

**CITY OF PACIFIC GROVE  
CITY COUNCIL POLICY**

<b>Policy Governing</b>	<b>Policy No.</b>	<b>Effective Date</b>	<b>Page No.</b>
Fees, Charges, and Cost Recovery	400-4	June 15, 2011	1 of 2

**I. PURPOSE**

The purpose of the policy is to guide the City Council’s establishment of fees for service, fines, and other charges for service, in order to help ensure consistency in fee setting rationale. The policy is intended to provide broad guidance for service areas, without providing detailed guidance for all fee categories

It is the City Council’s intent that the policy may be amended over time to address additional services area and evolving economic circumstances.

**II. POLICY OF THE CITY**

The City establishes fees according to Pacific Grove Municipal Code Chapter 6.02. Pursuant to Article XIII B of the California Constitution, it is the intent of the City Council to recover a portion or all costs reasonably borne for providing government services to the extent such cost recovery reflects the appropriate balance of general revenue support and fees paid by the individual(s) benefiting from the service.

For enterprise services, in which the City is offering products or services for which the customer has broad market choices—facilities rental, cemetery land sales, or golf, for example—the City may choose to set rates based on current market conditions, with the goal of optimizing revenue for the City, beyond the cost of providing the service, and where rates accurately reflect the value received by the customer.

In setting fees, City staff shall prepare fees for City Council consideration, based on the following percentages of cost recovery:

<b>Service</b>	<b>Basis for Fees / Charges</b>
<b>Community Development</b>	
Planning permits (e.g., use permits and variances)	Not to exceed 100% of costs
General plan and zoning amendments	Not to exceed 100% of costs
Architectural Review	75% of costs
Historic Review	75% of costs
Long-range planning	50% of costs
Construction plan check	Not to exceed 100% of costs
Construction inspection	Not to exceed 100% of costs

<b>Service</b>	<b>Basis for Fees / Charges</b>
<b>Public Works</b>	
Tree permit	50% of costs
Encroachment permits (other than sidewalk)	Not to exceed 100% of costs
Encroachment permit: sidewalk	50% of costs
<b>Permits &amp; Licenses</b>	
General license administration (e.g. massage licenses)	Not to exceed 100% of costs
<b>Public Safety</b>	
Parking enforcement	Not to exceed 100% of costs
Animal licensing	Not to exceed 100% of costs
<b>City Facility Rental</b>	
Private parties	Market
Non-profit organizations	50% of Market
Ongoing, frequent, or unique rental (e.g., weekly classes, or street closure)	Discount from Market
City-sponsored events	No charge
<b>Special Events</b>	
For-profit sponsor	Market; at least 100% costs
Non-profit sponsor	100% of costs
Events designated "traditional" by City Council	No charge
<b>Recreation</b>	
Sports programs	100% of costs
Recreation programs	100% of costs
Pre-school program	100% of costs
Youth programs (other than Youth Center)	100% of costs
<b>Cemetery</b>	Market
<b>Golf</b>	
Residents and club members and in-fill times	Discount from Market
All daily fee payers (non-residents and in-frequent players)	Market

Adopted June 2, 2010 (Resolution No. 10-044)

Adopted June 15, 2011 (Resolution No. 11-052)