



Date: September 8, 2026

Honorable Mayor and Council Members:

Author and title: Nicole Postlewaight, Senior Accountant

Title: **Fee Schedule Update**

Approved By: Jen Callaway, Town Manager

Recommended Action: That Council conduct a Public Hearing and adopt Resolution 2026-45 approving an inflationary adjustment, additions, and corrections to the Town Wide Fee Schedule.

Discussion: Mayor Klovstad opened this item for public comment at the August 25, 2026, regular Town Council meeting, and then continued it to the September 8, 2026, regular Town Council Meeting.

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 increases the Towns fees by the Consumer Price Index (CPI) for the San Francisco and Oakland regions from February to February. The CPI adjustment for February 2025 to February 2026 is 2.5% 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.

Month	2022		2023		2024		2025		2026	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	1.4	5.2	1.8	5.3	1.5	2.4	1.8	2.7	1.3	2.5
April	1.5	5.0	0.4	4.2	1.8	3.8	0.4	1.3	1.7	3.8
June	1.7	6.8	0.5	2.9	-0.1	3.2	0.2	1.5	0.2	3.8
August	-0.5	5.7	0.0	3.4	-0.5	2.7	0.4	2.5		
October	1.0	6.0	0.3	2.8	0.0	2.4	-	-		
December	-0.3	4.9	-0.4	2.6	-0.4	2.4	-	3.0		

Note: The October 2025 data values are not available due to the 2025 lapse in appropriations

Figure 1 shows the CPI for San Francisco and Oakland regions from February to February. ¹

Staff recommends continuing the annual CPI adjustment. Each year, the cost of running Town programs rises a little because of inflation and increases in personnel costs. If fees stay the same while costs go up, the fee no longer covers the true cost of the service. When that happens, the underlying fund, such as the General Fund, has to make up the difference. Continuing these small, steady increases now helps prevent a bigger gap and a potentially larger fee increase later, when the comprehensive fee study is

¹ United States, Department of Labor, Bureau of Labor Statistics. "Consumer Price Index, San Francisco Area — June 2026." U.S. Bureau of Labor Statistics, 14 July 2026, www.bls.gov/regions/west/news-release/consumerpriceindex_sanfrancisco.htm. Accessed August 17, 2026.

completed in Spring 2027. Staff complete an analysis on its fees as part of its Gann Limit analysis and to date, no fees have been shown to exceed the cost of providing those fees (Link 1). There are also penalties listed on the schedule that are not annually adjusted. These penalty fees or fines are punitive and not meant to recover costs. The increase in fines is considered less often, as it requires printing of new ticket books each time changes occur. The Town has been charging late fees pursuant to language in the Municipal Code. Staff have worked to ensure all late fees are represented in the fee schedule, to bring greater transparency to the financial obligations related to late payment. The specific additions to the Fee Schedule are listed below.

Changes to the fee schedule are illustrated in Exhibit 1 to Attachment 1, most of these fees are increased by 2.5%, and are then 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 8, 2026. The original effective date was November 1, 2026, however, due to the continuance, the effective date has been updated to comply with California Government code 66017. This will allow new fees to be incorporated into projects for the Spring 2027 construction season.

Specific fee schedule changes are listed below:

Administration: (Page 2, Exhibit A to Attachment 1) Staff is proposing the removal of the Municipal Code Subscription fee. Staff is not aware of anyone ever requesting a subscription. In addition, the Town is now utilizing a Municode codification software that allows people to see what has been updated or changed and what is pending codification, as well as print, email, share, and save the Town's Municipal code from the Town's website.

Animal Services: (Page 3, Exhibit A to Attachment 1) Staff are proposing a couple of changes to existing fees. First, staff recommends changing the recovery basis verbiage from "Dog License (Neutered)" to "Dog License (Altered)" as well as "Dog License (Un-neutered)" to "Dog License (Un-Altered)", for clarity and to better align with both Nevada and Placer County's naming conventions for the same fees.

The increase to the Dog License (Un-neutered) Fee is to better reflect the true cost of operating the Town's animal control program, as this fee has not increased for several years. After review, this fee is more closely aligned with the fee charged by Nevada and Placer Counties. It also ensures the altered fee meets the California government code section 38792 which requires that the fee for altered animals not exceed 50% of the fee for unaltered animals.

Additionally, staff proposes increases to the Animal Turn in Fee to \$100 for dogs and \$75 for cats to better reflect the cost to board animals turned in by their owners.

Lastly, staff recommends increasing the daily boarding fees for both dogs and cats to \$33 per day to align with Nevada and Placer County and offset more of the associated costs. The Humane Society will continue working with owners who are struggling to afford the fees. Their hope in raising the daily boarding rates is not to create hardship — it is simply to encourage owners to pick up their animals expeditiously after they have been brought to the shelter.

Code Compliance: (Page 5, Exhibit A to Attachment 1) Staff are recommending changing the service titles of three fees from "Zoning/Code Compliance (In addition to any Court imposed penalty)" to "CA Building Code 115.4 Failure to Comply" to clarify where the authority for these fees come from.

Additionally, Staff is proposing the addition of three Administrative Citations for operating without a Sidewalk Vending Permit. The Town passed the Sidewalk Vending Ordinance which listed the specific fine amounts allowed by Govt. Code 51039 that are related to operating without a sidewalk vending permit. For consistency and transparency staff recommends adding these fines to the fee schedule.

Community Development, Planning Fees: (Page 19, Exhibit A to Attachment 1) The fee schedule currently has two fees for the processing of Historic Design Review applications: a deposit for major review items (\$3,000) and a set fee for minor review items such as signs (\$331). With the HPAC Streamlining procedures, Planning staff now review many types of smaller projects at no additional charge through the building permit process. Staff recommends keeping the set fee for review of signs in the Historic District and adding a new reduced deposit fee for minor review items (\$500) for projects which require review by the Historic Preservation Advisory Commission but are typically less complex. The purpose of this change is to provide a more cost-effective option for property owners interested in doing exterior modifications to a historic resource that fall below the threshold of a major historic design review application.

Housing: (Page 10, Exhibit A to Attachment 1) One new fee was added for the loans through Accessory Dwelling Unit (ADU) loan programs. Staff has added a refinance fee to recover administrative expense of refinancing a property with an ADU loan. Additionally, the service title was changed for two fees to reflect the new program name of Homegrown Housing Program.

Parking: (Page 11, Exhibit A to Attachment 1) Staff are proposing an adjustment to one of the municipal code violations for the Parking in Bike Lane or on Multi-use Path Prohibited fee. Instead of the municipal code referencing TMC 10.13.120(c), it now references TMC 10.18.040(e). This is the punitive section that gives the police department/parking district the authority to cite for these violations.

Police: (Page 13, Exhibit A to Attachment 1) Staff recommend adding a \$10 fee for producing USBs for attorneys/requesters of body worn camera footage. Staff recommends distinguishing this fee from the CD production fee in order to cover the reasonable cost of a USB stick in addition to the standard rate for staff time to redact information, in alignment with Evidence Code Section 1563.

Short-Term Rentals: (Page 15, Exhibit A to Attachment 1) The cost to run the Short-Term Rental Program has been designed to be fully covered by the annual registration fee needed to register a property as a short-term rental. The calculation for the annual registration fee is based on the full budgeted cost to run the program divided by the number of registrants (1,255 cap). The expenditures related to Transient Occupancy Tax (TOT) collection/administration are not included in the calculation of the registration fee. These expenditures include: 80% of the Part-time Program Analyst II position, 20% of the GovOS contract, hotel audit services, and \$35,000 for litigation costs. Based on this calculation methodology, the annual transient occupancy registration renewal fee imposed pursuant to Section 5.02.030 of the Truckee Municipal Code would increase to \$478 based on fiscal year 2026/27 operating costs.

Subsequently, the transient occupancy registration fee would increase from \$328 to \$378 (\$478 less the \$100 waitlist application fee). The revised fee amounts would replace the annual transient occupancy registration renewal fee and registration fee previously adopted by the Town Council.

The Truckee Fire Protection District's costs are no longer being recovered by the Town; thus, staff recommends removing this fee from the fee schedule. These fees are being collected directly by the Fire Protection District. Any fees that were previously collected but were not needed to cover the cost of the mandated inspection were refunded to the payee in spring of 2026.

The Truckee Tourism Business Improvement District Assessment fee was approved by Council at the February Council meeting and has been added to the fee schedule to ensure the fee is included in the annual review/update.

Sustainability: (Page 17, Exhibit A to Attachment 1) Staff recommends adding a \$100 fee for replacing waste sorting stations that the Town provides for special events. The Town currently provides the sorting stations at no charge, which includes a wire frame, lid, and sorting sign for trash, recycling, and food waste. These supplies help special events meet required waste sorting requirements, and many special events use these throughout the summer. Staff would like to add a fee for replacing lost or damaged

pieces. There is a similar existing fee for greenware rentals and water filling station rentals. Staff would replicate the same fee structure, where there is a maximum fee for replacing the entire station, to be charged at actual cost for replacing each damaged part or replacement of full waste station.

Transit: (Page 18, Exhibit A to Attachment 1) Staff is proposing the removal of the Dial-A-Ride fare fee for all riders. This removal would provide consistency of fare-free pricing among all transit services as this is the only fare charged and it often hits the most vulnerable in our community, specifically Seniors who are typically on a fixed income. This update supports the Town's Statement on Inclusion, Diversity, Equity, and Accessibility by creating an inclusive, welcoming, and supportive environment where everyone feels valued and respected. Additionally, there is not a secure means to collect fares since the current system is cash-only which makes direct collection money handling susceptible to potential fraud or operator error.

The change is consistent with recommendations on page 86 of the 2024 Truckee Short Range Transit Development Plan: *"Another fare alternative which should be considered as part of this TDP is the question of whether or not to charge general public (non-ADA) DAR passengers. Minimal fare revenue is collected on an annual basis, around \$1,700. However, Town/contractor staff time must still be dedicated to account for the money. This is not an efficient use of Town/contractor staff resources and eliminating the fare for all DAR users would be reasonable."* It is also consistent with item M-3. G of the Mobility Element in the Truckee 2040 General Plan: *"Town-Sponsored Transit Services Continue to fund existing Town-sponsored fare-free transit services such as fixed route, micro-transit, seasonal Truckee shuttles, special events service, and low-cost dial-a-ride service. Transition to 100% fare-free system should a long term and sustainable funding source for ongoing operations be secured."*

Priority:

☐ Enhanced Communication	☐ Climate and Greenhouse Gas Reduction	☒ Housing
☐ Infrastructure Investment	☐ Emergency and Wildfire Preparedness	☒ Core Service

Fiscal Impact: Modification will result in minor fiscal impacts. There is an increase in some fees for services of 2.5%.

Public Communication: This staff report and a notice of public hearing, which was published in the Sierra Sun on Friday, August 14, 2026, and Friday, August 21, 2026.

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

Attachments:

Attachment 1 – Resolution 2026-45

Exhibit A to Attachment 1 – Town Fee Schedule

Link 1 – Adopt Resolution 2026-33 Gann Appropriations Limit – Tuesday, June 23, 2026 - <https://portal.laserfiche.com/Portal/DocView.aspx?id=59952293&repo=r-6a91ddbc>