

## STAFF REPORT

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**Date:** July 24, 2024

**To:** Mayor and City Council

**Through:** Jackie Bryant, Interim City Manager

**Subject:** Staff Report (For Possible Action): Resolution to amend the Fiscal Year 2024-25 Fee Schedule as it relates to Utility Services (omitted Sewer Connection Fee Table), Development Services (administrative correction for grading plan review calculation), Building – Supplemental (omitted reference to MPE Table and omitted unit column), and Building Valuation Table (update to footnote).

**From:** Lynsey Hatfield, Senior Management Analyst

**Department:** Finance

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### **Summary:**

Each fiscal year (FY) the Finance Department compiles fee information from departments into the annual fee schedule that is adopted by Council during the budget process. As departments began to implement the adopted fees, errors were identified that require correcting. This Resolution amends the FY 2024-25 Building – Supplemental, Building Valuation Table, Development Services, and Utility Services sections of the Fee Schedule as it relates to the Building Valuation Table (footnote only), Grading Plan Review Fees (clarification of calculation), Plumbing/Gas Permit Fees (clarification of charge), Building – Supplemental table (omission of the “Unit” column), and Sewer Connection Fees (omission of table). Staff recommends Council approve the changes to the adopted FY 2024-25 Fee Schedule.

### **Alignment with Strategic Plan:**

Fiscal Sustainability

### **Previous Council Action:**

On May 22, 2024, Council adopted the FY 2024-25 Fee Schedule.

### **Background:**

Council adopted the FY 2024-25 Fee Schedule as part of the budget adoption process on May 22, 2024. After adoption, as departments worked through implementation of the fees, omissions were identified that require correcting.

**Discussion:**

Upon approval, the following changes will be made to the FY 2024-25 Fee Schedule:

**Building – Supplemental Fees**

Department staff reviewed the fee schedule in preparation for implementation and determined that their original submissions contained omissions. Modifications are summarized below.

**Omissions and language clarifications from the adopted fee schedule:**

1. The column identifying the unit for calculations was omitted from the adopted fee schedule. This amendment will correct that omission.
2. All permits with mechanical, electrical, or plumbing (MPE) inspections are subject to MPE fees. Language was added to clarify that both the Building Valuation and Building MPE tables are used to calculate the permit fees listed below.
  - a. Commercial Tenant Improvement
  - b. Garage (detached)
  - c. Photovoltaic System
  - d. Billboard Construction
  - e. Billboard Modification
3. Gas Piping/System – Residential – Flat Fee: Remove language that indicates this fee is only applicable to “five or more outlets.” Previously adopted fee schedules outlined two separate lines for this permit fee. One line for 1-4 outlets and an additional line for five or more outlets. During the fee schedule update for FY 2024-25, the department condensed this into one fee.

**Building Valuation Table**

Department staff reviewed the fee schedule in preparation for implementation and determined that their original submissions contained an error. Modification is outlined below.

**Incorrect footnote:**

1. The Building Valuation Table is updated each year and published by the International Code Council (ICC). This table is a direct copy from the ICC and no change to the ICC table is proposed. When updating the table for the City of Reno FY 2024-25 Fee Schedule adoption, staff did not update the footnote below from “\$23.20 per sq. ft.”
  - a. Unfinished basements (GroupR-3) = \$31.50 per sq. ft.

**Development Services Fees**

Department staff reviewed the fee schedule in preparation for implementation and determined that their original submissions contained the inconsistency outlined below.

**Grading Plan Review Fees omission and clarification of fee range:**

1. Grading Plan Review Fee for 50 cubic yards or less was omitted.

	FY 23/24	FY24/25	Difference
50 cubic yards (38.2 m3) or less	-	\$7.00	\$7.00
2. Grading Plan Review Fees – Fee description outlines the calculation for grading plan review fees by cubic yard. This description was not updated to include the consumer price index (CPI) adjustment made to the base fee. This amendment proposes updating the language and including the fee amounts for 10,001 cubic yards or more as a range.

Utility Services – Sewer Connection Fees

Department staff reviewed the fee schedule in preparation for implementation and determined that their original submission omitted this table entirely.

**Sewer Connection Fees**

1. In January of 2023, staff brought an ordinance to Council (Reno Municipal Code [RMC] 12.16.290 & 12.16.300) which subjected Sewer Connection Fees to an annual CPI adjustment and inclusion in the City’s Fee Schedule beginning July 1, 2024. This table was omitted from the adopted Fee Schedule.

Changes to the FY 2024-25 Fee Schedule, attached as Exhibit A, are highlighted in yellow and include associated notes.

**Financial Implications:**

There are no material financial implications.

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law.

**Recommendation:**

Staff recommends Council adopt the Resolution, amending the Fiscal Year 2024-25 Fee Schedule.

**Proposed Motion:**

I move to adopt Resolution No. \_\_\_\_\_.

**Attachments:**

- Exhibit A - FY24-25 Adopted Fee Schedule-July 2024 Amended
- Resolution for Fee Schedule