

Sidewalk Vendor Application Fee Analysis

The fee analysis below pertains the initial application administration and annual application renewals. This fee calculation is based on the review of the application by staff of various departments calculated by time spent at the fully burdened hourly rate that includes the Economic Development Department, Finance Department, Planning Division, Code Enforcement Division, Building Division as identified in Table 2 below. The full cost recovery for application review would be charged to applicants who are residents from outside the Coachella Valley. A fee that is less than full cost recovery would be charged to applicants who are residents from the Coachella Valley.

This fee would recover City staff expenses associated with processing and review of applications. It does not cover the full cost of the administration of the Sidewalk Vendor program such as on-going compliance monitoring by the Code Enforcement Division.

Table 1 – Sidewalk Vendor Proposed Fee Structure

	PERMIT FEE* (RECOMMENDED)	RENEWAL* (RECOMMENDED)
Coachella Valley Resident	\$125	\$100
Outside Coachella Valley	\$300	\$165

*Permit and Renewal Fees to increase annually based on the Consumer Price Index as verified by the Finance Director.

Table 2. Sidewalk Vending Application Fee Justification							
Dept/Division	Hours of Review 1st time permit	Hours of review for Renewal	Staff Position	Scope of Review	Full Burdened Rates/ Hourly	Total Hours First Application	Renewal
Economic Development administration	1	1	Economic Development Technician	Review business license application, confer with Planning on zoning and assist with questions/process	\$ 79.87	\$79.87	\$79.87
Planning Review	0.5 hrs for 1 st time application	0 hrs – Planning will not review renewal if same site plan and location.	Planning Technician	Review site plan and consistency with eligible areas.	\$71.74	\$35.87	\$0
Code Enforcement Review/Inspection	1 hr. for 1 st time app.	0.5 hr.	Code officer/Manager	App review/enforcement	\$112.91	\$112.91	\$56.46
Building Review and/or Inspection	.5 for application review and compliance (BO)	.25 Bldg. Dept. will inspect on renewals for compliance (BI)	Building Official (BO)/ Building Inspector (BI)	Review application. Inspect proposed location for compliance with ordinance.	\$119.17	\$59.39	\$29.79
Finance Review	.25 hrs for review	None	Customer Service	Review fee calculation and receipt payment	\$60.00	\$15.00	\$0
Total Fees						\$303.24	\$166.12