

CITY COUNCIL COMMITTEE

AMENDED AGENDA - SPECIAL MEETING

- Added Consideration Item No. 1 -

**POLICY DEVELOPMENT
AND INTERNAL OPERATIONS**

Mayor Laura Hoffmeister, Chair
Ron Leone, Committee Member

5:30 p.m.
Monday, February 1, 2016

Wing D, Permit Center Conference Room
1950 Parkside Drive, Concord

- ANNOTATED AGENDA -

ROLL CALL: All present

STAFF PRESENT: Jeff Lewis, IT Director; Karan Reid, Director of Finance; Jovan Grogan, Deputy City Manager; Guy Swanger, Chief of Police; Victoria Walker, Director of Community & Economic Development; Robert Ovadia, City Engineer; Robert Woods, Chief Building Official; Laura Simpson, Planning Manager; Janell Hampton, Budget Officer; Debbie Yamamoto, Senior Financial Analyst Leslye Asera, Community Relations Manager

MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE: Toni Robertson, Contra Costa Child Care Council; Janeen Rockwell-Owens, Local Planning Council; Benu Chhabra, President-Elect Family Child Care of Contra Costa

PUBLIC COMMENT PERIOD: None

- 1. CONSIDERATION** –Branding Title for the Replacement to the Civic Hero Application.
Report by Jeff Lewis, IT Director.

ACTION: The Council Committee provided feedback supporting the new recommendation from the City of Concord Interdepartmental deployment team that the Accela Citizen Relationship Management product be branded “Concord Connect” instead of Civic Hero 2.0 due to technical limitations.

Committee member Ron Leone expressed agreement. Mayor Hoffmeister indicated that the replacement of the mobile app would require that City staff communicate to citizens the need to delete the old “Civic Hero” mobile app and replace it with the new “Concord Connect” mobile app.

The Committee proceeded to approve the Accela CRM deployment team’s recommendation. The team will continue the process to implement the new Accela CRM product as “Concord Connect.” The new “Concord Connect” mobile app is scheduled to be tested the week of March 15 with a go live date of March 31, 2016.

2. REVIEW – User Fees and Charges Study. Report by Karan Reid, Director of Finance.

ACTION: Director of Finance Karan Reid presented a report covering the results of the Draft User Fees and Charges Study; policy considerations for setting fee recovery levels; and staff recommendations on adjusting the City’s fees and charges.

Chair Laura Hoffmeister requested a list comparing the new fees against the existing fees. Staff will provide a resorted listing that more clearly shows the fees increasing and those decreasing as part of the packet for the next scheduled meeting on March 29, 2016.

Committee Member Ron Leone requested information that demonstrates the City would remain competitive for new development with neighboring jurisdictions if the recommended fee changes are approved. Chair Hoffmeister agreed that the comparative fee information included in the Draft Study lacked the desired data that shows how the City’s fees compare to nearby agencies. Staff responded that the scope of this User Fees and Charges Study did not include in-depth review comparing common development projects across several jurisdictions. Planning Manager Laura Simpson further added that development fees tend to amount to less than 2% of a development project’s budget and generally fees are not a decision point as to where to locate a development. More important considerations are adequate staffing and the expediency in which permits are processed.

Both Committee Members supported development of a fee cost recovery policy and requested staff bring back two options: 1) a more general policy and 2) a policy that was detailed and called for specific recovery levels by category.

Toni Robertson from the Contra Costa Child Care Council addressed the Committee to request fees for large family daycare facilities be waived or significantly reduced. Janeen Rockwell-Owens and Benu Chhabra echoed Ms. Robertson’s request for significantly reduced fees for large family daycare as the permitting costs are prohibitive for many individuals to open large family daycare and; thus, limit the availability of this option.

Director of Community & Economic Development Victoria Walker stated that the City currently recovers approximately 51% of the roughly \$8,000 in full costs that are required to process permits for large family daycare facilities and that these types of projects are generally controversial with neighbors and require a lot of staff time to process. Chair Hoffmeister requested staff to survey other agencies in the County and provide the results to the Committee at the next meeting.

No action was taken by the Committee. Direction was provided to staff to bring additional information to the next meeting scheduled for March 29, 2016.

3. ADJOURNMENT at 7:42 p.m.

Reviewed by:



Jovan Grogan, Deputy City Manager

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