
M E M O

To: Jennifer K. Clark, Director Planning and Development Department, City of Fresno
From: NBS – Nicole Kissam, Director, NBS Government Finance Group
Date: February 5, 2021
Re: **REVIEW AND LETTER OF CONCURRENCE TO THE PROPOSED 2021 REVISIONS OF SELECT PLANNING AND DEVELOPMENT FEES**

In 2019, NBS completed a comprehensive Master Fee Study for the Planning and Development Department (Department).

Over the past two weeks, the Department sent us some suggested revisions to existing fees previously included in the Study, as well as a request to establish a few miscellaneous fees that were not studied in 2019.

By industry standards, a comprehensive analysis such as the one NBS completed in 2019 is necessary every five years or so. It is common for our clients to make interim / annual updates utilizing the fully burdened hourly rates calculated in our studies, and to make minor adjustments to assumptions such as the estimated or actual time required to complete individual fee for service activities. When the need arises to add a new fee, the fee calculation should be based on the fully burdened hourly rate multiplied by the time required to complete the fee for service.

We reviewed the suggested fee schedule revisions and have discussed them with Department staff to ensure mutual understanding about the requirements needed to ensure the revisions are reasonable and in compliance with the approach of the 2019 Study.

We agree that the revisions are consistent with the practices used in the 2019 Study. Staff has done a great job applying industry standard approaches to updating their Master Fee Schedule for the upcoming year.

Thank you for the opportunity to assist the City with these important cost recovery tools and policies.