

**RESOLUTION NO. 4258**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO  
ADOPTING A COMPREHENSIVE USER FEE STUDY REPORT AND ADOPTING A COMPREHENSIVE  
MASTER FEE SCHEDULE ESTABLISHING AND  
AMENDING CERTAIN USER FEES FOR TOWN SERVICES**

**WHEREAS**, state law permits the Town to impose service fees for certain Town services, as long as those fees do not exceed the estimated reasonable costs of providing the service for which the fee is intended; and

**WHEREAS**, the Town enlisted Willdan Financial Services to determine the full costs incurred by the Town to support the various activities for which the Town charges user fees ("User Fee Study"); and

**WHEREAS**, based on the Fee Study, Willdan Financial Services and Town staff developed a proposed Town of San Anselmo User Fee Schedule ("Master Fee Schedule"); and

**WHEREAS**, the Town provided and published public notice of the Town Council hearing set for November 13, 2018, to consider the User Fee Study and Master Fee Schedule, as required by law; and

**WHEREAS**, the Town made the User Fee Study and Master Fee Schedule available to the public for review beginning on November 1, 2018, as required by law; and

**WHEREAS**, on November 13, 2018, the Town Council held a public hearing to consider the User Fee Study and Master Fee Schedule; and

**WHEREAS**, on November 13, 2018, the Town Council requested additional time to review the User Fee Study and directed staff to notify local groups likely to be impacted by the fees; and

**WHEREAS**, on November 13, 2018, the Town Council also requested revisions to the Master Fee Schedule; and

**WHEREAS**, following the November 13, 2018, hearing the Town provided and published public notice of the Town Council hearing set for November 27, 2018, to consider the User Fee Study and revised Master Fee Schedule; and

**WHEREAS**, at its meeting of November 27, 2018, the Town Council requested additional revisions to the Master Fee Schedule and Resolution; and

**WHEREAS**, the Town Council desires to promote greenhouse gas reduction as much as possible; and

**WHEREAS**, the Town provided and published public notice of the Town Council hearing set for December 11, 2018; and

**WHEREAS**, the Town Council has considered the staff reports, Fee Study, Master Fee Schedule, comments received at the public hearings, this Resolution, and other information in the public record;

**NOW THEREFORE, THE TOWN COUNCIL RESOLVES AS FOLLOWS:**

**Section 1. Environmental Review**

The Town Council finds that adoption of this resolution is exempt from the California Environmental Quality Act, Public Resources Code section 21000 *et seq.* ("CEQA"), because it can be seen with certainty that there is no possibility that the activity authorized herein may have a significant effect on the environment. (CEQA Guidelines §15061(b)(3)). More specifically, adopting the resolution is statutorily and categorically exempt from CEQA under Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273, because it involves approval of charges by the Town which the Town Council finds are for the purpose of meeting operating expenses, as demonstrated by the Fee Study attached as Exhibit A.

**Section 2. Adoption of Fee Study Report**

The Town Council hereby approves "The Town of San Anselmo User Fee Study Report" by Willdan Financial Services, dated October 2018, attached hereto as Exhibit A, and adopts the methodology for calculating and collecting the fees and charges provided in the Report.

**Section 3. Adoption of Master Fee Schedule**

The Town Council hereby adopts "The Town of San Anselmo User Fee Schedule" attached hereto as Exhibit B and incorporated herein by reference ("Master Fee Schedule"). Unless otherwise specified in the Master Fee Schedule, all user fees shall be paid to the Town prior to the Town's performance of requested services. Pursuant to Resolution No. 4197, fees may be paid by credit card, debit card or electronic fund transfer.

**Section 4. Authorization for Annual Internal View and Automatic Adjustment**

The Town Council hereby authorizes the Town Manager or her/his designee to conduct an annual internal review of the Master Fee Schedule and to permit the automatic adjustment of various fees based on the annual change in the Consumer Price Index All Urban Consumers, San Francisco-Oakland-San Jose, CA (CPI). The adjusted fees will be incorporated into the Master Fee Schedule that the Town Council will review and approve by resolution each year. The Town Council further requires that the Town conduct a comprehensive review of services and fees at least every five years, beginning on the effective date of this Resolution.

**Section 5. Effective Date of Fees**

The Planning, Building and Public Works fees listed on the Master Fee Schedule at Exhibit B will take effect sixty days following adoption of this Resolution (Cal. Gov. Code § 66017). All other fees listed in the Master Fee Schedule at Exhibit B will take effect on January 1, 2019. The Town Council intends to have the Master Fee Schedule at Exhibit B replace the Town's existing Master Fee Schedule dated October 2013.

**Section 6. Severability.**

The Town Council hereby declares every section, paragraph, sentence, clause and phrase of this Resolution is severable. If any section, paragraph, sentence, clause or phrase of this Resolution is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on December 11, 2018, by the following vote:

AYES: Brown, Greene, Wright, Coleman, Colbert  
NOES: None  
ABSTAIN: None  
ABSENT: None



Matt Brown, Mayor

ATTEST:   
Carla Kacmar, Town Clerk