

YOUTH COMMISSION AGENDA

**Wednesday, November 12, 2014
7:00 P.M.**

Operations Service Center – 3333 Busch Road

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of October 8, 2014

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE COMMISSION

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Approve Youth Funding Criteria for FY 2015/2016 Community Grant Program
5. Selection of One (1) Commissioner to Serve on a Cost Recovery and Pricing Plan Committee

COMMUNICATIONS

COMMISSION REPORTS

6. Bicycle, Pedestrian, and Trails Committee
7. Ptownlife Web Team Sub Committee
8. Youth in Government Day Sub Committee
9. Public Policy Sub Committee
10. Ptownlife Resource Network
11. Alviso Adobe Task Force

12. Community Grant Program Review Sub Committee
13. Brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

COMMISSION COMMENTS

STAFF COMMENTS

14. Community Services Update
15. Library Liaison Update
16. Police Liaison Update
17. Pleasanton Unified School District Update

ADJOURNMENT

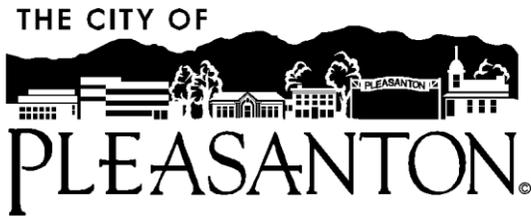
NEXT MEETING: December 10, 2014

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Community Services Department, 200 Old Bernal Avenue, Pleasanton.

Accessible Public Meetings

The City of Pleasanton will provide special assistance for citizens with disabilities to participate in public meetings upon advance notice. If you need an auxiliary hearing aid or sign language assistance at least two working days advanced notice is necessary. Please contact the Community Services Department, PO Box 520, Pleasanton, CA 94566 or (925) 931-5340.



Youth Commission Minutes

Operations Service Center – 3333 Busch Road, Pleasanton, CA
October 8, 2014 - 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Chairperson Meghna Sinha

Pledge of Allegiance

The Pledge of Allegiance to the flag was recited.

Roll Call

Commissioners Present: Russell Ambrosiewicz, Louisa DuBose, Saira Grewal, Ardin Lo, Neha Nirkondar, Avni Patel, Jonathan Pearce, Alex Rigl, and Chairperson Meghna Sinha.

Commissioners Absent: Elise Allari, Kimberly Chew, and Lori Franklin.

Staff Present: Samu Tiumalu, Recreation Supervisor; Teresa Parham, Teen Librarian; Jeff Bretzing, Police Liaison; Larissa Seto, Assistant City Attorney, and Edith Caponigro, Recording Secretary.

Guest: Nicole Steward, Pleasanton Unified School District.

AGENDA AMENDMENT

Mr. Tiumalu suggested delaying Item 3 until later in the meeting because the Assistant City Attorney had been delayed.

MINUTES

1. Approve Workshop Summary Notes of August 27, 2014

A motion was made by Commissioner Lo, seconded by Commissioner Ambrosiewicz, to approve the Summary Notes from the August 27, 2014 meeting. **The motion was approved unanimously.**

2. Approve regular meeting minutes of September 10, 2014

A motion was made by Commissioner Ambrosiewicz, seconded by Commissioner Lo, to approve the minutes from the September 10, 2014 meeting. **The motion was approved unanimously. Commissioner Pearce abstained.**

MEETING OPEN TO THE PUBLIC

3. Introductions/Awards/Recognitions/Presentations

- **California Open Meeting Laws (The Brown Act) Applicable to Youth Commission**

Delayed till later in the meeting.

- **Pleasanton Community Farm Project – Bob Brown (4H Club) – Bob & Karyn Brown**

Mr. Brown reviewed with Commissioners a PowerPoint presentation on the Pleasanton Community Farm Project. He noted that the project's vision is to create a site where 4-H and Future Farmers of America (FFA) and community members will be able to breed and raise animals such as steer, goats, and sheep and be involved in horticultural activities. The goal also includes being able to build a facility for youth meetings and events, creating educational and developmental opportunities for youth, and strengthen the historical agricultural heritage links. Commissioners were advised the proposed location for the farm being 17-acres on the SW side of the Bernal property, noting that this property is zoned for horticulture and livestock.

An historical overview of the project was provided by Mr. Brown. He advised that in the early 2000's a citizen task force developed a preliminary land use plan for the Bernal property and a community farm was ranked #1. In May 2006 City Council approved the Bernal Property Phase II Specific Plan and in November 2006 Pleasanton voters approved Measure P. During 2010-2011 Abbie 4-H formed a committee and conducted research on community farm facilities in other areas. In 2012 and 2013 the Pleasanton Youth Commission recommended Community Grant Funding for this project, and during 2013-2014 the Preliminary Conceptual Designs for the project were completed. Mr. Brown noted that design elements for this project have been taken from the Youth Master Plan.

Mr. Brown reviewed with Commissioners the Preliminary Conceptual Designs that include paddocks for large animals, a meeting facility, horticulture area, orchards, greenhouses, etc. He advised that potential partner organizations for the project include Sunflower Hill and Boy Scouts, and his group is exploring the creation of special purpose non-profit entity. The Commission was also informed that the purpose of providing presentations to Commissions and City Council is to provide education about the project and increase awareness and solicit feedback.

Mr. Brown provided Commissioner Grewal information about the educational aspect of having animals at this site and providing youth a location at which they can raise the animals. He discussed the connection with Alameda County Fair and struggles youth encounter finding

locations to raise their animals. Additionally, Mr. Brown provided information about field trips to the site that can be had by students.

Commissioner Lo questioned whether other outdoor activities would be available for youth at this location. Mr. Brown advised that the plan is to expand the facility to include Boy Scout camping events, baking/canning projects, robotics, archery, etc.

Commissioner Ambrosiewicz was advised that horses and horse riding would not be at the site, because of insurance issues, but it is likely a horse project could be included.

Mr. Brown provided information about ideas being considered for funding and generating revenue for the project. He advised Commissioner Nirkondar that details have not yet been worked out on whether employees or volunteers will oversee the facility.

Commissioner Rigl was advised that this should not be considered an 'attraction' facility, but rather a place where youth can participate in projects and events. Commissioner Lo was advised that approximately 100+ 4-H youth each year would use the facilities.

Mr. Brown advised Commissioner Ambrosiewicz that volunteer opportunities for youth would be available, as well as opportunities for youth to view animal activities.

Commissioner Nirkondar discussed the possibility of space be rented to members of the community for them to grow plants and farm. Mr. Brown advised that consideration will be given to making plots available for people to grow their own vegetables, etc.

Mr. Brown advised the Commission that the Bernal property site has been dedicated for agricultural use. He noted that a concern was raised by another Commission regarding the proximity to residences and noise from the animals, but the aim is to have a sustainable farm within the community. Mr. Brown thanked the Commission for their thoughts and comments.

- **California Open Meeting Laws (The Brown Act) Applicable to Youth Commission**

Assistant City Attorney, Larissa Seto, provided Commissioners with an overview of California laws known as the Brown Act or Open Meeting Laws that are required to be followed at meetings open to the public.

Commissioner Pearce discussed an agenda issue that had occurred at a previous meeting. Ms. Seto explained the laws and rules and why they are required. She commented on the importance of not discussing matters outside of a public meeting, and noted that items should not be discussed by Commissioners via email.

Mr. Tiimalu discussed with Ms. Seto possible penalties that could be incurred for violating the Brown Act.

4. Public Comment from the audience regarding items not listed on the agenda

There were none.

MATTERS BEFORE THE COMMISSION

There were none.

COMMUNICATIONS

There were none.

COMMISSION REPORTS

5. **Bicycle, Pedestrian, and Trails Committee** – no report.
6. **Ptownlife Web Team Subcommittee** – no report.
7. **Youth in Government Day Subcommittee** – no report.
8. **Public Policy Subcommittee** – discussed a Tobacco Ordinance for the City of Pleasanton and the surveys.
9. **Ptownlife Resource Network** – no report.
10. **Alviso Adobe Task Force** – no report.
11. **Community Grant Program Review Subcommittee** – no report.
12. **Brief reports on any meetings, conferences, and/or seminars attended by the Commission members** – Commissioner Ambrosiewicz provided information about his attendance at the Mayor's Dinner

COMMISSION COMMENTS

There were none.

STAFF COMMENTS

13. Community Services Update

Mr. Tiumalu provided information on:

- a. Ethics training to be provided in the City Council Chambers.
- b. Staff is looking for volunteers to help with the Job Faire scheduled for 1:00-4:00 p.m. on March 4, 2015.
- c. A Social event at the Gingerbread Preschool.

10. Library Liaison Update

Ms. Parham provided information on:

- a. A 'getting to know people' experiment that has been taking place at the library for the past month.
- b. The smooth transition that has taken place with afterschool kids at the library.
- c. The successful book sale that raised over \$17K that will go back into items and events for the library.

15. Police Liaison Update

No report.

16. Pleasanton Unified School District Update

Ms. Steward provided information on:

- a. Updating of the school district website.
- b. School district wants to do more outreach. She asked Commissioners for their thoughts.

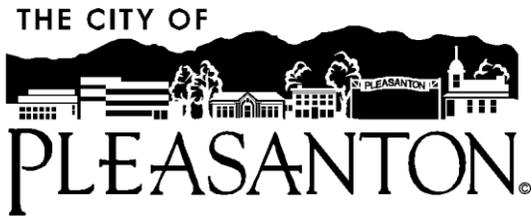
Commissioner Lo asked about the proposed new school schedule. Ms. Steward advised that the School Board voted to change the school calendar beginning August 11, 2015. A letter will be sent out during the next month. Summer break will be reduced to eight (8) weeks, and a one (1) week break being added in October and another week at another time.

Commissioner Ambrosiewicz was advised by Ms. Steward that some Substitute Teachers will be getting permanent teaching positions.

Ms. Steward advised that she would bring the new school calendar to the next meeting so the Commission can discuss changes. Core testing was also discussed.

ADJOURNMENT

There being no further business, a motion was made and seconded to adjourn the meeting at 8:12 p.m.



Youth Commission Minutes

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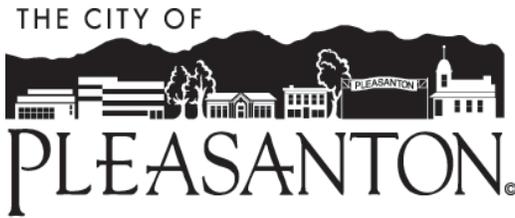
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Ms. Steward advised that she would bring the new school calendar to the next meeting so the Commission can discuss changes. Core testing was also discussed.

ADJOURNMENT

There being no further business, a motion was made and seconded to adjourn the meeting at 8:12 p.m.



Youth Commission Agenda Report

November 12, 2014
Item 4

SUBJECT: APPROVE YOUTH FUNDING CRITERIA FOR FY 2015-16 COMMUNITY GRANT PROGRAM

SUMMARY

Each year, the Youth Commission reviews the previous year's funding criteria for the Youth Category of the Community Grant Program to better judge and allocate funds for qualifying applicants. The Youth Commission is requested to discuss, identify, and adopt the criteria that it will use to make allocations for the FY 2015-16 grant cycle.

RECOMMENDATION

It is recommended that the Youth Commission review the existing funding criteria for the Youth Category and discuss any alternatives/modifications that it wishes to consider, and adopt funding criteria for the FY 2015-16 grant cycle.

FINANCIAL STATEMENT

Total available FY 2015-16 funding for the Youth Category is \$50,454.31.

BACKGROUND

The funding criteria adopted by the Commission for the FY 2014-15 Grant cycle is listed below:

- For all Grant Applicants there is no minimum funding request amount per application. The maximum funding request amount per application is \$7,500. Since this is a competitive funding process, there is no guarantee that every applicant will receive funding. There is also no guarantee that the amount an agency has requested will be the amount granted.
- In evaluating applications for this category, the Youth Commission will consider programs designed to encourage and promote services that benefit the Pleasanton youth community. Applicants should include within their application information on how the project will meet the “goals and strategies” outlined in the Youth Master Plan and how they will accomplish these goals.

The funding criteria along with the introduction of ZoomGrants, an online grant application program will be presented at the Grant Workshops on December 2 and 9. The workshops will be hosted by the cities of Dublin, Livermore and Pleasanton taking place on December 2, at 10:00am in the Livermore City Council Chambers and on December 9, at 2:00pm in the Pleasanton City Council Chambers. Each city will present its respective grant programs and an introduction of ZoomGrants will also be covered.

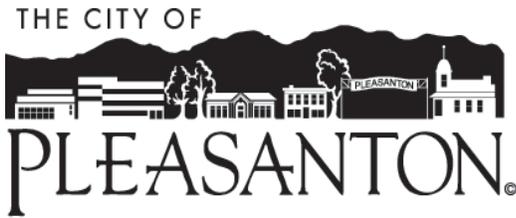
ALTERNATIVE ACTION

Any other action as determined by the Youth Commission.

Submitted by,



Mike Patrick
Management Analyst



Youth Commission Agenda Report

November 12, 2014

Item 5

SUBJECT: SELECTION OF ONE (1) COMMISSIONER TO SERVE ON A COST RECOVERY AND PRICING PLAN COMMITTEE

SUMMARY

In 1992, the City Council adopted the "Fee Policy", that was established to assist all of the City departments in determining how any specific fee should be established, to help assure equitable treatment of all citizens and to structure the maintenance of fees at a current cost level. The Fee Policy also established categories of services for which the City desires to collect such fees and upon which the level of cost recovery is determined.

Since that time, there have been many changes regarding facilities, programs and their related fees and charges. As a result, the Department is recommending that a committee comprised of representatives from the Department's four (4) commissions and City staff review the City's Fee Policy, draft a cost recovery and pricing plan, and forward their recommendations to the Parks and Recreation Commission for their review and consideration.

RECOMMENDATION

It is recommended that the Commission designate one (1) member to serve on the Cost Recovery and Pricing Plan Committee

FINANCIAL STATEMENT

There is no financial impact as a result of the Committee's formation.

BACKGROUND

In 1992, the City Council adopted the "Fee Policy", that was established to assist all of the City departments in determining how any specific fee should be established, to help assure equitable treatment of all citizens and to structure the maintenance of fees at a current cost level. The Fee Policy also established categories of services for which the City desires to collect such fees and upon which the level of cost recovery is determined.

Since that time, there have been many changes regarding facilities, programs and their related fees and charges. For that reason, the Parks and Recreation Commission requested that the City Council consider adding the Department's review of the City's Fee Policy in their annual work plan. In 2013, the City Council adopted their current Work Plan which included the Department's review of the Fee Policy, as well as any recommendations that better define the program and facility fees, and their respective subsidy levels.

As a result, the Department is recommending that a committee comprised of representatives from the Department's four (4) commissions and City staff review the City's Fee Policy, draft a cost recovery and pricing plan, and forward their recommendations to the Parks and Recreation Commission for their review and consideration. It is the intent that the Plan will be used as a mechanism for allocating the use of public funds, creating a financially sustainable approach for recreational programs and facilities, while ensuring affordable access.

ALTERNATIVE ACTION

Any other action as determined by the Youth Commission.

Submitted by,



Susan Andrade-Wax
Director of Community Services

Attachments:

1. Resolution No. 92-99 Resolution Adopting City of Pleasanton Fee Policy (May 19, 1992)
2. Exhibit 1 of Resolution No. 92-99 – City of Pleasanton Fee Policy (May 1992)

CITY COUNCIL OF THE CITY OF PLEASANTON

ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 92-99

RESOLUTION ADOPTING CITY OF PLEASANTON FEE
POLICY

WHEREAS, the City of Pleasanton adopted Resolution No. 90-131, Financial Policies, which states in general terms the City's Fee Policy; and

WHEREAS, the City desires to define its Fee Policy more specifically; and

WHEREAS, the City engaged the services of David M. Griffith to recommend a formal Fee Policy for the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON RESOLVES AS FOLLOWS:

Section 1: The City Council adopts the Fee Policy as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2: This resolution shall become effective immediately upon its passage and adoption.

I HEREBY CERTIFY THAT THE FOREGOING WAS DULY AND REGULARLY ADOPTED BY THE CITY COUNCIL OF THE CITY OF PLEASANTON, AT A MEETING HELD ON MAY 19, 1992 BY THE FOLLOWING VOTE:

AYES: Councilmembers - Butler, Mohr, Scribner, Tarver, and Mayor Mercer

NOES: None

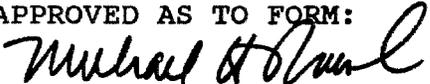
ABSENT: None

ABSTAIN: None

ATTEST:


Peggy U. Ezidro, City Clerk

APPROVED AS TO FORM:


Michael H. Roush, City Attorney



FEE POLICY

(Adopted by Resolution No. 92-99)

The Fee Policy is established to assist all departments in determining how any specific fee should be established, to help assure equitable treatment of all citizens and to structure the maintenance of fees at a current cost level.

Furthermore, the Fee Policy establishes categories of services for which the City desires to collect such fees and upon which the level of cost recovery is determined.

A. GENERAL POLICY

It is the general policy of the City of Pleasanton to recover its costs of service from the individuals and/or groups served to the extent that individual members of the public are benefiting from specific City facilities or personnel in a way different from that enjoyed by all citizens. To the extent that the City organizes some of its activities into enterprise funds, such activities should recover all of their costs even if they benefit essentially all of the citizens.

B. CATEGORIES OF SERVICE

From a policy standpoint, the Council expects City services to be placed in one of six categories before a fee is established or considered for any specific service:

1. Development which impacts municipal infrastructure costs.

When additional housing or commercial units are being built, it is the City's policy to charge them for the costs of the additional roadways, road widening(s), traffic control devices, water/sewer lines or processing capacity, and other related capital costs the City must spend to support the new development and the impacts it creates. The policy of the City Council is that these fees will include all cost expended or expected to be expended by the City in creating or performing these support activities, either in cash or in such in-kind as may be approved by the City Manager, as provided by State legislation.

2. Fees or charges designed to discourage improper behavior.

This would include traffic fines, parking enforcement, vandalism repair, theft or willful destruction of City property, building code infractions, etc. There is no need for these charges to be constrained by the cost of the enforcement activity. While they should at least meet this cost, they will generally be expected to be more than the cost of enforcement to discourage repeat offenses.

3. Services designed to control activities which could be harmful to others.

This includes fire inspection fees, many types of police permits, building inspections, etc. In these cases, the individual has probably done nothing wrong, but is engaged in an activity which could be harmful to others if conducted incorrectly. These fees should be set at full cost recovery. Full cost recovery includes direct labor costs (salary and benefits), allocated cost of supervision, pro-rata departmental management costs, City-wide overhead allocation, and physical facility or equipment hourly costs. This does not include criminal activities for which there are other penalties.

4. Services clearly required by the payee which the City would not otherwise be required to perform.

These include most of category 3 above as well as most Planning, Engineering, and Building department activities which are focused on a single transaction or incident. Not included in this category are Police activities with criminal penalties. This would include copying costs when the nature of the transaction fits this description. All accidents resulting in harm to City property would fall into this category.

5. Services which are supportive of general City service policies, but require out-of-pocket expenses by the City for the benefit of the participating individuals.

Many recreation activities would fall into this category. It is the general policy of the City for these activities to pay for their out-of-pocket costs, including any City overtime involved, but not to be charged for the otherwise allocable overhead costs, indirect supervision time, or a pro-rata share of the facility being used. If the activities being offered preclude (or collectively preclude) the facility being available for general purpose use (such as swim classes vs. general "open pool" hours), a pro-rata share of facility costs may be assigned with consent of the Council. This category would also include copying costs in support of such programs.

6. Normal City services supporting all inhabitants.

The City performs a host of functions, from street maintenance to fire fighting to law enforcement as part of its services to all persons and property within the City limits. These general services are funded through a variety of taxing mechanisms and should not be funded by a fee for service. The key test for this type of service is that it is applied to all persons and property equally, not to a restricted subset of the population. Programs which are specifically tax or grant funded for a specific subset of the population (such as senior citizens) are also included in this category.

Exhibit I summarizes these categories and the fee rules associated with each.

EXHIBIT I

CATEGORY	COSTING METHODOLOGY	EXAMPLES OF FEES IN CATEGORY
A. Impact Fees	Based on capital costs of City infrastructure impacted by proposed development. Developed within AB1600 guidelines from State.	Residential construction fee Capital improvement fee Sewer connection fee Water connection fee Growth management fee "Affordable Housing" fee
B. Improper Behavior	Full City costs plus penalty amount where appropriate.	Traffic fines or parking enforcement Theft, willful destruction of property Vandalism
C. Control of Potentially Harmful Activities	Full cost recovery.	Fire Inspection Fees Pawn Shop Permits Building Inspection Fees
D. Services to/for an individual or group and enterprise fund activities	Full cost recovery.	Planning or Engineering work associated with processing of a subdivision map, building permits, or public R/W Company's exclusive rental of facility Water/Sewer monthly charges non-willful harm to City property
E. Service Supporting General City Policy	Out-of-pocket cost recovery.	Recreation Fee (unless facilities therefore not available to general public) Safety Training (CPR, fire prevention)
F. Normal City Services	No charge.	Street Maintenance, Park Maintenance, law enforcement, fire response, etc.

In addition to and overriding the above categories are enterprise fund activities. These are typically similar to category D above, in that the City would recover all of its costs and overhead. However, with enterprise funds including Water and Sewer, the capital costs required to support the activity are typically significant, and it is the City's policy to recover their costs directly from the users of the enterprise fund services. This includes depreciation or other method of provision for capital facility replacement. No other City services would normally include provision for replacement of capital facilities.

C. MAINTENANCE OF FEE LEVEL

The Policy of the City is to maintain fees at a level consistent with the costs associated with each service. To accomplish this, the City will:

1. Annual departmental submission of recommended fees.

Each department is directed every November to review its costs associated with each existing fee for service and to determine whether it has added any services during the year, or is contemplating adding any services in the upcoming fiscal year for which a fee should be charged. It should then report to the Finance Director by December 31 of each year as to the changing costs of providing services and/or the proposed new fees and the basis for each. It is not necessary for the department to report to the Finance Director on fees for which the only changes are basic inflationary changes. This directive is not intended to preclude departments bringing forth recommended adjustments at other times if State law or other circumstances make mid-year changes appropriate.

2. Finance Director annual report to Manager/Council.

The Finance Director shall review the proposed fee changes and/or additions or deletions suggested by each department and report to the Manager and Council as part of the annual budget cycle on proposed changes. At this time, the Finance Director shall propose across the board adjustments to fees for City salary increases and other inflationary impacts.

3. Periodic review of overhead cost allocations.

Every five years the Finance Director shall analyze or cause to be analyzed the overhead and departmental management costs allocated to each fee.

4. Annual master fee schedule adjustment.

To facilitate annual adjustment, the City shall annually adopt a new master fee schedule. The City Attorney shall propose any new fee ordinances in a manner consistent with this intent, and revise any ordinances existing requiring such adjustment so that the amount of the fees can be changed with a single new resolution each year.

D. DAMAGE REIMBURSEMENT

1. Overall basis for charges.

The City will charge the person who has damaged, destroyed, or taken City property for the cost to the City to process the incident and to replace that item or items with a comparable new item which conforms to current City policies for the purpose the item serves, or to repair the item to a state comparable to its state at the time of the incident. Where the item damaged, destroyed, etc. was a vehicle, the City charges will not exceed the cost to replace the vehicle with a comparable

vehicle of similar capabilities and use, plus its processing costs. All costs incurred by the City shall be included in the time and materials charged to the perpetrator, including time to determine the nature and extent of the problem, time to determine the most effective way to restore the previous situation, time to handle the parties involved, court costs and time if needed, staff report preparation time, and the reasonable costs allocated to these direct expenses to cover their pro-rata share of direct supervision, management, support facilities, equipment used in the repair, the general City overhead.

2. Costs of items acquired or installed to replace damaged property.

The actual hydrant, lamp post, sign or signpost, or other item acquired or installed should be charged to the claim. This cost should be determined by the actual out-of-pocket cost if purchased for this specific repair or the replacement cost value if taken out of storage. If the replacement is an upgrade from the item which was damaged, the charge should only be for the cost of the comparable item with two exceptions. First, if the only readily available item (or in an emergency, the only immediately available item) differs from the replace item, the City will charge the full cost. (Example - they no longer make the old type, or the old type is not available on nights and weekends and we could not wait.) Second, if a wooden signpost was damaged, but the City standard for a signpost is now to use a metal signpost (or a larger wooden signpost), the City will charge for replacement at the current standard.

3. Staff labor time.

The City expends time handling the damage or theft. All of that time should be charged to the offending party at the fully burdened hourly rate of those staff members who deal with the problem(s). The types of time which might be incurred include:

a. Investigative Time

This is time required to determine who is responsible for the damage or theft. This could be incurred by a police officer, a member of the staff who observes the incident, or a staff member asking questions to find out what happened.

b. Solution Definition Time

This is time spent deciding the best thing to do to resolve the problem. It might include time spent taking a vehicle to three repair shops to get bids, time spent determining whether to sand-blast or paint over graffiti, etc.

c. Preparation Time

This is the time spent acquiring the materials needed to effect the repair or replacement. It could involve determining the

specifications for the item, procurement time (including centralized purchasing if applicable), or adjustment of equipment centrally so that it can be used to effect the repair/replacement.

d. Repair/Replacement/Installation Time

This is the time actually spent replacing the item or repairing it. This included the travel time involved.

e. Participant Interaction Time

This is the time spent handling the parties involved in the incident.

f. Accounting/Billing/Office Time

This is the time spent determining the charges and preparing a bill. It would include Finance Department time.

g. Enforcement Time

This is the time spent in court, including officer testimony, City Attorney time, and Finance staff's small claims court appearance. These charges would be tracked for claiming in court if the incident goes to court.

4. Staff labor rates.

Each department involved in the claim should have a labor rate for the time it spends. The labor rate consists of the following items:

The direct annual salary of the individuals divided by their anticipated annual work hours ("hourly direct salary"). This can also be the average for a group of similar workers who might work on a claim - i.e., a department-wide clerical rate or a division-wide electrician rate. Either of these approaches is equally valid.

The costs of the fringe benefits of the individual staff member divided by the anticipated number of hours to be worked that year. If you used a group rate above, you must use a group rate for this. If you used an individual rate above, it is permissible to use either an individual or group rate for fringe benefits. ("Direct Hourly Fringes") If the time spent was overtime, these costs should not be added.

Most City staff have a supervisor whose job is to manage and direct their time, provide technical or professional expertise and advice, etc. This person would typically manage several people, and might also be a producer of products. (Example - a supervising accountant might spend half of his or her time supervising a function and half time performing advanced level accounting work.) The percentage of the supervisor's time which is management and supervision oriented should be divided by the number of personnel supervised, and the result

would be a direct overhead to the staff person. For example, if that supervising accountant managed four junior accountants, one eighth of his or her salary (50%/4 personnel) and fringes should be allocated as "Direct Supervision" costs.

In addition to the above, the general management of the department should be added to the rate. This consists of the department head, his/her secretary, and the general expenses of the department. These costs are then divided by the direct salary costs of the rest of the department to determine the percentage which departmental overhead is of the direct departmental costs.

Citywide overhead (determined by this study to be approximately 33.89%) would be added to the result from the above step.

Reviewing all of the above, the formula for determining the hourly rate would be a follows:

Rate = (hourly direct labor salary + direct fringe rate) x (1+supervision overhead %) x (1+ departmental overhead %) x 1.3389 (Citywide overhead factor)

If a rate for supervision or departmental overhead is not readily available, 15% and 5% will be used respectively. The actual rate, when calculated, will likely be higher than these, however.

5. Equipment used.

In addition to labor and materials used to repair/replace the damaged item, some operations require the use of City equipment. This includes passenger vehicles, police cruisers, and heavy equipment. The Support Services Division will provide an estimate of the appropriate hourly rate for passenger vehicles or Police cruisers. A heavy equipment rate can be developed by taking the original cost of the unit and dividing it by the anticipated number of hours of use it will get in its life. For example, if a "cherry-picker" gets used 3 days each week for 8 hours a day and is expected to last 8 years, the procurement cost would be divided by 9,984 (23 hours per week x 52 weeks per year x 8 years). For example, if the units cost \$50,000 to procure, paint, decal, etc., the rate would be about \$5/hour. In addition to this, the appropriate hourly share of the annual maintenance, gas, oil, etc., must be added. An easier and equally acceptable approach for many types of equipment is to use 85% of the cost of renting the unit on a commercial basis. The 85% factor is used to eliminate the profit aspect of such a rate. (This approach should only be used if the City does not have similar equipment in another department.)

6. Materials, supplies, and out-of-pocket expenses.

These expenses will be included in the charges. In the case of water losses from a hydrant, an estimate will be made based on pressure, size of opening, and estimated duration of the unchecked flow.

E. PARK AND COMMUNITY SERVICES

The City Council authorizes staff to adjust fees and charges for services and facilities for up to twenty percent of the approved fees and charges without resubmitting the adjustment to the City Council.

The City Council authorizes staff to adjust to provide new programs/classes at a fee based on the cost of service or established guidelines, and that fees for such programs or classes be submitted to the Council for approval within a one-year period from initiation of the class or program.

The City Council authorizes the Recreation Supervisors or Director of Park and Community Services to continue to enter into contractual agreements for program services, in forms as approved by the City Attorney.

The cost of fee classes is set to attempt to return the full cost of the instructor(s) and materials plus an additional thirty percent for program supervision and office support.