



## AGENDA

### Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, June 23, 2016

Meeting Time: 2:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

#### Subcommittee Members

Councilmember Mary Ann Brigham, Chair

Councilmember Gus Wolter

City Manager, Paul Cayler

Police Chief, Stephen Cramer

Finance Manager, Joanne Cavallari

1. **Call to Order:**
2. **Communications:** Committee may discuss written communications sent to Committee Members since the last Subcommittee meeting.
3. **Public Comment:** Members of the public may comment on any item not on this agenda. Please limit comments to three minutes. Members of the public may comment on items on the agenda when the subcommittee considers that item.
4. **Approval of Minutes:** April 28, 2016
5. **Current Items for Discussion:**
  - a) Review agreement with County to collect and remit BIA assessment
  - b) Review adopted Reserves Policy and provide direction to staff
  - c) Review request to issue a purchase order in the amount of \$32,000 to WesTech Engineering for clarifier media for the Water Treatment Plant
  - d) Review Master Fee Schedule for FY 16-17
6. **Information Only Memos:**
7. **Future Agenda Items (subject to change):**
8. **Pending Items:**
9. **Good of the Order:**
10. **Adjournment:**

**CERTIFICATION** – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on 06/16/16.



## **DRAFT MINUTES**

### **Finance Administration and Police Subcommittee Meeting**

**Meeting Date: Thursday, April 28, 2016**

**Meeting Time: 5:00 p.m.**

**Meeting Location: City Hall**

**124 N. Cloverdale Blvd., Cloverdale, CA**

#### **Subcommittee Members**

Councilmember Mary Ann Brigham, Chair

Councilmember Gus Wolter

City Manager, Paul Cayler

Police Chief, Stephen Cramer

Finance Manager, Joanne Cavallari

1. **Call to Order:** Chair, Mayor Brigham called the meeting to order at 5:00 p.m.
2. **Communications:** None
3. **Public Comment:** None
4. **Approval of Minutes:** The minutes for February 25, 2016, were approved.
5. **Current Items for Discussion:**
  - a) Review Council Members compensation  
Discussion was held regarding increasing Council Member compensation. The subcommittee recommended that \$555 per month per Council Member be reviewed at the budget workshop.
  - b) Proposal for Investment Services from Exchange Bank  
Discussion regarding using Exchange Bank's local agency investment management services was conducted and concluded with the subcommittee's recommendation to bring this item before the City Council.
  - c) Review Coastland contract amendment  
Discussion was carried out regarding the need to amend the contract with Coastland. Direction was received from the subcommittee to bring this item to the City Council.
6. **Information Only Memos:** None
7. **Future Agenda Items (subject to change):** None
8. **Pending Items:** None
9. **Good of the Order:** None
10. **Adjournment:** Chair Mayor Brigham adjourned the meeting at 5:43 p.m. to a special meeting on Wednesday, May 25, 2016, 2:00 p.m., at the City Hall Conference Room, or alternate date as requested.



**City Council/Successor Agency  
Agenda Item Summary**

Agenda Item:  
Meeting Date: June 28, 2016

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**Agenda Section**

Consent

**Staff Contact**

Joanne Cavallari, Finance Manager

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**Agenda Item Title**

Consideration and Adoption of Resolution XXX-2016 approving an Amended Administrative Agreement between the County of Sonoma and the City of Cloverdale relating to the collection of assessments from the local lodging providers pursuant to the enabling County Ordinance of 2004.

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**Summary**

In April of 2004, the Sonoma County Lodging Association formed the Sonoma County Tourism Business Improvement Area (BIA). The purpose of the BIA is to provide a sufficient and stable source of funding to support effective long-term tourism marketing efforts. The BIA enables Sonoma County to compete more successfully against other tourist destination areas like Lake Tahoe and Monterey, to attract visitors to Sonoma County. The BIA is funded by collecting 2% assessments from members of the lodging industry who generate more than \$350,000 annually in gross revenues. Assessments are collected at the same time lodging providers are remitting their Transient Occupancy Taxes to the City. In July of 2004, by resolution, the City Council consented to the inclusion of the City of Cloverdale within the Sonoma County Tourism Business Improvement Area and authorized the collection and remittance of assessments in accordance with the 2004 County Ordinance. At the same time, the Council approved the execution of an administrative agreement between the City and County to establish terms and conditions for the collection and remittance of the assessments authorized by the BIA to the County of Sonoma. Each participating city retains a modest administrative fee from the assessments levied to offset any costs associated with collecting and remitting the assessments to the County. The administrative responsibilities of both the City and the County are described in the administrative agreement. From time to time these agreements need to be updated and the term extended as is requested as a part of this resolution and amended administrative agreement. This amendment extends the term to 2018, but not does change the amount of the assessments.

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**Options**

Approve or disapprove the resolution.

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**Budget/Financial Impact**

None

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**Subcommittee Recommendation**

The Finance Subcommittee reviewed this agreement at their meeting of June 23, 2016 and has recommended that it be brought before the Council for adoption.

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**Recommended Council Action**

Adopt Resolution XXX-2016, a Resolution of the City Council of the City of Cloverdale Adopting the Sonoma County Business Improvement Area Amended Administrative Agreement

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**Attachments:**

1. Resolution XXX-2016 with attachment Exhibit A, titled "Amended Administrative Agreement for Collection of Assessments for Sonoma County Tourism Business Improvement Area."

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**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NUMBER XXX-2016**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE ADOPTING THE SONOMA COUNTY BUSINESS IMPROVEMENT AREA AMENDED ADMINISTRATIVE AGREEMENT**

**WHEREAS**, the Board of Supervisors of the County of Sonoma approved an Ordinance forming the Sonoma County Tourism Business Improvement Area (“BIA”) in accordance with the Parking and Business Improvement Area Law of 1989 (Streets and Highways Code Sections 36500, *et seq.* [the “Law”]); and

**WHEREAS**, the Ordinance provides for collection of the assessments by a consenting City, with remittance to the County and reimbursement of expenses from assessment proceeds in accordance with the terms of an administrative agreement; and

**WHEREAS**, the Law requires consent of the City Council before the area of the BIA may be extended to include the territorial limits of this City; and

**WHEREAS**, in July of 2004 the City Council adopted Resolution No. 55-2004 consenting to inclusion within the Sonoma County Business Improvement Area and authorizing collection and remittance of assessments to the County; and

**WHEREAS**, the City collects Transient Occupancy Taxes (“TOT”) from the same lodging establishments within its territorial jurisdiction that will be subject to this assessment;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Cloverdale directs collection and remittance of the assessments authorized by the BIA to the County of Sonoma in accordance with the provisions of the terms and conditions of an administrative agreement attached as Exhibit A

It is hereby certified that the foregoing Resolution No. XXX-2016 was duly introduced and legally adopted by the City Council of the City of Cloverdale at its regular meeting held on this 28<sup>th</sup> day of June, 2016 by the following roll call vote: (x-x)

AYES IN FAVOR:

NOES:

ABSENT:

ABSTAIN:

Approved:

Attested:

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Mary Ann Brigham, Mayor

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Linda Moore, Deputy City Clerk

**AMENDED  
ADMINISTRATIVE AGREEMENT FOR COLLECTION  
OF ASSESSMENTS FOR  
SONOMA COUNTY TOURISM BUSINESS IMPROVEMENT AREA**

This Agreement for Collection of Assessments (“Agreement”), dated for convenience \_\_\_\_\_, is made between the City of \_\_\_\_\_ (“City”) and the County of Sonoma (“County”).

**RECITALS**

A. Pursuant to Ordinance #5525 (“the BIA Ordinance”), the County has formed a Business Improvement Area (“BIA”) pursuant to the Parking and Business Improvement Area Law of 1989 for the promotion of tourism in Sonoma County. Pursuant to the BIA Ordinance, a levy of two percent (2%) of rent charged by lodging operators is assessed (“the BIA assessments”) on lodging operators generating total gross rent greater than \$350,000 in the preceding fiscal year (July 01 to June 30). The City has consented to the formation of the BIA and to the collection of BIA assessments from lodging operators located within the City.

B. The BIA Ordinance contemplates that the collection of BIA assessments from lodging operators within the City may be performed by the City pursuant to an administrative agreement with the County. The BIA Ordinance permits the City to retain from BIA assessments the City’s actual costs of collection and administration, not to exceed two percent (2%) of the BIA assessments collected.

C. City has agreed to collect BIA assessments from lodging operators within its incorporated area, and City and County desire to memorialize the collection and administrative

functions to be performed City as contemplated by the BIA Ordinance.

WHEREFORE, the City and County agree as follows:

### AGREEMENT

1. Collection of BIA Assessments. Pursuant to and in conformance with the terms of the BIA Ordinance, City shall collect BIA assessments from lodging operators within the incorporated area of the City.
2. Frequency of Collection. City shall collect BIA assessments from lodging operators on a quarterly basis, no later than the last day of the month following the end of a calendar quarter. City may collect BIA assessments in conjunction with City's collection of any transient occupancy tax ("TOT") imposed by City on lodging operators.
3. Registration. City shall require each lodging operator within its incorporated area to provide such information as City shall deem necessary to collect BIA assessments. Information previously provided by a lodging operator to a City in connection with TOT collections may be used by the City for this purpose.
4. Remittance and Reporting to County. City shall remit BIA assessments collected from lodging operators in the most recent calendar quarter, less any administrative fee permitted by the BIA Ordinance and this Agreement, to the Sonoma County Tax Collector within 15 business days of the last day of the month following the end of each calendar quarter. City's remittance of fees shall be accompanied by report showing the aggregate total of gross room receipts, for the quarter, the total amount of exemptions claimed, the aggregate total of BIA assessments collected, the amount of administrative fee withheld by the City, and the total net BIA assessment remitted to the Sonoma County Tax Collector by the City.

5. Delinquent Remittance to County. If payment is not received by the County from the City on or before the 15<sup>th</sup> business day of the last day of the month following the end of each calendar quarter, the City will be held liable for a 10% penalty. Said penalty will be calculated on the amount of BIA assessment received from lodging operators, less any administrative fee permitted by the BIA Ordinance and this Agreement.

6. Delinquency and Collection. If a lodging operator fails to report and remit BIA assessments when due, City shall assess and determine delinquencies, penalties, and interest, and take such actions as are necessary with respect to the assessment and determination of delinquencies, penalties, and interest as are required and provided in sections 33-8 and 33-9 of the BIA Ordinance.

7. Cooperation with County. In the event a lodging operator appeals any assessment by the City pursuant to section 33-10 of the BIA Ordinance, or in the event the County institutes legal action to collect any delinquent assessments, penalties, or interest owed by a lodging operator within the City pursuant to section 33-11 of the BIA Ordinance, the City shall cooperate with the County in connection with such proceedings by providing documentation and witnesses reasonably necessary to the conduct of such proceedings.

8. Records and Inspection. City shall retain all records relating to its collection of BIA assessments and its performance under this Agreement for a period of three years, and shall allow County to inspect and copy such records upon County's reasonable request. If City performs an audit of any lodging operator to determine whether the lodging operator has complied with the City's TOT ordinance or the BIA Ordinance, City shall provide a copy of such audit to County upon request. Nothing in this Agreement shall prohibit the County from conducting an independent audit of lodging operators within the City for the purpose of

determining compliance with the BIA Ordinance. County shall provide a copy of such audit to City upon request.

9. Documentation of Eligibility for Exemption. The determination of eligibility for inclusion in the BIA is calculated on a fiscal year basis and liability for payment of the BIA begins in the fiscal year immediately following the close of the prior fiscal year. By August of each year, City shall provide County with a list of all lodging operators within the City's incorporated area and the rent collected by each lodging operator during the prior fiscal year, for the purpose of determining whether each lodging operator is subject to assessment under section 33-5(a) of the BIA Ordinance. The amount to be used to determine eligibility is the amount of rent actually collected in the previous fiscal year, not when TOT was received by the City.

10. Compensation. City may deduct from BIA assessments remitted to County under this Agreement the City's actual costs of collecting BIA assessments and administering this Agreement, up to a maximum of two percent (2%) of the BIA assessments collected by the City. Notwithstanding the foregoing, for the first two years the BIA exists, the City may deduct two percent (2%) of BIA assessments collected.

11. Term; Termination. The term of this Agreement shall commence on the date it is executed by both County and City, and shall continue until June 30, 2018. Notwithstanding the foregoing, this Agreement shall automatically renew annually on July 1st, unless City or County notifies the other party of its intent to terminate the Agreement at the end of the fiscal year. Such notice must be given no later than sixty (60) days before the end of the fiscal year for termination to be effective. This Agreement shall also terminate 90 days after (a) the effective date of any modification to the BIA that excludes the City from the boundaries of the BIA or (b) the effective date of any disestablishment of the BIA pursuant to section 33-17 of the BIA Ordinance.

12. Amendments. This agreement may be amended by the City and the County in writing, signed by both the City and the County.

13. Notices and Payments

All notices and payments to the parties shall be addressed as follows:

City: Finance Manager

County: Treasurer-Tax Collector  
County of Sonoma  
Post Office Box 3879  
Santa Rosa, CA 95402

City of \_\_\_\_\_

County of Sonoma

By \_\_\_\_\_  
Finance Manager

By \_\_\_\_\_  
Treasurer-Tax Collector

Date \_\_\_\_\_

Date \_\_\_\_\_

Approved as to form:

By \_\_\_\_\_  
County Counsel

Date \_\_\_\_\_

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 7-2005**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE APPROVING  
A REVISION OF THE RESERVE POLICY**

**WHEREAS**, the City Council approved a reserve policy in October 2000; and

**WHEREAS**, staff desired to have more comprehensive policy direction; and

**WHEREAS**, staff met with the City Council Finance Sub-Committee, discussed the current needs of the City and in October 2004, presented a revised reserve policy; and

**WHEREAS**, the City Council Finance Sub-Committee directed staff to present the revised reserve policy to the full City Council for consideration; and

**NOW, THEREFORE BE IT RESOLVED THAT** the City Council hereby approve the revised reserve policy as presented in Attachment 1.

It is hereby certified that the foregoing resolution No. 7-2005 of the City Council was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on the 25<sup>th</sup> day of January 2005, by the following roll call vote: (4-0)

Ayes in favor: Councilmembers Raymond, Wolter, Jehn, and Mayor Pardini-Plass.

Noes: None

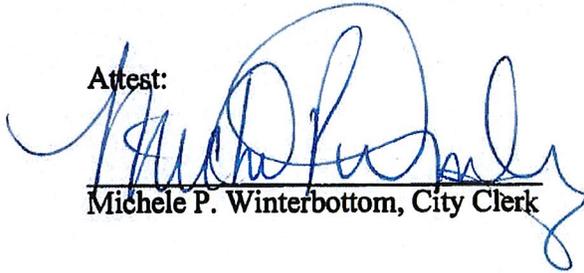
Absent: Councilmember Brigham

Abstain: None

Approved:

  
\_\_\_\_\_  
Gail Pardini-Plass, Mayor

Attest:

  
\_\_\_\_\_  
Michele P. Winterbottom, City Clerk



## City of Cloverdale Reserve Policy

### Contingency Reserve

The City of Cloverdale shall maintain unappropriated fund or working capital reserve balances equal to 25% of expenditures in the General, Water, and Sewer Funds. For purposes of this section, expenditures shall include transfers out but not anticipated litigation expenses, reimbursed developer expenses or routine capital outlays which are all discretionary. Reserves of 25% are considered by staff to be a good level at which to maintain the City's credit worthiness. To allow time to accumulate sufficient resources and manage the budget in these key funds, it is recommended that implementation of reserve levels be phased in as follows: 15% in fiscal years 2006 and 2007; 20% in fiscal years 2008 and 2009; and 25% thereafter.

The purpose of these reserves is to provide for:

- cash flow requirements
- economic uncertainties including downturns in the local or national economy
- legal requirements as part of debt financing
- unforeseen catastrophic costs

Reserves will be reviewed every year during the budget process. If reserves fall below implementation schedule targets, a plan will be presented to increase the reserves to the target level. This plan may be accomplished over a multiple year period.

### Equipment Replacement Funds

The City of Cloverdale shall maintain a general fund equipment replacement reserve to provide for the replacement of vehicles, heavy equipment, computer equipment, and other capital equipment items costing greater than \$10,000. This replacement reserve will also be established in the water and sewer funds.

The annual contribution to these reserves will be equal to the annual depreciation expense plus five percent in order to provide sufficient replacement funding. The accumulated funds will be credited with interest earnings at the average annual Local Agency Investment Fund (LAIF) rate at the close of each year. Funding for this reserve will begin in fiscal year 2006-07. In order to accumulate resources in this reserve, expenditures will not be authorized until fiscal year 2009-10 without specific overriding needs as determined by the City Council. Reserves will be capped at 110% of accumulated depreciation of qualifying items.

### Other Reserves and Designations

Beginning in fiscal year 2005-06, the City will maintain a designated balance in the general fund equal to 10% of the estimated non-current portion of employee compensated absences payable. Additional increments of 10% will be set aside each year until 50% of the non-current compensated balance is reached. This will set aside funding for a liability that is otherwise not accounted for in the General Fund.

**AGENDA ITEM**

**TO:** Jennifer Murray, City Manager  
**FROM:** Barry Whitley, Finance Director  
**SUBJECT:** Revising the City Financial Reserve Policy

January 25, 2005  
**APPROVED BY:** [Signature]  
**DATE:** 1/26/05  
**AGENDA ITEM #:** 5.1  
**FILE TITLE:** \_\_\_\_\_

**RECOMMENDATION:**

The City Council, by resolution, approve the revised reserve policy

**BACKGROUND:**

In October 2000, the City Council appointed a Finance Advisory Committee to review current City policies and to recommend new financial policies to strengthen and improve the City's finances. The Committee consisted of three members of the general public and two members of the City Council. In March 2001, the Finance Advisory Committee provided their final report which consisted of nine areas which included the reserve policy. The report was subsequently approved by the City Council. The approved reserve policy was:

*Establish Cash Reserve contingency fund equal to 5% of the annual operating budget*

Staff reviewed this reserve policy with the City Council Finance Sub-Committee over several meetings in an effort to obtain more comprehensive policy direction. In October 2004, after further discussions with the Sub-Committee, staff presented a draft of a revised reserve policy (See Attachment 1) which included contingency reserves, equipment replacement fund reserves, and other reserves and designations. The Finance Sub-Committee reviewed the draft reserve policy, discussed it in detail, and agreed to its presentation at the City Council meeting in January for Council's consideration.

**FINANCIAL CONSIDERATIONS:**

This policy is designed to improve the financial condition of the City.

**NOTIFICATION:**

None

**ALTERNATE ACTIONS:**

1. Do not revise the reserve policy.
2. Change the draft policy reserve requirements.

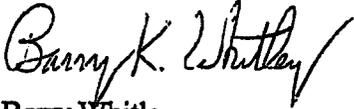
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**RECOMMENDATION:**

The City Council, by resolution, approve the revised reserve policy.

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Respectfully submitted,



Barry Whitley  
Finance Director

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**Attachments:**

1. Reserve Policy
2. Resolution



**City Council**  
**Agenda Item Summary**

Agenda Item:  
Meeting Date: June 28, 2016

**Agenda Section**

Consent

**Staff Contact**

Joanne Cavallari, Finance Manager

**Agenda Item Title**

Consideration of a Resolution Authorizing the City Manager to issue a Purchase Order to WesTech Engineering, Inc. for Clarifier Media and Related Supplies in an Amount Not to Exceed \$32,000.00.

**Summary:**

The City’s Senior Water Treatment Plant Operator has requested that a purchase order be issued to replace the clarifier media at the Water Treatment Plant.

A quote has been received from WesTech Engineering to supply the necessary material and supplies.

Section 3.08.030 (B) of the City’s Municipal Code, provides exemption from the competitive bidding requirements where the city’s requirements can be met solely by a single proprietary article or process. The material is a specialty item, and WesTech Engineering, Inc. is the only supplier of the media.

The attached quote from WesTech for the media and supplies is for \$28,049.00 but this does not include sales or other taxes. We have added additional funds to cover the taxes and are requesting a not-to-exceed amount of \$32,000.00.

**Options:**

None recommended. This purchase is essential to the proper operation of the treatment plant.

**Budget/Financial Impact**

This purchase is included in the 15/16 budget under expense account 600-40-800-49130-000, Construction (Filter Units).

**Subcommittee Recommendation**

The Finance, Administration, and Police Subcommittee reviewed the attached quote at their meeting of June 23<sup>rd</sup> and recommended it be brought to the full Council.

**Recommended Council Action:**

Adopt Resolution No. XXX-2016, A Resolution of the City Council of the City Of Cloverdale Authorizing the City Manager to issue a Purchase Order to WesTech Engineering in an Amount Not to exceed \$32,000.00 for the Purchase of Clarifier Media for the Water Treatment Plant.

**Attachments:**

1. Resolution No. XXX-2016, Authorizing the City Manager to Issue a Purchase Order to WesTech Engineering, Inc.
2. Quotation from WesTech Engineering

**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. XXX-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE AUTHORIZING  
THE CITY MANAGER TO ISSUE A PURCHASE ORDER TO WESTECH ENGINEERING FOR  
CLARIFIER MEDIA AND RELATED SUPPLIES FOR THE WATER TREATMENT PLANT**

WHEREAS, the City of Cloverdale operates a water treatment plant; and

WHEREAS, the clarifier media at the water treatment plant needs to be replaced; and

WHEREAS, Section 3.08.030 (B) of the City's Municipal Code, provides exemption from the competitive bidding requirements where the City's requirements can be met solely by a single source; and

WHEREAS, the City has received a quote from WesTech Engineering, Inc. for the necessary media and supplies; and

WHEREAS, the media material is a specialty item, and WesTech Engineering, Inc. is the only supplier of the product; and

WHEREAS, the purchase of the filter media will allow the City to supply the community with a safe and reliable source of drinking water.

NOW, THEREFORE, BE IT RESOLVED that the City of Council of the City of Cloverdale hereby:

Authorizes the City Manager to issue a Purchase Order in a not-to-exceed amount of \$32,000.00 to WesTech Engineering, Inc. for Clarifier Media and related supplies for the Cloverdale Water Treatment Plant.

It is hereby certified that the foregoing Resolution No. XXX-2016 was duly introduced and adopted as amended by the City Council of the City of Cloverdale at its regular meeting held on the 28th day of June, 2016, by the following voice vote: -Ayes, -Noes, -Absent

AYES IN FAVOR:

NOES:

ABSENT:

ABSTAIN:

Approved:

Attested:

\_\_\_\_\_  
Mary Ann Brigham, Mayor

\_\_\_\_\_  
Linda Moore, Deputy City Clerk



**City Council/Redev. Agency  
Agenda Item Summary**

Agenda Item:  
Meeting Date: June 28, 2016

<b>Agenda Section</b> Public Hearing	<b>Staff Contact</b> Joanne Cavallari, Finance Manager
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**Agenda Item Title**  
 Consideration and possible adoption of a Resolution Establishing and Updating the Schedule of Fees and Charges for City Services and Repealing Previously Adopted and Conflicting Fees and Charges for Such Services

**Summary**  
 The City of Cloverdale has maintained a policy of recovering the cost of providing miscellaneous City services and regulatory activities so that the costs are borne by the direct beneficiaries of the services and regulatory activities, rather than by the City's General Fund. The City Council last updated the City's Fee Schedule by Resolution 047-2014. City staff recently completed a comprehensive review of the minimum staff time required to perform the various services and regulatory activities. To calculate the applicable minimum fee, the minimum staff time required for each task staff was multiplied by the current billing rate of the position processing the request. The Master Fee Schedule and resolution updating the fees is attached. The proposed fees represent the minimum fee to be charged for each service. Under the proposed fee schedule, if an application results in more than the estimated minimum processing time, City service costs over and above the minimum amounts specified in the rate schedule are recoverable on a time and materials basis.

Notice of the Council's consideration of the new fees and fee increases has been provided in compliance with applicable law. As also required by the Mitigation Fee Act, the City's information and cost data supporting the fee increases has been made available to the public at the City Clerk's office ten days in advance of this meeting.

- Options**
1. Adopt the Resolution Establishing and Updating the Schedule of Fees and Charges for City Services and Repealing Previously Adopted and Conflicting Fees and Charges for Such Services;
  2. Revise the Resolution as presented and adopt the revised resolution;
  3. Not adopt the resolution.

**Budget/Financial Impact**  
 Increasing recovery of costs for services and regulatory activities from direct beneficiaries and allowing the City to more accurately charge for the current costs of providing the services.

**Subcommittee Recommendation**  
 The Finance, Admin and Police Subcommittee reviewed the Master Fee Schedule at their meeting of 06/23/16

**Recommended Council Action**  
 Adopt the Resolution Establishing and Updating the Schedule of Fees and Charges for City Services and Repealing Previously Adopted and Conflicting Fees and Charges for Such Services.

- Attachments:**
1. Resolution XXX-2016 Establishing and Updating the Schedule of Fees and Charges for City Services and Repealing Previously Adopted and Conflicting Fees and Charges for Such Services
  2. Exhibit A – Proposed Master Fee Schedule for FY 2016/17
  3. Exhibit B – Staff Billing Rates
  4. Public Hearing Notice

**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. XXX-2016**

**A RESOLUTION OF THE CLOVERDALE CITY COUNCIL ESTABLISHING AND UPDATING THE SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES AND REPEALING PREVIOUSLY ADOPTED AND CONFLICTING FEES AND CHARGES FOR SUCH SERVICES**

**WHEREAS**, the City Council of the City of Cloverdale ("City") has maintained a policy of recovering up to the full cost of providing miscellaneous voluntary City services and regulatory activities from those persons utilizing them, so that such costs are borne by the direct beneficiaries of such services and regulatory activities rather than by the City General Fund, pursuant to applicable law; and

**WHEREAS**, the City Council last updated the City's schedule of such services and regulatory activities by Resolution No. 047-2014 on June 25, 2014; and

**WHEREAS**, the City Council last updated the City's schedule of its engineering and planning service fees by Resolution No. 047-2014 on June 25, 2014; and

**WHEREAS**, City staff have recently completed a review of City service fees and charges, including an analysis of the personnel, maintenance and operation costs, professional services, capital costs, and time, materials and equipment required to perform such services; and

**WHEREAS**, based on the analysis of such fees and charges, staff have estimated cost of the time, materials and equipment in light of the present costs of providing the services that such fees and charges are intended to recover and staff's analysis of such present service costs has resulted in re-calculated service fees and charges, as set forth in the Fee Schedule attached hereto and made part of this Resolution as Exhibit A ("Fee Schedule");

**WHEREAS**, the current Staff Billing Rates for various City services and activities are attached hereto and made a part of this Resolution as Exhibit B ("Staff Billing Rates"); and

**WHEREAS**, in adopting the fees and charges for City services as set forth in this Resolution, the City Council is exercising its powers under Article XI, Section 7 of the California Constitution, Section 66014 of the California Government Code, and other applicable law; and

**WHEREAS**, none of the fees and charges set forth in the Fee Schedule adopted by this Resolution is a "tax" as defined in Section 1, paragraph (e) of Article XIIC of the California Constitution because such fees and charges are imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable cost to the local government of providing the service or product; such fees and charges are imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable cost to the local government of providing the service or product; and/or such fees and charges are imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections and audits, enforcing agricultural marketing orders and the administrative enforcement and adjudication thereof; and/or such fees and charges are imposed as a condition of property development; and

**WHEREAS**, the fees and charges set forth in the schedule of fees and charges adopted by this Resolution are not subject to the requirements of Article XIID of the California Constitution concerning property related assessments and fees pursuant to *Apartment Association of Los Angeles County v. City of Los Angeles* (2001) 24 Cal.4<sup>th</sup> 830, in that such fees are not applicable to incidents of property ownership, but rather to actual use of City services; and

**WHEREAS**, in accordance with Government Code Section 50076, fees and charges that do not exceed the reasonable cost of providing the service or regulatory activity for which the fees are charged and which are not levied for general revenue purposes are not special taxes as defined in Article 3.5 of the Government Code; and

**WHEREAS**, in accordance with Government Code Section 66014, local agency fees for: zoning variances, use permits, building inspections, building permits, filing and processing applications and petitions filed with the local agency formation commission or conducting proceedings filed under the Cortese-Knox Local Government Reorganization Act of 1985 (Government Code § 56000, *et seq.*), processing maps under the Subdivision Map Act (Government Code § 66410,

*et seq.*), or planning services shall not exceed the estimated reasonable cost of providing the service for which the fee is charged; and

**WHEREAS**, in accordance with Government Code section 65104, fees to support the work of planning agencies shall not exceed the reasonable cost of providing the service for which the fee is charged; and

**WHEREAS**, in accordance with Government Code Section 65456, legislative bodies may, after adopting a specific plan, impose a specific plan fee upon persons seeking governmental approvals which are required to be consistent with the specific plan, and such fees shall, in the aggregate, defray but not exceed the cost of preparation, adoption and administration of the specific plan; and

**WHEREAS**, in accordance with Government Code Section 65909.5, reasonable city fees for the processing of use permits, zone variances, or zone changes shall not exceed the amount reasonably required to administer the processing of such permits, zone variances or changes; and

**WHEREAS**, in accordance with Government Code Section 66451.2, reasonable local agency fees for the processing of tentative, final and parcel maps shall not exceed the amount reasonably required by the agency; and

**WHEREAS**, in accordance with Health and Safety Code Section 17951, city governing bodies may prescribe fees for permits, certificates or other documents required or authorized concerning implementation and enforcement of the California Building Standards Code, and such fees shall not exceed the amount reasonably required to administer or process those permits, certificates or other forms or documents, and shall not be levied for general revenue purposes; and

**WHEREAS**, in accordance with Health and Safety Code Section 19132.3, city governing bodies may adopt fees for filing building permit applications, and such fees shall not exceed the amount reasonably required for the local enforcement agency to issue such permits, and shall not be levied for general revenue purposes; and

**WHEREAS**, in accordance with Health and Safety Code Section 19852, city governing bodies may prescribe such fees as will pay the expenses incurred by the building department in maintaining the official copy of the plans of buildings for which building permits have been issued, but such fees shall not exceed the amount reasonably required in maintaining the official copy of the plans for which building permits have been issued; and

**WHEREAS**, fees adopted pursuant to Government Code Sections 66014, 65104, 65456, 65909.5, and 66451.2, and Health and Safety Code Sections 17951, 19132.3, and 19852, are to be imposed pursuant to Section 66016 of the Government Code, which imposes certain procedural requirements prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge; and

**WHEREAS**, in accordance with the Government Code Section 66016, the fees contained in the Fee Schedule and the bases for calculating such fees constitute cost data supporting the fee increases and new fees and charges, and such cost data was available for public review and comment for ten days prior to the public hearing at which this Resolution was adopted; and

**WHEREAS**, in accordance with California Government Code Section 66016, at least 14 days prior to the public hearing at which the City Council first considered adoption of the fees established by this Resolution, notice of the time and place of the hearing was mailed to eligible interested parties who filed written requests with the City for mailed notice of meetings on new or increased fees or service charges; and

**WHEREAS**, 10 days advance notice of the public hearing at which this Resolution was adopted was given by publication in accordance with Section 6062a of the Government Code; and

**WHEREAS**, it is the intention of the City Council to adopt a schedule of fees and charges, which updates certain existing fees and charges, and/or establishes certain new fees and charges based on the City's budgeted and projected costs of providing such services; and

**WHEREAS**, the schedule of fees and the total amounts thereof, described in Exhibit "A," which is attached to and made a part of this Resolution, are hereby determined to be reasonable in that the amounts thereof do not exceed the estimated reasonable costs of providing the services for which the charges and fees are made;

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

Section 1. Findings. The following findings are true and correct and adopted as the findings of the City Council:

A. The purpose of the fees and charges set forth in Exhibit "A" of this Resolution is to recover up to the full, lawfully recoverable costs incurred by the City in providing various City services, and such fees and charges are not levied for general revenue purposes.

B. After consideration of the data and information regarding the costs of providing services relating to all fees and charges subject to this Resolution, including the Fee Schedule, Staff Billing Rates, all testimony received orally or in writing at or before the noticed public hearing, the agenda report and the background documents to the agenda report and all correspondence received (together, "Record"), the City Council of the City of Cloverdale approves and adopts the methods and bases of calculations of the fees and charges identified in Exhibit A as establishing the reasonable estimated cost of providing such services or activities.

C. Adoption of the fees and charges set forth in Exhibit "A" of this Resolution is intended to recover costs necessary to maintain such services within the City within existing service areas and is not a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to 14 California Code of Regulations ("CEQA Guidelines") section 15378(b)(4) (the creation of government funding mechanisms or other government fiscal activities which do not involve any specific commitment to any specific project which may result in a potentially significant impact on the environment); and/or CEQA Guidelines section 15273 (statutory exemption for rates, tolls, fares and charges within an existing service area); and/or CEQA Guidelines section 15061(b)(3) ("common sense" general exemption where there is no possibility the activity in question may have a significant effect on the environment).

D. The Record establishes that the costs listed in the Fee Schedule and the staff rates applicable to those fees and charges which are to be increased and/or established as costs incurred by the City in providing City services are reasonable estimates of the cost of providing such services, and that the revisions recommended to existing fees for such services are necessary to recover the reasonable, estimated cost of providing such services.

Section 2. Fee Schedule Adoption. The fee amounts that result from the application of the methods and bases of calculation of the Fees identified in Exhibit A to current staff billing rates specified in Exhibit B for services and activities subject to such fees are hereby imposed on the services or activities subject to such Fees at the time such services or activities are sought and/or performed by the City or its designated contractors.

Section 3. Separate Fee for Each Process. All fees set by this Resolution are for each identified process or service; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

#### Section 4. Adoption of Fees.

##### A. Definitions.

(1) "Applicant" shall mean any person required by the Cloverdale Municipal Code or other applicable law to apply to the City seeking a permit or other approval or services or to file documents, including, but not limited to, maps, concerning proposed Development Projects within the City. "Applicant" shall also mean any person who: (i) is permitted by the Cloverdale Municipal Code or other applicable law to apply to the City seeking a permit or other approval or services or to file documents, including, but not limited to, maps, concerning proposed Development Projects within the City and who (ii) actually applies to the City seeking such permit or other approval or services or files such documents.

(2) "Development Projects" shall mean the construction, alteration or addition, other than by the City, of any building or structure within the City, and any use of land, other than by the City, including, but not limited to, subdivision of land, within the City that is subject pursuant to the Cloverdale Municipal Code or other applicable law to

first seeking and obtaining from the City a permit or other approval or services or to first filing documents, including, but not limited to, maps with the City.

(3) "Fees" shall mean the charge or charges imposed on members of the public or Applicants to recover the costs incurred by the City in providing City services to any member of the public and development related services to Applicants.

B. Services Fees Imposed.

Fees shall be imposed on and paid by members of the public and Applicants at the times, and in the amounts, and otherwise apply and be administered as prescribed in this Resolution. The City shall accept for processing no applications or other filings that are subject to payment of Fees without the fee required pursuant to this Resolution.

C. Time for Payment of Fees.

The estimated Fees applicable to members of the public and Applicants subject to payment of Fees shall be deposited and/or be paid, upon a member of the public or an Applicant seeking or being required to seek a permit or other approval or services or filing documents, including, but not limited to, maps, concerning or related to City services and/or proposed Development Projects within the City, and upon notice from the City that a deposit for future processing is required.

D. Fee Amounts.

The fee amounts shall be as specified in the Fee Schedule attached as Exhibit A to this Resolution. The total Fees applicable to any City services or Development Projects that require payment of multiple Fees shall be the sum of all such Fees.

E. Use of Fee Revenue.

The revenues raised by payment of the Fees shall be used to fund the estimated reasonable cost of providing the services for which the Fees are charged, and the fee revenues shall not be used for general revenue purposes. Fees shall be applied against the cost of providing the services for which the fees are charged. The City shall maintain a record of direct and indirect costs of providing services for City services and Development Projects subject to the deposit.

F. Deposit Maintenance.

Applicants subject to Fees in the form of a deposit must maintain deposit balances in accordance with this provision. When City service costs equal 75 percent of the deposit balance, the City shall notify the Applicant that the deposit must be increased to its original amount as prescribed in this Resolution. After an Applicant for a Development Project subject to deposit in accordance with the Resolution has been notified City service costs equal 75 percent of the deposit balance, when the service costs equal 90 percent of the deposit balance, services for such Development Project will cease until the deposit is increased to its original amount prescribed in this Resolution, and/or City staff may recommend denial of the Development Project to the decision making body.

G. Refund of Unused Deposit Balances.

Fees other than deposit amounts are not subject to refund. If a fund balance remains in the deposit for a Development Project, and the City services for such Development Project are completed and all City service costs paid from such deposit, the remaining deposit balance shall be refunded, without interest, to the Applicant.

Section 5. Subsequent Analysis and Revision of the Fees. The fees and charges set forth herein are adopted and implemented by the City Council in reliance on the Record identified above. The City may continue to conduct further

study and analysis to determine whether the fees and charges for City services should be revised. When additional information is available, the City Council may review the fees and charges to determine that the amounts do not exceed the estimated reasonable cost of providing the services for which the fees and charges are charged.

Section 6. Adjustment. From time to time, as appropriate, City staff are directed to analyze the calculations contained in Exhibit A to determine whether, when applied to current staff billing rates for providing services and activities subject to the Fees, such calculations are no longer adequate to recover the reasonable estimated cost of providing such services and regulatory activities, staff are directed to return to the City Council with a new staff analysis and proposed Fee calculations for consideration and possible adoption by the City Council.

Section 7. Update of Staff Billing Rates. City staff are directed to update the calculation of the current Staff Billing Rates for services and regulatory activities subject to City fees pursuant to this Resolution and to update the current Fee Schedule and Staff Billing Rate schedule to reflect such updated rates as appropriate, and to post such updated rates and the Fee Schedule and to otherwise make the updated current fee amount information available to any interested member of the public.

Section 8. Effective Date. This Resolution shall become effective immediately. In accordance with Government Code Section 66017, all new and/or increased fees and charges upon a development project, as defined in Government Code Section 66000, which apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall be effective no sooner than 60 days following the effective date of this Resolution. Those fees and charges upon a development project are identified with an asterisk in the attached Exhibit A. All other new and/or increased fees and charges not subject to Government Code Section 66017 that are set forth in Exhibit A shall become effective immediately.

Section 9. Repealer. These fees and charges shall supersede the corresponding fees previously established and adopted by the City Council. All previously adopted and conflicting fees and charges and all resolutions, including, but not limited to, Resolution Nos. 79-2006, 042-2009 and 043-2009, 022-2011, 047-2014 and other actions of the City Council are hereby repealed to the extent they conflict with the contents of this Resolution.

Section 10. Severability. The individual fees and charges set forth in Exhibit "A" of this Resolution and all portions of this Resolution are severable. Should any of the fees or charges or any portion of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining fees, charges and/or Resolution portions shall be and continue in full force and effect, except as to those fees, charges, and/or Resolution portions that have been adjudged invalid. The City Council of the City of Cloverdale hereby declares that it would have adopted each of the fees and charges set forth in Exhibit "A" of this Resolution, and this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more of the fees, charges, or sections, subsections, clauses, sentences, phrases or other portions of this Resolution may be held invalid or unconstitutional.

It is hereby certified that the foregoing Resolution No. XXX-2016 was duly introduced and duly adopted by the City Council at a regular meeting held on the 28th day of June, 2016 by the following roll call vote:

AYES IN FAVOR:

NOES:

ABSENT:

ABSTAIN:

Approved:

Attested:

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Mary Ann Brigham, Mayor

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Linda Moore, Deputy City Clerk



## Schedule of Rates and Fees

Fiscal Year 2016/2017

This Fee Schedule reflects the City's minimum processing costs. City services over and above the minimum project costs specified herein are recoverable on a time and materials basis. These costs may include, but are not limited to: attorney fees, staff time, and engineering fees. All staff time charges are based on the current City of Cloverdale billing rates applicable to the position and department completing the service.

If there are costs incurred for a project are in excess of the minimum, a deposit for future processing will be required. Failure to replenish deposits in a timely manner may delay project processing.

For any activity requiring review by the City Attorney, the applicant shall reimburse the City for actual costs incurred from the City Attorney. The Director of the applicable department shall determine the appropriate deposit to be submitted by the applicant for recovery of City Attorney costs.

**CITY OF CLOVERDALE  
STAFF BILLING RATES**

Effective 07/01/2016

<b>Position</b>	<b>Department</b>	<b>Rate Hourly</b>
City Manager	City Administration	\$ 139
City Clerk	City Administration	\$ 139
Deputy City Clerk/HR Technician	City Administration	\$ 84
Assistant City Manager	City Administration	\$ 127
Community Development Director	Planning	\$ 127
Housing and Redevelopment Project Manager	Planning	\$ 127
Senior Planner	Planning	\$ 127
Associate Planner	Planning	\$ 97
City Engineer	Engineering	\$ 127
Engineering Technician	Engineering	\$ 76
Administrative	Engineering	\$ 135
Assistant Engineer	Engineering	\$ 135
Building Inspector II	Engineering	\$ 115
Building Plan Checker	Engineering	\$ 155
Principal Designer	Engineering	\$ 145
Principal Engineer	Engineering	\$ 195
Supervising Engineer	Engineering	\$ 175
Finance Manager	Finance	\$ 101
Accountant Analyst	Finance	\$ 81
Accounting Technician	Finance	\$ 70
Accounting Assistant II	Finance	\$ 64
Office Specialist	Finance	\$ 55
Water Meter Reader	Finance	\$ 57
Police Chief	Police	\$ 152
Police Sergeant	Police	\$ 131
Police Officer	Police	\$ 113
Police Tech Services Manager	Police	\$ 88
Dispatcher	Police	\$ 83
Community Service Officer	Police	\$ 73
Police Officer Reserve	Police	\$ 75
Public Works Utility Worker Lead	Public Works	\$ 79
Public Works Utility Worker II	Public Works	\$ 78
Public Works Utility Worker I	Public Works	\$ 65
Public Works Park & Landscape Maintenance Lead worker	Public Works	\$ 84
Public Works Park & Landscape Maintenance Assistant	Public Works	\$ 77
Water Plant Senior Operator	Public Works	\$ 99
Water Operator II	Public Works	\$ 99
Wastewater Senior Operator	Public Works	\$ 99
Wastewater Operator I	Public Works	\$ 74
City Attorney	Legal	\$285 to \$335 per hour
Crossing Guards	Crossing Guards	\$ 13

**Exhibit A - Community Development Department**

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required
<b>ALL DEPARTMENTS - PER PAGE FEE TO MAKE COPIES</b>	<b>\$0.35 per page</b>
<b>ALL DEPARTMENTS - PUBLIC HEARING NOTICE PUBLICATION IN NEWSPAPER</b>	<b>\$150.00 per notice minimum</b>
<b>AMENDMENT TO PRELIMINARY AND/OR PRECISE DEVELOPMENT PLAN *</b> Applies to all changes or revisions to an Adopted Preliminary or Precise Development Plan.	<b>\$2,065.00 minimum</b>
<b>APPEALS (IF FEE-BASED APPLICATION HAS BEEN FILED AND PAID) *</b> All other costs are reimbursed from the project application fee or deposit.	<b>\$680.00 and project fees</b>
<b>APPEALS (IF APPLICATION IS CITY-INITIATED) *</b> Amount is a fee, not a deposit.	<b>\$220.00 per appeal</b>
<b>CEQA ADDENDUM TO E.I.R. FEE *</b> Plus Public Hearing Notice Publication - At Cost	<b>\$10,160.00 minimum (N)</b> Minimum \$150.00
<b>CEQA CATEGORICAL EXEMPTION WITH NO INITIAL STUDY *</b>	<b>\$50.00</b>
<b>CEQA REVIEW - INITIAL STUDY WITH ENVIRONMENTAL IMPACT REPORT (E.I.R.) *</b> Applies to all applications or projects that require the preparation of an Initial Study and an E.I.R. Fees to applicant will be based on time and material costs. Public Hearing Notice fee is not included and charge will be applied toward deposit.	<b>\$15,000 deposit plus cost to prepare the E.I.R.</b>
<b>CEQA REVIEW - INITIAL STUDY WITH MITIGATED NEGATIVE DECLARATION *</b> The costs of preparing a Mitigated Negative Declaration does not include any mitigation monitoring or site inspection relating to the proposed development project. Plus Public Hearing Notice Publication - At Cost Plus Department of Fish & Wildlife Fee & County Recording Fee - At Cost	<b>\$2,380.00 minimum</b> Minimum \$150.00
<b>ADDENDUM TO CEQA REVIEW - INITIAL STUDY WITH MITIGATED NEGATIVE DECLARATION *</b> The costs of preparing a Mitigated Negative Declaration does not include any mitigation monitoring or site inspection relating to the proposed development project. Plus Public Hearing Notice Publication - At Cost Plus Department of Fish & Wildlife Fee & County Recording Fee - At Cost	<b>\$1,725.00 minimum</b> Minimum \$150.00
<b>CERTIFICATE OF COMPLIANCE *</b> Applies to all Certificates of Compliance being requested for one parcel.	<b>\$990.00 minimum per parcel</b>
<b>CHANGES TO A CITY COUNCIL- APPROVED PROJECT FEE *</b>	<b>\$1,405.00 minimum (N)</b>
<b>CHANGES TO A PLANNING COMMISSION - APPROVED PROJECT FEE *</b>	<b>\$700.00 minimum (N)</b>
<b>CHANGES TO A STAFF - APPROVED PROJECT FEE *</b>	<b>\$350.00 minimum (N)</b>
<b>CONDITIONAL USE PERMIT *</b> Plus Public Hearing Notice Publication - At Cost	<b>\$2,065.00 minimum</b> Minimum \$150.00
<b>CONDITIONAL USE PERMIT MODIFICATION FEE *</b> Plus Public Hearing Notice Publication - At Cost	<b>\$1,585.00 minimum (N)</b> Minimum \$150.00
<b>DESIGN REVIEW (MAJOR) *</b>	<b>\$2,685.00 minimum</b>
<b>DESIGN REVIEW (MINOR) *</b>	<b>\$1,405.00 minimum</b>
<b>DESIGN REVIEW MODIFICATION FEE (MAJOR) *</b>	<b>\$1,595.00 minimum (N)</b>
<b>DESIGN REVIEW MODIFICATION (MINOR) *</b>	<b>\$575.00 minimum (N)</b>

**Exhibit A - Community Development Department**

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required
<b>GENERAL PLAN AMENDMENT *</b> Plus Public Hearing Notice Publication - At Cost	\$3,850.00 minimum \$150.00 minimum
<b>HOME OCCUPATION PERMIT *</b>	\$100.00 each permit
<b>LOT LINE ADJUSTMENT *</b> Plus Public Hearing Notice Publication - At Cost	\$1,520.00 minimum \$150.00 minimum
<b>LOT MERGER (VOLUNTARY) *</b> Applies to the Voluntary Merger of a maximum of two lots.	\$755.00 minimum
<b>MINOR EXCEPTION *</b>	\$275.00 minimum
<b>PLOT PLAN REVIEW *</b>	\$450.00 minimum
<b>PRE-APPLICATION MEETING *</b> No charge for first meeting.	\$575.00 minimum
<b>PRECISE DEVELOPMENT PLAN *</b> Plus Public Hearing Notice Publication - At Cost	\$3,850.00 minimum \$150.00 minimum
<b>PRELIMINARY DEVELOPMENT PLAN *</b> Plus Public Hearing Notice Publication - At Cost	\$3,850.00 minimum \$150.00 minimum
<b>PRE-SUBMITTAL PROJECT ASSISTANCE *</b> The Community Development Director shall estimate hours and costs, and a deposit shall be submitted. Total Fee Any costs in excess of the deposit shall be paid by applicant.	To Be Determined - Case by Case Basis   To Be Determined
<b>PUD PERMIT *</b>	\$2,040.00 minimum
<b>REPRODUCTION ON DISK *</b> Total Fee	\$5.00 Per Disk \$5.00 PER DISK
<b>REGISTRATION FEE FOR ABANDONED AND DISTRESSED RESIDENTIAL PROPERTIES *</b> Inspection, administration and enforcement under Chapter 8.34.040 of the	\$195.00 each address registered
<b>REVERSION TO ACREAGE *</b> Plus Public Hearing Notice Publication - At Cost	\$1,140.00 minimum \$150.00 minimum
<b>SIGN PERMIT - ADMINISTRATIVE PROGRAM *</b>	\$210.00 minimum
<b>SIGN PERMIT - PLANNED PROGRAM *</b> Plus Public Hearing Notice Publication - At Cost	\$855.00 minimum \$150.00 minimum
<b>SPECIFIC PLAN *</b> Plus Public Hearing Notice Publication - At Cost	\$3,850.00 minimum \$150.00 minimum

**Exhibit A - Community Development Department**

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required
<b>TENTATIVE MAP (MAJOR) *</b> Applies to all subdivisions having 5 lots or more. Plus Public Hearing Notice Publication - At Cost	<b>\$10,085.00 minimum</b>  \$150.00
<b>TENTATIVE MAP (MINOR) *</b> Applies to all subdivisions having 4 lots or less. Plus Public Hearing Notice Publication - At Cost	<b>\$2,445.00 minimum</b>  \$150.00
<b>TENTATIVE MAP TIME EXTENSION FEE (MAJOR) *</b> Applies to all subdivisions having 5 lots or more. Plus Public Hearing Notice Publication - At Cost	<b>\$5,120.00 minimum (N)</b>  \$150.00
<b>TENTATIVE MAP TIME EXTENSION FEE (MINOR) *</b> Applies to all subdivisions having 4 lots or less. Plus Public Hearing Notice Publication - At Cost	<b>\$1,300.00 minimum (N)</b>  \$150.00
<b>VARIANCE *</b> Plus Public Hearing Notice Publication - At Cost	<b>\$2,445.00 minimum</b> \$150.00 minimum
<b>ZONING TEXT OR MAP AMENDMENT; PREZONE/ANNEXATION *</b> Plus Public Hearing Notice Publication - At Cost	<b>\$4,230.00 minimum</b> \$150.00 minimum
<b>ZONING VERIFICATION LETTER FEE *</b>	<b>\$195.00 minimum (N)</b>
<b>ZONING ORDINANCE DETERMINATION BY PLANNING COMMISSION FEE *</b>	<b>\$750.00 minimum (N)</b>

**Exhibit A - Engineering Department**

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required
<b>ALL DEPARTMENTS - PER PAGE FEE TO MAKE COPIES</b>	<b>\$0.35 per page</b>
<b>ALL DEPARTMENTS - PUBLIC HEARING NOTICE PUBLICATION IN NEWSPAPER</b> Public Notice Charge from Cloverdale Reveille - At Cost	<b>\$150.00 per notice minimum</b>
<b>ANNEXATION MAP &amp; DESCRIPTIONS *</b> Base amount for map and description.	<b>\$3,265.00 minimum</b>
<b>CERTIFICATE OF COMPLIANCE *</b>	<b>\$2,090.00 minimum</b>
<b>CERTIFICATE OF CORRECTION *</b>	<b>\$680.00 minimum</b>
<b>CONDOMINIUM PLATS - ASSUMES SIX (6) LOTS *</b>	<b>\$3,050.00 minimum</b>
<b>ENCROACHMENT PERMIT *</b>	<b>\$325.00 minimum</b>
<b>FINAL MAP - ASSUMES SIX (6) LOTS AND LOCAL AGENCY SHEET *</b>	<b>\$3,180.00 minimum</b>
<b>INDUSTRIAL WASTEWATER DISCHARGE PERMIT</b>	<b>\$3,505.00 minimum</b>
<b>LEGAL DESCRIPTIONS *</b>	<b>\$2,480.00 min per description</b>
<b>LOT LINE ADJUSTMENTS - TWO (2) LOTS *</b>	<b>\$2,040.00 minimum</b>
<b>OUTSIDE UTILITY SERVICE AGREEMENT *</b>	<b>\$4,905.00 minimum</b>
<b>PARCEL MAP *</b>	<b>\$2,095.00 minimum</b>
<b>RIGHT-OF-WAY VACATION *</b>	<b>\$6,375.00 minimum</b>

## Exhibit A - Finance and Administration

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required
<b>ALL DEPARTMENTS - PER PAGE FEE TO MAKE COPIES</b>	<b>\$0.35 per page</b>
<b>ALL DEPARTMENTS - PUBLIC HEARING NOTICE PUBLICATION IN NEWSPAPER</b>	<b>\$150.00 per notice minimum</b>
<b>ALL DEPARTMENTS - FINANCE CHARGE ON PAST DUE ACCOUNTS</b> For monthly miscellaneous accounts receivable invoices (non Utility Billing)	<b>1.5% per month on past due amount (N)</b>
<b>ANIMAL LICENSE FOR A DOG - GUIDE DOGS</b>	<b>\$0.00 per dog (per city ordinance)</b>
<b>ANIMAL LICENSE FOR A DOG - SPAYED / NEUTERED</b> Annual fee for dog tags. Vaccination documents are required. Persons 62 years of age and older are entitled to a half off discount for up to two dogs licenses. No refunds or adjustments once license is paid. (Food & Agricultural Code §30804.5 Half Fee for Spayed or Neutered Dogs)	<b>\$20.00 per dog / \$10.00 senior discount</b>
<b>ANIMAL LICENSE FOR A DOG - UNSPAYED / UNNEUTERED</b> Annual fee for dog tags. Vaccination documents are required. Persons 62 years of age and older are entitled to a half off discount for up to two dogs licenses. No refunds or adjustments once license is paid.	<b>\$40.00 per dog / \$20.00 senior discount</b>
<b>ANIMAL LICENSE FOR A DOG - PENALTY (DELINQUENCY FEE) PER DOG</b> Annual renewals are issued each December. A fee is assessed on February 1 for non-payment.	<b>\$2.00 per unpaid license</b>
<b>ANIMAL LICENSE FOR A DOG - PENALTY (DELINQUENCY FEE) PER DOG</b> Annual renewals are issued each December. The license is made inactive / invalid and an additional fee is assessed on March 1 for non-payment.	<b>Twice the license fee per unpaid license</b>
<b>ANIMAL LICENSE FOR A DOG - REPLACEMENT OF DAMAGED OR LOST TAG</b>	<b>\$12.50 per dog / \$6.25 senior discount</b>
<b>APPEALS TO CITY COUNCIL</b> Appeals to the City Council of a decision by the Planning Commission, staff or administrative decision. Reimbursement for full recovery of cost for Public Notice requirements plus actual staff time.	<b>\$250.00 minimum per appeal</b>
<b>BUDGET COPY</b> Available free on the City's website at <a href="http://www.cloverdale.net">www.cloverdale.net</a>	<b>Paper Copy \$0.35 per page</b>
<b>BUSINESS LICENSE LISTING/LABELS</b> Actual time plus cost of supplies	<b>\$70.00 minimum plus cost of supplies</b>
<b>CAMPAIGN DISCLOSURE STATEMENT</b> Mandated by statutes	<b>\$0.10/per page</b>
<b>CERTIFICATION OF DOCUMENTS</b> City Clerk certification of records approved by the City Council. Billed in actual time with one hour minimum.	<b>\$140.00 / 1 hour minimum</b>
<b>CHECK PROCESSING - RETURNED CHECK CHARGE</b> Full recovery of cost of charges from bank plus administrative time.	<b>\$45.00</b>
<b>CHECK PROCESSING - STOP PAYMENT / RE-ISSUE</b> Customer responsible for fee charged by bank (presently \$25)	<b>Bank fee at Cost</b>
<b>COPIES OF MINUTES</b> Cost is based on per page reproduction charge, or actual media cost for other media plus actual shipping and postage costs for requests to ship or mail minutes where prepaid shipping not provided. Minutes are available on line at <a href="http://www.cloverdale.net">www.cloverdale.net</a> .	<b>\$45.00 plus reproduction &amp; mailing fees</b>
<b>MOTION PICTURE PERMIT</b> Application filing fee for permit for filming of motion pictures, commercials, et cetera, for commercial and non-commercial purposes (non-refundable), plus insurance.	<b>\$810.00</b>

## Exhibit A - Finance and Administration

<b>Fee Description and Details</b>	<b>(N) Denotes New Fee</b> <b>* Minimum Charge</b> <b>Deposit May be Required</b>
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**NOTICE OF VIOLATION ENFORCEMENT**

**See Comments for Penalties**

The City may impose penalties pursuant to CMC §1.14.050(a) and/or Government Code §36901 and §53069.4 for a Notice of Violation(s) issued by any department. Penalties shall not exceed the amounts set forth in Government Code §36900(b), as amended from time to time.

Violations considered to be an Infraction cannot exceed \$100 first violation; \$200 second violation; and \$500 for each subsequent violation within one year. Violations considered to be a Misdemeanor cannot exceed \$1,000 per violation.

**SPECIAL EVENT PERMIT MAJOR (PARKS AND CITY PLAZA RESERVATIONS)\**

Based on three hour minimum plus cost of equipment. Overtime costs are incurred if work is required after hours, on weekends and/or holidays. Certificate of Additional Insured is required prior to use or must be purchased through the City of Cloverdale at cost. NOTE: This fee is per event not to exceed a two-day period. Additional fees may include barricades, Planning/Engineering permit fees, street closure fees, city staff presence, et cetera, which can be reviewed on the Special Event Permit Application. Fee includes a non-refundable application fee of \$75.00 per event. Non-profit 501(c)(3) organizations are eligible for reduced permit fees when the event benefits the Cloverdale community and these applications are considered

<b>1 - 25 Persons (including attendees)</b>	<b>\$350.00 min plus materials and equipment</b>
<b>26 - 75 Persons (including attendees)</b>	<b>\$415.00 min plus materials and equipment</b>
<b>76 - 199 Persons (including attendees)</b>	<b>\$480.00 min plus materials and equipment</b>
<b>200+ Persons (including attendees and event personnel)</b>	<b>\$900.00 min plus materials and equipment</b>

**Exhibit A - Police**

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required
<b>ANIMAL RELEASE - ANIMAL IMPOUND WITH VALID LICENSE AND RABIES</b> Based on time to pickup loose animal, deliver to kennel, contact owner, process paperwork, and update database records.	<b>\$100.00 per occurrence per dog</b>
<b>ANIMAL RELEASE - ANIMAL IMPOUND WITHOUT VALID LICENSE AND/OR RABIES</b> Based on time to pickup loose animal, deliver to kennel, contact owner, process paperwork, and update database records.	<b>\$130.00 per occurrence per dog</b>
<b>BICYCLE LICENSE</b> Fees relate to new, renewal, and change of ownership.	<b>Discontinued</b>
<b>CAD REPORT</b> Estimated cost of CAD report reproduction. Non-refundable	<b>\$10.00</b>
<b>CALIFORNIA CONCEALED WEAPON PERMIT</b> Based on current fees and time to process. Non-refundable deposit required.	<b>\$250.00</b>
<b>CALIFORNIA CONCEALED WEAPON PERMIT - RENEWAL</b> Based on current fees and time to process. Non-refundable deposit required.	<b>\$195.00</b>
<b>CHILD CAR SEAT INSTALLATION</b> Fee for the installation and instruction of installation of a child car seat.	<b>\$0.00</b>
<b>CITATION SIGN-OFF</b> Fees relates to all persons requesting a police officer to sign-off on a citation.	<b>\$30.00 per citation</b>
<b>DISCOVERY REQUEST</b> Based on actual position wages and benefits listed through current MOU. Billed actual	<b>\$90.00 minimum</b>
<b>FALSE ALARMS</b> This fee applies to four or more false alarms in a calendar year. A warning letter is issued when a third false alarm occurs.	<b>\$80.00 fourth and each subsequent</b>
<b>FINGERPRINTING SERVICES - CLOVERDALE RESIDENTS ONLY</b> Based on current non-reimbursed County fees for processing, as well as staff time. No charge to minors. Non-refundable.	<b>\$60.00</b>
<b>LOCAL CRIMINAL HISTORY RECORD</b> Research, prepare and print letter, complete receipt. Non-refundable.	<b>\$45.00</b>
<b>LOCAL RECORD CLEARANCE LETTER</b> Research, prepare and print letter, complete receipt. Non-refundable.	<b>\$20.00</b>
<b>LOSS VERIFICATION LETTER</b> Research, prepare and print letter, complete receipt. Non-refundable.	<b>\$20.00</b>
<b>MESSAGE THERAPY ESTABLISHMENT PERMIT APPLICATION</b> <b>(Two-year permit - covers licensed therapist/owner)</b> Based on current non-reimbursed fees for processing, as well as staff time. Non-refundable.	<b>\$300.00 (N)</b>
<b>MESSAGE THERAPIST PERMIT APPLICATION</b> <b>(Two-year permit - not owner of establishment)</b> Based on current non-reimbursed fees for processing, as well as staff time. Non-refundable.	<b>\$300.00 (N)</b>
<b>MEDICAL MARIJUANA CULTIVATION PERMIT APPLICATION</b> Based on non-reimbursed fees for processing, as well as staff time. Non-refundable	<b>\$300.00 (N)</b>
<b>PHOTOS (POLICE RECORDS)</b> Estimated cost of developing/printing photos. Non-refundable deposit required.	<b>\$25.00 minimum</b>

### Exhibit A - Police

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required
<b>POLICE REPORT</b> Estimated cost of police report reproduction. Includes first 10 pages. Each additional page \$.35. Non-refundable.	<b>\$25.00 minimum</b>
<b>PUBLIC TRANSPORTATION PERMIT (CERTIFICATE OF NECESSITY) - CLOVERDALE RESIDENTS ONLY</b> Includes printed Certificate of Necessity. Non-refundable.	<b>\$270.00</b>
<b>SPEED SURVEY - PER SURVEY</b> Fee is based on administrative time and copying one survey. Non-refundable.	<b>\$25.00 per survey</b>
<b>TRAFFIC ACCIDENT REPORT</b> Research, make copies, complete receipt, and deliver.	<b>\$20.00 per copy</b>
<b>VEHICLE IDENTIFICATION NUMBER (VIN) VERIFICATION</b> Dispatch researches vehicle and officer completes DMV paperwork.	<b>\$80.00 per vehicle</b>
<b>VEHICLE STORAGE / IMPOUND RELEASE</b> Per Vehicle Code Section 22850.5. Paperwork is processed at the time vehicle is towed. Information entered by dispatch. Copies mailed to registered owner.	<b>\$70.00 per release</b>
<b>VEHICLE REPOSSESSION RELEASE</b> Fee is specified by California Vehicle Repo statute.	<b>\$20.00 per release</b>

**Exhibit A - Public Works Department**

Fee Description and Details	(N) Denotes New Fee * Minimum Charge Deposit May be Required	
<b>AIRPORT HANGER RENTAL</b>		
Tie Down		\$48.00 per month
Ground Lease		\$72.00 per month
City Hangers		\$202.00 per month
Medium Corporate Hangar & Ground (Contract)		\$1,602.00 per month
Large Corporate Hangar		\$802.50 per month
<b>ATHLETIC FIELD PREPARATION FEE - SPECIAL REQUEST</b> <b>Monday - Friday 8:00a.m. - 3:00p.m.</b> Based on two and a half hour minimum plus cost of equipment.	<b>\$200.00</b>	<b>\$200.00 min plus equipment</b>
<b>ATHLETIC FIELD PREPARATION FEE - SPECIAL REQUEST</b> <b>After hours, weekend and/or holidays</b> Based on two and a half hour minimum plus cost of equipment.	<b>\$200.00</b>	<b>\$200.00 min plus equipment</b>
<b>ATHLETIC LEAGUE FEE</b> Resolution 23-2002, adopted March 27, 2002, set fees at \$250 based upon execution of MOU between leagues and City. Leagues not participating will pay \$785-\$1085. Subject to change when new resolution is adopted.		<b>See Below</b>
Athletic Leagues on MOU with City		<b>\$250.00</b>
Non-participating Athletic Leagues		<b>\$785.00 - \$1,085.00</b>
<b>ATHLETIC TOURNAMENTS PER DAY - Monday - Friday 8:00a.m. - 3:00p.m.</b> Based on two hour minimum.	<b>\$160.00</b>	<b>\$160.00 min</b>
<b>ATHLETIC TOURNAMENTS PER DAY - After hours, on weekend and/or holidays</b> Based on two hour minimum.	<b>\$160.00</b>	<b>\$160.00 min</b>
<b>BANNER INSTALLATION OR REMOVAL</b> Available Monday - Friday 8:00a.m. - 3:00p.m. only Cost is per installation of banner or removal of banner.	<b>\$160.00</b>	<b>\$160.00 min</b>
<b>CEMETERY BURIAL FEE - CASKET</b> Based on ten hour minimum, two persons, plus equipment.		<b>\$1,580.00 min plus materials and equipment</b>
<b>CEMETERY BURIAL FEE - CREMATION</b> Based on four hour minimum plus equipment.		<b>\$425.00 min plus materials and equipment</b>
<b>SERVICE RESPONSE FEE - AFTER HOURS, WEEKENDS AND/OR HOLIDAYS</b> Based on three hour minimum plus cost of equipment.	<b>\$240.00</b>	<b>\$240.00 minimum plus materials and equipment</b>
<b>SERVICE RESPONSE FEE - MONDAY THRU FRIDAY 07:00AM TO 04:00PM</b> Based on one hour minimum, overtime rate, plus cost of equipment.	<b>\$70.00</b>	<b>\$70.00 minimum plus materials and equipment</b>
<b>STREET SWEEPER SPECIAL REQUEST</b> <b>AFTER HOURS, WEEKENDS AND/OR HOLIDAYS</b> Based on three hour minimum plus cost of equipment.	<b>\$240.00</b>	<b>\$240.00 minimum plus materials and equipment</b>
<b>STREET SWEEPER SPECIAL REQUEST - MONDAY THRU FRIDAY 08:00AM TO 03:00PM</b>	<b>\$240.00</b>	<b>\$240.00 minimum plus materials and equipment</b>
<b>SEWER USE PERMIT FEE - NON-RESIDENTIAL DISCHARGES</b>		<b>\$110 Annual Fee (N)</b>

**Exhibit A - Utility Departments**

**Fee Description and Details**

(N) Denotes New Fee

**SEWER DEPARTMENT - MONTHLY RATE SCHEDULE**

**Effective Date**

**Residential Flat Rates - Monthly Charge**

	June 2016	July 2017	July 2018	July 2019
Single Family Residential (Per dwelling unit)	\$ 38.20	\$ 39.35	\$ 40.53	\$ 41.75
Multi Family Residential (Per dwelling unit)	\$ 24.72	\$ 25.46	\$ 26.22	\$ 27.01

**Non-Residential Base Charges - Monthly Charge**

	June 2016	July 2017	July 2018	July 2019
Up to 1" meter	\$ 10.92	\$ 11.25	\$ 11.59	\$ 11.94
1 1/2" meter	\$ 19.73	\$ 20.32	\$ 20.93	\$ 21.56
2" meter	\$ 30.30	\$ 31.21	\$ 32.15	\$ 33.11
3" Meter	\$ 54.97	\$ 56.62	\$ 58.32	\$ 60.07
4" Meter	\$ 90.22	\$ 92.93	\$ 95.72	\$ 98.59

**SEWER DEPARTMENT - SEWER USE PERMIT FEE - NON-RESIDENTIAL DISCHARGES**

**\$110 Annual Fee (N)**

**WATER DEPARTMENT - MONTHLY RATE SCHEDULE**

**Effective Date**

**Base Charges**

	June 2016	July 2017	July 2018	July 2019
Up to 1" Meter	\$ 22.25	\$ 22.92	\$ 23.61	\$ 24.32
1 1/2" Meter	\$ 42.07	\$ 43.33	\$ 44.63	\$ 45.97
2" Meter	\$ 65.85	\$ 67.83	\$ 69.86	\$ 71.96
3" Meter	\$ 121.35	\$ 124.99	\$ 128.74	\$ 132.60
4" Meter	\$ 200.63	\$ 206.65	\$ 212.85	\$ 219.24
6" Meter	\$ 371.38	\$ 382.53	\$ 394.01	\$ 405.93

**Water Usage Charge**

	\$ 4.35	\$ 4.48	\$ 4.61	\$ 4.75
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(Billed in units of 100 cubic feet - 748 gallons per unit)

**WATER DEPARTMENT - LEAK TEST**

**\$60.00 each test after the first test**

**WATER DEPARTMENT - WATER METER TEST**

**\$60.00 per hour (one hour minimum)**

Fee applies to customer requesting test of meter, If meter working properly, customer will be billed.

**WATER DEPARTMENT - METER TAMPERING**

**\$500.00 minimum**

**WATER DEPARTMENT - CUT LOCK**

**\$650.00 minimum**

**WATER DEPARTMENT - CONNECT SERVICE FEE - Monday - Thursday between 8:00a.m. - 3:00p.m. (excluding**

**\$60.00**

Fee applied to: 1) application for new service or, 2) when a customer requests re-connection for their own convenience.

**WATER DEPARTMENT - SAME DAY SERVICE FEE - PER CONNECT OR DISCONNECT**

**\$150.00**

Monday - Thursday 8:00a.m. - 3:00p.m. Connect Service Fee included.

**WATER DEPARTMENT - AFTER HOURS CONNECT SERVICE FEES and/or holidays**

**\$130.00**

After 3:00pm weekdays, weekend and/or holidays - Connect Service Fee of \$60.00 not included.

**Plus \$60.00**

**WATER DEPARTMENT - AFTER HOURS DISCONNECT SERVICE FEE**

**\$130.00**

After 3:00pm weekdays, weekend and/or holidays

Account holder to pay fee when customer requests disconnection for their own convenience.

**WATER DEPARTMENT - DOOR HANGER DELIVERED**

**\$30.00**

48-hour notice of pending termination for non-payment

**WATER DEPARTMENT - NON-PAYMENT DISCONNECT / RECONNECT SERVICE FEE**

**\$165.00**

Account holder charged when water service is disconnected then reconnected due to non-payment of outstanding charges

**WATER DEPARTMENT - NEW ACCOUNT DEPOSIT - per dwelling unit**

**\$150.00**

Per CMC 13.04.060 deposit required on new service accounts or waived per municipal code

If enrolled in auto debit payment program, deposit is half

**\$75.00**

**WATER DEPARTMENT - WATER METER HYDRANT HOOK-UP DEPOSIT**

**\$1,000.00**