

CITY COUNCIL COMMITTEE

SPECIAL MEETING

POLICY DEVELOPMENT AND INTERNAL OPERATIONS

Mayor Laura Hoffmeister, Chair
Ron Leone, Committee Member

5:30 p.m.
Wednesday, April 6, 2016

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

- ANNOTATED AGENDA -

ROLL CALL: All present

STAFF PRESENT: Karan Reid, Director of Finance; Jovan Grogan, Deputy City Manager; Guy Swanger, Chief of Police; Victoria Walker, Director of Community & Economic Development; Steve Voorhies, Director of Parks and Recreation; Robert Ovadia, City Engineer; Robert Woods, Chief Building Official; Laura Simpson, Planning Manager; Janell Hampton, Budget Officer; Debbie Yamamoto, Senior Financial Analyst

MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE: Joe Partansky

PUBLIC COMMENT PERIOD: Joe Partansky noted that he had trouble downloading the agenda packet from the City's website earlier in the day. He contacted City staff, who provided a complete packet to him. A Concord resident, Mark, requested the City consider resurfacing the Pine Hollow tennis courts. Chair Hoffmeister directed Mark to the upcoming Capital Improvement Budget process which will begin with a study session on May 24.

Mr. Partansky also had questions regarding the cost of fees to use the Todos Santos Plaza, specifically, (1) what are the fees for various sizes and activities of groups using the plaza and (2) where is that information available on the City's website. Victoria Walker stated that fees are charged to organized groups of 25 or more to ensure

- 1. CONSIDERATION** – Receive information and provide recommendations to the City Council on the draft User Fee Setting Policy and Updates to User Fees and Charges. Report by Karan Reid, Director of Finance.

ACTION: This meeting was a follow-up to the February 1, 2016 meeting where the Committee

requested staff provide responses to various requests for additional information. The requested information was provided as well as presentation of two new staff recommendations regarding updates to Parks and Recreation fees and delaying implementation of fee increases for the Multi-family Rental Inspection program to January 1, 2017.

Committee Member Leone asked for clarification of Escort Service fees, specifically, what do they cover and how frequently are they charged. Chief Swanger responded that typically these cover motorcade escorts for funeral processions and oversized truck loads.

Committee Member Leone asked if the City currently had any Cardrooms in operation. Staff is researching the issue.

Committee Member Leone asked to consider adding a discount for lap swims for seniors, aged 65 and older. Chair Hoffmeister asked that staff present a revenue neutral proposal to provide both resident and non-resident discounts for senior lap swims when this item is presented to the full City Council.

Chair Hoffmeister requested that the CED items for which deposits will be collected be more clearly described as based on actual time and materials costs. Staff will include clarifying language in the Master Fee Schedule.

Chair Hoffmeister asked what the staff proposal is regarding Large Family Daycare use permit fees. Staff stated that the proposed fees continue the roughly 50% subsidy of Large Family Daycare permit fees. Chair Hoffmeister specified that the proposed Technology Fee not be assessed against these use permits.

Chair Hoffmeister asked for the meaning of the reference "Per Building Cost Analysis" in the Building Division fees. Robert Woods explained that a valuation curve developed by internal staff would be used to determine and validate applicant submitted valuations. This schedule will be published on the City's website and eventually, a calculator will be available for applicants to use to estimate fees for projects.

The Committee supported moving forward with the more general of the two User Fee Cost Recovery Policies as well as endorsed the staff recommendations for adjustments to the Master Fee Schedule. The Committee approved presentation of the Draft User Fee Cost Recovery Policy and updated Master Fee Schedule with the addition of a discount for senior lap swims to the full City Council on April 26, 2016.

2. ADJOURNMENT at 7:09 p.m.

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