



FISCAL YEAR
2026-27



CITY OF POMONA

Master Fee Schedule

City of Pomona



User Fee Study

May 21, 2026



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Executive Summary

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



User Fee Background

Background

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

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

California User Fee History

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

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

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



Additional Policy Considerations

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

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

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

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

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



Study Objective

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

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

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

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

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

Scope of the Study

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

- | | |
|---|-----------------------------------|
| • City Clerk | • Water Resources (Water & Sewer) |
| • Finance | • Building and Safety |
| • Library | • Planning |
| • Public Works | • Code Compliance |
| • Police | • Community Services |
| • Animal License / Control (Humane Society) | • IT Technology |
| • Vehicle Parking District | |



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

Aim of the Report

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



Project Approach and Methodology

Conceptual Approach

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

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

Fully Burdened Hourly Rates

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

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Information technology internal service fund costs ([Appendix D](#) excludes this cost)
- Indirect City-wide overhead costs calculated through the City’s Cost Allocation Plan

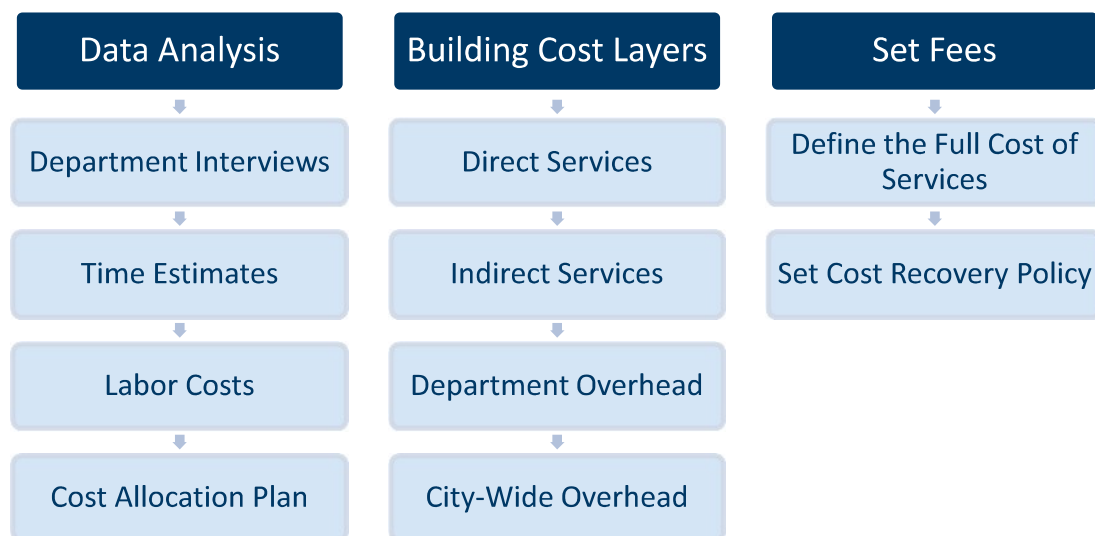
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours’ employees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

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



Summary Steps of the Study

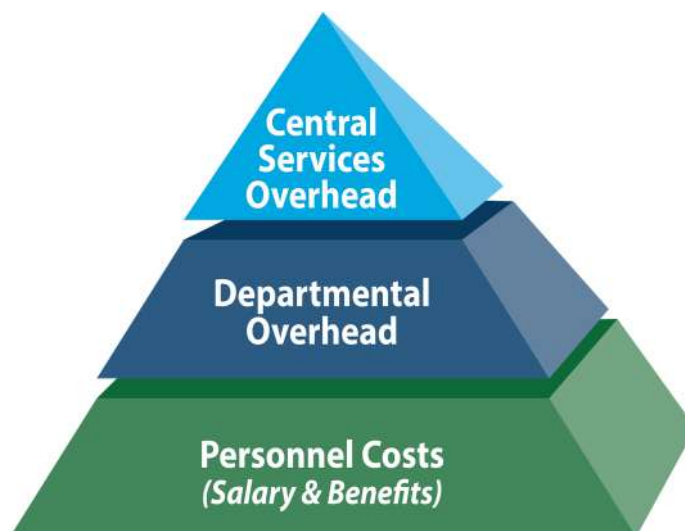
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

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

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





Methodology

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

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

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

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases.

Quality Control/Quality Assurance

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

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

Reasons for cost increases/decreases over current fees

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

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions



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

City Staff Contributions

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

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

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



Pomona User Fees

Cost Recovery

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

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

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

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

Subsidization

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

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

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



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

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

Impact on Demand (Elasticity)

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

Summary

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

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



City Clerk

The City Clerk's Office provides Legislative Services, Records Management, and Election Services in compliance with State and municipal requirements. The City Clerk ensures that all documents certifying City Council actions are preserved and maintained as the official records of the City of Pomona, and are accessible to the public. The City Clerk also compiles the City Council Meeting Agenda, verifies that legal notices have been posted or published, and maintains indexes of Minutes, Ordinances, and Resolutions adopted by the legislative body.

The Administration Program includes the Legislative Services Program which is responsible for the accurate recording of actions of the City Council; providing information, and administrative and technical support to the City Council, staff and the public.

The Records Management Program manages the City's records in accordance with the City's records retention schedule. The Records Management Program is the official custodian of all City records.

The Election Services Program administers the City's municipal elections and related activities for candidates and voters to ensure a fair and impartial election. Pomona elections are held every two years, in even numbered year.

Analysis

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

The services listed under City Clerk services consist of a few flat cost-based fees, copy fees, and others set by the State. The analysis of the cost-based services relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are below the full cost of providing service. Staff is not recommending any changes to the fee schedule as detailed in **Appendix C**.



Finance

The Finance Department develops and maintains effective financial planning and reporting, internal controls, and central support systems in order to assist operating departments in achieving their program objectives. The department is responsible for the following key areas – Administration/Budgeting, Accounting, Accounts Payable/Receivable, Debt Administration, Payroll, Purchasing, Printing/Mail Services, Successor Agency Reporting, and Treasury and Revenue Management. The City has been awarded the Government Finance Officers Association Achievement of Excellence in Financial Reporting for the past 28 years and has submitted its latest annual report for consideration and possible award.

Analysis

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

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

- An increase to 15 fees;
- 4 fees would decrease;
- 1 new Credit Card Convenience Fee: Parking Permit Software would be added;
- 9 fees would remain as currently set, and;
- the average fee change would be an increase of 13% for current fees.



Library

The City of Pomona Public Library offers the community reading and reference materials for all ages, in both print and digital formats, along with an extensive selection of online resources. Microfilm copies of archival newspapers, staff guided access to special collections including the historic Frasher photographs, citrus crate labels, and Laura Ingalls Wilder memorabilia. Programs and services include public internet workstations and public Wi-Fi, weekly children's story time, Summer Reading program, State Parks passes, video game club, gardening club, crochet club, and more, all for no cost. The Pomona Public Library also partners with organizations to provide additional resources such as health information, tax preparation, financial literacy, volunteer opportunities, and more. The normal operating hours for the Library are Monday, Tuesday, Wednesday, and Thursday from 12:00 p.m. to 7:00 p.m., as well as Saturday from 11:00 a.m. to 5:00 p.m. The Library is closed Friday and Sunday.

Analysis

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

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

- An increase to 2 fees;
- 4 fees would decrease;
- 1 new Test Proctoring fee would be added;
- 12 fees would remain as currently set, and;
- the average fee change would be an increase of 7% for current fees.



Public Works

The Public Works Department is responsible for the maintenance, improvement, and management of the City's infrastructure, including its Capital Improvement Program (CIP). The Department consists of: Administration, Engineering, Public Services, Parks and Facilities, and Equipment Maintenance.

The Engineering Division is divided into three programs: Engineering and Construction, Transportation and Development, and Traffic Operations. Engineering and Construction manages design, engineering, and inspection services for CIPs projects for streets, traffic signals, parks, and other public infrastructure. Transportation and Development provides traffic engineering services to improve traffic safety and coordinate land development. Traffic Operations maintain traffic signals, streetlights, and all underground services.

The Public Services Division consists of Street Maintenance and Solid Waste. Street Maintenance covers city streets, sidewalks, bridges, curbs and gutters ensuring safe roads and rights-of-way, as well as graffiti abatement. The Solid Waste team manages the agreement with the City's exclusive hauler.

The Parks and Facilities Division maintains all City-owned properties, including parks, medians, and public buildings such as City Hall and the Library. This includes landscape maintenance, tree care and trimming, and the upkeep of recreational facilities, playgrounds, and restrooms at all City parks.

The Equipment Maintenance Division oversees the maintenance, repair, and servicing of all City-owned vehicles and equipment, and manages preventative maintenance programs to ensure optimal performance and extend the lifespan of these assets.

Analysis

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

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

- An increase to 62 fees;
- 2 fees would decrease;
- 8 new fees would be added;
- 2 fees would change from percentage based to a flat fee;
- 29 fees would remain as currently set, and;
- the average fee change would be an increase of 119%.



Police

The City of Pomona's Police Department continues to serve the residents of Pomona with the highest quality of public safety services. In this regard, making Pomona a safe and desirable place to live and work are constant priority goals for the Police Department. Designed to optimize service to the public, the Police Department's operations are organized into three (3) Divisions consisting of the Operations, Investigations, and Administrative Services Divisions. Within each Division are specific operations and support services that are further divided into twenty-three (23) Cost Centers, each with its own respective function, budget and personnel.

Analysis

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

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

- An increase to 3 fees;
- 2 fees would decrease;
- 1 new Clearance Letter Memo fee would be added;
- 89 fees would remain as currently set, and;
- the average fee change would be an increase of less than 1% for current fees.



Animal License / Control (Humane Society)

The City Manager serves as the Chief Administrative Officer of city government and is accountable to the City Council for the efficient and effective management of City functions. Additionally, the City Manager serves as the Executive Director for the Successor Agency to the former Pomona Redevelopment Agency and the Pomona Financing Authority. The City Administration staff develops policy and budgetary recommendations for City Council action and carries out Council directives. The Department coordinates City Council activities with other governmental agencies and external organizations. The City Manager's budget includes the Office of Economic and Business Affairs and serves as the administrative home for the Office of Violence Prevention and Neighborhood Wellbeing and the Measure Y Department of Children and Youth, both of which maintain their own independent budgets. Although not budgeted within this program, the department also oversees specific contracts, such as animal control and the Los Angeles County Fire Contract Services.

Analysis

Services are contracted through the Inland Valley Humane Society and since there has not been any change to the contract there are not suggested changes to the fees as detailed in [**Appendix C**](#).



Vehicle Parking District

The City of Pomona's Vehicle Parking District (VPD) was created to provide off-street parking for Pomona's Downtown. The operation of the district is administered by a seven-person commission that is responsible for regulating and enforcing 25 parking lots within the Downtown area. These include various duration parking including timed, permit, and lease parking lot zones.

Analysis

A program analysis was done for the Vehicle Parking District to determine the existing cost recovery for operations. The analysis found that current recovery is around 76%. There are no recommended changes to existing fees, but there are 3 new fees being recommended for adoption as detailed in [Appendix C](#).



Water Resources Department (Water and Sewer)

Water Resources Department is comprised of four divisions, Water, Sewer, Engineering, and Environmental Compliance. The efforts put forth in the Water Resources Department are among the most basic for human existence and yet require some of our most technically advanced equipment. The Department's focus is to meet the most basic of human needs, water for drinking and sewer conveyance for sanitation purposes. For centuries these services have been the center point any successful civilization. Department staff take great pride in providing the residents of Pomona with highest quality water and sewer service possible. The Water division is responsible for the operation and maintenance of the City's water system. This system comprises of over 420 miles of water pipe, 41 wells, 9 water treatment plants, and 22 water storage reservoirs, which are all utilized to serve nearly 31,500 customers. Each year the department treats and distributes to its customers over 5.5 billion gallons of water. Our dedicated staff of nearly 75 employees work 24/365 to ensure the public is provided with water that meets all drinking water standards. The Sewer division is responsible for maintaining over 300 miles of sewer pipe ranging in size from 4 inch to 42 inches in diameter. This network of pipe transmits domestic sewage from nearly every home and business in the City to the Los Angeles County Sanitation District where it is treated and returned to the City for use in its recycled water system, or utilized to recharge groundwater basins. Divisions staff take pride in their efforts to clean, inspect, and make necessary repairs to the system with little to no interruption in service.

Analysis

Willdan individually reviewed the services associated with the Water Resources Department (excluding utility rates). The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

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

- An increase to 25 fees;
- 4 fees would decrease;
- 1 new NPDES Plan Review for Land Development fee would be added;
- 33 fees would remain as currently set, and;
- the average fee change would be an increase of 52% for current fees.



Building and Safety

Building and Safety Division staff review and inspect all construction projects that require building permits within the City of Pomona. Staff reviews building plans, specifications, engineering calculations and other miscellaneous reports. Staff also inspects new construction for compliance with life and seismic safety requirements in coordination with other City/County Departments such as Planning, Public Works, and the Los Angeles County Fire Department. In addition, staff assists Code Compliance and Police with emergency code inspections and property abatement case protection. These services are to ensure that the life/safety building code requirements are followed for the protection of the entire Pomona community for new construction, renovations, and existing building stock throughout the City.

Analysis

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

The analysis of Building services relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit program), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. The analysis found that services are currently below the full cost of providing them. It is recommended that the City adjust fees at or near full cost recovery as detailed in [Appendix C](#). As a result, there would be:

- an increase to 96 fees;
- 10 fees would decrease;
- 24 new fees would be added;
- 10 fees would remain as currently set;
- the average estimated fee increase would be around 25% for current fees.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this department. For the Building Permit fees, valuation is used as a proxy for the effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that movement where more complex construction types and building sizes result in more staff effort needed to ensure compliance with the Building Code. By using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 121% cost recovery based on activity levels from fiscal year 2023-2025. Staff is recommending that the fees be decreased to 100% cost recovery.



Planning

The Planning Division is responsible for the development of the City of Pomona's General Plan, a policy document to guide future land use in the city, and for the City of Pomona's Zoning Ordinance, which implements these General Plan policies. Planning Staff handles work on current and long-range planning. Current Planning includes daily planning counter service, processing discretionary permits (e.g. conditional use permits), ministerial permits (e.g. landscape plan checks), plan check review, and fielding general land use and zoning inquiries. Long-range planning includes the development of General Plan updates (e.g. code Housing Element), Specific Plan amendments, targeted amendments (e.g. Waste & Recycling), geographic information systems (GIS) analysis, and demographic research. This includes Planning Staff training and continuing education.

Analysis

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

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the updated cost of providing services. It is recommended that the City adjust fees at or near full cost recovery for most services as detailed in **Appendix C**. As a result, there would be:

- An increase to 49 fees;
- 3 fees would decrease;
- 2 fees would change to a percentage based from a flat fee;
- 4 new fees would be added;
- 28 fees would remain as currently set, and;
- the average fee change would be an increase of 63% for current fees.



Code Compliance

The mission of the Code Compliance unit is to promote clean, healthy, and safe neighborhoods in the City of Pomona. The Code Compliance Division enforces the City of Pomona's Municipal Code and Zoning Ordinance and inspects residential, commercial, and industrial properties for violations that may threaten the general public's safety, such as substandard living conditions, dangerous and hazardous structures, and illegal land uses. This work includes, but is not limited to, addressing illegal dumping activities, the closure of medical marijuana dispensaries, pallet recycling center inspections, and neighborhood meetings.

Analysis

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

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

- An increase to 5 fees;
- 3 fees would decrease;
- 16 fees would remain as currently set;
- 5 new fees would be added, and;
- the average fee change would be an increase of 2% for current fees.



Community Services

The Community Services Department activates Pomona's parks by offering special events, a wide range of programs, services, educational and recreational opportunities for the constructive use of leisure time, and a unique blend of human services programs that assist individuals, youths, seniors, and families.

Analysis

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

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

- An increase for 34 fees;
- 3 fees would decrease;
- 6 new fees would be added;
- 39 fees would remain as currently set, and;
- The average fee change would be a decrease of 73% for current fees.



IT Technology Department

The City of Pomona Innovation & Technology Department oversees the city's municipal networks, cybersecurity, telecommunications, and civic software platforms.

Analysis

No analysis was done for the IT services and staff has suggested to increase the fees by 3% CPI as detailed in ***Appendix C.***



Appendix A – Total Allowable Cost to be Recovered

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

City of Pomona - User Fee Study

Overhead Rate Calculations

Department	Total Staffing	Department Operating Cost	Direct Overhead %	Indirect Costs	Indirect Allocation %
Accounting	454,739	157,709	35%	-	0%
Building	1,805,963	389,187	22%	286,854	16%
City Administration	1,139,484	335,241	29%	-	0%
City Clerk	684,776	192,473	28%	-	0%
Code Compliance	1,290,996	467,539	36%	129,911	10%
Community Dev Admin	493,951	103,942	21%	79,189	16%
Community Services	3,810,371	2,000,903	53%	733,862	19%
Facilities Maint	682,640	355,818	52%	-	0%
Finance Administration	431,553	89,473	21%	-	0%
Library Administration	1,035,574	750,973	73%	575,337	56%
Neighborhood Services Admin	588,403	83,410	14%	306,343	52%
Payroll	406,924	88,158	22%	-	0%
Personnel Services	1,246,260	542,695	44%	-	0%
Planning	1,952,205	483,656	25%	293,925	15%
Police	53,521,569	13,243,584	25%	2,095,903	4%
Public Works	3,368,569	1,607,506	48%	2,029,574	60%
Public Works Administration	257,861	142,438	55%	-	0%
Purchasing Services	356,504	74,540	21%	-	0%
Revenue Management	536,716	443,650	83%	-	0%
Fund 571 - Water Operations	3,713,370	3,627,368	98%	889,523	24%
Fund 581 - Sewer Operations	2,238,402	2,150,040	96%	263,717	12%
Fund 669 - Equipment Maintenance	1,786,760	1,207,665	68%	258,122	14%
Fund 675 - Information Technology	1,712,997	820,279	48%	108,173	6%



Appendix B –Fully Burdened Hourly Rates

Below are fully burdened hourly rates (FBHR) of staff positions that provide for the services detailed in **Appendix C**. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.



City of Pomona - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Accounting	Acct - Accounting Supervisor	\$172.92
Accounting	Acct - Accounting Technician I	\$71.17
Accounting	Acct - Accounting Technician II	\$81.17
Accounting	Acct - Principal Accountant	\$166.00
Accounting	Acct - Senior Administrative Assistant	\$113.46
Building	Bldg - Administrative Assistant III	\$93.00
Building	Bldg - Building & Safety Supervisor	\$121.18
Building	Bldg - Building Inspector I	\$108.70
Building	Bldg - Building Inspector II	\$128.26
Building	Bldg - Building Official	\$235.97
Building	Bldg - Building Permit Technician I	\$87.22
Building	Bldg - Building Permit Technician II	\$98.54
Building	Bldg - Deputy Building Official	\$196.69
Building	Bldg - Plans Examiner	\$160.98
Building	Bldg - Senior Building Inspector	\$135.03
Building	Bldg - Senior Plans Examiner	\$153.51
Community Dev Admin	CD Admin - Development Services Director	\$287.67
Community Dev Admin	CD Admin - Management Analyst	\$139.94
City Administration	City Admin - Assistant City Manager	\$292.85
City Administration	City Admin - Assistant to the City Manager	\$159.77
City Administration	City Admin - City Manager	\$336.67
City Administration	City Admin - Deputy Director of Economic & Business Affairs	\$246.22
City Administration	City Admin - Executive Assistant	\$112.62
City Administration	City Admin - Public Information Coordinator	\$139.82
City Administration	City Admin - Public Information Specialist I	\$90.52
City Clerk	Clerk - Administrative Assistant II	\$80.23
City Clerk	Clerk - Administrative Clerk	\$71.07
City Clerk	Clerk - Assistant City Clerk	\$144.31
City Clerk	Clerk - City Clerk	\$227.82
City Clerk	Clerk - Deputy City Clerk II	\$97.18
City Clerk	Clerk - Records Management Specialist	\$85.81
Code Compliance	Code - Administrative Assistant II	\$93.90
Code Compliance	Code - Code Compliance Inspector	\$123.81
Code Compliance	Code - Code Compliance Manager	\$212.09
Code Compliance	Code - Code Compliance Supervisor	\$140.37
Community Services	CS - Administrative Assistant II	\$111.85
Community Services	CS - Assistant City Manager	\$411.57
Community Services	CS - Community Services Manager	\$251.54
Community Services	CS - Facilities Custodian	\$98.06
Community Services	CS - Facilities Maintenance Technician	\$142.46
Community Services	CS - Lead Facilities Custodian	\$114.06
Community Services	CS - Management Analyst	\$164.49



City of Pomona - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Community Services	CS - Recreation Coordinator	\$137.87
Community Services	CS - Recreation Supervisor	\$183.35
Fund 669 - Equipment Maintenance	Equip Maint - Equipment Mechanic	\$154.18
Fund 669 - Equipment Maintenance	Equip Maint - Fleet Services Manager	\$226.17
Fund 669 - Equipment Maintenance	Equip Maint - Fleet Services Supervisor	\$223.07
Fund 669 - Equipment Maintenance	Equip Maint - Heavy Equipment Mechanic	\$173.94
Fund 669 - Equipment Maintenance	Equip Maint - Lead Equipment Mechanic	\$180.73
Fund 669 - Equipment Maintenance	Equip Maint - Program Assistant	\$152.51
Fund 669 - Equipment Maintenance	Equip Maint - Senior Storekeeper	\$133.22
Facilities Maint	Facilities - Accounting Technician II	\$82.40
Facilities Maint	Facilities - Administrative Assistant III	\$100.23
Facilities Maint	Facilities - Capital Facilities Engineer	\$181.26
Facilities Maint	Facilities - Facilities Custodian	\$81.30
Facilities Maint	Facilities - Facilities Maintenance Supervisor	\$165.56
Facilities Maint	Facilities - Facilities Maintenance Technician	\$124.50
Facilities Maint	Facilities - Lead Facilities Maintenance Technician	\$136.47
Facilities Maint	Facilities - Management Analyst	\$120.51
Facilities Maint	Facilities - Parks and Facilities Manager	\$223.21
Facilities Maint	Facilities - Senior Management Analyst	\$156.70
Finance Administration	Fin Admin - Budget Officer	\$133.23
Finance Administration	Fin Admin - Deputy Finance Director	\$168.46
Finance Administration	Fin Admin - Finance Director/City Treasurer	\$248.79
Purchasing Services	Investigative - Buyer	\$105.14
Purchasing Services	Investigative - Purchasing Manager	\$131.75
Purchasing Services	Investigative - Senior Purchasing Technician	\$82.42
Fund 675 - Information Technology	IT - Administrative Assistant II	\$89.48
Fund 675 - Information Technology	IT - Database Administrator	\$188.24
Fund 675 - Information Technology	IT - Digital Experience Manager	\$178.36
Fund 675 - Information Technology	IT - Innovation and Technology Director	\$320.22
Fund 675 - Information Technology	IT - Senior Information Technology Manager	\$214.56
Fund 675 - Information Technology	IT - Senior Management Analyst	\$159.16
Fund 675 - Information Technology	IT - Senior Systems Analyst	\$156.41
Fund 675 - Information Technology	IT - Systems Technician	\$111.09
Library Administration	Library - Assistant City Manager	\$607.25
Library Administration	Library - Deputy Director of Library Services	\$373.42
Library Administration	Library - Facilities Custodian	\$143.42
Library Administration	Library - Library Assistant II	\$156.32
Library Administration	Library - Library Supervisor	\$247.60
Library Administration	Library - Senior Library Assistant	\$187.78
Neighborhood Services Admin	Neighd Services - Governmental & Community Affairs Manager	\$214.95
Neighborhood Services Admin	Neighd Services - Housing Stabilization Manager	\$251.65
Neighborhood Services Admin	Neighd Services - Neighborhood Services Assistant Director	\$316.85



City of Pomona - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Neighborhood Services Admin	Neighd Services - Neighborhood Services Director	\$336.09
Payroll	Payroll - Payroll Coordinator	\$91.56
Payroll	Payroll - Payroll Supervisor	\$132.69
Personnel Services	Personnel - Human Resources Analyst I	\$110.74
Personnel Services	Personnel - Human Resources Analyst II	\$132.13
Personnel Services	Personnel - Human Resources Assistant II	\$85.96
Personnel Services	Personnel - Human Resources Manager	\$204.68
Personnel Services	Personnel - Human Resources/Risk Management Director	\$292.36
Personnel Services	Personnel - Senior Administrative Assistant	\$124.22
Personnel Services	Personnel - Senior Human Resources Analyst	\$144.40
Planning	Plng - Administrative Assistant III	\$94.09
Planning	Plng - Assistant Planner	\$121.07
Planning	Plng - Associate Planner	\$132.58
Planning	Plng - Deputy Development Services Director	\$218.08
Planning	Plng - Planning Manager	\$226.67
Planning	Plng - Planning Technician	\$106.17
Planning	Plng - Senior Planner	\$152.26
Planning	Plng - Senior Planning Coordinator	\$144.41
Planning	Plng - Supervising Planner	\$189.39
Police	Police - Administrative Services Manager	\$150.14
Police	Police - Community Services Officer I	\$78.78
Police	Police - Community Services Officer II	\$88.17
Police	Police - Crime Analyst	\$116.39
Police	Police - Crime Scene Investigator (Non-Sworn)	\$109.05
Police	Police - Jail Manager	\$151.40
Police	Police - Jail Supervisor	\$130.06
Police	Police - Jailer	\$87.20
Police	Police - Management Analyst	\$134.09
Police	Police - Parking Enforcement Officer	\$72.74
Police	Police - Payroll Technician I	\$83.53
Police	Police - Police Building Facility Coordinator	\$129.63
Police	Police - Police Captain	\$334.11
Police	Police - Police Chief	\$389.62
Police	Police - Police Civilian Division Commander	\$185.89
Police	Police - Police Corporal	\$215.61
Police	Police - Police Department Coordinator	\$94.80
Police	Police - Police Dispatch Manager	\$147.80
Police	Police - Police Dispatch Shift Supervisor	\$132.63
Police	Police - Police Dispatcher I	\$93.15
Police	Police - Police Dispatcher II	\$110.48
Police	Police - Police Division Coordinator I	\$74.44
Police	Police - Police Division Coordinator III	\$92.66



City of Pomona - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Police	Police - Police Investigator	\$219.71
Police	Police - Police Lieutenant	\$276.39
Police	Police - Police Officer	\$178.61
Police	Police - Police Records Manager	\$133.29
Police	Police - Police Records Shift Supervisor	\$99.53
Police	Police - Police Records Specialist I	\$73.77
Police	Police - Police Records Specialist II	\$81.87
Police	Police - Police Sergeant	\$244.51
Police	Police - Property and Evidence Technician	\$93.12
Police	Police - Public Information Coordinator	\$140.05
Police	Police - Rangemaster	\$103.05
Police	Police - Senior Accounting Technician	\$80.56
Police	Police - Senior Communications Technician	\$138.69
Police	Police - Senior Crime Scene Investigator (non sworn)	\$121.71
Police	Police - Senior Jailer	\$104.93
Police	Police - Senior Parking Enforcement Officer	\$73.03
Police	Police - Senior Police Dispatcher	\$109.73
Police	Police - Senior Police Records Specialist	\$91.30
Police	Police - Senior Property and Evidence Technician	\$96.19
Public Works	PW - Accounting Technician II	\$128.23
Public Works	PW - Administrative Assistant III	\$168.73
Public Works	PW - Administrative Clerk	\$120.54
Public Works	PW - Assistant Engineer	\$243.80
Public Works	PW - Associate Civil Engineer	\$309.50
Public Works	PW - Associate Engineer	\$233.25
Public Works	PW - City Engineer	\$439.61
Public Works	PW - Engineering Technician	\$210.47
Public Works	PW - Facilities Maintenance Supervisor	\$257.63
Public Works	PW - Facilities Maintenance Technician	\$197.37
Public Works	PW - Graffiti Removal Worker	\$134.22
Public Works	PW - Lead Facilities Maintenance Technician	\$218.67
Public Works	PW - Lead Graffiti Removal Worker	\$154.53
Public Works	PW - Management Analyst	\$187.52
Public Works	PW - Parks and Facilities Manager	\$347.34
Public Works	PW - Parks and Landscape Supervisor	\$253.18
Public Works	PW - Principal Civil Engineer	\$380.30
Public Works	PW - Principal Traffic Engineer	\$398.69
Public Works	PW - Program Assistant	\$151.18
Public Works	PW - Public Services Maintenance Worker I	\$128.82
Public Works	PW - Public Services Supervisor	\$255.00
Public Works	PW - Public Works Director	\$487.50
Public Works	PW - Public Works Fiscal and Project Manager	\$328.37



City of Pomona - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Public Works	PW - Public Works Inspector I	\$225.07
Public Works	PW - Senior Administrative Assistant	\$166.92
Public Works	PW - Senior Civil Engineer	\$303.69
Public Works	PW - Senior Management Analyst	\$243.85
Public Works	PW - Signal/Lighting Technician I	\$193.14
Public Works	PW - Streets & Solid Waste Services Manager	\$313.68
Public Works Administration	PW Admin - Accounting Technician II	\$84.09
Public Works Administration	PW Admin - Management Analyst	\$122.97
Public Works Administration	PW Admin - Program Assistant	\$99.84
Public Works Administration	PW Admin - Public Works Director	\$319.70
Public Works Administration	PW Admin - Public Works Fiscal and Project Manager	\$215.34
Public Works Administration	PW Admin - Senior Administrative Assistant	\$109.46
Public Works Administration	PW Admin - Senior Management Analyst	\$159.91
Revenue Management	Revenue - Customer Service Specialist I	\$109.05
Revenue Management	Revenue - Customer Service Specialist II	\$117.11
Revenue Management	Revenue - Revenue Operations Manager	\$216.74
Revenue Management	Revenue - Revenue Operations Supervisor	\$178.80
Revenue Management	Revenue - Senior Accounting Technician	\$122.14
Revenue Management	Revenue - Senior Customer Service Specialist	\$145.95
Fund 581 - Sewer Operations	Sewer - Accounting Supervisor	\$281.37
Fund 581 - Sewer Operations	Sewer - Assistant Engineer	\$234.34
Fund 581 - Sewer Operations	Sewer - Associate Engineer	\$203.79
Fund 581 - Sewer Operations	Sewer - Buyer	\$190.56
Fund 581 - Sewer Operations	Sewer - City Engineer	\$406.97
Fund 581 - Sewer Operations	Sewer - Deputy Finance Director	\$305.79
Fund 581 - Sewer Operations	Sewer - Engineering Technician	\$198.38
Fund 581 - Sewer Operations	Sewer - Environmental Compliance Supervisor	\$279.94
Fund 581 - Sewer Operations	Sewer - Human Resources Analyst II	\$211.44
Fund 581 - Sewer Operations	Sewer - Lead Meter Technician	\$187.87
Fund 581 - Sewer Operations	Sewer - Management Analyst	\$189.67
Fund 581 - Sewer Operations	Sewer - Meter Technician	\$133.02
Fund 581 - Sewer Operations	Sewer - Principal Accountant	\$270.12
Fund 581 - Sewer Operations	Sewer - Principal Civil Engineer	\$352.07
Fund 581 - Sewer Operations	Sewer - Principal Water Engineer	\$357.01
Fund 581 - Sewer Operations	Sewer - Program Assistant	\$150.67
Fund 581 - Sewer Operations	Sewer - Program Specialist	\$180.32
Fund 581 - Sewer Operations	Sewer - Senior Accountant	\$212.50
Fund 581 - Sewer Operations	Sewer - Senior Administrative Assistant	\$167.08
Fund 581 - Sewer Operations	Sewer - Senior Civil Engineer	\$281.15
Fund 581 - Sewer Operations	Sewer - Senior Management Analyst	\$212.05
Fund 581 - Sewer Operations	Sewer - Senior Storekeeper	\$144.57
Fund 581 - Sewer Operations	Sewer - Senior Water Resources Engineer	\$309.24



City of Pomona - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Fund 581 - Sewer Operations	Sewer - Utility Associate Civil Engineer	\$236.64
Fund 581 - Sewer Operations	Sewer - Wastewater Collection Sys Crew Chief	\$230.23
Fund 581 - Sewer Operations	Sewer - Wastewater Maintenance Technician I	\$146.23
Fund 581 - Sewer Operations	Sewer - Wastewater Maintenance Technician II	\$179.92
Fund 581 - Sewer Operations	Sewer - Wastewater System Supervisor	\$324.55
Fund 581 - Sewer Operations	Sewer - Water Operations Manager	\$298.31
Fund 581 - Sewer Operations	Sewer - Water Resources Director	\$455.89
Fund 571 - Water Operations	Water - Accounting Supervisor	\$314.61
Fund 571 - Water Operations	Water - Assistant Engineer	\$259.08
Fund 571 - Water Operations	Water - Associate Engineer	\$227.86
Fund 571 - Water Operations	Water - Buyer	\$213.07
Fund 571 - Water Operations	Water - City Engineer	\$455.05
Fund 571 - Water Operations	Water - Customer Service Specialist I	\$150.22
Fund 571 - Water Operations	Water - Customer Service Specialist II	\$153.78
Fund 571 - Water Operations	Water - Deputy Finance Director	\$341.92
Fund 571 - Water Operations	Water - Engineering Technician	\$219.10
Fund 571 - Water Operations	Water - Environmental Compliance Supervisor	\$313.01
Fund 571 - Water Operations	Water - Executive Assistant	\$213.23
Fund 571 - Water Operations	Water - Human Resources Analyst II	\$236.42
Fund 571 - Water Operations	Water - Lead Meter Technician	\$210.07
Fund 571 - Water Operations	Water - Management Analyst	\$203.15
Fund 571 - Water Operations	Water - Meter Technician	\$148.73
Fund 571 - Water Operations	Water - Principal Accountant	\$302.03
Fund 571 - Water Operations	Water - Principal Civil Engineer	\$393.66
Fund 571 - Water Operations	Water - Principal Water Engineer	\$399.18
Fund 571 - Water Operations	Water - Program Assistant	\$169.17
Fund 571 - Water Operations	Water - Program Specialist	\$201.62
Fund 571 - Water Operations	Water - Public Works Inspector I	\$217.45
Fund 571 - Water Operations	Water - Revenue Operations Manager	\$290.76
Fund 571 - Water Operations	Water - Revenue Operations Supervisor	\$239.87
Fund 571 - Water Operations	Water - Senior Accountant	\$235.00
Fund 571 - Water Operations	Water - Senior Accounting Technician	\$163.85
Fund 571 - Water Operations	Water - Senior Administrative Assistant	\$186.81
Fund 571 - Water Operations	Water - Senior Business Systems Analyst	\$247.21
Fund 571 - Water Operations	Water - Senior Civil Engineer	\$314.36
Fund 571 - Water Operations	Water - Senior Customer Service Specialist	\$178.90
Fund 571 - Water Operations	Water - Senior Management Analyst	\$237.09
Fund 571 - Water Operations	Water - Senior Storekeeper	\$161.65
Fund 571 - Water Operations	Water - Senior Utility System Technician	\$291.01
Fund 571 - Water Operations	Water - Senior Water Resources Engineer	\$341.49
Fund 571 - Water Operations	Water - Stormwater Maintenance Worker II	\$174.47
Fund 571 - Water Operations	Water - Utility Associate Civil Engineer	\$264.59



City of Pomona - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Fund 571 - Water Operations	Water - Utility System Technician	\$221.68
Fund 571 - Water Operations	Water - Water Conservation Specialist	\$158.05
Fund 571 - Water Operations	Water - Water Distribution Supervisor	\$340.23
Fund 571 - Water Operations	Water - Water Facilities Worker I	\$134.15
Fund 571 - Water Operations	Water - Water Operations Crew Chief	\$261.45
Fund 571 - Water Operations	Water - Water Operations Manager	\$333.55
Fund 571 - Water Operations	Water - Water Production Supervisor	\$362.06
Fund 571 - Water Operations	Water - Water Quality Control Technician II	\$231.60
Fund 571 - Water Operations	Water - Water Quality Control Technician III	\$244.82
Fund 571 - Water Operations	Water - Water Quality Crew Chief	\$263.32
Fund 571 - Water Operations	Water - Water Quality Supervisor	\$290.92
Fund 571 - Water Operations	Water - Water Resources Director	\$509.75
Fund 571 - Water Operations	Water - Water System Operator III	\$213.61
Fund 571 - Water Operations	Water - Water Treatment Crew Chief	\$255.70
Fund 571 - Water Operations	Water - Water Treatment Plant Operator III	\$248.27
Fund 571 - Water Operations	Water - Water Treatment Supervisor (T1)	\$294.38
Fund 571 - Water Operations	Water - Water Utility Crew Leader	\$197.20
Fund 571 - Water Operations	Water - Water Utility Worker I	\$170.61
Fund 571 - Water Operations	Water - Water Utility Worker II	\$191.05
Fund 571 - Water Operations	Water - Welder/Fabricator	\$217.95



Appendix C – Cost Recovery Analysis

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

City Clerk

Item No.	Description	Current Fee	Unit	Notes
1	Document Printing And Copying			
2	Hard Copy Requests 8.5 x 11 sized pages	\$0.25	per page	Applicable postage will be charged if requested to be mailed.
3	Hard Copy Requests 11 x 15 sized pages	\$0.50	per page	Applicable postage will be charged if requested to be mailed.
4	Fair Political Practices Commission (FPPC) materials	\$0.10	per page	Retrieval fee request can be charged.
5	Retrieval fee	\$5.55		
6	Document Certification			
7	Certification of Document	\$15.00		Govt Code 8211
8	Proof of Life Certification	\$15.00		Govt Code 8211
11	Filing Fee			
12	Filing Fee For Submittal Of A Notice Of Intent To Circulate Petition And Submittal Of Referendum Petition	\$200.00		Election Code 9202
13	Subpoena			
14	Subpoena - Appearance	\$275.00	per day	Govt Code 68096.1
15	Subpoena - Records	\$15.00		Evidence Code 1563(b)(6)
16	Notary Services			
17	Fees charged by a notary public for the following services shall not exceed the fees prescribed by this section.			
18	For taking an acknowledgment or proof of a deed, or other instrument, to include the seal and the writing of the certificate	\$15.00	for each signature	Govt Code 8211
19	For administering an oath or affirmation to one person and executing the jurat, including the seal	\$15.00	each person	Govt Code 8211
20	For all services rendered in connection with the taking of any deposition	\$30.00	each person	Govt Code 8211
21	For administering the oath to the witness to the above deposition	\$7.00	each witness	Govt Code 8211
22	For the certificate to the above deposition	\$7.00	each certificate	Govt Code 8211
23	No fee may be charged to notarize signatures on vote by mail ballot identification envelopes or other voting materials.			
24	For certifying a copy of a power of attorney	\$15.00	each certification	Per Section 4307 of the Probate Code.
25	In accordance with Section 6107, no fee may be charged to a United States military veteran for notarization of an application or a claim for a pension, allotment, allowance, compensation, insurance, or any other veteran's benefit.			
26	Filing Deadline Penalties			
27	AB1234 Ethics Training and Form 700 Penalty for Late Filing	\$10.00	per day, maximum \$100.00	Per Government Code section 91013.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.25	\$0
NA	NA	\$0.50	\$0
NA	NA	\$0.10	\$0
NA	NA	\$5.55	\$0
\$54.17	72%	\$15.00	\$0
\$54.17	72%	\$15.00	\$0
NA	NA	\$200.00	\$0
NA	NA	\$275.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$7.00	\$0
NA	NA	\$7.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$10.00	\$0

Finance

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Adult Oriented Business Regulatory Permit Application Fees			
2	Processing and Investigation Fee	\$861.55		Sec. 30-238 (d)
3	Plan Check and Site Inspection	\$663.95		Sec. 30-238 (d)
4	Adult Oriented Business Employee Permit Application Fees			
5	Adult Oriented Business Employee Permit	\$485.80		Sec. 30-258 (d)
6	Fingerprinting Service Fee	\$43.80		
7	Entertainment Business Permit			
8	Entertainment Business Permit - Downtown Specific Plan	\$1,184.70	per activity or event	Sec. 30-130 - Annual Permit
9	Entertainment Business Permit Appeal Fee	The appellant will be required to pay staff time, all consultant contract costs, and 15% of costs for processing and the administration of the consultant's contracts		An initial Deposit of \$1,200 will be required to schedule the Administrative Hearing.
10	Taxi / Vehicle For Hire Permit Fees			
11	Operator Permit for Taxicabs/Vehicles for Hire (2 Year Permit)	\$483.45		Sec. 66-34(a)(5)
12	Driver Permit Processing Fee for Taxicabs/Vehicles for Hire (2 Year Permit)	\$454.70		Sec. 66-63(a)(8)
13	Ambulance Operator Permit	\$99.25		Sec. 14-247(a){3}
14	Fingerprinting Service Fee	\$47.35		Sec. 66-63(a)(8)
15	Vending Vehicle Fees			
16	Vehicle Inspection Fee	\$41.80		Sec. 30-714(a)(1)
17	Vehicle Re-Inspection Fee	\$20.85		Sec. 30-714(a)(2) (half of inspection cost)
18	Misc. Finance / Revenue Related Fees			
19	Returned Check (NSF) Processing	\$25.00	each returned item	Govt Code 6157
20	Franchise Fee Tow	\$59.80	per vehicle	Any tow truck operator granted a franchise pursuant to the provisions of Chapter 11.3 3 (Tow Truck Franchise) shall pay a franchise fee of \$59.80 per vehicle on every Police Department generated vehicle tow, that is towed to a franchises impound lot.
21	Short-Term Rental (STR) Permit Fees			
22	STR New Application Permit Fee	\$66.50	new and renewal	Urgency Ordinance 4327
23	Misc. Business License Related Fees			
24	Cannabis Business Registration Fee	\$133.95		Sec. 50-556(c)
25	Business Tax Renewal Processing	\$14.85		Sec. 50-345(a)
26	Duplicate Business License	\$10.70		Sec. 50-350
27	New Business License Application Review - Downtown	\$137.55		Sec. 50-337(b)
28	New/Moved Business License Application Review	\$53.80	per item	Sec. 50-337(b)
29	Operator Permit Decal	\$14.25		various sections

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,008.74	0%	\$1,008.00	\$146
\$725.20	0%	\$725.00	\$61
\$1,008.74	0%	\$1,008.00	\$522
\$29.28	1%	\$29.00	-\$15
\$1,256.19	0%	\$1,256.00	\$71
NA	NA	The appellant will be required to pay staff time, all consultant contract costs, and 15% of costs for processing and the administration of the consultant's contracts	\$0
\$117.11	0%	\$117.00	-\$366
\$117.11	0%	\$117.00	-\$338
\$117.11	15%	\$100.00	\$1
\$29.28	1%	\$29.00	-\$18
\$227.82	0%	\$227.00	\$185
\$89.63	1%	\$89.00	\$68
\$37.28	6%	\$35.00	\$10
NA	NA	\$59.80	\$0
\$198.79	0%	\$198.00	\$132
\$229.62	0%	\$229.00	\$95
\$29.30	1%	\$29.00	\$14
\$12.12	1%	\$12.00	\$1
\$173.37	0%	\$173.00	\$35
\$114.81	1%	\$114.00	\$60
\$17.57	15%	\$15.00	\$1

Finance

Item No.	Title	Current Fee/Charge	Unit	Notes
30	One Day Business License Permit	\$50.00		for City Hosted Events held on City Property Only - one permit per vendor, per event
31	AB2164/SB1186 Fee	\$4.00	per license or permit issued	State Required Fee
32	Credit Card Convenience Fee: In Person - Over the Counter	2.25%		
33	Credit Card Convenience Fee: Web-Utility Billing	\$4.35 fee / for every \$500.00 processed		In Person - Over the Counter
34	Credit Card Convenience Fee: Web - Business License	3.00%		In Person - Over the Counter
35	Credit Card Convenience Fee: Web-Permitting	3.25%		In Person - Over the Counter
36	Credit Card Convenience Fee: Recreation Software	2.65%		In Person - Over the Counter
37	Credit Card Convenience Fee: Parking Permit Software	New		Online

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$53.93	7%	\$50.00	\$0
NA	NA	\$4.00	\$0
NA	NA	2.25%	\$0
NA	NA	\$4.35 fee / for every \$500.00 processed	\$0
NA	NA	3.00%	\$0
NA	NA	3.25%	\$0
NA	NA	2.65%	\$0
NA	NA	4.00%	NA

Library

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Overdue Book/CD's**	\$0.00	per item/per day	
2	Overdue Video/DVD's **	\$0.00	per item/per day	
3	Reservation Of Library Material**	\$0.00	per item	
4	Replacement Of Lost/Damaged Library Items	Replacement Cost		Plus Processing Fee
5	Replacement Of Lost Library Card**	\$0.00		
6	Repair Of Damaged Items	Cost of item		Plus Processing Fee
7	Processing Fee for hard-bound book	\$5.00		
8	Processing Fee for paperback book	\$2.00		
9	Library Copying Of Digitized Material	\$15.50	per image for non-	
10	Library Copying Of Digitized Material	\$31.00	per image for public use	
11	Image Rescan fee	\$5.15	per image	
12	Shipment of Media	\$5.15	per media	
13	Exam Monitoring/Proctoring	\$25.00	per hour	Limited only to Pomona Residents
14	Library Meeting Room And Equipment Rental	\$10.00	per hour or portion thereof	
15	Library Meeting Room	\$10.00	per hour or portion thereof	
16	Test Proctoring	New	per hour	
17	Passport Fee			
18	Passport Acceptance Fee	\$35.00	per applicant	Set by US Dept of State
19	Passport Photograph	\$12.00	Photo	
20	Passport Expedited Service -Overnight Mail	Fees set by US Dept. of State	Not currently being offered by the City of Pomona	Set by US Dept of State

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	\$0.00
NA	NA	\$0.00	\$0.00
NA	NA	\$0.00	\$0.00
NA	NA	Replacement Cost	\$0.00
NA	NA	\$0.00	\$0.00
NA	NA	Cost of item	\$0.00
NA	NA	\$5.00	\$0.00
NA	NA	\$2.00	\$0.00
NA	NA	\$15.00	-\$0.50
NA	NA	\$30.00	-\$1.00
NA	NA	\$5.00	-\$0.15
NA	NA	\$5.00	-\$0.15
NA	NA	\$25.00	\$0.00
NA	NA	\$20.00	\$10.00
NA	NA	\$10.00	\$0.00
\$187.78	73%	\$50.00	NA
NA	NA	\$35.00	\$0.00
\$39.08	62%	\$15.00	\$3.00
NA	NA	Fees set by US Dept. of State	\$0.00

Public Works

Item No.	Title	Current Fee/Charge	Unit	Notes
1	PW - Certificate of Compliance (Per application)	\$1,103.30	Per Application	
2	PW - Certificate of Correction (Per application)	New	Per Application	
3	Lot Line Adjustment / Lot Merger			
4	PW - Lot Line Adjust/Lot Merger (per application)	\$1,336.65	Per Application	
5	PW - Lot Line Adjust/Lot Merger (per application)	\$169.85	Per Application	Each Additional lot PW Parcel Map
6	Processing Easement			
7	PW - Easement Information	New	Per request	
8	PW - Processing Easements (City Grantee per app)	\$1,361.75	Per Application	City is Grantee
9	PW - Processing Easements (City Grantor per app)	\$1,864.40	Per Application	City is Grantor
10	PW - Processing Quit Claim (per app)	\$1,228.90	Per Application	
11	PW - Release of Lien (per application)	\$168.70	Per Application	
12	PW - Parcel Map (per application)	\$5,416.30	Per Application	Final Parcel Map
13	PW - Parcel Map (each additional lot)	\$169.85	Per Application	Each Add't Lot
14	PW - Final Map (per application)	\$6,096.05	Per Application	Tract Map
15	PW - Final Map (each additional lot)	\$169.85	Per Application	Each Add't Lot
16	PW - Vacation of Public Right of Way	\$2,327.50	Per Application	Vacation of Public ROW / Easement
17	PW - Encroachment Permit	\$206.95	Per Application	
18	PW - Plan Check (up to 3rd review)	6.70%	Up to 3 reviews	Plan Check
19	PW - Plan Check (4th and subsequent reviews)	New	Per each review	For 4th and subsequent reviews
20	PW - Plan Check Expedited (per project)	10.05%	Per Project	Expedited Plan Review fee @1.5x (Non-Franchise Utility)
21	PW - Review of Bld Site Plan (per application)	\$186.60	Per Application	
22	PW - Review of Traffic Impact Study (per project)	Actual + 20%	Per Project	
23	PW - Review Environmental Doc/SUSMP (per project)	Actual + 20%	Per Project	

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$2,130.43	0%	\$2,130.00	Must be completed within 12 months of payment	\$1,027
\$2,130.43	0%	\$2,130.00	Must be completed within 12 months of payment	NA
\$4,120.81	0%	\$4,120.00	Must be completed within 12 months of payment	\$2,783
\$247.00	0%	\$247.00		\$77
\$454.27	0%	\$454.00		NA
\$2,593.18	0%	\$2,593.00		\$1,231
\$4,107.21	0%	\$4,107.00		\$2,243
\$2,748.71	0%	\$2,748.00		\$1,519
\$296.42	0%	\$296.00		\$127
\$9,524.42	0%	\$9,524.00	Up to 3 plan checks. Additional reviews require consultant cost + 20%	\$4,108
\$247.00	0%	\$247.00		\$77
\$10,512.42	0%	\$10,512.00	Up to 3 plan checks. Additional reviews require consultant cost + 20%	\$4,416
\$247.00	0%	\$247.00		\$77
\$3,993.45	0%	\$3,993.00		\$1,666
\$368.32	0%	\$368.00		\$161
\$12,829.26	0%	\$12,829.00		Variable
\$2,179.22	0%	\$2,179.00		NA
NA	NA	10.05%		\$0
\$724.24	0%	\$724.00		\$537
NA	NA	Actual + 20%		\$0
NA	NA	Actual + 20%		\$0

Public Works

Item No.	Title	Current Fee/Charge	Unit	Notes
24	PW - Review Specialty reports (per project)	Actual + 20%	Per Project	
25	PW - Preferential Parking Request (Per Application)	\$466.60	Per Application	
26	PW - Preferential Parking Issuance-Per Address	\$44.20	Per Address	PW - Preferential Parking Permit Issuance - Permanent or Guest (Per Permit)
27	PW - Preferential Parking Replacement Permit	New	per application	
28	PW - Large Vehicle Parking Permit Issuance - Per permit	New	Per Permit	
29	PW - Traffic Control Plan Review (per review)	\$134.65	Per Review	
30	PW - Review Special Events Permit-Per Application	\$144.70	Per Application	
31	PW - Development Meeting W/ Planning (Per Meeting)	\$1,023.10	Per Meeting	
32	PW - Design Review Meeting (Per Meeting, 1st Free)	\$1,023.10	Per Meeting (First Free)	
33	PW - CUP Process (Per Application)	\$509.70	Per Application	
34	PW - Green Curb Process and Install-Per Request	\$244.05	Per Request	
35	PW - Handicap Process and Install-Per Request	\$282.30	Per Request	
36	PW - Installation of No Dumping Signs-Per Sign	\$352.95	Per Sign	
37	PW - Installation of No Parking Signs-Per Sign	\$352.95	Per Sign	
38	PW - SCE street light processing-Per Request	\$159.10	Per Request	
39	PW Inspection	4.50%	Per Project	Minimum - \$217.10 (2 hours of inspector time)
40	PW - Re-Inspection Fee-Per Request	\$63.35	Per Request	
41	Curb, or Curb & Gutter (Inspection)			
42	PW - Curb, or Curb & Gutter Inspection-Per Project	\$410.35	Per Project	Base Fee
43	PW - Curb, or Curb & Gutter Inspection-Per Project	\$0.59	Per Linear Foot	Per Linear foot above 100lf
44	Drive Approach (Inspection)			
45	PW - Drive Approach Inspection (Res.-Standard)	\$372.05	Per Project	Residential, standard width
46	PW - Drive Approach Inspection (Res.-Over)	\$372.05	Per Project	Residential, over width
47	PW - Drive Approach Inspection (Com.-to 30' width)	\$372.05	Per Project	Commercial, thru 30' width
48	PW - Drive Approach Inspection (Com. > 30' width)	\$372.05	Per Project	Commercial, over 30' width
49	PW - Reinstatement of Expired Permit	\$58.55	Per Project	Reinstatement of Expired Permit

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
NA	NA	Actual + 20%		\$0
\$974.64	0%	\$974.00		\$507
\$170.33	0%	\$170.00		\$126
\$105.23	0%	\$105.00		NA
\$174.52	0%	\$174.00		NA
\$582.19	0%	\$582.00		\$447
\$418.32	0%	\$418.00		\$273
\$1,921.57	0%	\$1,921.00		\$898
\$1,921.57	0%	\$1,921.00		\$898
\$4,884.32	0%	\$4,884.00		\$4,374
\$519.37	0%	\$519.00		\$275
\$737.64	0%	\$737.00		\$455
\$851.93	0%	\$851.00		\$498
\$851.93	0%	\$851.00		\$498
\$835.13	0%	\$835.00		\$676
\$5,253.51	0%	\$5,253.00		Variable
\$112.54	0%	\$112.00		\$49
\$737.99	0%	\$737.00		\$327
\$2.10	0%	\$2.10		\$2
\$660.61	0%	\$660.00		\$288
\$660.61	0%	\$660.00		\$288
\$660.61	0%	\$660.00		\$288
\$660.61	0%	\$660.00		\$288
\$414.73	0%	\$414.00		\$355

Public Works

Item No.	Title	Current Fee/Charge	Unit	Notes
50	Sewer Laterals (Inspection)			
51	PW - Sewer Laterals Inspections (Per Project)	\$625.80	Per Project	Base Fee
52	PW - Sewer Laterals Inspections (Per Project)	\$0.90	Per Linear Foot	Per Linear foot above 30lf
53	Sidewalk (Inspection)			
54	PW - Sidewalk Inspection (Per Project)	\$372.05	Per Project	Base Fee
55	PW - Sidewalk Inspection (Per Project)	\$0.12	Per Square Foot	Per Square Feet above 600sf
56	PW - Street Light Installation (Per Inspection)	\$190.20	Per Inspection	\$2500 Deposit
57	PW - Street Trees Inspection (Per Inspection)	\$190.20	Per Inspection	
58	Special Permits			
59	PW - Street Closures (Per Day)	\$133.95	Per Day	Permit fee
60	PW - Banners (Per Overpass Location)	\$223.70	Per Location	
61	PW - Banners - Street Light (Per Arterial)	\$223.70	Per Arterial	
62	PW - Oversize Loads (1 Trip)	\$16.50	Per Trip	Regulated by Caltrans
63	PW - Oversize Loads (Annual)	\$93.05	Per Year	Regulated by Caltrans
64	National Pollutant Discharge Elimination System (NPDES) Plan Check fee	85% of NPDES permit fee		
65	NPDES Storm Sewer Inspection Fee	Actual + 20%	Per Hour	
66	NPDES Best Practices Inspection Fee	Actual + 20%	Per Hour	
67	PW - Engineering Inspection Overtime (4 hours min)	\$192.75	Per Hour; 4 Hours Minimum	
68	Utility Company Construction Permit			
69	PW - Utility Permit Non-Blanket-With 1 Site Insp	\$660.50	Per Permit	
70	PW - Utility Permit Blanket (1 block max)	\$458.25	Per Request	
71	PW - Utility Permit Inspection-Per Site	\$253.60	Per Site	Inspection per site (Non-Blanket)
72	Re-surfacing (Franchise Utility only)	Actual + 20%	Per Request	
73	PW - Plan Check Expedited (per project)	Actual + 20%	Per Request	
74	PW - Env Inspection	Actual + 20%	Per Inspection	Environmental Inspection (Industrial/Commercial Facilities)
75	PW - Monumentation Inspection (Per Inspection)	\$315.80	Per Inspection	
76	PW - Work Without Permit Penalty (Per Occurrence)	2 x permit	Per Occurrence	
77	PW - Trash/Roll-off Bins (Per Application)	\$58.55	Per Application	
78	Replacement of Street Improvements Deposits			
79	Curb, per LF	Per City's pricing	Deposit	
80	Curb & Gutter, per LF	Per City's pricing	Deposit	
81	Sidewalk, per SF	Per City's pricing	Deposit	
82	Asphalt Pavement - Trench, per SF	Per City's pricing	Deposit	

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$1,110.75	0%	\$1,110.00		\$484
\$2.10	0%	\$2.10		\$1
\$980.02	0%	\$980.00		\$608
\$321.52	0%	\$321.52		\$321
\$337.61	0%	\$337.00		\$147
\$337.61	0%	\$337.00		\$147
\$545.72	0%	\$545.00		\$411
\$716.86	0%	\$716.00		\$492
\$716.86	0%	\$716.00		\$492
\$443.72	96%	\$16.00		-\$1
\$443.72	80%	\$90.00		-\$3
NA	NA	85% of NPDES permit fee		\$0
NA	NA	Actual + 20%		\$0
NA	NA	Actual + 20%		\$0
\$454.23	0%	\$454.00		\$261
\$1,084.77	0%	\$1,084.00		\$424
\$704.47	0%	\$704.00		\$246
\$450.14	0%	\$450.00		\$196
NA	NA	Actual + 20%		\$0
NA	NA	Actual + 20%		\$0
NA	NA	Actual + 20%		\$0
\$1,106.61	0%	\$1,106.00		\$790
NA	NA	2 x permit		\$0
\$259.98	0%	\$259.00		\$200
NA	NA	Per City's pricing		\$0
NA	NA	Per City's pricing		\$0
NA	NA	Per City's pricing		\$0
NA	NA	Per City's pricing		\$0

Public Works

Item No.	Title	Current Fee/Charge	Unit	Notes
83	Asphalt Pavement - Street, per SF	Per City's pricing	Deposit	
84	Street Trees, each	Per City's pricing	Deposit	
85	Repairs in City Right-of-Way	Per City's pricing	Deposit	
86	Deposit Fee (utility companies or developers)	Per City's pricing	Deposit	
87	Curb Paint			
88	PW - Curb Paint (Per Request)	\$139.95	Per Request	Base Fee. Curb markings (per request)
89	PW - RE-paint Blue Spaces or Curb (Per Request)	\$110.05	Per Request	Renewal Markings (green/yellow/white/ other Special Curb colors)
90	PW - Curb Sandblast (Per Request)	\$209.35	Per Request	
91	PW - Pavement Markers	Actual + 20%	Per Request	
92	Permanent Resurfacing of Utility Trenches			
93	PW - Permanent Re-Surfacing of Utility Trenches	\$7.10	Per Square Foot	1 to 50 SF
94	PW - Permanent Re-Surfacing of Utility Trenches	\$4.75	Per Square Foot	51 to 200 SF
95	PW - Permanent Re-Surfacing of Utility Trenches	\$4.05	Per Square Foot	201 to 500 SF
96	PW - Permanent Re-Surfacing of Utility Trenches	\$3.55	Per Square Foot	501 to 2,000 SF
97	PW - Permanent Re-Surfacing of Utility Trenches	\$2.90	Per Square Foot	2,001 + SF
98	PW - Processing of Waste Water Applications	\$89.70		Industrial Waste Water
99	PW - Large Print Copy (Per Copy)	\$9.50	Per Copy	
100	PW - Document Imaging (Per Sheet)	\$1.10	Per Sheet	
101	PW - Fee Analysis Fee (Per Invoice)	\$4.65	Per Fee Transaction	
102	PW - Street Tree Planting or Maint. (Per Request)	Actual + 20%	Per Request	
103	Non-Recurring Permit Application - Safe Harbor Amounts			
104	Existing Pole	\$598.30	for single application for up to 5 collocations	\$100.00 for each additional collocation thereafter
105	New Pole	\$1,196.65	for single application per pole	
106	Recurring Fees for Leasing Municipal Infrastructure - Safe Harbor Amounts			
107	Lease	\$323.05	per facility per year	
108	Address Assignment / Verification Request			

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
NA	NA	Per City's pricing		\$0
NA	NA	Per City's pricing		\$0
NA	NA	Per City's pricing		\$0
NA	NA	Per City's pricing		\$0
\$365.42	0%	\$365.00		\$225
\$312.80	0%	\$312.00		\$202
\$434.42	0%	\$434.00		\$225
NA	NA	Actual + 20%		\$0
NA	NA	\$7.10		\$0
NA	NA	\$4.75		\$0
NA	NA	\$4.05		\$0
NA	NA	\$3.55		\$0
NA	NA	\$2.90		\$0
\$569.49	0%	\$569.00		\$479
\$299.78	0%	\$299.00		\$290
NA	NA	\$1.10		\$0
NA	NA	\$4.65		\$0
NA	NA	Actual + 20%		\$0
\$604.89	0%	\$604.00		\$6
\$1,226.44	0%	\$1,226.00		\$29
NA	NA	\$323.05		\$0

Public Works

Item No.	Title	Current Fee/Charge	Unit	Notes
109	For new units or individual property less than 4 addresses request	\$59.80	per application	1 to 4 new addresses requested per application
110	For new units or individual property with 5-8 addresses request	New	per application	5-8 new addresses requested per application
111	For new units or individual property more than 8 addresses request	\$358.95	per application	9 or more new address requested per application
112	PW - Review Grading 1-5 shts up to 3 reviews	\$599.00	Per Project	
113	PW - Review Grading 6-10 shts up to 3 reviews	\$854.35	per project	
114	PW - Review Grading 10+ shts up to 3 reviews	\$982.05	per project	
115	PW - Review Grading - per review (after the 3rd)	\$148.05	per project	
116	PW - Review of Landscape Plans	\$148.05	per project	Review of offsite landscape
117	PW - Newsrack Installation Permit	New		
118	PW - Speeding Issues Request Report	New		
119	PW - Lien Placement Administration Fee	New	Per APN	

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$105.23	0%	\$105.00		\$45
\$218.80	0%	\$218.00		NA
\$454.27	0%	\$454.00		\$95
\$2,050.64	0%	\$2,050.00		\$1,451
\$2,482.05	0%	\$2,482.00		\$1,628
\$2,913.45	0%	\$2,913.00		\$1,931
\$605.92	0%	\$605.00		\$457
\$1,552.02	0%	\$1,552.00		\$1,404
\$243.80	0%	\$243.00		NA
\$243.80	0%	\$243.00		NA
\$293.24	74%	\$75.00		NA

Police

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Vehicle Citation Sign -Off Inspection	\$19.55		
2	Parking Enforcement			
3	Storage of vehicles.	\$55.55		34-3
4	Angle parking required when posted by sign.	\$57.90		58-161(a)
5	No stopping, standing or parking when posted by signs.	\$67.15		58-164(3)
6	Vehicle parked on parkway.	\$67.20		58-164(4)
7	Parking in street construction zone.	\$63.80		58-164(5)
8	Parking in bus zone.	\$63.80		58-164(6)
9	Parking-standing in alley, loading and unloading of passengers/freight excepted.	\$63.85		58-165
10	Washing, greasing, or repairing vehicle on the street.	\$67.35		58-166
11	Parking adjacent to schools when prohibited, must be posted.	\$67.35		58-167
12	Vehicle parked on hill, 3% grade or more, wheels must be blocked or turned against curb.	\$63.95		58-171
13	Parked in excess of 72 hours.	\$64.00		58173
14	Yellow Zone – Loading and unloading passengers and freight. 3 minutes for passengers, 20 minutes for freight.	\$67.45		58-201(b)
15	White Zone – Passenger loading and unloading or mail deposit, 3 minutes maximum.	\$58.30		58-201c
16	Green Curb – Time Limit as painted on curb. Hours 8 AM – 6 PM, except Sundays and Holidays.	\$64.10		58-232(a)
17	Street Sweeping – parking restricted where posted only.	\$58.40		58-233
18	Parking in driveway or private property without consent of owner.	\$67.60		58-234(a)
19	Parking vehicle on unimproved surfaces.	\$67.65		58-234(b)
20	Parked in guest parking over 72 hours.	\$67.70		58-234 c
21	City restricted parking	\$67.70		58-235(b)

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$29.39	33%	\$19.55	\$0
NA	NA	\$55.55	\$0
NA	NA	\$57.90	\$0
NA	NA	\$67.15	\$0
NA	NA	\$67.20	\$0
NA	NA	\$63.80	\$0
NA	NA	\$63.80	\$0
NA	NA	\$63.85	\$0
NA	NA	\$67.35	\$0
NA	NA	\$67.35	\$0
NA	NA	\$63.95	\$0
NA	NA	\$64.00	\$0
NA	NA	\$67.45	\$0
NA	NA	\$58.30	\$0
NA	NA	\$64.10	\$0
NA	NA	\$58.40	\$0
NA	NA	\$67.60	\$0
NA	NA	\$67.65	\$0
NA	NA	\$67.70	\$0
NA	NA	\$67.70	\$0

Police

Item No.	Title	Current Fee/Charge	Unit	Notes
22	Off street parking – permit required.	\$67.75		58-239(j)
23	Vehicles for sale on public property and on public streets.	\$67.75		58-236
24	Driving off truck route, for material delivery.	\$110.60		58-291(b)
25	Vehicle access 6,000 lbs – parked off truck route.	\$129.25		58-292(b)
26	Commercial vehicles over 10,000 lbs parked on city streets between 8PM and 6AM.	\$85.30		58-295
27	Parking – non/motor vehicle prohibited (boats/trailers).	\$67.95		58-176
28	Not parked within White line – controlled parking lot.	\$70.30		58-514
29	Parking certificate required - failure to obtain and display.	\$50.65		58-515
30	Vehicles stored, displayed for sale, etc. in required off-street parking.	\$76.15		.503-H.A.4
31	Parking or storage of vehicles used primarily for commercial purposes.	\$68.05		0.541
32	Storage of vehicle, trailer, equipment on vacant lot	\$68.10		.600-D.3
33	Unregistered vehicle	\$91.35		4000(a)
34	License required – motorized bicycle (proof).	\$56.65		5037
35	No vehicle license plate.	\$59.00		5200
36	No license tabs.	\$64.80		5204(a)
37	Parking permit (county, state, etc.).	\$61.40		21113(a)
38	Disobey posted sign	\$56.80		21461
39	Vehicle parked within intersection.	\$68.40		22500(a)
40	Vehicle parked on crosswalk.	\$68.45		22500(b)
41	Vehicle parked adjacent to safety zone.	\$68.45		22500(c)
42	Vehicle parked within 15 feet of fire station driveway.	\$47.05		22500(d)
43	Vehicle blocking driveway.	\$68.55		22500(e)
44	Vehicle parked on sidewalk.	\$68.55		22500(f)
45	Vehicle blocking excavation.	\$68.60		22500(g)
46	Double parking.	\$68.65		22500(h)

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$67.75	\$0
NA	NA	\$67.75	\$0
NA	NA	\$110.60	\$0
NA	NA	\$129.25	\$0
NA	NA	\$85.30	\$0
NA	NA	\$67.95	\$0
NA	NA	\$70.30	\$0
NA	NA	\$50.65	\$0
NA	NA	\$76.15	\$0
NA	NA	\$68.05	\$0
NA	NA	\$68.10	\$0
NA	NA	\$91.35	\$0
NA	NA	\$56.65	\$0
NA	NA	\$59.00	\$0
NA	NA	\$64.80	\$0
NA	NA	\$61.40	\$0
NA	NA	\$56.80	\$0
NA	NA	\$68.40	\$0
NA	NA	\$68.45	\$0
NA	NA	\$68.45	\$0
NA	NA	\$47.05	\$0
NA	NA	\$68.55	\$0
NA	NA	\$68.55	\$0
NA	NA	\$68.60	\$0
NA	NA	\$68.65	\$0

Police

Item No.	Title	Current Fee/Charge	Unit	Notes
47	Vehicle parked in posted bus loading zone.	\$250.20		22500(i)
48	Vehicle parked in bridge or tunnel.	\$68.70		22500(k)
49	Parked in fire lane	\$115.00		22500.1
50	Vehicle parked more than 18" from curb or wrong way.	\$68.80		22502(a)
51	Vehicle parked on highway (unincorporated).	\$61.85		22504(a)
52	Vehicle parked on state highway.	\$61.90		22505(b)
53	Handicapped – disabled only parking.	\$482.85		22507.8
54	Vehicle parked within 15 feet of fire hydrant.	\$68.90		22514
55	Unattended vehicle with motor running.	\$57.40		22515
56	Locked vehicle with person who cannot escape.	\$74.80		22516
57	Vehicle door opening to unsafe traffic.	\$69.05		22517
58	Parking with 7-1/2 feet of railroad tracks.	\$69.05		22521
59	Parking within 3 feet of sidewalk access ramp.	\$66.10		22522
60	Parking in a Fire Lane – (Highways).	\$115.45		22500.1
61	Grid lock	\$73.75		22526(A)
62	No gas cap	\$69.45		27155
63	Penalty for late payment of parking and non-moving violations.	\$84.30		Penalty Assessments
64	Noise Disturbance Response Call-Back			
65	First Infraction	\$117.90		
66	Second Infraction	\$231.55		
67	Third Infraction	\$580.50		
68	L.A. County Fair Services	Direct personnel cost including Worker Compensation and FICA expenses, with an additional 10% Administrative Overhead charge applied to the total personnel cost.		Fee is cost recovery for contracted police services for the annual Los Angeles County Fair.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$250.20	\$0
NA	NA	\$68.70	\$0
NA	NA	\$115.00	\$0
NA	NA	\$68.80	\$0
NA	NA	\$61.85	\$0
NA	NA	\$61.90	\$0
NA	NA	\$482.85	\$0
NA	NA	\$68.90	\$0
NA	NA	\$57.40	\$0
NA	NA	\$74.80	\$0
NA	NA	\$69.05	\$0
NA	NA	\$69.05	\$0
NA	NA	\$66.10	\$0
NA	NA	\$115.45	\$0
NA	NA	\$73.75	\$0
NA	NA	\$69.45	\$0
NA	NA	\$84.30	\$0
NA	NA	\$117.90	\$0
NA	NA	\$231.55	\$0
NA	NA	\$580.50	\$0
NA	NA	Direct personnel cost including Worker Compensation and FICA expenses, with an additional 10% Administrative Overhead charge applied to the total personnel cost.	\$0

Police

Item No.	Title	Current Fee/Charge	Unit	Notes
69	Special Police Services	Direct personnel cost including Worker Compensation and FICA expenses, with an additional 20% Administrative Overhead charge applied to the total personnel cost.		Fee is cost recovery for contracted police services provided for various special events held during the year, which include the Winternationals, Auto Shows and other smaller events requiring police security services.
70	Police False Alarm Response			
71	Response Fee: 1st & 2nd	No Fee		
72	Response Fee: 3rd and subsequent Response	\$89.70	each	
73	Penalty Fee: 1-3rd	No Fee		
74	Penalty Fee: 4th	\$186.65		plus \$75 Response Fee
75	Penalty Fee: 5th	\$263.20		plus \$75 Response Fee
76	Penalty Fee: 6th	\$306.30		plus \$75 Response Fee
77	Burglar Alarm Registration Permit - Residential	\$23.80		No annual renewal fee: Residential
78	Burglar Alarm Registration Permit - Commercial	\$29.65		Annual Fee
79	Stored/Abandoned Vehicle Release	\$209.35		
80	Fingerprinting Service - Live Scan	\$49.00		
81	Fingerprinting Service - DOJ Charge to submit for background investigation	\$87.30		
82	Police Crime Report Reproduction	\$0.25	per page	\$1.00 minimum
83	Optional accident investigation report	\$0.25	per page	\$1.00 minimum
84	Police Photo Reproduction	\$16.65	each CD	
85	DUI Accident Response Investigation	Varies		Depends on actual Officer/s time spent at the scene as well as the booking process. Reports follow under S-084 above. Pursuant to California Gov't. Code 53150-53158 up to a maximum of \$12,000 per incident.
86	Pay To Stay Jail Program - Processing Fee	\$35.80		"By request" program wherein persons sentenced to incarceration can pay to serve their sentence time in a municipal jail facility rather than the County Jail.
87	Pay To Stay Jail Program - per day of incarceration	\$89.70	per day	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Direct personnel cost including Worker Compensation and FICA expenses, with an additional 20% Administrative Overhead charge applied to the total personnel cost.	\$0
NA	NA	No Fee	\$0
NA	NA	\$89.70	\$0
NA	NA	No Fee	\$0
NA	NA	\$186.65	\$0
NA	NA	\$263.20	\$0
NA	NA	\$306.30	\$0
\$33.32	28%	\$24.00	\$0
NA	NA	\$24.00	-\$6
NA	NA	\$209.00	\$0
\$65.64	16%	\$55.00	\$6
NA	NA	\$87.30	\$0
NA	NA	\$0.25	\$0
NA	NA	\$0.25	\$0
\$49.77	67%	\$16.65	\$0
NA	NA	Varies	\$0
\$261.60	71%	\$75.00	\$39
NA	NA	\$89.70	\$0

Police

Item No.	Title	Current Fee/Charge	Unit	Notes
88	Police Facility Use Fee - Pistol Range	\$29.85	per officer/ per day	Use of the Pomona Police Department's Pistol Range facility by other law enforcement agencies.
89	Vehicle Repossession Report Filing Fee	\$15.00	each vehicle repossession	Per California Govt. Code Section 26751
90	Civil Action Witness Fees - Sworn Personnel	\$275.00	per person / day	Per California Govt. Code Section 68097.2
91	Civil Action Witness Fees - Civilian Personnel	\$275.00	per person / day	Per California Govt. Code Section 68097.2
92	Concealed Carry Weapons Permit NEW Application	\$40.35	Per New Application	
93	Concealed Carry Weapons Permit Issuance Fee	\$161.60	Per New Permit Issued	
94	Concealed Carry Weapons Permit RENEWAL Application	\$101.00	Per Renewal Application	
95	Concealed Carry Weapons Permit - Duplicate	\$16.80	Per Duplicate Needed	
96	Concealed Carry Weapons Permit - Modification	\$16.80	Per modification needed	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$29.85	\$0
NA	NA	\$15.00	\$0
NA	NA	\$275.00	\$0
NA	NA	\$275.00	\$0
NA	NA	\$40.35	\$0
NA	NA	\$161.60	\$0
NA	NA	\$101.00	\$0
NA	NA	\$16.80	\$0
NA	NA	\$16.80	\$0

Police

Item No.	Title	Current Fee/Charge	Unit	Notes
97	Concealed Carry Weapons Permit - DOJ FEES		Per Application/Renewal	DOJ Fees are set by the Department of Justice and vary depending on the application type. See below for individual Concealed Carry Permit application types for specific DOJ cost.
98				New Applications: Standard - \$95, Judicial - \$117, Custodial - \$139, Reserve - \$139. Renewal Applications: Standard - \$52, Judicial - \$74, Custodial - \$96, and Reserve - \$96
99	Administrative Fine - Truck Route Ordinance Violation	\$1,000.00		Reso 2024-122; Government Code 36901 maximum fine
100	Clearance Letter Memo	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1,000.00	\$0
\$40.94	34%	\$27.00	NA

Animal License/Control

Item No.	Description	Current Fee/Charge	Unit	Notes
1	Annual Dog Licenses			
2	Unaltered - 1 year	\$100.00		No contract changes
3	Unaltered - 2 year	\$200.00		No contract changes
4	Altered - 1 year	\$30.00		No contract changes
5	Altered - 2 year	\$60.00		No contract changes
6	Altered - Senior Citizen	\$10.00		No contract changes
7	Late Application Fee for New Dog License	\$60.00		No contract changes
8	Late Renewal for Dog License	\$60.00		No contract changes
9	Annual Cat Licenses			
10	Altered - 1 year	\$5.00		No contract changes
11	Altered - 2 year	\$10.00		No contract changes
12	Late Application Fee for New Cat License	\$15.00		No contract changes
13	Late Renewal for Cat License	\$15.00		No contract changes
14	Unaltered - 1 year	\$20.00		No contract changes
15	Unaltered - 2 year	\$40.00		No contract changes
16	Impound			
17	Dog - 1st Offense	\$30.00		No contract changes
18	Dog - 2nd Offense	\$50.00		No contract changes
19	Dog - 3rd Offense	\$70.00		No contract changes
20	Cat	\$10.00		No contract changes
21	Small Animals	\$10.00		No contract changes
22	Medium Animals	\$25.00		No contract changes
23	Large Animals	\$60.00		No contract changes
24	Food and Care (Per Day)			
25	Dog	\$10.00		No contract changes
26	Cat	\$10.00		No contract changes
27	Biter Animals (Dogs/Cats)	\$20.00		No contract changes
28	Small Animals	\$5.00		No contract changes
29	Medium Animals	\$10.00		No contract changes
30	Large Animals	\$40.00		No contract changes
31	Other Fees			
32	Trailer Fee	\$30.00		No contract changes
33	Service Fee on Large Animals	\$60.00		No contract changes

Suggested Fee	Fee Δ
\$100.00	\$0
\$200.00	\$0
\$30.00	\$0
\$60.00	\$0
\$10.00	\$0
\$60.00	\$0
\$60.00	\$0
\$5.00	\$0
\$10.00	\$0
\$15.00	\$0
\$15.00	\$0
\$20.00	\$0
\$40.00	\$0
\$30.00	\$0
\$50.00	\$0
\$70.00	\$0
\$10.00	\$0
\$10.00	\$0
\$25.00	\$0
\$60.00	\$0
\$10.00	\$0
\$10.00	\$0
\$20.00	\$0
\$5.00	\$0
\$10.00	\$0
\$40.00	\$0
\$30.00	\$0
\$60.00	\$0

Animal License/Control

Item No.	Description	Current Fee/Charge	Unit	Notes
34	Special Animal Permit	\$60.00		No contract changes
35	Owner Release Fee - Per Animal	\$25.00		No contract changes
36	Per Litter	\$30.00		No contract changes
37	Per On Site Pick Up - Fee for Service	\$40.00		No contract changes
38	Carcass Removal	\$30.00		No contract changes
39	Unlicensed Owner Release			
40	Per Animal	\$100.00		No contract changes
41	Pick-up (Alive)	\$100.00		No contract changes
42	Pick-up (Deceased)	\$100.00		No contract changes

Suggested Fee	Fee Δ
\$60.00	\$0
\$25.00	\$0
\$30.00	\$0
\$40.00	\$0
\$30.00	\$0
\$100.00	\$0
\$100.00	\$0
\$100.00	\$0

Animal license and animal control fees collected by the Humane Society for care of animals from within the City of Pomona off-set the liability to the General Fund for the cost of the City's contract for services that are provided by the Inland Valley Humane Society.

Vehicle parking

#	Description	Current Fee/Charge	Unit	Notes
1	Quarterly Permits			
2	Commuter Permit - Commuter spaces designated in VPD Lot 5,10, and 12	\$135.00	per quarter	5am-8pm
3	Commuter Permit - Commuter spaces designated in VPD Lot 5,10, and 12 (Residents)	\$105.00	per quarter	5am-8pm
4	Lot Specific Permit	\$105.00	per quarter	8am-8pm
5	Western University Permit VPD Lots: 17,18,19,20,21,23,24,25, and Partial Lot 15	\$105.00	per quarter	7am-8pm
6	Helix Apartment Lot 25	\$105.00	per quarter	24 hrs dy / 7days wk
7	Provident Group - Pomona LLC Lot 22	\$105.00	per quarter	24 hrs dy / 7days wk
8	Residential Permit - Downtown Pomona Residents Only	\$45.00	per quarter	24 hrs dy / 7days wk
9	Residential Permit - Downtown Pomona Residents Only - Additional Vehicles	\$105.00	per quarter	24 hrs dy / 7days wk
10	Employee Permit Lot Specific for Downtown Pomona Employees - Valid in VPD Lot 1,2,4,5,6,7,8,9,10,11,12,15,17,19,20	\$105.00	per quarter	24 hrs dy / 7days wk, except lots 17,19,20 are between 8pm and 7am
11	VPD LOT			
12	5,6,7,9,10,12,15	\$2.00	flat rate, 2 hours of free parking before \$2 pass or permit is required	24 hrs dy / 7 days wk
13	3	Free		8am-3am
14	3	By Permit Only		3am-8am
15	1,13, 14	Free or By Permit Only	2 hours of free parking or by permit only	8am-8pm
16	11	By Permit Only		8am-8pm
17	11,13,14	\$2.00	Flat Rate	8pm-8am
18	4	\$4.00 or by permit		8am-8pm
19	8	\$4.00 or by permit		8am-8pm
20	18,21	\$105.00	per quarter. Licensed Western University	24 hrs dy / 7 days wk
21	17,19,20,23,25	\$105.00	per quarter. Licensed Western University Mon-Fri	7am-8pm
22	25	\$105.00	Licensed to Helix Apartments. Per quarter.	24 hrs dy / 7 days wk
23	17,19,20,23	\$2.00	Flat Rate	8pm-3am
24	25	\$105.00	Licensed to Provident Group - Pomona LLC, Western University Parking Only, Per Month (sold in annual quarters)	24 hrs dy / 7 days wk

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$135.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$45.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter)	\$0
NA	NA	\$2.00	15 minute increments with daily max of \$	\$0
NA	NA	Free		\$0
NA	NA	By Permit Only		\$0
NA	NA	Free or By Permit Only	2 hours of free parking or by permit only	\$0
NA	NA	By Permit Only		\$0
NA	NA	\$2.00	Flat Rate	\$0
NA	NA	\$4.00 or by permit		\$0
NA	NA	\$4.00 or by permit		\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter). Licensed Western University	\$0
NA	NA	\$105.00	Annual (prorated to an annual Quarter). Licensed Western University Mon-Fri	\$0
NA	NA	\$105.00	Licensed to Helix Apartments. Annual (prorated to an annual Quarter)	\$0
NA	NA	\$2.00	Flat Rate	\$0
NA	NA	\$105.00	Licensed to Provident Group - Pomona LLC, Western University Parking Only, Annual (prorated to an annual Quarter)	\$0

Vehicle parking

#	Description	Current Fee/Charge	Unit	Notes
25	24	\$105.00	per quarter. Licensed to Western University by Permit Only. Mon-Fri	7am-8pm
26	24	Free		8pm-3am
27	DEPOSITS			
28	Event Deposit - Small Lot	\$600.00		Refundable
29	Event Deposit - Large Lot	\$1,000.00		Refundable
30	Deposit - Repairs to Infrastructure	\$1,000.00		Refundable - for Potential Repairs, to be determined upon review of the Special Event Application
31	Special Event/Filming Parking Permits	New	Per Space	
32	Quarterly Parking Permit Transaction Fee	New		
33	Daily Parking Permit Transaction Fee	New	Per Permit	Vendor cost for processing permit issuance

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$105.00	Annual (prorated to an annual Quarter). Licensed to Western University by Permit Only. Mon-Fri	\$0
NA	NA	Free		\$0
NA	NA	\$600.00		\$0
NA	NA	\$1,000.00		\$0
NA	NA	\$1,000.00		\$0
NA	NA	\$4.00	Per Space	NA
NA	NA	\$3.00		NA
NA	NA	\$5.00		NA

Water Resources

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Water Service			
2	Water Meter Installation			
3	Charges for New Construction and Meter Upgrades			
4	Service Size (Installation) - Does not include Meter Setting			
5	1"	\$4,010.15		
6	2"	\$6,611.80		
7	Meter Size (Meter Setting)			
8	5/8" x 3/4"	\$323.60		
9	1"	\$418.45		
10	1-1/2"	\$950.80		
11	2"	\$1,266.90		
12	Meter sizes not shown shall be based on full cost recovery and determined at the time of installation.			
13	Meter Setting – Advance Payment Required			
14	Meter Size (Residential)			
15	5/8"	\$211.15		
16	3/4"	\$211.15		
17	1"	\$251.85		
18	1-1/2"	\$323.05		
19	2"	\$379.90		
20	3"	\$508.05		
21	Meter Size (Commercial)			
22	5/8"	\$323.05		
23	3/4"	\$323.05		
24	1"	\$418.60		
25	1-1/2"	\$508.05		
26	2"	\$640.15		
27	3"	\$896.35		
28	4"	\$1,130.15		
29	6"	\$1,900.70		
30	8"	\$2,543.15		
31	10"	\$3,187.50		
32	Meter Size (Irrigation)			
33	5/8"	\$379.90		
34	3/4"	\$379.90		
35	1"	\$508.05		
36	1-1/2"	\$768.25		
37	2"	\$1,024.45		
38	3"	\$1,538.80		
39	Meter Size (Firelines)			
40	2"	\$211.15		
41	3"	\$323.05		
42	4"	\$568.75		
43	6"	\$837.40		
44	8"	\$1,209.40		
45	10"	\$1,597.70		
46	12"	\$1,900.70		
47	Water Disconnection Fee & Delinquency Charge			
48	Delinquency Charge (20 days after bill issued)			
49	48 Hour Notification Charge	\$49.20		

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$12,853.13	0%	\$12,853.00		\$8,843
\$15,589.25	0%	\$15,589.00		\$8,977
\$682.63	0%	\$682.00		\$358
\$723.36	0%	\$723.00		\$305
\$1,280.89	0%	\$1,280.00		\$329
\$1,319.96	0%	\$1,319.00		\$52
NA	NA	\$211.15		\$0
NA	NA	\$211.15		\$0
NA	NA	\$251.85		\$0
NA	NA	\$323.05		\$0
NA	NA	\$379.90		\$0
NA	NA	\$508.05		\$0
NA	NA	\$323.05		\$0
NA	NA	\$323.05		\$0
NA	NA	\$418.60		\$0
NA	NA	\$508.05		\$0
NA	NA	\$640.15		\$0
NA	NA	\$896.35		\$0
NA	NA	\$1,130.15		\$0
NA	NA	\$1,900.70		\$0
NA	NA	\$2,543.15		\$0
NA	NA	\$3,187.50		\$0
NA	NA	\$379.90		\$0
NA	NA	\$379.90		\$0
NA	NA	\$508.05		\$0
NA	NA	\$768.25		\$0
NA	NA	\$1,024.45		\$0
NA	NA	\$1,538.80		\$0
NA	NA	\$211.15		\$0
NA	NA	\$323.05		\$0
NA	NA	\$568.75		\$0
NA	NA	\$837.40		\$0
NA	NA	\$1,209.40		\$0
NA	NA	\$1,597.70		\$0
NA	NA	\$1,900.70		\$0
\$81.79	1%	\$81.00		\$32

Water Resources

Item No.	Title	Current Fee/Charge	Unit	Notes
50	Disconnect Order	\$53.15		
51	Restoration Order	\$53.15		
52	Service Call (After Hours/Weekends/Holidays)	\$89.30		
53	Water Meter Testing			If the meter tested is over registering by more than 3%, an adjustment shall be paid for the prior billing cycle. If the meter is registering less than 103%, the customer shall pay for the testing service and pay for a Meter Setting fee for the meter size tested.
54	Private Backflow Device Monitoring			
55	Tampering with Meter Missing and/or Broken Lock	\$27.50		
56	Meter and/or Jumper Pull	\$205.30		
57	Valve Damage and/or Tampering	\$448.25		
58	Annual Backflow Compliance Fee (1 device)	\$56.95		This fee cover the cost of a single backflow device per customer account. Please see the "ADDED BACKFLOW FEE" if the customer account has additional backflow devices.
59	Annual Backflow Compliance Fee (each addtl device)	\$16.05		This fee cover a single additional backflow device. If a customer account has multiple backflow devices, this fee will apply for each device after the first backflow device. Please see "BACKFLOW FEE" for the fee of the first backflow device.
60	New Water Customer Application Process			
61	Application for Connection/Charges for new service			
62	Daily - Set up charge (City Hall Business Hours)	\$61.75		
63	For service call After Hours, Weekends and Holidays on delinquent accounts	\$102.50		
64	New service After Hours, Weekends & Holidays	\$122.30		
65	Construction Water Service			
66	Temporary Service for Contractors			
67	Item/Meter Size			
68	Non- Refundable Portion of Deposit	\$185.90		
69	1"	\$145.65		
70	3"	\$859.50		
71	Sewer			
72	Sanitary Sewer Dye Test	\$89.70	Per Request	
73	Fire Flow Testing Fee			
74	Fire Flow Testing	\$321.00		Sec. 62-300. - Fire flow testing fee.
75	NPDES Related Fees			
76	Review of Environmental Document/SUSMP	Actual + 20%	Per Project	

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$162.06	63%	\$60.54	Per SB998	\$7
\$162.06	63%	\$60.54	Per SB998	\$7
\$461.20	0%	\$461.00		\$372
\$15.00	0%	\$15.00		-\$13
\$314.79	0%	\$314.00		\$109
\$1,025.06	0%	\$1,025.00		\$577
\$148.87	1%	\$148.00		\$91
\$40.27	1%	\$40.00		\$24
\$116.10	0%	\$116.00		\$54
\$461.20	0%	\$461.00		\$359
\$461.20	0%	\$461.00		\$339
\$109.73	1%	\$109.00		-\$77
\$97.40	0%	\$97.00		-\$49
\$1,705.00	0%	\$1,705.00		\$846
\$618.33	0%	\$618.00		\$528
\$308.25	0%	\$308.00		-\$13
NA	NA	Actual + 20%		\$0

Water Resources

Item No.	Title	Current Fee/Charge	Unit	Notes
77	NPDES Storm Sewer Inspection Fee	Actual + 20%	Per Hour	
78	NPDES Post-Construction Infrastructure Inspection Fee	Actual + 20%	Per Project	
79	Annual Grease Producing Facility Inspection (FOG Only)	\$76.20	Annually	Reso 2019-115
80	Environmental Inspection (Industrial/Commercial Facilities)	\$128.35	Annually	Reso 2019-115
81	Environmental Inspection (Industrial/Commercial/FOG Facilities) Re-Inspection	\$56.15	Per Inspection	Reso 2019-115
82	Commercial/Industrial NPDES & Grease Producing Facility Inspection	\$172.90	Annually	Reso 2019-115
83	Construction Site NPDES BMP Inspection (Inspection \$80/hr + Admin Fee \$95.50)	\$82.70	Per Hour	Reso 2019-115
84	Construction Site NPDES BMP RE-Inspection (\$80/hr+\$17.68 Admin Fee)	\$82.70	Per Hour	Reso 2019-115
85	Private Fire Protection Service	\$714.05		Section 62-248
86	NPDES Plan Review for Land Development	New	Per Hour	this if for Plan reviews for DPRs, CUPs, etc. (Pre-planning process) we let the developer know if SUSMP is needed or not. We have been doing these reviews and not being reimbursed for time (\$22,500 since 2000)

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
NA	NA	Actual + 20%		\$0
NA	NA	Actual + 20%		\$0
\$113.59	1%	\$113.00		\$37
\$205.98	0%	\$205.00		\$77
\$81.18	0%	\$81.00		\$25
\$205.98	0%	\$205.00		\$32
\$124.54	20%	\$100.00	(Inspection \$100/hr + Admin Fee \$95.50)	\$17
\$118.28	15%	\$100.00	(\$100/hr+\$22 Admin Fee)	\$17
NA	NA	\$714.05		\$0
NA	NA	Actual + 20%		NA

Development Services - Building and Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Building Code Permit Fee Schedule			
2	Total Valuation			Total valuation is based on the most recent per-square-foot construction cost in the Building Valuation Data (BVD) table published by the International Code Council. Pursuant to the 2025 California Building Code, this data will be used to aid the Building Official in determining whether or not a project valuation is underestimated. Tenant improvements will be valued as above with an exception allowance for a executed contract for the listed scope of work.
3	BLD - Permit Fee 1	\$52.60		\$0 to and including \$700
4	BLD - Permit Fee 2	\$77.65		More than \$700 to including \$25,000.
5	for each additional \$1,000 or fraction thereof in excess of \$1,000	\$19.65		
6	BLD - Permit Fee 2	\$568.35		\$25,001 to and including \$50,000.
7	for each additional \$1,000 or fraction thereof in excess of \$1,000	\$15.10		
8	BLD - Permit Fee 2	\$965.70		\$50,001 to and including \$100,000. Plus \$19.65
9	for each additional \$1,000 or fraction thereof in excess of \$50,000	\$19.65		
10	BLD - Permit Fee 2	\$1,554.45		More than \$100,000.
11	for each additional \$1,000 or fraction thereof	\$7.70		
12	BLD - Plan Check	75%	of the Building Permit Fee	Minimum fee shall be \$132.15, covers first 3 reviews
13	BLD - Additional Review	\$132.15	per hour	Building Code Plan Check - For additional review required, after the 3rd plan check review, by complexity of plans, or revisions of approved plans or reports . Minimum 2 Hours
14	Grading Permit Fee Schedule			
15	BLD - Grading Permit	\$195.20		1 – 50 cubic yards (0.8 – 38 m3)
16	BLD - Grading Permit	\$290.40		51 – 1,000 cubic yards (39 – 764.6 m3). Plus \$95.10/100 cubic yards (76.5 m3) or fraction thereof in excess of 100 cubic yards
17	BLD - Grading Permit	\$1,176.05		1,001 – 10,000 cubic yards (765 – 7645.6 m3). Plus \$79.85/1,000 cubic yards (764.6 m3) or fraction thereof in excess of 1,000 cubic yards
18	BLD - Grading Permit	\$1,918.80		10,001 – 100,000 cubic yards (7646 – 76460 m3). Plus \$51.00/1,000 cubic yards (764.6 m3) or fraction thereof in excess of 10,000 cubic yards
19	BLD - Grading Permit	\$13,844.10		100,001 cubic yards (76461 m3) or more. Plus \$127.00/10,000 cubic yards (7646 m3) or fraction thereof in excess of 100,000 cubic yards
20	Grading Plan Check			

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
			Total valuation is based on the most recent per-square-foot construction cost in the Building Valuation Data (BVD) table published by the International Code Council. Pursuant to the 2022 California Building Code, this data will be used to aid the Building Official in determining whether or not a project valuation is underestimated. For tenant Improvements , the CBO estimate the valuation based on the amount of work required to refurbish the existing building or structure. Minor to moderate renovations, such as interior tenant improvements, are to be valued in 40% range; major alterations which impact building structural and fire/life safety systems are to be valued up to 60% of the value of new construction.	
\$43.45	0%	\$43.45	\$0 to and including \$700	-\$9
\$64.14	0%	\$64.14	More than \$700 to including \$25,000.	-\$14
\$16.23	0%	\$16.23	for each additional \$1,000 or fraction thereof in excess of \$1,000	-\$3
\$469.43	0%	\$469.43	\$25,001 to and including \$50,000.	-\$99
\$12.47	0%	\$12.47	for each additional \$1,000 or fraction thereof in excess of \$1,000	-\$3
\$797.62	0%	\$797.62	\$50,001 to and including \$100,000. Plus \$19.65	-\$168
\$16.23	0%	\$16.23	for each additional \$1,000 or fraction thereof in excess of \$50,000	-\$3
\$1,283.90	0%	\$1,283.90	More than \$100,000.	-\$271
\$6.36	0%	\$6.36	for each additional \$1,000 or fraction thereof	-\$1
NA	NA	75%	Minimum fee shall be \$132.15, covers first 3 reviews	\$0
\$418.01	0%	\$418.01	Building Code Plan Check - For additional review required, after the 3rd plan check review, by complexity of plans, or revisions of approved plans or reports	\$286
\$743.01	0%	\$743.01	1 – 50 cubic yards (0.8 – 38 m3)	\$548
\$1,074.73	0%	\$1,074.73	51 – 1,000 cubic yards (39 – 764.6 m3). Plus \$95.10/100 cubic yards (76.5 m3) or fraction thereof in excess of 100 cubic yards	\$784
\$1,468.10	0%	\$1,468.10	1,001 – 10,000 cubic yards (765 – 7645.6 m3). Plus \$79.85/1,000 cubic yards (764.6 m3) or fraction thereof in excess of 1,000 cubic yards	\$292
\$2,328.23	0%	\$2,328.23	10,001 – 100,000 cubic yards (7646 – 76460 m3). Plus \$51.00/1,000 cubic yards (764.6 m3) or fraction thereof in excess of 10,000 cubic yards	\$409
\$3,145.28	0%	\$3,145.28	100,001 cubic yards (76461 m3) or more. Plus \$127.00/10,000 cubic yards (7646 m3) or fraction thereof in excess of 100,000 cubic yards	-\$10,699

Development Services - Building and Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
21	BLD - Grading Plan Check	\$146.40		Minimum fee shall be \$146.40, covers first 3 reviews
22	BLD - Grading Plan Check Additional Review	\$132.15	per hour	For additional review, beyond first 3, required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions; Minimum 2 Hours
23	Onsite Private Sewer, water, storm, street - Permit / Plan Check	Based on Engineers Cost Estimate - Permit and Plan Check fee 3%		Based on Engineers Cost Estimate - Permit and Plan Check fee 3% each
24	Electrical Code Permit Fee			
25	ELE - Issuance Fee	\$33.25	each	Fee for issuing permits
26	Temporary Power Service			
27	ELE - Temp Power Service (Pole of Pedestal)	\$52.60		For a temporary service power pole or pedestal, including all pole or pedestal mounted receptacle outlets and appurtenances.
28	ELE - Temp Power Service/ Generator	\$25.60	each	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, firework stands, sales booths, additional pole, etc.
29	BRANCH CIRCUIT : Branch Circuit Fees (Alternate to Unit Fees): Branch circuit fees apply to new branch circuit wiring and the lighting fixtures, switches and receptacles which are supplied by these branch circuits, including their outlets. For 15 or 20 ampere 120 volt lighting or general use receptacles:			
30	ELE - Branch Circuit Fee (120 volt)	\$20.85	each	
31	ELE - Branch Circuit Fee 240V	\$15.50	each	
32	ELE - Branch Circuit Fee 400V	\$32.80	each	
33	Unit Fees (Alternate to Branch Circuit Fees) : Receptacle, Switch, Fixture, or other. For receptacle, switch, fixture, or other outlets at which current is used or controlled except services, feeders and meters:			
34	ELE-Outlet, Fixture, Receptacle, Lighting	\$2.40	each	First 20 each
35	ELE-Outlet, Fixture, Receptacle, Lighting	\$1.75	each	First 20 Additional outlets
36	Residential Appliances of Three Horsepower or Less:			
37	ELE - Residential Appliances	\$12.85	each	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops, electric ranges, self- contained room, console, or through-wall air conditioners, space heaters, water heaters, clothes dryers, or other motor-operated appliances
38	Power Apparatus: For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, with a rating as follows: Rating in horsepower (HP), kilowatts (KW), kilovolt amperes (KVA), or kilovolt-amperes-reactive (KVAR)			
39	ELE - Power Apparatus (4 - 10 rating)	\$23.95	each	Rating over 3 and not over 10
40	ELE - Power Apparatus (11 - 50 rating)	\$55.55	each	Rating over 10 and not over 50
41	ELE - Power Apparatus (51 - 100 rating)	\$104.00	each	Rating over 50 and not over 100
42	ELE - Power Apparatus (over 100 rating)	\$171.60	each	Rating over 100

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$885.39	0%	75% of the Building Permit Fee with minimum of \$885.39	Minimum fee shall be \$885.39, covers first 3 reviews	\$739
\$914.59	0%	\$914.59	Grading Plan Check - For additional review required, after the 3rd plan check review, by complexity of plans, or revisions of approved plans or reports	\$782
NA	NA	Based on Engineers Cost Estimate - Permit and Plan Check fee 3%	Based on Engineers Cost Estimate - Permit and Plan Check fee 3%	\$0
\$54.93	0%	\$54.93	Fee for issuing permits	\$22
\$215.13	0%	\$215.13	For a temporary service power pole or pedestal, including all pole or pedestal mounted receptacle outlets and appurtenances.	\$163
\$215.13	0%	\$215.13	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, firework stands, sales booths, additional pole, etc.	\$190
\$141.32	0%	\$141.32	First 10 branch circuits	\$120
\$141.32	0%	\$141.32	Each additional branch circuit over 40	\$126
\$288.84	0%	\$288.84	For 15 or 20 ampere 208 volt to 277 volt lighting	\$256
\$141.32	0%	\$141.32	First 20 each	\$139
\$141.32	0%	\$141.32	First 20 Additional outlets	\$140
\$107.57	0%	\$107.57	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops, electric ranges, self- contained room, console, or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances, not exceeding three (3) horsepower (HP) in rating.	\$95
\$107.57	0%	\$107.57	Rating over 3 and not over 10	\$84
\$156.74	0%	\$156.74	Rating over 10 and not over 50	\$101
\$156.74	0%	\$156.74	Rating over 50 and not over 100	\$53
\$205.91	0%	\$205.91	Rating over 100	\$34

Development Services - Building and Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
43	Services, Switchboards, Switchboard Sections, Motor Control Centers, Panel boards, Subpanel, and ESS:			
44	ELE - Services/Switchboards (<= 399 amperes)	\$46.80	each	For services, switchboards, switchboard sections, motor control centers and panel boards of 600 volts or less and not over 399 amperes in rating.
45	ELE - Services/Switchboards (400 - 1000 amperes)	\$91.95	each	For services, switchboards, switchboard sections, motor control centers and panel boards of 600 volts or less and 400 amperes to 1,000 amperes in rating. Plan Check Required
46	ELE - Services/Switchboards (over 1000 amperes)	\$195.85	each	For services, switchboards, switchboard sections, motor control centers and panel boards over 600 volts or over 1000 amperes in rating. Plan Check Required
47	ELE - Storage System (ESS)	\$46.80	each	
48	ELE- EV Charger			
49	Level 1	New	each	
50	Level 2	New	each	
51	Level 3	New	each	
52	ELE-Miscellaneous	\$78.60		
53	Plan Checking Fee:			
54	ELE - Plan Check Fee	\$132.15		The fee shall be equal to seventy percent (75%) of the required electrical permit fee provided however, the minimum fee shall be
55	ELE - Additional Plan Check Fee	\$132.15	per hour	For additional review, beyond first 3, required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions; Minimum 2 Hours
56	Photovoltaic System			
57	BLD - Solar Panels Residential	\$281.05		Residential Rooftop Photovoltaic – 0-15 kilowatts. Fee for residential rooftop photovoltaic systems generating 0-15 kilowatts (kW):
58	BLD - Solar Panels Residential	\$10.85		Residential Rooftop Photovoltaic – each kilowatt over 15 kilowatt. Fee for residential rooftop photovoltaic systems generating over 15 kilowatts:
59	BLD - Solar Panels Commercial	\$646.05		Commercial Rooftop Photovoltaic – 0-50 kilowatts; Fee for commercial rooftop photovoltaic systems generating 0-50 kilowatts:
60	BLD - Solar Panels Commercial	\$5.25		Commercial Rooftop Photovoltaic – 51-250 kilowatts Fee for commercial rooftop photovoltaic systems generating 51-250 kilowatts
61	BLD - Solar Panels Commercial	\$3.55		Commercial Rooftop Photovoltaic – each kilowatt over 250 kilowatts Fee for commercial rooftop photovoltaic systems generating over 250 kilowatts:
62	Plumbing Code Permit Fee			
63	PLM - Issuance Fee	\$33.25	each	Fee for issuing permits.
64	PLM - Plumbing Fixtures	\$19.40		Bathtub, shower, tub/shower, lavatory, toilet(water closet), bidet, urinal, kitchen sink. Barsink, dishwasher, garbage disposal, washing machine, laundry tub/sink, mop sink
65	PLM - Drainage or Sewer Backwater Valve	\$56.65		For each drainage or sewer backwater valve
66	PLM - Water Softener/ filters	\$19.40		
67	For each gas piping system on any one meter or alteration, extension or retest of existing gas piping system:			
68	Low pressure system:			
69	PLM - Gas Meter	\$19.40		5 outlets or less
70	PLM - Gas Piping System - Outlets	\$4.95		For each additional outlet over five
71	Medium or high pressure system:			
72	PLM - Gas Piping System (Medium or High Pressure)	\$80.95		
73	PLM - Gas Piping System (Medium or High - Outlets)	\$4.95		Additional fee for each outlet

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$175.08	0%	\$175.08	For services, switchboards, switchboard sections, motor control centers and panel boards of 600 volts or less and not over 399 amperes in rating.	\$128
\$322.60	0%	\$322.60	For services, switchboards, switchboard sections, motor control centers and panel boards of 600 volts or less and 400 amperes to 1,000 amperes in rating.	\$231
\$322.60	0%	\$322.60	For services, switchboards, switchboard sections, motor control centers and panel boards over 600 volts or over 1000 amperes in rating.	\$127
\$387.18	0%	\$387.18		\$340
NA	NA	\$87.00	each	NA
NA	NA	\$95.00	each	NA
NA	NA	\$185.00	each	NA
\$251.62	0%	\$251.62	Any item for which there is no fee	\$173
\$663.97	0%	\$663.97	The fee shall be equal to seventy percent (75%) of the required electrical permit fee provided however, the minimum fee shall be	\$532
\$418.01	0%	\$418.01	For additional review, beyond first 3, required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions;	\$286
\$510.16	12%	\$450.00	Residential Rooftop Photovoltaic – 0-15 kilowatts. Fee for residential rooftop photovoltaic systems generating 0-15 kilowatts (kW):	\$169
\$577.68	97%	\$15.00	Residential Rooftop Photovoltaic – each kilowatt over 15 kilowatt. Fee for residential rooftop photovoltaic systems generating over 15 kilowatts:	\$4
\$1,032.38	3%	\$1,000.00	Commercial Rooftop Photovoltaic – 0-50 kilowatts; Fee for commercial rooftop photovoltaic systems generating 0-50 kilowatts:	\$354
\$1,130.72	99%	\$7.00	Commercial Rooftop Photovoltaic – 51-250 kilowatts Fee for commercial rooftop photovoltaic systems generating 51-250 kilowatts	\$2
\$107.57	95%	\$5.00	Commercial Rooftop Photovoltaic – each kilowatt over 250 kilowatts Fee for commercial rooftop photovoltaic systems generating over 250 kilowatts:	\$1
\$54.93	0%	\$54.93	Fee for issuing permits.	\$22
\$107.57	0%	\$107.57	For each plumbing fixture or trap or set of fixtures on one trap (including drainage vent, water piping and backflow prevention devices therefore), (hose bibs are considered fixtures)	\$88
\$107.57	0%	\$107.57	For each drainage or sewer backwater valve	\$51
\$107.57	0%	\$107.57	For each industrial waste pretreatment interceptor, including its trap and vent, accepting kitchen-type grease interceptors functioning as fixture traps	\$88
\$107.57	0%	\$107.57	5 outlets or less	\$88
\$107.57	0%	\$107.57	For each additional outlet over five	\$103
\$215.13	0%	\$215.13		\$134
\$215.13	0%	\$215.13	Additional fee for each outlet	\$210

Development Services - Building and Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
74	For each gas meter not under control and maintenance of the serving gas supplier	\$19.40		
75	PLM - Gas Pressure Regulator/ Earthquake Valve	\$19.40		For each gas pressure regulator other than appliance regulators
76	PLM - Water Heater	\$19.40		For each water heater
77	PLM - Sewer Repair or replacement	\$19.40		For repair or alteration of drainage and/or vent piping, each fixture
78	PLM - Water Pressure Regulator	\$19.40		For each water pressure regulators
79	New Water			
80	PLM - Residential Water Line	\$19.40		
81	PLM- Commercial Water Line	New		
82	PLM - Water Pipe Repair/ Replacement	\$8.10		For replacing water piping in a building
83	PLM - Trap Primer	\$19.40		For each trap primer
84	PLM - Solar Potable Water Heating System	\$65.65		For each solar potable water-heating system, including water heater and vent
85	PLM - Private Sewage Disposal System	\$116.05		For each private sewage disposal system (septic tank and seepage pits or pits and/or drain field)
86	PLM - Grey Water System	\$116.05		For each grey water system (storage tanks and disposal/irrigation fields)
87	PLM - Disconnection/Repair or House Sewer System	\$36.40		For disconnection, abandonment, alteration or repair of any house sewer or private sewage disposal system or part thereof
88	PLM- Miscellaneous	New		Any item for which there is no fee
89	Plumbing Plan Check Fee			
90	PLM - Plan Check	75% of the required plumbing permit fee.		
91	PLM - Additional Review	\$132.15	per hour	For additional review, beyond first 3, required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions; Minimum 2 hours
92	Mechanical Code Permit Fee			
93	MEC - Mechanical Permit Issuance Fee	\$33.25	each	
94	For the installation, alteration or relocation of each refrigeration compressor or absorption unit, and for each fuel burning furnace, heater, boiler and vented decorative appliance including vents attached thereto:			
95	MEC - Heating/Cooling Equipment <= 100000 BTU	\$32.60		Up to and including 100,000 BTU
96	MEC - Heating/Cooling Equip 100001 - 500000 BTU	\$63.00		More than 100,000 BTU and up to and including 500,000 BTU
97	MEC - Heating/Cooling Equipment >500000 BTU	\$157.85		More than 500,000 BTU
98	MEC - Registers (Number Known)	\$5.05		For each served by any air-conditioning system change air inlet air outlet to registers
99	MEC - Registers (Number Unknown)	\$44.70		Or when the number of are unknown, for each 1,000 square feet or fraction thereof of conditioned area change air inlet air outlet to registers
100	NOTE: An air-conditioned system includes heating and/or cooling.			
101	MEC - Appliance Vent, Ventilation Fan, Kitchen Fan, Bathroom Exhaust, IAQ fan	\$15.50		For the installation, relocation or replacement of each appliance vent installed

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$156.74	0%	\$156.74		\$137
\$107.57	0%	\$107.57	For each gas pressure regulator other than appliance regulators	\$88
\$220.79	0%	\$220.79	For each water heater and/or vent	\$201
\$190.50	0%	\$190.50	For repair or alteration of drainage and/or vent piping, each fixture	\$171
\$107.57	0%	\$107.57	For each water pressure regulators	\$88
\$175.08	0%	\$175.08		\$156
\$325.53	0%	\$325.53		NA
\$208.84	0%	\$208.84	For replacing water piping in a building, (1) each fixture, each water treating device and each piece of water-using or dispensing equipment, or (2) each branch or riser that has none of the above items connected thereto	\$201
\$107.57	0%	\$107.57	For each trap primer	\$88
\$288.84	0%	\$288.84	For each solar potable water-heating system, including water heater and vent	\$223
\$440.58	0%	\$440.58	For each private sewage disposal system (septic tank and seepage pits or pits and/or drain field)	\$325
\$406.83	0%	\$406.83	For each grey water system (storage tanks and disposal/irrigation fields)	\$291
\$347.83	0%	\$347.83	For disconnection, abandonment, alteration or repair of any house sewer or private sewage disposal system or part thereof	\$311
\$251.62	0%	\$251.62	Any item for which there is no fee	NA
\$663.97	0%	\$663.97	The fee shall be equal to seventy percent (75%) of the required plumbing permit fee provided however, the minimum fee shall be	\$0
\$418.01	0%	\$418.01	(c)For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions.	\$286
\$54.93	0%	\$54.93		\$22
\$190.50	0%	\$190.50	Up to and including 100,000 BTU	\$158
\$273.43	0%	\$273.43	More than 100,000 BTU and up to and including 500,000 BTU	\$210
\$356.36	0%	\$356.36	More than 500,000 BTU	\$199
\$107.57	0%	\$107.57	For each air inlet and air outlet served by any air-conditioning system	\$103
\$107.57	0%	\$107.57	Or when the number of air inlets and outlets are unknown, for each 1,000 square feet or fraction thereof of conditioned area	\$63
\$288.94	0%	\$288.94	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$273

Development Services - Building and Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
102	For the installation or alteration of each air handling unit for air conditioning including ducts attached thereto:			
103	Up to and including 2,000 CFM	New		
104	Each unit up to 10	\$15.50		
105	Each unit over 10	\$4.75		
106	MEC - Air Handling/AC Inst/Alt (2001 - 10000 CFM)	\$46.80	each	More than 2,000 CFM and up to and including 10,000 CFM
107	MEC - Air Handling/AC Inst/Alt (>10000 CFM)	\$78.75	each	More than 10,000 CFM
108	NOTE: This fee shall not apply to an air handling unit which is a portion of a factory assembled air-conditioning appliance for which a permit is required elsewhere in this Code.			
109	MEC- Mini Split	New	each	
110	MEC- Whole House Fan	New	each	
111	MEC - Com. Kitchen Hood, Spray Booth Prod Convey	\$78.75		For the installation of each commercial kitchen hood, spray booth or product conveying duct system, including the fans and ducts attached thereto
112	MEC - Duct Alteration Fee	\$32.60		For the alteration of an existing duct system for which a permit is not required elsewhere in this Code
113	MEC- Miscellaneous	New		Any item for which there is no fee
114	Mechanical Code Plan Check Fee			
115	The Mechanical Code requires plan check fees to be paid at the time of submitting plans and specifications.	75% of the required mechanical permit fee.		
116	MEC - Additional Plan Check Fee	\$132.15	per hour	For additional review, beyond first 3, required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions. Minimum 2 hours
117	MEC - Garage Ventilation System	\$203.00		(ii) Garage ventilation systems
118	MEC - Product Conveying System	\$203.00		(iv) Product conveying systems
119	Swimming Pools and Spa Permit Fees			
120	Vinyl-lined or fiberglass swimming pool- residential	\$620.40		
121	Gunite Swimming Pool/Spa- Residential	\$775.50		
122	Spa Only - Residential	\$413.60		
123	Swimming pool remodel	\$465.30		
124	Swimming pool replaster	\$361.90		
125	Prefab spa/hot tub	\$206.80		
126	Commercial Swimming Pool	\$1,240.80		
127	Swimming Pool Plan Check	75%	of the SPS Permit Fee	
128	Retaining Walls, Block Walls, & Fence			
129	Cement Masonry Unit (retaining or block wall)	Valuation Based		
130	Fence over 7'	New		vinyl, chain, wood
131	Reroof and Shade			
132	Residential Composition Roof up to 3,000 sq ft	\$310.20		
133	Residential Composition Roof- each additional 1,000 sq ft	\$149.90		
134	Residential Tile Roof up to 3,000 sq ft	\$413.60		
135	Residential Tile Roof- each additional 1,000 sq ft	\$206.80		
136	Re-roofing - first 50,000 commercial	\$465.30		
137	Re-roofing - each additional 50,000 commercial	\$206.80		
138	Signs			

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$141.32	0%	\$141.32		NA
\$141.32	0%	\$141.32		\$126
\$141.32	0%	\$141.32		\$137
\$141.32	0%	\$141.32	More than 2,000 CFM and up to and including 10,000 CFM	\$95
\$141.32	0%	\$141.32	More than 10,000 CFM	\$63
\$141.32	0%	\$141.32	For each evaporative cooler other than portable type	NA
\$141.32	0%	\$141.32	For each evaporative cooler other than portable type	NA
\$141.32	0%	\$141.32	For the installation of each commercial kitchen hood, spray booth or product conveying duct system, including the fans and ducts attached thereto	\$63
\$1,311.56	0%	\$1,311.56	For the alteration of an existing duct system for which a permit is not required elsewhere in this Code	\$1,279
\$251.62	0%	\$251.62	Any item for which there is no fee	NA
\$663.97	0%	\$663.97	The fee shall be equal to seventy percent (75%) of the required mechanical permit fee provided however, the minimum fee shall be	\$0
\$418.01	0%	\$418.01	For additional review, beyond first 3, required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions.	\$286
\$663.97	0%	\$663.97	(ii) Garage ventilation systems	\$461
\$663.97	0%	\$663.97	(iv) Product conveying systems	\$461
\$712.71	0%	\$712.71		\$92
\$1,044.43	0%	\$1,044.43		\$269
\$356.36	0%	\$356.36		-\$57
\$423.87	0%	\$423.87		-\$41
\$325.53	0%	\$325.53		-\$36
\$374.70	0%	\$374.70		\$168
\$1,271.62	0%	\$1,271.62		\$31
\$663.97	0%	\$663.97	The fee shall be equal to seventy percent (75%) of the required SPS permit fee provided however, the minimum fee shall be	\$0
NA	NA	Valuation Based		\$0
\$380.99	0%	\$380.99		NA
\$380.99	0%	\$380.99		\$71
\$107.57	0%	\$107.57		-\$42
\$380.99	0%	\$380.99		-\$33
\$107.57	0%	\$107.57		-\$99
\$405.63	0%	\$405.63		-\$60
\$141.32	0%	\$141.32		-\$65

Development Services - Building and Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
139	Non Luminated 1-Side	\$54.90	each	
140	Non Luminated 2-Side	\$69.30	each	
141	Luminated 1-Side	\$127.65	each	
142	Luminated 2-Side	\$202.65	each	
143	Monument Sign	\$310.20	each	
144	Sign Plan Check	New		
145	Poles			
146	6" Diameter	\$84.45	each	
147	Over 6" Diameter	\$109.05	each	
148	Patios			
149	Fiberglass, Metal, Wood	Valuation Based		
150	Patio Plan Check	New		
151	Demolition			
152	Residential Demo	\$197.15		including sewage system termination
153	Commercial Demo	\$395.50		including sewage system termination
154	Demo Plan Check	New		
155	California State Mandated Fees			
156	Three State mandated fees applied to each Building permit application. Fee amount is based on valuation.			
157	Strong Motion Instrumentation & Seismic Hazard Mapping Fee (1 to 3 story residence)	\$0.13	per each \$1,000 of valuation or fraction thereof	minimum of \$0.50 per application
158	Strong Motion Instrumentation & Seismic Hazard Mapping Fee (Over 3 story residential and all commercial)	\$0.28	per each \$1,000 of valuation or fraction thereof	minimum of \$0.50 per application - State Regulated
159	Green Building Standards Fee	\$1.00	per each \$25,000 of valuation or fraction thereof	minimum of \$1.00 per application
160	Administrative Fees			
161	General Plan Update Fee	New	per permit	
162	Scanning/Archival Fee	New		
163	Plan retrieval from the vault	\$82.75	plan	
164	Permit Issuance Fee	\$33.25	application	
165	BLD - Certificate of Occupancy	\$122.45	each	Issuance of Certificate of Occupancy
166	BLD - Temporary Certificate of Occupancy	\$183.15	each	Issuance of Temporary Certificate of Occupancy
167	BLD - Certificate of Occupancy for Business License	New		
168	BLD - Garage Reconversion	\$707.20		
169	BLD - Lien Release Full	\$517.00		5 hours (documents, release, verification, inspection (if necessary), and notarization.
170	BLD - Duplicate Lien Removal Process	\$59.80		
171	BLD - Re-Inspection	\$132.15	Request	
172	Miscellaneous	\$132.15	per hour	Projects for which there is no fee category
173	Special Inspection	\$132.15	per hour	Minimum 2 hours
174	Overtime Inspection	\$132.15	per hour, minimum 4 hours	
175	Plan Check and Permit Extension Review	\$132.15	1 hour	
176	Review of Fire Flow or Underground Exemption Documents	\$66.05	1/2 hour charge	
177	Review of Alternate Methods and Material, Modification Request	New		
178	Construction Hardship Form	New		
179	Minimum Permit Fee	\$132.15		Any permit issued shall meet the minimum fee of \$132.15
180	Permit Duplication	New		
181	Job Card Duplication	New		
182	Copies 8 1/2" x11 "	New		

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$288.84	0%	\$288.84		\$234
\$288.84	0%	\$288.84		\$220
\$356.36	0%	\$356.36		\$229
\$356.36	0%	\$356.36		\$154
\$356.36	0%	\$356.36		\$46
NA	NA	75%		NA
\$258.01	0%	\$258.01		\$174
\$258.01	0%	\$258.01		\$149
NA	NA	Valuation Based		\$0
NA	NA	75%		NA
\$415.35	0%	\$415.35	including sewage system termination	\$218
\$513.69	0%	\$513.69	including sewage system termination	\$118
NA	NA	75%		NA
NA	NA	\$0.13	minimum of \$0.50 per application	\$0
NA	NA	\$0.28	minimum of \$0.50 per application - State Regulated	\$0
NA	NA	\$1.00	minimum of \$1.00 per application	\$0
\$37.50	97%	\$1.00		NA
\$15.52	94%	\$1.00		NA
\$943.90	0%	\$943.90		\$861
\$54.93	0%	\$54.93		\$22
\$206.08	0%	\$206.08		\$84
\$206.08	0%	\$206.08		\$23
\$374.07	0%	\$374.07		NA
\$479.34	0%	\$479.34		-\$228
\$1,057.34	0%	\$1,057.34		\$540
\$245.96	0%	\$245.96		\$186
\$159.67	0%	\$159.67		\$28
\$221.32	0%	\$221.32		\$89
\$325.53	0%	\$325.53		\$193
\$564.77	0%	\$564.77		\$433
\$260.61	0%	\$260.61		\$128
\$260.61	0%	\$260.61		\$195
\$260.61	0%	\$260.61		NA
\$260.61	0%	\$260.61		NA
\$251.62	0%	\$251.62		\$119
\$24.64	0%	\$24.64		NA
\$24.64	0%	\$24.64		NA
\$24.64	0%	\$24.64		NA

Development Services - Building and Safety

Item No.	Title	Current Fee/Charge	Unit	Notes
183	Copies larger than 8 1/2" x 11 "	New		
184	Penalty for not Obtaining a Permit - Residential	New		
185	Penalty for not Obtaining a Permit - Commercial	New		
186	Job Fee Ordinance			Per Section 50-411 of the Pomona City Code: fee shall be a sum equal to 30 percent of the grading or building permit fee or other general contracting permit fee and/or a sum equal to 100 percent of the mechanical, electrical, or plumbing permit fee. The job fee shall be due and payable at the time of the issuance of the permit and shall be paid at the same time the permit fee is paid.

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$24.64	0%	\$24.64		NA
NA	NA	Double Permit Fee		NA
NA	NA	Double Permit Fee		NA
			Per Section 50-411 of the Pomona City Code: fee shall be a sum equal to 30 percent of the grading or building permit fee or other general contracting permit fee and/or a sum equal to 100 percent of the mechanical, electrical, or plumbing permit fee. The job fee shall be due and payable at the time of the issuance of the permit and shall be paid at the same time the permit fee is paid.	

Development Services - Planning				
Item No.	Title	Current Fee/Charge	Unit	Notes
Plan Check Fees				
1	PLN - Plan Check First Three Reviews	\$872.55		
2	PLN - Plan Check (Ind Review after First Three)	\$296.90		Single Plan Check review beyond initial three reviews.
3	PLN - Landscape Area 500-7,500 SF	\$975.00	per hour	Consultant Rate. Landscape Plan Check: For Landscape Areas Totaling 500-7,500 Square Feet. Consultant Rate. Includes two plan check submittals.
4	PLN - Landscape Area 7,501-14,999 SF	\$1,600.00	per hour	Consultant Rate. Landscape Plan Check: For Landscape Areas Totaling 7,501-14,999 Square Feet. Consultant Rate. Includes two plan check submittals. For projects greater than 15,000 square feet, Consultant will provide a separate fee based on the number of landscape sheets in the plan set submittal at a rate of \$135 per sheet plus the \$3.33 MPGS fee.
5	PLN - Additional Landscape Plan Check	\$135.00	per hour	Consultant Rate. For plan checks that require a third re-submittal, the fee will \$135 per hour with a minimum 1 hour charge plus the \$3.33 MPGS fee.
6	PLN - Landscape Plan Check Inspection	\$675.00		Consultant Rate plus the \$3.33 MPGS fee. Includes one field visit.
7	PLN - Landscape Additional Inspection	\$135.00	per hour	Consultant Rate. 1.5 hour minimum charge plus \$3.33 MPGS fee.
Planning Application Fees				
8	PLN - Conditional Use Permit	\$6,902.80		Application is subject to Public Works review fee of \$509.70. Total application fee is \$7,415.83 (\$6,906.13 + \$509.70).
9	PLN - Minor Conditional Use Permit (DPSP)	\$2,374.45		Conditional Use Permit - Minor
10	PLN - Conditional Use Permit Modification	\$3,520.90		Conditional Use Permit - Modification
11	PLN - Code MODCUP Inspection Fee	\$697.75		Conditional Use Permit - Inspection Fee (Planning)
12	PLN - Development Plan Review: Residential (1-29 DU)	\$7,141.00		
13	PLN - Development Plan Review: Residential (30+ DU), and Commercial/Other	New		
14	Minor Site Development Permit	\$5,202.85		
15	PLN - Landscape Hardscape Review	\$175.45		
16	PLN - Tentative Tract Map Processing	\$8,371.25		Application is subject to Public Works review fee of \$380.60. Total application fee is \$8,755.18 (\$8,374.58 + \$380.60) plus \$39.20 per lot.
17	PLN - Tentative Parcel Map Processing	\$5,764.75		Application is subject to Public Works review fee of \$380.60. Total application fee is \$6,148.68 (\$5,768.08 + \$380.60) plus \$39.20 per lot.
18	PLN - Variance Review	\$5,533.80		
19	PLN - Variance Review (Single Family)	\$2,756.20		
20	PLN - Sign Permit Variance	\$3,498.15		
21	PLN - Zone Change	\$6,625.25		Application is subject to Public Works review fee of \$509.70. Total application fee is \$7,138.28 (\$6,628.58 + \$509.70).
22	PLN - Code Amendment	\$6,625.25		Application is subject to Public Works review fee of \$509.70. Total application fee is \$7,138.28 (\$6,628.58 + \$509.70).
23	PLN - General Plan Amendment	\$6,625.25		Application is subject to Public Works review fee of \$509.70. Total application fee is \$7,138.28 (\$6,628.58 + \$509.70).
24	PLN - General Plan Conformity	\$1,008.95		Application is subject to Public Works review fee of \$509.70. Total application fee is \$1,522.52 (\$1,012.28 + \$509.70).
25	PLN - Specific Plan Amendment	\$6,625.25		Application is subject to Public Works review fee of \$509.70. Total application fee is \$7,138.28 (\$6,628.58 + \$509.70).
26	PLN - SB 330 Pre-Application/SB 35, SB2011 Applications	\$870.15		
27	PLN - Density Bonus Review	New		
28	PLN - Pre-Application - Design	\$3,311.45		
29	PLN - Major Oak Tree Permit	\$602.15		
30	PLN - Time Extension Review	\$1,215.45		
31	PLN - Time Extension (Single Family)	\$153.30		Time Extension Single Family Owners Occupied
32	PLN - Annexation	\$8,371.25		Annexation/Deannexation Processing
33	PLN - Wireless Telecommunications Facility Permit	\$10,494.45		Application is subject to Public Works review fee of \$509.70. Total application fee is \$11,007.48 (\$10,497.78 + \$509.70).
34	PLN - Appeal	\$1,110.30		Processing Of Appeal To Planning Commission or City Council.
35	PLN - Appeal (Single Family)	\$152.30		Processing Of Appeal To Planning Commission or City Council (Single Family).
36	Development Agreement and Annual Compliance Review	Actual cost of City Attorney and staff time		
Historic Preservation Applications				
37	PLN - Single Historic Landmark Designation	\$243.05		

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
NA	NA	1% of Building Plan Check Fee		NA
NA	NA	33% of Planning Plan Check Fee	Single Plan Check review beyond initial three reviews.	NA
NA	NA	\$975.00	Consultant Rate. Landscape Plan Check: For Landscape Areas Totaling 500-7,500 Square Feet. Consultant Rate. Includes two plan check submittals.	\$0
NA	NA	\$1,600.00	Consultant Rate. Landscape Plan Check: For Landscape Areas Totaling 7,501-14,999 Square Feet. Consultant Rate. Includes two plan check submittals. For projects greater than 15,000 square feet, Consultant will provide a separate fee based on the number of landscape sheets in the plan set submittal at a rate of \$135 per sheet plus the \$3.33 MPGS fee.	\$0
NA	NA	\$135.00	Consultant Rate. For plan checks that require a third re-submittal, the fee will \$135 per hour with a minimum 1 hour charge plus the \$3.33 MPGS fee.	\$0
NA	NA	\$675.00	Consultant Rate plus the \$3.33 MPGS fee. Includes one field visit.	\$0
NA	NA	\$135.00	Consultant Rate. 1.5 hour minimum charge plus \$3.33 MPGS fee.	\$0
\$16,215.82	38%	\$10,000.00	Application is subject to Public Works review fee of \$4,884. Total application fee is \$21,099 (\$16,215 + \$4,884).	\$3,097
\$5,527.83	28%	\$4,000.00	Conditional Use Permit - Minor	\$1,626
\$9,586.79	37%	\$6,000.00	Conditional Use Permit - Modification	\$2,479
\$1,295.81	46%	\$700.00	Conditional Use Permit - Inspection Fee (Planning)	\$2
\$26,250.49	50%	\$13,000.00		\$5,859
\$29,565.00	49%	\$15,000.00		NA
\$8,792.69	20%	\$7,000.00		\$1,797
\$318.25	0%	\$318.00		\$143
\$15,309.14	22%	\$12,000.00		\$3,629
\$10,668.81	25%	\$8,000.00		\$2,235
\$13,110.87	47%	\$7,000.00		\$1,466
\$7,807.64	68%	\$2,500.00		-\$256
\$10,459.25	33%	\$7,000.00		\$3,502
\$30,909.55	51%	\$15,000.00	Application is subject to Public Works review fee of \$4,884. Total application fee is \$35,793 (\$30,909 + \$4,884).	\$8,375
\$37,538.59	60%	\$15,000.00	Application is subject to Public Works review fee of \$4,884. Total application fee is \$42,422 (\$37,538 + \$4,884).	\$8,375
\$37,538.59	60%	\$15,000.00	Application is subject to Public Works review fee of \$4,884. Total application fee is \$42,422 (\$37,538 + \$4,884).	\$8,375
\$8,493.41	65%	\$3,000.00	Application is subject to Public Works review fee of \$4,884. Total application fee is \$13,377 (\$8,493 + \$4,884).	\$1,991
\$17,009.71	12%	\$15,000.00	Application is subject to Public Works review fee of \$4,884. Total application fee is \$21,893 (\$17,009 + \$4,884).	\$8,375
\$2,343.43	15%	\$2,000.00		\$1,130
\$6,735.61	33%	\$4,500.00		NA
\$8,511.06	30%	\$6,000.00		\$2,689
\$2,527.27	41%	\$1,500.00		\$898
\$2,350.41	36%	\$1,500.00		\$285
\$318.25	29%	\$225.00	Time Extension Single Family Owners Occupied	\$72
\$37,538.59	57%	\$16,000.00	Annexation/Deannexation Processing	\$7,629
\$12,657.52	5%	\$12,000.00	Application is subject to Public Works review fee of \$4,884. Total application fee is \$17,541 (\$12,657 + \$4,884).	\$1,506
\$2,851.11	58%	\$1,200.00	Processing Of Appeal To Planning Commission or City Council.	\$90
\$2,851.11	91%	\$250.00	Processing Of Appeal To Planning Commission or City Council (Single Family).	\$98
NA	NA	Actual cost of City Attorney and staff time		\$0
\$12,626.68	96%	\$500.00		\$257

Development Services - Planning

Item No.	Title	Current Fee/Charge	Unit	Notes
38	PLN - Historic District Designation	\$602.15		For district designations, there is an additional fee of \$10.80 for each property within the district. There shall be no fee for individual property designations.
39	PLN - Minor Certificate Of Appropriateness	\$63.60		
40	PLN - Major Certificate Of Appropriateness	\$602.15		
41	PLN - Major Certificate of Appropriateness - Modification	New		
42	PLN - Certificate of Economic Hardship	\$173.25		To be refunded if approved
43	PLN - Mills Act Participation	\$2,550.85		Mills Act Historic Preservation Tax Abatement Program Application. Maximum fee of \$2,470.33 (\$2,467.00 + \$3.33 MPGS fee).
44	PLN - Determination of Historic Significance	\$1,070.15		Ordinance 4322 (May 2023)
45	PLN - Certificate of Deconstruction	\$5,549.80		Ordinance 4322 (May 2023)
Environmental Fees				
46	PLN - CEQA - Initial Environmental Analysis	\$636.80		
47	PLN - CEQA - Initial Environmental, Historic	\$0.00		
48	Initial Study and Environmental Document	Actual Cost	Deposit	Actual cost plus 15% of actual costs for staff review.
49	PLN - Admin CEQA IS/EIR Consultant Contracts	Actual Cost		Fee based on consultant contract
50	PLN - CEQA - Consultant Contract Admin 15%	Actual Cost		Fee based on consultant contract
51	PLN - CEQA - IS/EIR Consultant Contracts	Actual Cost		Fee based on consultant contract
52	PLN - CEQA - IS/ND	\$2,177.80		
53	PLN - CEQA - IS/ND Consultant Contracts	Actual Cost		Fee based on consultant contract
Administrative Fees				
54	PLN - Substantial Conformance Review	\$582.90		
55	PLN - Fence and Wall Permit	New		
56	PLN - Public Use Permit	\$6,902.80		
57	PLN - Temporary Use Permit	\$474.00		
58	PLN - Temporary Art Permit	\$29.65		
59	PLN - Minor Oak Tree Permit	\$143.75		
60	PLN - RV Parking Permit	\$432.10		
61	PLN - Zoning/Rebuild Letter	\$183.25		
62	PLN - Temporary Banner Permit	\$15.70		
63	PLN - Master Sign Program	\$2,096.80		
64	PLN - Outdoor Dining Permit (DPSP R.O.W.)	\$302.95		
65	PLN - Sign Permit	\$143.75		
66	PLN - Home Occupation Permit	\$143.75		
67	PLN - Determination of Similarity	\$1,225.60		
68	PLN - Tree Box 24	\$284.70		
69	PLN - Tree Box 36	\$893.45		
70	PLN - SPOS Area 1	AD HOC FEES		
71	PLN - SPOS Area 2	AD HOC FEES		
72	PLN - SPOS Area 3	AD HOC FEES		
73	PLN - SPOS Area 4	AD HOC FEES		
74	PLN - SPOS Area 5	AD HOC FEES		
75	PLN - SPOS Area 6	AD HOC FEES		
76	PLN - Tentative Tract Map Per Lot	\$39.20		
77	Miscellaneous	\$131.90	per hour	Projects for which there is no fee category
Commercial Cannabis Permit Program				
78	Phase 1 & 2 CCPP Applications	\$6,381.40		
79	Phase 3 & 4 CCPP Applications	\$8,017.15		
80	CCPP Permit Issuance	\$2,173.65		
81	CCPP Permit Renewals	\$4,806.45		
82	CCPP Permit Renewal Late Fee	\$1,201.45		
83	CCPP Permit Amendment (Change of Ownership)	\$1,529.05		
84	CCPP Permit Amendment (Change of Name)	\$90.35		
85	PLN - Cannabis Personal Cultivation App Fee (2yr)	\$26.25		
86	PLN - Cannabis Personal Cultivation Iss. Fee (2yr)	\$33.45		
87	PLN - Cannabis Personal Cultivation Site Visit	\$114.65		

Full Cost	Subsidy %	Suggested Fee	Notes	Fee Δ
\$18,217.58	97%	\$500.00	For district designations, there is an additional fee of \$10.80 for each property within the district. There shall be no fee for individual property designations.	-\$102
\$945.45	84%	\$150.00		\$86
\$9,126.50	89%	\$1,000.00		\$398
\$2,497.47	80%	\$500.00		
\$1,683.41	5%	\$1,600.00	To be refunded if approved	\$1,427
\$4,010.84	81%	\$750.00	Mills Act Historic Preservation Tax Abatement Program Application. Maximum fee of \$503.33 (\$500 + \$3.33 MPGS fee).	-\$1,801
\$3,360.78	46%	\$1,800.00		\$1,368
\$6,113.69	2%	\$6,000.00		
\$1,436.13	30%	\$1,000.00		\$363
\$378.50	100%	\$0.00		\$0
NA	NA	Actual Cost	Fee based on consultant contract. Change to 20% Admin for staff review	\$0
NA	NA	Actual Cost	Fee based on consultant contract. Change to 20% Admin for staff review	\$0
NA	NA	Actual Cost	Fee based on consultant contract. Change to 20% Admin for staff review	\$0
NA	NA	Actual Cost	Fee based on consultant contract. Change to 20% Admin for staff review	\$0
NA	NA	Actual Cost	Fee based on consultant contract. Change to 20% Admin for staff review	\$0
NA	NA	\$2,200.00		\$22
NA	NA	Actual Cost	Fee based on consultant contract	\$0
\$1,749.28	43%	\$1,000.00		\$417
\$212.33	43%	\$120.00		NA
\$14,279.35	37%	\$9,000.00		\$2,097
\$1,094.17	54%	\$500.00		\$26
\$1,165.74	91%	\$100.00		\$70
\$295.23	24%	\$225.00		\$81
NA	NA	\$435.00		\$3
\$416.30	40%	\$250.00		\$67
\$53.08	34%	\$35.00		\$19
\$4,956.80	39%	\$3,000.00		\$903
NA	NA	\$310.00		\$7
\$295.23	32%	\$200.00		\$56
\$295.23	32%	\$200.00		\$56
\$2,112.50	29%	\$1,500.00		\$274
NA	NA	\$284.70		\$0
NA	NA	\$893.45		\$0
NA	NA	AD HOC FEES		\$0
NA	NA	AD HOC FEES		\$0
NA	NA	AD HOC FEES		\$0
NA	NA	AD HOC FEES		\$0
NA	NA	AD HOC FEES		\$0
NA	NA	AD HOC FEES		\$0
NA	NA	\$45.00		\$6
\$132.58	0%	\$132.00	Projects for which there is no fee category	\$0
NA	NA	\$6,381.40		\$0
NA	NA	\$8,017.15		\$0
NA	NA	\$2,173.65		\$0
NA	NA	\$4,806.45		\$0
NA	NA	\$1,201.45		\$0
NA	NA	\$1,529.05		\$0
NA	NA	\$90.35		\$0
NA	NA	\$26.25		\$0
NA	NA	\$33.45		\$0
NA	NA	\$114.65		\$0

Development Services - Code Compliance

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Vacant Abandoned Property Abatement - Registration of Property Fee	\$488.20		
2	Vacant Abandoned Property Abatement - Re-Registration of Property Fee	\$488.20		
3	Private Property Vehicle Abatement	Assessed amount of the administrative costs and cost of removal of any vehicle		
4	Stagnant Pool Abatement	Actual Cost		
5	Conditional Use Permit - Inspection Fee (Code Enforcement)	\$606.40		
6	Code Inspector fee on Summary Abatements and Abatement Warrants	\$35.05	per hour	
7	Clerk fee on Summary Abatements and Abatement Warrants	\$20.55	per hour	
8	Pad lock fee on Summary Abatements and Abatement Warrants	\$7.45	per unit	
9	Chain fee on Summary Abatements and Abatement Warrants	\$2.30	per unit	
10	Notarized Termination of Pendency	\$89.70	per unit	
11	Duplicate Notarized Termination of Pendency	\$29.85	per unit	
12	Vendor Equipment Return	New	per unit/per hour	
13	Storage rate for vendor equipment	New	Daily	storage per business
14	Vendor Equipment Return No Show	New	per unit/per hour	2 persons needed
15	Vacant property bond	New		Bond for vacant property.
16	Special inspection	New	per unit/per hour	
17	Short Term Rental (STR)			
18	STR Code Enforcement Inspection Fee	\$40.05	each	
19	STR Ordinance Violation Fee	\$1,605.25	first violation	Government Code Section 36900(d)(1)
20	STR Ordinance Second Violation Fee	\$3,210.55	Second violation same ordinance within one year	Government Code Section 36900(d)(1)
21	STR Ordinance Third Violation Fee	\$5,350.95	each additional violation of the same ordinance within one year of the first violation.	Government Code Section 36900(d)(1)
22	STR Ordinance Violation Late Fee	\$133.75	applied after due date	
23	Code Enforcement Administrative Fines			
24	First Violation of Code Provision	\$100.00		Resolution 2025-38

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$488.20	\$0
NA	NA	\$488.20	\$0
NA	NA	Assessed amount of the administrative costs and cost of removal of any vehicle	\$0
NA	NA	Actual Cost	\$0
\$1,234.39	0%	\$1,234.00	\$628
\$123.81	1%	\$123.00	\$88
NA	NA	\$20.55	\$0
NA	NA	\$7.45	\$0
NA	NA	\$2.30	\$0
\$108.85	1%	\$108.00	\$18
\$46.95	2%	\$46.00	\$16
\$209.18	0%	\$209.00	NA
\$209.18	0%	\$209.00	NA
\$209.18	0%	\$209.00	NA
NA	NA	\$10,000.00	NA
\$671.79	0%	\$671.00	NA
\$371.42	0%	\$371.00	\$331
NA	NA	\$1,500.00	-\$105
NA	NA	\$3,000.00	-\$211
NA	NA	\$5,000.00	-\$351
NA	NA	\$133.75	\$0
NA	NA	\$100.00	\$0

Development Services - Code Compliance

Item No.	Title	Current Fee/Charge	Unit	Notes
25	Second Violation of Code Provision within a twelve-month period	\$200.00		Resolution 2025-38
26	Third violation of the same code provision within a twelve-month time period	\$500.00		Resolution 2025-38
27	Fourth and subsequent violations of the same code provision within a twelve-month time period	\$1,000.00		Resolution 2025-38 - may be punishable as a misdemeanor, with a fine of not more than one thousand dollars (\$1,000), imprisonment in the city or county jail for not more than six months, or both such fine and imprisonment.
28	Violation of Building and Safety Codes			
29	First Violation of Code Provision	\$130.00		Resolution 2025-38
30	Second Violation of Code Provision within a twelve-month period	\$700.00		Resolution 2025-38
31	Each additional violation of the same code provision within a twelve-month period	\$1,300.00		Resolution 2025-38
32	Each additional violation of the same code provision within twenty-four months of the first violation if the property is a commercial property that has an existing building at the time of the violation and the violation is due to failure by the owner to remove visible refuse or failure to prohibit unauthorized use of the property	\$2,500.00		Resolution 2025-38

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$200.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$130.00	\$0
NA	NA	\$700.00	\$0
NA	NA	\$1,300.00	\$0
NA	NA	\$2,500.00	\$0

Community Services

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Youth, Adult, Senior Trips/Excursions	varies		Based on cost of trip/excursion. May include resident and non-resident rate.
2	Youth, Adult, Senior Programs	varies		Based on cost of program. May include resident and non-resident rate.
3	City Pools - Ganesha and Washington			
4	Up to 75 People	\$672.10	3 hours	Flat rate and insurance costs, for 3 hours.
5	76-100 People	\$868.55	3 hours	Flat rate and insurance costs, for 3 hours.
6	Swimming Lessons	\$46.50	Per Lesson Package	All levels; based on pool operations contract per agreement.
7	Recreation Swimming	\$2.80	person	Admission for all ages.
8	Booklet - 10 Single Use Recreation Swimming Admissions	\$25.85		
9	Non-Resident Swimming Lessons	New	Per Lesson Package	All levels; based on pool operations contract per agreement.
10	Non-Resident Recreation Swimming	New	person	Admission for all ages.
11	Community Recreation Classes			
12	Recreation and Community Classes (e.g. Zumba, Line Dancing, etc.) Non-City	see note	class	Each class varies in prices based on agreement with individual instructors that may include resident and non-resident rate.
13	Youth, Adult, and Senior Recreation and Community Classes (e.g. tennis, pickle ball, basketball) City Run	see note	class	Each class activity varies in prices based on class/activity that may include resident and non-resident rate.
14	Community Convenience Items			
15	Specialty Items	see note		Sales of shirts, buttons, City swag, etc. at community centers, parks, and any City owned public spaces. Fees for items will be set in order to recover cost of service/supplies only.
16	Food and Beverages	see note		Sales of drinks, food, and snacks, etc. at community centers, parks, and any City owned public spaces. Fees for items will be set in order to recover cost of service/supplies only.
17	City Run Community Events			
18	Concerts Admission Fee	see note		Each concert will vary in price based on agreement with individual performers and artists and may include a resident and a non-resident rate.
19	City Run Special Event Admission Fee	see note		Each event will vary in price and may include a resident and a non-resident rate.
20	Senior Citizen Programs			
21	Senior Dance Admission	\$4.00	person	No cost for City resident. Non-resident fee only.
22	Senior Citizen Eligible Participant for Nutrition (Meals)	\$4.00	Seniors	Suggested Donation based on contracted cost of meal.
23	Senior Citizen - eligible guest participant (Meals)	\$5.25	Guest	Fee based on contracted cost of meal.
24	Senior Citizen - coffee	\$0.50	unlimited	Suggested Donation based on cost of meal.
25	Recreation Equipment Rental Service			
26	Hourly Rate/Rental Costs			
27	Part Time Custodian	Actual Cost	Hour	Based on fully burdened rate per hour of staff time.
28	Facilities Custodian - Full Time	Actual Cost	Hour	Based on fully burdened rate per hour of staff time.
29	Custodian - After Hours / Overtime	Actual Cost	Hour	Based on fully burdened rate per hour of staff time.
30	1 Security Guard	Actual Cost	Hour	Contracted rate
31	2 Security Guards	Actual Cost	Hour	Contracted rate
32	Equipment-Rentals			
33	Mobile Stage: 1st 4 Hours	\$600.00		\$1,000 Deposit

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	varies		\$0
NA	NA	varies		\$0
NA	NA	\$675.00	3 hours	\$3
NA	NA	\$875.00	3 hours	\$6
\$203.26	75%	\$50.00	Per Lesson Package	\$4
\$264.23	99%	\$3.00	person	\$0
NA	NA	\$25.00		-\$1
NA	NA	\$100.00	Per Lesson Package	NA
\$203.26	98%	\$5.00	person	NA
NA	NA	see note	class	\$0
NA	NA	see note	class	\$0
NA	NA	see note		\$0
NA	NA	see note		\$0
NA	NA	see note		\$0
NA	NA	see note		\$0
NA	NA	\$4.00	person	\$0
NA	NA	\$3.50	Seniors	-\$1
NA	NA	\$5.00	Guest	\$0
NA	NA	\$0.50	unlimited	\$0
NA	NA	Actual Cost	Hour	\$0
NA	NA	Actual Cost	Hour	\$0
NA	NA	Actual Cost	Hour	\$0
NA	NA	Actual Cost	Hour	\$0
NA	NA	Actual Cost	Hour	\$0
\$1,334.91	7%	\$1,240.00		\$640

Community Services

Item No.	Title	Current Fee/Charge	Unit	Notes
34	Each addtl hour past 1st 4 Hours	\$60.00		
35	Recreation/Sports Equipment (balls, paddles, etc.)	No Fee		\$20 Deposit to ensure equipment is returned
36	Community Center Rental			
37	Refundable Deposits			
38	Large Centers (Palomares, Westmont, Ganesha, Washington)	\$300.00		
39	Stanton Selby Bandshell	\$300.00		
40	Modular/Small Centers	\$150.00		
41	Hourly Fees			
42	Non Profit Discount: First Hour Free			
43	Palomares Park	\$160.75	per hour	Max Ocpy: 250; Min 4 hour rental
44	Westmont	\$95.65	per hour	Max Ocpy: 150; Min 4 hour rental
45	Ganesha	\$95.65	per hour	Max Ocpy: 100; Min 4 hour rental
46	Washington	\$95.65	per hour	Max Ocpy: 70; Min 4 hour rental
47	G.Stanton Selby - Bandshell-Ganesha	\$95.65	per hour	Max Ocpy: 200+; Min 4 hour rental
48	Modular/Small Centers (Kennedy, Kiwanis, Ralph Welch, Philadelphia, Jaycee, Willy White Park)	\$59.95	per hour	Max Ocpy: 25; Min 4 hour rental
49	Utility Usage Fees			
50	Electricity	\$12.20	hour	
51	Other Required Fees			
52	1 Security Guard (subject to change based on City's vendor rate)	Actual Cost	rental	per contracted services
53	2 Security Guards (subject to change based on City's vendor rate)	Actual Cost	rental	per contracted services
54	Liability Insurance	Varies		Varies - to be quoted based on insurance program.
55	Community Center Rental - Additional Hour (Palomares & Westmont Community Centers)	New	Hour	Cost for additional hour of rental over the base 4 hour minimum.
56	Community Center Rental - Additional Hour (All other Community Centers)	New	Hour	Cost for additional hour of rental over the base 4 hour minimum.
57	Rental Fees at Picnic Pavilions			
58	Ganesha Park-Pav A	\$84.25		\$50 Deposit
59	Ganesha Park-Pav B	\$168.25		\$50 Deposit
60	Ganesha Park-Pav C	\$84.25		\$50 Deposit
61	Ganesha Park-Pav D	\$45.00		\$50 Deposit
62	Phillips Ranch-Park 1	\$45.00		\$50 Deposit
63	Phillips Ranch-Park 2	\$45.00		\$50 Deposit
64	Country Crossings Park	\$45.00		\$50 Deposit
65	Non Profit Discount	50% discount on flat rate		\$50 Deposit
66	Pavilions A, B, and C at Ganesha have option			
67	Refundable Deposit is collected for each rental and is returned after the event unless the Facilities Use Permit "Conditions of Facility Use" agreement is violated.			
68	Permits For Placement Of Inflatable Structures And Other Attractions In City Parks.	\$28.00		
69	Natural Grass Fields: Country Crossings, Kennedy, Montvue, Palomares, Philadelphia, Phillips Ranch, Washington, Ted Greene, Jaycee, Ralph Welch, Westmont, Tony Cerda			
70	Cleanup/Damage Fee			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$114.06	43%	\$65.00		\$5
NA	NA	No Fee		\$0
NA	NA	\$300.00		\$0
NA	NA	\$300.00		\$0
NA	NA	\$150.00		\$0
\$778.25	2%	\$760.00	Base (4 Hr.)	\$599
\$778.25	13%	\$680.00	Base (4 Hr.)	\$584
NA	NA	\$600.00	Base (4 Hr.)	\$504
\$534.34	4%	\$515.00	Base (4 Hr.)	\$419
NA	NA	\$380.00	Base (4 Hr.)	\$284
\$493.69	4%	\$475.00	Base (4 Hr.)	\$415
NA	NA	\$12.20	hour	\$0
NA	NA	Actual Cost	rental	\$0
NA	NA	Actual Cost	rental	\$0
NA	NA	Varies		\$0
\$81.30	0%	\$81.00	Hour	NA
\$40.65	2%	\$40.00	Hour	NA
\$167.87	49%	\$85.00		\$1
NA	NA	\$170.00		\$2
\$143.35	41%	\$85.00		\$1
\$143.35	65%	\$50.00		\$5
\$143.35	65%	\$50.00		\$5
\$143.35	65%	\$50.00		\$5
\$143.35	65%	\$50.00		\$5
NA	NA	50% discount on flat rate		\$0
\$34.47	13%	\$30.00		\$2

Community Services

Item No.	Title	Current Fee/Charge	Unit	Notes
71	User Group A	Actual Cost	Rental	
72	User Group B	Actual Cost	Rental	
73	User Group C	Actual Cost	Rental	
74	Field Rental: Baseball, Softball, Soccer, Football			
75	User Group A	Free		
76	User Group B	\$16.20	hour	
77	User Group C	\$21.65	hour	
78	Lights			
79	User Group A	\$10.80	hour	
80	User Group B	\$32.50	hour	
81	User Group C	\$39.24	hour	
82	Cleanup/Damage Fee			
83	User Group A	Actual Cost	Rental	
84	User Group B	Actual Cost	Rental	
85	User Group C	Actual Cost	Rental	
86	Veterans Park Soccer Complex			
87	Deposit			
88	User Group A	Actual Cost	Rental	
89	User Group B	Actual Cost	Rental	
90	User Group C	Actual Cost	Rental	
91	Field Rental, Monday-Friday			
92	User Group A	\$22.35	hour	
93	User Group B	\$44.85	hour	
94	User Group C	\$72.90	hour	
95	Lights			
96	User Group A	\$11.15	hour	
97	User Group B	\$22.35	hour	
98	User Group C	\$22.35	hour	
99	Cleanup/Damage Fee			
100	User Group A	Actual Cost	Rental	
101	User Group B	Actual Cost	Rental	
102	User Group C	Actual Cost	Rental	
103	Concession Stand Usage			
104	Rental			
105	Mon-Fri	\$71.75	day	
106	Sat-Sun	\$119.60	day	
107	Banner Fee			
108	Banner Fee	\$223.70	per location	reference: Public Works Master Fee Schedule
109	Film Permit**			
110	Film Permit Application Processing for Private Property	\$500.00	each	To review Risk related documents, street and sidewalk closures, etc. Includes two revisions, anything beyond will require new application submittal.
111	Refundable Deposit	varies	varies	Based on scope of project, street usage and closures, etc.
112	Advertising in the Recreation Guide	New	Advertisement	Production, printing and mailing.
113	Fee based recreation programs, activities, classes, lessons, camps, clinics, leagues, events or tournaments.	New	person	Admission for all ages. See RecTrac

**All Film Permits are subject to the business license tax. See the business tax schedule for current tax rate.

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
\$211.39	100%	Free		\$0
\$211.39	92%	\$16.50	hour	\$0
\$211.39	90%	\$22.00	hour	\$0
\$81.30	86%	\$11.00	hour	\$0
\$81.30	59%	\$33.00	hour	\$1
\$81.30	51%	\$40.00	hour	\$1
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
\$217.75	79%	\$45.00	hour	\$23
\$160.61	60%	\$65.00	hour	\$20
\$160.61	50%	\$80.00	hour	\$7
\$81.30	82%	\$15.00	hour	\$4
\$81.30	68%	\$26.00	hour	\$4
\$81.30	63%	\$30.00	hour	\$8
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
NA	NA	Actual Cost	Rental	\$0
\$136.40	27%	\$100.00	day	\$28
NA	NA	\$150.00	day	\$30
NA	NA	Reference: Public Works Master Fee Schedule	per location	\$0
\$1,142.13	7%	\$1,066.00	each	\$566
NA	NA	varies	varies	\$0
NA	NA	varies	Advertisement	NA
\$264.23	Varies	Varies	person	NA

IT Technology Department

Item No.	Description	Current Fee	Unit
1	PW - Permit/Computer Fee (Per Permit)	\$3.60	Per Permit
2	PW - Work Order System Fee (Per Permit)	\$5.30	Per Permit
3	Technology Fee	\$3.33	

Suggested Fee	Fee Δ
\$3.71	\$0.11
\$5.46	\$0.16
\$3.43	\$0.10



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