

PUBLIC HEARINGS

CITY COUNCIL
May 28, 2002

To: Mayor and City Council

From: George J. Rodericks, City Manager

**SUBJECT: CITY FEE SCHEDULE
RESOLUTION NO. 2002-2595**

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 1995, the City adopted Resolution No. 95-2228 establishing bond amounts and fees for various permits, approvals, and processes. Staff reviewed the amounts set by this resolution to determine if the amounts were sufficient to cover actual costs incurred for the processing of the permits.

The City fee resolution is divided into eight (8) sections. The sections relate to the various types of approvals and/or fees set by the City.

Section 1 of the Resolution establishes the bond amounts for the City Clerk and Treasurer at \$100,000. This amount has not been modified.

Section 2 of the Resolution establishes the fee for copies provided by the City of various documents. The prior fee was established at \$0.15 per page. This fee has been adjusted to \$0.25 per page to more accurately reflect actual costs. This amount includes a portion of the service contract the City pays for the copier, a per copy cost in addition to the basic service contract, and staff time required to make the requested copies. *Section 3* adopts the current County of Orange fees for Animal Control Services and *Section 4* adopts the current County of Orange fees for Building and Housing Permits.

Section 5 of the Resolution establishes fees for Grading and Excavation Plan Check and Inspection Permits. The majority of these fees remain the same; however, fees to review required Erosion Control Plans are now included in this section. Under the National Pollutant Discharge and Elimination System (NPDES) requirements, these Plans will become more important and will become a requirement for certain levels of development.

Section 6 establishes permit fees for the construction, repair and reconstruction of streets and other public improvements. These include curb and gutter permits, sidewalk permits, driveway, pavement, sewer, and excavation (not in pavement) permits. These fees have been increased to reflect current costs. On average, the increase is

approximately \$85 per permit. *Section 7* establishes permit fees related to subdivision approvals. There are fewer of these to review and approve in the City and the fees have not been changed.

Section 8 establishes permit fees for planning approvals. The major addition to this section is the Site Plan Review at \$100.00. The remaining fees have not been adjusted.

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 adopt Resolution No. 2002-2595, 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. 95-2228.