

RESOLUTION R2025-202

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANTECA, STATE OF CALIFORNIA, ACCEPTING THE USER FEE STUDY UPDATE BY WILLDAN FINANCIAL SERVICES (WILLDAN); AND ESTABLISHING THE REVISED FEE SCHEDULE FOR THE PARKS PLANNING AND DEVELOPMENT DIVISION OF THE PUBLIC WORKS DEPARTMENT IN SUPPORT OF DEVELOPMENT PROCESSING

WHEREAS, the City of Manteca's ("City") Parks Planning and Development Division of the Public Works Department currently charges user fees for services such as plan checks, construction inspections, site plan review, processing of subdivision maps, and facilitating the formation of Community District Facilities; and

WHEREAS, the user fees for these services have not been updated since 2016, and the cost to deliver these services has increased; and

WHEREAS, the City retains the right to increase fees periodically for services based on the actual costs incurred; and

WHEREAS, the City engaged Willdan to conduct a user fee study to determine the cost of providing such services, and to develop an updated user fee schedule; and

WHEREAS, updating user fees protects the general fund and unobligated funding sources from being used in delivering a service for private benefit; and

WHEREAS, updating user fees will improve service levels and help meet required deadlines for the services provided; and

WHEREAS, the City of Manteca desires to maintain full-cost recovery as inflation changes the cost each year; and

WHEREAS, the US Bureau of Labor Statistics and California Department of Finance CPI-West Urban Consumers, all items, San Francisco CMSA, is the region's source for annual inflation statistics; and

WHEREAS, the notice of public hearing on the proposed fee increase was published according to applicable law; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Manteca, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct and establish the factual basis for the City Council's adoption of this Resolution.
2. The User Fee Study Update, authored by Willdan, is hereby accepted without revision.
3. The Fee Schedule will be amended to include fees as listed in Exhibit "A" effective sixty (60) calendar days after adoption.
4. The fee increases reflect the updated cost of providing services and do not exceed the reasonable cost thereof.
5. The adoption of these fees is a regulatory and cost-recovery measure, and does not constitute a tax.
6. The City Council authorizes an annual inflationary adjustment, every January 1st, using the US Bureau of Labor Statistics and the California Department of Finance CPI-West Urban Consumers, all items, San Francisco CMSA's annual rate as of December of the previous calendar year.
7. This Resolution shall take effect immediately upon adoption.


I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Manteca at a public meeting of said City Council held on the 21st day of October, 2025, by the following vote:

AYES: Breitenbucher, Halford, Lackey, Morowit, Singh

NOES: None

ABSENT: None

ABSTAIN: None

MAYOR: 
GARY SINGH
Mayor

ATTEST: 
CASSANDRA CANDINI-TILTON
City Clerk

Exhibit "A"

Public Works Department - Parks Planning and Development Fee Schedule

Description	Fee	Unit	Notes
PLAN CHECK:			
Plan Check 0 - \$500,000 Eng Cost Est	\$10,655	Per set of plans	Plan check assumes 3 submittals, additional submittals will be charged hourly.
Plan Check \$500,001 - \$1,000,000 Eng Cost Est	\$18,755	Per set of plans	Plan check assumes 3 submittals, additional submittals will be charged hourly.
Plan Check \$1,000,001 and greater Eng Cost Est	\$27,270	Per set of plans	Plan check assumes 3 submittals, additional submittals will be charged hourly.
CONSTRUCTION INSPECTION: STREETScape			
Inspection 0 - \$500,000 Eng Cost Est	\$7,575	Flat	
Inspection \$500,001 - \$1,000,000 Eng Cost Est	\$14,535	Flat	
Inspection \$1,000,001 and greater Eng Cost Est	\$20,900	Flat	
CONSTRUCTION INSPECTION: PARKS			
Inspection 0 - \$500,000 Eng Cost Est	\$10,035	Flat	
Inspection \$500,001 - \$1,000,000 Eng Cost Est	\$19,350	Flat	
Inspection \$1,000,001 and greater Eng Cost Est	\$27,105	Flat	
SITE PLAN REVIEW:			
Preliminary Site Plan Review	\$600	Per app.	
Site Plan Review - Res. 2 - 4 units	\$300	Per app.	
Site Plan Review - Res. 5 - 15 units	\$460	Per app.	
Site Plan Review - Res. 16 or more units	\$765	Per app.	
Site Plan Review - Comm./Ind. One acre or less	\$520	Per app.	
Site Plan Review - Comm./Ind. 1.1 - 12 acres	\$765	Per app.	
Site Plan Review - Comm./Ind. 12.1 acres or more	\$1,285	Per app.	
Minor Plan Modification	\$520	Per app.	
SUBDIVISIONS:			
Tentative Parcel Map	\$765	Per app.	
Tentative Map 5 - 50 lots	\$1,065	Per app.	
Tentative Map 51 - 100 lots	\$1,530	Per app.	
Tentative Map 101 lots or more	\$2,255	Per app.	
Community District Facilities			
CFD - Unanimous Approval Form	\$9,575	Per app.	
CFD - Formation	\$19,550	Per app.	
CFD - Standard Annexation	\$19,550	Per app.	
CFD - Map Expansion	\$19,550	Per app.	
PARKS PLANNING AND DEVELOPMENT PRODUCTIVE HOURLY RATES BY POSITION:			
Deputy Director	\$284	Per hour	
Landscape Maintenance Supervisor	\$154	Per hour	
Park Project Coordinator	\$176	Per hour	
Parks Planning and Development Manager	\$196	Per hour	
Parks Manager	\$196	Per hour	
Senior Landscape Technician	\$141	Per hour	
Park Project Coordinator (Part Time)	\$62	Per hour	