



CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Discussion and Consideration of Amending Fees for the Rental Housing Unit Inspections and Registration Program.	MEETING DATE: June 5, 2025 6:00 p.m.
SUBMITTED BY: Michael Taylor, Associate Planner	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to review and consider adopting by resolution a fee amendment for the Rental Housing Unit Inspection and Registration Program.

BACKGROUND/DISCUSSION:

Resolution No. 01-84

Resolution No.01-84 was adopted on November 8, 2001, to amend, at the time, the Clearlake Schedule of Fees establishing Program fees (Attachment 1).

Current Program Fees:

Annual Inspection	\$40.00 (site and 1st unit) \$15.00 (each additional unit)
Noncompliance re-inspection	\$30.00 (site and 1st unit) \$10.00 (each additional unit)

Staff has determined that the adopted program fees are outdated and may no longer cover the costs necessary to effectively implement and administer the program. The costs associated with the program, such as tracking software, staff time, and legal assistance, should align with current economic conditions. Since the existing fees have not been updated to reflect these changes, an adjustment is necessary.

Through analysis, staff revealed that the current per-unit fees cover only approximately 18% of the projected costs, assuming current operating expenses. This was determined by comparing the number of suspected rental units to the current fee per unit and subtracting the total costs required to implement and administer the program (Attachment 2).

Proposed Program Fees:

Annual Registration	\$105 (per site/parcel)
Annual Inspection	\$135 (1-4 units) \$300 (over 4 units)
Re-inspection	\$135 (minimum) Up to actual time @ \$50/hour
Self-Assessment Registration	\$59 (per site/parcel)

Municipal Code Section 9-4 allows the City Council to periodically amend these fees by resolution to reflect current program costs.

FISCAL IMPACT:

☐ None ☒ \$500,000 (approx.) Budgeted Item? ☐ Yes ☒ No
Budget Adjustment Needed? ☐ Yes ☒ No
Affected fund(s): ☒ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments: The approximate fiscal impact is estimated based on registration of all units in the City and inspection of 1/3 of units per year.

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 Housing
- ☒ 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 Resolution No. 2025-11 amending the City of Clearlake Rental Housing Unit Inspections and Registration schedule of fees.

- ☒ **Attachments:**
- 1) Resolution No. 01-84
 - 2) Resolution No. 2025-11