

DATE SUBMITTED 08/14/2019
 SUBMITTED BY COMMUNITY DEVELOPMENT DIRECTOR
 DATE ACTION REQUIRED 08/21/2019

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION (X)
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS 46

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: ENGINEERING FEES UPDATE 1. Approve Fee Deposit Reduction for the Community Development	
DEPARTMENT INVOLVED: COMMUNITY DEVELOPMENT DEPARTMENT	
BACKGROUND/SUMMARY: As the City of Imperial seeks to efficiently manage limited resources and adequately respond to increase service demands, it needs a variety of tools. These tools provide assurance that the City has the best resources available to make sound decisions, and fairly and legitimate set fees. The City recognizes that the city must determine the reasonable full cost of the services that the City provides. The City's current fee deposit for Engineering permits is 3% of the total cost of improvements, making it difficult to assess the true time and material cost, as well as other deposit fee deposits currently charged. Please find the attached proposed deposit fee reduction.	
FISCAL IMPACT:	ADMIN SERVICES SIGN INITIALS <u>46</u>
STAFF RECOMMENDATION: Staff recommends the approval of the adoption of the proposed deposit fee reduction for the Community Development Department	DEPT. INITIALS <u>OM</u>
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS <u>OMO</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:

RESOLUTION NO. 2019-46

UPDATING FEE DEPOSIT FOR THE COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS, the City Council of the City of Imperial conducted a meeting concerning processing fees for various land use development, planning and engineering; and

WHEREAS, the fees set forth in this resolution do not exceed the reasonable cost of providing the described services.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Applicability

Every application for a land use project (permit) shall be assessed a filing and/or processing fee as provided herein. The Community Development Department shall not accept or receive any application without the specified processing and deposit fee and, nor shall the department waive any fee specified herein.

Applications

(a) Applications for any land use permit/development, including, but not limited to, variances, changes of zone, parcel maps, grading or other community development processes, shall be made in writing to the Community Development Department upon such form(s) as approved by the City. The Community Development Department shall provide forms for such application purposes and shall prescribe the type of information to be provided thereon. No application or petition shall be received and accepted unless it complies with all requirements stated thereon.

(b) Applications filed pursuant to this division, shall be numbered and shall become a part of the official records of the Community Development Department, and there shall be attached thereto copies of all notices, actions, maps and other information that were part of the official proceedings.

Filing Fees

Every application, request for permit, or request for a planning review or service procedure to the Community Development Department shall include a fee and deposit as prescribed herein. The department shall not accept or receive any such request without the proper fee, and no fee shall be waived by the department.

Use/Cost of Consultants

The Community Development department, at the discretion of the Community Development Director, may use or employ outside independent consultants to assist in processing applications, conduct special studies or provide expertise not available within the department.

The cost for such consultants shall be a charge against the project and is in addition to the fees set forth in this resolution. As consultant fees are paid, the applicant may be required to maintain the deposit at a level determined by the Community Development Director. Failure to maintain the required deposit shall

result in a cessation in the processing of the subject application. The City shall return that portion of the deposit, if any, remaining at project completion. In accordance with City policy to ensure cost recovery, Staff time spent on these projects will be tracked, and developers will be billed based on actual labor, material, equipment, and the indirect cost rate. The deposit amount will be maintained in a City Trust Fund account and used to pay for staff and consultant services on a time-and-materials basis. If the consultant's services amount exceeds the deposit, the applicant will be billed for the difference. The deposit must be maintained in the full amount as directed by the Community Development Director

Applicant is responsible for any fees associated with the City of Imperials' City Clerk office and any department required for processing the said application from the Imperial County.

Fire Department Fees are paid and processed separately from the Community Development Department.

City Council hereby adopts the deposit fee reduction for specified community development activities as follows:

California Environmental Quality Act (CEQA) Fees:

Permit Type:	Fee:	Deposit: (Time & Materials)	Comments:
County Clerk Processing Fee	\$62.00	\$100.00	
Dept. of Fish & Game Fee for Notice of Determination - Negative Dec.	\$2274.25	\$15,000.00	To be paid within 3 days of Project Approval.
Dept. of Fish & Game Fee for Notice of Determination - EIR	\$3159.75	\$15,000.00	To be paid within 3 days of Project Approval.
Environmental Document Pursuant to a Certified Regulatory Program (CRP)	\$1074.25		
Environmental Impact Report	\$923.00	\$1000.00	Requires Consultant. Applicant will pay all Consultant fees.
Initial Study & Mitigated/Negative Declarations	\$923.00	\$15,000.00	May Require Consultant. Applicant will pay all consultant fees.
Notice of Exemption	\$187.00	\$500.00	Applicant will pay all consultant fees

Fees that are paid at the Imperial County Recorder's Office are subject to change- All fees listed above.

Planning Applications:

Permit Type:	Fee:	Deposit: (Time & Materials)	May Require CEQA:
Certificate of Compliance	\$247.00		X
Home Occupation	\$235.00		X
Lot Line Adjustment	\$335.00	\$500.00	X
Lot Merger	\$335.00	\$500.00	X

Lot Split	\$335.00	\$500.00	X
Permit to preform work (Structures, signs, fences, etc.)	\$97.50		
Pre-Application Meeting	\$643.00		X
Time Extensions	\$335.00	\$500.00	X
Zoning Information Letter (per parcel)	\$235.00		X

Planning Commission Action Applications:

Maps:

Reversion to Acreage	\$1,173.00	Consultant Fees if needed.	X
			X
Parcel Map Waiver	\$335.00		
Minor Subdivision (up to 4 parcels)	\$933.50	\$5000.00	X
Tentative Parcel Map	\$335.00	\$5000.00 + Consultant Fees if necessary	X
Final Parcel Map			
Major Subdivision (more than 4 parcels)	\$978.00	\$5,000.00	X
Tentative Tract Map			
Final Parcel Map Waiver	\$335.00	\$1000.00	X
Final Tract Map	\$978.00	\$5000.00	Exempt from CEQA
Final Subdivision Map	\$978.00	\$5,000.00	X
Revisions to map within 6 months of disapproval	50% of original fees		

Planning Commission & City Council Action Applications:

Annexation	\$1228.00 + LAFCO Fee	\$5,000.00	X
Alley/ Street Vacation	\$1103.00	\$5000.00	X
General Plan Amendment	\$1048.00	\$5000.00	X
Site Plan Review	\$643.00		

Specific Plan Amendment	\$1048.00	\$5000.00	X
Specific Plan Review	\$1048.00	\$5000.00	X
Zone Change & General Plan Amendment	\$2221.00	\$5000.00	X
Zone Change	\$1048.00	\$5000.00	X

Miscellaneous Fees:

Community Development "request for application preparation/ participation".	\$327.00		X
Community Facilities District	Actual Consultant Cost + 5% Contract Admin. Fee	\$2000.00	X
Development Agreement Review	\$1228.00	\$2000.00	X
Generator Review	\$290.00		X
Similar Land Use Determination	\$530.00	\$500.00	X
Temporary Use Permit	\$431.00	\$1000.00	X
Other Items not specified	\$235.00	\$1000.00	X

Community Development Department-Engineering Fees:

PERMIT TYPE:	FEE:	DEPOSIT: (TIME & MATERIALS)
Engineering Inspection (For every inspection request)	\$208.00	
Encroachment Permit-Commercial	\$208.00	\$1000.00
Encroachment Permit-Residential	\$208.00	\$300.00
Engineering Pre-Application Review	\$257.50	\$1000.00
Engineering Plan Review/Permit	\$257.50 + 3% of project valuation	\$5000.00
Engineering Permit Renewal	50% of Original Fee	
Engineering Plan Review- Revisions to Approved Plans	\$257.50	\$500.00
Engineering Report (Any documents Requested)	\$257.50	\$500.00
Engineering Report Review-Residential Project	\$257.50	\$500.00
Engineering Report Review-Commercial Project	\$257.50	\$1000.00
Engineering Report Review-Industrial Project	\$257.00	\$2000.00

APPROVED AND ADOPTED at the regular meeting of the City Council of the City of imperial, California held on this 21st of August 2019.

Robert Amparano, Mayor

ATTEST:

Debra Jackson, City Clerk

ATTEST:

Mayor _____