



City of Barstow Request for Proposal (RFP)

for
A Comprehensive Fee Study and a Development Impact
Fee Study

Issue Date: April 1, 2024

Proposal Due Date: April 22, 2024

Submit responses to:

City of Barstow
Attn: Sydnie Harris, Finance Director
222 East Mountain View St
Barstow, California 92311
Email address: sharris@barstowca.org

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1. RFP Overview

1.1 Introduction and Background

The City of Barstow, known for its central location midway between Los Angeles and Las Vegas, is run by a council-manager form of government. The major operating departments of the City are: City Manager, Finance Department, Community Development, Community Services, Police, and Fire. The City population is 25,415 and it is approximately 41.4 square miles. The City does not share any of its borders with other cities but is approximately 30 miles north of Victor Valley.

1.2 Purpose of RFP

The purpose of the City of Barstow’s request for proposal is to identify and select a vendor with a proven record of accomplishment in developing Comprehensive Fee Schedules, and Development Impact Fees, with the possibility of also performing a Franchise Fees analysis. In 2007, the City worked with a consultant to develop a Development Impact Fee report. The Comprehensive Fee Schedules predate that analysis to 1997. As part of this study, the City would like to review all existing fees, as well as evaluate the average subsidy provided due to the longevity between fee increases.

The study would be used to assess a variety of development impact fees on new development to assist in mitigating City-wide impacts on public improvements, public services, and community amenities. The City’s impact fee program must comply with all relevant sections of the Government Code.

The City Management has made the Comprehensive Fee Study and the Development Impact Fee portion of this proposal a City Priority. Depending on costs and perceived benefits, the City may award a contract in this fiscal year for one or all of the studies. An emphasis will be placed on the Comprehensive Fee Study and the Development Impact Fees.

1.3 Schedule of Events

The RFP schedule of events identifies the City’s best estimate of the schedule that will be followed.

RFP Event	Date/Time
RFP Issued	April 1, 2024
Deadline for Written Questions	April 15, 2024, at 4:30 pm
Deadline for Letter of Intent to Respond	April 15, 2024, at 4:30 pm
City Issues Response to Written Questions	April 17, 2024
Deadline for Submitting a Proposal	April 22, 2024, at 4:30 pm
City Evaluation of Proposals	April 23 - 30, 2024
Estimated time when City Determines Finalist	May 1, 2024
Contract Awarded	May 1, 2024

The City reserves the right to adjust this schedule as it deems necessary.

1.4 RFP Coordinator

All communications concerning this RFP must be submitted in an e-mail to the RFP Coordinator, Sydnie Harris, Finance Director. The RFP Coordinator will be the sole point of contact for this RFP. The coordinator can be reached via email at sharris@barstowca.org.

1.5 RFP Amendment and Cancellation

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue all or any part of the RFP at its sole discretion. This information will be posted to the City's website. If an amendment is issued, it will also be provided to all vendors who have submitted a Letter of Intent to Respond.

1.6 Letter of Intent to Respond

Vendors who anticipate submitting a proposal should submit an email indicating a vendor's intent to respond to this RFP. The letter of intent should be emailed to the RFP Coordinator. The subject line should read, "Company Name – Letter of Intent to respond". The following information should be included in the Letter of Intent to Respond:

- Name of Vendor
- Vendor's Address
- Vendor's Contact Person
- Contact Person's Telephone Number & E-mail Address
- Name and version of the system to be proposed

Submittal of a Letter of Intent to respond, by the specified deadline, is highly desirable for submitting a proposal, and is necessary to ensure a vendor's receipt of RFP amendments and other communications regarding the RFP. The Letter of Intent does not bind vendors to submitting a proposal. Not submitting a Letter of Intent does not preclude a vendor from submitting a proposal by the required deadline.

1.7 Questions Pertaining to the RFP

All questions pertaining to this RFP must be submitted by e-mail to the RFP contact: Sydnie Harris, Finance Director at sharris@barstowca.org. All vendors who have notified the City of their intent to respond to the RFP will be provided, via e-mail, a copy of all questions submitted as well as the City's response.

1.8 Public Records Law

Pursuant to the California Public Records Act, Government Code Section 6250 and following, public records may be inspected and examined by anyone desiring to do so, at a reasonable time, under reasonable conditions, and under supervision by the custodian of the public record. All submitted proposals are subject to the California Public Records Act, and may be determined to be public records subject to disclosure, even if the vendor claims confidential treatment. The City will disclose public records as required under the California Public Records Act.

1.9 Rights to Submitted Materials

All Proposals and related correspondence, reports, charges, schedules, exhibits, and other documentation submitted with this RFP will become the property of the City and a matter of public record. All documents submitted in response to this request will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to these disclosure requirements.

1.10 City Agreements and Insurance Requirements

The successful proposer(s) will be required to sign a contract with the City relating to the work to be performed. Once selected, the proposer must procure and maintain insurance in accordance with the City's insurance requirements for the duration of the contract. The cost of this insurance is the proposer's responsibility.

2. Scope of Work and Specifications

2.1 Overview of the Project

The City of Barstow is interested in engaging a consultant to work with staff to prepare a Comprehensive Fee Study, a Development Impact Fee Study, and potentially a Franchise Fee Analysis (Projects). The contract may be awarded for one or all of the studies.

The consultant will ensure that all project documents are both accurate and appropriate for the City's current needs, and work with City staff on strategies to maximize cost recovery. General steps for each individual Project would include:

- 2.1.1 Work with staff to define the purpose, uses, and goals of each Study or Plan.
- 2.1.2 Meet with staff and conduct interviews to gain an understanding of the City's practices and operations.
- 2.1.3 Review any existing documentation related to fees or the cost allocation plan
- 2.1.4 Provide any suggestions or strategies to improve cost recovery levels, and recommend any new fees, if necessary
- 2.1.5 Offer assistance in developing fee modification strategies that incentivize local policy goals
- 2.1.6 Develop and present a draft of a final report for City staff to review
- 2.1.7 Provide staff with worksheets to support the components in the final plan in an Excel or editable format, as well as any training on how to update any schedules that need to be revisited annually or until the next study
- 2.1.8 Produce a final written report based on specific project needs, which could include a comparison with similar organizations

- 2.1.9 Present the information related to the User Fee Study and/or the Development Impact Fee to the City Council at a City Council Meeting.

Additional specifics related to individual plans will be listed in the Performance Specifications of this document.

2.2 Desired Outcome

The desired outcome would be to receive a report that will be used to establish fees and allocate percentages/rates that support the full cost recovery of services; and a Development Impact Fee study that assists in mitigating city-wide impacts on public improvements, public services, and community amenities. Individual Performance requirements for each study are listed below:

2.3 Performance Requirements

2.3.1 User Fee Study

Project tasks shall include, but are not necessarily limited to, the following. If the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal.

- 2.3.1.1 Work and meet with City staff to refine the project scope, purpose, uses, and goals of the City's User Fee Study to ensure that the study will be both accurate and appropriate to the City's needs. Review the project schedule and answer any questions pertaining to the successful development of the Study.
- 2.3.1.2 Conduct a comprehensive review of the City's existing fees. For a list of City fees, see the attached "Exhibit A" Adopted Master Fee Schedule Fiscal Year 2023-24", which is adopted annually and is effective July 1. Identify the total cost of providing each City service in a manner that is consistent with all applicable laws, statutes, rules, and regulations governing the collection of fees, rates, and charges by public entities.
- 2.3.1.3 Compare service costs with existing recovery levels. This should include any service areas where the City is currently charging for services as well as areas where the City, perhaps, should charge in light of the City's practices, or the practices of similar or neighboring cities. Include (as allowed by statutes/laws/rules/regulations) practices for deferral and/or forgiveness of fees and/or substitution of public services/facilities in lieu of fees for privately funded and City projects with public benefit. Include a comparison of current City practices and similar practices of similar or neighboring cities.
- 2.3.1.4 Recommend appropriate fees and charges based on your analysis together with the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic (e.g. senior services). Consider the cost of pre-application and post-application meetings to mitigate project problems, assist project proponents to prepare the application, emergency response cost recovery such as inspection costs after fires,

and/or acts of god and how those costs can be recovered, either on a permit-specific basis or as an overall percentage applied to permit fees.

- 2.3.1.5 Prepare a report that identifies each service, its full cost, recommended, and current cost recovery levels. The report should also identify the direct cost, the indirect cost, and the overhead cost for each service; and provide a model for adjusting these fees for the City's current and future needs.
- 2.3.1.6 Prepare a report that identifies the present scope performed under the fee, the proposed scope performed under the recommended fee, present fees, recommended fees, percentage change, cost recovery percentage, revenue impact, fee subsidies; and fee comparison with other San Bernardino County cities or other California cities that are comparable to Barstow. A survey comparison of fees with similar cities is for information only.
- 2.3.1.7 Report on other matters that come to your attention in the course of your evaluation that in your professional opinion, the City should consider.
- 2.3.1.8 Present your study to the City's management group and make necessary adjustments as requested.
- 2.3.1.9 Prepare and participate in presenting the plan to interested external parties (public meetings).
- 2.3.1.10 Assist the Finance Department in presenting the plan to the City Council.
- 2.3.1.11 Provide the City with an electronic copy of the final comprehensive study, including related schedules and cost documentation in a format that can be edited and updated by City staff to accommodate changes in the organization or changes in costs. Develop a model for adjusting fees to include the addition of hypothetical service area information for future service enhancements, and the ability to calculate the estimated costs of providing the service under consideration (Scenario and "what if" analyses).
- 2.3.1.12 Provide on-site training to enable staff to update fee
- 2.3.1.13 Prepare a final fee study report in a single PDF file of the plan that can be made available to City staff. Any master fee schedule revisions developed shall be made available to the City electronically, providing the ability to add or delete, and/or update information as needed.
- 2.3.1.14 Consult with City staff should it become necessary to defend the City's User Fees as a result of any legal or other challenge.

2.3.2 Development Impact Fee Study

The City assesses a variety of cost recovery-based fees. The consultant (or consultants) will conduct a comprehensive update of the nexus analysis for these fees and explore adding development impact fees as appropriate. The City's fees must comply with any applicable state and federal law including but not limited to the Mitigation Fee Act (California Government Code Section 66000 et seq., also known as Assembly Bill 1600).

Project tasks shall include, but are not necessarily limited to, the following. If the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal.

- 2.3.2.1 Develop a comprehensive impact fee study in alignment with broad policies to adequately facilitate desired development within the City while supporting the City's Capital Improvement Program.
- 2.3.2.2 Conduct a comprehensive Development Impact Study in alignment with updated long-range planning policies to complement development within the City and meet policy objectives.
- 2.3.2.3 The consultant (or consultants) will be responsible for preparing background reports as well as technical reports documenting the study results for each fee.
- 2.3.2.4 Provide an overview of development impact fees and in-lieu fees in neighboring and/or similar-sized cities as a means of comparison.
- 2.3.2.5 Provide City staff with an interactive tool that will ensure predictable and intuitive fees that are easily accessible and understandable to customers interested in calculating fees on their own for a particular type of project
- 2.3.2.6 Prepare and participate in presenting the plan to interested external parties (public meetings).

3. Proposal Submission Requirements

3.1. General Instructions

Proposals should provide a straightforward, concise description of the vendor's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Proposals should be organized consistent with the outline provided in this section of the RFP. Vendors must follow all formats and address all portions of the RFP set forth herein providing all information requested.

Submittals must be received no later than ~~April 30, 2024~~. Proposals received after this date and time will not be considered.

April 22, 2024

3.2 Proposal Format

Proposals must be structured, presented, and labeled in the following manner:

- Transmittal Letter
- Table of Contents
- Executive Summary
- Company Information
- Company Background
- Statement of Qualifications
- Implementation and Development Approach
- Training
- Ongoing Support
- References
- Pricing for each study or any discounts associated with conducting all three studies/plans. All pricing must be placed in a sealed envelope.
- Proposed Legal Agreement(s)
- Additional Information

Details of information that shall be included in each response are listed in Sections 3.2.1 – 3.2.13.

Failure to follow the specified format, to label the responses correctly, or to address all the subsections may result in the rejection of the Proposal.

3.2.1 Transmittal Letter

The proposal must provide a written transmittal of the proposal in the form of a standard business letter. The Transmittal Letter will reference and respond to each of the following bulleted items.

- Signature of a company officer empowered to bind the vendor to the provisions of this RFP and any contract awarded pursuant to it.

- A high-level statement of the vendor’s credentials to deliver the services sought under the RFP.
- A statement indicating the proposal remains valid for at least 90 days.
- A statement that the vendor or any individual who will perform work for the vendor is free of any conflict of interest (e.g., employment by the City.)

3.2.2 Table of Contents

All pages are to be numbered and the table of contents should identify each major section.

3.2.3 Executive Summary

This section of the proposal should provide a concise synopsis of the vendor’s proposal and credentials to deliver the services sought under the RFP. In addition, it should explain how the vendor’s proposal will differentiate itself from other consultant solutions and the reasons the City should select the vendor’s proposal. This may include a list of the unique attributes or experiences that gives the vendor a competitive edge.

3.2.4 Company Information

This section of the proposal must include the following company information:

- Provide the legal entity name, Federal Employer Identification Number (EIN), and form of business (i.e. Corporation, LLC, etc.).
- Identify if the vendor is a subsidiary of a larger company. If so, whom?
- Provide a primary contact name, address, phone number, and email address.
- Identify the location of company headquarters and offices, which will support the implementation.
- Identify the location, hours of operation, and contact information of ongoing maintenance and support staff.
- Provide the current number of employees at the company.
- Provide the current number of employees dedicated to the solution you are proposing.
- Identify all subcontractors and associated scope of work.
- List the company's Barstow business license number, or statement of understanding that a business license must be purchased prior to doing business with City.
- Identify any pending litigation against the vendor.
- Identify if the vendor has filed any bankruptcy or insolvency processing in the last 10 years.
- Identify any mergers, acquisitions, or sales of the vendor company within the last five years (if so, an explanation providing relevant details).

3.2.

This section should identify the following:

- A description of the Vendor's background, nature of business, and organizational history.
- A statement of how long the Vendor has been providing the services that are being proposed and required by this RFP.
- Disclose the Vendor's annual company revenues and profit for the last three company fiscal years. It is acceptable to include this information as an appendix in the proposal.

3.2.6 Company Qualifications

In this section of the proposal, the Vendor should identify company and staff qualifications and experience in implementing the proposed studies or plans. More specifically, this section should identify the following:

- Describe your experience in providing comprehensive fee studies, development impact fee studies, and cost allocation plans; especially for municipalities similar in size to Barstow.
- Identify some examples of your existing client base including the number of clients you provided the services being proposed here.

3.2.7 Key Staffing, Development, and Implementation Approach

In this section, the vendor should address the following:

- Provide a project organization chart highlighting the key staff who will be assigned to accomplish the work and any related bios for the project manager and key personnel
- Describe your implementation methodology and approach that is relevant to one or all studies. This includes the tools and techniques that will be used and methodologies that the firm will employ.
- Outline strategies and options that will result in the development and recommendations that are practical to the City of Barstow, meaning that the recommendations must not exceed the City's ability to implement and properly utilize them.
- Describe the roles and responsibilities of both the City and vendor staff during each phase of implementation. In addition, provide an estimated level of effort and skillset required for the City staff during implementation.
- Provide a project schedule that includes all tasks, deliverables, milestones, and resources required. The City seeks a detailed understanding of the work plan that will be followed to ensure success.

Please also indicate any lead time that is needed before a company representative can begin working on the study.

- Describe your validation process for ensuring all information is accurate and your criteria for success. Also, outline the responsibilities of City staff during the final validation and acceptance process.

3.2.8 Training

- Provide an overview of any training that would be needed to understand the methodology related to the studies. The goal would be to allow City staff to understand how any fees or allocations were derived.
- If applicable, describe your training strategy/plan that includes current and future employees of the City in any updates to the underlying calculations with the plans or studies during periods when formal studies are not conducted.

3.2.9 Ongoing Support

Please provide an overview of any support that your firm will offer in relation to follow-up questions regarding the completed studies.

3.2.10 References

The vendor must provide at least five references. At least three of the references should be for comprehensive fee studies, development impact fees, and cost allocation plans in the last three years. The City prefers references from local government agencies with similar demographics. For each reference, the vendor should provide the following information:

- Entity name
- Customer contact information (name, title, phone, and email)
- Scope of work performed identifying the services provided and solutions implemented
- Project start and end dates

3.2.11 Pricing

The City is seeking a clear and comprehensive understanding of all costs associated with the project. This would include the development of the studies, ongoing training, and travel. The City may entertain remote meetings, however, an on-site presentation may be required by the City Council.

Each individual study or plan shall be priced separately, along with any discounts identified if the City moves forward with all three studies.

3.2.12 Proposed Legal Agreement

It is recognized that the formal basis of any agreement between the City and the vendor is a contract rather than a proposal. The City's standard contract is included in Exhibit B. While the City does not typically modify the contract terms, the Vendor may include a draft of any proposed modifications to the City's standard contract. If the Vendor requires an alternate contract, that information must be included in the RFP response.

The proposed legal agreement(s) may serve as the basis for contract negotiations between the City and the selected vendor(s) or the City may elect to use its own agreement as the basis.

3.2.13 Additional Information

In this section, the vendors are required to provide the following materials:

- Example of a development impact fee study for a similar City
- Any training material for ongoing support. The City is typically planning to update all studies on five-year intervals; however, this could be subject to change.
- If the company offers a complimentary service to enhance the requested studies, please include any informational material, as well as the costs. Please note that these documents are not required for this proposal; however, it is requested for potential consideration and future studies.

4 Proposal Evaluations

After the proposals are received, the City shall review and evaluate them for responsiveness to the RFP in order to determine whether the proposer possesses the qualifications necessary for the satisfactory performance of the services required. The City may also investigate the qualifications of all proposers to whom the award is contemplated, and the City may request clarifications of proposals directly from one or more proposers.

In reviewing the proposals, the City will consider the following:

- The qualifications (including education, training, licenses, experience, and past performance) of the proposer and its agents, employees, and sub-consultants in completing projects of a similar type, size, and complexity.
- The feasibility of the proposal based upon the methodology of the proposed scope of services to meet the City's needs, the quality of services proposed, and the reasonableness of the total project costs and of the proposed time period over which the work will be completed.
- Understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.

- Quality, clarity, completeness, and responsiveness of proposal.
- Demonstrated ability to work in a cooperative and collaborative manner with clients.
- Proposed timeline.
- Anticipated value and price.
- Perceived risk or lack of risk
- Company financial stability.
- References for each of the primary product(s) and service(s) proposed
- Reasonableness of any proposed adjustments to the City's contracts)
- Ability to negotiate and execute a contract in a timely manner.

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all vendors. The purpose of any such discussions shall be to ensure a full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after the initial evaluation of proposals are complete. If clarifications are made as a result of such discussion, the vendor shall put such clarifications in writing.

5 General Terms and Conditions

5.1 General Conditions

- The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award, and to select and negotiate the Contract services in the best interest of the City.
- The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and costs with the selected Contractor.
- The Contractor shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- The Contractor shall be unbiased and vendor-neutral.
- Unless otherwise stated, invoices are to be submitted to the Administrative Services Department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of the invoice, whichever is later.
- The contract for the services described in the RFP should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.

- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm, or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service, e-mailed, or delivered in hand to the parties as stated in the contract.
- Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposers, bidders, or any person or firm responding to a Request for Information.
- The City reserves the right to retain all proposals for a period of 60 days for exam and comparison.
- All contracts entered into by the City of Barstow shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California.
- The proposer may submit an alternative proposal or proposals that it believes will also meet the City's project objectives, but in a different way. In this case, the proposed must provide an analysis of the advantages and disadvantages of each of the alternatives, and discuss under which circumstances the City would prefer one alternative to the other(s).

5.2 Reference Checks

The City of Barstow reserves the right to contact any reference, or any client listed in the documents for information that may be helpful to the City in evaluating the Contractor's performance on previous assignments.

5.3 Changes to RFP

Changes to the RFP will be e-mailed to all vendors that submitted a letter of intent to respond. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.

5.4 Submittal Address

Send proposals to Sydnie Harris, Finance Director at sharris@barstowca.org or mail to:

City of Barstow
Finance Department
Attn: Sydnie Harris, Finance Director
222 East Mountain View St
Barstow, CA 93950

If submitting by mail, please ensure the "title of RFP" is written in the lower left-hand corner of the envelope. Three bound copies, plus one electronic file shall be submitted.

Proposals must be completed and submitted by the due date. Late submissions or delivery via facsimile will not be considered. The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

EXHIBIT A - Master Fee Schedule 2023 - 24

CITY OF BARSTOW

Master Fee Schedule

Section 10 - Administrative Citations

Item/Description	2023/2024 Fee	
1. ADMINISTRATIVE CITATIONS		
First Citation	\$	100.00
Second Citation	\$	200.00
Third and Subsequent Citations	\$	500.00

CITY OF BARSTOW
Master Fee Schedule
Section 20 - Business Licenses

Item/Description	Basis	2023/2024 Fee
1. BUSINESS LICENSE RATES - FLAT FEE		
Auto Wrecking	Annual	\$ 100.00
Barber Shop		
One Chair	Annual	\$ 30.00
Each Additional Chair	Annual	\$ 10.00
Sale of Retail Products (In addition to Chair Fee(s))	See Section 2 - Gross Receipts	
Baths - Public	Annual	\$ 60.00
Beauty Shop		
One Operator	Annual	\$ 30.00
Each Additional Operator	Annual	\$ 10.00
Sale of Retail Products (In addition to Operator Fee(s))	See Section 2 - Gross Receipts	
Bureaus, Travel - Ticket Agencies	Annual	\$ 30.00
Cleaners, Laundries	Per Vehicle	\$ 60.00
Confectionary Wagons (i.e. Ice Cream Trucks, Food Wagons)		
Has an Established Retail Business in the City	Per Vehicle	\$ 20.00
Does Not Have an Established Retail Business	Per Vehicle	\$ 25.00
Contractors - Builders		
General Contractors - Class A or B	Annual	\$ 100.00
Boilers, Hot Water Heating Steam Fitting- C4	Annual	\$ 40.00
Cabinet and Mill Work - C6	Annual	\$ 40.00
Cement and Concrete - C8	Annual	\$ 60.00
Electrical (General) - C10	Annual	\$ 60.00
Electrical (Signs) - C45	Annual	\$ 40.00
Elevator Installation - C11	Annual	\$ 40.00
Excavating, Grading, Trenching, Paving/Surfacing - C12	Annual	\$ 60.00
Fire Protection Engineering - C16	Annual	\$ 40.00
Flooring - C15	Annual	\$ 40.00
Glazing - C17	Annual	\$ 40.00
Heating and Air Condition - C20	Annual	\$ 60.00
House and Building Moving - C21	Annual	\$ 60.00
Insulation - C2	Annual	\$ 40.00
Landscaping - C27	Annual	\$ 40.00
Lathing - C26	Annual	\$ 40.00
Masonry - C29	Annual	\$ 40.00
Ornamental Metals - C23	Annual	\$ 40.00
Painting, Decorating - C33	Annual	\$ 40.00
Plastering - C25	Annual	\$ 60.00
Plumbing - C36	Annual	\$ 60.00
Refrigeration - C38	Annual	\$ 40.00
Roofing - C39	Annual	\$ 60.00
Sewer, Sewage Disposal, Drains, Cement Pipe Laying - C42	Annual	\$ 40.00
Sheet Metal - C43	Annual	\$ 40.00
Steel Reinforcing - C50	Annual	\$ 40.00
Steel Structural - C51	Annual	\$ 60.00
Structural Pest Control - C22	Annual	\$ 40.00
Tile (Ceramic or Mosaic) - C54	Annual	\$ 40.00
Welding - C60	Annual	\$ 40.00
Well Drilling - C57	Annual	\$ 40.00
Classified Specialist - C61	Annual	\$ 40.00
All Other Classifications - C	Annual	\$ 40.00
Importing of Merchandise for Retail Sale	Per Vehicle	\$ 50.00
Itinerant Vendor, Peddler, Salesman, Solicitor, Sidewalk Vendor, etc.		
Daily	Per Individual	\$ 15.00
Annually	Per Individual	\$ 50.00

CITY OF BARSTOW
Master Fee Schedule
Section 20 - Business Licenses

Item/Description	Basis	2023/2024 Fee
1. BUSINESS LICENSE RATES - FLAT FEE (continued)		
Christmas Tree Vendor	Per Quarter	\$ 25.00
Massage Therapist / Practitioner	Annual	\$ 40.00
Palmist, Fortune-Teller, Clairvoyant, etc.	Annual	\$ 100.00
Photographer, Itinerant	Daily	\$ 15.00
Photographer, Itinerant	Quarterly	\$ 75.00
Professions and Specified Personal Services		
Accountant - Certified and Public	Annual	\$ 60.00
Agent - Real Estate, All Others	Annual	\$ 50.00
Anesthetist	Annual	\$ 100.00
Architect	Annual	\$ 100.00
Assayer	Annual	\$ 40.00
Attorney	Annual	\$ 100.00
Bookkeeping and Accounting	Annual	\$ 40.00
Broker - Real Estate, Insurance	Annual	\$ 50.00
Chemists	Annual	\$ 40.00
Chiropracist	Annual	\$ 80.00
Dental Lab (Technician)	Annual	\$ 40.00
Dentist/Orthodontist	Annual	\$ 100.00
Designer - Structural or Building	Annual	\$ 50.00
Draftsman	Annual	\$ 40.00
Engineer - Registered	Annual	\$ 100.00
Geologist	Annual	\$ 60.00
Medical Lab or Technician	Annual	\$ 50.00
Mortgage Companies	Annual	\$ 200.00
Oculist, Optician, Optometrist	Annual	\$ 100.00
Physician, Surgeon, Psychiatrist	Annual	\$ 100.00
Physiotherapist	Annual	\$ 40.00
Psychologist	Annual	\$ 40.00
Surveyors, Licensed Land	Annual	\$ 60.00
Veterinarian	Annual	\$ 80.00
Private Detective, Private Patrol, Watchman (Per Individual)	Annual	\$ 30.00
Shoe Shining		
(Per Individual ≥16 Years of Age)	Annual	\$ 5.00
(≤ 16 Years of Age)	Annual	No Charge
Shows, Theaters, Carnivals & Exhibitions		
Theater, Playhouse, or Motion Picture House	Annual	\$ 100.00
Carnival, Traveling Show, Circus <i>PLUS:</i>	Per Day	\$ 75.00
Each concession booth, stand, exhibition, show, sideshow, amusement, ride, game, gallery, attraction or other unit	Each Per Day	\$ 10.00
Single Vehicle Exhibition Not Operated in Conjunction with any carnival, circus or traveling show	Each Per Day	\$ 10.00
Solicitor, Salesman, Service Repairman or Canvasser (Per Individual)	Annual	\$ 40.00
Tattoo Artists (Per Individual)	Annual	\$ 40.00
Truck, Hauling		
Business with an Established Place of Business in the City		
First Vehicle	Annual	\$ 30.00
Each Additional Vehicle	Annual	\$ 10.00
Non-Local Business		
Each Vehicle	Annual	\$ 30.00
Wrestling - Boxing		
Wrestling or Boxing Arena at an Established Business	Annual	\$ 120.00

CITY OF BARSTOW
Master Fee Schedule
Section 20 - Business Licenses

Professional Wrestling or Boxing Contest/Exhibitions	Per Day	\$	25.00
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CITY OF BARSTOW
Master Fee Schedule
Section 20 - Business Licenses

Item/Description	Basis	2023/2024 Fee
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2. GROSS RECEIPTS BUSINESS CLASSIFICATION AND FEES

Businesses who are located within the incorporated City limits offering any form of recreation and entertainment and/or sale or service shall pay an annual license fee based upon the gross receipt schedule below:

Monthly Gross Receipts	Annual Fee
\$4,000.00 or less	\$28.50
\$4,000.01 to \$6,000.00	\$45.00
\$6,000.01 to \$10,000.00	\$76.00
\$10,000.01 to \$15,000.00	\$95.00
\$15,000.01 to \$20,000.00	\$133.00
\$20,000.01 to \$30,000.00	\$171.00
\$30,000.01 to \$50,000.00	\$228.00
\$50,000.01 and over	\$285.00

3. WHOLESALE BUSINESS

Wholesale Business, whose business consists entirely of sales at wholesale for purposes of resale to ultimate consumers.

4. BUSINESS LICENSE ADMINISTRATIVE FEE (ADDED TO BUSINESS LICENSE FEE)

Initial Application	Per Application	\$	40.00
Renewal	Annually	\$	24.00

5. UNPAID FEES

Penalty	If Not Paid By Expiration Date	25% of License Fee
Interest	15 Days After Expiration	6% Per Year

CITY OF BARSTOW
Master Fee Schedule
Section 30 - Building Permits

Item/Description

1. BUILDING PERMIT FEES (As Per Table 3-A of the 1997 Uniform Administrative Code)

Total Valuation of Project	2023/2024 Fee
\$1 to \$500	\$24.21
\$501 to \$2,000	\$24.21 for the first \$500 plus \$3.14 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$71.33 for the first \$2,000 plus \$14.42 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$403.50 for the first \$25,000 plus \$10.40 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$663.06 for the first \$50,000 plus \$7.21 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,023.56 for the first \$100,000 plus \$5.77 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$501,000 to \$1,000,000	\$3,300.76 for the first \$500,000 plus \$4.89 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,777.01 for the first \$1,000,000 plus \$3.76 for each additional \$1,000 or fraction thereof

2. PLAN REVIEW FEES (Section 304.3 of the 1997 Uniform Administrative Code)

Plan Review Fee	65% of the Building Permit Fee as per Table 3-A of the 1997 Uniform Building Code (As shown above in Section 1)
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3. OTHER INSPECTIONS AND FEES (Table 3-A of the 1997 Uniform Administrative Code)

	Basis	2023/2024 Fee
Inspection Outside of Normal Business Hours	Per Hour	\$ 48.41 *
Re-inspection Fees	Per Hour	\$ 48.41 *
Inspections for which no fee is specifically indicated (minimum charge - 1/2 hour)	Per Hour	\$ 48.41 *
Additional plan review required by changes, additional or revisions to plan	Per Hour	\$ 48.41 *
For use of an outside consultant for plan checks and inspections, or both	Actual Costs **	

4. STRONG MOTION INSTRUMENTATION PROGRAM (SMIP) FEE

Strong Motion Instrumentation Program (SMIP) Fee

	Basis	2023/2024 Fee
Residential (1 to 3 Stories)	Public Resources Code Section 2705	Valuation x .00013 Minimum Fee \$0.50
Residential (> 3 Stories) and All Commercial	Public Resources Code Section 2705	Valuation x .00028 Minimum Fee \$0.50

5. CALIFORNIA BUILDING STANDARDS COMMISSION FEE

California Building Standards Commission Fee

	Basis	2023/2024 Fee
Residential / Commercial	California Building Standards Commission	\$1 per \$25,000 or fraction thereof; Minimum Fee \$1

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

CITY OF BARSTOW
Master Fee Schedule
Section 35 - Solar (Photovoltaic Systems) Permits

Item/Description	Basis	2023/2024 Fee
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1. SOLAR (PHOTOVOLTAIC SYSTEM) PERMIT FEES

Residential*

Solar Permit Fee (Includes Up To 2 Reviews & 2 Inspections) - Up to 15 kW PLUS (If Appl.)	Per Structure	\$	270.00
Over 15 kW	Each kW Over 15 kW	\$	5.00

Non-Residential and Commercial*

Solar Permit Fee (Includes Up To 2 Reviews & 2 Inspections) - Up to 50 kW PLUS (If Appl.)	Per Structure	\$	501.00
Between 51 kW and 250 kW PLUS:	Each kW Between 51 and 250	\$	7.00
Over 250 kW (If Applicable)	Each kW Over 250	\$	5.00

Solar Farms*

Solar Farm Permit Fee	Per Application		Actual Personnel Costs^ / \$1,000 Deposit
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2. PLAN REVIEW AND INSPECTION FEES

Residential, Non-Residential, and Commercial Solar (Photovoltaic Systems) and Solar Farms

Plan Review (Third and Subsequent Review(s))	Per Hour / 1 Hour Minimum		Actual Personnel Costs ^
Inspection Fee (Third and Subsequent Inspection(s))	Per Hour / 1 Hour Minimum		Actual Personnel Costs ^
Consultant Fees	If Applicable		Actual Cost

CITY OF BARSTOW
Master Fee Schedule
Section 40 - Electrical Permits

2023/2024 Fee

Item/Description	Basis		2023/2024 Fee
1. ELECTRICAL PERMIT ISSUANCE FEE (Table 3-B of the 1997 Uniform Administrative Code)			
Electrical Permit Issuance Fee	Each	\$	24.21
Supplemental Electrical Permit Issuance Fee	Each	\$	7.47
2. ELECTRICAL PERMIT FEES - SYSTEM FEE SCHEDULE (Table 3-B of the 1997 Uniform Administrative Code)			
New Residential Buildings (System Fee Schedule)			
Multi-family (≥3 Units Constructed at	Per Sq. Ft.	\$	0.052
Single- and Two-Family	Per Sq. Ft.	\$	0.058
Private Swimming Pool			
For new, private, in-ground swimming	Each	\$	50.99
Carnival and Circuses (Traveling Shows Utilizing Transportable-Type Rides)			
Electrical Generators and Electrical	Each	\$	24.21
Mechanically Driven and Walk-Through	Each	\$	7.47
System of Area and Booth Lighting	Each	\$	7.47
Permanent Installed Rides, Booths,	Use the Unit Fee Schedule (See Section 3)		
Temporary Power Service			
Temporary Service Pole or Pedestal,	Each	\$	24.21
Temporary Distribution System and	Each	\$	12.67
3. ELECTRICAL PERMIT FEES - UNIT FEES SCHEDULE (Table 3-B of the 1997 Uniform Administrative Code)			
Receptacle, Switch and Light Outlets			
First 20 Fixtures	Each	\$	1.13
Additional Fixtures	Each	\$	0.75
Lighting Fixtures (Lighting Fixtures, Sockets and other Lamp-Holding Devices)			
First 20 Fixtures	Each	\$	1.13
Additional Fixtures	Each	\$	0.75
Pole or Platform-Mounted Lighting Fixture	Each	\$	1.13
Theatrical-Type Lighting Fixtures or	Each	\$	1.13
Residential Appliances			
For Fixed Residential Appliances or	Each	\$	4.89
Nonresidential Appliances			
For nonresidential appliances and self-	Each	\$	4.89
3. ELECTRICAL PERMIT FEES - UNIT FEE SCHEDULE (As Per Table 3-B of the 1997 Uniform Building Code) (Continued)			
Power Apparatus			
Motors, Generators, Transformers, Rectifiers, Synchronous Converters, Capacitors, Industrial Heating, Air			
Up To and Including 1	Each	\$	4.89
Over 1 and Not Over 10	Each	\$	12.67
Over 10 and Not Over 50	Each	\$	25.34
Over 50 and Not Over 100	Each	\$	50.99
Over 100	Each	\$	76.74
<i>Notes: 1. For equipment and appliances having more than one motor, transformer, heater, etc., the sum of the</i>			
Busways			
For Trolley and Plug-in-Type Busways	Every 100 feet or fraction thereof	\$	7.47
<i>Note: An additional fee is required for lighting fixtures, motors, and other appliances that are connected to a trolley and</i>			
Signs, Outline Lighting and Marquees			
Supply from a one-branch circuit	Each	\$	25.34
For additional branch circuits within the	Each	\$	4.89
Services			
For services of 600 volts or less and not o	Each	\$	31.42
For services of 600 volts or less and over	Each	\$	64.02
For services over 600 volts or over 1,000	Each	\$	128.03
Miscellaneous Apparatus, Conduits and Conductors			
Electrical apparatus, conduits and	Each	\$	18.75

Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power

CITY OF BARSTOW
Master Fee Schedule
Section 40 - Electrical Permits

Item/Description	Basis	2023/2024 Fee
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4. PLAN REVIEW FEES

Electrical Plan Review Fees (Section 304.3 of the 1997 Uniform Administrative Code)

Plan Review Fee	25% of the Electrical Permit Fee as per Table 3-A of the 1997 Uniform Building Code (As shown above in Items 2 & 3)
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5. OTHER INSPECTIONS AND FEES (Table 3-B of the 1997 Uniform Administrative Code)

Re-inspections outside of normal business hours	Per Hour (Minimum Charge - 2 Hours)	\$	50.99 *
Re-inspection fees assessed under the provision of	Per Inspection	\$	50.99 *
Inspections for which no fee is specifically indicated	Per Hour (Minimum Charge - 1/2 Hour)	\$	50.99 *
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial	Per Hour (Minimum Charge - 1/2 Hour)	\$	50.99 *
Outside Consultant Fees	Actual Costs**		

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment,

** Actual costs include administrative and overhead costs.

CITY OF BARSTOW
Master Fee Schedule
Section 50 - Mechanical Permits

Item/Description	Basis	2023/2024 Fee
1. MECHANICAL PERMIT ISSUANCE FEE (Table 3-C of the 1997 Uniform Administrative Code)		
Mechanical Permit Issuance Fee	Each	\$ 24.21
Supplemental Electrical Permit Issuance Fee	Each	\$ 7.47
2. MECHANICAL PERMIT FEES - UNIT FEE SCHEDULE (Table 3-C of the 1997 Uniform Administrative Code)		
Furnaces		
Installation/Relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW)	Each	\$ 15.24
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	Each	\$ 18.75
For the installation or relocation of each floor furnace, including vent	Each	\$ 15.24
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	Each	\$ 15.24
Appliance Vents		
For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	Each	\$ 7.47
Repairs or Additions		
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Mechanical Code	Each	\$ 14.11
Boilers, Compressors and Absorption Systems		
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6kW), or each absorption system to and including 100,000 Btu/h (29.3)kW)	Each	\$ 15.14
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	Each	\$ 27.96
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7kW) to and including 30 horsepower (105.5 kW), of each absorption system over 500,000 Btu/h (146.6kW) to and including 1,000,000 Btu/h (293.1 kW)	Each	\$ 38.37
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	Each	\$ 57.11
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	Each	\$ 95.43
Air Handlers		
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4,719 L/s), including ducts attached thereto	Each	\$ 10.97
<i>Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>		
For each air-handling unit over 10,000 cfm (4,719 L/s)	Each	\$ 18.64
Evaporative Coolers		
For each evaporative cooler other than a portable	Each	\$ 10.97

CITY OF BARSTOW
Master Fee Schedule
Section 50 - Mechanical Permits

Item/Description	Basis	2023/2024 Fee
2. MECHANICAL PERMIT FEES - UNIT FEE SCHEDULE (Table 3-C of the 1997 Uniform Administrative Code) (Continued)		
Ventilation and Exhaust		
For each ventilation fan connected to a single duct	Each	\$ 7.47
For each ventilation system that is not a portion of any heating or air-conditioning system authorized by a permit	Each	\$ 10.97
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	Each	\$ 10.97
Incinerators		
For the installation or relocation of each domestic-type incinerator	Each	\$ 18.75
For the installation or relocation of each commercial or industrial type incinerator	Each	\$ 14.94
Miscellaneous		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which their fee is not listed in the table	Each	\$ 10.97

3. PLAN REVIEW FEES

Mechanical Plan Review Fees (Section 304.3 of the 1997 Uniform Administrative Code)

Plan Review Fee	25% of the Mechanical Permit Fee as per Table 3-A of the 1997 Uniform Building Code (As shown above in Item 2)
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4. OTHER INSPECTION AND FEES (Table 3-C of the 1997 Uniform Administrative Code)

Re-inspections outside of normal business hours	Per Hour (Minimum Charge 2 Hours)	\$ 50.99 *
Re-inspection fees assessed under the provision of Section 305.8 of the 1997 Uniform Administrative Code	Per Inspection	\$ 50.99 *
Inspections for which no fee is specifically indicated	Per Hour (Minimum Charge 1/2 Hour)	\$ 50.99 *
Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed	Per Hour (Minimum Charge 1/2 Hour)	\$ 50.99 *
Outside Consultant Fees	Actual Costs**	

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

CITY OF BARSTOW
Master Fee Schedule
Section 60 - Plumbing Permits

Item/Description	Basis	2023/2024 Fee
1. PLUMBING PERMIT ISSUANCE FEE (As Per Table 3-D of the 1997 Uniform Administrative Code)		
Plumbing Permit Issuance Fee	Each	\$ 24.21
Supplemental Electrical Permit Issuance Fee	Each	\$ 7.47
2. PLUMBING PERMIT - UNIT FEE SCHEDULE (As Per Table 3-D of the 1997 Uniform Administrative Code)		
Fixtures and Vents		
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection thereof)	Each	\$ 10.09
For repair or alteration of drainage or vent piping, each fixture	Each	\$ 4.89
Sewers, Disposal Systems and Interceptors		
For each building sewer and each trailer park sewer	Each	\$ 25.39
For each cesspool	Each	\$ 38.37
For each private sewage disposal system	Each	\$ 76.74
For each industrial waste pretreatment interceptor, including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	Each	\$ 20.50
Rainwater systems - per drain (inside the building)	Each	\$ 10.09
Water Piping and Water Heaters (For vents only, see Mechanical Permits Fee Table)		
For installation, alteration, or repair of water piping or water-treating equipment, or both, each	Each	\$ 4.89
For each water heater including the vent	Each	\$ 12.67
Gas Piping Systems		
For each gas piping system of one to five outlets	1 to 5 Outlets	\$ 6.33
For each additional outlet over five, each	Each >5	\$ 1.13
Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices		
For each lawn sprinkler system on any one meter, including backflow protection devices thereof	Each	\$ 15.24
For atmospheric-Type Vacuum breakers or backflow protection devices not included in the above fee		
1 to 5 Devices	Each	\$ 12.67
>5 Devices, each	Each	\$ 2.32
For each backflow-protection device other than atmospheric-type vacuum breakers		
2 inches (50.8 mm) or smaller	Each	\$ 12.67
Over 2 inches (50.8 mm)	Each	\$ 25.39
Swimming Pools		
Public Pool	Each	\$ 93.99
Public Spa	Each	\$ 62.57
Private Pool	Each	\$ 62.57
Private Spa	Each	\$ 31.16
Miscellaneous		
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no fee is listed	Each	\$ 10.09

3. PLAN REVIEW FEES

Plumbing Plan Review Fees (As Per Section 304.3 of the 1997 Uniform Building Code)

Plan Review Fee	25% of the Plumbing Permit Fee as per Table 3-A of the 1997 Uniform Building Code (As shown above in Item 2)
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CITY OF BARSTOW
Master Fee Schedule
Section 60 - Plumbing Permits

Item/Description	Basis	2023/2024 Fee
4. OTHER INSPECTIONS AND FEES (As Per Table 3-D of the 1997 Uniform Building Code)		
Re-inspections outside of normal business hours	Per Hour (Minimum Charge - 2 Hours)	\$ 50.99 *
Re-inspection fees assessed under provision of Section 305.8 of the 1997 Uniform Administrative Code	Per Inspection	\$ 50.99 *
Inspections for which no fee is specifically indicated	Per Hour (Minimum Charge - 1/2 Hour)	\$ 50.99 *
Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed	Per Hour (Minimum Charge - 1/2 Hour)	\$ 50.99 *
Outside Consultant Fees	Actual Costs**	

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

CITY OF BARSTOW
Master Fee Schedule
Section 70 - Elevator Permits

Item/Description	Basis	2023/2024 Fee
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1. ELEVATOR PERMIT FEES (Table 3-E of the 1997 Uniform Administrative Code)

New Installation

Passenger or Freight Elevator, Escalator, Moving Walk

Up to and including \$40,000 of valuation	Each	\$ 91.67
Over \$40,000 in valuation	Each	\$91.67 plus \$1.70 for each \$1,000 or fraction thereof over \$40,000

Dumbwaiter or Private Residence Elevator

Up to and including \$10,000 of valuation	Each	\$ 25.75
Over \$10,000 of valuation	Each	\$25.75 plus \$1.70 for each 1,000 or fraction thereof over \$10,000

Major Alterations

Fees for major alterations shall be set forth in Table 3-A (Building Permit Fees). Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch

2. ELEVATOR ANNUAL CERTIFICATES OF INSPECTIONS FEES (Table 3-F of the 1997 Uniform Administrative Code)

For Each Elevator	Each	\$ 42.75
For Each Escalator or Moving Walk	Each	\$ 25.39
For Each Commercial Dumbwaiter	Each	\$ 17.25

(Each escalator or moving walk unit powered by one motor shall be considered as a separate escalator or moving walk.)

CITY OF BARSTOW
Master Fee Schedule
Section 80 - Grading Permits

Item/Description	Basis	2023/2024 Fee
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1. GRADING PERMIT FEES¹ (Table 3-H of the 1997 Uniform Administrative Code)

50 cubic yards (38.2 m ³) of less	# of Cubic Yards	\$ 24.21
51 to 100 cubic yards (40 to 76.5 m ³)	# of Cubic Yards	\$ 38.11
101 to 1,000 cubic yards (77.2 to 764.6 m ³)	# of Cubic Yards	\$38.11 for the first 100 cubic yards plus \$18.03 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards (765.3 to 7,645.5 m ³)	# of Cubic Yards	\$200.34 for the first 10,000 cubic yards, plus \$14.94 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards (7,646.3 to 76,455 m ³)	# of Cubic Yards	\$334.75 for the first 10,000 cubic yards plus \$67.98 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards (76,456 m ³) or more	# of Cubic Yards	\$946.57 for the first 100,000 cubic yards plus \$37.60 for each additional 10,000 cubic yards or fraction thereof

2. OTHER INSPECTIONS AND FEES (Table 3-H of the 1997 Uniform Administrative Code)

Inspection outside of normal business hours	Per Hour (2 Hr. Minimum)	\$ 52.02 ²
Re-inspection fees are assessed under the provision of Section 305.8	Per Inspection	\$ 52.02 ²
Inspections for which no fee is specifically indicated	Per Hour (1/2 Hr. Minimum)	\$ 52.02 ²

3. GRADING PLAN REVIEW FEES (Table 3-G of the 1997 Uniform Administrative Code)

50 cubic yards (38.2 m ³) of less	# of Cubic Yards	No Fee
51 to 100 cubic yards (40 to 76.5 m ³)	# of Cubic Yards	\$ 24.21
101 to 1,000 cubic yards (77.2 to 764.6 m ³)	# of Cubic Yards	\$ 38.11
1,001 to 10,000 cubic yards (765.3 to 7,645.5 m ³)	# of Cubic Yards	\$ 50.73
10,001 to 100,000 cubic yards (7,646.3 to 76,455 m ³)	# of Cubic Yards	\$50.73 for the first 10,000 cubic yards plus \$25.24 for each additional 10,000 cubic yards or fraction thereof
100,001 to 200,000 cubic yards (76,456 to 152,911 m ³)	# of Cubic Yards	\$277.84 for the first 100,000 cubic yards plus \$13.65 for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards (152,912 m ³) or more	# of Cubic Yards	\$414.32 for the first 200,000 cubic yards plus \$7.47 for each additional 10,000 cubic yards or fraction thereof
Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed	If Required	\$ 52.02 *

CITY OF BARSTOW
Master Fee Schedule
Section 80 - Grading Permits

Item/Description	Basis	2023/2024 Fee
¹ The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.		
² Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.		
³ Plus any additional outside consultant fees, if applicable.		
[*] Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.		

CITY OF BARSTOW
Master Fee Schedule
Section 85 - Erosion Control, Stormwater Pollution Prevention Plan (SWPPP)
and Water Quality Management Plan (WQMP)

Item/Description	Basis	2023/2024 Fee
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1. EROSION CONTROL / STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PLAN REVIEW FEES

Erosion Control Plan - Plan Check Fees (< 1 acre)	Up to 2 Reviews	\$ 400.00
Storm water Pollution Prevention Plan (SWPPP) - Plan Check Fees (Projects Which Are ≥1 Acre)	Up to 2 Reviews	\$ 650.00 ³
Erosion Control Plan & SWPPP - Additional Reviews >2	Per Hour (Each Additional Review >2) / Minimum 1 Hour	\$ 85.00 ³

2. WATER QUALITY MANAGEMENT PLAN (WQMP) PLAN REVIEW FEES

Single Family Residential (SFR) WQMP	Up to 2 Reviews	\$ 100.00 ³
Non-Regulated WQMP (>2,500 Square Feet of Impervious Surface)	Up to 2 Reviews	\$ 200.00 ³
Priority Site-Specific Project	Up to 2 Reviews	\$ 250.00 ³
Regulated WQMP	Up to 2 Reviews	\$ 250.00 ³
WQMP - Additional Reviews >2	Per Hour (Each Additional Review >2) / Minimum 1 Hour	\$ 85.00 ³

3. WATER QUALITY MANAGEMENT PLAN (WQMP)

Regulated WQMP Recorded Facilities	Annually (Includes an initial inspection and one (1) re-inspection.)	\$125 + Treatment Inspection Fee(s), if applicable. ³
Annual Post-Construction BMP Inspection >2	Per Hour (Each Additional inspection >2) / Minimum 1 Hour	\$ 85.00 ³

4. WATER QUALITY MANAGEMENT PLAN (WQMP)

Manhole/Monitoring Port (Removing Cover Visual Inspection)	Annually (Includes an initial inspection and one (1) re-inspection.)	\$75 + Personnel/Third-Party Contractor's Fees ^{3*}
Underground Chambers, Dry Wells, Pretreatment Systems (Requiring Entry, Camera, Monitoring, or Other Specialized Equipment)	Annually (Includes an initial inspection and one (1) re-inspection.)	\$75 + Personnel/Third-Party Contractor's Fees ^{3*}
Annual Manhole/Monitoring Port or Underground BMP Inspection >2	Each Inspection >2	\$75 + Personnel/Third-Party Contractor's Fees ^{3*}

³ Plus any additional outside consultant fees, if applicable.

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

CITY OF BARSTOW

Master Fee Schedule

Section 85 - Erosion Control, Stormwater Pollution Prevention Plan (SWPPP)
and Water Quality Management Plan (WQMP)

Item/Description	Basis	2023/2024 Fee
5. ADMINISTRATIVE CITATIONS (VIOLATIONS - WATER QUALITY MANAGEMENT PLAN (WQMP))		
Administrative Citations (with Fines)	Per Section 10 of the Master Fee Schedule - Administrative Citations	

CITY OF BARSTOW
Master Fee Schedule
Section 90 - Code Compliance

Item/Description	Basis		2023/2024 Fee
1. CODE COMPLIANCE FEES			
Nuisance Abatement	Per Occurrence		Actual Costs
Code Compliance Appeal	Per Request	\$	100.00
Letter from City Prosecutor	Per Occurrence	\$	175.00
2. CODE COMPLIANCE PERSONNEL			
Code Compliance Personnel	Hourly (1 Hour Min.)		As Per Section 210 - City Personnel
3. RENTAL INSPECTION FEES			
Rental Inspection	Per Occurrence	\$	100.00
	Each Add'l. Unit	\$	10.00

CITY OF BARSTOW
Master Fee Schedule
Section 95 - Cannabis Regulations

Item/Description	Basis		2023/2024 Fee
1. CANNABIS LICENSE ADMINISTRATIVE FEE			
Initial Application (Initial + 2 Additional Reviews)	Per Application	\$	18,644.85
Application Resubmittal	Per Occurrence	\$	18,644.85
Quarterly Compliance Inspection (Initial + 1 Re-inspection)	Quarterly	\$	550.00
Renewal	Annually	\$	14,107.85
Entity Transfer or Modification	Per Application	\$	18,644.85
Planning Commission - Notice of Public Hearing	Based on Provider's Rates		Actual Cost
2. ADMINISTRATIVE CITATIONS			
First Citation		\$	250.00
Second Citation		\$	500.00
Third and Subsequent Citations		\$	1,000.00
3. INSPECTIONS AND FEES			
Re-inspection Fee (3rd Inspection + Any Additional)	Per Occurrence	\$	550.00

CITY OF BARSTOW
Master Fee Schedule
Section 100 - Development Impact Fees

Item/Description	Basis	2023/2024 Fee
1. DEVELOPMENT IMPACT FEES		
Single-Family Dwelling	Per Unit	\$ 4,526.45
Multi-Family Dwelling	Per Unit	\$ 10,041.00
Commercial Lodging	Per Unit	\$ 2,029.00
Commercial/Office Uses	Per Square Foot	\$ 3.5434
Industrial Uses	Per square Foot	\$ 2.4751
*Plus Fire Impact Fees		

DEVELOPMENT IMPACT FEES
BROKEN DOWN BY CATEGORIES OF SERVICES

			BREAKDOWN OF IMPACT FEE AMONG CATEGORIES OF SERVICE					
LAND USE	MEASURE	IMPACT RATE	LAW ENFORCEMENT	CIRCULATION SYSTEM – LOCAL STREETS, SIGNALS & BRIDGES	STORM DRAINAGE COLLECTION SYSTEMS	GENERAL FACILITIES	PUBLIC MEETING / AQUATIC FACILITES	PARKLAND & OPEN SPACE ACQUISITION
Single-Family Dwelling	Per Unit	\$4,526.45	\$267.53	\$1,086.35	\$407.38	\$135.79	\$452.65/ \$316.85	\$1,859.90
Multi-Family	Per Unit	\$10,041	\$2,200.82	\$2,209.02	\$100.41	\$401.64	\$1,104.51/ \$803.28	\$3,221.32
Commercial Lodging	Per Room	\$2,029	\$202.90	\$1,724.65	\$60.87	\$40.58	\$0 / \$0	\$0
Commercial/Office Uses	Per Square Foot	\$3.5434	\$0.0709	\$3.0828	\$0.2835	\$0.1062	\$0 / \$0	\$0
Industrial Uses	Per Square Foot	\$2.4751	\$0	\$2.1533	\$0.2228	\$0.0990	\$0	\$0

DEVELOPMENT IMPACT FEES
FIRE IMPACT FEES

Land Use	Development Impact Fees
Detached Dwelling Units	\$785/Dwelling Unit
Attached Dwelling Units	\$606/Dwelling Unit
Mobile Home Dwelling Units (in Parks)	\$494/Dwelling Unit
Commercial Lodging Units	\$446/Lodging Unit
Commercial/Office Uses	\$0.053/Square Foot
Industrial/Manufacturing Uses	\$0.027/Square Foot

CITY OF BARSTOW
Master Fee Schedule
Section 110 - Encroachment Permits

Item/Description	Basis	2023/2024 Fee
1. ENCROACHMENT PERMIT ISSUANCE FEE		
Encroachment Permit Issuance Fee	Each	\$ 56.48 *
Underground Service Alert Fee	Each	\$ 2.76 *
2. ENCROACHMENT PERMIT - CONCRETE WORK		
Driveways	Each	\$ 56.48 *
Residential Sidewalks (Based on Linear Feet)		
0 feet to 300 feet	Total Length	\$ 56.48 *
301 feet to 600 feet	Total Length	\$ 84.72 *
601 feet to 1,000 feet	Total Length	\$ 112.96 *
> 1,000 feet	# of Hours (2 Hr. Min.)	\$112.96 for first 2 hours of inspections and \$56.48 per hour or fraction thereof *
Commercial Sidewalk (Based on Linear Feet)		
0 to 10 feet	Total Length	\$ 56.48 *
11 feet to 300 feet	Total Length	\$ 112.96 *
301 feet to 600 feet	Total Length	\$ 141.20 *
601 feet to 1,000 feet	Total Length	\$ 155.32 *
> 1,000 feet	# of Hours (3 Hr. Min.)	\$155.32 for first 3 hours of inspections and \$56.48 per hour thereafter *
Curb / Curb and Gutter (Based on Linear Feet)		
0 feet to 300 feet	Total Length	\$ 70.60 *
301 feet to 600 feet	Total Length	\$ 98.84 *
601 feet to 1,000 feet	Total Length	\$ 127.08 *
> 1,000 feet	# of Hours (2 Hr. Min.)	\$127.08 for first 2 hours of inspections and \$56.48 per hour or fraction thereof *
Concrete Pavement (Based on Square Footage)		
1 Sq. Foot to 25 Sq. Feet	Total Length	\$ 56.48 *
26 Sq. Feet to 100 Sq. Feet	Total Length	\$ 70.60 *
101 Sq. Feet to 1,000 Sq. Feet	Total Length	\$ 84.72 *
1,001 Sq. Feet to 2,000 Sq. Feet	Total Length	\$ 112.96 *
>2,000 Sq. Feet	# of Hours (2 Hr. Min.)	\$112.96 for first 2 hours of inspections and \$56.48 per hour or fraction thereof *
Inlet / Outlet Structures	Each	\$ 141.20 *
Junction Structures	Each	\$ 141.20 *
Spandrels / Cross Gutters	Each	\$ 84.72 *

3. ENCROACHMENT PERMIT FEES - ASPHALT WORK

Asphalt Pavement (Based on Square Footage for excavations of pits, bell holes, or no-cut moratoriums.)

1 Sq. Foot to 25 Sq. Feet	Total Length	\$ 112.96 *
26 Sq. Feet to 100 Sq. Feet	Total Length	\$ 127.08 *

* Plus consultant fees, if applicable.

CITY OF BARSTOW
Master Fee Schedule
Section 110 - Encroachment Permits

Item/Description	Basis	2023/2024 Fee
3. ENCROACHMENT PERMIT FEES - ASPHALT WORK (Continued)		
101 Sq. Feet to 1,000 Sq. Feet	Total Length	\$ 141.20 *
1,001 Sq. Feet to 2,000 Sq. Feet	Total Length	\$ 155.32 *
>2,000 Sq. Feet	# of Hours (2 Hr. Min.)	\$155.32 for first 3 hours of inspections and \$56.48 per hour or fraction thereof *
Asphalt Pavement (Based on Linear Feet - Maximum 2 Feet Wide. Applies only if the project is not in a no-cut moratorium.)		
0 feet to 300 feet	Total Length	\$ 112.96 *
301 feet to 600 feet	Total Length	\$ 141.20 *
601 feet to 1,000 feet	Total Length	\$ 169.44 *
> 1,000 feet	# of Hours (2 Hr. Min.)	\$169.44 for first 3 hours of inspections and \$56.48 per hour or fraction thereof *
Pavement Preservation - Patch Repair (Based on Square Footage for excavation of pits, bell holes, or no-cut moratoriums.)		
1 Sq. Foot to 25 Sq. Feet	Total Length	\$ 56.48 *
26 Sq. Feet to 100 Sq. Feet	Total Length	\$ 70.60 *
101 Sq. Feet to 1,000 Sq. Feet	Total Length	\$ 84.72 *
1,001 Sq. Feet to 2,000 Sq. Feet	Total Length	\$ 98.84 *
Pavement Preservation (Based on Square Footage)		
>2,000 Sq. Feet	# of Hours (2 Hr. Min.)	\$98.84 for first 2 hours of inspections and \$56.48 per hour or fraction thereof *
Pavement Preservation (Based on trenches, a minimum of 8' wide or lane line to lane line or edge of pavement to lane line, except in no-cut moratoriums.)		
0 feet to 300 feet	Total Length	\$ 112.96 *
301 feet to 600 feet	Total Length	\$ 127.08 *
601 feet to 1,000 feet	Total Length	\$ 141.20 *
> 1,000 feet	# of Hours (2 Hr. Min.)	\$141.20 for first 3 hours of inspections and \$56.48 per hour or fraction thereof *
4. Electrical		
Street Light	Each	\$ 84.72 *
Traffic Signal	Per Hour	\$ 56.48 *
System Components	Per Hour	\$ 56.48 *
Pipe/Conduit		
0 feet to 300 feet	Total Length	\$ 112.96 *
301 feet to 600 feet	Total Length	\$ 141.20 *
601 feet to 1,000 feet	Total Length	\$ 169.44 *
> 1,000 feet	# of Hours (2 Hr. Min.)	\$169.44 for first 3 hours of inspections and \$56.48 per hour or fraction thereof *
5. Trenches / Excavations		
Trenches - All Work Done Underneath Pavement (Based on Square Footage)		
1 Sq. Foot to 25 Sq. Feet	Total Length	\$ 56.48
26 Sq. Feet to 100 Sq. Feet	Total Length	\$ 70.60

* Plus consultant fees, if applicable.

CITY OF BARSTOW
Master Fee Schedule
Section 110 - Encroachment Permits

Item/Description	Basis	2023/2024 Fee
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5. Trenches / Excavations (Continued)

101 Sq. Feet to 1,000 Sq. Feet	Total Length	\$	84.72 *
1,001 Sq. Feet to 2,000 Sq. Feet	Total Length	\$	98.84 *
>2,000 Sq. Feet	# of Hours (2 Hr. Min.)	\$98.84 for first 2 hours of inspections and \$56.48 per hour or fraction thereof *	

Trenches - All Work Done Underneath Pavement (Based on Linear Feet)

0 feet to 300 feet	Total Length	\$	112.96 *
301 feet to 600 feet	Total Length	\$	127.08 *
601 feet to 1,000 feet	Total Length	\$	141.20 *
> 1,000 feet	# of Hours (2 Hr. Min.)	\$141.20 for first 3 hours of inspections and \$56.48 per hour or fraction thereof *	

6. Utilities

Manholes	Per Hour	\$	84.72 *
Valves	Per Hour	\$	56.48 *
Meters	Per Hour	\$	56.48 *
Other Components	Per Hour	\$	56.48 *

Pipe/Conduit

0 feet to 300 feet	Total Length	\$	112.96 *
301 feet to 600 feet	Total Length	\$	141.20 *
601 feet to 1,000 feet	Total Length	\$	169.44 *
> 1,000 feet	# of Hours (2 Hr. Min.)	\$169.44 for first 3 hours of inspections and \$56.48 per hour or fraction thereof *	

7. Non-Compliance Fees - Assessed to work which exceeds the Encroachment Permit's Expiration Date

Non-Compliance Fee	Assessed Daily for Each Day Past Permit Expiration Date until Permit is Finaled	\$	250.00 *
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8. Environmental

Storm Water & Water Pollution Control	Per Hour		56.48 *
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9. Plan Review

Traffic Control Plan Review	Per Hour	\$	56.48 *
Improvement Plan Review	Per Hour	\$	56.48 *

10. Photocopies/Copies

Large Format Copies	Each	\$	5.00 *
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11. Other Inspections and Fees

CCTV Review (Staffing Cost)	Per Hour	\$	65.00
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* Plus consultant fees, if applicable.

CITY OF BARSTOW
Master Fee Schedule
Section 120 - Film Office

Item/Description	Basis		2023/2024 Fee
1. FILM OFFICE PERMIT FEES			
Film Permit	Each	\$	350.00
Commercial Photography Permit	Each	\$	200.00
Film Office Encroachment Permit	Each	\$	125.00
Rider	Each	\$	125.00
2. FACILITY AND INFRASTRUCTURE RENTAL FEES			
Harvey House	Per Day	\$	500.00
Harvey House - Student Rate	Per Day	\$	250.00
Public Right-of-Way	Per Day	\$	100.00
City-Owned Building (Excludes Park & Rec Facilities)	Per Day	\$	350.00
City-Owned Vacant Property	Per Day	\$	350.00
City-Owned Parking Lot	Per Day	\$	500.00
3. CONSULTANT AND PERSONNEL			
Consultant Fee			Actual Costs
City Personnel	Per Hour		As Per Section 210 - City Personnel

CITY OF BARSTOW
Master Fee Schedule
Section 130 - Barstow Fire Protection District

Item/Description	Basis	2023/2024 Fee
1. FIRE PERMIT FEES		
Aerosol Products	Annual	\$ 90.00
Aircraft Refueling Vehicles	Annual	\$ 45.00
Aircraft Repair Hanger	Annual	\$ 90.00
Asbestos Removal	Each Occurrence	\$ 50.00
Automobile Wrecking Yard	Annual	\$ 90.00
Bonfires or Rubbish Fires	Annual	\$ 10.00
Bowling Pin or Bowling Alley Refinishing	Each Occurrence	\$ 45.00
Candles or Open Flames in the Assembly Area	Annual	\$ 45.00
Carnivals, Circuses, or Fairs	Each Occurrence	\$ 90.00
Cellulose Nitrate Film	Annual	\$ 45.00
Cellulose Nitrate Storage	Annual	\$ 90.00
Combustible Fiber Storage	Annual	\$ 90.00
Compressed Gases / Systems	Annual	\$ 45.00
Cryogenics	Annual	Diame ter \$ 90.00
Dry Cleaning Plants	Annual	\$ 90.00
Dust Producing Operations	Annual	\$ 90.00
Excavations Near Hazardous Materials Pipelines		
6" in Diameter or Larger	Each Occurrence	\$ 90.00
Explosives or Blasting Agents		
Use	Each Occurrence	\$ 90.00
Manufacture, Possess, Store, Sell, Disposal	Annual	\$ 90.00
Fire Hydrant Control Valve (Eddie Valve)	Each Occurrence	\$ 10.00
Public Fireworks Display	Each Occurrence	\$ 90.00
Flammable or Combustible Liquid		
Pipeline Operation	Annual	\$ 90.00
Pipeline Excavation	Each Occurrence	\$ 90.00
Flammable or Combustible Liquids and Tanks		
Store	Annual	\$ 50.00
Above Ground or Underground Tank Install	Per Site	\$ 693.00
Underground Tank Removal	Per Site	\$ 693.00
Above Ground Fuel Tanks	Annual	\$ 50.00
Fruit Ripening	Annual	\$ 50.00
Fumigation or Thermal Insecticidal Fogging	Each Occurrence	\$ 50.00
Motor Vehicle Repair Garage	Annual	\$ 90.00
Hazardous Materials	Annual	\$ 135.00
High Toxic Pesticides	Annual	\$ 135.00
High Piled Combustible Stock	Annual	\$ 90.00
Junk Yards	Annual	\$ 90.00
Combustible Materials Storage	Annual	\$ 90.00
Liquefied Petroleum Gases/Dispensing/Storage	Annual	\$ 135.00
LPG Powered Vehicle/Equipment in Assembly Building	Annual	\$ 50.00
Lumber Yards	Annual	\$ 90.00
Magnesium Working	Annual	\$ 90.00
Mall, Covered	Annual	\$ 135.00
Matches	Annual	\$ 90.00
Motor Vehicle Fuel Dispensing	Annual	\$ 50.00
Oil and Natural Gas Wells	Annual	\$ 135.00
Organic Coatings	Annual	\$ 135.00
Ovens, Industrial Baking or Drying	Annual	\$ 90.00
Parade Floats	Each Occurrence	\$ 25.00
Places of Assembly		
Occupant Load <300	Annual	\$ 50.00
Occupant Load 300 to 999	Annual	\$ 90.00
Occupant Load >1,000	Annual	\$ 135.00

CITY OF BARSTOW
Master Fee Schedule
Section 130 - Barstow Fire Protection District

Item/Description	Basis	2023/2024 Fee
1. FIRE PERMIT FEES (Continued)		
Radioactive Materials	Annual	\$ 135.00
Refrigeration Equipment	Annual	\$ 50.00
Spraying or Dipping	Annual	\$ 90.00
Tank Vehicles	Annual	\$ 50.00
Tents and Air Supported Structures	Annual	\$ 50.00
Tire Recapping	Annual	\$ 50.00
Waste Material handling Plant	Annual	\$ 90.00
Welding and Cutting Operations		
Permanent Welding Shop	Annual	\$ 50.00
On-Site Welding	Each Occurrence	\$ 50.00
Portable Welding	Annual	\$ 50.00
2. PLAN REVIEW AND ENFORCEMENT		
New Construction / Building Projects	Each	\$ 693.00
Tenant Improvement Plan	Each	\$ 165.00
Building and Zoning Compliance Review	Each	\$ 50.00
NFPA 13 Sprinkler Systems (Commercial)		
Square Feet of Covered Building Area		
<10,000		\$ 435.00
10,001 to 50,000		\$ 591.00
50,001 to 100,000		\$ 1,340.00
100,001 and Over		\$ 1,340.00
Each Additional 100,00 Sq. Ft. or Portion Thereof		\$ 60.00
Underground Plans (Not Part of the Sprinkler System Plan)		\$ 120.00
Re-Submittal of Plans		
Charged for 2nd and Subsequent Re-Submittals		\$ 75.00 *
Site Re-Inspection		
Each Inspection After 8		\$ 75.00
NFPA 13D & 13R Sprinkler Systems (Residential)		
Square Feet of Covered Building Area		
<10,000		\$ 355.00
10,001 to 50,000		\$ 496.00
50,001 to 100,000		\$ 1,110.00
> 100,001 PLUS:		\$ 1,110.00
Each Additional 10,000 Sq. Ft. or Portion Thereof		\$ 50.00
Underground Plans		\$ 120.00
Re-Submittal of Plans		
Charged for 2nd and Subsequent Re-Submittals		\$ 75.00 *
Site Re-Inspection		
Each Inspection After 8		\$ 75.00
Minor Sprinkler System Modifications		
Not Requiring Hydraulic Calculation, <5 Heads	Per Head	\$ 15.00
Sprinkler System Modification		
Required Hydraulic Calculation and/or 6 to 50 Heads	Each System	\$ 190.00 *
Fire Flow Testing	Each Test	\$ 125.00
Special Extinguishing Systems		
Pre-Engineered Systems ≤ 2 Heads		\$ 100.00
All Other Systems		\$ 210.00 *
Cooking Appliance Hood and Duct Systems		\$ 250.00
Alarm Systems		\$ 250.00 *
Standpipe Systems		
Square Feet of Covered Building Area		

*Plus Consultant Fees

CITY OF BARSTOW

<10,000	Master Fee Schedule	\$	355.00
10,001 to 50,000	Section 130 - Barstow Fire Protection District	\$	496.00
50,001 to 100,000		\$	1,110.00

CITY OF BARSTOW
Master Fee Schedule
Section 130 - Barstow Fire Protection District

Item/Description	Basis	2023/2024 Fee
2. PLAN REVIEW AND ENFORCEMENT (Continued)		
> 100,001		\$ 1,110.00
Each Additional 10,000 Sq. Ft. or Portion Thereof		\$ 50.00
Re-Submittal of Plans		
Charged for 2nd and Subsequent Re-Submittals		\$ 75.00 *
Site Re-Inspection		
Each Inspection After 2		\$ 75.00 *
Spray Booths	Each	\$ 200.00
Planning Projects		
Building Site Plans	Per Building	\$ 175.00
Subdivision/Tract Maps		
Tentative Tracts ≤ 300 Lots		\$ 454.00
Tentative Tracts > 300 Lots		\$ 908.00
Final Tract		\$ 40.00
Minor Subdivisions (≤ 5 Lots)		\$ 256.00
Mobile Home Parks	Per Space or Lot	\$ 25.00
3. INSPECTIONS / ENFORCEMENTS		
Inspections Outside Normal Business Hours	Each Occurrence	\$ 125.00
Demand Inspections	Each Occurrence	\$ 85.00
Re-Inspections (One Re-Inspection is at No Charge)	2nd & Subsequent	\$ 50.00
Special Event Inspections	Each Occurrence	\$ 85.00
Self-Inspection (Occupancies Who Fail to Conduct Own Inspection)	Each Occurrence	\$ 85.00
State/County Clearance Inspections		
Childcare (Except Daycare Facilities >7 Children)	Each Occurrence	\$ 50.00
Care Facilities (Except Residential Care with ≤6 Persons)		
7 to 12 Persons	Each Occurrence	\$ 180.00
Above 12 Persons	Each Occurrence	\$ 360.00
Hospitals	Each Occurrence	\$ 360.00
Weed Abatement Administrative Cost (+Actual Clean-Up Costs)	Per Parcel	\$ 150.00
4. SPECIAL CLEARANCES		
High Rise Permit (Over 3 Stories)	Per Story / Annually	\$ 85.00
Block Party Permit	Each Occurrence	\$ 15.00
Christmas Tree Lot Permit	Each Occurrence	\$ 45.00
Haunted House Permit	Each Occurrence	\$ 45.00
Pumpkin Patch Permit	Each Occurrence	\$ 45.00
Rifle Range Permit	Annually	\$ 45.00
Airport, Helicopter, Helistop, Heliport Permit	Annually	\$ 155.00
Private School Permit	Annually	\$ 120.00
Woodworking Plant Permit	Annually	\$ 120.00
Hotels/Motels/Multi-Family Housing of 3 Units or More	Annually	\$100 Plus \$10 Per Unit
5. STANDBY FEES		
Fire Company Standby at Special Events	Per Event	Actual Cost
Inspector/Staff Standby at Special Events	Per Event	Actual Cost
Standby at Non-Emergency Helicopter Landings	Per Event	Actual Cost
Standbys Requested, by City of Barstow Police Department	Per Event	No Cost
All Other Standbys Not Listed Above	Per Event	Actual Cost
6. PHOTOCOPIES / COPIES		
Response, Cause, and Origin Reports		\$ 5.00
First Page		\$ 0.25
Each Subsequent Page		

CITY OF BARSTOW
Master Fee Schedule
Section 130 - Barstow Fire Protection District

Item/Description	Basis	2023/2024 Fee
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6. PHOTOCOPIES / COPIES (Continued)

Codes, Ordinances, Resolutions, Polices, Board Agendas or General Information

First Page	\$	2.00
Each Subsequent Page	\$	0.25

Fire Board Meeting Agendas Available on the City's Website, www.barstowca.org. Otherwise, see photocopy fees

7. MISCELLANEOUS FEES

Technical Consultation Requiring Outside Consultant	Per Occurrence	\$	85.00
Technical Research / Consultation (In-House) - 1 Hour Minimum	Per Hour	\$	85.00
Code, Ordinance, Hazard Abatement Appeal	Each Item	\$	85.00
Research to Create Documents or Statistics - 1 Hour Minimum	Per Hour	\$	35.00
Administrative Fee (In Addition to Response Charges)	Per Occurrence	\$	47.00
Fire Letters (Single Residences)	Per Request	\$	50.00

8. PENALTIES

Failure to Meet for Scheduled Inspection	Per Occurrence	\$	85.00
Failure to Notify of Fumigation 24 Hours in Advance	Per Occurrence		Double Fee
Failure to Obtain Permit	Per Occurrence		Double Fee
Failure to Renew the Permit	Per Occurrence		Double Fee
Returned Checks	Per Occurrence	\$	25.00
Interest Rate on Outstanding Cost Recovery Invoices	Per Month		1.5% of Balance

9. RESPONSES

Response Types

Response to more than 2 fire alarm system signals during a rolling twelve (12) month period due to working on system or testing without notifying the Fire District	Each Occurrence After 2	Actual Cost Per Appendix A
Malicious False Alarms	Each Occurrence	Actual Cost Per Appendix A
Response to fire alarm system signals due to negligence, cooking, tampering, construction, or modifying building	Each Occurrence	Actual Cost Per Appendix A
Response to false alarms due to system malfunction in excess of two (2) false alarms in one (1) year	Each Occurrence	Actual Cost Per Appendix A
Response to Federal, State or County Facilities	Each Occurrence	Actual Cost Per Appendix A
Fires in mobile properties - residents of the Barstow Fire Protection District	Each Occurrence	Actual Cost Per Appendix A, but not to exceed insurance company reimbursement amount
Fire in mobile properties - non-residents of the Barstow Fire Protection District	Each Occurrence	Actual Cost Per Appendix A
Any emergency response caused by negligence, willfully malicious acts, arson activity or any illegal action	Each Occurrence	Actual Cost Per Appendix A, plus any additional costs to mitigate the emergency

CITY OF BARSTOW
Master Fee Schedule
Section 130 - Barstow Fire Protection District

Item/Description	Basis	2023/2024 Fee
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9. RESPONSES (Continued)

Response Types

Structure fire responses - residents of the Barstow Fire Protection District	Each Occurrence	Actual Cost Per Appendix A, plus any additional costs to mitigate the emergency, but not to exceed insurance company reimbursement amount
Structure fire response - non-residents of the Barstow Fire Protection District	Each Occurrence	Actual Cost Per Appendix A, plus any additional costs to mitigate the emergency
Medical aid / traffic collision responses - residents of the Barstow Fire Protection District	Each Occurrence	No Cost
Medical aid / traffic collision responses - non-residents of the Barstow Fire Protection District	Each Occurrence	Actual cost per Appendix A, plus any additional costs for medical supplies and/or therapies
Hazardous materials response	Each Occurrence	Actual costs per Appendix A, plus any additional costs to mitigate the emergency
Public, private, or government staffing assistance	Each Occurrence	Actual Cost Per Appendix A

APPENDIX A

Vehicles

Medic Engine	Per Hour	\$	59.00
Engine	Per Hour	\$	59.00
Truck	Per Hour	\$	65.55
Water Tender	Per Hour	\$	39.33
Hazmat	Per Hour	\$	39.33
Staff Vehicles / Utility	Per Hour	\$	19.67

Personnel

Staffing Costs **Per Hour** **See Section 210 - Personnel Costs**

Supplies and Expendables

Covers the actual costs of consumable supplies not restocked in the field. Costs are adjusted and revised each 6-month period.

CITY OF BARSTOW
 Master Fee Schedule
 Section 140 - **Waste Management**

Item/Description	Basis	2023/2024 Fee
1. WASTE MANAGEMENT FEES		
Construction Waste Management Plan	Per Application	Performance Security of \$250.00 or \$0.20 per Sq. Ft., whichever is greater*

* Refundable if the requirement of 65% diversion is met and the proper supporting documentation is provided to the City of Barstow

Please note any changes from the 2022/2023 Master Fee Schedule are highlighted in **green**.

CITY OF BARSTOW
Master Fee Schedule
Section 160 - Barstow Humane Society Fees

Item/Description	Basis	2023/2024 Fee
1. DOG LICENSE FEES		
Un-Spayed Female or Un-Neutered Male Dog	Each Dog / Per Month	\$ 5.00
Spayed or Neutered Dog		
1 - 23 Months	Each Dog / Per Month	\$ 1.25
24-35 Months	Each Dog / Per Month	\$ 1.05
≥36 Months	Each Dog / Per Month	\$ 1.00
Dogs Owned by Senior Citizen (≥65 Years Old)	Each Dog / Per Month	\$ 0.75
Late Payment Fee	> 30 Days Past Due	\$ 15.00
Replacement of a Stolen or Lost License Tag	Per Tag	\$ 3.00
2. IMPOUND FEES (CATS & DOGS)		
Altered Animals		
1st Impound	Each Dog / Cat	\$ 40.00
2nd Impound	Each Dog / Cat	\$ 80.00
3rd Impound	Each Dog / Cat	\$ 160.00
4th Impound*	Each Dog / Cat	\$ 160.00
Unaltered Animals		
1st Impound	Each Dog / Cat	\$ 80.00
2nd Impound	Each Dog / Cat	\$ 160.00
3rd Impound	Each Dog / Cat	\$ 210.00
4th Impound*	Each Dog / Cat	\$ 210.00
*Plus Costs for Appropriate Legal Action		
Board Fee (In Addition to Impound Fees)	Per Day	\$ 10.00
Other Animals	Based Upon size and type of animal at the discretion of the Executive Director of the Barstow Human Society	
3. ADOPTION FEES (DOGS, PUPPIES, CATS & KITTENS)		
Puppies (Up To 4 Months Old)	Each Puppy	\$ 90.00
Dogs (> 4 Months Old, Less Than 5 Years Old)	Each Dog	\$ 85.00
Senior Dogs (>5 Years Old)	Each Dog	\$ 40.00
Cats & Kittens	Each Cat/Kitten	\$ 50.00
4. SURRENDER FEES		
Dogs, Puppies, Cats & Kittens	Each Animal	\$ 20.00
5. VACCINATION FEES		
Rabies	Each Animal	\$ 20.00
DHLPP/FVRCP	Each Animal	\$ 10.00
Bordatella	Each Animal	\$ 5.00
6. MISCELLANEOUS FEES		
Trap Rental (Plus \$25 Refundable Deposit)	Each / Per Day	\$ 3.00
Disposal of Deceased Animals	Each	\$ 10.00
Private Pick Up	Each	\$ 20.00
Micro-Chip	Each	\$ 20.00

CITY OF BARSTOW
Master Fee Schedule
Section 170 - Wastewater Operations Department

Item/Description	Basis	2023/2024 Fee
1. INDUSTRIAL USER PERMITS & RENEWAL FEES		
Industrial User Permit	Initial Submittal	\$ 250.00
Industrial User Permit Renewal	Annual	\$ 100.00
2. WASTEWATER OPERATIONS PLAN CHECK FEES		
Sampling Manhole	Each	\$ 100.00
Discharge Flowmeter	Each	\$ 200.00
Gravity Interceptor	Each	\$ 100.00
Wastewater Operation Facilities	Each	\$ 500.00
3. ADMINISTRATIVE ORDERS		
Noncompliance Monitoring Program	Each	\$ 100.00
Stop Work Order	Each	\$ 100.00
Compliance Order	Each	\$ 250.00
Cease and Desist	Each	\$ 500.00
Cease Discharge	Each	\$ 500.00
Termination of Service	Each	\$ 500.00
4. ENFORCEMENT ACTIONS		
Inspection (Not Related to a NOV)	Each	\$ 100.00
Inspections (Related to a NOV)	Each	\$ 250.00
Obtaining Search Warrant	Each	\$ 500.00
Compliance Meeting	Each	\$ 250.00
Enforcement Hearing	Each	\$ 500.00
5. NUISANCE ABATEMENT		
Emergency Public Nuisance Abatement	Each Occurrence	Actual Costs
6. ADMINISTRATIVE VIOLATIONS		
Minor Administrative Violation	Each	\$ 250.00
Major Administrative Violation	Each	\$ 500.00
7. DISCHARGE VIOLATIONS		
Minor Discharge Violation*	Each	\$ 250.00
Major Discharge Violation*	Each	\$ 700.00
*Plus any fines/charges incurred by the City of Barstow as a result of the discharge violation		
8. CIVIL PENALTIES		
Civil Penalties	California Government Code Sections 54739- 54740	As Adopted
9. ADMINISTRATIVE CIVIL PENALTIES		
Administrative Civil Penalties	California Government Code Sections 54740.5 & 54740.6	As Adopted
10. DAMAGE TO BARSTOW WASTEWATER TREATMENT PLANT (BWTP) OPERATION		
Discharge which Causes or Contributes to Any Obstruction, Interference, Damage, or any other Impairment to the Operation of the BWTP	Each Occurrence	Actual Costs to Resume Normal Operation

Please note any changes from the 2022/2023 Master Fee Schedule are highlighted in green.

CITY OF BARSTOW
 Master Fee Schedule
 Section 170 - Wastewater Operations Department

Item/Description	Basis	2023/2024 Fee
11. OTHER INSPECTIONS AND FEES		
Locating Sewer Lateral (Fuels, Deploy, Wear and Tear Only. Staffing Cost Extra [2 person minimum]) Bypass Pumping Associated with Connection	Per Hour (4 Hour Minimum)	\$ 125.00
8" Diameter	Per Hour	\$ 250.00
10" Diameter	Per Hour	\$ 300.00
15" Diameter	Per Hour	\$ 350.00
Sewer Cleaning Fee		
Staffing Costs	Per Hour	See Section 210
Vactor Combination Sewer Cleaning (Minimum of 4 hours)	Per Hour	\$ 175.00
	Four hours minimum	\$ 700.00
	Eight hour equipment rental rate	\$ 1,400.00
12. PERSONNEL		
Staffing Costs	Per Hour	See Section 210

Please note any changes from the 2022/2023 Master Fee Schedule are highlighted in green.

CITY OF BARSTOW
Master Fee Schedule
Section 180 - Lenwood Area Development Fees

Item/Description **2023/2024 Fee Calculation**

1. LENWOOD AREA DEVELOPMENT FEES (As Per Titles 12 & 13 of the Barstow Municipal Code)

Flood Control Channel Development Fee	Fee Calculation: Number of Acres x \$1,098 x Annual Adjustment* = Fee
Median Development Fee	Fee Calculation: Number of Acres x \$175 x Annual Adjustment* = Fee
Traffic Signalization Development Fee	Fee Calculation: Number of Acres x \$312.50 x Annual Adjustment* = Fee
Water Development Fee	Fee Calculation: Number of Acres x \$1,890 x Annual Adjustment* = Fee

*The annual cost adjustment shall be made in conformance with the annual change in the California Construction Cost Index as published by the State of California Business and Transportation Agency on July 1st of each year.

CITY OF BARSTOW
Master Fee Schedule
Section 190 - Miscellaneous

Item/Description	Basis	2023/2024 Fee
1. PHOTOCOPIES / COPIES*		
Photocopies		
8 1/2" x 14" or Smaller / Black & White Copies	Per Page / \$1.00 Minimum	\$ 0.25
Larger than 8 1/2" x 14" / Black & White Copies	Per Page / \$2.00 Minimum	\$ 0.50
8 1/2" x 14" or Smaller / Color Copies	Per Page / \$2.00 Minimum	\$ 0.50
Larger than 8 1/2" x 14" / Color Copies	Per Page / \$3.00 Minimum	\$ 0.75
Zoning Map	Each	\$ 5.00
Building Plans		
11" x 17" or Smaller	Each	\$ 3.00
Larger than 11" x 17"	Each	\$ 5.00
Applications, Forms & Information Sheets	Per Page	Free
2. PUBLIC MEETING MATERIALS		
Agenda and Minutes		
Agendas and minutes are now available online at the City's website, www.barstowca.org . If hard copies are required, use the photocopies costs in Section 1 above. If postage is required, actual postage fees will be added		
3. PUBLICATIONS*		
Budget - Final or Proposed	Each + Per Page Photocopy Fee	\$ 50.00
Business License Listing	Each + Per Page Photocopy Fee	\$ 25.00
Comprehensive Annual Financial Reports (CAFRs)	Each + Per Page Photocopy Fee	\$ 50.00
General Plan, 1997	Per CD	\$ 25.00
4. ELECTRONIC MEDIA*		
Electronic Media - CD-ROM Copy	Each	\$ 5.00
Electronic Media - Plans & Specifications	Each	\$ 25.00
5. MICROFILM/MICROFICHE*		
Fee per sheet or total hourly cost, whichever is greater. This costs shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.	Per Sheet	\$ 3.00
6. NOTARY, CERTIFICATION, LEGAL AND SPECIAL SERVICES		
Notary Services		
Non-City Employees (Set by CA Secretary of State)	Per Signature	\$ 15.00
City Employees Relating to City Services	Each	No Charge
City Clerk Document Certification	Each	\$ 5.00
Legal Fees		
Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs	Labor & Overhead	Actual Cost
7. RETURNED CHECK FEE		
Returned Check Fee	Per Check	\$ 25.00
*Mailing may be arranged on a prepaid basis. Postage charges will be added.		
8. PARKING PERMITS (Barstow High School Area)		
Parking Permit	Initial 3 - Per Property	Free
Replacement of Lost, Stolen or Damaged Parking Permits	Each	\$ 5.00

CITY OF BARSTOW
Master Fee Schedule
Section 190 - Miscellaneous

Item/Description	Basis	2023/2024 Fee
9. PASSPORT SERVICES*		
Passport Book (Does Not Include Execution Fee and Expedite Processing Fee or Postage, if requested)		
Child (Under Age 16)	U.S. Department of State	\$ 100.00
Adult (Age 16 and Over)	U.S. Department of State	\$ 130.00
Passport Card (Does Not Include Execution Fee and Expedite Processing Fee or Postage, if requested)		
Child (Under Age 16)	U.S. Department of State	\$ 15.00
Adult (Age 16 and Over)	U.S. Department of State	\$ 30.00
Passport Book & Card (Does Not Include Execution Fee and Expedite Processing Fee or Postage, if requested)		
Child (Under Age 16)	U.S. Department of State	\$ 115.00
Adult (Age 16 and Over)	U.S. Department of State	\$ 160.00
Passport Execution Fee	Per Application	\$ 35.00
Application Expedite Processing Fee (Optional / 2-3 Weeks)	U.S. Department of State	\$ 60.00
Priority, Expedited and Overnight Courier Services	As Charged By Provider	Actual Cost
10. APPLICATION FEES		
Fireworks - Temporary Stand Permit	Per Application	\$ 400.00
Bingo Permit	Per Application	\$ 50.00
Taxicab	Per Application	\$100.00 Plus Fees For Background Investigation & Credit Check
11. POSTAGE		
Postage	U.S. Postal Service	Actual Cost
Overnight Services	Based on Provider's Rates	Actual Cost
12. LIEN RELEASE FEE		
Lien Release Fee	Per Release	\$ 10.00
13. TECHNOLOGY FEE		
Technology Fee	Per Business License/Permit	\$ 15.00
14. CONVENIENCE FEE		
Charge for credit card use	Per Transaction Over \$2,000	3%
15. Infrastructure Plans GIS Updates		
Consultant Fee	If Applicable	Actual Cost

*Mailing may be arranged on a prepaid basis. Postage charges will be added.

CITY OF BARSTOW
Master Fee Schedule
Section 200 - Parks Recreation

Item/Description	Basis	2023/2024 Fee
1. FACILITY RENTALS AND FEES		
Cora Harper Fitness Center - Facility Rental		
Minimum 3 Hours	First 3 Hours	\$ 1,000.00
Each Hour After 3 Hours	Per Hour	\$ 200.00
8 Hours or More <i>(Includes Tables & Chairs)</i>	Daily	\$ 2,000.00
Refundable Security Deposit	Each Rental	\$ 500.00
Stage Rental	Per Day	\$ 300.00
Light Set Up	Per Day	\$ 250.00
Flex Room	Per Hour	\$ 50.00
Cleaning Fee	Each Rental	\$ 250.00
Cora Harper Fitness Center - Gym Use		
<i>**Includes Use of Gym Equipment, Saunas, Basketball & Racquetball Courts**</i>		
Gym Use	Daily	\$ 3.00
Gym Use	10 Use Pass	\$ 20.00
Gym Use	Monthly	\$ 25.00
Gym Use	3 Months	\$ 50.00
Gym Use	Yearly	\$ 175.00
Dana Park Building - Rental Rates		
<i>**Dana Park Building Rental Includes use of the kitchen, restrooms, main room, 5 tables, and 30 chairs</i>		
Minimum 3 Hours	First 3 Hours	\$ 250.00
Each Hour After 3 Hours	Hourly	\$ 50.00
Security Deposit	Each Rental	\$ 150.00
Cleaning Fee	Each Rental	\$ 150.00
Eda Henderson Pool - Private Party (Friday-Sunday Only)		
Minimum 3 Hours	First 3 Hours	\$ 270.00
Each Hour After 3 Hours	Hourly	\$ 90.00
Additional Staffing Required for Rental Parties of 125+ Guests	Hourly	\$ 30.00
Cleaning Fee	Each Rental	\$ 150.00
Eda Henderson Pool - Pool Use		
Open Swim (All Ages)	Per Person	\$ 3.00
Monthly Pass (All Ages)	Per Person	\$ 30.00
Summer Pass (Memorial Day through Labor Day)	Per Person	\$ 75.00
Lap Swim	Per Person	\$ 3.00
Swimming Lessons	Per Session	\$ 30.00
Lifeguard Classes	Per Session	\$ 200.00
Jr. Lifeguard Classes (Ages 11-14)	Per Session	\$ 160.00
Jasper Park Building City Use Only		
Robert Sessions Memorial Sports Park - Pavilion Only (Includes \$500 refundable security deposit.)		
≤8 Hours <i>(Includes Lights and Electricity)</i> <i>Includes a \$500 Refundable Security Deposit</i>	Daily	\$ 1,000.00
Labor (Set Up / Tear Down)	Per Person/Per Hour	\$ 15.00
≥8 Hours (\$500 Refundable Security Deposit) <i>PLUS:</i>	Hourly	\$ 30.00
Lights	Hourly	\$ 15.00
Electricity	Hourly	\$ 10.00
Labor (Set Up / Tear Down)	Per Person/Per Hour	\$ 15.00
Youth Basketball Court Rental	Per Hour	\$ 10.00
Adult Basketball Court Rental	Per Hour	\$ 20.00
Robert Sessions Memorial Sports Park - Entire Facility (Requires \$500 non-refundable deposit which is credited toward rental fee.)		
Resident	Daily	\$ 2,000.00
Non-Resident	Daily	\$ 2,500.00
For-Profit Special Event <i>PLUS:</i>	Daily	\$ 3,000.00
Parking	Per Vehicle	\$ 2.00

CITY OF BARSTOW
Master Fee Schedule
Section 200 - Parks Recreation

Item/Description	Basis	2023/2024 Fee
Robert Sessions Memorial Sports Park - Entire Facility (Requires \$500 non-refundable deposit which is credited toward rental fee.)		
Tournament* (Non-Resident) PLUS:	Per Weekend (2 Days)	\$ 3,000.00
Parking	Per Vehicle	\$ 2.00
Gate Entry Fee (Ages 13 & Older)	Per Person	\$ 2.00
Gate Entry Fee (Ages 12 & Younger)	Per Person	Free

**Sports Park Coordinator may negotiate Tournament Fees.*

1. FACILITY RENTALS AND FEES (Continued)

Robert Sessions Memorial Sports Park - Field Rental (Practice)

Youth Sports (No Lights)	Hourly	\$ 15.00
Youth Sports (With Lights)	Hourly	\$ 20.00
Adult Sports (No Lights)	Hourly	\$ 20.00

Robert Sessions Memorial Sports Park - Field Rental (Practice) - Continued

Adult Sports (With Lights)	Hourly	\$ 25.00
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Robert Sessions Memorial Sports Park - Field Rental (Games)

Adult Softball (No Lights)	Hourly	\$ 25.00
Adult Softball (With Lights)	Hourly	\$ 35.00
Youth Baseball/Softball (No Lights)	Hourly	\$ 20.00

Robert Sessions Memorial Sports Park - Field Rental (Games) - Continued

Youth Baseball/Softball (With Lights)	Hourly	\$ 30.00
Adult Soccer (No Lights)	Hourly	\$ 25.00
Adult Soccer (With Lights)	Hourly	\$ 35.00
Youth Soccer (No Lights)	Hourly	\$ 20.00
Youth Soccer (With Lights)	Hourly	\$ 30.00

Robert Sessions Memorial Sports Park - Batting Cages

12 Pitches	\$ 1.00
15 Minutes	\$ 10.00
30 Minutes	\$ 18.00
Hourly Rental	\$ 34.00

Robert Sessions Memorial Sports Park - No Show/Cancellation

No Show	Original Cost of Reservation
Cancellation fees within 2 hours of reservation	50% Refund

2. YOUTH PROGRAMS

Basketball

Peewee/Tiny Tots	Per Season	\$ 45.00
Youth	Per Season	\$ 45.00

Cheerleading	Monthly	\$ 25.00
Judo	Monthly	\$ 25.00
Karate - Kids	Monthly	\$ 45.00
Soccer - Kiddie	Per Season	\$ 45.00
Summer Camp - Grade School	Per Week	\$ 80.00
T-Ball	Per Season	\$ 45.00
Miscellaneous Youth Programs (Seasons)	Per Season	\$ 45.00
Miscellaneous Youth Programs (Monthly)	Monthly	\$ 25.00
Summer Camp	Per Week	\$ 80.00
Summer Camp Late Pick-Up Fee	Each 1/4 Hour	\$ 20.00
Summer Camp Late Payment Fee	After 5th Calendar Day	\$ 20.00

3. ADULT PROGRAMS

Aerobics	Monthly	\$ 30.00
Basketball - Men's	Per Team/Per Season	\$ 300.00
Karate	Monthly	\$ 45.00
Softball - Men's/Co-Ed	Per Team/Per Season	\$ 300.00

CITY OF BARSTOW
Master Fee Schedule
Section 200 - Parks Recreation

Item/Description	Basis	2023/2024 Fee
4. CITY-OWNED PARKS		
General Park Use - All Parks	Open to Public	No Charge
Picnic Shelters	Open to the Public	No Charge
Skate Park	Open to the Public	No Charge
4. CITY-OWNED PARKS - (Continued)		
Ball Fields (Lillian, Foglesong, and Sturnacle Parks)		
Field	Open to Public	No Charge
League	Per Season	As Negotiated
Tournament, Youth	Per Game	\$ 25.00
Tournament, Adult	Per Game	\$ 35.00
Lights	Per Hour	\$ 25.00
Soccer Fields ("H" Street)		
Field	Open to Public	No Charge
League	Per Season	As Negotiated
Tournament, Youth	Per Game	\$ 25.00
Tournament, Adult	Per Game	\$ 35.00
Lights	Per Hour	\$ 25.00
Theris Brown Tennis Courts (Adjacent to Dana Park)		
Tennis Court - No Lights	Open to Public	No Charge
Tennis Court - With Lights	Open to Public	No Charge
5. MISCELLANEOUS FEES		
Registration Fees - Refunds	Per Transaction	\$ 5.00
Field Prep Fee	Per Hour	\$ 50.00
Equipment Rental		
Table(s)	Per Table	\$ 10.00
Chair(s)	Per Chair	\$ 1.00
Media Set-up	Per Day	\$ 50.00
Delivery Set-up / Pick-up	Per Person	See Section 210 - Personnel Costs
Equipment Rental - If Damaged or Lost	Per Equipment	Cost of Equipment
Facility Rental Cancellation Fees - Within Two Weeks of Scheduled Event (Cora Harper Fitness Center/Dana Park/Henderson Pool)		No Refund of Deposit
Utilities at Parks		
Electricity (3 Hour Minimum)	Per Hour	\$ 25.00
Water (3 Hour Minimum)	Per Hour	\$ 25.00

CITY OF BARSTOW
Master Fee Schedule
Section 210 - Personnel Costs

Item/Description

1. PERSONNEL COSTS - See Calculation Below:

PERSONNEL COSTS CALCULATION

CALCULATE: Annual Salary (Hourly Rate x 2,080 Hours/Year)
PLUS: Insurance Offset (\$1,000 x 12 Months or \$750x12 Months), *If Applicable*
EQUALS: Total Salary
PLUS: Annual Retirement (As per California Public Employees Rate Schedule)
Calculate Using the Following Formula: Total Salary x Retirement Rate Schedule
PLUS: Annual Life Insurance (**\$120.00**), *If Applicable*
PLUS: Annual Medicare Costs (Annual Salary x \$0.029), *If Applicable*
PLUS: Annual Workers Compensation Cost (Annual Salary x 4%), *If Applicable*
PLUS: Annual State Disability Insurance (Annual Salary x **0.9%**), *If Applicable*
EQUALS: **Total Annual Salary and Benefit**

PRODUCTIVE HOUR CALCULATION

Total Annual Hours (2,080)
LESS: Vacation Pay
LESS: Sick Pay
LESS: Holiday Pay
EQUALS: **# of Annual Productive Hours**

TOTAL SALARY & BENEFIT PER HOUR

Total Annual Salary & Benefit
DIVIDED BY: **# of Annual Productive Hours**
EQUALS: **Total Salary & Benefit Hourly Rate**

Note: Annual Salary for all City employees can be obtained from the most recently adopted City of Barstow Salary Schedule.

Please note any changes from the 2022/2023 Master Fee Schedule are highlighted in **green**.

CITY OF BARSTOW
Master Fee Schedule
Section 220 - Community Development

Item/Description	Basis	2023/2024 Fee
1. GENERAL PLAN AND ZONING ORDINANCE		
General Plan Amendment (Initial Request)	Each	\$ 1,193.00 *
General Plan Amendment (Actual)	Each	\$ 2,282.00 *
Zone Change	Each	\$ 2,282.00 *
2. USE AND DEVELOPMENT PERMITS		
Site Plan Review - Administrative Review	Each	\$ 375.00 *
Pre Application Meeting	Each	\$ 375.00 *
Site Plan Review - Administrative Review with Public Notice	Each	\$ 750.00 *
Site Plan Review - Planning Commission Review	Each	\$ 1,000.00 *
Conditional Use Permit	Each	\$ 1,109.00 *
Development Permit	Each	\$ 855.00 *
Home Occupation Permit	Each	\$ 100.00 *
Massage Practitioner Permit	Each	\$ 574.00 *
Planned Unit Development	Each	\$ 2,269.00 *
Sexually Oriented Business Permit	Each	\$ 2,575.00 *
Temporary Use Permit	Each	\$ 79.00 *
Temporary Use Permit (Non-Profit Organization)	Each	\$ 27.00 *
Transportation Permit	Daily	\$ 16.00 *
	Annual	\$ 90.00 *
3. SUBDIVISION AND LOT LINE ADJUSTMENTS		
Lot Line Adjustment / Lot Merger	Each	\$ 531.00 *
Parcel Map - Tentative	Each	\$ 913.00 *
Parcel Map (Vesting) - Tentative	Each	\$ 2,108.00 *
Parcel Map - Final (Include Vesting)	Each	\$ 707.00 *
Tract Map - Tentative	Each	\$ 1,913.00 *
Tract Map (Vesting) - Tentative	Each	\$ 2,108.00 *
Tract Map - Final	Each	\$ 1,595.00 *
4. VARIANCES		
Variances	Each	\$ 791.00 *
5. MISCELLANEOUS		
Surface Mining and Reclamation Act (SMARA)	Each	\$ 811.00 *
Mine Inspection & Report	Annual	\$ 571.00 *
Preparation of Specific Plan	AS PER CA GOVT	Actual Costs *
	Code 65456	
Annexation (+LAFCO Fees)	Each	\$ 6,040.00 *
Street Vacation	Each	\$ 1,479.00 *
Appeal to City Council	Each	\$ 700.00 *
Appeal to Planning Commission	Each	\$ 621.00 *
Call for Review by City Council	Each	No Fee
Zoning Verification Letter	Each	\$ 50.00
Zoning Affidavit (ABC)	Each	\$ 10.00
Public Needs/Necessity Letter (ABC)	Each	\$ 20.00
Continuation of Hearing#	Each	\$ 250.00
Address Assignment		
Single Family Residence	Per Dwelling	\$ 20.00
Multi-Family Residence		\$20 Initial, \$2 Each Unit
Tract		\$50 Initial, \$2 Each Dwelling
Commercial Property	Per Unit	\$ 20.00
Address Verification	Per Address	\$ 20.00
Temporary Signs	Per Application	\$ 25.00

* **Plus Consultant Fees, If Any**

Requested by Applicant or Applicant Fails to Appear at Hearing

Please note any changes from the 2022/2023 Master Fee Schedule are highlighted in **green**.

CITY OF BARSTOW
Master Fee Schedule
Section 230 - Police Department

Item/Description	Basis	2023/2024 Fee
1. SERVICES AND FEES		
Citation Sign-Offs	Per Citation	\$ 10.00
DUI Emergency Response - Collision or Pursuit	Each Occurrence	\$ 360.00
DUI Emergency Response - Failure to Yield	Each Occurrence	\$ 180.00
DUI Emergency Response - Other	Each Occurrence	\$ 1,000.00
False Alarm - 3rd Response/Calendar Year	Per Property	\$ 50.00
False Alarm - 4th Response/Calendar Year	Per Property	\$ 75.00
False Alarm - 5th Response & Subsequent/Calendar Year	Per Property	\$ 100.00
Fingerprinting (Hard Cards)	Per Set	\$ 10.00
Fingerprinting (Live Scan)	Per Set	\$ 12.00
Handicap Cancellation Fee	C.V.C. 40226	\$ 25.00
Police Services Fee	Hourly / 2nd & Subsequent Response in a 12-Hour Period	Actual Costs - Not To Exceed \$1,500
Record Checks	Each	\$ 15.00
Subpoena for Officer/Employee	G.C. 68097.2(b)	\$ 275.00
Subpoena for Records	E.C. 1563(1)(6)	\$ 15.00
Tow Service Franchise Fee	Annual	\$ 100.00
Vehicle Repossession Fee	G.C. 41612	\$ 15.00
2. REPORTS, PHOTOCOPIES AND RECORDS		
Copy of Police Report	Each	\$ 1.00
Copy of Traffic Collision Report	Each	\$ 15.00
Photograph Reproduction	Each	\$ 10.00
Photograph Enlargement	Each	\$ 25.00
Video/CD/DVD Reproduction	Each	\$ 20.00
3. LICENSES AND PERMITS		
Alarm Permit - Residential & Commercial	Initial Application	\$ 25.00
Alarm Permit Renewal / Changes	Annual / Each Occurrence	\$ 10.00
Concealed Weapons (CCW) Permit	Initial Application	\$ 100.00
Concealed Weapons (CCW) Permit Renewal	Annual	\$ 25.00
Pawnbroker / Second-Hand Dealer License	New Application	\$ 10.00
Pawnbroker / Second-Hand Dealer License	Renewal	\$ 10.00
Taxi Permit - Live Scan Fee	Each	\$ 10.00
Cannabis Background Check	Each	\$ 100.00
4. PARKING VIOLATION FINES		
Parking Citations	Uniform Bail Schedule	As Approved
5. CURFEW VIOLATION FINES		
Curfew/Daytime Loitering	Per Minor / Per Occurrence	\$ 100.00
6. POLICE PERSONNEL		
Police Personnel	As Per Section 210 - Personnel Costs	

CITY OF BARSTOW
Master Fee Schedule
Section 240 - Harvey House Rental

Item/Description	2023/2024 Fee		
1. Harvey House Rental Fees			
Ballroom Rental (Rental of Either East or West Ballroom) (Includes Tables & Chairs)			
6 Hours or Less	First 6 Hours	\$	1,000.00
Each Hour after 6 Hours	Per Hour	\$	125.00
Ballroom Rental (Rental of Both East and West Ballrooms) (Includes Tables & Chairs)			
6 Hours or Less	First 6 Hours	\$	2,000.00
Each Hour after 6 Hours	Per Hour	\$	250.00
Courtyard	Per Day	\$	150.00
Table(s)	Per Table	\$	10.00
Chair(s)	Per Chair	\$	1.00
Refundable Security Deposit (Rental of Either East or West Ballroom)	Each Rental	\$	750.00
Refundable Security Deposit (Rental of Both East and West Ballrooms)	Each Rental	\$	1,500.00
Conference Room Rental	Per Hour	\$	50.00
Cleaning Fee	Per Rental	\$	250.00
Bridal/Groom Room	Per Room	\$	150.00
Facility Rental Cancellation Fees - Within Two Weeks of Scheduled Event			No Refund of Deposit
Media Set-up	Each Rental	\$	50.00

PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

(City of Barstow / [*Company or Individual*])

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Barstow, a California municipal corporation (“City”), and _____, a _____ (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: **[enter description of consultant’s services]**
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education, and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of the City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s **[enter consultant’s proposal date]** proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is **[Name and title]**. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to the Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to the Consultant by the City under this Agreement. The Maximum Amount under this Agreement is [redacted] Dollars (\$ [redacted]).
- 3.5. “Commencement Date”: [date]
- 3.6. “Termination Date”: [date]

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by the City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, the Consultant shall coordinate all contact with the City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant’s estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, the City may consent in writing to the Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. [Name of Project Manager] shall be the Consultant's project administrator and shall have direct responsibility for the management of the Consultant's performance under this Agreement. No change shall be made in the Consultant's project administrator without the City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, the Consultant may substitute other personnel of at least equal competence upon written approval of the City. If the City and Consultant cannot agree as to the substitution of key personnel, the City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits, and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership, or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law,

from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of the City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.
- 6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and

classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by the Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to the Consultant until the City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If the Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, the City shall have the right to withhold payments under this Agreement to offset that amount.

8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. This Agreement is subject to Prevailing Wage Laws, for all work performed under this Agreement for which the payment of prevailing wage is required by those laws. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents, or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant

may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by the Consultant.

10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.
- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** In no situation shall the Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include the City, its officers, agents, employees, and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs, or expenses for any personal injury or property damage arising out of or in

connection with Consultant's alleged negligence, recklessness or willful misconduct, or other wrongful acts, errors, or omissions of Consultant or failure to comply with any provision in this Agreement.

- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential, or otherwise, Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.
- 11.4 **Attorney's Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel of the City's choice, expert fees, and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorney's fees, defense costs, or expenses in the event that it is adjudicated to have been non-negligent.
- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from the Consultant with respect to a claim. If the City requests a defense deposit, the Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of the Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of the Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However,

failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

- Certificate of Insurance, indicating companies acceptable to the City, with a Best's Rating of no less than A: VII showing. The Certificate of Insurance must include the following reference: [insert project name]
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per occurrence,
\$2,000,000 aggregate
- General Liability:
 - General Aggregate: \$2,000,000
 - Products Comp/Op Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Fire Damage (any one fire) \$ 50,000
 - Medical Expenses (any 1 person) \$ 5,000
- Workers' Compensation:
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability
 - Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

- 12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited, or restricted Occurrence forms are not acceptable.
- 12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California.
- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of Barstow must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary with respect to any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage, or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

- 12.10. **Failure to Maintain Coverage.** In the event, that any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, the City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.
- 12.11. **Notices.** Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that canceled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance, and Notices of Cancellation is: City of Barstow, Attn: [insert department or individual], 220 E. Mountain View St., Suite A, Barstow, CA 92311.
- 12.12. **Consultant's Insurance Primary.** The insurance provided by the Consultant, including all endorsements, shall be primary to any coverage available to the City. Any insurance or self-insurance maintained by the City and/or its officers, employees, agents, or volunteers, shall be in excess of the Consultant's insurance and shall not contribute to it.
- 12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.
- 12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.
- 12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, the City must approve all such amounts prior to the execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and

Professional Services Agreement – Consultant Services

deductibles in all of the Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to the City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement as well as the early termination of this Agreement.

13. MUTUAL COOPERATION

13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents, and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.

13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile, or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

If to Consultant

[Name]
City of Barstow
[Department/Division]
220 E. Mountain View St., Suite A
Barstow, CA 92311

[Name]
[Address]
[Address]
Telephone:
Facsimile: (530)

Telephone: ()
Facsimile: ()

With a courtesy copy to:

Matthew T. Summers, Esq.
Barstow City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd., Ste. 850
Pasadena, CA 91101-2109

Telephone: (213) 542-5700
Facsimile: (213) 542-5710

15. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 5.11 (Records), Section 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnification), Section 12.8 (Claims-Made Policies), Section 13.2 (Consultant Cooperation in Defense of Claims), and Section 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials, or other tangible things shall be returned to the City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, the Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall the Consultant be entitled to receive more than the amount that would be paid to the Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. In the event of any material discrepancy between the express provisions of this Agreement and the exhibits of this Agreement, the provisions of this Agreement shall prevail. This

instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by the City and Consultant.

- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.
- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or situation shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or situations other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for the performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if the disclosure is legally required. All City data shall be returned to the City upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of

this warranty, the City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract, or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by the City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by the City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power, and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be additive and shall

be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers, or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers, or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant, or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be San Bernardino County, California and Consultant hereby consents to sole jurisdiction in San Bernardino County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of Barstow

“Consultant”
[Name of Company or Individual]

By: _____
Signature

By: _____
Signature

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest:

By: _____
City Clerk

Date: _____

Approved as to form:

By: _____
Matthew T. Summers, City Attorney

Date: _____

