso de Robles has determined, through adoption of a fiscal policy, that it is financially prudent to impose user fees when appropriate to capture the cost for the delivery of services and goods. In order to promote Building Division cost recovery, it is proposed the fees shown in Exhibit A be adopted and added to the User Fee Schedule. These fees would be collected when permit applicants request additional or special services related to a building permit. The amount of uncollected fees, represented by this proposal, is estimated at \$42,000± annually (300 – 400 staff hours).

**POLICY**

**REFERENCE:** City Council resolution 05-192, General Plan Policy LU-4A. Action Item 2

**FISCAL**

**IMPACT:** Collection of additional cost recovery fees will have an estimated positive impact on the General Plan of \$42,000± annually.

- OPTIONS:**
- a. Approve Draft Resolution A adding additional cost recovery services to the Building Division fee schedule.
  - b. Amend above option.
  - c. Refer back to staff for additional analysis.
  - d. Take no action.

**Attachments:** Draft Resolution A

# Exhibit A

## Building Division

### Additional Cost Recovery Service Fees

*City of Paso Robles*

#### BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

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#### COMMUNITY DEVELOPMENT - BUILDING DIVISION

Work Item	Unit	FY 2017
Standard Hourly Rate		\$ 155
<b>MISCELLANEOUS PERMIT SERVICE ITEMS:</b>		
Application/Permit Extensions	Minimum 1/2hr	\$77.50
Duplication of Plans	Minimum 1/2hr Plus Direct Costs	\$77.50
Request to work outside normal hours of construction	Minimum 1 Hr	\$155.00
Reactivation of Dormant Permits	Minimum 4 Hr	\$620.00
Code Modifications/Interpretations	Minimum 1 Hr	\$155.00
Change of Design Professional/Contractor	Minimum 1/2 Hr	\$77.50
Work Without a Permit	Minimum 2 Hr	\$310.00