



**AGENCY:** City Council  
**MEETING DATE:** January 26, 2015  
**DEPARTMENT:** Admin  
**PRESENTED BY:** C. VanWormer

## AGENDA ITEM SUMMARY

**TITLE:**

**RECEIVE REPORT, CONDUCT PUBLIC HEARING, AND CONSIDER ADOPTION OF THE FOLLOWING:**

- 1. CITY COUNCIL RESOLUTION ADOPTING UPDATED FEES FOR VARIOUS PLANNING AND BUILDING SERVICES**
- 2. CITY COUNCIL RESOLUTION ADOPTING A FEE SCHEDULE FOR MISCELLANEOUS CITY SERVICES**

**ISSUE:**

The City of Fort Bragg charges fees to offset the cost of providing various services and those fees are reviewed periodically to assure that full cost-recovery is provided consistent with established Council policies. At last year's budget workshop, the Council agreed to change the timing of the annual review and updating of all fees, including planning & development fees, miscellaneous fees, water capacity charges and water service connection fees, and sewer capacity charges and sewer service connection fees to coincide with budget adoption. However, there are a few fees that staff recommends should be updated now rather than waiting until July 1.

**RECOMMENDED ACTION:**

Following the public hearing, take the following actions:

1. Motion to adopt City Council resolution adopting updated fees for various Planning and Development services;
2. Motion to adopt City Council resolution adopting a fee schedule for miscellaneous City services.

**ALTERNATIVE ACTION(S):**

1. Conduct the public hearing and make minor amendments to one or more of the resolutions prior to adoption.
2. Conduct the public hearing and direct staff to provide additional review or changes to the proposed resolutions for action at a future meeting.

**ANALYSIS:**

Staff time and other costs incurred in conducting City business (such as processing of development and other applications, inspections, agenda and packet preparation, and most other services) are generally measurable and are provided for the benefit of individuals as opposed to the benefit as the community as a whole. Hence, fees for these activities are not taxes, but rather, they are fees for services.

A full revised fee schedule will be presented with the FY 2015-16 Budget. At this time, staff proposes the following new and/or revised fees:

DEPARTMENT	FEE	RECOMMENDED CHANGE
Community Development	\$15	<b>NEW FEE:</b> Assignment of Street Address
Community Development	Admin CDP - \$850 Admin Design Review - \$300 Admin Minor Use Permit - \$700 Admin Variance - \$400 <i>(A fee of \$575 is currently charged for all Administrative permits.)</i>	Change all the Administrative Permit Fees to match the base fee for the regular permits (i.e., permits requiring a public hearing), as it takes a similar amount of staff time to prepare a staff report, request comments, prepare the permit, etc. The only difference is that there is no hearing before the Planning Commission (and consequently, no fee for the hearing).
Community Development	\$200	<b>NEW FEE:</b> Sign Permit Fee for permits requiring review by Planning Commission.
Finance	\$3.50	<b>NEW FEE:</b> Fee to accept a utility bill payment over the phone.
Miscellaneous	\$25/event (up to 3 hrs) <i>(Current fee schedule is \$20/hr or \$100/day or reduced rate established by City Manager)</i>	Fee for use of gymnasium by non-profit organization.
Public Works	\$155 for initial permit (1 year) \$55 annual renewal fee <i>(This is current fee being charged; but it is not spelled out in fee schedule.)</i>	Fee for encroachment permit for street furniture. Based on encroachment permit fees, but reduced for subsequent years.
Public Works	\$950 <i>(Current fee schedule establishes deposit of \$750)</i>	Water hydrant meter rental deposit should be increased to correspond to cost of meter.
Public Works	\$25/month	<b>NEW FEE:</b> Water hydrant meter rental fee
Public Works	\$127.00	<b>NEW FEE:</b> Water Turn-On After Hours

To adopt the revised fee schedule, two separate resolutions are necessary as follows:

**(1) City Council Resolution Adopting Updated Fees for Various Planning and Development Fees (Attachment 1)**

Modifications to planning and development fees are described in Government Code section 66014, which requires that the fees not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless the fee is submitted to and approved by a popular vote of two-thirds of those electors voting on the issue.

City staff has conducted an analysis of the planning and development fees collected by the City and the costs reasonably incurred in providing such services. The revised fees are listed in Exhibit "A" of the Resolution Adopting Updated Fees for Various Planning and Development Fees.

Government Code section 66016 establishes the requirements for public notice and a public meeting prior to adoption of new or amended fees. Notice was provided in accordance with these requirements.

**(2) City Council Resolution Adopting a Fee Schedule for Miscellaneous City Services (Attachment 2)**

Modifications to fees for miscellaneous City services are governed by Government Code section 66018, which requires that a public hearing be held prior to action on a resolution adopting a new

fee or increasing an existing fee. Staff conducted an analysis of the City's miscellaneous services and the costs incurred in providing those services and prepared Exhibit "A" to the Resolution Adopting a Fee Schedule for Miscellaneous City Services.

Since the fees charged for miscellaneous services are limited only to the amount necessary to cover the staff costs to provide the service, the fees are not a source of additional general fund revenues nor are they a "special tax" as described in Government Code section 50076.

A public hearing notice (**Attachment 3**) was published in accordance with Government Code section 66018, which requires publication twice in a local newspaper, with the first publication at least 10 days prior to the public hearing. Notice was also provided in accordance with Government Code section 66016, which requires that notice be mailed at least 14 days prior to the public hearing to any interested party who files a written request for such notice.

**FISCAL IMPACT:**

Although the exact fiscal effect of the proposed fee changes cannot be accurately estimated, adoption of the updated fee schedule will result in increased revenues for the City, assuming a stable level of activity. In some instances (Administrative Permits, Gymnasium rental fees), the proposed changes may result in revenue reductions. Changes in the fees charged for various planning and development fees as well as miscellaneous city services reflect changes in the cost of providing those services.

**CONSISTENCY:**

These fee updates are consistent with established City Council policy requiring full cost-recovery for services provided.

**IMPLEMENTATION/TIMEFRAMES:**

The new fees will become effective upon adoption. The Consolidated Fee Schedule will be updated and distributed to City staff and will be posted on the City's website.

**ATTACHMENTS:**

1. Proposed City Council Resolution Adopting Updated Fees for Various Planning and Development Services;
2. Proposed City Council Resolution Adopting a Fee Schedule for Miscellaneous City Services;
3. Public Hearing Notice

**NOTIFICATION:**

1. Anita Gabrielson, AT&T Public Works Liaison

**City Clerk's Office Use Only**

Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote:	_____		
<input type="checkbox"/> Deferred/Continued to meeting of:	_____		
<input type="checkbox"/> Referred to:	_____		