



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** Kim Sao, Finance Director  
**Date:** November 12, 2024

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**SUBJECT: CONSIDERING AN INCREASE IN CERTAIN FEES, RATES, AND CHARGES FOR DEVELOPMENT-RELATED SERVICES AND PROCESSING PERMITS**

**BACKGROUND**

At the October 22, 2024 City Council meeting, Revenue & Cost Specialists, LLC (RCS) presented the City Council an introduction to the User Fee study and requested that the review be continued to tonight's meeting. Staff provided the City Council with a hard copy of the User Fee Study for review and examination. It was the intent of Staff to provide the City Council with an opportunity to offer any feedback, voice any concerns, or clarify any information highlighted in the User Fee Study before seeking the City Council's approval of the recommended fees.

**DISCUSSION**

The objective of the User Fee Study was to identify the full cost of fee-related activities and determine the level to which related fee revenue recovers those costs. State law requires that any increase to the City's user fees must undergo procedural and substantive requirements before the City Council may consider approval of such changes to the user fee schedule. In accordance with Government Code Sections 66016, et seq., a public hearing will be held to provide the public and the City Council with an opportunity to comment on the proposed increases in development fees, rates, and charges. Additionally, the User Fee Study has been made available to the public on the City's website. For tonight's public hearing, staff is respectfully requesting the City Council's approval of the proposed fees outlined in the Master Fee Schedule. Once adopted, the proposed fee or charge will take effect 60 days later on February 1, 2025.

**FISCAL IMPACT**

No budgetary impact is available at this time.

**VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES**

The City's Vision, Mission, and Values set the standard for the organization, establish priorities, uniformity and guidelines; and provide the framework for policy decision

making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No 6: Efficient, Effective, and Fiscally Responsible - Deliver an efficient and effective City government in a fiscally responsible, transparent and collaborative manner.

**RECOMMENDED ACTION**

Open the public hearing and take public testimony. Read by title only and adopt Resolution No. 24:040 Establishing and Adopting this Master Fee Resolution Updating City Fees.