



**AGENCY:** Finance & Admin Committee  
**MEETING DATE:** November 9, 2022  
**DEPARTMENT:** Administration  
**PRESENTED BY:** Matrix Consulting Group  
**EMAIL ADDRESS:** smccormick@fortbragg.com

## AGENDA ITEM SUMMARY

**TITLE: Receive Report and Provide Recommendation to City Council on the City's General Plan Maintenance Fee**

### **ISSUE/BACKGROUND:**

On November 8, 2004, the City of Fort Bragg adopted a General Plan Maintenance Fee equal to 1.5% of the total construction permit valuation. However, during the 2019 midterm budget process, City staff was unable to determine the estimated reasonable cost for preparing/amending plans and policies associated with the General Plan Maintenance Fee. In response, City Council directed staff to draft a resolution to temporarily waive this fee, and solicit proposals from qualified firms to conduct an analysis to determine the appropriate fee level for the City's General Maintenance Fee.

The purpose of the General Plan Maintenance fee is to cover the costs reasonably necessary to prepare and revise the plans and policies that the City is required to adopt. The City utilizes these funds for the development and environmental review of amendments to the Coastal General Plan, the Coastal Land Use and Development Code, the Inland General Plan, and the Inland Land Use and Development Code. The City's 1.5% General Plan Maintenance Fee was disproportional to what other jurisdictions charge and significant when compared the total amount charged in building permit fees.

The City released a Request for Proposals on November 24, 2021, and Matrix Consulting Group was selected as the responsive and qualified firm.

### **ANALYSIS:**

Based upon General Plan components and in-house staffing costs, the Matrix Consulting team calculated the full cost of the General Plan Maintenance Fee as 0.53% of the Building Permit Valuation – nearly 1.00% lower than the current/suspended fee (**Attachment 1 – General Plan Maintenance Fee Analysis**). Updating the City's General Plan Maintenance Fee would bring the City of Fort Bragg into alignment with other jurisdictions and better positioned to recover costs for long range planning efforts.

### **RECOMMENDED ACTION:**

Receive report, review analysis conducted by Matrix Consulting Group and provide recommendation to City Council regarding how to set the General Plan Maintenance Fee.

### **ALTERNATIVE ACTION(S):**

1. Request additional information.
2. Eliminate the fee and rely on General Fund tax revenue to fund the updates to the City's Municipal Codes and major updates to its Coastal and Inland General Plans.

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3. Provide alternative direction to staff.

**FISCAL IMPACT:**

The cost of professional services to conduct General Plan Maintenance Fee Analysis was not to exceed \$12,000. The purpose of the General Plan Maintenance Fee is to offset the costs associated with the City's long-range planning efforts. Actual costs can vary significantly from year to year based on staffing costs, organizational needs and capacity, economy, and/or success of securing grant awards.

**GREENHOUSE GAS EMISSIONS IMPACT:**

The review of this report has little impact on greenhouse gas emissions.

**CONSISTENCY:**

The requirements to increase planning and development fees are set forth in Government Code Section 66014. Those fees may not exceed the estimated reasonable cost of providing the service, unless approved by a popular vote of two-thirds by election. Reasonable cost of providing the service may be based on an estimate such as a budget or other calculation. A City must be able to set forth a reasonable method for determining whether a fee exceeds the estimated reasonable costs of providing the service.

**IMPLEMENTATION/TIMEFRAMES:**

New fees are not effective until at least 60-days after adoption of Resolution pursuant to California Government Code Section 66017(a). Should the Finance and Administration Committee make a recommendation to City Council at the next meeting scheduled November 28, 2022, and Council decides to approve Resolution establishing General Plan Maintenance Fee the fee could be implemented on Monday, January 30, 2023.

**ATTACHMENTS:**

1. General Plan Maintenance Fee Analysis

**NOTIFICATION:**

1. "Notify Me" subscriber list: Finance and Budgeting