




# TOWN OF FAIRFAX

## STAFF REPORT

### May 7, 2014

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager 

**SUBJECT:** Adopt a resolution updating Exhibit D to the Master Fee Schedule to increase youth rental fee from \$25/hr to \$50/hr and non-profit resident fee from \$50/hr to \$60/hr for the rental of Town facilities

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#### **RECOMMENDATION**

- 1) Open/close the public hearing
- 2) Adopt a resolution updating the Master Fee Schedule to increase the rental fee for "Fairfax, Youth Event" from \$25/hr to \$50/hr and the day rate from \$150/day to \$300/day; and for "Fairfax, non-profit group" from \$50/hr to \$60/hr and day rate from \$300/day to \$360/day.

#### **DISCUSSION**

The Council last increased youth rental and non-profit fees in November 2010. Given the cost of operating the Pavilion, Women's Club, and Community Center, staff has reviewed the current rates and found an increase is warranted for the youth fees. The proposed increase in the fee for non-profit groups in Fairfax is to provide some differentiation between the youth and non-profit rates. The proposed increases are consistent with rentals of other similar community facilities in the area (see attached comparison). Staff is not proposing increases in any other rental fees at this time.

For FY13-14, staff estimates the maintenance costs for the facilities, including direct administrative costs, to be over \$60,000 per year. Currently, the Town estimates it will receive approximately \$30,000 in rental fees for these facilities. The increase would take effect July 1, 2014, so approving the fees now provides an approximate 60 day notice. To minimize the impact to youth groups such as CYO or youth classes such as Kung Fu, staff would phase in the increase over 2 years: \$37.50/hr effective July 1, 2014 and \$50/hr on July 1, 2015. Staff believes the increase will not impact demand for birthday parties.

#### **FISCAL IMPACT**

Staff believes the increase will ultimately double the annual rental income from \$18,000/yr to \$36,000/yr.

#### **ATTACHMENTS**

Comparison Matrix  
Resolution

<b>MATRIX COMPARING FACILITY RENTAL FEES IN MARIN COUNTY</b>					
<b>Town of Fairfax</b>	Hourly rate	Non-profit-res.	Non-profit (n/r)	Private (resident)	Private(n/r)
<b>Fairfax Pavilion</b>	25 (youth rate)	\$75/hr-resident	\$125/hr.non-res	\$185/hr-resident	\$215/hr
<b>Fairfax Women's Club</b>	25 (youth rate)	\$50/hr-resident	\$75/hr.non-res	\$100/hr.-resident	\$125/hr
Deposit \$450; \$550 if alcohol is to be served.					
\$75 non-refundable maintenance fee					
	Non-profit	Private	Commercial		
<b>City of San Rafael-Comm. Center</b>					
Auditorium -capacity 300 M-Th	\$70/hr	\$82/hr	\$100/hr		
Auditorium-Fri. +5 p.m. /weekends	\$120/hr	\$132/hr	\$150/hr		
Deposit	\$500	\$500	\$500		
Clubrooms - capacity 40;Mon-Thurs.	\$32/hr	\$38/hr	\$55/hr		
Clubrooms-Fri. +5p.m. & weekends	\$82/hr	\$88/hr	\$105/hr		
Deposit	\$100	\$100	\$100		
Lounge -capacity 15;Mon.-Thurs.	\$32/hr	\$38/hr	\$55/hr		
Lounge-Fri. +5p.m. & weekends	\$82/hr	\$88/hr	\$105/hr		
Deposit	\$100	\$100	\$100		
<b>City of Novato</b>					
	Senior rate	Community rate	Private rate	Commercial	
<b>Margaret Todd Community Center</b>	\$23/hr	\$45/hr	\$68/hr	\$90 /hr	
Stage & Auditorium					
(2 hr. minimum rental)					
Application fee \$15					
Deposit \$400					
Facility Maintenance fee \$75					
Custodial fee \$30					
Building attendant fee \$16/hr (opt.)					
<b>City of Mill Valley</b>					
	Each room has				
<b>Community Center</b>	2 hr. min.				
Lobby - capacity 80	\$60/hr.	Deposit - \$100			
Cascade Rood - capacity 400	\$150/hr.	Deposit - \$500			
Kitchen - capacity 15	\$60/hr.	Deposit - \$100			
Forest Room - capacity 50	\$45/hr.	Deposit - \$100			
Manzanita Room - capacity 24	\$35/hr.	Deposit - \$100			
Terrace Lounge - capacity 70	\$75/hr.	Deposit - \$100			
Teen Zone Lounge - capacity 30	\$75/hr.	Deposit - \$100			
Mountian View - capacity 80	\$60/hr.	Deposit - \$100			
Kidzwatch - capacity 25	\$45/hr.	Deposit - \$100			
<b>Town of San Anselmo</b>					
<b>Robson-Harrington House</b>					
Mon.-Thurs. capacity 49 <	\$55/hr				
Weekend - capacity 49 < (4 hrs.)	\$225 flat fee				
Weekend - capacity 49< (10 hrs.)	\$500 flat fee				
Wkly Mon.-Thurs. capacity 50-75	\$75/hr				
Weekend capacity 50-75 (4 hrs.)	\$340 flat fee				
Weekend - capacity 50-75 (10 hrs.)	\$850 flat fee				

RESOLUTION 14-\_\_

**A RESOLUTION OF THE TOWN OF FAIRFAX UPDATING  
EXHIBIT D TO THE MASTER FEE SCHEDULE ADOPTED  
BY RESOLUTION 12-40**

**WHEREAS**, California Government Code section 50076 permits municipalities to charge fees for services or regulatory activities which do not exceed the reasonable cost of providing those services or activities; and

**WHEREAS**, the Town previously retained Willdan Financial Services to complete a User Fee Study dated May 15, 2009 (the "User Fee Study") to analyze the Town's costs of services and activities for which fees may be charged, and, based on their Study, a Master Fee Schedule was adopted; and

**WHEREAS**, the Town has performed an annual review of the fees and has determined that adjustments to Exhibit D "Facilities Rental Fees" to the Master Fee Schedule are warranted;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Fairfax does hereby adopt the revisions to the Master Fee Schedule attached hereto as Exhibits A through D and incorporated herein by reference, to be effective July 1, 2014.

The foregoing Resolution was duly passed and adopted at a Regular Meeting of the Town Council of the Town of Fairfax held in said Town on the 7th day of May 2014, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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David Weinssoff, Mayor

Attest:

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Michele Gardner, Town Clerk

**Exhibit A**  
**Resolution No. 12-40**  
**Fee Schedule : Planning Fees**  
**Effective 07-01-12**

Planning Fees	Fee Amount	Proposed Fee
<b>Service/Application</b>		
<b>PLANNING FEES</b>		
The following fees are based upon an estimate of the minimal amount of planning staff time necessary to process various planning entitlements. These fees do not include costs pertaining to other Town Staff members related to processing planning entitlements. Also, the following fee schedule does not include the cost or related fees associated with the review of an application by the Town Engineer.		
<b>Basic Sign Permit Fee (conforming use)</b>	\$100	
Sign Permit for Sign Requiring Design Review	\$174	
Confiscated Sign	\$141	
<b>Banner Installation (non-profit)</b>	\$250	
<b>Design Review Fees</b>		
Exterior Color Change	\$194	
Residential Construction >= \$19,999	\$781	
Residential Construction <= \$20,000	\$781	
Commercial Projects - Minor	\$409	
Commercial Projects - Major	\$4,851	
Modification of Approved Plan	\$781	
Multiple Residential, per Each Unit Over 10	\$4,851	
<b>Violation Inspection</b>	\$404	
<b>Ridgeline Scenic Corridors</b>		
Principal Structures	\$567	
Accessory Structures	\$567	
<b>Pre-Application Meeting</b>	\$150	
<b>Planned Development District (**Deposits for Contract Planners)</b>		
Preliminary Development Plan	\$2,500	
Master Plan	\$2,500	
Precise Plan	\$2,500	
Amendment to Approved Plan	\$2,500	
<b>Rezoning and Pre-zoning</b>		
Rezoning and Pre-zoning	\$3,000	
	+ graphics at cost	
<b>General Plan Amendment</b>		
General Plan Text	\$2,500	
	+ graphics at cost	
General Plan Map	\$2,500	
	+ graphics at cost	
***All deposits are submitted at the minimum listed above. When the balance reaches \$500 additional deposit funds will be requested to continue to the project. All costs are at consultant cost plus 30% of FHR per hour.		
<b>Use Permits</b>		
Use Permit	\$813	
Modifications of Approved Use Permits	\$813	
<b>Variances</b>		
Fences	\$461	
Modification of Approved Fence Variances	\$461	
All Other Variances	\$1,125	
Modification of Approved Variances	\$1,125	
Renewal, Extension of Time	\$122	
<b>Preferential Parking Permit</b>	\$100	(fee accidentally removed)

**Exhibit A**  
**Resolution No. 12-40**  
**Fee Schedule : Planning Fees**  
**Effective 07-01-12**

Planning Fees	Fee Amount	Proposed Fee
<b>Service/Application</b>		
<b>Annexation:</b>		
Annexation Application/Processing	\$69	
LAFCO Fee (estimated minimum)	\$69	
<b>Hill Area Residential Development Permit (HRD)</b>		
HRD	\$4,448	
Modification of Approved HRD Permit	\$4,448	
Renewal	\$156	
<b>Traffic Impact Report (TIP)</b>		
TIP	\$4,683	
+ Graphics at Cost with Initial Deposit	\$603	
<b>Illegal Tree Cutting Fee</b>		
	\$500	
<b>Well Drilling Permit</b>		
	\$126	
<b>Research (\$60.00 minimum)</b>		
	\$60	
This Fee pertains to extensive research of records and information at Town Hall by Town Hall Staff	FHR rate per dept - \$60.00 minimum	
<b>Photocopying - Planning</b>		
	25 per page for the first 10 pages additional pages at staff hourly rate	
<b>Ordinance Preparation</b>		
Application Fee	\$3,202	
Town Attorney Deposit (\$400 Deposit - \$190 per hour)	\$400	
<b>Development Agreement</b>		
Application Fee	\$703	
Town Attorney Deposit (\$400 Deposit - \$190 per hour)	\$400	
<b>Excavation or Fill:</b>		
1 to 100 Cubic Yards	\$87	
Over 100 Cubic Yards	\$1,188	
<b>Certificates of Compliance</b>		
Any	\$461 plus \$37 per parcel	
conditional certificates	\$264 plus \$37 per parcel	
<b>Encroachment Permits</b>		
Fences	\$515	
Retaining Walls	\$622	
Other Structures	\$622	
Street Opening Permit	\$253	
<b>Environmental Review (**Deposits)</b>		
Initial Study/Negative Declaration	\$2,500	
Environmental Impact Report	\$2,500	
County Processing Fee	\$2,500	
Mitigation Monitoring	\$2,500	
State Fish and Game Fees	\$2,500	
**All Deposits are submitted at the minimum listed above. When the balance reaches \$500 additional deposit funds will be requested to continue the project. All costs are at consultant cost plus 30 %.		
<b>Out of Line Adjustments</b>		

**Exhibit A**  
**Resolution No. 12-40**  
**Fee Schedule : Planning Fees**  
**Effective 07-01-12**

Planning Fees	Fee Amount	Proposed Fee
<b>Service/Application</b>		
Lot Line Adjustment Application/Processing - Ministerial	\$1,500	
Lot Line Adjustment Application/Processing - Discretionary	\$2,500	
**All Deposits are submitted at the minimum listed above. When the balance reaches \$500 additional deposit funds will be requested to continue the project. All costs are at FHR by dept per hour.		
<b>Subdivisions</b>		
Tentative Map		
a. Less than 5 lots	\$2,500	
b. 5 lots or more	\$2,500	
c. Extension of Tentative Map	\$2,500	
Final Map Fee	\$2,500	
<b>Preliminary Planning Review</b>		
Preliminary review of plannin entitlement applications, and related consultation with the Planning Director.	1 Hr Deposit + FHR x Time	
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation under \$50,000)	\$229	**Fee Relocated To Exhibit B Building Permits
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation greater than or equal to \$50,000)	\$282	**Fee Relocated To Exhibit B Building Permits
Appeal Fee	\$500	
<b>ENGINEERING REVIEW FEES*</b>		
Commercial Projects	\$850	
HRD Permit Review, Single Family Residences	\$2,135	
HRD Permit Review, 50% (or greater) Remodels	\$2,135	
Non-HRD, Single Family Residences	\$650	
Non-HRD, 50% (of greater) Remodels	\$450	
Planned Development District Applications	\$1,067	
Annexation	\$1,067	
Traffic Impact Permit	\$750	
Excavation Permit Review	\$1,067	
Map Review	\$2,135	
Site Specific Engineering Review	\$534	
Engineering Deposit	\$500	
* These deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 30% for related planning review and administrative costs.		
* Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of the review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of \$150 per hour, before processing continues or prior to the issuance of the respective permits or entitlements.		

Exhibit A  
 Resolution No. 12-40  
 Fee Schedule : Planning Fees  
 Effective 07-01-12

Planning Fees	Fee Amount	Proposed Fee
Service/Application		
<b>CONTRACTOR CONSULTING SERVICES</b>		
In addition to planning staff, and the services of the Town Engineer, the services of an outside consultant, other than an Environmental Impact Report Consultant may be necessary. The consultant's time will be charged on a cost basis plus 30% of the contract cost to recover administrative costs incurred by the Town.		
<b>ADVANCED PLANNING, TECHNOLOGY and INFRASTRUCTURE IMPROVEMENT FEES</b>		
General Plan Maintenance Fee	5% on building permit fee with a value greater than \$10,000	
Technology Improvement Fee	5% on building permit fee	
Infrastructure Improvement Fee	5% on building permit fee	
<b>PENALTY FOR WORK WITHOUT VALID ENTITLEMENT OR PERMITS</b>		
Where work requiring a permit or entitlement required by the Fairfax Town Code or the Uniform or California Building Codes, for which fees are specified in this resolution, is started or proceeded with prior to obtaining said permit, the fees shall be 1.5 times the cost of the required permit. The payment of such fees shall not relieve any persons from fully complying with the requirements of the Codes in the execution of the work nor from any other penalties prescribed therein.		Reduced fee from 3 times the cost of required permit to 1.5 times the cost of required permit
<b>REIMBURSEMENT OF TOWN ATTORNEY COSTS</b>		
The Town Attorney's time is charged at the rate specified in the current contract with the Town. A minimum deposit is required in conjunction with a formal request for the Town Attorney Services, plus \$50 per transaction for Administrative/Senior Planner.	\$400 Deposit (\$190 per hour)	
<b>RESIDENTIAL RE-SALE INSPECTION</b>		
Residential Re-Sale Inspection - Single family homes and multiple unit structures	\$405	\$350
Per additional living Unit	\$70	
Condominiums		\$225
<b>SOLAR ENERGY PERMIT FEES</b>		
Installation of Solar Energy collection devices	\$158 EXEMPT	

**Exhibit B**  
**Resolution No. 12-40**  
**Fee Schedule : BUILDING PERMITS**  
**Effective 07-01-12**

Building Permit Fees		
Service/Application	Fee Amount	Proposed Fee
<b>RESIDENTIAL</b>		
New Home	\$5,200	
Major Remodel	\$3,864	
Major Kitchen Structural	\$2,878	
Major Bath Structural	\$2,000	
Minor Kitchen	\$1,543	
Addition Major	\$2,878	
Minor Bath	\$879	
Roof Large	\$527	
Roof Small	\$386	
Water Heater	\$100	
Water Line	\$245	
Gas Service	\$245	
Electrical Service	\$245	
Solar	Exempt	
Furnace	\$100	
Addition Minor	\$1,899	
Garage New	\$2,251	
Carport New	\$1,476	
Garage Repair	\$949	
Carport Repair	\$949	
Deck New	\$949	
Deck Repair	\$597	
New Foundation	\$808	
Earthquake Retro	\$385.83 Exempt	
Ejector Pump	\$315	
Sun Room	\$597	
Grage Door	\$245	
Pool House	\$2,321	
Repipe Home	\$245	
Radiant Heating	\$386	
Creek Bank Repairs	\$1,617	
Woodstove	\$245	
Swimming Pool	\$1,124	
Hot Tub	\$456	
Retaining Wall	\$949	
<b>COMMERCIAL</b>		
Major Remodel	\$5,797	
Roof Large	\$790	
Roof Small	\$578	
Water Heater	\$420	
Water Line	\$367	
Gas Service	\$684	
Electrical Service	\$684	
ADA Upgrades Minor	\$878.84 Exempt	
ADA Upgrades Major	\$1,442.27 Exempt	
Grease Traps	\$245	
Awning	\$245	
Sign Structural	\$245	
Freezer	\$597	
Mop Sink	\$245	
Solar	\$684.39 Exempt	



**Exhibit B**  
**Resolution No. 12-40**  
**Fee Schedule : BUILDING PERMITS**  
**Effective 07-01-12**

<b>RESIDENTIAL &amp; COMMERCIAL</b>		
Pool Equipment	\$386	
Demolation	\$104	
Insulation	\$245	
Siding	\$386	
Windows	\$245	
Doors	\$245	
Sheet Rock Repairs	\$245	
Minor Dry Rot Repairs	\$386	
Major Dry Rot Repairs	\$879	
Minor Building	\$245	
Minor Electrical	\$245	
Minor Mechanical	\$245	
Plumbing Minor	\$245	
Plumbing Major	\$597	
Interior Stairway	\$597	
Exterior Stairway	\$386	
Air Conditioning	\$280	
Temp Power Pole	\$245	
Sauna	\$386	
Skylight	\$386	
<b>PLANNING REVIEW OF BUILDING PERMITS</b>		
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation under \$50,000)		\$229
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation greater than or equal to \$50,000)		\$282

**Exhibit C**  
**Resolution No. 12-40**  
**Fee Schedule : ADMINISTRATIVE FEES**  
**Effective 07-01-12**

Type of Service	Fee Amount	Proposed Fee
<b>Service/Application</b>		
Returned Check Fee	\$ 35	
<b>Duplication - CD</b>		
Recording of Town Council Meetings	\$ 5	
<b>Photocopying Fee (8 1/2 x 11)</b>	.25 for pages 1-10 Staff rate thereafter	
<b>Candidate Filing Fee</b>		
County - pass thru cost	annual rate	
Town Clerk Processing Fee	\$ 125	
<b>Research Fee (\$60 minmum)</b>		
For extensive research of records and information by Town Hall Staff	\$ 60 FBHR per Dept - \$60 min.	
<b>Council Agenda Packet - Paper</b>	\$ 20	
<b>Business License/Duplicate</b>	\$ 25	
<b>Filming Permit</b>		
1 to 5 people employed on location	\$ 118	
6 to 39 people employed on location	\$ 156	
40 to 50 people employed on location	\$ 198	
Over 50 people employed on location	\$ 238	

**Exhibit D**

**Resolution 14 - \_\_\_\_**

**Fee Schedule : FACILITIES RENTAL FEES**

**Effective 07/1/14**

Type of Service	Fee Amount	Day Rate
<b>Facility/Property</b>		
<b>Women's Club (per hour rates)</b>		
Fairfax, non-profit group	\$60.00	\$360.00
Non-Fairfax, non-profit group	\$75.00	\$450.00
Fairfax Resident, private event	\$100.00	\$600.00
Non-Resident, private event	\$125.00	\$750.00
Fairfax, Youth event (\$100.00 deposit)	\$50.00	\$300.00
<b>Pavilion (3 hour minimum)</b>		
Fairfax, non-profit group	\$75.00	\$450.00
Non-Fairfax, non-profit group	\$125.00	\$750.00
Fairfax Resident, private event	\$185.00	\$1,110.00
Non-Resident, private event	\$215.00	\$1,290.00
Fairfax, Youth Event (\$100.00 deposit)	\$50.00	\$300.00
<b>Bolinas &amp; and Peri Park (2 hour minimum)</b>		
Non-Profit Group	\$50.00	\$250.00
Private Event	\$75.00	\$300.00
<b>All Facilities and Parks - Required</b>		
Maintenance Fee		\$75.00
<b>Street Closures (per day non-refundable)</b>		
Town Sponsored Events		\$75.00
All Other Events		\$200.00
<b>Damage/Cleaning Deposit</b>		
All Buildings		\$450.00
If Alcohol is Served		\$550.00
<b>Damage/Cleaning Deposit</b>		
All Parks		\$300.00
If Alcohol is Served		\$400.00
<b>Key Deposit</b>		
All Buildings		\$25.00 or Drivers License
<b>Key Loss Fee</b>		
All Buildings		\$50.00

**Exhibit E**  
**Resolution No. 12-40**  
**Fee Schedule : POLICE DEPARTMENT**  
**Effective 07-01-12**

Type Of Service	Fee Amount	Proposed Fee
Facility/Property		
<b>Reports</b>		
Traffic Accidents	\$15	
Crime and Incidents	\$5 for pages 1-10 \$.10 each additional page	
<b>Duplication</b>		
Audio, Video, & Data	actual cost	
<b>Vehicle</b>		
Release	\$75	
Immobilization Device Removal (Boot)	\$120	
Repossession Fees	\$25	
<b>Fingerprints</b>		
Ink	\$25	
Livescan	\$20	
<b>Bicycle License</b>		
Kid	\$2	
Adult	\$2	
<b>Subpoena Town Employee for Civil Matter</b>		
Town Employee for Civil Matter	\$150	
<b>Key Deposit</b>		
All Buildings		
<b>Key Loss Fee</b>		
All Buildings		