



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: APRIL 21, 2026

DEPARTMENT: CITY MANAGER

FROM: ASHLEY COLLICK, CITY MANAGER

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TITLE: INFORMATIONAL PRESENTATION ON COMPREHENSIVE
USER FEE STUDY AND POTENTIAL FEE SCHEDULE UPDATES

RECOMMENDED MOTION:

Receive the presentation and provide policy direction to staff for preparation of a proposed fee schedule to be considered by the City Council in May 2026.

RECOMMENDATION:

Staff recommends that the City Council receive the presentation, review the findings of the Comprehensive User Fee Study, and provide comments and policy direction regarding potential updates to the City's fee schedule and cost recovery approach.

EXECUTIVE SUMMARY:

The City retained Matrix Consulting Group to conduct a Comprehensive User Fee Study to evaluate the full cost of providing City services and identify potential updates to the City's fee schedule. This is the first comprehensive user fee study completed by the City.

This item is presented for informational purposes only. No formal action is requested at this time, and no fee changes are being considered for adoption at this meeting.

The purpose of this presentation is to:

Provide an overview of the fee study methodology and key findings;
Identify areas where current fees do not reflect the cost of service; and
Obtain City Council input on cost recovery policies and fee-setting priorities.

City Council feedback will guide the development of a proposed fee schedule update. Staff will return to the City Council in May 2026 with a proposed fee schedule for formal consideration and adoption.

BACKGROUND:

The City of San Juan Bautista has not previously completed a comprehensive user fee study, resulting in a fee schedule that may not fully reflect the cost of providing services.

To address this, the city engaged Matrix Consulting Group to analyze fees across multiple departments, including Building, Planning, Engineering, Code Enforcement, and Recreation.

The study evaluates the full cost of service, including staff time, overhead, and administrative support, and provides a framework for updating the City's fee schedule in a manner that is consistent with State law and best practices.

DISCUSSION:

Purpose of Presentation

This item provides an overview of the Comprehensive User Fee Study results and is intended to solicit City Council input on policy considerations related to fee setting and cost recovery.

No fee changes are proposed for adoption at this time. This presentation represents the first step in the process. Staff will return to the City Council in May 2026 with a proposed fee schedule incorporating Council direction for formal consideration and adoption.

Key Study Findings

The fee study found that many existing City fees:

- Do not fully recover the cost of providing services;
- Are outdated or do not reflect current service levels; and
- Do not include certain services currently provided by the City.

The study reviewed over 200 fee items and proposed updates to modernize and standardize the fee schedule.

Council Input

The purpose of this item is to receive general feedback from the City Council on the study findings and overall approach to updating the City's fee schedule.

Staff is seeking input on the following:

- The overall approach to aligning fees with the cost of providing services;
- Any concerns regarding potential impacts of fee adjustments on residents, businesses, or development activity; and

- Any additional considerations the City Council would like staff to incorporate into the proposed fee schedule update.

This feedback will be used to refine a proposed fee schedule, which will be presented to the City Council in May 2026 for formal consideration and adoption.

CEQA REQUIREMENT:

This informational presentation is not a project under CEQA pursuant to CEQA Guidelines Section 15378.

FISCAL IMPACT:

There is no fiscal impact associated with receiving this report. Future fiscal impacts may include increased cost recovery and potential General Fund relief, depending on City Council direction regarding fee updates and cost recovery policies.

ATTACHMENTS:

1. Fee Study Report Draft
2. Master Fee Schedule Draft
3. Fee Study Presentation



DRAFT COMPREHENSIVE USER FEE STUDY REPORT

April 2026

SAN JUAN BAUTISTA, CA

MATRIX
CONSULTING GROUP

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INTRODUCTION AND EXECUTIVE SUMMARY

The **draft** report, which follows, presents the results of the Comprehensive User Fee study conducted by Matrix Consulting Group for the City of San Juan Bautista, California.

PROJECT BACKGROUND AND OVERVIEW

The City of San Juan Bautista has never performed a User Fee Study. The purpose of this study is to evaluate and determine the full cost (direct and indirect) of providing a variety of city services. The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: Building, Code Enforcement, Engineering, Recreation, and Planning. The results of this study provide a tool for understanding current service levels and the cost for those services.

GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Program. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of types of costs applied in establishing the “full” cost of services provided by the City:

TABLE 1: OVERVIEW OF COST COMPONENTS

Cost Component	Description
Direct	Fiscal Year 2025-26 Budgeted salaries, benefits, and allowable expenditures.
Indirect	Division, departmental, clerical, and Citywide support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing a service, regardless of whether a fee for that service is charged. The work accomplished by Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Department Interviews:** The project team interviewed department / division staff as well as contracted staff regarding their needs for clarification to the structure of existing fee items or for addition of new fee items.
- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 25-26 were entered into Matrix Consulting Group’s analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.

- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

A more detailed description of user fee methodology and legal and policy considerations are provided in subsequent chapters of this report.

SUMMARY OF RESULTS

The detailed documentation of this study will show an over-collection for some fees (on a per unit basis) and an undercharge for most others. The results of this analysis will provide the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service. The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among City Councilmembers and City staff and do not represent a recommendation for where or how the City Council should act. The setting of the “rate” or “price” for services, whether at full cost recovery or lower, is a policy decision to be made only by the City Council with input from City staff and the community.

CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, including a mechanism for the annual update of fees for service.

ADOPT A FORMAL COST RECOVERY POLICY

The Government Finance Officers Association’s (GFOA) best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction’s intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge for fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction’s pricing decision.

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

ADOPT AN ANNUAL FEE UPDATE / INCREASE MECHANISM

GFOA best practices for *Establishing Government Charges and Fees* states that governmental entities should review and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large infrequent fee increases.

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates, and assumptions, and to account for any major shifts in cost components or organizational structures that have occurred since the City's previous analysis. It's recommended that the City establish a practice of conducting comprehensive analyses every five to seven years, as this practice captures any changes to organizational structure, processes, and any new service areas.

In between comprehensive updates, the City should establish a practice to utilize published industry economic factors, such as Consumer Price Index (CPI) or other regional factors, to update the cost calculations established in the Study on an annual basis.

DRAFT

LEGAL FRAMEWORK

This section of the report is intended to provide an overview of the legal rules and regulations that govern what is considered a fee for service, how those fees can be calculated, general principles, philosophies, and general policy considerations for setting fees for service.

LEGAL FRAMEWORK

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. California has several Government Codes and Propositions that regulate fees for service, with the purpose of ensuring that fees are reasonable and justified. The most prominent and relevant of these includes:

- **Proposition 26:** Passed in 2010, specifically outlined the difference between a fee and a tax and dictates that fees must be directly related to a service and cannot exceed the reasonable cost of that service.
- **Government Code § 50076:** clarifies that fees for service costs are not special taxes and do not need voter approval.
- **Government Code § 65104:** gives local governments the authority to charge planning and zoning fees to recover processing costs.

When determining fees for service it is important to ensure there is a **direct benefit** – the service is provided directly to the payer, and that it is **cost based**, and does not exceed the reasonable cost of providing the service.

EXCEPTIONS TO THE RULE

While Proposition 26 defines what constitutes a user fee, and how those fees can be determined, it also provides a key exception for fees charged for facility or property rentals. This exception outlines that fees for use of government property (e.g., renting public buildings, parks, or event spaces) are voluntary transactions. Therefore, governments can charge **market-based** rental fees for these services.

GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

TABLE 2: SERVICES IN RELATION TO BENEFIT RECEIVED

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
<ul style="list-style-type: none"> •Police •Park Maintenance •Fire Suppression 	<ul style="list-style-type: none"> •Recreation / Community Services •Fire Prevention 	<ul style="list-style-type: none"> •Building Permits •Planning and Zoning Approval •Engineering Development Review

Funding for local government is obtained from myriad revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 2, services in the “global community benefit” section tend to be funded primarily through voter-approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fees, and other funding sources. Finally, in the “individual / group benefit” section of the table are the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- ❖ **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- ❖ **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax-based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or City Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit on the jurisdiction's ability to charge a fee. Examples includes time spent copying and retrieving public documents and / or transportation permits.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community. Examples include Planning Design Review, historical dedications, and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and ensure that the City complies with State law.

SUMMARY OF LEGAL RESTRICTIONS AND POLICY CONSIDERATIONS

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level which is up to, and not more than, the full cost amount. The City Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a "grey area." However, with the resulting cost of services information from a User Fee Study, the City Council can be assured that the adopted fee for service is reasonable, fair, and legal. Overall, city staff has reviewed all fees for service in this analysis and where subsidies were identified, they recommended increases where appropriate to reduce the deficit; and where over-recoveries were identified, reduced the fee to comply with the law.

USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The following subsections discuss the two components of the basis of the full cost.

TIME ESTIMATION

Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates. The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of **average times** for providing services. Extremely difficult or abnormally simple projects are not factored in the analysis.
- Estimates reflect the time associated with the **position or positions** that typically perform a service.
- Estimates are reviewed by the project team for “**reasonableness**” against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.
- Estimates match the current or proposed staffing levels to ensure there is no over-allocation of staff resources to fee and non-fee related activities.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service on which to base a jurisdiction’s fees for service and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or very large and complex projects, Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff's billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

FULLY BURDENED HOURLY RATES

The fully burdened hourly rates calculated through this study include the following components:

- **Salaries:** FY25-26 Budgeted salaries were utilized and consolidated at the positional level.
- **Benefits:** FY25-26 Budgeted benefits were utilized and consolidated at the positional level.
- **Productive Hours:** Based on San Juan Bautista's current personnel system rules, working or productive hours were calculated. This means taking the starting total working hours and reducing the hours by vacation, sick, holidays, training, and administrative leave, based on each bargaining unit
- **Departmental / Divisional Overhead:** This captures any internal service charges or operating supply costs, such as vehicles, supplies, etc.
- **Citywide Overhead:** This captures support provided by the City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources. The costs are based on the Citywide Cost Allocation Indirect Rate (provided under separate cover).

Together these components result in the generation of fully burdened hourly rates by position / classification and / or department / division. These rates were multiplied by the time assumptions to calculate the full cost of services noted in this report.

RESULTS OVERVIEW

The motivation behind a cost of services (User Fee) analysis is for City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community and to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost-of-service analysis takes a “snapshot in time,” where a fiscal year of financial and operational information is utilized. Changes to the structure of fee names, along with the use of time estimates, allow only for a reasonable projection of subsidies and revenue. Consequently, City Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each fee including the following:

- **Modifications:** discussions regarding any proposed revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).

The full analytical results were provided to City staff under separate cover from this summary report.

BUILDING

The Building Department is responsible for accepting applications, conducting plan reviews, coordinating, conducting inspections, and issuing permits. The Building Department contracts with 4Leaf to provide Building permit support, review, and inspection services and ensure compliance with California Building Code. The following sections discuss fee schedule modifications and detailed per-unit results for the fee-related services associated with the Building Department.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **New Fees:** Staff proposed the addition of the following fees, to capture services already provided but not codified or new services being provided:
 - ‘C&D Review’ category and fee
 - Technology & Long Range-Planning Surcharges
 - Mechanical, Electrical, and Plumbing Permit Issuance fees
- **Modified Fees:** Staff proposed the modification of the Mechanical, Electrical, and Plumbing permits to include more standalone fees to better reflect the services offered by the City.

The noted modifications ensure that the proposed fee schedule more accurately reflects the services provided by Building staff.

DETAILED RESULTS

The Building Department collects fees for C&D Reviews, investigations, building valuation-based fees, remodels, residential window / door replacement permits, pool or spa remodels, combo permits, photovoltaic, administrative fees, reinspection, permit reactivations, temporary certificates of occupancies, surcharges, & Mechanical, Electrical, and Plumbing permits, . The total cost calculated for each service includes direct staff costs, Divisional, Departmental, and Citywide overhead. The following table details the fee name, current fee, total cost, and the difference for each service offered.

TABLE 3: TOTAL COST PER UNIT RESULTS – BUILDING

Fee Name	Current Fee	Total Cost	Difference
Trade Permits in Conjunction with Building Permit			
Electrical Sub-Permit	20%	15%	5%
Plumbing Sub-Permit	17%	15%	2%
Mechanical Sub-Permit	18%	15%	3%
Plan Review Fees			
Structural and Architectural Plan Review	65%	65%	0%
Plumbing/Electrical/Mechanical Plan Review	55%	50%	5%
Master Plan Verification Review (subdivisions)	25%	25%	0%

Fee Name	Current Fee	Total Cost	Difference
C&D Review			
C&D Review	New	\$179	N/A
C&D Penalty (% of Valuation)	New	3%	N/A
Investigations			
Investigations	\$1,000	\$1,020	(\$20)
Fees Assessed By Other Agencies			
Fees Assessed By Other Agencies	Actual Cost	Actual Cost	N/A
Building Permit Fee Table (Based on Total Valuation)			
\$1.00 to \$500	\$23.50	\$147.00	(\$123.50)
\$501 to \$2,000			
For the first \$500	\$23.50	\$147.79	(\$124.29)
For each additional \$100, or fraction thereof, to and including \$2,000	\$3.05	\$8.35	(\$5.30)
\$2,001 to \$25,000			
For the first \$2,000	\$69.25	\$273.08	(\$203.83)
For each additional \$1,000, or fraction thereof, to and including \$25,000	\$14	\$22	(\$7.83)
\$25,001 to \$50,000			
For the first \$25,000	\$391.25	\$775.27	(\$384.02)
For each additional \$1,000, or fraction thereof, to and including \$50,000	\$10.10	\$11.86	(\$1.76)
\$50,001 to \$100,000			
For the first \$50,000	\$643.75	\$1,071.88	(\$428.13)
For each additional \$1,000, or fraction thereof, to and including \$100,000	\$7	\$8	(\$1.00)
\$100,001 to \$500,000			
For the first \$100,000	\$993.75	\$1,505.55	(\$511.80)
For each additional \$1,000, or fraction thereof, to and including \$500,000	\$5.60	\$17.24	(\$11.64)
\$500,001 to \$1,000,000			
For the first \$500,000	\$3,233.75	\$8,525.34	(\$5,291.59)
For each additional \$1,000, or fraction thereof, to and including \$1,000,000	\$4.75	\$5.84	(\$1.09)
\$1,000,001 to \$10,000,000			
For the first \$1,000,000	\$5,608.75	\$11,690.38	(\$6,081.63)
For each additional \$1,000, or fraction thereof	\$3.15	\$1.47	\$1.68
\$10,000,001 to \$25,000,000			
For the first \$10,000,000	\$33,958.75	\$25,256	\$8,702.75
For each additional \$1,000, or fraction thereof	\$3.15	\$0.47	\$2.68
\$25,000,001+			
For the first \$25,000,000	\$81,208.75	\$32,777	\$48,431.46
For each additional \$1,000, or fraction thereof	\$3.15	\$0.23	\$2.92
Miscellaneous Standalone Fees			
Minimum Permit fee	\$119	\$189	(\$70)
Kitchen Remodel/Alteration - Non Structural	\$630	\$657	(\$27)
Bathroom Remodel/Alteration - Non Structural	\$440	\$657	(\$217)

Fee Name	Current Fee	Total Cost	Difference
Living Space Remodel/Alteration - Non Structural	Valuation	\$657	N/A
Powder Room Remodel/Alteration – Non Structural	\$330	\$452	(\$122)
Residential Window / Door Replacement Permit			
Up to 3	\$109	\$188	(\$79)
4 to 10	\$225	\$324	(\$99)
10+	\$325	\$411	(\$86)
Residential Home Demolition Permit	\$480	\$257	\$223
Pool and/or Spa Remodel	\$520	\$726	(\$206)
Pool Demolition Permit	\$295	\$295	\$0
Detached Storage Shed - with no trades (not to exceed 250 sq. ft.)	\$350	\$686	(\$336)
Standard Residential Re-roof Permit	\$295	\$408	(\$113)
Combo Permits (2 Trades)			
Heat Pump Water Heater	\$119	\$452	(\$333)
Photovoltaic Roof Mounted			
Residential	\$320	\$549	(\$229)
Non-Residential	\$475	\$783	(\$308)
Additional Fees that May Apply			
Inspections outside of normal business hours (Min. 4 hours)¹	\$167	\$168	(\$1)
Reinspection Fees	\$119	\$182	(\$63)
Inspections for which no fee is specifically indicated	\$119	\$182	(\$63)
Additional plan review required by changes, additions or revisions to plans	\$141	\$194	(\$53)
Permit Reactivation	\$119	\$120	(\$1)
Request for Duplicate Plans	\$60	\$89	(\$29)
Temporary Certificate of Occupancy (commercial/industrial only)	\$250	\$295	(\$45)
Surcharges			
Technology Surcharge	New	10%	N/A
Advanced Planning (General Plan & Long Range Planning) Maintenance Fee	New	12%	N/A
Electrical Permit - Standalone Fees			
Permit Issuance	New	\$120	N/A
Temporary Power Service			
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances	Modified	\$171	N/A
Lighting Fixtures			
Up to 20	Modified	\$68	N/A
Additional fixtures, each additional 20	Modified	\$102	N/A
Electrical Services			
For main services of 400 amps or less	Modified	\$137	N/A
For Sub-Panels of 200 amps or less	Modified	\$137	N/A
Meter Pedestal	Modified	\$137	N/A

¹ Please note that normal business hours are based on the City's posted inspection schedule and may not coincide with City Hall's regular business hours.

Fee Name	Current Fee	Total Cost	Difference
Cell Tower:			
Cell Tower Permit fee - includes plan check for 1st and 2nd review	Modified	\$526	N/A
Electrical Vehicle Charging			
EVC - Residential	Modified	\$214	N/A
EVC - Commercial	Modified	\$566	N/A
Mechanical Permits			
Permit Issuance	New	\$120	N/A
Heating, Ventilation, and Air Conditioning (HVAC)			
Residential - New Furnace and / or AC/Condenser	Modified	\$429	N/A
Residential - Replace / Relocate Furnace and / or AC/Condenser	Modified	\$68	N/A
Commercial - New Furnace and/or HVAC/Condenser	Modified	Valuation-Based	N/A
Commercial - Replace / Relocate - Furnace and/or HVAC/Condenser	Modified		\$167
Additional Fee Categories			
Floor Furnace	Modified	\$102	N/A
Wall Heater	Modified	\$102	N/A
Boiler / Compressor	Modified	\$68	N/A
Evaporative Cooler	Modified	\$68	N/A
Ventilating Fan	Modified	\$68	N/A
Hood	Modified	\$137	N/A
Plumbing Permit			
Permit Issuance	New	\$120	N/A
Water Heater & Water Softener permitting fees			
Tankless Water-heater	Modified	\$68	N/A
Water heater replacement	Modified	\$68	N/A
Electric water heater	Modified	\$68	N/A
Water Softener	Modified	\$68	N/A
Gas Line			
Gas Line Replacement	Modified	\$102	N/A
New Gas Line	Modified	\$137	N/A
Waterline & Sewer Repipe			
Repipe waterline	Modified	\$102	N/A
Repipe from house to main waterline	Modified	\$102	N/A
Repipe sewer	Modified	\$102	N/A
Repipe from house to main sewer	Modified	\$102	N/A
Unit Fee Schedule			
For each plumbing fixture or trap or set of fixtures on one trap	Modified	\$20	N/A
For each industrial waste pretreatment interceptor including its trap and vent excepting kitchen-type grease interceptors functioning as fixture traps	Modified	\$20	N/A
For installation, alteration, or repair of water piping and/or water treating equipment, each	Modified	\$20	N/A
For repair or alteration of drainage or vent piping, each fixture	Modified	\$20	N/A

While a large portion of the fees offered by building are modified, the majority of the remaining fees administered by the Building Department under-recover for its services. The largest under recovery is in relation to the valuation-based fees, specifically the '\$1,000,001 to \$10,000,000' base fee at \$6,081.63.

For Permits outside the Building Permit Fee Table (Based on Total Valuation) category, the most significant deficit is in relation to the 'Detached Storage Shed - with no trades (not to exceed 250 sq. ft.)' under the Miscellaneous Standalone Fees category at \$336. The smallest under recovery is in relation to the 'Inspections outside of normal business hours (Min. 4 hours)' fee and the 'Permit Reactivation' fee under the Additional Fees that May Apply category at \$1.

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CODE ENFORCEMENT

The Code Enforcement Department is responsible for ensuring compliance with the City’s health, safety, nuisance abatement, and zoning code. The following sections discuss fee schedule modifications and detailed per-unit results for the fee-related services associated with the Code Enforcement Department.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, similar to planning, the City created a new code enforcement fee schedule and codified the fines and penalties in the City’s municipal code. The noted modifications ensure that the proposed fee schedule more accurately reflects the services provided by Code Enforcement staff.

DETAILED RESULTS

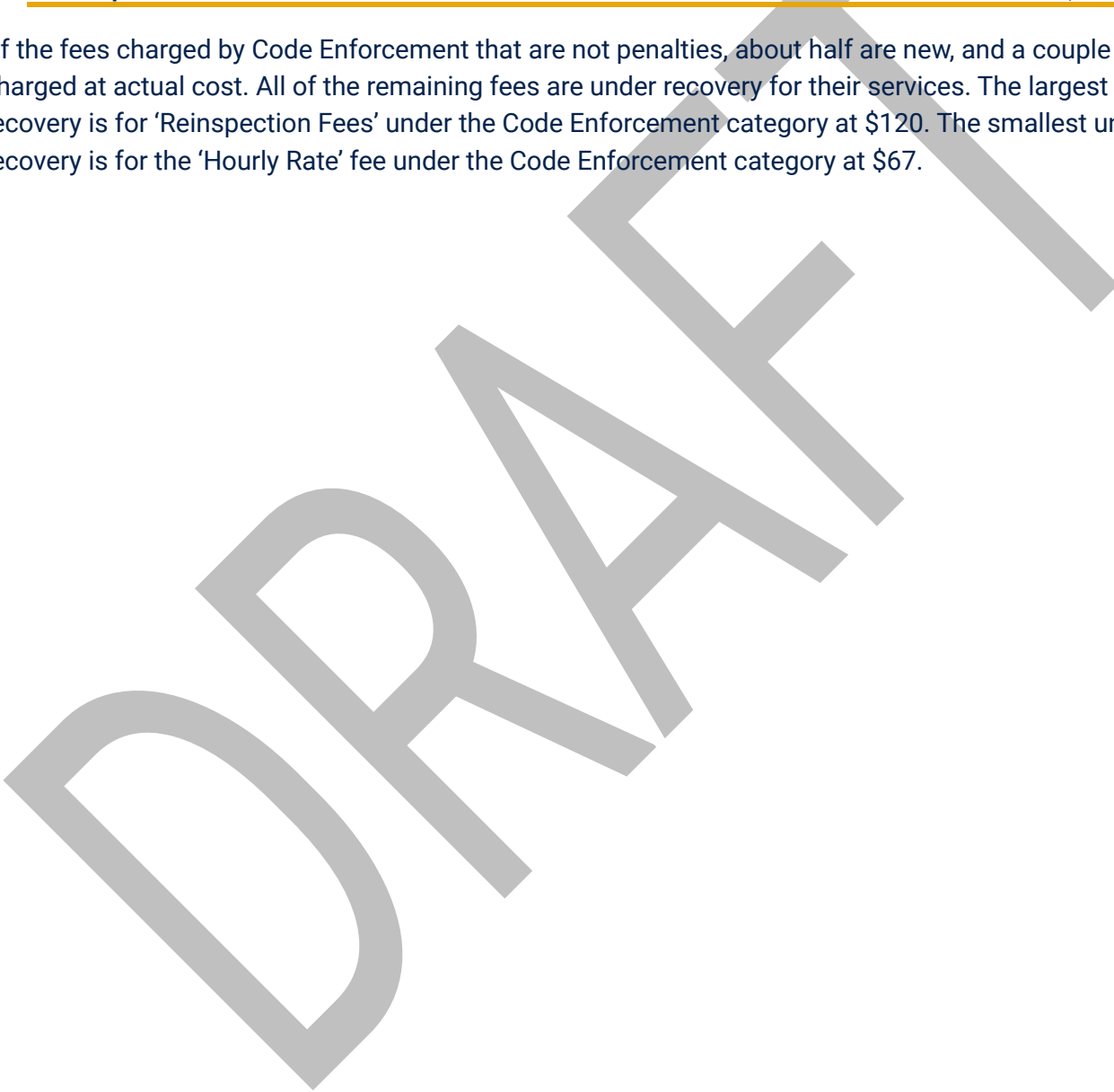
The Code Enforcement Department collects fees for Administrative Penalties, Notices, Abatements, Hearings, and inspection fees. The following table details the fee name, current fee, total cost, and the difference for each service offered.

TABLE 4: TOTAL COST PER UNIT RESULTS – CODE ENFORCEMENT

Fee Name	Current Fee	Total Cost	Difference
Administrative Penalties			
Nuisance Violation			
First Violation	\$100	\$100	\$0
Second Violation	\$200	\$200	\$0
Each Additional Violation	\$500	\$500	\$0
Local Building and Safety Codes Violation			
First Violation	\$130	\$130	\$0
Second Violation	\$700	\$700	\$0
Each Additional Violation	\$1,300	\$1,300	\$0
Cannabis Related Violation			
Violation	\$1,000	\$1,000	\$0
Notices			
Notice of Violation	New	\$987	N/A
Notice to Abate a Public Nuisance	New	\$987	N/A
Post-Deprivation Notice	New	\$1,036	N/A
Stop Work Notice	New	\$641	N/A
Unsafe to Occupy	New	\$641	N/A
Vacancy	New	\$493	N/A
Notice of Refusal to Issue Permits	New	\$497	N/A
Release of Notice of Violation	New	\$690	N/A
Recorded with the San Benito County Recorder			
Notice of Noncompliance	New	\$518	N/A
Notice of Pendency	New	\$518	N/A
Abatement			

Fee Name	Current Fee	Total Cost	Difference
Abatement at City Expense	Actual Cost	Actual Cost	N/A
Notice of Final Disposition	Actual Cost	Actual Cost	N/A
Hearing			
Lien Hearing	Actual Cost	Actual Cost	N/A
Administrative Hearing	Actual Cost	Actual Cost	N/A
Code Enforcement			
Hourly Rate	\$105	\$172	(\$67)
Re-Inspection Fees	\$105	\$225	(\$120)

Of the fees charged by Code Enforcement that are not penalties, about half are new, and a couple are charged at actual cost. All of the remaining fees are under recovery for their services. The largest under recovery is for 'Reinspection Fees' under the Code Enforcement category at \$120. The smallest under-recovery is for the 'Hourly Rate' fee under the Code Enforcement category at \$67.



ENGINEERING

The City contracts with MNS for development engineering services, which covers services such as map checks, encroachments, building review, etc. The following sections discuss fee schedule modifications and detailed per-unit results for the fee-related services associated with Engineering.

FEE SCHEDULE MODIFICATIONS

Currently, all engineering services are charged on a time-and-material basis, and no services are codified in a published fee schedule. Through this process, the City wanted to codify engineering-related fees on a fee schedule, even if the majority of them are deposit-based fees.

DETAILED RESULTS

The Engineering Division collects fees for subdivision map checks, certificate of compliance, encroachment permits, improvement plan check/inspections, oversize transportation permits, and engineering plan checks. The following table details the fee name, current fee, total cost, and the difference for each service offered.

TABLE 5: TOTAL COST PER UNIT RESULTS – ENGINEERING

Fee Name	Current Fee	Total Cost	Difference
Permit Issuance	New	\$89	N/A
Subdivision Map Check	New	\$1,000	N/A
Final Map	New	\$5,000	N/A
Parcel Map	New	\$4,000	N/A
Certificate of Compliance (Lot Line Adjustment, Lot Merger)	New	\$1,000	N/A
Encroachment Permit and Improvement Plan Check/Inspection	New	3%	N/A
Annual Utility Encroachment Permit	New	\$1,326	N/A
Minor Encroachment Permits (Residential Driveway, Pods, etc.)	New	\$561	N/A
Engineering Division Plan Check			
Includes Storm Water Review, Up to \$300,000 valuation	\$100	\$247	(\$147)
Over \$300,000 valuation	\$300	\$741	(\$441)

The majority of the fees charged by Engineering are new, but of the remaining fees, they all under-recover for their services. The largest under recovery is in relation to the 'Engineering Division Plan Check' fees, specifically the 'Over \$300,000 valuation' fee at \$441. The smallest under recovery is in relation to the 'Engineering Division Plan Check' fees, specifically the 'Includes Storm Water Review, Up to \$300,000 valuation' fee at \$147.

PLANNING

The Planning Department is responsible for facilitating urban growth/sphere of influence planning, oversight over historic preservation, managing the master plan, execution of housing programs and regulatory updates, and updating the zoning and ADU ordinances. The following sections discuss fee schedule modifications and detailed per-unit results for the fee-related services associated with the Planning Department.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the entire Planning fee schedule was recreated to better reflect the different types of services that can be offered by the City. The City’s current fee schedule was extremely outdated, so the goal of this analysis was to modernize it while also adding all potential service fees.

DETAILED RESULTS

The Planning Department collects fees for a wide variety of permits, some include administrative time extensions, annexations, appeals, conditional use permits, environmental fees, film permits, general plan amendments, occupation permits, lot line adjustments, SB9s, SB330s, sign permits, tentative parcel maps, tentative tract maps, tree removals, variance requests, zoning, and plan checks. The total cost calculated for each service includes direct consultant costs, Departmental, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

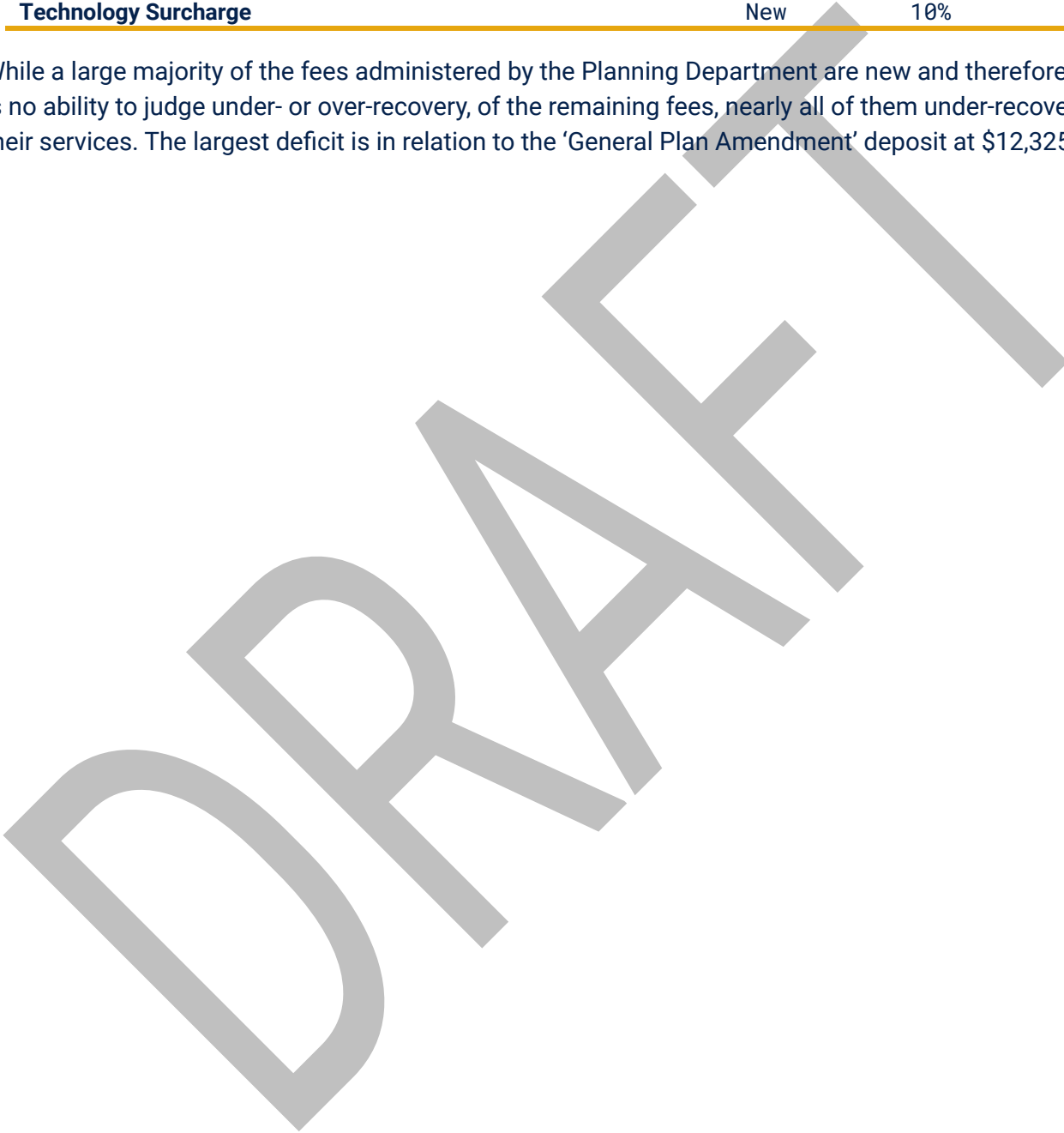
TABLE 6: TOTAL COST PER UNIT RESULTS – PLANNING

Fee Name	Current Fee	Total Cost	Difference
Administrative Time Extension	30% of Application	\$885	N/A
Annexation	\$5,250	\$16,000	(\$10,750)
Appeals			
Appeal, Planning Commission	\$525	\$7,000	(\$6,475)
Appeal, All others	\$525	\$7,000	(\$6,475)
Amendment / Modification	New	50%	N/A
Architectural and Site Review:			
Commercial / Industrial / Wireless or Miscellaneous	New	\$7,250	N/A
Residential	New	\$6,454	N/A
Business License Fee	New	\$204	N/A
Conditional Use Permit	\$1,575	\$7,000	(\$5,425)
Conditions of Approval - Mitigation Monitoring	New	\$1,000	N/A
Hearing Continuation Request by Applicant	New	\$1,362	N/A
Development Agreement	New	\$5,000	N/A
Environmental			
Categorical Exemption	\$262.50	\$845	(\$582.50)

Fee Name	Current Fee	Total Cost	Difference
Initial Study/ND/MND, non-complex project (Staff Review)	New	\$2,000	N/A
	Staff +	Consultant	
EIR/MND/Initial Study (Consultant Contract)	Consultant Cost	Cost	N/A
	Staff +	Consultant	
EIR/MND/Initial Study (Peer Review of Applicant Prepared EIR/ND/MND/Initial Study)	Consultant Cost	Cost	N/A
Planning Commission Extension	New	\$2,476	N/A
Film Permit	\$159	\$379	(\$220)
General Plan Amendment	\$3,675	\$16,000	(\$12,325)
General Plan Text Amendment	New	\$13,000	N/A
Historic Resources Review (including demolition / significant alteration)			
Administrative	New	\$4,067	N/A
Commission	New	\$7,000	N/A
		Actual	
Evaluation	New	Cost	N/A
	Business License		
Home Occupation Permit	Fee	\$499	N/A
Lot Line Adjustment / Merger	\$525	\$5,340	(\$4,815)
Miscellaneous Planning Review or Research	New	\$159	N/A
Mobile Home Rent Review	New	\$5,340	N/A
Planning Inspection / Review	New	\$159	N/A
Planned Unit Development	\$5,250	\$2,000	\$3,250
Pre-Application Review	New	\$3,590	N/A
		Actual	
Public Noticing Fee	New	Cost	N/A
SB9 Urban Lot Split	New	\$2,000	N/A
SB330 Application	New	\$7,091	N/A
Short Term Rental Program			
Initial Application			
Fire Safety Inspection	\$116	\$131	(\$15)
Building Code inspections	\$119	\$131	(\$12)
Application	\$376	\$1,383	(\$1,007)
Hourly Inspection	\$611	\$1,000	(\$389)
Sign Permit	\$157.50	\$726	(\$568.50)
Sign Program (2 or more signs)	New	\$1,000	N/A
Temporary Use Permit (standard)	New	\$2,635	N/A
Tentative Parcel Map (up to 4 lots)	\$2,625	\$5,000	(\$2,375)
Tentative Tract Map (5 or more lots)	\$5,250	\$7,000	(\$1,750)
Tree Removal Permit	\$25	\$487	(\$462)
Variance Request	\$1,575	\$2,000	(\$425)
Zoning Text / Map / Ordinance Amendment	New	\$16,000	N/A
Zoning Clearance Letter	New	\$159	N/A
Zoning Verification Letter	New	\$238	N/A
Any Other Application / Entitlement Not Listed	New	\$1,000	N/A

Fee Name	Current Fee	Total Cost	Difference
Planning Division Plan Check			
Up to \$100,000 valuation	New	\$487	N/A
Over \$100,000 valuation	New	\$965	N/A
Affordable Housing Project / Agreement	New	\$2,000	N/A
Complex Project	New	\$8,000	N/A
Technology Surcharge	New	10%	N/A

While a large majority of the fees administered by the Planning Department are new and therefore there is no ability to judge under- or over-recovery, of the remaining fees, nearly all of them under-recover for their services. The largest deficit is in relation to the 'General Plan Amendment' deposit at \$12,325.



RECREATION

The Recreation Department is responsible for administering park and field rentals, offering programming activities, and collaborating with the City’s other departments on special events programming. The following sections discuss fee schedule modifications and detailed per-unit results for the fee-related services associated with the Recreation Department.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, no fees were removed, and fees associated with specific rentals, such as BBQ Pit or library meeting or alcohol surcharges, were added, along with special event fee expansions for additional inspections, staff support, and vendor fees. The proposed modifications ensure that the fee schedule more accurately reflects the services provided by Recreation staff.

DETAILED RESULTS

Fees evaluated include park permits, field rentals, special events, and rentals. The total cost calculated for each service includes direct staff costs and Division and Citywide overhead. The following table details the fee name, current fee, total cost, and the difference for each service offered.

TABLE 7: TOTAL COST PER UNIT RESULTS – RECREATION

Fee Name	Current Fee	Total Cost	Difference
Parks and Recreation Fees			
City Park Permit			
Resident	\$100	\$234	(\$134)
Other	\$250	\$234	\$16
BBQ Pit / Bench Area	New	\$27	N/A
Baseball Field Rental	New	\$49	N/A
Yard Sale Permit	\$10	\$38	(\$28)
Refund or Cancellation Processing Fees	New	\$51	N/A
Background Check Fees	New	Actual Cost	N/A
Special Event/Activities			
Non Profits:			
No street blockage, Organizations: No street blockage or blockage of side streets, up to one block.	\$75	\$1,691	(\$1,616)
Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$100	\$2,032	(\$1,932)
Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$200	\$2,372	(\$2,172)
Private Promoter Organizations:			
No street blockage, Organizations: No street blockage or blockage of side streets, up to one block.	\$250	\$1,691	(\$1,441)
Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$400	\$2,032	(\$1,632)
Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$800	\$2,372	(\$1,572)

Fee Name	Current Fee	Total Cost	Difference
Additional Inspection	New	\$95	N/A
		See PW Fee	
Encroachment Permit	New	Schedule	N/A
PW Blockade Materials	Actual Cost	Actual Cost	N/A
PW Staff Time	New	\$95	N/A
Vendor Fee			
Single Event	New	\$126	N/A
Multiple Events / Annual	New	\$294	N/A
Food Truck Vendor Fee:			
Single Event	New	\$168	N/A
Multiple Events / Annual	New	\$336	N/A
Events that Require Alcohol	New	15%	N/A
Alcohol License Processing Fee	New	\$168	N/A
Community Hall Rental			
City Resident / County Resident - (Mon-Sunday)	\$650	\$843	(\$193)
Non-Resident	\$850	\$843	\$7
Local City & County Non-Profits	\$0	\$843	(\$843)
Damage Deposit	\$500	\$500	\$0
Cleaning Deposit	\$200	\$250	(\$50)
Events that Require Alcohol	New	15%	N/A
Alcohol License Processing Fee	New	\$168	N/A
Library Rental			
Meeting Room Rental	New	\$59	N/A
Full Library Rental (Closed Hours Only)	New	\$176	N/A
Damage Deposit	\$500	\$500	\$0
Cleaning Deposit	\$200	\$250	(\$50)

Nearly all of the fees administered by the Recreation Department under-recover for the services. they fund The largest deficit is in relation to the special events fees charged to Non-Profits. These fees are traditionally subsidized even though there is no price differential. The smallest under-recovery is for the 'Yard Sale Permit' fee under the Recreation Fees category at \$28. While Recreation fees generally under-recover, these fees differ in that they're based on what the market can bear and, as such, do not have to be set at the cost of the service, but rather at the market rate. As such, over-recoveries need not be reduced based on service costs.

APPENDIX – COMPARATIVE SURVEY

As part of the Cost of Services (User Fee) study for the City of San Juan Bautista, Matrix Consulting Group conducted a comparative survey of user fees. The City identified seven municipalities to be included in the comparative survey: City of Biggs, Town of Colma, City of Del Rey Oaks, City of Gonzales, City of Lakeport, City of Rio Dell, and the City of Rolling Hills. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances) and or contacted jurisdictions to get comparative information.

While this full report provides the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to benchmark themselves against other comparable jurisdictions to understand the local “rates” for comparable services. This type of comparative analysis allows for the City to assess what types of changes in fee levels their community can bear. However, benchmarking does not provide adequate information regarding the relationship of other jurisdictions’ costs to their fees (i.e., policy decisions to subsidize, cost recovery goals, etc.). To contextualize this portion of the analysis, the project team provided economic and recency factors for the comparable jurisdictions.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City.

ECONOMIC FACTORS

To provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. These factors can impact how and when fees are administered, as a jurisdiction with a smaller population may choose to not charge a fee, or a smaller workforce size may inhibit their ability to administer a fee.

The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

TABLE 8: RANKING OF JURISDICTIONS BY POPULATION

Jurisdiction	Population ²
Town of Colma	1,411
City of Del Rey Oaks	1,546
City of Rolling Hills	1,677
City of Biggs	1,973
San Juan Bautista	2,078
City of Rio Dell	3,232
City of Lakeport	5,026
City of Gonzales	8,434

² California Finance estimates as of 1/1/2025 were used to determine each jurisdiction’s population.

TABLE 9: RANKING OF JURISDICTIONS BY CITYWIDE TOTAL BUDGET

Jurisdiction	FY25-26 Budget ³
City of Rolling Hills	\$3,930,122
City of Del Rey Oaks	\$4,808,300 ⁴
San Juan Bautista	\$5,593,830
City of Biggs	\$8,079,153
City of Rio Dell	\$17,374,056
Town of Colma	\$24,920,620
City of Lakeport	\$37,289,272
City of Gonzales	\$37,598,401

TABLE 10: RANKING OF JURISDICTIONS BY FTE

Jurisdiction	FY25-26 Authorized FTE
City of Rolling Hills	7.00
City of Biggs	10.00
City of Del Rey Oaks	15.00 ⁴
San Juan Bautista	18.50
City of Rio Dell	23.05
Town of Colma	50.40
City of Lakeport	56.00
City of Gonzales	57.00

When compared to the surveyed jurisdictions, the City of San Juan Bautista ranks near the bottom in terms of population, budget, and staffing.

RECENCY FACTOR

While the above comparative information can provide some perspective when comparing San Juan Bautista’s fees with those of surveyed jurisdictions, other key factors to consider include when a jurisdiction’s fee schedule was last updated and when the last comprehensive analysis was conducted. It is important to note that even though jurisdictions may have conducted recent fee studies, their fees are not always adopted at full cost recovery. The comparative results show only the adopted fee for the surveyed jurisdiction, not necessarily the full cost of the comparable service.

The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule:

TABLE 11: LAST FEE SCHEDULE UPDATE

Jurisdiction	Response
City of Biggs	2019
City of Del Rey Oaks	2025
City of Gonzales	2025
City of Lakeport	2024

³ To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.

⁴ As 2025/2026 FTE was not available, we utilized FY 2024/2025 budget and FTE.

Jurisdiction	Response
City of Rio Dell	2025
City of Rolling Hills	2022
Town of Colma	2024

TABLE 12: LAST FEE STUDY CONDUCTED

Jurisdiction	Response
City of Biggs	2009
City of Del Rey Oaks	2025
City of Gonzales	N/A
City of Lakeport	2024
City of Rio Dell	N/A
City of Rolling Hills	N/A
Town of Colma	2019

About three of the surveyed jurisdictions have published an updated fee schedule within the last year. However, the City of Lakeport and the Town of Colma updated their fee schedules in 2024, the City of Rolling Hills updated its fee schedule in 2022, and the City of Biggs updated its fee schedule in 2019. Additionally, two of the jurisdictions have conducted a fee study within the last five years.

ADDITIONAL FACTORS

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- **Cost Recovery Factors:** Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services, as various policy decisions may subsidize services.
- **Fee Variance Factors:** A fee with the same name may encompass different types of services or activities across jurisdictions. Variability may stem from differences in service delivery models (e.g., in-house vs. contracted), the scope of work included under the fee, and staffing configurations, all of which can influence how indirect and overhead costs are allocated.

In addition to the issues noted, market surveys can also risk creating a confusing excess of data that obscures rather than clarifies policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends using the market comparison of fees as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

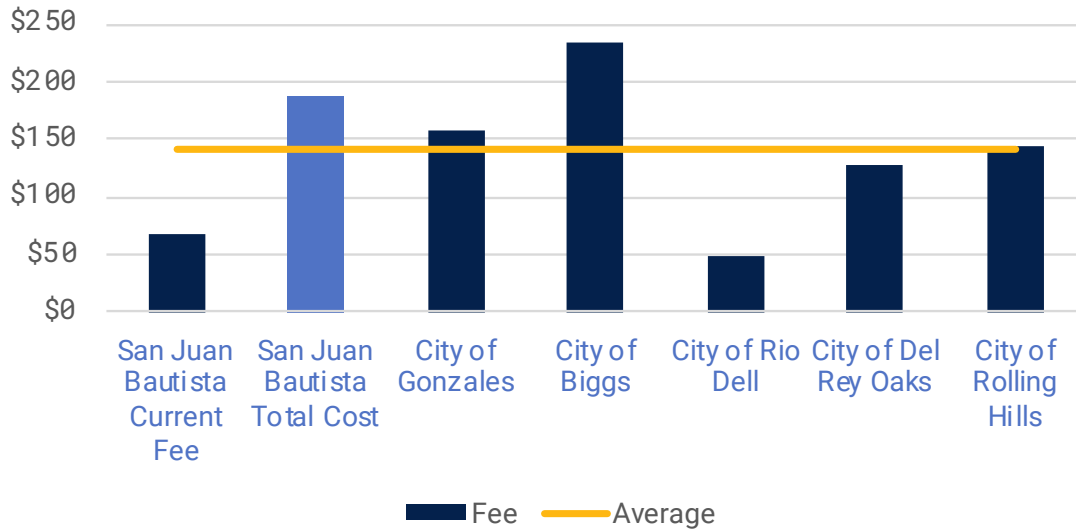
COMPARATIVE SURVEY RESULTS

As part of this study, the project team conducted a survey of how the City’s current user fees and calculated full costs compare to other identified jurisdictions. The following subsections provide a comparative look at several fee-related services offered by the City versus those of the surveyed jurisdictions.

WATER HEATER REPLACEMENT

San Juan Bautista currently charges \$69 for a Water Heater Replacement and through this study, the full cost was calculated at \$188. The following graph shows how San Juan Bautista's full cost compares to the surveyed jurisdictions.

Water Heater Replacement

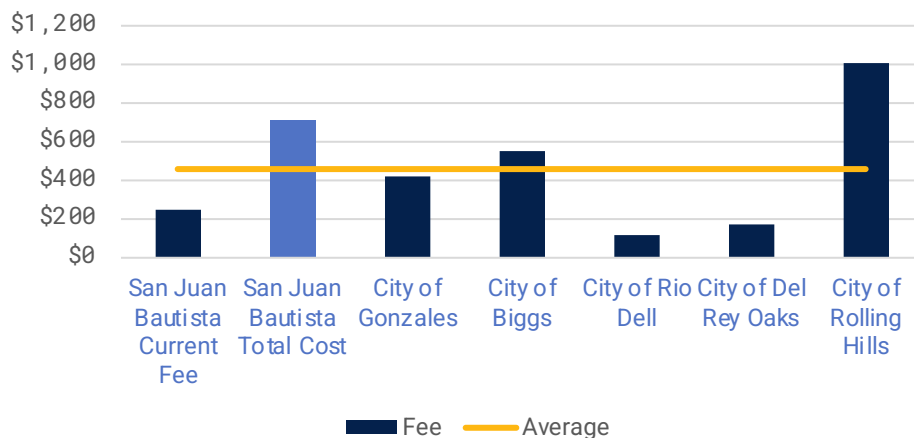


The current fee is below the jurisdictional average of \$142, while the calculated full cost is above it. The City's calculated full cost is most comparable to the City of Gonzales's fee of \$158. City of Biggs has the highest fee at \$234, while City of Rio Dell has the lowest fee at \$49.

RESIDENTIAL EV CHARGER (VALUATION \$7,000)

Building currently charges a fee of \$247 for a Residential EV Charger Valued at \$7,000. Through this study, the project team calculated the full cost of this service to be \$710. The following graph shows how San Juan Bautista's current fee and full cost compare with those of the surveyed jurisdictions.

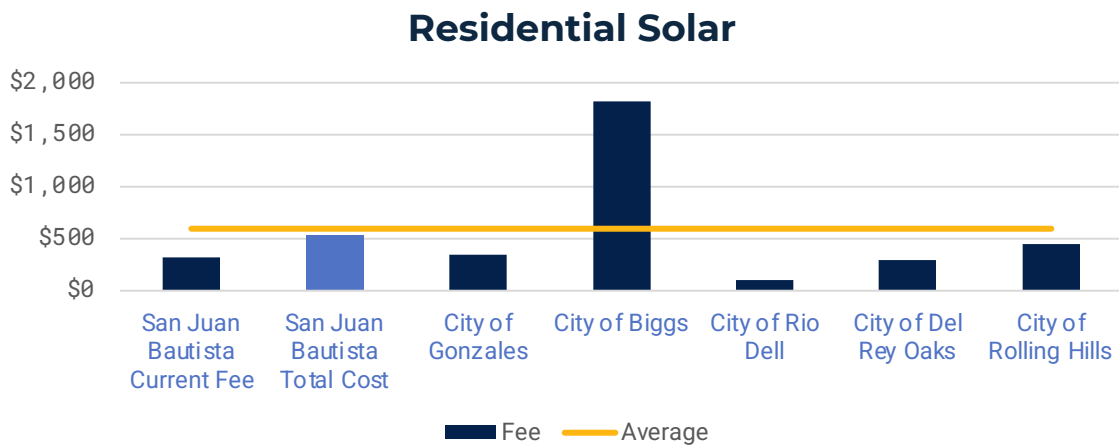
Residential EV Charger



San Juan Bautista's current fee is below the jurisdictional average of \$453, while the calculated full cost is above the average. The current fee is most comparable to the City of Del Rey Oaks' fee of \$170. The City of Rolling Hills has the highest fee at \$1,006, while the City of Rio Dell has the lowest fee at \$116.

RESIDENTIAL SOLAR

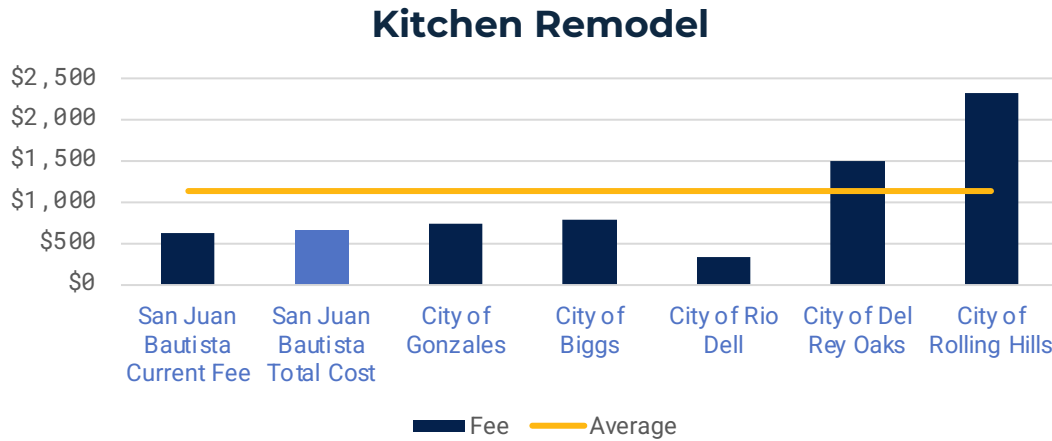
Building currently charges a fee of \$320 for plan checking and inspecting a Residential Photovoltaic system. Through this study, the project team calculated the full cost of this service to be \$549. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



Both San Juan Bautista's current fee and full cost are below the jurisdictional average of \$607. The current fee is most comparable to the City of Del Rey Oaks's fee of \$298, whereas the calculated full cost is most comparable to the City of Rolling Hills' fee of \$450. The City of Biggs has the highest fee at \$1,826, while the City of Rio Dell has the lowest at \$104.

KITCHEN REMODEL (VALUATION \$20,000)

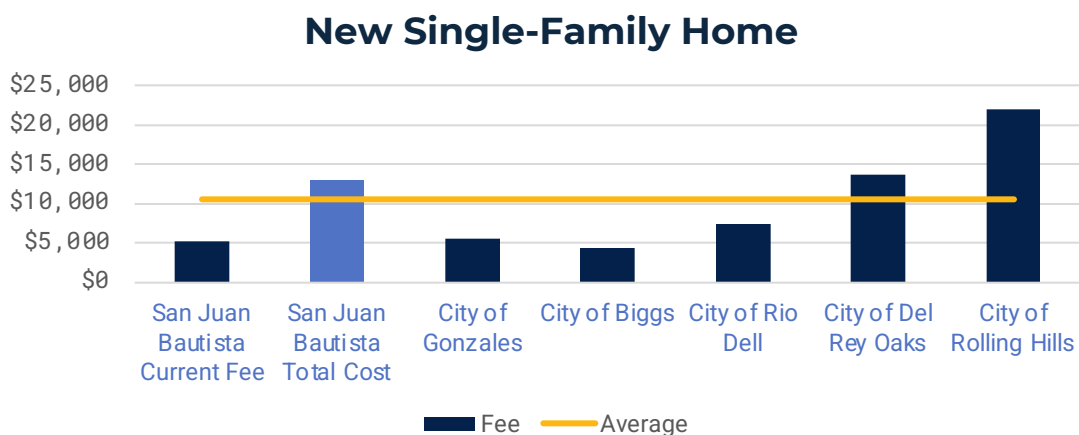
Building currently charges a fee of \$630 for a Kitchen Remodel valued at \$20,000. Through this study, the project team calculated the full cost of this service to be \$657. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



Both San Juan Bautista's current fee and full cost are below the jurisdictional average of \$1,139. Both are most comparable to the City of Gonzales' fee of \$740. The City of Rolling Hills has the highest fee at \$2,330, while the City of Rio Dell has the lowest fee at \$330.

NEW SINGLE-FAMILY HOME (\$450,000 VALUATION)

Building currently charges a fee of \$5,222 for a new single-family home valued at \$450,000. Through this study, the project team calculated the full cost of this service to be \$12,967. The following graph shows how San Juan Bautista's current fee and full cost compare with those of the surveyed jurisdictions.

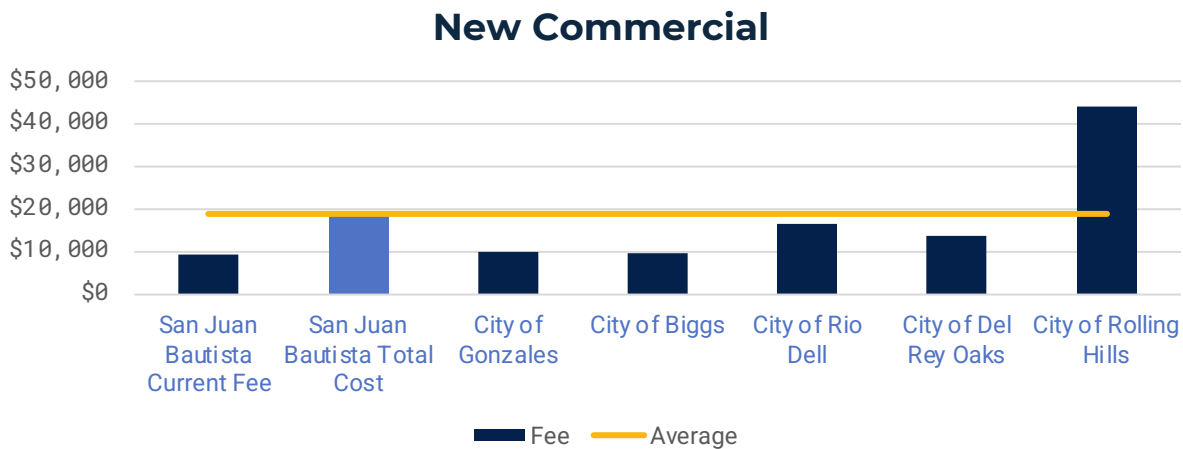


San Juan Bautista's current fee is below the jurisdictional average of \$10,619, while the full cost is above the average. The current fee is most comparable to the City of Gonzales's fee of \$5,621. The calculated

full cost is most comparable to the City of Del Rey Oaks' fee of \$13,770. The City of Rolling Hills has the highest fee at \$21,910, while the City of Biggs has the lowest fee at \$4,368.

NEW COMMERCIAL (\$1,000,000 VALUATION)

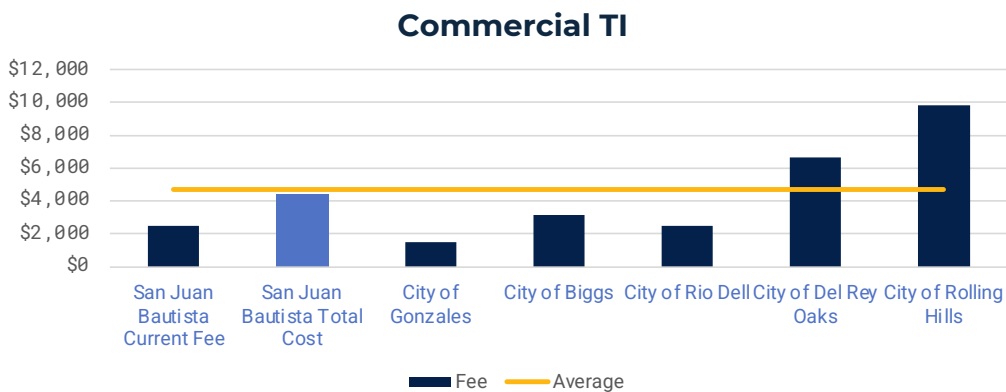
Building currently charges a fee of \$9,254 for a New Commercial valued at \$1,000,000. Through this study, the project team calculated the full cost of this service to be \$19,289. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



San Juan Bautista's current fee is below the jurisdictional average of \$18,746, while the full cost is above the average. The current fee is most comparable to the City of Biggs's fee of \$9,531. The calculated full cost is most comparable to the City of Rio Dell's fee of \$16,500. The City of Rolling Hills has the highest fee at \$44,107, while the City of San Juan Bautista has the lowest fee at \$9,531.

COMMERCIAL TENANT IMPROVEMENT (\$150,000 VALUATION)

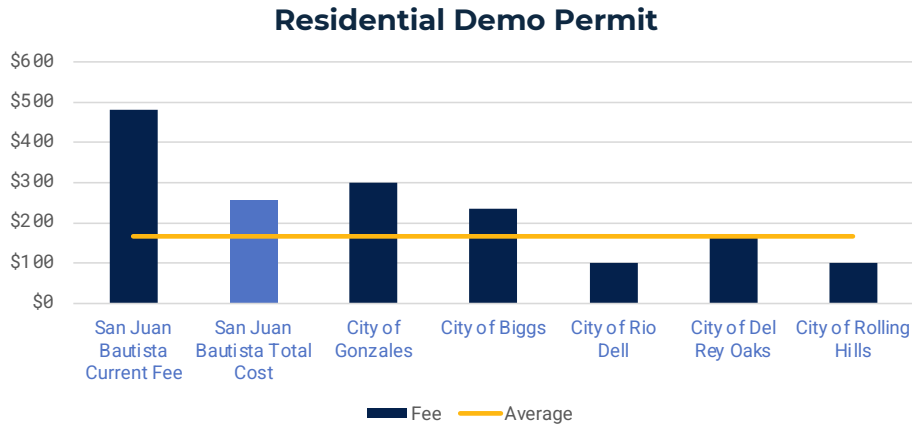
Building currently charges a fee of \$2,450 for Commercial Tenant Improvement valued at \$150,000. Through this study, the project team calculated the full cost of this service to be \$4,433. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



Both San Juan Bautista's current fee and full cost are below the jurisdictional average of \$4,704. The current fee is most comparable to the City of Rio Dell's fee of \$2,475. The City of Rolling Hills has the highest fee at \$9,803, while the City of Gonzales has the lowest fee at \$1,472.

RESIDENTIAL DEMOLITION PERMIT

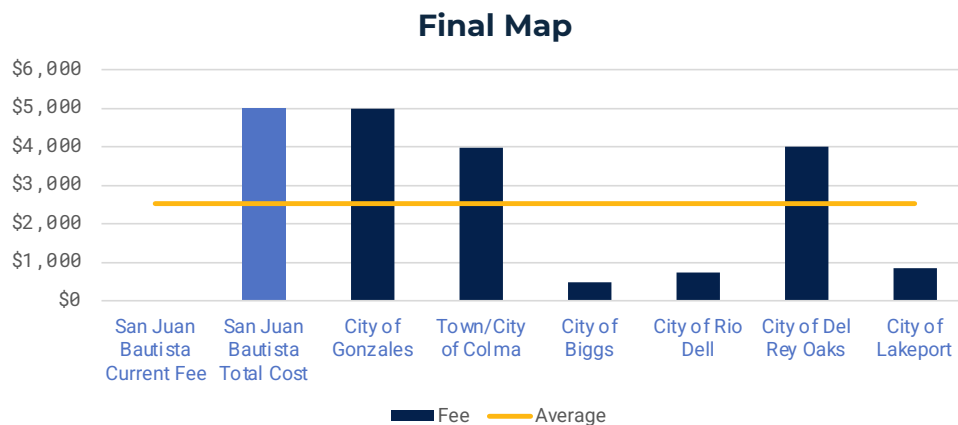
Building currently charges a fee of \$480 for a Residential Demolition Permit. Through this study, the project team calculated the full cost of this service to be \$257. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



Both San Juan Bautista's current fee and full cost are above the jurisdictional average of \$167. The current fee is most comparable to the City of Gonzales's fee of \$300. The calculated full cost is most comparable to the City of Biggs' fee of \$234. The City of San Juan Bautista has the highest fee at \$480, while the City of Rio Dell has the lowest fee at \$99.

FINAL MAP

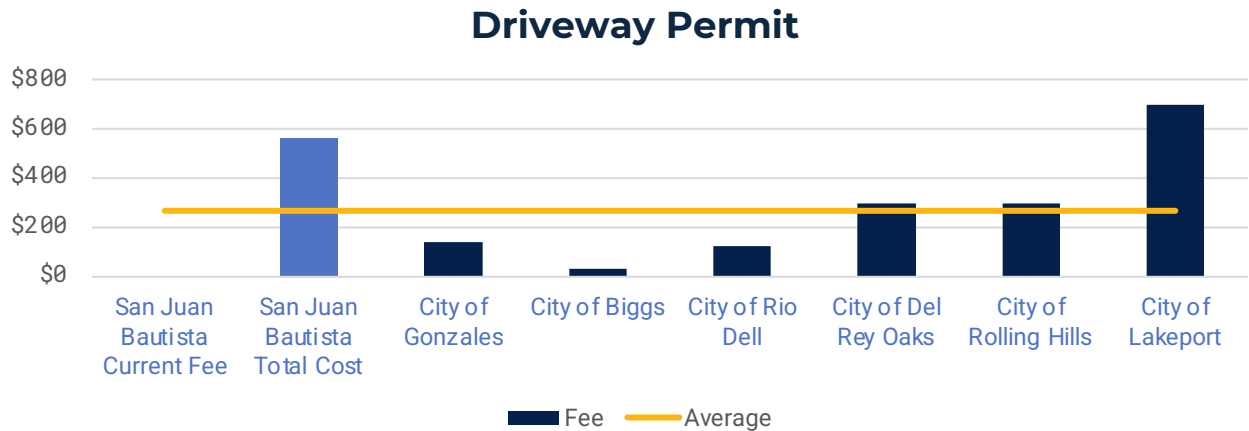
San Juan Bautista currently charges a different deposit for a Final Map as needed. Through this study, the project team calculated the full cost of this service to be \$5,000. The following graph shows how San Juan Bautista's full cost compares with that of the surveyed jurisdictions.



The full cost of \$5,000 is above the jurisdictional average of \$2,514. The City's calculated full cost is most comparable to the City of Gonzales's fee of \$5,000. The City of Gonzales has the highest fee at \$5,000, while the City of Biggs has the lowest fee at \$500.

DRIVEWAY PERMIT

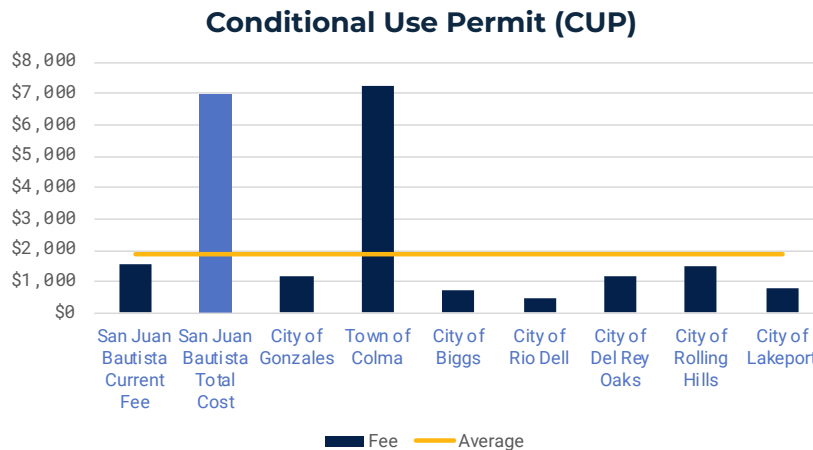
San Juan Bautista does not currently have a fee for a Driveway Permit, as this is a new fee. Through this study, the project team calculated the full cost of this service to be \$561. The following graph shows how San Juan Bautista's full cost compares to the surveyed jurisdictions.



The full cost of \$561 is above the jurisdictional average of \$266. The full cost is most comparable to the City of Lakeport's fee of \$696. The City of Lakeport has the highest fee at \$696, while the City of Biggs has the lowest fee at \$30.

CONDITIONAL USE PERMIT (CUP)

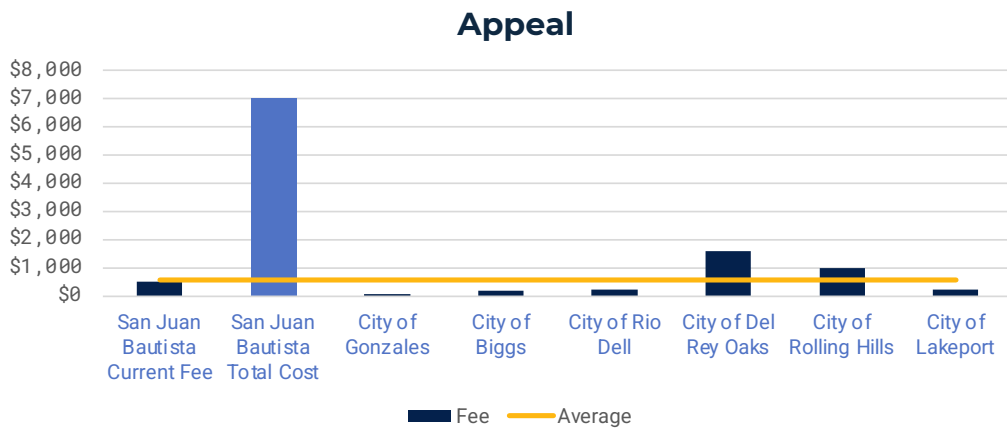
Planning currently charges a fee of \$1,575 for a Conditional Use Permit. Through this study, the project team calculated the full cost of this service to be \$7,000. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



San Juan Bautista's current fee is below the jurisdictional average of \$1,882, whereas the calculated full cost is above. The city's full cost is most comparable to the Town of Colma's fee of \$7,255.

APPEAL

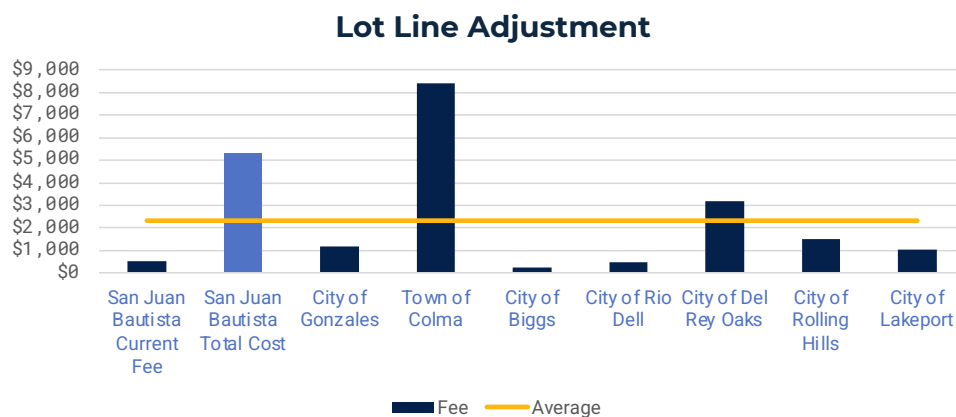
Planning currently charges a fee of \$525 for an Appeal. Through this study, the project team calculated the full cost of this service to be \$7,000. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



San Juan Bautista's current fee is below the jurisdictional average of \$561, while the full cost is significantly above the average. The current fee is most comparable to the City of Rio Dell's fee of \$250. The City of Del Rey Oaks has the highest fee at \$1,600, while the City of Gonzales has the lowest fee at \$64.

LOT LINE ADJUSTMENT

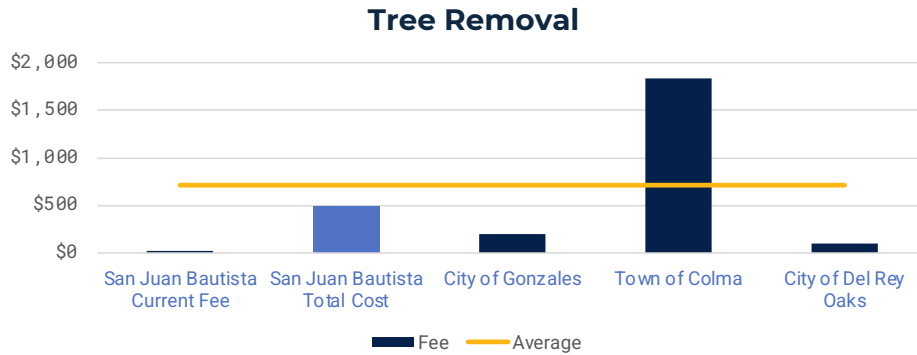
Planning currently charges a fee of \$525 for a Lot Line Adjustment. Through this study, the project team calculated the full cost of this service to be \$5,340. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



San Juan Bautista's current fee is below the jurisdictional average of \$2,302, while the full cost is above the average. The current fee is most comparable to the City of Rio Dell's fee of \$500. The town of Colma has the highest fee at \$8,416, while the City of Biggs has the lowest fee at \$250.

TREE REMOVAL

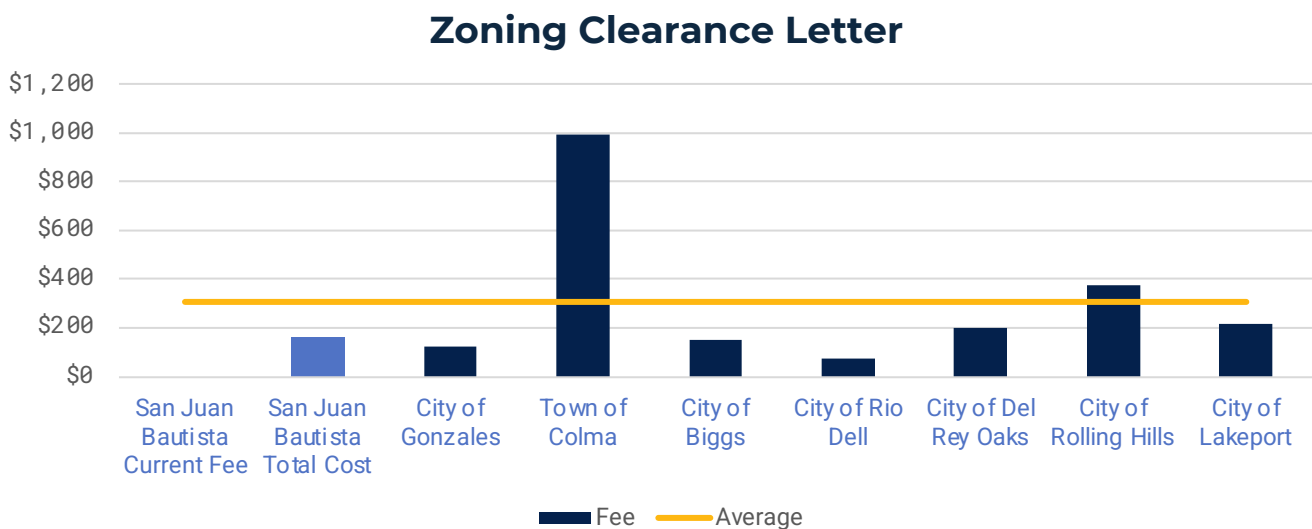
Planning currently charges a fee of \$25 for a Tree Removal. Through this study, the project team calculated the full cost of this service to be \$487. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



Both San Juan Bautista's current fee and full cost are below the jurisdictional average of \$711. The town of Colma has the highest fee at \$1,833, while the City of San Juan Bautista has the lowest fee at \$25.

ZONING CLEARANCE LETTER

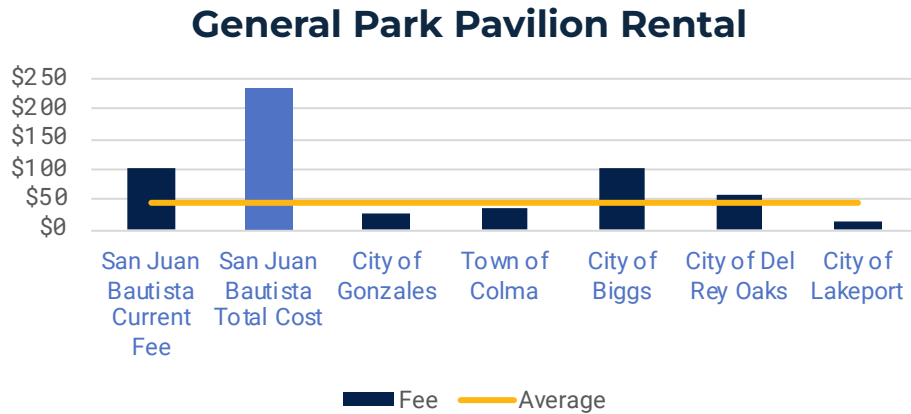
San Juan Bautista does not currently have a fee for a Zoning Clearance Letter, as this is a new fee. Through this study, the project team calculated the full cost of this service to be \$159. The following graph shows how San Juan Bautista's full cost compares to the surveyed jurisdictions.



The full cost of \$159 is below the jurisdictional average of \$305. The full cost is most comparable to the City of Biggs's fee of \$150. The town of Colma has the highest fee at \$993, while the City of Rio Dell has the lowest fee at \$75.

GENERAL PARK PAVILION RENTAL

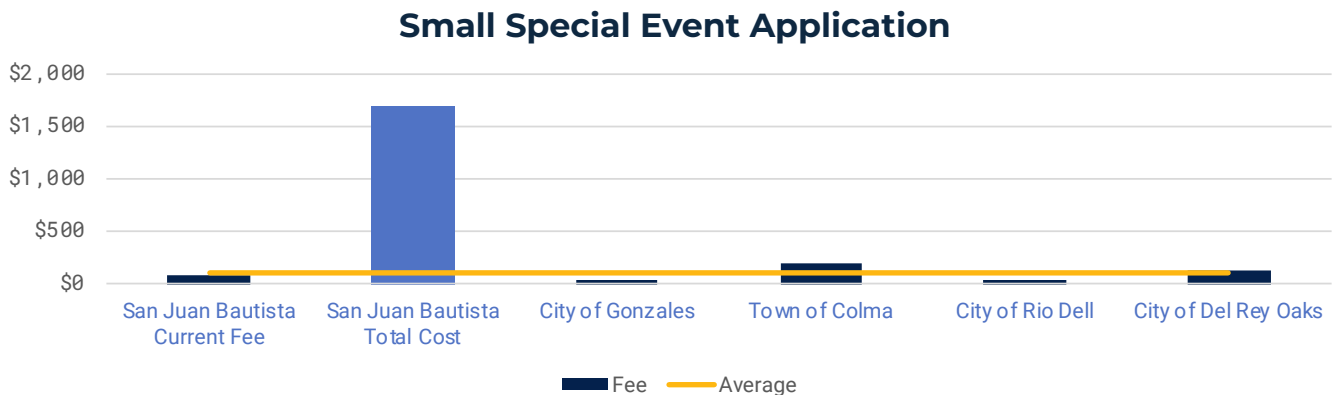
Parks & Recreation currently charges a fee of \$100 for a General Park Pavilion Rental. Through this study, the project team calculated the full cost of this service to be \$234. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



Both San Juan Bautista's current fee and full cost are above the jurisdictional average of \$47. The current fee is most comparable to the City of Biggs's fee of \$100, whereas its full cost fee is higher than all surrounding jurisdictions. The City of San Juan Bautista and the City of Briggs have the highest fee at \$100, and the City of Lakeport has the lowest fee at \$15.

SMALL SPECIAL EVENT APPLICATION

Parks & Recreation currently charges a fee of \$75 for a Small Special Event Application. Through this study, the project team calculated the full cost of this service to be \$1,691. The following graph shows how San Juan Bautista's current fee and full cost compare to the surveyed jurisdictions.



San Juan Bautista's current fee is below the jurisdictional average of \$165, whereas the full cost is significantly above it. The current fee is most comparable to the City of Gonzales's \$50 fee. The town of Colma has the highest fee at \$200, while the City of Rio Dell has the lowest fee at \$45. It is important to note that these types of fees are traditionally subsidized.

SUMMARY

Overall, San Juan Bautista generally has fees in the low- to mid-range compared to the other surveyed jurisdictions. Of the surveyed jurisdictions, San Juan Bautista's current fees are most comparable to the City of Rio Dell, City of Del Rey Oaks, and the City of Biggs, while the City's full costs are most comparable to the City of Gonzales and the City of Rolling Hills. It is important to note that the results of this survey show only the fees adopted by the council, not the cost-recovery policy decisions for departments or the jurisdiction. As such, the results of this survey should be used as a secondary decision-making tool.

DRAFT

Fee Name	Unit	San Juan Bautista Master Fee Schedule	Current Fee	Total Cost	Recommended Fee	Fee Type
Building*						
Trade Permits in Conjunction with Building Permit						
Electrical Sub-Permit		% of Bldg Permit Fee	20%	15%	15%	User Fee
Plumbing Sub-Permit		% of Bldg Permit Fee	17%	15%	15%	User Fee
Mechanical Sub-Permit		% of Bldg Permit Fee	18%	15%	15%	User Fee
Plan Review Fees						
Structural and Architectural Plan Review		% of Bldg Permit Fee	65%	65%	65%	User Fee
Plumbing/Electrical/Mechanical Plan Review		% of Plan Review	55%	50%	50%	User Fee
Master Plan Verification Review (subdivisions)		% of Plan Review	25%	25%	25%	User Fee
C&D Review						
C&D Review	Each		New	\$179	\$179	User Fee
C&D Penalty		% of Project Valuation	New	3%	3%	Penalty
Investigations**						
Investigations	Each		\$1,000	\$1,020	\$1,020	User Fee
Fees Assessed By Other Agencies						
Fees Assessed By Other Agencies	Each		Actual Cost	Actual Cost	Actual Cost	User Fee
Building Permit Fee Table (Based on Total Valuation)						
\$1.00 to \$500	Each		\$23.50	\$147.79	\$147.79	User Fee
\$501 to \$2,000						
For the first \$500	Base		\$23.50	\$147.79	\$147.79	User Fee
For each additional \$100, or fraction thereof, to and including \$2,000	Each additional \$100, or fraction thereof		\$3.05	\$8.35	\$8.35	User Fee
\$2,001 to \$25,000						
For the first \$2,000	Base		\$69.25	\$273.08	\$273.08	User Fee
For each additional \$1,000, or fraction thereof, to and including \$25,000	Each additional \$1,000, or fraction thereof		\$14	\$22	\$21.83	User Fee
\$25,001 to \$50,000						
For the first \$25,000	Base		\$391.25	\$775.27	\$775.27	User Fee
For each additional \$1,000, or fraction thereof, to and including \$50,000	Each additional \$1,000, or fraction thereof		\$10.10	\$11.86	\$11.86	User Fee
\$50,001 to \$100,000						
For the first \$50,000	Base		\$643.75	\$1,071.88	\$1,071.88	User Fee
For each additional \$1,000, or fraction thereof, to and including \$100,000	Each additional \$1,000, or fraction thereof		\$7	\$8	\$8.00	User Fee
\$100,001 to \$500,000						
For the first \$100,000	Base		\$993.75	\$1,505.55	\$1,505.55	User Fee
For each additional \$1,000, or fraction thereof, to and including \$500,000	Each additional \$1,000, or fraction thereof		\$5.60	\$17.24	\$17.24	User Fee
\$500,001 to \$1,000,000						
For the first \$500,000	Base		\$3,233.75	\$8,525.34	\$8,525.34	User Fee
For each additional \$1,000, or fraction thereof, to and including \$1,000,000	Each additional \$1,000, or fraction thereof		\$4.75	\$5.84	\$5.84	User Fee
\$1,000,001 to \$10,000,000						
For the first \$1,000,000	Base		\$5,608.75	\$11,690.38	\$11,690.38	User Fee
For each additional \$1,000, or fraction thereof	Each additional \$1,000, or fraction thereof		\$3.15	\$1.47	\$1.47	User Fee
\$10,000,001 to \$25,000,000						
For the first \$10,000,000	Base		\$33,958.75	\$25,256	\$25,256.00	User Fee
For each additional \$1,000, or fraction thereof	Each additional \$1,000, or fraction thereof		\$3.15	\$0.47	\$0.47	User Fee
\$25,000,001+						
For the first \$25,000,000	Base		\$81,208.75	\$32,777	\$32,777.29	User Fee
For each additional \$1,000, or fraction thereof	Each additional \$1,000, or fraction thereof		\$3.15	\$0.23	\$0.23	User Fee
Miscellaneous Standalone Fees						
Minimum Permit fee	Each		\$119	\$189	\$189	User Fee
Kitchen Remodel/Alteration - Non Structural	Each		\$630	\$657	\$657	User Fee
Bathroom Remodel/Alteration - Non Structural	Each		\$440	\$657	\$657	User Fee
Living Space Remodel/Alteration - Non Structural	Each		Valuation	\$657	\$657	User Fee
Powder Room Remodel/Alteration - Non Structural	Each		\$330	\$452	\$452	User Fee
Residential Window / Door Replacement Permit						

Fee Name	Unit	San Juan Bautista Master Fee Schedule	Current Fee	Total Cost	Recommended Fee	Fee Type
Up to 3	Each		\$109	\$188	\$188	User Fee
4 to 10	Each		\$225	\$324	\$324	User Fee
10+	Each		\$325	\$411	\$411	User Fee
Residential Home Demolition Permit	Each		\$480	\$257	\$257	User Fee
Pool and/or Spa Remodel	Each		\$520	\$726	\$726	User Fee
Pool Demolition Permit	Each		\$295	\$295	\$295	User Fee
Detached Storage Shed - with no trades (not to exceed 250 sq. ft.)	Each		\$350	\$686	\$686	User Fee
Standard Residential Re-roof Permit	Each		\$295	\$408	\$408	User Fee
Combo Permits (2 Trades)						
Heat Pump Water Heater	Each		\$119	\$452	\$452	User Fee
Photovoltaic Roof Mounted						
Residential	Each		\$320	\$549	\$549	User Fee
Non-Residential	Each		\$475	\$783	\$783	User Fee
Administrative Fees that apply to all permits						
Strong Motion Instrumentation Program - Residential		% of Valuation	0.013%	0.013%	0.013%	State Fee
Strong Motion Instrumentation Program - Commercial		% of Valuation	0.028%	0.028%	0.028%	State Fee
California Building Standards Fee		Per \$25,000 of total valuation	\$1.00	\$1.00	\$1	State Fee
Additional Fees that May Apply						
Inspections outside of normal business hours (Min. 4 hours)***	Per Hour		\$167	\$168	\$168	User Fee
Reinspection Fees	Per re-inspection		\$119	\$182	\$182	User Fee
Inspections for which no fee is specifically indicated	Each		\$119	\$182	\$182	User Fee
Additional plan review required by changes, additions or revisions to plans or any plan						
chck reviews beyond the second review	Per Hour		\$141	\$194	\$194	User Fee
Permit Reactivation	Each		\$119	\$120	\$120	User Fee
Request for Duplicate Plans	Each		\$60	\$89	\$89	User Fee
Temporary Certificate of Occupancy (commercial/industrial only) 90 day only	Each		\$250	\$295	\$295	User Fee
Surcharges						
Technology Surcharge		% of Permit Fee	New	10%	10%	Surcharge
Advanced Planning (General Plan & Long Range Planning) Maintenance Fee		% of Building Permit Fee	New	12%	12%	Surcharge
Electrical Permit - Standalone Fees						
Permit Issuance	Each		New	\$120	\$120	User Fee
Temporary Power Service						
For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances	Each		Modified	\$171	\$171	User Fee
Lighting Fixtures						
Up to 20	Each		Modified	\$68	\$68	User Fee
Additional fixtures, each additional 20	Each Add'l 20		Modified	\$102	\$102	User Fee
Electrical Services						
For main services of 400 amps or less	Each		Modified	\$137	\$137	User Fee
For Sub-Panels of 200 amps or less	Each		Modified	\$137	\$137	User Fee
Meter Pedestal	Each		Modified	\$137	\$137	User Fee
Cell Tower:						
Cell Tower Permit fee - includes plan check for 1st and 2nd review	Each		Modified	\$526	\$526	User Fee
Electrical Vehicle Charging						
EVC - Residential	Each		Modified	\$214	\$214	User Fee
EVC - Commercial	Each		Modified	\$566	\$566	User Fee
Mechanical Permits						
Permit Issuance	Each		New	\$120	\$120	User Fee
Heating, Ventilation, and Air Conditioning (HVAC)						
Residential - New Furnace and / or AC/Condenser	Each		Modified	\$429	\$429	User Fee
Residential - Replace / Relocate Furnace and / or AC/Condenser	Each		Modified	\$68	\$68	User Fee
Commercial - New Furnace and/or HVAC/Condenser	Each		Modified	Valuation-Based	Valuation-Based	User Fee

Fee Name	Unit	San Juan Bautista Master Fee Schedule	Current Fee	Total Cost	Recommended Fee	Fee Type
Commercial - Replace / Relocate - Furnace and/or HVAC/Condenser	Each		Modified	\$167	\$167	User Fee
Additional Fee Categories						
Floor Furnace	Each		Modified	\$102	\$102	User Fee
Wall Heater	Each		Modified	\$102	\$102	User Fee
Boiler / Compressor	Each		Modified	\$68	\$68	User Fee
Evaporative Cooler	Each		Modified	\$68	\$68	User Fee
Ventilating Fan	Each		Modified	\$68	\$68	User Fee
Hood	Each		Modified	\$137	\$137	User Fee
Plumbing Permit						
Permit Issuance	Each		New	\$120	\$120	User Fee
Water Heater & Water Softener permitting fees						
Tankless Water-heater	Each		Modified	\$68	\$68	User Fee
Water heater replacement	Each		Modified	\$68	\$68	User Fee
Electric water heater	Each		Modified	\$68	\$68	User Fee
Water Softener	Each		Modified	\$68	\$68	User Fee
Gas Line						
Gas Line Replacement	Each		Modified	\$102	\$102	User Fee
New Gas Line	Each		Modified	\$137	\$137	User Fee
Waterline & Sewer Repipe						
Repipe waterline	Each		Modified	\$102	\$102	User Fee
Repipe from house to main waterline	Each		Modified	\$102	\$102	User Fee
Repipe sewer	Each		Modified	\$102	\$102	User Fee
Repipe from house to main sewer	Each		Modified	\$102	\$102	User Fee
Unit Fee Schedule						
For each plumbing fixture or trap or set of fixtures on one trap	Each		Modified	\$20	\$20	User Fee
For each industrial waste pretreatment interceptor including its trap and vent excepting kitchen-type grease interceptors functioning as fixture traps	Each		Modified	\$20	\$20	User Fee
For installation, alteration, or repair of water piping and/or water treating equipment, each	Each		Modified	\$20	\$20	User Fee
For repair or alteration of drainage or vent piping, each fixture	Each		Modified	\$20	\$20	User Fee
*No building permit shall be issued until a solid waste diversion plan has been submitted to and approved by the Community Development Department. Failure to submit a plan shall prevent the issuance of a building permit. Permittees are required to divert a minimum of 65% of their waste. A permit holder who has not diverted 65% of the of the construction or demolition waste from disposal shall be required to pay the City of San Juan Bautista an amount equal to the rate per ton for disposal of mixed waste at the John Smith Road Landfill or alternative landfill existing at the time the penalty is calculated times the number of tons of waste that were not properly diverted as required by this section. Funds generated from any penalties collected will be collected by the City under the Community Development Department, and reserved for use of discretion of the Department. Final occupancy will not be signed off until the permittee has submitted their waste diversion documentation and/or paid the penalty, if any, to the Community Development Department. Sample solid waste diversion plans shall be available for permittees' use.						
**Refer to Article 6. Fees 10-1-600 Building code fees						
***Please note that normal business hours are based on the City's posted inspection schedule and may not coincide with City Hall's regular business hours.						
Disclaimer: If an outside consultant is used, then full consultant fees will be applied to permit for reimbursement.						
Note: All projects are subject to City Manager review and based on their discretion may be charged at a T&M rate.						
Code Enforcement*						
Administrative Penalties**						
Nuisance Violation						
First Violation	Per Day Max		\$100	\$100	\$100	Penalty
Second Violation	Per Day Max		\$200	\$200	\$200	Penalty
Each Additional Violation	Per Day Max		\$500	\$500	\$500	Penalty
Local Building and Safety Codes Violation						
First Violation	Per Day Max		\$130	\$130	\$130	Penalty
Second Violation	Per Day Max		\$700	\$700	\$700	Penalty
Each Additional Violation	Per Day Max		\$1,300	\$1,300	\$1,300	Penalty
Cannabis Related Violation						
Violation	Per Day Max		\$1,000	\$1,000	\$1,000	Penalty
Notices						
Notice of Violation	Each		New	\$987	\$987	Penalty
Notice to Abate a Public Nuisance	Each		New	\$987	\$987	Penalty
Post-Deprivation Notice	Each		New	\$1,036	\$1,036	Penalty
Stop Work Notice	Each		New	\$641	\$641	Penalty

Fee Name	Unit	San Juan Bautista Master Fee Schedule	Current Fee	Total Cost	Recommended Fee	Fee Type
Unsafe to Occupy	Each		New	\$641	\$641	Penalty
Vacancy	Each		New	\$493	\$493	Penalty
Notice of Refusal to Issue Permits	Each		New	\$497	\$497	Penalty
Release of Notice of Violation	Each		New	\$690	\$690	Penalty
Recorded with the San Benito County Recorder						
Notice of Noncompliance	Each		New	\$518	\$518	Penalty
Notice of Pendency	Each		New	\$518	\$518	Penalty
Abatement						
Abatement at City Expense	Each		Actual Cost	Actual Cost	Actual Cost	User Fee
Notice of Final Disposition	Each		Actual Cost	Actual Cost	Actual Cost	User Fee
Hearing						
Lien Hearing	Each		Actual Cost	Actual Cost	Actual Cost	User Fee
Administrative Hearing	Each		Actual Cost	Actual Cost	Actual Cost	User Fee
Code Enforcement						
Hourly Rate	Per Hour		\$105	\$172	\$172	User Fee
Re-Inspection Fees	Per Inspection		\$105	\$225	\$225	Penalty
*This fee schedule will supersede all previous fees and we may need to amend sections of the ordinances to then be updated to our new fee schedule.						
**Refer to Chapter 2-7-150 Administrative Citation Collection and 3-1-460 Administrative Civil Remedies						
Disclaimer: If an outside consultant is used, then full consultant fees will be applied to permit for reimbursement.						
Engineering						
Permit Issuance	Each		New	\$89	\$89	User Fee
Subdivision Map Check						
Final Map	Deposit		New	\$5,000	\$5,000	User Fee
Parcel Map	Deposit		New	\$4,000	\$4,000	User Fee
Certificate of Compliance (Lot Line Adjustment, Lot Merger)	Deposit		New	\$1,000	\$1,000	User Fee
Encroachment Permit and Improvement Plan Check/Inspection	Deposit (% of Construction Cost)		New	3%	3%	User Fee
Annual Utility Encroachment Permit	Each		New	\$1,236	\$1,236	User Fee
Minor Encroachment Permits (Residential Driveway, Pods, etc.)	Each		New	\$494	\$494	User Fee
Oversize Transportation Permits						
Single Trip	Each		\$16	\$16	\$16	State Fee
Annual Permit	Each		\$90	\$90	\$90	State Fee
Engineering Division Plan Check						
Includes Storm Water Review, Up to \$300,000 valuation	Each		\$100	\$247	\$247	User Fee
Over \$300,000 valuation	Each		\$300	\$741	\$741	User Fee
Planning						
Administrative Time Extension	Each	30% of Application		\$885	\$885	User Fee
Annexation	Deposit		\$5,250	\$16,000	\$16,000	User Fee
Appeals						
Appeal, Planning Commission	Deposit		\$525	\$7,000	\$7,000	User Fee
Appeal, All others	Deposit		\$525	\$7,000	\$7,000	User Fee
Amendment / Modification	% of Initial Application		New	50%	50%	User Fee
Architectural and Site Review:						
Commercial / Industrial / Wireless or Miscellaneous	Each		New	\$7,250	\$7,250	User Fee
Residential	Each		New	\$6,454	\$6,454	User Fee
Business License Fee*	Each		New	\$204	\$204	User Fee
Conditional Use Permit	Deposit		\$1,575	\$7,000	\$7,000	User Fee
Conditions of Approval - Mitigation Monitoring	Deposit		New	\$1,000	\$1,000	User Fee
Hearing Continuation Request by Applicant	Each		New	\$1,362	\$1,362	User Fee
Development Agreement	Deposit		New	\$5,000	\$5,000	User Fee
Environmental						
Categorical Exemption	Each		\$262.50	\$845	\$845.00	User Fee
Initial Study/ND/MND, non-complex project (Staff Review)**	Deposit		New	\$2,000	\$2,000	User Fee

San Juan Bautista Master Fee Schedule

Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
EIR/MND/Initial Study (Consultant Contract)**	Deposit	Actual Cost	Staff + consultant cost	Staff + consultant cost	User Fee
EIR/MND/Initial Study (Peer Review of Applicant Prepared EIR/MND/ND/Initial Study)**	Deposit	Actual Cost	Staff + consultant cost	Staff + consultant cost	User Fee
Planning Commission Extension	Each	New	\$2,476	\$2,476	User Fee
Film Permit	Per Permit	\$159	\$379	\$379	User Fee
General Plan Amendment	Deposit	\$3,675	\$16,000	\$16,000	User Fee
General Plan Text Amendment	Deposit	New	\$13,000	\$13,000	User Fee
Historic Resources Review (including demolition / significant alteration)					
Administrative	Each	New	\$4,067	\$4,067	User Fee
Commission	Deposit	New	\$7,000	\$7,000	User Fee
Evaluation	Deposit	New	Actual Cost	Actual Cost	User Fee
Home Occupation Permit	Each	Business License Fee	\$499	\$499	User Fee
Lot Line Adjustment / Merger	Each	\$525	\$5,340	\$5,340	User Fee
Miscellaneous Planning Review or Research	Per Hour	New	\$159	\$159	User Fee
Mobile Home Rent Review	Each	New	\$5,340	\$5,340	User Fee
Planning Inspection / Review	Per Hour	New	\$159	\$159	User Fee
Planned Unit Development	Deposit	\$5,250	\$7,000	\$7,000	User Fee
Pre-Application Review	Each	New	\$3,590	\$3,590	User Fee
Public Noticing Fee	Actual Cost	New	Actual Cost	Actual Cost	User Fee
SB9 Urban Lot Split	Deposit	New	\$2,000	\$2,000	User Fee
SB330 Application	Each	New	\$7,091	\$7,091	User Fee
Short Term Rental Program					
Initial Application					
Fire Safety Inspection	Per Hour	\$116	\$131	\$131	User Fee
Building Code inspections	Per Hour	\$119	\$131	\$131	User Fee
Application Fee	Each	\$376	\$1,383	\$1,383	User Fee
Hourly Inspection	Deposit	\$611	\$1,000	\$1,000	User Fee
Sign Permit	Per Sign	\$157.50	\$726	\$726.00	User Fee
Sign Program (2 or more signs)	Deposit	New	\$1,000	\$1,000	User Fee
Temporary Use Permit (standard)	Each	New	\$2,635	\$2,635	User Fee
Tentative Parcel Map (up to 4 lots)	Deposit	\$2,625	\$5,000	\$5,000	User Fee
Tentative Tract Map (5 or more lots)	Deposit	\$5,250	\$7,000	\$7,000	User Fee
Tree Removal Permit	Each	\$25	\$487	\$487	User Fee
Variance Request	Deposit	\$1,575	\$2,000	\$2,000	User Fee
Zoning Text / Map / Ordinance Amendment	Deposit	New	\$16,000	\$16,000	User Fee
Zoning Clearance Letter	Per Hour, minimum 3-Hour	New	\$159	\$159	User Fee
Zoning Verification Letter	Each	New	\$238	\$238	User Fee
Any Other Application / Entitlement Not Listed	Deposit	New	\$1,000	\$1,000	User Fee
Planning Division Plan Check					
Up to \$100,000 valuation	Each	New	\$487	\$487	User Fee
Over \$100,000 valuation	Each	New	\$965	\$965	User Fee
Affordable Housing Project / Agreement	Deposit	New	\$2,000	\$2,000	User Fee
Complex Project***	Deposit	New	\$8,000	\$8,000	User Fee
Technology Surcharge	% of Fee	New	10%	10%	Surcharge

Note: Additional publishing fees / noticing costs + Attorney costs + Outside Consultant Costs may apply. All projects are subject to City Manager review and based on their discretion may be charged at a T&M rate.

Disclaimer: If an outside consultant is used, then full consultant fees will be applied to permit for reimbursement.

*Additional fees associated with inspections and taxes will apply.

**Any EIR/MD/ND/Initial Study will include request for proposal, staff review, deposit of actual costs, consultant actual cost, all publication fees, and any legal fees.

***Complex project can refer to projects that require multiple entitlements or are so large in nature and don't really

San Juan Bautista Master Fee Schedule

Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Recreation					
Parks and Recreation Fees					
City Park Permit					
Resident	Each	\$100	\$234	\$234	Rental
Other	Each	\$250	\$234	\$234	Rental
BBQ Pit / Bench Area	Each	New	\$27	\$27	Rental
Baseball Field Rental	Per Field Per Hour	New	\$49	\$49	Rental
Yard Sale Permit	Each	\$10	\$38	\$38	User Fee
Refund or Cancellation Processing Fees	Each	New	\$51	\$51	User Fee
Background Check Fees	Each	New	Actual Cost	Actual Cost	User Fee
Special Event/Activities – Permit Application					
Non Profits / Government Agency:					
No street blockage,	Each	\$75	\$1,691	\$1,691	User Fee
Organizations: No street blockage or blockage of side streets, up to one block.	Each	\$100	\$2,032	\$2,032	User Fee
Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	Each	\$200	\$2,372	\$2,372	User Fee
Private Promoter Organizations:					
No street blockage,	Each	\$250	\$1,691	\$1,691	User Fee
Organizations: No street blockage or blockage of side streets, up to one block.	Each	\$400	\$2,032	\$2,032	User Fee
Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	Each	\$800	\$2,372	\$2,372	User Fee
Additional Inspection	Each	New	\$95	\$95	User Fee
Encroachment Permit	Each	New	See PW Fee Schedule	See PW Fee Schedule	User Fee
PW Blockade Materials	Per Item	Actual Cost	Actual Cost	Actual Cost	User Fee
PW Staff Time	Per Hour	New	\$95	\$95	User Fee
Vendor Fee					
Single Event	Per Vendor Per Event	New	\$126	\$126	User Fee
Multiple Events / Annual	Per Vendor Per Event	New	\$294	\$294	User Fee
Food Truck Vendor Fee:					
Single Event	Per Vendor Per Event	New	\$168	\$168	User Fee
Multiple Events / Annual	Per Vendor Per Event	New	\$336	\$336	User Fee
Events that Require Alcohol					
Alcohol License Processing Fee	Each	New	\$168	\$168	User Fee
Community Hall Rental					
City Resident / County Resident - (Mon-Sunday)	Each	\$650	\$843	\$843	Rental
Non-Resident	Each	\$850	\$843	\$843	Rental
Local City & County Non-Profits	Each	\$0	\$843	\$843	Rental
Damage Deposit	Each	\$500	\$500	\$500	Rental
Cleaning Deposit	Each	\$200	\$250	\$250	Rental
Events that Require Alcohol					
Alcohol License Processing Fee	Each	New	\$168	\$168	Rental
Library Rental					
Meeting Room Rental	Each	New	\$59	\$59	Rental
Full Library Rental (Closed Hours Only)	Each	New	\$176	\$176	Rental
Damage Deposit	Each	\$500	\$500	\$500	Rental
Cleaning Deposit	Each	\$200	\$250	\$250	Rental



COMPREHENSIVE CITYWIDE FEE STUDY RESULTS

CITY OF SAN JUAN BAUTISTA, CALIFORNIA

MATRIX
CONSULTING GROUP

Why Conduct a User Fee Study?

A user fee study **documents** fee-related services and service-level assumptions and identifies the **full cost** (direct and indirect) associated with each permit, unit, or service.

- Ensures compliance with State laws (Props 218 and 26)
- Aligns with financial best practices



Fiscal Rationale for User Fees

Community Benefit	Mixed Benefit	Individual Benefit
<ul style="list-style-type: none">❖ Law Enforcement❖ Park Maintenance	<ul style="list-style-type: none">❖ Recreation❖ Code Compliance	<ul style="list-style-type: none">❖ Building Permits❖ Planning & Zoning❖ Engineering Review❖ Rentals
<p>Funded primarily by voter-approved taxes.</p>	<p>Mix of taxes, fees, and other funding sources.</p>	<p>Funded almost entirely by user fees</p>



STUDY PROCESS AND APPROACH



STREAMLINE FEE STRUCTURE

Consolidate, Expand, Add / Remove Fees



LEGAL COMPLIANCE

Compliance with Prop 218 & 26



TIME ASSUMPTIONS

Identify the average level of effort associated with activities



COMPARATIVE SURVEY

Benchmark against other jurisdictions



FULLY BURDENED HOURLY RATES

Determine direct and indirect costs



MASTER FEE SCHEDULE

Provide all existing and proposed fees in a comprehensive manner



FEE CALCULATION METHODOLOGY



- Average staff time by position title spent per permit, application, or fee-related activity.

- Salaries, Benefits, Productive Hours, Services & Supplies, Supervisory Support, and Citywide Overhead.

- Maximum justifiable fee that can be assessed***

***RECREATION FEES: These can be assessed based on market rate and can therefore be set at higher than full cost.*



FEE STUDY FINDINGS

- Reviewed 214 fee line items – across all City Departments
- Created a new fee schedule to codify engineering services
- Modernized and itemized all planning / entitlement related services
- Updated building fees to be reflective of current types of projects and services
- Created / consolidated recreation and special events related fees



NEXT STEPS



Seek input from Council on where / how to set fees (Master Fee schedule attachment).



Adopt an annual fee escalator (CPI or COLA), recommended to ensure annual cost increases keep up with fee increases.



Reevaluate fees again in 5-7 years based on organizational / technological changes.





CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: APRIL 21, 2026

DEPARTMENT: CITY MANAGER

FROM: ASHLEY COLLICK, CITY MANAGER

BY: ROY MORALES, ASSISTANT TO THE CITY MANAGER

TITLE: FOURTH OF JULY-2026 PUBLIC SAFETY STRATEGY

RECOMMENDED MOTION:

Review and Receive the Fourth of July 2026 Public Safety Plan and provide direction as appropriate.

RECOMMENDATION:

Staff recommends that the City Council review the report and provide direction as appropriate.

BACKGROUND:

In prior years, the City implemented a Fourth of July enforcement strategy that relied heavily on contracted private security, surveillance equipment, and limited law enforcement presence. These efforts included:

- Expenditures exceeding \$10,000 annually on:
 - Surveillance cameras
 - Temporary protective infrastructure (e.g., rented gates)
 - Private security services
- Occasional assignment of one dedicated Sheriff's deputy (when available)
- Adoption of enhanced penalties, including triple fine resolutions for illegal fireworks violations

Despite these measures, compliance remained low and cost recovery through citations did not offset expenditures.

DISCUSSION:

Based on prior year challenges, liability, considerations, and current law enforcement restraints, staff has developed a revised operational approach for the 2026 Fourth of July holiday focused on

public education and emergency response. This approach reflects a shift from prior enforcement-focused strategies to a model aligned with available resources and operational constraints.

1. Enforcement Limitations

The primary challenge in prior years has been ineffective enforcement:

- Private security personnel lacked legal authority to enforce municipal or state laws
- Code enforcement staff were placed in situations requiring enforcement actions beyond their training scope
- Limited law enforcement presence constrained the City's ability to respond effectively

These conditions significantly reduced the deterrent effect of enhanced fines.

2. Liability Concerns

The City assumed increased liability exposure through:

- Deployment of personnel not trained in de-escalation techniques
- Expectation of enforcement actions by staff without proper authority or training
- Potential escalation of conflicts during fireworks-related incidents

This model presents unacceptable risk and is not recommended moving forward.

3. Inefficiency of Surveillance Measures

Previous investments in surveillance infrastructure proved ineffective:

- Cameras were not monitored in real time
- Equipment required additional protective measures due to vandalism concerns
- Recorded footage did not translate into actionable enforcement

As a result, these expenditures did not contribute meaningfully to public safety outcomes.

4. Sheriff's Office Staffing Constraints (2026)

The Sheriff's Office has indicated that due to emergency staffing levels, a dedicated deputy will not be available for Fourth of July operations in 2026. This significantly limits proactive enforcement capacity and necessitates a shift in the City's operational approach.

In response to these constraints, staff will implement the following public safety strategy for 2026:

2026 Public Safety Strategy

1. Public Information Campaign

The City will prioritize community awareness and voluntary compliance:

- Social media outreach led by the Recreation Assistant
- Messaging will include:
 - Dangers of illegal fireworks
 - Legal consequences
 - Clear reporting guidance
 -

2. Emergency Reporting Emphasis

Residents will be encouraged to:

- Call 911 to report illegal fireworks that pose an immediate threat to life or property

This aligns response with available emergency services and prioritizes critical incidents.

3. Community Safety Messaging

Additional outreach will include:

- Encouraging residents to keep pets indoors
- Promoting general safety awareness during the holiday.

FISCAL IMPACT:

No fiscal impact. The proposed approach reduces expenditures by eliminating costs tied to private security contracts, surveillance equipment, and rentals, while relying on existing staff and established communication channels. Overall, this strategy offers a more fiscally responsible solution, particularly in light of the limited ability to recover costs historically.

CONCLUSION:

Given past inefficiencies, liability concerns, and current law enforcement constraints, staff will implement a revised Fourth of July public safety approach focused on:

- Public Education
- Emergency response prioritization
- Cost-effective use of City resources

This approach is intended to improve overall safety outcomes while reducing financial and legal risk to the City.

Staff recommends that the City Council receive and file this report and provide any additional direction as appropriate.

ATTACHMENTS:

None