

City of Huntington Beach
User and Regulatory Fee Study
Cost of Service Calculation

Service Processing Time

Description	Service Time Estimate				Hourly Billing Rate			Cost of Service			Note
	Planning	Code Enforc'mt	Total		Planning	Code Enforc'mt		Planning	Code Enforc'mt	Total	
Short-Term Rental Permit Processing											
a) Initial Year	1.50	1.50	3.00	x	\$191	\$150	=	\$287	\$225	\$512	[a]
b) Renewal	1.00	0.25	1.25	x	\$191	\$150	=	\$191	\$38	\$229	[a]

Subscription / Monitoring / Compliance Platform

Description	Cost of Service	Notes
Subscription / Monitoring / Compliance		
Annual Cost	\$27,600	[b]
Permit Count	357	[c]
Total	\$77	

Cost of Service and Cost Recovery Analysis

Description	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Cost Recovery	Target Annual Volume	Revenue Analysis at Current Fees	Revenue Analysis at Full Cost Recovery	Revenue Analysis at Proposed Fees	Revenue Impact of Proposed Fee Change	Over / (Under) Recovery at Current Fee	Over / (Under) Recovery at Proposed Fee
Short-Term Rental Permit Fee												
a) Initial Year	\$589	\$0	0%	\$589	100%	357	\$0	\$210,273	\$210,273	\$210,273	(\$210,273)	\$0
b) Renewal	\$306	\$0	0%	\$306	100%	357	\$0	\$109,242	\$109,242	\$109,242	(\$109,242)	\$0

[a] Fully-burdened hourly rates calculated by ClearSource using FY 19/20 adopted budget. Planning services utilize uniform hourly billing rate for fee related services. Code Enforcement rate based on fully-burdened hourly rate for Code Enforcement Officer II.

[b] Based on cost estimate received from prospective vendor.

[c] Permit count intended to serve as a reasonable estimate based on current permitting counts and recently adopted regulations authorizing hosted v. unhosted rentals.

City of Huntington Beach

WORKING DRAFT MASTER FEE SCHEDULE - SHORT-TERM RENTAL PERMIT FEE

Description		Maximum Fee	Proposed Fee	Note
1	Short-Term Rental Permit			
	Short-Term Rental Permit - Initial	\$589	\$589	[a]
	Short-Term Rental Permit - Renewal	\$306	\$306	[a]
	Code Compliance			
2	Code Compliance Follow-Up, If Required			
	Code Enforcement Supervisor	\$198	\$198	
	Senior Code Enforcement Officer	\$158	\$158	
	Code Enforcement Officer II	\$150	\$150	
	Code Enforcement Officer I	\$115	\$115	
	Code Enforcement Technician	\$101	\$101	

[a] Short-Term Rental Permit fees include initial code enforcement review required to conduct permit application review. For Code Enforcement effort subsequent to issuance of initial permit, hourly billing rates apply.