



Date: August 8, 2023

Honorable Mayor and Council Members:

Author and title: Cindy Peterson, Finance Manager

Title: **Fee Schedule Update**

Approved By: \_\_\_\_\_ Jen Callaway, Town Manager

**Recommended Action:** Conduct a Public Hearing and adopt Resolution 2023-50 approving an inflationary adjustment, additions, and corrections to the Town Wide Fee Schedule.

**Discussion:** It is Council policy, with few exceptions, to recover the full cost of services provided to the public. Council's policy, which was affirmed in 2007, and based on community input, is to increase the fees on an annual basis to avoid a substantial fee increase at any time, if possible.

Annually the town implements the Consumer Price Index (CPI) for the San Francisco and Oakland regions from February to February. The cost-of-living adjustment for February 2022 to February 2023 is 5.3% and has been applied to the fees in the attached schedule, that can be increased. There are many services provided by the town that are regulated by the State and the Town does not have the authority to increase these fees.

There are also penalties listed on the schedule that are not annually adjusted. These penalty fees or fines listed are punitive and not meant to recover costs. The increase of fines is considered less often as it requires printing of new ticket books each time changes occur.

Changes to the fee schedule are illustrated in Attachment B, most of these fees are increased by 5.3%, and rounded off. Only fees that have been adjusted, corrected, or added outside the inflationary increase are shown in red.

In an effort to assist our building community, the new fee schedule will become effective November 1, 2023. This will allow new fees to be incorporated into projects for the Spring 2024 construction season.

Specific fee schedule changes are listed below:

**Animal Services:** (Page 3, Attachment B) As the Placer Animal Boarding Fee isn't necessarily new, it is new to the fee schedule. It has been added to the fee schedule to ensure the fee is included in the annual review/update. The fees are set forth in 2.3 Animal Services Charges of the Animal Shelter Lease and Operating agreement.

**Code Compliance:** (Page 5, Attachment B) As we are now required by state law to offer individuals with unpermitted ADUs to self-assert that their ADU is not a threat to public health or safety, of which allows them a 5-year Sta of Enforcement. In order to recover staff time for property research component and inspection by Code/Planning/Building departments, staff is proposing the addition of ADU Stay of Enforcement Application fee.

**Facilities:** (Page 8, Attachment B) As part of the facility rental fee, there is an option to have Town employees assist with the setup of the Audio Video Equipment (AV). This requires technology staff to be pulled away from duties and/or provide after hours assistance. The AV Assistance fee is an attempt to recover these costs. The fee was calculated by estimating the full cost of one hour of time for an IT Technician.

**Housing:** (Page 9, Attachment B) To align the Short-Term Rental Workforce Housing Token Program with our Truckee Home Access Program (THAP), staff wish to implement the same refinance and resale fees. As well as adding a new fee for Loan for Existing Unpermitted ADU/JADU fees.

**Parking:** (Page 10, Attachment B) As the EV Charger Overstay Fee isn't necessarily new, it is new to the fee schedule. To ensure the fee is included in the annual review/update, we added the fee to the schedule.

**Short-Term Rentals:** (Page 13, Attachment B) Staff are adding fees for Truckee Tourism Business Improvement District Assessment and municipal code violations. Also added for the Transient Occupancy Tax section for delinquent penalties, interest and fraud. These were previously detailed in the Town's Municipal Code. Staff feel it adds transparency to list the items in the fee schedule in addition to the Municipal Code.

**Sustainability:** (Page 14, Attachment B) Staff is proposing replacement costs for the greenware plates, bowls, cups, forks, knives, spoons and dirty dish collection bin. The most that could be charged is \$105 assuming the entire collection (set of 25) were not returned or damaged. The least amount charged would be for individual items that were not returned or damaged at their individual replacement cost.

**Community Development, Planning Fees:** (Pages 16-17, Attachment B) State legislation (AB 1236 and AB 970) requires local jurisdictions to adopt streamlined permitting procedures for electric vehicle charging stations. Staff is currently working on updates to the Town's regulatory documents to address the requirements under these State laws. To prepare for processing these applications, staff recommends adding an Electric Vehicle Charging Station Permit deposit fee to the fee schedule. Staff recommends a \$1,000 deposit, consistent with the required deposit for a Zoning Clearance, another type of ministerial approval which is anticipated to have similar review costs. Also, adding to the fee schedule are two Wireless Communications Facility Permits that were approved by Council at the June 27, 2023 meeting (effective August 27, 2023). Adding the fees to the schedule for transparency.

**Building Miscellaneous Fees:** (Page 42, Attachment B) The fee schedule currently does not include plan check or inspection fees specific to processing of building permits for properties located within Truckee's historic district. Oftentimes, these permits are for work that would typically be permitted through an over-the-counter permit (such as a siding replacement). However, because these projects involve exterior modifications to historic properties, review by the Planning Division is required to verify that the proposed work is exempt from review by the Historic Preservation Advisory Commission (either because it meets the HPAC streamlining criteria or qualifies as a like-for-like replacement) and to schedule site inspections to document the existing conditions prior to building permit issuance and the post-construction conditions after the work has been completed. Staff recommends adding plan check and inspection fees based on the Planning Division hourly staff time rate under the "Building Division Miscellaneous" fees, similar to the "Grading Plan Check" and "Grading Inspection" fees on the fee schedule. These fees would cover Planning staff time to review the building permit application submittal and complete the necessary site inspections.

**Priority:**

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input type="checkbox"/> Core Service

**Fiscal Impact:** Modification will result in minor fiscal impacts. There is an increase in some fees for services by 5.3%.

**Public Communication:** This staff report and a notice of public hearing, which was published in the Sierra Sun on Friday, July 21, 2023 and Friday, July 28, 2023.

Staff has communicated with the Contractor's Association of Truckee Tahoe on this item.

**Attachments:**

Attachment A – Resolution 2023-50

Attachment B – Town Fee Schedule