



City Council Meeting Staff Report

Meeting Date: January 13, 2026

Subject: Consideration and Adoption of Resolution Amending the Master Fee Schedule

Prepared By: Susan Mahoney, Finance Director

Recommendation: Staff recommends that the Wheatland City Council conduct a public hearing to receive input regarding amendments to the City's Master Fee Schedule and, upon concluding the public hearing, consider adoption of a Resolution Approving the Master Fee Schedule Effective January 1, 2026.

Discussion: A municipality is authorized to establish reasonable fees for services rendered, provided that those fees do not exceed the estimated reasonable cost of providing the service for which the fee is charged. The City of Wheatland has established fees by authority of the Municipal Code, City Ordinances, City Resolutions, City development/funding agreements, and State and Federal statute.

The attached proposed Master Fee Schedule ("Schedule") lists all the fees charged by the City. The list includes previously approved annual fee increases based on the Consumer Price Index (CPI), the Engineering News Report Construction Cost Index (ENR), and the 2023 Water and Wastewater Fee Study. A new fee, Facility Cleaning, has been included with the Parks and Recreation fees. Building Fees and Garbage Fees are not included in the Schedule since those fees are set by contract with Yuba County and Recology respectfully.

FEES AUTOMATICALLY INCREASED

Certain fees are automatically increased each year based on either the change in the CPI or the change in the ENR. These automatic fee adjustments were approved through Ordinance or Resolution in prior years. The following fees will increase on January 1st based on the ENR change (3.2%) September 2024 to September 2025.

- Fire Protection Facilities fees
- Development Impact fees

The following fees will be increased on January 1st based on the CPI change (1.3%) April 2024 to April 2025.

- FOG (fats, oil, grease) fee
- Sign fees
- Planning and Engineering Deposit fees

FEES UPDATED AS NEEDED

Other fees are updated as needed to ensure that the fees charged are sufficient to recover the cost of services provided. These fees include Administrative, Business License, Cannabis Registration, Code Enforcement, Nuisance Abatement, Community Center and Park Rental, Police, and Special Event fees.

The Community Center rental fee varies depending on the renter’s affiliation and the number of hours rented. In addition to the rental fee, a \$500 damage deposit is collected. The damage deposit is returned to the renter if the center is left clean and free of damage. In an effort to maintain a cleaning standard that is thorough and uses environmentally safe cleaning and disinfecting products, staff is recommending that the center be cleaned by a professional cleaning company after each use. A \$175 Facility Cleaning Fee is proposed. Staff is recommending that the \$500 damage deposit be reduced to \$400.

Business License program fees were established in April 2010 to cover the cost of processing business licenses. Staff is recommending that the Class I Fee be increased to \$15.00 from \$8.60 and the Class II Fee be increased to \$46.00 from \$39.50.

WATER AND SEWER FEES

Water and Sewer fee adjustments are based on a rate study conducted in 2023. The study determined the rates necessary to achieve a break-even in operations, cover debt service, and establish a prudent reserve. In January 2024, the Council approved five annual rate adjustments beginning March 2024 and ending March 2028.

The chart below is a summary of City fees, the method for increasing the fees, and the date the fees are scheduled to increase:

	Method for Determining a Fee Increase	<u>As Needed</u>	<u>Automatic Jan 1 Each Year</u>	<u>Automatic Mar 1 Each Year Through 2028</u>
Administrative Fees	Cost Recovery	X		
Business License Tax & Fee	Cost Recovery	X		
Cannabis Cultivation Registration	Cost Recovery	X		
Code Enforcement	Cost Recovery	X		
FOG Permit	CPI		X	
Fire Protection Facilities Fees	ENR		X	
Impact Fees	ENR		X	
Nuisance Abatement	Cost Recovery	X		
Community Center & Park Rental	Cost Recovery	X		
Planning and Engineering Deposit	CPI		X	
Police Fees	Cost Recovery	X		
Sign Fees	CPI		X	
Special Event Fees	Cost Recovery	X		
Sewer and Water Charges	Rate Study			X

Fiscal Impact: There is no fiscal impact associated with this recommended action. Fee increases will cover the increased costs of providing services.

Attachment: Resolution and Master Fee Schedule effective January 1, 2026