

ATTACHMENT 2

Note: The recommended fees are corrected to \$856.16 for a new permit and \$525.26 for a renewal.

MASSAGE ESTABLISHMENT PERMIT FEE – COST ANALYSIS

The proposed massage establishment permit fee is intended to reimburse the City for the cost associated with the application process to review a massage establishment application. The review fee considers the following factors:

1. Identification of the workflow for the review of massage establishment permit application review and approval process.
2. Identification of the staff positions involved with the processing and review.
3. Identification of the number of hours estimated to complete the processing of an massage establishment permit.
4. Identification of the hourly cost of each staff person involved in processing a Massage Establishment Permit application.

The Community Development Department will process all massage establishment permit applications. Table 1 below provides the staff positions involved with administering the review. The fully loaded hourly salary is being used for each position to estimate the proposed fee.

Position	Hourly Rate*
Assistant Planner	\$54.07
Executive Assistant	\$69.79
Planning Manager	\$97.41

* Based upon middle salary range

The workflow for processing a Massage Establishment Application is as follows:

1. Project Application Intake & Assignment (1.5 hours)

- a. Accept application
- b. Create file and record
- c. Payment and Processing of Fees
- d. Assign Project

2. Project Application Review (9 hours)

- a. Planning reviews the completeness of the Application including all required items in accordance with Sec. 5.45.040 Application for massage establishment permit.
- b. If application is incomplete, a letter informing the applicant of the missing application items will be sent.

- c. Once the application is deemed complete, the application will be transmitted to the Riverside County Sheriff for concurrent review and their recommendation to approve or deny the application.
- d. After the completion of review for compliance with the Massage Establishment Ordinance and considering the County Sheriff's comments, the Community Development Director will act upon the application.
- e. A Notice of Exemption may be prepared and filed with the County of Riverside Clerk - Recorder.

3. Project Close-out (1.5 hours)

- a. Final determination is sent to the applicant.
- b. Updating project records

Given the above tasks, the average time for processing the application is 12 hours and the cost is ~~\$868.91~~. **\$856.16**. Table 2 below presents the detailed information:

TABLE 2 – ESTIMATED COST TO PROCESS NEW APPLICATION			
TASKS	HOURLY RATE	TASKS HOURS	TOTAL COST
Task 1. Project Application Intake & Assignment			
• Assistant Planner	\$54.07	0.75	\$40.55
• Executive Assistant	\$69.79	0.50	\$34.89
• Planning Manager	\$97.41	0.25	\$24.35
Task 2. Project Review			
• Assistant Planner	\$54.07	8.00	\$432.56
• Deputy Sheriff	\$214.14	1	\$214.14
Task 3. Project Close-out			
• Assistant Planner	\$54.07	0.75	\$40.55
• Executive Assistant	\$69.79	0.75	\$52.34
SUBTOTAL		12	\$851.88
• 2% Land Management Fee (City hardware and software cost)			\$12.50
TOTAL		12	\$868.91 \$856.16

The workflow for processing a Massage Establishment Renewal Application is as follows:

1. Project Application Intake & Assignment (1.5 hours)

- a. Accept application
- b. Create file and record
- c. Payment and Processing of Fees
- d. Assign Project

2. Project Application Review (3 hours)

- a. Planning reviews the completeness of the Application including all required items in accordance with Sec. 5.45.040 Application for massage establishment permit.
- b. If application is incomplete, a letter informing the applicant of the missing application items will be sent.
- c. Once the application is deemed complete, the application will be transmitted to the Riverside County Sheriff for concurrent review and their recommendation to approve or deny the application.
- d. After the completion of review for compliance with the Massage Establishment Ordinance and considering the County Sheriff’s comments, the Community Development Director will act upon the application.
- e. A Notice of Exemption may be prepared and filed with the County of Riverside Clerk - Recorder.

3. Project Close-out (1.5 hours)

- a. Final determination is sent to the applicant.
- b. Updating project records

TABLE 3 – ESTIMATED COST TO PROCESS A RENEWAL APPLICATION			
TASKS	HOURLY RATE	TASK HOURS	TOTAL COST
Task 1 Project Application Intake & Assignment			
• Assistant Planner	\$54.07	0.75	\$40.55
• Executive Assistant	\$69.79	0.50	\$34.89
• Planning Manager	\$97.41	0.25	\$24.35

Task 2. Project Review				
• Assistant Planner	\$54.07	2.0	\$108.14	
• Deputy Sheriff	\$214.14	1	\$214.14	
Task 3. Project Close-out				
• Assistant Planner	\$54.07	0.75	\$40.55	
• Executive Assistant	\$69.79	0.75	\$52.34	
SUBTOTAL		6	\$300.82	\$514.96
• 2% Land Management Fee (City hardware and software cost)			\$6.01	\$10.30
TOTAL		6	\$531.38	\$525.26