

Coachella Healthy Food Truck Operator Permit 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, Engineering Department, Building Division as identified in Table 2 below. A fee that is approximately half of the 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 Coachella Healthy Food Truck Pilot Program such as on-going compliance monitoring by the Code Enforcement Division.

Table 1 – Coachella Healthy Food Truck Operator Proposed Fee Structure

	PERMIT FEE* (RECOMMENDED)	RENEWAL* (RECOMMENDED)
Permit Cost	\$200	\$100

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

Table 2. Food Truck 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 application, confer with Planning on zoning and assist with questions/process	\$ 79.87	\$79.87	\$79.87
Planning Review	2 hrs for 1st time application – review plot plan, eligibility and routing to County for healthy menu certification	.5 hrs – Planning will not review renewal if same site plan and location.	Planning Technician	Receive application, Review site plan and consistency with eligible areas.	\$71.74	\$143.48	\$35.87
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.	\$59.39	\$59.39	\$29.70
Finance Review	None	None	Customer Service	Review fee calculation and receipt payment	N/A	N/A	N/A
Engineering Review	None	None	None	None	N/A	N/A	N/A
Total Fees						\$395.65	\$201.90