



Agenda Report

January 22, 2018

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2018 GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment and;
2. Adopt a resolution amending a fee and adding a new fee for the Fiscal Year (FY) 2018 General Fee Schedule as detailed in the "Proposed Fee Schedule Amendments" section of this report.

BACKGROUND:

The General Fee Schedule includes all charges established based on the cost to provide the service such as processing land use approvals and building permits, as well as entrepreneurial type activities such as facility rentals. The General Fee Schedule was last updated and adopted by resolution on December 11, 2017.

While the General Fee Schedule is typically reviewed and updated annually, revisions may be made periodically throughout the year as the need may arise. The Planning and Community Development Department is proposing a new Short Term Rental Permit fee. Likewise, the Department of Transportation is proposing a revision to one existing pass-through DMV Registration Hold fee.

Proposed Fee Schedule Amendments

1. **New Short Term Rental Permit Fee** – The Planning and Community Development Department proposes a new Short Term Rental Permit fee. New regulations for short-term rentals citywide were adopted in January 2018. The regulations made changes to the City's Municipal Code creating a new "Short Term Rental Permit" and allowing the City Council to adopt a resolution to establish a new fee. The Short Term Rental Permit requires staff time to review permit requirements and supporting documentation, conduct records research, and issue a short term rental permit. The proposed fee amount of \$100 was calculated estimating the staff titles and time involved along with processing fees.
2. **Amend Existing Pass-Through Fee** – The Department of Transportation recommends updating the current DMV Registration Hold fee from \$3 to \$4. On December 29, 2017, the City received a notice from the California Department of Motor Vehicles (DMV) informing the City that their Administrative Service Fee would increase, effective January 1, 2018. The DMV charges this fee to parking and toll agencies for placing a registration hold on a vehicle for overdue parking citations and this is the fee the City passes to customers.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced through the periodic review and update of the General Fee Schedule and by ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

FISCAL IMPACT:

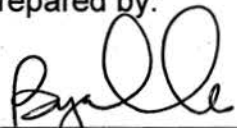
It is anticipated that the proposed amendments to the General Fee Schedule will result in approximately \$50,000 in annual revenue to the General Fund.

Respectfully submitted,



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