



STAFF REPORT

TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

MEETING DATE: FEBRUARY 17, 2026

FROM: PAM CARONONGAN, CITY CLERK

**SUBJECT: ADOPT RESOLUTION NO. 25-26-XX, THEREBY APPROVING
THE DRAFT MASTER FEE SCHEDULE FOR FISCAL YEAR (FY)
2026-2027**

RECOMMENDATION

Staff recommends that the City Council adopt **Resolution No. 25-26-XX**, thereby approving the draft Master Fee Schedule for FY 2026-27.

BACKGROUND AND ANALYSIS

During the regular meeting of February 17, 2026, staff presented the draft Master Fee Schedule before the City Council.

Staff shared the “Continuum of Benefit” - the framework used during the analysis of all Citywide fees and compiling them into one document. Staff explained the following:

1. Fees are normally set with the aim of “cost recovery” - the total funds paid by the City for all expenditures incurred to carry out a service. These expenditures come in different forms, including but not limited to staff salaries, contractor hourly rates, and supplies.
2. Anything that falls below “cost recovery” is subsidized by the City via its General Fund. The higher the “cost recovery” means that the “City subsidy” is lower, and vice versa
3. There are five categories used to determine “cost recovery” level which is listed here in the amount of “cost recovery” from highest to lowest: private benefit, shared benefit, high public benefit, access to government, and public good - with private benefit set at 100% “cost recovery” and public good set at 0% “cost recovery.”

Staff noted three “takeaways” during the City Council discussion which should be further researched and then applied (if needed) to the draft Master Fee Schedule:

1. Verbiage should be added regarding Cribbs Fields to make it available to organized sports leagues, open to all.
2. Administrative fines and whether they should be added in the Master Fee Schedule.
3. Insurance requirements for facility rentals, specifically for low risk small events..

City Council, via consensus, accepted the proposed amended fees and directed staff to return at a later meeting date and report back regarding the three “takeaways” noted above along with the needed changes contingent on the outcome of staff’s research.

Cribbs Fields (1st “Takeaway”)

During the February 17, 2026 regular meeting, the City Council acknowledged the community and social benefits that Cribbs Fields brings; and that City Council told staff that they want to ensure the affordability of this venue.

Staff added the following verbiage to this effect: ** - Non-profit youth sports leagues should inquire with City Staff regarding highly discounted rates.* (see Pages 19-21, “Notes” section of Matrix - Draft Master Fee Schedule - Attachment 2).

Administrative Fines and its Addition to the Master Fee Schedule (2nd “Takeaway”)

During the February 17, 2026 regular meeting, City Council inquired as to whether administrative fines should be incorporated within the Master Fee Schedule.

Administrative fines can be in the Master Fee Schedule, and we will work to include more in future updates. For now we will rely on state law that allows this to be a non-exhaustive list.

Staff added a “Disclaimers and General Provision” page which serves as “Page One” / “Page 1” of the draft Master Fee Schedule to highlight the document’s non-exhaustive nature and the City’s separate authority to charge administrative fines.

Insurance Requirements for Renters of City Facilities - Specifically for lower risk events such as small meetings (3rd “Takeaway”)

During the February 17, 2026 regular meeting, City Council directed staff to seek advice from the City’s risk management JPA - the Central San Joaquin Valley Risk Management Authority (CSJVRMA). The inquiry pertains to insurance requirements for City facility renters - most especially for low risk events, such as those with less than 25 attendees. It is the desire and intent of the City Council to keep facility rentals affordable, yet at the same time ensuring that the City is protected from risk.

City staff received conflicted information. The RMA is in the process of updating its documents and resolutions to increase insurance requirements. In the past they had multiple levels of risk with varying insurance requirements. For administrative ease, Sutter Creek has only had one insurance level. CSJVRMA advised staff to properly transfer risk with regard to special events, where failure to do so could triple the City's retained limit up to \$50K above retention in the event of a claim. At the same time, CSJVRMA acknowledges the fact that insurance coverage for special events is expensive and that cities balance between ensuring the city's risk protection while keeping fees affordable for residents.

At the time of this report, we are keeping the recommendations at the \$2M per occurrence, \$4M aggregate level but we will endeavor to get a more complete explanation from the RMA prior to the council meeting.

As resources and guidance regarding this matter, CSJVRMA a couple of documents to the city which are attached:

1. Best Risk Management Practices - Special Events & Facilities Rentals (**Attachment 3**)
2. Special Events Brokers (**Attachment 4**)

BUDGET IMPACT

Keeping our fees current with our costs ensures that fees that are meant to be cost recovery do in fact recover the efforts the City expends to complete the efforts.

ATTACHMENT

1. Resolution - Draft
2. 2026 City of Sutter Creek Master Fee Schedule - Draft
3. Best Risk Management Practices - Special Events and Facilities Rentals
4. Special Events Brokers