



# **CITY OF ATASCADERO CITY COUNCIL**

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## **AGENDA**

**Tuesday, May 22, 2018**

**City Hall Council Chambers, 4th floor  
6500 Palma Avenue, Atascadero, California  
(Entrance on Lewis Ave.)**

<b><u>City Council Closed Session:</u></b>	<b>5:00 P.M.</b>
<b><u>City Council Regular Session:</u></b>	<b>6:00 P.M.</b>

### **CITY COUNCIL CLOSED SESSION:**

- 1. CLOSED SESSION -- PUBLIC COMMENT**
- 2. COUNCIL LEAVES CHAMBERS TO BEGIN CLOSED SESSION**
- 3. CLOSED SESSION -- CALL TO ORDER**
  - a. Conference With Legal Counsel—Anticipated Litigation**  
Initiation of litigation pursuant to Govt. Code Section 54956.9(d)(4):  
two potential cases
  - b. Conference with Labor Negotiators (Govt. Code Sec. 54957.6)**  
Agency designated representatives: Rachelle Rickard, City Manager  
Employee Organizations: Atascadero Professional Firefighters, Local 3600;  
Atascadero Police Association; Service Employees International Union,  
Local 620; Mid-Management/Professional Employees; Non-Represented  
Professional and Management Workers and Confidential Employees
- 4. CLOSED SESSION -- ADJOURNMENT**
- 5. COUNCIL RETURNS TO CHAMBERS**
- 6. CLOSED SESSION -- REPORT**

### **ADJOURNMENT**

**REGULAR SESSION – CALL TO ORDER: 6:00 P.M.**

**PLEDGE OF ALLEGIANCE:** Mayor O'Malley

**ROLL CALL:** Mayor O'Malley  
Mayor Pro Tem Fonzi  
Council Member Bourbeau  
Council Member Moreno  
Council Member Sturtevant

**APPROVAL OF AGENDA:** Roll Call

Recommendation: Council:

1. Approve this agenda; and
2. Waive the reading in full of all ordinances appearing on this agenda, and the titles of the ordinances will be read aloud by the City Clerk at the first reading, after the motion and before the City Council votes.

**PRESENTATION:**

**1. Proclamation Recognizing June 1, 2018 as Hunger Awareness Day**

**A. CONSENT CALENDAR:** (All items on the consent calendar are considered to be routine and non-controversial by City staff and will be approved by one motion if no member of the Council or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent calendar and will be considered in the listed sequence with an opportunity for any member of the public to address the Council concerning the item before action is taken.)

**1. City Council Draft Action Minutes – May 8, 2018**

- Recommendation: Council approve the City Council Draft Action Minutes of the May 8, 2018, City Council meeting. [City Clerk]

**2. April 2018 Accounts Payable and Payroll**

- Fiscal Impact: \$ 1,539,675.23
- Recommendation: Council approve certified City accounts payable, payroll and payroll vendor checks for April 2018. [Administrative Services]

**3. Atascadero Tourism Business Improvement District (ATBID) - Annual Assessment**

- Fiscal Impact: None.
- Recommendations: Council:
  1. Approve the ATBID Annual Report.
  2. Adopt Draft Resolution, declaring intent to levy an annual Business Improvement District assessment and set a public hearing for June 12, 2018. [City Manager]

**UPDATES FROM THE CITY MANAGER:** (The City Manager will give an oral report on any current issues of concern to the City Council.)

**COMMUNITY FORUM:** (This portion of the meeting is reserved for persons wanting to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Speakers are limited to three minutes. Please state your name for the record before making your presentation. Comments made during Community Forum will not be a subject of discussion. A maximum of 30 minutes will be allowed for Community Forum, unless changed by the Council. Any members of the public who have questions or need information may contact the City Clerk's Office, between the hours of 8:30 a.m. and 5:00 p.m. at 470-3400, or [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org).)

**B. PUBLIC HEARINGS:**

**1. Amendments to City Services Fee Schedule**

- Ex-Parte Communications:
- Fiscal Impact: There will be an increase in operating revenue resulting from the CPI increase, with an offsetting increase in costs to provide the services.
- Recommendation: Council adopt Draft Resolution establishing a schedule of Fees and Charges for City Services. [Administrative Services]

**2. Amendments to City Facility Rental Fee Schedule**

- Ex-Parte Communications:
- Fiscal Impact: There will be an increase in operating revenue resulting from the CPI increase, with an offsetting increase in costs to provide the services.
- Recommendation: Council adopt Draft Resolution amending a Schedule of Fees and Charges for City Facility Rentals. [Administrative Services]

**C. MANAGEMENT REPORTS:**

**1. SLO Regional Code of Civility**

- Fiscal Impact: None.
- Recommendation: Council review and adopt the SLO Regional Code of Civility. [City Manager]

**2. Parking & Business Improvement Area (PBIA) Assessment**

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution, declaring intent to levy an annual Downtown Parking and Business Improvement Area assessment and set a public hearing for June 12, 2018. [City Manager]

**COUNCIL ANNOUNCEMENTS AND REPORTS:** (On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. Council Members may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. The Council may take action on items listed on the Agenda.)

**D. COMMITTEE REPORTS:** (The following represent standing committees. Informative status reports will be given, as felt necessary):

Mayor O'Malley

1. City / Schools Committee
2. County Mayors Round Table
3. SLO Council of Governments (SLOCOG)
4. SLO Regional Transit Authority (RTA)
5. Integrated Waste Management Authority (IWMA)
6. Ad Hoc Animal Shelter Committee

Mayor Pro Tem Fonzi

1. Air Pollution Control District
2. Oversight Board for Successor Agency to the Community Redevelopment Agency of Atascadero
3. SLO Local Agency Formation Commission (LAFCo)
4. City of Atascadero Design Review Committee
5. Atascadero Basin Ground Water Sustainability Agency (GSA)
6. Ad Hoc Animal Shelter Committee

Council Member Bourbeau

1. City of Atascadero Design Review Committee
2. Homeless Services Oversight Council
3. City of Atascadero Finance Committee
4. SLO County Water Resources Advisory Committee (WRAC)

Council Member Moreno

1. California Joint Powers Insurance Authority (CJPIA) Board
2. City of Atascadero Finance Committee (Chair)
3. Economic Vitality Corporation, Board of Directors (EVC)

Council Member Sturtevant

1. City / Schools Committee
2. League of California Cities – Council Liaison

**E. INDIVIDUAL DETERMINATION AND / OR ACTION:**

1. City Council
2. City Clerk
3. City Treasurer
4. City Attorney
5. City Manager

**F. ADJOURN**

**Please note:** Should anyone challenge any proposed development entitlement listed on this Agenda in court, that person may be limited to raising those issues addressed at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing. Correspondence submitted at this public hearing will be distributed to the Council and available for review in the City Clerk's office.

I, Amanda Muther, Deputy City Clerk of the City of Atascadero, declare under penalty of perjury that the foregoing agenda for the May 22, 2018 Regular Session of the Atascadero City Council was posted on May 16, 2018, at the Atascadero City Hall, 6500 Palma Avenue, Atascadero, CA 93422 and was available for public review at that location.

Signed this 16th day of May 2018, at Atascadero, California.

Amanda Muther, Deputy City Clerk  
City of Atascadero

## City of Atascadero

### **WELCOME TO THE ATASCADERO CITY COUNCIL MEETING**

The City Council meets in regular session on the second and fourth Tuesday of each month at 6:00 p.m. Council meetings will be held at the City Hall Council Chambers, 6500 Palma Avenue, Atascadero. Matters are considered by the Council in the order of the printed Agenda. Regular Council meetings are televised live, audio recorded and videotaped for future playback. Charter Communication customers may view the meetings on Charter Cable Channel 20 or via the City's website at [www.atascadero.org](http://www.atascadero.org). Meetings are also broadcast on radio station KPRL AM 1230. Contact the City Clerk for more information (470-3400).

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the office of the City Clerk and are available for public inspection during City Hall business hours at the Front Counter of City Hall, 6500 Palma Avenue, Atascadero, and on our website, [www.atascadero.org](http://www.atascadero.org). Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the City Council. The minutes of this meeting will reflect these numbers. All documents submitted by the public during Council meetings that are either read into the record or referred to in their statement will be noted in the minutes and available for review in the City Clerk's office.

In compliance with the Americans with Disabilities Act, **if you need special assistance to participate in a City meeting or other services offered by this City**, please contact the City Manager's Office or the City Clerk's Office, both at (805) 470-3400. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

#### **TO SPEAK ON SUBJECTS NOT LISTED ON THE AGENDA**

Under Agenda item, "COMMUNITY FORUM", the Mayor will call for anyone from the audience having business with the Council to approach the lectern and be recognized.

1. Give your name for the record (not required)
2. State the nature of your business.
3. All comments are limited to 3 minutes.
4. All comments should be made to the Mayor and Council.
5. No person shall be permitted to make slanderous, profane or negative personal remarks concerning any other individual, absent or present

This is the time items not on the Agenda may be brought to the Council's attention. A maximum of 30 minutes will be allowed for Community Forum (unless changed by the Council). If you wish to use a computer presentation to support your comments, you must notify the City Clerk's office at least 24 hours prior to the meeting. Digital presentations must be brought to the meeting on a USB drive or CD. You are required to submit to the City Clerk a printed copy of your presentation for the record. Please check in with the City Clerk before the meeting begins to announce your presence and turn in the printed copy.

#### **TO SPEAK ON AGENDA ITEMS (from Title 2, Chapter 1 of the Atascadero Municipal Code)**

Members of the audience may speak on any item on the agenda. The Mayor will identify the subject, staff will give their report, and the Council will ask questions of staff. The Mayor will announce when the public comment period is open and will request anyone interested to address the Council regarding the matter being considered to step up to the lectern. If you wish to speak for, against or comment in any way:

1. You must approach the lectern and be recognized by the Mayor
2. Give your name (not required)
3. Make your statement
4. All comments should be made to the Mayor and Council
5. No person shall be permitted to make slanderous, profane or negative personal remarks concerning any other individual, absent or present
6. All comments limited to 3 minutes

The Mayor will announce when the public comment period is closed, and thereafter, no further public comments will be heard by the Council.



# **CITY OF ATASCADERO CITY COUNCIL**

## **DRAFT MINUTES**

**Tuesday, May 8, 2018**

**City Hall Council Chambers, 4th floor  
6500 Palma Avenue, Atascadero, California  
(Entrance on Lewis Ave.)**

**City Council Regular Session:**

**6:00 P.M.**

**Successor Agency to the Community  
Redevelopment Agency of Atascadero  
Regular Session:**

**Immediately following  
the conclusion of the City  
Council Regular Session**

### **REGULAR SESSION – CALL TO ORDER: 6:00 P.M.**

Mayor O'Malley called the meeting to order at 6:02 p.m. and Council Member Sturtevant led the Pledge of Allegiance.

### **ROLL CALL:**

Present: Council Members Bourbeau, Moreno, Sturtevant, Mayor Pro Tem Fonzi and Mayor O'Malley

Absent: None

Also Present: Treasurer Gere Sibbach

Staff Present: City Manager Rachelle Rickard, Administrative Services Director Jeri Rangel, Public Works Director Nick DeBar, Police Chief Jerel Haley, Community Development Director Phil Dunsmore, Fire Chief Casey Bryson, City Attorney Brian Pierik and Deputy City Manager/City Clerk Lara Christensen

**APPROVAL OF AGENDA:**

**MOTION:** By Council Member Sturtevant and seconded by Council Member Bourbeau to:

1. Approve this agenda; and,
2. Waive the reading in full of all ordinances appearing on this agenda, and the titles of the ordinances will be read aloud by the City Clerk at the first reading, after the motion and before the City Council votes.

*Motion passed 5:0 by a roll-call vote.*

**PRESENTATIONS:**

1. **Employee Service Awards**

City Manager Rickard presented the following employees with Service Awards:

- 5 Years: Patti Deirmenjian, Recreation Coordinator  
Chris Hall, Police Officer  
Zach Jackson, Fire Engineer/Paramedic  
Brandon Roberts, Fire Engineer/Paramedic
- 10 Years: Scott Pipan, Police Corporal
- 15 Years: Jason Smith, Fire Engineer
- 25 Years: Barry Hardy, Waste Water Operator II

Deputy City Manager/City Clerk Christensen noted that a revision was made to Consent Calendar Item #A-5, attachment No. 8 – De Anza Estates Assessments Districts to update the Annual Engineer’s Levy Report for the Atascadero Landscape and Lighting Maintenance District No. 03 (De Anza Estates) (Exhibit A). The revised Engineer’s Report was provided to Council ahead of the meeting, and a hard copy was made available at the dais, and included in the public review binder.

**A. CONSENT CALENDAR:**

1. **City Council Draft Action Minutes – April 24, 2018**

- Recommendation: Council approve the City Council Draft Action Minutes of the April 24, 2018, City Council meeting. [City Clerk]

2. **March 2018 Investment Report**

- Fiscal Impact: None
- Recommendation: Council receive and file the City Treasurer’s report for quarter ending March 2018. [Administrative Services]

3. **Declaration of Consumer Price Index**

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution declaring the San Francisco-Oakland-Hayward Consumer Price Index to be used for rate calculations for all assessment and special tax districts. [Administrative Services]

#### **4. Apple Valley Assessment Districts**

- **Fiscal Impact:** Annual assessments for 2018/2019 will total \$28,000 for road/drainage system maintenance and \$73,500 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Apple Valley.
- **Recommendations:** Council:
  1. Adopt Draft Resolution A initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) for fiscal year 2018/2019.
  2. Adopt Draft Resolution B accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley).
  3. Adopt Draft Resolution C declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) in fiscal year 2018/2019, and to appoint a time and place for the public hearing on these matters.
  4. Adopt Draft Resolution D initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2018/2019 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
  5. Adopt Draft Resolution E for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2018/2019.
  6. Adopt Draft Resolution F declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2018/2019, and to appoint a time and place for the public hearing on these matters. [Administrative Services]

#### **5. De Anza Estates Assessment Districts**

- **Fiscal Impact:** Annual assessments for 2018/2019 will total \$30,562 for road/drainage system maintenance and \$15,875 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in De Anza Estates. The City General Fund will contribute \$1,400 for the fiscal year 2018/2019 for half of the maintenance costs of the trails and open space.
- **Recommendations:** Council:
  1. Adopt Draft Resolution A initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) for fiscal year 2018/2019.
  2. Adopt Draft Resolution B accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates).

3. Adopt Draft Resolution C declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) in fiscal year 2018/2019, and to appoint a time and place for the public hearing on these matters.
4. Adopt Draft Resolution D initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2018/2019 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
5. Adopt Draft Resolution E for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2018/2019.
6. Adopt Draft Resolution F declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2018/2019, and to appoint a time and place for the public hearing on these matters. [Administrative Services]

**6. Las Lomas (Woodridge) Assessment Districts**

- Fiscal Impact: Annual assessments for 2018/2019 will total \$88,528 for road/drainage system maintenance and \$63,731 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Las Lomas (Woodridge). The City General Fund will contribute \$1,250 for the fiscal year 2018/2019 for 25% of the maintenance costs of the trails and open space.
- Recommendations: Council:
  1. Adopt Draft Resolution A initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) for fiscal year 2018/2019.
  2. Adopt Draft Resolution B accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge).
  3. Adopt Draft Resolution C declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) in fiscal year 2018/2019, and to appoint a time and place for the public hearing on these matters.
  4. Adopt Draft Resolution D initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) for fiscal year 2018/2019 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
  5. Adopt Draft Resolution E for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) for fiscal year 2018/2019.

6. Adopt Draft Resolution F declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) for fiscal year 2018/2019, and to appoint a time and place for the public hearing on these matters. [Administrative Services]

**7. East Front Street Pavement Rehabilitation Construction Award**

- Fiscal Impact: The project is included in the FY 2017-2019 budget for \$300,000.00 in local transportation funds.
- Recommendations: Council:
  1. Award a construction contract for \$224,000 to Souza Construction Inc. for the East Front Street Pavement Rehabilitation Project (Project No. C2016R03, Bid No. 2018-002).
  2. Authorize the City Manager to execute a contract with Souza Construction, Inc. in the amount of \$224,000 for the construction of the East Front Street Pavement Rehabilitation Project.
  3. Authorize the Director of Public Works to file a Notice of Completion with the County Recorder upon satisfactory completion of the project. [Public Works]

**MOTION: By Mayor Pro Tem Fonzi and seconded by Council Member Moreno to approve the Consent Calendar. (#A-3: Resolution No. 2018-011) (#A-4: Resolution Nos. 2018-012, 2018-013, 2018-014, 2018-015, 2018-016, 2018-017) (#A-5: Resolution Nos. 2018-018, 2018-019, 2018-020, 2018-021, 2018-022, 2018-023) (#A-6: Resolution Nos. 2018-024, 2018-025, 2018-026, 2018-027, 2018-028, 2018-029) (#A-7: Contract No. 2018-002)**  
***Motion passed 5:0 by a roll-call vote.***

**UPDATES FROM THE CITY MANAGER:**

City Manager Rachelle Rickard gave an update on projects and issues within the City.

**COMMUNITY FORUM:**

The following citizens spoke during Community Forum: Wendell Mathis

***Mayor O'Malley closed the COMMUNITY FORUM period.***

**B. PUBLIC HEARINGS:**

**1. Weed Abatement – Hearing of Objections**

- Ex-Parte Communications:
- Fiscal Impact: None. Costs of the weed abatement program are recovered through the assessments charged to non-compliant parcels that must be abated by the City Contractor.

- Recommendations: Council:
  1. Hear all objections to the proposed removal of vegetative growth and/or refuse and allow or overrule any objections.
  2. Authorize the Fire Chief to proceed and perform the work of abatement.  
[Fire Department]

Ex Parte Communications

All Council Members stated they have had no communications on this item.

Fire Chief Bryson gave the staff report and answered questions from the Council.

Mayor O'Malley opened the Public Hearing and asked if anyone would like to address the City Council on this matter. Hearing none, Mayor O'Malley closed the Public Hearing.

Treasurer Sibbach spoke on this item.

**MOTION: By Council Member Moreno and seconded by Council Member Sturtevant to hear all objections to the proposed removal of vegetative growth and/or refuse and authorize the Fire Chief to proceed and perform the work of abatement.  
*Motion passed 5:0 by a roll-call vote.***

**C. MANAGEMENT REPORTS:**

**1. Consideration of Cannabis Tax Measure**

- Fiscal Impact: None.
- Recommendation: Council direct staff to bring back a resolution and ordinance to place a measure, imposing a tax on commercial cannabis activities, on the November 2018 ballot for citizen consideration.  
[Administrative Services]

Administrative Services Director Rangel and Tim Cromartie, with HdL Companies, gave the staff report and answered questions from the Council.

**PUBLIC COMMENT:**

The following citizens spoke on this item: Mark Dariz

***Mayor O'Malley closed the Public Comment period.***

**MOTION: By Council Member Sturtevant and seconded by Council Member Moreno to direct staff to bring back a resolution and ordinance to place a measure, imposing a tax on commercial cannabis activities, on the November 2018 ballot for citizen consideration.  
*Motion passed 5:0 by a roll-call vote.***

***Mayor O'Malley recessed the meeting at 8:42 p.m.***

***Mayor O'Malley reconvened the meeting with all present at 8:48 p.m.***

**2. Agreement Authorizing the Repayment of Loans made from the City to the Redevelopment Agency**

- Fiscal Impact: This action by the City Council will provide repayment to the City in the amount of \$180,000 in Fiscal Year 2019-20.
- Recommendation: Council adopt resolution approving an “Agreement Regarding Reinstatement of Loans,” between the City of Atascadero and the Successor Agency to the Redevelopment Agency of the City of Atascadero authorizing the repayment of loans made from the City to the Redevelopment Agency and, following approval by the Oversight Board to the Successor Agency, direct the City Manager to execute the agreement. [Administrative Services]

Administrative Services Director Rangel gave the staff report and answered questions from the Council.

**PUBLIC COMMENT:**

The following citizens spoke on this item: None.

***Mayor O’Malley closed the Public Comment period.***

**MOTION: By Council Member Bourbeau and seconded by Mayor Pro Tem Fonzi to adopt Resolution No. 2018-030 approving an “Agreement Regarding Reinstatement of Loans,” the City of Atascadero and the Successor Agency to the Redevelopment Agency of the City of Atascadero authorizing the repayment of loans made from the City to the Redevelopment Agency and, following approval by the Oversight Board to the Successor Agency, direct the City Manager to execute the agreement.**

***Motion passed 5:0 by a roll-call vote.***

**COUNCIL ANNOUNCEMENTS AND REPORTS:** None.

**D. COMMITTEE REPORTS:**

The following Council Members gave brief update reports on their committees since the last Council meeting:

Mayor O’Malley

1. County Mayors Round Table
2. Integrated Waste Management Authority (IWMA)

Mayor Pro Tem Fonzi

1. County Mayors Round Table

Council Member Bourbeau

1. City of Atascadero Design Review Committee

Council Member Moreno

1. Economic Vitality Corporation, Board of Directors (EVC)

**E. INDIVIDUAL DETERMINATION AND / OR ACTION:**

**Mayor O'Malley inquired regarding a property on Portola. Community Development Director Dunsmore noted that this was a topic for discussion at the next Planning Commission Meeting and briefly updated the Council on the proposed project.**

**F. ADJOURN REGULAR MEETING TO CLOSED SESSION**

Mayor O'Malley adjourned the meeting to a Regular Session of the Successor Agency to the Redevelopment Agency of Atascadero at 9:20 p.m.

**MINUTES PREPARED BY:**

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Lara K. Christensen  
Deputy City Manager / City Clerk

The following exhibit is available for review in the City Clerk's office:

- Exhibit A – Updated Annual Engineer's Levy Report for the De Anza Estates LLD



**Atascadero City Council**  
**Staff Report - Administrative Services Department**

**April 2018 Accounts Payable and Payroll**

**RECOMMENDATION:**

Council approve certified City accounts payable, payroll and payroll vendor checks for April 2018.

**DISCUSSION:**

Attached for City Council review and approval are the following:

**Payroll**

Dated 4/5/18	Checks # 33810 - 33826	\$ 14,447.28
	Direct Deposits	269,002.67
Dated 4/19/18	Checks # 33827 - 33843	13,285.05
	Direct Deposits	275,849.49

**Accounts Payable**

Dated 4/1/18 - 4/30/18	Checks # 156267 - 156536 & EFTs 2899 - 2925	967,090.74
	<b>TOTAL AMOUNT</b>	<b>\$ 1,539,675.23</b>

**FISCAL IMPACT:**

Total expenditures for all funds is \$ 1,539,675.23

**CERTIFICATION:**

The undersigned certifies that the attached demands have been released for payment and that funds are available for these demands.

  
 Jeri Rangel, Director of Administrative Services

**ATTACHMENT:**

April 2018 Eden Warrant Register in the amount of \$ 967,090.74

**City of Atascadero**  
Disbursement Listing

ITEM NUMBER: A-2  
DATE: 05/22/18  
ATTACHMENT: 1

For the Month of April 2018

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
156267	04/05/2018	ATASCADERO MID MGRS ORG UNION	Payroll Vendor Payment	80.00
156268	04/05/2018	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	1,334.00
156269	04/05/2018	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,050.85
156270	04/05/2018	MASS MUTUAL WORKPLACE SOLUTION	Payroll Vendor Payment	7,525.50
156271	04/05/2018	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	624.46
156272	04/05/2018	NAVIA BENEFIT SOLUTIONS	Payroll Vendor Payment	1,142.11
156273	04/05/2018	SEIU LOCAL 620	Payroll Vendor Payment	928.33
156274	04/05/2018	VANTAGEPOINT TRNSFR AGT 106099	Payroll Vendor Payment	337.31
156275	04/05/2018	VANTAGEPOINT TRNSFR AGT 304633	Payroll Vendor Payment	4,695.81
2899	04/06/2018	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	335.08
2900	04/06/2018	HEALTH EQUITY, INC.	Payroll Vendor Payment	8,404.01
2901	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	21,653.91
2902	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	35,891.27
2903	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	676.41
2904	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	1,872.67
2905	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,460.41
2906	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,126.58
2907	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	4,450.55
2908	04/06/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,619.85
156276	04/09/2018	CHEVRON & TEXACO BUS. CARD	Accounts Payable Check	334.99
156277	04/09/2018	WEX BANK - 76 UNIVERSL	Accounts Payable Check	11,075.90
156278	04/09/2018	WEX BANK - WEX FLEET UNIVERSAL	Accounts Payable Check	7,045.74
2909	04/10/2018	RABOBANK, N.A.	Payroll Vendor Payment	43,044.50
2910	04/10/2018	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	12,293.50
2911	04/10/2018	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	2,111.43
156279	04/13/2018	A & R CONSTRUCTION	Accounts Payable Check	1,560.00
156280	04/13/2018	ACCESS PUBLISHING	Accounts Payable Check	777.00
156281	04/13/2018	ALAMEDA ELECTRICAL DISTRIBUTOR	Accounts Payable Check	911.14
156282	04/13/2018	ALL SIGNS AND GRAPHICS, LLC	Accounts Payable Check	719.21
156283	04/13/2018	AMERICAN MARBORG	Accounts Payable Check	107.20
156284	04/13/2018	AMERICAN WEST TIRE & AUTO INC	Accounts Payable Check	2,590.67
156285	04/13/2018	ANTECH DIAGNOSTICS	Accounts Payable Check	726.19
156286	04/13/2018	AT&T	Accounts Payable Check	100.21
156287	04/13/2018	ATASCADERO HAY & FEED	Accounts Payable Check	1,436.19
156288	04/13/2018	ATASCADERO NEWS	Accounts Payable Check	494.40
156289	04/13/2018	ATASCADERO PICKLEBALL CLUB	Accounts Payable Check	263.40
156290	04/13/2018	ATASCADERO UNIFIED SCHOOL DIST	Accounts Payable Check	3,200.00

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156291	04/13/2018	BASSETT'S CRICKET RANCH,INC.	Accounts Payable Check	699.23
156292	04/13/2018	BEAR MARKET RIOT, LLC	Accounts Payable Check	300.00
156293	04/13/2018	KEITH R. BERGHER	Accounts Payable Check	416.25
156294	04/13/2018	BERRY MAN, INC.	Accounts Payable Check	1,295.65
156295	04/13/2018	BOUND TREE MEDICAL, LLC	Accounts Payable Check	759.64
156296	04/13/2018	DEBRA R. BREWER	Accounts Payable Check	17.50
156297	04/13/2018	SHIRLEY R. BRUTON	Accounts Payable Check	381.90
156298	04/13/2018	CA BUILDING STANDARDS COMM.	Accounts Payable Check	129.60
156299	04/13/2018	CAL-COAST REFRIGERATION, INC	Accounts Payable Check	820.46
156300	04/13/2018	CALLBACK STAFFING SOLUTION,LLC	Accounts Payable Check	89.47
156301	04/13/2018	CHARTER COMMUNICATIONS	Accounts Payable Check	73.71
156302	04/13/2018	KATHLEEN J. CINOWALT	Accounts Payable Check	56.00
156303	04/13/2018	CJN EVENT PLANNING	Accounts Payable Check	325.00
156304	04/13/2018	CLEVER CONCEPTS, INC.	Accounts Payable Check	150.00
156305	04/13/2018	CO OF SAN LUIS OBISPO SART PRG	Accounts Payable Check	1,162.00
156306	04/13/2018	COASTAL REPROGRAPHIC SERVICES	Accounts Payable Check	241.41
156307	04/13/2018	COBAN TECHNOLOGIES, INC.	Accounts Payable Check	9,903.56
156308	04/13/2018	COPWARE, INC.	Accounts Payable Check	840.00
156309	04/13/2018	MIGUEL A. CORDERO	Accounts Payable Check	92.00
156310	04/13/2018	CRYSTAL CRIMBCHIN	Accounts Payable Check	43.09
156311	04/13/2018	CRYSTAL SPRINGS WATER	Accounts Payable Check	410.95
156312	04/13/2018	CULLIGAN/CENTRAL COAST WTR TRT	Accounts Payable Check	70.00
156313	04/13/2018	SHARON J. DAVIS	Accounts Payable Check	206.50
156314	04/13/2018	NICHOLAS DEBAR	Accounts Payable Check	300.00
156315	04/13/2018	DEEP BLUE INTEGRATION, INC.	Accounts Payable Check	135.00
156316	04/13/2018	DELTA LIQUID ENERGY	Accounts Payable Check	899.35
156317	04/13/2018	DEPARTMENT OF CONSERVATION	Accounts Payable Check	529.48
156318	04/13/2018	DIVISION OF STATE ARCHITECT	Accounts Payable Check	708.00
156319	04/13/2018	DOCUTEAM	Accounts Payable Check	903.88
156320	04/13/2018	PHILIP DUNSMORE	Accounts Payable Check	300.00
156321	04/13/2018	ED'S FLYMEAT LLC	Accounts Payable Check	93.90
156322	04/13/2018	JENNIFER S. EICKEMEYER	Accounts Payable Check	72.00
156323	04/13/2018	ESCUELA DEL RIO	Accounts Payable Check	1,190.00
156324	04/13/2018	FARM SUPPLY COMPANY	Accounts Payable Check	656.10
156325	04/13/2018	FERGUSON ENTERPRISES, INC.	Accounts Payable Check	462.48
156326	04/13/2018	FERRELL'S AUTO REPAIR	Accounts Payable Check	430.24
156327	04/13/2018	GARRY BRILL PRODUCTIONS	Accounts Payable Check	250.00
156328	04/13/2018	GAS COMPANY	Accounts Payable Check	983.17
156329	04/13/2018	GEM AUTO PARTS	Accounts Payable Check	438.14
156330	04/13/2018	GILBERT'S LANDSCAPES	Accounts Payable Check	632.91

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156331	04/13/2018	BRADLEY A. HACKLEMAN	Accounts Payable Check	609.00
156332	04/13/2018	HANLEY AND FLEISHMAN, LLP	Accounts Payable Check	4,828.50
156333	04/13/2018	HART IMPRESSIONS PRINTING	Accounts Payable Check	120.37
156334	04/13/2018	HOME DEPOT CREDIT SERVICES	Accounts Payable Check	3,455.61
156335	04/13/2018	VOID	Accounts Payable Check	0.00
156336	04/13/2018	INHOUSE SECURITY SERVICE, LLC	Accounts Payable Check	1,224.00
156337	04/13/2018	IRON MOUNTAIN RECORDS MGMNT	Accounts Payable Check	85.20
156338	04/13/2018	J. CARROLL CORPORATION	Accounts Payable Check	275.73
156339	04/13/2018	JK'S UNLIMITED	Accounts Payable Check	270.14
156340	04/13/2018	BRENDAN P. KELSO	Accounts Payable Check	412.30
156341	04/13/2018	KTU+A	Accounts Payable Check	5,558.08
156342	04/13/2018	LAWSON PRODUCTS, INC.	Accounts Payable Check	276.06
156343	04/13/2018	LAYNE LABORATORIES, INC.	Accounts Payable Check	2,244.43
156344	04/13/2018	LEE WILSON ELECTRIC CO. INC	Accounts Payable Check	46.44
156345	04/13/2018	LEHIGH HANSON	Accounts Payable Check	435.77
156346	04/13/2018	LIFE ASSIST, INC.	Accounts Payable Check	793.99
156347	04/13/2018	SAMUEL HENRY MCMILLAN, JR.	Accounts Payable Check	69.00
156348	04/13/2018	SAMUEL H. MCMILLAN, SR.	Accounts Payable Check	23.00
156349	04/13/2018	MEDPOST URGENT CARE-PASO ROBLE	Accounts Payable Check	50.00
156350	04/13/2018	MEYER TREE CONSULTING	Accounts Payable Check	150.00
156351	04/13/2018	MID-COAST MOWER & SAW, INC.	Accounts Payable Check	62.48
156352	04/13/2018	MID-STATE CONCRETE PRODUCTS	Accounts Payable Check	967.06
156353	04/13/2018	MINER'S ACE HARDWARE	Accounts Payable Check	463.57
156354	04/13/2018	MISSION UNIFORM SERVICE	Accounts Payable Check	221.74
156355	04/13/2018	TROY J. MITCHELL	Accounts Payable Check	22.50
156356	04/13/2018	RAYMOND L. MULLIKIN	Accounts Payable Check	117.00
156357	04/13/2018	MUSIC FACTORY	Accounts Payable Check	651.21
156358	04/13/2018	MV TRANSPORTATION, INC.	Accounts Payable Check	12,154.49
156359	04/13/2018	MWI ANIMAL HEALTH	Accounts Payable Check	430.06
156360	04/13/2018	NEVCO SPORTS, LLC	Accounts Payable Check	69.30
156361	04/13/2018	NORTH COAST ENGINEERING INC.	Accounts Payable Check	56,904.00
156362	04/13/2018	OFFICE DEPOT INC.	Accounts Payable Check	757.33
156365	04/13/2018	PACIFIC GAS AND ELECTRIC	Accounts Payable Check	47,076.21
156366	04/13/2018	PARADISE COALITION, INC.	Accounts Payable Check	980.00
156367	04/13/2018	PASO ROBLES ICE COMPANY	Accounts Payable Check	335.50
156368	04/13/2018	ROBIN K. PENDLEY	Accounts Payable Check	80.00
156369	04/13/2018	DEAN PERICIC	Accounts Payable Check	179.00
156370	04/13/2018	PRAXAIR DISTRIBUTION, INC.	Accounts Payable Check	45.29
156371	04/13/2018	PROCARE JANITORIAL SUPPLY,INC.	Accounts Payable Check	68.94
156372	04/13/2018	PRW STEEL SUPPLY, INC.	Accounts Payable Check	76.93

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156373	04/13/2018	QUALITY CODE PUBLISHING	Accounts Payable Check	3,554.61
156374	04/13/2018	QUINCY ENGINEERING, INC.	Accounts Payable Check	20,658.94
156375	04/13/2018	JERI RANGEL	Accounts Payable Check	300.00
156376	04/13/2018	GLENN REID	Accounts Payable Check	200.00
156377	04/13/2018	RACHELLE RICKARD	Accounts Payable Check	500.00
156378	04/13/2018	SAMUEL RODRIGUEZ	Accounts Payable Check	499.00
156379	04/13/2018	MICHELLE R. ROGERS	Accounts Payable Check	112.00
156380	04/13/2018	ROTARY CLUB OF ATASCADERO	Accounts Payable Check	150.00
156381	04/13/2018	SAFETY DRIVERS ED., LLC.	Accounts Payable Check	27.30
156382	04/13/2018	SAN LUIS POWERHOUSE, INC.	Accounts Payable Check	480.54
156383	04/13/2018	SHORE-TEK, INC.	Accounts Payable Check	436.03
156384	04/13/2018	JOHN C. SIEMENS	Accounts Payable Check	445.90
156385	04/13/2018	SLO CAMP N PACK	Accounts Payable Check	334.03
156386	04/13/2018	SLO CO AIR POLLUTION CTRL DIST	Accounts Payable Check	406.70
156387	04/13/2018	SLO COUNTY HEALTH AGENCY	Accounts Payable Check	62,210.50
156388	04/13/2018	DAVID L. SMAW	Accounts Payable Check	69.00
156389	04/13/2018	MARY P. SMITH	Accounts Payable Check	375.00
156390	04/13/2018	SPEAKWRITE, LLC.	Accounts Payable Check	441.35
156391	04/13/2018	STAPLES CREDIT PLAN	Accounts Payable Check	1,238.15
156392	04/13/2018	MICHAEL STORNETTA	Accounts Payable Check	255.00
156393	04/13/2018	SUNLIGHT JANITORIAL, INC.	Accounts Payable Check	1,700.00
156394	04/13/2018	ULTREX BUSINESS PRODUCTS	Accounts Payable Check	140.29
156395	04/13/2018	ULTREX LEASING	Accounts Payable Check	260.76
156396	04/13/2018	UNITED STAFFING ASSC., INC.	Accounts Payable Check	1,750.32
156397	04/13/2018	VALLEY PACIFIC PETROLEUM SVCS	Accounts Payable Check	244.61
156398	04/13/2018	IWINA M. VAN BEEK	Accounts Payable Check	240.00
156399	04/13/2018	VERDIN	Accounts Payable Check	36,000.28
156400	04/13/2018	VERIZON WIRELESS	Accounts Payable Check	1,158.07
156401	04/13/2018	WALLACE GROUP	Accounts Payable Check	15,607.64
156402	04/13/2018	WCJ PROPERTY SERVICES	Accounts Payable Check	1,779.50
156403	04/13/2018	MICHAEL T. WEAKS	Accounts Payable Check	69.00
156404	04/13/2018	BRANDON J. WELLS	Accounts Payable Check	46.00
156405	04/13/2018	WILKINS ACTION GRAPHICS	Accounts Payable Check	314.20
156406	04/13/2018	KAREN B. WYKE	Accounts Payable Check	590.70
156407	04/13/2018	ZOOM IMAGING SOLUTIONS, INC.	Accounts Payable Check	1,636.49
2912	04/20/2018	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	335.08
2913	04/20/2018	HEALTH EQUITY, INC.	Payroll Vendor Payment	7,771.70
2914	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	21,510.11
2915	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	36,915.98
2916	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	676.41

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2917	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	1,967.87
2918	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,460.41
2919	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,121.62
2920	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	5,086.97
2921	04/20/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,621.80
156408	04/20/2018	ATASCADERO MID MGRS ORG UNION	Payroll Vendor Payment	80.00
156409	04/20/2018	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	1,375.25
156410	04/20/2018	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,050.85
156411	04/20/2018	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	570.00
156412	04/20/2018	ICMA-RC	Payroll Vendor Payment	125.00
156413	04/20/2018	MASS MUTUAL WORKPLACE SOLUTION	Payroll Vendor Payment	7,075.50
156414	04/20/2018	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	543.09
156415	04/20/2018	NAVIA BENEFIT SOLUTIONS	Payroll Vendor Payment	1,142.11
156416	04/20/2018	NAVIA BENEFIT SOLUTIONS	Payroll Vendor Payment	70.00
156417	04/20/2018	SEIU LOCAL 620	Payroll Vendor Payment	917.30
156418	04/20/2018	VANTAGEPOINT TRNSFR AGT 106099	Payroll Vendor Payment	337.31
156419	04/20/2018	VANTAGEPOINT TRNSFR AGT 304633	Payroll Vendor Payment	4,645.81
156420	04/23/2018	COSSIO INSURANCE AGENCY	Accounts Payable Check	5,711.73
2922	04/24/2018	RABOBANK, N.A.	Payroll Vendor Payment	44,982.47
2923	04/24/2018	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	13,163.42
2924	04/24/2018	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	2,156.42
2925	04/27/2018	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Accounts Payable Check	678.81
156421	04/27/2018	29TONIGHT, CO.	Accounts Payable Check	416.37
156422	04/27/2018	A J'S APPLIANCE SERVICE	Accounts Payable Check	114.04
156423	04/27/2018	ADAMSON POLICE PRODUCTS	Accounts Payable Check	6,110.89
156424	04/27/2018	AGP VIDEO, INC.	Accounts Payable Check	2,480.00
156425	04/27/2018	AIR-RITE REFRIGERATION	Accounts Payable Check	502.78
156426	04/27/2018	AK & COMPANY	Accounts Payable Check	1,750.00
156427	04/27/2018	ALLIANT INSURANCE SERVICES INC	Accounts Payable Check	346.00
156428	04/27/2018	ALTHOUSE & MEADE, INC.	Accounts Payable Check	2,483.75
156429	04/27/2018	AMERICAN MARBORG	Accounts Payable Check	107.20
156430	04/27/2018	AMERICAN WEST TIRE & AUTO INC	Accounts Payable Check	2,434.95
156431	04/27/2018	KELLY AREBALO	Accounts Payable Check	162.72
156433	04/27/2018	AT&T	Accounts Payable Check	906.69
156434	04/27/2018	AT&T	Accounts Payable Check	990.17
156436	04/27/2018	ATASCADERO MUTUAL WATER CO.	Accounts Payable Check	5,849.95
156437	04/27/2018	ATASCADERO NEWS	Accounts Payable Check	690.10
156438	04/27/2018	AURORA WORLD, INC.	Accounts Payable Check	635.58
156439	04/27/2018	BIG RED MARKETING, INC.	Accounts Payable Check	2,819.56

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156440	04/27/2018	BREZDEN PEST CONTROL, INC.	Accounts Payable Check	168.00
156441	04/27/2018	CA DEPT OF TAX AND FEE ADMIN.	Accounts Payable Check	2,546.00
156442	04/27/2018	CALPORTLAND COMPANY	Accounts Payable Check	404.52
156443	04/27/2018	CENTRAL CA ASA	Accounts Payable Check	340.00
156444	04/27/2018	CENTRAL COAST CIDER ASSC.	Accounts Payable Check	9,500.00
156445	04/27/2018	CHARTER COMMUNICATIONS	Accounts Payable Check	4,282.62
156446	04/27/2018	CITY OF PASO ROBLES	Accounts Payable Check	15,484.40
156447	04/27/2018	COAST LINE DISTRIBUTING	Accounts Payable Check	247.54
156448	04/27/2018	MIGUEL A. CORDERO	Accounts Payable Check	69.00
156449	04/27/2018	CORELOGIC SOLUTIONS, LLC.	Accounts Payable Check	125.00
156450	04/27/2018	CIMON J. CORMIER	Accounts Payable Check	92.00
156451	04/27/2018	CRYSTAL SPRINGS WATER	Accounts Payable Check	41.10
156452	04/27/2018	DARRYL'S LOCK AND SAFE	Accounts Payable Check	109.91
156453	04/27/2018	DEPARTMENT OF TRANSPORTATION	Accounts Payable Check	3,007.57
156454	04/27/2018	DISTINCTIVE GLASSWARE	Accounts Payable Check	1,411.53
156455	04/27/2018	EL CAMINO VETERINARY HOSP	Accounts Payable Check	937.35
156456	04/27/2018	ENVIRONMENTAL CONCEPTS	Accounts Payable Check	1,201.55
156457	04/27/2018	FERGUSON ENTERPRISES, INC.	Accounts Payable Check	79.43
156458	04/27/2018	FIESTA MAHAR MANUFACTURNG CORP	Accounts Payable Check	875.91
156459	04/27/2018	GAS COMPANY	Accounts Payable Check	317.87
156460	04/27/2018	GEM AUTO PARTS	Accounts Payable Check	17.43
156461	04/27/2018	GOVERNMENT FINANCE OFFICERS AS	Accounts Payable Check	225.00
156462	04/27/2018	GUARDIAN EMS	Accounts Payable Check	163.82
156463	04/27/2018	HANSEN BRO'S CUSTOM FARMING	Accounts Payable Check	13,489.50
156464	04/27/2018	HOP'S PARTY RENTALS	Accounts Payable Check	100.00
156465	04/27/2018	HOT FOCUS, INC.	Accounts Payable Check	230.00
156466	04/27/2018	J. CARROLL CORPORATION	Accounts Payable Check	1,083.12
156467	04/27/2018	JK'S UNLIMITED	Accounts Payable Check	343.42
156468	04/27/2018	BRITNEY L. JONES	Accounts Payable Check	84.00
156469	04/27/2018	K & M INTERNATIONAL	Accounts Payable Check	1,658.42
156470	04/27/2018	KEY TERMITE & PEST CONTROL,INC	Accounts Payable Check	305.00
156471	04/27/2018	KNECHT'S PLUMBING & HEATING	Accounts Payable Check	237.50
156472	04/27/2018	KPRL 1230 AM	Accounts Payable Check	320.00
156473	04/27/2018	KSBY COMMUNICATIONS, LLC	Accounts Payable Check	670.00
156474	04/27/2018	KW CONSTRUCTION	Accounts Payable Check	3,000.00
156475	04/27/2018	LEHIGH HANSON	Accounts Payable Check	299.14
156476	04/27/2018	LIFE ASSIST, INC.	Accounts Payable Check	1,855.50
156477	04/27/2018	LOS PADRES COUNCIL, BSA	Accounts Payable Check	352.00
156478	04/27/2018	CRAIG C. LOWRIE	Accounts Payable Check	161.00
156479	04/27/2018	MADRONE LANDSCAPES, INC.	Accounts Payable Check	6,468.00

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156480	04/27/2018	SAMUEL H. MCMILLAN, SR.	Accounts Payable Check	138.00
156481	04/27/2018	MEDPOST URGENT CARE-PASO ROBLE	Accounts Payable Check	470.00
156482	04/27/2018	MID-COAST MOWER & SAW, INC.	Accounts Payable Check	582.58
156483	04/27/2018	MINER'S ACE HARDWARE	Accounts Payable Check	584.17
156484	04/27/2018	MISSION UNIFORM SERVICE	Accounts Payable Check	269.04
156485	04/27/2018	MOSS, LEVY, & HARTZHEIM LLP	Accounts Payable Check	2,770.00
156486	04/27/2018	MOTOROLA SOLUTIONS, INC.	Accounts Payable Check	63,734.60
156487	04/27/2018	MSI-MIDSTATE INSTRUMENTS LLC	Accounts Payable Check	185.19
156488	04/27/2018	DAVE MUEHLHAUSEN	Accounts Payable Check	278.68
156489	04/27/2018	NCI AFFILIATES, INC	Accounts Payable Check	240.00
156490	04/27/2018	NORTH COAST ENGINEERING INC.	Accounts Payable Check	2,066.25
156491	04/27/2018	OFFICE DEPOT INC.	Accounts Payable Check	804.15
156492	04/27/2018	ON THE WALL, INC.	Accounts Payable Check	500.00
156493	04/27/2018	PEACE OFFICER STANDARDS & TRAI	Accounts Payable Check	4,172.47
156494	04/27/2018	ROBIN K. PENDLEY	Accounts Payable Check	92.00
156495	04/27/2018	PENGUIN RANDOM HOUSE, LLC	Accounts Payable Check	621.27
156496	04/27/2018	PERRY'S PARCEL & GIFT	Accounts Payable Check	91.08
156497	04/27/2018	PHOTO STOP	Accounts Payable Check	188.56
156498	04/27/2018	PROCARE JANITORIAL SUPPLY,INC.	Accounts Payable Check	1,249.33
156499	04/27/2018	PRW STEEL SUPPLY, INC.	Accounts Payable Check	548.33
156500	04/27/2018	PTL ENTERPRISES	Accounts Payable Check	127.20
156501	04/27/2018	REDWOOD TOXICOLOGY LABORATORY	Accounts Payable Check	172.45
156502	04/27/2018	RACHELLE RICKARD	Accounts Payable Check	66.00
156503	04/27/2018	ROB DAVIS CONSTRUCTION	Accounts Payable Check	5,800.00
156504	04/27/2018	SAFARI PROGRAMS, INC.	Accounts Payable Check	212.40
156505	04/27/2018	SAN LUIS POWERHOUSE, INC.	Accounts Payable Check	540.00
156506	04/27/2018	SHI INTERNATIONAL CORP.	Accounts Payable Check	2,084.91
156507	04/27/2018	DAVID L. SMAW	Accounts Payable Check	69.00
156508	04/27/2018	STATE WATER RES CONTROL BOARD	Accounts Payable Check	150.00
156509	04/27/2018	STEAM PRO CARPET CARE,LLC	Accounts Payable Check	430.00
156510	04/27/2018	SUN BADGE COMPANY	Accounts Payable Check	49.79
156511	04/27/2018	SUNLIGHT JANITORIAL, INC.	Accounts Payable Check	961.00
156512	04/27/2018	SUNRUN INSTALLATION SERVICES	Accounts Payable Check	59.53
156513	04/27/2018	SUPERION, LLC	Accounts Payable Check	53,852.00
156514	04/27/2018	GERALD C. TABERDO	Accounts Payable Check	46.00
156515	04/27/2018	RONALD R. TARICA	Accounts Payable Check	189.99
156516	04/27/2018	TIN CITY CIDER CO.	Accounts Payable Check	106.00
156517	04/27/2018	TRIBUNE	Accounts Payable Check	337.04
156518	04/27/2018	TUCKFIELD & ASSOCIATES	Accounts Payable Check	2,733.75
156525	04/27/2018	U.S. BANK	Accounts Payable Check	19,688.61

City of Atascadero  
Disbursement Listing

ITEM NUMBER: A-2  
DATE: 05/22/18  
ATTACHMENT: 1

For the Month of April 2018

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
156526	04/27/2018	ULTREX BUSINESS PRODUCTS	Accounts Payable Check	152.84
156527	04/27/2018	UNION BANK, N.A.	Accounts Payable Check	2,655.00
156528	04/27/2018	UNITED STAFFING ASSC., INC.	Accounts Payable Check	1,750.32
156529	04/27/2018	IWINA M. VAN BEEK	Accounts Payable Check	184.00
156530	04/27/2018	VERIZON WIRELESS	Accounts Payable Check	1,123.34
156531	04/27/2018	VINO VICE, INC.	Accounts Payable Check	600.00
156532	04/27/2018	WARM FUZZY TOYS	Accounts Payable Check	1,180.44
156533	04/27/2018	MICHAEL T. WEAKS	Accounts Payable Check	184.00
156534	04/27/2018	WEST COAST AUTO & TOWING, INC.	Accounts Payable Check	1,195.49
156535	04/27/2018	WESTERN JANITOR SUPPLY	Accounts Payable Check	205.29
156536	04/27/2018	WILKINS ACTION GRAPHICS	Accounts Payable Check	109.24
				<u>\$ 967,090.74</u>



# ***Atascadero City Council***

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## ***Staff Report – City Manager’s Office***

### **Atascadero Tourism Business Improvement District (ATBID) Annual Assessment**

#### **RECOMMENDATIONS:**

Council:

1. Approve the ATBID Annual Report.
2. Adopt Draft Resolution, declaring intent to levy an annual Business Improvement District assessment, and set a public hearing for June 12, 2018.

#### **DISCUSSION:**

The City of Atascadero established the Atascadero Tourism Business Improvement District (ATBID) to levy annual assessments under the Parking and Business Improvement Area Law of 1989, by adopting Title 3, Chapter 16 of the Atascadero Municipal Code in April 2013. The activities to be funded by the assessments, on lodging businesses within the ATBID, are tourism promotions and marketing programs to promote the City as a tourism destination. The formation and operation of a Tourism Business Improvement District is governed by the California Streets & Highways Code (Section 36500 et. Seq.). The budget for the ATBID is submitted in conjunction with the City’s annual budget.

The City Council appointed ATBID Advisory Board Members to serve at the pleasure of the Council. The Advisory Board is made up of lodging business owners or employees, or other representatives holding the written consent of a lodging business owner within the ATBID area.

The Streets & Highways Code requires that the Advisory Board provide a report to the City Council annually for the expenditure of funds derived from the assessment paid by lodging businesses within the City. The annual report must identify: (1) proposed activities, programs and projects for the fiscal year; (2) the approximate cost of such activities, programs and projects for the fiscal year; (3) the amount of surplus or deficit revenues carried over from a previous fiscal year; and (4) contributions received other than assessments. The annual report must meet the requirements of the California

Streets and Highway Code §36533. The City Council may approve the report as filed or may modify any particular contained in the report and approve it as modified.

After the approval of the report, the City Council is required to adopt a Resolution of Intention, and set a date and time for a public hearing. The purpose of the public hearing is to receive public comment prior to the assessment being collected. Staff is proposing that the hearing be conducted at the next regular City Council meeting scheduled for June 12, 2018.

**FISCAL IMPACT:**

None

**ALTERNATIVE:**

The City Council may modify the Annual Report before approval.

**ATTACHMENTS:**

1. ATBID Annual Report
2. Draft Resolution

## **ATBID Annual Report Fiscal Year 2018-2019**

*(Pursuant to Streets & Highways Code Section 36533)*

1. Proposed activities, programs and projects for the fiscal year:
  - Contract services
    - Marketing Firm
    - Administration Services
  - Marketing Plan
  - Maintenance of Visual Assets
    - Photography
    - Creative Services
  - Digital Marketing
    - Website Content & Updates (i.e., Visit Atascadero; VisitSLOCAL)
    - Social Media
  - Advertising
    - Print
    - Digital
    - Reactive Opportunities
  - Public Relations
    - Group FAM (familiarization tours)
    - Individual Hosted Itineraries
    - Press Releases
  - Tour & Travel
    - Collaboration with CCTC FAMs
    - Collaboration with Visit CA FAMs
    - Collaboration with Visit SLOCAL FAMs
  - Consumer Outreach
    - Event Sponsorships Opportunities
    - Event Marketing
    - Email Marketing
  - Administration of ATBID fund
2. Approximate cost of such activities, programs and projects for the fiscal year:
  - \$379,660
3. Amount of fund balance as of June 30, 2018 is projected to be \$250,820
4. Estimated fund balance for June 30, 2019 is projected to be \$140,200
5. Contributions received other than assessments:
  - Estimated interest income of \$3,810 for fiscal year 2017/18
  - Estimated interest income for fiscal year 2018/19 is budgeted at \$2,560

**DRAFT RESOLUTION**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AN ANNUAL ASSESSMENT ON LODGING BUSINESSES WITHIN THE ATASCADERO TOURISM BUSINESS IMPROVEMENT DISTRICT, PURSUANT TO STREETS & HIGHWAYS CODE SECTION 36500 ET.SEQ.**

**WHEREAS**, the City Atascadero (“City”) has formed the Atascadero Tourism Business Improvement District, pursuant to Section 26500 of the Streets & Highways Code of the State of California; and

**WHEREAS**, the City Council has received an annual report pursuant to Section 36533 of said Code; and

**WHEREAS**, the City Council has approved said report and is required to adopt a resolution of intention pursuant to Section 36534.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero:

SECTION 1. The City Council hereby declares its intent to levy and collect assessments within the Atascadero Tourism Business Improvement District for Fiscal Year 2018-19.

SECTION 2. The ATBID includes all of the lodging businesses, including hotels, motels, bed and breakfasts, and each business defined as a “hotel” in Section 3-3.02 of Chapter 3 (Transient Occupancy Tax) of the Atascadero Municipal Code (“Lodging Businesses”) within the corporate boundaries of the City.

SECTION 3. The activities to be funded by the levy of assessments against Lodging Businesses within the ATBID are tourism promotions and marketing programs to promote the City as a tourism destination and projects, programs, and activities that benefit Lodging Businesses located and operating within the boundaries of the ATBID. The proposed activities will primarily be targeted at increasing transient stays at Lodging Businesses.

SECTION 4. The City Council sets June 12, 2018, as the date of the public hearing on the levy of assessments. The public hearing will be held at 6:00 p.m. or as soon thereafter as practicable, in the City of Atascadero Council Chambers, 6500 Palma Ave., Atascadero, California 93422.

SECTION 5. A protest may be made orally or in writing by any owner of a Lodging Business that is within the ATBID boundaries and subject to the ATBID assessment. Written protests must be received by the City Clerk, City of Atascadero, before the close of the public hearing and may be delivered or mailed to the City Clerk, Atascadero, 6500 Palma Ave., Atascadero, California 93422. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

SECTION 6. Further information regarding the proposed ATBID may be obtained from the City Manager’s Office, City of Atascadero, 6500 Palma Ave., Atascadero, CA 93422.

SECTION 7. The City Clerk is directed to provide notice of the public hearing on the proposed ATBID by causing this resolution to be published once in a newspaper of general circulation in the City not less than seven days before said hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_ day of May, 2018.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ADOPTED:

CITY OF ATASCADERO

\_\_\_\_\_  
Tom O’Malley, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Brian A. Pierik, City Attorney



# ***Atascadero City Council***

## ***Staff Report – Administrative Services Department***

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### **Amendments to City Services Fee Schedule**

#### **RECOMMENDATION:**

Council adopt Draft Resolution establishing a schedule of Fees and Charges for City Services.

#### **DISCUSSION:**

The purpose of city government is to service the needs of the people. The City offers a variety of services to the community including those such as planning and building development services, park and recreational services, rental of City property, police and fire services, and other miscellaneous City services of a voluntary or limited nature. These services are funded in part by fees paid by the users and in part by a General Fund subsidy. The amount of General Fund subsidy that is required is predicated on the degree to which the City is able to recover the costs reasonably borne to provide the special services.

California law allows the City to recover costs reasonably borne by the City in providing services. However, the fee may not exceed those costs reasonably borne or it is by definition a special tax that must be approved by two-thirds of the voters. In 2014, the City hired a consultant, Revenue & Cost Specialists, LLC (RCS) to perform a complete Cost Allocation and User Fee Study. RCS is an expert in the industry and has been providing fee and costing services to local government agencies for 35 years. RCS provided similar services to the City in 2002 and 2006.

Fee increases were considered and adopted by Council on May 13, 2014. At that time, Council directed staff to bring back the issue of adjusting fees annually using the Consumer Price Index (CPI). The CPI adjustment for year ending 2017 is 3.39%. The CPI used was the California weighted average change from calendar 2016 to 2017 that is calculated by the State Department of Industrial Relations. Included, as Attachment 1, is a summary fee comparison detailing the proposed adjustments.

Recreation activity fees adjust according to cost recovery guidelines and local trends. The Council has consistently demonstrated the desire to keep recreation fees affordable for the average family, resulting in a benefit to the entire community. Staff has upheld Council's desire by keeping the subsidized percentage of the proposed fees consistent with prior years' subsidy. In this Fee Schedule update, most recreational activity fees have changed minimally to keep up with community interest and trends.

Similarly, Council has historically indicated their intention to have development pay for itself. The majority of the development fees proposed are at 100% cost recovery. If development fees are 100% user supported, general taxes are not diverted from general services of the broader community and are thereby more equitable. Recovering the full cost of the service also allows the City to deliver the development services more efficiently as it helps to provide the funding for the staffing needs of the department.

Fees for the Sign Program are proposed to be permanently kept at the Council-directed level of \$100 per application for a Signage Administrative Use Permit and \$50 per permit for an Express Sign Permit.

Other fees are limited by State law. Those cost recovery fees will remain at a constant level unless they are updated by the State.

The remaining fees, which are neither managed by the State nor fall into the already discussed categories, were adjusted to reflect the actual changes in the costs of providing those services.

The Service Fees will go into effect sixty days (60) after the Resolution is adopted.

### **FISCAL IMPACT:**

There will be an increase in operating revenue resulting from the CPI increase, with an offsetting increase in costs to provide the services.

### **ALTERNATIVES:**

1. Council may change any of the proposed fees.
2. Council may keep the current fees. This option is not recommended as the amount of tax dollars necessary to provide these services would increase, reducing the amount of money available for key Council priorities.

### **ATTACHMENTS:**

1. Schedule of Fees and Charges for Service Fees - Current vs. Proposed Fee Schedule
2. Draft Resolution

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PLANNING</b>			
18-001	ADMINISTRATIVE USE PERMIT REVIEW	\$707 per application No charge - Non-commercial wall mural	\$729 per application No charge - Non-commercial wall mural
18-001- Sign	SIGNAGE ADMINISTRATIVE USE PERMIT REVIEW	\$100 per application for period March 1, 2015 - February 1, 2018, inclusive of noticing and label generation fees. Cost will revert to \$707 per application on February 2, 2018	\$100 per application, inclusive of noticing and label generation fees
18-002	MINOR CONDITIONAL USE PERMIT REVIEW	\$1,158 per application	\$1,195 per application
18-003	MAJOR CONDITIONAL USE PERMIT REVIEW	\$4,155 per application	\$4,287 per application
18-004	VARIANCE APPLICATION	\$1,833 per application	\$1,891 per application
18-006	DEVELOPMENT AGREEMENT	\$12,751 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses	\$13,158 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses
18-007	SPECIFIC PLAN	\$9,563 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses	\$9,869 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses
18-008	GENERAL PLAN AMENDMENT	\$7,327 per application	\$7,560 per application
18-009	PLANNED DEVELOPMENT ZONE CHANGE	\$7,236 per application	\$7,467 per application

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PLANNING (continued)</b>			
18-010	REZONING (MAP OR TEXT)	\$4,022 per application \$7,688- Rezoning with a General Plan Amendment	\$4,150 per application \$7,933- Rezoning with a General Plan Amendment
18-011	TENTATIVE PARCEL MAP	\$4,335 per application	\$4,474 per application
18-012	TENTATIVE TRACT MAP	\$5,966 per map + \$43 per lot over 15 lots	\$6,157 per map + \$44 per lot over 15 lots
18-013	CONDOMINIUM CONVERSION TENTATIVE MAP	\$3,151 per map + \$68 per unit over 15 units \$5,228 per map + \$68 per unit over 15 units for Condominium Conversion with a Major Conditional Use Permit	\$3,251 per map + \$70 per unit over 15 units \$5,395 per map + \$70 per unit over 15 units for Condominium Conversion with a Major Conditional Use Permit
18-014	PRECISE PLAN	\$2,173 per application	\$2,242 per application
18-015	RECONSIDERATION/AMEND REVIEW (MAP/CUP)	\$1,350 per application - Minor \$3,910 per application - Major	\$1,393 per application - Minor \$4,035 per application - Major
18-016	ENVIRONMENTAL IMPACT REPORT REVIEW	10% of contract consultant amount for City staff review	10% of contract consultant amount for City staff review
18-016A	ENVIRONMENTAL NEGATIVE DECLARATION	\$1,546 per application in addition to other application fees where applicable	\$1,595 per application in addition to other application fees where applicable
18-017	ANNEXATION	\$15,939 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses	\$16,448 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PLANNING (continued)</b>			
18-018	LOT LINE ADJUSTMENT REVIEW	\$1,376 per application - Historic Conflict Lot Line Adjustment \$2,306 per application - Other	\$1,420 per application - Historic Conflict Lot Line Adjustment \$2,379 per application - Other
18-019	LOT MERGER	\$1,397 per application	\$1,442 per application
18-020	REVERSION TO ACREAGE	\$2,141 per application	\$2,209 per application
18-021	AGRICULTURE PRESERVE CANCELLATION	\$1,812 per application	\$1,870 per application
18-022	SUBSTANTIAL CONFORMANCE FINDING	\$521 per application	\$537 per application
18-145	ALCOHOL BEVERAGE LICENSE	\$468 per application	\$482 per application
18-024	TEMPORARY OCCUPANCY REVIEW	Commercial - \$590 per application Residential - \$425 per application	Commercial - \$609 per application Residential - \$439 per application
18-025	ADMINISTRATIVE TIME EXTENSION REVIEW	\$420 per application	\$433 per application
18-026	PLANNING COMMISSION TIME EXTENSION REVIEW	\$770 per application	\$795 per application
18-027	CONTINUANCE	\$266 per application	\$274 per application
18-028	APPEAL TO PLANNING COMMISSION	\$739 per application (70% cost recovery)	\$762 per application (70% cost recovery)

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PLANNING (continued)</b>			
18-029	APPEAL TO CITY COUNCIL	\$994 per application (70% cost recovery)	\$1,025 per application (70% cost recovery)
18-030	NATIVE TREE REMOVAL PERMIT	No charge- Dead/Diseased Tree \$377 per permit- 2" - 23" DBH \$887 per permit- 24" DBH or greater	\$389 per permit- All trees other than Heritage trees \$916 per permit- Heritage trees
18-031	TREE PROTECTION PLAN / INSPECTION FOR BUILDING PERMIT	Minor (No Arborist Required) - No charge if done in conjunction with Planning Plan Check fee or \$64 per review if done independently  Major - \$250 per application +: 6-25 trees - \$32 per tree over 5 trees 26-100 trees - \$11 per each tree over 25 trees 100+ trees - \$4 per each tree over 100 trees  Fee includes one inspection and one re-inspection	Minor (No Arborist Required) - No charge if done in conjunction with Planning Plan Check fee or \$66 per review if done independently  Major - \$258 per application +: 6-25 trees - \$33 per tree over 5 trees 26-100 trees - \$11 per each tree over 25 trees 100+ trees - \$4 per each tree over 100 trees  Fee includes one inspection and one re-inspection
18-032	RE-INSPECT TREE PROTECTION	\$128 per inspection (Fee imposed on the third and any subsequent inspections)	\$132 per inspection (Fee imposed on the third and any subsequent inspections)
18-033	ANNUAL UTILITY TREE PERMIT	\$1,259 per application	\$1,299 per application
18-035	STREET NAME/RENAME PROCESS WITHOUT MAP	\$664 per application	\$685 per application
18-037	BUILDING RE-ADDRESS PROCESSING	\$489 per application	\$504 per application

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PLANNING (continued)</b>			
18-038	REAL ESTATE LETTER	\$128 per letter	\$132 per letter
18-039	CONSTRUCTION OPERATION AFTER-HOURS	\$441 per application	\$455 per application
18-040A	PLANNING REVIEW / APPROVAL OF BUILDING PERMIT	Minor - \$96 per application Major - \$335 per application CUP/PD Compliance \$441 per application DRC Review \$377 per application  +2.85% for document imaging	Minor - \$99 per application Major - \$345 per application CUP/PD Compliance \$455 per application DRC Review \$389 per application  +2.85% for document imaging
18-040B	PLANNING INSPECTION	\$128 per inspection	\$132 per inspection
18-040C	PLANNING- EXTRA PLAN CHECK/INSPECTION	\$128 per hour  OR 1.3 times the actual cost of contract consultant	\$132 per hour  OR 1.3 times the actual cost of contract consultant
18-068	GENERAL PLAN MAINTENANCE	5% of all building permit fees, which includes new buildings and additions.	5% of all building permit fees, which includes new buildings and additions.
18-069A	DISTRICT FORMATION PROCESSING	\$4,197 per district + any outside consultant or legal costs	\$4,331 per district + any outside consultant or legal costs
18-069B	COMMUNITY FACILITY DISTRICT ANNEXATION	\$1,020 per district + any outside consultant or legal costs	\$1,053 per district + any outside consultant or legal costs

# DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>BUILDING</b>			
18-041	BUILDING PLAN CHECK/INSPECTION FEE	Building Permit - The current International Code Council (ICC) Building Valuation Tables including inflation indexing  Plumbing Permits-10% of Building Permit Fee (\$80 minimum)  Mechanical Permits-10% of Building Permit Fee (\$80 minimum)  Electrical Permits-10% of Building Permit Fee (\$80 minimum)  Plan Check - 65% of Building Permit Fee  Disabled Access - Additional 10% of Building Permit Fee  Energy Efficiency - Additional 10% of Building Permit Fee  Outside plan check - 1.3 times the cost of an outside consultant  Document Imaging-2.85% of Permit/Plan Check Fees	Building Permit - The current International Code Council (ICC) Building Valuation Tables including inflation indexing  Plumbing Permits-10% of Building Permit Fee (\$82 minimum)  Mechanical Permits-10% of Building Permit Fee (\$82 minimum)  Electrical Permits-10% of Building Permit Fee (\$82 minimum)  Plan Check - 65% of Building Permit Fee  Disabled Access - Additional 10% of Building Permit Fee  Energy Efficiency - Additional 10% of Building Permit Fee  Outside plan check - 1.3 times the cost of an outside consultant  Document Imaging-2.85% of Permit/Plan Check Fees

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>BUILDING (continued)</b>			
18-041C	OVER THE COUNTER MISCELLANEOUS BUILDING PERMIT	Water Heater - \$80 + 2.85% for document imaging  Minor (1 inspection) - \$191 per permit + 2.85% for document imaging  Major (2 inspections) - \$282 per permit + 2.85% for document imaging	Water Heater - \$82 + 2.85% for document imaging  Minor (1 inspection) - \$197 per permit + 2.85% for document imaging  Major (2 inspections) - \$291 per permit + 2.85% for document imaging
18-041D	EXPRESS BUILDING PERMIT	\$478 per permit + 2.85% for document imaging except:  Solar Systems - \$345 per permit + 2.85% for document imaging	\$493 per permit + 2.85% for document imaging except:  Solar Systems - \$356 per permit + 2.85% for document imaging
18-041D-Sign	EXPRESS SIGN PERMIT	\$50 per permit for period March 1, 2015 - February 1, 2018, inclusive of noticing and label generation fees. Cost will revert to \$478 per permit + 2.85% for document imaging on February 2, 2018.	\$50 per permit, inclusive of noticing and label generation fees + 2.85% for document imaging
18-048	PLAN REVISION CHECKING	\$128 + actual cost of City staff at the full allocated hourly rates or actual cost of consultant  + 2.85% for document imaging	\$132 + actual cost of City staff at the full allocated hourly rates or actual cost of consultant  + 2.85% for document imaging
18-049	BUILDING - EXTRA PLAN CHECK/INSPECTION	Plan Check - \$21 + \$119 per hour, 1 hour minimum or the actual cost of contract consultant  Inspection - \$143 per extra inspection	Plan Check - \$22 + \$123 per hour, 1 hour minimum or the actual cost of contract consultant  Inspection - \$148 per extra inspection
18-050	RESTAMPING OF APPROVED PLANS	Residential - \$191 per plan Commercial - \$361 per plan	Residential - \$197 per plan Commercial - \$373 per plan

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>BUILDING (continued)</b>			
18-051	LOST INSPECTION CARD	\$85 per card	\$88 per card
18-051A	CHANGE OF CONTRACTOR	\$133 per application	\$137 per application
18-052	APPEAL TO BOARD OF APPEALS	\$723 per appeal for 70% cost recovery	\$746 per appeal for 70% cost recovery
18-999	MISCELLANEOUS COMMUNITY DEVELOPMENT SERVICES	All legal, consultant and other direct costs + fully allocated hourly rate of all staff time involved.	All legal, consultant and other direct costs + fully allocated hourly rate of all staff time involved.
18-117	CHANGE OF OCCUPANCY	\$192 per application	\$198 per application
18-128	DOCUMENT IMAGING FEE	2.85% of permit fee	2.85% of permit fee
18-147	NOTICE OF NON-COMPLIANCE	\$228 each + county fees	\$236 each + county fees

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>FIRE DEVELOPMENT</b>			
18-042	FIRE BUILDING PLAN CHECK/INSPECTION	\$90 per permit +2.85 % for document imaging	\$93 per permit +2.85 % for document imaging
18-042A	FIRE SPRINKLER PLAN CHECK	New Residential - \$218 +actual cost of consultant Tenant Improvement Residential Plan Check - \$154 + actual cost of consultant Commercial Plan Check - \$117 + actual cost of City staff at the fully allocated hourly rates or actual cost of consultant +2.85% for document imaging	New Residential - \$225 +actual cost of consultant Tenant Improvement Residential Plan Check - \$159 + actual cost of consultant Commercial Plan Check - \$121 + actual cost of City staff at the fully allocated hourly rates or actual cost of consultant +2.85% for document imaging
18-042B	FIRE SPRINKLER INSPECTION	Residential - \$165 Commercial - Charges at the fully allocated hourly rates for all personnel involved + all outside expenses	Residential - \$170 Commercial - Charges at the fully allocated hourly rates for all personnel involved + all outside expenses
18-042C	EXTRA FIRE PLAN CHECK/INSPECTION	\$133 per hour extra plan check or inspection OR 1.3 times the actual cost of contract consultant (Fee to be assessed after initial plan check/inspection and one re-check/inspection)	\$137 per hour extra plan check or inspection OR 1.3 times the actual cost of contract consultant (Fee to be assessed after initial plan check/inspection and one re-check/inspection)
18-042D	SPRINKLER EXPRESS PLAN CHECK/INSPECTION	\$143 per permit +2.85% for document imaging	\$148 per permit +2.85% for document imaging

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>FIRE DEVELOPMENT (continued)</b>			
18-043A	FIRE ALARM PLAN CHECK	\$143 + actual cost of contract consultant + 2.85% for document imaging	\$148 + actual cost of contract consultant + 2.85% for document imaging
18-043B	FIRE ALARM INSPECTION	Single Family Residential - \$58 Other - Charges at the fully allocated hourly rates of all personnel involved + all outside expenses	Single Family Residential - \$60 Other - Charges at the fully allocated hourly rates of all personnel involved + all outside expenses
18-044A	NEW FIRE HOOD/DUCT PLAN CHECK	\$143 + actual cost of consultant + 2.85% for document imaging	\$148 + actual cost of consultant + 2.85% for document imaging
18-044B	NEW FIRE HOOD/DUCT INSPECTION	\$101 per project	\$104 per project
18-045	PRIVATE HYDRANT SYSTEM PC/INSPECTION	\$287 per system + 2.85% for document imaging	\$296 per system + 2.85% for document imaging
18-130	OTHER FIRE SERVICES	Fully allocated hourly rate of all staff time involved.	Fully allocated hourly rate of all staff time involved.

# DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PUBLIC WORKS</b>			
18-053	ON-SITE GRADING PLAN CHECK	Less than 50 Cubic Yard Permit: \$388 Single Family Residence/Accessory: \$675 Commercial: \$728 + \$165 per each 5,000 sq ft after the first 5,000 sq ft Multi Family: \$1,573 + \$58 per unit Tract: 5-50 lots-\$1,291 + \$39 per lot for each lot over 5 lots 50+ lots-\$3,060 + \$28 per lot for each lot over 50 lots  + 2.85% for document imaging	Less than 50 Cubic Yard Permit: \$400 Single Family Residence/Accessory: \$696 Commercial: \$751 + \$170 per each 5,000 sq ft after the first 5,000 sq ft Multi Family: \$1,623 + \$60 per unit Tract: 5-50 lots-\$1,332 + \$41 per lot for each lot over 5 lots 50+ lots-\$3,158 + \$29 per lot for each lot over 50 lots  + 2.85% for document imaging
18-053A	ON-SITE DRAINAGE PLAN CHECK	Single Family Residence: \$122  Commercial: \$255 + \$197 per each 5,000 sq. ft. after the first 5,000 sq. ft.  Multi Family: \$468 + \$85 per unit  Tract: 5-50 lots-\$425 + \$19 per lot for each lot over 5 lots 50+ lots-\$1,286 + \$11 per lot for each lot over 50 lots  + 2.85% for document imaging	Single Family Residence: \$126  Commercial: \$263 + \$203 per each 5,000 sq. ft. after the first 5,000 sq. ft.  Multi Family: \$482 + \$88 per unit  Tract: 5-50 lots-\$439 + \$20 per lot for each lot over 5 lots 50+ lots-\$1,327 + \$11 per lot for each lot over 50 lots  + 2.85% for document imaging

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PUBLIC WORKS (continued)</b>			
18-053C	ENGINEERING-EXTRA PLAN CHCK/INSPECTION	<p>\$45 per plan/inspection + \$165 per hour per extra plan check or inspection</p> <p>OR 1.3 times the actual cost of contract consultant</p> <p>(Fee to be assessed after initial plan check/inspection and one re-check/inspection)</p>	<p>\$46 per plan/inspection + \$170 per hour per extra plan check or inspection</p> <p>OR 1.3 times the actual cost of contract consultant</p> <p>(Fee to be assessed after initial plan check/inspection and one re-check/inspection)</p>
18-054	ON-SITE GRADING INSPECTION	<p>Single Family Residence/Accessory: \$260 Commercial: \$579 + \$287 per each 5,000 sq. ft. after the first 5,000 sq. ft.</p> <p>Multi Family: \$372 + \$53 per unit</p> <p>Tract: 5-50 lots-\$579 + \$50 per lot for each lot over 5 lots 50+ lots-\$2,827 + \$29 per lot for each lot over 50 lots</p>	<p>Single Family Residence/Accessory: \$269 Commercial: \$598 + \$296 per each 5,000 sq. ft. after the first 5,000 sq. ft.</p> <p>Multi Family: \$384 + \$55 per unit</p> <p>Tract: 5-50 lots-\$598 + \$52 per lot for each lot over 5 lots 50+ lots-\$2,917 + \$30 per lot for each lot over 50 lots</p>
18-054A	ON-SITE DRAINAGE INSPECTION	<p>Single Family Residence/Accessory: \$133 Commercial: \$425 + \$186 per each 5,000 sq. ft. after the first 5,000 sq. ft.</p> <p>Multi Family: \$425 + \$53 per unit</p> <p>Tract: 5-50 lots-\$744 + \$33 per lot for each lot over 5 lots 50+ lots-\$2,226 + \$19 per lot for each lot over 50 lots</p>	<p>Single Family Residence/Accessory: \$137 Commercial: \$439 + \$192 per each 5,000 sq. ft. after the first 5,000 sq. ft.</p> <p>Multi Family: \$439 + \$55 per unit</p> <p>Tract: 5-50 lots-\$768 + \$34 per lot for each lot over 5 lots 50+ lots-\$2,297 + \$20 per lot for each lot over 50 lots</p>

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PUBLIC WORKS (continued)</b>			
18-053W	SEPTIC SYSTEM PLAN CHECK	\$292 per plan + 2.85% for document imaging	\$302 per plan + 2.85% for document imaging
18-054W	SEPTIC SYSTEM INSPECTION	\$101 per permit	\$104 per permit
18-055	PUBLIC IMPROVEMENT PLAN CHECK	\$0 - \$50,000 - 4.25% of the Engineer's Estimate (\$531 minimum)  \$50,001 - \$100,000 - \$2,258 + 0.65% of the Engineer's Estimate over \$50,000  \$100,001 - \$250,000 - \$2,603 + 0.2% of the Engineer's Estimate over \$100,000  \$250,001 - \$500,000 - \$2,922 + 0.65% of the Engineer's Estimate over \$250,000  \$500,001+ - \$4,649 + 0.2% of the Engineer's Estimate over \$500,000  + 2.85% for document imaging	\$0 - \$50,000 - 4.25% of the Engineer's Estimate (\$548 minimum)  \$50,001 - \$100,000 - \$2,330 + 0.65% of the Engineer's Estimate over \$50,000  \$100,001 - \$250,000 - \$2,686 + 0.2% of the Engineer's Estimate over \$100,000  \$250,001 - \$500,000 - \$3,015 + 0.65% of the Engineer's Estimate over \$250,000  \$500,001+ - \$4,797 + 0.2% of the Engineer's Estimate over \$500,000  + 2.85% for document imaging

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PUBLIC WORKS (continued)</b>			
18-055A	PUBLIC IMPROVEMENT INSPECTION	<p>\$0 - \$50,000 - 3% of the Engineer's Estimate (\$531 minimum)</p> <p>\$50,001 - \$100,000 - \$1,594 + 1.3% of the Engineer's Estimate over \$50,000</p> <p>\$100,001+ - \$2,285 - + 0.4% of the Engineer's Estimate over \$100,000</p>	<p>\$0 - \$50,000 - 3% of the Engineer's Estimate (\$548 minimum)</p> <p>\$50,001 - \$100,000 - \$1,645 + 1.3% of the Engineer's Estimate over \$50,000</p> <p>\$100,001+ - \$2,357 - + 0.4% of the Engineer's Estimate over \$100,000</p>
18-056	TEMPORARY ENCROACHMENT PERMIT	\$122 per permit	\$126 per permit
18-057	MINOR ENCROACHMENT PERMIT	<p>Driveway Approach - \$218</p> <p>Sidewalk - \$319 for first 50 linear feet + \$101 for each additional 50 linear feet</p> <p>Curb/Gutter - \$319 for first 50 linear feet + \$101 for each additional 50 linear feet</p> <p>Sidewalk/Curb/Gutter - \$425 for first 50 linear feet + \$154 for each additional 50 linear feet</p>	<p>Driveway Approach - \$225</p> <p>Sidewalk - \$329 for first 50 linear feet + \$2 for each additional foot</p> <p>Curb/Gutter - \$329 for first 50 linear feet + \$2 for each additional foot</p> <p>Sidewalk/Curb/Gutter - \$439 for first 50 linear feet + \$3 for each additional foot</p>
18-057A	PERMANENT ENCROACHMENT PERMIT	\$351 per permit	\$362 per permit

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PUBLIC WORKS (continued)</b>			
18-058	UTILITY ENCROACHMENT PERMIT	\$271 - Water patch \$505 - 0-10' trench \$712 - 10'-50' trench \$1,004 - 50'-100' trench \$1,270 - 100'-300' Trench (plus \$2 per additional foot over 300 feet)  \$425 - Annual Blanket Encroachment Permit (Registration Only)	\$280 - Water patch \$521 - 0-10' trench \$735 - 10'-50' trench \$1,036 - 50'-100' trench \$1,310 - 100'-300' Trench (plus \$2 per additional foot over 300 feet)  \$439 - Annual Blanket Encroachment Permit (Registration Only)
18-058A	TRAFFIC CONTROL PLAN CHECK/INSPECTION	\$558 per project	\$576 per project
18-059	FINAL PARCEL MAP CHECK	\$1,865 per map + \$96 + \$5 per lot GIS fee + any recording fees	\$1,924 per map + \$99 + \$5 per lot GIS fee + any recording fees
18-060	FINAL TRACT MAP CHECK	\$2,789 per map + \$29 per lot over 5 lots + \$96 + \$5 per lot GIS fee + any recording fees  Affordable Housing - \$377 per application + \$128 per unit + any outside or legal costs	\$2,878 per map + \$30 per lot over 5 lots + \$99 + \$5 per lot GIS fee + any recording fees  Affordable Housing - \$389 per application + \$132 per unit + any outside or legal costs
18-061	CONDOMINIUM CONVERSION FINAL MAP	\$2,789 per map + \$29 per unit after the first 5 units	\$2,878 per map + \$30 per unit after the first 5 units
18-062	FINAL MAP AMENDMENT	\$2,858 per application Certificate of Correction-\$754 per application	\$2,950 per application Certificate of Correction-\$779 per application
18-063	STREET/RIGHT OF WAY ABANDONMENT PROCESS	\$4,516 per application	\$4,660 per application
18-064	CERTIFICATE OF COMPLIANCE	\$1,089 per application	\$1,124 per application

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PUBLIC WORKS (continued)</b>			
18-065	FLOOD PLAIN LETTER	\$478 per letter	\$493 per letter
18-066	WIDE/OVERWEIGHT/OVERLONG LOAD REVIEW	\$16 - Daily Permit \$90 - Annual Permit <i>Fees are set by the State</i>	\$16 - Daily Permit \$90 - Annual Permit <i>Fees are set by the State</i>
18-109A	SEWER TAP	\$494 per lateral	\$510 per lateral
18-109	SEWER PROCESSING	\$43 per sewer connection permit	\$44 per sewer connection permit
18-110	EMERGENCY SEWAGE SPILL RESPONSE	Charge the fully allocated hourly rates for all personnel involved + any outside or material costs.	Charge the fully allocated hourly rates for all personnel involved + any outside or material costs.
18-066A	STREET CLOSURES	All Street Closures are subject to the fully allocated hourly rates for all personnel involved, with a minimum of two (2) hours.	All Street Closures are subject to the fully allocated hourly rates for all personnel involved, with a minimum of two (2) hours.

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>POLICE</b>			
18-070	NOISE DISTURBANCE RESPONSE CALL-BACK	Charge the fully allocated hourly rates for all personnel involved	Charge the fully allocated hourly rates for all personnel involved
18-071	POLICE FALSE ALARM RESPONSE	First three responses within a calendar year - No Charge Forth and subsequent false alarm within a calendar year - \$159 per response	First three responses within a calendar year - No Charge Forth and subsequent false alarm within a calendar year - \$164 per response
18-072	DUI ACCIDENT RESPONSE INVESTIGATION	Charge the fully allocated hourly rate for all emergency personnel involved, not to exceed \$12,000 per incident by State Law.	Charge the fully allocated hourly rate for all emergency personnel involved, not to exceed \$12,000 per incident by State Law.
18-073	VEHICLE EQUIPMENT CORRECTION INSPECTION	\$37 per inspection	\$38 per inspection
18-074	VIN VERIFICATION	\$32 per request	\$33 per request
18-075	STORED/IMPOUNDED VEHICLE RELEASE	\$112 per vehicle	\$115 per vehicle
18-076	REPOSSESSED VEHICLE RELEASE	\$15 per vehicle This fee is set by State Law	\$15 per vehicle This fee is set by State Law
18-078	RECORDS CHECK/CLEARANCE LETTER	\$30 per letter + notary fee if applicable	\$31 per letter + notary fee if applicable
18-079	LIVE SCAN FINGERPRINT PROCESSING	No Charge - Volunteers for Seniors/Youth \$16 per person - community group coaches or leaders \$32 per person - all others	No Charge - Volunteers for Seniors/Youth \$16 per person - community group coaches or leaders \$33 per person - all others

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>POLICE (continued)</b>			
18-080	POLICE REPORT COPY	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:  1st page - \$0.50 each additional page - \$0.10	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:  1st page - \$0.50 each additional page - \$0.10
18-081	POLICE DIGITAL FILE REPRODUCTION	\$3 per device	\$3 per device
18-083	CIVIL SUBPOENA OF RECORDS	\$15 + reproduction costs \$275 per day deposit + travel costs  Fees are set by the Court	\$15 + reproduction costs \$275 per day deposit + travel costs  Fees are set by the Court
18-084	DUCES TECUM SUBPOENA	\$15 per request + reproduction costs Fees are set by State Law.	\$15 per request + reproduction costs Fees are set by State Law.
18-085	POLICE SPECIAL SERVICES	Fully allocated costs of all personnel involved, + any actual material or equipment expenses required for the event.	Fully allocated costs of all personnel involved, + any actual material or equipment expenses required for the event.
18-082	CONCEALED CARRY WEAPONS LICENSE	\$105 New license application \$26 Renewal license application \$10 Amendments to existing license application  +All required State and Federal agency fees	\$108 New license application \$27 Renewal license application \$11 Amendments to existing license application  +All required State and Federal agency fees

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>FIRE</b>			
18-069	CODE ENFORCEMENT	Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance, up to and including court action.	Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance, up to and including court action.
18-045A	FIRE SPRINKLER SERVICE LETTER	\$32 per letter	\$33 per letter
18-045B	FIRE CODE POSITION LETTER	\$165 per letter	\$170 per letter
18-046	FIRE FLOW TEST	\$165 per test	\$170 per test
18-086	TEMPORARY TENT/CIRCUS PERMIT	\$101 per permit + \$43 per day after the first day	\$104 per permit + \$44 per day after the first day
18-086A	PERMANENT TENT PERMIT	Charge the fully allocated hourly rate for all staff involved + any outside costs.	Charge the fully allocated hourly rate for all staff involved + any outside costs.
18-087	SPECIAL EVENT PERMIT	\$228 per day	\$236 per day
18-042C	RESIDENTIAL CARE FACILITY CONSULTATION	Maximum allowed under State law (currently \$50)	Maximum allowed under State law (currently \$50)
18-088	CONFINED SPACE PERMIT	Hazard Permit - \$106 Extended Hazard Permit - \$638 Annual Hazard Permit - \$1,594	Hazard Permit - \$110 Extended Hazard Permit - \$658 Annual Hazard Permit - \$1,645
18-089	UNDERGROUND TANK REMOVAL	\$122 per tank - 1st inspection \$64 per tank - each subsequent inspection	\$126 per tank - 1st inspection \$66 per tank - each subsequent inspection

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>FIRE (continued)</b>			
18-090	FIRE CODE PERMITS	\$58 per permit	\$60 per permit
18-091	ENGINE COMPANY INSPECTION	First 2 inspections - no charge 3rd and subsequent inspections - \$143 per inspection	First 2 inspections - no charge 3rd and subsequent inspections - \$148 per inspection
18-092	FIRE FALSE ALARM RESPONSE	First 3 responses in a calendar year - No Charge 4th and subsequent response in a calendar year - \$244 per response	First 3 responses in a calendar year - No Charge 4th and subsequent response in a calendar year - \$252 per response
18-093	WEED ABATEMENT PROGRAM	Actual costs + 150% if lot must be cleared by the City  This program is designed to only recover the cost of the properties that do not comply.	Actual costs + 150% if lot must be cleared by the City  This program is designed to only recover the cost of the properties that do not comply.
18-094	HAZARDOUS MATERIALS RESPONSE	Charge the fully allocated hourly rate for all personnel involved.	Charge the fully allocated hourly rate for all personnel involved.
18-095	NEGLIGENT INCIDENT RESPONSE	Charge double the fully allocated hourly rates for all personnel involved.	Charge double the fully allocated hourly rates for all personnel involved.
18-096	FIRE/ARSON INVESTIGATION	Charge the fully allocated hourly rates for all personnel involved.	Charge the fully allocated hourly rates for all personnel involved.

**DRAFT FEE SCHEDULE**

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>FIRE (continued)</b>			
18-098	FIRE INCIDENT REPORT COPY	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:  1st page - \$0.50 each additional page - \$0.10	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:  1st page - \$0.50 each additional page - \$0.10
18-098A	FIRE CODE OCCUPANCY LETTER	\$64 per letter	\$66 per letter

# DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>RECREATION</b>			
18-101	AQUATICS PROGRAMS	<p>The City Manager or Designee may set and change Aquatics Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Wading Pool \$1            Rec Swim: \$5            Lap Swim: \$4</p> <p>Water Polo Camp            \$85 for residents            \$94 for nonresidents</p> <p>Swim Lessons (2 week sessions):            \$66 for residents            \$72 for non-residents</p> <p>Swim Pass:            \$31 for 10 uses</p>	Delete fee

# DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>RECREATION (continued)</b>			
18-099	ADULT SPORTS	<p>The City Manager or Designee may set and change Adult Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Adult Softball: \$623 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Basketball: \$410 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Volleyball: \$307 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Pickleball: \$77 per person yearly pass (January to December or \$2 per person drop in</p> <p>Adult Drop-in Programs: \$2 per person</p> <p>Light Fee: \$21 per hour</p> <p>Late Fee: After registration \$52 per team</p> <p>Forfeit Fee: \$26 per team</p> <p>Protest Fee: \$21 per team</p> <p>Add/Drop Fee: \$21 per transaction</p>	<p>The City Manager or Designee may set and change Adult Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Adult Softball: \$623 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Basketball: \$410 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Volleyball: \$307 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Pickleball: \$77 per person yearly pass (January to December or \$2 per person drop in</p> <p>Adult Drop-in Programs: \$2 per person</p> <p>Light Fee: \$21 per hour</p> <p>Late Fee: After registration \$52 per team</p> <p>Forfeit Fee: \$26 per team</p> <p>Protest Fee: \$21 per team</p> <p>Add/Drop Fee: \$21 per transaction</p>

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>RECREATION (continued)</b>			
18-100	YOUTH SPORTS	<p>The City Manager or Designee may set and change Youth Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Jr. Volleyball - \$49 per resident participant or \$55 for nonresident participants (\$5 discount for each additional family member)</p> <p>Youth Basketball - \$92 per participant or \$101 per nonresident participant (\$5 discount for each additional family member)</p> <p>T-Ball - \$83 per resident participant or \$92 for nonresident participant (\$5 discount for each additional family member)</p> <p>\$10 late fee per participant or family</p>	<p>The City Manager or Designee may set and change Youth Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Jr. Volleyball - \$49 per resident participant or \$54 for nonresident participants (\$5 discount for each additional family member)</p> <p>Youth Basketball - \$92 per participant or \$101 per nonresident participant (\$5 discount for each additional family member)</p> <p>T-Ball - \$83 per resident participant or \$92 for nonresident participant (\$5 discount for each additional family member)</p> <p>\$10 late fee per participant or family</p>
18-103	CONTRACT RECREATION CLASSES	<p>The instructor receives 70% of the class fee and the City receives the remaining 30% for off-site classes and existing instructors.</p> <p>The instructor receives 60% of the class fee and the City receives the remaining 40% for on-site classes.</p>	<p>City Contract Instructors receive 70% of the class fee and the City receives the remaining 30% for off-site classes and/or existing instructors.</p> <p>City Contract Instructors receive 60% of the class fee and the City receives the remaining 40% for on-site classes and/or new instructors.</p>

# DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>RECREATION (continued)</b>			
18-104	CITY SPECIAL EVENTS	<p>The City Manager or Designee may set and change Special Events according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>1st Banner Position - No charge            Additional Banner Positions - \$50 each per week according to policy</p> <p>A temporary banner removal fee of \$26 will be charged if banner is left up more than one day after the event.</p> <p>Flea Market:            \$31 per space for residents            \$42 per space for nonresidents</p> <p>Cruise Night:            \$27 per car during pre-registration            \$37 per car the night of the event</p> <p>Craft Faire            \$67 per inside space for residents            \$83 per inside space for nonresidents            \$57 per outside space for residents            \$73 per outside space for nonresidents</p>	<p>The City Manager or Designee may set and change Special Events according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>1st Banner Position - No charge            Additional Banner Positions - \$50 each per week according to policy</p> <p>A temporary banner removal fee of \$26 will be charged if banner is left up more than one day after the event.</p> <p>Cruise Night:            \$27 per car during pre-registration            \$37 per car the night of the event</p> <p>Craft Faire            \$67 per inside space for residents            \$83 per inside space for nonresidents            \$57 per outside space for residents            \$73 per outside space for nonresidents</p>

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>RECREATION (continued)</b>			
18-104	CITY SPECIAL EVENTS (continued)	Father/Daughter Dance: \$31 per couple for residents \$36 per couple for nonresidents + \$5 for each additional daughter  Booth Fee (Booths allowed in accordance with City policy at other City-run events) \$0 Nonprofit vendors \$52 + 10% of gross profits for-profit vendors in accordance with policies.  Other Special Events: Fully allocated cost of required personnel	Father/Daughter Dance: \$31 per couple for residents \$36 per couple for nonresidents + \$5 for each additional daughter  Booth Fee (Booths allowed in accordance with City policy at other City-run events) \$0 Nonprofit vendors \$60 For Profit Vendors  Other Special Events: Fully allocated cost of required personnel
18-105	TRIPS AND TOURS	Charge the direct cost of the trip	Charge the direct cost of the trip
18-148	ADVERTISING	The City Manager or designee may set and change Advertising Fees according to cost recovery guidelines and local market trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:  \$102 1/8 Page Ad \$154 1/4 Page Ad \$256 1/2 Page Ad \$256 Banner Ad \$410 Full Page Ad \$614 Inside Back Cover \$819 Inside Front Cover \$1,229 Back Cover	The City Manager or designee may set and change Advertising Fees according to cost recovery guidelines and local market trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:  \$130 1/8 Page Ad \$205 1/4 Page Ad \$305 1/2 Page Ad \$255 Banner Ad \$575 Full Page Ad \$825 Inside Back Cover \$825 Inside Front Cover \$1,500 Back Cover

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PARKS &amp; FACILITIES RENTALS</b>			
18-107A	PARK RENTALS	<p>In case of inclement weather, the applicant may request a refund of usage fees subject to an administrative fee or reschedule the reservation date subject to a reservation modification fee.</p> <p>In addition to the base rental rate listed below, all park facility charges are also subject to the following charges as applicable:</p> <p style="margin-left: 20px;">\$16 Reservation change or modification fee</p> <p style="margin-left: 20px;">\$12 Use of utilities fee</p> <p>Security Guards: At discretion of City Manager or Designee, events where alcohol is served require one guard per 100 people - \$21 + actual cost of security service (minimum of 4 hours)</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged</p>	<p>In case of inclement weather, the applicant may request a refund of usage fees subject to an administrative fee or reschedule the reservation date subject to a reservation modification fee.</p> <p>In addition to the base rental rate listed below, all park facility charges are also subject to the following charges as applicable:</p> <p style="margin-left: 20px;">\$16 Reservation change or modification fee</p> <p style="margin-left: 20px;">\$12 Use of utilities fee</p> <p>Security Guards: At discretion of City Manager or Designee, events where alcohol is served require one guard per 100 people.            \$21 + actual cost of security service</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged</p>

# DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PARKS &amp; FACILITIES RENTALS (continued)</b>			
18-107A	PARK RENTALS (continued)	<p>Barbeque Areas:            \$57 per day for Paloma BBQ Areas            \$57 per day for Lake Park BBQ Areas            \$31 per day for Colony Park BBQ Areas            \$78 per day for all 3 Colony Park BBQ areas</p> <p>Lake Park Bandstand:            \$52 for nonprofits            \$83 for all others</p> <p>Outdoor Movie Screen Rental:            \$1,038 for 5 hours for nonprofits            \$1,297 for 5 hours all others</p> <p>Faces of Freedom Veterans Memorial:            \$78 per day            No fee for veteran's organizations, individual veterans,            or families of veterans for services and events. No            security deposit will be required for these events.</p> <p>Sunken Gardens:            \$104 per day for non-profit            \$208 per day for all others</p> <p>Equestrian Arena:            \$104 per day private use            \$205 security deposit</p> <p>Lake Park Special Event:            \$519 per day for non-profits            \$778 per day for others</p>	<p>Barbeque Areas:            \$57 per day for Paloma BBQ Areas            \$57 per day for Lake Park BBQ Areas            \$31 per day for Colony Park BBQ Areas            \$78 per day for all 3 Colony Park BBQ areas</p> <p>Lake Park Bandstand:            \$54 for nonprofits            \$86 for all others</p> <p>Outdoor Movie Screen Rental:            \$1,038 for 5 hours for nonprofits            \$1,297 for 5 hours all others</p> <p>Faces of Freedom Veterans Memorial:            \$78 per day            No fee for veteran's organizations, individual veterans,            or families of veterans for services and events. No            security deposit will be required for these events.</p> <p>Sunken Gardens:            \$175 per day for non-profit            \$389 per day for all others</p> <p>Equestrian Arena:            \$104 per day private use            \$205 security deposit</p> <p>Lake Park Special Event:            \$519 per day for non-profits            \$778 per day for others</p>

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PARKS &amp; FACILITIES RENTALS (continued)</b>			
18-107A	PARK RENTALS (continued)	Stadium Park: \$ 778 per day for non-profits for a > 150 person event \$1,557 per day for all others for a >150 person event \$ 208 per day for non-profits for a <= 150 person event \$ 519 per day for all others for a <= 150 person event  Paloma Creek Park Horseshoe Pits: \$12 per hour (2 hour minimum)  Paloma Creek Park Sand Volleyball Court: \$12 per hour (2 hour minimum)  Colony Park Bocce Ball Courts: \$12 per hour (2 hour minimum)  Corn Hole Board Set Rental With Bags: \$30 per day plus \$100 refundable security deposit	Stadium Park: \$ 778 per day for non-profits for a > 150 person event \$1,557 per day for all others for a >150 person event \$ 208 per day for non-profits for a <= 150 person event \$ 519 per day for all others for a <= 150 person event  Paloma Creek Park Horseshoe Pits: \$12 per hour (2 hour minimum)  Paloma Creek Park Sand Volleyball Court: \$12 per hour (2 hour minimum)  Colony Park Bocce Ball Courts: \$12 per hour (2 hour minimum)  Corn Hole Board Set Rental With Bags: \$30 per day plus \$100 refundable security deposit
18-107	BALLFIELD/PARK FACILITY RENTAL	Ballfield and Open Fields fees: in addition to in-kind contributions \$26 per hour for field \$21 per hour for lights \$26 base rental per field (+ \$205 deposit) \$52 for field lining (one time per day)	Ballfield and Open Fields fees: in addition to in-kind contributions \$26 per hour for field \$21 per hour for lights \$26 base rental per field (+ \$205 deposit) \$52 for field lining (one time per day)

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PARKS &amp; FACILITIES RENTALS (continued)</b>			
18-107B	BALLFIELD FACILITY TOURNAMENT RENTAL	<p>A Non-refundable deposit of 50% required on all bookings (unless a higher deposit is noted). There are no refunds due to bad weather.</p> <p>In addition to the rental rate listed below, all tournaments are also subject to the following charges as applicable:</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged            \$21 per hour for lights            \$26 per field per day base rental fee (+\$205 deposit)            \$52 facility key replacement fee            \$52 field lining fee (one time per day)</p> <p>In addition to in-kind contributions rental fees will be as follows:            \$26 per hour per field or            \$415 per day (12 hours max) for two fields            \$726 for two days (24 hours max) for two fields</p> <p>Any rental of fields that is 5 or more hours will be treated as a Tournament and Tournament fees and policies will apply.</p>	<p>A Non-refundable deposit of 50% required on all bookings (unless a higher deposit is noted). There are no refunds due to bad weather.</p> <p>In addition to the rental rate listed below, all tournaments are also subject to the following charges as applicable:</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged            \$21 per hour for lights            \$26 per field per day base rental fee (+\$205 deposit)            \$52 facility key replacement fee            \$52 field lining fee (one time per day)</p> <p>In addition to in-kind contributions rental fees will be as follows:            \$26 per hour per field or            \$415 per day (12 hours max) for two fields            \$726 for two days (24 hours max) for two fields</p> <p>Any rental of fields that is 5 or more hours will be treated as a Tournament and Tournament fees and policies will apply.</p>

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>ZOO</b>			
18-108	ZOO SERVICES	<p>Admissions:            \$7 General (13 and up)            \$6 Senior (65 and up)            \$5 Child (3-12)</p> <p>Stroller Rental:            \$5 per day - basic            \$6 per day - theme</p> <p>Educational Programs: fees set by Zoo Director based on market conditions and cost of items being resold</p> <p>School Presentations, Camps, Special Programs: fees set by the Zoo Director based on market conditions and estimated variable costs of the program.</p> <p>Birthday parties: \$10-\$15 per child, based on market conditions and costs of items included</p> <p>Zoo Asset Sales: fees set by the Zoo Director, based on market conditions.</p> <p>Zoo Concessions, Vending &amp; Gifts: fees set by the Zoo Director, based on market conditions and cost of items being resold.</p>	<p>Admissions:            \$7 General (13 and up)            \$6 Senior (65 and up)            \$5 Child (3-12)</p> <p>Military Day at the Charles Paddock Zoo - One dedicated day will be chosen during the year to offer "FREE Admission" for Active Military and their families. In the past, this day has been referred to as Armed Forces Day.</p> <p>Stroller Rental:            \$5 per day - basic            \$6 per day - theme</p> <p>Educational Programs: fees set by Zoo Director based on market conditions and cost of items being resold</p> <p>School Presentations, Camps, Special Programs: fees set by the Zoo Director based on market conditions and estimated variable costs of the program.</p> <p>Birthday parties: \$10-\$15 per child, based on market conditions and costs of items included</p> <p>Zoo Asset Sales: fees set by the Zoo Director, based on market conditions.</p> <p>Zoo Concessions, Vending &amp; Gifts: fees set by the Zoo Director, based on market conditions and cost of items being resold.</p>

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>BUSINESS LICENSES</b>			
18-116	NEW BUSINESS LICENSE APPLICATION REV/ENFORCEMENT	\$218 - A Occupancy, H Occupancy, Sprinkler \$96 - All Other Occupancies \$69 - Out of Town Business or Contractor \$69 - Home Occupation	\$225 - A Occupancy, H Occupancy, Sprinkler \$99 - All Other Occupancies \$71 - Out of Town Business or Contractor \$71 - Home Occupation
18-118	BUSINESS LICENSE RENEWAL	\$21 per renewal	\$22 per renewal
18-118A	BUSINESS LICENSE REPRINT	\$14 per reprint	\$14 per reprint
18-119	SOLICITOR PERMIT	\$27 per permit + \$5 per card	\$27 per permit + \$5 per card
18-077	SPECIAL BUSINESS DOJ CHECK	\$159 per application + any DOJ fees	\$164 per application + any DOJ fees
<b>GENERAL</b>			
18-115	DAMAGE TO CITY PROPERTY REPAIR	Charge the fully allocated hourly rate for all required personnel + any material costs.	Charge the fully allocated hourly rate for all required personnel + any material costs.
18-120	RETURNED CHECK PROCESSING	\$27 per NSF check	\$27 per NSF check

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>GENERAL (continued)</b>			
18-121	ELECTRONIC FILE COPY SERVICE	\$3 per device	\$3 per device
18-122	DOCUMENT CERTIFICATION	\$29 per document	\$30 per document
18-123	CANDIDATE/INITIATIVE FILING	Candidate - \$25 per candidate  Initiative - \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.  Fees are set by Sate Law	Candidate - \$25 per candidate  Initiative - \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.  Fees are set by Sate Law
18-124	RECORDS COMPILATION SERVICE	Charge the fully allocated hourly rate for all required personnel and any outside costs in accordance with Government Code section 6253.9.	Charge the fully allocated hourly rate for all required personnel and any outside costs in accordance with Government Code section 6253.9.

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>GENERAL (continued)</b>			
18-125	DOCUMENT REPRODUCTION	Copying/Scanning/Faxing: Black & White: \$0.50 - 1st page \$0.10 - each additional page  Color Copies: \$1 per page  Fair Political Practices Commission copies - \$.10 per page  Contract reproduction of documents: Actual cost of reproduction + actual postage and/or mailing expense	Copying/Scanning/Faxing: Black & White: \$0.50 - 1st page \$0.10 - each additional page  Color Copies: \$1 per page  Fair Political Practices Commission copies - \$.10 per page  Contract reproduction of documents: Actual cost of reproduction + actual postage and/or mailing expense
18-142	GENERATION OF MAILING LABELS	0-50 Labels: \$106 51-100 Labels: \$159 101-150 Labels: \$213 151+ Labels: \$266	0-50 Labels: \$110 51-100 Labels: \$164 101-150 Labels: \$219 151+ Labels: \$274
18-143	MAILING OF NOTICES/LETTERS	0-50 Notices: \$80 51-100 Notices: \$133 101-150 Notices: \$186 151+ Notices: \$186 + \$1 per item over 150 + Actual cost of postage or other mailing fee	0-50 Notices: \$82 51-100 Notices: \$137 101-150 Notices: \$192 151+ Notices: \$192 + \$1 per item over 150 + Actual cost of postage or other mailing fee
18-144	MAP FOLDING FEE	\$34 each	\$35 each

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>GENERAL (continued)</b>			
18-067	BLUEPRINT/MAP REPRODUCTION	Actual cost of reproduction and associated postage and/or mailing costs  GIS printout fee - fully allocated rate of staff time spent on project  Large building plan copy: \$4 per sheet	Actual cost of reproduction and associated postage and/or mailing costs  GIS printout fee - fully allocated rate of staff time spent on project  Large building plan copy: \$4 per sheet
18-163	FILMING PERMIT APPLICATION	\$266 per permit	\$266 per permit
18-990	ACTIVE NET REGISTRATION	Administrative fee associated with registering for an activity online through Active Net:  Activity cost between \$0-\$10.99 - \$0.50 Activity cost between \$11.00-\$39.99 - \$1.00 Activity cost between \$40.00-\$199.99 - \$2.00 Activity cost \$200+ - \$10.00	Administrative fee associated with registering for an activity online through Active Net:  Activity cost between \$0-\$10.99 - \$0.50 Activity cost between \$11.00-\$39.99 - \$1.00 Activity cost between \$40.00-\$199.99 - \$2.00 Activity cost \$200+ - \$10.00
18-991	DIRECTOR APPROVED FEE WAIVER	With the approval of the Administrative Services Director, staff would have the ability to waive certain fees that were incurred due to staff error.	With the approval of the Administrative Services Director, staff would have the ability to waive certain fees that were incurred due to staff error.

**DRAFT RESOLUTION**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO,  
CALIFORNIA, ADOPTING AMENDED FEES AND DEPOSITS TO OFFSET  
COSTS INCURRED IN PLANNING SERVICES AND A SCHEDULE OF  
FEES AND CHARGES FOR CITY SERVICES**

**WHEREAS**, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and

**WHEREAS**, the City of Atascadero provides various planning and building development services to the public including, but not limited to, processing applications, reviewing plans and maps, issuing permits and reviewing development agreements (the “Planning Services”); and

**WHEREAS**, the City of Atascadero desires to establish a policy of recovering some portion of the costs reasonably borne of providing special services, including but not limited to park and recreation services, rental of City property, police and fire services, and other miscellaneous City services, of a voluntary or limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized unfairly and inequitably such special services (“City Services”); and

**WHEREAS**, City Council intends to collect various fees (the “Fees”) and, in certain cases, require advance deposit of the Fees, to offset the costs associated with providing the Planning Services and City Services; and

**WHEREAS**, because some of the Fees are described in Government Code section 66014, (i) notice of the time and place of this meeting as well as a general description of the matter to be considered are to be mailed at least 14 days prior to the date of this meeting to those parties (if any) who have filed requests for such notification, and (ii) data indicating the amount of the estimated cost required to provide the Services and the resources anticipated to fund the Planning Services were made available to the public at least 10 days prior to the date of this meeting, all in accordance with Government Code section 66016; and

**WHEREAS**, Government Code Section 66016 applies to fees authorized in Government Code sections 51287, 56383, 57004, 65104, 65456, 65863.7, 65909.5, 66013, 66014 and 66451.2, Health & Safety Code sections 17951, 19132.3 and 19852, Public Resources Code section 41901 and Public Utilities Code section 21671.5 consisting of primarily fees for zoning variances, zoning changes, use permits, building inspections, building permits, filing and processing applications and petitions filed with LAFCO, the processing of subdivision maps, tentative, final and parcel maps and planning services to be charged for development projects; and

**WHEREAS**, Government Code Section 66018 applies to the adopting or increasing fees to which a specific statutory notice requirement does not apply; and

**WHEREAS**, pursuant to Government Code sections 66016 and 66018 the enactment or increase in any fees to be charged for services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and

**WHEREAS**, the City Council finds that the fee schedule detailed in Exhibit A on file in the City Clerk's Office and incorporated herein by this reference is consistent with the City of Atascadero General Plan; and

**WHEREAS**, pursuant to Government Code sections 66016 and 66018, the data required to be made available to the public prior to increasing the amount of the fees by this Resolution was made available for public review at least 10 days prior to the date of this meeting; and

**WHEREAS**, pursuant to Government Code sections 66014, 66106, 66018 and 6062a, notice of a public hearing on the increase to the amount of fees was published in the Atascadero News twice, with at least five days intervening the two publications, commencing at least ten days prior to the date of this meeting; and

**WHEREAS**, a duly noticed public hearing before the City Council was held on May 22, 2018, at which public testimony was received and duly considered on the proposed Planning Services and City Services Fees; and

**WHEREAS**, the City Council has previously adopted Resolution No. 2017-027, setting forth such fees, and desires to amend and restate those resolutions, in combination with Resolution No. 2017-028, to have all service fees contained in two resolutions, without rescinding said adoption; and

**WHEREAS**, the amount of the Fees do not exceed the true cost of providing the Planning Services and City Services; and

**WHEREAS**, the increase to the amount of the fees is not a "project" subject to the California Environmental Quality Act because it is a funding mechanism having no physical effect on the environment.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero:

Section 1. Recitals. The foregoing recitals are true and correct and the City Council so finds and determines.

Section 2. Establishment of the Fees. The Fees are hereby established in the amounts detailed in Exhibit A for the purpose of funding the cost of providing the Services.

Section 3. Collection of the Fees. The Fees levied pursuant to this Resolution shall be paid to the City either at the time the Planning Service or City Service is requested or required or shall, in certain cases, be advanced to the City in the form of an advance deposit as further detailed on Exhibit A.

Section 4. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

Section 5. Repealer. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

Section 6. Effective Date. This resolution shall take effect 60 days after the effective date of this Resolution, and shall remain in effect, until revised by the City Council.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_ day of May, 2018.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO

\_\_\_\_\_  
Tom O'Malley, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Brian Pierik, City Attorney

# Exhibit A

## FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PLANNING</b>		
18-001	ADMINISTRATIVE USE PERMIT REVIEW	\$729 per application No charge - Non-commercial wall mural
18-001-Sign	SIGNAGE ADMINISTRATIVE USE PERMIT REVIEW	\$100 per application, inclusive of noticing and label generation fees
18-002	MINOR CONDITIONAL USE PERMIT REVIEW	\$1,195 per application
18-003	MAJOR CONDITIONAL USE PERMIT REVIEW	\$4,287 per application
18-004	VARIANCE APPLICATION	\$1,891 per application
18-006	DEVELOPMENT AGREEMENT	\$13,158 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses
18-007	SPECIFIC PLAN	\$9,869 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses
18-008	GENERAL PLAN AMENDMENT	\$7,560 per application
18-009	PLANNED DEVELOPMENT ZONE CHANGE	\$7,467 per application
18-010	REZONING (MAP OR TEXT)	\$4,150 per application \$7,933- Rezoning with a General Plan Amendment
18-011	TENTATIVE PARCEL MAP	\$4,474 per application
18-012	TENTATIVE TRACT MAP	\$6,157 per map + \$44 per lot over 15 lots
18-013	CONDOMINIUM CONVERSION TENTATIVE MAP	\$3,251 per map + \$70 per unit over 15 units \$5,395 per map + \$70 per unit over 15 units for Condominium Conversion with a Major Conditional Use Permit
18-014	PRECISE PLAN	\$2,242 per application

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PLANNING (continued)</b>		
18-015	RECONSIDERATION/AMEND REVIEW (MAP/CUP)	\$1,393 per application - Minor \$4,035 per application - Major
18-016	ENVIRONMENTAL IMPACT REPORT REVIEW	10% of contract consultant amount for City staff review
18-016A	ENVIRONMENTAL NEGATIVE DECLARATION	\$1,595 per application in addition to other application fees where applicable
18-017	ANNEXATION	\$16,448 deposit with staff charges at the fully allocated hourly rate + all outside or legal expenses
18-018	LOT LINE ADJUSTMENT REVIEW	\$1,420 per application - Historic Conflict Lot Line Adjustment \$2,379 per application - Other
18-019	LOT MERGER	\$1,442 per application
18-020	REVERSION TO ACREAGE	\$2,209 per application
18-021	AGRICULTURE PRESERVE CANCELLATION	\$1,870 per application
18-022	SUBSTANTIAL CONFORMANCE FINDING	\$537 per application
18-145	ALCOHOL BEVERAGE LICENSE	\$482 per application
18-024	TEMPORARY OCCUPANCY REVIEW	Commercial - \$609 per application Residential - \$439 per application
18-025	ADMINISTRATIVE TIME EXTENSION REVIEW	\$433 per application
18-026	PLANNING COMMISSION TIME EXTENSION REVIEW	\$795 per application
18-027	CONTINUANCE	\$274 per application
18-028	APPEAL TO PLANNING COMMISSION	\$762 per application (70% cost recovery)
18-029	APPEAL TO CITY COUNCIL	\$1,025 per application (70% cost recovery)

# FEE SCHEDULE

ITEM NUMBER: B-1  
DATE: 05/22/18  
ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PLANNING (continued)</b>		
18-030	NATIVE TREE REMOVAL PERMIT	\$389 per permit - All trees other than Heritage trees \$916 per permit - Heritage trees
18-031	TREE PROTECTION PLAN / INSPECTION FOR BUILDING PERMIT	Minor (No Arborist Required) - No charge if done in conjunction with Planning Plan Check fee or \$66 per review if done independently  Major - \$258 per application +: 6-25 trees - \$33 per tree over 5 trees 26-100 trees - \$11 per each tree over 25 trees 100+ trees - \$4 per each tree over 100 trees  Fee includes one inspection and one re-inspection
18-032	RE-INSPECT TREE PROTECTION	\$132 per inspection (Fee imposed on the third and any subsequent inspections)
18-033	ANNUAL UTILITY TREE PERMIT	\$1,299 per application
18-035	STREET NAME/RENAME PROCESS WITHOUT MAP	\$685 per application
18-037	BUILDING RE-ADDRESS PROCESSING	\$504 per application
18-038	REAL ESTATE LETTER	\$132 per letter
18-039	CONSTRUCTION OPERATION AFTER-HOURS	\$455 per application
18-040A	PLANNING REVIEW / APPROVAL OF BUILDING PERMIT	Minor - \$99 per application Major - \$345 per application CUP/PD Compliance \$455 per application DRC Review \$389 per application  +2.85% for document imaging
18-040B	PLANNING INSPECTION	\$132 per inspection
18-040C	PLANNING- EXTRA PLAN CHECK/INSPECTION	\$132 per hour  OR 1.3 times the actual cost of contract consultant
18-068	GENERAL PLAN MAINTENANCE	5% of all building permit fees, which includes new buildings and additions.
18-069A	DISTRICT FORMATION PROCESSING	\$4,331 per district + any outside consultant or legal costs
18-069B	COMMUNITY FACILITY DISTRICT ANNEXATION	\$1,053 per district + any outside consultant or legal costs

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>BUILDING</b>		
18-041	BUILDING PLAN CHECK/INSPECTION FEE	Building Permit - The current International Code Council (ICC) Building Valuation Tables including inflation indexing  Plumbing Permits-10% of Building Permit Fee (\$82 minimum)  Mechanical Permits-10% of Building Permit Fee (\$82 minimum)  Electrical Permits-10% of Building Permit Fee (\$82 minimum)  Plan Check - 65% of Building Permit Fee  Disabled Access - Additional 10% of Building Permit Fee  Energy Efficiency - Additional 10% of Building Permit Fee  Outside plan check - 1.3 times the cost of an outside consultant  Document Imaging-2.85% of Permit/Plan Check Fees
18-041C	OVER THE COUNTER MISCELLANEOUS BUILDING PERMIT	Water Heater - \$82 + 2.85% for document imaging  Minor (1 inspection) - \$197 per permit + 2.85% for document imaging  Major (2 inspections) - \$291 per permit + 2.85% for document imaging
18-041D	EXPRESS BUILDING PERMIT	\$493 per permit + 2.85% for document imaging except:  Solar Systems - \$356 per permit + 2.85% for document imaging
18-041D- Sign	EXPRESS SIGN PERMIT	\$50 per permit, inclusive of noticing and label generation fees + 2.85% for document imaging

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>BUILDING (continued)</b>		
18-048	PLAN REVISION CHECKING	\$132 + actual cost of City staff at the full allocated hourly rates or actual cost of consultant  + 2.85% for document imaging
18-049	BUILDING - EXTRA PLAN CHECK/INSPECTION	Plan Check - \$22 + \$123 per hour, 1 hour minimum or the actual cost of contract consultant  Inspection - \$148 per extra inspection
18-050	RESTAMPING OF APPROVED PLANS	Residential - \$197 per plan Commercial - \$373 per plan
18-051	LOST INSPECTION CARD	\$88 per card
18-051A	CHANGE OF CONTRACTOR	\$137 per application
18-052	APPEAL TO BOARD OF APPEALS	\$746 per appeal for 70% cost recovery
18-999	MISCELLANEOUS COMMUNITY DEVELOPMENT SERVICES	All legal, consultant and other direct costs + fully allocated hourly rate of all staff time involved.
18-117	CHANGE OF OCCUPANCY	\$198 per application
18-128	DOCUMENT IMAGING FEE	2.85% of permit fee
18-147	NOTICE OF NON-COMPLIANCE	\$236 each + county fees

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>FIRE DEVELOPMENT</b>		
18-042	FIRE BUILDING PLAN CHECK/INSPECTION	\$93 per permit +2.85 % for document imaging
18-042A	FIRE SPRINKLER PLAN CHECK	New Residential - \$225 +actual cost of consultant  Tenant Improvement Residential Plan Check - \$159 + actual cost of consultant  Commercial Plan Check - \$121 + actual cost of City staff at the fully allocated hourly rates or actual cost of consultant  +2.85% for document imaging
18-042B	FIRE SPRINKLER INSPECTION	Residential - \$170 Commercial - Charges at the fully allocated hourly rates for all personnel involved + all outside expenses
18-042C	EXTRA FIRE PLAN CHECK/INSPECTION	\$137 per hour extra plan check or inspection  OR 1.3 times the actual cost of contract consultant  (Fee to be assessed after initial plan check/inspection and one re-check/inspection)
18-042D	SPRINKLER EXPRESS PLAN CHECK/INSPECTION	\$148 per permit +2.85% for document imaging
18-043A	FIRE ALARM PLAN CHECK	\$148 + actual cost of contract consultant + 2.85% for document imaging
18-043B	FIRE ALARM INSPECTION	Single Family Residential - \$60  Other - Charges at the fully allocated hourly rates of all personnel involved + all outside expenses
18-044A	NEW FIRE HOOD/DUCT PLAN CHECK	\$148 + actual cost of consultant + 2.85% for document imaging
18-044B	NEW FIRE HOOD/DUCT INSPECTION	\$104 per project

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>FIRE DEVELOPMENT (continued)</b>		
18-045	PRIVATE HYDRANT SYSTEM PC/INSPECTION	\$296 per system + 2.85% for document imaging
18-130	OTHER FIRE SERVICES	Fully allocated hourly rate of all staff time involved.
<b>PUBLIC WORKS</b>		
18-053	ON-SITE GRADING PLAN CHECK	Less than 50 Cubic Yard Permit: \$400 Single Family Residence/Accessory: \$696 Commercial: \$751 + \$170 per each 5,000 sq ft after the first 5,000 sq ft Multi Family: \$1,623 + \$60 per unit Tract: 5-50 lots-\$1,332 + \$41 per lot for each lot over 5 lots 50+ lots-\$3,158 + \$29 per lot for each lot over 50 lots + 2.85% for document imaging
18-053A	ON-SITE DRAINAGE PLAN CHECK	Single Family Residence: \$126 Commercial: \$263 + \$203 per each 5,000 sq. ft. after the first 5,000 sq. ft. Multi Family: \$482 + \$88 per unit Tract: 5-50 lots-\$439 + \$20 per lot for each lot over 5 lots 50+ lots-\$1,327 + \$11 per lot for each lot over 50 lots + 2.85% for document imaging

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PUBLIC WORKS (continued)</b>		
18-053C	ENGINEERING-EXTRA PLAN CHCK/INSPECTION	\$46 per plan/inspection + \$170 per hour per extra plan check or inspection  OR 1.3 times the actual cost of contract consultant  (Fee to be assessed after initial plan check/inspection and one re-check/inspection)
18-054	ON-SITE GRADING INSPECTION	Single Family Residence/Accessory: \$269 Commercial: \$598 + \$296 per each 5,000 sq. ft. after the first 5,000 sq. ft.  Multi Family: \$384 + \$55 per unit  Tract: 5-50 lots-\$598 + \$52 per lot for each lot over 5 lots 50+ lots-\$2,917 + \$30 per lot for each lot over 50 lots
18-054A	ON-SITE DRAINAGE INSPECTION	Single Family Residence/Accessory: \$137 Commercial: \$439 + \$192 per each 5,000 sq. ft. after the first 5,000 sq. ft.  Multi Family: \$439 + \$55 per unit  Tract: 5-50 lots-\$768 + \$34 per lot for each lot over 5 lots 50+ lots-\$2,297 + \$20 per lot for each lot over 50 lots
18-053W	SEPTIC SYSTEM PLAN CHECK	\$302 per plan  + 2.85% for document imaging
18-054W	SEPTIC SYSTEM INSPECTION	\$104 per permit

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PUBLIC WORKS (continued)</b>		
18-055	PUBLIC IMPROVEMENT PLAN CHECK	\$0 - \$50,000 - 4.25% of the Engineer's Estimate (\$548 minimum)  \$50,001 - \$100,000 - \$2,330 + 0.65% of the Engineer's Estimate over \$50,000  \$100,001 - \$250,000 - \$2,686 + 0.2% of the Engineer's Estimate over \$100,000  \$250,001 - \$500,000 - \$3,015 + 0.65% of the Engineer's Estimate over \$250,000  \$500,001+ - \$4,797 + 0.2% of the Engineer's Estimate over \$500,000  + 2.85% for document imaging
18-055A	PUBLIC IMPROVEMENT INSPECTION	\$0 - \$50,000 - 3% of the Engineer's Estimate (\$548 minimum)  \$50,001 - \$100,000 - \$1,645 + 1.3% of the Engineer's Estimate over \$50,000  \$100,001+ - \$2,357 - + 0.4% of the Engineer's Estimate over \$100,000
18-056	TEMPORARY ENCROACHMENT PERMIT	\$126 per permit
18-057	MINOR ENCROACHMENT PERMIT	Driveway Approach - \$225  Sidewalk - \$329 for first 50 linear feet + \$2 for each additional foot  Curb/Gutter - \$329 for first 50 linear feet + \$2 for each additional foot  Sidewalk/Curb/Gutter - \$439 for first 50 linear feet + \$3 for each additional foot
18-057A	PERMANENT ENCROACHMENT PERMIT	\$362 per permit

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PUBLIC WORKS (continued)</b>		
18-058	UTILITY ENCROACHMENT PERMIT	\$280 - Water patch \$521 - 0-10' trench \$735 - 10'-50' trench \$1,036 - 50'-100' trench \$1,310 - 100'-300' Trench (plus \$2 per additional foot over 300 feet)  \$439 - Annual Blanket Encroachment Permit (Registration Only)
18-058A	TRAFFIC CONTROL PLAN CHECK/INSPECTION	\$576 per project
18-059	FINAL PARCEL MAP CHECK	\$1,924 per map + \$99 + \$5 per lot GIS fee + any recording fees
18-060	FINAL TRACT MAP CHECK	\$2,878 per map + \$30 per lot over 5 lots + \$99 + \$5 per lot GIS fee + any recording fees  Affordable Housing - \$389 per application + \$132 per unit + any outside or legal costs
18-061	CONDOMINIUM CONVERSION FINAL MAP	\$2,878 per map + \$30 per unit after the first 5 units
18-062	FINAL MAP AMENDMENT	\$2,950 per application Certificate of Correction-\$779 per application
18-063	STREET/RIGHT OF WAY ABANDONMENT PROCESS	\$4,660 per application
18-064	CERTIFICATE OF COMPLIANCE	\$1,124 per application
18-065	FLOOD PLAIN LETTER	\$493 per letter
18-066	WIDE/OVERWEIGHT/OVERLONG LOAD REVIEW	\$16 - Daily Permit \$90 - Annual Permit <i>Fees are set by the State</i>
18-109A	SEWER TAP	\$510 per lateral
18-109	SEWER PROCESSING	\$44 per sewer connection permit
18-110	EMERGENCY SEWAGE SPILL RESPONSE	Charge the fully allocated hourly rates for all personnel involved + any outside or material costs.
18-066A	STREET CLOSURES	All Street Closures are subject to the fully allocated hourly rates for all personnel involved, with a minimum of two (2) hours.

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>POLICE</b>		
18-070	NOISE DISTURBANCE RESPONSE CALL-BACK	Charge the fully allocated hourly rates for all personnel involved
18-071	POLICE FALSE ALARM RESPONSE	First three responses within a calendar year - No Charge Forth and subsequent false alarm within a calendar year - \$164 per response
18-072	DUI ACCIDENT RESPONSE INVESTIGATION	Charge the fully allocated hourly rate for all emergency personnel involved, not to exceed \$12,000 per incident by State Law.
18-073	VEHICLE EQUIPMENT CORRECTION INSPECTION	\$38 per inspection
18-074	VIN VERIFICATION	\$33 per request
18-075	STORED/IMPOUNDED VEHICLE RELEASE	\$115 per vehicle
18-076	REPOSSESSED VEHICLE RELEASE	\$15 per vehicle  This fee is set by State Law
18-078	RECORDS CHECK/CLEARANCE LETTER	\$31 per letter + notary fee if applicable
18-079	LIVE SCAN FINGERPRINT PROCESSING	No Charge - Volunteers for Seniors/Youth \$16 per person - community group coaches or leaders \$33 per person - all others
18-080	POLICE REPORT COPY	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:  1st page - \$0.50 each additional page - \$0.10
18-081	POLICE DIGITAL FILE REPRODUCTION	\$3 per device
18-083	CIVIL SUBPOENA OF RECORDS	\$15 + reproduction costs \$275 per day deposit + travel costs  Fees are set by the Court

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>POLICE (continued)</b>		
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18-084	DUCES TECUM SUBPOENA	\$15 per request + reproduction costs Fees are set by State Law.
18-085	POLICE SPECIAL SERVICES	Fully allocated costs of all personnel involved, + any actual material or equipment expenses required for the event.
18-082	CONCEALED CARRY WEAPONS LICENSE	\$108 New license application \$27 Renewal license application \$11 Amendments to existing license application  +All required State and Federal agency fees

<b>FIRE</b>		
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18-069	CODE ENFORCEMENT	Recover the full costs related to the enforcement of the City's codes at a particular parcel if the parcel is not brought into compliance, up to and including court action.
18-045A	FIRE SPRINKLER SERVICE LETTER	\$33 per letter
18-045B	FIRE CODE POSITION LETTER	\$170 per letter
18-046	FIRE FLOW TEST	\$170 per test
18-086	TEMPORARY TENT/CIRCUS PERMIT	\$104 per permit + \$44 per day after the first day
18-086A	PERMANENT TENT PERMIT	Charge the fully allocated hourly rate for all staff involved + any outside costs.
18-087	SPECIAL EVENT PERMIT	\$236 per day
18-042C	RESIDENTIAL CARE FACILITY CONSULTATION	Maximum allowed under State law (currently \$50)
18-088	CONFINED SPACE PERMIT	Hazard Permit - \$110 Extended Hazard Permit - \$658 Annual Hazard Permit - \$1,645
18-089	UNDERGROUND TANK REMOVAL	\$126 per tank - 1st inspection \$66 per tank - each subsequent inspection

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>FIRE (continued)</b>		
18-090	FIRE CODE PERMITS	\$60 per permit
18-091	ENGINE COMPANY INSPECTION	First 2 inspections - no charge 3rd and subsequent inspections - \$148 per inspection
18-092	FIRE FALSE ALARM RESPONSE	First 3 responses in a calendar year - No Charge 4th and subsequent response in a calendar year - \$252 per response
18-093	WEED ABATEMENT PROGRAM	Actual costs + 150% if lot must be cleared by the City  This program is designed to only recover the cost of the properties that do not comply.
18-094	HAZARDOUS MATERIALS RESPONSE	Charge the fully allocated hourly rate for all personnel involved.
18-095	NEGLIGENT INCIDENT RESPONSE	Charge double the fully allocated hourly rates for all personnel involved.
18-096	FIRE/ARSON INVESTIGATION	Charge the fully allocated hourly rates for all personnel involved.
18-098	FIRE INCIDENT REPORT COPY	As this service is covered by the Public Records Act, the fee should match the City's copy charge fee:  1st page - \$0.50 each additional page - \$0.10
18-098A	FIRE CODE OCCUPANCY LETTER	\$66 per letter

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
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Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>RECREATION</b>		
18-099	ADULT SPORTS	<p>The City Manager or Designee may set and change Adult Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Adult Softball: \$623 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Basketball: \$410 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Volleyball: \$307 per team + \$5 per nonresident player or additional 10% if 8 or more nonresident players</p> <p>Adult Drop-in Programs: \$2 per person</p> <p>Light Fee: \$21 per hour</p> <p>Late Fee: After registration \$52 per team</p> <p>Forfeit Fee: \$26 per team</p> <p>Protest Fee: \$21 per team</p> <p>Add/Drop Fee: \$21 per transaction</p>
18-100	YOUTH SPORTS	<p>The City Manager or Designee may set and change Youth Sports Fees according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>Jr. Volleyball - \$49 per resident participant or \$54 for nonresident participants (\$5 discount for each additional family member)</p> <p>Youth Basketball - \$92 per participant or \$101 per nonresident participant (\$5 discount for each additional family member)</p> <p>T-Ball - \$83 per resident participant or \$92 for nonresident participant (\$5 discount for each additional family member)</p> <p>\$10 late fee per participant or family</p>

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>RECREATION (continued)</b>		
18-103	CONTRACT RECREATION CLASSES	<p>City Contract Instructors receive 70% of the class fee and the City receives the remaining 30% for off-site classes and/or existing instructors.</p> <p>City Contract Instructors receive 60% of the class fee and the City receives the remaining 40% for on-site classes and/or new instructors.</p>
18-104	CITY SPECIAL EVENTS	<p>The City Manager or Designee may set and change Special Events according to cost recovery guidelines and local trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:</p> <p>1st Banner Position - No charge                      Additional Banner Positions - \$50 each per week according to policy</p> <p>A temporary banner removal fee of \$26 will be charged if banner is left up more than one day after the event.</p> <p>Cruise Night:                      \$27 per car during pre-registration                      \$37 per car the night of the event</p> <p>Craft Faire                      \$67 per inside space for residents                      \$83 per inside space for nonresidents                      \$57 per outside space for residents                      \$73 per outside space for nonresidents</p> <p>Father/Daughter Dance:                      \$31 per couple for residents                      \$36 per couple for nonresidents                      + \$5 for each additional daughter</p>

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>RECREATION (continued)</b>
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18-104	CITY SPECIAL EVENTS (continued)	Booth Fee (Booths allowed in accordance with City policy at other City-run events) \$0 Nonprofit vendors \$60 For Profit Vendors  Other Special Events: Fully allocated cost of required personnel
18-105	TRIPS AND TOURS	Charge the direct cost of the trip
18-148	ADVERTISING	The City Manager or designee may set and change Advertising Fees according to cost recovery guidelines and local market trends. This authorization is intended to allow the Community Services Department to offer new and revised programs between fee updates. Current Fees are as follows:  \$130 1/8 Page Ad \$205 1/4 Page Ad \$305 1/2 Page Ad \$255 Banner Ad \$575 Full Page Ad \$825 Inside Back Cover \$825 Inside Front Cover \$1,500 Back Cover

<b>PARKS &amp; FACILITIES RENTALS</b>
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18-107A	PARK RENTALS	In case of inclement weather, the applicant may request a refund of usage fees subject to an administrative fee or reschedule the reservation date subject to a reservation modification fee.  In addition to the base rental rate listed below, all park facility charges are also subject to the following charges as applicable:  \$16 Reservation change or modification fee  \$12 Use of utilities fee
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# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
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Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>PARKS &amp; FACILITIES RENTALS (continued)</b>
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18-107A	PARK RENTALS (continued)	<p>Security Guards: At discretion of City Manager or Designee, events where alcohol is served require one guard per 100 people.                      \$21 + actual cost of security service</p> <p>Fully allocated hourly rate of all City personnel required for the event will be charged</p> <p>Barbeque Areas:                      \$57 per day for Paloma BBQ Areas                      \$57 per day for Lake Park BBQ Areas                      \$31 per day for Colony Park BBQ Areas                      \$78 per day for all 3 Colony Park BBQ areas</p> <p>Lake Park Bandstand:                      \$54 for nonprofits                      \$86 for all others</p> <p>Outdoor Movie Screen Rental:                      \$1,038 for 5 hours for nonprofits                      \$1,297 for 5 hours all others</p> <p>Faces of Freedom Veterans Memorial:                      \$78 per day                      No fee for veteran's organizations, individual veterans, or families of veterans for services and events. No security deposit will be required for these events.</p> <p>Sunken Gardens:                      \$175 per day for non-profit                      \$389 per day for all others</p> <p>Equestrian Arena:                      \$104 per day private use                      \$205 security deposit</p> <p>Lake Park Special Event:                      \$519 per day for non-profits                      \$778 per day for others</p>
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# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PARKS &amp; FACILITIES RENTALS (continued)</b>		
18-107A	PARK RENTALS (continued)	Stadium Park: \$ 778 per day for non-profits for a > 150 person event \$1,557 per day for all others for a >150 person event \$ 208 per day for non-profits for a <= 150 person event \$ 519 per day for all others for a <= 150 person event  Paloma Creek Park Horseshoe Pits: \$12 per hour (2 hour minimum)  Paloma Creek Park Sand Volleyball Court: \$12 per hour (2 hour minimum)  Colony Park Bocce Ball Courts: \$12 per hour (2 hour minimum)  Corn Hole Board Set Rental With Bags: \$30 per day plus \$100 refundable security deposit
18-107	BALLFIELD/PARK FACILITY RENTAL	Ballfield and Open Fields fees: in addition to in-kind contributions \$26 per hour for field \$21 per hour for lights \$26 base rental per field (+ \$205 deposit) \$52 for field lining (one time per day)
18-107B	BALLFIELD FACILITY TOURNAMENT RENTAL	A Non-refundable deposit of 50% required on all bookings (unless a higher deposit is noted). There are no refunds due to bad weather.  In addition to the rental rate listed below, all tournaments are also subject to the following charges as applicable:  Fully allocated hourly rate of all City personnel required for the event will be charged \$21 per hour for lights \$26 per field per day base rental fee (+\$205 deposit) \$52 facility key replacement fee \$52 field lining fee (one time per day)

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
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Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>PARKS &amp; FACILITIES RENTALS (continued)</b>
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18-107B	BALLFIELD FACILITY TOURNAMENT RENTAL (continued)	<p>In addition to in-kind contributions rental fees will be as follows:                  \$26 per hour per field or                  \$415 per day (12 hours max) for two fields                  \$726 for two days (24 hours max) for two fields</p> <p>Any rental of fields that is 5 or more hours will be treated as a Tournament and Tournament fees and policies will apply.</p>
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<b>ZOO</b>
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18-108	ZOO SERVICES	<p>Admissions:                  \$7 General (13 and up)                  \$6 Senior (65 and up)                  \$5 Child (3-12)</p> <p>Military Day at the Charles Paddock Zoo - One dedicated day will be chosen during the year to offer "FREE Admission" for Active Military and their families. In the past, this day has been referred to as Armed Forces Day.</p> <p>Stroller Rental:                  \$5 per day - basic                  \$6 per day - theme</p> <p>Educational Programs: fees set by Zoo Director based on market conditions and cost of items being resold</p> <p>School Presentations, Camps, Special Programs: fees set by the Zoo Director based on market conditions and estimated variable costs of the program.</p> <p>Birthday parties: \$10-\$15 per child, based on market conditions and costs of items included</p> <p>Zoo Asset Sales: fees set by the Zoo Director, based on market conditions.</p> <p>Zoo Concessions, Vending &amp; Gifts: fees set by the Zoo Director, based on market conditions and cost of items being resold.</p>
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# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>BUSINESS LICENSES</b>
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18-116	NEW BUSINESS LICENSE APPLICATION REV/ENFORCEMENT	\$225 - A Occupancy, H Occupancy, Sprinkler \$99 - All Other Occupancies \$71 - Out of Town Business or Contractor \$71 - Home Occupation
18-118	BUSINESS LICENSE RENEWAL	\$22 per renewal
18-118A	BUSINESS LICENSE REPRINT	\$14 per reprint
18-119	SOLICITOR PERMIT	\$27 per permit + \$5 per card
18-077	SPECIAL BUSINESS DOJ CHECK	\$164 per application + any DOJ fees

<b>GENERAL</b>
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18-115	DAMAGE TO CITY PROPERTY REPAIR	Charge the fully allocated hourly rate for all required personnel + any material costs.
18-120	RETURNED CHECK PROCESSING	\$27 per NSF check
18-121	ELECTRONIC FILE COPY SERVICE	\$3 per device
18-122	DOCUMENT CERTIFICATION	\$30 per document
18-123	CANDIDATE/INITIATIVE FILING	Candidate - \$25 per candidate  Initiative - \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.  Fees are set by Sate Law
18-124	RECORDS COMPILATION SERVICE	Charge the fully allocated hourly rate for all required personnel and any outside costs in accordance with Government Code section 6253.9.

# FEE SCHEDULE

ITEM NUMBER: B-1  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>GENERAL (continued)</b>		
18-125	DOCUMENT REPRODUCTION	Copying/Scanning/Faxing: Black & White: \$0.50 - 1st page \$0.10 - each additional page  Color Copies: \$1 per page  Fair Political Practices Commission copies - \$.10 per page  Contract reproduction of documents: Actual cost of reproduction + actual postage and/or mailing expense
18-142	GENERATION OF MAILING LABELS	0-50 Labels: \$110 51-100 Labels: \$164 101-150 Labels: \$219 151+ Labels: \$274
18-143	MAILING OF NOTICES/LETTERS	0-50 Notices: \$82 51-100 Notices: \$137 101-150 Notices: \$192 151+ Notices: \$192 + \$1 per item over 150 + Actual cost of postage or other mailing fee
18-144	MAP FOLDING FEE	\$35 each
18-067	BLUEPRINT/MAP REPRODUCTION	Actual cost of reproduction and associated postage and/or mailing costs  GIS printout fee - fully allocated rate of staff time spent on project  Large building plan copy: \$4 per sheet
18-163	FILMING PERMIT APPLICATION	\$266 per permit
18-990	ACTIVE NET REGISTRATION	Administrative fee associated with registering for an activity online through Active Net:  Activity cost between \$0-\$10.99 - \$0.50 Activity cost between \$11.00-\$39.99 - \$1.00 Activity cost between \$40.00-\$199.99 - \$2.00 Activity cost \$200+ - \$10.00
18-991	DIRECTOR APPROVED FEE WAIVER	With the approval of the Administrative Services Director, staff would have the ability to waive certain fees that were incurred due to staff error.



# ***Atascadero City Council***

## ***Staff Report – Administrative Services Department***

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### **Amendments to City Facility Rental Fee Schedule**

#### **RECOMMENDATION:**

Council adopt Draft Resolution amending a Schedule of Fees and Charges for City Facility Rentals.

#### **DISCUSSION:**

The City has developed a Schedule of Fees and Charges for City Facility Rentals (Schedule). The existing Schedule was last updated May 23, 2017, and was based on a comprehensive fee study performed by a consultant in 2014. Council has directed staff to adjust the Schedule annually using the Consumer Price Index (CPI). The CPI adjustment for year ending 2017 is 3.39%. The CPI used was the California weighted average change from calendar 2016 to 2017 that is calculated by the State Department of Industrial Relations.

Included, as Attachment 1, is a summary fee comparison detailing the proposed adjustments. The Facility Rental Fees will go into effect sixty days (60) after the Resolution is adopted.

#### **FISCAL IMPACT:**

There will be an increase in operating revenue resulting from the CPI increase, with an offsetting increase in costs to provide the services.

#### **ALTERNATIVES:**

1. Council may change any of the proposed fees.
2. Council may keep the current fees. This option is not recommended as the amount of tax dollars necessary to provide these services would increase, reducing the amount of money available for key Council priorities.

**ATTACHMENTS:**

1. Schedule of Fees and Charges for City Facility Rentals- Current vs. Proposed Fee Schedule
2. Draft Resolution

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PAVILION</b>			
18-138	PAVILION CLEANING FEE	<p>Security Deposit: All special events require a \$372 security deposit.</p> <p>Security Guards: All events where alcohol is served require one guard per 100 people.                      \$21+ actual cost of security service (minimum of 4 hours)</p> <p>Application Fee: \$5 each</p> <p>Cleaning Fee:                      \$21 + contract cleaning charge + any repair costs for damage to the facility + fully allocated hourly rate of City personnel</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>	<p>Security Deposit: All special events require a \$384 security deposit.</p> <p>Security Guards: All events where alcohol is served require one guard per 100 people.                      \$21+ actual cost of security service (minimum of 4 hours)</p> <p>Application Fee: \$5 each</p> <p>Cleaning Fee:                      \$21 + contract cleaning charge + any repair costs for damage to the facility + fully allocated hourly rate of City personnel</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>
18-106	PAVILION RENTAL	<p>Rotary Room:                      Weekdays:                      \$43 per hour for residents                      \$48 per hour for nonresidents/commercial                      \$37 per hour for non-profits</p>	<p>Rotary Room:                      Weekdays:                      \$44 per hour for residents                      \$49 per hour for nonresidents/commercial                      \$38 per hour for non-profits</p>

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PAVILION (continued)</b>			
18-106	PAVILION RENTAL (continued)	Evenings and Sundays: \$58 per hour for residents \$69 per hour for nonresidents/commercial \$37 per hour for non-profits  Gronstrand Room: Weekdays: \$37 per hour for residents \$43 per hour for nonresidents/commercial \$32 per hour for non-profits Evenings and Sundays: \$48 per hour for residents \$53 per hour for nonresidents/commercial \$32 per hour for non-profits	Evenings and Sundays: \$60 per hour for residents \$71 per hour for nonresidents/commercial \$38 per hour for non-profits  Gronstrand Room: Weekdays: \$38 per hour for residents \$44 per hour for nonresidents/commercial \$33 per hour for non-profits Evenings and Sundays: \$49 per hour for residents \$55 per hour for nonresidents/commercial \$33 per hour for non-profits

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PAVILION (continued)</b>			
18-106	PAVILION RENTAL (continued)	Community Room: Weekdays: \$32 per hour for residents \$32 per hour for nonresidents/commercial \$27 per hour for non-profits Evenings and Sundays: \$37 per hour for residents \$37 per hour for nonresidents/commercial \$32 per hour for non-profits  Kitchen: Weekdays: \$48 per hour for residents \$53 per hour for nonresidents/commercial \$27 per hour for non-profits  Evenings and Sundays: \$58 per hour for residents \$64 per hour for nonresidents/commercial \$27 per hour for non-profits	Community Room: Weekdays: \$33 per hour for residents \$33 per hour for nonresidents/commercial \$27 per hour for non-profits Evenings and Sundays: \$38 per hour for residents \$38 per hour for nonresidents/commercial \$27 per hour for non-profits  Kitchen: Weekdays: \$49 per hour for residents \$55 per hour for nonresidents/commercial \$27 per hour for non-profits  Evenings and Sundays: \$60 per hour for residents \$66 per hour for nonresidents/commercial \$27 per hour for non-profits

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PAVILION (continued)</b>			
18-106	PAVILION RENTAL (continued)	<p>Great Room:                      Weekdays:                          \$74 per hour for residents                          \$85 per hour for nonresidents/commercial                          \$64 per hour for non-profits                      Evenings and Sundays:                          \$101 per hour for residents                          \$117 per hour for nonresidents/commercial                          \$ 64 per hour for non-profits</p> <p>Combined: (Includes Great Room, Community Room, Kitchen and Lobby, Saturday Only)                          \$2,051 per day + \$181 cleaning fee for residents                          \$2,582 per day + \$181 cleaning fee for nonresidents/commercial                          \$64 per hour, 12 hour min for non-profits (Great Room only), additional fees apply for use of any other rooms</p> <p>Lakeside Room:                          \$37 per hour for residents                          \$37 per hour for nonresidents/commercial                          \$27 per hour for non-profits</p>	<p>Great Room:                      Weekdays:                          \$77 per hour for residents                          \$88 per hour for nonresidents/commercial                          \$66 per hour for non-profits                      Evenings and Sundays:                          \$104 per hour for residents                          \$121 per hour for nonresidents/commercial                          \$ 66 per hour for non-profits</p> <p>Combined: (Includes Great Room, Community Room, Kitchen and Lobby, Saturday Only)                          \$2,116 per day + \$186 cleaning fee for residents                          \$2,664 per day + \$186 cleaning fee for nonresidents/commercial                          \$66 per hour, 12 hour min for non-profits (Great Room only), additional fees apply for use of any other rooms</p> <p>Lakeside Room:                          \$38 per hour for residents                          \$38 per hour for nonresidents/commercial                          \$27 per hour for non-profits</p>

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PAVILION (continued)</b>			
18-139	PAVILION EQUIPMENT RENTALS	<p>Non-profit organizations may receive a 50% discount on equipment rental fees. Upon approval of the City Manager or Designee, non-profit organizations that have ongoing rental agreements with the Pavilion on the Lake and have made significant donations to the City facilities are eligible to receive a full waiver of rental items.</p> <p>Gazebo Chairs: \$1.60 per chair + \$37 set-up fee                      Stage: \$11 per 4' x 8' piece                      Linens (optional): Fees set by the Pavilion Coordinator based on market conditions.                      Podium: \$21 per day                      TV/VCR: \$32 per day                      TV/VCR/DVD: \$37 per day                      Sound System: \$106 per day                      Overhead Projector: \$27 per day                      Portable Projector Screens: \$16 per day                      Electric Projector Screens: \$27 per day                      LCD Projector: \$106 per day                      Topiary Trees: \$21 each                      Lattice Screen:                          \$27 each without lights                          \$53 each with lights                      Microphone: \$21 each per day                      Mirrors: \$2 each                      Candleholders: \$1 each                      Wireless Internet: \$27 per day</p>	<p>Non-profit organizations may receive a 50% discount on equipment rental fees. Upon approval of the City Manager or Designee, non-profit organizations that have ongoing rental agreements with the Pavilion on the Lake and have made significant donations to the City facilities are eligible to receive a full waiver of rental items.</p> <p>Gazebo Chairs: \$1.60 per chair + \$38 set-up fee                      Stage: \$11 per 4' x 8' piece                      Linens (optional): Fees set by the Pavilion Coordinator based on market conditions.                      Podium: \$22 per day                      TV/VCR: \$33 per day                      TV/VCR/DVD: \$38 per day                      Sound System: \$110 per day                      Overhead Projector: \$27 per day                      Portable Projector Screens: \$16 per day                      Electric Projector Screens: \$27 per day                      LCD Projector: \$110 per day                      Topiary Trees: \$22 each                      Lattice Screen:                          \$27 each without lights                          \$55 each with lights                      Microphone: \$22 each per day                      Mirrors: \$2 each                      Candleholders: \$1 each                      Wireless Internet: \$27 per day</p>
18-140	GAZEBO RENTALS	\$165 per day	\$170 per day

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PAVILION (continued)</b>			
18-141	RANGER HOUSE RENTALS RANGER HOUSE RENTALS-ZOO ROOM	\$31 per hour for residents \$31 per hour for nonresidents/commercial \$26 per hour for non-profit	\$33 per hour for residents \$33 per hour for nonresidents/commercial \$27 per hour for non-profit
<b>COLONY PARK COMMUNITY CENTER</b>			
18-150	YOUTH & TEEN SERVICES	Teen Center membership - \$10 per year Teen Center membership card replacement - \$2 per card	Teen Center membership - \$10 per year Teen Center membership card replacement - \$2 per card
18-152	COLONY PARK COMMUNITY CENTER RENTAL	<p>Non-refundable Deposit: All bookings require a 50% non-refundable deposit. Cancellations will forfeit the deposit</p> <p>Security Deposit: May be required at the discretion of the Director (refundable after event if no damages/extra charges apply).</p> <p>Security Guards: At the discretion of the Director, events require one guard per 100 people \$21 + actual cost of security service (minimum of four hours)</p> <p>Additional Staff Time: An additional hourly rental charge of \$21 per hour will apply if the City is required schedule additional personnel in order to accommodate the event</p>	<p>Non-refundable Deposit: All bookings require a 50% non-refundable deposit. Cancellations will forfeit the deposit</p> <p>Security Deposit: May be required at the discretion of the Director (refundable after event if no damages/extra charges apply).</p> <p>Security Guards: At the discretion of the Director, events require one guard per 100 people. \$21 + actual cost of security service</p> <p>Additional Staff Time: An additional hourly rental charge of \$21 per hour will apply if the City is required to schedule additional personnel in order to accommodate the event</p>

**DRAFT FEE SCHEDULE**

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>COLONY PARK COMMUNITY CENTER (continued)</b>			
18-152	COLONY PARK COMMUNITY CENTER RENTAL (continued)	<p>Fitness (Dance &amp; Exercise Rooms Combined):            Weekdays:                \$47 per hour for residents                \$52 per hour for nonresidents                \$42 per hour for non-profits</p> <p>Fitness (Dance &amp; Exercise Rooms Combined):            Evenings, Saturdays and Sundays:                \$62 per hour for residents                \$67 per hour for nonresidents                \$57 per hour for non-profits</p> <p>Conference Room:            Weekdays:                \$31 per hour for residents                \$36 per hour for nonresidents                \$26 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays:                \$47 per hour for residents                \$52 per hour for nonresidents                \$42 per hour for non-profits</p> <p>Gymnasium:            Weekdays:                \$62 per hour for residents                \$78 per hour for nonresidents                \$57 per hour for non-profits</p>	<p>Fitness (Dance &amp; Exercise Rooms Combined):            Weekdays:                \$47 per hour for residents                \$52 per hour for nonresidents                \$42 per hour for non-profits</p> <p>Fitness (Dance &amp; Exercise Rooms Combined):            Evenings, Saturdays and Sundays:                \$62 per hour for residents                \$67 per hour for nonresidents                \$57 per hour for non-profits</p> <p>Conference Room:            Weekdays:                \$31 per hour for residents                \$36 per hour for nonresidents                \$26 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays:                \$47 per hour for residents                \$52 per hour for nonresidents                \$42 per hour for non-profits</p> <p>Gymnasium:            Weekdays:                \$62 per hour for residents                \$78 per hour for nonresidents                \$57 per hour for non-profits</p>

## DRAFT FEE SCHEDULE

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>COLONY PARK COMMUNITY CENTER (continued)</b>			
18-152	COLONY PARK COMMUNITY CENTER RENTAL (continued)	<p>Evenings, Saturdays and Sundays:            \$78 per hour for residents            \$93 per hour for nonresidents            \$73 per hour for non-profits</p> <p>Arts and Crafts Room:            Weekdays:            \$36 per hour for residents            \$42 per hour for nonresidents            \$31 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays:            \$52 per hour for residents            \$57 per hour for nonresidents            \$47 per hour for non-profits</p>	<p>Evenings, Saturdays and Sundays:            \$78 per hour for residents            \$93 per hour for nonresidents            \$73 per hour for non-profits</p> <p>Arts and Crafts Room:            Weekdays:            \$36 per hour for residents            \$42 per hour for nonresidents            \$31 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays:            \$52 per hour for residents            \$57 per hour for nonresidents            \$47 per hour for non-profits</p>
18-153	COMMUNITY CENTER CLEANING FEE	<p>Cleaning Fee:            Up to \$205 (applied at the discretion of the Director)</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>	<p>Cleaning Fee:            Up to \$300 (applied at the discretion of the Director)</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>
18-154	COLONY PARK COMMUNITY CENTER EQUIPMENT RENTALS	<p>Table and chair set up (groups of 50+): \$42            Scoreboard: \$26 per day            Podium: \$26 per day            TV/DVD: \$26 per day</p>	<p>Table and chair set up (groups of 50+): \$42            Scoreboard: \$26 per day            Podium: \$26 per day            TV/DVD: \$26 per day</p>

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>COLONY PARK COMMUNITY CENTER (continued)</b>			
18-154	COLONY PARK COMMUNITY CENTER EQUIPMENT RENTALS	Sound system: \$104 per day Stage: \$10 per 4' x 8' piece Portable projector screen: \$21 per day Coffee service: \$3 per person (10 person min.)	Sound system: \$104 per day Stage: \$10 per 4' x 8' piece Portable projector screen: \$21 per day Coffee service: \$3 per person (10 person min.)

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
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 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PARKS &amp; FACILITIES RENTALS</b>			
18-160	CITY HALL RENTALS	<p><b>City Hall Rental Fees Effective August 18, 2017</b></p> <p>Public Meeting Room (M-F 8:00-5:00):                      \$27 per hour for non-profit                      \$43 per hour for private resident                      \$48 per hour for private nonresident                      If outside of business hours:                      + Fully allocated hourly rate of all City personnel required                      \$46 per event cleaning fee for events that serve food</p> <p>City Council Chambers (M-F 8:00-5:00)                      2 hour minimum rental                      \$96 per hour for non-profit                      \$117 per hour for private resident                      \$128 per hour for private nonresident                      \$525 security deposit and a separate cleaning fee are required for events that serve food or are longer than 3 hours</p> <p>City Council Chambers (Friday Evenings)                      2 hour minimum rental                      \$396 per hour for non-profit                      \$483 per hour for private resident                      \$531 per hour for private non-resident                      \$525 security deposit and a separate cleaning fee are required for events that serve food or are longer than 3 hours</p>	<p>Public Meeting Room (M-F 8:00-5:00):                      \$27 per hour for non-profit                      \$43 per hour for private resident                      \$48 per hour for private nonresident                      If outside of business hours:                      + Fully allocated hourly rate of all City personnel required                      \$46 per event cleaning fee for events that serve food</p> <p>City Council Chambers (M-F 8:00-5:00)                      2 hour minimum rental                      \$96 per hour for non-profit                      \$117 per hour for private resident                      \$128 per hour for private nonresident                      \$500 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p> <p>City Council Chambers (Friday Evenings)                      2 hour minimum rental                      \$396 per hour for non-profit                      \$483 per hour for private resident                      \$531 per hour for private non-resident                      \$500 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p>

# DRAFT FEE SCHEDULE

ITEM NUMBER: B-2  
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 ATTACHMENT: 1

Ref #	Fee Name	2017 Fees (Effective 07/24/2017)	Proposed Fees
<b>PARKS &amp; FACILITIES RENTALS (continued)</b>			
18-160	CITY HALL RENTALS (continued)	City Council Chambers (Saturday & Sunday) \$3,719 per day for non-profit \$5,313 per day for private resident \$5,844 per day for private non-resident \$531 per hour in excess of 10 hours \$1,063 reservation deposit required \$82 per event cleaning fee for events that serve food	City Council Chambers (Saturday & Sunday) \$3,719 per day for non-profit \$5,313 per day for private resident \$5,844 per day for private non-resident \$531 per hour in excess of 10 hours \$1,100 reservation deposit required \$100 per event cleaning fee for events that serve food and/or drinks
		Event Photography (Saturday & Sunday) 2 hour minimum \$159 per hour for private resident \$213 per hour for private nonresident	Event Photography (Saturday & Sunday) 2 hour minimum \$159 per hour for private resident \$213 per hour for private nonresident
		Outdoor event Ceremony (Saturday & Sunday) \$372 per ceremony	Outdoor event Ceremony (Saturday & Sunday) \$372 per ceremony

## DRAFT RESOLUTION

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, ADOPTING AMENDED SCHEDULE OF FEES AND CHARGES FOR CITY FACILITY RENTALS

**WHEREAS**, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and

**WHEREAS**, the City of Atascadero desires to establish a policy of recovering some portion of the costs reasonably borne of providing special services, including but not limited to rental of City property; and

**WHEREAS**, the City intends to collect various fees (the “Fees”) and, in certain cases, require advance deposit of the Fees, to offset the costs associated with providing the rental of City property; and

**WHEREAS**, pursuant to Government Code sections 66016 and 66018 the enactment or increase in any fees to be charged for services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and

**WHEREAS**, the City Council finds that the fee schedule detailed in Exhibit A on file in the City Clerk’s Office and incorporated herein by this reference is consistent with the City of Atascadero General Plan; and

**WHEREAS**, pursuant to Government Code sections 66016 and 66018, the data required to be made available to the public prior to increasing the amount of the fees by this Resolution was made available for public review at least 10 days prior to the date of this meeting; and

**WHEREAS**, pursuant to Government Code sections 66014, 66106, 66018 and 6062a, notice of a public hearing on the increase to the amount of fees was published in the Atascadero News twice, with at least five days intervening the two publications, commencing at least ten days prior to the date of this meeting; and

**WHEREAS**, a duly noticed public hearing before the City Council was held on May 22, 2018, at which public testimony was received and duly considered on the proposed Schedule of Fees and Charges for City Facility Rentals; and

**WHEREAS**, the City Council has previously adopted Resolution No. 2017-028, setting forth such fees, and desires to amend and restate that resolution in this Resolution, in combination with Resolution No. 2017-027, to have all service fees contained within two resolutions, without rescinding said adoption; and

**WHEREAS**, the amount of the Fees do not exceed the true cost of providing the rental of City property; and

**WHEREAS**, the increase to the amount of the fees is not a “project” subject to the California Environmental Quality Act because it is a funding mechanism having no physical effect on the environment.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero:

SECTION 1. Recitals. The foregoing recitals are true and correct and the City Council so finds and determines.

SECTION 2. Establishment of the Fees. The Fees are hereby established in the amounts detailed on Exhibit A for the purpose of funding the cost of providing the Services.

SECTION 3. Collection of the Fees. The Fees levied pursuant to this Resolution shall be paid to the City either at the time the Planning Service or City Service is requested or required or shall, in certain cases, be advanced to the City in the form of an advance deposit as further detailed on Exhibit A.

SECTION 4. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

SECTION 5. Repealer. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 6. Effective Date. This resolution shall take effect 60 days after the effective date of this Resolution, and shall remain in effect, until revised by the City Council.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_ day of May, 2018.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO

\_\_\_\_\_  
Tom O'Malley, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

**ITEM NUMBER:** B-2  
**DATE:** 05/22/18  
**ATTACHMENT:** 2

APPROVED AS TO FORM:

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Brian Pierik, City Attorney

# Exhibit A

## FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PAVILION</b>		
18-138	PAVILION CLEANING FEE	<p>Security Deposit: All special events require a \$384 security deposit.</p> <p>Security Guards: All events where alcohol is served require one guard per 100 people.                      \$21+ actual cost of security service                      (minimum of 4 hours)</p> <p>Application Fee: \$5 each</p> <p>Cleaning Fee:                      \$21 + contract cleaning charge + any repair costs for damage to the facility + fully allocated hourly rate of City personnel</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>
18-106	PAVILION RENTAL	<p>Rotary Room:                      Weekdays:                      \$44 per hour for residents                      \$49 per hour for nonresidents/commercial                      \$38 per hour for non-profits</p> <p>Evenings and Sundays:                      \$60 per hour for residents                      \$71 per hour for nonresidents/commercial                      \$38 per hour for non-profits</p> <p>Gronstrand Room:                      Weekdays:                      \$38 per hour for residents                      \$44 per hour for nonresidents/commercial                      \$33 per hour for non-profits</p> <p>Evenings and Sundays:                      \$49 per hour for residents                      \$55 per hour for nonresidents/commercial                      \$33 per hour for non-profits</p>

## FEE SCHEDULE

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>PAVILION (continued)</b>
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18-106	PAVILION RENTAL (continued)	<p>Community Room:          Weekdays:              \$33 per hour for residents              \$33 per hour for                  nonresidents/commercial              \$27 per hour for non-profits          Evenings and Sundays:              \$38 per hour for residents              \$38 per hour for                  nonresidents/commercial              \$27 per hour for non-profits</p> <p>Kitchen:          Weekdays:              \$49 per hour for residents              \$55 per hour for                  nonresidents/commercial              \$27 per hour for non-profits</p> <p>Evenings and Sundays:              \$60 per hour for residents              \$66 per hour for                  nonresidents/commercial              \$27 per hour for non-profits</p> <p>Great Room:          Weekdays:              \$77 per hour for residents              \$88 per hour for                  nonresidents/commercial              \$66 per hour for non-profits          Evenings and Sundays:              \$104 per hour for residents              \$121 per hour for                  nonresidents/commercial              \$ 66 per hour for non-profits</p> <p>Combined: (Includes Great Room, Community Room,          Kitchen and Lobby, Saturday Only)              \$2,116 per day + \$186 cleaning fee                  for residents              \$2,664 per day + \$186 cleaning fee                  for nonresidents/commercial              \$66 per hour, 12 hour min for non-profits (Great                  Room only), additional fees apply for use of                  any other rooms</p>
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## FEE SCHEDULE

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>PAVILION (continued)</b>		
18-106	PAVILION RENTAL (continued)	Lakeside Room: \$38 per hour for residents \$38 per hour for nonresidents/commercial \$27 per hour for non-profits
18-139	PAVILION EQUIPMENT RENTALS	<p>Non-profit organizations may receive a 50% discount on equipment rental fees. Upon approval of the City Manager or Designee, non-profit organizations that have ongoing rental agreements with the Pavilion on the Lake and have made significant donations to the City facilities are eligible to receive a full waiver of rental items.</p> <p>Gazebo Chairs: \$1.60 per chair + \$38 set-up fee            Stage: \$11 per 4' x 8' piece            Linens (optional): Fees set by the Pavilion Coordinator based on market conditions.            Podium: \$22 per day            TV/VCR: \$33 per day            TV/VCR/DVD: \$38 per day            Sound System: \$110 per day            Overhead Projector: \$27 per day            Portable Projector Screens: \$16 per day            Electric Projector Screens: \$27 per day            LCD Projector: \$110 per day            Topiary Trees: \$22 each            Lattice Screen:                \$27 each without lights                \$55 each with lights            Microphone: \$22 each per day            Mirrors: \$2 each            Candleholders: \$1 each            Wireless Internet: \$27 per day</p>
18-140	GAZEBO RENTALS	\$170 per day
18-141	RANGER HOUSE RENTALS RANGER HOUSE RENTALS-ZOO ROOM	\$33 per hour for residents \$33 per hour for nonresidents/commercial \$27 per hour for non-profit

# FEE SCHEDULE

ITEM NUMBER: B-2  
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Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>COLONY PARK COMMUNITY CENTER</b>
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18-150	YOUTH & TEEN SERVICES	Teen Center membership - \$10 per year Teen Center membership card replacement - \$2 per card
18-152	COLONY PARK COMMUNITY CENTER RENTAL	<p>Non-refundable Deposit: All bookings require a 50% non-refundable deposit. Cancellations will forfeit the deposit</p> <p>Security Deposit: May be required at the discretion of the Director (refundable after event if no damages/extra charges apply).</p> <p>Security Guards: At the discretion of the Director, events require one guard per 100 people.                      \$21 + actual cost of security service</p> <p>Additional Staff Time: An additional hourly rental charge of \$21 per hour will apply if the City is required to schedule additional personnel in order to accommodate the event</p> <p>Fitness (Dance &amp; Exercise Rooms Combined):                      Weekdays:                          \$47 per hour for residents                          \$52 per hour for nonresidents                          \$42 per hour for non-profits</p> <p>Fitness (Dance &amp; Exercise Rooms Combined):                      Evenings, Saturdays and Sundays:                          \$62 per hour for residents                          \$67 per hour for nonresidents                          \$57 per hour for non-profits</p> <p>Conference Room:                      Weekdays:                          \$31 per hour for residents                          \$36 per hour for nonresidents                          \$26 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays:                          \$47 per hour for residents                          \$52 per hour for nonresidents                          \$42 per hour for non-profits</p> <p>Gymnasium:                      Weekdays:                          \$62 per hour for residents                          \$78 per hour for nonresidents                          \$57 per hour for non-profits</p>

# FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
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Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
<b>COLONY PARK COMMUNITY CENTER (continued)</b>		
18-152	COLONY PARK COMMUNITY CENTER RENTAL (continued)	<p>Evenings, Saturdays and Sundays:                      \$78 per hour for residents                      \$93 per hour for nonresidents                      \$73 per hour for non-profits</p> <p>Arts and Crafts Room:                      Weekdays:                      \$36 per hour for residents                      \$42 per hour for nonresidents                      \$31 per hour for non-profits</p> <p>Evenings, Saturdays and Sundays:                      \$52 per hour for residents                      \$57 per hour for nonresidents                      \$47 per hour for non-profits</p>
18-153	COMMUNITY CENTER CLEANING FEE	<p>Cleaning Fee:                      Up to \$300 (applied at the discretion of the Director)</p> <p>Cleaning Fee will be applied at the discretion of the City Manager or Designee. (In general it will be required for all rentals where food and/or beverages are served, for all day Saturday rentals and other large events where a cleaning crew is required.)</p>
18-154	COLONY PARK COMMUNITY CENTER EQUIPMENT RENTALS	<p>Table and chair set up (groups of 50+): \$42                      Scoreboard: \$26 per day                      Podium: \$26 per day                      TV/DVD: \$26 per day                      Sound system: \$104 per day                      Stage: \$10 per 4' x 8' piece                      Portable projector screen: \$21 per day                      Coffee service: \$3 per person (10 person min.)</p>

# FEE SCHEDULE

ITEM NUMBER: B-2  
 DATE: 05/22/18  
 ATTACHMENT: 2A

Ref #	Fee Name	Adopted Fee (Effective 7/23/18)
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<b>PARKS &amp; FACILITIES RENTALS</b>
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18-160	CITY HALL RENTALS	<p>Public Meeting Room (M-F 8:00-5:00):                      \$27 per hour for non-profit                      \$43 per hour for private resident                      \$48 per hour for private nonresident                      If outside of business hours:                      + Fully allocated hourly rate of all City personnel required                      \$46 per event cleaning fee for events that serve food</p> <p>City Council Chambers (M-F 8:00-5:00)                      2 hour minimum rental                      \$96 per hour for non-profit                      \$117 per hour for private resident                      \$128 per hour for private nonresident                      \$500 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p> <p>City Council Chambers (Friday Evenings)                      2 hour minimum rental                      \$396 per hour for non-profit                      \$483 per hour for private resident                      \$531 per hour for private non-resident                      \$500 non-refundable security deposit and a separate cleaning fee are required for events that serve food and/or drinks or are longer than 2 hours</p> <p>City Council Chambers (Saturday &amp; Sunday)                      \$3,719 per day for non-profit                      \$5,313 per day for private resident                      \$5,844 per day for private non-resident                      \$531 per hour in excess of 10 hours                      \$1,100 reservation deposit required                      \$100 per event cleaning fee for events that serve food and/or drinks</p> <p>Event Photography (Saturday &amp; Sunday)                      2 hour minimum                      \$159 per hour for private resident                      \$213 per hour for private nonresident</p> <p>Outdoor event Ceremony (Saturday &amp; Sunday)                      \$372 per ceremony</p>
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# ***Atascadero City Council***

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## ***Staff Report - City Manager's Office***

### **SLO Regional Code of Civility**

#### **RECOMMENDATION:**

Council review and adopt the SLO Regional Code of Civility.

#### **DISCUSSION:**

In August of 2017, 32 San Luis Obispo County residents from various backgrounds including government staff, elected officials, leaders from Cal Poly, Cuesta and K12, as well as a diverse mix of minds from the SLO County nonprofit and business communities participated in a group trip to Denver. The purpose of the trip was to explore lessons learned in Denver in order to proactively envision and plan for the future of San Luis Obispo County.

Of the many topics explored in Colorado, perhaps the most impactful to the group was the concept of Regionalism; the idea that regions that learn to work together will do better for their citizens, their future and the quality of everyone's lives. Regional collaboration is rooted in trusted relationships and from that, the idea of a region-wide Code of Civility was born. The idea was that each jurisdiction would adopt the same Code of Civility, setting a common expectation of how all public business would be conducted in the region, at both the City Council level and at a regional level.

A core group from the Denver trip, including diverse elected officials, has approached the County Mayors' group and the City Manager group asking each City Council to adopt the proposed Code of Civility as a promise to each other and the public to conduct themselves in a way that allows for the widest range of opinions on ideas and policies.

Mayor O'Malley and Mayor Pro-Tem Fonzi attended a Mayors meeting where the Code of Civility was discussed and felt that Atascadero should lead the way in adopting the Code of Civility. The City of Atascadero has long embraced the core concepts in the proposed Code of Civility. Ten years ago, the City embarked on an extensive Public Trust series of discussions, workshops and actions; and the City Council annually reviews and adopts Council Norms, which set the expectations for Council civility and behavior. The proposed Code of Civility would not take the place of these meaningful Atascadero policies and procedures, but instead would be adopted, complementing the existing policies.

The proposed Code of Civility is still being reviewed by representatives from other jurisdictions in the County at the time of agenda publication; however, the current draft is included as an attachment. It is anticipated that a final draft will be available at the time of the Council meeting.

**FISCAL IMPACT:**

None

**ATTACHMENT:**

Draft Code of Civility

## Draft CODE OF CIVILITY

A healthy democracy respects the people's right to debate issues with passion. A healthy democracy not only tolerates disagreement but welcomes it in order to refine ideas and create policies that benefit the greater good.

The deterioration of civility across the country and within our community poses a threat to our democracy and our civic well-being. This deterioration:

- Compromises the integrity of a healthy, representative democracy
- Closes the door on depth of thought, reducing complex problems to harmful oversimplification
- Deters potential leaders from running for office or serving in government
- Poisons the civic well and discourages citizens from engaging on pressing community issues
- Casts the spotlight on poor behavior rather than shining a light on possible solutions
- Sets a poor example for our children

As elected leaders throughout the region we are accountable to each other, the press and the public. We have crafted this Code of Civility as a promise to each other, and to the people and institutions we serve, that we will always strive to conduct our debates - whether in person, online, or in written communication - in ways that allow for the widest range of opinions on ideas and policies, yet also respect the dignity, integrity and rights of those with whom we might disagree.

Therefore, in our deliberations, we pledge to:

### Listen First

*We will make an honest effort to understand views and reasoning of others by listening to understand, not listening to find fault, allowing thoughtful discussion to lead to the best possible outcomes.*

### Respect Different Opinions

*We will invite and consider different perspectives, allowing space for ideas to be expressed, opposed and clarified in a constructive manner.*

### Show Courtesy

*We will treat all colleagues, staff and members of the public in a professional and courteous manner whether in person, online, or in written communication, especially when we disagree.*

### Criticize Constructively

*We strive to advance solutions to community issues; when faced with disagreement, we do more than simply share our concerns with differing positions, we work to propose a course of action of mutual benefit.*

### Debate the Policy Not the Person

*We will focus on the issues, and not personalize debate or use other tactics that divert attention from the issue.*



## ***Atascadero City Council***

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### ***Staff Report – City Manager’s Office***

#### **Parking & Business Improvement Area (PBIA) Assessment**

#### **RECOMMENDATION:**

Council adopt Draft Resolution, declaring intent to levy an annual Downtown Parking and Business Improvement Area assessment, and set a public hearing for June 12, 2018.

#### **DISCUSSION:**

The City of Atascadero established a Downtown Parking and Business Improvement Area in 1986 (Chapter 11 of the Atascadero Municipal Code) for the purpose of *acquisition, construction or maintenance of parking facilities, decoration of public places, promotion of public events, and general promotion of business activities in the downtown area*. The formation and operation of a Parking and Business Improvement Area is governed by the California Streets & Highways Code (Section 36500 et. Seq.). Historically, the budget for the Downtown Parking and Business Improvement Area (DPBIA) was submitted in conjunction with the City’s annual budget. The assessment was reduced to \$0.00 in 2010 at the behest of downtown landlords and as part of a program to encourage downtown businesses. The assessment has remained at \$0.00 since 2010 and accordingly, there was no longer a need for the submission of a DPBIA budget. An annual Draft Resolution of Intention, declaring the City’s intent to levy an annual Downtown Parking and Business Improvement Area assessment, and holding a public hearing was still required by the California Streets & Highways Code for the City’s to levy and collect the assessments, even if it was assessed at \$0.

For many years, the Atascadero Main Street (AMS) organization served as the advisory body and sub-contractor to the City for the DPBIA. Prior to AMS, the advisory body was the Business Improvement Association Board of Directors. This Board was dissolved in 2001 and AMS’s Board of Directors took its place. Following the disengagement of AMS in 2016, the Atascadero Colony District Committee formed in early 2017 to promote economic vitality and encourage business growth in the downtown.

In January, staff was approached by the Atascadero Colony District Committee, a group of downtown business owners, who expressed interest in reinstating the full levy of the assessment for the DPBIA. The Committee has spent the past few months conducting

outreach regarding the DPBIA including holding town hall meetings, sending letters and emails, and personally meeting with businesses subject to the DPBIA in order to garner support to request the Council reinstitute the full assessment.

The Streets & Highways Code requires that the “advisory board” provide a report to the City Council annually for the expenditure of funds derived from the assessment paid by businesses in the downtown area. The Atascadero Colony District Committee will serve as the advisory body and the Atascadero Chamber of Commerce will serve as the sub-contractor to the City regarding the DPBIA. The Committee has submitted a report identifying the proposed improvements and activities for the area, based upon the National Main Street Program's four-point approach. The report does not propose any changes to the boundaries of the DPBIA or of the assessment.

The Atascadero Colony District Committee is proposing expenditures for 2018/19 with the Downtown Parking and Business Improvement Area funds as follows:

BIA Funds requested for 2018/2019	\$ 8,000
Carry over from 2008/2009	\$ 0
Total Proposed Funding Available	\$ 8,000
 <u>2018/2019 Proposed Expenditures:</u>	
Signage & Banners	\$ 500
Tree Lights	\$ 6,500
Marketing	\$ 1,000
<u>Total Proposed Expenditures for 2007- 08</u>	<u>\$ 8,000</u>
<i>Fund Residual</i>	<i>\$ 0</i>

Consistent with State law, the City Council is required to adopt a Draft Resolution of Intention and set a public hearing to receive public comment prior to the assessment being collected.

Staff is proposing that the hearing be conducted at the next regular City Council meeting scheduled for June 12, 2017.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

1. The City Council may set an alternative date for the public hearing, but no later than June 30, 2018.
2. The City Council may continue the current program and assess a \$0 fee to businesses in the District.
3. The City Council may choose not to adopt the Resolution of Intention to levy assessment, thereby discontinuing the collection of Downtown Parking and Business Improvement Area assessments.

**ATTACHMENTS:**

1. Letter from Atascadero Colony District Committee
2. Downtown Parking and Business Improvement Area Report and Proposed Expenditures for 2018-2019
3. Draft Resolution of Intention

Atascadero City Council  
6500 Palma Ave  
Atascadero, CA 93422

Dear Mayor O'Malley,

In early 2017, the Atascadero Colony District Committee (ACDC) was formed as a way to engage business owners and managers in the Downtown Colony District. For the last year, this group of individuals has met almost every Tuesday morning at The Carlton Hotel for a chance to communicate with each other and discuss new ideas to reinvigorate the downtown.

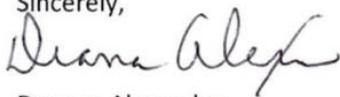
In that time, we have collaborated on many items such as an updated downtown map, additional signage to promote downtown businesses during events, and more. As well, we have heard from community leaders like Wendy Lewis, CEO of ECHO on their work with homeless people in our community and what we can do as business owners to support that mission.

During our meetings we began exploring the opportunity to ask the City Council to once again levy the Parking & Business Improvement Area (PBIA) Assessment. We have heard from a variety of people on the benefits of this type of program, such as Deborah Cash, former Executive Director of Downtown SLO and current Atascadero resident. After learning the history of our own PBIA and the benefits we could provide to the businesses within the Downtown Colony District, we are formally requesting that the Atascadero City Council begin levying the assessment as requested in the Annual Report we submitted to the City Clerk.

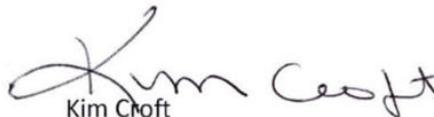
It was important to us that all business voices were heard before we submitted this report, and so we have taken the following steps to communicate our intentions to all businesses in the Downtown Colony District. We held two business town hall events that included the Atascadero Deputy City Managers and Chamber of Commerce to appropriately describe what a PBIA is. We mailed formal letters to all businesses with a business license in the downtown. Our committee has worked to meet personally with every business owner and the Chamber of Commerce has included information in their various emails to businesses.

We believe that a majority of businesses in the Downtown Colony District support this effort and it will truly benefit our community. If you have any questions on the ACDC or would like more information from us, please don't hesitate to ask.

Sincerely,



Deanna Alexander  
General Manager, The Carlton Hotel



Kim Croft  
Realtor, Patterson Realty

Chair, Atascadero Colony District Committee

Vice Chair, Atascadero Colony District Committee

CC: Atascadero City Council  
Atascadero City Clerk  
Atascadero Chamber of Commerce

**Atascadero Main Street  
Downtown Parking and Business Improvement Area  
Annual Report for Fiscal Year 2017-2018**

The California Streets and Highways Code Section 36533 requires the preparation of a report for each fiscal year for which assessments are to be levied and collected to pay the costs of improvements and activities of the Improvement Area. The report may propose changes, including, but not limited to the boundaries of the parking and business improvement area or any benefit zones within the area, the basis and method of levying the assessments, and any changes in the classification of businesses.

No boundary changes are proposed for Fiscal Year 2018-2019. The boundaries are more specifically described as follows:

From the south corner of Morro Road at the Highway 101 over-crossing then in the generally northwest direction immediately adjacent to Highway 101, to a point at the intersection of El Camino Real and Rosario Avenue, then easterly along Rosario Avenue, to a point at the intersection of Rosario and Palma Avenue, then easterly along Palma Avenue to the rear lot line of parcels on the east side of Traffic Way, then north along said rear lot lines to include Lot 24 of Block LA, of Atascadero, then northerly along the center line of Traffic Way, to a point, then easterly to include the presently existing National Guard Armory Property. Then to a point easterly to the intersection of West Mall and Santa Ysabel Avenue at the West Mall bridge, then southerly along Santa Ysabel Avenue to a point at the intersection of the southerly leg of Hospital Drive and Santa Ysabel Avenue, then easterly from that point to the extension of proposed Highway 41, then southwesterly to the Morro Road/Highway 101 over-crossing, point of beginning.

Since 2000, the City, Community Redevelopment Agency, Chamber of Commerce, other organizations and the community have worked to strengthen the downtown business community, and implement the downtown revitalization strategy. In 2009, as the economic downturn was affecting businesses, the City Council made the decision to levy a \$0 assessment on the businesses in the District. The State of California dissolved all redevelopment agencies in 2011, and the City, Chamber of Commerce, and other organizations have worked in collaboration to continue the efforts of the Community Redevelopment Agency to provide better services to and strengthen the businesses in the downtown.

In 2017, The Atascadero Colony District Committee formed to promote economic vitality and encourage business growth in the downtown. The Atascadero Colony District Committee will serve as the advisory body and the Atascadero Chamber of Commerce will serve as the sub-contractor to the City regarding the Downtown Parking and Business Improvement Area. The Colony District Committee is now requesting that the City levy an assessment of 100% of the business license fee for businesses in the Downtown Parking and Business Improvement Area (DPBIA). Each licensed business in the Improvement

Area shall contribute to the assessment. Activities and improvements in the DPBIA are funded by the assessment.

The proposed work plan and budget for fiscal year 2018/2019 is as follows:

BIA Funds requested for 2018/2019	\$ 8,000
Carry over from 2007/2008	\$ 0
Total Proposed Funding Available	\$ 8,000

2018/2019 Proposed Expenditures:

Signage & Banners	\$ 500
Tree Lights	\$ 6,500
Marketing	\$ 1,000
<u>Total Proposed Expenditures for 2007- 08</u>	<u>\$ 8,000</u>
<i>Fund Residual</i>	<i>\$ 0</i>

This report shall be filed with the City Clerk on behalf of the DPBIA for Fiscal Year 2017-2018.

**DRAFT RESOLUTION**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ATASCADERO, CALIFORNIA, DECLARING THE CITY'S INTENT TO  
LEVY AN ANNUAL ASSESSMENT PURSUANT TO STREETS &  
HIGHWAYS CODE SECTION 36500 ET. SEQ.**

**WHEREAS**, the City of Atascadero has formed a Parking and Business Improvement Area, pursuant to Section 36500 of the Streets and Highways Code of the State of California; and

**WHEREAS**, the City Council has received a report pursuant to Section 36533 of said Code; and

**WHEREAS**, the City Council has approved such report and is required to adopt a resolution of intention pursuant to Section 36534; and

**WHEREAS**, the report proposes no changes to the boundaries or assessment amounts that currently apply in said area; and

**WHEREAS**, the report identifies the proposed improvements and activities for the area based upon the National Main Street Program four point approach, on file in the City Clerk's Office and incorporated herein by this reference.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero:

**SECTION 1.** The City Council hereby declares its intent to levy and collect assessments within the Parking and Business Improvement Area for Fiscal Year 2018-2019.

**SECTION 2.** The area is known as the Downtown Parking and Business Improvement Area. The area is generally located in the downtown core including the area between Highway 41 on the south, Rosario Avenue on the north, Highway 101 on the west, and an irregular boundary generally along Santa Ysabel Avenue on the east.

**SECTION 3.** Consistent with Section 36527 of the Streets and Highways Code, Ordinance No. 116 proposes the following uses of Downtown Parking and Business Improvement Area revenue:

- a. The acquisition, construction, or maintenance of parking facilities for the benefit of the area.
- b. Decoration of public place in the area.
- c. Promotion of public events that are to take place on or in public places in the area.
- d. The general promotion of business activities in the area.

**SECTION 4.** A report, which includes a full and detailed description of the improvements and activities to be provided in the 2018-2019 fiscal year, the boundaries of the area, and the proposed assessments to be levied upon the businesses within the area for Fiscal Year 2018-2019, is on file in the City Clerk's Office and incorporated herein by this reference.

SECTION 5. The City Council will hold a public hearing on the levy of the proposed assessment for Fiscal Year 2018-2019 on June 12, 2018 at 6:00 p.m., or sometime shortly thereafter, in the City Council Chambers, 6500 Palma Avenue, Atascadero, California.

SECTION 6. Written or oral protests may be made at the hearing. The form of the protests shall comply with Sections 36524 and 36524 of the Streets and Highways Code.

SECTION 7. The City Clerk is hereby directed to give notice of the public hearing by causing this Resolution to be published once in a newspaper of general circulation in the City not less than seven days before said hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_ day of May, 2018.

On motion by Council Member \_\_\_\_\_, and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

CITY OF ATASCADERO

\_\_\_\_\_  
Tom O'Malley, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Brian A. Pierik, City Attorney