

City of Rialto



FEE STUDY REPORT CIVIL ENGINEERING PLAN CHECK FEES

October 25, 2018

The City of Rialto has adopted various fees for various discretionary services or functions performed by the City at the request of various parties. According to Section 3.32 of the Rialto Municipal Code, it is the intent of the City Council to require the recovery of costs reasonably borne from fees and charges incurred in providing the regulation, products or services.

The City's currently adopted Fee Schedule identifies certain fees related to plan check services associated with review and approval of plan check items, such as: Subdivision Maps (Tract Maps and Parcel Maps), Improvement Plans (Street, Storm Drainage, Sewer, Water, Traffic Signal, Traffic Striping/Signage, etc.), Grading Plans, Hydrology Studies and Traffic Studies. These fees were last updated by Resolution 6271, adopted August 13, 2013.

The City Council will consider approving a Professional Services Agreement for "On-Call" Civil Engineering Plan Check and Related Services. Pursuant to the terms of the Agreement, the City will pay the on-call engineer certain fees for plan check services, which are inconsistent with the City's currently, adopted Fee Schedule. It is necessary to update the Fee Schedule to accommodate the fees to be incurred as a result of the new Agreement for on-call plan check services.

SECTION 1 – Cost Allocation Methodology

In FY2012-13, the City retained a consultant to prepare a Comprehensive User Fee Study Report which was used to determine the cost of providing user requested services by specific City departments. This study developed a methodology for allocating the costs of support departments such as the City Administrator, City Clerk and Finance to the various operating departments, such as Police, Fire and Public Works for which user fees may be established. In addition, the study developed a methodology for establishing fully-burdened labor rates for each labor category involved in providing services for which a fee could be charged. The consultant has updated the Comprehensive User Fee, which includes a Cost Allocation Plan component, Fully Burdened Hourly Rate component and a User Fee component each fiscal year. The most recent update was performed internally in FY17-18; upon adoption of the FY18-19 Budget, the Comprehensive User Fee model will be updated to reflect the current fiscal year.

The Public Works Department, in conjunction with the Finance Department, utilized the established model in order to update the fully burdened labor rates for positions assigned in the Public Works Department. Staff conducted time studies for each of the proposed fees in order to determine the appropriate staff involvement and to calculate the recoverable costs associated with the services proposed.

The following table shows the proposed fully burdened rates for the applicable positions within the Public Works Department:

TABLE 1 – LABOR RATES FOR APPLICABLE POSITIONS

FY17-18 POSITION TITLE	DEPARTMENT	FY18-19 Fully Burdened Hourly Labor Rates, Top Step CALCULATED	FY 17-18 Hourly Rates	Percent Change
Director of Public Works/City Engineer	PUBLIC WORKS	\$ 263.57	\$ 257.48	2.37%
Public Works Superintendent	PUBLIC WORKS	\$ 169.15	\$ 165.24	2.37%
Public Works Program Coordinator	PUBLIC WORKS	\$ 149.50	\$ 146.04	2.37%
Associate Civil Engineer	PUBLIC WORKS	\$ 149.50	\$ 146.04	2.37%
Assistant Engineer	PUBLIC WORKS	\$ 128.91	\$ 125.93	2.37%
Administrative Analyst	PUBLIC WORKS	\$ 108.35	\$ 105.85	2.37%
Construction Inspector	PUBLIC WORKS	\$ 108.45	\$ 105.94	2.37%
Executive Assistant	PUBLIC WORKS	\$ 100.71	\$ 98.38	2.37%
Engineering Technician	PUBLIC WORKS	\$ 100.71	\$ 98.38	2.37%
Landscape Contract Specialist	PUBLIC WORKS	\$ 98.25	\$ 95.98	2.37%
Lead Field Service Worker	PUBLIC WORKS	\$ 98.25	\$ 95.98	2.37%
Accounting Technician	PUBLIC WORKS	\$ 88.93	\$ 86.87	2.37%
Equipment Operator	PUBLIC WORKS	\$ 86.84	\$ 84.83	2.37%
Administrative Assistant	PUBLIC WORKS	\$ 78.60	\$ 76.78	2.37%
Senior Field Service Worker	PUBLIC WORKS	\$ 84.72	\$ 82.76	2.37%
Field Service Worker	PUBLIC WORKS	\$ 73.06	\$ 71.37	2.37%

These rates were used to calculate the various fees proposed in Section 2, below.

SECTION 2 – Proposed Fees

The proposed fee is based on the cost per Plan Check Item as submitted by Lockwood Engineering Company for the proposed “On-Call” Civil Engineering Plan Check and Related Services plus the additional Administrative staff charges which would be in addition to the per unit costs proposed by the engineering contractor.

Table 2 provides the number of hours and labor costs for each City position which will be required to perform a review or other function in relation to the processing of each proposed plan check item. Staff time was estimated based on generally accepted time necessary to complete all necessary functions necessary to process, submit, review and approve various development activities within the City. The City Administrative Fee is calculated as a onetime charge for the proposed service, and is not based on the number of sheets or lots for an individual submission. Table 3 shows the proposed City Administrative Fee and the total cost if one unit of each Plan Check Item were submitted.

TABLE 2 - COST BASIS FOR FEE

Plan Check Item		Fee	Basis	PUBLIC WORKS DIRECTOR			LANDSCAPE CONTRACT SPECIALIST			ASSISTANT ENGINEER			ADMININSTRATIVE ASSISTANT			ADMININSTRATIVE ANALYST			TOTAL PROGRAM COSTS BY PLAN CHECK ITEM		PROPOSED ADMINISTRATIVE FEE
				LABOR HOURS	LABOR RATE	TOTAL LABOR COST	LABOR HOURS	LABOR RATE	TOTAL LABOR COST	LABOR HOURS	LABOR RATE	TOTAL LABOR COST	LABOR HOURS	LABOR RATE	TOTAL LABOR COST	LABOR HOURS	LABOR RATE	TOTAL LABOR COST	TOTAL LABOR HOURS	Total Labor Cost	
					\$ 263.57			\$ 98.25			\$ 128.91		\$ 78.60				\$ 108.35				
Subdivision Maps																					
Tract Maps		\$ 3,600.00	Per Sheet + \$120 per Lot	12.00	\$ 263.57	\$ 3,162.84		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	2.00	\$ 78.60	\$ 157.20	4.00	\$ 108.35	\$ 433.40	24.00	\$ 4,526.90	\$ 4,527.00
Parcel Maps		\$ 1,500.00	PER SHEET	12.00	\$ 263.57	\$ 3,162.84		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	2.00	\$ 78.60	\$ 157.20	4.00	\$ 108.35	\$ 433.40	24.00	\$ 4,526.90	\$ 4,527.00
Plans																					
Rough Grading Plan		\$ 1,350.00	PER SHEET	3.00	\$ 263.57	\$ 790.71		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	10.00	\$ 1,642.77	\$ 1,643.00
Precise Grading/Paving Plan		\$ 1,550.00	PER SHEET	3.00	\$ 263.57	\$ 790.71		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	10.00	\$ 1,642.77	\$ 1,643.00
Street Improvement Plan		\$ 975.00	PER SHEET	3.00	\$ 263.57	\$ 790.71		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	10.00	\$ 1,642.77	\$ 1,643.00
Traffic Signage/Striping Plan		\$ 975.00	PER SHEET	3.00	\$ 263.57	\$ 790.71		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	10.00	\$ 1,642.77	\$ 1,643.00
Traffic Signal Plan		\$ 1,600.00	PER SHEET	3.00	\$ 263.57	\$ 790.71		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	10.00	\$ 1,642.77	\$ 1,643.00
Sewer Improvement Plan		\$ 975.00	PER SHEET	6.00	\$ 263.57	\$ 1,581.42		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60	4.00	\$ 108.35	\$ 433.40	17.00	\$ 2,866.88	\$ 2,867.00
Water Improvement Plan		\$ 975.00	PER SHEET	6.00	\$ 263.57	\$ 1,581.42		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60	4.00	\$ 108.35	\$ 433.40	17.00	\$ 2,866.88	\$ 2,867.00
Storm Drain Improvement Plan		\$ 975.00	PER SHEET	3.00	\$ 263.57	\$ 790.71		\$ 98.25	\$ -	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	10.00	\$ 1,642.77	\$ 1,643.00
Street Lighting/Electrical Plan		\$ 975.00	PER SHEET	3.00	\$ 263.57	\$ 790.71	4.00	\$ 98.25	\$ 393.00	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60	4.00	\$ 108.35	\$ 433.40	18.00	\$ 2,469.17	\$ 2,469.00
Landscaping Plan (Public LMD)		\$ 975.00	PER SHEET	3.00	\$ 263.57	\$ 790.71	4.00	\$ 98.25	\$ 393.00	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60	4.00	\$ 108.35	\$ 433.40	18.00	\$ 2,469.17	\$ 2,469.00
Irrigation Plan (Public LMD)		\$ 975.00	PER SHEET	3.00	\$ 263.57	\$ 790.71	4.00	\$ 98.25	\$ 393.00	6.00	\$ 128.91	\$ 773.46	1.00	\$ 78.60	\$ 78.60	4.00	\$ 108.35	\$ 433.40	18.00	\$ 2,469.17	\$ 2,469.00
Revisions to Approved Plans		\$ 950.00	FLAT RATE	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Hydrology Studies (Preliminary Engineering)																					
No Offsite Tributary Area		\$ 1,500.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Tributary Area < 10 Acres		\$ 2,340.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Tributary Area 10 – 100 Acres		\$ 3,000.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Tributary Area > 100 Acres		\$ 3,900.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Hydrology/Hydraulic Studies (Final Engineering)																					
Parcel Size < 1 Acre		\$ 2,100.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Parcel Size 1 – 5 Acres		\$ 2,700.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Parcel Size > 5 Acres		\$ 4,000.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Traffic Studies																					
Traffic Exempt Letter		\$ 780.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	3.00	\$ 471.08	\$ 471.00
Focused Traffic Study		\$ 3,060.00	PER REPORT	2.00	\$ 263.57	\$ 527.14		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60	2.00	\$ 108.35	\$ 216.70	6.00	\$ 951.35	\$ 951.00
Horizon Level Traffic Study (5 mile radius)		\$ 4,620.00	PER REPORT	4.00	\$ 263.57	\$ 1,054.28		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60	4.00	\$ 108.35	\$ 433.40	10.00	\$ 1,695.19	\$ 1,695.00
Sewer Study		\$ 2,580.00	PER REPORT	2.00	\$ 263.57	\$ 527.14		\$ 98.25	\$ -	1.00	\$ 128.91	\$ 128.91	1.00	\$ 78.60	\$ 78.60	2.00	\$ 108.35	\$ 216.70	6.00	\$ 951.35	\$ 951.00
Water Quality Management Plans																					
Parcel Size < 1 Acre		\$ 2,400.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	3.00	\$ 128.91	\$ 386.73	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	5.00	\$ 728.90	\$ 729.00
Parcel Size 1 – 5 Acres		\$ 3,400.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	3.00	\$ 128.91	\$ 386.73	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	5.00	\$ 728.90	\$ 729.00
Parcel Size > 5 Acres		\$ 4,500.00	PER REPORT	1.00	\$ 263.57	\$ 263.57		\$ 98.25	\$ -	3.00	\$ 128.91	\$ 386.73	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	5.00	\$ 728.90	\$ 729.00
Surveying Services																					
Lot Line Adjustment/Parcel Mergers		\$ 2,700.00	FLAT RATE	2.00	\$ 263.57	\$ 527.14		\$ 98.25	\$ -	4.00	\$ 128.91	\$ 515.64	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	7.00	\$ 1,121.38	\$ 1,121.00
Right of Way Dedication / Vacation		\$ 1,500.00	FLAT RATE	2.00	\$ 263.57	\$ 527.14		\$ 98.25	\$ -	4.00	\$ 128.91	\$ 515.64	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	7.00	\$ 1,121.38	\$ 1,121.00
Public Easements		\$ 1,500.00	FLAT RATE	2.00	\$ 263.57	\$ 527.14		\$ 98.25	\$ -	4.00	\$ 128.91	\$ 515.64	1.00	\$ 78.60	\$ 78.60		\$ 108.35	\$ -	7.00	\$ 1,121.38	\$ 1,121.00
Annexation to Maintenance District		\$ 5,000.00	FLAT RATE	2.00	\$ 263.57	\$ 527.14	2.00	\$ 98.25	\$ 196.50	4.00	\$ 128.91	\$ 515.64	1.00	\$ 78.60	\$ 78.60	4.00	\$ 108.35	\$ 433.40	13.00	\$ 1,751.28	\$ 1,751.00
Expedited Plan Check Fee = 150% of Standard Rate																					
NOTE: Standard plan check fees to include three (3) full plan checks and a "signature" check. Fourth (4th) and subsequent resubmittal plan checks will be charged on a time-and-material basis at Contractor's standard hourly rates as approved by the City Engineer.																					

TABLE 3 - PROPOSED NEW FEES

Plan Check Item	Fee	Basis	TOTAL PROGRAM COSTS BY PLAN CHECK ITEM		PROPOSED ADMINISTRATIVE FEE
			TOTAL LABOR HOURS	Total Labor Cost	
Subdivision Maps					
Tract Maps	\$ 3,600.00	Per Sheet + \$120 per Lot	24.00	\$ 4,526.90	\$ 4,527.00
Parcel Maps	\$ 1,500.00	PER SHEET	24.00	\$ 4,526.90	\$ 4,527.00
Plans					
Rough Grading Plan	\$ 1,350.00	PER SHEET	10.00	\$ 1,642.77	\$ 1,643.00
Precise Grading/Paving Plan	\$ 1,550.00	PER SHEET	10.00	\$ 1,642.77	\$ 1,643.00
Street Improvement Plan	\$ 975.00	PER SHEET	10.00	\$ 1,642.77	\$ 1,643.00
Traffic Signage/Striping Plan	\$ 975.00	PER SHEET	10.00	\$ 1,642.77	\$ 1,643.00
Traffic Signal Plan	\$ 1,600.00	PER SHEET	10.00	\$ 1,642.77	\$ 1,643.00
Sewer Improvement Plan	\$ 975.00	PER SHEET	17.00	\$ 2,866.88	\$ 2,867.00
Water Improvement Plan	\$ 975.00	PER SHEET	17.00	\$ 2,866.88	\$ 2,867.00
Storm Drain Improvement Plan	\$ 975.00	PER SHEET	10.00	\$ 1,642.77	\$ 1,643.00
Street Lighting/Electrical Plan	\$ 975.00	PER SHEET	18.00	\$ 2,469.17	\$ 2,469.00
Landscaping Plan (Public LMD)	\$ 975.00	PER SHEET	18.00	\$ 2,469.17	\$ 2,469.00
Irrigation Plan (Public LMD)	\$ 975.00	PER SHEET	18.00	\$ 2,469.17	\$ 2,469.00
Revisions to Approved Plans	\$ 950.00	FLAT RATE	3.00	\$ 471.08	\$ 471.00
Hydrology Studies (Preliminary Engineering)					
No Offsite Tributary Area	\$ 1,500.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Tributary Area < 10 Acres	\$ 2,340.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Tributary Area 10 – 100 Acres	\$ 3,000.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Tributary Area > 100 Acres	\$ 3,900.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Hydrology/Hydraulic Studies (Final Engineering)					
Parcel Size < 1 Acre	\$ 2,100.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Parcel Size 1 – 5 Acres	\$ 2,700.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Parcel Size > 5 Acres	\$ 4,000.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Traffic Studies					
Traffic Exempt Letter	\$ 780.00	PER REPORT	3.00	\$ 471.08	\$ 471.00
Focused Traffic Study	\$ 3,060.00	PER REPORT	6.00	\$ 951.35	\$ 951.00
Horizon Level Traffic Study (5 mile radius)	\$ 4,620.00	PER REPORT	10.00	\$ 1,695.19	\$ 1,695.00
Sewer Study	\$ 2,580.00	PER REPORT	6.00	\$ 951.35	\$ 951.00
Water Quality Management Plans					
Parcel Size < 1 Acre	\$ 2,400.00	PER REPORT	5.00	\$ 728.90	\$ 729.00
Parcel Size 1 – 5 Acres	\$ 3,400.00	PER REPORT	5.00	\$ 728.90	\$ 729.00
Parcel Size > 5 Acres	\$ 4,500.00	PER REPORT	5.00	\$ 728.90	\$ 729.00
Surveying Services					
Lot Line Adjustment/Parcel Mergers	\$ 2,700.00	FLAT RATE	7.00	\$ 1,121.38	\$ 1,121.00
Right of Way Dedication / Vacation	\$ 1,500.00	FLAT RATE	7.00	\$ 1,121.38	\$ 1,121.00
Public Easements	\$ 1,500.00	FLAT RATE	7.00	\$ 1,121.38	\$ 1,121.00
Annexation to Maintenance District	\$ 5,000.00	FLAT RATE	13.00	\$ 1,751.28	\$ 1,751.00
Expedited Plan Check Fee = 150% of Standard Rate					
NOTE: Standard plan check fees to include three (3) full plan checks and a "signature" check. Fourth (4th) and subsequent resubmittal plan checks will be charged on a time-and-material basis at Contractor's standard hourly rates as approved.					

In order to provide an example of a fee calculation, a representative tract map submission is provided as follows: A proposed residential tract map consisting of a 30 lot Tract Map of 5 sheets, with 3 sheets of rough grading plan, 5 sheets of street improvement plans, 5 sheets of water improvement plans, 5 sheets of sewer improvement plans, 5 sheets of street lighting plans. The Plan Check Fee for this example project would be as follows:

TABLE 4 – Example of Plan Check Fees

RIALTO PROPOSED					
	Number of Sheets	Units	Price Per Unit	CITY ADMIN FEE	TOTAL
Tract Map:	5	Sheet	\$3,600.00	\$ 4,527.00	\$22,527.00
	30	Lots	\$ 120.00		\$ 3,600.00
Rough grading plan:	3	Sheet	\$1,350.00	\$ 1,643.00	\$ 5,693.00
Street Improvement Plans:	5	Sheet	\$ 975.00	\$ 1,643.00	\$ 6,518.00
Water Improvement Plans	5	Sheet	\$ 975.00	\$ 2,867.00	\$ 7,742.00
Sewer Improvement Plans	5	Sheet	\$ 975.00	\$ 2,867.00	\$ 7,742.00
Street Lighting Plans	5	Sheet	\$ 975.00	\$ 2,469.00	\$ 7,344.00
Total Plan Check				\$ 16,016.00	\$61,166.00

The plan check fee is \$61,166.00 for the example tract. The City's Administrative Fee cost would represent 26.18% of the total cost for the review of these plans.

Since the actual items submitted for an individual subdivision map or plans varies, in order to calculate out the potential revenue, a single unit of each Plan Check Item is assumed in order to calculate out the minimum estimated revenue for this proposed fee schedule. Total fees collected by the City for the above example would be \$61,166.00 of which \$45,150.00 would be paid to the engineering firm, and \$16,016.00 would be retained by the City to cover the City administration costs.

SECTION 3 - Comparison to Existing City Fees

TABLE 5 - COMPARISON OF NEW FEE COST TO EXISTING FEE

Plan Check Item	Fee Total	Current Fee Total	Increase in Total Fee	Percent Change in Total Fee
Subdivision Maps				
Tract Maps and Commercial Parcel Maps.	\$ 8,127.00	\$ 7,301.70	\$ 825.30	11.30%
Residential Parcel Maps (< 5 parcels)	\$ 6,027.00	\$ 5,551.70	\$ 475.30	8.56%
Plans				
Rough Grading Plan	\$ 2,993.00	\$ 2,643.10	\$ 349.90	13.24%
Precise Grading/Paving Plan	\$ 3,193.00	\$ 2,843.10	\$ 349.90	12.31%
Street Improvement Plan	\$ 2,618.00	\$ 2,343.10	\$ 274.90	11.73%
Traffic Signage/Striping Plan	\$ 2,618.00	\$ 2,343.10	\$ 274.90	11.73%
Traffic Signal Plan	\$ 3,243.00	\$ 2,793.10	\$ 449.90	16.11%
Sewer Improvement Plan	\$ 3,842.00	\$ 3,498.20	\$ 343.80	9.83%
Water Improvement Plan	\$ 3,842.00	\$ 3,498.20	\$ 343.80	9.83%
Storm Drain Improvement Plan	\$ 2,618.00	\$ 2,343.10	\$ 274.90	11.73%
Street Lighting/Electrical Plan	\$ 3,444.00	\$ 3,192.90	\$ 251.10	7.86%
Landscaping Plan (Public LMD)	\$ 3,444.00	\$ 3,192.90	\$ 251.10	7.86%
Irrigation Plan (Public LMD)	\$ 3,444.00	\$ 3,192.90	\$ 251.10	7.86%
Revisions to Approved Plans. (Fee for significant plan changes to be determined at submittal based on contractor time and material.)	\$ 1,421.00	\$ 1,298.40	\$ 122.60	9.44%
Hydrology Studies (Preliminary Engineering)				
No Offsite Tributary Area	\$ 1,971.00	\$ 1,698.40	\$ 272.60	16.05%
Tributary Area < 10 Acres	\$ 2,811.00	\$ 2,398.40	\$ 412.60	17.20%
Tributary Area 10 – 100 Acres	\$ 3,471.00	\$ 2,948.40	\$ 522.60	17.72%
Tributary Area > 100 Acres	\$ 4,371.00	\$ 3,698.40	\$ 672.60	18.19%
Hydrology/Hydraulic Studies (Final				
Parcel Size < 1 Acre	\$ 2,571.00	\$ 2,198.40	\$ 372.60	16.95%
Parcel Size 1 – 5 Acres	\$ 3,171.00	\$ 2,698.40	\$ 472.60	17.51%
Parcel Size > 5 Acres	\$ 4,471.00	\$ 3,798.40	\$ 672.60	17.71%
Traffic Studies				
Traffic Exempt Letter	\$ 1,251.00	\$ 1,098.40	\$ 152.60	13.89%
Focused Traffic Study	\$ 4,011.00	\$ 3,449.00	\$ 562.00	16.29%
Horizon Level Traffic Study (5 mile radius)	\$ 6,315.00	\$ 5,453.50	\$ 861.50	15.80%
Sewer Study	\$ 3,531.00	\$ 3,049.00	\$ 482.00	15.81%
Water Quality Management Plans				
Parcel Size < 1 Acre	\$ 3,129.00	\$ 2,633.20	\$ 495.80	18.83%
Parcel Size 1 – 5 Acres	\$ 4,129.00	\$ 3,533.20	\$ 595.80	16.86%
Parcel Size > 5 Acres	\$ 5,229.00	\$ 4,433.20	\$ 795.80	17.95%
Surveying Services				
Lot Line Adjustment/Parcel Mergers	\$ 3,821.00	\$ 3,304.40	\$ 516.60	15.63%
Right of Way Dedication / Vacation	\$ 2,621.00	\$ 2,304.40	\$ 316.60	13.74%
Public Easements	\$ 2,621.00	\$ 2,304.40	\$ 316.60	13.74%
Annexation to Maintenance District	\$ 6,751.00	\$ 5,000.00	\$ 1,751.00	35.02%
Expedited Plan Check Fee = 150% of				
NOTE: Standard plan check fees to include three (3) full plan checks and a "signature" check. Fourth and subsequent resubmittal plan checks will be charged on a time-and-material basis at Contractor's standard hourly rates as approved by the City Engineer.				

It is important to note that the basis in cost for Annexation to Maintenance District fee has changed since the original fee study in 2013. In 2013, it was assumed that there would be a significant quantity of annexations to the Landscape Maintenance District, such that the contractor which provides the services would be able to spread those costs over a larger quantity. That did not happen and therefore the adjusted fee is now set for individual annexations at a per Engineer's Report of \$5,000.

Section 4 – Comparison of Fees to Other Cities

In order to assess the competitiveness of the proposed fees, the City conducted a survey of the fees in five of the surrounding cities for similar activities. The cities surveyed include Fontana, Rancho Cucamonga, Colton, San Bernardino and Redlands.

Each of these cities uses various methods for calculating plan check fees, which made a comparison to the City of Rialto's fee structure challenging. Cities use a combination of fixed fees based on the type of activity, the number of plan sheets submitted for each plan check, or a percent of value of the proposed construction. Some of the cities use a cubic yard estimate of the amount of earth being moved to calculate the grading plan fees. In addition, three of the cities do not have city-operated water and wastewater services which the City of Rialto does include.

In order to attempt to compare net fee costs, a standardized residential tract was developed. This standardized tract included an estimate of the number of houses to be built, the average square footage of each house, the gross sales revenue from each house and total retail value of the tract. From the total retail value of the tract, we estimated the profit, the various fees charged for the development, the estimated construction cost of the buildings, the estimated construction cost of the on-site improvements and the estimated construction cost of the off-site improvements. Each of the elements were necessary to estimate, because of the methods that each of the cities use to calculate the fees. The following table summarizes the example tract:

TABLE 6 – EXAMPLE RESIDENTIAL TRACT

Average Square Footage of SF House in Tract	2000
Sales price per Square Foot	\$ 200.00
Average Price per house	\$ 400,000.00
Number of Lots in Tract:	30
Sales value of entire tract (30 lots at Average Price per house)	\$ 12,000,000.00
Developer's Profit at 10%	\$ 1,200,000.00
Permits, planning and administration at 20%	\$ 2,400,000.00
Construction Cost of buildings at \$100 per square foot for total tract:	\$ 6,000,000.00
Site Development Costs - Net	\$ 2,400,000.00
On-site Construction Costs to pads (25% of Site Development Costs)	\$ 600,000.00
Off-site Construction Costs (Streets and infrastructure)	\$ 1,800,000.00
Cubic Yards of grading:	1000

It is important to note that there are many factors which contribute to the total plan check fees that each city may calculate for an individual tract, and that no project is identical in each city, due to other land use regulations, restrictions and policies. This estimate is for comparison only.

As a result of the analysis, the following table shows the relative fees for plan check by the various cities:

TABLE 7 – SUMMARY OF PLAN CHECK FEES BY CITIES

AGENCY	Example Cost	NOTES
RANCHO CUCAMONGA	\$ 35,058.75	Note 2
COLTON	\$ 39,434.00	Note 1
REDLANDS	\$ 51,303.00	
FONTANA	\$ 56,390.00	Note 2
RIALTO PROPOSED	\$ 61,166.00	
SAN BERNARDINO	\$ 158,387.20	

NOTE 1: Plan Check fees do not include Water and Sewer Plan Checks.
Services provided to City by separate JPA.

NOTE 2: Plan Check fees do not include Water and Sewer Plan Check
Fee. Both cities serviced by Inland Empire Utility Authority.

The City of Rialto fee includes \$7,742 for Water Improvement Plans and \$7,742 for Sewer Improvement Plans for a total of \$15,484 of plan check activities that are not included in Rancho Cucamonga, Colton and Fontana. ***If we exclude these plan check fees, the City of Rialto would be approximately \$45,682.***

In reviewing the methodology used by the City of Rialto, the City's method of calculating Plan Check fees is considerably more transparent and easier to establish than four of the other cities reviewed. These four cities use a percent of value of construction costs, which requires each city to verify the actual value of each submission separately from that which the developer has submitted. The City of Rialto uses a "fee per plan sheet" which eliminates conflicts relating to construction value. Since the more complex the project, the more plan sheets are needed to fully document the project's construction and the fees are proportionate to the project complexity based on actual plan submissions. Only Redlands uses a similar "fee per plan sheet" approach for calculating fees.

The following tables show the individual fee calculations for the other five cities:

TABLE 8 – CITY OF COLTON PLAN CHECK EXAMPLE

COLTON					
		Units	Price Per Unit		TOTAL
Tentative Tract Map - Development Department	1	Map	\$ 1,934.00		\$ 1,934.00
Final Tract Map	1	Map	\$ 2,000.00		\$ 2,000.00
Per Lot	30	Lots	\$ 100.00		\$ 3,000.00
Grading Plans - Minimum \$500 under 5,000 CY	1	Minimum	\$ 500.00		\$ 500.00
Street Improvement Plans BASE OF \$500,000	1	Minimum	\$12,500.00		\$ 12,500.00
Street Improvement Plans Value over \$500,000			1.5%		\$ 19,500.00
Total Plan Check				\$ -	\$ 39,434.00

TABLE 9 – CITY OF FONTANA PLAN CHECK EXAMPLE

FONTANA					
		Units	Price Per Unit		TOTAL
Tract Map (10 Lots)	1	Fee	\$ 1,800.00		\$ 1,800.00
Over 10 Lots	20	Lots	\$ 50.00		\$ 1,000.00
Improvement Plans - Construction Cost	1	Minimum	\$25,590.00		\$ 25,590.00
Improvement Plans - Construction Cost over \$1.0 Million		Percent	2.00%		\$ 28,000.00
Total Plan Check				\$ -	\$ 56,390.00

TABLE 10 – CITY OF RANCHO CUCAMONGA PLAN CHECK EXAMPLE

RANCHO CUCAMONGA					
		Units	Price Per Unit		TOTAL
Tract Map	1	Fee	\$ 4,215.00		\$ 4,215.00
Per Lot	30	Lots	\$ 319.20		\$ 9,576.00
Rough grading plan:	3	Sheet	\$ 1,689.45	\$ -	\$ 5,068.35
Precise grading plan:	3	Sheet	\$ 1,830.15	\$ -	\$ 5,490.45
Street Improvement Plans (5 sheets)	1	LS	\$ 8,669.85	\$ -	\$ 8,669.85
Street Lighting Plans - Initial	1	Sheet	\$ 787.50	\$ -	\$ 787.50
Street Lighting Additional Sheets	4	Sheet	\$ 312.90	\$ -	\$ 1,251.60
Total Plan Check				\$ -	\$ 35,058.75

TABLE 11 – CITY OF REDLANDS PLAN CHECK EXAMPLE

REDLANDS					
		Units	Price Per Unit		TOTAL
Tract Map - Tentative (DS)	1	LS	\$12,153.00		\$ 12,153.00
Tract Map - Revised (DS)	1	LS	\$ 8,108.00		\$ 8,108.00
Tract Map - Tentative Engineering	1	LS	\$ 1,429.00		\$ 1,429.00
Tract Map - Revised - Engineering	1	LS	\$ 1,429.00		\$ 1,429.00
Tract Map - Final - Engineering	1	LS	\$ 2,497.00		\$ 2,497.00
Plan Check - Tract Map - Base Fee	1	LS	\$ 3,982.00		\$ 3,982.00
Plan Check - Tract Map - Per Lot	30	Lot	\$ 100.00		\$ 3,000.00
Plan Check - Grading Base -500 CY	1	LS	\$ 492.00		\$ 492.00
Plan Check - Grading Base, additional 500CY	1	LS	\$ 68.00		\$ 68.00
Street Construction - Base Fee	1	LS	\$ 1,391.00		\$ 1,391.00
Street Construction - Per Sheet	5	Sheet	\$ 555.00		\$ 2,775.00
Storm Drains - Base Fee	1	LS	\$ 803.00		\$ 803.00
Storm Drains - Per Sheet	5	Sheet	\$ 321.00		\$ 1,605.00
Street Lights - Base Fee	1	LS	\$ 646.00		\$ 646.00
Street Lights - Per Sheet	5	Sheet	\$ 366.00		\$ 1,830.00
Sewer Construction - Base	1	LS	\$ 803.00		\$ 803.00
Sewer Construction - Per Sheet	5	Sheet	\$ 321.00		\$ 1,605.00
Water Construction - Base	1	LS	\$ 803.00		\$ 803.00
Water Construction - Per Sheet	5	Sheet	\$ 321.00		\$ 1,605.00
Street Tree - Base	1	LS	\$ 536.00		\$ 536.00
Street Tree - Per Sheet	5	Sheet	\$ 267.00		\$ 1,335.00
Signs and Striping - Base Fee	1	LS	\$ 803.00		\$ 803.00
Signs and Striping - Per Sheet	5	Sheet	\$ 321.00		\$ 1,605.00
					\$ -
Total Plan Check				\$ -	\$ 51,303.00

TABLE 12 – CITY OF SAN BERNARDINO PLAN CHECK EXAMPLE

SAN BERNARDINO					
		Units	Price Per Unit		TOTAL
Tract Map	1	Fee	\$ 2,254.20		\$ 2,254.20
Per Lot	30	Lots	\$ 56.10		\$ 1,683.00
Offsite Improvement Plan Check Based on Construction Cost			6.00%		\$ 108,000.00
On-site Improvement Plan Check Based on Construction Cost		Percent	4.00%		\$ 24,000.00
Grading Plans	1000	CY	\$ 22.45		\$ 22,450.00
Total Plan Check				\$ -	\$ 158,387.20