



# Agenda

## City Council Regular Meeting

Folsom City Hall | City Council Chambers, First Floor

50 Natoma Street, Folsom, CA 95630

March 12, 2024, 6:30 PM

## Welcome to Your City Council Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the City Council and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website and in the Office of the City Clerk. The City Clerk is also available to answer any questions you have about City Council meeting procedures.

### Participation

If you would like to provide comments to the City Council, please:




- Fill out a blue speaker request form, located at the back table.
- Submit the form to the City Clerk before the item begins.
- When it's your turn, the City Clerk will call your name and invite you to the podium.
- Speakers generally have three minutes, unless the presiding officer (usually the mayor) changes that time.

### Reasonable Accommodations

In compliance with the Americans with Disabilities Act, if you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (916) 461-6035, (916) 355-7328 (fax) or [CityClerkDept@folsom.ca.us](mailto:CityClerkDept@folsom.ca.us). Requests must be made as early as possible and at least two full business days before the start of the meeting.

### How to Watch

The City of Folsom provides three ways to watch a City Council meeting:

In Person	Online	On TV
		
City Council meetings take place at City Hall, 50 Natoma Street	Watch the livestream and replay past meetings on the city website, <a href="http://www.folsom.ca.us">www.folsom.ca.us</a>	Watch live and replays of meetings on Sac Metro Cable TV, Channel 14

**More information about City Council meetings is available at the end of this agenda**



CITY OF  
**FOLSOM**  
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**City Council Regular Meeting**  
**Folsom City Hall | City Council Chambers, First Floor**  
**50 Natoma Street, Folsom, CA 95630**  
[www.folsom.ca.us](http://www.folsom.ca.us)

**Tuesday, March 12, 2024 6:30 PM**

*Mike Kozlowski, Mayor*

*Sarah Aquino, Vice Mayor*  
*Rosario Rodriguez, Councilmember*

*YK Chalamcherla, Councilmember*  
*Anna Rohrbough, Councilmember*

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**AGENDA**

**CALL TO ORDER**

**ROLL CALL:**

**Councilmembers:** Aquino, Chalamcherla, Rodriguez, Rohrbough, Kozlowski

The City Council has adopted a policy that no new item will begin after 10:30 p.m. Therefore, if you are here for an item that has not been heard by 10:30 p.m., you may leave, as the item will be continued to a future Council meeting.

**PLEDGE OF ALLEGIANCE**

**AGENDA UPDATE**

**SCHEDULED PRESENTATIONS:**

- [1.](#) River District Master Plan Citizens Advisory Committee Report Out
- [2.](#) City Manager's Fiscal Year 2023-24 Second Quarter Financial Report

**BUSINESS FROM THE FLOOR:**

Members of the public are entitled to address the City Council concerning any item within the Folsom City Council's subject matter jurisdiction. Public comments are generally limited to no more than three minutes. Except for certain specific exceptions, the City Council is prohibited from discussing or taking action on any item not appearing on the posted agenda.

## **CONSENT CALENDAR:**

Items appearing on the Consent Calendar are considered routine and may be approved by one motion. Councilmembers may pull an item for discussion.

3. Approval of February 27, 2024 Special and Regular Meeting Minutes
4. Resolution No. 11177 - A Resolution Acknowledging Receipt of Completed Annual State Mandated Fire Inspections

## **NEW BUSINESS:**

5. Community Development Department Fee Study Workshop

## **COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS**

## **CITY MANAGER REPORTS**

## **COUNCIL COMMENTS**

## **ADJOURNMENT**

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**NOTICE:** *Members of the public are entitled to directly address the City Council concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address Council on an issue, which is on this agenda, please complete a blue speaker request card, and deliver it to a staff member at the table on the left side of the Council Chambers prior to discussion of the item. When your name is called, stand to be recognized by the Mayor and then proceed to the podium. If you wish to address the City Council on any other item of interest to the public, when the Mayor asks if there is any "Business from the Floor," follow the same procedure described above. Please limit your comments to three minutes or less.*

**NOTICE REGARDING CHALLENGES TO DECISIONS:** *Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, the public hearing.*

*As presiding officer, the Mayor has the authority to preserve order at all City Council meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Council, and to enforce the rules of the Council.*

**PERSONS INTERESTED IN PROPOSING AN ITEM FOR THE CITY COUNCIL AGENDA SHOULD CONTACT A MEMBER OF THE CITY COUNCIL.**

*The meeting of the Folsom City Council is being telecast on Metro Cable TV, Channel 14, the Government Affairs Channel, and will be shown in its entirety on the Friday and Saturday following the meeting, both at 9 a.m. The City does not control scheduling of this telecast and persons interested in watching the televised meeting should confirm this schedule with Metro Cable TV, Channel 14. The City of Folsom provides live and archived webcasts of regular City Council meetings. The webcasts can be found on the online services page of the City's website [www.folsom.ca.us](http://www.folsom.ca.us).*

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*Clerk's Office at (916) 461-6035, (916) 355-7328 (fax) or [CityClerkDept@folsom.ca.us](mailto:CityClerkDept@folsom.ca.us). Requests must be made as early as possible and at least two full business days before the start of the meeting.*

*Any documents produced by the City and distributed to the City Council regarding any item on this agenda will be made available at the City Clerk's Counter at City Hall located at 50 Natoma Street, Folsom, California and at the Folsom Public Library located at 411 Stafford Street, Folsom, California during normal business hours.*



# Folsom City Council Staff Report

<b>MEETING DATE:</b>	3/12/2024
<b>AGENDA SECTION:</b>	Scheduled Presentations
<b>SUBJECT:</b>	River District Master Plan Citizens Advisory Committee Report Out
<b>FROM:</b>	Community Development Department

### RECOMMENDATION / CITY COUNCIL ACTION

No action is requested of the City Council at this time.

### BACKGROUND / ISSUE

The River District Master Plan Project Manager and Citizens Advisory Committee Chair will provide an update on the committee and consultant work to date. They will also outline the project plan moving forward for the River District Master Plan document preparation, review, and adoption by the end of the 2024 calendar year.

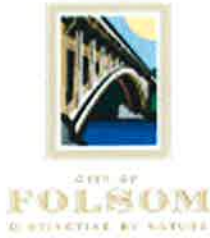
Submitted,

Pam Johns, Community Development Director

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to facilitate double-sided printing  
and minimize paper use.*



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# Folsom City Council Staff Report



<b>MEETING DATE:</b>	3/12/2024
<b>AGENDA SECTION:</b>	Scheduled Presentations
<b>SUBJECT:</b>	City Manager’s Fiscal Year 2023-24 Second Quarter Financial Report
<b>FROM:</b>	Finance Department

### RECOMMENDATION / CITY COUNCIL ACTION

It is recommended that the City Council receive a presentation from the Finance Director for the City Manager’s Fiscal Year 2023-24 Second Quarter Financial Report.

### POLICY / RULE

Section 5.05R of the Charter of the City of Folsom requires the City Manager submit to the City Council a financial and management report showing the relationship between budgeted and actual revenues, and expenditures and encumbrances on a quarterly basis.

Section 3.02.050 (b) of the Folsom Municipal Code states “... within 30 days after the end of each quarter during the fiscal year, and more often if required by the City Council, the City Manager shall submit to the City Council a financial and management report.”

Submitted,

Elaine Andersen  
City Manager

Stacey Tamagni  
Finance Director/CFO

### ATTACHMENT:

1. Second Quarter Financial Report Fiscal Year 2023-24

**ATTACHMENT 1**





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# **City of Folsom Quarterly Financial Report**

## **Fiscal Year 2023-24 Second Quarter**

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**March 12, 2024**

**Prepared by the Office of Management and Budget  
Financial Analysis and Reporting Division**

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**FOLSOM**  
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# Second Quarter Financial Report

## Fiscal Year 2023-24

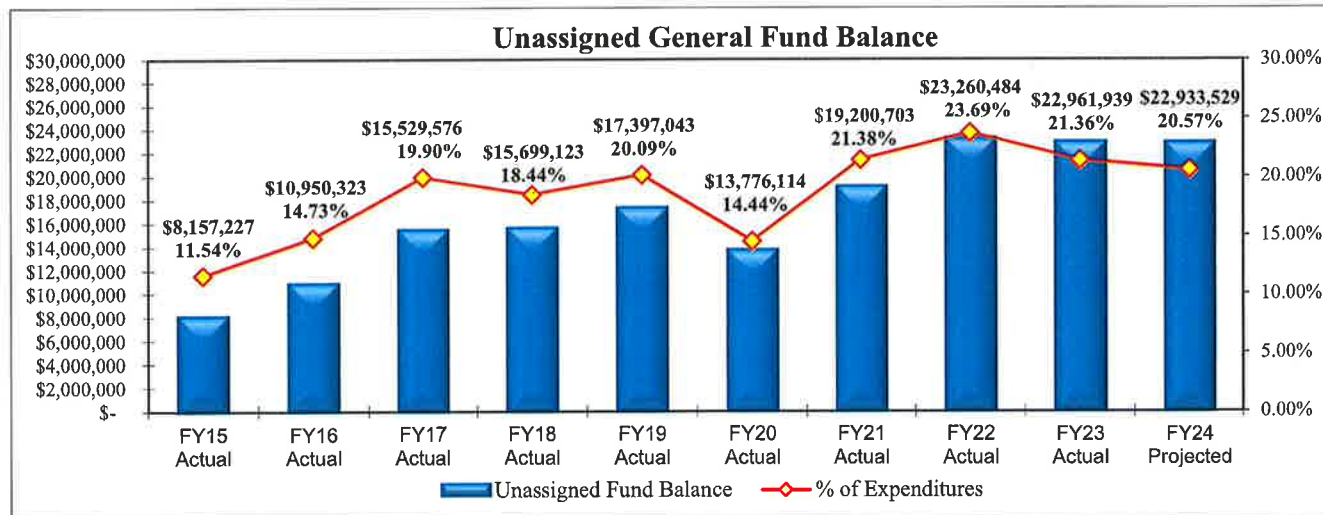
### Introduction

This financial report provides an overview of the City’s unaudited financial position through the second quarter of Fiscal Year (FY) 2023-24 (July 1, 2023, through December 31, 2023) for (1) the General Fund, (2) Housing Special Revenue Fund and L&L Districts, (3) the major enterprise operating funds, and (4) the Risk Management Internal Service Fund. Notable cumulative second quarter to second quarter and budget to actual comparisons are included in this report in addition to year-end projections.

### Executive Summary

The City’s audited General Fund unassigned fund balance at the end of FY 2022-23 was \$22.96 million, or 21.36% of expenditures.

As of the second quarter of FY 2023-24, the General Fund is projected to end the year with revenues at \$111.44 million and expenditures at \$111.47 million, resulting in a slight decrease in unassigned fund balance (\$28k) by the end of the fiscal year. It’s important to note that these projections include \$509k of ARPA expenditures and corresponding revenue. It is projected that the General Fund’s unassigned fund balance will decrease from \$22.96 million to \$22.93 million by the fiscal year end, a decrease from 21.36% to 20.57% as a percentage of expenditures. Below is a chart of the unassigned fund balance over the last ten years and displays the projected change from FY 2022-23 to FY 2023-24.



## General Fund: Operating Revenues

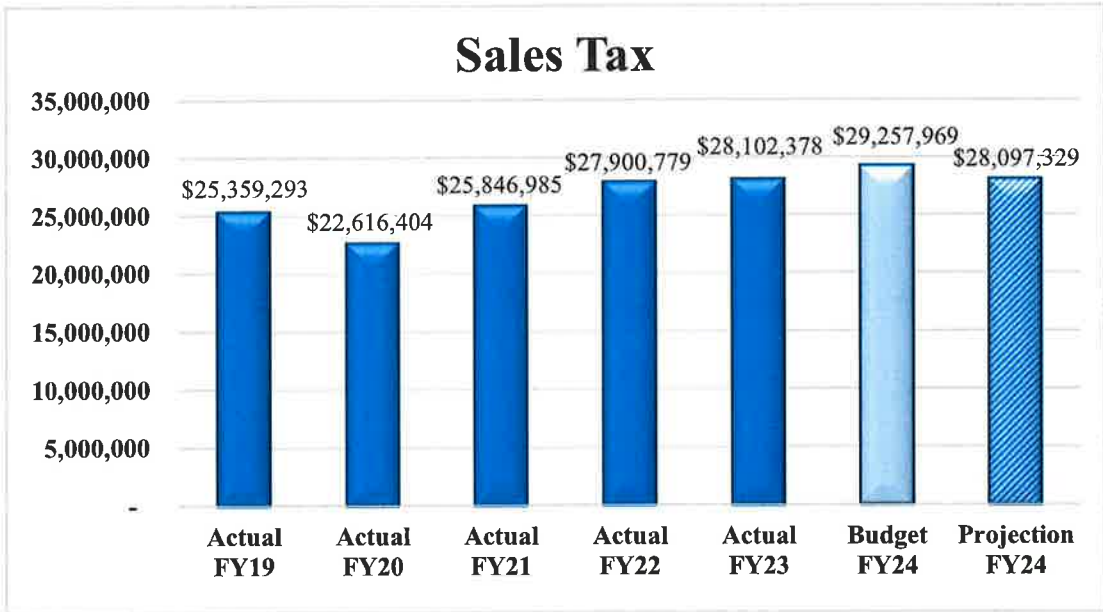
The following table includes cumulative revenue comparisons through the second quarter of FY 2022-23 and FY 2023-24 and a revenue budget comparison for FY 2023-24 with year-end projections.

	FY 22-23 Actual Dec. 31, 2022	FY 23-24 Actual Dec. 31, 2023	FY 23-24 Budget	FY 23-24 Projected	Over/Under Budget	% of Budget
Property Tax	\$ 14,970,044	\$ 16,552,427	\$ 40,094,946	\$ 40,094,946	\$ -	100%
Sales Tax	9,048,948	9,027,902	29,257,969	28,097,329	(1,160,640)	96%
Transient Occupancy Tax	635,808	473,705	2,375,000	2,375,000	-	100%
Charges for Services	7,076,225	7,855,627	12,673,834	14,047,466	1,373,633	111%
License, Permits & Intergov't	2,589,935	3,346,884	13,683,821	14,877,821	1,194,000	109%
Transfers In	2,277,559	2,949,107	7,484,724	7,484,724	-	100%
All Other	1,088,148	1,428,836	3,934,000	4,466,366	532,365	114%
<b>Total Revenue</b>	<b>\$ 37,686,667</b>	<b>\$ 41,634,488</b>	<b>\$ 109,504,294</b>	<b>\$ 111,443,652</b>	<b>\$ 1,939,358</b>	<b>101.77%</b>

General Fund operating revenues through the second quarter are \$41.6 million, which is 10.5% more than the same period in FY 2022-23. Revenues are at 38.02% of the budget through the second quarter of the current year, primarily due to the timing associated with receiving some of the larger revenue sources. For instance, property tax is the largest General Fund revenue source, but funding is received in two unequal installments, of which one has been received. The second installment will be received during the fourth quarter of the fiscal year.

The following is an explanation of the notable variances:

- Property tax revenues exceeded last year's cumulative second quarter by 10.57% or \$1.58 million. A comparison of home sales during the second quarter of FY 2023-24 and FY 2022-23 shows the number of homes sold decreased by 6, or 1.76%. The average median sales price through the second quarter of FY 2023-24 was \$746,481, which is an increase of 0.71% over FY 2022-23. Property tax revenue for FY 2023-24 year-end is projected to meet the budgeted amount of \$40.1 million, an increase over the prior year of \$2.87 million or 7.71%.
- Sales tax revenues through the second quarter decreased from last year's cumulative second quarter by 0.23% or \$21k. The most recent sales tax data shows the categories of food products and transportation increasing while general retail, construction, and business to business transactions experienced declines. Based on the latest sales tax forecast provided by the City's sales tax consultants, Avenu Insights, sales tax is trending to end the year below budget, at \$28.10 million. This would result in a decrease from the prior year's collections by \$5,000 or 0.02%. Below is a graph showing sales tax revenue for the current fiscal year (budget and year-end projection) and the past five fiscal years.



- Transient Occupancy Tax (TOT) collections are at \$474,000 through the second quarter and are projected to end the fiscal year at the budgeted amount of \$2.38 million.
- Charges for services, including Community Development building and engineering fees, Parks and Recreation user fees, and ambulance fees are at \$7.86 million through the second quarter and are projected to end the fiscal year at \$14.05 million. The Parks and Recreation charges through the second quarter were \$2.49 million and a comparison to the same quarter in the prior fiscal year shows an increase of \$245,000. Ambulance fee revenue through the second quarter was \$2.32 million and compared to the prior fiscal year this is an increase of \$378,000 or 19.49%, mostly due to new rates adopted by the City Council. The projection for ambulance fees at fiscal year-end is \$4.70 million. Community Development charges are at \$1.92 million through the second quarter and are currently projected to end the fiscal year at \$2.78 million or \$510k over budget. Compared to the prior fiscal year this would be a decrease of \$331,000 or 10.64%.
- License and permit fees and intergovernmental revenue increased \$757,000 compared to the same quarter in the prior fiscal year and are projected to end the fiscal year at \$14.9 million (including \$509k of ARPA funds) which would be an increase of \$1.2 million compared to the budget. \$750k of the increase over budget is related to increased building permit revenue that is offset by increased Community Development contract expenses. \$442k is related to state grants that were received and spent but not included in the original budget.
- Miscellaneous revenues increased \$341,000 through the second quarter when compared to the same period in the prior fiscal year. This is mostly related to interest income, and roughly half is interest earned on restricted SPIF fee funds and is not available for general fund purposes.

## **General Fund: Department Operating Expenditures**

The following table includes cumulative second quarter actual expenditure comparisons for FY 2022-23 and FY 2023-24 and an expenditure budget-to-actual comparison for FY 2023-24.

	FY 22-23 Actual Dec. 31, 2022	FY 23-24 Actual Dec. 31, 2023	FY 23-24 Budget	FY 23-24 Projected	Over/Under Budget	% of Budget
Salaries	\$ 21,295,139	\$ 23,046,818	\$ 47,758,143	\$ 45,448,832	\$ (2,309,311)	95.2%
Benefits	13,761,799	14,561,273	30,681,059	29,600,415	(1,080,644)	96.5%
O&M	14,822,679	14,437,440	27,469,301	32,758,025	5,288,724	119.3%
Capital Outlay	1,875,777	1,545,756	3,247,160	3,316,160	69,000	102.1%
Debt Service	130,346	130,347	348,631	348,631	-	100.0%
<b>Total Expenditures</b>	<b>\$ 51,885,740</b>	<b>\$ 53,721,634</b>	<b>\$ 109,504,294</b>	<b>\$ 111,472,063</b>	<b>\$ 1,967,769</b>	<b>101.8%</b>

Overall, cumulative second quarter General Fund expenditures increased 3.54% compared to the second quarter of the prior year and are coming in at 49.06% percent of the budget through the second quarter of FY 2023-24. Based on activity during the first half of the year, the projection for the end of the fiscal year is for expenditures to be at \$111.47 million, which would be \$1.97 million or 1.80% over budget. The projected increase in expenditures is primarily due to increases in services and supplies such as utility costs, supply costs, emergency repair or replacement of equipment, and increased contracted service costs in Community Development covered by additional revenue.

The table below shows a comparison for FY 2022-23 and FY 2023-24 for each General Fund Department.

	FY 22-23 Actual Dec. 31, 2022	FY 23-24 Actual Dec. 31, 2023	FY 23-24 Budget	FY 23-24 Projected	Over/Under Budget	% of Budget
General Government	\$ 4,783,818	\$ 5,280,278	\$ 10,422,797	\$ 10,271,162	\$ (151,635)	98.5%
Police	13,118,759	13,957,727	27,377,097	27,356,038	(21,059)	99.9%
Fire	13,137,438	13,716,636	28,040,510	27,478,215	(562,295)	98.0%
Community Development	4,121,807	4,187,143	6,983,854	8,377,815	1,393,961	120.0%
Parks & Recreation	8,633,838	8,931,081	17,246,919	18,597,888	1,350,969	107.8%
Library	905,491	1,014,481	2,127,267	2,034,746	(92,521)	95.7%
Public Works	3,777,808	4,233,136	8,801,075	8,485,700	(315,375)	96.4%
Non-Departmental	3,406,779	2,401,152	8,504,776	8,870,500	365,724	104.3%
<b>Total Expenditures</b>	<b>\$ 51,885,740</b>	<b>\$ 53,721,634</b>	<b>\$ 109,504,294</b>	<b>\$ 111,472,063</b>	<b>\$ 1,967,769</b>	<b>101.8%</b>

The following is an explanation of significant variances of year-end projections as compared to the budget:

- The Fire department is projected to end the year under budget by \$562k due to savings from vacant positions for the first half of the year.
- The Parks & Recreation department, based on activity through the first half of the year, is projected to end the fiscal year \$1.35 million (7.83%) over the budgeted amount. A portion of the projected expenditures over budget are related to prior year encumbrances and funding for those previously approved purchases was reserved in assigned fund balance in the prior year. Additional amounts over budget are mostly due to increases in categories such as utility costs, printing costs, credit cards service fees, supply costs, and emergency repairs or replacement of equipment. This increase is spread across most of the Parks and Recreation divisions and is partially offset by increased program revenues mentioned in the revenue section above. In addition, about \$200k of this increase is related to expenses for the approved ladder fuel grant and will be reimbursed.
- The Community Development department is projected to end the fiscal year \$1.39 million (19.96%) over the budgeted amount, which is due to increases in contracted service costs that are paid for by increased revenues in the Charges for Services and Licenses and Permits categories with the Community Development department.

Overall, General Fund departments' expenditures are trending at budget (in line with the 50% expectation) at this point in the fiscal year.

## Enterprise Funds:

### Water Fund

The Water Fund is reported on a combined basis and includes the following funds: Water Impact, Water Operating, Water Capital and Water Meters.

The table below includes cumulative second quarter actual revenue and expense comparisons for FY 2022-23 and FY 2023-24 and a budget to actual comparison for FY 2023-24 for the Water Operating Fund.

	FY 22-23 Actual Dec. 31, 2022	FY 23-24 Actual Dec. 31, 2023	FY 23-24 Budget	FY 23-24 Projected	Over/Under Budget	% of Budget
Program Revenues	\$ 9,624,069	\$ 10,598,747	\$ 19,278,300	\$ 19,930,100	\$ 651,800	103.4%
Salaries	1,645,506	1,719,584	3,785,497	3,508,724	(276,773)	92.7%
Benefits	1,165,681	1,213,802	2,588,958	2,564,603	(24,355)	99.1%
Operating Expenses	2,978,393	2,967,244	9,286,009	8,381,816	(904,193)	90.3%
Transfers Out	451,454	471,518	1,332,209	1,164,209	(168,000)	87.4%
Debt Service	6,500	3,000	1,842,428	1,842,428	-	100.0%
	<u>\$ 6,247,534</u>	<u>\$ 6,375,147</u>	<u>\$ 18,835,101</u>	<u>\$ 17,461,780</u>	<u>\$ (1,373,321)</u>	<u>92.71%</u>
Capital Expenses	\$ 1,076,107	\$ 697,210	\$ 16,146,174	\$ 6,096,174	\$ (10,050,000)	37.76%
<b>Working Capital</b>			<b>\$ 24,721,208</b>	<b>\$ 21,093,354</b>		

The Water Fund is projected to end the year with program revenues of \$19.93 million. Total operating expenses, including transfers out are projected to end the year at \$17.46 million, or 92.71% of budget. This reduction from budgeted amounts is mostly due to savings due to vacant positions for part of the fiscal year. Total expenditures for capital projects are estimated to be \$6.10 million at year-end. The fund will end the year with projected working capital of \$21.09 million.

### Wastewater Fund

The Wastewater Fund is reported on a combined basis and includes the Wastewater and Wastewater Capital Funds.

	FY 22-23 Actual Dec. 31, 2022	FY 23-24 Actual Dec. 31, 2023	FY 23-24 Budget	FY 23-24 Projected	Over/Under Budget	% of Budget
Program Revenues	\$ 6,457,273	\$ 7,019,246	\$ 11,963,700	\$ 12,963,700	\$ 1,000,000	108.36%
Salaries	879,558	917,539	1,979,351	2,005,436	26,085	101.32%
Benefits	662,629	667,994	1,435,294	1,391,003	(44,291)	96.91%
Operating Expenses	678,098	538,358	2,251,372	1,936,372	(315,000)	86.01%
Transfers Out	362,298	353,721	743,616	743,616	-	100.00%
Debt Service	-	-	-	-	-	-
	<u>\$ 2,582,583</u>	<u>\$ 2,477,611</u>	<u>\$ 6,409,633</u>	<u>\$ 6,076,427</u>	<u>\$ (333,206)</u>	<u>94.80%</u>
Capital Expenses	\$ 394,316	\$ 3,828,001	\$ 21,153,061	\$ 11,903,061	\$ (9,250,000)	56.27%
<b>Working Capital</b>			<b>\$ 21,768,416</b>	<b>\$ 16,752,628</b>		

The Wastewater Fund is projected to end the year with program revenues of \$12.96 million. Total operating expenses, including transfers out, are projected to end the year at \$6.08 million, or 94.80% of budget. This reduction from budgeted amounts is mostly due to less expenses in contracts than anticipated. Total expenditures for capital projects are estimated to be \$11.90 million at year-end. The fund will end the year with projected working capital of \$16.75 million.

## **Solid Waste Fund**

The Solid Waste Fund is reported on a combined basis and includes the Solid Waste Operating, Solid Waste Capital, and Solid Waste Plan Area Capital.

	<b>FY 22-23 Actual</b>	<b>FY 23-24 Actual</b>	<b>FY 23-24</b>	<b>FY 23-24</b>	<b>Over/Under</b>	<b>% of</b>
	<b>Dec. 31, 2022</b>	<b>Dec. 31, 2023</b>	<b>Budget</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
Program Revenues	\$ 12,983,214	\$ 15,343,171	\$ 25,973,000	\$ 27,873,000	\$ 1,900,000	107.3%
Salaries	1,961,580	2,118,205	4,731,876	4,397,715	(334,161)	92.9%
Benefits	1,538,893	1,626,101	3,512,580	3,494,315	(18,265)	99.5%
Operating Expenses	3,736,728	3,568,256	9,702,783	9,410,783	(292,000)	97.0%
Transfers Out	819,214	804,774	1,663,916	1,663,916	-	100.0%
Debt Service	-	-	-	-	-	0.0%
	\$ 8,056,415	\$ 8,117,336	\$ 19,611,155	\$ 18,966,729	\$ (644,426)	96.7%
Capital Expenses	\$ -	\$ 5,802,009	\$ 9,760,616	\$ 9,260,616	\$ (500,000)	94.9%
<b>Working Capital</b>			<b>\$ 15,103,688</b>	<b>\$ 14,749,343</b>		

The Solid Waste Fund is projected to end the year with program revenues of \$27.87 million. Total operating expenses, including transfers out, are projected to end the year at \$18.97 million, or 96.7% of budget. This reduction from budgeted amounts is mostly due to vacant positions for part of the fiscal year. Total expenditures for capital outlay costs are estimated to be \$9.26 million at year-end. The fund will end the year with projected working capital of \$14.75 million.

## **Other Funds**

### **City Housing Fund**

The City Housing Fund as of December 31, 2023 had a cash balance of \$14,440,979. The City Council had also previously approved housing project loans in an amount up to \$3.5 million for the Scholar Way project of which \$2.75 million has now been expended.

### **Risk Management Internal Service Fund**

The Risk Management Fund captures the activity associated with employee and retiree health, dental and vision insurance, workers' compensation, and liability insurance expense.

As of December 31, 2023, the City has paid \$3.61 million for health, vision, and dental insurance for active employees and \$2.29 million for retired employees and \$1.34 million for workers' compensation. Liability insurance payments were \$4.34 million. The total expenditures for FY 2023-24 are projected at \$21.65 million, which is an increase from the prior fiscal year of \$1.85 million, which is mostly seen in health insurance and liability insurance costs.

The projected ending unrestricted net position is \$3.51 million, a \$1.18 million decrease from FY 2022-23.



## Lighting and Landscape Funds

There are 30 Lighting and Landscape (L&L) Districts in the City of Folsom. Each District has its own budget and maintenance requirements to maintain various types of assets ranging from shrub beds, mini parks, walls, fences, monument signs, streetlights, bollards, landscape lighting, irrigation systems, artwork, a waterfall, walkways/trails, open space, trees, and electrical services.

Some activities that have taken place in the L&L's during this time period include:

District	Project	Date	Cost
Prairie Oaks Ranch	Grover Entry Renovation	12/27/2023	\$168,839.58
Briggs Ranch	Fence Replacement	10/18/2023	\$4,198.21
American River Canyon North	Cobble Drain Repair	11/22/2023	\$6,732.08
Sierra Estates	Tree and shrub planting / mulch install	11/30/2023	\$5,494.76

Other activities that have taken place in the L&L's this quarter include:

- High level of tree removals and replacements.
- Working to get landscape beds topped off with mulch.
- Drainage improvements and clearing for winter weather.

## Plan Area Impact Fees

Total Plan Area Impact Fees received through the second quarter of FY 2023-24 were \$9.87 million. Expenditures during the second quarter totaled approximately \$6.04 million in all Plan Area Impact Fee funds. Expenditures were for Fire Station 34 construction, Prospector Park construction, and reimbursement for the Russell Ranch Bike Trail.

APPENDIX A

City of Folsom, California  
 Combined General Fund

Revenue and Expense Statement  
 Quarter Ended December 31, 2023

	FY 2023	FY 2024	FY 2023	FY 2024	FY24 Forecast	VARIANCE		VARIANCE	
	As of 12/31/2022	As of 12/31/2023	ACTUAL	BUDGET	As of 12/31/2023	Forecast vs Budget \$	%	Actual vs Budget \$	%
<b>REVENUES:</b>									
Taxes:									
Property	\$ 14,970,044	\$ 16,552,427	\$ 37,224,284	\$ 40,094,946	\$ 40,094,946	\$ -	100%	\$ (23,542,519)	41%
Sales And Use	9,048,948	9,027,902	28,102,378	29,257,969	28,097,329	(1,160,640)	96%	(20,230,067)	31%
Transient Occupancy	635,808	473,705	2,496,365	2,375,000	2,375,000	-	100%	(1,901,295)	20%
Real Property Transfer	-	-	1,027,125	900,000	900,000	-	100%	(900,000)	0%
Franchise Fees	-	-	831,235	817,000	817,000	-	100%	(817,000)	0%
Other	316,915	225,577	1,236,529	1,187,500	1,187,500	-	100%	(961,923)	19%
Licenses And Permits	2,202,588	3,053,748	3,944,073	3,293,325	4,038,325	745,000	123%	(239,577)	93%
Intergovernmental	387,347	293,136	12,665,805	10,390,496	10,839,496	449,000	104%	(10,097,360)	3%
Charges For Current Services	7,076,225	7,855,627	15,423,489	12,673,834	14,047,466	1,373,633	111%	(4,818,207)	62%
Fines And Forfeitures	18,421	12,369	134,751	106,000	113,500	7,500	107%	(93,631)	12%
Interest	360,926	666,057	894,693	250,000	774,865	524,865	310%	416,057	266%
Miscellaneous	391,885	524,832	1,242,559	673,500	673,500	-	100%	(148,668)	78%
Operating Transfers In	2,277,559	2,949,107	6,134,877	7,484,724	7,484,724	-	100%	(4,535,617)	39%
<b>TOTAL REVENUES</b>	<b>37,686,667</b>	<b>41,634,488</b>	<b>111,358,164</b>	<b>109,504,294</b>	<b>111,443,652</b>	<b>1,939,358</b>	<b>101.77%</b>	<b>(67,869,806)</b>	<b>38%</b>
<b>EXPENDITURES:</b>									
Current Operating:									
General Government	\$ 6,702,570	\$ 7,532,002	\$ 13,986,265	\$ 15,172,006	\$ 15,186,717	\$ 14,711	100%	\$ 7,640,004	50%
Public Safety	26,244,756	27,502,430	51,602,106	55,046,743	54,480,884	(565,859)	99%	27,544,313	50%
Public Ways and Facilities	3,777,808	4,233,136	8,308,069	8,801,075	8,485,700	(315,375)	96%	4,567,938	48%
Community Services	4,121,807	4,187,143	9,175,089	6,983,854	8,377,815	1,393,961	120%	2,796,711	60%
Culture and Recreation	7,732,019	7,865,772	16,852,994	14,995,840	16,070,447	1,074,607	107%	7,130,069	52%
Non-Departmental	3,306,779	2,401,152	7,588,332	8,404,776	8,770,500	365,724	104%	6,003,624	29%
Operating Transfers Out	-	-	-	100,000	100,000	-	100%	100,000	0%
<b>TOTAL EXPENDITURES</b>	<b>51,885,740</b>	<b>53,721,634</b>	<b>107,512,855</b>	<b>109,504,294</b>	<b>111,472,063</b>	<b>1,967,769</b>	<b>101.8%</b>	<b>55,782,659</b>	<b>49%</b>
<b>APPROPRIATION OF FUND BALANCE</b>	<b>(14,199,073)</b>	<b>(12,087,147)</b>	<b>3,845,309</b>	<b>-</b>	<b>(28,411)</b>				
<b>FUND BALANCE, JULY 1</b>	<b>26,919,048</b>	<b>30,764,357</b>	<b>26,919,048</b>	<b>30,764,357</b>	<b>30,764,357</b>				
<b>FUND BALANCE</b>	<b>12,719,976</b>	<b>18,677,211</b>	<b>30,764,357</b>	<b>30,764,357</b>	<b>30,735,947</b>				
<b>NONSPENDABLE FUND BALANCE</b>	<b>(247,159)</b>	<b>(1,380,323)</b>	<b>(1,507,764)</b>	<b>1,380,323</b>	<b>(1,507,764)</b>				
<b>RESTRICTED FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>COMMITTED FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>ASSIGNED FUND BALANCE</b>	<b>(925,796)</b>	<b>(5,898,537)</b>	<b>(6,294,654)</b>	<b>-</b>	<b>(6,294,654)</b>				
<b>UNRESTRICTED FUND BALANCE</b>	<b>\$ 11,547,021</b>	<b>\$ 11,398,351</b>	<b>\$ 22,961,939</b>	<b>\$ 32,144,680</b>	<b>\$ 22,933,529</b>				

**APPENDIX B**

**City of Folsom, California**

**Expenditure Summary - General Fund Departments  
Quarter Ended December 31, 2023**

	FY 2023	FY 2024	FY 2023 ACTUAL	FY 2024 BUDGET	FY24 Forecast	VARIANCE		VARIANCE	
	As of	As of			As of	Forecast vs Budget		Actual vs. Budget	
	12/31/2022	12/31/2023			12/31/2023	\$	%	\$	%
<b>EXPENDITURES:</b>									
City Council	\$ 48,609	\$ 56,893	118,539	\$ 117,437	\$ 121,244	\$ 3,807	103.24%	\$ (60,544)	48%
City Manager	580,820	621,026	1,207,940	1,256,732	1,288,182	31,450	102.50%	(635,706)	49%
City Clerk	377,481	334,782	694,280	681,049	591,868	(89,181)	86.91%	(346,267)	49%
Office of Mgmt & Budget	2,870,668	3,276,269	5,556,187	6,246,759	6,148,048	(98,711)	98.42%	(2,970,490)	52%
City Attorney	622,090	573,776	1,307,443	1,234,309	1,235,309	1,000	100.08%	(660,533)	46%
Human Resources	284,150	417,532	673,714	886,511	886,511	-	100.00%	(468,979)	47%
Police	13,218,759	13,957,727	26,259,847	27,377,097	27,356,038	(21,059)	99.92%	(13,419,369)	51%
Fire	13,137,438	13,716,636	25,620,154	28,040,510	27,478,215	(562,295)	97.99%	(14,323,874)	49%
Community Development	4,121,807	4,187,143	9,175,090	6,983,854	8,377,815	1,393,961	119.96%	(2,796,711)	60%
Parks & Recreation	8,633,839	8,931,081	18,810,497	17,246,919	18,597,888	1,350,969	107.83%	(8,315,837)	52%
Library	905,491	1,014,481	2,192,763	2,127,267	2,034,746	(92,521)	95.65%	(1,112,786)	48%
Public Works	3,777,808	4,233,136	8,308,069	8,801,075	8,485,700	(315,375)	96.42%	(4,567,938)	48%
Other	-	-	-	-	-	-	-	-	-
Non Departmental	3,306,779	2,401,152	7,588,332	8,404,776	8,770,500	365,724	104.35%	(6,003,624)	29%
Operating Transfers Out	-	-	-	100,000	100,000	-	100.00%	(100,000)	0%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 51,885,740</b>	<b>\$ 53,721,634</b>	<b>\$ 107,512,855</b>	<b>\$ 109,504,294</b>	<b>\$ 111,472,063</b>	<b>\$ 1,967,769</b>	<b>101.80%</b>	<b>\$ (55,782,659)</b>	<b>49%</b>

**APPENDIX C**

**City of Folsom, California  
Housing Fund**

**Revenue and Expense Statement  
Quarter Ended December 31, 2023**

	FY 2024	FY 2023	FY 2024	FY24 Forecast	VARIANCE		VARIANCE	
	As of			As of	Forecast vs Budget		Actual vs Budget	
	12/31/2023	ACTUAL	BUDGET	12/31/2023	\$	%	\$	%
<b>REVENUES:</b>								
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Intergovernmental	-	-	-	-	-		-	
Charges for Current Services	5,491	14,730	20,000	20,000	-	100%	(14,509)	27%
Impact Fee Revenue	2,939,755	4,176,929	300,000	5,000,000	4,700,000	1667%	2,639,755	980%
Interest Revenue	308,631	385,276	250,000	450,000	200,000	180%	58,631	123%
Other Revenue	-	(129,762)	56,402	496,105	439,703	880%	(56,402)	0%
Operating Transfers In	-	-	-	-	-		-	
<b>TOTAL REVENUES</b>	<b>3,253,876</b>	<b>4,447,173</b>	<b>626,402</b>	<b>5,966,105</b>	<b>5,339,703</b>	<b>952%</b>	<b>2,627,474</b>	<b>519%</b>
<b>EXPENDITURES:</b>								
Salary & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Services & Supplies	-	-	-	-	-		-	
Contracts	263,810	75,909	575,000	575,000	-	100%	311,190	46%
Insurance	-	-	-	-	-		-	
Other Operating Expenses	-	12,509	40,300	25,300	(15,000)	63%	40,300	0%
Capital Outlay	-	-	-	-	-		-	
Extraordinary Loss on Dissolution of RDAs	-	-	-	-	-		-	
Operating Transfers Out	5,551	115,529	11,102	11,102	-	100%	5,551	50%
<b>TOTAL EXPENDITURES</b>	<b>269,361</b>	<b>203,947</b>	<b>626,402</b>	<b>611,402</b>	<b>15,000</b>	<b>98%</b>	<b>357,041</b>	<b>43%</b>
<b>APPROPRIATION OF FUND BALANCE</b>	<b>2,984,516</b>	<b>4,243,226</b>	<b>-</b>	<b>5,354,703</b>				
<b>FUND BALANCE, JULY 1</b>	<b>42,032,267</b>	<b>37,789,041</b>	<b>42,032,267</b>	<b>42,032,267</b>				
<b>FUND BALANCE</b>	<b>\$ 45,016,782</b>	<b>\$ 42,032,267</b>	<b>\$ 42,032,267</b>	<b>\$ 47,386,970</b>				
<b>NONSPENDABLE FUND BALANCE</b>	<b>(30,573,328)</b>	<b>(30,574,821)</b>	<b>(42,032,267)</b>	<b>(47,386,970)</b>				
<b>RESTRICTED FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>COMMITTED FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>ASSIGNED FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>UNRESTRICTED FUND BALANCE (DEFICIT)</b>	<b>\$ 14,443,454</b>	<b>\$ 11,457,446</b>	<b>\$ -</b>	<b>\$ -</b>				

**APPENDIX D**

**City of Folsom, California  
Lighting and Landscaping Districts**

Revenue and Expenditure Statement  
Quarter Ended December 31, 2023

	Fund 204	Fund 205	Fund 207	Fund 208	Fund 209	Fund 210	Fund 212	Fund 213	Fund 214	Fund 215	Fund 231	Fund 232	Fund 234
	Los Cerros	Briggs Ranch	Natoma Station	Folsom Heights	Broadstone Unit 3	Broadstone	Hannaford Cross	Lake Natoma Shores	Cobble Hills Reflect	Prairie Oaks #2	Sierra Estates	Natoma Valley	Cobble Ridge
<b>Revenues:</b>													
Special Assessment	121	245	413	71	89	799	-	-	226	942	364	428	-
Interest	2,490	-	-	881	453	2,582	-	1,808	-	5,470	400	5,134	2,480
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,611</b>	<b>\$ 245</b>	<b>\$ 413</b>	<b>\$ 952</b>	<b>\$ 542</b>	<b>\$ 3,381</b>	<b>\$ -</b>	<b>\$ 1,808</b>	<b>\$ 226</b>	<b>\$ 6,412</b>	<b>\$ 764</b>	<b>\$ 5,562</b>	<b>\$ 2,480</b>
<b>Expenditures:</b>													
Communications	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	6,153	10,548	37,658	5,304	816	100,518	2,417	2,654	7,330	-	587	2,406	1,118
Contracts	3,254	7,773	17,210	1,034	517	28,364	2,797	2,339	5,485	517	1,481	4,627	1,424
Maintenance	15,521	35,789	51,503	667	4,480	-	7,884	9,566	16,139	260,873	9,053	28,424	3,449
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	606	1,161	2,708	234	391	2,504	256	245	713	601	87	641	154
<b>Total Expenditures</b>	<b>\$ 25,534</b>	<b>\$ 55,271</b>	<b>\$ 109,079</b>	<b>\$ 7,239</b>	<b>\$ 6,204</b>	<b>\$ 131,386</b>	<b>\$ 13,354</b>	<b>\$ 14,804</b>	<b>\$ 29,667</b>	<b>\$ 261,991</b>	<b>\$ 11,208</b>	<b>\$ 36,098</b>	<b>\$ 6,145</b>

**APPENDIX D**

**City of Folsom, California  
Lighting and Landscaping Districts**

Revenue and Expenditure Statement  
Quarter Ended December 31, 2023

	Fund 236	Fund 237	Fund 249	Fund 250	Fund 251	Fund 252	Fund 253	Fund 260	Fund 262	Fund 266	Fund 267	Fund 270
	Praire Oaks Ranch	Silverbrook	Willow Creek East	Blue Ravine Oaks	Steeplechase	Willow Creek So.	Am River Canyon No.	Willow Springs	Willow Sprgs CFD#11	Broadstone 3 CFD #12	ARC No.2 CFD #13	ARC No. 2
<b>Revenues:</b>												
Special Assessment	641	-	201	-	-	927	1,029	70	-	3,184	1,494	194
Interest	-	1,643	-	2,863	896	10,229	13	208	5,178	26,838	322	3,701
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 641</b>	<b>\$ 1,643</b>	<b>\$ 201</b>	<b>\$ 2,863</b>	<b>\$ 896</b>	<b>\$ 11,156</b>	<b>\$ 1,042</b>	<b>\$ 278</b>	<b>\$ 5,178</b>	<b>\$ 30,022</b>	<b>\$ 1,816</b>	<b>\$ 3,895</b>
<b>Expenditures:</b>												
Communications	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	46,490	427	11,985	7,753	2,801	38,309	30,736	2,959	10,907	57,233	14,641	146
Contracts	30,651	1,481	517	517	2,919	3,563	517	517	6,812	34,484	13,351	517
Maintenance	22,121	2,724	752	309	6,240	52,105	111,991	780	94,375	204,465	43,789	1,025
Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	3,172	151	566	324	348	2,600	1,717	165	1,724	8,059	1,106	190
<b>Total Expenditures</b>	<b>\$ 102,434</b>	<b>\$ 4,783</b>	<b>\$ 13,820</b>	<b>\$ 8,903</b>	<b>\$ 12,308</b>	<b>\$ 96,577</b>	<b>\$ 144,961</b>	<b>\$ 4,421</b>	<b>\$ 113,818</b>	<b>\$ 304,241</b>	<b>\$ 72,887</b>	<b>\$ 1,878</b>

**APPENDIX D**

**City of Folsom, California  
Lighting and Landscaping Districts**

Revenue and Expenditure Statement  
Quarter Ended December 31, 2023

	Fund 271	Fund 275	Fund 278	Fund 281	Fund 282	Fund 283	Fund 284	Fund 285	Fund 288	Fund 289	Fund 291	Fund 293	
	Residences At ARC	ARC North #3	Blue Ravine Oaks No. 2	Folsom Hts #2	Broadstone #4	Islands CFD #16	Willow Creek Estates #2	Prospect Ridge	Maint Dist CFD #18	Maint Dist CFD #19	Maint Dist CFD #23 A1	Maint Dist CFD #23 IA3	TOTAL
<b>Revenues:</b>													
Special Assessment	1,170	2,315	-	208	164	-	259	-	-	-	-	-	15,554
Interest	837	22,024	2,986	5,613	-	12,784	1,442	674	38,654	14,227	4,444	3,660	180,934
Other Revenue	-	-	-	3,184	-	-	-	-	-	-	-	-	3,184
<b>Total Revenue</b>	<b>\$ 2,007</b>	<b>\$ 24,339</b>	<b>\$ 2,986</b>	<b>\$ 9,005</b>	<b>\$ 164</b>	<b>\$ 12,784</b>	<b>\$ 1,701</b>	<b>\$ 674</b>	<b>\$ 38,654</b>	<b>\$ 14,227</b>	<b>\$ 4,444</b>	<b>\$ 3,660</b>	<b>\$ 199,672</b>
<b>Expenditures:</b>													
Communications	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	2,198	176	-	-	-	6,797	-	1,080	98,210	5,433	1,350	-	517,140
Contracts	2,915	8,585	2,949	2,945	4,409	7,064	7,804	3,519	35,874	460	5,097	-	254,289
Maintenance	6,213	38,630	17,769	37,568	145,493	40,126	26,391	7,262	208,985	13,307	4,167	-	1,529,935
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	304	2,003	430	741	3,188	1,318	1,528	322	5,739	709	132	-	46,837
<b>Total Expenditures</b>	<b>\$ 11,630</b>	<b>\$ 49,394</b>	<b>\$ 21,148</b>	<b>\$ 41,254</b>	<b>\$ 153,090</b>	<b>\$ 55,305</b>	<b>\$ 35,723</b>	<b>\$ 12,183</b>	<b>\$ 348,808</b>	<b>\$ 19,909</b>	<b>\$ 10,746</b>	<b>\$ -</b>	<b>\$ 2,348,201</b>

APPENDIX E

City of Folsom, California  
 Combined Water Funds\*  
 Revenue and Expense Statement  
 Quarter Ended December 31, 2023

	FY 2023	FY 2024	FY 2023	FY 2024	FY24 Forecast	VARIANCE		VARIANCE	
	As of	As of	FY 2023	FY 2024	As of	Forecast vs Budget		Actual vs Budget	
	12/31/2022	12/31/2023	ACTUAL	BUDGET	12/31/2023	\$	%	\$	%
<b>OPERATING REVENUES:</b>									
Charges For Services	9,624,069	10,598,747	19,763,490	19,278,300	19,930,100	651,800	103%	(8,679,553)	55%
<b>TOTAL OPERATING REVENUES</b>	<b>9,624,069</b>	<b>10,598,747</b>	<b>19,763,490</b>	<b>19,278,300</b>	<b>19,930,100</b>	<b>651,800</b>	<b>103%</b>	<b>(8,679,553)</b>	<b>55%</b>
<b>OPERATING EXPENSES:</b>									
Salaries	1,645,506	1,719,584	3,302,101	3,785,497	3,508,724	(276,773)	93%	(2,065,913)	45%
Benefits	1,165,681	1,213,802	2,692,580	2,588,958	2,564,603	(24,355)	99%	(1,375,156)	47%
Utilities	492,653	444,114	985,271	912,500	1,062,500	150,000	116%	(468,386)	49%
Supplies	546,868	709,918	1,401,651	1,703,100	1,633,100	(70,000)	96%	(993,182)	42%
Maintenance and Operation	496,641	451,986	822,075	1,143,430	1,143,430	-	100%	(691,445)	40%
Contractual Services	917,201	755,585	2,079,114	4,049,965	3,065,772	(984,193)	76%	(3,294,380)	19%
Depreciation	2,321,078	-	4,791,075	-	-	-	-	-	-
Other Operating Expenses	525,029	605,641	941,038	1,477,014	1,477,014	-	100%	(871,373)	41%
<b>TOTAL OPERATING EXPENSES</b>	<b>8,110,658</b>	<b>5,900,629</b>	<b>17,014,906</b>	<b>15,660,464</b>	<b>14,455,143</b>	<b>(1,205,321)</b>	<b>92%</b>	<b>(9,759,835)</b>	<b>38%</b>
<b>OPERATING INCOME</b>	<b>1,513,411</b>	<b>4,698,118</b>	<b>2,748,584</b>	<b>3,617,836</b>	<b>5,474,957</b>		<b>151%</b>	<b>(2,210,029)</b>	
<b>NONOPERATING REVENUE (EXPENSES):</b>									
Impact Fees	282,278	499,717	353,900	252,510	904,805	652,295	358%	247,207	198%
Other	51,304	28,827	5,605,847	14,616,908	5,768,866	(8,848,042)	39%	(14,588,081)	0%
Investment Income	293,774	577,468	654,734	365,000	862,000	497,000	236%	212,468	158%
Intergovernmental	6,756	-	15,256	-	-	-	-	-	-
Proceeds of Financing	-	-	-	-	-	-	-	-	-
Debt Service Expense	(6,500)	(3,000)	(437,148)	(1,842,428)	(1,842,428)	-	100%	1,839,428	0%
Other Reimbursements	-	-	-	-	-	-	-	-	-
Capital Outlay - Projects	(1,076,107)	(697,210)	(54,883)	(16,146,174)	(6,096,174)	10,050,000	38%	15,448,965	4%
<b>TOTAL NONOPERATING REVENUE (EXPENSE)</b>	<b>(448,495)</b>	<b>405,802</b>	<b>6,137,706</b>	<b>(2,754,184)</b>	<b>(402,931)</b>	<b>2,351,253</b>	<b>15%</b>	<b>3,159,986</b>	<b>-15%</b>
<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>1,064,916</b>	<b>5,103,920</b>	<b>8,886,290</b>	<b>863,652</b>	<b>5,072,026</b>				
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS:</b>									
Transfers In	-	75,557	207,763	468,557	468,557	-	100%	(393,000)	16%
Transfers Out	(451,454)	(471,518)	(1,111,334)	(1,332,209)	(1,164,209)	(168,000)	87%	860,692	35%
<b>TOTAL CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>(451,454)</b>	<b>(395,961)</b>	<b>(903,571)</b>	<b>(863,652)</b>	<b>(695,652)</b>				
<b>CHANGE IN NET ASSETS</b>	<b>613,462</b>	<b>4,707,960</b>	<b>7,982,719</b>	<b>-</b>	<b>4,376,374</b>				
<b>NET ASSETS, JULY 1</b>	<b>112,989,848</b>	<b>120,972,567</b>	<b>112,989,848</b>	<b>120,972,567</b>	<b>120,972,567</b>				
<b>NET ASSETS</b>	<b>113,603,310</b>	<b>125,680,527</b>	<b>120,972,567</b>	<b>120,972,567</b>	<b>125,348,941</b>				
<b>RESTRICTED NET ASSETS</b>	<b>(4,766,131)</b>	<b>-</b>	<b>(1,789,908)</b>	<b>-</b>	<b>-</b>				
<b>UNRESTRICTED NET ASSETS</b>	<b>\$ 108,837,179</b>	<b>\$ 125,680,527</b>	<b>\$ 119,182,659</b>	<b>\$ 120,972,567</b>	<b>\$ 125,348,941</b>				

\* Includes the following funds: Water Impact Fee, Water Operating, Water Capital and Water Meters  
 Prior year includes prior period adjustment for GASB 68



**APPENDIX F**

**City of Folsom, California  
 Combined Wastewater Funds\*  
 Revenue and Expense Statement  
 Quarter Ended December 31, 2023**

	FY 2023	FY 2024	FY 2023	FY 2024	FY24 Forecast	VARIANCE		VARIANCE	
	As of	As of	FY 2023	FY 2024	As of	Forecast vs Budget		Actual vs Budget	
	12/31/2022	12/31/2023	ACTUAL	BUDGET	12/31/2023	\$	%	\$	%
<b>OPERATING REVENUES:</b>									
Charges For Services	6,423,673	6,985,646	11,631,677	11,896,500	12,896,500	1,000,000	108%	(4,910,854)	59%
Prison Services	33,600	33,600	67,200	67,200	67,200	-	100%	(33,600)	50%
<b>TOTAL OPERATING REVENUES</b>	<b>6,457,273</b>	<b>7,019,246</b>	<b>11,698,877</b>	<b>11,963,700</b>	<b>12,963,700</b>	<b>1,000,000</b>	<b>108%</b>	<b>(4,944,454)</b>	<b>59%</b>
<b>OPERATING EXPENSES:</b>									
Salaries	879,558	917,539	1,738,619	1,979,351	2,005,436	26,085	101%	(1,061,812)	46%
Benefits	662,629	667,994	1,495,264	1,435,294	1,391,003	(44,291)	97%	(767,300)	47%
Utilities	37,708	35,202	109,956	95,000	105,000	10,000	111%	(59,798)	37%
Supplies	155,724	111,042	336,500	535,512	460,512	(75,000)	86%	(424,470)	21%
Maintenance and Operation	130,383	121,905	228,565	298,190	298,190	-	100%	(176,285)	41%
Contractual Services	163,247	69,115	331,313	838,194	588,194	(250,000)	70%	(769,079)	8%
Depreciation	1,126,893	-	2,279,803	-	-	-	-	-	-
Other Operating Expenses	191,036	201,095	344,557	484,476	484,476	-	100%	(283,381)	42%
<b>TOTAL OPERATING EXPENSES</b>	<b>3,347,178</b>	<b>2,123,890</b>	<b>6,864,577</b>	<b>5,666,017</b>	<b>5,332,811</b>	<b>(333,206)</b>	<b>94%</b>	<b>(3,542,127)</b>	<b>37%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>3,110,095</b>	<b>4,895,355</b>	<b>4,834,300</b>	<b>6,297,683</b>	<b>7,630,889</b>		<b>121%</b>		
<b>NONOPERATING REVENUE (EXPENSES):</b>									
Impact Fees	133,366	53,002	219,485	79,950	99,950	20,000	125%	(1,223,288)	66.3%
Investment Income	245,115	504,148	426,409	215,000	710,000	495,000	330%	(289,148)	234%
Other	6,236	48,831	3,499,935	17,888,964	3,867,977	(14,020,987)	22%	(17,840,134)	0%
Debt Service	-	-	(486)	-	-	-	-	-	-
Capital Outlay - Projects	(394,316)	(3,828,001)	39,460	(21,153,061)	(11,903,061)	9,250,000	56%	17,325,060	18%
<b>TOTAL NONOPERATING REVENUE (EXPENSE)</b>	<b>(9,598)</b>	<b>(3,222,021)</b>	<b>4,184,803</b>	<b>(2,969,147)</b>	<b>(7,225,134)</b>	<b>(4,255,987)</b>	<b>243%</b>	<b>(252,874)</b>	<b>109%</b>
<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>3,100,497</b>	<b>1,673,335</b>	<b>9,019,103</b>	<b>3,328,536</b>	<b>405,755</b>				
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS:</b>									
Transfers In	-	-	101,100	-	-	-	-	-	-
Transfers Out	(362,298)	(353,721)	(725,258)	(743,616)	(743,616)	-	0%	(389,895)	91%
<b>TOTAL CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>(362,298)</b>	<b>(353,721)</b>	<b>(624,158)</b>	<b>(743,616)</b>	<b>(743,616)</b>				
<b>CHANGE IN NET ASSETS</b>	<b>2,738,200</b>	<b>1,319,614</b>	<b>8,394,945</b>	<b>2,584,920</b>	<b>(337,861)</b>				
<b>NET ASSETS, JULY 1</b>	<b>70,888,708</b>	<b>79,283,653</b>	<b>70,888,708</b>	<b>79,283,653</b>	<b>79,283,653</b>				
<b>NET ASSETS RESTRICTED NET ASSETS</b>	<b>73,626,908</b>	<b>80,603,266</b>	<b>79,283,653</b>	<b>81,868,573</b>	<b>78,945,792</b>				
<b>UNRESTRICTED NET ASSETS</b>	<b>(8,234,732)</b>	<b>-</b>	<b>(11,416,040)</b>	<b>-</b>	<b>-</b>				
<b>UNRESTRICTED NET ASSETS</b>	<b>\$ 65,392,175</b>	<b>\$ 80,603,266</b>	<b>\$ 67,867,613</b>	<b>\$ 81,868,573</b>	<b>\$ 78,945,792</b>				

\* Includes the following funds: Sewer Operating and Sewer Capital  
 Prior year includes prior period adjustment for GASB 68

**APPENDIX G**

**City of Folsom, California  
Combined Solid Waste Funds\*  
Revenue and Expense Statement  
Quarter Ended December 31, 2023**

	FY 2023	FY 2024	FY 2023	FY 2024	FY24 Forecast	VARIANCE		VARIANCE	
	As of	As of	FY 2023	FY 2024	As of	Forecast vs Budget		Actual vs Budget	
	12/31/2022	12/31/2023	ACTUAL	BUDGET	12/31/2023	\$	%	\$	%
<b>OPERATING REVENUES:</b>									
Charges For Services	12,983,214	15,343,171	23,949,088	25,973,000	27,873,000	1,900,000	107%	(10,629,829)	59%
<b>TOTAL OPERATING REVENUES</b>	12,983,214	15,343,171	23,949,088	25,973,000	27,873,000	1,900,000	107%	(10,629,829)	59%
<b>OPERATING EXPENSES:</b>									
Salaries	1,961,580	2,118,205	3,912,798	4,731,876	4,397,715	(334,161)	93%	(2,613,671)	45%
Benefits	1,538,893	1,626,101	3,358,053	3,512,580	3,494,315	(18,265)	99%	(1,886,479)	46%
Utilities	21,677	22,263	46,542	48,500	56,500	8,000	116%	(26,237)	46%
Supplies	732,844	571,657	1,924,591	2,008,868	1,833,868	(175,000)	91%	(1,437,211)	28%
Maintenance and Operation	631,572	474,107	1,284,290	944,533	944,533	-	100%	(470,426)	50%
Contractual Services	1,966,531	2,094,352	5,267,427	5,766,084	5,641,084	(125,000)	98%	(3,671,732)	36%
Depreciation	422,872	-	1,037,047	-	-	-	-	-	-
Other Operating Expenses	384,105	405,878	707,601	934,798	934,798	-	100%	(528,920)	43%
<b>TOTAL OPERATING EXPENSES</b>	7,660,073	7,312,562	17,538,349	17,947,239	17,302,813	(644,426)	96%	(10,634,677)	41%
<b>OPERATING INCOME (LOSS)</b>	5,323,141	8,030,609	6,410,739	8,025,761	10,570,187				
<b>NONOPERATING REVENUE (EXPENSE):</b>								(347,511)	
Impact Fees	219,273	306,163	573,568	526,066	594,066	68,000	112.9%	(219,903)	58%
Investment Income	155,740	356,015	242,789	138,000	504,500	366,500	366%	218,015	258%
Intergovernmental Revenues	40,474	-	121,546	120,415	120,415	-	100%	(120,415)	0%
Other	179,401	226,178	311,488	10,996,790	300,000	(10,696,790)	3%	(10,770,612)	2%
Debt Service-Expense	-	-	(2,367)	-	-	-	-	-	-
Capital Outlay	-	(5,802,009)	19,984	(9,760,616)	(9,260,616)	500,000	95%	3,958,607	59%
<b>TOTAL NONOPERATING REVENUE (EXPENSE)</b>	594,889	(4,913,653)	1,267,008	2,020,655	(7,741,635)	(9,762,290)	-383%	(6,934,308)	-243%
<b>INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	5,918,030	3,116,955	7,677,747	10,046,416	2,828,552				
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS:</b>									
Transfers In	-	-	-	-	-	-	-	-	-
Transfers Out	(819,214)	(804,774)	(1,639,216)	(1,663,916)	(1,663,916)	-	0%	859,142	-94%
<b>TOTAL CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	(819,214)	(804,774)	(1,639,216)	(1,663,916)	(1,663,916)				
<b>CHANGE IN NET ASSETS</b>	5,098,816	2,312,181	6,038,531	8,382,500	1,164,636				
<b>NET ASSETS, JULY 1</b>	1,003,668	7,042,199	1,003,668	7,042,199	7,042,199				
<b>NET ASSETS</b>	6,102,484	9,354,380	7,042,199	15,424,699	8,206,835				
<b>RESTRICTED NET ASSETS</b>	-	-	(7,214,754)	-	-				
<b>UNRESTRICTED NET ASSETS</b>	\$ 6,102,484	\$ 9,354,380	\$ (172,556)	\$ 15,424,699	\$ 8,206,835				

\* Includes the following funds: Solid Waste Operating, Solid Waste Capital, and Solid Waste Plan Area Capital  
Prior year includes prior period adjustment for GASB 68

# City Council Special Meeting

## MINUTES

Tuesday, February 27, 2024 6:00 PM

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### CALL TO ORDER

The special City Council meeting was called to order at 6:00 pm with Vice Mayor Sarah Aquino presiding.

### ROLL CALL:

Councilmembers Present: YK Chalamcherla, Councilmember  
Rosario Rodriguez, Councilmember  
Sarah Aquino, Vice Mayor

Councilmembers Absent: Anna Rohrbough, Councilmember (*arrived 6:02 pm*)  
Mike Kozlowski, Mayor (*arrived 6:08 pm*)

### ADJOURNMENT TO CLOSED SESSION FOR THE FOLLOWING PURPOSES:

1. Conference with Legal Counsel Anticipated Litigation, Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case, State of California

**Motion by Councilmember Rodriguez, second by Councilmember Chalamcherla to adjourn to closed session. Motion passed by the following roll-call vote:**

**AYES:** Chalamcherla, Aquino, Rodriguez  
**NOES:** None  
**ABSENT:** Rohrbough, Kozlowski  
**ABSTAIN:** None

### RECONVENE

City Attorney Steven Wang announced that no final action was taken during closed session.

**ADJOURNMENT**

There being no further business to come before the City Council, the meeting was adjourned at 6:34 pm.

SUBMITTED BY:

\_\_\_\_\_  
Jennifer Jimenez, Deputy City Clerk

ATTEST:

\_\_\_\_\_  
Mike Kozlowski, Mayor

# City Council Regular Meeting

## MINUTES

Tuesday, February 27, 2024 6:30 PM

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### CALL TO ORDER

The regular City Council meeting was called to order at 6:34 pm with Mayor Mike Kozlowski presiding.

### ROLL CALL:

Councilmembers Present: YK Chalamcherla, Councilmember  
Rosario Rodriguez, Councilmember  
Anna Rohrbough, Councilmember  
Sarah Aquino, Vice Mayor  
Mike Kozlowski, Mayor

Councilmembers Absent: None

### PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

### AGENDA UPDATE

None

### SCHEDULED PRESENTATIONS:

#### 1. Sacramento Regional Transit Presentation on Proposed Folsom Bus Route Changes

Regional Transit representative James Drake made a presentation and responded to questions from the City Council.

The following speakers addressed the City Council regarding this item:

Robert Holderness  
Margie Donovan

#### 2. Presentation by the Public Works Department Regarding Fleet Conversion to Electric Vehicles

Public Works Director Mark Rackovan made a presentation and responded to questions from the City Council.

The following speaker addressed the City Council regarding this item:

John Lane

**BUSINESS FROM THE FLOOR:**

The following speakers addressed the City Council:

Barbara Leary regarding development/annexation proposal for south of Highway 50

**CONSENT CALENDAR:**

Items appearing on the Consent Calendar are considered routine and may be approved by one motion. Councilmembers may pull an item for discussion.

- 3. Approval of February 13, 2024 Special and Regular Meeting Minutes
- 4. pulled for discussion
- 5. Resolution No. 11169 – A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Agreement (Contract No. 173-21 23-017) with Water Works Engineers, LLC for Design and Engineering Services During Construction for the Basin 4 Phase 2 Sewer Rehabilitation Project and the Water System Rehabilitation Project No. 4 and Appropriation of Funds
- 6. Resolution No. 11170– A Resolution Authorizing the City Manager to Execute an Amendment to the Agreement for Fire Station 34 Construction Management Services with FDC Consultants and Appropriation of Funds
- 7. pulled for discussion
- 8. Resolution No. 11172 - A Resolution Amending Resolution No. 10913 and approving the updated City Impact and Connection Fee schedule for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Park Improvement, Humbug-Willow Creek, Housing Trust, Water, Sanitary Sewer, Solid Waste, Transportation Improvement, Drainage, and Light Rail Impact Fees
- 9. Resolution No. 11173 - A Resolution Directing the Preparation Of Engineer's Report for the Following Landscaping and Lighting Districts for Fiscal Year 2024-2025 American River Canyon North, American River Canyon North No. 2, American River Canyon North No. 3, Blue Ravine Oaks, Blue Ravine Oaks No. 2, Briggs Ranch, Broadstone, Broadstone No. 4, Broadstone Unit No. 3, Cobble Ridge, Cobble Hills Ridge II/Reflections II, Folsom Heights, Folsom Heights No. 2, Hannaford Cross, Lake Natoma Shores, Los Cerros, Natoma Station, Natoma Valley, Prairie Oaks Ranch, Prairie Oaks Ranch No. 2, Prospect Ridge, Sierra Estates, Silverbrook, Steeplechase, The Residences at American River Canyon, The Residences at American River Canyon II, Willow Creek Estates East, Willow Creek Estates East No. 2, Willow Creek Estates South, and Willow Springs

10. Resolution No. 11174 - A Resolution Authorizing the City Manager to Execute a Construction Agreement with MCM Roofing Company, Inc. for the Emergency Replacement of 79 Skylights at the Andy Morin Sports Complex and Appropriation of Contingency Funds
11. Resolution No. 11175 - A Resolution Authorizing the City Manager to Execute Amendment No. 2 to the Agreement (Contract No. 046-21 21-005) with Badger Meter, Inc. to Purchase Badger Cellular Endpoints for a Three Year Pilot Automated Metering Infrastructure Network for the City of Folsom Water Meter Division
12. Resolution No. 11176 – A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Agreement (Contract No. 046-21 21-007) with Badger Meter, Inc. for the Purchase of 1-Inch Water Meters and Appropriation of Funds

**Motion by Councilmember Rodriguez, second by Councilmember Chalamcherla to approve the Consent Calendar, with the exception of items 4 and 7. Motion passed by the following roll-call vote:**

**AYES:** Chalamcherla, Rodriguez, Rohrbough, Aquino, Kozlowski  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION:**

4. Resolution No. 11168 – A Resolution Authorizing the City Manager to Execute a Program Supplement Agreement with Caltrans for the Roundabout Policy and Feasibility Study, Project No. PW2403, Federal Project No. 5288(054)

Speaker Margie Donovan pulled this item to inquire about pedestrian and ADA access; Public Works Director Mark Rackovan responded.

**Motion by Councilmember Rodriguez, second by Vice Mayor Aquino to approve Resolution No. 11168. Motion passed by the following roll-call vote:**

**AYES:** Chalamcherla, Rodriguez, Rohrbough, Aquino, Kozlowski  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

7. Resolution No. 11171 – A Resolution Authorizing the City Manager to Execute a Design and Consulting Services Contract with Kimley Horn and Associates, Inc. for the Roundabout Policy and Feasibility Study, Project No. PW2403, Federal Project No. 5288(054)

Councilmember Chalamcherla pulled this item to inquire about the proposal scoring process. Public Works Director Mark Rackovan responded.

**Motion by Councilmember Rodriguez, second by Vice Mayor Aquino to approve Resolution No. 11171. Motion passed by the following roll-call vote:**

**AYES:** Rodriguez, Aquino, Kozlowski  
**NOES:** Chalamcherla, Rohrbough  
**ABSENT:** None  
**ABSTAIN:** None

**COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS**

Councilmember Rodriguez suggested another program to recognize individuals (in addition to the recently approved program for annual recognition of individuals).

Councilmember Rohrbough suggested items related to unfunded liability, strategic plan implementation, and Police Department actions/proposals related to homelessness/crime.

**CITY MANAGER REPORTS**

City Manager Andersen spoke about traffic projects, book sale, Central Business District, and Fun Factory preschool.

**COUNCIL COMMENTS**

Councilmember Chalamcherla spoke about water vision workshops, Fire Department CERT recognition.

Councilmember Rohrbough spoke about the Library's Lego competition and local school bus driver Marina Gable.

Councilmember Rodriguez spoke about budget season

Mayor Kozlowski spoke about Regional Transit meetings, meetings with residents, the Library's Lego competition, Murer House, election, and spring sports.

**ADJOURNMENT**

There being no further business to come before the City Council, the meeting was adjourned in memory of Michelle Cagney at 8:11 pm.

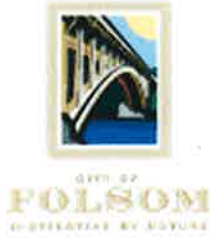
SUBMITTED BY:

\_\_\_\_\_  
Jennifer Jimenez, Deputy City Clerk

ATTEST:

\_\_\_\_\_  
Mike Kozlowski, Mayor





# Folsom City Council Staff Report



<b>MEETING DATE:</b>	3/12/2024
<b>AGENDA SECTION:</b>	Consent Calendar
<b>SUBJECT:</b>	Resolution No. 11177 - A Resolution Acknowledging Receipt of Completed Annual State Mandated Fire Inspections
<b>FROM:</b>	Fire Department

**RECOMMENDATION / CITY COUNCIL ACTION**

The Fire Department recommends that the City Council pass and adopt Resolution No. 11177 - A Resolution Acknowledging Receipt of Completed Annual State Mandated Fire Inspections

**BACKGROUND / ISSUE**

Existing law (CA Health & Safety Code § 13146.3) requires the Chief of Folsom Fire Department and/or their authorized representatives to inspect every building used as a public or private school within the City of Folsom not less than once each year, for the purpose of enforcing California fire code building standards.

Existing law (CA Health & Safety Code § 13146.2) requires the City of Folsom Fire Department to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with fire code building standards.

Senate Bill 1205 requires that the mandated annual inspections be reported to the “administering authority” (City of Folsom City Council).

**POLICY / RULE**

Section 13146.4 has been added to the California Health & Safety Code requiring the City of Folsom Fire Department to report its compliance with Sections 13146.2 and 13146.3 annually to the City Council.

**ANALYSIS**

Fire Department Prevention Division has completed all initial inspections pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code as outlined in Attachment 2. Those occupancies found to be in violation of the Folsom Fire Code have either made the necessary corrections or are in the process of correcting applicable Fire Code violations; re-inspections will continue until all Fire Code violations are corrected.

### **FINANCIAL IMPACT**

There is nominal fiscal impact as fire prevention staff are required, through state mandates, to inspect the specified buildings as described.

### **ENVIRONMENTAL REVIEW**

This action is not considered a project under Section 15061(b)(3) of the California Environmental Quality Act Guidelines, and as such is exempt from environmental review.

### **ATTACHMENTS**

1. Resolution No. 11177 - A Resolution Acknowledging Receipt of Completed Annual State Mandated Fire Inspections
2. 2023 Completed State Mandated Inspections List

Submitted,

---

Ken Cusano, Fire Chief

Attachment 1

Resolution No. 11177 - A Resolution Acknowledging Receipt of Completed Annual State  
Mandated Fire Inspections

**RESOLUTION NO. 11177**

**A RESOLUTION ACKNOWLEDGING RECEIPT OF COMPLETED ANNUAL STATE MANDATED FIRE INSPECTIONS**

**WHEREAS**, CA Health & Safety Code § 13146.3 requires the Chief of Folsom Fire Department and/or their authorized representatives to inspect every building used as a public or private school within the City of Folsom not less than once each year, for the purpose of enforcing California fire code building standards; and

**WHEREAS**, CA Health & Safety Code § 13146.2 requires the City of Folsom Fire Department to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with fire code building standards; and

**WHEREAS**, pursuant to Senate Bill 1205, Section 13146.4 of the Health & Safety Code requires the City of Folsom Fire Department to report its compliance with Sections 13146.2 and 13146.3 annually to the City Council; and

**WHEREAS**, City of Folsom Fire Department Prevention Division completed all State mandated fire inspections including hotels, motels, lodging houses, apartment houses, and public or private schools; and

**WHEREAS**, the City of Folsom Fire Department annual report of compliance with inspection requirements is submitted to City Council,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council acknowledges receipt of this report from the Fire Chief.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of March 2024, by the following roll-call vote:

- AYES:** Councilmember(s):
- NOES:** Councilmember(s):
- ABSENT:** Councilmember(s):
- ABSTAIN:** Councilmember(s):

\_\_\_\_\_  
Michael D. Kozlowski, MAYOR

ATTEST:

\_\_\_\_\_  
Christa Freemantle, CITY CLERK

Attachment 2

2023 Completed State Mandated Inspections List



# FOLSOM FIRE DEPARTMENT

535 Glenn Drive Folsom, CA 95630  
Office (916) 461-6300 Fax (916) 984-7081



03/12/2024 Item No.4.

CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

## 2023 Completed State Mandated Inspections List:

<b>RESIDENTIAL FACILITIES</b>	
<b>Name</b>	<b>Address</b>
Lake Natoma Inn	702 Gold Lake Dr.
Hilton Garden Inn	221 Iron Point Rd.
Courtyard by Marriott	2575 Iron Point Rd.
Staybridge Suites	1745 Cavitt Dr.
Larkspur Landing	121 Iron Point Rd.
Hampton Inn and Suites	155 Placerville Rd.
Folsom Hotel	703 Sutter St.
Fairfield Inn and Suites	1755 Cavitt Dr.
Residence Inn	2555 Iron Point Rd.
Folsom Care Center	510 Mill St.
Empire Ranch Alzheimer's Special Care	1801 E Natoma St.
Oakmont of Folsom	1574 Creekside Dr.
Prairie City Landing	645 Willard Dr.
Brookdale Folsom	780 Harrington Wy.
Park Folsom	255 Wales Dr.
Creekside Oaks	1715 Creekside Dr.
Falls at Willow Creek	1870 Creekside Dr.
Folsom Ranch Apartments	1000 Folsom Ranch Rd.
Forestwood Apartments	9483 Greenback Ln.
Regan Trust Apartments	270 Montrose Dr.
Iron Point at Prairie Oaks Apartments	1550 Iron Point Rd.
Dabkoski Apartments	262 Montrose Dr.
Montrose Apartments	264 Montrose Dr.
Montrose Apartments	268 Montrose Dr.
Montrose Apartments	266 Montrose Dr.
Garrett Apartments	272 Montrose Dr.
Overlook at Blue Ravine	1200 Creekside Dr.
Preserve at Blue Ravine	1005 Blue Ravine Rd.
Talisman Apartment Building	200 Talisman Dr.
Talisman Apartment Building	202 Talisman Dr.

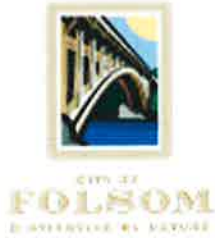
<b>RESIDENTIAL FACILITIES</b>	
<b>Name</b>	<b>Address</b>
Lake Natoma Inn	702 Gold Lake Dr.
Talisman Apartment Building	204 Talisman Dr.
Talisman Apartment Building	205 Talismian Dr.
Talisman Apartment Building	203 Talisman Dr.
Talisman Apartment Building	201 Talisman Dr.
Talisman Apartment Building	207 Talisman Dr.
Talisman Apartment Building	209 Talisman Dr.
Talisman Apartment Building	211 Talisman Dr.
Sherwood Apartments	2300 Iron Point Rd.
Willow Springs Apartments	250 McAdoo Dr.
Legends at Willow Creek	180 S. Lexington Dr.
Canyon Terrace Apartments	1600 Canyon Terrace Ln.
The Park on Riley Apartments	99 Cable Cir.
Waterford Place	240 Natoma Station Dr.
Fairmont Apartments	200 S. Lexington Dr.
1212 Bidwell Apartments	1212 Bidwell St.
Bidwell Apartments	705 Bidwell St.
Bidwell Apartments	707 Bidwell St.
Bidwell Apartments	709 Bidwell St.
Court Yard Apartments	412 Figueroa St.
Folsom Garden Apartments	713 Stafford St.
Folsom Oaks Apartments	809 Bidwell St.
Garrett Apartments Building	272 Montrose Dr.
Gas Light Apartments	51 Dean Way
Marshal Apartments	612 Stafford St.
Mercy Village Apartments	1110 Duchow Way
Mercy Village Apartments	1130 Duchow Way
Mercy Village Apartments	1160 Duchow Way
Lake Point Apartments	7550 Folsom Auburn Rd.
Natoma Arms Apartments	101 Natoma St.
Raintree Apartments	1000 Sibley St.
Montecito Commons	6700 Oak Ave.
Hub Apartments	525 Willard Dr.
Bidwell Point Apartments	125 E. Bidwell St.
Talavera Ridge Apartments	1550 Broadstone Pkwy.
Pique at Iron Point	101 Pique Loop.
Granite City Apartments	1150 Sibley Street
Creekview Manor	1720 Creekside Drive
Vintage Willow Creek	1701 Creekside Drive

<b>SCHOOLS</b>	
<b>Name</b>	<b>Address</b>
Blanche Sprentz	249 Flower Dr.
Carl Sundahl	9932 Inwood Rd.
Empire Oaks	1830 Bonhill Dr.
Folsom Hills	106 Manseau Dr.
Gold Ridge	735 Halidon Way
Natoma Station	500 Turn Pike
Oak Chan	101 Prewett Dr.
Russell Ranch	375 Dry Creek Rd.
Sandra J Gallardo	775 Russi Rd.
Theodore Judah	101 Dean Way
Folsom Middle	500 Blue Ravine Way
Sutter Middle	715 Riley St.
Folsom High	1655 Iron Point Rd.
Vista del Lago	1970 Broadstone Pkwy.
St. John Notre Dame	309 Montrose Dr.

<b>HOSPITALS</b>	
<b>Name</b>	<b>Address</b>
Mercy Folsom Hospital	1650 Creekside Dr.
Vibra	300 Montrose Dr.

<b>DETENTION FACILITIES</b>	
<b>Name</b>	<b>Address</b>
Folsom Police Department	46 Natoma St.





# Folsom City Council Staff Report



<b>MEETING DATE:</b>	3/12/2024
<b>AGENDA SECTION:</b>	New Business
<b>SUBJECT:</b>	Community Development Department Fee Study Workshop
<b>FROM:</b>	Community Development Department

**RECOMMENDATION / CITY COUNCIL ACTION**

Staff recommends that the City Council take the following actions:

1. Conduct a workshop with Community Development Department (CDD) staff and the public to discuss the CDD Development Processing Fee Study and proposed changes to the CDD fee schedule.
2. Consider public and staff input regarding the proposed development processing fees and provide staff with direction on challenges, concerns or modifications. Staff will review, potentially revise, and return to City Council with an updated fee study and a resolution to adopt an updated CDD Development Processing Fee Schedule at the April 23, 2024 City Council meeting.

**BACKGROUND / ISSUE**

Generally, issues with the existing Community Development Department (CDD) development processing fee schedule include the following:

1. Staff was unable to fully determine the basis by which the current development processing fees were established.
2. Current fees do not accurately reflect actual staff time and effort spent on the various processes.
3. Over the course of the study, it was determined that the City of Folsom development processing fees are on the low end of what is charged for similar processes regionally.

4. As a new service since the last fee study and update, permit intake, tracking, and plan review are now done electronically, but staff does not have a long-term funding source for necessary equipment and software upgrades as part of the electronic review service.

### **Reasons for Fee Study**

Recognizing the City's goals for Financial Stability and Sustainability through heightened efficiency, increased revenue, and cost recovery (Strategic Goal A, Strategy 1), CDD recognizes the opportunity in doing a comprehensive fee study for processes and services sought by individual parties. In review of the current processing fees, originally adopted by resolution in 2006 and adjusted for inflation in 2020, it was determined that current CDD staff does not have full access to or knowledge of previous formal studies of said fees. Based on that information, it appears a formal study of development processing user and regulatory fees for CDD has not occurred in approximately 17 years. Within that timeframe, significant organizational and industry changes have occurred with profound effects on justifiable fee amounts and structure, as well as cost recovery needs of the City, particularly the General Fund.

Not only have underlying cost drivers changed, but the way in which service is provided has also changed with improved efficiency to streamline practices, technology availability, the regulatory environment, and customer expectations, to name only a few (Strategic Plan Goal B, Strategy 9). Furthermore, the fiscal realities of the City have shifted to a position where many services are expected to fully recover costs to avoid subsidy by constrained general resources needed for uses of broader public benefit. While the City has endeavored to maintain fees annually along the pace of cost inflation, these underlying contributors to cost of service and cost recovery are material to the overall effectiveness of the current fee structure, both in terms of service categories and fee and financial impacts.

As such, CDD retained ClearSource Financial Consulting to perform a comprehensive Development Processing Fee Study. ClearSource has performed several similar studies around the state for jurisdictions of comparable size, including local studies in Lincoln and Roseville. Staff funded this study using Local Early Action Plan (LEAP) grant funding from the California Department of Housing and Community Development via Senate Bill 2 (2017).

### **Development Processing Fee Issues**

CDD consists of three divisions: Planning, Engineering (including the City Arborist/Urban Forester), and Building. The current fee schedule used by CDD does not reflect the time and cost that staff incur in processing permits and projects. For example, as shown in the Cost of Service Analysis included in Appendix B of the attached fee study, Planning fees for appeals, Single-Family Design Reviews and Special Event Permits only cover between 2 to 15 percent of staff time spent on average for each of these processes. On the other hand, new Multi-Family Commercial Design Reviews, Planned Development Permit Modifications and Tentative Map Amendments over-recover costs by between 172 and 249 percent. Similarly, Engineering's fees for Wet Utilities/Service Connections, Dry Utility Annual Permits, Long-Term/Revocable Encroachments and Commercial Landscape Plan Review only recover between 2 to 23 percent of staff time, while short-term encroachment permits and active work zone permit extensions over-recover by 270 percent. In Building, current fees and cost recovery vary depending on project

valuation, but do not reflect average staff time to review plans and process permits. For example, accessory dwelling units only take in a fraction of the fees of a new single-family residence but take a similar amount of staff effort to review, and production home permits take in a low flat fee but are subject to review by several different staff members and departments.

The fee study determined that aggregate cost recovery level for fee-collecting processes is currently 55% for Planning, 83% for Engineering and 84% for Building. The mismatch in fees charged and staff expenditures taken on to review and process permits and projects results in an estimated \$1.3 million deficit in the form of annual General Fund subsidies needed to operate the CDD at full staffing. With limited resources available from the General Fund, CDD is not currently able to retain enough in-house or contract staff to operate at these levels. This results in staff not being able to meet all expected turnaround times, thereby delaying the start of development activities and business operations.

Regionally, the fee study looked at other mid-sized cities in the area (Elk Grove, Rancho Cordova, Rocklin and Roseville) and found that Folsom’s existing Planning fees were consistently on the low-end of what is charged in these other jurisdictions. The regional comparison found that existing Building and Engineering plan check and inspections fees were within the mid-range of what is seen in these jurisdictions.

Finally, CDD staff has transitioned to a fully electronic plan check and permit tracking system (currently ComDev/eTrakit and ProjectDox). While the initial costs of implementing these systems and some annual maintenance costs have been previously accounted for, there are currently no long-term funding sources for major periodic maintenance, software updates, or replacement of these systems, nor is there long-term funding to purchase equipment to support these systems as they are upgraded and replaced. In recent budget analysis, it was determined that the costs of these programs for continuing at the current level of service are anticipated to potentially increase significantly and staff notes that it has been common practice in surrounding jurisdictions (including the cities of Roseville and Sacramento) to charge a technology fee as a percentage of the overall building permit fees to help support these technologies long-term. Furthermore, while staff collects a General Plan fee on building permits to help fund major periodic updates to the General Plan, no such fee exists to help fund major periodic Zoning Code updates.

**POLICY / RULE**

The objectives of the fee study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article XIIC of the California Constitution, Propositions 218 (1996) and 26 (2010), and Section 66014 of the California Government Code.

Article XIIC states that, *“the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payer’s burdens on, or benefits received from, the governmental activity.”* Additionally, Article XIIC identifies the following development processing fees as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege [Art. XIII,C , 1(e)(1)].
- A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product [Art. XIII,C, 1(e)(2)].
- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof [Art. XIII,C, 1(e)(3)].

Section 66014(a) of the California Government Code includes the following, “*Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue*”.

The outcomes and recommendations of the fee study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (“charges”) recommended as a result of the fee study are not taxes as defined in Article XIIC of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City’s activities and services addressed in the fees. Additionally, the fee study intended to show that the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor’s burdens on, or benefits received from the activities and services provided by the City.

### **ANALYSIS**

Key points of the analysis prepared for a modified fee schedule include the following:

1. Most fees are based on an hourly rate for each division of CDD multiplied by the average amount of hours it takes staff to complete the processing and review of the tasks with which the fees are associated.
2. Full recovery of staff time is the baseline goal for development processing fees collected, though some fees have been strategically lowered to less than full cost recovery due to potential long-term benefits encouraging permit compliance and economic development purposes.

3. Flat fees that reflect the costs associated with an “average” permit or project are generally used rather than deposit-based fees given current staffing resources.
4. Staff has provided additional fee types and sub-categories to better capture types of work and costs associated with specific permit and project types, thereby more accurately charging for larger projects and permits while not overcharging for smaller ones.
5. Staff has provided a new technology fee and an updated General Plan/Zoning Code update fee on building permits to help better fund updates to these resources in the long-term.
6. New fee rates were found to be in the range of what is charged by surrounding and comparably sized jurisdictions.
7. Staff reached out to several groups and individuals who could be impacted by the new fee schedule to make them aware of staff’s plan to update fees and invite them to participate in the process, including the presented workshop under this agenda item.
8. Staff is seeking input and direction from Council for any modifications to the proposed fee schedule.

### **Determining Full Cost of Service**

The fee study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, this can be calculated as the product of the composite fully burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service. The composite fully burdened hourly rates calculated in the fee study are based on the estimated annual hours spent providing fee related services, which include estimated labor, services and supplies, and citywide allocated overhead expenditures, sourced as follows:

- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel and other services and supplies related costs were based on Fiscal Year 2023/24 adopted budgets and anticipated costs.
- Citywide overhead cost allocations were based on the City’s current overhead cost allocation plan.
- Estimated labor time spent providing fee related services were developed based on information from CDD staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

ClearSource looked at direct services eligible for user fee methodology, as well as identification during the study of any relevant additions for services performed that are currently without a fee or for under-quantified or ineffectively structured fees. ClearSource then developed a “full cost of service” to represent the maximum limit for fees and cost recovery, inclusive of direct and indirect costs of services from participating agency divisions and centralized agency services.

### **Modifications to Fee Schedule**

Using the full cost of service fees as a baseline, staff identified specific fees to strategically lower below full cost recovery. Almost all of the fees recommended to not obtain full cost recovery come from Planning. While the majority of the Planning fees are still significantly higher than what is currently being charged for the same processes, staff believes that there is value in reducing certain fees to below full cost recovery for a variety of reasons. There are also some additional considerations to be made for potential revisions to current processes that may improve the proposed cost recovery in the future through ministerial changes if deemed appropriate by the City Council. These fees, and the reasoning behind not seeking full cost recovery, include the following:

- Single-family variances and owner-occupied appeals: Less than full cost recovery to not burden a property owner with overly exorbitant costs associated with unique situations on the property on which they reside or are impacted by.
- Minor Design Reviews: Less than full cost recovery to encourage code compliance for property improvements that require these processes. Some minor projects that are subject to these processes could be moved down to staff-level review as part of the Zoning Code update, since a large percentage of these fees is related to staff report preparation and review, public noticing, and staff attendance at meetings related to projects that go before Commission for review.
- Preliminary Project Review and Opinion on a Planning Matter: Less than full cost recovery to encourage early staff involvement in proposed projects and save additional staff and applicant time in the long run by laying out potential project issues early in the process.
- Minor permits for small businesses and neighborhood events: Less than full cost recovery to incentivize compliance with regulations regarding these permits. Only a handful of these permit applications come in each year.
- Landmark Tree classification: Less than full cost recovery to incentivize nominations of eligible trees.
- Special Event Permits: Less than full cost recovery due to the community and economic benefit of events. Staff also added several new fees for larger and/or more time-intensive events to capture typical additional uses of staff time that goes into review of these events.

Even with the proposed reductions from full cost recovery for certain fees, staff recognizes that many of the proposed Planning fees are considerably higher than what is currently being charged for the same process. Staff attributes these significant fee increases to modifications in what is required to go through these Planning processes, including new local, state, and federal laws that complicate and lengthen these processes and a shift in priorities for what processes should be subsidized since the last time the fee schedule was updated in 2006. As mentioned previously, staff recommends that Council take this into consideration during the Zoning Code Update process to determine if certain smaller projects could be moved to a staff-level review, thereby streamlining processes for improved efficiency while reducing the amount of staff time and applicant fees associated with such projects.

The Building Division's modified fee schedule includes restructuring and new tiers and sub-types so fees could more accurately reflect the level of effort that is expected as projects grow in scale and detail. The restructuring and modifications included:

- Introducing flat rate fees for common residential permit types to be more straightforward and easier for staff to provide to the applicant. Staff found this to be consistent with other jurisdictions in the area.
- Proposing lower cost recovery for residential HVAC and water heater change-out permits to promote code compliance. These have been identified as projects for which people often avoid getting a permit. As such, lowering the cost of these types of projects encourages contractors and homeowners to obtain a permit to ensure the work is completed in accordance with the Building Code.
- Restructuring the fees related to subdivision development to align with the amount of staff time utilized for each permit type. Production permits are reviewed by all divisions in Community Development, though the current fee covers less than 1 hour of staff time.
- Revising the current valuation-based portion of the fee schedule to reflect estimated staff time. The cost recovery for valuation-based fees now estimates the same cost recovery percentage for all valuations rather than the existing sliding scale of cost recovery percentage based on valuation.

The Engineering Division also made several specific modifications to the fee schedule to reflect tracked costs associated with the permits and plan checks that they perform. Major proposed modifications include the following:

- Encroachment permits were restructured with the intent to encourage applicants to obtain permits and get the work done as quickly and efficiently as possible. Subcategories of encroachment permits were also added based on length of time and nature of the work which the encroachment will occur.

- Annual permits for general maintenance are proposed to be billed on a time and materials basis, with the initial deposit determined by the City Engineer, based on anticipated scope of work. This is due to the inconsistent level of staff effort for this type of work since it is difficult to predict without knowing the scope of work.
- Landscape review for production homes was changed from being based on valuation of the project to a fixed fee, as the existing valuation method was found to not reflect the detailed tasks and level of effort that goes into reviewing the plans.
- Fees that are primarily for work performed by the Contract City Surveyor were modified to reflect the actual billable rate of the Surveyor plus the overhead taken on for contract administration.
- Currently, a flat rate of \$38 is used for all tree work/removal permits, regardless of the number of trees being removed. The tree removal permit fee structure was completely revamped to ensure that when tree work or minor removal (up to two trees or any “in-decline” tree) on occupied properties is proposed, the fees are kept relatively low, as this does not take a significant amount of staff time to review and code compliance is encouraged. However, for either three or more trees being removed, any tree removal for new construction, or tree work/removal done without a permit, the fees have gone up significantly to reflect the level of staff time it takes to process and review these tasks.

#### **Flat Fees vs. Deposit-Based Fees**

Staff considered using mostly deposit-based fees that would reflect the actual staff time spent on each project or permit for Planning and Engineering fees. There are several jurisdictions in the area that utilize deposit-based fees, including Rancho Cordova, Elk Grove and Roseville. However, CDD is not currently set up with the staffing, accounting bookkeeping, and monitoring resources to track both departmental hours and hours from other departments and process the refunds and invoices for the volume of permits and projects that are seen annually. As such, the majority of fees proposed are flat fees. These flat fees were developed based on the estimated time it takes to process an “average” project or permit of that type. Furthermore, the additional fee sub-types and fee schedule restructuring described above help provide a more realistic set of fees that better capture staff time spent processing and reviewing permits and projects.

While deposit-based fees were not deemed feasible for most permits and projects, staff did identify certain more complex projects to be administered using a “time and materials” billing approach. For these fees, staff would collect an initial deposit and bill against that deposit for the costs of outside consultant review and support, and in-house labor efforts, and either request replenishment of funds or refund the unused deposit amount as appropriate. Examples of deposit-based fees include annexation and development agreement processing, environmental (CEQA) review, and annual Engineering permits. Staff has also included “time and materials” fees for costs associated with outside agency review/services, outside expertise related to appeals, and special events that require additional resources beyond those covered in the scope of the fee schedule. These are



considered pass through fees with administrative oversight. If it's the Council's desire to pursue implementing a deposit-based fee structure, additional staffing would be needed to support that effort.

### **Technology and General Plan/Zoning Code Fees**

CDD is proposing a new technology fee to be applied to all building permits. This fee is based on the estimated long-term costs of software and licensing fees, hardware upgrades, implementation, and a ten percent contingency. While a six percent permit fee would recover 100 percent of the estimated cost allocation of the technology updates and maintenance, staff ultimately chose a rate of five percent, which would recover approximately 90 percent of cost allocation. Since Building Permit rates would also increase as part of the updated fee schedules, staff concluded that lowering the technology fee slightly below full cost recovery would be warranted to limit the fee burden of applicants and to be more in alignment with other regional cities of similar size.

CDD is also proposing a modified General Plan and Zoning Code fee to be applied to all building permits. Currently, a fee of three percent of building permit and plan check fees is collected as a General Plan Update fee. However, there is no fee collected for Zoning Code updates or maintenance. The new proposed fee would help fund major periodic General Plan, Housing Element and Zoning Code updates as well as in-house maintenance of these documents. While a nine percent permit fee would recover 100 percent of the estimated cost allocation, staff ultimately chose a rate of five percent, which would recover approximately 55 percent of cost allocation. Staff again chose a lower rate with the intent of not overburdening applicants with additional costs and to stay in line with what is being charged in the region for similar fees.

### **Comparison to Surrounding Communities**

In order to provide the City Council with additional information as it considers potential adjustments to fees, current and proposed fees were compared to amounts collected by other agencies within the region. City policymakers often consider fees established by other regional agencies for similar services when evaluating proposed fees. ClearSource provided comparison information for several fee categories commonly seen from agency to agency in order to give the City Council a reasonable sense of changes expected. These comparisons are included in the tables starting on page 11 of the fee study (provided in Attachment 1). The comparison found that the majority of the proposed fees for Planning and Engineering would put Folsom in the mid-range of comparably sized cities in the region, with only Minor Conditional Use Permits and owner-occupied appeals being in the low range and Major Conditional Use Permits and non-owner-occupied appeals being in the high range. However, because three of these four jurisdictions utilize deposit-based fees, the applicants in those jurisdictions often incur more costs than the number shown on the fee schedule. Since most of the fees proposed in CDD's fee schedule are not deposit-based, applicants would not incur many of these additional costs they can expect to incur in other deposit-based jurisdictions. Staff ultimately determined that the proposed fees were within the range of similar fees charged in the region.

**Public Outreach**

To ensure that the applicants most likely to be impacted by the modified fee schedule were part of the process, staff reached out to the North State Building Industry Association (BIA), the Folsom Chamber of Commerce and Folsom Historic District Association and presented the proposed fee changes to these groups. Staff also reached out to the CDD’s General Plan and Zoning Code Update groups and users of CDD’s online systems to inform them of the proposed fee updates. Staff also invited each of these groups and individuals to workshop under this agenda item in the event that they wished to participate in the process and provide public comment.

**Conclusions and Next Steps**

The fee study concluded that the proposed new fees would result in an estimated additional \$1.3 million dollars annually for the General Fund. ClearSource performed a reasonableness test on the proposed fees using historical permit volume to forecast anticipated revenue from the fees. This test confirmed that the forecasted revenue from the fees did not exceed program costs and should therefore be in line with State law. The study recommends monitoring permit and application volume and applicant feedback to determine if any of the fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting. The study also recommends that fees should continue to be updated on an annual basis using the Consumer Price Index (CPI) representative of the region, similar to how other fees are administered within the City, and that a comprehensive fee study should be conducted periodically to ensure fee levels remain at or below legal limits and are consistent with evolving practices and local conditions.

In terms of the fee study workshop itself, staff invites City Council and the public to provide input and seeks City Council direction for any modifications to the proposed fee schedule, including whether any fees should be adjusted (as long as adjustments do not result in more than full cost recovery), and if any of the proposed new fee types should be modified or eliminated. CDD staff from each division and ClearSource staff will be available to discuss the details of the fee study and the proposed fee schedule. Staff will then bring forward to Council a resolution to adopt an updated CDD Development Processing Fee Schedule at the April 23, 2024 City Council meeting. If passed, the updated fee schedule will go into effect by July 1, 2024.

**ATTACHMENTS**

- 1. Development Processing Fee Study, dated February 2024

Submitted,



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PAM JOHNS  
Community Development Director

**ATTACHMENT 1**  
**DEVELOPMENT PROCESSING FEE STUDY, DATED**  
**FEBRUARY 2024**

**CITY OF FOLSOM**

FEBRUARY 2024

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**DEVELOPMENT PROCESSING  
FEE STUDY**



# CONTENTS

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## APPENDICES

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A	REGIONAL FEE COMPARISON
B	COST OF SERVICE ANALYSIS
C	PROPOSED FEES



February 2024

**CITY OF FOLSOM**

Attn: Pam Johns, Community Development Director  
50 Natoma Street  
Folsom, CA 95630

**DEVELOPMENT PROCESSING FEE STUDY**

Dear Ms. Johns:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Folsom.

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Madsen".

**TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING**

PHONE: 831.288.0608

EMAIL: [TMADSEN@CLEARSOURCEFINANCIAL.COM](mailto:TMADSEN@CLEARSOURCEFINANCIAL.COM)

# EXECUTIVE SUMMARY

## STUDY OVERVIEW

The City of Folsom provides many services to ensure safe, orderly and aesthetically pleasing development and construction within the City. The broad categories of these services include, but are not limited to, project entitlement review, improvement plan check, map check, permits (building, grading, encroachment and driveway), and land action review (i.e. dedications, parcel mergers and lot line adjustments). User fees and regulatory fees are the mechanism by which the City may recoup a portion of or all of the costs associated with these services.

The City of Folsom has completed a **User and Regulatory Fee Study**. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

## USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

## COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service.** When a fee targets "100% or full cost recovery," the individual bears the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

# EXECUTIVE SUMMARY

## FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendices. However, summarized in the following findings statements by broad fee category, are outcomes and proposals of particular interest to City policymakers.

### Building Fees

- Current fees recover less than the City's full cost of providing fee-related services.
  - The Division collects approximately \$2,845,000 annually in fee revenues. Fee-related expenditures are anticipated to be approximately \$3,385,000. This results in an aggregate cost recovery level of 84% and a General Fund subsidy of approximately \$540,000.
  - Full cost recovery is targeted for most building fees with exceptions for minor permits for residential HVAC change-out and water heater change-outs.

### Planning Fees

- Current fees recover less than the City's full cost of providing fee-related services.
  - The Division collects approximately \$435,000 annually in fee revenues. Fee-related expenditures are approximately \$785,000. This results in an aggregate cost recovery level of 55% and a General Fund subsidy of approximately \$350,000.
- Staff is recommending adjustments to most fees to target full cost recovery. Exceptions to full cost recovery include certain appeals, minor reviews, permitting for certain temporary uses, etc.:
  - Owner-occupied Appeal
  - Minor Design Review
  - Entertainment Permitting
  - Landmark Tree Classification
  - Opinion on a Planning Matter
  - Sidewalk Vendor Permit
  - Special Event Permitting
  - Temporary Outdoor Dining Permit
  - Variance for Single Family Dwelling



# EXECUTIVE SUMMARY

## Land Development Engineering Fees and Encroachment Permit Fees

- Current fees recover less than the City's full cost of providing fee-related services. Many of the City's current fees are fixed at amounts that reflect less than the City's cost of providing services (examples include, but are not limited to, tree permitting and landscape plan review).
  - The Division collects approximately \$2,400,000 annually in fee revenues. Fee-related expenditures are approximately \$2,880,000. This results in an aggregate cost recovery level of 83% and a General Fund subsidy of approximately \$480,000.
- Recalibrate fees to encourage cost recovery of City staff and outside service provider costs.
- Full cost recovery is targeted from engineering and encroachment permit fees.

## Deposit-Based Planning and Engineering Fees (i.e., Time & Materials Billings)

- Fees for some of the City's more complex planning and land development review projects are proposed to be administered using a "time and materials" billing approach. The City will collect an initial deposit and bill against that deposit for the costs of outside consultant review and support, and in-house labor efforts. If the deposit is drawn down before project completion, staff contacts the applicant to request replenishment of funds. If deposit amounts remain at the completion of the project, the applicant is refunded the unused deposit amount. Comprehensive tracking and billing for deposit-based projects should billing for project time such as:
  - Intake and Initial Processing and Review
  - Initial Meetings
  - Project Correspondence
  - Multiple Rounds of Review
  - Report Preparation
  - Decision Making, Meeting Preparation
  - Project Close-Out and Documentation Actions

## Regional Fee Comparison

- Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. Regional fee comparison information is included in Appendix A of this report.

# EXECUTIVE SUMMARY

## Additional Cost Recovery from Proposed Adjustments to Fees

- The enhanced cost recovery anticipated from the proposed changes included in the fee schedule update is **\$1,300,000**.

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Collecting fees for services:

- ➔ Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- ➔ Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.

Please continue to the following technical report and appendices for further discussion of this User and Regulatory Fee Study.

# PROJECT ORIENTATION

## SCOPE OF STUDY

The City of Folsom has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of an updated **Schedule of User Fees and Charges**. ClearSource Financial Consulting has prepared this analysis during Fiscal Year 2023/24 and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- ➔ Review eligible fee-related services citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- ➔ Calculate the full cost of service, including estimated citywide overhead costs.
- ➔ Recommend fees to be charged for each service.
- ➔ Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- ➔ Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.
- ➔ Maintain a thoroughly documented analysis to ensure compliance with Proposition 26, and other statutes, as applicable.

## DIRECT SERVICES UNDER REVIEW

### Fee Categories

City fees under review in this project focused on direct services eligible for user fee methodology, as listed in the City's published fee schedules. Additionally, the project was tasked with identifying any relevant additions for services performed without a fee or for under-quantified or ineffectively structured fees. Current services shown in the City's various prevailing fee schedules and addressed in this study are summarized as follows:

- ➔ **Planning** – Services include entitlement review and permitting.
- ➔ **Engineering** – Services include encroachment permitting, development plan review and inspection.
- ➔ **Building** – Building plan review, permitting, and inspection for construction and sub-trades.

# PROJECT ORIENTATION

## REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a city for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

## PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- A charge imposed as a condition of property development.

# PROJECT ORIENTATION

- Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, “Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (“charges”) recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City’s activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer’s burdens on, or benefits received from the activities and services provided by the City.

## METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures, sourced as follows:

- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel and other services and supplies related costs were based on Fiscal Year 2023/24 adopted budgets and anticipated costs.
- Citywide overhead cost allocations were based on the City’s current overhead cost allocation plan.
- Estimated labor time spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost-of-service target full cost recovery. Fees set at any amount less than the cost-of-service target less than full cost recovery.

# PROJECT ORIENTATION

An illustration of the methods used in this analysis is shown in **Exhibit 2**.

## EXHIBIT 2 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES

COST OF SERVICE ANALYSIS – PROCESS AND METHODS		
1	ANNUAL LABOR TIME	<ul style="list-style-type: none"> <li>➤ IDENTIFY ANNUAL HOURS SPENT PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION</li> <li>➤ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, HISTORICAL PROJECT INFORMATION, AND HISTORICAL REVENUE INFORMATION</li> </ul>
2	ANNUAL EXPENDITURES	<ul style="list-style-type: none"> <li>➤ IDENTIFY ANNUAL COST OF PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION</li> <li>➤ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INFORMATION FOUND IN THE CITY'S ADOPTED BUDGET, EXPENDITURE HISTORY, AND THE OVERHEAD COST PLAN.</li> </ul>
3	FULLY BURDENED HOURLY RATES	<ul style="list-style-type: none"> <li>➤ CALCULATE THE ESTIMATED FULLY BURDENED HOURLY RATE USING INFORMATION FROM STEPS 1 AND 2</li> </ul>
4	SERVICE/ACTIVITY LABOR TIME	<ul style="list-style-type: none"> <li>➤ ESTIMATE LABOR TIME REQUIRED TO PROCESS INDIVIDUAL REQUEST FOR SERVICE</li> <li>➤ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, COMMONLY USED MEASURES, AND INFORMATION DEVELOPED IN STEP 1</li> </ul>
5	UNIT COST OF SERVICE	<ul style="list-style-type: none"> <li>➤ CALCULATE THE ESTIMATED COST OF SERVICE USING INFORMATION FROM STEPS 3 AND 4</li> </ul>
6	CURRENT COST RECOVERY	<ul style="list-style-type: none"> <li>➤ CALCULATE CURRENT COST RECOVERY LEVEL FOR A SPECIFIC SERVICE</li> </ul>
7	TARGETED COST RECOVERY	<ul style="list-style-type: none"> <li>➤ USE LAWS, INDUSTRY STANDARDS, GOALS AND POLICIES, AND HISTORICAL TRENDS TO DETERMINE TARGETED COST RECOVERY</li> </ul>
8	TEST FOR REASONABLENESS	<ul style="list-style-type: none"> <li>➤ TEST TO CONFIRM FORECAST REVENUE FROM FEES WILL NOT EXCEED PROGRAM COSTS</li> <li>➤ USE HISTORICAL PERMIT VOLUME AND PROPOSED FEES TO FORECAST ANTICIPATED REVENUE FROM FEES</li> <li>➤ FORECASTED REVENUES SHOULD NOT EXCEED PROGRAM COSTS</li> </ul>

# IMPLEMENTATION

## CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- **Update Systems for Fee Outcomes** – Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- **Actively Monitor the Use of Fees** – In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- **Monitor Feedback and Permit Statistics** – Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- **Annually Review and Adjust Fee Values** – In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- **Periodically Perform Comprehensive Analysis** – A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.

# APPENDIX A

## REGIONAL FEE COMPARISON

In order to provide the City Council with additional information as it considers potential adjustments to fees, current and proposed fees were compared to amounts collected by other agencies within the region. City policymakers often consider fees established by other regional agencies for similar services when evaluating proposed fees.

The City of Folsom, consistent with other cities throughout the State, has an existing fee schedule that contemplates hundreds of potential unique requests for service. This can result in thousands of fee scenarios when comparing among multiple agencies. Consequently, an exhaustive comparison of the hundreds, and potentially thousands of scenarios is unrealistic. Instead, comparison information for several fee categories commonly seen from agency to agency are provided in order to provide City Council with a reasonable sense of changes expected.

For Folsom, outcomes will show that new fees may range from low, mid, to upper end of regional fee spectrum depending on the service provided. This is common among municipalities due to differing levels of service and review included among various fee categories.

### Planning Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Elk Grove	Rancho Cordova	Rocklin	Roseville
Annexation	Low End	Mid-Range	\$5,641	\$17,000 Deposit	\$18,800		\$17,949	\$20,000 Deposit
Appeal	Low End	Low to Upper Range	\$251 - \$502	\$1,700 - \$6,800	\$2,500 - \$5,000 Deposit	\$2,590 - \$4,383	\$4,257 - \$4,902	\$2,080 - \$5,530
Variance - SFR / Admin	Low End	Mid-Range	\$1,643	\$2,500	\$6,000 Deposit	\$10,000 Deposit	\$2,578	\$1,530
Variance - All Other	Low End	Mid-Range	\$1,643	\$5,100	\$6,000 Deposit	\$10,000 Deposit	\$6,948	\$5,124
Zone Change	Low End	Mid-Range	\$2,928 - \$5,847	\$10,000 - \$13,000	\$1,000 Deposit	\$15,000 Deposit	\$13,573	\$10,000 - \$17,000 Deposit
General Plan Amendment	Low End	Mid-Range	\$4,272 - \$8,544	\$10,000 - \$13,000	\$1,000 Deposit	\$15,000 Deposit	\$14,209	\$10,000 - \$17,000 Deposit
Conditional Use Permit	Low End	Low-Mid Range Depending on CUP	\$2,749 - \$5,798	\$2,500 - \$5,100	\$5,000 - \$10,000 Deposit	\$10,000 Deposit	\$6,480 - \$13,940	\$9,000 Deposit



# APPENDIX A

## Engineering Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Elk Grove	Rancho Cordova	Rocklin	Roseville
Engineering Plan Check and Inspection Improvement Value Up to \$100K	Mid-Range	Mid-Range	6% - 7%	8%	10.5% - 18%	7%	21%	5%
Engineering Plan Check and Inspection Improvement Value \$100K - \$200K	Mid-Range	Mid-Range	5%	6.40%	8.5% - 10%	5%	11%	5%
Engineering Plan Check and Inspection Improvement Value \$200K - \$1M	Mid-Range	Mid-Range	2% - 4%	3.6% - 4.8%	6% - 8.5%	2% - 4%	6% - 8%	5%

## Building Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Rancho Cordova	Rocklin	Roseville
Building Permit for \$25,000 Project	Mid-Range	Mid-Range	\$330	\$360	\$375	\$456	\$158
Building Permit for \$50,000 Project	Mid-Range	Mid-Range	\$530	\$630	\$600	\$751	\$757
Building Permit for \$100,000 Project	Mid-Range	Mid-Range	\$880	\$1,080	\$1,050	\$1,158	\$1,162
Building Permit for \$500,000 Project	Mid-Range	Mid-Range	\$3,280	\$3,960	varies (res v. non-res)	\$3,697	varies (res v. non-res)
Building Permit for \$1,000,000 Project	Mid-Range	Mid-Range	\$6,030	\$7,200	\$7,511	\$6,417	\$6,180

\* Fee amounts shown are for illustrative purposes. Actual fees collected will vary depending on services reviewed (e.g., new construction, plumbing, mechanical, electrical, structural, general plan update, technology fees, etc.). Amounts are intended to illustrate patterns and order of magnitude.

# APPENDIX B

## COST OF SERVICE ANALYSIS



**User and Regulatory Fees**  
***Fee-Related Cost of Service Analysis***  
***DRAFT***

# City of Folsom

## Cost of Service Analysis

Description	Page
Cost of Service Allocation - Community Development Administration	3
<hr/>	
Cost of Service Calculations	
Planning	5
Engineering and Encroachment Permits	18
Building	27
General Plan / Zoning Code Update	37
Development Specific Technology Enhancements / Land Management Tracking	39
<hr/>	
Cost Allocation - Citywide Overhead	41
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**User and Regulatory Fees**  
***Cost of Service Calculations***  
***Community Development - Administration***  
**DRAFT**

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Divisional Expenses - Community Development - Administration

Allocation of In-House Labor

Description	Building	Code Enforcement	Engineering	Planning	Total	Notes
Allocation of In-House Labor	46%	8%	25%	21%	100%	[a]
FTE	11	2	6	5	24	[a]

Recurring Expenditures

Description	Total	Adjustments	Total
Salaries - Permanent	\$ 360,290	\$ -	\$ 360,290
Annual Leave Account	\$ 5,197	\$ -	\$ 5,197
FICA	\$ 29,650	\$ -	\$ 29,650
PERS	\$ 139,520	\$ -	\$ 139,520
Deferred Comp - City Paid	\$ 16,095	\$ -	\$ 16,095
Automobile Allowance	\$ 6,000	\$ -	\$ 6,000
Combined Benefits	\$ 55,022	\$ -	\$ 55,022
Printing	\$ 4,000	\$ -	\$ 4,000
Dues & Publications	\$ 5,500	\$ -	\$ 5,500
Advertising	\$ 7,500	\$ -	\$ 7,500
Rents	\$ 55,500	\$ -	\$ 55,500
Training & Education	\$ 17,500	\$ -	\$ 17,500
Postage	\$ 358	\$ -	\$ 358
Telephone	\$ 2,500	\$ -	\$ 2,500
Cellular	\$ 10,000	\$ -	\$ 10,000
Internet	\$ 5,500	\$ -	\$ 5,500
Travel and Meetings	\$ 2,000	\$ -	\$ 2,000
Contracts	\$ 5,000	\$ (5,000)	\$ -
Contracts - Pre Employment	\$ 500	\$ -	\$ 500
Vehicle Maintenance	\$ 4,000	\$ -	\$ 4,000
Equipment Maintenance	\$ 200	\$ -	\$ 200
Advisory	\$ 10,000	\$ (10,000)	\$ -
Computer - Hardware	\$ 17,000	\$ -	\$ 17,000
Computer - Software	\$ 5,000	\$ -	\$ 5,000
Computer - License & Mtn	\$ 22,614	\$ -	\$ 22,614
Office Supplies	\$ 5,000	\$ -	\$ 5,000
Departmental Supplies	\$ 11,000	\$ -	\$ 11,000
Petroleum Supplies	\$ 7,533	\$ -	\$ 7,533
Insurance / Liability	\$ 18,824	\$ -	\$ 18,824
Subtotal	\$ 828,803	\$ (15,000)	\$ 813,803

Description	Code				Total	Notes
	Building	Enforcement	Engineering	Planning		
Salaries - Permanent	\$ 165,133	\$ 30,024	\$ 90,073	\$ 75,060	\$ 360,290	[b]
Annual Leave Account	\$ 2,382	\$ 433	\$ 1,299	\$ 1,083	\$ 5,197	[b]
FICA	\$ 13,590	\$ 2,471	\$ 7,413	\$ 6,177	\$ 29,650	[b]
PERS	\$ 63,947	\$ 11,627	\$ 34,880	\$ 29,067	\$ 139,520	[b]
Deferred Comp - City Paid	\$ 7,377	\$ 1,341	\$ 4,024	\$ 3,353	\$ 16,095	[b]
Automobile Allowance	\$ 2,750	\$ 500	\$ 1,500	\$ 1,250	\$ 6,000	[b]
Combined Benefits	\$ 25,218	\$ 4,585	\$ 13,756	\$ 11,463	\$ 55,022	[b]
Printing	\$ 1,833	\$ 333	\$ 1,000	\$ 833	\$ 4,000	[b]
Dues & Publications	\$ 2,521	\$ 458	\$ 1,375	\$ 1,146	\$ 5,500	[b]
Advertising	\$ 3,438	\$ 625	\$ 1,875	\$ 1,563	\$ 7,500	[b]
Rents	\$ 25,438	\$ 4,625	\$ 13,875	\$ 11,563	\$ 55,500	[b]
Training & Education	\$ 8,021	\$ 1,458	\$ 4,375	\$ 3,646	\$ 17,500	[b]
Postage	\$ 164	\$ 30	\$ 90	\$ 75	\$ 358	[b]
Telephone	\$ 1,146	\$ 208	\$ 625	\$ 521	\$ 2,500	[b]
Cellular	\$ 4,583	\$ 833	\$ 2,500	\$ 2,083	\$ 10,000	[b]
Internet	\$ 2,521	\$ 458	\$ 1,375	\$ 1,146	\$ 5,500	[b]
Travel and Meetings	\$ 917	\$ 167	\$ 500	\$ 417	\$ 2,000	[b]
Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	[b];[c]
Contracts - Pre Employment	\$ 229	\$ 42	\$ 125	\$ 104	\$ 500	[b]
Vehicle Maintenance	\$ 1,833	\$ 333	\$ 1,000	\$ 833	\$ 4,000	[b]
Equipment Maintenance	\$ 92	\$ 17	\$ 50	\$ 42	\$ 200	[b]
Advisory	\$ -	\$ -	\$ -	\$ -	\$ -	[b];[c]
Computer - Hardware	\$ 7,792	\$ 1,417	\$ 4,250	\$ 3,542	\$ 17,000	[b]
Computer - Software	\$ 2,292	\$ 417	\$ 1,250	\$ 1,042	\$ 5,000	[b]
Computer - License & Mtn	\$ 10,365	\$ 1,885	\$ 5,654	\$ 4,711	\$ 22,614	[b]
Office Supplies	\$ 2,292	\$ 417	\$ 1,250	\$ 1,042	\$ 5,000	[b]
Departmental Supplies	\$ 5,042	\$ 917	\$ 2,750	\$ 2,292	\$ 11,000	[b]
Petroleum Supplies	\$ 3,453	\$ 628	\$ 1,883	\$ 1,569	\$ 7,533	[b]
Insurance / Liability	\$ 8,628	\$ 1,569	\$ 4,706	\$ 3,922	\$ 18,824	[b]
Subtotal	\$ 372,993	\$ 67,817	\$ 203,451	\$ 169,542	\$ 813,803	
	46%	8%	25%	21%	100%	

[a] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates. Allocated based on divisional FTE.

[b] Source: FY 23/24 adopted budget.

[c] Adjustment to exclude non-fee related expenses.

**User and Regulatory Fees**

*Cost of Service Calculations*

*Planning*

**DRAFT**

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Planning

**Authorized Staffing**

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Indirect	Direct	Total	Indirect Hours	Total Direct Hours	Total Hours	Notes
Planner I (Assistant) / Planner II (Associate)	2.00	2,080	216	1,864	3,728	20%	80%	100%	746	2,982	3,728	[a];[b]
Planning Manager	1.00	2,080	216	1,864	1,864	40%	60%	100%	746	1,118	1,864	[a];[b]
Principal Planner	1.00	2,080	216	1,864	1,864	25%	75%	100%	466	1,398	1,864	[a];[b]
Senior Planner	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
<b>Total</b>	<b>5.00</b>				<b>9,320</b>				<b>2,330</b>	<b>6,990</b>	<b>9,320</b>	
<b>Total</b>									<b>25%</b>	<b>75%</b>	<b>100%</b>	

[a] Staffing based on FY 23/24 adopted budget

[b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.



City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Divisional Expenses - Planning

**Recurring Divisional Expenditures [a]**

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	\$ 598,437	\$ -	\$ 598,437	
Annual Leave Account	\$ 8,513	\$ -	\$ 8,513	
FICA	\$ 47,441	\$ -	\$ 47,441	
PERS	\$ 237,225	\$ -	\$ 237,225	
Deferred Comp - City Paid	\$ 13,200	\$ -	\$ 13,200	
Combined Benefits	\$ 90,503	\$ -	\$ 90,503	
Contracts	\$ 125,000	\$ (125,000)	\$ -	[b]
Insurance / Liability	\$ 37,648	\$ -	\$ 37,648	
<b>Subtotal</b>	<b>\$ 1,157,967</b>	<b>\$ (125,000)</b>	<b>\$ 1,032,967</b>	

**Allocation of Department and Citywide Overhead**

Description	Total	Adjustments	Total	Notes
Department Overhead	\$ 169,542	\$ -	\$ 169,542	[c]
Citywide Overhead	\$ 309,329	\$ -	\$ 309,329	[c]
<b>Subtotal</b>	<b>\$ 478,872</b>	<b>\$ -</b>	<b>\$ 478,872</b>	

**Total**

Description	Total	Notes
Recurring Divisional Expenditures	\$ 1,032,967	
Department Overhead	\$ 169,542	
Citywide Overhead	\$ 309,329	
<b>Subtotal</b>	<b>\$ 1,511,839</b>	

**Fully-Burdened Hourly Rate**

Description	Total	Note
Costs	\$ 1,511,839	
Direct Hours	6,990	[c]
<b>Fully-Burdened Hourly Rate</b>	<b>\$ 216</b>	

[a] Source: FY 23/24 adopted budget.

[b] Adjustment to exclude non-fee related amounts or amounts not used to inform hourly rate.

[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.

City of Folsom  
 User and Regulatory Fee Study  
 Planning Fees  
 Calculation of Estimated Cost of Service

Fee Description	Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
1 Annexation Processing	80.0	x \$216	= \$17,280	\$5,641	33%	\$17,000	98%	Deposit	\$11,359	[a]
2 Appeal										
a) Appeal of Staff Decision - Owner Occupied	16.0	x \$216	= \$3,456	\$251	7%	\$1,700	49%	Fixed Fee	\$1,449	[b]
b) Appeal of Staff Decision - by Developer/Other	16.0	x \$216	= \$3,456	\$502	15%	\$3,400	98%	Fixed Fee	\$2,898	[b]
c) Appeal of Commission Decision - Owner Occupied	32.0	x \$216	= \$6,912	\$251	4%	\$3,400	49%	Fixed Fee	\$3,149	[b]
d) Appeal of Commission Decision - by Developer/Other	32.0	x \$216	= \$6,912	\$502	7%	\$6,800	98%	Fixed Fee	\$6,298	[b]
3 Code Amendment	40.0	x \$216	= \$8,640	\$2,238	26%	\$8,500	98%	Fixed Fee	\$6,262	
4 Conditional Use Permit (CUP)										
a) CUP Review (Major)	24.0	x \$216	= \$5,184	\$5,798	112%	\$5,100	98%	Fixed Fee	(\$698)	
b) CUP Review (Minor)	12.0	x \$216	= \$2,592	\$2,749	106%	\$2,500	96%	Fixed Fee	(\$249)	
c) CUP Modification	12.0	x \$216	= \$2,592	\$1,605	62%	\$2,500	96%	Fixed Fee	\$895	
5 Condominium Conversion Fee	80.0	x \$216	= \$17,280	\$11,410	66%	\$17,000	98%	Fixed Fee	\$5,590	
6 Design Review/Architectural Review										
a) New Multi-Family/Commercial (Commission Level)	24.0	x \$216	= \$5,184	\$2,154	42%	\$5,100	98%	Fixed Fee	\$2,946	
b) Minor Multi-Family/Commercial (Staff Level)	4.0	x \$216	= \$864	\$2,154	249%	\$500	58%	Fixed Fee	(\$1,654)	
c) New Single and Two Family Dwelling	6.0	x \$216	= \$1,296	\$61	5%	\$800	62%	Fixed Fee	\$739	
d) Minor Single and Two Family Dwelling	4.0	x \$216	= \$864	\$61	7%	\$250	29%	Fixed Fee	\$189	
e) Historic District New Multi-Family/Commercial	24.0	x \$216	= \$5,184	\$2,154	42%	\$5,100	98%	Fixed Fee	\$2,946	
f) Historic District Minor Multi-Family/Commercial	8.0	x \$216	= \$1,728	\$2,154	125%	\$250	14%	Fixed Fee	(\$1,904)	
g) Historic District New Single Family, Two-Family Dwelling and ADU >800 sq. ft. and/or 16 ft. tall	16.0	x \$216	= \$3,456	\$61	2%	\$3,400	98%	Fixed Fee	\$3,339	
h) Historic District Minor Single and Two Family Dwelling	8.0	x \$216	= \$1,728	\$61	4%	\$250	14%	Fixed Fee	\$189	
7 Development Agreement Processing	48.0	x \$216	= \$10,368	\$5,267	51%	\$10,000	96%	Deposit	\$4,733	[a]
8 Entertainment Permit	2.0	x \$216	= \$432	\$45	10%	\$200	46%	Fixed Fee	\$155	
9 Environmental Review										
a) Environmental Impact Review & Report	48.0	x \$216	= \$10,368	\$8,525	82%	\$10,000	96%	Deposit	\$1,475	[a],[c]
b) Environmental Mitigation Program Monitoring	36.0	x \$216	= \$7,776	\$6,284	81%	\$7,000	90%	Deposit	\$716	[a],[c]
c) Initial Environmental Study/Assessment	36.0	x \$216	= \$7,776	\$6,346	82%	\$7,000	90%	Deposit	\$654	[a],[c]
d) Notice of CEQA Determination	1.5	x \$216	= \$324	\$296	91%	\$300	93%	Fixed Fee	\$4	

City of Folsom  
 User and Regulatory Fee Study  
 Planning Fees  
 Calculation of Estimated Cost of Service

Fee Description		Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
10	General Plan										
	a) General Plan Amendment < 5 acres	48.0	x \$216	= \$10,368	\$4,272	41%	\$10,000	96%	Fixed Fee	\$5,728	
	b) General Plan Amendment 5 or more acres	64.0	x \$216	= \$13,824	\$8,544	62%	\$13,000	94%	Fixed Fee	\$4,456	
11	Home Occupation Permit Fee	0.3	x \$216	= \$65	\$30	46%	\$60	93%	Fixed Fee	\$30	
12	Indoor Marijuana Cultivation Permit	2.5	x \$216	= \$540	\$253	47%	\$500	93%	Fixed Fee	\$247	
13	Landmark Tree Classification	6.5	x \$216	= \$1,404	\$287	20%	\$350	25%	Fixed Fee	\$63	
14	Landmark Tree Declassification	8.5	x \$216	= \$1,836	\$287	16%	\$1,800	98%	Fixed Fee	\$1,513	[d]
15	Large Family Day Care Home	0.5	x \$216	= \$108	\$26	24%	\$100	93%	Fixed Fee	\$74	
16	Lot Line Adjustment/Parcel Merger - Planning	5.0	x \$216	= \$1,080	\$989	92%	\$1,000	93%	Fixed Fee	\$11	[e]
17	Non-Residential Plan Check Fee	10.0%			10% of building permit fee		10% of building permit fee		Fixed Fee		
18	Opinion on a Planning Matter	2.0	x \$216	= \$432	\$251	58%	\$200	46%	Fixed Fee	(\$51)	
19	Preliminary Project Review	12.0	x \$216	= \$2,592	\$639	25%	\$1,000	39%	Fixed Fee	\$361	
20	Planned Development										
	a) Planned Development Review										
	i) Base Fee	48.0	x \$216	= \$10,368	\$8,941	86%	\$10,000	96%	Fixed Fee	\$1,059	
	ii) Plus, Per Acre Fee	2.5	x \$216	= \$540	\$447	83%	\$500	93%	Fixed Fee	\$53	
	b) Planned Development Extension Review	16.0	x \$216	= \$3,456	\$3,135	91%	\$3,000	87%	Fixed Fee	(\$135)	
	c) Planned Development Modification Review	24.0	x \$216	= \$5,184	\$8,928	172%	\$5,000	96%	Fixed Fee	(\$3,928)	
21	Rezoning Request										
	a) Rezoning Request Review – 5 acres or less	48.0	x \$216	= \$10,368	\$2,928	28%	\$10,000	96%	Fixed Fee	\$7,072	
	b) Rezoning Request Review – 5+ acres	64.0	x \$216	= \$13,824	\$5,847	42%	\$13,000	94%	Fixed Fee	\$7,153	
22	Sidewalk Vendor Permit	2.0	x \$216	= \$432	\$50	12%	\$50	12%	Fixed Fee	\$0	

City of Folsom  
 User and Regulatory Fee Study  
 Planning Fees  
 Calculation of Estimated Cost of Service

Fee Description		Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
23	Signs										
	a) Sign Permit - Staff	0.7	x \$216	= \$151	\$126	83%	\$150	99%	Fixed Fee	\$24	
	b) Sign Permit Extension	0.5	x \$216	= \$108	\$58	54%	\$100	93%	Fixed Fee	\$42	
	c) Special Event Sign Permit	0.5	x \$216	= \$108	\$60	56%	\$100	93%	Fixed Fee	\$40	
	d) Historic District Sign Review (Staff Level)	0.7	x \$216	= \$151	\$61	40%	\$150	99%	Fixed Fee	\$89	
	e) Historic District Sign Review (Commission Level)	4.0	x \$216	= \$864	\$61	7%	\$800	93%	Fixed Fee	\$739	
	f) Planned Development Sign Permit	12.0	x \$216	= \$2,592	\$1,253	48%	\$2,500	96%	Fixed Fee	\$1,247	
	g) Temporary Sign Permit	0.2	x \$216	= \$43	\$10	23%	\$40	93%	Fixed Fee	\$30	
	h) On-Site Subdivision Signs	1.0	x \$216	= \$216	\$126	58%	\$200	93%	Fixed Fee	\$74	
	i) Off-Site Subdivision Signs										
	i) base fee	1.5	x \$216	= \$324	\$171	53%	\$300	93%	Fixed Fee	\$129	
	ii) refundable deposit - per sign	n/a	x \$216	= \$216	\$500		\$500		Deposit	\$0	
	j) Off-Site Weekend Directional Signs										
	i) base fee	1.5	x \$216	= \$324	\$171	53%	\$300	93%	Fixed Fee	\$129	
	ii) refundable deposit	n/a	x \$216	= \$216	\$200		\$200		Deposit	\$0	
	k) Uniform Sign Program	2.0	x \$216	= \$432	\$287	66%	\$400	93%	Fixed Fee	\$113	
24	Site Design Review										
	a) Site Design Review	2.0	x \$216	= \$432	\$294	68%	\$400	93%	Fixed Fee	\$106	
	b) Site Design Review – Planning Commission	24.0	x \$216	= \$5,184	\$4,672	90%	\$5,100	98%	Fixed Fee	\$428	
25	Special Event Permit										
	a) Special Event Permit	4.0	x \$216	= \$864	\$61	7%	\$500	58%	Fixed Fee	\$439	[f]
	b) Over 1,000 People Per Day (charged per thousand)	2.0	x \$216	= \$432	\$0	0%	\$432	100%	Fixed Fee	\$432	
	c) Consultation Meeting for Events Over 1,000 People Per Day	4.0	x \$216	= \$864	\$0	0%	\$200	23%	Fixed Fee	\$200	
	d) Traffic Control Plan or Street Closure for New Event	4.0	x \$216	= \$864	\$0	0%	\$700	81%	Fixed Fee	\$700	
	e) Traffic Control Plan or Street Closure for Repeated Event (No Substantial Changes from Previous Year)	2.0	x \$216	= \$432	\$0	0%	\$400	93%	Fixed Fee	\$400	
	f) Alcohol/ABC Permit	1.5	x \$216	= \$324	\$0	0%	\$324	100%	Fixed Fee	\$324	
	g) Fire Inspections	2.0	x \$216	= \$432	\$0	0%	\$400	93%	Fixed Fee	\$400	
	h) Block Party Permit	3.0	x \$216	= \$648	\$61	9%	\$100	15%	Fixed Fee	\$39	

City of Folsom  
 User and Regulatory Fee Study  
 Planning Fees  
 Calculation of Estimated Cost of Service

Fee Description	Est. Labor Hours		Hourly Rate	=	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
26 Specific Plan												
a) Specific Plan Review	72.0	x	\$216	=	\$15,552	\$6,268	40%	\$15,500	100%	Fixed Fee	\$9,232	
b) Specific Plan Amendment Review	48.0	x	\$216	=	\$10,368	\$6,895	67%	\$10,300	99%	Fixed Fee	\$3,405	
27 Street Name Review/Change	4.0	x	\$216	=	\$864	\$1,224	142%	\$800	93%	Fixed Fee	(\$424)	
28 Temporary Outdoor Dining												
a) Initial Permit (Additional Revocable Permit Fees Apply)	4.0	x	\$216	=	\$864	\$280	32%	\$280	32%	Fixed Fee	\$0	
b) Renewal	2.0	x	\$216	=	\$432	\$280	65%	\$140	32%	Fixed Fee	(\$140)	
28 Temporary Use Permit	2.0	x	\$216	=	\$432	\$63	15%	\$300	69%	Fixed Fee	\$237	
29 Tentative Map/Parcel/Subdivision Map												
a) Tentative Parcel Map Review	36.0	x	\$216	=	\$7,776	\$5,564	72%	\$7,700	99%	Fixed Fee	\$2,136	
b) Tentative Map Amendment Review	24.0	x	\$216	=	\$5,184	\$9,272	179%	\$5,100	98%	Fixed Fee	(\$4,172)	
c) Tentative Map Extension Review	20.0	x	\$216	=	\$4,320	\$3,983	92%	\$4,300	100%	Fixed Fee	\$317	
d) Tentative Subdivision Map Review												
i) Base Fee	40.0	x	\$216	=	\$8,640	\$6,547	76%	\$8,600	100%	Fixed Fee	\$2,053	
ii) Plus, Per Lot Fee	0.5	x	\$216	=	\$108	\$33	31%	\$50	46%	Fixed Fee	\$17	
30 Unattended Donation Box												
a) Initial Permit	1.5	x	\$216	=	\$324	\$196	60%	\$300	93%	Fixed Fee	\$104	
b) Renewal	0.5	x	\$216	=	\$108	\$48	44%	\$100	93%	Fixed Fee	\$52	
31 Variance												
a) Variance Review – Single Family Dwelling	24.0	x	\$216	=	\$5,184	\$1,643	32%	\$2,500	48%	Fixed Fee	\$857	
b) Variance Review - Other	24.0	x	\$216	=	\$5,184	\$1,643	32%	\$5,100	98%	Fixed Fee	\$3,457	
32 Zoning Verification Review	2.0	x	\$216	=	\$432	\$302	70%	\$400	93%	Fixed Fee	\$98	
33 For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	1.0	x	\$216	=	\$216	\$101	47%	\$200	93%	Per Hour	\$99	

City of Folsom  
User and Regulatory Fee Study  
Planning Fees

Calculation of Estimated Cost of Service

Fee Description	Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
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\* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.

[b] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Planning Commission, other Commission or Board, or City

[c] Applicant shall be responsible for additional costs of preparation of the required environment document.

[d] For non-development related declassifications, the fee will be waived if the urban forester finds/agrees the tree is dead/dying with no reasonable expectation of recovery and poses a risk to persons/property. For development-related declassifications, fee is amount shown.

[e] Additional fees apply for Engineering review. See Engineering fee schedule.

[f] Special events that require additional resources beyond those covered the scope of these fees will be charged on an hourly basis.

**City of Folsom  
Planning Fees**  
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
1	Annexation Processing	Deposit	\$5,641	\$17,280	\$17,000	33%	98%	[a]
2	Appeal							
	a) Appeal of Staff Decision - Owner Occupied	Fixed Fee	\$251	\$3,456	\$1,700	7%	49%	[b]
	b) Appeal of Staff Decision - by Developer/Other	Fixed Fee	\$502	\$3,456	\$3,400	15%	98%	[b]
	c) Appeal of Commission Decision - Owner Occupied	Fixed Fee	\$251	\$6,912	\$3,400	4%	49%	[b]
	d) Appeal of Commission Decision - by Developer/Other	Fixed Fee	\$502	\$6,912	\$6,800	7%	98%	[b]
3	Code Amendment	Fixed Fee	\$2,238	\$8,640	\$8,500	26%	98%	
4	Conditional Use Permit (CUP)							
	a) CUP Review (Major)	Fixed Fee	\$5,798	\$5,184	\$5,100	112%	98%	
	b) CUP Review (Minor)	Fixed Fee	\$2,749	\$2,592	\$2,500	106%	96%	
	c) CUP Modification	Fixed Fee	\$1,605	\$2,592	\$2,500	62%	96%	
5	Condominium Conversion Fee	Fixed Fee	\$11,410	\$17,280	\$17,000	66%	98%	
6	Design Review/Architectural Review							
	a) New Multi-Family/Commercial (Commission Level)	Fixed Fee	\$2,154	\$5,184	\$5,100	42%	98%	
	b) Minor Multi-Family/Commercial (Staff Level)	Fixed Fee	\$2,154	\$864	\$500	249%	58%	
	c) New Single and Two Family Dwelling	Fixed Fee	\$61	\$1,296	\$800	5%	62%	
	d) Minor Single and Two Family Dwelling	Fixed Fee	\$61	\$864	\$250	7%	29%	
	e) Historic District New Multi-Family/Commercial	Fixed Fee	\$2,154	\$5,184	\$5,100	42%	98%	
	f) Historic District Minor Multi-Family/Commercial	Fixed Fee	\$2,154	\$1,728	\$250	125%	14%	
	g) Historic District New Single Family, Two-Family Dwelling and ADU >800 sq. ft. and/or 16 ft. tall	Fixed Fee	\$61	\$3,456	\$3,400	2%	98%	
	h) Historic District Minor Single and Two Family Dwelling	Fixed Fee	\$61	\$1,728	\$250	4%	14%	
7	Development Agreement Processing	Deposit	\$5,267	\$10,368	\$10,000	51%	96%	[a]
8	Entertainment Permit	Fixed Fee	\$45	\$432	\$200	10%	46%	

**City of Folsom  
Planning Fees  
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
9	Environmental Review							
	a) Environmental Impact Review & Report	Deposit	\$8,525	\$10,368	\$10,000	82%	96%	[a],[c]
	b) Environmental Mitigation Program Monitoring	Deposit	\$6,284	\$7,776	\$7,000	81%	90%	[a],[c]
	c) Initial Environmental Study/Assessment	Deposit	\$6,346	\$7,776	\$7,000	82%	90%	[a],[c]
	d) Notice of CEQA Determination	Fixed Fee	\$296	\$324	\$300	91%	93%	
10	General Plan							
	a) General Plan Amendment < 5 acres	Fixed Fee	\$4,272	\$10,368	\$10,000	41%	96%	
	b) General Plan Amendment 5 or more acres	Fixed Fee	\$8,544	\$13,824	\$13,000	62%	94%	
11	Home Occupation Permit Fee	Fixed Fee	\$30	\$65	\$60	46%	93%	
12	Indoor Marijuana Cultivation Permit	Fixed Fee	\$253	\$540	\$500	47%	93%	
13	Landmark Tree Classification	Fixed Fee	\$287	\$1,404	\$350	20%	25%	
14	Landmark Tree Declassification	Fixed Fee	\$287	\$1,836	\$1,800	16%	98%	[d]
15	Large Family Day Care Home	Fixed Fee	\$26	\$108	\$100	24%	93%	
16	Lot Line Adjustment/Parcel Merger - Planning	Fixed Fee	\$989	\$1,080	\$1,000	92%	93%	[e]
17	Non-Residential Plan Check Fee	Fixed Fee	10% of building permit fee	\$0	10% of building permit fee		0%	
18	Opinion on a Planning Matter	Fixed Fee	\$251	\$432	\$200	58%	46%	
19	Preliminary Project Review	Fixed Fee	\$639	\$2,592	\$1,000	25%	39%	
20	Planned Development							
	a) Planned Development Review							
	i) Base Fee	Fixed Fee	\$8,941	\$10,368	\$10,000	86%	96%	
	ii) Plus, Per Acre Fee	Fixed Fee	\$447	\$540	\$500	83%	93%	
	b) Planned Development Extension Review	Fixed Fee	\$3,135	\$3,456	\$3,000	91%	87%	
	c) Planned Development Modification Review	Fixed Fee	\$8,928	\$5,184	\$5,000	172%	96%	



**City of Folsom  
Planning Fees  
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
21	Rezoning Request							
	a) Rezoning Request Review – 5 acres or less	Fixed Fee	\$2,928	\$10,368	\$10,000	28%	96%	
	b) Rezoning Request Review – 5+ acres	Fixed Fee	\$5,847	\$13,824	\$13,000	42%	94%	
22	Sidewalk Vendor Permit	Fixed Fee	\$50	\$432	\$50	12%	12%	
23	Signs							
	a) Sign Permit - Staff	Fixed Fee	\$126	\$151	\$150	83%	99%	
	b) Sign Permit Extension	Fixed Fee	\$58	\$108	\$100	54%	93%	
	c) Special Event Sign Permit	Fixed Fee	\$60	\$108	\$100	56%	93%	
	d) Historic District Sign Review (Staff Level)	Fixed Fee	\$61	\$151	\$150	40%	99%	
	e) Historic District Sign Review (Commission Level)	Fixed Fee	\$61	\$864	\$800	7%	93%	
	f) Planned Development Sign Permit	Fixed Fee	\$1,253	\$2,592	\$2,500	48%	96%	
	g) Temporary Sign Permit	Fixed Fee	\$10	\$43	\$40	23%	93%	
	h) On-Site Subdivision Signs	Fixed Fee	\$126	\$216	\$200	58%	93%	
	i) Off-Site Subdivision Signs							
	i) base fee	Fixed Fee	\$171	\$324	\$300	53%	93%	
	ii) refundable deposit - per sign	Deposit	\$500		\$500			
	j) Off-Site Weekend Directional Signs							
	i) base fee	Fixed Fee	\$171	\$324	\$300	53%	93%	
	ii) refundable deposit	Deposit	\$200		\$200			
	k) Uniform Sign Program	Fixed Fee	\$287	\$432	\$400	66%	93%	
24	Site Design Review							
	a) Site Design Review	Fixed Fee	\$294	\$432	\$400	68%	93%	
	b) Site Design Review – Planning Commission	Fixed Fee	\$4,672	\$5,184	\$5,100	90%	98%	

**City of Folsom  
Planning Fees  
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
25	Special Event Permit							
	a) Special Event Permit	Fixed Fee	\$61	\$864	\$500	7%	58%	[f]
	b) Over 1,000 People Per Day (charged per thousand)	Fixed Fee	\$0	\$432	\$432	0%	100%	
	c) Consultation Meeting for Events Over 1,000 People Per Day	Fixed Fee	\$0	\$864	\$200	0%	23%	
	d) Traffic Control Plan or Street Closure for New Event	Fixed Fee	\$0	\$864	\$700	0%	81%	
	e) Traffic Control Plan or Street Closure for Repeated Event (No Substantial Changes from Previous Year)	Fixed Fee	\$0	\$432	\$400	0%	93%	
	f) Alcohol/ABC Permit	Fixed Fee	\$0	\$324	\$324	0%	100%	
	g) Fire Inspections	Fixed Fee	\$0	\$432	\$400	0%	93%	
	h) Block Party Permit	Fixed Fee	\$61	\$648	\$100	9%	15%	
26	Specific Plan							
	a) Specific Plan Review	Fixed Fee	\$6,268	\$15,552	\$15,500	40%	100%	
	b) Specific Plan Amendment Review	Fixed Fee	\$6,895	\$10,368	\$10,300	67%	99%	
27	Street Name Review/Change	Fixed Fee	\$1,224	\$864	\$800	142%	93%	
28	Temporary Outdoor Dining							
	a) Initial Permit (Additional Revocable Permit Fees Apply)	Fixed Fee	\$280	\$864	\$280	32%	32%	
	b) Renewal	Fixed Fee	\$280	\$432	\$140	65%	32%	
28	Temporary Use Permit	Fixed Fee	\$63	\$432	\$300	15%	69%	
29	Tentative Map/Parcel/Subdivision Map							
	a) Tentative Parcel Map Review	Fixed Fee	\$5,564	\$7,776	\$7,700	72%	99%	
	b) Tentative Map Amendment Review	Fixed Fee	\$9,272	\$5,184	\$5,100	179%	98%	
	c) Tentative Map Extension Review	Fixed Fee	\$3,983	\$4,320	\$4,300	92%	100%	
	d) Tentative Subdivision Map Review							
	i) Base Fee	Fixed Fee	\$6,547	\$8,640	\$8,600	76%	100%	
	ii) Plus, Per Lot Fee	Fixed Fee	\$33	\$108	\$50	31%	46%	
30	Unattended Donation Box							
	a) Initial Permit	Fixed Fee	\$196	\$324	\$300	60%	93%	
	b) Renewal	Fixed Fee	\$48	\$108	\$100	44%	93%	

**City of Folsom  
Planning Fees  
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
31	Variance							
	a) Variance Review – Single Family Dwelling	Fixed Fee	\$1,643	\$5,184	\$2,500	32%	48%	
	b) Variance Review - Other	Fixed Fee	\$1,643	\$5,184	\$5,100	32%	98%	
32	Zoning Verification Review	Fixed Fee	\$302	\$432	\$400	70%	93%	
33	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	Per Hour	\$101	\$216	\$200	47%	93%	

\* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.

[b] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Planning Commission, other Commission or Board, or City Council.

[c] Applicant shall be responsible for additional costs of preparation of the required environment document.

[d] For non-development related declassifications, the fee will be waived if the urban forester finds/agrees the tree is dead/dying with no reasonable expectation of recovery and poses a risk to persons/property. For development-related declassifications, fee is amount shown.

[e] Additional fees apply for Engineering review. See Engineering fee schedule.

[f] Special events that require additional resources beyond those covered the scope of these fees will be charged on an hourly basis.

**User and Regulatory Fees**  
***Cost of Service Calculations***  
***Engineering and Encroachment Permits***  
**DRAFT**

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Engineering

**Authorized Staffing**

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Indirect	Direct	Total	Indirect Hours	Total Direct Hours	Total Hours	Notes
Urban Forester	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
City Engineer	1.00	2,080	216	1,864	1,864	65%	35%	100%	1,212	652	1,864	[a];[b]
Senior Construction Inspector	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Engineering Tech I/II	1.00	2,080	216	1,864	1,864	30%	70%	100%	559	1,305	1,864	[a];[b]
Senior Civil Engineer	2.00	2,080	216	1,864	3,728	25%	75%	100%	932	2,796	3,728	[a];[b]
<b>Total</b>	<b>6.00</b>				<b>11,184</b>				<b>3,448</b>	<b>7,736</b>	<b>11,184</b>	
<b>Total</b>									<b>31%</b>	<b>69%</b>	<b>100%</b>	

**Contract Services**

Description	Total	Notes
Annual Contract Services	\$ 1,751,255	[c]

Contract Services	Share	Est. Hrly Cost	Notes
Inspection	50%	\$ 125	[d]
Plan Review	50%	\$ 205	[d]
<b>Total</b>	<b>100%</b>	<b>165</b>	<b>[e]</b>

Description	Total	Indirect	Direct	Indirect	Direct	Total	Notes
Contract Service Hours	10,614	10%	90%	1,061	9,552	10,614	[c]

**Divisional Total**

Position	Indirect	Direct	Total	Notes
Authorized Staffing	3,448	7,736	11,184	
Contract Services	1,061	9,552	10,614	
<b>Total</b>	<b>4,510</b>	<b>17,288</b>	<b>21,798</b>	
<b>Total</b>	<b>21%</b>	<b>79%</b>	<b>100%</b>	

[a] Staffing based on FY 23/24 adopted budget  
 [b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.  
 [c] Source: Annual average FY 18/19 through FY 21/22.  
 [d] Amounts intended to serve as reasonable estimates of market rates for contract service providers.  
 [e] Average hourly rate for contract services received.

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Divisional Expenses - Engineering

**Recurring Divisional Expenditures [a]**

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	\$ 740,794	\$ -	\$ 740,794	
Annual Leave Account	\$ 10,730	\$ -	\$ 10,730	
Uniform Allowance	\$ 675	\$ -	\$ 675	
FICA	\$ 58,782	\$ -	\$ 58,782	
PERS	\$ 295,014	\$ -	\$ 295,014	
Deferred Comp - City Paid	\$ 16,200	\$ -	\$ 16,200	
Combined Benefits	\$ 118,434	\$ -	\$ 118,434	
Contracts	\$ 690,000	\$ 1,061,255	\$ 1,751,255	[b]
Insurance / Liability	\$ 37,648	\$ -	\$ 37,648	
<b>Subtotal</b>	<b>\$ 1,968,277</b>	<b>\$ 1,061,255</b>	<b>\$ 3,029,532</b>	

**Allocation of Department and Citywide Overhead**

Description	Total	Adjustments	Total	Notes
Department Overhead	\$ 203,451	\$ -	\$ 203,451	[c]
Citywide Overhead	\$ 220,949	\$ -	\$ 220,949	[c]
<b>Subtotal</b>	<b>\$ 424,400</b>	<b>\$ -</b>	<b>\$ 424,400</b>	

**Total**

Description	Total	Notes
Recurring Divisional Expenditures	\$ 3,029,532	
Department Overhead	\$ 203,451	
Citywide Overhead	\$ 220,949	
<b>Subtotal</b>	<b>\$ 3,453,932</b>	

**Fully-Burdened Hourly Rate**

Description	Total	Note
Costs	\$ 3,453,932	
Direct Hours	17,288	[c]
<b>Fully-Burdened Hourly Rate</b>	<b>\$ 200</b>	

[a] Source: FY 23/24 adopted budget.

[b] Adjustment to align to FY 22/23 actual contract service expenditures.

[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.

City of Folsom  
 User and Regulatory Fee Study  
 Engineering and Encroachment Permit Fees  
 Cost of Service Calculation

Fee Description		Est. Labor Hours		Hourly Rate	=	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
1	Assessment District/CFD Payment Processing	24.00	x	\$200	=	\$4,800	\$2,578	54%	\$4,800	100%	Fixed Fee	\$2,222	
2	Encroachment Permit												
	a) Encroachment Contract for Parking/Staging												
	i. 0-6 calendar days	0.25	x	\$200	=	\$50	\$135	270%	\$50	100%	Fixed Fee	(\$85)	
	ii. 7-14 calendar days	0.50	x	\$200	=	\$100	\$135	135%	\$100	100%	Fixed Fee	(\$35)	
	iii. 14+days	1.00	x	\$200	=	\$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	b) Utility Work/Connections (Individual Permits)												
	i. Wet Utilities/Service Connections	3.00	x	\$200	=	\$600	\$135	23%	\$600	100%	Fixed Fee	\$465	
	ii. Dry Utilities (per site/location)	1.00	x	\$200	=	\$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	iii. Misc. per LF of Trench in ROW/City Easement	0.03	x	\$200	=	\$5.00	\$1.96	39%	\$5.00	100%	Fixed Fee	\$3.04	
	iv. Inspections and Testing	2.00	x	\$200	=	\$400			\$400	100%	Fixed Fee		
	c) Driveways/Minor Frontage Improvements												
	i. Residential (per driveway)	2.00	x	\$200	=	\$400	\$135	34%	\$400	100%	Fixed Fee	\$265	
	ii. Commercial (per driveway)	2.00	x	\$200	=	\$400	\$135	34%	\$400	100%	Fixed Fee	\$265	
	d) Pools and Spas (in ground)	2.00	x	\$200	=	\$400	\$135	34%	\$400	100%	Fixed Fee	\$265	
	e) Traffic Control/Equipment Staging												
	i. Isolated Site	1.00	x	\$200	=	\$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	ii. Multiple Closures/Staging	5.00	x	\$200	=	\$1,000	\$135	14%	\$1,000	100%	Fixed Fee	\$865	
	f) Permit Extensions												
	i. Active Work Zone	0.25	x	\$200	=	\$50	\$135	270%	\$50	100%	Fixed Fee	(\$85)	
	ii. Inactive Work Zone (4+ months inactivity)	1.00	x	\$200	=	\$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	g) Annual Permits												
	i. Wet Utilities	30.00	x	\$200	=	\$6,000	\$2,651	44%	\$6,000	100%	Fixed Fee	\$3,349	
	ii. Dry Utilities	104.00	x	\$200	=	\$20,800	\$2,651	13%	\$20,800	100%	Fixed Fee	\$18,149	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	30.00	x	\$200	=	\$6,000	\$2,651	44%	T&M		Fixed Fee		[a]
	iv. Vegetation Management (Utilities)	104.00	x	\$200	=	\$20,800	\$2,651	13%	\$20,800	100%	Fixed Fee	\$18,149	
	v. Long Term/Revocable Encroachments (paid annually)	1.00	x	\$200	=	\$200	\$135	68%	\$200	100%	Fixed Fee	\$65	
	h) Long Term/Revocable Encroachments (new permits only)	12.00	x	\$200	=	\$2,400	\$135	6%	\$2,400	100%	Fixed Fee	\$2,265	[b]

City of Folsom  
 User and Regulatory Fee Study  
 Engineering and Encroachment Permit Fees  
 Cost of Service Calculation

Fee Description	Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
3 Engineering and Landscape Plan Check and Inspection (Fee Includes Up to 3 Cycle Reviews - Hourly Billing Applies for Reviews Required Beyond 3rd Cycle)										
a) Project Value Up to \$10,000	4.00	x \$200	= \$800	6.00%	varies	8.00%	varies	Fixed Fee		
b) Project Value \$10,001 - \$100,000										
i. Base Fee for First \$10,000	4.00	x \$200	= \$800	\$600	75%	\$800	100%	Fixed Fee	\$200	
ii. Fee for Each Add'l \$1 Up to \$100,000			8.00%	7.00%	88%	8.00%	100%	Fixed Fee		
c) \$100,001 - \$199,999										
i. Base Fee for First \$100,000	40.00	x \$200	= \$8,000	\$6,900	86%	\$8,000	100%	Fixed Fee	\$1,100	
ii. Fee for Each Add'l \$1 Up to \$200,000			6.40%	5.00%	78%	6.40%	100%	Fixed Fee		
d) \$200,001 - \$299,999										
i. Base Fee for First \$200,000	72.00	x \$200	= \$14,400	\$11,900	83%	\$14,400	100%	Fixed Fee	\$2,500	
ii. Fee for Each Add'l \$1 Up to \$300,000			4.80%	4.00%	83%	4.80%	100%	Fixed Fee		
e) \$300,000 or more										
i. Base Fee for First \$300,000	96.00	x \$200	= \$19,200	\$15,900	83%	\$19,200	100%	Fixed Fee	\$3,300	
ii. Fee for Each Add'l \$1			3.60%	2.00%	56%	3.60%	100%	Fixed Fee		
f) Landscape Plan Review										
i. Non-Development	1.00	x \$200	= \$200	\$38	19%	\$200	100%	Fixed Fee	\$162	
ii. Custom Home	5.50	x \$200	= \$1,100	\$414	38%	\$1,100	100%	Fixed Fee	\$686	
iii. Production Home/Subdivision	11.50	x \$200	= \$2,300	Valuation	varies	\$2,300	100%	Fixed Fee	Varies	
iv. Model Home Complex	7.00	x \$200	= \$1,400	Valuation	varies	\$1,400	100%	Fixed Fee	Varies	
v. Commercial, Streetscape, Other Development Projects	8.00	x \$200	= \$1,600	\$38	2%	\$1,600	100%	Fixed Fee	\$1,562	
vi. Development and Civil Improvements - Landscaping Review	10.50	x \$200	= \$2,100	\$38	2%	\$2,100	100%	Fixed Fee	\$2,062	
4 Final Map and Parcel Map										
a) Parcel Map Check	28.00	x \$288	= \$8,050	\$5,742	71%	\$8,050	100%	Fixed Fee	\$2,308	
b) Final Map Check										
i. Base Fee	40.00	x \$288	= \$11,500	\$10,719	93%	\$11,500	100%	Fixed Fee	\$781	
ii. Plus, Per Lot Fee	0.50	x \$288	= \$144	\$0	0%	\$144	100%	Fixed Fee	\$144	
c) Final Map Amendment/Certificate of Correction	24.00	x \$288	= \$6,900	\$2,899	42%	\$6,900	100%	Fixed Fee	\$4,001	
5 Right of Ways (ROW) and Easements										
a) Review of ROW/Easement Documents	12.00	x \$288	= \$3,450	\$1,334	39%	\$3,450	100%	Fixed Fee	\$2,116	
b) ROW/Easement Abandonment	20.00	x \$288	= \$5,750	\$2,451	43%	\$5,750	100%	Fixed Fee	\$3,299	
6 Subdivision Agreement Processing	20.00	x \$288	= \$5,750	\$1,083	19%	\$5,750	100%	Fixed Fee	\$4,667	



City of Folsom  
 User and Regulatory Fee Study  
 Engineering and Encroachment Permit Fees  
 Cost of Service Calculation

Fee Description	Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
7 Transportation Permit										
a) Permit	n/a			\$19		\$16		Fixed Fee	(\$3)	
b) Annual Permit	n/a			\$86		\$90		Fixed Fee	\$4	
8 Tree Removal/Work Permit										
a) Permitted Removal/Work										
i. Existing Occupied Structure										
a. 0-2 Trees	0.50	x \$200 =	\$100	\$38	38%	\$100	100%	Fixed Fee	\$62	
b. 3+ Trees: See New Construction Rate Below	6.00	x \$200 =	\$1,200	\$38	3%	\$1,200	100%	Fixed Fee	\$1,162	
c. "In Decline" Tree	0.50	x \$200 =	\$100	\$38	38%	\$100	100%	Fixed Fee	\$62	
ii. New Construction (e.g. Custom Home, Subdivision, Parcel Map, Multi-family, Commercial, etc.):										
a. 0-4 Trees	6.00	x \$200 =	\$1,200	\$38	3%	\$1,200	100%	Fixed Fee	\$1,162	
b. 5+ Trees	7.00	x \$200 =	\$1,400	\$38	3%	\$1,400 + 10% per tree above 5 trees.		Fixed Fee	varies	
iii. Misc.	1.00	x \$200 =	\$200	\$38	19%	\$200	100%	Per Hour	\$162	
b) w/o Permit (Does not include mitigation) Double the Permit Rate	12.00	x \$200 =	\$2,400	\$438	18%	2x permit amount	varies	Fixed Fee		
<b>Other Fees for Service</b>										
9 Research of Engineering Records	1.00	x \$200 =	\$200	\$103	52%	\$200	100%	Per Hour	\$97	
10 Miscellaneous Engineering Services	1.00	x \$200 =	\$200	\$103	52%	\$200	100%	Per Hour	\$97	
11 Excess Plan Review Fee (4th and subsequent)	1.00	x \$200 =	\$200	n/a		\$200	100%	Per Hour		
12 Revisions	1.00	x \$200 =	\$200	n/a		\$200	100%	Per Hour		
13 After Hours Inspection (per hour) (2-hour minimum)	1.20	x \$200 =	\$240	\$103	43%	\$240	100%	Per Hour	\$137	
14 Re-inspection Fee (2nd Time or More) (each)	0.50	x \$200 =	\$100	n/a		\$100	100%	Each		
15 Missed Inspection Fee	0.50	x \$200 =	\$100	n/a		\$100	100%	Each		
16 Expedited Services Fee				1.5x Regular Fee		1.5x Regular Fee		Fixed Fee		
17 Residential Landscape Review	1.00	x \$200 =	\$200	Hourly Rate of Arborist		Hourly Rate of Arborist		Per Hour		
18 Technical Assistance/Third Party Review or Inspection				Actual Cost		Actual Cost		T & M		

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

**City of Folsom  
Engineering and Encroachment Permit Fees  
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
1	Assessment District/CFD Payment Processing	Fixed Fee	\$2,578	\$4,800	\$4,800	54%	100%	
2	Encroachment Permit							
	a) Encroachment Contract for Parking/Staging							
	i. 0-6 calendar days	Fixed Fee	\$135	\$50	\$50	270%	100%	
	ii. 7-14 calendar days	Fixed Fee	\$135	\$100	\$100	135%	100%	
	iii. 14+days	Fixed Fee	\$135	\$200	\$200	68%	100%	
	b) Utility Work/Connections (Individual Permits)							
	i. Wet Utilities/Service Connections	Fixed Fee	\$135	\$600	\$600	23%	100%	
	ii. Dry Utilities (per site/location)	Fixed Fee	\$135	\$200	\$200	68%	100%	
	iii. Misc. per LF of Trench in ROW/City Easement	Fixed Fee	\$1.96	\$5.00	\$5.00	39%	100%	
	iv. Inspections and Testing	Fixed Fee		\$400	\$400		100%	
	c) Driveways/Minor Frontage Improvements							
	i. Residential (per driveway)	Fixed Fee	\$135	\$400	\$400	34%	100%	
	ii. Commercial (per driveway)	Fixed Fee	\$135	\$400	\$400	34%	100%	
	d) Pools and Spas (in ground)	Fixed Fee	\$135	\$400	\$400	34%	100%	
	e) Traffic Control/Equipment Staging							
	i. Isolated Site	Fixed Fee	\$135	\$200	\$200	68%	100%	
	ii. Multiple Closures/Staging	Fixed Fee	\$135	\$1,000	\$1,000	14%	100%	
	f) Permit Extensions							
	i. Active Work Zone	Fixed Fee	\$135	\$50	\$50	270%	100%	
	ii. Inactive Work Zone (4+ months inactivity)	Fixed Fee	\$135	\$200	\$200	68%	100%	
	g) Annual Permits							
	i. Wet Utilities	Fixed Fee	\$2,651	\$6,000	\$6,000	44%	100%	
	ii. Dry Utilities	Fixed Fee	\$2,651	\$20,800	\$20,800	13%	100%	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	Fixed Fee	\$2,651	\$6,000	T&M	44%		[a]
	iv. Vegetation Management (Utilities)	Fixed Fee	\$2,651	\$20,800	\$20,800	13%	100%	
	v. Long Term/Revocable Encroachments (paid annually)	Fixed Fee	\$135	\$200	\$200	68%	100%	
	h) Long Term/Revocable Encroachments (new permits only)	Fixed Fee	\$135	\$2,400	\$2,400	6%	100%	[b]

**City of Folsom**  
**Engineering and Encroachment Permit Fees**  
**Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
3	Engineering and Landscape Plan Check and Inspection							
	a) Project Value Up to \$10,000	Fixed Fee	6.00%	\$800	8.00%	varies	varies	
	b) Project Value \$10,001 - \$100,000							
	i. Base Fee for First \$10,000	Fixed Fee	\$600	\$800	\$800	75%	100%	
	ii. Fee for Each Add'l \$1 Up to \$100,000	Fixed Fee	7.00%	8.00%	8.00%	88%	100%	
	c) \$100,001 - \$199,999							
	i. Base Fee for First \$100,000	Fixed Fee	\$6,900	\$8,000	\$8,000	86%	100%	
	ii. Fee for Each Add'l \$1 Up to \$200,000	Fixed Fee	5.00%	6.40%	6.40%	78%	100%	
	d) \$200,001 - \$299,999							
	i. Base Fee for First \$200,000	Fixed Fee	\$11,900	\$14,400	\$14,400	83%	100%	
	ii. Fee for Each Add'l \$1 Up to \$300,000	Fixed Fee	4.00%	4.80%	4.80%	83%	100%	
	e) \$300,000 or more							
	i. Base Fee for First \$300,000	Fixed Fee	\$15,900	\$19,200	\$19,200	83%	100%	
	ii. Fee for Each Add'l \$1	Fixed Fee	2.00%	3.60%	3.60%	56%	100%	
	f) Landscape Plan Review							
	i. Non-Development	Fixed Fee	\$38	\$200	\$200	19%	100%	
	ii. Custom Home	Fixed Fee	\$414	\$1,100	\$1,100	38%	100%	
	iii. Production Home/Subdivision	Fixed Fee	Valuation	\$2,300	\$2,300	varies	100%	
	iv. Model Home Complex	Fixed Fee	Valuation	\$1,400	\$1,400	varies	100%	
	v. Commercial, Streetscape, Other Development Projects	Fixed Fee	\$38	\$1,600	\$1,600	2%	100%	
	vi. Development and Civil Improvements - Landscaping Review	Fixed Fee	\$38	\$2,100	\$2,100	2%	100%	
4	Final Map and Parcel Map							
	a) Parcel Map Check	Fixed Fee	\$5,742	\$8,050	\$8,050	71%	100%	
	b) Final Map Check							
	i. Base Fee	Fixed Fee	\$10,719	\$11,500	\$11,500	93%	100%	
	ii. Plus, Per Lot Fee	Fixed Fee	\$0	\$144	\$144	0%	100%	
	c) Final Map Amendment/Certificate of Correction	Fixed Fee	\$2,899	\$6,900	\$6,900	42%	100%	
5	Right of Ways (ROW) and Easements							
	a) Review of ROW/Easement Documents	Fixed Fee	\$1,334	\$3,450	\$3,450	39%	100%	
	b) ROW/Easement Abandonment	Fixed Fee	\$2,451	\$5,750	\$5,750	43%	100%	
6	Subdivision Agreement Processing	Fixed Fee	\$1,083	\$5,750	\$5,750	19%	100%	

**City of Folsom  
Engineering and Encroachment Permit Fees  
Illustration of Current Fees, Maximum Fees, and Proposed Fees**

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
7	Transportation Permit							
	a) Permit	Fixed Fee	\$19		\$16			
	b) Annual Permit	Fixed Fee	\$86		\$90			
8	Tree Removal/Work Permit							
	a) Permitted Removal/Work							
	i. Existing Occupied Structure							
	a. 0-2 Trees	Fixed Fee	\$38	\$100	\$100	38%	100%	
	b. 3+ Trees: See New Construction Rate Below	Fixed Fee	\$38	\$1,200	\$1,200	3%	100%	
	c. "In Decline" Tree	Fixed Fee	\$38	\$100	\$100	38%	100%	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel Map,							
	a. 0-4 Trees	Fixed Fee	\$38	\$1,200	\$1,200	3%	100%	
	b. 5+ Trees	Fixed Fee	\$38	\$1,400	\$1,400 + 10% per tree	3%		
	iii. Misc.	Per Hour	\$38	\$200	\$200	19%	100%	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	Fixed Fee	\$438	\$2,400	2x permit amount	18%	varies	
	<b>Other Fees for Service</b>							
9	Research of Engineering Records	Per Hour	\$103	\$200	\$200	52%	100%	
10	Miscellaneous Engineering Services	Per Hour	\$103	\$200	\$200	52%	100%	
11	Excess Plan Review Fee (4th and subsequent)	Per Hour	n/a	\$200	\$200		100%	
12	Revisions	Per Hour	n/a	\$200	\$200		100%	
13	After Hours Inspection (per hour) (2-hour minimum)	Per Hour	\$103	\$240	\$240	43%	100%	
14	Re-inspection Fee (2nd Time or More) (each)	Each	n/a	\$100	\$100		100%	
15	Missed Inspection Fee	Each	n/a	\$100	\$100		100%	
16	Expedited Services Fee	Fixed Fee	1.5x Regular Fee		1.5x Regular Fee			
17	Residential Landscape Review	Per Hour	Hourly Rate of Arborist	\$200	Hourly Rate of Arborist			
18	Technical Assistance/Third Party Review or Inspection	T & M	Actual Cost		Actual Cost			

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

**User and Regulatory Fees**

*Cost of Service Calculations*

**Building**

**DRAFT**

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Building

**Authorized Staffing**

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Indirect	Direct	Total	Indirect Hours	Total Direct Hours	Total Hours	Notes
Building Inspector I/II	3.00	2,080	216	1,864	5,592	20%	80%	100%	1,118	4,474	5,592	[a];[b]
Building Plans Coordinator	2.00	2,080	216	1,864	3,728	20%	80%	100%	746	2,982	3,728	[a];[b]
Building Technician I/II	2.00	2,080	216	1,864	3,728	50%	50%	100%	1,864	1,864	3,728	[a];[b]
Plan Check Engineer	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Building Inspection Supervisor	1.00	2,080	216	1,864	1,864	40%	60%	100%	746	1,118	1,864	[a];[b]
Principal Civil Engineer	1.00	2,080	216	1,864	1,864	50%	50%	100%	932	932	1,864	[a];[b]
Senior Civil Engineer	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
<b>Total</b>	<b>11.00</b>				<b>20,504</b>				<b>6,151</b>	<b>14,353</b>	<b>20,504</b>	
<b>Total</b>									<b>30%</b>	<b>70%</b>	<b>100%</b>	

Position	Indirect	Direct	Total
Building Inspector I/II	1,118	4,474	5,592
Building Plans Coordinator	746	2,982	3,728
Building Technician I/II	1,864	1,864	3,728
Plan Check Engineer	373	1,491	1,864
Building Inspection Supervisor	746	1,118	1,864
Principal Civil Engineer	932	932	1,864
Senior Civil Engineer	373	1,491	1,864
<b>Total</b>	<b>6,151</b>	<b>14,353</b>	<b>20,504</b>

**Contract Services**

Description	Total	Notes
Annual Contract Services	\$ 650,000	[c]

Contract Services	Share	Est. Hry Cost	Notes
Inspection	33%	\$ 110	[d]
Plan Review	67%	\$ 140	[d]
<b>Total</b>	<b>100%</b>	<b>130</b>	<b>[e]</b>

Description	Total	Indirect	Direct	Indirect	Direct	Total	Notes
Contract Service Hours	5,000	10%	90%	500	4,500	5,000	[c]

**Divisional Total**

Position	Indirect	Direct	Total	Notes
Authorized Staffing	6,151	14,353	20,504	
Contract Services	500	4,500	5,000	
<b>Total</b>	<b>6,651</b>	<b>18,853</b>	<b>25,504</b>	
<b>Total</b>	<b>26%</b>	<b>74%</b>	<b>100%</b>	

[a] Staffing based on FY 23/24 adopted budget  
 [b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.  
 [c] Source: Annual average FY 18/19 through FY 21/22.  
 [d] Amounts intended to serve as reasonable estimates of market rates for contract service providers.  
 [e] Average hourly rate for contract services received.

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Divisional Expenses - Building

**Recurring Divisional Expenditures [a]**

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	\$ 1,032,925	\$ -	\$ 1,032,925	
Salaries - Temporary	\$ 50,000	\$ -	\$ 50,000	
Annual Leave Account	\$ 15,125	\$ -	\$ 15,125	
Uniform Allowance	\$ 2,025	\$ -	\$ 2,025	
FICA	\$ 82,121	\$ -	\$ 82,121	
PERS	\$ 412,624	\$ -	\$ 412,624	
Deferred Comp - City Paid	\$ 23,400	\$ -	\$ 23,400	
Combined Benefits	\$ 208,931	\$ -	\$ 208,931	
Contracts	\$ 265,000	\$ 385,000	\$ 650,000	[b]
Insurance / Liability	\$ 56,472	\$ -	\$ 56,472	
<b>Subtotal</b>	<b>\$ 2,148,623</b>	<b>\$ 385,000</b>	<b>\$ 2,533,623</b>	

**Allocation of Department and Citywide Overhead**

Description	Total	Adjustments	Total	Notes
Department Overhead	\$ 372,993	\$ -	\$ 372,993	[c]
Citywide Overhead	\$ 147,300	\$ -	\$ 147,300	[c]
<b>Subtotal</b>	<b>\$ 520,293</b>	<b>\$ -</b>	<b>\$ 520,293</b>	

**Support from Other Departments**

Description	Total	Adjustments	Total	Notes
Plan Review and Permit Support from Other Depts	\$ 65,000	\$ -	\$ 65,000	[c]
Annual In-House Technology Licensing	\$ 40,000	\$ -	\$ 40,000	[c]
Annual In-House Maintenance of Zoning Code, Plans &	\$ 226,776	\$ -	\$ 226,776	[c]
<b>Subtotal</b>	<b>\$ 331,776</b>	<b>\$ -</b>	<b>\$ 331,776</b>	

**Total**

Description	Total	Notes
Recurring Divisional Expenditures	\$ 2,533,623	
Department Overhead	\$ 372,993	
Support from Other Departments	\$ 331,776	
Citywide Overhead	\$ 147,300	
<b>Subtotal</b>	<b>\$ 3,385,691</b>	

**Fully-Burdened Hourly Rate**

Description	Total	Note
Costs	\$ 3,385,691	
Direct Hours	18,853	[c]
<b>Fully-Burdened Hourly Rate</b>	<b>\$ 180</b>	

City of Folsom  
 User and Regulatory Fee Study  
 Allocation of Divisional Expenses - Building

**Cost Recovery Overview**

Description	Org Key	Object	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	10-Year Avg	Percentage	Notes
Building Permit Fees	0102320	3224000	\$1,090,143	\$1,391,334	\$1,435,293	\$1,160,275	\$1,215,167	\$1,757,983	\$2,022,669	\$2,259,054	\$3,143,495	\$3,632,168	\$1,910,758	67%	
Building Reinspection Fee	0102320	3440401	\$1,320	\$1,080	\$2,400	\$3,000	\$2,405	\$1,680	\$1,330	\$1,985	\$240	\$1,080	\$1,652	0%	
Structure Plan Check Fees	0102320	3444100	\$565,642	\$866,826	\$727,668	\$966,213	\$988,989	\$839,076	\$899,484	\$919,517	\$1,298,637	\$1,234,323	\$930,637	33%	
Seismic Training Fee	0102320	3444300	\$897	\$859	\$766	\$2,300	\$1,864	\$320	\$2,413	\$469	\$0	\$7,070	\$1,696	0%	
State Bldg Standards Fund	0102320	3444400	\$430	\$638	\$515	\$550	\$698	\$403	\$4,051	\$331	\$0	\$3,338	\$1,095	0%	
<b>Total</b>			<b>\$1,658,432</b>	<b>\$2,260,737</b>	<b>\$2,166,642</b>	<b>\$2,132,338</b>	<b>\$2,209,123</b>	<b>\$2,599,462</b>	<b>\$2,929,947</b>	<b>\$3,181,356</b>	<b>\$4,442,372</b>	<b>\$4,877,979</b>	<b>\$2,845,839</b>	<b>100%</b>	

**Cost Recovery Analysis**

Description	Total	Note
Average Revenues	\$2,845,839	
Annualized Costs	\$3,385,691	
<b>Cost Recovery</b>	<b>84%</b>	

[a] Source: FY 23/24 adopted budget.

[b] Adjustment to align to FY 22/23 actual contract service expenditures.

[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.



City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
1 HVAC Change-Out - Residential	1.25	x	\$180	=	\$225	varies	varies	100%	\$225	
2 Water Heater Change-Out - Residential	1.00	x	\$180	=	\$180	varies	varies	100%	\$180	
3 Residential Re-Roof	2.00	x	\$180	=	\$360	varies	varies	100%	\$360	
4 Siding Replacement	1.75	x	\$180	=	\$315	varies	varies	100%	\$315	
5 Service Panel Upgrade - Residential	1.50	x	\$180	=	\$270	varies	varies	100%	\$270	
6 Battery Backup Storage	2.00	x	\$180	=	\$360	varies	varies	100%	\$360	
7 Electric Vehicle Charger	2.00	x	\$180	=	\$360	varies	varies	100%	\$360	
8 Generator	2.00	x	\$180	=	\$360	varies	varies	100%	\$360	
9 Residential Solar Photovoltaic System - Solar Permit										
a) Plan Review										
i) Base Fee for 15kW or Less						varies	varies		\$200	[a],[b]
ii) Fee for Each Additional kW above 15kW						varies	varies		\$15	[a],[b]
b) Permit						varies	varies		\$250	[a],[b]
10 Commercial Solar Photovoltaic System - Solar Permit										
a) Plan Review										
i) Base Fee 50kW or Less						varies	varies		\$444	[a],[b]
ii) Fee for Each Add'l kW above 50kW up to 250kW						varies	varies		\$7	[a],[b]
ii) Fee for Each Add'l kW above 250kW						varies	varies		\$5	[a],[b]
b) Permit						varies	varies		\$556	[a],[b]
11 Pool Solar	1.00	x	\$180	=	\$180	varies	varies	100%	\$180	
12 Swimming Pool Replaster / Equipment Change-Out	2.50	x	\$180	=	\$450	varies	varies	100%	\$450	
13 Swimming Pool Remodel (e.g., Changing Pool Shape, Adding Cabo Shelf, etc.)	5.00	x	\$180	=	\$900	varies	varies	100%	\$900	
14 Retaining Wall										
a) One Type of Retaining Wall Type/Configuration	3.00	x	\$180	=	\$540	varies	varies	100%	\$540	
b) Each Additional Wall Type/Configuration	1.50	x	\$180	=	\$270	varies	varies	100%	\$270	
15 Window / Sliding Glass Door - Retrofit / Repair										
a) Up to 5	1.00	x	\$180	=	\$180	varies	varies	100%	\$180	
b) Per Window Over 5 Windows	0.20	x	\$180	=	\$36	varies	varies	100%	\$36	
16 Fences Requiring a Building Permit	2.00	x	\$180	=	\$360	varies	varies	100%	\$360	

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
17 Electrical and Irrigation Pedestals per pedestal	1.50	x	\$180	=	\$270	varies	varies	100%	\$270	
18 Detached and Attached ADUs	25.00	x	\$180	=	\$4,500	varies	varies	100%	\$4,500	
19 Junior ADUs	12.00	x	\$180	=	\$2,160	varies	varies	100%	\$2,160	

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).  
 [b] The City will not collect additional permit processing fees. Amounts shown are total amount due for permit processing, plan review, and permit.

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
<b>Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits</b>											
1 \$1 - \$2,000	0.75	x	\$180	=	\$135	\$100	74%	\$135	100%		
2 \$2,001 - \$25,000	0.75	x	\$180	=	\$135	\$100	74%	\$135	100%		
3 \$25,001 - \$50,000	2.00	x	\$180	=	\$360	\$330	92%	\$360	100%		
4 \$50,001 - \$100,000	3.50	x	\$180	=	\$630	\$530	84%	\$630	100%		
5 \$100,001 - \$500,000	6.00	x	\$180	=	\$1,080	\$880	81%	\$1,080	100%		
6 \$500,001 - \$1,000,000	22.00	x	\$180	=	\$3,960	\$3,280	83%	\$3,960	100%		
7 \$1,000,001 - \$5,000,000	40.00	x	\$180	=	\$7,200	\$6,030	84%	\$7,200	100%		
8 \$5,000,001 - \$10,000,000	160.00	x	\$180	=	\$28,800	\$26,030	90%	\$28,800	100%		
9 \$10,000,001 - \$10,000,000	260.00	x	\$180	=	\$46,800	\$51,030	109%	\$46,800	100%		

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
<b>1 Building Plan Check Fees - Building</b>									
a) Plan Review Fee, if applicable	80%						80%	100%	[a]
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee						1.5x standard plan check fee	100%	
c) Tract Home / Master Plan Construction (Production Units)	20%				\$150	varies	20% of standard plan check fee	100%	[b]
d) Production Permit for Multi-family permit	8.00	x	\$180	= \$1,440	\$150	10%	\$1,440	100%	
e) Production Permit for Fire permits and other misc. permits	2.50	x	\$180	= \$450	\$150	33%	\$450	100%	
f) Alternate Materials and Methods Review (per hour)	1.00	x	\$180	= \$180			\$180	100%	
g) Excess Plan Review Fee (4th and subsequent) (per hour)	1.00	x	\$180	= \$180			\$180	100%	
h) Revisions to an Approved Permit (per hour)	1.00	x	\$180	= \$180			\$180	100%	
i) Deferred Submittal (per hour)	1.00	x	\$180	= \$180			\$180	100%	

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
1 Permit Processing Fee	0.42	x \$180 =	\$75			\$75	100%		
2 Strong Motion Instrumentation (SMI) Fee Calculation									
a) Residential						\$0.50 or valuation x .00013			
b) Commercial						\$0.50 or valuation x .00028			
3 Building Standards (SB 1473) Fee Calculation (Valuation)									
a) \$1 - \$25,000						\$1			
b) \$25,001 - \$50,000						\$2			
c) \$50,001 - \$75,000						\$3			
d) \$75,001 - \$100,000						\$4			
e) Each Add'l \$25,000 or fraction thereof						Add \$1			
4 General Plan and Zoning Code Update Fee (percent of building permit fee)			9%	0%	0%	5%	55%		[b]
5 Technology Fee (percent of permit fee)			9%	0%	0%	5%	56%		[b]
6 Temporary Certificate of Occupancy (per 30 Days)	3.00	x \$180 =	\$540			\$540	100%		
7 Permit Extension	0.50	x \$180 =	\$90			\$0	0%		
8 Permit Reactivation Fee									
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	1.00	x \$180 =	\$180			\$180	100%		
b) Reactivation Fee - All Other Scenarios									
i) Permit Expired Up to One Year						50% of Original Base Building Permit Fee			
ii) Permit Expired More than One Year						100% of Original Base Building Permit Fee			
9 Permit Reissuance Fee	1.00	x \$180 =	\$180			\$180	100%		
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) (per hour)	1.00	x \$180 =	\$180			\$180	100%		
<b>Other Fees</b>									
11 Phased Inspection Fee (per inspection)	1.00	x \$180 =	\$180			\$180	100%		
12 After Hours Inspection (per hour) (4-hour minimum)	1.20	x \$180 =	\$216			\$216	100%		
13 Re-inspection Fee (2nd Time or More) (each)	1.00	x \$180 =	\$180			\$180	100%		[a]

City of Folsom  
 User and Regulatory Fee Study  
 Building Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
14 Missed Inspection Fee	1.00	x	\$180	=	\$180			\$180	100%		
15 Duplicate Copy of Permit	0.42	x	\$180	=	\$75			\$75	100%		
16 Duplicate Copy of Certificate of Occupancy	0.42	x	\$180	=	\$75			\$75	100%		
17 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	0.50	x	\$180	=	\$90			\$90	100%		
<b>Violation Fees</b>											
18 Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)								equal to permit fee			
<b>Refunds</b>											
19 Refunds											
a) Fees Erroneously Paid or Collected by the City								100% refund			
b) Refund of Plan Review Fees - Prior to Plan Review Commencing								up to 80% refund			
c) Refund of Permit Fees - Prior to Inspection Commencing								up to 80% refund			
d) 180 Days After Payment of Fees								no refund			

[a] Reinspection fee applies after the first re-inspection.

[b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.

[c] Fee applies to all permits.

**User and Regulatory Fees**  
**Cost of Service Calculations**  
**General Plan / Zoning Code Update**  
**DRAFT**

City of Folsom  
 User and Regulatory Fee Study  
 Cost of Service Calculation - General Plan Update / Zoning Code Update Costs

**Estimated Expenditures**

Description	Total	Amortization / Update Frequency	Annual Cost	Cost Type	Notes
General Plan Update	\$ 2,000,000	20	\$ 100,000	Periodic	[a];[b]
Housing Element	\$ 500,000	8	\$ 62,500	Periodic	[a];[b]
Zoning Code	\$ 500,000	5	\$ 100,000	Periodic	[a];[b]
In-House Maintenance	\$ 226,776	1	\$ 226,776	Annual	[a];[c]
<b>Total</b>	<b>\$ 3,226,776</b>		<b>\$ 489,276</b>		

**Cost Allocation**

Description	Total	Share to Recover	Target Cost Recovery	Notes
Periodic Costs	\$ 262,500	67%	\$ 175,000	[a];[d]

**Allocation Base**

Description	Total	Notes
Estimated Building Permit Fees	\$ 1,910,758	[e]

**Fee at Full Cost Recovery**

Description	Total	Notes
Target Recovery	\$ 175,000	
Estimated Building Permit Fees	\$ 1,910,758	
<b>Total</b>	<b>9%</b>	

**Cost Recovery Alternative Scenarios**

Description	Total	Total	Total	Notes
% of Permit Fee	0%	5%	9%	
Estimated Building Permit Fees	\$ 1,910,758	\$ 1,910,758	\$ 1,910,758	
Forecast Revenue	\$ -	\$ 95,538	\$ 175,000	
Annual Revenue Requirement	\$ 175,000	\$ 175,000	\$ 175,000	
<b>Cost Recovery</b>	<b>0.00%</b>	<b>54.59%</b>	<b>100.00%</b>	

Notes:

- [a] Source: Conservative estimates of update costs. Amounts will likely be higher.
- [b] Target recovery of periodic costs, or portion of periodic costs, via General Plan/Zoning Code Update Fee.
- [c] Recover annual costs, or portion of annual costs, via standard permit and plan review fees.
- [d] Assumes portion of General Plan/Zoning Code Update costs will continue to be paid via General Fund resources.
- [e] Amounts represents multi-year average of building permit fee collection.



**User and Regulatory Fees**

*Cost of Service Calculations*

*Development Specific Technology Enhancements / Land Management Tracking*

**DRAFT**

City of Folsom  
 User and Regulatory Fee Study  
 Cost of Service Calculation - Technology Enhancement Fee

**Estimated Expenditures**

Description	Total	Amortization / Update Frequency	Annual Cost	Cost Type	Note
Software and Licensing	\$40,000	1	\$ 40,000	Annual	[a];[b]
Hardware Upgrades	\$50,000	5	\$ 10,000	Periodic	[a];[c]
Implementation	\$750,000	5	\$ 150,000	Periodic	[a];[c]
Contingency (10%)	\$50,000	5	\$ 10,000	Periodic	[a];[c]
<b>Total</b>	<b>\$890,000</b>		<b>\$ 210,000</b>		

**Cost Allocation**

Description	Total	Share to Recover	Target Cost Recovery	Notes
Periodic Costs	\$ 170,000	100%	\$ 170,000	

**Allocation Base**

Description	Total	Notes
Estimated Building Permit Fees	\$ 1,910,758	[d]

**Fee at Full Cost Recovery**

Description	Total	Notes
Target Recovery	\$ 170,000	
Estimated Building Permit Fees	\$ 1,910,758	
<b>Total</b>	<b>9%</b>	

**Current Cost Recovery**

Description	Total	Total	Total	Notes
% of Permit Fee	0%	5%	9%	
Estimated Building Permit Fees	\$ 1,910,758	\$ 1,910,758	\$ 1,910,758	
Forecast Revenue	\$ -	\$ 95,538	\$ 170,000	
Annual Revenue Requirement	\$ 170,000	\$ 170,000	\$ 170,000	
<b>Cost Recovery</b>	<b>0.00%</b>	<b>56.20%</b>	<b>100.00%</b>	

- [a] Useful life and ongoing licensing costs, and annual revenues estimated by ClearSource. Amounts are intended to represent reasonable estimates.
- [b] Recover annual costs, or portion of annual costs, via standard permit and plan review fees.
- [c] Target recovery of periodic costs, or portion of periodic costs, via Technology Fee.
- [d] Amounts represents multi-year average of building permit fee collection.

**User and Regulatory Fees**

*Cost of Service Calculations*

*Allocation of Citywide Overhead*

**DRAFT**

City of Folsom  
 User and Regulatory Fee Analysis  
 Estimated Citywide Overhead (for Cost of Service Calculation Purposes Only)

Central Service Center - General Fund Allocation [a]

Department	Annual Expenses	Notes
City Council	\$117,437	
City Manager	\$1,256,732	
City Attorney	\$1,234,309	
City Clerk	\$681,049	
Human Resources	\$886,511	
Management and Budget	\$6,246,759	
Fleet Management	\$1,674,868	
<b>Total</b>	<b>\$12,097,665</b>	

City Staffing Position Total [a],[b]

Department	Total	Adjustment for Direct Svc Depts Only	Adjusted Staffing for Cwide OH Alloc	Share of Cwide OH Alloc	Cwide OH Alloc	Notes
City Council	5.00	(5.00)	-	0%	\$ -	
City Manager	4.00	(4.00)	-	0%	\$ -	
City Attorney	4.00	(4.00)	-	0%	\$ -	
City Clerk	3.00	(3.00)	-	0%	\$ -	
Community Development	27.00	-	27.00	6%	\$ 736,498	
Fire Department	90.00	-	90.00	20%	\$ 2,454,994	
Human Resources	6.00	(6.00)	-	0%	\$ -	
Library	12.00	-	12.00	3%	\$ 327,333	
Management and Budget	25.00	(25.00)	-	0%	\$ -	
Parks and Recreation	49.00	-	49.00	11%	\$ 1,336,608	
Police Department	113.50	-	113.50	26%	\$ 3,096,020	
Public Works	34.55	-	34.55	8%	\$ 942,445	
Water Resources	58.00	-	58.00	13%	\$ 1,582,107	
Solid Waste	59.45	-	59.45	13%	\$ 1,621,660	
<b>Total</b>	<b>490.50</b>	<b>(47.00)</b>	<b>443.50</b>	<b>100%</b>	<b>\$ 12,097,665</b>	

Estimated Citywide Alloc to Community Development Direct Service Units

Dept/Division	Share of Allocation	Share of Allocation	Notes
Building	20%	\$ 147,300	[c]
Code Enforcement	8%	\$ 58,920	[c]
Engineering	30%	\$ 220,949	[c]
Planning	42%	\$ 309,329	[c]
<b>Total</b>	<b>100%</b>	<b>\$ 736,498</b>	

\* This represents a conservative indirect cost rate calculation. This estimate was developed for purposes of user and regulatory fee cost of service analysis. As part of day-to-day operations, staff may categorize, assign, or quantify indirect costs using different criteria and methods.  
 [a] Source: FY 23/24 adopted budget.  
 [b] Indirect cost allocation basis is staffing levels of direct service departments.  
 [c] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates.

# APPENDIX C

## PROPOSED FEES

## City of Folsom

### PLANNING FEES

#	Description	Fee	Fee Structure	Note
1	Annexation Processing	\$17,000	Deposit	[a]
2	Appeal			
	a) Appeal of Staff Decision - Owner Occupied	\$1,700	Fixed Fee	[b]
	b) Appeal of Staff Decision - by Developer/Other	\$3,400	Fixed Fee	[b]
	c) Appeal of Commission Decision - Owner Occupied	\$3,400	Fixed Fee	[b]
	d) Appeal of Commission Decision - by Developer/Other	\$6,800	Fixed Fee	[b]
3	Code Amendment	\$8,500	Fixed Fee	
4	Conditional Use Permit (CUP)			
	a) CUP Review (Major)	\$5,100	Fixed Fee	
	b) CUP Review (Minor)	\$2,500	Fixed Fee	
	c) CUP Modification	\$2,500	Fixed Fee	
5	Condominium Conversion Fee	\$17,000	Fixed Fee	
6	Design Review/Architectural Review			
	a) New Multi-Family/Commercial (Commission Level)	\$5,100	Fixed Fee	
	b) Minor Multi-Family/Commercial (Staff Level)	\$500	Fixed Fee	
	c) New Single and Two Family Dwelling	\$800	Fixed Fee	
	d) Minor Single and Two Family Dwelling	\$250	Fixed Fee	
	e) Historic District New Multi-Family/Commercial	\$5,100	Fixed Fee	
	f) Historic District Minor Multi-Family/Commercial	\$250	Fixed Fee	
	g) Historic District New Single Family, Two-Family Dwelling and ADU >800 sq. ft. and/or 16 ft. tall	\$3,400	Fixed Fee	
	h) Historic District Minor Single and Two Family Dwelling	\$250	Fixed Fee	
7	Development Agreement Processing	\$10,000	Deposit	[a]
8	Entertainment Permit	\$200	Fixed Fee	
9	Environmental Review			
	a) Environmental Impact Review & Report	\$10,000	Deposit	[a],[c]
	b) Environmental Mitigation Program Monitoring	\$7,000	Deposit	[a],[c]
	c) Initial Environmental Study/Assessment	\$7,000	Deposit	[a],[c]
	d) Notice of CEQA Determination	\$300	Fixed Fee	

## City of Folsom

### PLANNING FEES

#	Description	Fee	Fee Structure	Note
10	General Plan			
	a) General Plan Amendment < 5 acres	\$10,000	Fixed Fee	
	b) General Plan Amendment 5 or more acres	\$13,000	Fixed Fee	
11	Home Occupation Permit Fee	\$60	Fixed Fee	
12	Indoor Marijuana Cultivation Permit	\$500	Fixed Fee	
13	Landmark Tree Classification	\$350	Fixed Fee	
14	Landmark Tree Declassification	\$1,800	Fixed Fee	[d]
15	Large Family Day Care Home	\$100	Fixed Fee	
16	Lot Line Adjustment/Parcel Merger - Planning	\$1,000	Fixed Fee	[e]
17	Non-Residential Plan Check Fee	10% of building permit fee	Fixed Fee	
18	Opinion on a Planning Matter	\$200	Fixed Fee	
19	Preliminary Project Review	\$1,000	Fixed Fee	
20	Planned Development			
	a) Planned Development Review			
	i) Base Fee	\$10,000	Fixed Fee	
	ii) Plus, Per Acre Fee	\$500	Fixed Fee	
	b) Planned Development Extension Review	\$3,000	Fixed Fee	
	c) Planned Development Modification Review	\$5,000	Fixed Fee	
21	Rezoning Request			
	a) Rezoning Request Review – 5 acres or less	\$10,000	Fixed Fee	
	b) Rezoning Request Review – 5+ acres	\$13,000	Fixed Fee	
22	Sidewalk Vendor Permit	\$50	Fixed Fee	

## City of Folsom

### PLANNING FEES

#	Description	Fee	Fee Structure	Note
23	Signs			
	a) Sign Permit - Staff	\$150	Fixed Fee	
	b) Sign Permit Extension	\$100	Fixed Fee	
	c) Special Event Sign Permit	\$100	Fixed Fee	
	d) Historic District Sign Review (Staff Level)	\$150	Fixed Fee	
	e) Historic District Sign Review (Commission Level)	\$800	Fixed Fee	
	f) Planned Development Sign Permit	\$2,500	Fixed Fee	
	g) Temporary Sign Permit	\$40	Fixed Fee	
	h) On-Site Subdivision Signs	\$200	Fixed Fee	
	i) Off-Site Subdivision Signs			
	i) base fee	\$300	Fixed Fee	
	ii) refundable deposit - per sign	\$500	Deposit	
	j) Off-Site Weekend Directional Signs			
	i) base fee	\$300	Fixed Fee	
	ii) refundable deposit	\$200	Deposit	
	k) Uniform Sign Program	\$400	Fixed Fee	
24	Site Design Review			
	a) Site Design Review	\$400	Fixed Fee	
	b) Site Design Review – Planning Commission	\$5,100	Fixed Fee	
25	Special Event Permit			
	a) Special Event Permit	\$500	Fixed Fee	[f]
	b) Over 1,000 People Per Day (charged per thousand)	\$432	Fixed Fee	
	c) Consultation Meeting for Events Over 1,000 People Per Day	\$200	Fixed Fee	
	d) Traffic Control Plan or Street Closure for New Event	\$700	Fixed Fee	
	e) Traffic Control Plan or Street Closure for Repeated Event (No Substantial Changes from Previous Year)	\$400	Fixed Fee	
	f) Alcohol/ABC Permit	\$324	Fixed Fee	
	g) Fire Inspections	\$400	Fixed Fee	
	h) Block Party Permit	\$100	Fixed Fee	
26	Specific Plan			
	a) Specific Plan Review	\$15,500	Fixed Fee	
	b) Specific Plan Amendment Review	\$10,300	Fixed Fee	



## City of Folsom

### PLANNING FEES

#	Description	Fee	Fee Structure	Note
27	Street Name Review/Change	\$800	Fixed Fee	
28	Temporary Outdoor Dining			
	a) Initial Permit (Additional Revocable Permit Fees Apply)	\$280	Fixed Fee	
	b) Renewal	\$140	Fixed Fee	
28	Temporary Use Permit	\$300	Fixed Fee	
29	Tentative Map/Parcel/Subdivision Map			
	a) Tentative Parcel Map Review	\$7,700	Fixed Fee	
	b) Tentative Map Amendment Review	\$5,100	Fixed Fee	
	c) Tentative Map Extension Review	\$4,300	Fixed Fee	
	d) Tentative Subdivision Map Review			
	i) Base Fee	\$8,600	Fixed Fee	
	ii) Plus, Per Lot Fee	\$50	Fixed Fee	
30	Unattended Donation Box			
	a) Initial Permit	\$300	Fixed Fee	
	b) Renewal	\$100	Fixed Fee	
31	Variance			
	a) Variance Review – Single Family Dwelling	\$2,500	Fixed Fee	
	b) Variance Review - Other	\$5,100	Fixed Fee	
32	Zoning Verification Review	\$400	Fixed Fee	
33	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	\$200	Per Hour	

\* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.

[b] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Planning Commission, other Commission or Board, or City Council.

[c] Applicant shall be responsible for additional costs of preparation of the required environment document.

[d] For non-development related declassifications, the fee will be waived if the urban forester finds/agrees the tree is dead/dying with no reasonable expectation of recovery and poses a risk to persons/property. For development-related declassifications, fee is amount shown.

[e] Additional fees apply for Engineering review. See Engineering fee schedule.

[f] Special events that require additional resources beyond those covered the scope of these fees will be charged on an hourly basis.

## City of Folsom

### ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
1	Assessment District/CFD Payment Processing	\$4,800	Fixed Fee	
2	Encroachment Permit			
	a) Encroachment Contract for Parking/Staging			
	i. 0-6 calendar days	\$50	Fixed Fee	
	ii. 7-14 calendar days	\$100	Fixed Fee	
	iii. 14+days	\$200	Fixed Fee	
	b) Utility Work/Connections (Individual Permits)			
	i. Wet Utilities/Service Connections	\$600	Fixed Fee	
	ii. Dry Utilities (per site/location)	\$200	Fixed Fee	
	iii. Misc. per LF of Trench in ROW/City Easement	\$5.00	Fixed Fee	
	iv. Inspections and Testing	\$400	Fixed Fee	
	c) Driveways/Minor Frontage Improvements			
	i. Residential (per driveway)	\$400	Fixed Fee	
	ii. Commercial (per driveway)	\$400	Fixed Fee	
	d) Pools and Spas (in ground)	\$400	Fixed Fee	
	e) Traffic Control/Equipment Staging			
	i. Isolated Site	\$200	Fixed Fee	
	ii. Multiple Closures/Staging	\$1,000	Fixed Fee	
	f) Permit Extensions			
	i. Active Work Zone	\$50	Fixed Fee	
	ii. Inactive Work Zone (4+ months inactivity)	\$200	Fixed Fee	
	g) Annual Permits			
	i. Wet Utilities	\$6,000	Fixed Fee	
	ii. Dry Utilities	\$20,800	Fixed Fee	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	T&M	Fixed Fee	[a]
	iv. Vegetation Management (Utilities)	\$20,800	Fixed Fee	
	v. Long Term/Revocable Encroachments (paid annually)	\$200	Fixed Fee	
	h) Long Term/Revocable Encroachments (new permits only)	\$2,400	Fixed Fee	[b]

## City of Folsom

### ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
3	Engineering and Landscape Plan Check and Inspection			
	a) Project Value Up to \$10,000	8.00%	Fixed Fee	
	b) Project Value \$10,001 - \$100,000			
	i. Base Fee for First \$10,000	\$800	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$100,000	8.00%	Fixed Fee	
	c) \$100,001 - \$199,999			
	i. Base Fee for First \$100,000	\$8,000	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$200,000	6.40%	Fixed Fee	
	d) \$200,001 - \$299,999			
	i. Base Fee for First \$200,000	\$14,400	Fixed Fee	
	ii. Fee for Each Add'l \$1 Up to \$300,000	4.80%	Fixed Fee	
	e) \$300,000 or more			
	i. Base Fee for First \$300,000	\$19,200	Fixed Fee	
	ii. Fee for Each Add'l \$1	3.60%	Fixed Fee	
	f) Landscape Plan Review			
	i. Non-Development	\$200	Fixed Fee	
	ii. Custom Home	\$1,100	Fixed Fee	
	iii. Production Home/Subdivision	\$2,300	Fixed Fee	
	iv. Model Home Complex	\$1,400	Fixed Fee	
	v. Commercial, Streetscape, Other Development Projects	\$1,600	Fixed Fee	
	vi. Development and Civil Improvements - Landscaping Review	\$2,100	Fixed Fee	
4	Final Map and Parcel Map			
	a) Parcel Map Check	\$8,050	Fixed Fee	
	b) Final Map Check			
	i. Base Fee	\$11,500	Fixed Fee	
	ii. Plus, Per Lot Fee	\$144	Fixed Fee	
	c) Final Map Amendment/Certificate of Correction	\$6,900	Fixed Fee	
5	Right of Ways (ROW) and Easements			
	a) Review of ROW/Easement Documents	\$3,450	Fixed Fee	
	b) ROW/Easement Abandonment	\$5,750	Fixed Fee	
6	Subdivision Agreement Processing	\$5,750	Fixed Fee	
7	Transportation Permit			
	a) Permit	\$16	Fixed Fee	
	b) Annual Permit	\$90	Fixed Fee	

## City of Folsom

### ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
8	Tree Removal/Work Permit			
	a) Permitted Removal/Work			
	i. Existing Occupied Structure			
	a. 0-2 Trees	\$100	Fixed Fee	
	b. 3+ Trees: See New Construction Rate Below	\$1,200	Fixed Fee	
	c. "In Decline" Tree	\$100	Fixed Fee	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel)			
	a. 0-4 Trees	\$1,200	Fixed Fee	
	b. 5+ Trees	\$1,400 + 10% per tree	Fixed Fee	
	iii. Misc.	\$200	Per Hour	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	2x permit amount	Fixed Fee	
<b>Other Fees for Service</b>				
9	Research of Engineering Records	\$200	Per Hour	
10	Miscellaneous Engineering Services	\$200	Per Hour	
11	Excess Plan Review Fee (4th and subsequent)	\$200	Per Hour	
12	Revisions	\$200	Per Hour	
13	After Hours Inspection (per hour) (2-hour minimum)	\$240	Per Hour	
14	Re-inspection Fee (2nd Time or More) (each)	\$100	Each	
15	Missed Inspection Fee	\$100	Each	
16	Expedited Services Fee	1.5x Regular Fee	Fixed Fee	
17	Residential Landscape Review	Hourly Rate of Arborist	Per Hour	
18	Technical Assistance/Third Party Review or Inspection	Actual Cost	T & M	

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

## City of Folsom

### BUILDING FEES

**A. Fees for Commonly Requested Building Permit Types.** Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), and Fees Collected on Behalf of Other Agencies (e.g. State of California).

Fee Description	Fee	Charge Basis	Note	CPI
1 HVAC Change-Out - Residential	\$225	per permit		Y
2 Water Heater Change-Out - Residential	\$180	per permit		Y
3 Residential Re-Roof	\$360	per permit		Y
4 Siding Replacement	\$315	per permit		Y
5 Service Panel Upgrade - Residential	\$270	per permit		Y
6 Battery Backup Storage	\$360	per permit		Y
7 Electric Vehicle Charger	\$360	per permit		Y
8 Generator	\$360	per permit		Y
9 Residential Solar Photovoltaic System - Solar Permit				
a) Plan Review				
i) Base Fee for 15kW or Less	\$200	per permit	[a],[b]	N
ii) Fee for Each Additional kW above 15kW	\$15	per permit	[a],[b]	N
b) Permit	\$250	per permit	[a],[b]	N
10 Commercial Solar Photovoltaic System - Solar Permit				
a) Plan Review				
i) Base Fee 50kW or Less	\$444	per permit	[a],[b]	N
ii) Fee for Each Add'l kW above 50kW up to 250kW	\$7	per permit	[a],[b]	N
ii) Fee for Each Add'l kW above 250kW	\$5	per permit	[a],[b]	N
b) Permit	\$556	per permit	[a],[b]	N
11 Pool Solar	\$180	per permit		Y
12 Swimming Pool Replaster / Equipment Change-Out	\$450	per permit		Y
13 Swimming Pool Remodel (e.g., Changing Pool Shape, Adding Cabo Shelf, etc.)	\$900	per permit		Y
14 Retaining Wall				
a) One Type of Retaining Wall Type/Configuration	\$540	per permit		Y
b) Each Additional Wall Type/Configuration	\$270	per permit		Y
15 Window / Sliding Glass Door - Retrofit / Repair				
a) Up to 5	\$180	per permit		Y
b) Per Window Over 5 Windows	\$36	per permit		Y
16 Fences Requiring a Building Permit	\$360	per permit		Y
17 Electrical and Irrigation Pedestals per pedestal	\$270	per permit		Y
18 Detached and Attached ADUs	\$4,500	per permit		Y
19 Junior ADUs	\$2,160	per permit		Y

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

[b] The City will not collect additional permit processing fees. Amounts shown are total amount due for permit processing, plan review, and permit.

# City of Folsom

## BUILDING FEES

### Determination of Valuation for Fee-Setting Purposes

• Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. For determining project valuations for new construction, the Building Official may use data published by the International Code Council (ICC) (building valuation data table, typically updated in February and August of each year). The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

**Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.**

### B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation		Permit Fee			CPI
\$1 to \$2,000	\$135.00				
\$2,001 to \$25,000	\$135.00 for the first \$2,000	plus	\$9.78 for each add'l \$1,000 or fraction thereof, to and including \$25,000		N
\$25,001 to \$50,000	\$360.00 for the first \$25,000	plus	\$10.80 for each add'l \$1,000 or fraction thereof, to and including \$50,000		N
\$50,001 to \$100,000	\$630.00 for the first \$50,000	plus	\$9.00 for each add'l \$1,000 or fraction thereof, to and including \$100,000		N
\$100,001 to \$500,000	\$1,080.00 for the first \$100,000	plus	\$7.20 for each add'l \$1,000 or fraction thereof, to and including \$500,000		N
\$500,001 to \$1,000,000	\$3,960.00 for the first \$500,000	plus	\$6.48 for each add'l \$1,000 or fraction thereof, to and including \$1,000,000		N
\$1,000,001 to \$5,000,000	\$7,200.00 for the first \$1,000,000	plus	\$5.40 for each add'l \$1,000 or fraction thereof, to and including \$5,000,000		N
\$5,000,001 and up	\$28,800.00 for the first \$5,000,000	plus	\$4.11 for each additional \$1,000 or fraction thereof over \$5,000,000		N

# City of Folsom

## BUILDING FEES

### D. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note	CPI
<b>1 Building Plan Check Fees - Building</b>				
a) Plan Review Fee, if applicable	80%		[a]	N
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee			N
c) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check fee		[b]	N
d) Production Permit for Multi-family permit	\$1,440			Y
e) Production Permit for Fire permits and other misc. permits	\$450			Y
f) Alternate Materials and Methods Review (per hour)	\$180			Y
g) Excess Plan Review Fee (4th and subsequent) (per hour)	\$180			Y
h) Revisions to an Approved Permit (per hour)	\$180			Y
i) Deferred Submittal (per hour)	\$180			Y

When applicable, plan check fees shall be paid at the time of application for a building permit.  
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

## City of Folsom

### BUILDING FEES

#### E. Other Fees

Activity Description	Fee	Note	CPI
1 Permit Processing Fee	\$75		Y
2 Strong Motion Instrumentation (SMI) Fee Calculation			
a) Residential	\$0.50 or valuation x .00013		N
b) Commercial	\$0.50 or valuation x .00028		N
3 Building Standards (SB 1473) Fee Calculation (Valuation)			
a) \$1 - \$25,000	\$1		N
b) \$25,001 - \$50,000	\$2		N
c) \$50,001 - \$75,000	\$3		N
d) \$75,001 - \$100,000	\$4		N
e) Each Add'l \$25,000 or fraction thereof	Add \$1		N
4 General Plan and Zoning Code Update Fee (percent of building permit fee)	5%	[b]	N
5 Technology Fee (percent of permit fee)	5%	[b]	N
6 Temporary Certificate of Occupancy (per 30 Days)	\$540		Y
7 Permit Extension	\$0		Y
8 Permit Reactivation Fee			
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	\$180		Y
b) Reactivation Fee - All Other Scenarios			
i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee		N
ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee		N
9 Permit Reissuance Fee	\$180		Y
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) (per hour)	\$180		Y
<b>Other Fees</b>			
11 Phased Inspection Fee (per inspection)	\$180		Y
12 After Hours Inspection (per hour) (4-hour minimum)	\$216		Y
13 Re-inspection Fee (2nd Time or More) (each)	\$180	[a]	Y
14 Missed Inspection Fee	\$180		Y
15 Duplicate Copy of Permit	\$75		Y
16 Duplicate Copy of Certificate of Occupancy	\$75		Y
17 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	\$90		Y



# City of Folsom

## BUILDING FEES

### E. Other Fees

Activity Description	Fee	Note	CPI
<b>Violation Fees</b>			
18 Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee		N
<b>Refunds</b>			
19 Refunds			
a) Fees Erroneously Paid or Collected by the City	100% refund		N
b) Refund of Plan Review Fees - Prior to Plan Review Commencing	up to 80% refund		N
c) Refund of Permit Fees - Prior to Inspection Commencing	up to 80% refund		N
d) 180 Days After Payment of Fees	no refund		N

[a] Reinspection fee applies after the first re-inspection.

[b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.

[c] Fee applies to all permits.

**City of Folsom  
BUILDING FEES**

Building Valuation Data Table									
Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	335.89	324.58	316.94	304.93	286.87	278.00	295.62	266.02	257.55
A-1 Assembly, theaters, without stage	307.39	296.08	288.44	276.42	258.37	249.50	267.12	237.51	229.05
A-2 Assembly, nightclubs	269.94	261.93	254.48	245.85	230.56	223.99	237.02	209.57	202.79
A-2 Assembly, restaurants, bars, banquet halls	268.94	260.93	252.48	244.85	228.56	222.99	236.02	207.57	201.79
A-3 Assembly, churches	311.88	300.57	292.93	280.91	263.30	254.43	271.60	242.45	233.98
A-3 Assembly, general, community halls, libraries, museums	266.07	254.76	246.12	235.10	216.33	208.46	225.80	195.47	188.01
A-4 Assembly, arenas	306.39	295.08	286.44	275.42	256.37	248.50	266.12	235.51	228.05
B Business	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
E Educational	273.46	263.96	255.62	245.04	228.69	217.00	236.61	200.36	193.94
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	0.00
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	434.15	424.59	415.32	405.12	383.35	0.00	396.02	358.57	0.00
I-2 Institutional, nursing homes	302.01	292.45	283.18	272.97	253.83	0.00	263.88	229.05	0.00
I-3 Institutional, restrained	295.86	286.31	277.03	266.83	247.95	238.69	257.74	223.17	212.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	201.37	193.36	184.91	177.28	161.72	156.15	168.45	140.73	134.95
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19