



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Discussion and Consideration of Changes to the Fiscal Year 2025-26 Fee Schedule; Resolution No. 2025-36

MEETING DATE: Oct. 2, 2025

SUBMITTED BY: Alan Flora, City Manager

PURPOSE OF REPORT: ☐ Information only ☒ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to review and consider adopting by resolution changes to the FY 2025-26 Fee Schedule by Public Hearing.

BACKGROUND/DISCUSSION:

The City reviews and asks Council to approve updates to the fee schedule annually, which happened in June of 2025. After the budget process there have been a few areas identified that justify additional adjustments to adopted fees.

1. **Rental Registration Program** – The City recently adopted changes to the City's rental registration and inspection program. The associated fees for this program have not been updates since at least 2008.
2. **Late Fees & Penalties** – Late fees and penalties are included in some portions of the municipal code, but not the fee schedule itself. This would add them to the fee schedule and broaden the City's ability to implement fees and penalties for late payments.
3. **Encroachment Permits** – Current encroachment permit fees are based on lineal feet. New categories would allow calculation based on sq. ft. if needed (\$1.00 sq. ft. for paved streets and \$0.50 sq. ft. for unpaved streets), add an inspection fee for paving - \$50 per inspection, and a fee for an annual blanket encroachment permit (\$150). Some agencies request an annual blanket encroachment permit for simple repairs throughout the year.
4. **Recreation & Events** – Reduce Application fee to \$15 (to match Lakeport). Reduce cleaning deposit at Youth Center to match Senior/Community Center (\$100). Remove never used fees for reserving certain parts of Austin Park.

FISCAL IMPACT:

☐ None ☐ Amount Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☐ Yes ☒ No

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☐ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt the resolution adopting the City of Clearlake Fee Schedule

- ☒ **Attachments:**
- 1) Resolution No. 2025-36
 - 2) Fee schedule