



City Council Agenda Item

City Council Meeting Date: February 6, 2024

TO: Dean Albro, City Manager

FROM: Christie Donnelly, Management Services Director
c_donnelly@ci.lompoc.ca.us

SUBJECT: Adoption of Resolution No. 6631(24) Amending the Master Schedule of Fees and Charges for City Services Adding Fees for Recreational Vehicle Parking Permits

Recommendation:

Staff recommends the City Council adopt Resolution No. 6631(24) (attached) amending the Master Schedule of Fees and Charges for City Services to add fees for Recreational Vehicle Parking Permits.

Background:

On July 18, 2023, the City Council introduced Ordinance No. 1707(23) prohibiting parking of recreational vehicles on City streets between the hours of 10:00 pm and 6:00 am and creating a Recreational Vehicle Parking Permit Program (RV Program). The City Council adopted the ordinance on August 15, 2023.

A two-year RV Permit is available for each City residential address. Two-week guest permits for out-of-town visitors are also available, not to exceed sixty calendar days per residential address in any consecutive 12-month period. RVs with parking permits are only allowed to park on the same street as the residence address listed in the permit application, and only within 100 feet of that address.

Discussion:

The ordinance states there shall be a fee for issuance of RV parking permits and RV guest parking permits, in an amount established by resolution of the City Council. The fee is to recover the City's costs of issuing permits and administering the permit program from the applicants who directly benefit from the permits, rather than the City's general fund (all city residents) paying for the cost of applicants' permits.

The fees charged cannot exceed the City’s cost of issuing the permit. The City Council tentatively proposed a fee on July 18, 2023, of \$55 per permit. That fee is based on 100% cost recovery of reasonable borne costs as outlined below in Table 1.

Position	Approx. Time	Fully allocated hourly rate	Cost
CSO – Records Personnel	5 min	\$ 68.09	\$ 5.67
Police Records Technician	35 min	68.14	39.75
Police Records Supervisor	5 minutes	66.89	5.57
Intermediate Treasury Clerk	5 minutes	47.79	3.98
Printing costs		\$0.86 per permit	0.86
100% cost recovery:			\$ 55.84

Table 1

The \$55.84 cost of issuing a permit is the same for both RV Parking Permits and RV Guest Parking Permits. Therefore, staff recommends the City Council adopt \$55 as the fee for a RV Parking Permit and \$55 as the fee for a RV Guest Parking Permit. Adoption of Resolution No. 6631(24) will approve staff’s recommendation. The City Council may choose to adopt that amount, or any lesser amount for either or both types of permits.

Fiscal Impact:

Police Department and/or Code Enforcement staff time will be spent enforcing the ordinance, although it may reduce the amount of staff time needed for staff to respond to RV-related complaints. Some staff time will also be spent administering the parking permit program. Some revenue may be generated from fines imposed for violations of the ordinance.

Conclusion:

Adoption of Resolution No. 6631(24) will establish the fees for issuance of RV Parking Permits and RV Guest Parking Permits, and will add those fees to the Master Schedule of Fees and Charges for City Services.

Respectfully submitted,

Christie Donnelly, Management Services Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Dean Albro, City Manager

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RV Parking Permit Program Fees
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Attachment: Resolution No. 6631(24)