



City Council Staff Report

Subject: Rocklin Municipal Code Changes Related to the Establishment of Service Fees

Date: September 24, 2024

Submitted By: Zonousia Lee, Senior Management Analyst
Daniel Choe, Deputy Director of Administrative Services

Department: Administrative Services - Finance

Recommendation:

Conduct a Public Hearing and Consider the Following Action:

Introduce, Waive the Full Reading and Read by Title Only, an Ordinance of the City Council of the City of Rocklin Repealing and Replacing Sections 3.32.020, 3.32.030, and 3.32.050 of the Rocklin Municipal Code Related to the Establishment of Service Fees.

Background:

Annually, staff conducts a comprehensive service fee study, in accordance with Rocklin Municipal Code (RMC) Chapter 3.32, to review, update, and introduce, or eliminate service fees. The objective of the fee study is to determine the actual costs to provide these services in order to support the establishment of service fees that ensures the City will recover some or all of the costs incurred in providing specific services. Pursuant to state law, such fees for services cannot exceed the actual costs of providing such services.

Under RMC Chapter 3.32, service fees can be adopted by resolution through a public hearing. However, the current process requires both the adoption of a new or adjusted fees and an amendment to the Ordinance, as RMC Section 3.32.050 lists all fees. To streamline this process and enhance clarity, staff recommends updating the ordinance and revising other sections of RMC Chapter 3.32.

The key revisions to the Ordinance include:

- Section 3.32.020: Removed the references to Section 3.32.050.
- Section 3.32.030: Revised to state that the City Council will periodically review all services and associated fees provided by the various City departments. The City Council will make necessary adjustments to ensure the appropriate fees and charges are applied. Previously this section indicated that the City Manager would review and implement service fees.

- Section 3.32.050: The revised language clarifies that all new or increased fees and charges shall be established by resolution of the City Council and eliminates the list of fees.

The proposed changes are reflected in the redlined version attached as Attachment 2. A Notice of Public Hearing was published in the Placer Herald on September 6, 2024.

The proposed changes will not impact the existing service fees adopted by Resolution No. 2023-167 (Attachment 3), which will remain in effect until new fee adjustments are reviewed and approved by the City Council.

Staff will continue to periodically review service fees and related costs. Any required updates will be submitted to the City Council for approval through the public hearing process.

The proposed updates to the Rocklin Municipal Code will streamline the fee adoption process and clarify the roles and responsibilities of the City Council concerning the City's service fees. Staff recommends the City Council introduce the proposed ordinance.

Fiscal Impact:

There is no direct fiscal impact to the staff recommendation.

The proposed changes do not introduce any modifications to the existing fees; they only seek to streamline the fee adoption process. The current fees established under Resolution No. 2023-167 will remain in effect until any future adjustments are introduced.

ATTACHMENTS:

1. [Ordinance](#)
2. [Ordinance \(with redline changes\)](#)
3. [Resolution No. 2023-167 Amending Schedule of Fees for City Services](#)