

PUBLIC HEARINGS

**CITY COUNCIL
DECEMBER 16, 2003**

To: Mayor and City Council

From: George J. Rodericks, City Manager **GR**

SUBJECT: FEE RESOLUTION NO. 2003-2722

BACKGROUND

Staff conducted a review of the City's permit and approval fees outlined by the City's current fee resolution. Modifications are discussed below.

FINDINGS

In May 2002 the City revised the City's Fee Resolution to address copy fees, a portion of the NPDES fees, and establishing the Site Plan Review Fee.

NPDES

Since 2002, the NPDES requirements have been increased for development projects. It is now necessary to include an NPDES review component in all discretionary permit processes and include a separate NPDES review for projects that do not already include an Erosion Control Plan. The NPDES Erosion, Sediment, & Hazardous Waste Discharge Control Inspection Fee has been established at \$100.00. This fee will allow for a review and approval of a separate NPDES component for any permit that disturbs the ground surface of the property. This fee and review is not necessary for interior remodeling permits. This fee represents the staff time necessary to review this component of any exterior building permit. The NPDES component must be reviewed by the City's Building Inspector and City Engineer. The project must be separately inspected and included in a database for review and monitoring. If the application requires a separate Grading Plan or Erosion Control Plan, the fee will not be imposed as the review and NPDES component is incorporated into the required Plan. The Site Plan Reviews (\$125.00), Conditional Use Permits (\$325.00), and Variance Permits (\$325.00) have all been increased by \$25.00 to accommodate the NPDES component.

FACILITY USAGE

The Town Hall is typically in use 7 days a week for more than 10 hours each day by community groups, service clubs, and youth organizations. Maintenance staff spends approximately 5 hours per month on upkeep of the room (moving tables, setting up for meetings, etc.). A separate cleaning company cleans the facility and the restrooms 3 times per week. The carpet is cleaned every 6 months. The chairs and tables are aging and will be in need of replacement. If we establish a program to purchase new tables every 2-3 years and new chairs every 2 years a justifiable cost per meeting can be determined.

Service	Cost
Room/Restroom Cleaning	\$175 per month - \$2,100 per year
Maintenance Staff Cost	\$75 per month - \$900 per year
Chair Replacement	90 chairs @ \$25 per chair - \$2,250 every 2 years (\$1,125 per year)
Table Replacement	12 tables @ \$50 per table - \$600 every 2-3 years (\$240 per year)
Estimated Annual Cost	\$4,365 per year

Number of Groups per month (average)	15
Number of Meetings per month (average)	60
Monthly Cost to Maintain	\$365
Cost per meeting	\$6.10

The Fee Resolution includes a fee of \$5 per meeting for use of the facilities. The fee does not apply to City-sponsored events and groups to include, but not limited to, the City, the Foundation and its subcommittees, the City Historian, the Library, and VPTV. Groups such as the Rotary and Women's League, on average, will be required to pay \$20 to \$25 per month to use the room for their meetings. Groups such as AYSO, OYF, NJB Stamps Club, Ho Ho Club, Post Polio, Crescendo, and Girl Scouts would pay between \$5 and \$10 per month, depending on their number of meetings. AA would pay \$210 per month between all three groups using the room.

If room usage decreases, the cost of maintenance and table/chair replacement will also decrease.

FISCAL IMPACT

Fees are collected based on recovery of actual costs. There is no fiscal impact to the changing of fees other than a more accurate match of costs incurred to fees collected.

RECOMMENDATION

It is recommended that the City Council conduct a Public Hearing adopt Resolution No. 2003-2722, a Resolution of the City Council of the City of Villa Park establishing bond amounts and fees for various permits, approvals, and processes and rescinding Resolution No. 2002-2595.