



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

May 26, 2020

SUBJECT: Master Fee Schedule Effective July 1, 2020

PREPARED BY: Susan Mahoney, Finance Director

Recommendation

Adopt Resolution 25-20 establishing the Master Fee Schedule as of July 1, 2020.

Background/Discussion

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

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

The attached Master Fee Schedule ("Schedule") has been updated to reflect the fees in place as of July 1, 2020. Building Fees and Garbage Fees are not included in the Schedule since those fees are set by contract with Yuba County and Recology respectfully. The Schedule will be posted on the City's website.

FEES AUTOMATICALLY INCREASED

Certain fees are automatically increased each year based on either the change in the consumer price index (CPI) or the change in the engineering news record construction cost index (ENR). Depending on the fee, the increase is either the beginning of the fiscal year (July 1), the beginning of the calendar year (January 1), or on October 1.

The attached Resolution 25-20 reflects fees in effect on July 1, 2020 and directs staff to adjust the following fees on the dates indicated per previously adopted resolutions and ordinances:

- Water and Sewer rates (Oct 1, 2020)
- Fire Protection Facilities fee (Jan 1, 2021)

- Impact fees (Jan 1, 2021)
- Planning and Engineering fees (Jan 1, 2021)
- FOG (fats, oil, grease) fee (Jul 1, 2020)
- Sign fees (Jul 1, 2020)

FEES UPDATED AS NEEDED

Other fees are updated as needed to ensure that fees charged are sufficient to recover the cost of services provided. These fees include Administrative, Business License, Cannabis Registration, Code Enforcement, Nuisance Abatement, Community Center and Park Rental, and Special Event fees. For FY 2021 staff is recommending that these fees remain the same as last year.

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

	Method for Determining a Fee Increase	<u>As Needed</u>	<u>Automatic</u> Jan 1 Each Year Increase	<u>Automatic</u> Jul 1 Each Year Increase	<u>Automatic</u> Oct 1 Each Year Increase
Administrative Fees	Cost Recovery	X			
Business License Tax & Fee	Cost Recovery	X			
Cannabis Cultivation Registration	Cost Recovery	X			
Code Enforcement	Cost Recovery	X			
FOG Permit	CPI			X	
Fire Protection Facilities Fees	ENR		X		
Impact Fees	ENR		X		
Nuisance Abatement	Cost Recovery	X			
Community Center & Park Rental	Cost Recovery	X			
Planning and Engineering Fees	CPI		X		
Police Fees	Cost Recovery	X			
Sign Fees	CPI			X	
Special Event Fees	Cost Recovery	X			
Sewer and Water Charges	Greater of ENR or 3%				X

Alternatives

The alternative is to not update the Master Fee Schedule. Fee adjustments will remain the same, however, they will be found in various documents previously adopted by the Council.

Fiscal Impact

There is no fiscal impact as of result of adopting the Master Fee Schedule.

Attachments

1. Master Fee Schedule effective July 1, 2020
2. Resolution 25-20 Master Fee Schedule effective July 1, 2020

RESOLUTION NO. 25-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND ADOPTING THE MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2020

WHEREAS, a municipality is authorized to establish reasonable fees for services rendered, provided that those fees do not exceed the estimated reasonable cost of providing the service for which the fee is charged (Government Code Sections 66000-66018.5); and,

WHEREAS, in addition to fees and charges identified in the City's Municipal Code, the City Council of the City of Wheatland has adopted Ordinances 339, 384, 400, 448, Resolutions 10-93, 33-01, 38-03, 18-04, 39-04, 43-04, 28-05, 01-07, 07-07, 06-08, 21-09 06-10, 16-10, 15-12, 01-13, 04-19, 09-19, 10-19 and development agreements that establish fees for services rendered by the City for administration, planning, building, business license, code enforcement, public works, park and recreation, public safety, water, sewer, and development impact fees; and,

WHEREAS, it is necessary for the City to modify the previously adopted fees to ensure that fees charged are reasonably related to the estimated cost of providing the service;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wheatland as follows:

1. Fee Schedule. The fees for administration, planning, building, business license, code enforcement, public works, park and recreation, public safety, water, sewer, and development impact fees are those set forth in the City of Wheatland Master Fee Schedule attached as Attachment 1 herein.
2. October 1, 2020 Updates. The Master Fee Schedule shall be updated on October 1, 2020 to reflect adjustments to water and sewer fees based on Resolutions 09-19 and 10-19.
3. January 1, 2021 Updates. The Master Fee Schedule shall be updated on January 1, 2021 to reflect adjustments to Fire Protection Facilities, Impact Fees, and Planning and Engineering Fees based on Resolutions 01-07, 06-08, 15-12, and Ordinances 400 and 448.
4. Authority of City Manager to Prescribe Additional Regulations. The City Manager may adopt such regulations and prescribe such forms as are necessary to implement and collect the fees provided for by this resolution.
5. The fees established by this resolution are in conformance with previously adopted ordinances, resolutions, agreements, and the City's Municipal Code as they relate to fees and charges.

6. Effective Date. The fees for services are effective July 1, 2020.

PASSED AND ADOPTED by the City Council of the City of Wheatland on the 26th day of May, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rick West, Mayor

Lisa J. Thomason, City Clerk

**CITY OF WHEATLAND
MASTER FEE SCHEDULE
As of July 1, 2020**

ADMINISTRATIVE FEES

No.	Description	Authority	
1	Bingo Games	MuniCode 5.44	License fee has not been set by Council
2	Cardroom License Fee	MuniCode 5.48	Annual per card table has not been set by Council
3	Copies		1st page = \$1.00, \$0.10 per page thereafter
4	Processing Fee	Project Funding Agreement	10% added to all consultant invoices
5	Return Check Processing	Maximum permitted by Civil code section 1719	\$25 - first NSF check, \$35 each subsequent NSF check
6	Transient Occupancy Tax	MuniCode 5.54	10% of rent charged by operator

BUILDING FEES

No.	Description	Authority	
7	PERMIT FEES Yuba County provides building permit issuance and inspections for the City.	Ord 469	For information, including a list of fees and services, go to www.co.yuba.ca.us or call 1.530.749.5440. If it is determined that a planning review is required, the applicant will be contacted by the City's consultant; Raney & Associates

BUSINESS LICENSE TAX AND FEE

No.	Description	Authority	
8	Business License Tax	MuniCode 5.04	\$35.00 Annual fee (Jan - Dec) for all businesses. This tax is in addition to the applicable Class Fee and the AB 1379 Fee. This amount is not prorated for new businesses.
9	Class I	Reso 06-10	\$8.60 annual renewal of any business license when there is no change to the information previously supplied to the City
10	Class II	Reso 06-10	\$39.50 for: (1) Initial issuance of a business license for any business, including contractors and sub-contractors, that does NOT maintain a physical location within the City (2) re-issuance of a business license due to a change of ownership or name change (3) initial issuance of a business license to a home-based business located within the City
11	Class III	Reso 06-10	\$170 for: (1) Initial issuance of any business license for a business that maintains a physical location within the City (except home-based businesses) (2) Re-issuance of a business license for any business that is to occupy a new or remodeled facility that required construction or structural changes that is physically located within the City or that modified or enlarged the scope of the operation of the business to such an extent as to require to full review of the business by City staff
12	AB 1379 ADA Fee	Calif AB 1379	\$4.00 each business each year
13	Business License Late Fee	MuniCode 5.04	\$3.50 per month for each month payment is late

CODE ENFORCEMENT

No.	Description	Authority	
14	Violation of any provision of the Wheatland Municipal Code not specifically classified in the code or by state law as an infraction	Muni Code 1.16.010 - 030	Fine not to exceed \$1,000 or imprisonment in the county jail for not to exceed six months or both
15	Violation of any provision of the Wheatland Municipal Code or any ordinance of the City that is defined or charged as an infraction	Muni Code 1.16.010 - 030	\$100 per day for a first violation; \$200 per day for second violation of the same provision of the code within one year; \$500 per day for each additional violation of the same provision of the code or ordinance within one year.

COMMUNITY GARDEN			
16	Garden plots are leased for an annual fee. A \$50 deposit is required.	Per Council approval June 22, 2010	\$50 per plot per year.

EXCISE TAX			
No.	Description	Authority	
17	Excise Tax	Ord 384	1% of valuation of construction work for new and expanded buildings (See Ordinance for Exemptions)

FATS, OILS, GREASE (FOG) (rates effective Jul 1, 2019)			
No.	Description	Authority	
18	Annual FOG Waste Discharge Permit	Reso 21-09	\$236
19	FOG Re-inspection	Reso 21-09	\$118
20	Notice of Violation	Reso 21-09	\$347
21	Grease Disposal Mitigation Fee	Reso 21-09	\$367

FIRE PROTECTION FACILITIES (rates effective Jan 1, 2020)				
No.	Description	Authority		
22	Construction Type	Reso 15-12	Without sprinkler	With sprinkler
23	Light Load - Res, Comm, Industr	Reso 15-12	\$1.29 per sq ft	\$1.29 per sq ft
24	Med Load - Comm, Industr	Reso 15-12	\$2.57 per sq ft	\$1.29 per sq ft
25	Heavy Load - Comm, Industr	Reso 15-12	\$3.86 per sq ft	\$1.94 per sq ft

IMPACT FEES (rates effective Jan 1, 2020)			
No.	Description	Authority	
26	<u>Single Family Residences</u>		
27	Law Enforcement Facilities	Ord 400	\$1,213
28	Bridges, Signals, Thoroughfares	Ord 400	\$9,655
29	Regional Bypass	Ord 400	Replaced by SYTIA fee charged by the County effective Oct 2018
30	Storm Drainage Facilities	Ord 400	\$11,035
31	Water Distribution Facilities	Ord 400	\$5,335
32	Sewer Collection Facilities	Reso 06-08	\$2,107
33	Wastewater Treatment Facilities	Reso 06-08	\$12,321
34	General Government Facilities	Ord 400	\$2,271
35	Public Meeting Facilities	Ord 400	\$3,222
36	Parkland Facilities	Ord 400	\$8,387
37	Bear River Levee	Ord 448	\$1,395
38	Administrative Fee	Ord 400	\$569
39	Fire Protection Facilities Fee	JPA 11-30-2010	SEE FIRE PROTECTION FACILITIES FEE Line #22
40			
41	<u>Multi Family Residences</u>		
42	Law Enforcement Facilities	Ord 400	\$1,037
43	Bridges, Signals, Thoroughfares	Ord 400	\$6,448
44	Regional Bypass	Ord 400	Replaced by SYTIA fee charged by the County effective Oct 2018
45	Storm Drainage Facilities	Ord 400	\$3,183
46	Water Distribution Facilities	Ord 400	\$3,200
47	Sewer Collection Facilities	Reso 06-08	\$1,053
48	Wastewater Treatment Facilities	Reso 06-08	\$6,159
49	General Government Facilities	Ord 400	\$2,267
50	Public Meeting Facilities	Ord 400	\$2,860
51	Parkland Facilities	Ord 400	\$7,454
52	Bear River Levee	Ord 448	\$620
53	Administrative Fee	Ord 400	\$343
54	Fire Protection Facilities Fee	JPA 11-30-2010	SEE FIRE PROTECTION FACILITIES FEE Line #22
55			
56	<u>Mobile Homes per unit</u>		
57	Law Enforcement Facilities	Ord 400	\$584
58	Bridges, Signals, Thoroughfares	Ord 400	\$5,058
59	Regional Bypass	Ord 400	Replaced by SYTIA fee charged by the County effective Oct 2018
60	Storm Drainage Facilities	Ord 400	\$5,186
61	Water Distribution Facilities	Ord 400	\$4,266

62	Sewer Collection Facilities	Reso 06-08	\$1,053
63	Wastewater Treatment Facilities	Reso 06-08	\$6,160
64	General Government Facilities	Ord 400	\$2,267
65	Public Meeting Facilities	Ord 400	\$1,943
66	Parkland Facilities	Ord 400	\$5,055
67	Bear River Levee	Ord 448	\$0
68	Administrative Fee	Ord 400	\$316
69	Fire Protection Facilities Fee	JPA 11-30-2010	SEE FIRE PROTECTION FACILITIES FEE Line #22
70			
71	<i>Commercial Lodging per unit</i>		
72	Law Enforcement Facilities	Ord 400	\$1,247
73	Bridges, Signals, Thoroughfares	Ord 400	\$5,078
74	Regional Bypass	Ord 400	Replaced by SYTIA fee charged by the County effective Oct 2018
75	Storm Drainage Facilities	Ord 400	\$1,079
76	Water Distribution Facilities	Ord 400	\$2,134
77	Sewer Collection Facilities	Reso 06-08	\$704
78	Wastewater Treatment Facilities	Reso 06-08	\$4,107
79	General Government Facilities	Ord 400	\$214
80	Public Meeting Facilities	Ord 400	\$0
81	Parkland Facilities	Ord 400	\$0
82	Bear River Levee	Ord 448	\$0
83	Administrative Fee	Ord 400	\$146
84	Fire Protection Facilities Fee	JPA 11-30-2010	SEE FIRE PROTECTION FACILITIES FEE Line #22
85			
86	<i>Retail Uses per sq ft</i>		
87	Law Enforcement Facilities	Ord 400	\$1.022
88	Bridges, Signals, Thoroughfares	Ord 400	\$9.432
89	Regional Bypass	Ord 400	Replaced by SYTIA fee charged by the County effective Oct 2018
90	Storm Drainage Facilities	Ord 400	\$2.823
91	Water Distribution Facilities	Ord 400	\$1.749
92	Sewer Collection Facilities	Reso 06-08	\$0.896
93	Wastewater Treatment Facilities	Reso 06-08	\$5.238
94	General Government Facilities	Ord 400	\$0.560
95	Public Meeting Facilities	Ord 400	\$0.000
96	Parkland Facilities	Ord 400	\$0.000
97	Bear River Levee	Ord 448	\$0.511
98	Administrative Fee	Ord 400	\$0.222
99	Fire Protection Facilities Fee	JPA 11-30-2010	SEE FIRE PROTECTION FACILITIES FEE Line #22
100			
101	<i>Employment Uses per sq ft</i>		
102	Law Enforcement Facilities	Ord 400	\$0.234
103	Bridges, Signals, Thoroughfares	Ord 400	\$6.308
104	Regional Bypass	Ord 400	Replaced by SYTIA fee charged by the County effective Oct 2018
105	Storm Drainage Facilities	Ord 400	\$2.889
106	Water Distribution Facilities	Ord 400	\$1.749
107	Sewer Collection Facilities	Reso 06-08	\$0.896
108	Wastewater Treatment Facilities	Reso 06-08	\$5.239
109	General Government Facilities	Ord 400	\$0.560
110	Public Meeting Facilities	Ord 400	\$0.000
111	Parkland Facilities	Ord 400	\$0.000
112	Bear River Levee	Ord 448	\$0.424
113	Administrative Fee	Ord 400	\$0.183
114	Fire Protection Facilities Fee	JPA 11-30-2010	SEE FIRE PROTECTION FACILITIES FEE Line #22
115			
116	Calitera		SEE DEVELOPMENT AGREEMENT
117	Heritage Oaks East		SEE DEVELOPMENT AGREEMENT
118	Heritage Oaks West		SEE DEVELOPMENT AGREEMENT

MARIJUANA

No.	Description	Authority	
119	Processing of the registration of any grower cultivating marijuana within the City limits	Muni Code 18.61 Reso 01-13	\$210 for a two year period

NUISANCE ABATEMENT			
No.	Description	Authority	
120	Nuisances visible from off-site and additional unlawful nuisances as listed in 8.08.040	Muni Code 8.08.040	Unless an immediate threat to the health or safety of the public exists, the time limit for abatement shall be ten days. If nuisance is not abated, property owner is liable for the City's costs to abate.

PARKS AND RECREATION			
No.	Description	Authority	
121	Community Center Group 1 <i>City sponsored and co-sponsored events, other governmental agencies serving the City, and holiday events that are open to the public</i>	Reso 04-19	
122	Main Hall		No charge
123	Kitchen		No charge
124	Conference Hall		No charge
	Security Deposit		\$500
	Community Center Group 2 <i>Non-profit, civic, athletic, social organizations, churches and schools located and based in the city (must provide a service to the community and provide a non-profit number). Funeral and memorial services for City of Wheatland residents.</i>	Reso-04-19	
125	Main Hall - Per Hour		\$45.00
126	Main Hall - Per Day		\$360.00
127	Kitchen - Per Hour		\$10.00
128	Kitchen - Per Day		\$80.00
129	Conference Hall - Per Hour		First hour \$17.50, each additional hour \$15.00
	Security Deposit		\$500
130	Community Center Group 3 <i>City resident private parties and employee organizations. City resident non-profit functions that do not meet Group 2 criteria. Non-resident non-profit, civic, social organizations and schools.</i>	Reso-04-19	
131			
132	Main Hall - Per Hour		\$67.50
133	Main Hall - Per Day		\$540.00
134	Kitchen - Per Hour		\$15.00
135	Kitchen - Per Day		\$120.00
136	Conference Hall - Per Hour		First hour \$26.25, each additional hour \$22.50
	Security Deposit		\$500
137	Community Center Group 4 <i>City resident commercial, business, and profit-making activities. Non-resident private parties, employee associations, commercial, business, profit-making organizations and churches. Political candidate fundraisers and social events.</i>	Reso-04-19	
138			
139	Main Hall - Per Hour		\$90.00
140	Main Hall - Per Day		\$720.00
141	Kitchen - Per Hour		\$20.00
142	Kitchen - Per Day		\$160.00
143	Conference Hall - Per Hour		First hour \$35.00, each additional hour \$30.00
	Security Deposit		\$500
	Parks		
144	Parks without bathrooms	Reso 07-07	\$100 per event plus \$50 maintenance deposit
145	C Street Park Small Area	Reso 07-07	\$150 per event plus \$50 maintenance deposit
146	C Street Park Large Area	Reso 07-07	\$200 per event plus \$50 maintenance deposit
147	C Street Park Restrooms	Staff	\$40 per event plus \$40 maintenance deposit
148	Jump Houses	Staff	\$150 deposit

PLANNING & ENGINEERING (rates effective Jan 1, 2020)			
No.	Description	Authority	
149	Administrative Charge	Reso 01-07	37% of consultant charges related to processing/deciding a Development Project Application. 10% of consultant charges related to preparation of an EIR
150	City Council Appeal	Reso 01-07	Actual cost with initial deposit of \$1,415 ⁽¹⁾
151	Design Review Processing	Reso 01-07	Actual cost with initial deposit of \$3,876
152	Environmental Impact Report	Reso 01-07	Actual consultant contract costs plus 10% City Admin Charge
153	General Plan Amendment	Reso 01-07	Actual cost with initial deposit of \$29,063
154	General Plan Update Surcharge	Reso 01-07	Fee has sunsetted
155	Initial Environmental Assessment	Reso 01-07	Actual cost with initial deposit of \$29,063
156	Special meeting of Planning Commission or City Council	Reso 01-07	Actual cost with initial deposit of \$2,829
157	Tentative Parcel Map w/o env Rev	Reso 01-07	Actual cost with initial deposit of \$4,844
158	Tentative Parcel map with env Rev	Reso 01-07	Actual cost with initial deposit of \$19,376
159	Tentative Subdivision Map	Reso 01-07	Actual cost with initial deposit of \$29,063
160	Use Permit	Reso 01-07	Actual cost with initial deposit of \$4,844
161	Variance	Reso 01-07	Actual cost with initial deposit of \$2,906
162	Zone Change Application	Reso 01-07	Actual cost with initial deposit of \$29,063
163	Zoning Letter	Reso 01-07	\$357
164	Zoning Letter/Burn Letter	Reso 01-07	\$357
165	Check Improvement Plans	Reso 01-07	1.5% of Value
166	Improve Inspections	Reso 01-07	1.5% of Value
167	Encroachment Permit	Reso 01-07	\$1,939
168	Final Parcel Map	Reso 01-07	\$2,906
169	Final Tract Map	Reso 01-07	\$2,906
170	Lot Line Adjustment	Reso 01-07	\$1,939
171	⁽¹⁾ 50% of fee can be waived by City Council on a case-by-case basis		

POLICE FEES			
No.	Description	Authority	
172	Parking Violations	Reso 43-04	\$57 to \$382 depending on the type of parking violation. In practice, the City uses California vehicle code for issuing parking violations. Fines are collected by the County and a portion is remitted to the City.
173	Copies of Police Reports	Reso 18-04	\$10
174	Vehicle Release	Reso 18-04	\$100
175	VIN verification, Mechanical citation sign off, Deer tag validation	Reso 10-93 and Reso 18-04	\$10 VIN, \$10 Mechanical, \$8 Deer Tag. In practice, these services are provided free as a community service
176	Fingerprinting, Concealed weapon permit	Reso 18-04	These services are now provided by Yuba County

SIGN FEES (rates effective Jul 1, 2019)			
No.	Description	Authority	
177	Master Sign Program	Reso 16-10 (supersedes Ord 339)	Actual Cost with \$3,262 initial deposit
178	Individual Signs under a Master Sign Program	Reso 16-10 (supersedes Ord 339)	\$288 per application
179	Individual Signs not part of a Master Sign Program	Reso 16-10 (supersedes Ord 339)	\$320 per application
180	Temporary Signs	Reso 16-10 (supersedes Ord 339)	\$18 per application for a sign or group of signs
181	Painted Signs	Ordinance 339	Signs painted on the side or roof of an existing building or structure, or the refacing or repainting of an existing sign without changes or alterations to the existing illumination to electrical wiring \$46.00 each. If there are changes or alterations to the existing illumination or electrical wiring \$73.00 each.

SPECIAL EVENT FEES			
No.	Description	Authority	
182	Admissions Fee - imposed and collected by the Bishop's Pumpkin Farm to a Patron	Wheatland - Bishops Dev Agreement Jan 2011	5% of the price of the Admission Charge collected by the Property Owner
183	Police Officers - City Manager approved use of Wheatland police officers for non-City sponsored events		Staff Billable Rates as calculated by the Finance Department
184	Public Works - City Manager approved use of Wheatland public works employees for non-City sponsored		Staff Billable Rates as calculated by the Finance Department

SEWER (Rates effective October 1, 2019)			
No.	Description	Authority	
185	Monthly rate per EDU (equivalent dwelling unit). Residential home equals one EDU. Apartments equal .578 EDU per unit. Number of EDU's for Commercial accounts is calculated based on average winter water usage.	Reso 10-19	Residential = 1 EDU = \$58.02 Apartment = \$33.81 per unit = \$58.02 times number of calculated EDU's Commercial
186	Penalty due first day of first month following due date specified on the utility bill	Reso 33-01	10% of first month delinquent amount plus .05% per month thereafter for nonpayment of delinquent charges plus basic penalty

WATER (Rates effective October 1, 2019)			
No.	Description	Authority	
187	Meter Size	Reso 09-19	Monthly charge
188	3/4 or 1"		\$45.85 plus *
189	1.5		\$52.27 plus *
190	2		\$62.23 plus *
191	3		\$106.19 plus *
192	4		\$136.99 plus *
193	6		\$212.16 plus *
194	8		\$300.85 plus *
195	10		\$410.68 plus *
196	*plus \$2.30 per 100 cubic feet over 1,200		
197	Reconnection Charge	Reso 33-01	\$40
198	Penalty due first day of first month following due date specified on the utility bill	Reso 33-01	10% of first month delinquent amount plus .05% per month thereafter for nonpayment of delinquent charges plus basic penalty
199	Hydrant Meter	n/a	\$900 deposit plus \$70 for first 4,000 gallons. \$0.0075 per gallon thereafter