



City Council Meeting Staff Report

Meeting Date: December 10, 2024

Subject: Consideration and Adoption of Resolution Approving the 2025 Master Fee Schedule

Prepared By: Susan Mahoney, Finance Director

Recommendation:

Staff recommends that the Wheatland City Council conduct a public hearing on proposed amendments to the City's Master Fee Schedule, and upon closing the public hearing, consider adoption of a resolution approving the Master Fee Schedule as of January 1, 2025. The Master Fee Schedule is a comprehensive list of fees charged by the City.

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.

In government, the difference between a fee and a tax is that a fee is paid by an individual for a specific good or service rendered by the government that benefits only that individual, while a tax has only a general connection to the benefits received for an individual.

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. Also included are Police fee increases and two new Police charges.

Building Fees and Garbage Fees are not included in the Schedule since those fees are set by contract with Yuba County and Recology respectfully. Upon Council approval, the Schedule will be posted on the City's website.

FEEES 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 September 2023 to September 2024.

- Fire Protection Facilities fees
- Development Impact fees

The following fees will be increased on January 1st based on the CPI change August 2023 to August 2024.

- 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.

Police staff are recommending the following increases to maintain cost recovery for the services provided.

	Current Charge	Proposed Charge
Copies of Police Reports	\$10, \$15 for thumb drive	\$15, \$50 for thumb drive
Vehicle Release	\$200	\$250
Fingerprinting	\$20 per card	\$25 per card

Police staff are also recommending that two new fees be added. A Gun Release fee of \$100 is proposed to recover costs incurred when an officer seizes a gun. Costs include recording and storing the gun, research to make sure the gun is not stolen or used in a crime, notifying Yuba County Sheriff so that the gun can be entered into the national data base, preparing written notification for the owner on how and when the gun can be released, and in the event the gun is not picked up by the owner, transporting the gun to Patterson, CA to be destroyed. A Property Release fee of \$15 per item is proposed to recover the costs incurred when property (evidence) is seized from a person. Costs include recording and storing the property and preparing written notification for the owner on how and when the property can be released.

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</u> Jan 1 Each Year	<u>Automatic</u> Mar 1 Each Year Through 2028
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 as a result of adopting the Master Fee Schedule

Attachments:

1. Resolution
2. 2025 Master Fee Schedule