

RESOLUTION NO. 3133-2007

RESOLUTION OF THE FORT BRAGG CITY COUNCIL ADOPTING A FEE SCHEDULE FOR VARIOUS CITY SERVICES

WHEREAS, the Fort Bragg Municipal Code, Title 18 (Land Use & Development Code), the California Environmental Quality Act Guidelines, Section 15045, and Government Code, Section 66014 authorize the establishment of fees in order to recover and defray costs incurred in the processing of planning and subdivision projects; and

WHEREAS, pursuant to Government Code Sections 66016, 66017 and 66018, the specific fees to be charged for such services must be adopted by the City Council after providing notice and holding a public hearing; and,

WHEREAS, the City Council finds it appropriate to charge fees for certain other miscellaneous services provided by the City; and

WHEREAS, the City has conducted an analysis of its miscellaneous services and the costs reasonably incurred in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for miscellaneous services; and,

WHEREAS, the City has a policy of recovering the full costs reasonably borne of providing miscellaneous services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such miscellaneous services; and,

WHEREAS, the fees collected for providing miscellaneous services are not a source of additional general fund revenues nor are they a "special tax" as described in California Government Code section 50076; and

WHEREAS, the last review and update of the City's fees occurred in 2005; and

WHEREAS, the Council has identified further modifications to the fee schedule, as listed in Exhibit "A" attached hereto, and such modifications have been reviewed and are found to not exceed the estimated reasonable cost of providing the services for which the fees are levied; and

WHEREAS, all notices and publications have been given in accordance with Government Code sections 6062a and 66016; and

WHEREAS, the Council conducted a public hearing on November 26, 2007 to obtain comments on the amended fee schedule;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby adopt a Fee Schedule, attached as Exhibit "A" showing the fees to be charged for City services; and

BE IT FURTHER RESOLVED that pursuant to Government Code Section 66017(a) these fees shall become effective 60 days after adoption (i.e., January 25, 2008).


The above and foregoing Resolution was introduced by Councilmember Courtney, seconded by Councilmember Melo, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 26th day of November, 2007, by the following vote:

AYES: Councilmembers Turner, Courtney, Gjerde, Melo, and Mayor Hammerstrom.
NOES: None.
ABSENT: None.
ABSTAIN: None.



DOUG HAMMERSTROM,
Mayor

ATTEST:



Cynthia M. VanWormer, CMC
City Clerk

EXHIBIT "A"

FEE SCHEDULE FOR VARIOUS CITY FEES

PLANNING AND DEVELOPMENT FEES

CATEGORY	FEE
Address listing fee	\$20
<u>Administrative Permits:</u>	
<ul style="list-style-type: none"> - Admin. Design Review, - Admin. Variance, - Minor Use Permit, - Admin. Coastal Dev. Permit - Amendment to Admin. Permit (major) - Certificate of Appropriateness - Floodplain Development Permit 	\$435
- Administrative Design Review for 2 nd residential units	\$135
- Limited Term Permit	\$65
- Limited Term Permit requiring TAC Review (fee waived for non-profit events)	\$270
- Amendment to Administrative Permit (minor)	\$120
- Public Hearing (when requested for Admin. Permit)	\$620
Amendment to Design Review, CDP, Use Permit (Minor)	\$585
Annexation	*Costs incurred
Appeal to Planning Commission or City Council	\$900
Building Permit Surcharge on Construction Permits (fee is not assessed for utility permits, demolition permits (with no valuation), re-roof permits, foundation permits (for existing structures), or siding permits)	1% of valuation of building permit
Certificate of Compliance	\$540
<u>Construction & Demolition Waste Recycling Deposit:</u>	
- New construction projects of more than 1,000 square feet	0.35/sf
- Remodel or renovation projects of more than 500 sq. ft.	0.45/sf
- Demolition projects of more than 1,000 sq. ft.	0.50/sf
- Road, sidewalk, or driveway renovation/demolition projects that result in removal of 200 sq. ft. or more of asphalt or	0.25/sf

CATEGORY	FEE
concrete	
– Waste Management Checklist Processing Fee	\$25
Development Agreement	*Costs incurred
Emergency Permit	\$225
Environmental Review: Negative Declaration; Environmental Impact Report	*Costs incurred
General Plan Amendment	*Costs incurred
<u>General Plan Maintenance Fee:</u>	This fee is not assessed for utility permits, demolition permits (with no valuation), re-roof permits, foundation permits (for existing structures) or siding permits
– Construction Permits	1.5% of total permit valuation
– Residential mobile homes	1.5% of assigned valuation based on gross floor area of mobile home times \$51 per square foot
– Affordable housing units (as defined by Fort Bragg Municipal Code Title 18)	The City Council may grant exemptions upon written request
Inclusionary Housing Fees (Interim)	\$100,000/inclusionary unit
Local Coastal Plan Amendment	*Costs incurred
Lot Line Adjustment	\$445
Mitigation Monitoring	*Costs incurred
<u>Parking In-lieu Fees:</u>	
– Existing commercial building	\$500/space
– New commercial building	\$1,500/space
<u>Permits Requiring Planning Commission Review:</u>	
– Adult-Oriented Business Permit	\$1,350
– Certificate of Appropriateness	
– Coastal Development Permit	
– Design Review	
– Use Permit	
– Variance	
Planned Development Permit	*Costs incurred

CATEGORY	FEE
Pre-Application Analysis	*Costs incurred Minimum Deposit: \$750
Rezoning	*Costs incurred
<u>Sign Permit:</u>	
– Permanent & Temporary	\$65
– Political	\$100 (refundable deposit)
Specific Plan	*Costs incurred
<u>Subdivision Map:</u>	
– Extension of Time	\$180
– Final Map	\$460 plus \$20/parcel
– Improvement Plan, Plan Check, Construction Inspections	*Costs incurred
– Minor Subdivision (<5 Parcels)	\$1,460
– Major Subdivision (5+ Parcels)	*Costs incurred
– Parcel Merger	\$1,460
– Parcel Map	\$460 plus \$20/parcel
– Reversion to Acreage	\$1,460
Specific Plan	*Costs incurred
Technical Advisory Committee Review (Fee waived for non-profit events)	\$270
Zoning letter	\$55/hour
<p>NOTE: When more than one application is processed concurrently and a deposit account is not required, the full fee will be charged for the highest priced application, and the fee for the other applications will be reduced by 50%. Only one fee shall be charged for the concurrent processing of Design Review, Variance, Use Permit and/or Coastal Development Permit applications.</p>	
<p>NOTE: For applications requiring payment of “costs incurred”, a deposit account will be established for the project. The opening deposit will be determined based upon the estimated cost to complete the permitting process. The minimum deposit will be \$2,000. Costs for staff time will be based on fully-loaded hourly rates. City Attorney costs will be based on the City’s actual costs incurred and vary depending on which attorney is providing services. Costs of consultants are based on the City’s actual costs incurred in accordance with professional service agreements for said services.</p>	

PUBLIC WORKS FEES

CATEGORY:	FEE
<u>Backflow Prevention Device Fees:</u>	
- Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$75
- Annual fee for private business who wish to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City Clerk)	\$225
Building Permit for driveway and/or handicap ramp	\$50
Construction cost estimates	Actual cost with \$35 minimum
D-2 Rate for hourly supervision of contractors modifying City water system	Current rate of Public Works Superintendent
Deposit to borrow City-owned barricades (per barricade)	\$15
<u>Encroachment Permit Fees:</u>	
- Permit issuance fee	\$55
- <u>Permit Fee</u>	
- Driveway –Commercial	\$95
- Driveway – Residential	\$55
- Excavation – Less than 50 lineal feet (lf)	\$75 + 0.25/lf
- Excavation – More than 50 lf	\$200
- Excavation – Additional charge over 100 lf	0.50/lf
- Inspection – Repairs & Replacements	\$60
- Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$75
- Miscellaneous permits (not covered elsewhere; per location)	\$100
- Parking (per day; per space)	\$25
- Sidewalk, curb & gutter, ramp & conform paving)	0.25/sf
- Street Closure	\$150
- Street Closure – Recurring	\$50
- Fine for working without encroachment permit	Double cost of permit
Grading Permit Fee	Actual cost incurred for staff review & approval
<u>Grease Traps/Interceptors:</u>	
- Initial application fee	\$100

CATEGORY:	FEE
<ul style="list-style-type: none"> - Annual inspection fee (this fee may be waived upon demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other produces as approved by the District) 	\$100
Hot Tap Machine Use, per tap; plus preparation cost	\$400 (does not include preparation costs)
Pot Holing	*Cost incurred
<u>Service Calls (if due to customer fault or private line failure):</u>	
<ul style="list-style-type: none"> - During normal operation hours 	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits & overhead.
<ul style="list-style-type: none"> - If after hours 	<p>Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead.</p> <p>Hourly charge thereafter, hourly rate is based on the current overtime rate of employee, including benefits & overhead.</p>
Water deposit	\$150
Water hydrant meter rental deposit	\$750
Water line testing and forms (New)	*Cost incurred
Water meter split	*Cost incurred
Water turn on/off in cases of failure to pay	\$40
Water turn on/off at customer request	\$20

PUBLIC SAFETY FEES

CATEGORY:	FEE
<u>Excess False Alarm Fees:</u>	
– After 3	\$50
– After 4	\$100
– After 5	\$200
<u>Audio Tape Recording Copy</u>	
– Requestor provides tape	\$18
– City provides tape	\$19
Bicycle License	\$0
Civil Subpoena Appearance Fee	\$150 + additional time/rate adjustment
<u>Concealed Weapon Permit</u>	
– Initial 2-Year Permit	\$40 + DOJ fee
– Renewal	\$18 + DOJ fee
– Firing Range Testing	\$300
– Training Course, 832 PC	\$150
Conference Room use during non-business hours (per hour)	\$30
Dance Permit	\$75
Fingerprinting	\$12
Found Property Claimant	\$18
Insurance Letter for Crime Report	\$18
<u>Evidence Photographs:</u>	
– Digital	\$18 + cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed
– Commercial film developing	\$36 + charge by commercial film developer + postage if mailed
Record Clearance Checks	\$40
Repossessed Vehicle Release	\$15
Stored Vehicle Storage Fee (when stored onsite; per day)	\$10
Taxi Driver Background Check	\$90 + DOJ
Vehicle Release (for towed vehicle)	\$70

CATEGORY:	FEE
<u>Video Tape Copy:</u>	
- Requestor provides tape	\$18
- City provides tape	\$23

TOWN HALL USE FEES

CATEGORY:	FEE
Additional use beyond basic 12 hours (per hour)	\$10
Basic use fee (each 12 hours)	\$120
Custodian Charge (per hour during normal hours of work)	\$33
Custodian Charge (per hour; overtime rate)	\$50
Deposit for Alcohol Use	\$500
Non-Profit use fee (each 12 hours)	\$60
Security/Cleaning & Key Deposit	\$200
Sound Equipment Use (per day)	\$30

MISCELLANEOUS FEES

CATEGORY:	FEE
Aerial Photographs	\$80
Appeal Fee to City Council for contested water bill	\$50
<u>Certificate of Documents:</u>	
- First page (includes copy)	\$7.50
- Each additional page	0.15
<u>Copy fees charged to the public:</u>	
- 8 ½ x 11 & 8 ½ x 14 (per page)	0.15
- 11 x 17	0.30
Parking Permit Fees (monthly)	\$17
Planning Commission Agenda (public and quasi-public agencies excluded) (per year)	\$18
Planning Commission Packets (per year)	\$140
Publications and Reports	Cost of Printing + 15%
Transferring Electronic Files to CD (per CD)	\$15
Zoning Maps, General Plan Maps, Other Maps	Cost of Reproduction + 25%

FINANCE DEPARTMENT FEES

CATEGORY:	FEE
Audit Reports – Complete Set	\$25
Audit Reports – Subsets	\$10
Budget Document	\$43
<u>Business License Fees</u>	
– Initial License	\$94
– Initial License for Home Occupation	\$32
– Change of Ownership	\$94
– Change of Business Location	\$94
– Contractor’s Business License Fee	0.04% of building permit valuation
– Duplicate License	\$5
– License Renewal (Annual)	\$61
Return check fee (charge for return of bad check from bank or financial institution)	\$30

CITY COUNCIL FEES

CATEGORY:	FEE
City Council Agendas (per year)	\$35
City Council Packets (per year)	\$200
Council Committee Agendas (per year)	\$9
Council Committee Packets (per year)	\$20

FILM PERMIT FEES

CATEGORY:	FEE
<u>Permit Processing Fee:</u>	
– Minor Events (up to 7 days)	\$50
– Major Events (over 7 days)	\$100
<u>Deposit Account:</u>	A deposit account will be set up to cover cost of employees & equipment required during filming.

CATEGORY:	FEE
- Minor Events (up to 7 days)	\$5,000
- Major Events (over 7 days)	\$10,000
Employee Rates	Current straight or overtime hourly rate of employee
<u>Equipment Rates (per hour):</u>	Equipment must at all times be operated by a City employee.
- Police Car	\$15
- Public Works Light Vehicle	\$15
- Public Works Heavy Vehicle (depending on vehicle used)	\$25-\$80
Buildings/Parks	City buildings and parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.
<u>Other Rates</u>	
- Water	As established by City Manager
- Deposit to borrow City-owned barricades (per barricade)	\$15
- Other small equipment (not specified herein)	As established by City Manager