

Survey of California Society of Municipal Finance Officers (CSMFO) Listserve October, 2018

Survey question:

Does your city approve a new fee schedule each year? If so, do you conduct an in depth cost analysis of each fee each year? Or do you conduct an in-depth cost analysis each nth year and use a CPI adjustment in the interim years? This is regarding general fund services – not enterprise fund services.

City	Response
Central Contra Costa Sanitary District	Update counter fees annually utilizing assumed labor hours and labor classification for each fee.
City of Glendale	Cost study every 3-5 years depending on various factors, and then apply a CPI in the interim.
City of La Palma	In-depth analysis approximately every five years and in between use a CPI adjustment.
City of Martinez	Annually adopt changes – some by CPI others based on specific costs.
City of Burbank	Completes a cost study about every 5 to 7 years and for the in between years uses CPI.
City of Redwood City	In-depth fee study every 5 years and annual increase in between based on salaries and benefits costs increases.
Beverly Hills	A consultant performs an in-depth study every 5 to 7 years, and CPI adjustments are incorporated during the interim years.
City of Redlands	Conduct comprehensive analyses on costs every 5-7 years. Utilize an annual CPI adjustment that is pegged to the Consumer Price Index for the metropolitan area.
City of San Luis Obispo	Conduct a comprehensive fee study every five years (typically by a consultant), with automatic annual CPI increases in the interim.
CITY OF CORONA	Apply a CPI adjustment for the next few years (tentatively 3 years). Still working out the details of how many years before the next in-depth analysis.
City of Oceanside	Don't approve a new fee schedule every year. Departments are responsible for monitoring their own fees and associated costs and take any necessary changes to Council for approval. Changes approved by Council throughout the year or fees that have a built in adjustment such as CPI are updated on a continual basis.
City of Martinez	Make fee adjustments periodically, but not every year for all general fund services. Recreation fees are often adjusted every 2 years, or if a new renovation/reconstruction project is completed.
Cupertino	Do a fee study every 7 years and use Changes in total compensation for fees related to staff time and CPI for all others.
City of Galt	Updates fee schedule annually. Use CPI but also ask appropriate personnel to review in case there is a need for a more in depth analysis for any particular fee.