



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Planning Division Application Fees -- Status Report

RECOMMENDED ACTION

Information Only – No action required.

BACKGROUND

At the November 25, 2008 City Council meeting, the City Council approved institution of a time and materials (T&M) based fee structure for the majority of the Planning Division's permit applications. The Council further directed that implementation of the revised fee schedule be postponed until the Community Development Director and Finance Director presented the time tracking procedures to the Finance Committee. On March 16, 2009, the Finance Committee reviewed the time tracking procedures. The Finance Director suggested that implementation of the T&M based fee structure should be postponed until June in order to allow time to prepare a more seamless procedure for several tasks including:

- Electronic input of billable staff time on timesheets;
- Electronic approval of timesheets by the department head and City Manager;
- Electronic input of approved timesheet information (including billable hours) into the payroll and accounting systems;
- Automatic deduction of billable hours from deposits provided by applicants;
- Review of deposit balances by CD Department staff to ensure adequate balances are maintained; and
- Electronic notification to applicants that deposits need to be re-freshed.

With completion of the 2009-10 budget process approaching, the Administrative Services Director and Community Development Director have determined that it would be more efficient to wait for rollout of the updated Springbrook accounting software before implementing the T&M based fee structure. The updated Springbrook accounting software is expected to accommodate most of the tasks listed above.

The effect of this postponement would leave in effect the current Planning Division fee schedule adopted by the City Council in June 2008. This should not have a significant effect on the fee structure, except for the appeals fees which generated interest from the City Council at the November 25, 2008 meeting. As a result, staff will return to the City Council with proposed amendments for appeal fees at an upcoming meeting.

Item 6C
Meeting Date 6-23-09
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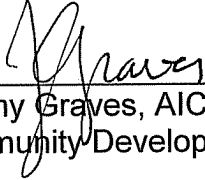
FISCAL IMPACT

The effect of postponing the T&M based fees is not known at this time.

STAFF RECOMMENDATION

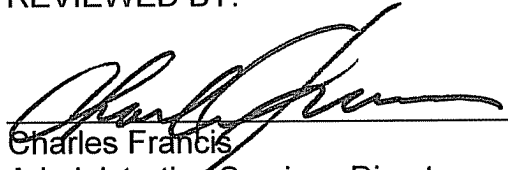
Information Only – No action required.

PREPARED BY:



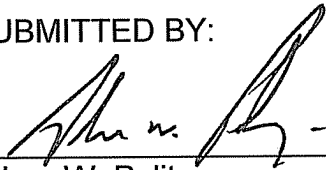
Jeremy Graves, AICP
Community Development Director

REVIEWED BY:



Charles Francis
Administrative Services Director

SUBMITTED BY:



Adam W. Politzer
City Manager

CDD\Finance\Fees\T&M CCSR 06-23-09