Agenda

City Council Regular Meeting

Folsom City Hall | City Council Chambers, First Floor

50 Natoma Street, Folsom, CA 95630

April 22, 2025, 6:30 PM

Welcome to Your City Council Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the City Council and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website and in the Office of the City Clerk. The City Clerk is also available to answer any questions you have about City Council meeting procedures.

Participation

If you would like to provide comments to the City Council, please:

- Fill out a blue speaker request form, located at the back table.
- Submit the form to the City Clerk before the item begins.
- When it's your turn, the City Clerk will call your name and invite you to the podium.
- Speakers generally have three minutes, unless the presiding officer (usually the mayor) changes that time.

Reasonable Accommodations

In compliance with the Americans with Disabilities Act, if you are a person with a disability and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (916) 461-6035, (916) 355-7328 (fax) or CityClerkDept@folsom.ca.us. Requests must be made as early as possible and at least two full business days before the start of the meeting.

How to Watch

The City of Folsom provides three ways to watch a City Council meeting:

In Person	Online	On TV
		
City Council meetings take place at City Hall, 50 Natoma Street	Watch the livestream and replay past meetings on the city website, www.folsom.ca.us	Watch live and replays of meetings on Sac Metro Cable TV, Channel 14

More information about City Council meetings is available at the end of this agenda

City Council Regular Meeting
Folsom City Hall | City Council Chambers, First Floor
50 Natoma Street, Folsom, CA 95630
www.folsom.ca.us

Tuesday, April 22, 2025 6:30 PM

Sarah Aquino, Mayor

Mike Kozlowski, Councilmember — *Barbara Leary, Councilmember*
Justin Raithel, Vice Mayor — *Anna Rohrbough, Councilmember*

AGENDA

CALL TO ORDER

ROLL CALL:

Councilmembers: Rohrbough, Kozlowski, Leary, Raithel, Aquino

The City Council has adopted a policy that no new item will begin after 10:30 p.m. Therefore, if you are here for an item that has not been heard by 10:30 p.m., you may leave, as the item will be continued to a future Council meeting.

PLEDGE OF ALLEGIANCE

AGENDA UPDATE

BUSINESS FROM THE FLOOR:

Members of the public are entitled to address the City Council concerning any item within the Folsom City Council's subject matter jurisdiction. Public comments are generally limited to no more than three minutes. Except for certain specific exceptions, the City Council is prohibited from discussing or taking action on any item not appearing on the posted agenda.

CONSENT CALENDAR:

Items appearing on the Consent Calendar are considered routine and may be approved by one motion. Councilmembers may pull an item for discussion.

1. Approval of March 25, 2025 Special, Regular, and Joint Meeting Minutes
2. Approval of April 8, 2025 Special and Regular Meeting Minutes
3. Resolution No. 11350- A Resolution Accepting Funding from the California Governor's Office of Emergency Services for 9-1-1 Equipment Maintenance and Appropriation of Funds
4. Resolution No. 11358 - A Resolution Authorizing the City Manager to Execute an Agreement with Water Works Engineers, LLC for the City's Sanitary Sewer Master Plan
5. Resolution No. 11359 - A Resolution Authorizing the City Manager to Execute the Phase 2 Water Transmission Facilities Reimbursement Agreement between the City of Folsom and Certain Land Owners in the Folsom Plan Area
6. Resolution No. 11360 – A Resolution Authorizing the City Manager to Execute a Program Supplement Agreement to Administering Agency-State Agreement 03-5288F15 for the Folsom Lake Crossing Safety Improvements Phase 2 Project
7. Resolution No. 11361 - A Resolution Authorizing the City Manager to Execute a Construction Agreement with Consolidated Engineering, Inc. for the Pavement Repair and Resurfacing Project (Project 8017) FY 2024-25
8. Resolution No. 11363 - A Resolution Updating the City of Folsom Legislative Platform and Advocacy Manual
9. Resolution No. 11367- A Resolution Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Kelli Vaccaro, DBA Kids Inc. for the Lease of 405 Natoma Station Drive, APN 072-0850-029-0000
10. Resolution No. 11368- A Resolution Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Pour Leadership Inc. DBA Uncle Charlie's Firehouse & Brew for the Lease of Retail Space at 905 Leidesdorff Street, APN 070-0052-023-0000
11. Resolution No. 11369 - A Resolution Authorizing Staff to Submit Grant Applications to the Sacramento Area Council of Governments for the 2024-25 State Transportation Improvement Program (STIP) Funding Round

PUBLIC HEARING:

12. Resolutions Enacting the Annual Inflationary Adjustment for City User Fees

    i. Resolution No. 11364 – A Resolution Replacing Resolution No. 11219 and Resolution No. 11235 and Enacting the Annual Inflationary Adjustment for City User Fees for Selected City Services

    ii. Resolution No. 11365- A Resolution Replacing Resolution No. 11186 and Enacting the Annual Inflationary Adjustment for Selected Community Development User Fees

13. Resolution No. 11366- A Resolution Replacing Resolution No. 11233 and Approving the Updated City Impact and Connection Fee Schedule for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Park Improvement, Humbug-Willow Creek, Housing Trust, Water, Sanitary Sewer, Solid Waste, Transportation Improvement, Drainage, and Light Rail Impact Fees

14. Resolution No. 11356 – A Resolution to Amend Resolution No. 11186 and 11235 and Adopt an Amended User Fee Schedule for Community Development Planning and Engineering Services

NEW BUSINESS:

15. Ordinance No. 1349 - An Ordinance of the City of Folsom Amending Subsection E(4) and adding Subsection (E)(7) to Section 17.52.510 of the Folsom Municipal Code Pertaining to Minor Illuminated Open Signs in the Historic District Sutter Street Subarea (Introduction and First Reading)

16. Ordinance No. 1350 - An Uncodified Ordinance of the City of Folsom to Designate Fire Hazard Severity Zones in the Local Responsibility Area (LRA) – (Introduction and First Reading)

17. Ordinance No. 1351 – An Ordinance of the City of Folsom Amending Sections 5.20.050(C) and 5.20.070(A)(2) of the Folsom Municipal Code to Increase the Number of Card Tables and Specify the Number of Cardrooms and Card Tables in the City (Introduction and First Reading)

18. Resolution No. 11357 - A Resolution Authorizing the City Manager to Execute an Agreement with HF&H Consultants, LLC for the Water and Wastewater Rate Studies

CITY MANAGER REPORTS

COUNCIL COMMENTS

ADJOURNMENT

NOTICE: Members of the public are entitled to directly address the City Council concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address Council on an issue, which is on this agenda, please complete a blue speaker request card, and deliver it to a staff member at the table on the left side of the Council Chambers prior to discussion of the item. When your name is called, stand to be recognized by the Mayor and then proceed to the podium. If you wish to address the City Council on any other item of interest to the public, when the Mayor asks if there is any "Business from the Floor," follow the same procedure described above. Please limit your comments to three minutes or less.

NOTICE REGARDING CHALLENGES TO DECISIONS: Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (regarding

planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, the public hearing.

As presiding officer, the Mayor has the authority to preserve order at all City Council meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Council, and to enforce the rules of the Council.

PERSONS INTERESTED IN PROPOSING AN ITEM FOR THE CITY COUNCIL AGENDA SHOULD CONTACT A MEMBER OF THE CITY COUNCIL.

This meeting of the City Council is recorded with closed captioning. The recording will be cablecast on Metro Cable Channel 14, the local government affairs channel on the Comcast and DirecTV U-Verse cable system, and will be shown in its entirety on the Friday and Saturday following the meeting, both at 9 a.m. The recording will also be video streamed at metro14live.saccounty.gov.The City does not control scheduling of this telecast and persons interested in watching the televised meeting should confirm this schedule with Metro Cable TV, Channel 14. The City of Folsom provides live and archived webcasts of regular City Council meetings. The webcasts can be found on the online services page of the City's website www.folsom.ca.us.

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Any documents produced by the City and distributed to the City Council regarding any item on this agenda will be made available at the City Clerk's Counter at City Hall located at 50 Natoma Street, Folsom, California and at the Folsom Public Library located at 411 Stafford Street, Folsom, California during normal business hours.

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City Council Special Meeting

MINUTES

Tuesday, March 25, 2025 5:30 PM

CALL TO ORDER

The special City Council meeting was called to order at 5:30 pm with Mayor Aquino presiding.

ROLL CALL:

Councilmembers Present:	Barbara Leary, Councilmember Justin Raithel, Vice Mayor Sarah Aquino, Mayor
Councilmembers Absent:	Michael Kozlowski, Councilmember (*arrived at 5:40 pm*) Anna Rohrbough, Councilmember

ADJOURNMENT TO CLOSED SESSION FOR THE FOLLOWING PURPOSES:

1. Conference with Labor Negotiator- Pursuant to Government Code section 54957.6. Agency Negotiator: Vance Piggott. Employee Organization: Various Bargaining Groups

Motion by Mayor Aquino second by Vice Mayor Raithel to adjourn to closed session. Motion passed by the following roll-call vote:

AYES: Leary, Raithel, Aquino
NOES: None
ABSENT: Kozlowski, Rohrbough
ABSTAIN: None

RECONVENE

City Attorney Steven Wang announced that no final action was taken during closed session.

ADJOURNMENT

There being no further business to come before the City Council, the meeting was adjourned at 6:30 pm.

SUBMITTED BY:

_____
Christa Freemantle, City Clerk

ATTEST:

_____
Sarah Aquino, Mayor

City Council Regular and Joint City Council/ Folsom Ranch Financing Authority Meeting

MINUTES

Tuesday, March 25, 2025 6:30 PM

CALL TO ORDER

The regular City Council meeting was called to order at 6:30 pm with Mayor Sarah Aquino presiding.

ROLL CALL:

Councilmembers Present:	Barbara Leary, Councilmember Justin Raithel, Vice Mayor Michael Kozlowski, Councilmember Sarah Aquino, Mayor
Councilmembers Absent:	Anna Rohrbough, Councilmember

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

AGENDA UPDATE

City Attorney Steven Wang advised that there were agenda updates for items 1 and 15.

BUSINESS FROM THE FLOOR:

There were no speakers under this item.

PUBLIC HEARING:

1. Resolution No. 11341 – A Resolution of the City Council of the City of Folsom Declaring Results of the Natoma Station Maintenance Assessment District No. 2025-1 Ballot Proceeding, Approving the Final Engineer's Report, Confirming the Diagram and Assessments, and Ordering the Levying of Assessments for the Maintenance and Servicing of Improvements Within Said District

Parks and Recreation Department Senior Management Analyst Jamison Larson made a presentation and responded to questions from the City Council. City Manager Bryan Whitemyer provided additional information and clarification.

Mayor Aquino opened the public hearing at 6:44 pm.

The following speaker addressed the City Council:

1. Sandra Lunceford

Mayor Aquino announced that all assessment ballots must be received by the City Clerk before the public hearing is closed and ballots received after the public hearing is closed will not be tabulated. She reminded the audience to submit their ballots now to Deputy City Clerk Jennifer Jimenez or City Clerk Specialist Christina Kelley.

The public hearing was closed at 6:48 pm.

The City Council tabled the matter and continued with the remainder of the agenda during the ballot tabulation.

The Joint Meeting was called to order at 6:49 pm with Mayor Sarah Aquino presiding.

ROLL CALL:

Councilmembers Present:	Barbara Leary, Councilmember Justin Raithel, Vice Mayor Michael Kozlowski, Councilmember Sarah Aquino, Mayor
Councilmembers Absent:	Anna Rohrbough, Councilmember

JOINT MEETING PUBLIC HEARING:

2. Folsom Ranch Financing Authority City of Folsom Community Facilities District No. 23 (Folsom Ranch) Improvement Area No. 7 Special Tax Revenue Bonds, Series 2025

Chief Financial Officer Stacey Tamagni made a presentation and responded to questions from the City Council.

The public hearing was opened at 6:53 pm. Hearing no requests to speak, the public hearing was closed.

i. Resolution No. 11344 - A Resolution of the City Council of the City of Folsom Authorizing the Issuance of the City of Folsom Community Facilities District No. 23 (Folsom Ranch) Improvement Area No. 7 Special Tax Bonds, Series 2025, the Execution of an Indenture Providing therefor, Authorizing the Execution of a Local Obligation Purchase Contract, and Authorizing Necessary Actions and the Execution of other Documents in Connection Therewith

Motion by Vice Mayor Raithel, second by Councilmember Leary to approve Resolution No. 11344. Motion passed by the following roll-call vote:

AYES: Leary, Raithel, Kozlowski Aquino
NOES: None
ABSENT: Rohrbough
ABSTAIN: None

ii. Resolution No. 014-Folsom Ranch FA – A Resolution of the Governing Board of the Folsom Ranch Financing Authority Authorizing the Issuance, Sale and Delivery of not to exceed $12,000,000 Aggregate Principal Amount of City of Folsom Community Facilities District No. 23 (Folsom Ranch) Improvement Area No. 7 Special Tax Revenue Bonds, Series 2025; Approving the Form and Substance of a Trust Agreement, Authorizing Modifications thereof and Execution and Delivery as Modified; Approving a Preliminary Official Statement, Authorizing Changes thereto and Execution and Delivery of an Official Statement to be Derived therefrom; Approving a Local Obligation Purchase Contract and a Bond Purchase Contract and Execution and Delivery of Each; and Authorizing Related Actions Necessary to Implement the Proposed Financing

Motion by Vice Mayor Raithel, second by Councilmember Leary to approve Resolution No. 014 Folsom Ranch FA. Motion passed by the following roll-call vote:

AYES: Leary, Raithel, Kozlowski Aquino
NOES: None
ABSENT: Rohrbough
ABSTAIN: None

The joint meeting was adjourned to the regular meeting at 6:54 pm.

SCHEDULED PRESENTATIONS:

3. City Manager's Fiscal Year 2024-25 Second Quarter Financial Report (Continued from 03/11/2025)

Chief Financial Officer Stacey Tamagni made a presentation and responded to questions from the City Council. City Manager Bryan Whitemyer further responded and thanked Chief Financial Officer Stacey Tamagni and her team for compiling the report. He also read a statement from Councilmember Rohrbough regarding this item.

CONSENT CALENDAR:

Items appearing on the Consent Calendar are considered routine and may be approved by one motion. Councilmembers may pull an item for discussion.

4. Approval of February 25, 2025 Special and Regular Meeting Minutes

5. Approval of February 28, 2025 Special Meeting Minutes

6. Approval of March 11, 2025 Special, Regular and Joint Meeting Minutes

7. Pulled for discussion

8. Pulled for discussion

9. Pulled for discussion

10. Resolution No. 11342 - A Resolution Authorizing the City Manager to Execute Amendment No. 4 to the Agreement (Contract No. 173-21 20-031) with HydroScience Engineers, Inc. for Design

Services for the Ashland Water Rehabilitation Project No. 1 (Project WA 2101) and Appropriation of Funds

11. Resolution No. 11343 - A Resolution Authorizing the City Manager to Execute Amendment No. 2 to the Agreement (Contract No. 173-21 23-034) with West Yost & Associates, Inc. for Construction Management and Inspection Services for the Ashland Water Rehabilitation Project No. 1 (WA2101) and Appropriation of Funds

12. Resolution No. 11345 - A Resolution of the City of Folsom Authorizing the City's Allocation of up to $810,000 in Permanent Local Housing Allocation (PLHA) Funds Received Through the Allocation Agreement with Sacramento County to Habitat for Humanity of Greater Sacramento for the Construction of the 10 Affordable Housing Units for the Persifer Street Project and Appropriation of Funds

13. Resolution No. 11349 – A Resolution Authorizing the City Manager to Execute a Subdivision Improvement Agreement and Accept Offers of Dedication for the Toll Brothers at Folsom Ranch Phase 2D Subdivision, and Approval of the Final Map for the Toll Brothers at Folsom Ranch Phase 2D Subdivision

Motion by Councilmember Kozlowski, second by Vice Mayor Raithel to approve the Consent Calendar item nos. 4-6 and 10-13. Motion passed by the following roll-call vote:

AYES: **Leary, Raithel, Kozlowski, Aquino**
NOES: **None**
ABSENT: **Rohrbough**
ABSTAIN: **None**

CONSENT CALENDAR ITEM PULLED FOR DISCUSSION

7. Resolution No. 11335 – A Resolution Directing the Finance Director to Make a Transfer from the General Fund to the Capital Projects Fund for the Amount in Excess of the General Fund Reserve (Continued from 03/11/2025)

Mayor Aquino pulled this item to ask Chief Financial Officer Stacey Tamagni to explain the risk management fund and the reason for the inflation of the unassigned fund balance. City Manager Bryan Whitemyer provided additional information.

8. Resolution No. 11339 - A Resolution Authorizing the City Manager to Execute a Contract with S & S Fence Company Inc. for the Replacement of the Existing Wrought Iron Fence at the Natoma Sluice Diggings Site and Use of General Fund (Fund 010) Contingency Budget

The City Manager Bryan Whitemyer made a presentation.

The following speaker addressed the City Council:

1. James Tedford

The City Council discussed the item and City Manager Bryan Whitemyer provided additional information.

City Attorney Steven Wang advised that an action must be taken on the resolution. City Manager Bryan Whitemyer stated that staff recommends that council reject the resolution.

Motion by Councilmember Leary, second by Councilmember Kozlowski to reject Resolution No. 11339. Motion passed by the following roll-call vote:

AYES: Leary, Raithel, Kozlowski, Aquino
NOES: None
ABSENT: Rohrbough
ABSTAIN: None

9. Resolution No. 11340 - A Resolution Authorizing the City Manager to Execute an Agreement with KSI an Aquafinity Company for the Replacement of the Sand Filters at the Steve Miklos Aquatics Center and Use of General of Fund (Fund 010) Contingency Budget

This item was pulled for discussion by the public, but comments were already made when addressing item no. 8 so there were no additional comments.

Parks and Recreation Director Kelly Gonzalez introduced Aquatics Supervisor Chad Gunter who spoke about this item.

Motion by Councilmember Kozlowski, second by Councilmember Leary to approve Resolution No. 11340. Motion passed by the following roll-call vote:

AYES: Leary, Raithel, Kozlowski, Aquino
NOES: None
ABSENT: Rohrbough
ABSTAIN: None

NEW BUSINESS:

14. Resolution No. 11346 - A Resolution of the City of Folsom Approving Revisions to the Repayment Terms of an Approved Affordable Housing Loan in the Amount of $2,700,000 from the City's Housing Fund to Pacific West Communities, Inc., for the Construction of 52 Affordable Housing Units at the Harrington Grove Multifamily Affordable Housing Development

Community Development Department Senior Planner Stephanie Henry made a presentation.

Motion by Vice Mayor Raithel, second by Councilmember Leary to approve Resolution No. 11346. Motion passed by the following roll-call vote:

AYES: Leary, Raithel, Kozlowski, Aquino
NOES: None
ABSENT: Rohrbough
ABSTAIN: None

15. 2024 General Plan (and Housing Element) Annual Progress Report

Community Development Department Planning Manager Desmond Parrington made a presentation and responded to questions from the City Council.

CITY MANAGER REPORTS

City Manager Bryan Whitemyer thanked Communications Director Christine Brainerd for assisting with the preparation of his remarks. He provided an update on the recent budget meetings, during which each department presented their budget requests, and noted the opportunity to further connect with City staff. He informed the Council that some Folsom residents have received notices from insurance providers requiring tree removal or trimming for policy renewal purposes and encouraged affected residents to contact City Arborist Aimee Nunez for guidance.

Mr. Whitemyer announced the release of the City's Annual Comprehensive Financial Report for the fiscal year ending June 30, 2024, and expressed appreciation to Chief Financial Officer Stacey Tamagni and her team for their work. He recognized the 13 residents who recently graduated from the Folsom CERT Basic Training Academy and noted that the Folsom Fire Department is currently hiring firefighters and paramedics. Mr. Whitemyer addressed a recent alert related to a vehicle crash at Riley and Natoma Streets, acknowledging the lack of clarity in public messaging and thanking the community for their understanding. He also reported on a routine traffic stop that resulted in a significant arrest.

He extended condolences on behalf of the City to the family, friends, and colleagues of El Dorado County Fire Marshal Lucas Shepard following his passing. Lastly, he encouraged community participation in several upcoming events, including Earth Day, the community tree planting at Beacon Hill Park, and the exhibition at The Gallery at 48 Natoma.

COUNCIL COMMENTS

Councilmember Kozlowski reported on the recent Sacramento Area Council of Governments (SACOG) meeting hosted in Rocklin, which included a regional bus tour. He also announced the upcoming SACOG Land Use and Natural Resources Subcommittee meeting, where general plans will be discussed. He encouraged residents to purchase Folsom Pro Rodeo tickets early due to high demand.

Vice Mayor Raithel provided an update on the Sacramento Transportation Authority meeting, which included discussion of a Memorandum of Understanding related to State Transportation Improvement Program (STIP) funding for transportation projects. He also toured the EchoWater Resource Recovery Facility with SacSewer and noted that public tours are available.

Councilmember Leary continued to encourage community participation in the Habitat for Humanity building project on Persifer Street. She also shared efforts to connect struggling small businesses in her district with Chamber of Commerce resources.

Mayor Aquino spoke about attending the Girl Scout Gold Award ceremony and highlighted the community service projects of three recipients. She announced the upcoming Folsom Cordova Unified School District Town Hall regarding school overcrowding and facilities, and a joint meeting with San Juan Unified to discuss changes affecting interdistrict transfers in the American River Canyon area. She also shared that she recently threw the ceremonial first pitch at the opening Folsom Little League game.

Mayor Aquino inquired with City Clerk Christa Freemantle about the status of the ballot tabulation related to agenda item no. 1. The City Clerk reported that the tabulation process is still underway to

ensure accuracy, and no time estimate is currently available. The item will be continued to the next City Council meeting for announcement of the results.

ADJOURNMENT

There being no further business to come before the City Council, the meeting was adjourned at 8:46 pm.

SUBMITTED BY:

_____
Christa Freemantle, City Clerk

ATTEST:

_____
Sarah Aquino, Mayor

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City Council Special Meeting

MINUTES

Tuesday, April 8, 2025 5:00 PM

CALL TO ORDER

The special City Council meeting was called to order at 5:00 pm with Mayor Aquino presiding.

ROLL CALL:

Councilmembers Present:	Justin Raithel, Vice Mayor Anna Rohrbough, Councilmember Sarah Aquino, Mayor
Councilmembers Absent:	Michael Kozlowski, Councilmember (*arrived at 5:10 pm*) Barbara Leary, Councilmember (*arrived at 5:01 pm*)

ADJOURNMENT TO CLOSED SESSION FOR THE FOLLOWING PURPOSES:

1. Conference with Labor Negotiator - Pursuant to Government Code section 54957.6. Agency Negotiator: Vance Piggott. Employee Organization: Various Bargaining Groups

2. Conference with Real Property Negotiator – Pursuant to Government Code section 54956.8: Real Property Located at 1 Natoma Street in Folsom, APN 071-0310-014-0000. Negotiating Parties: City Manager Bryan Whitemyer on behalf of the City of Folsom, and Mallory Gonzalez on behalf of the Property Owner. Under Negotiation: Price and Terms of Sale

Motion by Vice Mayor Raithel second by Councilmember Leary to adjourn to closed session. Motion passed by the following roll-call vote:

AYES: Raithel, Rohrbough, Leary, Aquino
NOES: None
ABSENT: Kozlowski
ABSTAIN: None

RECONVENE

City Attorney Steven Wang announced that no final action was taken during closed session.

ADJOURNMENT

There being no further business to come before the City Council, the meeting was adjourned at 6:30 pm.

SUBMITTED BY:

_____
Christa Freemantle, City Clerk

ATTEST:

_____
Sarah Aquino, Mayor

City Council Regular Meeting

MINUTES

Tuesday, April 8, 2025 6:30 PM

CALL TO ORDER

The regular City Council meeting was called to order at 6:30 pm with Mayor Sarah Aquino presiding.

ROLL CALL:

Councilmembers Present:	Justin Raithel, Vice Mayor Anna Rohrbough, Councilmember Michael Kozlowski, Councilmember Barbara Leary, Councilmember Sarah Aquino, Mayor
Councilmembers Absent	None

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

AGENDA UPDATE

City Attorney Steven Wang advised that there were no agenda updates.

BUSINESS FROM THE FLOOR:

The following speakers spoke under this item.

1. Michael Harris
2. Bonnie London

SCHEDULED PRESENTATIONS:

1. Proclamation of the Mayor of the City of Folsom Proclaiming April 13-19, 2025 as National Public Safety Telecommunicators Week in the City of Folsom

Vice Mayor Raithel presented the proclamation.

2. Proclamation of the Mayor of the City of Folsom Proclaiming April 22, 2025 as Earth Day, Celebrated on April 26, 2025

Councilmember Rohrbough presented the proclamation.

3. Proclamation of the Mayor of the City of Folsom Encouraging the Community to Become Involved in Arbor Day

Councilmember Leary presented the proclamation.

4. Proclamation of the Mayor of the City of Folsom Proclaiming April 6-12, 2025 as National Library Week in the City of Folsom

Mayor Aquino presented the proclamation.

5. Presentation from HART of Folsom (Homeless Assistance Resource Team) Regarding the 2025 Winter Shelter

HART Winter Shelter Director Bev Siess made a presentation and responded to questions from the City Council.

6. Folsom Plan Area Semi-Annual Report

Community Development Department Director Pam Johns made a presentation. City Engineer Rebecca Neves also made a presentation and responded to questions from the City Council.

CONSENT CALENDAR:

Items appearing on the Consent Calendar are considered routine and may be approved by one motion. Councilmembers may pull an item for discussion.

7. Resolution No. 11351 – A Resolution Authorizing the City Manager to Execute an Agreement with Folsom Lake Ford for the Purchase of One Ford Vehicle and Appropriation of Funds from the Park Capital Equipment Fund for the Purchase and Outfitting of Said Vehicle

8. Resolution No. 11354- A Resolution Authorizing the City Manager to Execute a Memorandum of Understanding Between the City of Folsom and the Folsom Police Officers Association (FPOA)

Motion by Councilmember Kozlowski, second by Councilmember Leary to approve the Consent Calendar. Motion passed by the following roll-call vote:

AYES: Raithel, Rohrbough, Kozlowski, Leary, Aquino
NOES: None
ABSENT: None
ABSTAIN: None

OLD BUSINESS:

9. Resolution No. 11341– A Resolution of the City Council Declaring Results of the Natoma Station Maintenance Assessment District No. 2025-1 Ballot Proceeding, And Abandoning District Formation Proceedings

Parks and Recreation Department Senior Management Analyst Jamison Larson made a presentation.

The following speakers spoke under this item:

1. Tracey McKinney

2. Wes Jigour
3. Kevin Goddard

City Manager Bryan Whitemyer thanked the speakers and addressed the questions regarding Natoma Station District's deficit and the challenges with the limited budget. In response to inquiries, City Attorney Steven Wang described the process to repeat the ballot process again if the community decides to do so. Parks and Recreation Department Senior Management Analyst Jamison Larson and the City Attorney Steven Wang responded to further questions from the City Council.

Motion by Vice Mayor Raithel, second by Mayor Aquino to approve Resolution No. 11341. Motion passed by the following roll-call vote:

AYES: Raithel, Rohrbough, Kozlowski, Leary, Aquino
NOES: None
ABSENT: None
ABSTAIN: None

Mayor Aquino thanked everyone for coming to the last meetings. She encouraged everyone to watch for news about the upcoming community meeting regarding next steps for the district.

NEW BUSINESS:

10. Sacramento-Placerville Transportation Corridor Joint Powers Authority (SPTC-JPA) Updated Joint Powers Agreement

i. Resolution No. 11352- A Resolution Authorizing the City Manager to Execute the Amended and Restated Joint Powers Agreement for the Sacramento-Placerville Transportation Corridor Joint Powers Authority

ii. Resolution No. 11353 – A Resolution Authorizing the City Manager to Execute the Amended and Restated Continuing Agreement to Advance Funds for the Sacramento-Placerville Transportation Corridor Joint Powers Authority

Public Works Department Senior Engineer Ryan Neves made a presentation and responded to questions from the City Council.

Motion by Councilmember Kozlowski, second by Vice Mayor Raithel to approve Resolution No. 11352. Motion passed by the following roll-call vote:

AYES: Raithel, Rohrbough, Kozlowski, Leary, Aquino
NOES: None
ABSENT: None
ABSTAIN: None

Motion by Councilmember Kozlowski, second by Vice Mayor Raithel to approve Resolution No. 11353. Motion passed by the following roll-call vote:

AYES: Raithel, Rohrbough, Kozlowski, Leary, Aquino
NOES: None

ABSENT: None
ABSTAIN: None

11. Resolution No. 11355- A Resolution Authorizing the City Manager to Enter into a Contract with Bob Murray & Associates for Executive Recruitment Services for the Public Works Director

Human Resources Director Allison Garcia made a presentation.

Motion by Councilmember Leary, second by Councilmember Kozlowski to approve Resolution No. 11355. Motion passed by the following roll-call vote:

AYES: Raithel, Rohrbough, Kozlowski, Leary, Aquino
NOES: None
ABSENT: None
ABSTAIN: None

CITY MANAGER REPORTS

City Manager Bryan Whitemyer recognized the City of Folsom staff for their dedication and energy in serving the community. He expressed appreciation for their continued patience as he works through various ongoing documents and initiatives. He provided an update on the federal grant funding secured for bridge maintenance projects and announced the reopening of the Historic Train Depot. He extended his thanks to FHDA Board Member Jerry Berneau and the broader community for their support in making the project a reality.

Mr. Whitemyer also discussed the release of the updated 2025 Fire Hazard Severity Zone maps by the California Office of the State Fire Marshal. He thanked Fire Chief Ken Cusano for his proactive efforts to keep the public informed. He also shared several recent highlights from public safety teams, including firefighters from Engine and Medic 36 assisting with the delivery of a baby boy and rescuing a group of ducklings. He expressed gratitude to the Folsom Police Department for their support and intervention during two recent juvenile-related incidents.

Finally, he previewed several upcoming community events, including the Festival of Eggs, Community Service Day, and the National Prescription Drug Take Back Day.

COUNCIL COMMENTS

Councilmember Kozlowski had no comments.

Vice Mayor Raithel highlighted several recent activities, including recognizing Eliza Philip from Vista del Lago High School for winning the Rotary District 5180 speech contest. He also shared his experience judging the Folsom High School Architecture program, discussed the Sac Sewer Harvest Water Program grant, and provided an update from the recent Folsom Cordova Unified School District 2x2 meeting.

Councilmember Rohrbough spoke about a citizen tip that led to the Police Department responding to a juvenile house party. She emphasized the importance of community members reporting suspicious activity. She also shared insights from a recent conference she attended in Monterey.

Councilmember Leary recounted her involvement in a separate instance of baby ducklings and expressed her enthusiasm for the upcoming Community Service Day.

Mayor Aquino had no comments.

ADJOURNMENT

There being no further business to come before the City Council, the meeting was adjourned at 8:29 pm.

SUBMITTED BY:

_____
Christa Freemantle, City Clerk

ATTEST:

_____
Sarah Aquino, Mayor

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11350- A Resolution Accepting Funding from the California Governor's Office of Emergency Services for 9-1-1 Equipment Maintenance and Appropriation of Funds
FROM:	Police Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends that the City Council pass and adopt Resolution No. 11350- A Resolution Accepting Funding from the California Governor's Office of Emergency Services for 9-1-1 Equipment Maintenance and Appropriation of Funds.

BACKGROUND / ISSUE

The current maintenance term for the emergency telecommunication equipment will expire in April of 2025. Additionally, the eight Uninterrupted Power Supply (UPS) units are at the end of their lifecycle and need to be replaced. The cost for the FY25 maintenance and eight Uninterrupted Power Supply (UPS) units totals $71,430.15.

Additionally, the cost of the FY26 maintenance term which begins in April 2025 and end in April 2026 is $46,384.74. The total cost of both agreements is $117,814.89, which are presently not budgeted for in the Police Department's operating budget. Staff recommends the funding from the California Governor's Office of Emergency Services be used for these maintenance costs.

POLICY / RULE

City Council Resolution 8367 states that all grants received from the Federal or State government for operating or capital purposes shall be recognized in separate grant project resolutions. A balanced grant project resolution must be adopted prior to beginning the project

ANALYSIS

The Fiscal Year 2024-25 Customer Premise Equipment (CPE) maintenance contract totals $46,384.74. This maintenance agreement also includes the non-recurring cost of replacing eight

Uninterrupted Power Supply (UPS) units ensuring 9-1-1 communications work without fail during the interval between when commercial power fails and the police department's emergency power comes on-line, totaling $23,244.00 plus $1,801.41 of sales tax. These UPS units are at the end of their reliable lifespan and must be replaced. The UPS units are a requirement of the CPE system as outlined by the California Governor's Office of Emergency Services (CAL OES).

The Fiscal Year 2025-26 Customer Premise Equipment (CPE) maintenance contract agreement totals $46,384.74.

CAL OES has provided the police department with completed and approved "Commitment to Fund 9-1-1 Equipment and Services" form for both the FY25 and FY26 maintenance periods to be utilized for the reimbursement of these expenses.

FINANCIAL IMPACT

The California Governor's Office of Emergency Services (CAL OES) approved funding for the City of Folsom in the amount of $117,814.89 for 9-1-1 equipment maintenance and does not require a financial match. If accepted the funding award would increase revenue estimates and appropriations by $117,814.89 in the General Fund (Fund 010). Costs would be funded initially through the General Fund (Fund 010) and reimbursed by CAL OES.

ENVIRONMENTAL REVIEW

N/A

ATTACHMENTS

Resolution No. 11350- A Resolution Accepting Funding from the California Governor's Office of Emergency Services for 9-1-1 Equipment Maintenance and Appropriation of Funds.

Submitted,

Rick Hillman, Chief of Police

RESOLUTION NO. 11350

A RESOLUTION ACCEPTING FUNDING FROM THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES FOR 9-1-1 EQUIPMENT MAINTENANCE AND APPROPRIATION OF FUNDS

WHEREAS, the Fiscal Year 2024-25 maintenance term for the Public Safety Answering Point (PSAP) Customer Premise Equipment (CPE) is scheduled to expire in April 2025; and

WHEREAS, the Fiscal Year 2025-26 maintenance term will begin in April 2025 and end in April 2026; and

WHEREAS, the cost for the Fiscal Year 2024-25 and Fiscal Year 2025-26 maintenance totals $117,814.89; and

WHEREAS, the California Governor's Office of Emergency Services has authorized funding for the City in the amount of $117,814.89 for 9-1-1 equipment maintenance; and

WHEREAS, sufficient funds are available in the General Fund (Fund 010) and will be fully reimbursed by the California Governor's Office of Emergency Services; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom hereby approves the acceptance of the funding from the California Governor's Office of Emergency Services for 9-1-1 Equipment Maintenance in the amount of $117,814.89, and that the Chief Financial Officer is authorized to increase revenue estimates and expenditure appropriations by $117,814.89 in the General Fund (Fund 010).

PASSED AND ADOPTED this 22nd day of April, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11358 - A Resolution Authorizing the City Manager to Execute an Agreement with Water Works Engineers, LLC for the City's Sanitary Sewer Master Plan
FROM:	Environmental and Water Resources Department

RECOMMENDATION / CITY COUNCIL ACTION

The Environmental and Water Resources Department recommends the City Council pass and adopt Resolution No. 11358 - A Resolution Authorizing the City Manager to Execute an Agreement with Water Works Engineers, LLC for the City's Sanitary Sewer Master Plan.

BACKGROUND / ISSUE

In 2017 the City of Folsom updated its Sewer Collection System Evaluation, Capacity Assurance and Capital Plan (SECAP). The evaluation included a significant expansion of the earlier hydraulic model to include approximately 252 miles of the City sewer system. The hydraulic model used the City's standard design storm with a 10-year return, 6-hr duration and is used to evaluate both pump and pipeline capacity to ensure the sewer system has the necessary capacity to operate without impacts to the public or the environment.

The intent of the SECAP is to prevent sewer spills by identifying system hydraulic capacity deficiencies including identification of areas with high inflow and infiltration into the sewer system. Steps are then taken to establish short- and long-term capital improvement projects (CIPs) to address identified hydraulic deficiencies and develop a schedule for implementing the CIP.

The updated State Water Resources Control Board (SWRCB) General Waste Discharge Requirements (GWDR) Order WQ 2022-0103-DWQ for Sanitary Sewer Systems, which went into effect on June 5, 2023, requires the City to update the SECAP and develop a Sanitary Sewer Master Plan. In addition to developing the Sanitary Sewer Master Plan, the City is required to develop a

process that assists the City in prioritizing projects based on the potential consequence of a sewer spill.

In February 2025, the City issued a request for proposals for Consulting Services for the Preparation of a Sanitary Sewer Master Plan. The scope of work request included the following:

1. Review Existing City Information.
2. Develop Land Use Planning Information.
3. Update land-use information based on recently adopted General Plan Amendments.
4. Identify various infrastructure funding opportunities for sewer projects.
5. Evaluate funding mechanisms for the specific overlay areas included in the 2024 amendments to the General Plan and Folsom Plan Area Specific Plan related to increased residential density.
6. Develop Design Flow and Hydraulic Criteria.
7. Hydraulic Model Flow Loading and Initial Model Run.
8. Wastewater Flow Data Analysis and Model Calibration.
9. Capacity Assessment and Sensitivity Analysis.
10. Update the SECAP.
11. Develop Project Prioritization based upon severity of consequences of potential spills.
12. Develop a Five-Year Capital Improvement Project Plan and Cost Estimate.
13. Develop Flow Monitoring locations for the Folsom Plan Area.
14. Prepare and Submit Draft and Final Sanitary Sewer Master Plan.

This resolution will authorize the City Manager to execute an agreement with Water Works Engineers, LLC for the City's Sanitary Sewer Master Plan.

POLICY / RULE

In accordance with Chapter 2.36 of the Folsom Municipal Code, supplies, equipment, services, and construction with a value of $75,049 or greater shall be awarded by City Council.

ANALYSIS

On February 3, 2025, the City issued a Request for Proposal (RFP) to provide consulting services for the preparation of a Sanitary Sewer Master Plan. The City publicly advertised on February 3, 2025 for the Request for Proposal through the Sacramento Bee. Additionally, the RFP was made available on www.virtual-bid.com, www.publicpurchase.com, the City's website and the RFP notification was also e-mailed directly to twenty-five consultants.

The City received one proposal for the City's Sewer Master Plan. After reviewing the proposal for project understanding, deliverables, and project team staffing, the proposal was reviewed for project cost. The fee schedule for the scope of work outlined in the RFP from the consultant is shown in the table below:

Consultant	Total
Water Works Engineers, LLC	$399,938

Water Works Engineers, LLC was determined to provide the best value to the City based on the scope of work provided in their proposal, the project team, their expertise for these types of projects, and the fee amount. Water Works Engineers, LLC included a detailed and thorough project understanding as well as past relevant hydraulic modeling, system evaluation and capacity assurance planning, and various master plans for multiple clients across the Western United States including two agencies within the greater Sacramento Region (City of Roseville and El Dorado Irrigation District). In addition to this, Water Works, LLC has completed multiple design projects for the City as well as several sewer capacity studies both north and south of Highway 50, including hydraulic modeling work associated with recent General Plan Amendments.

This resolution will authorize the City Manager to execute an agreement with Water Works Engineers, LLC for the City's Sanitary Sewer Master Plan in the amount of $399,938.

FINANCIAL IMPACT

Sufficient funds are budgeted and are available in the Wastewater Operating Fund (Fund 530) in FY 2024-25 to provide for this agreement.

ENVIRONMENTAL REVIEW

Citywide sewer conveyance facilities have previously been evaluated at various levels of detail through previous environmental studies associated with the Folsom Area Plan, General Plan and recent amendments to the General Plan.

As part of the scope of work, the project team will prepare an administrative Initial Study (IS) based on State CEQA Guidelines Appendix G that will be the basis of the environmental document to be prepared. The incorporate the previous environmental analyses from the Folsom Area Plan, General Plan, and recent amendments to the General Plan to determine if the Sewer Master Plan improvements would create greater or new impacts to the environmental.

Should the results of the preparation of the administrative draft initial study identify that the environmental impacts of the Sewer Master Plan are adequately addressed in the environmental documents for the Folsom Plan Area, General Plan and recent amendments to the General Plan, an addendum to the General Plan EIR (as provided in State CEQA Guidelines Section 15164) will be prepared.

However, if land areas and/or sewer conveyance corridors where technical analysis of future proposed improvements result in new or greater environmental impacts than identified in previous environmental documents identified above, an Initial Study based on State CEQA Guidelines will be the basis of the environmental document to be prepared and is accounted for in the current scope of work. Upon receiving comments and edits of the Initial Study, an Initial Study Negative Declaration (IS/ND) or Initial Study/Mitigated Negative Declaration (IS/MND) will be prepared.

ATTACHMENT

Resolution No. 11358 - A Resolution Authorizing the City Manager to Execute an Agreement with Water Works Engineers, LLC for the City's Sanitary Sewer Master Plan

Submitted,

_____

Marcus Yasutake, Director
ENVIRONMENTAL AND WATER RESOURCES DEPARTMENT

RESOLUTION NO. 11358

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH WATER WORKS ENGINEERS, LLC FOR THE CITY'S SANITARY SEWER MASTER PLAN

WHEREAS, the City is required to update the System Evaluation and Capacity Assurance Plan (SECAP) to develop a broader Sewer Collection System Master Plan that will comply with the updated State Water Resources Control Board (SWRCB) General Waste Discharge Requirements (GWDR) Order WQ 2022-0103-DWQ for Sanitary Sewer Systems; and

WHEREAS, under the new GWDR, the City is required to develop a Sanitary Sewer Master Plan and prioritize capital improvement projects based on the potential consequence of a sewer spill; and

WHEREAS, Water Works Engineers, LLC by reason of their past experience and abilities for performing these types of services are qualified to perform the required consulting services for the project; and

WHEREAS, sufficient funds are budgeted and available in the Wastewater Operating Fund (Fund 530) for this agreement; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute an agreement with Water Works Engineers, LLC for the City's Sanitary Sewer Master Plan for a not-to-exceed amount of $399,938.

PASSED AND ADOPTED this 22nd day of April, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11359 - A Resolution Authorizing the City Manager to Execute the Phase 2 Water Transmission Facilities Reimbursement Agreement between the City of Folsom and Certain Land Owners in the Folsom Plan Area
FROM:	Environmental and Water Resources Department

RECOMMENDATION / CITY COUNCIL ACTION

The Environmental and Water Resources Department recommends the City Council pass and adopt Resolution No. 11359 - A Resolution Authorizing the City Manager to Execute the Phase 2 Water Transmission Facilities Reimbursement Agreement between the City of Folsom and Certain Land Owners in the Folsom Plan Area.

BACKGROUND / ISSUE

The City of Folsom currently supplies treated and untreated water to an array of residential, commercial, institutional, and industrial users for over 25,000 connections. Based on land use, water demand, and water supply detailed in the City's Water Master Plan, the ultimate Folsom Plan Area (FPA) maximum daily demand is 8.8 million gallons per day (MGD), which does not include the 0.4 MGD demand within the El Dorado Irrigation District service area.

The Phase 2 Water Transmission Facilities includes a new 24" diameter water transmission pipeline that extends from an existing manifold located at the intersection of East Bidwell and Iron Point, on the northerly side of US 50, and extends north to the City's Water Treatment Plant (WTP) by ways of the rail and trail shoulder located on East Bidwell to Oak Avenue Parkway and placement within Oak Avenue Parkway. The project generally consists of the following:

- Additional potholing as needed to identify utility conflicts.
- Development of Traffic Control Plans for work covered in the project plans and specifications.

- Construction of approximately 18,500 L.F. of new 24" pipeline along the Oak Avenue and East Bidwell corridors.
- Construction of tie-ins to existing pipelines at the WTP, Scholar Way and Broadstone Parkway.
- Trail modifications, grading, paving, drainage system modifications, and tree protection.

POLICY / RULE

In accordance with Chapter 2.36 of the Folsom Municipal Code, supplies, equipment, services, and construction with a value of $75,049 or greater shall be awarded by City Council.

ANALYSIS

The City solicited bids for the construction of the Phase 2 Water Transmission Facilities in August 2024 and entered into a construction contract with Mozingo Construction, Inc., who submitted the lowest responsive responsible bid based upon a guaranteed maximum price procurement approach in November 2024. On October 23, 2024, the Folsom Ranch Financing Authority issued and sold $26,735,000 in aggregate principal amount Folsom Ranch Financing Authority City of Folsom Community Facilities District No. 18 (Folsom Plan Area – Area-Wide Improvements and Services) Special Tax Revenue Bonds, Series 2024 (Series 2024 Bonds) to finance certain Authorized Facilities consisting primarily of 18,500 linear feet of 24-inch water transmission pipeline to provide expanded water transmission conveyance capabilities to deliver water from City's water treatment plant to the Folsom Plan Area (Phase 2 Water Transmission Facilities).

The attached agreement memorializes the Land Owner's rights to certain reimbursements related to design work completed at the sole cost and expense of the Land Owners for the construction of Phase 2 Water Transmission Facilities. Following completion and acceptance of the construction work by City, the reimbursements shall be paid by City to the Land Owners as specified in the agreement within thirty (30) days with remaining proceeds of the Bonds (Bond Proceeds), pay-as-you-go (PAYGO) funds, and/or special taxes becoming available to fund the direct payment of the reimbursements and not required to fund debt service or administrative expenses in accordance with the Rate and Method of Apportionment. Effectively, the agreement requires that the construction of the Phase 2 Water Transmission Facilities be accepted and complete prior to reimbursing the Land Owners for previous project costs and expenses.

This resolution will authorize City Manager to execute the Phase 2 Water Transmission Facilities Reimbursement Agreement between the City of Folsom and Certain Land Owners in the Folsom Plan Area.

FISCAL IMPACT

This reimbursement agreement is funded by PAYGO funds from the established Community Facilities District No. 17 (Fund 737) and special tax revenue bond proceeds and PAYGO funds from Community Facilities District No. 18 (Fund 738). Thus, no ratepayer funding will be used for the reimbursements included in this agreement.

ENVIRONMENTAL REVIEW

On December 11, 2012, through Resolution No. 9096, the Folsom City Council approved and certified an addendum to the Environmental Impact Report, along with its related Mitigation Monitoring and Reporting Program, for the Folsom Plan Area (FPA) Specific Plan Project for purposes of analyzing an alternative water supply for the Project. The Addendum concluded that the use of the FPA Water Supply and the changes in the facilities to treat and convey that water supply to the FPA will not (1) result in new significant impacts not identified in the FPA EIR/EIS; (2) substantially increase the severity of impacts previously disclosed in the FPA EIR/EIS; or (3) involve any of the other conditions related to new information that can require a subsequent or supplemental EIR under Public Resources Code section 21166 and CEQA Guidelines section 15162, and that therefore the use of the FPA Water Supply and changes in the facilities to treat and convey that supply will not have any incrementally significant effects on the environment and that the impacts of the use of the FPA Water Supply are within the range of potential impacts identified in the FPA EIR/EIS.

ATTACHMENTS

1. Resolution No. 11359 - A Resolution Authorizing the City Manager to Execute the Phase 2 Water Transmission Facilities Reimbursement Agreement between the City of Folsom and Certain Land Owners in the Folsom Plan Area

2. Folsom Plan Area Phase 2 Water Transmission Facilities Reimbursement Agreement

Submitted,

_____

Stacey Tamagni
FINANCE DIRECTOR/CFO

_____

Marcus Yasutake, Director
ENVIRONMENTAL AND WATER RESOURCES DEPARTMENT

Attachment 1

RESOLUTION NO. 11359

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE PHASE 2 WATER TRANSMISSION FACILTIES REIMBURSEMENT AGREEMENT BETWEEN THE CITY OF FOLSOM AND CERTAIN LAND OWNERS IN THE FOLSOM PLAN AREA

WHEREAS, the City has identified this project as a priority to maintain integrity and operation of the water distribution system; and

WHEREAS, certain Land Owners advanced all necessary project planning and design costs; and

WHEREAS, on October 23, 2024, the Folsom Ranch Financing Authority issued and sold $26,735,000 in aggregate principal amount Folsom Ranch Financing Authority City of Folsom Community Facilities District No. 18 special tax revenue bonds to finance construction of the Phase 2 Water Transmission Facilities and other related costs; and

WHEREAS, sufficient funds are available as PAYGO in the Community Facilities District No. 17 Fund (Fund 737) and Community Facilities District No. 18 Fund (Fund 738); and

WHEREAS, reimbursements will not be issued by the City to the Land Owners until the Phase 2 Water Transmission Facilities are completed and accepted; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute the Phase 2 Water Transmission Facilities Reimbursement Agreement between the City of Folsom and Certain Land Owners in the Folsom Plan Area.

PASSED AND ADOPTED this 22nd day of April 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 2

CITY OF FOLSOM
FOLSOM PLAN AREA
PHASE 2 WATER TRANSMISSION FACILITIES
REIMBURSEMENT AGREEMENT

This Phase 2 Water Transmission Facilities Reimbursement Agreement (the "Agreement") is entered into by and between the City of Folsom, a municipal corporation (hereinafter "City"), on the one hand, and Arcadian Improvement Company, LLC, a California limited liability company ("Arcadian"), CMB Improvement Company, LLC, a California limited liability company ("CMB"), Dignity Health, a California nonprofit public benefit corporation ("Dignity Health"), Eagle Commercial Partners, LLC, a Delaware limited liability company ("ECP"), Eagle Office Properties, LLC, a Delaware limited liability company ("EOP"), East Carpenter Improvement Company, a California limited liability company ("ECIC"), Easton Valley Holdings, LLC, a Delaware limited liability company ("Easton"), Elliott Homes, Inc., an Arizona corporation ("Elliott"), Folsom Real Estate South, LLC, a Delaware limited liability company ("FRES"), Gragg Ranch Recovery Acquisition, LLC, a Delaware limited liability company ("Gragg"), Hillsborough North, LLC, a Delaware limited liability company ("Hillsborough"), J&Z Property, LLC, a Delaware limited liability company ("J&Z"), Lennar Homes of California, LLC, a California limited liability company ("Lennar"), TCS Improvement Company, LLC, a California limited liability company ("TCS"), University of California Davis Health ("UC Davis"), West Prairie Estates, LLC, a Delaware limited liability company ("WPE"), and Woodside 05N, LP, a California limited partnership ("Woodside") on the other hand (individually, Arcadian, CMB, Dignity Health, ECP, EOP, ECIC, Easton, Elliott, FRES, Gragg, Hillsborough, J&Z, Lennar, TCS, UC Davis, WPE, and Woodside are referred to herein as an "Owner", and, collectively, as the "Owners") as of the 30th day of April 2025 (the "Effective Date").

RECITALS

WHEREAS, on December 8, 2015, City adoped Resolution No. 9692 to form City of Folsom Community Facilities District No. 18 (Folsom Plan Area – Area-Wide Improvements and Services) (the "District") within the Folsom Plan Area to fund the acquisition, construction, and improvement of public facilities authorized under the Mello-Roos Community Facilities Act of 1982, as amended, constituting Section 53311, et seq. of the California Government Code, including, certain water facilities, sanitary sewer facilities, an aquatic center, quarry road improvements, certain trails, interchanges and roadway widenings, and other backbone infrastructure needed to serve the Folsom Plan Area ("Authorized Facilities"); and

WHEREAS, the District levies special taxes to fund, among other things, the Authorized Facilities; and

WHEREAS, on October 23, 2024, the Folsom Ranch Financing Authority (the "Authority") issued and sold $26,735,000 in aggregate principal amount Folsom Ranch Financing Authority City of Folsom Community Facilities District No. 18 (Folsom Plan Area – Area-Wide Improvements and Services) Special Tax Revenue Bonds, Series 2024 (the "Series 2024 Bonds") to finance certain Authorized Facilities consisting primarily of 18,500 linear feet of 24-inch water transmission pipeline to provide expanded water transmission conveyance capabilities to deliver water from City's water treatment plant to the Folsom Plan Area (the "Phase 2 Water Transmission Facilities"); and

WHEREAS, the District intends to cause the Authority to issue and sell additional series of Folsom Ranch Financing Authority City of Folsom Community Facilities District No. 18 (Folsom Plan Area – Area-Wide Improvements and Services) Special Tax Revenue Bonds

(together with the Series 2024 Bonds, the "Bonds") to fund, among other things, the Authorized Facilities; and

WHEREAS, City solicited bids for the construction of the Phase 2 Water Transmission Facilities in August 2024 and entered into a construction contract with the contractor submitting the lowest responsive responsible bid based upon a guaranteed maximum price procurement approach in November 2024 ("Construction Work"); and

WHEREAS, City expects to commence the Construction Work using proceeds of the 2024 Series Bonds in the first quarter of 2025 and for construction to last approximately 18 months; and

WHEREAS, Owners advanced all necessary costs to plan and design the Phase 2 Water Transmission Facilities ("Design Work"); and

WHEREAS, City and Owners desire to memorialize (1) Owners' rights to reimbursements equal to the Total Eligible Costs (as defined herein) of the Design Work ("Reimbursements") as provided herein, and (2) City's right to use proceeds of the 2024 Series Bonds to finance the Construction Work prior to paying Owners the Reimbursements; and

WHEREAS, any and all monetary obligations of City arising out of this Agreement with respect to the Reimbursements are the special and limited obligations of City payable only from special taxes and proceeds of the Bonds and no other funds whatsoever of the District, the Authority, or City shall be obligated therefor under any circumstances.

NOW, THERFORE, in consideration of the mutual promises contained herein, City and Owners agree as follows:

SECTION 1 DESIGN AND PLANNING WORK

Owners have caused the completion of the Design Work, at their sole cost and expense, and delivered the same to City for City's use in the Construction Work. The Design Work was prepared by licensed third party consultants and professionals and not the Owners. Owners make no, and expressly disclaim and negate any, representation, warranty, guaranty, or assurance, express or implied, oral or written, made directly or through any employee or agent, with respect to the Design Work or its use for the Construction Work, including, without limitation, as to the accuracy, adequacy, fitness, or completeness of the Design Work or its use for the Construction Work.

SECTION 2 REIMBURSEMENT

City and Owners agree that the amount of Reimbursements owed to each Owner for the Design Work is as set forth on **Exhibit A** attached hereto and incorporated herein ("Total Eligible Costs"). Following completion and acceptance of the Construction Work by City and further expressly subject to Section 3 below, the Reimbursements shall be paid by City to Owners as specified and in the amounts or percentages, as applicable, listed on **Exhibit A** within thirty (30) days of proceeds of the Bonds ("Bond Proceeds") and/or special taxes becoming available to fund the direct payment of the Reimbursements and not required to fund debt service or Administrative Expenses as defined in and determined in accordance with the Rate and Method of Apportionment for the District (the "Available Pay-Go Proceeds" and together with the Bond Proceeds, the "Available CFD Amount"). The Reimbursements shall be paid by City based on the percentages listed on **Exhibit A** only if the Available CFD Amount is

insufficient to pay the Reimbursements owed to each owner in the amounts listed in **Exhibit A** at the time of any such payment.

SECTION 3 PRIORITY ORDER OF REIMBURSEMENT

As between the Construction Work and the Design Work, the Available CFD Amount shall be used first to fund City's Construction Work, and second to pay Owners the Reimbursements. For the avoidance of doubt, City shall pay Owners the Reimbursements only after completion and acceptance of the Construction Work by City, if there is any Available CFD Amount remaining after paying for the Construction Work, and prior to using any Available CFD Amount to finance any Authorized Facilities other than the Construction Work, including but not limited to the Zone 4 water facilities (consisting of a zone-specific water tank and booster pump station) and the remaining phase 2 water facilities not included in the Construction Work (consisting of another zone-specific water tank and booster pump station). Nothing herein is intended or shall be construed to amend or otherwise affect any Acquisition and Shortfall Agreement previously entered into and approved by City with respect to the District, including but not limited to the reimbursement priority provided thereunder.

SECTION 4 "TRUE UP" OF REIMBURSEMENT

City acknowledges and agrees that Owners have provided the following items to the City for purposes of determining the Total Eligible Costs incurred by Owners for the Design Work that qualifies for Reimbursement: (i) copies of the original contract and any change orders that have been agreed to by Owners, consultant, and City; (ii) copies of all invoices; (iii) copies of all checks issued by Owners with related invoices indicated; and (iv) a summary tabulation of all invoices and payments by Owners.

SECTION 5 ATTORNEY'S FEES

If any suit, action or proceeding in law or equity is brought to enforce the provisions of this Agreement, the prevailing party(ies) shall be entitled to reasonable costs and attorneys' fees.

SECTION 6 AUTHORITY TO ENTER INTO AGREEMENT

Owners and City certify that they have the authority and are legally empowered to enter into this Agreement on behalf of their entity and to bind their party to the performance of its obligations hereunder.

SECTION 7 NOTICES

Any notices, requests, demands, or other communications required or permitted to be given under this Agreement may be sent to the parties at the addresses below by (a) personal delivery, (b) a nationally recognized overnight courier for overnight delivery, in which case notice shall be deemed delivered one (1) business day after deposit with such courier, or (c) electronic mail (email) transmission (followed by hard copy deposited the same day for delivery pursuant to subparts (a) or (b)), in which case notice shall be deemed delivered upon verification that transmission to recipient was completed; provided that any notice given by electronic mail on a non-business day or after 5:00 p.m. (local time in Folsom, CA) on a business day shall be effective on the immediately succeeding business day. Verification that notices sent by electronic mail have been completed shall occur through any one of the following means: (i) confirmation of receipt sent by the recipient by any means; (ii) a response from the recipient referring to the particular notice or specific contents of the notice; or (iii) any other method clearly establishing the actual receipt of the notice by the addressee. The below

mailing addresses and email addresses may be changed by written notice to the other parties; provided that no notice of a change of address or email address shall be effective until actual receipt of such notice.

(a) If to City:

City of Folsom
Attn: Rebecca Neves, City Engineer
50 Natoma Street
Folsom, CA 95630
E-mail: rebeccaneves@folsom.ca.us

With a copy to:

City of Folsom
Attn: Stacey Tamagni, Finance Director/SPIF Fee Program Administrator
50 Natoma Street
Folsom, CA 95630
E-mail: stamagni@folsom.ca.us

City of Folsom
Attn: Marcus Yasutake, Director, Environmental and Water Resources Department
50 Natoma Street
Folsom, CA 95630
E-mail: myasutake@folsom.ca.us

(b) If to Owners:

See Exhibit B

Each party may change its mailing address at any time by giving written notice of such changes to the other party in the manner provided herein.

SECTION 8 TERM

The term of this Agreement shall start on the day and year duly executed by all parties and shall remain in effect until all the terms and conditions contained in this Agreement have been satisfied.

SECTION 9 SEVERABILITY

If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining portions hereof shall not in any way be affected or impaired thereby.

SECTION 10 EXHIBITS

The Exhibits attached hereto are hereby incorporated herein by this reference.

SECTION 11 ENTIRE AGREEMENT

This Agreement constitutes the entire understanding of the parties regarding the subject matter hereof. The Agreement may be amended only by writing executed by all parties.

SECTION 12 COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original, and taken together shall constitute one document.

SECTION 13 EFFECTIVE DATE

The date of City's execution of this Agreement shall be deemed to be the "Effective Date" of this Agreement. Upon execution of this Agreement by City, City shall insert the Effective Date in the Preamble to this Agreement and provide a copy of this fully executed and dated Agreement to Owners on or before March 1, 2025.

SECTION 14 THIRD PARTY LIABILITY

City does not assume any liability, duty, or obligation to Owners' consultants, contractors, subcontractors, agents, or any person or entity not a party to this Agreement by execution or performance of this Agreement. There are no third party beneficiaries of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above-written.

CITY:

CITY OF FOLSOM,
a municipal corporation

_____
By: _____
Its: City Manager

ATTEST:

_____
By: _____
Its: City Clerk

APPROVED AS TO CONTENT:

_____
By: _____
Its: Community Development Department Director

APPROVED AS TO CONTENT:

_____
By: _____
Its: Finance Director/SPIF Administrator

APPROVED AS TO CONTENT:

_____
By: _____
Its: City Engineer

APPROVED AS TO FORM:

_____
By: _____
Its: City Attorney

OWNERS:

ARCADIAN IMPROVEMENT COMPANY, LLC, a California limited liability company

By: HBT 1C, LLC,
a California limited liability company
Its: Manager

By: _____
William B. Bunce, Member

CMB IMPROVEMENT COMPANY, LLC, a California limited liability company

By: HBT CMB, LLC,
a California limited liability company
Its: Managing Member

By: _____

Name: William B. Bunce
Its: Manager

DIGNITY HEALTH, a California nonprofit public benefit corporation

By: _____
Name: Travis Messina
Its: Senior Vice President

APPROVED AS TO FORM:
(Outside Counsel for Dignity Health)

MURPHY AUSTIN ADAMS SCHOENFELD LLP

By: _____
Name: R. Brooks Whitehead
Title: Partner

EAGLE COMMERCIAL PARTNERS, LLC, a Delaware limited liability company

By: _____
Name: _____
Its: _____

EAGLE OFFICE PROPERTIES, LLC, a Delaware limited liability company

By: _____
Name: _____
Its: _____

EAST CARPENTER IMPROVEMENT COMPANY, a California limited liability company

By: HBT ECIC, LLC,
a California limited liability company
Its: Managing Member

By: _____
Name: William B. Bunce
Its: Manager

EASTON VALLEY HOLDINGS, LLC, a Delaware limited liability company

By: HBT Carpenter, LLC,
a Delaware limited liability company
Its: Managing Member

By: _____
William B. Bunce
Its: Manager

ELLIOTT HOMES, INC., an Arizona corporation

By: _____
Name: _____
Its: _____

FOLSOM REAL ESTATE SOUTH, LLC,
Delaware limited liability company

By: HBT Mangini, LLC,
a Delaware limited liability company
Its: Managing Member

By: _____,
William B. Bunce
Its: Manager

GRAGG RANCH RECOVERY ACQUISITION, LLC, a Delaware limited liability company

By: _____
Name: _____
Its: _____

HILLSBOROUGH NORTH, LLC,
a Delaware limited liability company

By: HBT Hillsborough, LLC,
a Delaware limited liability company
Its: Managing Member

By: _____
William B. Bunce
Its: Manager

J&Z PROPERTY, LLC,
a Delaware limited liability company

By: HBT J&Z, LLC,
a Delaware limited liability company
Its: Managing Member

By: _____
William B. Bunce
Its: Manager

LENNAR HOMES OF CALIFORNIA, LLC,
a California limited liability company

By: _____
Name: _____
Its: _____

TCS IMPROVEMENT COMPANY, LLC,
a California limited liability company

By: HBT Town Center, LLC,
a California limited liability company
Its: Manager

By: _____
William B. Bunce, Member

UNIVERSITY OF CALIFORNIA DAVIS HEALTH

By: _____
Name: _____
Its: _____

WEST PRAIRIE ESTATES, LLC,
a Delaware limited liability company

By: HBT Carpenter, LLC,
a Delaware limited liability company
Its: Managing Member

By: _____
William B. Bunce
Its: Manager

WOODSIDE 05N, LP,
a California limited partnership

By: WDS GP, Inc.,
a California corporation
Its: General Partner

By: _____
Michael LaFortune
Its: Authorized Signer

Exhibit A

Total Eligible Costs

ENTITY		AMOUNT	%
Arcadian Improvement Company, LLC		$ 70,905.43	3.01%
CMB Improvement Company, LLC		$ 116,840.83	4.96%
Dignity Health		$ 55,760.50	2.37%
Eagle Commercial Partners, LLC		$ 196,087.96	8.32%
Eagle Office Properties, LLC		$ 45,525.52	1.93%
East Carpenter Improvement Company, LLC		$ 149,820.11	6.36%
Easton Valley Holdings, LLC		$ 277,968.12	11.80%
Elliott Homes, Inc.		$ 29,162.25	1.24%
Folsom Real Estate South, LLC		$ 372,194.60	15.80%
Gragg Ranch Recovery Acquisition, LLC		$ 72,257.58	3.07%
Hillsborough North, LLC		$ 469,209.62	19.92%
J&Z Properties, LLC		$ 32,508.14	1.38%
Lennar Homes of California, LLC		$ 211,264.32	8.97%
TCS Improvement Company, LLC		$ 66,900.80	2.84%
UC Davis Health		$ 40,422.12	1.72%
West Prairie Estates, LLC		$ 147,700.01	6.27%
Woodside 05N, LP		$ 1,134.09	0.05%
	Total:	**$ 2,355,662.00**	**100.00%**

Exhibit B

Onwer Notice Information

[See Attached]

Entity	Contact	Address	Email
Arcadian Improvement Company, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
CMB Improvement Company, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
Dignity Health	Corporate Real Estate	CommonSpirit Health Attn: SSVP NRES 198 Inverness Drive West Englewood, CO 80112 With copy to: CommonSpirit Health Attn: Legal Team 3200 N. Central Avenue, 23rd Floor Phoenix, AZ 85012	robert.o'hare@commonspirit.org
Eagle Commercial Partners, LLC	Jim Galovan	100 Pine Street, Floor 29, San Francisco, CA 94111	jgalovan@pccpllc.com
Eagle Office Properties, LLC	Jim Galovan	100 Pine Street, Floor 29, San Francisco, CA 94111	jgalovan@pccpllc.com
Easton Valley Holdings, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
East Carpenter Improvement Company, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
Elliott Homes, Inc.	Price Walker	340 Palladio Parkway, Suite 521, Folsom, CA 95630	p.walker@elliotthomes.com
Folsom Real Estate South, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
Gragg Ranch Recovery Acquisition, LLC	Patrick Parker	c/o Raintree Investment., 10421 S. Jordan Gateway, Suite 200,	pparker@raintree.us.com

Entity	Contact	Address	Email
		South Jordan, UT 84095	
Hillsborough North, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
J&Z Property, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
Lennar Homes of California, LLC	Larry Gualco	1025 Creekside Ridge Drive, Suite 240, Roseville, CA 95678	larry.gualco@lennar.com
TCS Improvement Company, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
UC Davis Health	Lisa Hinton	4620 V Street, Sacramento, CA 95817	lmhinton@ucdavis.edu
West Prairie Estates, LLC	William Bunce	4370 Town Center Blvd., Suite 100, El Dorado Hills, CA 95762	bbunce@westlandcp.com
Woodside 05N, LP	Michael LaFortune	1130 Iron Point Road, Suite 200 Folsom, CA 95630	Michael.LaFortune@woodsidehomes.com

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11360 – A Resolution Authorizing the City Manager to Execute a Program Supplement Agreement to Administering Agency-State Agreement 03-5288F15 for the Folsom Lake Crossing Safety Improvements Phase 2 Project
FROM:	Public Works Department

RECOMMENDATION / CITY COUNCIL ACTION

The Public Works Department recommends that the City Council pass and adopt Resolution No. 11360 – A Resolution Authorizing the City Manager to Execute a Program Supplement Agreement to Administering Agency-State Agreement 03-5288F15 for the Folsom Lake Crossing Safety Improvements Phase 2 Project.

BACKGROUND / ISSUE

The Folsom Lake Crossing Median Barrier Phase 2 Project aims to enhance roadway safety along the segment of Folsom Lake Crossing between Folsom Dam Road and Folsom Auburn Road. This corridor serves as a high-volume arterial route. Phase 1 safety improvements were completed in 2023, including open-grade friction course resurfacing, a thrie-beam median barrier, dynamic speed warning signs, and updated striping.

Despite these efforts, further enhancements are needed to address ongoing safety concerns, particularly regarding head-on collisions, nighttime visibility, and turning conflicts at the intersection with Gun Range Road. The Phase 2 scope analyzes and designs additional roadway safety improvements, including new or modified median barriers, enhanced lighting options (wired and solar), dynamic signage, reduced lane width configurations, and increased use of delineators, reflectors, and retro-reflective object markers.

In response to Congressman Kiley's call for Congressionally Directed Spending projects, the City of Folsom Public Works Department submitted the Phase 2 project and was awarded

$1.04 million in federal funding. Local matching funds of $134,743, sourced from the Transportation Improvement Fund (Fund 446), will supplement the total project cost.

To access these federal funds, the City must execute a Program Supplement Agreement with Caltrans. This agreement is required before the City can invoice Caltrans for reimbursable project expenses. Once executed, the City will initiate the Preliminary Engineering phase by advertising a Request for Proposals (RFP). This phase includes the preparation of plans, specifications, and estimates (PS&E), right-of-way coordination, utility relocation analysis, environmental clearance (CEQA/NEPA), and public engagement.

POLICY / RULE

Caltrans requires that the executed Program Supplement Agreement be accompanied by a certified Resolution clearly identifying the representative who is authorized to sign on the Agency's behalf.

ANALYSIS

The City of Folsom is required to execute the Program Supplement Agreement with Caltrans Local Assistance before invoicing Caltrans for any reimbursable costs.

FINANCIAL IMPACT

The City of Folsom was awarded $1,040,000 in Congressionally Directed Spending to support the design and construction phases of the project. In accordance with federal funding requirements, the City must provide an 11.47% local match, which equates to $134,743, for a total funding amount of 1,174,743.

Sufficient matching funds are available in the Transportation Improvement Fund (Fund 446) to meet the local match required. During the design phase, a cost estimate will be produced to determine the actual costs of the project. These combined funding sources will likely fully fund the Preliminary Engineering phase and possibly the Construction Phase, subject to future City Council approval of consultant agreements and construction contracts.

ENVIRONMENTAL REVIEW

As part of the Preliminary Engineering phase of this project, an analysis will be performed to determine compliance with the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).

ATTACHMENTS

1. Resolution No. 11360 – A Resolution Authorizing the City Manager to Execute a Program Supplement Agreement to Administering Agency-State Agreement 03-5288F15 for the Folsom Lake Crossing Safety Improvements Phase 2 Project.

2. Program Supplement Agreement F035 to Administer Agency-State Agreement for Federal-Aid Project No. 03-5288F15

3. Map of Project Location

Submitted,

_____

Mark Rackovan, PUBLIC WORKS DIRECTOR

Attachment 1

RESOLUTION NO. 11360

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROGRAM SUPPLEMENT AGREEMENT TO ADMINISTERING AGENCY-STATE AGREEMENT 03-5288F15 FOR THE FOLSOM LAKE CROSSING SAFETY IMPROVEMENTS PHASE 2 PROJECT

WHEREAS, the Public Works Department responded to a call for projects for Congressionally Directed Spending funds for the Folsom Lake Crossing Safety Improvement Phase 2 Project; and

WHEREAS, the project was selected to receive $1.04 million in Congressionally Directed Spending funds; and

WHEREAS, the executed Program Supplement Agreement must be returned to Caltrans before invoicing for any reimbursable expenses; and

WHEREAS, Caltrans requires that the signed Program Supplement Agreement is accompanied by a certified Resolution that identifies the representative who is authorized to sign on the Agency's behalf; and

WHEREAS, the local matching funds required are 11.47% of received federal funds, or $134,743, and funds are available in the Transportation Improvement Fund (Fund 446); and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute a Program Supplement Agreement to Administering Agency-State Agreement 03-5288F15 for the Folsom Lake Crossing Safety Improvement Phase 2 Project.

PASSED AND ADOPTED this 22nd day of April 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 2

PROGRAM SUPPLEMENT NO. F035
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 03-5288F15

Adv. Project ID
0325000141

Date: Ma
Location: 03-SAC-0-FOL
Project Number: CPFL-5288(055)
E.A. Number:
Locode: 5288

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 10/18/2016 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. approved by the Administering Agency on (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION: In the City of Folsom, on Folsom Lake Crossing between Folsom Auburn Road and Folsom Dam Road

TYPE OF WORK: Construct Roadway Safety Improvements including a Median Barrier and Pavement Resurfacing

LENGTH: 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds		
	Y603	$400,000.00	LOCAL		OTHER
$451,824.00			$51,824.00		$0.00

CITY OF FOLSOM

By _____

Title _____

Date _____

Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____

Chief, Office of Project Management Oversight
Division of Local Assistance

Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer _____ **Date** 03/21/2025 $400,000.00

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which might be made available by future Federal obligations will be encumbered on this PROJECT by use of a STATE-approved "Authorization to Proceed" and Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.6 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

SPECIAL COVENANTS OR REMARKS

F. Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

SPECIAL COVENANTS OR REMARKS

2. A. ADMINISTERING AGENCY shall conform to all State statutes, regulations and procedures (including those set forth in the Local Assistance Procedures Manual and the Local Assistance Program Guidelines, hereafter collectively referred to as "LOCAL ASSISTANCE PROCEDURES") relating to the federal-aid program, all Title 23 Code of Federal Regulation (CFR) and 2 CFR Part 200 federal requirements, and all applicable federal laws, regulations, and policy and procedural or instructional memoranda, unless otherwise specifically waived as designated in the executed project-specific PROGRAM SUPPLEMENT.

B. Invoices shall be formatted in accordance with LOCAL ASSISTANCE PROCEDURES.

C. ADMINISTERING AGENCY must have at least one copy of supporting backup documentation for costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.

D. Indirect Cost Allocation Plan/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to STATE (Caltrans Audits & Investigations) for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of indirect costs incurred within each fiscal year being claimed for State and federal reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the Local Assistance Procedural Manual, and the ICAP/ICRP approval procedures established by STATE.

E. STATE will withhold the greater of either two (2) percent of the total of all federal funds encumbered for each PROGRAM SUPPLEMENT or $40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.

F. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid rank and file STATE employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by ADMINISTERING AGENCY are in excess of DPA rates, ADMINISTERING AGENCY is responsible for the cost difference, and any overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand within thirty (30) days of such invoice.

SPECIAL COVENANTS OR REMARKS

G. ADMINISTERING AGENCY agrees to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards.

H. ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items.

I. Every sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR, Part 200, 23 CFR, 48 CFR Chapter 1, Part 31, Local Assistance Procedures, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), and other applicable STATE and FEDERAL regulations.

J. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, 23 CFR, 48 CFR, Chapter 1, Part 31, and other applicable STATE and FEDERAL regulations, are subject to repayment by ADMINISTERING AGENCY to STATE.

K. STATE reserves the right to conduct technical and financial audits of PROJECT WORK and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by the following paragraph:

ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above referenced parties shall make such AGREEMENT, PROGRAM SUPPLEMENT, and contract materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years from the date of submission of the final expenditure report by the STATE to the FHWA.

L. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system

SPECIAL COVENANTS OR REMARKS

of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices set to or paid by STATE.

M. ADMINISTERING AGENCY is required to have an audit in accordance with the Single Audit Act of 2 CFR 200 if it expends $750,000 or more in Federal Funds in a single fiscal year of the Catalogue of Federal Domestic Assistance.

N. ADMINISTERING AGENCY agrees to include all PROGRAM SUPPLEMENTS adopting the terms of this AGREEMENT in the schedule of projects to be examined in ADMINISTERING AGENCY's annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with 2 CFR, Part 200.

O. ADMINISTERING AGENCY shall not award a non-A&E contract over $5,000, construction contracts over $10,000, or other contracts over $25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. Contracts awarded by ADMINISTERING AGENCY, if intended as local match credit, must meet the requirements set forth in this AGREEMENT regarding local match funds.

P. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain provisions B, C, F, H, I, K, and L under Section 2 of this agreement.

3. Appendix E of the Title VI Assurances (US DOT Order 1050.2A)

During the performance of this agreement, the ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractor, (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
C. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), (prohibits discrimination on the basis of sex);
D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as

SPECIAL COVENANTS OR REMARKS

amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
F. Airport and Airway Improvement Act of 1982, (49 U.S.C. 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or
activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
H. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
I. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
L. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

4. In the event that construction of this project of the initial federal authorization for right of way is not started by the close of the twentieth fiscal year following the fiscal year in which the right of way is authorized, the ADMINISTERING AGENCY shall repay the Federal Highway Administration through Caltrans the sum of Federal funds paid under the terms of this agreement.

   Authorizing the ROW phase of a project as Advance Construction does not exempt the project from the provisions of 23 U.S.C. 108(a)(2), and 23 CFR 630.112(c)(1).

Attachment 3

MAP OF PROJECT LOCATION AND EXPECTED LIMITS OF WORK



Previously installed guard rail style
Anticipated to match new section

Folsom Lake Crossing

Folsom-Auburn Road

East Natoma Street

Planned Limits of Project (Subject to Funds Available)

Previous Phase of Safety Improvements

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11361 - A Resolution Authorizing the City Manager to Execute a Construction Agreement with Consolidated Engineering, Inc. for the Pavement Repair and Resurfacing Project (Project 8017) FY 2024-25
FROM:	Public Works Department

RECOMMENDATION / CITY COUNCIL ACTION

The Public Works Department recommends that the City Council pass and adopt Resolution No. 11361 - A Resolution Authorizing the City Manager to Execute a Construction Agreement with Consolidated Engineering, Inc. for the Pavement Repair and Resurfacing Project (Project 8017) FY 2024-25.

BACKGROUND / ISSUE

The City of Folsom Public Works Department maintains a Pavement Management Program (PMP) that is updated every five years. This program serves to identify road maintenance and repair needs throughout the city. The goal of the program is to maintain the overall Pavement Condition Index (PCI) of the city using Measure A and SB1 Gas Tax funds.

This project aims to address many of the road maintenance and rehabilitation needs of the city as outlined in the PMP. This involves a three-pronged approach of preventative maintenance, repairs, and rehabilitation. The scope of work includes milling and replacement of asphalt, crack filling, slurry sealing, installation of concrete gutters, sidewalks, and curbs, removal and replacement of ADA ramps and manholes, curb painting, pavement markings, and thermoplastic striping.

Construction is anticipated to begin in early May and be completed by August 2025.

POLICY / RULE

Section 2.36.120 of the Folsom Municipal Code states, in part, that contracts for supplies, equipment, services, and construction with an estimated value of $75,049 or greater shall be awarded by the City Council.

ANALYSIS

Public Works staff prepared the bid package, and the project was publicly advertised on February 12, 2025. On April 2, 2025, the Public Works Department received the following bids:

• Consolidated Engineering, Inc.	$ 1,408,999.00
• ALL Phase Construction, Inc.	$ 1,429,985.00
• Central Valley Engineering & Asphalt, Inc.	$ 1,585,669.00
• Doug Veerkamp General Engineering, Inc.	$ 1,676,705.00
• All American Construction, Inc.	$ 1,695,730.00
• VSS International	$ 1,750,120.00
• B&M Civil LLC	$ 2,011,300.00
• Martin Brothers Construction, Inc.	$ 2,108,890.00
• Pavement Coatings Co.	$ 2,182,635.00

The Engineer's Estimate for this project was $1,900,000.00. The Public Works Department has evaluated the bids received and recommends that the contract be awarded to the low-bidder, Consolidated Engineering, Inc.

Staff will use the City's standard Construction Agreement in a form acceptable to the City Attorney.

FINANCIAL IMPACT

The contract with Consolidated Engineering, Inc. would be authorized for $1,408,999.00 with the project budgeted for a total of $1,549,898.90 which will include a 10% contingency amount of $140,899.90 for potential change orders.

Sufficient funding is currently budgeted and available in the Pavement Repair and Resurfacing Project (Project 8017), with allocations from SB-1 funds (Fund 235) and Measure A funds (Fund 276), to fully cover the $1,549,898.90 cost of the contract and 10% contingency.

ENVIRONMENTAL REVIEW

This project is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.

ATTACHMENT

Resolution No. 11361 - A Resolution Authorizing the City Manager to Execute a Construction Agreement with Consolidated Engineering, Inc. for the Pavement Repair and Resurfacing Project (Project 8017) FY 2024-25

Exhibit A – Map of Proposed Work
Exhibit B – Project Details

Submitted,

_____
Mark Rackovan, PUBLIC WORKS DIRECTOR

RESOLUTION NO. 11361

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION AGREEMENT WITH CONSOLIDATED ENGINEERING, INC. FOR THE PAVEMENT REPAIR AND RESURFACING PROJECT (PROJECT 8017) FY 2024-25

WHEREAS, the City of Folsom desires to repair and rehabilitate the existing pavement and asphalt on various roadways within the City; and

WHEREAS, a map identifying the proposed work can be found in Exhibit A and the details of the proposed work can be found in Exhibit B; and

WHEREAS, the project was publicly advertised, and the bids were received on April 2, 2025, with Consolidated Engineering, Inc. being the lowest responsible bidder; and

WHEREAS, sufficient funding is currently budgeted and available in the Pavement Repair and Resurfacing Project (Project 8017), with allocations from SB-1 funds (Fund 235) and Measure A funds (Fund 276), to fully cover the $1,549,898.90 cost of the contract and 10% contingency; and

WHEREAS, the contract will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute a Construction Agreement with Consolidated Engineering, Inc. for the Pavement Repair and Resurfacing Project (Project 8017) FY 2024-25 in the amount of $1,408,999, with the budgeted amount to include a 10% contingency for a total not-to-exceed amount of $1,549,898.90.

PASSED AND ADOPTED on this 22nd day of April 2025, by the following roll-call vote:

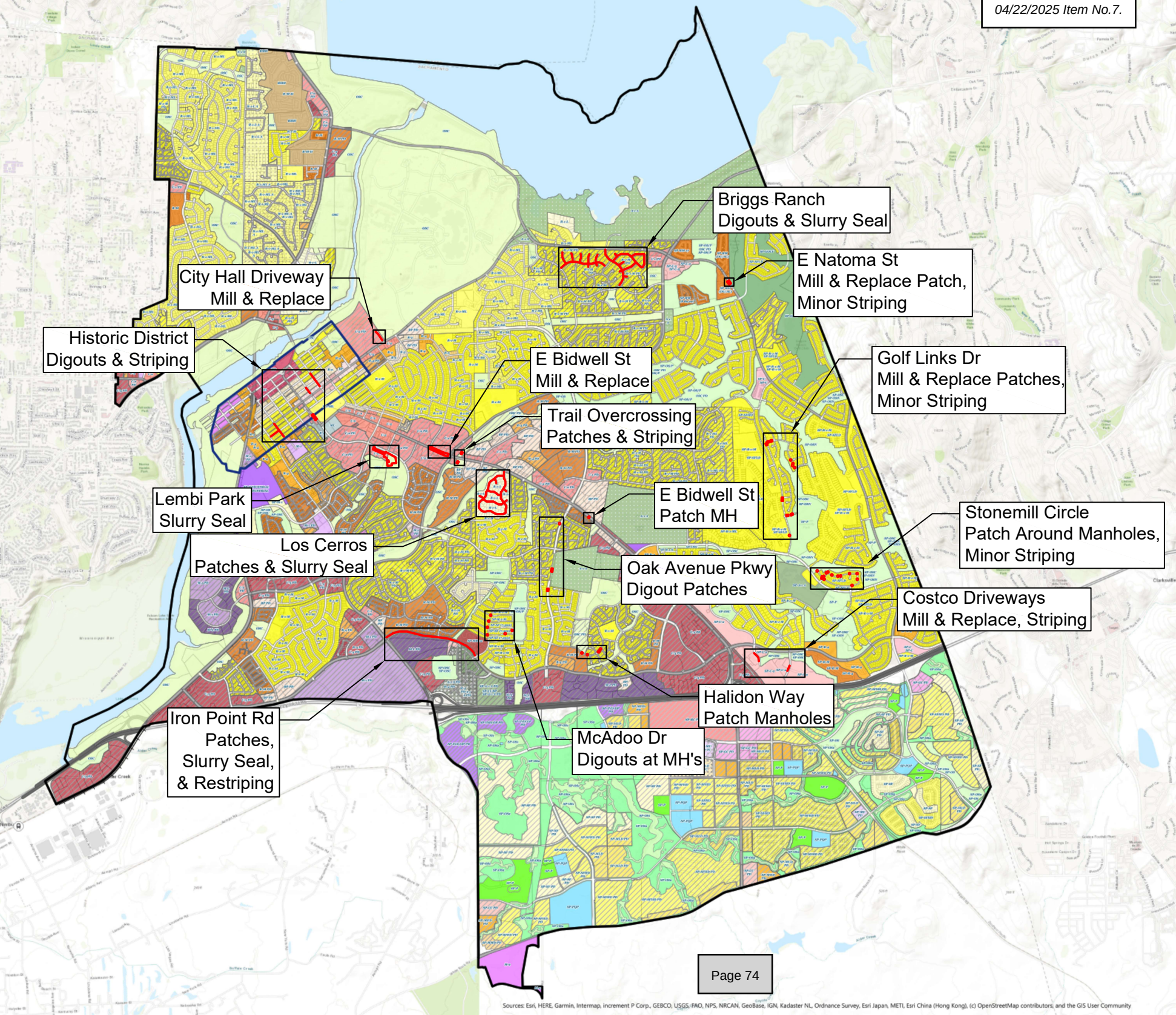
AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Resolution No. 11361
Exhibit A – Map of Proposed Work



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Resolution No. 11361
Exhibit B – Project Details

Pavement Repair & Resurfacing Project FY 24-25

The City of Folsom
CA, 95630

City Hall Driveway - From Natoma Street to 300’ Into the Property



Item	Description	Quantity
Mill and Replace Asphalt	2” depth milling and replacement of asphalt driveway.	
2-Coat Paint Striping - Crosswalk	Restripe impacted crosswalk with 2-coat paint. Match existing layout. (4” white lines)	50 SF
2-Coat Paint Striping - White Parking Brackets	Restripe impacted white parking brackets with 2-coat paint. Match existing layout.	110 SF

Reading Street - From Bidwell Street to Natoma Street



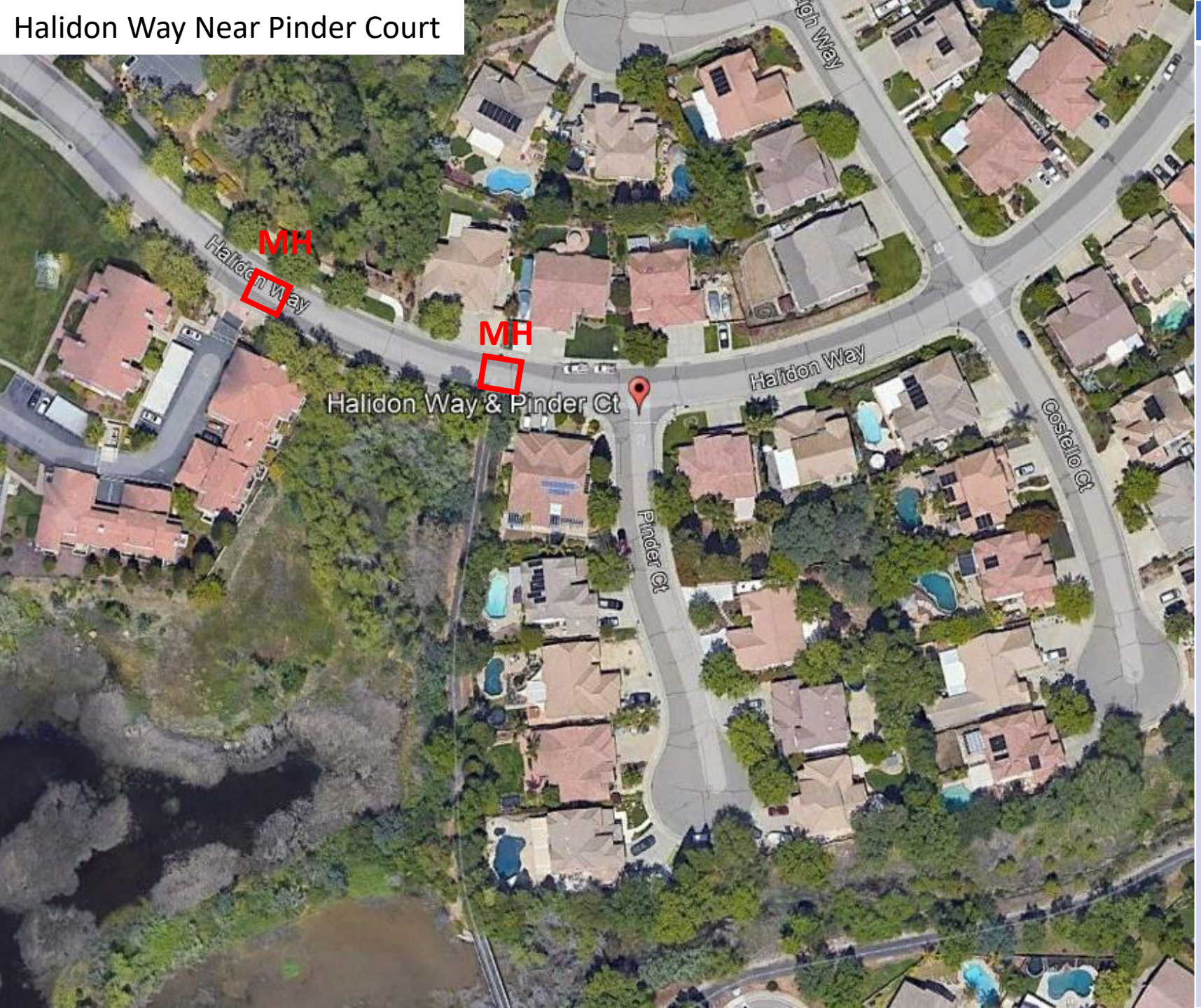
Item	Description	Quantity
Mill and Replace Asphalt	3” depth milling an replacement of asphalt roadway.	SF tons
Thermoplastic Striping - Stop Bars	Restripe stop bars along Reading St as per 2024 Caltrans Standard Plans and Specifications, according to existing layout. 12” wide and 20’ long each.	60 SF
Thermoplastic Striping - STOP Legends	Restripe thermoplastic STOP legends along Reading St as per 2024 Caltrans Standard Plans and Specifications, according to existing layout.	4 (~90 SF)
Thermoplastic Striping - Basic Crosswalk	Restripe basic-style crosswalk at N approach of the intersection at Natoma St as per Section A24F of the 2024 Caltrans Standard Plans and Specifications. Match existing layout.	100 SF

Persifer Street - From Sibley Street to Reading Street



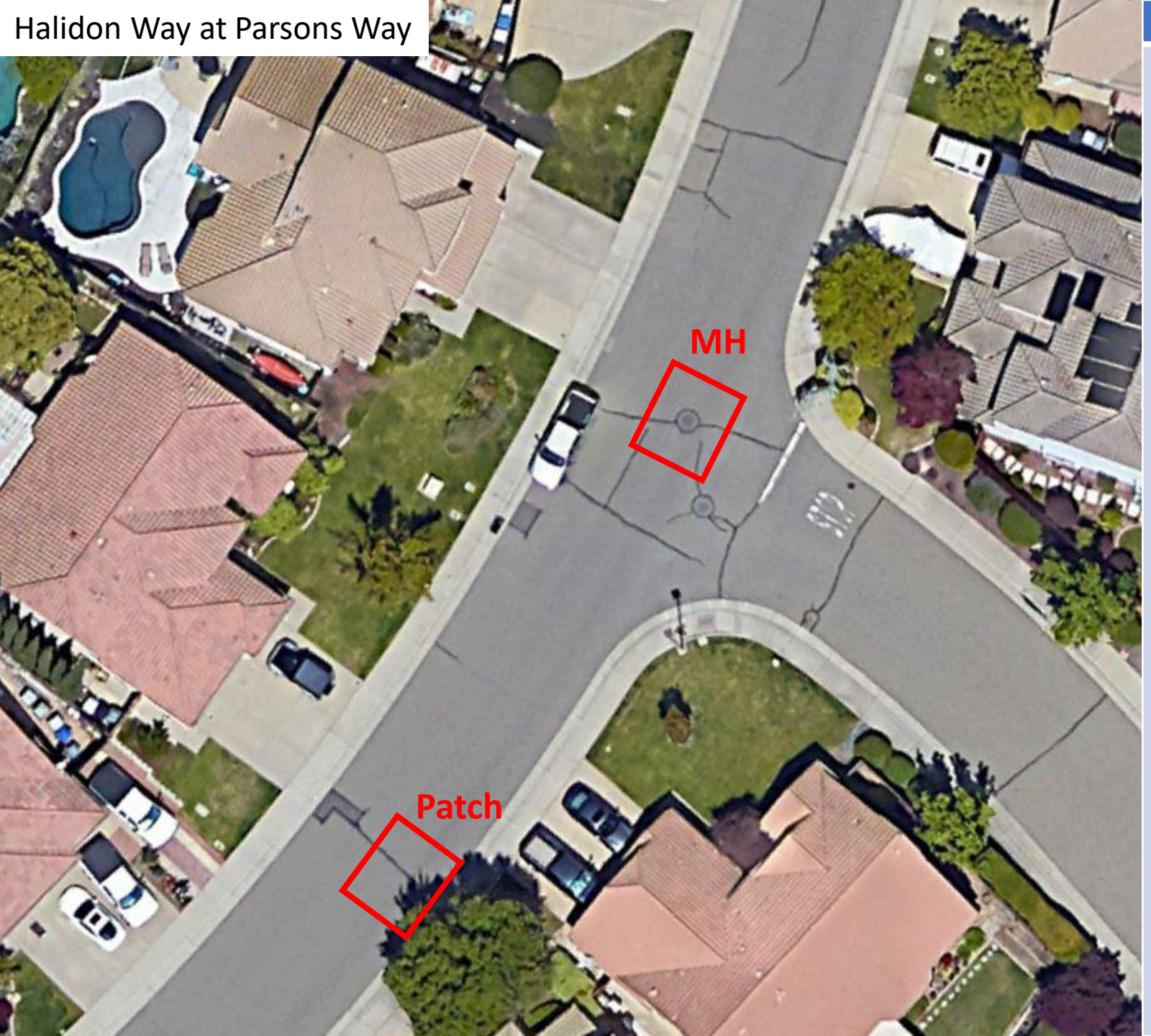
Item	Description	Quantity
Mill and Replace Asphalt	3” depth milling an replacement of asphalt roadway.	SF ~280 Tons
Thermoplastic Striping - Stop Bars	Restripe stop bars along Reading St according to existing layout, as per 2024 Caltrans Standard Plans and Specifications. 12” wide and 30’ long each.	2 (~60 SF)
Thermoplastic Striping - STOP Legends	Restripe STOP legends along Persifer St according to existing layout. See 2024 Caltrans Standard Plans and Specifications, Section A24D.	2 (~50 SF)

Halidon Way Near Pinder Court



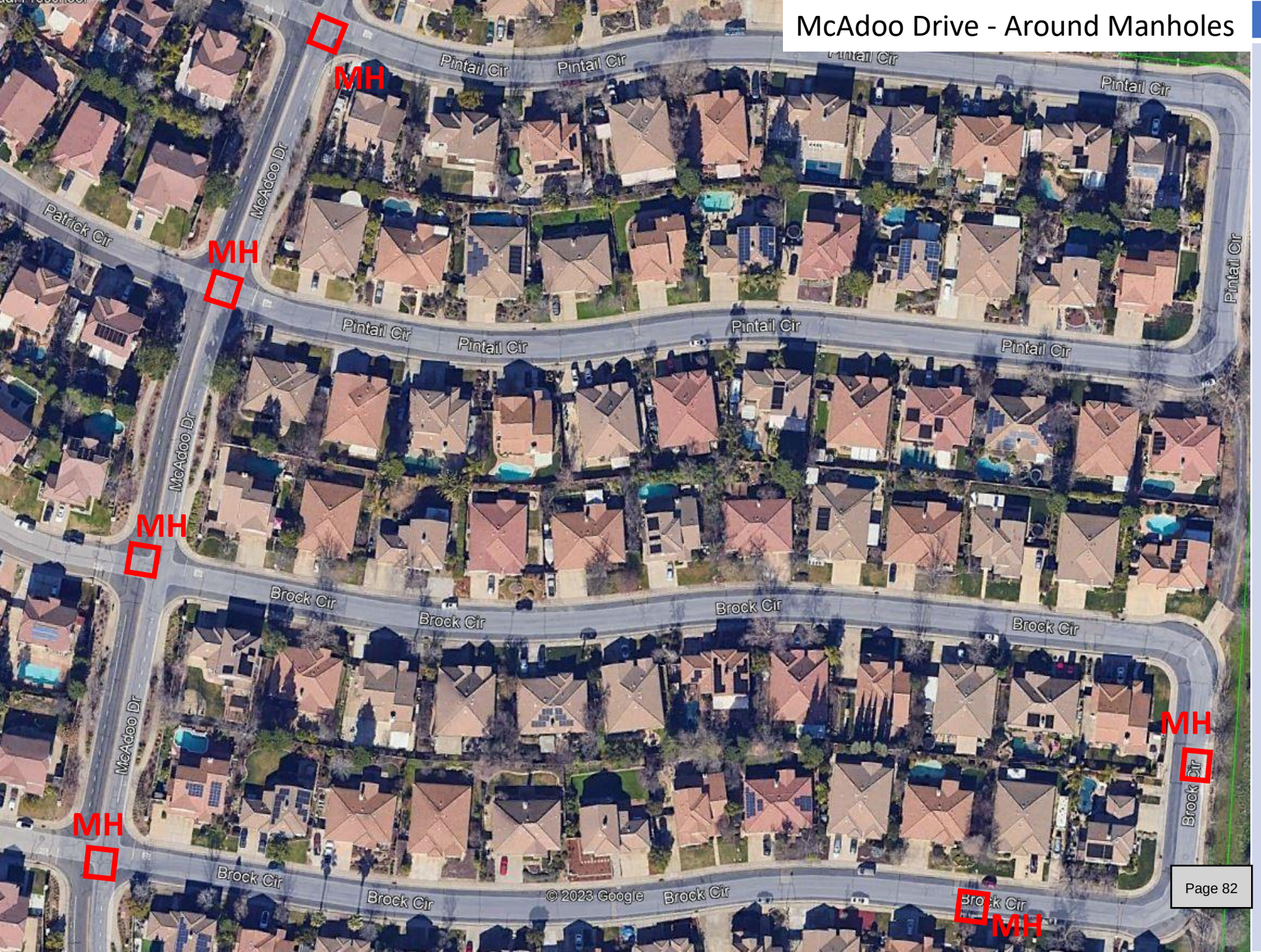
Item	Description	Quantity
Mill and Replace Asphalt	2” depth 20’x20’ m replace asphalt aro manholes.	12 Tons

Halidon Way at Parsons Way



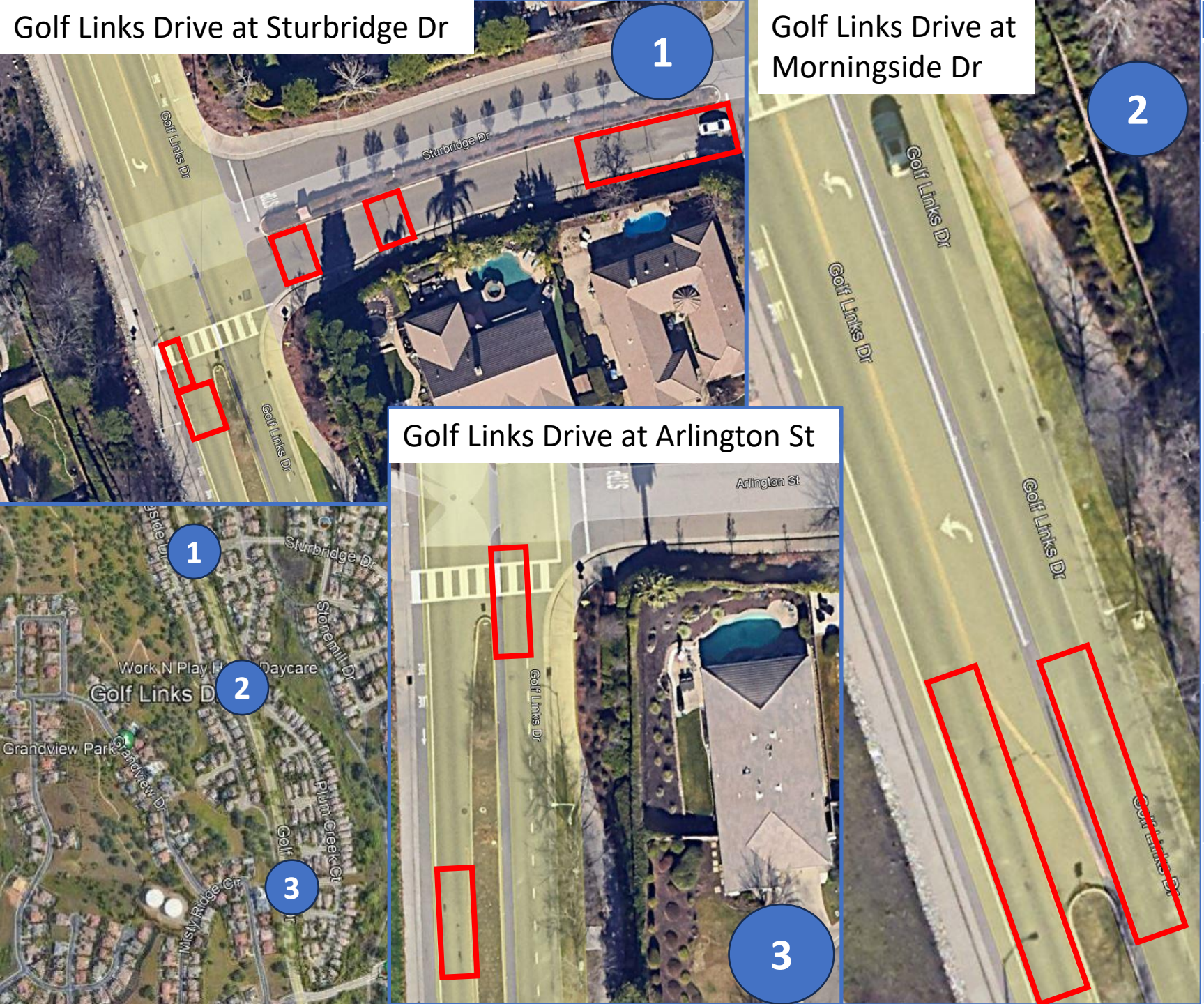
Item	Description	Quantity
Mill and Replace Asphalt	2” depth 15’x15’ mill and replace asphalt around manhole and at dip.	8 Tons

McAdoo Drive - Around Manholes



Item	Description	Quantity
Mill and Replace Asphalt	2” depth mill and replace asphalt around manholes.	SF 28 Tons

04/22/2025 Item No.7.



Item	Description	Quantity
Mill and Replace Asphalt	2” depth milling and replacement of asphalt roadway.	SF tons
Thermoplastic Striping - Ladder X-Walk	Stripe impacted crosswalks as per 2024 Caltrans Standard Plans Section A24F. Use 24” stripes, spaced 24” apart. Match existing layout.	620 SF
Thermoplastic Striping - Detail 22	Restripe impacted two way no passing zone lines and reflectors. Use 2024 Caltrans Standard Plans and Specifications. Match existing layout.	110 LF
Thermoplastic Striping - Detail 39	Restripe impacted bike lane lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	220 LF
Thermoplastic Striping - Stop Bar	Restripe impacted stop bar as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	1 (~30 SF)
Thermoplastic Striping - STOP Le	Restripe impacted STOP legend at Sturbridge Dr. as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	1 (~22 SF)

04/22/2025 Item No.7.

Golf Links Dr South of Woodglen Dr

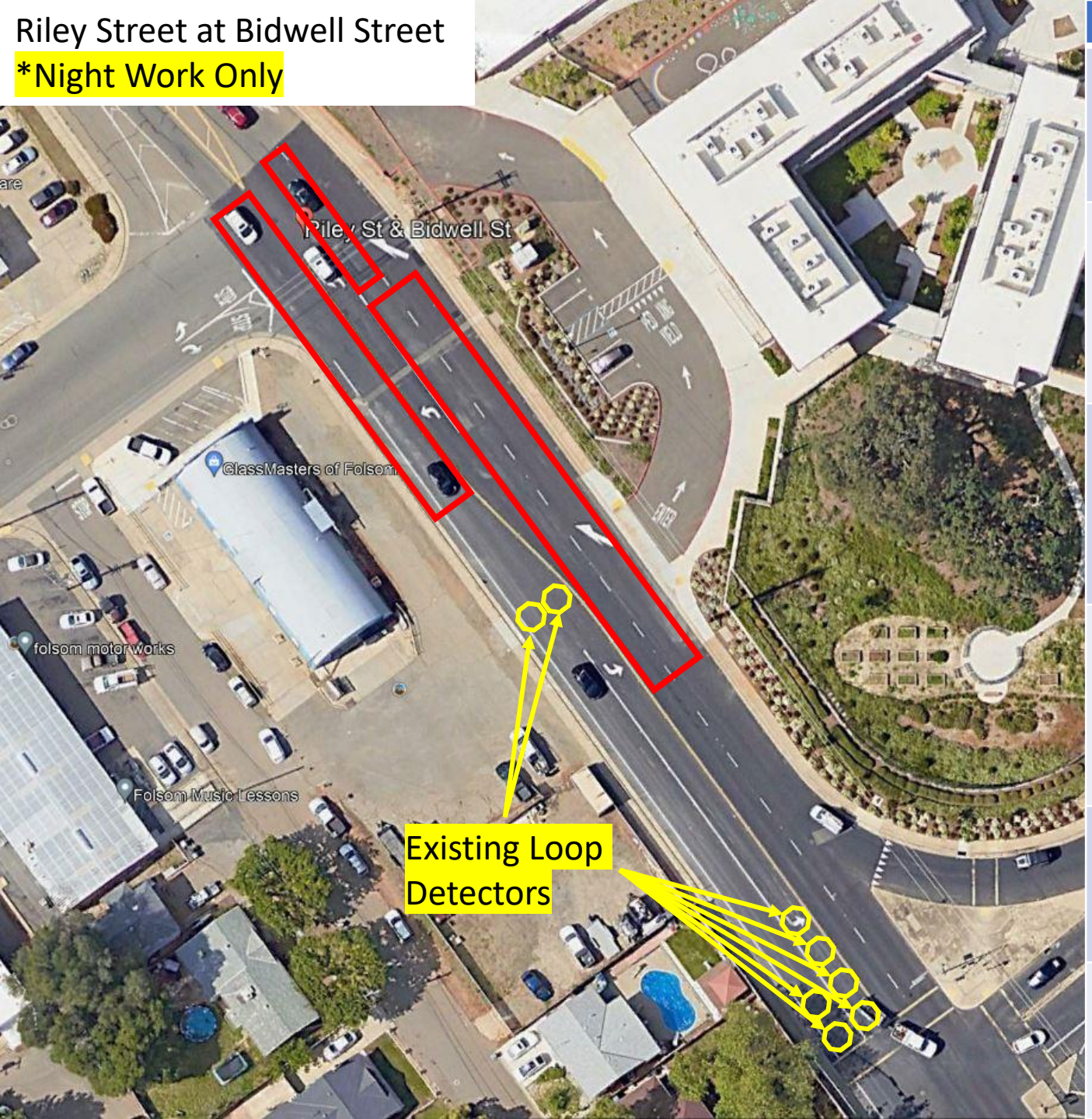


Item	Description	Quantity
Mill and Replace Asphalt	2” depth 10’x10’ r… replacement of as…phalt around manhole.	…SF 2 Tons

04/22/2025 Item No.7.

Riley Street at Bidwell Street

*Night Work Only



Item	Description	Quantity
Mill and Replace Asphalt	2” depth milling and replacement o roadway. Avoid existing loop detectors. Night work only.	SF tons
Thermoplastic Striping - Detail 12	Restripe impacted lane lines and reflectors. Use 2024 Caltrans Standard Plans and Specifications. Match existing layout. Night work only.	300 LF
Thermoplastic Striping - Detail 22	Restripe impacted two way no passing zone lines and reflectors. Use 2024 Caltrans Standard Plans and Specifications. Match existing layout. Night work only.	200 LF
Thermoplastic Striping - Detail 38	Restripe impacted channelizing lines and reflectors as per 2024 Caltrans Standard Plans and Specifications. Match existing layout. Night work only.	100 LF
Thermoplastic Striping - Detail 39	Restripe impacted bike lane lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout. Night work only.	100 LF
Thermoplastic Striping - Type VI Arrows	Restripe impacted type VI lane drop arrows as per 2024 Caltrans Standard Plans and tions. Match existing layout. Night work only.	1 (~42 SF)

04/22/2025 Item No.7.

Oak Avenue Parkway at Pembury Way



Item	Description	Quantity
Mill and Replace Asphalt	2” depth milling and replacem of asphalt around manhole. 15’x15’ patch.	
Thermoplastic Striping - Detail 12	Restripe impacted lane lines and reflectors. Use 2024 Caltrans Standard Plans and Specifications. Match existing layout.	20 LF
Thermoplastic Striping - Detail 26	Replace impacted left edge line reflectors as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	20 LF

Oak Avenue Parkway - Between Haverhill Drive and Riley Street



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 30’x50’ milling and replacement of asphalt at dip.	
Thermoplastic Striping - Detail 12	Restripe impacted lane lines and reflectors. Use 2024 Caltrans Standard Plans and Specifications. Match existing layout.	60 LF
Thermoplastic Striping - Detail 26	Replace impacted left edge line reflectors as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	60 LF
Thermoplastic Striping - Detail 39	Restripe impacted bike lane lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	60 LF

Iron Point Road EB - Between Folsom High and Barnhill Dr



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 20’x30’ millin and replacement of asphalt around manhole.	

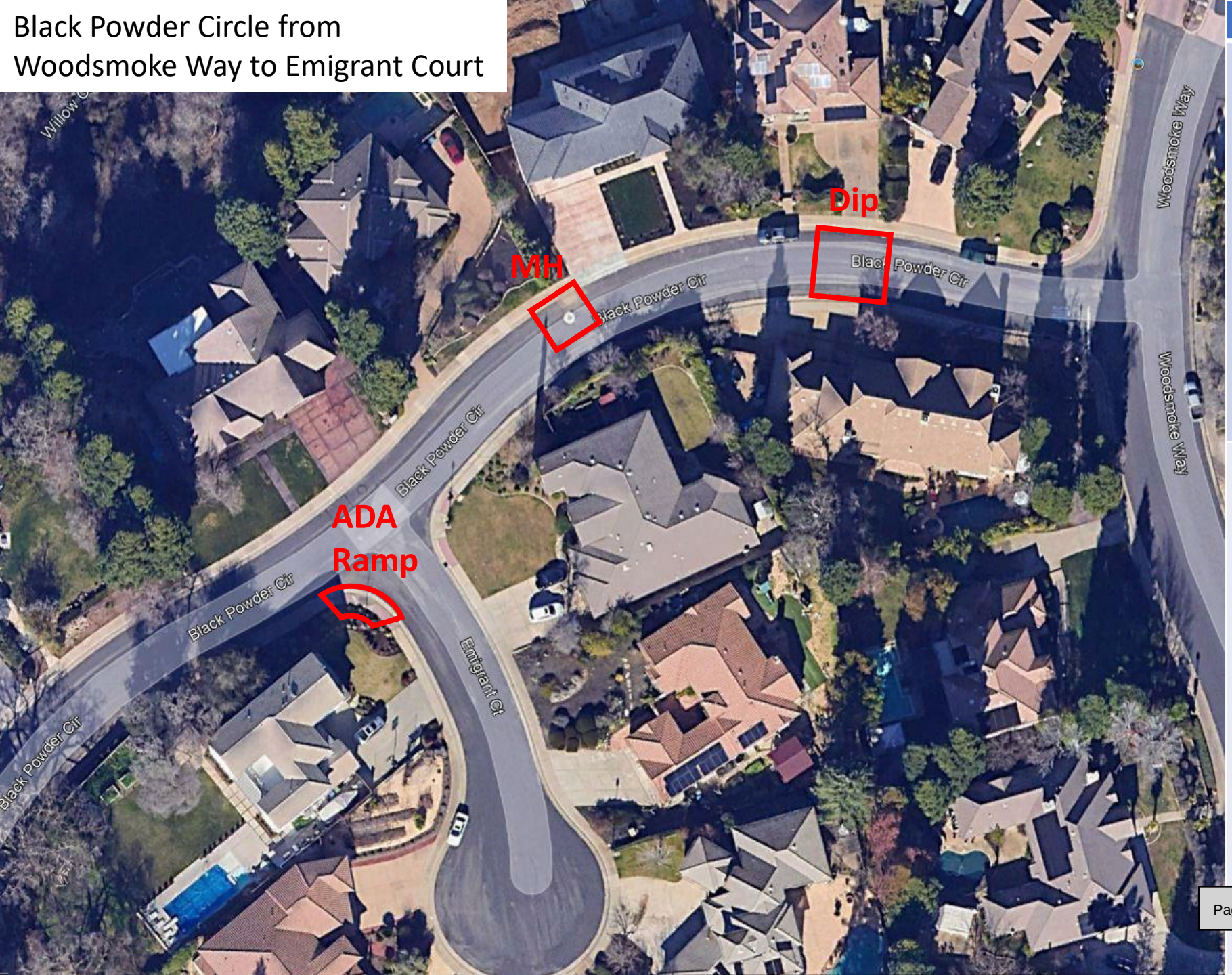
Nisenan Park Entryway Improvements



Item	Description	Quantity
Mill and Replace Asphalt	2” r… replacement of asphalt roadway.	…SF …tons
Thermoplastic Striping - Ladder Style Crosswalk	Restripe impacted ladder-style crosswalk as per 2024 Caltrans Standard Plans Section A24F. Use 24” stripes, spaced 24” apart. Match existing layout.	260 SF
2-Coat Curb Painting	Repaint red fire lane curbs with 2-coat paint.	140 LF

04/22/2025 Item No.7.

Black Powder Circle from Woodsmoke Way to Emigrant Court



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 20’x milling and replacement of asphalt around manholes and at dips.	SF 12 Tons
Remove and Replace ADA Ramp	Remove and replace ADA ramp at South corner of the intersection of Black Powder Circle and Emigrant Court. Match existing stamped concrete finish. Adhere to City Construction Detail RD-06 for ramp design. *City to stain concrete	1

Black Powder Circle between Emigrant Court and Russler Lane



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 20’x20’ milli… replacement of asphalt around manhole.	… tons

Black Powder Circle between Black Gold Lane and Woodsmoke Way



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 20’x20’ milli… replacement of asphalt around manhole.	…tons

Woodsmoke Way at Pestle Court



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 30’x30’ milli replacement of asphalt at dip.	15 Tons

04/22/2025 Item No.7.

Woodsmoke Way between Black Powder Circle and Soukup Court



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 20’x20’ milli… replacement of asphalt around manhole.	…tons

E Natoma St between Esplanade Cir and Picasso Way



Item	Description	Quantity
Mill and Replace Asphalt	2” depth 60’x60’ milling and replacement of asphalt at dip on southbound and northbound E Natoma St.	
Thermoplastic Striping - Detail 22	Restripe impacted lane lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	60 LF
Thermoplastic Striping - Detail 39	Restripe impacted bike lane lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout	60 LF

04/22/2025 Item No.7.

Bridge Street from Figueroa St to Natoma St



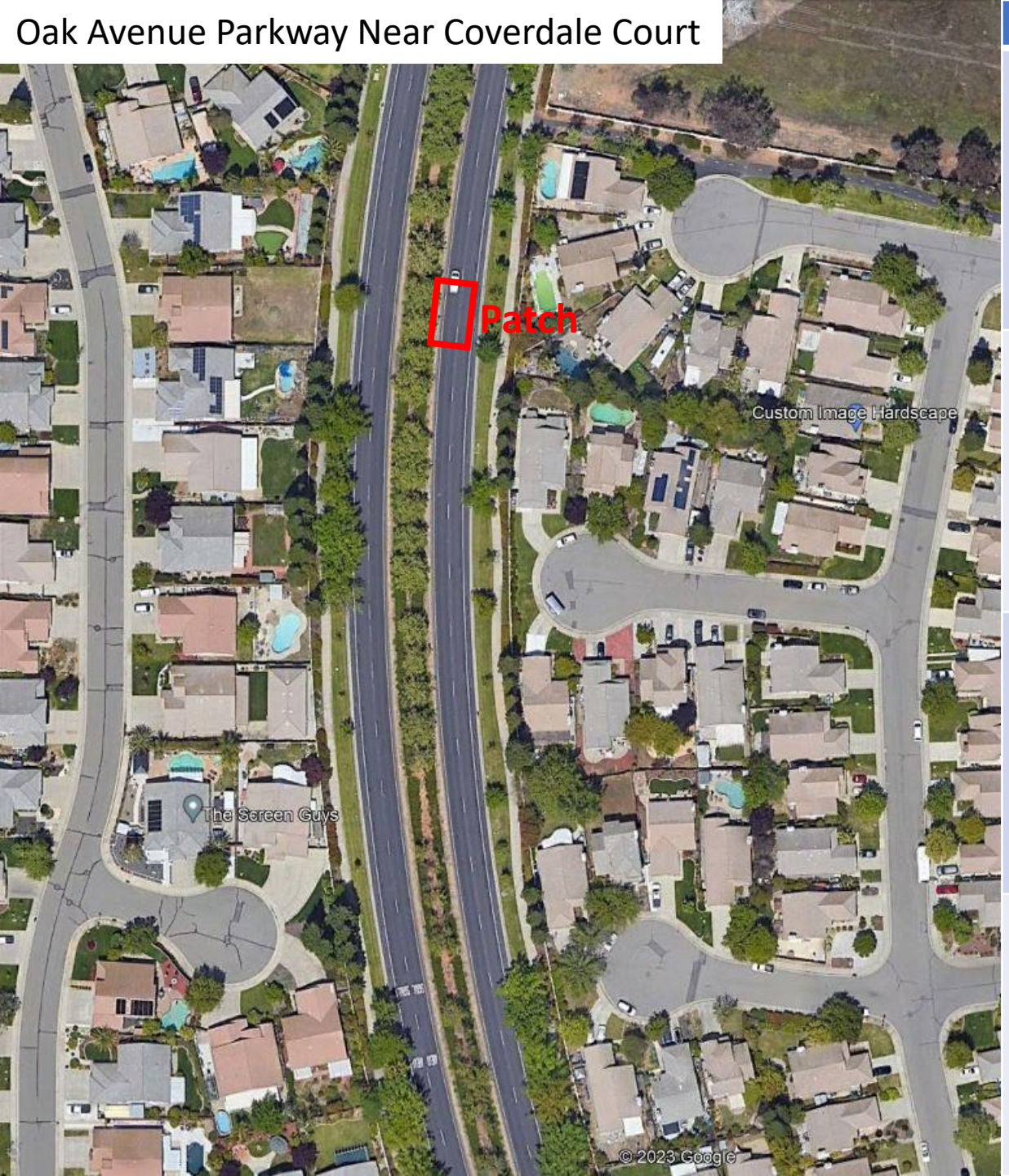
Item	Description	Quantity
Concrete Cross Gutter	Install 24” wide concrete cross gutters across Bridge St. Use provided “Section A-A” for gutter design.	
Mill and Replace Asphalt	3” depth milling and replacement of asphalt roadway. *Conform to new cross gutters.	27,000 SF ~550 Tons
Thermoplastic Striping - Pavement Markings	Restripe all pavement markings impacted by milling and replacement of asphalt. Use thermoplastic striping, as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	3 Stop Bars 4 Stop Legends 1 Crosswalk (~450 SF)

Scott Street from Natoma St to Mormon St



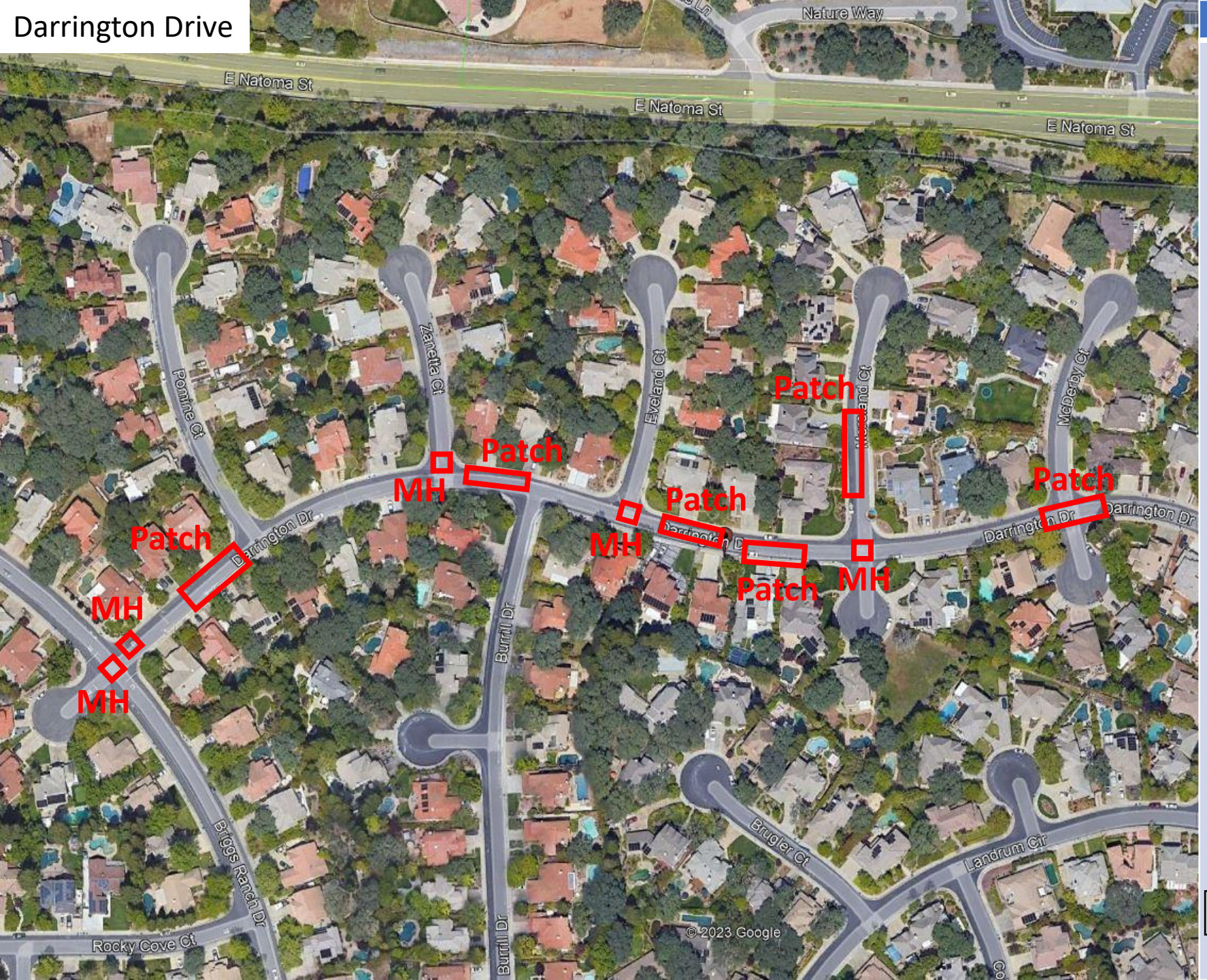
Item	Description	Quantity
Mill and Replace Asphalt	3” depth milling and replacement of asphalt.	240 Tons
Thermoplastic Striping - Pavement Markings	Restripe all pavement markings impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans and Specifications. Match existing layout and colors.	1 Stop Bar 2 Stop Legends 1 Crosswalk (~300 SF)

Oak Avenue Parkway Near Coverdale Court



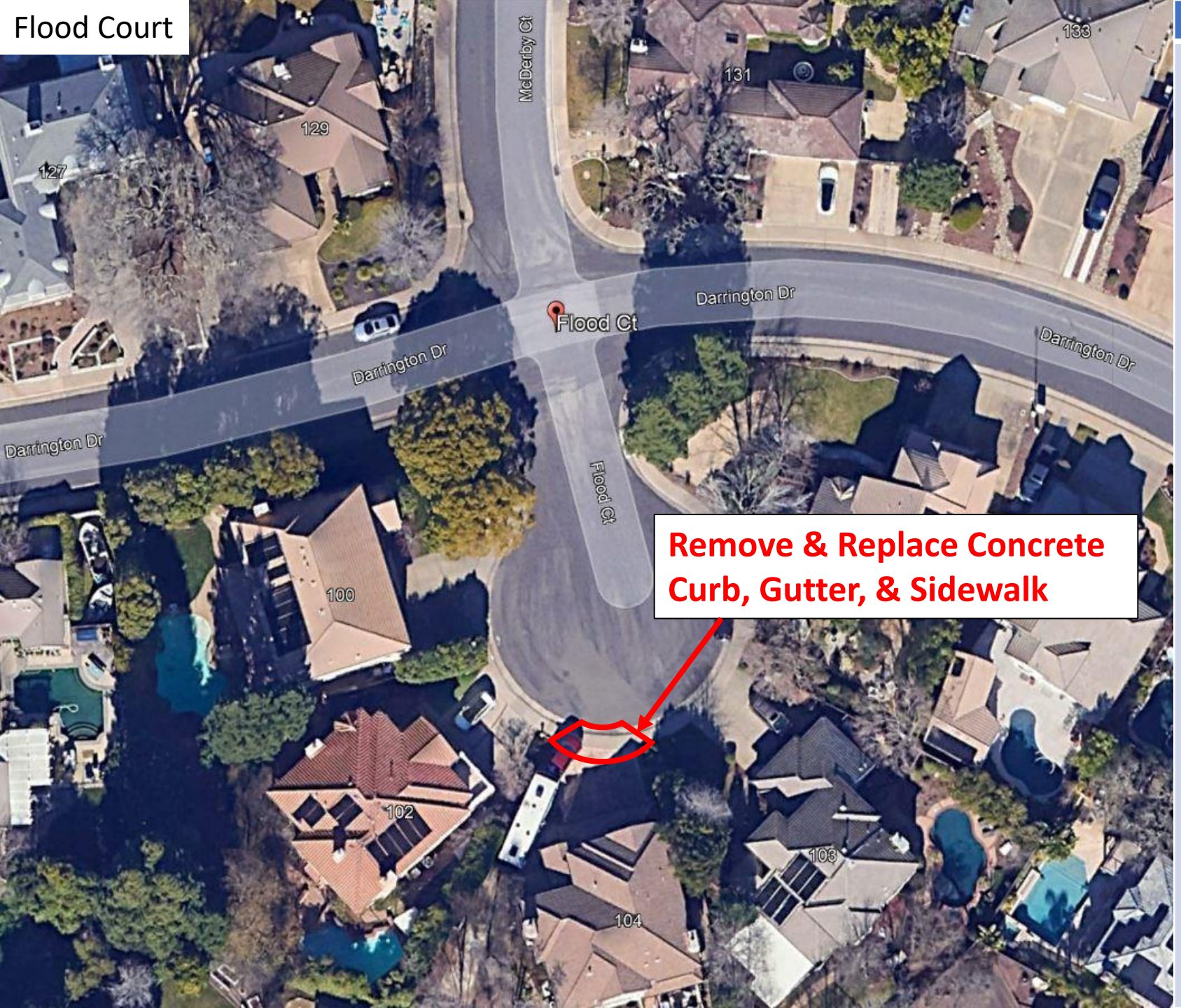
Item	Description	Quantity
Mill and Replace Asphalt	2” depth 20’x20’ milling and replacement of asphalt at dip.	3 tons
Thermoplastic Striping - Detail 12	Restripe impacted lane lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	20 LF
Thermoplastic Striping - Detail 26	Restripe impacted left edge lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	20 LF
Thermoplastic Striping - Detail 39	Restripe impacted bike lane lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	20 LF

Darrington Drive



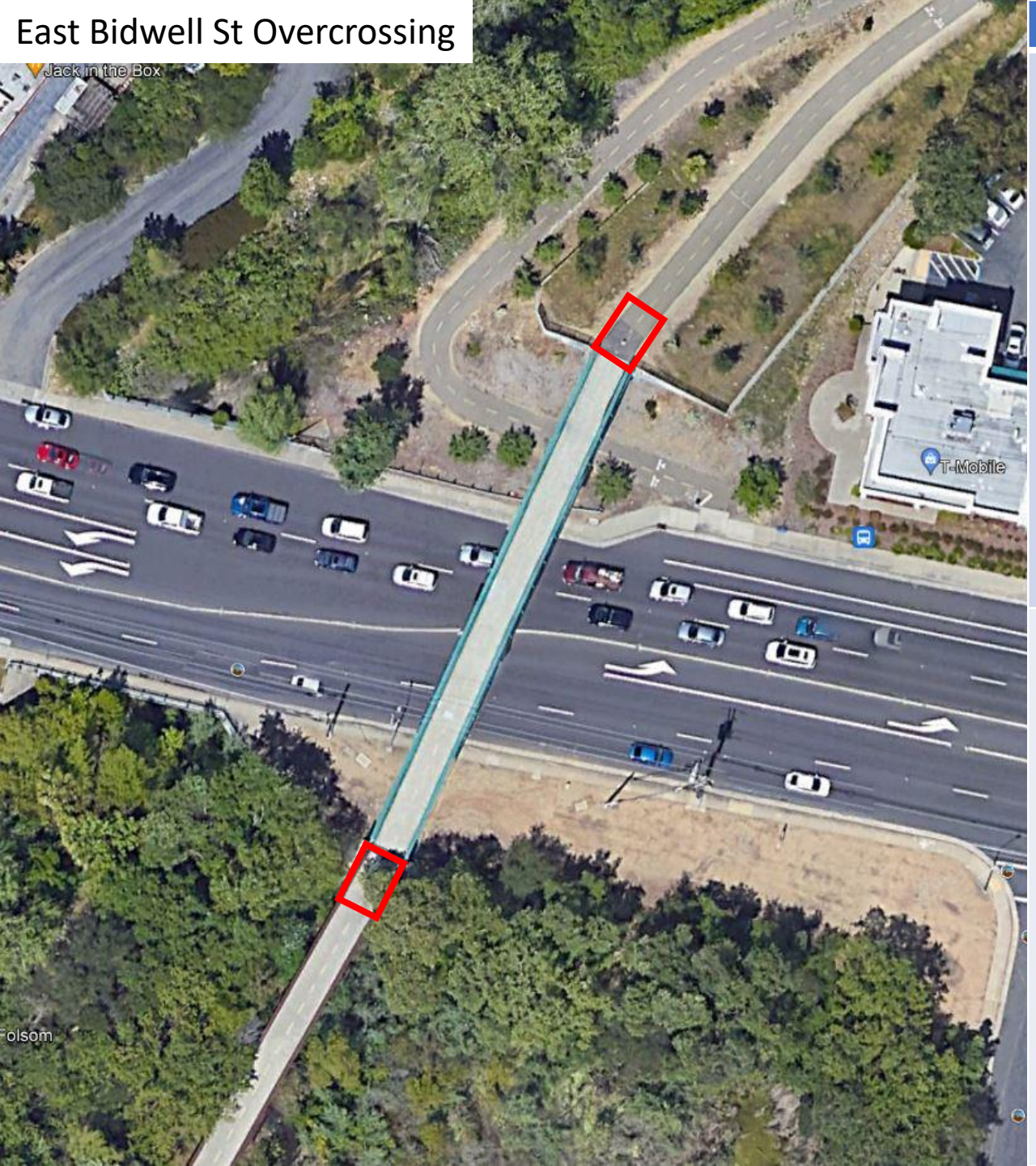
Item	Description	Quantity
Mill and Replace Asphalt	2” depth milling and replacement of asphalt at dips and around manholes. 10’x10’ patches around manholes.	

Flood Court



Item	Description	Quantity
Remove & Replace Curb, Gutter, & Sidewalk	Remove & replace damaged curb, gutter, and sidewalk at 104 Flood Ct.	

East Bidwell St Overcrossing



Item	Description	Quantity
Mill and Replace Asphalt	2” depth milling and replacement of asphalt.	2 Tons
Striping - 2 Coat Paint	Restripe impacted 12” yellow trail center line with 2-coat paint. Match existing layout.	60 LF

04/22/2025 Item No.7.



Item	Description	Quantity
Mill & Replace Asphalt	2” depth milling and replacement of asphalt around manholes. 10’x10’ area around each manhole.	[illegible]

Stockman Circle



Item	Description	Quantity
Mill & Replace Asphalt	2” depth mil replacement asphalt around manholes. 10’x10’ area around each manhole.	SF ons
Thermoplastic Pavement Markings - Stop Bars	Restripe all stop bars impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans and Specifications. Match existing layout and colors.	1 (~20 SF)
Thermoplastic Pavement Markings - STOP Legends	Restripe all STOP legends impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans and Specifications. Match existing layout and colors.	1 (~22 SF)

Serpa Ct at Healthy Way
*Night Work Only



Item	Description	Quantity
Mill & Replace Asphalt	2” depth milling and replacement of asphalt roadway.	
Thermoplastic Striping - Detail 22	Restripe center line as per 2024 Caltrans Standard Plans. Match existing layout.	55 LF
Thermoplastic Striping - Detail 38	Restripe lane lines impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans. Match existing layout.	55 LF
Thermoplastic Striping - Detail 39	Restripe bike lane lines impacted by milling and replacement as per 2024 Caltrans Standard Plans. Match existing layout.	80 LF
Thermoplastic Pavement Markings - STOP Legend	Restripe STOP legends as per 2024 Caltrans Standard Plans. Match existing layout.	2 (~45 SF)
Thermoplastic Pavement Markings - Stop Bars	Restripe stop bars as per 2024 Caltrans Standard Plans. Match existing layout.	2 (~25 SF)
Thermoplastic Pavement Markings - Basic Crosswalk	Restripe basic crosswalk as per 2024 Caltrans Standard Plans. Match existing layout.	80 SF
Thermoplastic Pavement Markings - Type III Arrow	Restripe left turn arrow as per 2024 Caltrans Standard Plans. Match existing layout.	1 (~42 SF)

04/22/2025 Item No.7.

Cavitt Dr Between Iron Point Rd and Costco Parking Lot

*Night Work Only



Item	Description	Quantity
Mill & Replace Asphalt	2” depth and replacement of asphalt roadway.	SF tons
Thermoplastic Striping - Detail 31	Restripe lane lines impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	350 LF
Thermoplastic Striping - Detail 39	Restripe bike lane lines impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	250 LF

EB East Bidwell St Between Blue Ravine Rd and Montrose Dr

*Night Work Only



Item	Description	Quantity
Mill & Replace Asphalt	2” depth milli and replacement of asphalt roadway.	[illegible]
Thermoplastic Striping - Detail 12	Restripe lane lines impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	770 LF
Thermoplastic Striping - Detail 38	Restripe impacted lane lines, as per 2024 Caltrans Standard Plans. Match existing layout.	620 LF
Thermoplastic Pavement Markings - Type III Arrows	Restripe impacted turn arrows as per 2024 Caltrans Standard Plans. Match existing layout.	3 (~130 SF)

East Bidwell Street - SE of Oak Avenue Parkway



Item	Description	Quantity
Mill & Replace Asphalt	2” depth, 12’x12’ milling and replacement of asphalt around manhole.	3 Tons
Remove and Replace Manhole Frame & Cover	Remove and replace manhole frame and cover as per City of Folsom Standard Details, Section SD-28.	1
Thermoplastic Striping - Detail 12	Restripe lane lines impacted by milling and replacement of asphalt as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	20 LF

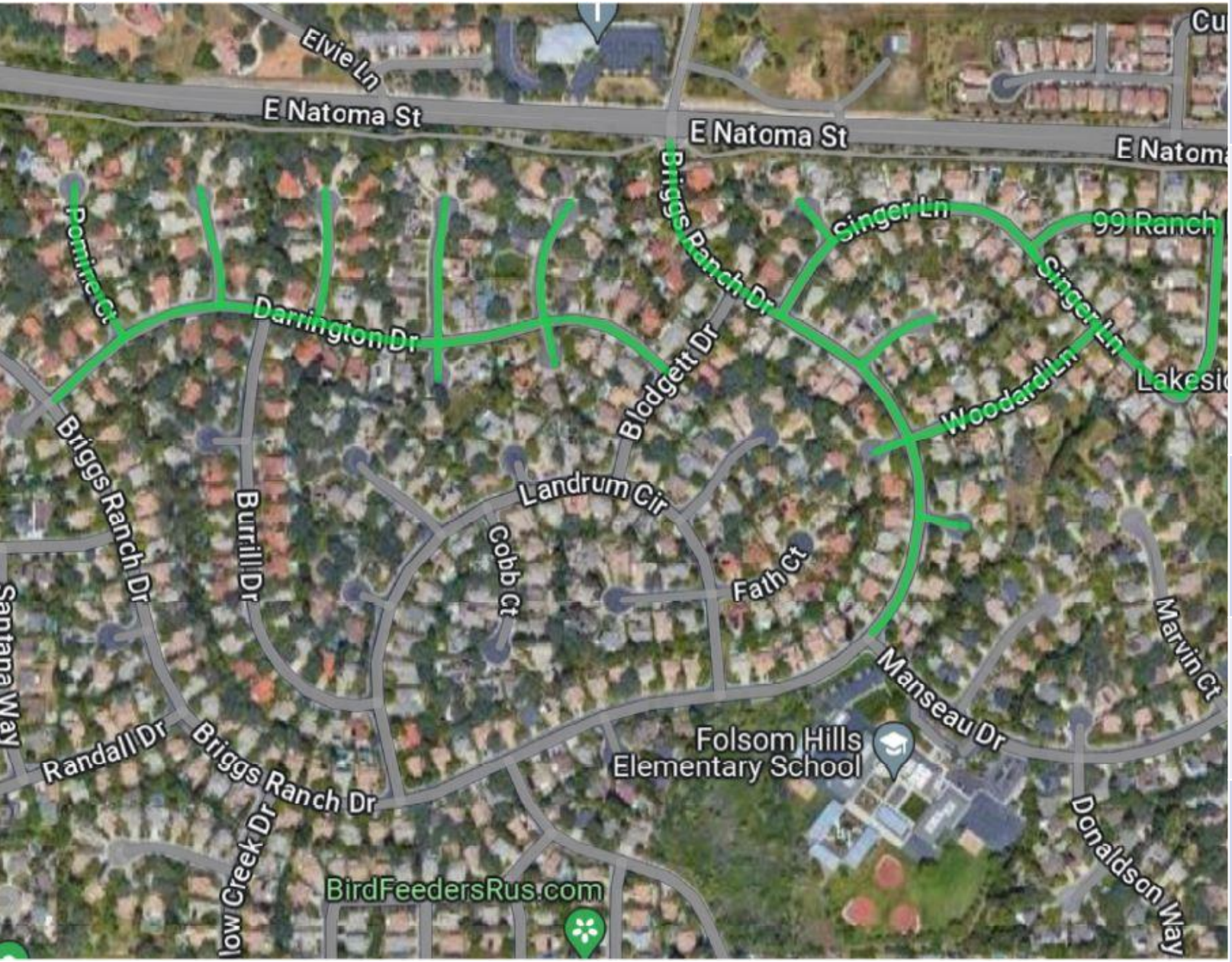
Los Cerros Neighborhood



Item	Description	Quantity
Crack Fill	Seal existing asphalt cracks according to 2024 Caltrans Standard Specifications, Section 37-6.	ds
Slurry Seal	Type II Slurry Seal: • 15 lbs/SY Aggregate • Emulsion at 18% of dry aggregate *To be performed only AFTER completion of asphalt repairs, concrete work, and crack filling.	250 Tons
Thermoplastic Striping - Pavement Markings	Restripe all pavement markings impacted by slurry seal. Match existing layout. Adhere to 2024 Caltrans Standard Plans, Section A24.	2 Stop Bars 2 Stop Legends (~90 SF)

04/22/2025 Item No.7.

Briggs Ranch Neighborhood



Item	Description	Quantity
Crack Fill	Seal existing asphalt cracks according to 2024 Caltrans Standard Specifications, Section 37-6.	
Slurry Seal	Type II Slurry Seal: • 15 lbs/SY Aggregate • Emulsion at 18% of dry aggregate *To be performed only AFTER completion of asphalt repairs, concrete work, and crack filling.	350 Tons
Thermoplastic Striping - Detail 39	Match existing layout. Adhere to 2024 Caltrans Standard Plans and Specifications, Section A24.	2,100 LF
Thermoplastic Striping - Detail 39A	Match existing layout. Adhere to 2024 Caltrans Standard Plans and Specifications, Section A24.	700 LF
Thermoplastic Striping - Pavement Markings	Restripe all pavement markings impacted by slurry seal. Match existing layout. Adhere to 2024 Caltrans Standard Plans and Specifications, Section A24.	7 Stop Bars 7 Stop Legends 7 Bike Lane Legends 1 Type IV Arrow 1 Type VII Arrow 1 “No. 25” Marking 1 Crosswalk (~650 SF)

04/22/2025 Item No.7.

Iron Point Road Between Prairie City Rd & Willow Bridge Dr

*Summer Break Construction Required (May 30 - August 6)

*Day Work Only



Item	Description	Quantity
Slurry Seal	Type II Slurry Seal: • 15 lbs/SY Aggregate • Emulsion at 18% of dry aggregate • *To be performed only AFTER completion of asphalt repairs.	
Thermoplastic Striping - Detail 12	Restripe impacted thermoplastic lane lines and reflectors as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	16,000 LF
Thermoplastic Striping - Detail 38	Restripe impacted thermoplastic channelizing lines and reflectors as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	1,400 LF
Thermoplastic Striping - Detail 39	Restripe impacted thermoplastic bike lane lines as per 2024 Caltrans Standard Plans and Specifications. Mimic buffered bike lanes to the east, otherwise match existing layout.	10,000 LF
Thermoplastic Striping - Detail 39A	Restripe impacted thermoplastic bike lane drop lines as per 2024 Caltrans Standard Plans and Specifications. Match existing layout.	400 LF
Thermoplastic Striping - Pavement Markings	Restripe all pavement markings impacted by slurry seal. Match existing layout. Adhere to 2024 Caltrans Standard Plans and ons, Section A24.	4 Bike Lane Legends 1 Type III Arrow 11 Type IV Arrows 3 Type VI Arrows 4 Crosswalks (~1,400 SF)

Lembi Park Parking Lot
*Night Work Only



Item	Description	Quantity
Crack Fill	Seal existing asphalt cracks according to 2024 Caltrans Standard Specifications, Section 37-6.	ds
Slurry Seal	Type II Slurry Seal: • 15 lbs/SY Aggregate • Emulsion at 18% of dry aggregate • *All work to be performed in a minimum of three phases of similar quantity to accommodate parking.	150 Tons
2-Coat Paint Striping - Pavement Markings	Restripe all pavement markings impacted by slurry seal. Use 2-coat paint. Match existing layout and colors.	6,000 SF
2-Coat Paint - Repaint Painted Curbs	Repaint all painted curbs within the outlined area. Match existing layout and colors.	2,000 LF

04/22/2025 Item No.7.

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11363 – A Resolution Updating the City of Folsom Legislative Platform and Advocacy Manual
FROM:	City Clerk's Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends that the City Council approve Resolution No. 11363 – A Resolution Updating the City of Folsom Legislative Platform and Advocacy Manual.

BACKGROUND / ISSUE

The City has a longstanding practice of collaborating with lobbyists, as well as state and federal representatives, on legislative matters of importance. To effectively advocate for the City's legislative priorities, it is essential to establish a clear legislative platform on current issues and to define roles and responsibilities within the advocacy process.

In 2021, the City Council approved its first Legislative Platform and Advocacy Manual. This document was subsequently updated in 2023, and staff is now proposing a further update for 2025 to ensure it reflects current issues and aligns with the City's evolving legislative needs.

ANALYSIS

A Legislative Platform defines the City Council's position on current issues that may impact the City. The Advocacy Manual outlines the City's approach to legislative activity and clarifies the roles and responsibilities of individuals involved in the advocacy process.

To advocate effectively and in the City's best interest, it is important to establish clear procedures and defined roles. Well-crafted policies ensure that the City's stance on potentially impactful state and federal legislation is clearly communicated to policymakers. Additionally, a formalized advocacy system is vital for responding quickly when urgent legislative action is required.

Department heads have reviewed the 2023 document and recommended certain adjustments to policy statements. The proposed new or amended policy statements are as follows:

Fire and Emergency Medical Services

1. Support efforts to increase fuel reduction projects, defensible space, and ignition resistant building construction within the City of Folsom.

Libraries

1. Support federal legislation and funding for the Library Services and Technology Act and the Institute of Museum and Library Services, which provide grants to states that support local library initiatives.
2. Support renewed state funding of the California Library Services Act that fosters physical and digital resource sharing among libraries.
3. Support renewed funding for the Building Forward Library Improvement Grant Program that supports local agencies in constructing and maintaining library facilities.
4. Support renewed funding for online educational and workforce development programs.
5. Support legislation that preserves libraries' right to purchase digital content, including eBooks and eAudiobooks, at the same price as consumers.
6. Support legislation defending freedom to read and unrestricted access to materials that encompass diverse points of view.

POLICY / RULE

The City of Folsom Charter vests the City Council with the powers necessary for the performance of all duties and obligations (§ 2.02).

FINANCIAL IMPACT

The update of the Legislative Platform and Advocacy Manual will not result in any direct financial impact. However, actions aligned with the City's strategic use of assets and resources are expected to help control costs, support the implementation of the City Council's policies and goals, and safeguard the interests of Folsom residents.

ATTACHMENTS

1. Resolution No. 11363 – A Resolution Updating the City of Folsom Legislative Platform and Advocacy Manual

2. Folsom Legislative Platform and Advocacy Manual - redline of changes to 2023 document

Submitted,

_____

Christa Freemantle, CMC
City Clerk

Attachment 1

RESOLUTION NO. 11363

A RESOLUTION UPDATING THE CITY OF FOLSOM LEGISLATIVE PLATFORM AND ADVOCACY MANUAL

WHEREAS, the City has a long-standing practice of collaborating with state and federal legislative representatives; and

WHEREAS, to effectively advocate for the City's legislative priorities, it is beneficial to clearly define the City's legislative platform on current issues and to outline roles and responsibilities within the advocacy process; and

WHEREAS, a Legislative Platform establishes the City Council's positions on key issues that may impact the City; and

WHEREAS, an Advocacy Manual outlines the City's approach to legislative activities and clarifies individual roles and responsibilities; and

WHEREAS, establishing a well-defined process enables the City to work efficiently with legislative representatives to advocate for the City's best interests; and

WHEREAS, a Legislative Platform and Advocacy Manual were initially approved in 2021 and updated in 2023, and should continue to be regularly updated to reflect current issues;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom hereby approves the 2025 update to the City of Folsom Legislative Platform and Advocacy Manual.

PASSED AND ADOPTED this 22nd day of April 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Sarah Aquino, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 2

CITY OF FOLSOM

LEGISLATIVE PLATFORM
and
ADVOCACY MANUAL



Adopted: June 2021
Updated: May 2023; April 2025

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LEGISLATIVE PLATFORM

The City of Folsom is a full-service charter city, providing a wide range of quality programs, services, and amenities to residents, with excellence as a top priority. Protecting the high quality and distinctive character of Folsom calls for an active and engaged legislative advocacy program, which guides how Folsom advocates for its legislative and policy interests by enabling the City Council and City staff to address legislative and regulatory issues promptly.

FOUNDATIONAL LEGISLATIVE PRINCIPLES

The below principles create the foundation for the City's policy interests.

Preserve Local Control

Preserve and protect the City's powers to enact local legislation, set policy direction concerning local affairs, and oppose legislation that preempts local authority. Local agencies should preserve authority and accountability for revenues raised and services provided.

Promote Fiscal Stability

Support measures that promote fiscal stability, predictability, financial independence, and preserve the City's revenue base and maximize local control over local government budgeting. Oppose measures that shift local funds to the county, state or federal governments and make cities more dependent on the county, state, or federal governments for financial stability, such as unfunded mandates or mandated costs with no guarantee of local reimbursement or offsetting benefits.

Support Diverse Funding Opportunities

Support opportunities for the City to compete for its share of regional, state, and federal funding. Support funding for programs with benefits to air quality, water quality, affordable housing, infrastructure, multi-modal transportation systems, public safety, and public health.

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Enhance Quality of Life Through Adequate Public Safety

Support criminal justice laws that reinforce public safety protection for Folsom residents. Support legislation that reduces access to firearms for individuals who have been identified as potentially dangerous through civil measures such as extreme risk protection orders or red flag laws. Support measures that protect city authority and ability to deliver local emergency services.

POLICY STATEMENTS

Administration

1. Oppose State or Federal efforts to "borrow" local revenues and encourage the State to find other methods of balancing its budget.
2. Support local government control, rather than the imposition of state, federal or regional mandates upon local governments.
3. Support maximum flexibility for local government in contracting and contract negotiations.
4. Support reasonable legislation that sustains the principles of the open meetings provisions of the Ralph M. Brown Act without creating onerous burdens on local government.
5. Support legislation that preserves the ability of local governments to determine the appropriate type of election for their jurisdiction.
6. Oppose any amendment to the redistribution of sales and use taxes which will negatively affect the City and its ability to provide city services and thereby cause a negative fiscal impact.
7. Oppose legislation that creates unfunded mandates or that creates mandates which adversely impact the affordability of City services.

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Air Quality

8. Support continued funding and incentives to local agencies to work together to improve air quality through the reduction of emissions and advancing economic and technical developments.
9. Oppose any policy or guidelines that restricts the introduction of mixed-use development projects near multi-modal transportation centers.
10. Support policies, guidelines, incentives, and funding for programs with combined benefits to air quality, water quality, housing, infrastructure (including multi-modal transportation systems), and public health.

Building

11. Support policies and guidelines to facilitate options for alternative building methods, materials, and technologies.

California Environmental Quality Act (CEQA)

12. Support all efforts to create efficiencies within CEQA and support efforts to limit delays in the local planning and development process.
13. Support legislation that allows state agencies and local governments to continue to retain full authority to reject projects or to condition project approvals and impose mitigation measures.

Economic Development

14. Support international, statewide, regional, and local efforts to attract, retain and provide resources for current and future businesses.
15. Support efforts to provide funding mechanisms for economic development tools including infrastructure investment, housing, and economic development.

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16. Support policies and programs that encourage working with other cities, counties, and government agencies to jointly leverage resources and assets to create and strengthen economic clusters within the region.
17. Support policies, projects, programs, and regulations for diversifying Folsom's economic base and facilitating investment that will result in maintaining or growing local jobs and creating an environment that is attractive to current and emerging industries.
18. Support economic development initiatives that preserve and enhance a positive business climate and maintain and grow the business tax base.

Environment

19. Support legislation that provides funding opportunities focused on coordinating sustainable planning in transportation, housing, and economic development.

Fire and Emergency Medical Services

20. Support local control of emergency medical services and ambulance services, including pre-hospital care and transport.
21. Support efforts to streamline and coordinate hazardous materials regulations.
22. Support legislation increasing resources and local authority for the appropriate abatement of homeless camps to mitigate public health risks, including fire risks in open space.
~~22.~~23. Support efforts to increase fuel reduction projects, defensible space, and ignition resistant building construction within the City of Folsom.

Human Resources and Risk Management

~~23.~~24. Oppose measures that reduce local control over employee relations issues or mandate new or enhanced local government employee benefits.
~~24.~~25. Oppose measures that impose compulsory and binding arbitration with respect to employees.

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Land Use Planning and Housing

~~25.~~26. Support efforts to strengthen the legal and fiscal capability of local agencies to prepare, adopt and implement plans for orderly growth, development, beautification, and conservation of local planning areas.

~~26.~~27. Support housing measures that promote the development and enhancement of safe and affordable housing and accessible housing within the City for all economic segments of the population.

~~27.~~28. Support funding opportunities that are provided to local jurisdictions through statewide bond efforts.

~~28.~~29. Monitor local, state, and federal actions related to medical and recreational marijuana regulatory changes.

~~29.~~30. Oppose measures to withhold funding dedicated to transportation funding unless proposed housing goals are being met.

~~30.~~31. Oppose measures that restrict local discretion over physical development and design in keeping with adopted plans and policies.

~~31.~~32. Support measures that recognize and promote preservation of the unique development and design patterns of the City's Historic District.

~~32.~~33. Support legislation increasing resources for services and shelters for those experiencing homelessness.

Libraries

34. Support federal legislation and funding for the Library Services and Technology Act and the Institute of Museum and Library Services, which provide grants to states that support local library initiatives.

35. Support renewed state funding of the California Library Services Act that fosters physical and digital resource sharing among libraries.

36. Support renewed funding for the Building Forward Library Improvement Grant Program that supports local agencies in constructing and maintaining library facilities.

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37. Support renewed funding for online educational and workforce development programs.
38. Support legislation that preserves libraries' right to purchase digital content, including eBooks and eAudiobooks, at the same price as consumers.
39. Support legislation defending the freedom to read and unrestricted access to materials that encompass diverse points of view.

~~**Libraries**~~

~~Support legislation and funding of local public libraries and their programs.~~

~~Support funding of the California Library Services Act that fosters physical and digital resource sharing among libraries.~~

~~Support legislation that preserves libraries' right to purchase digital content, including eBooks and eAudiobooks, at the same price as consumers.~~

~~Support continued funding of online educational and workforce development programs.~~

~~Support legislation defending the freedom to read and unrestricted access to materials that encompass diverse points of view.~~

~~Support ongoing funding of the Building Forward Library Improvement Grant Program to supports local agencies in constructing and maintaining library facilities.~~

Natural Hazards

~~1.~~40. Support programs which provide funding to hazard mitigation projects including those identified in a FEMA-approved Local Hazard Mitigation Plan.

~~2.~~41. Support funding of state efforts to update and prepare earthquake hazard mapping.

~~3.~~42. Support legislation and funding that would create an earthquake early warning system.

Parks and Recreation

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~~4.~~43. Oppose efforts that erode funding for vital regional and community services that negatively impact Californian's access to parks, open space, bike lanes, after school programming, senior services, facilities that promote physical activity, protect natural resources, and strengthen safety and security.

~~5.~~44. Support legislation and funding opportunities (e.g., federal and state park grant funds, conservancy grant funds, project mitigation funds, etc.) that helps cities build better, stronger communities by providing funding to improve air, water, parks, open space, natural resources, historic preservation, and arts and cultural resources.

~~6.~~45. Promote local agency control over policies that recognize the benefits of parks and recreation facilities.

Police Public Safety

~~7.~~46. Support measures that encourage community safety and well-being including those which support state and federal reimbursement of homeland security related expenses.

~~8.~~47. Support the use of Homeland Security Funds for local law enforcement agencies as first responders.

~~9.~~48. Support local control over adult entertainment facilities, problem alcohol establishments and properties where illegal drugs are sold.

~~10.~~49. Support local control for the regulation of cultivation, storage, manufacture, transport and use of marijuana.

~~11.~~50. Support legislation increasing resources and local authority for abatement of public vandalism, especially graffiti.

~~12.~~51. Support use of Homeland Security Funds for local public safety agencies.

~~13.~~52. Monitor and review statewide actions to reform the California Public Safety Officers Procedural Bill of Rights Act, commonly referred to as POBR.

~~14.~~53. Support legislation that preserves non-lethal options for law enforcement officers when apprehending suspects.

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Solid Waste and Recycling

~~15.~~54. Support measures that maintain and enhance local authority and economic flexibility to regulate solid waste and recyclables.

~~16.~~55. Oppose any measures that invalidate AB 939 (California Integrated Waste Management Act of 1989) indemnification and prevent cities from negotiating indemnification clauses with waste haulers as well as support measures that would mandate state agencies to comply with AB 939 in the same manner as required of cities and counties.

Transportation and Public Works

~~17.~~56. Support legislation that would increase funding for local transportation projects including road resurfacing projects, local transit projects, adding bicycle lanes, sidewalks, and trails throughout the city where appropriate, programs that facilitate development-oriented transit and transit-oriented development and enhancing pedestrian safety.

~~18.~~57. Support increased State and Federal funding of transportation improvements with regional or sub-regional benefits for all modes of transportation.

~~19.~~58. Support protection of dedicated transportation-related tax revenues and enhance the ability of local agencies to finance local transportation programs and facilities.

~~20.~~59. Support joint planning efforts and projects with Folsom's border cities on traffic congestion relief projects.

~~21.~~60. Support the reallocation of state or federal transportation dollars to fund local rail and transit projects.

~~22.~~61. Support commuter public transportation hubs to be located in areas in populated areas where there will be a large public benefit.

Wastewater

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~~23.~~62. Support legislation or regulations that discourage the flushing of wipes through the sewer system unless they meet certain performance standards.

~~24.~~63. Support and monitor legislation that would increase the availability of funding for infrastructure improvements and wastewater treatment.

~~25.~~64. Oppose legislation or regulations that mandate volumetric pricing of wastewater.

~~26.~~65. Support legislation that allows State agencies and local governments to continue to retain full authority to reject projects or to condition project approvals and impose mitigation measures.

Water Quality and Water Supply

~~27.~~66. Support and monitor legislation that would increase the availability of, and funding for, water conservation, water use efficiency, water reuse technologies, water recycling, local water storage stormwater capture, and other projects, programs, or technologies that improve water supply or water quality.

~~28.~~67. Support the enhancement of a reliable, resilient, and sustainable water supply for California.

~~29.~~68. Support measures to increase water supply and improve water quality in the region, including drought relief legislation.

~~30.~~69. Support funding opportunities that are provided to local jurisdictions through state or federal legislation.

~~31.~~70. Support legislative and regulatory measures that enhance local agencies' ability to share regional water resources and the ability to implement regional conjunctive use.

~~32.~~71. Support legislation that protects the security of, and access to, water rights' water and Central Valley Project contract water at Folsom Reservoir.

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LEGISLATIVE ADVOCACY MANUAL

PURPOSE

The goals of the City of Folsom's Legislative Advocacy Program are to:

- Describe the City's internal procedures related to federal, state, and local advocacy
- Ensure potentially impactful federal, state, and local legislation is identified, analyzed, tracked, and that the City's legislative position is communicated to legislators

COORDINATION OF THE LEGISLATIVE PROGRAM

When City staff learns of governmental action potentially affecting the City, internal communication and coordination to analyze the action begins.

Action can then proceed in either of two ways:

1. If the Council has previously adopted a legislative policy statement relevant to the legislation, the City Manager may act by engaging in established advocacy methods.
2. If there is no relevant legislative policy statement or Council direction related to a potentially impactful bill, if the issue is politically controversial, or if there is significant local interest in the issue, the proposed legislation will be referred to Council for direction.

THE ROLE OF THE CITY COUNCIL

The City Council has ultimate responsibility for determining the City's position on legislative issues. The Council's specific responsibilities include:

1. Establish legislative priorities
2. Meet with the City's state and federal legislative advocates as needed or desired to best represent the interests of Folsom
3. Work with external entities on issues of shared regional policy concern

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4. Determine positions on resolutions proposed for adoption by the League of California Cities, the National League of Cities, and similar regional entities, as requested
5. Assume an active advocacy role with legislators on behalf of the City. This may include travel, and any such travel will be consistent with current City travel policies

THE ROLE OF THE CITY MANAGER

The City Manager is the central coordinator of the City's legislative program. The City Manager may designate a legislative liaison to assist with coordinating the City's legislative program. The responsibilities and activities of the City Manager include:

1. Ensuring the consistency of legislative action throughout the City
2. Coordinating contacts and communications with legislators and their staff
3. With departmental assistance, evaluating proposed legislation that may affect the City
4. Disseminating information on public policy items of interest to City departments
5. Directing and overseeing the City's lobbyists, including setting priorities for action that are consistent with Council direction
6. Preparing advocacy letters for the Mayor or Vice Mayor's signature. If neither the Mayor nor Vice Mayor are available to sign advocacy letters, the City Manager shall sign on behalf of the City. Copies of the communication will be distributed immediately to the City Council.
7. Serving, as needed, as the liaison to stakeholder groups, legislative offices, and local jurisdictions concerning legislative activities
8. Coordinating, briefing, and providing support to Council members for visits with state and/or federal legislators, as requested

THE ROLE OF CITY DEPARTMENTS

Active departmental participation is essential to the success of the Legislative Program. Departmental employees can provide technical assistance and unique insight into issues

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potentially impacting the City. Responsibilities of the departments include, but are not limited to:

1. Informing the City Manager of policy issues of importance to the City and any specific bills they become aware of that may impact the department
2. Designating key contacts within the department or division who are responsible for evaluating legislation and/or assisting with legislative analysis and advocacy letters
3. Suggesting organizations, individuals, publications, and/or legislators who may be allies in advocating the City's position on certain legislation

CITY COMMISSIONS AND COMMITTEES

City employees who are staff or liaison to Council appointed advisory commissions and committees should encourage those bodies to bring to the City Manager's attention any proposed legislation for which they recommend a position or wish the City Manager to track.

ENVIRONMENTAL AND WATER RESOURCES DEPARTMENT

The Environmental and Water Resources Department carefully monitors legislative developments, due to the heavily and separately regulated nature of the utilities. Advocacy actions that squarely and solely affect the Environmental and Water Resources Department (i.e.: an increase in utility rates, a change in departmental operations or policies, or additional work for staff of only the Environmental and Water Resources Department) and that conform with approved legislative guidelines, may be approved by the Director of the Environmental and Water Resources Department.

LEGISLATIVE ADVOCACY IN SPECIAL CIRCUMSTANCES

The City Council is the official voice of the City of Folsom and the final authority for determining legislative positions. The processes outlined below reflect instances when staff has no prior Council authority, the issue is controversial, or is a current item of significant community interest, or time constraints preclude action by the City Council.

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Staff will place the item on a City Council agenda, including a specific bill number, if any, an analysis of the item, and a recommendation if warranted, for Council deliberation. Staff will follow the direction from Council related to the specific item. If there is no relevant legislative platform guideline and time limits preclude action by the City Council, the Mayor and Vice Mayor shall coordinate with the City Manager to determine the City's position on proposed legislation and communicate the position as appropriate. Copies of the communication will be distributed to the City Council and presented for ratification at the earliest possible Council meeting. In the event that a majority of the City Council disagrees with the position expressed by the Mayor, Vice Mayor and/or City Council, clarifying communication will be sent as appropriate.

SIGNATURES ON LEGISLATIVE COMMUNICATION

Letters and other communications expressing the City's position will customarily bear the signature of the Mayor. However, if the legislation's principal impact is on the City's operating procedures, the communication may be signed by the City Manager. In order to keep the Council and others informed of all City communication on legislation, copies of the letters will be distributed to the City Council.

COMMUNICATION WITH ELECTED OFFICIALS

From time to time, Councilmembers may meet with the City's local, state, and/or federal representatives. These meetings are an important component of building legislative relationships and sharing issues of significance to Folsom. Any meetings or communication with local, state, or federal elected officials must be done in a coordinated way to ensure consistency of messaging, accurate information and record keeping, and sharing of resources. Therefore, any communication with a local, state, or federal elected official or legislative staff shall be coordinated through the City Manager.

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ADVOCACY METHODS

Drafting position letters is one advocacy tool, best used in conjunction with others. The City Council, City Manager, and lobbyists may use any, or a combination of the below additional advocacy methods:

1. Calls to policymakers, their staff, or legislative committee staff
2. Meeting with legislators and their staff, stakeholders, and other groups active on the same issue or bill
3. Testifying at a committee hearing regarding the City's position and/or concerns
4. Building coalitions with like-minded entities

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11367-A Resolution Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Kelli Vaccaro, DBA Kids Inc. for the Lease of 405 Natoma Station Drive, APN 072-0850-029-0000
FROM:	Parks and Recreation Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends the City Council Approve Resolution No. 11367-A Resolution of the City Council of the City of Folsom Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Kelli Vaccaro, DBA Kids Inc. for the Lease of 405 Natoma Station Drive, APN 072-0850-029-0000.

BACKGROUND / ISSUE

The City of Folsom and Kelli Vaccaro, DBA Kids Inc. entered into a 10-year lease agreement with two optional extensions of 5 years, commencing on April 1, 2022.

Kids Inc.(tenant) Rent Per Month:

April 1, 2022 to March 31, 2023 - $20,000
April 1, 2023 to March 31, 2024 - $20,600
April 1, 2024 to March 31, 2025 - $21,218.

On March 6, 2025, the City received a letter from the tenant asking that the City reduce its monthly rent amount by $2,000. The justification for the rent reduction was related to the property taxes that the tenant needs to pay for the facility. Although the lease agreement mentions that the tenant would be responsible for the taxes, the tenant indicates that they didn't realize it was their responsibility. The tenant has spent a significant amount of money to make improvements to the building and the property tax cost has become burdensome for the tenant.

Due to the tenant's significant investment and the additional property tax burden the tenant has requested the city consider a $2,000 monthly reduction in rent. Staff recommend that the council grant this reduction.

POLICY / RULE

The City Manager shall receive City Council authority to execute contracts in excess of $75,049

ANALYSIS

The City of Folsom and Kelli Vaccaro, DBA Kids Inc. entered into a 10-year lease agreement with two optional extensions of 5 years, commencing on April 1, 2022. Since entering into the lease, the lessee has made several improvements to the city-owned facility and has more improvements planned in the future. Improvements include:

Completed

- Nearly $200,000 in building improvements to update the facility to better serve children and families.
- Landscape care due to issues between the facility and the city landscape contractor.
- Landscape shrub removal to enhance safety.

Planned

- Painting of the building exterior.
- Re-striping the parking lot.
- Replacement of rain gutters.

The lessee has taken great care of the facility and is up to date on payments.

FINANCIAL IMPACT

The current monthly rate of $21,218 equates to annual revenues of $254,616. The $2,000 monthly reduction will reduce the annual revenues by $24,000. The City will still receive $230,616 annually under this agreement. The new monthly rental rate will still have an annual increase of 3% per year.

ENVIRONMENTAL REVIEW

The proposed lease of an existing public facility is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines.

ATTACHMENTS

1. Resolution No. 11367-A Resolution Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Kelli Vaccaro, DBA Kids Inc. for the Lease of 405 Natoma Station Drive, APN 072-0850-029-0000
2. Lease agreement dated December 15, 2021

3. Letter from Kelli Vaccaro dated March 6, 2025
4. Sample rate schedule

Submitted,

Kelly Gonzalez, Parks & Recreation Director

Attachment 1

RESOLUTION NO. 11367

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT BETWEEN THE CITY OF FOLSOM AND KELLI VACCARO, DBA KIDS INC, FOR THE LEASE OF 405 NATOMA STATION DRIVE, APN 072-0850-029-0000

WHEREAS, the City of Folsom and Kelli Vaccaro, DBA Kids Inc. entered into an agreement to lease the city owned facility at 405 Natoma Station Drive, commencing on April 1, 2022; and

WHEREAS, since the start of the lease the lessee has made substantial improvements to the city owned facility; and

WHEREAS, the lessee has requested a reduction of rent in the amount of $2,000 monthly; and

WHEREAS, staff believe the request is reasonable and will result in further enhancements to the city owned facility; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute an amendment to the lease agreement and reduce the monthly rent by $2,000 effective May 1, 2025, and include a 3% escalator each year effective April 1, 2026 and every year thereafter.

PASSED AND ADOPTED this 22 day of April, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 2

ORIGINAL
Official Document of the
Folsom City Clerk's Department

LEASE AGREEMENT

This Lease Agreement is made and entered into as of this 15th day of December, 2021 between the City of Folsom ("Lessor") and Kelli Vaccaro, a sole proprietor doing business as Kids Inc. ("Lessee").

WHEREAS, Lessor owns of the former Brighton School building located at 405 Natoma Station Drive in Folsom, California, comprising approximately 10,314 square feet of building area (the "Facility"), described more fully in Exhibit A attached hereto and incorporated herein by reference.

WHEREAS, Lessor hereby leases to Lessee and Lessee leases from Lessor for the term, at the rental, and upon all the conditions set forth herein the Facility, together with all improvements thereon and appurtenances thereto, and subject to the conditions set forth below, the continuous and uninterrupted right of Lessee and its officers, employees, business invitees, customers and patrons, of access to and from Facility.

NOW, THEREFORE, the parties hereto, in consideration of the mutual promises, covenants, terms and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, do hereby agree as follows:

1. TERM. The term of this Lease shall be ten (10) years, commencing April 1, 2022 and ending on March 31, 2032, unless sooner terminated pursuant to any provisions hereof. Lessee has the option to renew the Lease for two additional terms of 5 years each upon giving Lessor not less than 180 days prior written notice of Lessee's exercise of said option prior to the expiration of the initial or subsequent extended term. Failure to provide notice within the time herein provided to exercise the first option shall cause both options to terminate. Rent during the option term(s) shall be the then-prevailing market rent as determined by the Lessor at Lessor's reasonable discretion following consultation with the Lessee.

2. RENT. Lessee shall pay to Lessor as rent for use of the Facility at the rates shown in Exhibit B attached hereto and incorporated herein by reference. This Lease is net of taxes, utilities, and insurance.

3. USE. During the term of this Lease, and any renewal hereof, Lessee shall use the Facility only as a preschool and childcare center, including afterschool programs, and for no other use. Included in this Lease is the non-exclusive license to Lessee for Lessee to use up to 83 parking spaces in the parking lot and up to 5 (non-ADA stalls) designated parking stalls for transport vans for purposes associated with this Lease. Lessee shall not permit any act or acts in or on the Facility or use the Facility or suffer it to be used in any manner which will cause a cancellation of any fire, liability, or other insurance policy covering the Facility or any part thereof.

/ / /

4. REPAIRS, MAINTENANCE, AND UTILITIES.

a. Lessor hereby grants Lessee a temporary license to enter into the Facility to construct and install Lessee's tenant improvements from December 20, 2021 through March 31, 2022 without payment of rent. Lessee shall bear all risks of loss, including but not limited to personal injury and property damage, while operating under this license.

b. Lessor agrees to waive up to $4,500 in City-imposed building permit fees for tenant-improvements to the Facility desired by Lessee. Lessee shall comply with all City requirements for project submittal, plan review, plan check, inspection, and pay all fees (including non-City fees) applicable to Lessee's improvements except for the amount waived above. Subject to the foregoing, Lessee is solely responsible for all interior improvements necessary to comply with the Americans with Disabilities Act (ADA) at Lessee's sole cost and expense.

c. Lessor warrants that all operating systems in the Facility, including without limitation, HVAC, plumbing, electrical, and lighting shall be in good working order for the first 6 months of the Lease term. Except for warranty defects, Lessee shall maintain repair and replace all operating systems, including without limitation, HVAC, plumbing, electrical, and lighting, and shall procure an HVAC maintenance contractor to service and maintain HVAC.

d. Lessee shall provide and pay for maintenance and repair of the exterior area of the Facility, including, but not limited to, the exterior roof, mechanical units, and exterior side walls; provided that Lessee shall not be responsible for maintenance or repair attributable to exterior landscaping and irrigation of the Facility.

e. The Lessee shall pay the total cost of the water, sewer, electricity, gas, telephone, internet, communication services, alarm services, and other utility services inside the Facility.

f. The Lessee shall provide, perform, and pay for maintenance, repair, and janitorial services for the Facility.

5. ALTERATIONS AND IMPROVEMENTS. Lessee shall have the right to make alterations and improvements to the Facility subject to the following terms and conditions:

a. No alterations or improvements made by Lessee shall in any way impair the structural stability of the building or diminish the value of the property.

b. All alterations or improvements (except for interior painting, and hanging of pictures or similar objects) shall be first approved in writing by the Lessor, but said approval shall not be unreasonably withheld by Lessor.

c. Lessee shall keep the Facility and every part of the Facility free and clear of any mechanics' liens or other liens arising out of the construction of any such alterations or improvements.

d. All alterations and improvements made to the Facility shall become the property of the Lessor and shall remain on and be surrendered with the Facility at the expiration or sooner termination of this Lease or any renewal or extension of this Lease.

e. Lessee's personal property and its trade fixtures, including machinery, equipment, and furnishings, shall remain the property of Lessee and may be removed by Lessee. Any personal property, trade fixtures, or equipment not removed by Lessee within thirty (30) days after the termination of this Lease or any extension thereof, shall automatically become the property of the Lessor. Lessee shall repair any damage to the Facility caused by Lessee's removal of its personal property, trade fixtures, or equipment, but Lessee shall have no obligation to remove such items from the Facility at any time.

6. ENTRY AND INSPECTION. Lessee shall permit Lessor or Lessor's agents to enter the Facility at all reasonable times and upon reasonable notice for the purpose of inspecting the Facility, and shall permit Lessor, at any time within sixty (60) days prior to the expiration of this Lease to place upon the Facility any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the Facility to inspect the Facility at reasonable times.

7. HAZARDOUS MATERIALS. Lessee shall not use, store, or dispose of any hazardous substances upon the Facility, except the use and storage of such substances that are customarily used in Lessee's business, and are in compliance with all environmental laws. Hazardous substances means any hazardous waste, substance, or toxic materials defined or regulated under any law or regulations.

8. MECHANICS LIENS. Lessee agrees to keep the Facility from any and all claims of claims of persons or firms or corporations who, at the request of Lessee or its employees or contractors, furnish labor or materials to or for the benefits of the Facility and Lessee further agrees to hold Lessor harmless from any and all claims.

9. DAMAGE/DESTRUCTION. If the Facility is damaged or destroyed in whole or in part by fire other casualty strictly unrelated to Lessee's actions, inactions, or operations, Lessor shall repair and restore the Facility to a good tenantable condition. Rent shall abate wholly if the entire Facility is untenantable, or shall abate pro rata for the portion rendered untenantable in case only a portion of the Facility is untenantable, until the Facility is restored to a tenantable condition. Lessor shall commence and complete all work required to be done under this Section with reasonable promptness and diligence, but Lessor shall not in default in any required performance if delay in performance results from, flood, storm, labor disputes, shortage of materials or transportation facilities, governmental regulations, war, act of God or other causes beyond Lessor's reasonable control. If Lessor shall not commence such repair or restoration within thirty (30) days after such damage or destruction shall occur or if repair or restoration will require more than one hundred twenty (120) days to complete, Lessor or Lessee may thereafter, at its option, terminate this Lease by giving written notice of its election to do so at any time prior to the commencement of such repair or restoration. In that event, this Lease shall terminate as of the date such notice is received by the intended recipient of the notice.

Notwithstanding any other provisions to the contrary, Lessee shall insure and shall be solely responsible for repairing and restoring Lessee's trade fixtures and personal property located in or on the Facility in the event of damage or destruction of the Facility.

10. FIRE INSURANCE. Lessee shall maintain, during the term of this Lease and any renewal hereof, coverage against loss or damage to the Facility in the amount of not less than ninety (90) percent of its full insurable value, against perils included within the classifications of fire, extended coverage, vandalism, malicious mischief, and special extended perils.

11. INSURANCE. Lessee, at its sole cost, shall maintain liability and property damage insurance during the entire term of this Lease as required in Exhibit C attached hereto and incorporated herein by reference.

12. SIGNS. Any and all signs or advertisements of any nature extending into, on, or located over the Facility, shall conform to all City of Folsom zoning and building codes and shall be approved by Lessor in writing prior to construction, use, or erection thereof.

13. TAXES. The terms of this Lease may result in the creation of a possessory interest. If such possessory interest is vested in a private party to this Lease, the private party may be subjected to payment of personal property taxes levied on such interest. Lessee shall be solely responsible for the payment of, and shall pay before they become delinquent, all taxes, assessments and fees assessed or levied upon Lessee or the Facility, or any interest therein, including, but not limited to, buildings, structures, fixtures, equipment or other property installed, or constructed thereon. Lessee further agrees not to allow such taxes, assessments or fees to become delinquent and as such to become a lien against the Facility or any improvement thereto. Nothing herein contained shall be deemed to prevent or prohibit Lessee from contesting the validity or amount of any such tax, assessment or fee in the manner authorized by law. The obligation to make any payments pursuant to this Section shall survive the expiration of the term of this Lease.

Unless otherwise provided by this Section, Lessee shall pay Lessor any other taxes, assessments, or fees, which the Lessor may become obligated to pay in connection with the ownership or maintenance of the Facility.

14. ASSIGNMENT AND SUBLETTING. Lessee shall not encumber, assign, sublet, or otherwise transfer this Lease, any right or interest in this Lease, or any right or interest in the Facility, without the prior written consent of Lessor, which may be withheld at Lessor's sole and complete discretion. A consent of Lessor to one assignment, subletting, or occupation and use by another person shall not be deemed to be a consent to any subsequent assignment, subletting, or occupation and use by another person. Any encumbrance, assignment, transfer, or subletting in violation of this requirements hereof, whether it be voluntary or involuntary, by operation of law, or otherwise, is void and shall, at the option of Lessor, terminate this Lease.

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15. TERMINATION OF LEASE.

a. In the event the Lessee determines in good faith that it no longer practicably, economically, or operationally can do business from the Facility, upon making a reasonable showing of same to Lessor, Lessee shall have the right to terminate this Lease upon giving ninety (90) days prior written notice to Lessor.

b. It is understood and agreed by the parties hereto that Lessor shall and hereby does reserve the right to cancel or terminate this Lease prior to expiration of the term or renewed or extended term hereof as follows:

(i) If the Lessee is in default or breach of this Lease, as specified in Section 18 of this Lease or as otherwise provided by law; or,

(ii) Upon 365 days notice without cause.

16. RIGHTS AFTER TERMINATION. In the event of termination for default or unsatisfactory performance by the Lessee, the Lessor shall have the right (unless otherwise specified in the termination notice), at once and without further notice to the Lessee, or surety, to enter and take possession of the Facility occupied by the Lessee, and expel, oust and remove any and all parties who may occupy any portion of the Facility covered by this Lease, and any and all goods and chattels belonging to the Lessee or his associates which may be found in or upon same, without being liable for prosecution or to any claim for damages therefor. Upon such termination by the Lessor, all rights, powers and privileges of the Lessee shall cease, and the Lessee shall immediately vacate any and all space occupied by Lessee under this Lease, and shall make no claims of any kind whatsoever against the Lessor, its agents or representatives, by reason of such termination, or any act incident thereto.

17. COMPLIANCE WITH LAWS. During the term of this Lease and any renewals hereof, Lessee shall promptly execute and comply with all Federal, State, County, and City statutes, ordinances, regulations, laws, or other requirements applicable to the occupancy of the Facility, and the operation of the Facility as a preschool and childcare center.

18. DEFAULTS/REMEDIES.

LESSEE:

The occurrence of any one or more of the following events constitutes a material default and breach of this Lease by Lessee:

a. The failure by Lessee to make any payment of rent or any other payment required to be made by Lessee hereunder, as and when due, where the failure continuous for a period of twenty (20) calendar days after written notice thereof from Lessor to Lessee.

b. The failure by Lessee to observe or perform any of the covenants, conditions, or provisions of this Lease to be observed or performed by Lessee, other than those described in

Subsection a., above, where the failure continues for a period of thirty (30) calendar days after notice thereof from Lessor to Lessee; provided, however, that if the nature of Lessee's default is such that more than thirty (30) calendar days are reasonably required for its cure, then Lessee shall not be deemed in default if Lessee commences such sure within the thirty (30) day period and thereafter diligently completes the cure.

c. The appointment of a receiver or the making of any general assignment, or general arrangement for the benefit of creditors.

d. The filing of a petition in bankruptcy by or against Lessee.

e. The judicial declaration of Lessee as bankrupt.

f. The appointment of a trustee or receiver to take possession of substantially all Lessee's assets located at the Facility or of Lessee's interest in this Lease, if possession is not restored within thirty (30) calendar days.

g. The attachment, execution or other judicial seizure of substantially all Lessee's assets located at the Facility or of Lessee's interest in this Lease, if the seizure is not discharged within thirty (30) calendar days.

In the event of any such default or breach with the exception of bankruptcy or receivership, by Lessee, Lessor may, after giving written notice as provided above, pursue those remedies available to Lessor under the laws or judicial decisions of the State of California. In the event of bankruptcy or receivership, this Lease shall immediately terminate and possession of the Facility shall immediately return to Lessor.

If Lessee breaches this Lease or is in default, as provided above, the Lessor may terminate this Lease upon written notice as provided herein. On such termination, the Lessor may recover from Lessee:

(i) The worth at the time of award of the unpaid rent which has been earned at the time of termination;

(ii) The worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that Lessee proved could have been unreasonably avoided;

(iii) The worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental loss for such period that Lessee proves could be reasonably avoided; and

(iv) Any other amount necessary to compensate Lessor for all the detriment proximately caused by Lessee's failure to perform his obligations under

this Lease, or which in the ordinary course of things would likely to result therefrom.

The "worth at the time of award" of the amounts referred to in Subsections (i) and (ii) hereinabove is computed by allowing interest at the legal rate. The worth at the time of award of the amount referred to in paragraph (iii) of this Subsection is computed by discounting such amount at the legal rate of interest.

Even though Lessee breaches this Lease or is in default, as provided above, this Lease continues in effect for so long as the Lessor does not terminate Lessee's right of possession; and the Lessor may enforce all its rights and remedies under this Lease, including the right to recover the rent as it becomes due under this Lease, unless the breach by Lessee constitutes a breach and abandonment of the Lease, in which case the Lessor may enforce all its rights and remedies except its right to recover rent as it becomes due.

The rights of the Lessor under this Lease shall be cumulative to all other rights or remedies now or hereafter given to Lessor by law. Nothing in this Lease affects the right of Lessor to equitable relief where such relief is appropriate.

Nothing in this Lease affects the rights of the parties under statutory provisions relating to actions for unlawful detainer, forcible entry, and forcible detainer. If Lessor brings an action in unlawful detainer, and possession of the property is no longer an issue because possession of the property is delivered to Lessor before trial or, if there is no trial, before judgment is entered, unless Lessor amends the complaint to state a claim for damages not recoverable in the unlawful detainer proceeding, the bringing of an unlawful detainer, forcible entry, or forcible detainer action as described hereinabove does not affect Lessor's right to bring a separate action for relief on termination, or in equity; but no relief shall be requested and no damages shall be recovered in the subsequent action for any detriment for which claim for damages was made and determined on the merits in the previous action.

Efforts by the Lessor to mitigate the damages caused by Lessee's breach of this Lease do not waive the Lessor's right to recover damages under this Section.

Nothing in this Section affects the right of the Lessor to indemnification for liability arising prior to the termination of this Lease for personal injuries or property damage as provided in Section 25 of this Lease.

19. DEFAULTS/REMEDIES.

LESSOR:

Lessor shall not be in default unless Lessor fails to perform obligations required of it within a reasonable time, but in no event later than thirty (30) days after written notice by Lessee to Lessor; provided that if the nature of Lessor's obligation is such that more than thirty (30) days are reasonably required for performance, then Lessor shall not be in default if Lessor

commences performance within the thirty (30) day period and thereafter diligently complete performance.

If Lessor defaults in the performance of any of the obligations or conditions required to be performed by Lessor under this Lease, Lessee may, after giving notice as provided above elect to terminate this Lease upon giving thirty (30) days written notice to Lessor of its intention to do so. In that event, this Lease shall terminate upon the date specified in the notice, unless Lessor has meanwhile cured the default. The foregoing shall be Lessee's sole remedy in the event of a breach or default by Lessor.

20. CONDEMNATION. If all of the Facility or any portion thereof is taken under the power of eminent domain, solely under the threat of the exercise of said power, or disposed of to satisfy federal requirements (all of which are herein called "condemnation"), this Lease shall automatically terminate as of the date the condemning authority takes title possession, whichever occurs first.

Any award or payment made upon condemnation of all or any part of the Facility shall be the property of Lessor, whether such award or payment is made as compensation for the taking of the fee or as severance damages; provided Lessee shall be entitled to the portion of any such award or payment for loss of or damage to Lessee's trade fixture or removable personal property.

21. WAIVER. In the event that either Lessor or Lessee shall at any time or times waive any breach of this Lease by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Lease, whether of the same or any other covenant, condition or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.

22. BINDING EFFECT. This Lease shall be binding upon the parties hereto, their heirs, personal representatives, administrators, successors and assigns.

23. ASSUMPTION OF NEW OWNER. In the event Lessor transfers any interest in the Facility to any other party or entity, this Lease shall remain in full force and effect, with the new owner assuming the role of Lessor with all the rights and duties specified in this Lease.

24. SURRENDER. Lessee agrees to take good care of the Facility and to commit no waste, and suffer no injury to be done to the same, and to return the possession of the same to Lessor at the expiration of the term, in as good condition as at the commencement of this Lease, normal and wear tear, unavoidable accidents and damage by casualty excepted.

If Lessee fails to surrender the Facility upon the expiration or termination of this Lease, Lessee shall indemnify and hold the Lessor harmless from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to surrender.

25. INDEMNITY. Lessee shall indemnify, protect, defend, save and hold Lessor, its officers, employees, and agents, harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or

omissions of Lessee or Lessee's officers, employees, volunteers, and agents during performance of this Lease, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Lessee or its employees, subcontractors, or agents, or by the quality or character of Lessee's work, or resulting from the negligence of the Lessor, its officers, employees, volunteers and agents, except for loss caused solely by the gross negligence of the Lessor. It is understood that the duty of Lessee to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by Lessor of insurance certificates and endorsements required under this Lease does not relieve Lessee from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall survive the termination of this Lease and shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Lease, Lessee acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

26. NOTICES. All notices and other communications contemplated shall be in writing and shall be deemed given when personally delivered or received by mail, and shall be personally delivered or mailed by certified mail, return receipt requested, with postage and fees paid, as follows:

Lessor: City of Folsom
Attn: City Manager
50 Natoma Street
Folsom, California 95630

Lessee: Kids Inc.
c/o Kelli Vaccaro
139 Stonington Way
Folsom, California 95630

27. ENTIRE AGREEMENT. All preliminary and contemporaneous agreements and understandings are merged and incorporated into this Lease which contains the entire agreement between the parties. This Lease may not be modified or amended in any manner except by an instrument in writing executed by the parties hereto.

28. VENUE. This Lease and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Lease shall be held exclusively in a state court in the County of Sacramento

29. ATTACHMENTS, HEADINGS, TERMS. All attachments referred to herein are hereby incorporated by reference into this Lease. The headings and underscoring contained herein are for convenience purposes only and shall not be used to interpret nor be deemed to extend or limit the specific sections. The work or words enclosed in quotation marks shall be construed as defined terms for purposes of this Lease. The terms "Lessor" and Lessee" shall be

construed to mean, when required by the context, the directors, officers, employees, invitees, contractors, materialmen, servants and agents of Lessor and Lessee.

30. ATTORNEY'S FEES. If either party named herein brings an action to enforce the terms of this Lease or to declare rights hereunder, the prevailing party in any such action, on trial or appeal, shall be entitled to reasonable attorney's fees to be paid by losing party as fixed by the Court.

31. EXECUTION AND DELIVERY. This Lease shall not be binding nor confer any rights upon either party unless and until executed and mutually delivered by and between both parties.

32. RELATIONSHIP OF PARTIES. This Lease does not create the relationship of principal and agent or a partnership or joint venture, or of any association other than that of Lessor and Lessee.

33. TIME OF ESSENCE. Time and specific performance are each of the essence of this Lease.

34. AUTHORITY TO EXECUTE. The person or persons executing this Lease on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Lease on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.

35. COUNTERPARTS. This Lease may be executed in one or more counterparts with each counterpart being deemed an original. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterparts executed by the other parties hereto are in the physical possession of the party or parties seeking enforcement thereof.

[END OF DOCUMENT – SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have caused this Lease to be executed on the date first above written.

LESSEE:
Kelli Vaccaro, a sole proprietor doing business as Kids Inc.

(If a corporation, must be signed by two officers of the corporation per Corporations Code section 313.)

12/16/2021
Date

Tax I.D. Number

Kelli Vac
Signature

Signature

Kelli Vaccaro
Print Name

Print Name

CEO / owner
Title

Title

LESSOR:
CITY OF FOLSOM, A Municipal Corporation:

12/20/21
Date

Elaine Andersen, City Manager

ATTEST:

Freemantle 12/20/21
Christa Freemantle, City Clerk Date

FUNDING AVAILABLE:

12/20/21
Stacey Tamagni, Finance Director Date

ORIGINAL APPROVED AS TO CONTENT:

Lorraine Poggione 12-17-21
Lorraine Poggione Date
Parks and Recreation Director

ORIGINAL APPROVED AS TO FORM:

12/20/2021
Steven Wang, City Attorney Date

ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this Certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of SACRAMENTO } SS.

On 12/16/2021 (DATE), before me, PETER F. HOKENSON, Notary Public,

personally appeared KELLI VACCARO, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

PETER F. HOKENSON
COMM. # 2285355
NOTARY PUBLIC-CALIFORNIA
COUNTY OF SACRAMENTO
MY COMM. EXP. APR. 15, 2023

PLACE NOTARY SEAL IN ABOVE SPACE

Peter F Hokenson
NOTARY'S SIGNATURE

OPTIONAL INFORMATION

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

CAPACITY CLAIMED BY SIGNER (PRINCIPAL)

- ☐ INDIVIDUAL
- ☐ CORPORATE OFFICER _____ TITLE(S)
- ☐ PARTNER(S)
- ☐ ATTORNEY-IN-FACT
- ☐ GUARDIAN/CONSERVATOR
- ☐ SUBSCRIBING WITNESS
- ☐ OTHER: _____

SIGNER (PRINCIPAL) IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

DESCRIPTION OF ATTACHED DOCUMENT

LEASE AGREEMENT
TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

OTHER

RIGHT THUMBPRINT OF SIGNER

Top of thumbprint here

NOTARY BONDS, SUPPLIES AND FORMS AT HTTP://WWW.VALLEY-SIERRA.COM © 2005-2015 VALLEY-SIERRA INSURANCE

EXHIBIT A

PROJECT DESCRIPTION

APN: 072-0850-029

ADDRESS: 405 NATOMA STATON DRIVE

LOCATION: WITHIN ERNIE SHELDON YOUTH COMPLEX

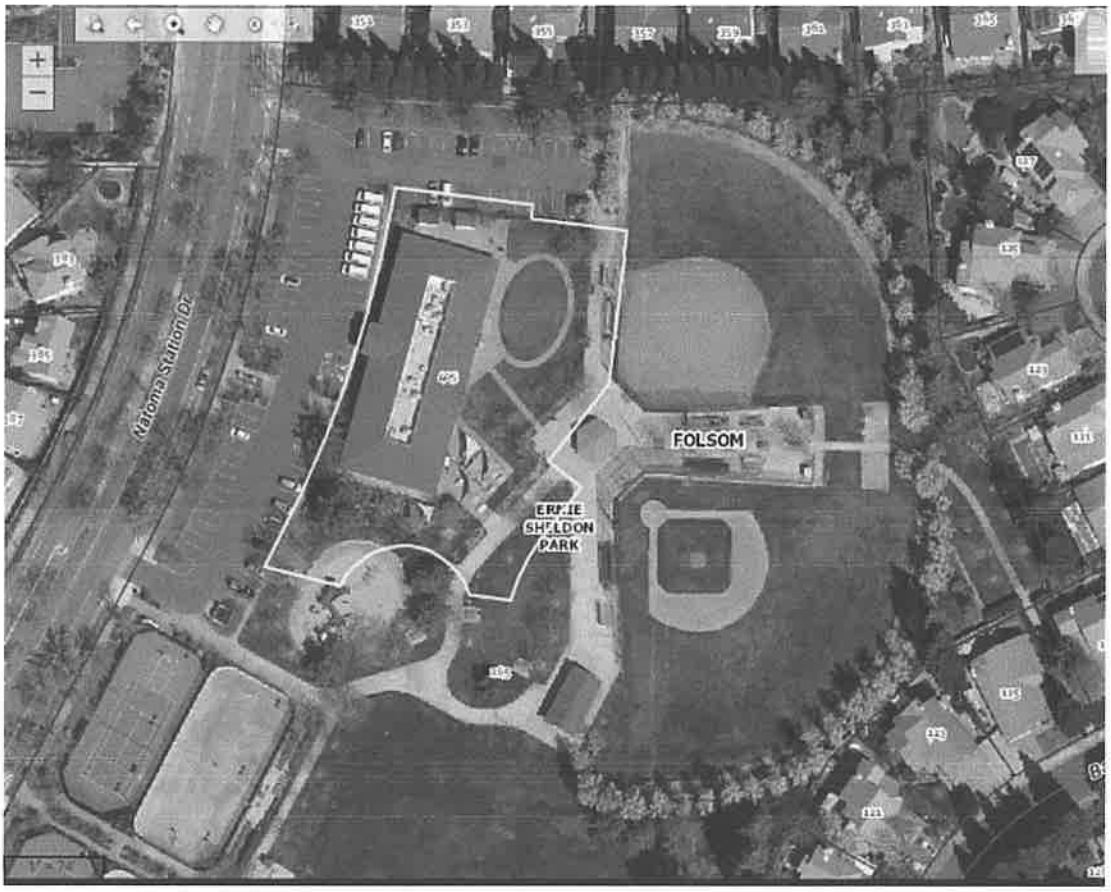


EXHIBIT B

FACILITY LEASE RATES for

405 NATOMA STATION DRIVE

Time Period	$/RSF/MO		$/MONTH	
December 20, 2021 - March 31, 2022	No Rent		No Rent	
April 1, 2022 - March 31, 2023	$ 2.00	/ RSF	$ 20,000	plus NNN
April 1, 2023- March 31, 2024	$ 2.06	/RSF	$ 20,600	plus NNN
April 1, 2024 - March 31, 2025	$ 2.12	/ RSF	$ 21,218	plus NNN
April 1, 2025- March 31,2026	$ 2.19	/ RSF	$ 21,855	plus NNN
April 1, 2026 - March 31, 2027	$ 2.25	/ RSF	$ 22,510	plus NNN
April 1, 2027- March 31, 2028	$ 2.32	/ RSF	$ 23,185	plus NNN
April 1, 2028 - March 31, 2029	$ 2.39	/ RSF	$ 23,881	plus NNN
April 1, 2029- March 31, 2030	$ 2.46	/ RSF	$ 24,597	plus NNN
April 1, 2030 - March 31, 2031	$ 2.53	/ RSF	$ 25,335	plus NNN
April 1, 2031- March 31, 2032	$ 2.61	/ RSF	$ 26,095	plus NNN

(Escalation is based on 3% per year)

EXHIBIT C
INSURANCE

NOTE: The word "Consultant" in this Exhibit refers to either "Consultant" or "Contractor" as the term is used in the Agreement/Contract to which this Exhibit is attached.

A. During the term of this Agreement, Consultant shall maintain in full force and effect at all times during the term of the contract, at its sole cost and expense, policies of insurance as set forth herein:

General Liability:

a. General liability insurance including, but not limited to, protection for claims of bodily injury and property damage liability, personal and advertising injury liability and product and completed operations liability.

b. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).

c. Claims-made coverage is not acceptable.

d. The limits of liability shall not be less than:

Each occurrence:	One Million Dollars ($1,000,000)
Products & Completed Operations:	One Million Dollars ($1,000,000)
Personal & Advertising Injury:	One Million Dollars ($1,000,000)

e. If a general aggregate limit of liability is used, the minimum general aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the general aggregate limit shall apply separately to the project that is the subject of the contract.

f. If a products and completed operations aggregate limit of liability is used, the minimum products and completed operation aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the products and completed operations aggregate limit shall apply separately to the project which is the subject of the contract.

g. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Automobile Liability:

h. Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of owned, hired, and non-owned automobiles.

i. Coverage shall be at least as broad as Insurance Services Office Automobile Liability coverage form CA 0001, symbol 1 (any auto).

j. The limits of liability per accident shall not be less than:

Combined Single Limit One Million Dollars ($1,000,000)

k. If Automobile Liability coverage, as required above, is provided by the Commercial General Liability form, the General Liability policy shall include an endorsement providing automobile liability as required above.

Workers' Compensation

l. Workers' Compensation Insurance, with coverage as required by the State of California (unless the Consultant is a qualified self-insurer with the State of California), and Employer's Liability coverage.

m. Employer's Liability Coverage with a limit not less than $1,000,000 per accident for bodily injury and disease.

n. Consultant shall sign and file with the City department responsible for this Agreement/Contract the Worker's Compensation Certificate contained in the Project Manual.

Insurance Required in the Supplementary Conditions: Consultant shall be required to comply with all conditions as stipulated in the Standard Construction Specifications, any supplementary conditions and any special provisions as applicable.

Professional Liability Insurance

If required, errors and omissions, malpractice or professional liability insurance with coverage of not less than $1,000,000 per claim.

Other Insurance Provisions:

o. The Consultant's General Liability and Automobile Liability policies shall contain, or be endorsed to contain, the following provisions:

i. The City, its officials, employees, agents and volunteers shall be covered and specifically named as additional insureds on a separate endorsement as respects liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied, or used by the Consultant, or automobiles owned, leased, hired, or borrowed by the Consultant in a form acceptable to the City Attorney.

ii. The Endorsement requirement may be satisfied with express provisions in the insurance policy(ies) which identifies any person or entity required to be included as an insured under the policy. A copy of the declarations page identifying the policy number, and pertinent provisions in the policy providing additional insured coverage shall be provided to the City.

iii. The policy shall contain no special limitations on the scope of coverage afforded to the City, its officials, employees, agents or volunteers.

p. For any claims related to the project, the Consultant's General Liability and Automobile insurance coverage shall be primary insurance in their coverage of the City and its officers, officials, employees, agents, or volunteers, and any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

q. Any failure to comply with reporting or other provisions of the policies on the

part of the Consultant, including breaches of warranties, shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.

r. The Consultant's Workers Compensation and Employer's Liability policies shall contain an endorsement that waives any rights of subrogation against the City, its officers, officials, employees, agents, and volunteers.

s. Each insurance policy shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, non-renewed, or materially changed except after **30 days prior written notice** by certified mail has been given to the City. Ten days prior written notice by certified mail shall be given to the City in the event of cancellation due to nonpayment of premium.

Acceptability of Insurers: Insurance is to be placed with insurers with **a Bests' rating of no less than A:VII**.

The Consultant shall furnish the City with Certificates of Insurance and endorsements or insurance binders, signed by a person authorized by the insurer to bind coverage on its behalf, evidencing the coverage required by this section, the Standard Specifications, Special Provisions and/or any Supplementary Conditions. **The Consultant shall furnish complete, certified copies of all required insurance policies, including original endorsements specifically required hereunder if requested.**

The Consultant shall report, by telephone to the Project Manager within 24 hours, and also report in writing to the City within 48 hours, after Consultant or any Subcontractors or agents have knowledge of, any accident or occurrence involving death of or serious injury to any person or persons, or damage in excess of Ten Thousand Dollars ($10,000) to property of the City or others, arising out of any work done by or on behalf of the Consultant as part of the contract.

Such report shall contain:

t. the date and time of the occurrence,

u. the names and addresses of all persons involved, and

v. a description of the accident or occurrence and the nature and extent of the injury or damage.

The City, at its discretion, may increase the amounts and types of insurance coverage required hereunder at any time during the term of the contract by giving 30 days written notice.

If the Consultant fails to procure or maintain insurance as required by this section, the Standard Specifications, and any Supplementary Conditions, or fails to furnish the City with proof of such insurance, the City, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the City shall be deducted and retained from any sums due the Consultant under the contract.

Failure of the City to obtain such insurance shall in no way relieve the Consultant from any of its responsibilities under the contract.

The making of progress payments to the Consultant shall not be construed as relieving the Consultant or its Subcontractors of responsibility for loss or direct physical loss, damage, or destruction occurring prior to final acceptance by the City.

The failure of the City to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the contract.

In the event Consultant carries Excess Liability Coverage, the Excess Liability Coverage shall apply to any and all claims related to the project on a primary and non-contributory basis, and the City's insurance or self-insurance coverage shall be excess to the Consultant's Excess Liability Coverage.

EXHIBIT C
[INSURANCE REQUIREMENT]

Attachment 3

March 6, 2025

To Whom it may concern;

My name is Kelli Vaccaro, I am the founder and CEO of Kids inc Preschool and Discovery Center. A little background about myself; I moved to Folsom in 1985 with my parents, and decided to make Folsom my forever home. As I raised my children, I realized working with children was my biggest passion. After working in the field for over a decade I knew my ultimate goal was to open my own school. In 2016 the opportunity came for us to open our first school right here in Folsom inside the Palladio. We opened with one student and 4 staff members, in 2019 another opportunity presented itself and we were able to open our second location on Prairie City Road. In 2022 we took a leap of faith and open the third location at 405 Natoma Station Drive. We currently have over 70 staff members, and serve over 250 families in Folsom. I am proud to be a part of this amazing community, and to be able to serve the needs of our local families.

This was my first lease I had signed with the City of Folsom and I had no idea that the full taxes for this building would be my responsibility. We got hit with several tax bills the first year which took us by surprise. The building as you can see in the pictures attached (before and after) was a disaster. We spent close to $200,000.00 in improvements to the building. I was told the city would not contribute to any upgrades. I take pride in my schools and want the best for my families and the children we serve.

Some of the issues I have encountered and new upcoming expenses are listed below:

1) I had to hire my own landscaper, as the city landscapers that worked in the yard were not doing a good job, and some weeks did not even mow the yard or trimming so that added expenses it was also a safety concern as they were not locking the gate correctly.
2) I also had to take down all the bushes on the side of the school to stop the homeless people living behind the bushes, as the neighbors threatening my business since the city would not respond to their concerns. I ended up spending money to cut the bushes down
3) I am in the process of having the outside of the building painted to make sure it is looking good for our families, but also a good look for the community.
4) I am in the process of re- painting the lines in the parking lot in front of our building.
5) The gutters around the school are all broken which is causing issues when it rains and kids are getting hurt. We are in the process of replacing them this will cost over $8000.00.

As you can see, we have taken great care of this building and will continue to do so.

At this point I am requesting a rent reduction to help balance out the extra expenses. I am requesting a $2000.00 per month reduction to compensate for some of the extra expenses this would be extremely helpful in balancing our budget.

Sincerely,



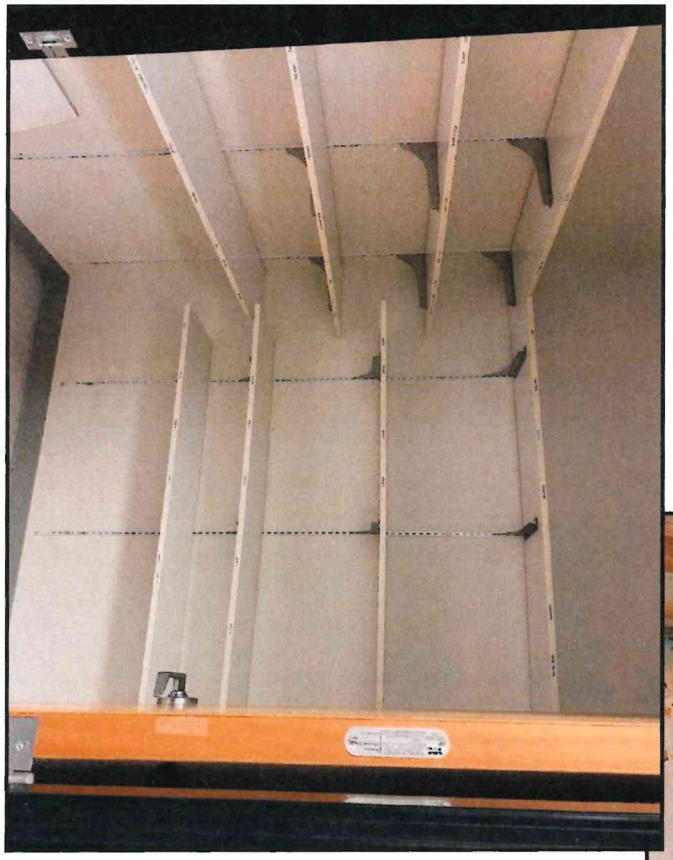
Keli Vaccaro

CEO

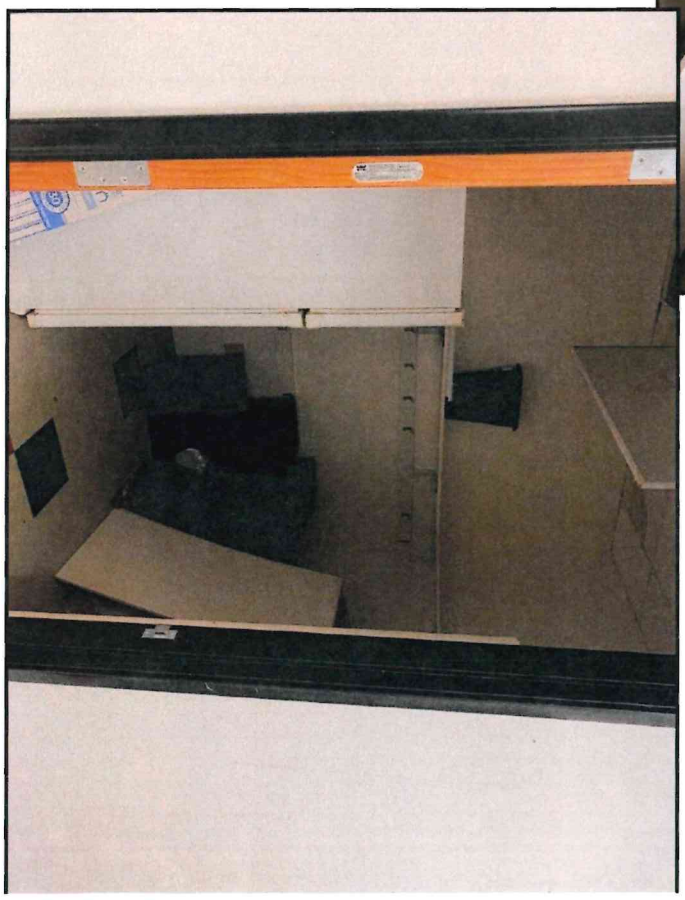
Kids inc Preschool and Discovery Center

405 Natoma Station Drive

Folsom, CA 95630

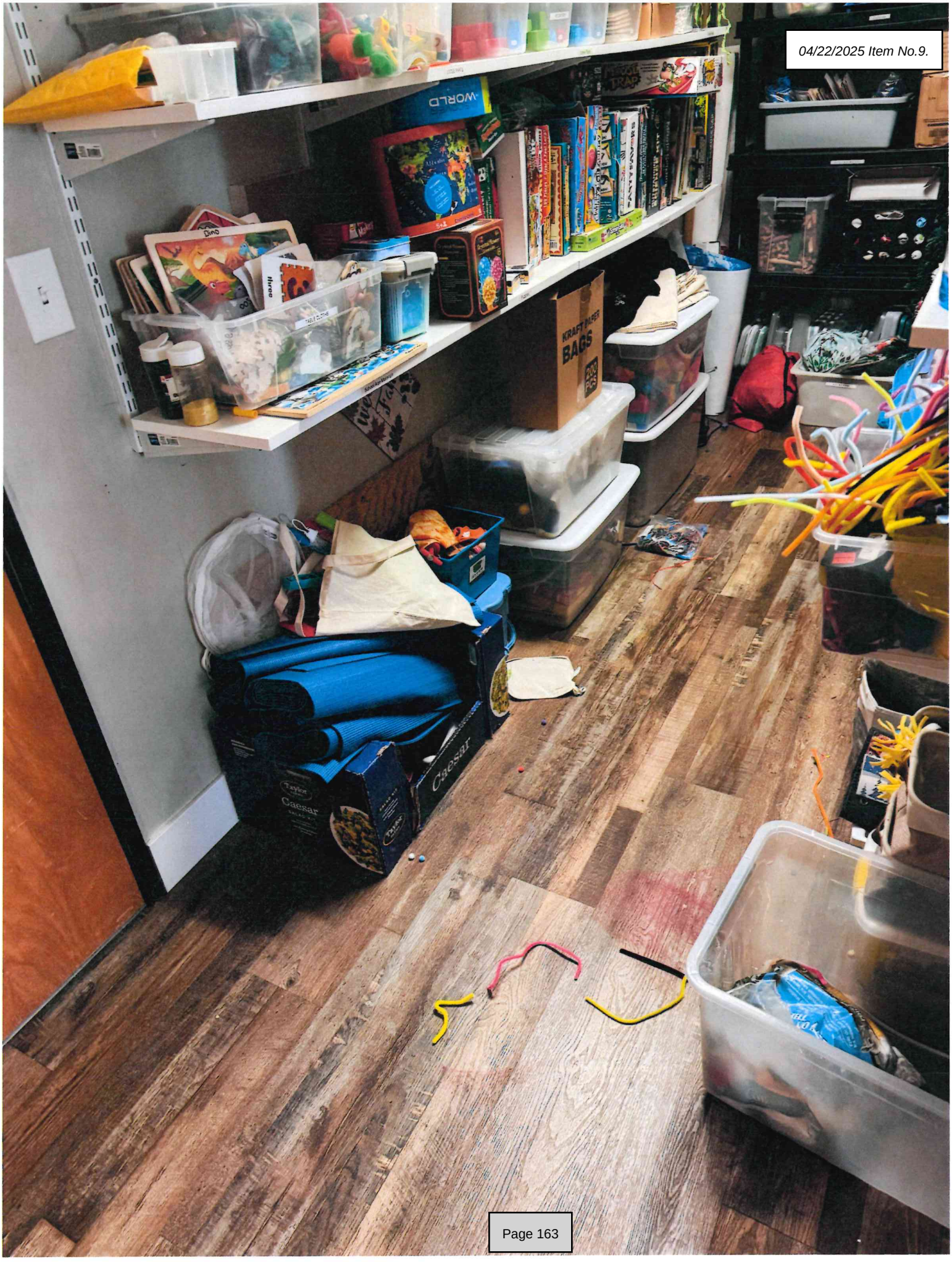






STORAGE

21

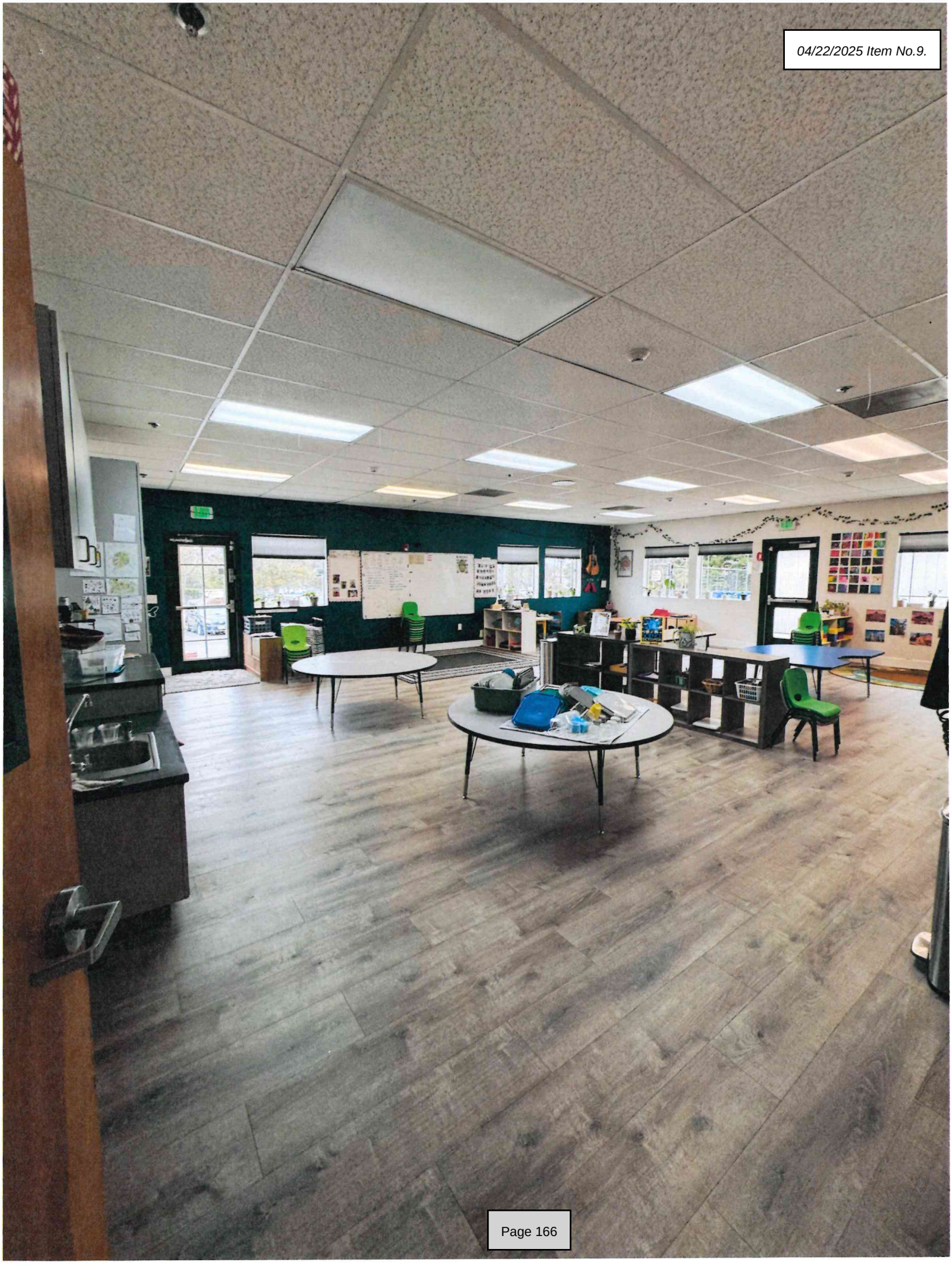

WORLD
KRAFT PAPER
BAGS
Caesar
Caesar

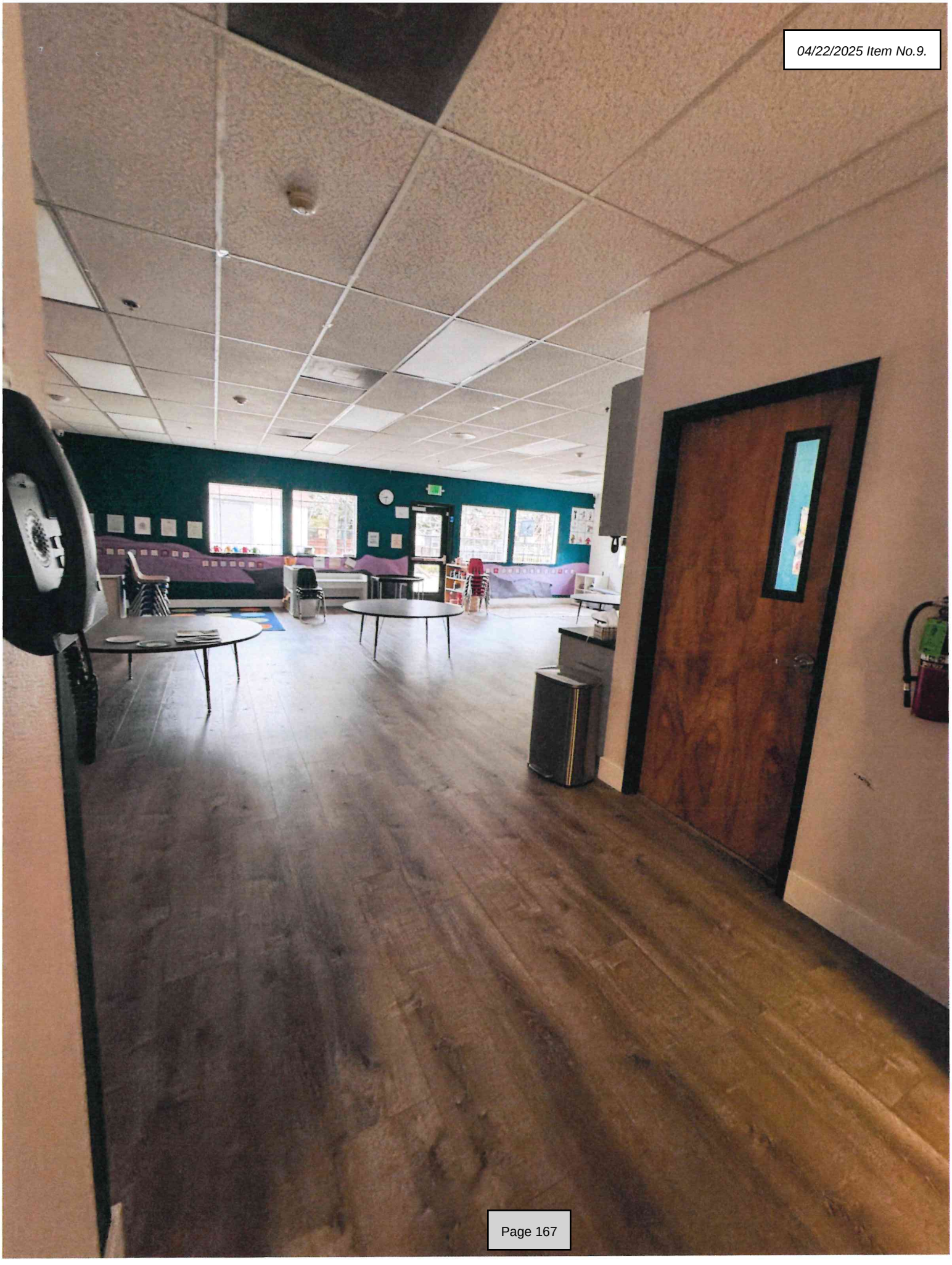

Turtles
KITCHEN
DRAWSTRING
Bags
13
GALLON
200 BAGS
FLEX-TECH

CLASSROOMS

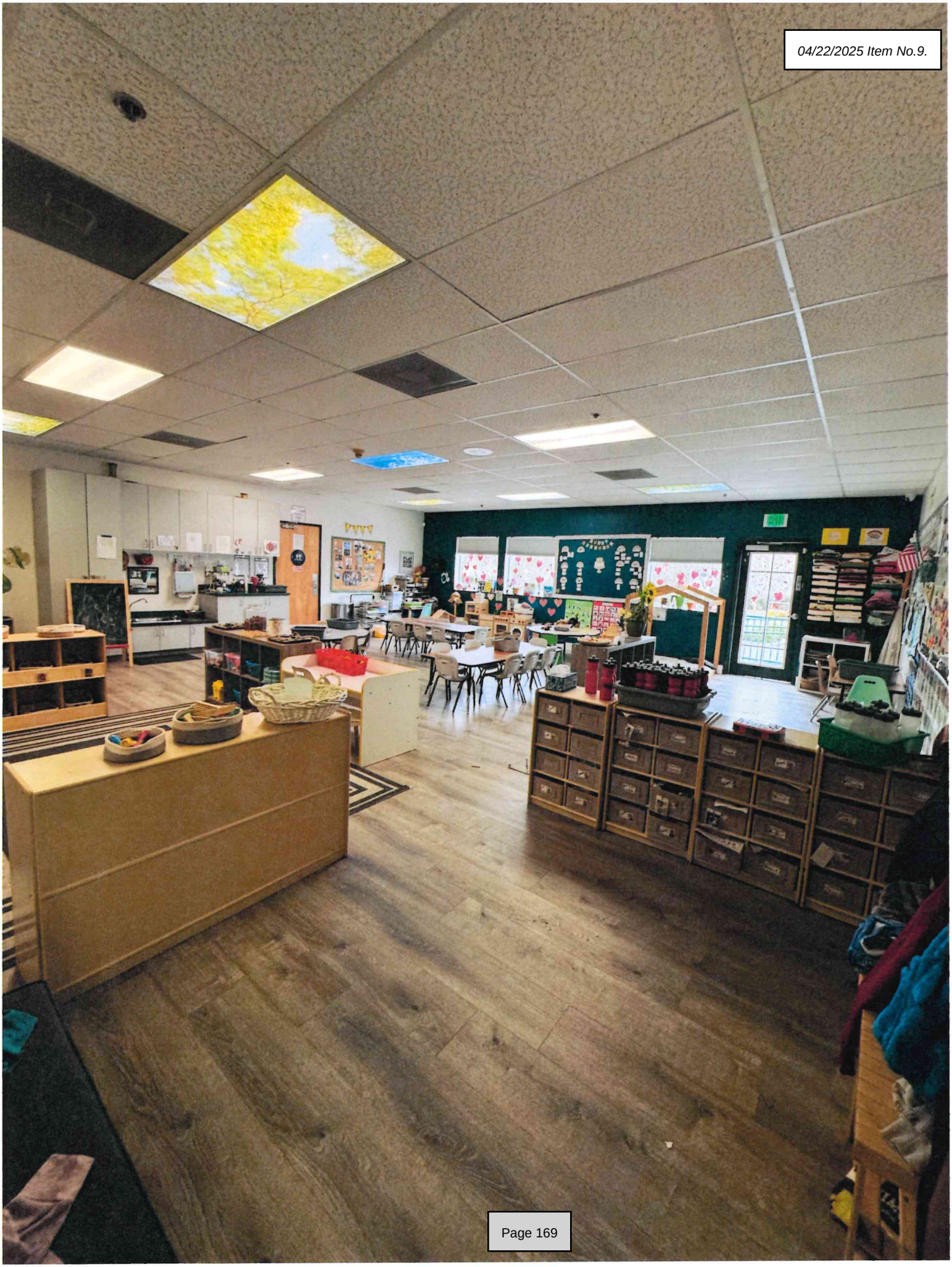


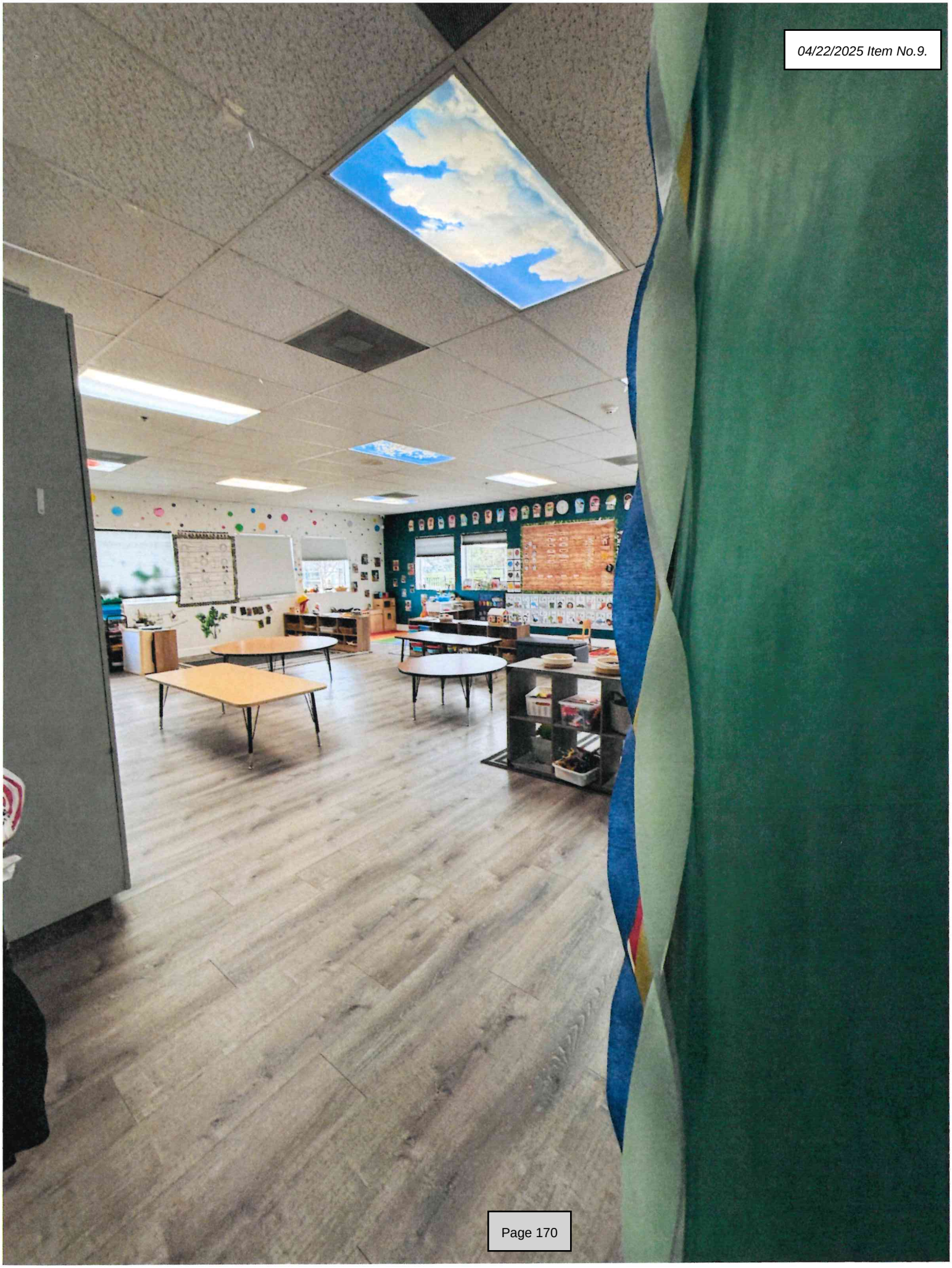






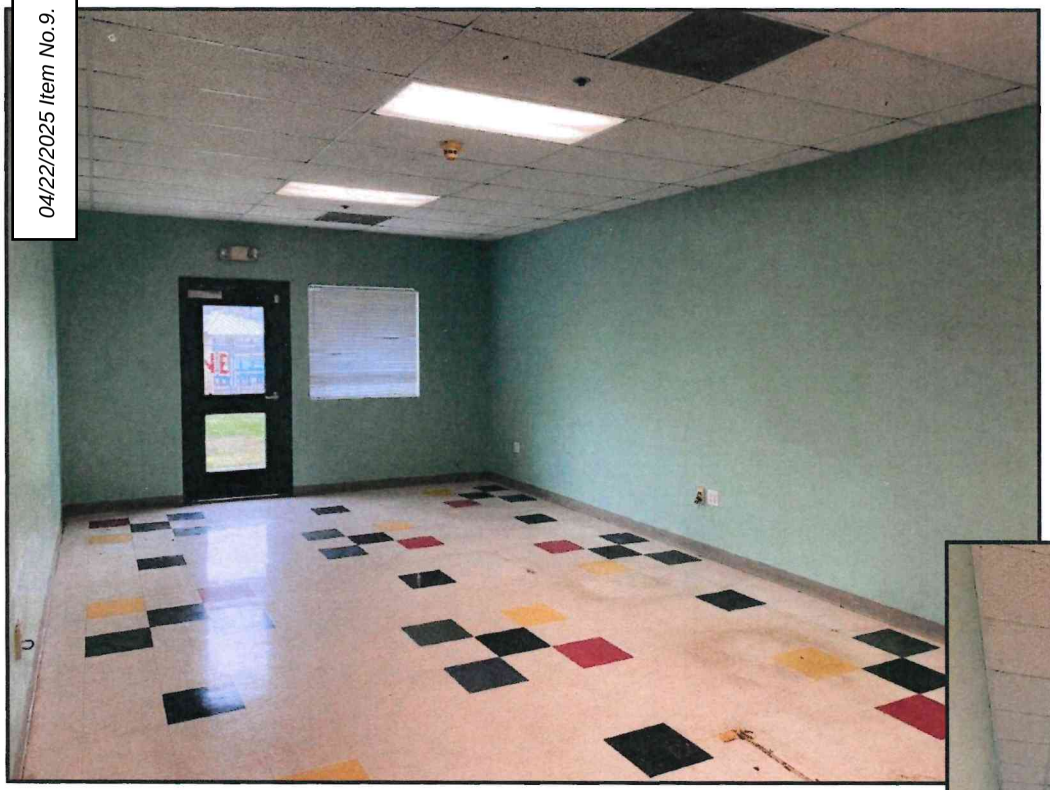


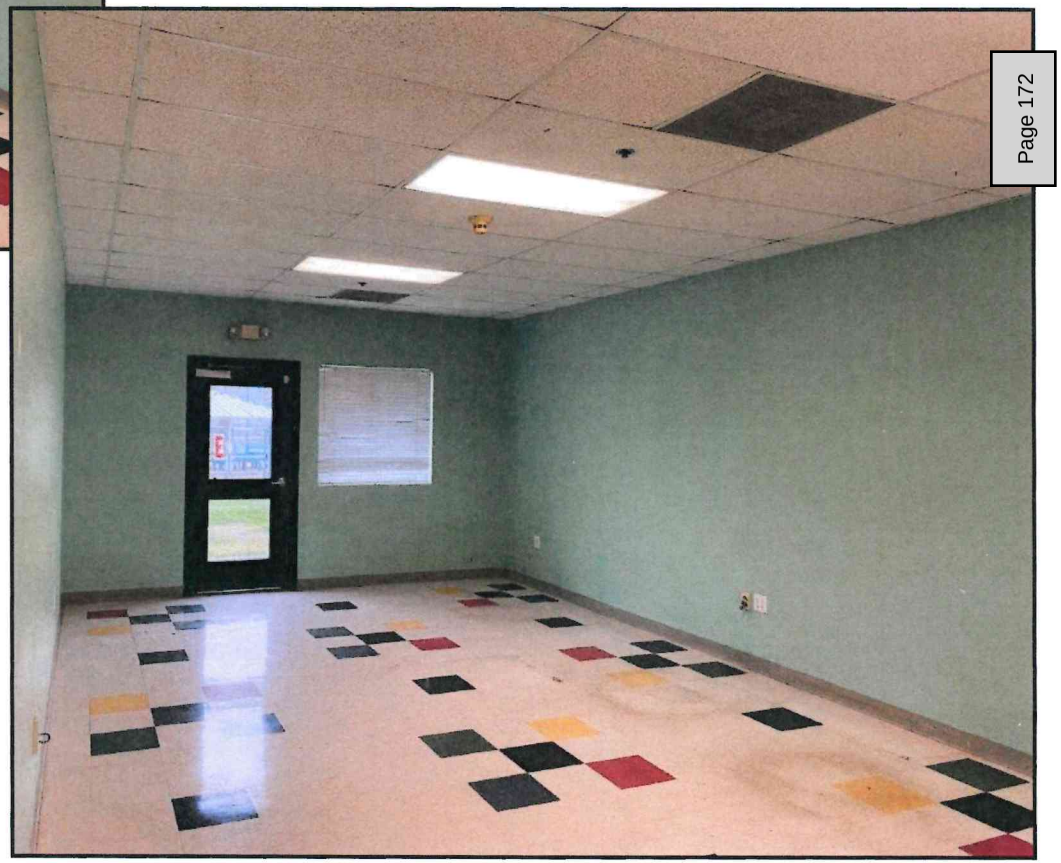






OFFICES



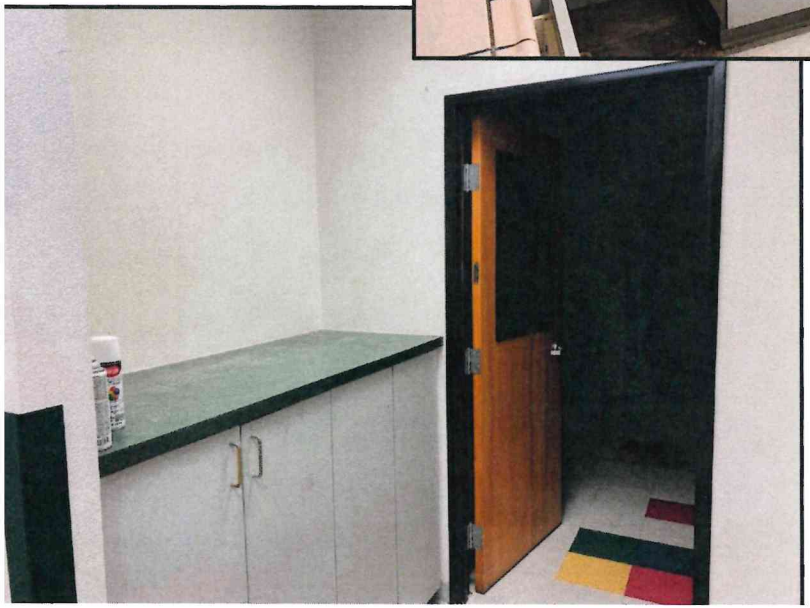



Frog Street
Delta

KITCHEN



PREP AREA



STORAGE



Cheerios
Cheerios
FIRE
EXTINGUISHER

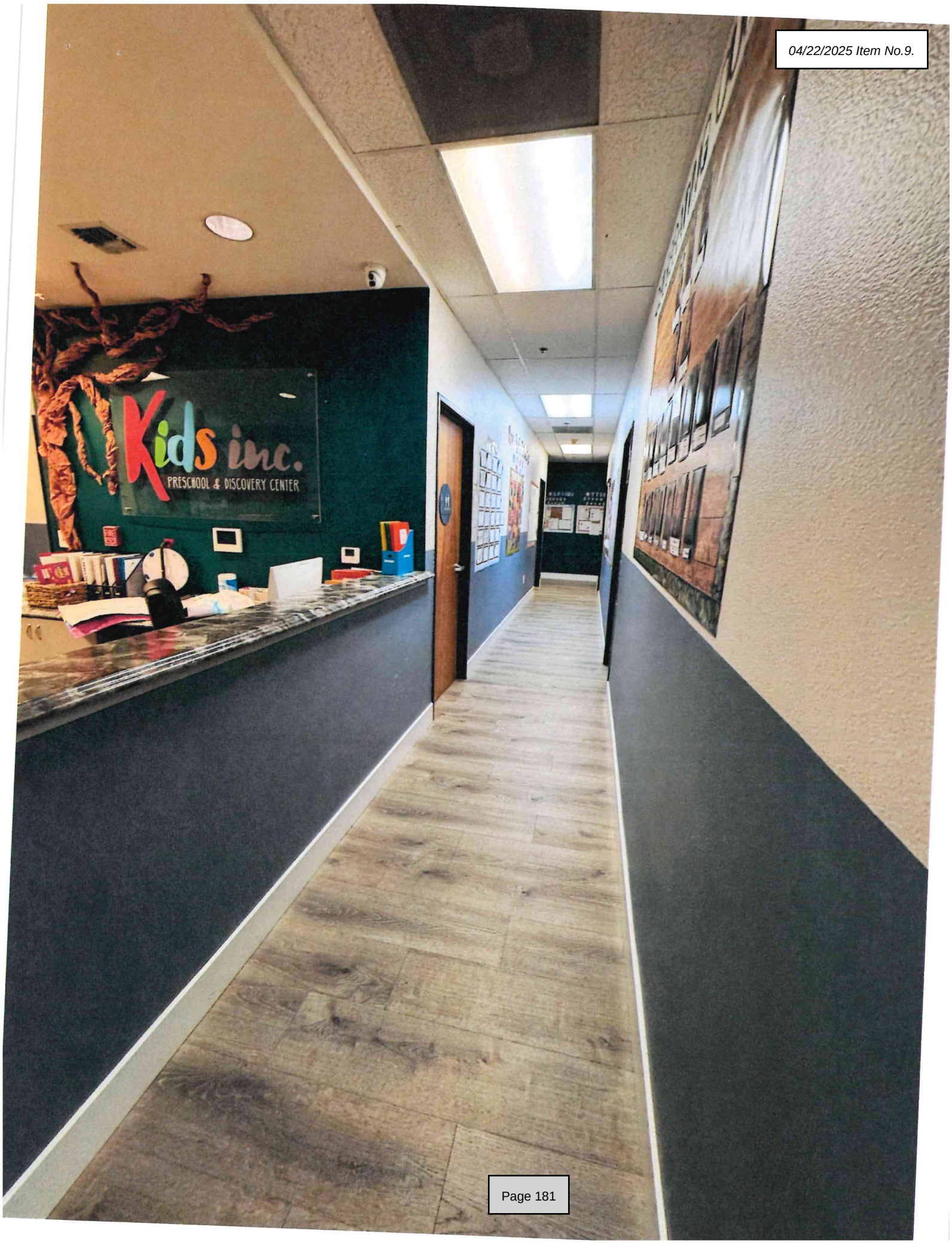
Kitchen Cleaning List
KITCHEN
STOVE AREA
STORAGE

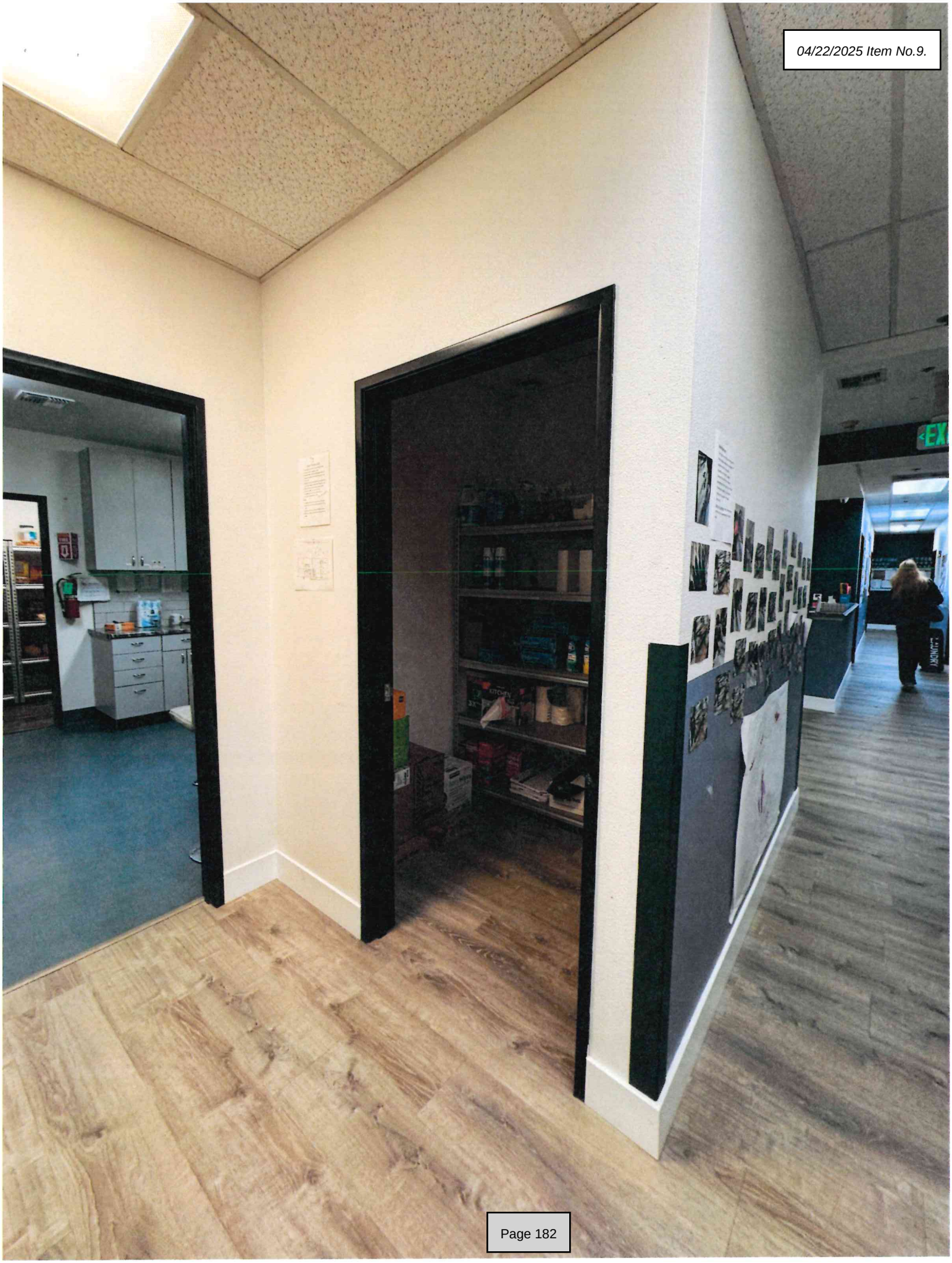
HALLWAY CORRIDOR

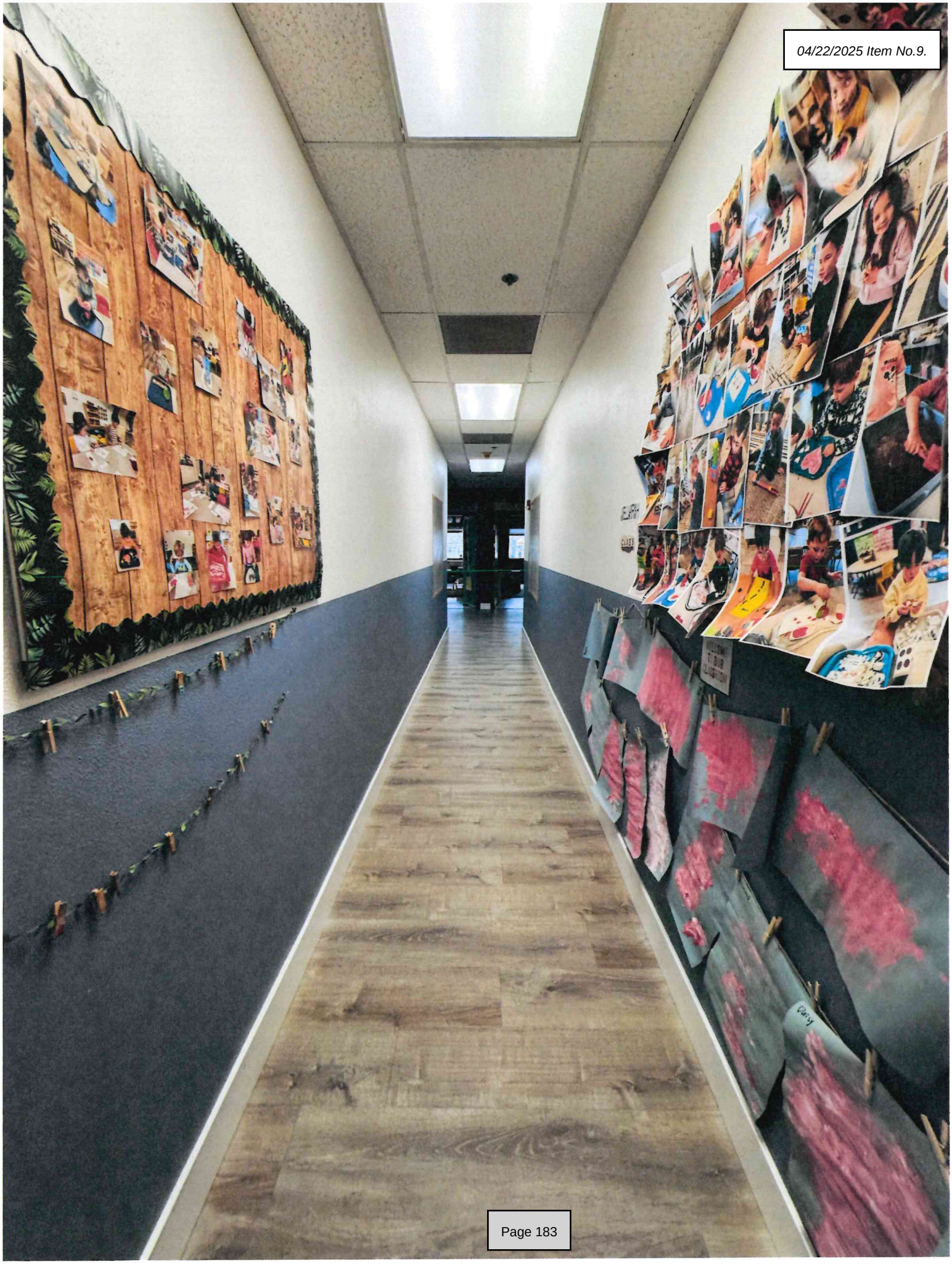




LOBBY


Kids inc.
PRESCHOOL & DISCOVERY CENTER







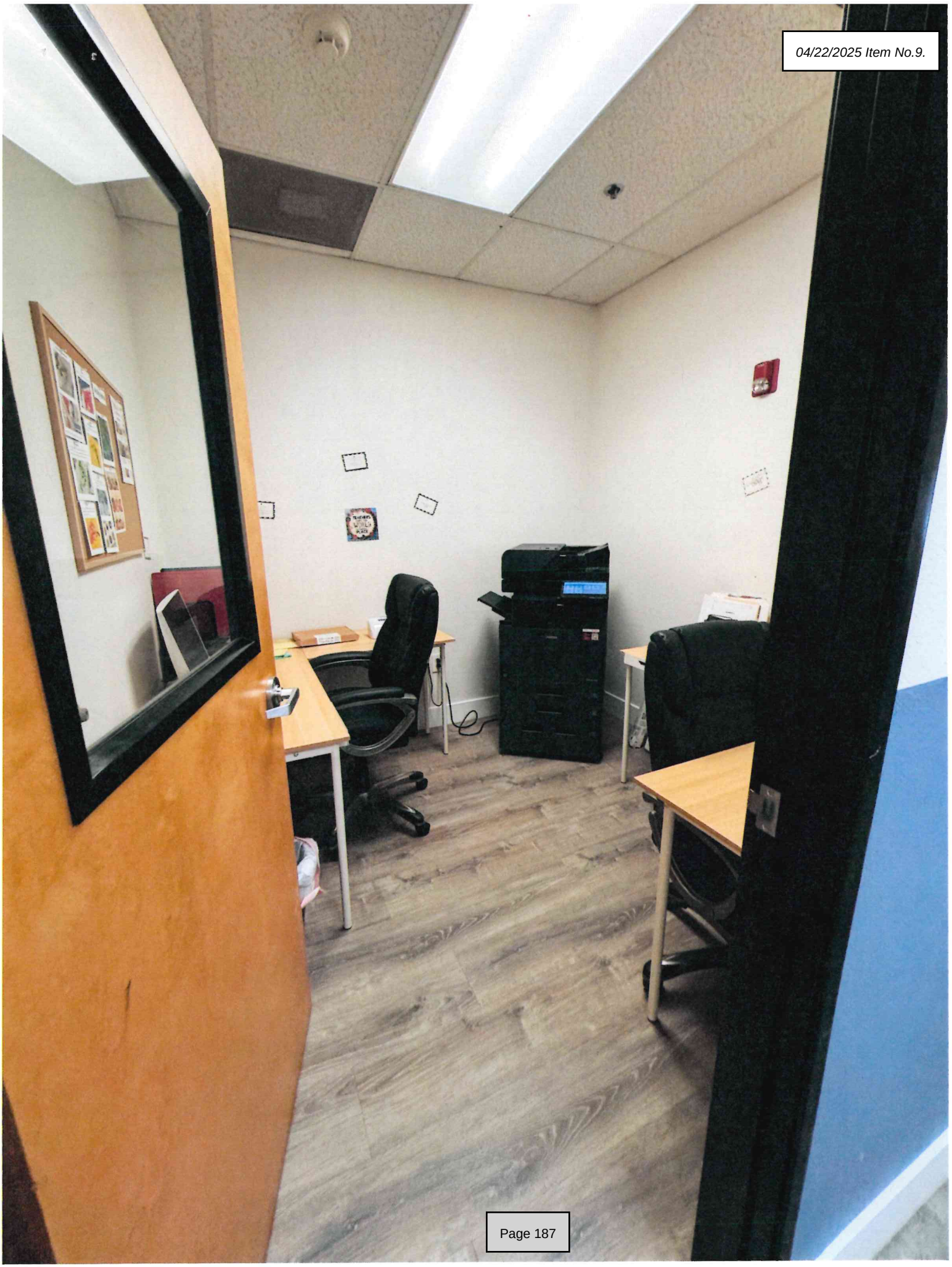
FRONT DESK / RECEPTION AREA

HALLWAY OFF LOBBY




CELEBRATING OUR TEAM
Kids inc.
PRESCHOOL & DISCOVERY CENTER
FIRE


NG OUR TEAM
STINGRAYS
EXIT
happy
BIRTHDAY




TEACHER
I TEACH.
BE You
BE Kind
BE Strong
BE Brave


EXIT
FIRE

Attachment 4

Current				
April 1, 2022 - March 31, 2023	$ 2.00	/ RSF	$ 20,000	plus NNN
April 1, 2023 - March 31, 2024	$ 2.06	/ RSF	$ 20,600	plus NNN
April 1, 2024 - March 31, 2025	$ 2.12	/ RSF	$ 21,218	plus NNN
April 1, 2025 - March 31, 2026	$ 2.19	/ RSF	$ 21,855	plus NNN
April 1, 2026 - March 31, 2027	$ 2.25	/ RSF	$ 22,510	plus NNN
April 1, 2027 - March 31, 2028	$ 2.32	/ RSF	$ 23,185	plus NNN
April 1, 2028 - March 31, 2029	$ 2.39	/ RSF	$ 23,881	plus NNN
April 1, 2029 - March 31, 2030	$ 2.46	/ RSF	$ 24,597	plus NNN
April 1, 2030 - March 31, 2031	$ 2.53	/ RSF	$ 25,335	plus NNN
April 1, 2031 - March 31, 2032	$ 2.61	/ RSF	$ 26,095	plus NNN
	Original Total		$ 2,751,331	

Proposed				
Time Period	$/RSF/MO		$/MONTH	
April 1, 2022 - March 31, 2023	$ 2.00	/ RSF	$ 20,000	plus NNN
April 1, 2023 - March 31, 2024	$ 2.06	/ RSF	$ 20,600	plus NNN
April 1, 2024 - March 31, 2025	$ 2.12	/ RSF	$ 21,218	plus NNN
April 1, 2025 - April 30, 2025	$ 2.19	/ RSF	$ 21,855	plus NNN
May 1, 2025 - March 31, 2026	$ 1.92	/ RSF	$ 19,218	plus NNN
April 1, 2026 - March 31, 2027	$ 1.98	/ RSF	$ 19,795	plus NNN
April 1, 2027 - March 31, 2028	$ 2.04	/ RSF	$ 20,388	plus NNN
April 1, 2028 - March 31, 2029	$ 2.10	/ RSF	$ 21,000	plus NNN
April 1, 2029 - March 31, 2030	$ 2.16	/ RSF	$ 21,630	plus NNN
April 1, 2030 - March 31, 2031	$ 2.23	/ RSF	$ 22,279	plus NNN
April 1, 2031 - March 31, 2032	$ 2.29	/ RSF	$ 22,947	plus NNN
	Lease total		$ 2,511,538.92	

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11368-A Resolution Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Pour Leadership Inc. DBA Uncle Charlie's Firehouse & Brew for the Lease of Retail Space at 905 Leidesdorff Street, APN 070-0052-023-0000
FROM:	Parks and Recreation Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends the City Council approve Resolution No. 11368-A Resolution Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Pour Leadership Inc. DBA Uncle Charlie's Firehouse & Brew for the Lease of Retail Space at 905 Leidesdorff Street, APN 070-0052-023-0000

BACKGROUND / ISSUE

The parking garage and retail space were constructed in 2008 and transferred from the Redevelopment Agency to the City of Folsom in 2012. In 2014 the city entered into a 3-year lease of the retail space to the Folsom Historic Society for their Museum of Wonder and Delight. The lease between the city and the Folsom Historic Society was for an amount of $1 per month for the three-year term. After the expiration of the Folsom Historic Society lease, the site sat vacant for over three years.

In June of 2021 the city posted a request for proposals and received three proposals. Six staff and one member of the Folsom Chamber of Commerce reviewed and ranked the proposals. Uncle Charlie's Firehouse Brew scored the highest on the review. The City Council approved entering into a 10-year lease agreement with two optional extensions of 5 years, commencing on July 5, 2023, the first six months of the agreement were rent free to allow the lessee to obtain permits to make facility improvements, followed by a 10-month rent free period for a total of 16 months' rent free. The lessee has been working through the permitting and buildout process which has added additional time to the buildout of the facility. There was extra engineering and testing necessary due to the size of equipment that will be housed in the facility and the post and tension

slab that makes up the floor of the facility. Uncle Charlie's has been working through the building process since their original submittal in March of 2024. Attachment 4 shows the permitting and plan review process.

The lessee has requested the city extend the rent-free period to 24 months. The lessee has paid rent starting after their rent-free period for the months of November, December, January, and February for a total of $26,600. They are requesting that this initial rent be applied to future rent and be credited to the months of July, August, September, October, and begin paying regular rent in November 2025.

POLICY / RULE

The City Manager shall receive City Council authority to execute contracts in excess of $75,049.

ANALYSIS

Based on the rental history and the amount of time the site has sat vacant, there is a need for a strong long-standing business to further complement the garage and plaza area in the Historic District. After reviewing the request seen in attachment 3, staff agree that an extension of the rent-free period is reasonable and warranted. Staff recommends that the short-term reductions is warranted in order to help this business get off the ground.

FINANCIAL IMPACT

This request will delay the collection of rent for an additional 8-month period. The City has never received more than $1 to rent out this facility and believes that it is worth waiting a few extra months to start receiving consistent rental payments for the facility. Once the rental payments begin the City will receive annual payments starting at $75,600 a year escalating each year thereafter.

Eight months of rent at $6,650 a month totals $53,200. The long-term lease is expected to bring well over a million dollars in rent revenue to the City of the first 10 years of the agreement.

ENVIRONMENTAL REVIEW

The proposed lease of an existing public facility is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines.

ATTACHMENTS

1. Resolution No. 11368-A Resolution Authorizing the City Manager to Execute an Amendment to the Lease Agreement Between the City of Folsom and Pour Leadership Inc. DBA Uncle Charlie's Firehouse & Brew for the Lease of Retail Space at 905 Leidesdorff Street, APN 070-0052-023-0000
2. Lease agreement dated July 5, 2023
3. Email from Taryn Grows dated February 25, 2025
4. Planning workflow
5. Sample rate schedule

Submitted,

Kelly Gonzalez, Parks & Recreation Director

Attachment 1

RESOLUTION NO. 11368

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT BETWEEN THE CITY OF FOLSOM AND POUR LEADERSHIP INC. DBA UNCLE CHARLIE'S FIREHOUSE & BREW FOR THE LEASE OF RETAIL SPACE AT 905 LEIDESDORFF STREET, APN 070-0052-023-0000

WHEREAS, the City of Folsom and Pour Leadership Inc. DBA Uncle Charlie's Firehouse & Brew entered into an agreement to lease the city owned retail space at 905 Leidesdorff Street, commencing on July 5, 2025; and

WHEREAS, the lessee is working to make improvements to the city owned facility; and

WHEREAS, the lessee has requested an extension of the rent-free period; and

WHEREAS, staff believe the request is reasonable and will result in further enhancements to the city owned facility; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Folsom authorizes the City Manager to execute an amendment to the lease agreement to extend the rent free period to July of 2025, and use previously received rent to pay the future rent for the months of July, August, September, October, and the lessee begin paying regular rent in November 2025.

PASSED AND ADOPTED this 22 day of April, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 2

LEASE AGREEMENT-UNCLE CHARLIE'S FIREHOUSE & BREW

This Lease Agreement is made and entered into as of this 05 day of July, 2023 between the City of Folsom, a municipal corporation ("Lessor") and Pour Leadership Inc., DBA Uncle Charlie's Firehouse & Brew, a California Corporation ("Lessee").

WHEREAS, Lessor owns the retail space located within the City-owned parking garage at 905 Leidesdorff Street in Folsom, California, comprising approximately 3,600 square feet of building area (the "Facility"), described more fully in **Exhibit A** (Assessor Parcel Map, Site Plan, and Lease Space) attached hereto and incorporated herein by reference.

WHEREAS, Lessor hereby leases to Lessee and Lessee leases from Lessor for the term, at the rental, and upon all the conditions set forth herein the Facility, together with all improvements thereon and appurtenances thereto, and subject to the conditions set forth below, the continuous and uninterrupted right of Lessee and its officers, employees, business invitees, customers and patrons, of access to and from Facility.

NOW, THEREFORE, the parties hereto, in consideration of the mutual promises, covenants, terms and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, do hereby agree as follows:

1. TERM. Lessor agrees to allow Lessee to occupy the Facility, rent-free, for up to 6 months from the date of signing of this Lease to allow Lessee time to obtain a building permit for tenant improvements in the Facility. Once Lessee obtains a building permit for tenant improvements, or upon expiration of the 6-month period, whichever occurs first, Lessee shall be granted ten additional months of free rent. Lessee shall have all obligations under this Lease while occupying the Facility rent-free, and thereafter, including but not limited to insurance and payment of all expenses associated with this Lease and use of the Facility. After the end of the initial 10-month rent-free period, the term of this Lease shall commence for ten (10) years, starting as "Year 1" in **Exhibit B** attached hereto and incorporated herein by reference, unless sooner terminated pursuant to any provisions hereof. Lessee has the option to renew the Lease for two additional terms of 5 years each upon giving Lessor not less than 180 days prior written notice of Lessee's exercise of said option prior to the expiration of the initial or subsequent extended term. Failure to provide notice within the time herein provided to exercise the first option shall cause both options to terminate. Rent during the option term(s) shall be the then-prevailing market rent as determined by the Lessor at Lessor's reasonable discretion following consultation with the Lessee.

2. RENT. Lessee shall pay to Lessor as rent for use of the Facility at the rates shown in **Exhibit B** attached hereto and incorporated herein by reference, due and payable to Lessor on the first of each month. The first rent payment after the initial 10-month rent-free period shall be prorated based on 30 days. This Lease is net of taxes, utilities, and insurance.

3. USE. During the term of this Lease, and any renewal hereof, Lessee shall use the Facility only as approved by the Conditional Use Permit approved by the Folsom Historic

Commission on March 11, 2023, and further acknowledged after an appeal was denied by City Council on April 11, 2023. The Conditions of Approval are included in **Exhibit C**, attached hereto, and incorporated herein by reference. Lessee shall not permit any act or acts in or on the Facility or use the Facility or suffer it to be used in any manner which will cause a cancellation of any fire, liability, or other insurance policy covering the Facility or any part thereof.

4. ADDITIONAL AREAS OF USE

a. Subject to Lessee apply and obtain an Encroachment Permit under Chapter 12.20 of the Folsom Municipal Code, Lessor shall grant Lessee use of approximately 200 square feet of outdoor space as noted on **Exhibit D,** attached hereto, and incorporated herein by reference, as part of business operations. Rent for said space is specified in **Exhibit B**. Lessee shall ensure this space is ADA accessible and safe from pedestrian and vehicular travel.

b. Lessor hereby grants Lessee use of approximately 400 square feet of storage space within the parking garage area as part of business operations as noted in **Exhibit D**. Rent for said space is specified in **Exhibit B**.

c. Lessor hereby grants Lessee use of two parking stalls within the public parking garage as identified by signage to be approved by Lessor for use by Lessee on the days of Monday through Friday from 7am to 12noon as noted on **Exhibit D**. There is no cost associated with this provision.

5. REPAIRS, MAINTENANCE, AND UTILITIES.

a. Lessor hereby grants Lessee a temporary license to enter into the Facility to construct and install Lessee's tenant improvements after issuance of the building permit for up to 10 months without payment of rent. Lessee shall bear all risks of loss, including but not limited to personal injury and property damage, while operating under this license.

b. Lessee shall comply with all City requirements for project submittal, plan review, plan check, inspection, and pay all fees (including non-City fees) applicable to Lessee's improvements except for the amount waived above. Subject to the foregoing, Lessee is solely responsible for all interior improvements necessary to comply with the Americans with Disabilities Act (ADA) at Lessee's sole cost and expense.

c. Lessor warrants that all operating systems in the Facility existing at the time of signing this Lease, such as, for example, HVAC, plumbing, electrical, and lighting (some systems may not be existing or applicable) shall be in good working order for the first 6 months of the Lease term. Except for warranty defects, Lessee shall maintain repair and replace all operating systems in the Facility throughout the term of this Lease, including without limitation, HVAC, plumbing, electrical, and lighting, and shall procure an HVAC maintenance contractor to service and maintain HVAC.

d. Lessee shall provide and pay for maintenance and repair of the exterior portion of the building leased to Lessee, including, but not limited to, windows, doors, Lessee-installed bi-

fold doors, and mechanical units; provided that Lessee shall not be responsible for maintenance or repair attributable to exterior landscaping and irrigation of the Facility.

e. Lessee shall pay at Lessee's sole expense all water, sewer, electricity, gas, telephone, internet, communication services, fire and intrusion alarm services, and other utility services inside the Facility.

f. Lessee shall provide, perform, and pay for maintenance, repair, and janitorial services for the interior of the Facility.

6. ALTERATIONS AND IMPROVEMENTS. Lessee shall have the right to make alterations and improvements to the Facility subject to the following terms and conditions:

a. No alterations or improvements made by Lessee shall in any way impair the structural stability of the building or diminish the value of the property.

b. All alterations or improvements (except for interior painting and hanging of pictures or similar objects) shall be first approved in writing by the Lessor, but said approval shall not be unreasonably withheld by Lessor.

c. All alterations and improvements, including but not limited to, the bathrooms, flooring, bifold doors, and lighting, made to the Facility shall become the property of the Lessor and shall remain on and be surrendered with the Facility at the expiration or sooner termination of this Lease or any renewal or extension of this Lease.

d. Lessee's personal property and its trade fixtures, including machinery, equipment, and furnishings, not mentioned above, shall remain the property of Lessee and may be removed by Lessee. Any personal property, trade fixtures, or equipment not removed by Lessee within thirty (30) days after the termination of this Lease or any extension thereof, shall automatically become the property of the Lessor. Lessee shall repair any damage to the Facility caused by Lessee's removal of its personal property, trade fixtures, or equipment, but Lessee shall have no obligation to remove such items from the Facility at any time.

7. ENTRY AND INSPECTION. Lessee shall permit Lessor or Lessor's agents to enter the Facility at all reasonable times and upon reasonable notice for the purpose of inspecting the Facility, and shall permit Lessor, at any time within sixty (60) days prior to the expiration of this Lease to place upon the Facility any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the Facility to inspect the Facility at reasonable times.

8. HAZARDOUS MATERIALS. Lessee shall not use, store, or dispose of any hazardous substances upon the Facility, except the use and storage of such substances that are customarily used in Lessee's business, and are in compliance with all applicable laws and regulations. Hazardous substances means any hazardous waste, substance, or toxic materials defined or regulated under any law or regulations.

9. MECHANICS LIENS. Lessee agrees to keep the Facility from any and all claims of claims of persons or firms or corporations who, at the request of Lessee or its employees or contractors, furnish labor or materials to or for the benefits of the Facility and Lessee further agrees to hold Lessor harmless from any and all claims.

10. DAMAGE/DESTRUCTION. If the Facility is damaged or destroyed in whole or in part by fire other casualty strictly unrelated to Lessee's actions, inactions, or operations, Lessor shall repair and restore the Facility to a good tenantable condition without liability to Lessee such as, for example, loss of use or loss of income. Rent shall abate wholly if the entire Facility is untenantable or shall abate pro rata for the portion rendered untenantable in case only a portion of the Facility is untenantable, until the Facility is restored to a tenantable condition. Lessor shall commence and complete all work required to be done under this Section with reasonable promptness and diligence, but Lessor shall not be in default in any required performance if delay in performance results from, flood, storm, labor disputes, shortage of materials or transportation facilities, governmental regulations, war, act of God or other causes beyond Lessor's reasonable control. If Lessor does not commence such repair or restoration within thirty (30) days after such damage or destruction occurs or if repair or restoration will require more than one hundred twenty (120) days to complete, Lessor or Lessee may thereafter, at its option, terminate this Lease by giving written notice of its election to do so at any time prior to the commencement of such repair or restoration. In that event, this Lease shall terminate as of the date such notice is received by the intended recipient of the notice.

Notwithstanding any other provisions to the contrary, Lessee shall insure and shall be solely responsible for repairing and restoring Lessee's trade fixtures and personal property located in or on the Facility in the event of damage or destruction of the Facility.

11. FIRE INSURANCE. Lessee shall maintain, during the term of this Lease and any renewal hereof, coverage against loss or damage to the Facility in the amount of not less than ninety (90) percent of its full insurable value, against perils included within the classifications of fire, extended coverage, vandalism, malicious mischief, and special extended perils.

12. INSURANCE. Lessee, at its sole cost, shall maintain liability and property damage insurance during the entire term of this Lease as required in **Exhibit E** attached hereto and incorporated herein by reference.

13. SIGNS. Any and all signs or advertisements of any nature extending into, on, or located over the Facility, shall conform to all City of Folsom zoning and building codes and shall be approved by Lessor in writing prior to construction, use, or erection thereof.

14. TAXES. The terms of this Lease may result in the creation of a possessory interest. If such possessory interest is vested in a private party to this Lease, the private party may be subjected to payment of personal property taxes levied on such interest. Lessee shall be solely responsible for the payment of, and shall pay before they become delinquent, all taxes, assessments and fees assessed or levied upon Lessee or the Facility, or any interest therein, including, but not limited to, buildings, structures, fixtures, equipment, or other property installed, or constructed thereon. Lessee further agrees not to allow such taxes, assessments or

fees to become delinquent and as such to become a lien against the Facility or any improvement thereto. Nothing herein contained shall be deemed to prevent or prohibit Lessee from contesting the validity or amount of any such tax, assessment or fee in the manner authorized by law. The obligation to make any payments pursuant to this Section shall survive the expiration of the term of this Lease.

Unless otherwise provided by this Section, Lessee shall pay Lessor any other taxes, assessments, or fees, which the Lessor may become obligated to pay in connection with the ownership or maintenance of the Facility.

15. ASSIGNMENT AND SUBLETTING. Lessee shall not encumber, assign, sublet, or otherwise transfer this Lease, any right or interest in this Lease, or any right or interest in the Facility, without the prior written consent of Lessor, which may be withheld at Lessor's sole and complete discretion. A consent of Lessor to one assignment, subletting, or occupation and use by another person shall not be deemed to be a consent to any subsequent assignment, subletting, or occupation and use by another person. Any encumbrance, assignment, transfer, or subletting in violation of this requirements hereof, whether it be voluntary or involuntary, by operation of law, or otherwise, is void and shall, at the option of Lessor, terminate this Lease.

16. TERMINATION OF LEASE.

a. In the event the Lessee determines in good faith that it no longer practicably, economically, or operationally can do business from the Facility, upon making a reasonable showing of same to Lessor, Lessee shall have the right to terminate this Lease upon giving ninety (90) days prior written notice to Lessor.

b. It is understood and agreed by the parties hereto that Lessor shall and hereby does reserve the right to cancel or terminate this Lease prior to expiration of the term or renewed or extended term hereof as follows:

(i) If the Lessee is in default or breach of this Lease, as specified in Section 19 of this Lease or as otherwise provided by law; or,

(ii) Upon 365 days' notice without cause.

17. RIGHTS AFTER TERMINATION. In the event of termination for default or unsatisfactory performance by the Lessee, the Lessor shall have the right (unless otherwise specified in the termination notice), at once and without further notice to the Lessee, or surety, to enter and take possession of the Facility occupied by the Lessee, and expel, oust and remove any and all parties who may occupy any portion of the Facility covered by this Lease, and any and all goods and chattels belonging to the Lessee or his associates which may be found in or upon same, without being liable for prosecution or to any claim for damages therefor. Upon such termination by the Lessor, all rights, powers and privileges of the Lessee shall cease, and the Lessee shall immediately vacate any and all space occupied by Lessee under this Lease, and shall make no claims of any kind whatsoever against the Lessor, its agents or representatives, by reason of such termination, or any act incident thereto.

18. COMPLIANCE WITH LAWS. During the term of this Lease and any renewals hereof, Lessee shall promptly execute and comply with all Federal, State, County, and City statutes, ordinances, regulations, laws, or other requirements applicable to the occupancy of the Facility, and the operation of the Facility as a brewery and eatery.

19. DEFAULTS/REMEDIES.

LESSEE:

The occurrence of any one or more of the following events constitutes a material default and breach of this Lease by Lessee:

a. The failure by Lessee to make any payment of rent or any other payment required to be made by Lessee hereunder, as, when due, where the failure continuous for a period of twenty (20) calendar days after written notice thereof from Lessor to Lessee.

b. The failure by Lessee to observe or perform any of the covenants, conditions, or provisions of this Lease to be observed or performed by Lessee, other than those described in Subsection a., above, where the failure continues for a period of thirty (30) calendar days after notice thereof from Lessor to Lessee; provided, however, that if the nature of Lessee's default is such that more than thirty (30) calendar days are reasonably required for its cure, then Lessee shall not be deemed in default if Lessee commences such sure within the thirty (30) day period and thereafter diligently completes the cure.

c. The appointment of a receiver or the making of any general assignment, or general arrangement for the benefit of creditors.

d. The filing of a petition in bankruptcy by or against Lessee.

e. The judicial declaration of Lessee as bankrupt.

f. The appointment of a trustee or receiver to take possession of substantially all Lessee's assets located at the Facility or of Lessee's interest in this Lease if possession is not restored within thirty (30) calendar days.

g. The attachment, execution, or other judicial seizure of substantially all Lessee's assets located at the Facility or of Lessee's interest in this Lease, if the seizure is not discharged within thirty (30) calendar days.

In the event of any such default or breach with the exception of bankruptcy or receivership, by Lessee, Lessor may, after giving written notice as provided above, pursue those remedies available to Lessor under the laws or judicial decisions of the State of California. In the event of bankruptcy or receivership, this Lease shall immediately terminate, and possession of the Facility shall immediately return to Lessor.

If Lessee breaches this Lease or is in default, as provided above, the Lessor may terminate this Lease upon written notice as provided herein. On such termination, the Lessor may recover from Lessee:

(i) The worth at the time of award of the unpaid rent which has been earned at the time of termination;

(ii) The worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that Lessee proved could have been unreasonably avoided;

(iii) The worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental loss for such period that Lessee proves could be reasonably avoided; and

(iv) Any other amount necessary to compensate Lessor for all the detriment proximately caused by Lessee's failure to perform his obligations under this Lease, or which in the ordinary course of things would likely to result therefrom.

The "worth at the time of award" of the amounts referred to in Subsections (i) and (ii) hereinabove is computed by allowing interest at the legal rate. The worth at the time of award of the amount referred to in paragraph (iii) of this Subsection is computed by discounting such amount at the legal rate of interest.

Even though Lessee breaches this Lease or is in default, as provided above, this Lease continues in effect for so long as the Lessor does not terminate Lessee's right of possession; and the Lessor may enforce all its rights and remedies under this Lease, including the right to recover the rent as it becomes due under this Lease.

The rights of the Lessor under this Lease shall be cumulative to all other rights or remedies now or hereafter given to Lessor by law. Nothing in this Lease affects the right of Lessor to equitable relief where such relief is appropriate.

Nothing in this Lease affects the rights of the parties under statutory provisions relating to actions for unlawful detainer, forcible entry, and forcible detainer. If Lessor brings an action in unlawful detainer, and possession of the property is no longer an issue because possession of the property is delivered to Lessor before trial or, if there is no trial, before judgment is entered, unless Lessor amends the complaint to state a claim for damages not recoverable in the unlawful detainer proceeding, the bringing of an unlawful detainer, forcible entry, or forcible detainer action as described hereinabove does not affect Lessor's right to bring a separate action for relief on termination, or in equity; but no relief shall be requested and no damages shall be recovered in the subsequent action for any detriment for which claim for damages was made and determined on the merits in the previous action.

Efforts by the Lessor to mitigate the damages caused by Lessee's breach of this Lease do not waive the Lessor's right to recover damages under this Section.

Nothing in this Section affects the right of the Lessor to indemnification for liability arising prior to the termination of this Lease for personal injuries or property damage as provided in Section 26 of this Lease.

20. DEFAULTS/REMEDIES.

LESSOR:

Lessor shall not be in default unless Lessor fails to perform obligations required of it within a reasonable time, but in no event later than thirty (30) days after written notice by Lessee to Lessor; provided that if the nature of Lessor's obligation is such that more than thirty (30) days are reasonably required for performance, then Lessor shall not be in default if Lessor commences performance within the thirty (30) day period and thereafter diligently complete performance.

If Lessor defaults in the performance of any of the obligations or conditions required to be performed by Lessor under this Lease, Lessee may, after giving notice as provided above elect to terminate this Lease upon giving thirty (30) days written notice to Lessor of its intention to do so. In that event, this Lease shall terminate upon the date specified in the notice, unless Lessor has meanwhile cured the default. The foregoing shall be Lessee's sole remedy in the event of a breach or default by Lessor.

21. CONDEMNATION. If all of the Facility or any portion thereof is taken under the power of eminent domain, solely under the threat of the exercise of said power, or disposed of to satisfy federal requirements (all of which are herein called "condemnation"), this Lease shall automatically terminate as of the date the condemning authority takes title possession, whichever occurs first.

Any award or payment made upon condemnation of all or any part of the Facility shall be the property of Lessor, whether such award or payment is made as compensation for the taking of the fee or as severance damages; provided Lessee shall be entitled to the portion of any such award or payment for loss of or damage to Lessee's trade fixture or removable personal property.

22. WAIVER. In the event that either Lessor or Lessee shall at any time or times waive any breach of this Lease by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Lease, whether of the same or any other covenant, condition, or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.

23. BINDING EFFECT. This Lease shall be binding upon the parties hereto, their heirs, personal representatives, administrators, successors, and assigns.

24. ASSUMPTION OF NEW OWNER. In the event Lessor transfers any interest in the Facility to any other party or entity, this Lease shall remain in full force and effect, with the new owner assuming the role of Lessor with all the rights and duties specified in this Lease.

25. SURRENDER. Lessee agrees to take good care of the Facility and to commit no waste, and suffer no injury to be done to the same, and to return the possession of the same to Lessor at the expiration of the term, in as good condition as at the commencement of this Lease, normal and wear tear excepted.

If Lessee fails to surrender the Facility upon the expiration or termination of this Lease, Lessee shall indemnify and hold the Lessor harmless from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to surrender.

26. INDEMNITY. Lessee shall indemnify, protect, defend, save and hold Lessor, its officers, employees, and agents, harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Lessee or Lessee's officers, employees, volunteers, and agents during performance of this Lease, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Lessee or its employees, subcontractors, or agents, or by the quality or character of Lessee's work, or resulting from the negligence of the Lessor, its officers, employees, volunteers and agents, except for loss caused solely by the gross negligence of the Lessor. It is understood that the duty of Lessee to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by Lessor of insurance certificates and endorsements required under this Lease does not relieve Lessee from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall survive the termination of this Lease and shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Lease, Lessee acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

27. NOTICES. All notices and other communications contemplated shall be in writing and shall be deemed given when personally delivered or received by mail, and shall be personally delivered or mailed by certified mail, return receipt requested, with postage and fees paid, as follows:

Lessor: City of Folsom
Attn: Parks and Recreation Director
50 Natoma Street
Folsom, California 95630

Lessee: Pour Leadership, Inc. DBA Uncle Charlie's Firehouse & Brew
Taryn Grows and Charlie Grows
821 Governor Drive
El Dorado Hills, CA 95762

28. ENTIRE AGREEMENT. All preliminary and contemporaneous agreements and understandings are merged and incorporated into this Lease which contains the entire agreement between the parties. This Lease may not be modified or amended in any manner except by an instrument in writing executed by the parties hereto.

29. VENUE. This Lease and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Lease shall be held exclusively in a state court in the County of Sacramento

30. ATTACHMENTS, HEADINGS, TERMS. All attachments referred to herein are hereby incorporated by reference into this Lease. The headings and underscoring contained herein are for convenience purposes only and shall not be used to interpret nor be deemed to extend or limit the specific sections. The work or words enclosed in quotation marks shall be construed as defined terms for the purposes of this Lease. The terms "Lessor" and Lessee" shall be construed to mean, when required by the context, the directors, officers, employees, invitees, contractors, materialmen, servants and agents of Lessor and Lessee.

31. ATTORNEY'S FEES. If either party named herein brings an action to enforce the terms of this Lease or to declare rights hereunder, the prevailing party in any such action, on trial or appeal, shall be entitled to reasonable attorney's fees to be paid by losing party as fixed by the Court.

32. EXECUTION AND DELIVERY. This Lease shall not be binding nor confer any rights upon either party unless and until executed and mutually delivered by and between both parties.

33. RELATIONSHIP OF PARTIES. This Lease does not create the relationship of principal and agent or a partnership or joint venture, or of any association other than that of Lessor and Lessee.

34. TIME OF ESSENCE. Time and specific performance are each of the essence of this Lease.

35. AUTHORITY TO EXECUTE. The person or persons executing this Lease on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Lease on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.

36. COUNTERPARTS. This Lease may be executed in one or more counterparts with each counterpart being deemed an original. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterparts executed by the other parties hereto are in the physical possession of the party or parties seeking enforcement thereof.

[END OF DOCUMENT – SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have caused this Lease to be executed on the date first above written.

LESSEE:
Pour Leadership Inc. DBA Uncle Charlie's Firehouse & Brew, a California Corporation:

(If a corporation, must be signed by two officers of the corporation per Corporations Code section 313.)

07/05/2023
Date

Signature

TARYN GROWS
Print Name

CO-FOUNDER
Title

883733248
Tax I.D. Number

Signature

CHARLES GROSS
Print Name

CO-FOUNDER
Title

PLEASE SEE ATTACHED NOTARIAL CERTIFICATE

LESSOR:
CITY OF FOLSOM, A Municipal Corporation:

1/2/24
Date

Elaine Andersen, City Manager

ATTEST:

Christa Freemantle, City Clerk 1/4/24
Date

FUNDING AVAILABLE:

Stacey Tamagni, Finance Director 12/19/23
Date

ORIGINAL APPROVED AS TO CONTENT:

Kelly Gonzalez,
Parks and Recreation Director
Date

ORIGINAL APPROVED AS TO FORM:

Steven Wang, City Attorney 12/27/2023
Date

Folsom File No. 174-21 23-064
RES 11074 07/11/2023

41190

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of SACRAMENTO)

On 05 July 2023 before me, Jeanne A. Kotsios, Notary Public
(insert name and title of the officer)

personally appeared Taryn Grows and Charles Grows,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

JEANNE A. KOTSIOS
COMM. #2433159
Notary Public · California
Sacramento County
My Comm. Expires Jan. 2, 2027

Signature Jeanne A Kotsios (Seal)

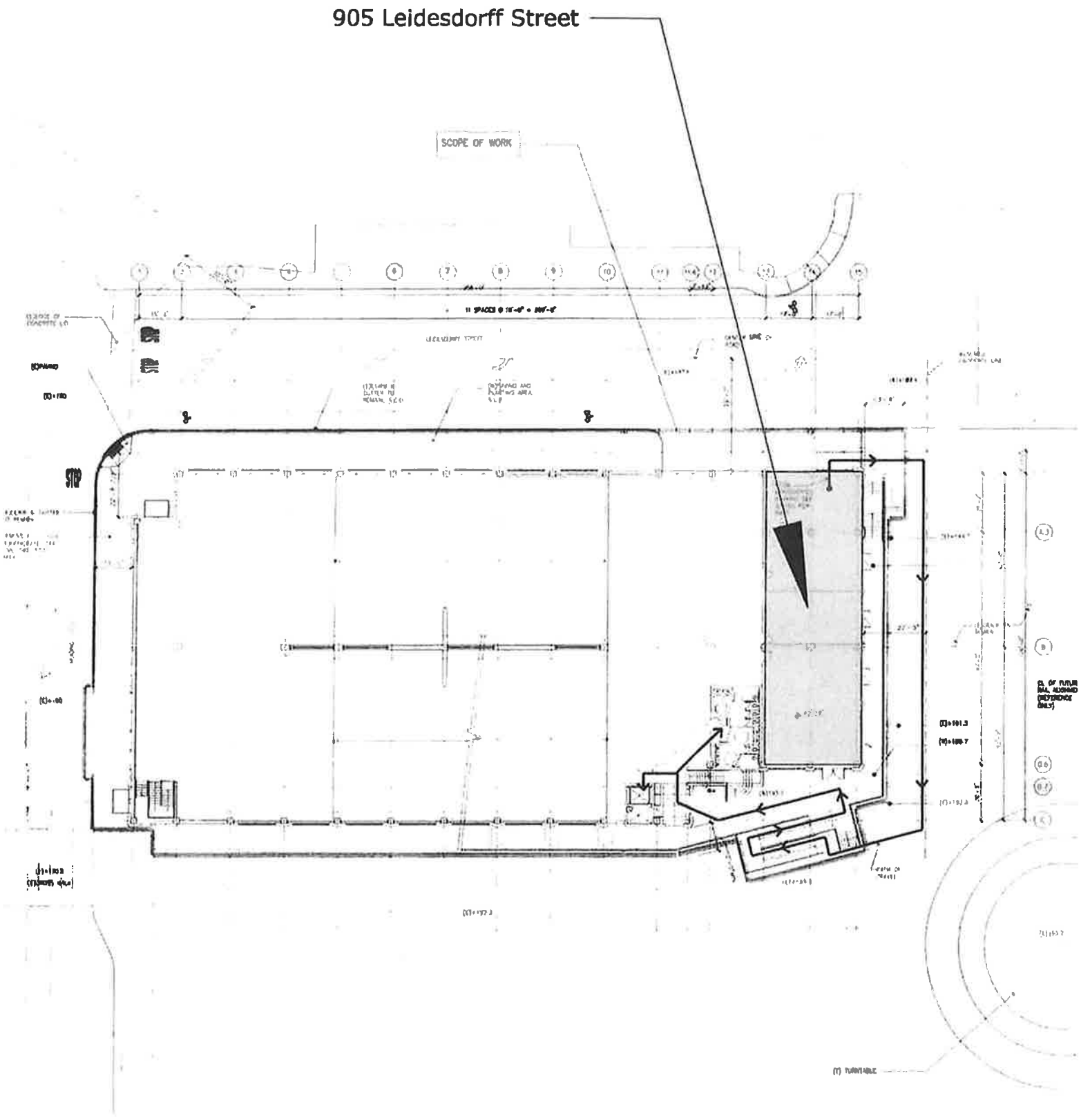
EXHIBIT A

-Parcel Map
-Site Plan
-Lease Space

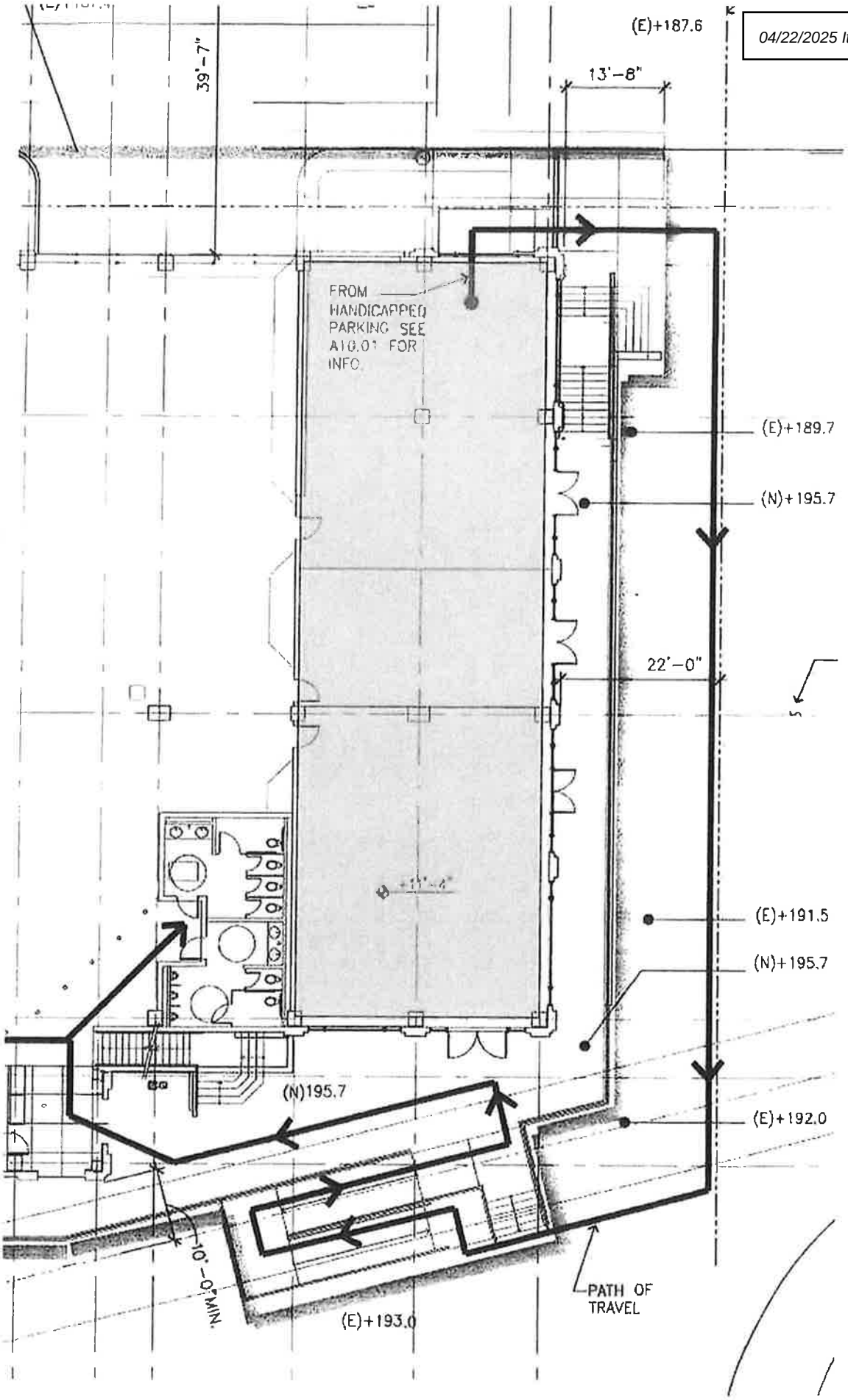
905 Leidesdorff Street



APN Parcel Map



Site Plan



Space for Lease

EXHIBIT B

-Rental Rate for Facility-Base Lease

-Rental Rate for Outdoor Patio

-Rental Rate for Storage Area in Garage

EXHIBIT B

FACILITY LEASE RATES FOR 905 LEIDESDORFF STREET-RETAIL SPACE IN PARKING GARAGE (3,600 SQUARE FEET)

Base Lease					Total
Time Period	$/RSF/MO		$/MONTH		Annual Rent
Months 1 - 10	No Rent		No Rent		
Year 1	$1.75	/ RSF	$6,300	plus NNN	$ 75,600
Year 2	$2.50	/ RSF	$9,000	plus NNN	$ 108,000
Year 3	$2.58	/ RSF	$9,270	plus NNN	$ 111,240
Year 4	$2.65	/ RSF	$9,548	plus NNN	$ 114,577
Year 5	$2.73	/ RSF	$9,835	plus NNN	$ 118,015
Year 6	$2.81	/ RSF	$10,130	plus NNN	$ 121,555
Year 7	$2.90	/ RSF	$10,433	plus NNN	$ 125,202
Year 8	$2.99	/ RSF	$10,746	plus NNN	$ 128,958
Year 9	$3.07	/ RSF	$11,069	plus NNN	$ 132,826
Year 10	$3.17	/ RSF	$11,401	plus NNN	$ 136,811
Year 11	$3.26	/ RSF	$11,743	plus NNN	$ 140,916
Year 12	$3.36	/ RSF	$12,095	plus NNN	$ 145,143
Year 13	$3.46	/ RSF	$12,458	plus NNN	$ 149,497
Year 14	$3.56	/ RSF	$12,832	plus NNN	$ 153,982
Year 15	$3.67	/ RSF	$13,217	plus NNN	$ 158,602
Year 16	$3.78	/ RSF	$13,613	plus NNN	$ 163,360
Year 17	$3.89	/ RSF	$14,022	plus NNN	$ 168,260
Year 18	$4.01	/ RSF	$14,442	plus NNN	$ 173,308
Year 19	$4.13	/ RSF	$14,876	plus NNN	$ 178,508
Year 20	$4.26	/ RSF	$15,322	plus NNN	$ 183,863
				TOTAL	$ **2,788,222**

Patio					Total
Time Period	$/RSF/MO		$/MONTH		Annual Rent
Months 1 - 10	No Rent		No Rent		
Year 1	$0.88	/ RSF	$0	plus NNN	$ -
Year 2	$1.25	/ RSF	$0	plus NNN	$ -
Year 3	$1.29	/ RSF	$0	plus NNN	$ -
Year 4	$1.33	/ RSF	$0	plus NNN	$ -
Year 5	$1.37	/ RSF	$0	plus NNN	$ -
Year 6	$1.41	/ RSF	$0	plus NNN	$ -
Year 7	$1.45	/ RSF	$0	plus NNN	$ -
Year 8	$1.49	/ RSF	$0	plus NNN	$ -
Year 9	$1.54	/ RSF	$0	plus NNN	$ -
Year 10	$1.58	/ RSF	$0	plus NNN	$ -
Year 11	$1.63	/ RSF	$326	plus NNN	$ 3,914
Year 12	$1.68	/ RSF	$336	plus NNN	$ 4,032
Year 13	$1.73	/ RSF	$346	plus NNN	$ 4,153
Year 14	$1.78	/ RSF	$356	plus NNN	$ 4,277
Year 15	$1.84	/ RSF	$367	plus NNN	$ 4,406
Year 16	$1.89	/ RSF	$378	plus NNN	$ 4,538
Year 17	$1.95	/ RSF	$389	plus NNN	$ 4,674
Year 18	$2.01	/ RSF	$401	plus NNN	$ 4,814
Year 19	$2.07	/ RSF	$413	plus NNN	$ 4,959
Year 20	$2.13	/ RSF	$426	plus NNN	$ 5,107
				TOTAL	**$ 44,873**

Storage in Garage					Total
Time Period	$/RSF/MO		$/MONTH		Annual Rent
Months 1 - 10	No Rent		No Rent		
Year 1	$0.88	/ RSF	$350	plus NNN	$ 4,200
Year 2	$1.25	/ RSF	$500	plus NNN	$ 6,000
Year 3	$1.29	/ RSF	$515	plus NNN	$ 6,180
Year 4	$1.33	/ RSF	$530	plus NNN	$ 6,365
Year 5	$1.37	/ RSF	$546	plus NNN	$ 6,556
Year 6	$1.41	/ RSF	$563	plus NNN	$ 6,753
Year 7	$1.45	/ RSF	$580	plus NNN	$ 6,956
Year 8	$1.49	/ RSF	$597	plus NNN	$ 7,164
Year 9	$1.54	/ RSF	$615	plus NNN	$ 7,379
Year 10	$1.58	/ RSF	$633	plus NNN	$ 7,601
Year 11	$1.63	/ RSF	$652	plus NNN	$ 7,829
Year 12	$1.68	/ RSF	$672	plus NNN	$ 8,063
Year 13	$1.73	/ RSF	$692	plus NNN	$ 8,305
Year 14	$1.78	/ RSF	$713	plus NNN	$ 8,555
Year 15	$1.84	/ RSF	$734	plus NNN	$ 8,811
Year 16	$1.89	/ RSF	$756	plus NNN	$ 9,076
Year 17	$1.95	/ RSF	$779	plus NNN	$ 9,348
Year 18	$2.01	/ RSF	$802	plus NNN	$ 9,628
Year 19	$2.07	/ RSF	$826	plus NNN	$ 9,917
Year 20	$2.13	/ RSF	$851	plus NNN	$ 10,215
				TOTAL	$ **154,901**

*Note: Square foot price is ½ half of interior square foot rent for both the Outdoor Patio and Storage Area in Garage.

EXHIBIT C

-Conditions of Approval for CUP

FINAL CONDITIONS OF APPROVAL FOR
UNCLE CHARLIE'S FIREHOUSE AND BREW CONDITIONAL USE PERMIT AND DESIGN REVIEW
905 LEIDESDORFF (PN 22-158)

Cond. No.	Mitigation Measure	GENERAL REQUIREMENTS	When Required	Responsible Department
1.		The applicant shall submit final site development plans to the Community Development Department that shall substantially conform to the exhibits referenced below: 1. Site Plan, dated February 17, 2023 2. Garage Plan, dated February 17, 2023 3. Patio Plan, dated February 17, 2023 4. Floor Plan, dated February 17, 2023 5. Building Elevations, dated February 174, 2023 6. Signage Program The project is approved for the development and operation of the 3,322-square-foot Uncle Charlie's Firehouse and Brew project. Implementation of the project shall be consistent with the above-referenced items as modified by these conditions of approval.	B	CD (P)(E)
2.		Building plans, and all applicable civil engineering and landscape plans, shall be submitted to the Community Development Department for review and approval to ensure conformance with this approval and with relevant codes, policies, standards and other requirements of the City of Folsom.	B	CD (P)(E)(B)
3.		The project approvals (Conditional Use Permit and Design Review) granted under this staff report shall remain in effect for one year from final date of approval (March 1, 2024). If the Conditional Use Permit has not been exercised within the identified time frame prior to the expiration date and the applicant has not demonstrated substantial progress towards the development of the project, respectively, these approvals shall be considered null and void without further action. The owner/applicant may file an application with the Community Development Department for a permit extension not less than 30 days prior to the expiration date of the permit, along with appropriate fees and necessary submittal materials pursuant to Chapter 17.60 of the Folsom Municipal Code.	B	CD (P)

4.		If the Community Development Director finds evidence that conditions of approval for Uncle Charlie's Firehouse and Brew have not been fulfilled or that the use has resulted in a substantial adverse effect on the health, and/or general welfare of users of adjacent or proximate property, or has a substantial adverse impact on public facilities or services, the Director will refer the use permit to the Historic District Commission for review. If, upon such review, the Historic District Commission finds that any of the above-stated results have occurred, the Commission may modify or revoke the Conditional Use Permit.	OG	CD (P)
5.		This Conditional Use Permit shall be deemed revoked without further action by the Historic District Commission if the operation of the facility in the manner described in the Conditional Use Permit ceases for any consecutive period of six (6) months.	OG	CD
6.		The owner/applicant shall defend, indemnify, and hold harmless the City and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void, or annul any approval by the City or any of its agencies, departments, commissions, agents, officers, employees, or legislative body concerning the project. The City will promptly notify the owner/applicant of any such claim, action or proceeding, and will cooperate fully in the defense. The City may, within its unlimited discretion, participate in the defense of any such claim, action or proceeding if both of the following occur: • The City bears its own attorney's fees and costs; and • The City defends the claim, action or proceeding in good faith The owner/applicant shall not be required to pay or perform any settlement of such claim, action or proceeding unless the settlement is approved by the owner/applicant.	OG	CD (P)(E)(B) PW, PR, FD, PD
7.		Compliance with all local, state and federal regulations pertaining to building construction and demolition is required.	OG	CD (B)
DEVELOPMENT COSTS AND FEE REQUIREMENTS				
8.		The owner/applicant shall pay all applicable taxes, fees and charges at the rate and amount in effect at the time such taxes, fees and charges become due and payable.	B	CD (P)(E)

9.		The City, at its sole discretion, may utilize the services of outside legal counsel to assist in the implementation of this project, including, but not limited to, drafting, reviewing and/or revising agreements and/or other documentation for the project. If the City utilizes the services of such outside legal counsel, the applicant shall reimburse the City for all outside legal fees and costs incurred by the City for such services. The applicant may be required, at the sole discretion of the City Attorney, to submit a deposit to the City for these services prior to initiation of the services. The applicant shall be responsible for reimbursement to the City for the services regardless of whether a deposit is required.	B	CD (P)(E)
10.		If the City utilizes the services of consultants to prepare special studies or provide specialized design review or inspection services for the project, the applicant shall reimburse the City for actual costs it incurs in utilizing these services, including administrative costs for City personnel. A deposit for these services shall be provided prior to initiating review of the improvement plans or beginning inspection, whichever is applicable.	B	CD (P)(E)
11.		This project shall be subject to all City-wide development impact fees, unless exempt by previous agreement. This project shall be subject to all City-wide development impact fees in effect at such time that a building permit is issued. These fees may include, but are not limited to, fees for fire protection, park facilities, park equipment, Quimby, Humbug-Willow Creek Parkway, Light Rail, TSM, capital facilities and traffic impacts. The 90-day protest period for all fees, dedications, reservations or other exactions imposed on this project has begun. The fees shall be calculated at the fee rate in effect at the time of building permit issuance.	B	CD (P)(E), PW, PK
12.		The owner/applicant agrees to pay to the Folsom-Cordova Unified School District the maximum fee authorized by law for the construction and/or reconstruction of school facilities. The applicable fee shall be the fee established by the School District that is in effect at the time of the issuance of a building permit. Specifically, the owner/applicant agrees to pay any and all fees and charges and comply with any and all dedications or other requirements authorized under Section 17620 of the Education Code; Chapter 4.7 (commencing with Section 65970) of the Government Code; and Sections 65995, 65995.5 and 65995.7 of the Government Code.	B	CD (P)

		LIGHTING REQUIREMENT		
13.		Final exterior building and site lighting plans shall be submitted for review and approval by Community Development Department for location, height, aesthetics, level of illumination, glare and trespass prior to the issuance of any building permits. In addition, all lighting shall be designed to be shielded and directed downward onto the project site and away from adjacent properties and public rights-of-way.	B	CD (P)
		NOISE REQUIREMENT		
14.		Compliance with Noise Control Ordinance and General Plan Noise Element shall be required. Hours of construction operation shall be limited from 7:00 a.m. to 6:00 p.m. on weekdays and 8:00 a.m. to 5:00 p.m. on Saturdays. No construction is permitted on Sundays or holidays. Construction equipment shall be muffled and shrouded to minimize noise levels.	B	CD (P)(E)
		CONDITIONAL USE PERMIT REQUIREMENTS		
15.		Current occupancy loads shall be posted at all times, and the owner/applicant shall have an effective system to keep count of the number of occupants present at any given time. This information shall be provided to public safety personnel upon request. Applicant shall ensure that occupancy does not exceed the maximum allowed.	B, OG	FD NS (B)
16.		A Conditional Use Permit Modification shall be required if the operation of the business deviates from the Historic District Commission's approval. No approvals are granted in this Conditional Use Permit except as provided. Any intensification or expansion of the use approved and conditioned herein will require a Conditional Use Permit Modification by the Historic District Commission. In any case where the conditions to the granting of a Conditional Use Permit have not been, or are not, complied with, the Historic District Commission shall give notice to the permittee of intention to revoke such permit at least ten days prior to a hearing thereon. Following such hearing the Historic District Commission may revoke such permit.	OG	CD, PD
17.		The owner/applicant shall maintain full compliance with all applicable laws ABC laws, ordinances, and state conditions. In the event that a conflict arises between the requirements of this Conditional Use Permit and the ABC license, the more stringent regulation shall apply.	OG	CD (P)
18.		All entertainment (as defined in Chapter 5.90 of the Folsom Municipal Code) shall be subject to an Entertainment Permit.	OG	CD (P)
19.		Compliance with the City of Folsom's Noise Control Ordinance (Folsom Municipal Code Chapter 8.42) and General Plan Noise Element shall be required.	OG	CD (P)

20.		Hours of operation (including private parties) shall be limited as follows: ○ **Monday** ~~Wednesday~~-Sunday: 12:00 p.m. to 10:00 p.m. No expansion of business hours beyond what is stated above shall be permitted without prior approval being obtained from the Historic District Commission through a discretionary Conditional Use Permit Modification **(This Condition was modified by the Historic District Commission at its March 1, 2023 meeting).**	OG	CD (P)
21.		Uncle Charlie's Firehouse and Brew shall be limited to the sale and consumption of beer, seltzers, non-alcoholic beverages, and food products. No sale or consumption of spirits shall be permitted.	OG	CD (P)
22.		Doors and windows to the outdoor patio area shall be closed at all times when music is being played.	OG	CD (P)
23.		No audio speakers, music, televisions, or screens shall be permitted on the outdoor patio, the building exterior walls, windows, or any other exterior architectural elements.	OG	CD (P)
24.		~~No dancing shall be permitted anywhere on the premises including the outdoor patio area~~ **(This condition was deleted by the City Council at its April 11, 2023 meeting).**	~~OG~~	~~CD (P)~~
25.		Based on recommendations provided by the Sacramento Metropolitan Air Quality Management District (SMAQMD), the applicant shall implement the following measures to minimize the potential for any odor-related impacts: • A ventilation system shall be installed in the designated brewing area. • ~~Scheduling brewing times shall be limited to Mondays and Tuesdays only.~~ • Brewing activity shall be limited to the daytime hours of ~~8:00 a.m.~~ **7:00 a.m.** to 6:00 p.m. • Spent grains shall be disposed of on a daily basis. • Eco-friendly cleaning agents/caustics shall be used in the brewing/sanitation process. • The owner/applicant shall monitor and replace the air filters on a regular basis. **(This Condition was modified by the Historic District Commission at its March 1, 2023 meeting and by the City Council at its April 11, 2023 meeting).**	OG	CD (P)

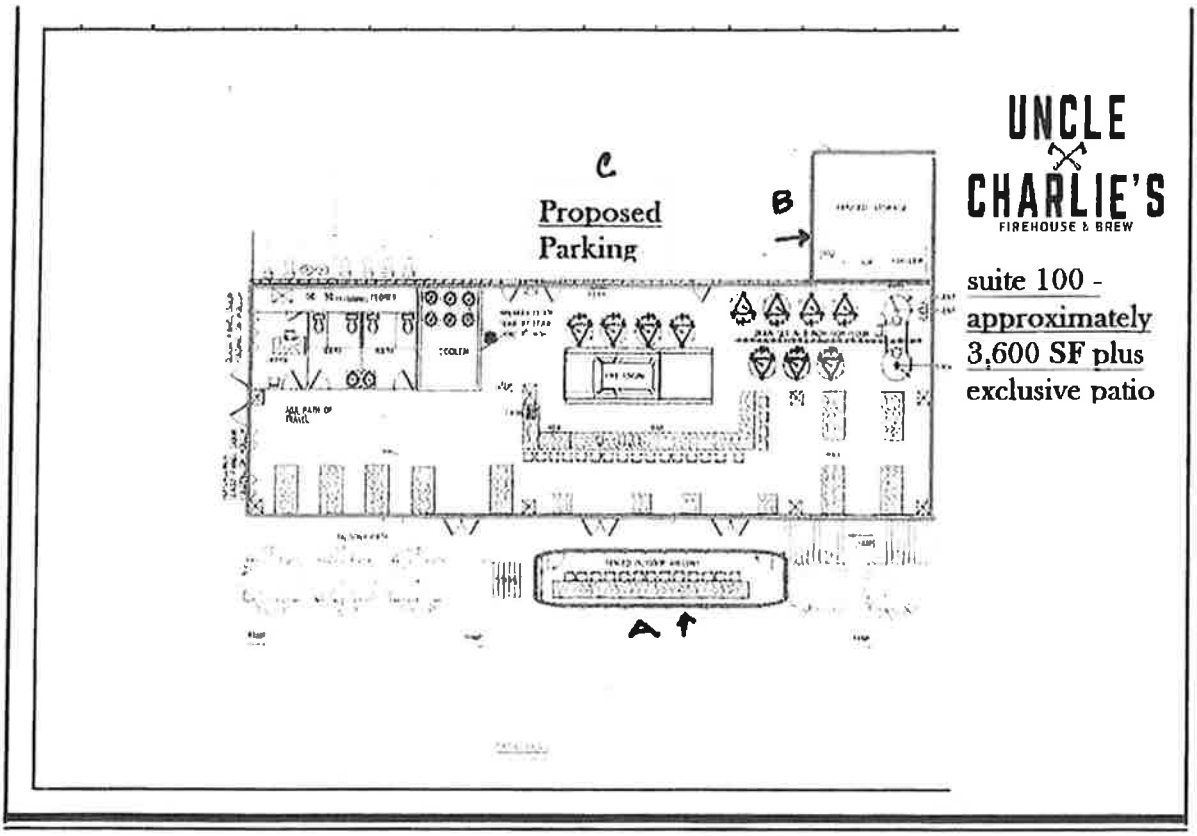
		ARCHITECTURE/SITE DESIGN REQUIREMENTS		
26.		The project shall comply with the following architecture and design requirements: 1. This approval is for exterior and interior modifications associated with the Uncle Charlie's Firehouse and Brew project. The applicant shall submit building plans that comply with this approval, the attached site plan, building elevations, photographic examples, floor plans, and signage exhibits dated February 17, 2023. 2. The design, materials, and colors of the proposed Uncle Charlie's Firehouse and Brew project shall be consistent with the submitted building elevations and photographic examples to the satisfaction of the Community Development Department. 3. Roof-mounted mechanical equipment, including satellite dish antennas, shall not extend above the height of the parapet walls. Ground-mounted mechanical equipment shall be shielded by landscaping or trellis type features. **Exterior vents may be allowed to extend above the height of the rooftop parapet walls if the vents are not visible from the adjacent public right-of-way (streets, sidewalks, etc.) to the satisfaction of the Community Development Department** 4. All Conditions of Approval as outlined herein shall be made as a note or separate sheet on the Construction Drawings. 5. The final location, design, height, materials, and colors of the fencing and gates associated with the outdoor patio area shall be subject to review and approval by the Community Development Department. **(This condition was modified by the Historic District Commission at its March 1, 2023 meeting).**	I, B	CD (P)
		SIGN REQUIREMENT		
27.		The owner/applicant shall obtain a sign permit prior to installation of the three wall signs.	B	CD (P)

28.		**The boil kettle shall be equipped with a water spray condenser and the condenser shall be operated in accordance with the manufacturer's specifications at all times that the wort boiling process is conducted to control the releases of brewing odors and vapors to a level that will not adversely impact adjacent properties. The ventilation system shall be operated at all times when the brewing operation generates odors that may be offensive to adjacent properties. The system shall vent brewing vapors/odors to the stack operated at a minimum stack flow gas rate of 42 ft./sec., with an unobstructed discharge (This condition was added by the Historic District Commission at its March 1, 2023 meeting).**	B, OG	CD (P), B

RESPONSIBLE DEPARTMENT		**WHEN REQUIRED**	
CD	Community Development Department	I	Prior to approval of Improvement Plans
(P)	Planning Division	M	Prior to approval of Final Map
(E)	Engineering Division	B	Prior to issuance of first Building Permit
(B)	Building Division	O	Prior to approval of Occupancy Permit
(F)	Fire Division	G	Prior to issuance of Grading Permit
PW	Public Works Department	DC	During construction
PR	Park and Recreation Department	OG	On-going requirement
PD	Police Department		

EXHIBIT D

-Uncle Charlie's Firehouse & Brew-Lease Areas and Locations



Main Lease Area=3,600 square feet (at rate shown in Exhibit B)

Additional areas:

A. **Outdoor Patio=200 square feet (at rate shown in Exhibit B)**
B. **Storage Area in parking garage=400 square feet (at rate shown in Exhibit B)**
C. **2 parking stalls for deliveries (Monday through Thursday) from 7am to noon (No Charge)**

EXHIBIT E

INSURANCE

NOTE: The word "Consultant" in this Exhibit refers to Lessee as the term is used in the Lease Agreement to which this Exhibit is attached.

A. During the term of this Agreement, Consultant shall maintain in full force and effect at all times during the term of the contract, at its sole cost and expense, policies of insurance as set forth herein:

General Liability:

a. General liability insurance including, but not limited to, protection for claims of bodily injury and property damage liability, personal and advertising injury liability and product and completed operations liability.

b. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).

c. Claims-made coverage is not acceptable.

d. The limits of liability shall not be less than:

Each occurrence:	One Million Dollars ($1,000,000)
Products & Completed Operations:	One Million Dollars ($1,000,000)
Personal & Advertising Injury:	One Million Dollars ($1,000,000)

e. If a general aggregate limit of liability is used, the minimum general aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the general aggregate limit shall apply separately to the project that is the subject of the contract.

f. If a product and completed operations aggregate limit of liability is used, the minimum products and completed operation aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the products and completed operations aggregate limit shall apply separately to the project which is the subject of the contract.

g. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Automobile Liability:

h. Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of owned, hired, and non-owned automobiles.

i. Coverage shall be at least as broad as Insurance Services Office Automobile

Liability coverage form CA 0001, symbol 1 (any auto).

j. The limits of liability per accident shall not be less than:

Combined Single Limit One Million Dollars ($1,000,000)

k. If Automobile Liability coverage, as required above, is provided by the Commercial General Liability form, the General Liability policy shall include an endorsement providing automobile liability as required above.

Workers' Compensation

l. Workers' Compensation Insurance, with coverage as required by the State of California (unless the Consultant is a qualified self-insurer with the State of California), and Employer's Liability coverage.

m. Employer's Liability Coverage with a limit not less than $1,000,000 per accident for bodily injury and disease.

n. Consultant shall sign and file with the City department responsible for this Agreement/Contract the Worker's Compensation Certificate contained in the Project Manual.

Insurance Required in the Supplementary Conditions: Consultant shall be required to comply with all conditions as stipulated in the Standard Construction Specifications, any supplementary conditions and any special provisions as applicable.

Professional Liability Insurance

If required, errors and omissions, malpractice, or professional liability insurance with coverage of not less than $1,000,000 per claim.

Other Insurance Provisions:

o. The Consultant's General Liability and Automobile Liability policies shall contain, or be endorsed to contain, the following provisions:

i. The City, its officials, employees, agents and volunteers shall be covered and specifically named as additional insureds on a separate endorsement as respects liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied, or used by the Consultant, or automobiles owned, leased, hired, or borrowed by the Consultant in a form acceptable to the City Attorney.

ii. The Endorsement requirement may be satisfied with express provisions in the insurance policy(ies) which identifies any person or entity required to be included as an insured under the policy. A copy of the declarations page identifying the policy number, and pertinent provisions in the policy providing additional insured coverage shall be provided to the City.

iii. The policy shall contain no special limitations on the scope of coverage afforded to the City, its officials, employees, agents, or volunteers.

p. For any claims related to the project, the Consultant's General Liability and Automobile insurance coverage shall be primary insurance in their coverage of the City and its officers, officials, employees, agents, or volunteers, and any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance

and shall not contribute with it.

q. Any failure to comply with reporting or other provisions of the policies on the part of the Consultant, including breaches of warranties, shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.

r. The Consultant's Workers Compensation and Employer's Liability policies shall contain an endorsement that waives any rights of subrogation against the City, its officers, officials, employees, agents, and volunteers.

s. Each insurance policy shall state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, non-renewed, or materially changed except after **30 days prior written notice** by certified mail has been given to the City. Ten days prior written notice by certified mail shall be given to the City in the event of cancellation due to nonpayment of premium.

Acceptability of Insurers: Insurance is to be placed with insurers with **a Bests' rating of no less than A: VII.**

The Consultant shall furnish the City with Certificates of Insurance and endorsements or insurance binders, signed by a person authorized by the insurer to bind coverage on its behalf, evidencing the coverage required by this section, the Standard Specifications, Special Provisions and/or any Supplementary Conditions. **The Consultant shall furnish complete, certified copies of all required insurance policies, including original endorsements specifically required hereunder if requested.**

The Consultant shall report, by telephone to the Project Manager within 24 hours, and also report in writing to the City within 48 hours, after Consultant or any Subcontractors or agents have knowledge of, any accident or occurrence involving death of or serious injury to any person or persons, or damage in excess of Ten Thousand Dollars ($10,000) to property of the City or others, arising out of any work done by or on behalf of the Consultant as part of the contract.

Such report shall contain:

t. the date and time of the occurrence,

u. the names and addresses of all persons involved, and

v. a description of the accident or occurrence and the nature and extent of the injury or damage.

The City, at its discretion, may increase the amounts and types of insurance coverage required hereunder at any time during the term of the contract by giving 30 days written notice.

If the Consultant fails to procure or maintain insurance as required by this section, the Standard Specifications, and any Supplementary Conditions, or fails to furnish the City with proof of such insurance, the City, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the City shall be deducted and retained from any sums due the Consultant under the contract.

Failure of the City to obtain such insurance shall in no way relieve the Consultant from any of its responsibilities under the contract.

The making of progress payments to the Consultant shall not be construed as relieving the Consultant or its Subcontractors of responsibility for loss or direct physical loss, damage, or destruction occurring prior to final acceptance by the City.

The failure of the City to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the contract.

In the event Consultant carries Excess Liability Coverage, the Excess Liability Coverage shall apply to any and all claims related to the project on a primary and non-contributory basis, and the City's insurance or self-insurance coverage shall be excess to the Consultant's Excess Liability Coverage.

Attachment 3

Jamison Larson

From: Taryn Grows <ucfbbeer@gmail.com>
Sent: Tuesday, February 25, 2025 10:42 PM
To: Kelly Gonzalez
Cc: Dan Haverty
Subject: Re: UCFB Amended Lease Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

You are all fantastic. This truly takes a village to raise a business ;-)

Cheers!
Taryn

On Tue, Feb 25, 2025 at 8:19 PM Kelly Gonzalez <kgonzalez@folsom.ca.us> wrote:

> Hi Taryn,
>
> I have everything we need to move forward with your request. Please do not hesitate to reach out with any questions. You can get ahold of me on my cell phone 916 870-6165.
>
> Kelly

CITY OF FOLSOM
DISTINCTIVE BY NATURE

Kelly Gonzalez
Parks & Recreation Director

City of Folsom
50 Natoma Street, Folsom, CA 95630
kgonzalez@folsom.ca.us
o:916-461-6635

www.folsom.ca.us

From: Taryn Grows <ucfbbeer@gmail.com>
Sent: Tuesday, February 25, 2025 8:15 PM
To: Dan Haverty <dhaverty@folsom.ca.us>
Cc: Kelly Gonzalez <kgonzalez@folsom.ca.us>
Subject: Re: UCFB Amended Lease Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dan your support is greatly appreciated!

Kelly, we look forward to hearing back :-)

Please let me know if you require anything further

Cheers!
Taryn and Charlie

On Tue, Feb 25, 2025 at 12:13 PM Dan Haverty <dhaverty@folsom.ca.us> wrote:

> Thank you, Taryn. I've spoken with our City Attorney, Parks Director and the Mayor about your circumstance. I've given Kelly Gonzalez authority to work with the City Attorney to bring your ask to a Closed Session Council Meeting. We all wish to support you and your father in the start-up of your business. As I am leaving City service soon, I ask that you direct future inquiries to Kelly, who will be taking point on your Amended Lease Agreement.
>
> Kindly, Dan

From: Taryn Grows <ucfbbeer@gmail.com>
Sent: Tuesday, February 25, 2025 11:30 AM

To: Dan Haverty <dhaverty@folsom.ca.us>
Cc: Joe Gagliardi <joeg@choosefolsom.com>
Subject: UCFB Amended Lease Request

[You don't often get email from ucfbbeer@gmail.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Dan-

Thank you for the call.

Uncle Charlie's Firehouse & Brew is requesting a lease amendment for a 24 month extension on free rent versus the original 16months.

We are requesting our Lease that was signed July 2022 and gave us 10 months free rent with an additional 6 months to get our building permit before we started paying rent, Which started November 2024- be extended to 24 free rent which would start July 2025.

We are asking for a credit of the $6650 per month we have paid for November, December, January, February, for a total of ($26,600) be credited to July, August, September, October and restart paying in November 2025.

We feel with the delayed buildout and monies already paid we are running risk of burning through capital before we are open. We are asking the city to help meet us with this request so we can be successful and thriving and good stewards of the space and as the city's tenant.

Cheers!
Taryn Grows
Co-founder
Uncle Charlie's Firehouse & Brew

--

Cheers!

Charlie & Taryn, *Founders*

Uncle Charlie's Firehouse & Brew

905 Leidesdorff St, Suite 100 Folsom, CA **(opening Summer 2025)**

--
Cheers!
Charlie & Taryn, *Founders*
Uncle Charlie's Firehouse & Brew
905 Leidesdorff St, Suite 100 Folsom, CA **(opening Summer 2025)**
Cell: 916-835-8188

Attachment 4

Plan Review - Workflow Routing Slip

Report Generated: **04/02/2025 07:22 AM**

Review Type: **Building**
Number of Files: **89**
Project Name: **COAL24-07304**
Workflow: **COAL24-07304 - Building - 3/20/2024 10:08:22 AM**
Total Review Comments: **41**

Time Elapsed: **239 days 0.5 hrs**
Time with Jurisdiction: **57 days 23 hrs**
Time with Applicant: **181 days 1.5 hrs**
Completed Submission (Prescreen): **4 days 24 hrs**
Completed Plan Review: **239 days 0.5 hrs**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER	SUB TOTAL
Upload and Submit Task	Completed		0	03/20/2024 10:08 AM	03/22/2024 02:52 PM	03/22/2024 03:06 PM	Applicant	Curt Taras	2 days 5 hrs
Prescreen Review Task	Completed		0	03/22/2024 03:06 PM	03/27/2024 09:22 AM	03/27/2024 09:57 AM	Coordinator	Layla Hubbard	2 days 19 hrs
Assign Reviewers Task	Completed		0	03/27/2024 09:57 AM	03/27/2024 09:58 AM	03/27/2024 10:03 AM	Coordinator	Layla Hubbard	0 days 0 hrs
Structural Department Review cycle #1	Completed	Corrections Required	1	03/27/2024 10:03 AM	03/27/2024 10:21 AM	04/25/2024 11:17 AM	Structural	Allison Konwinski	21 days 1 hr
Fire Department Review cycle #1	Completed	Corrections Required	1	03/27/2024 10:03 AM	03/27/2024 01:25 PM	04/02/2024 08:18 AM	Fire	Michelle Toledo	3 days 22 hrs
Planning Department Review cycle #1	Reassigned		1	03/27/2024 10:03 AM		03/27/2024 10:12 AM	Planning	Nathan Stroud	0 days 0 hrs
Arborist Department Review cycle #1	Completed	Approved	1	03/27/2024 10:03 AM	04/29/2024 09:01 AM	04/29/2024 12:45 PM	Arborist	Aimee Nunez	23 days 2.5 hrs
Engineering Department Review cycle #1	Completed	Corrections Required	1	03/27/2024 10:03 AM	03/27/2024 03:00 PM	04/01/2024 09:49 AM	Engineering	Daniel Wolfe	2 days 24 hrs
Building Department Review cycle #1	Completed	Corrections Required	1	03/27/2024 10:03 AM	03/27/2024 10:22 AM	04/25/2024 11:17 AM	Building	Allison Konwinski	21 days 1 hr
Planning Department Review cycle #1 (Reassigned from Nathan Stroud)	Completed	Corrections Required	1	03/27/2024 10:12 AM	03/27/2024 01:28 PM	04/02/2024 08:54 AM	Planning	Steven Banks	3 days 22.5 hrs
Fire - Contract Reviewers Department Review cycle #1	Completed	Corrections Required	1	03/27/2024 01:25 PM	03/28/2024 07:45 AM	04/01/2024 02:51 PM	Fire - Contract Reviewers	Augie Cerdan	3 days 1.5 hrs

report from ProjectDox
by Avolve Software

Plan Review - Workflow Routing Slip

Report Generated: **04/02/2025 07:22 AM**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER	SUB TOTAL
Review Complete Task	Completed		1	04/29/2024 12:45 PM	04/29/2024 01:43 PM	04/29/2024 01:43 PM	Coordinator	Layla Hubbard	0 days 1 hr
Respond and Resubmit Task	Completed		1	04/29/2024 01:43 PM	04/30/2024 11:39 AM	06/19/2024 10:22 AM	Applicant	Curt Taras	35 days 20.5 hrs
Resubmit Received Task	Completed		1	06/19/2024 10:23 AM	06/20/2024 10:34 AM	06/20/2024 05:45 PM	Coordinator	Layla Hubbard	1 day 7.5 hrs
Fire Department Review cycle #2	Completed	Corrections Required	2	06/20/2024 05:46 PM	06/21/2024 09:20 AM	07/03/2024 02:02 PM	Fire	Michelle Toledo	8 days 20.5 hrs
Engineering Department Review cycle #2	Completed	Approved	2	06/20/2024 05:46 PM	06/27/2024 10:08 AM	07/01/2024 03:14 PM	Engineering	Daniel Wolfe	6 days 21.5 hrs
Planning Department Review cycle #2	Reassigned		2	06/20/2024 05:46 PM		06/28/2024 04:14 PM	Planning	Steven Banks	5 days 22.5 hrs
Fire - Contract Reviewers Department Review cycle #2	Completed	Corrections Required	2	06/20/2024 05:46 PM	06/21/2024 06:08 AM	06/26/2024 07:18 AM	Fire - Contract Reviewers	Augie Cerdan	3 days 13.5 hrs
Structural Department Review cycle #2	Completed	Corrections Required	2	06/20/2024 05:46 PM	07/03/2024 10:34 AM	07/03/2024 10:35 AM	Structural	Allison Konwinski	8 days 17 hrs
Building Department Review cycle #2	Completed	Corrections Required	2	06/20/2024 05:46 PM	06/21/2024 10:21 AM	07/02/2024 07:02 AM	Building	Allison Konwinski	7 days 13.5 hrs
Planning Department Review cycle #2 (Reassigned from Steven Banks)	Completed	Approved	2	06/28/2024 04:14 PM	07/01/2024 04:54 PM	07/03/2024 10:56 AM	Planning	Jessica Brandt	2 days 18.5 hrs
Review Complete Task	Completed		2	07/03/2024 02:02 PM	07/09/2024 03:44 PM	07/09/2024 03:44 PM	Coordinator	Layla Hubbard	3 days 1.5 hrs
Respond and Resubmit Task	Completed		2	07/09/2024 03:44 PM	07/09/2024 04:50 PM	02/06/2025 04:15 PM	Applicant	Curt Taras	142 days 0.5 hrs
Resubmit Received Task	Completed		2	02/06/2025 04:15 PM	02/10/2025 02:55 PM	02/10/2025 03:07 PM	Coordinator	Layla Hubbard	1 day 23 hrs
Building Department Review cycle #3	Completed	Approved	3	02/10/2025 03:07 PM	02/13/2025 11:20 AM	02/26/2025 12:12 PM	Building	Allison Konwinski	10 days 21 hrs
Structural Department Review cycle #3	Completed	Approved	3	02/10/2025 03:07 PM	02/13/2025 11:20 AM	02/26/2025 12:13 PM	Structural	Allison Konwinski	10 days 21 hrs

report from ProjectDox by Avolve Software

Plan Review - Workflow Routing Slip

Report Generated: **04/02/2025 07:22 AM**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER	SUB TOTAL
Fire Department Review cycle #3	Completed	Approved	3	02/10/2025 03:07 PM	02/11/2025 07:52 AM	03/04/2025 08:34 AM	Fire	Michelle Toledo	14 days 17.5 hrs
Fire - Contract Reviewers Department Review cycle #3	Reassigned		3	02/10/2025 03:07 PM		02/27/2025 11:01 AM	Fire - Contract Reviewers	Augie Cerdan	11 days 20 hrs
Fire - Contract Reviewers Department Review cycle #3 (Reassigned from Augie Cerdan)	Completed	Approved	3	02/27/2025 11:01 AM	02/27/2025 11:03 AM	03/03/2025 04:22 PM	Fire - Contract Reviewers	4LEAF Inc.	2 days 5.5 hrs
Review Complete Task	Completed		3	03/04/2025 08:34 AM	03/04/2025 11:37 AM	03/04/2025 11:37 AM	Coordinator	Layla Hubbard	0 days 3 hrs
Awaiting Final Payment Task	Completed		3	03/04/2025 11:37 AM	03/04/2025 11:38 AM	03/04/2025 01:16 PM	Coordinator	Layla Hubbard	0 days 1.5 hrs
Outstanding Items	Completed		3	03/04/2025 01:16 PM	03/05/2025 08:34 AM	03/05/2025 12:37 PM	Applicant	Curt Taras	0 days 23.5 hrs
Awaiting Final Payment Task	Completed		3	03/05/2025 12:37 PM	03/07/2025 10:27 AM	03/07/2025 10:27 AM	Coordinator	Layla Hubbard	1 day 22 hrs
Scheduled Batch Stamp	Completed		3	03/07/2025 10:27 AM	03/07/2025 10:27 AM	03/07/2025 10:38 AM	Coordinator	Layla Hubbard	0 days 0 hrs

Total Completion Time: 239 days 1.5 hrs

report from ProjectDox
by Avolve Software

Attachment 5

Approved and Proposed Rental Fees for Lease Space at 905 Leidesdorff by Uncle Charlie's Firehouse & Brew

Approved by City Council						Requested Rental Fees Waiver	Change in Rental Revenue
Base Lease					Total	Total	Difference
Time Period	$/RSF/MO		$/MONTH		Annual Rent	Annual Rent	Annual Rent
Months 1 - 10	No Rent		No Rent				No Change
Year 1	$1.75	/ RSF	$6,300	plus NNN	$ 75,600	$ 25,200	$ (50,400)
Year 2	$2.50	/ RSF	$9,000	plus NNN	$ 108,000	$ 108,000	No Change
Year 3	$2.58	/ RSF	$9,270	plus NNN	$ 111,240	$ 111,240	No Change
Year 4	$2.65	/ RSF	$9,548	plus NNN	$ 114,577	$ 114,577	No Change
Year 5	$2.73	/ RSF	$9,835	plus NNN	$ 118,015	$ 118,015	No Change
Year 6	$2.81	/ RSF	$10,130	plus NNN	$ 121,555	$ 121,555	No Change
Year 7	$2.90	/ RSF	$10,433	plus NNN	$ 125,202	$ 125,202	No Change
Year 8	$2.99	/ RSF	$10,746	plus NNN	$ 128,958	$ 128,958	No Change
Year 9	$3.07	/ RSF	$11,069	plus NNN	$ 132,826	$ 132,826	No Change
Year 10	$3.17	/ RSF	$11,401	plus NNN	$ 136,811	$ 136,811	No Change
Year 11	$3.26	/ RSF	$11,743	plus NNN	$ 140,916	$ 140,916	No Change
Year 12	$3.36	/ RSF	$12,095	plus NNN	$ 145,143	$ 145,143	No Change
Year 13	$3.46	/ RSF	$12,458	plus NNN	$ 149,497	$ 149,497	No Change
Year 14	$3.56	/ RSF	$12,832	plus NNN	$ 153,982	$ 153,982	No Change
Year 15	$3.67	/ RSF	$13,217	plus NNN	$ 158,602	$ 158,602	No Change
Year 16	$3.78	/ RSF	$13,613	plus NNN	$ 163,360	$ 163,360	No Change
Year 17	$3.89	/ RSF	$14,022	plus NNN	$ 168,260	$ 168,260	No Change
Year 18	$4.01	/ RSF	$14,442	plus NNN	$ 173,308	$ 173,308	No Change
Year 19	$4.13	/ RSF	$14,876	plus NNN	$ 178,508	$ 178,508	No Change
Year 20	$4.26	/ RSF	$15,322	plus NNN	$ 183,863	$ 183,863	No Change
				TOTAL	**$ 2,788,222**	**$ 2,737,822**	**$ (50,400)**
Patio							Difference
Time Period	$/RSF/MO		$/MONTH				Annual Rent
Months 1 - 10	No Rent		No Rent				
Year 1	$0.88	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 2	$1.25	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 3	$1.29	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 4	$1.33	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 5	$1.37	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 6	$1.41	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 7	$1.45	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 8	$1.49	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 9	$1.54	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 10	$1.58	/ RSF	$0	plus NNN	$ -	$ -	No Change
Year 11	$1.63	/ RSF	$326	plus NNN	$ 3,914	$ 3,914	No Change
Year 12	$1.68	/ RSF	$336	plus NNN	$ 4,032	$ 4,032	No Change
Year 13	$1.73	/ RSF	$346	plus NNN	$ 4,153	$ 4,153	No Change
Year 14	$1.78	/ RSF	$356	plus NNN	$ 4,277	$ 4,277	No Change
Year 15	$1.84	/ RSF	$367	plus NNN	$ 4,406	$ 4,406	No Change
Year 16	$1.89	/ RSF	$378	plus NNN	$ 4,538	$ 4,538	No Change
Year 17	$1.95	/ RSF	$389	plus NNN	$ 4,674	$ 4,674	No Change
Year 18	$2.01	/ RSF	$401	plus NNN	$ 4,814	$ 4,814	No Change
Year 19	$2.07	/ RSF	$413	plus NNN	$ 4,959	$ 4,959	No Change
Year 20	$2.13	/ RSF	$426	plus NNN	$ 5,107	$ 5,107	No Change
				TOTAL	**$ 44,873**	**$ 44,873**	**No Change**
Storage in Garage							Difference
Time Period	$/RSF/MO		$/MONTH				Annual Rent
Months 1 - 10	No Rent		No Rent				
Year 1	$0.88	/ RSF	$350	plus NNN	$ 4,200	$ 1,400	$ 2,800
Year 2	$1.25	/ RSF	$500	plus NNN	$ 6,000	$ 6,000	$ -
Year 3	$1.29	/ RSF	$515	plus NNN	$ 6,180	$ 6,180	$ -
Year 4	$1.33	/ RSF	$530	plus NNN	$ 6,365	$ 6,365	$ -
Year 5	$1.37	/ RSF	$546	plus NNN	$ 6,556	$ 6,556	$ -
Year 6	$1.41	/ RSF	$563	plus NNN	$ 6,753	$ 6,753	$ -
Year 7	$1.45	/ RSF	$580	plus NNN	$ 6,956	$ 6,956	$ -
Year 8	$1.49	/ RSF	$597	plus NNN	$ 7,164	$ 7,164	$ -
Year 9	$1.54	/ RSF	$615	plus NNN	$ 7,379	$ 7,379	$ -
Year 10	$1.58	/ RSF	$633	plus NNN	$ 7,601	$ 7,601	$ -
Year 11	$1.63	/ RSF	$652	plus NNN	$ 7,829	$ 7,829	$ -
Year 12	$1.68	/ RSF	$672	plus NNN	$ 8,063	$ 8,063	$ -
Year 13	$1.73	/ RSF	$692	plus NNN	$ 8,305	$ 8,305	$ -
Year 14	$1.78	/ RSF	$713	plus NNN	$ 8,555	$ 8,555	$ -
Year 15	$1.84	/ RSF	$734	plus NNN	$ 8,811	$ 8,811	$ -
Year 16	$1.89	/ RSF	$756	plus NNN	$ 9,076	$ 9,076	$ -
Year 17	$1.95	/ RSF	$779	plus NNN	$ 9,348	$ 9,348	$ -
Year 18	$2.01	/ RSF	$802	plus NNN	$ 9,628	$ 9,628	$ -
Year 19	$2.07	/ RSF	$826	plus NNN	$ 9,917	$ 9,917	$ -
Year 20	$2.13	/ RSF	$851	plus NNN	$ 10,215	$ 10,215	$ -
					$ 154,901	$ 152,101	$ (2,800)
Total Rental Income				TOTAL	[illegible]	**$ 2,934,796**	**$ (53,200)**

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11369 - A Resolution Authorizing Staff to Submit Grant Applications to the Sacramento Area Council of Governments for the 2024-25 State Transportation Improvement Program (STIP) Funding Round
FROM:	Public Works Department and Parks and Recreation Department

RECOMMENDATION / CITY COUNCIL ACTION

The Public Works and Parks & Recreation Departments recommend that the City Council pass and adopt Resolution No. 11369 - A Resolution Authorizing Staff to Submit Grant Applications to the Sacramento Area Council of Governments for the 2024-25 State Transportation Improvement Program (STIP) Funding Round.

BACKGROUND / ISSUE

The Sacramento Area Council of Governments (SACOG), as the Regional Transportation Planning Agency (RTPA) for Sacramento, Sutter, Yolo, and Yuba Counties, is responsible for preparing and submitting the Regional Transportation Improvement Program (RTIP), which programs each county's share of STIP funds.

In February 2024, SACOG adopted a new STIP framework that split county shares into two categories:

1. A **regional pool** for competitive projects across all counties (10%), and
2. **Individual intra-county competitive programs**, which would manage the majority (90%) of each county's share.

In October 2024, SACOG formalized funding guidelines under this revised framework, emphasizing collaborative planning among regional stakeholders. Most recently, in February 2025, SACOG issued a call for projects, confirmed STIP fund estimates, and reaffirmed that

90% of each county's STIP share would be allocated through intra-competitive county programs.

In response to SACOG's revised framework for STIP funding, the Sacramento Transportation Authority has proposed a Memorandum of Understanding (MOU) to fulfill the requests among local transportation agencies within Sacramento County to strategically coordinate a collectively beneficial approach to the 2025 SACOG Four-County STIP Funding Program and future funding programs to reduce the number of applications submitted, improve coordination, and to increase the funding predictability within their respective 90% county share allocation. Through the partnership, Member Agencies increase predictability in how much funding will be available each funding cycle. This MOU will be presented to City Council for approval in the near future.

The member agencies for this MOU consist of the County of Sacramento, the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova, Isleton, and Sacramento, the Capital SouthEast Connector JPA, Sacramento Metropolitan Air Quality Management District, Paratransit Inc., Sacramento Regional Transit District, and San Joaquin Regional Rail Commission.

The anticipated 2025 allocations for **Individual intra-county competitive programs** based on population (75%) and lane miles (25%) are as follows:

Folsom	$ 1,274,000
Citrus Heights	$ 1,109,000
Elk Grove	$ 2,400,000
Galt	$ 363,000
Isleton	$ 100,000
Rancho Cordova	$ 1,168,000
Sacramento	$ 6,889,000
Sacramento County	$ 8,712,000

The Empire Ranch Interchange Project was considered for this funding opportunity however it was determined that the project does not meet the criteria for STIP funding due to the project's classification as a capacity-increasing project as well as the funding criteria that any project funded through this STIP funding round must be scheduled to begin construction no later than June 2029. Staff does not think this is a reasonable schedule based on recent attempts to obtain Caltrans approval and the anticipated timeline for project design. If Council chooses to direct staff to submit a funding request for the Empire Ranch Interchange project, and the project is deemed to not meet the eligibility criteria, there would be no risk of losing these available funds however the funds wouldn't be available to apply for again until the 2027 STIP call for projects.

The Public Works Department and Parks and Recreation Department are proposing to submit grant applications for this STIP funding round for the two projects listed below. Staff attended

a pre-application meeting with SACOG staff and received positive feedback that both projects below align well with the STIP guidelines.

Riley Street Complete Streets (Public Works)
On Riley Street, between East Bidwell Street and Wales Drive: This project will consist of complete street improvements that will include transitioning from a four lane, two-way street to a single lane in each direction, creation of dedicated bike facilities, pedestrian improvements, and the development of four roundabouts at East Bidwell Street, Walmart/Kohls Driveway, Glenn Drive, and Wales Drive. The implementation of roundabouts, bicycle lanes, and crosswalks in the project area will slow traffic, reducing the risk for pedestrians and allowing safer vehicle access into and out of the commercial properties along the corridor. These roundabouts were identified and received the highest composite benefit scores in the Roundabout Screening Evaluation that was recently presented to City Council. The requested funding for this project would be utilized for the Project Approval/Environmental Document Phase.

Highway 50 Class I Trail Undercrossing & Trail Improvements (Parks & Recreation)
Located along the Sacramento-Placerville Transportation Corridor Joint Powers Authority (SPTC-JPA) railroad track corridor between Iron Point Road and the southside of the US Highway 50 overcrossing of Old Placerville Road.

The Highway 50 Class I Trail Undercrossing & Trail Improvements project would complete the critical gap in Folsom's only planned Class I trail connection to the Folsom Plan Area (FPA). The project would connect the existing Class I trail that runs from Iron Point Road to just before the Highway 50 undercrossing to the existing trail that parallels Old Placerville Road on the south side of Highway 50. Currently, there is no Class I trail facility under Highway 50.

The project would also improve the existing trail that runs from Iron Point Road to just before Highway 50 undercrossing (parallels the SPTC-JPA railroad tracks) and the trail adjacent to the In-N-Out parking lot. Currently, the existing Class I trail parallel to the tracks begins approximately 175 feet east of the East Bidwell/Iron Point intersection crosswalks requiring bicyclists and pedestrians to use a narrow sidewalk to access the Class I trail. The proposed trail improvements include widening the existing Class I trail (10 feet to 12 feet), adding 2-foot shoulders on each side, and constructing a new Class I trail connection from the existing Class I trail, parallel to the railroad tracks, to the existing trail that runs behind In-N-Out, connecting trail users to the East Bidwell sidewalk approximately 80 feet south of the East Bidwell/Iron Point intersection crosswalks. The staging area for bicyclists and pedestrians adjacent to the East Bidwell/Iron Point intersection crosswalks would be widened to accommodate additional trail users queuing to cross the intersection.

POLICY / RULE

The City Council adopted Resolution No. 10405 Amending Financial Policies of the City of Folsom regarding grant administration on April 14, 2020. Section D – Intergovernmental Revenues, Paragraph A – Grant Applications states, "Grant application shall be the responsibility of the department seeking the grant. Grant applications that require an expenditure of funds by the City of less than or equal to the City Manager contract authority amount may be approved by the City Manager prior to submittal to the grantor. All other grant applications, including any requiring an ongoing commitment of resources or staff, shall be reviewed and approved by the City Council prior to submittal. In circumstances where it is not possible for the City Council to approve the grant application prior to submittal, the City Manager may approve the application subject to the City Council ratification as soon as practicable to do so.

Requests to the City Council or the City Manager for approval of a grant application shall identify anticipated long-term maintenance and/or renovation costs, required City matching funds, and additional personnel that may be needed if the grant is awarded for a capital project. Concerning grants for staffing, the source of funds for long-term staffing after the expiration of the grant shall also be identified in the request for approval of the grant application.

All grant applications on behalf of the City shall be reviewed by the Finance Director before submittal to the City Council or the grantor."

ANALYSIS

Staff from the Public Works and Parks & Recreation Departments collaborated on priority projects that meet STIP funding eligibility to compile a list of candidate projects for possible grant funds.

Staff is requesting that Council provide prioritization between these two projects, which could consist of proceeding with only one of the projects or a split funding request (e.g., 60/40), with the understanding that the most Folsom can receive this funding round is $1,274,000. Staff is requesting approval to submit both projects for funding consideration, proposing a request of $974,000 for the Riley Street Complete Streets project and a $300,000 request for the Highway 50 Class I Trail Undercrossing and Trail Improvements project.

FINANCIAL IMPACT

There is no direct financial impact associated with this action at this point. Should the City be awarded grant funding for any of these projects, the City would be required to provide local matching funds of approximately 11% of the amount granted. Once any of the projects are awarded grant funding staff will return to Council to identify the source of the match required, request Council accept the grant award, and request an increase to revenue estimates and appropriations for the amount awarded..

ENVIRONMENTAL REVIEW

This action is exempt from environmental review under the California Environmental Quality Act (CEQA).

ATTACHMENT

Resolution No. 11369 - A Resolution Authorizing Staff to Submit Grant Applications to the Sacramento Area Council of Governments for the 2024-25 State Transportation Improvement Program (STIP) Funding Round.

Submitted,

Mark Rackovan, PUBLIC WORKS DIRECTOR

Kelly Gonzalez, PARKS AND RECREATION DIRECTOR

RESOLUTION NO. 11369

A RESOLUTION AUTHORIZING STAFF TO SUBMIT GRANT APPLICATIONS TO THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS FOR THE 2024-25 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FUNDING ROUND

WHEREAS, the Sacramento Area Council of Governments (SACOG) is the metropolitan planning organization responsible for allocating State transportation funds; and

WHEREAS, SACOG has issued a call for applications for the 2024-25 transportation funding round; and

WHEREAS, the City of Folsom has identified two projects, the Riley Street Complete Streets Project, and the Highway 50 Class I Trail Undercrossing & Trail Improvements Project, that are both candidates for State transportation funds; and

WHEREAS, staff is requesting direction from City Council on a prioritization ranking of the two projects, which could consist of prioritizing only one of the projects, or a combination of both projects; and

WHEREAS, once the projects that are grant funded are identified, staff will return to Council for approval of the source of the required match funding, accept the grant award, and request an increase to revenue estimates and appropriations for the amount awarded.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes staff to submit grant applications to the Sacramento Area Council of Governments for the 2024-25 funding round.

PASSED AND ADOPTED this 22nd day of April 2025, by the following roll-call vote:

AYES: Councilmember(s):

NOES: Councilmember(s):

ABSENT: Councilmember(s):

ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Public Hearing
SUBJECT:	Resolutions Enacting the Annual Inflationary Adjustment for City User Fees i. Resolution No. 11364 – A Resolution Replacing Resolution No. 11219 and Resolution No. 11235 and Enacting the Annual Inflationary Adjustment for City User Fees for Selected City Services ii. Resolution No. 11365- A Resolution Replacing Resolution No. 11186 and Enacting the Annual Inflationary Adjustment for Selected Community Development User Fees
FROM:	Finance Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends the City Council conduct the public hearing and approve the below resolutions enacting the annual inflationary adjustment for city user fees:

i. Resolution No. 11364– A Resolution Replacing Resolution No. 11219 and Resolution No. 11235 and Enacting the Annual Inflationary Adjustment for City User Fees for Selected City Services

ii. Resolution No. 11365- A Resolution Replacing Resolution No. 11186 and Enacting the Annual Inflationary Adjustment for Selected Community Development User Fees

BACKGROUND / ISSUE

In May 2006, the Folsom City Council adopted Resolution No. 7815 which established a new user fee schedule for selected city services and also adopted an annual inflationary adjustment. City User Fees for Selected City Services had the inflationary adjustment last applied on July

1, 2024, adopted with Resolution No. 11219. Planning User Fees had the inflationary adjustment last applied on September 21, 2024, adopted with Resolution No. 11235.

In May 2024, the Folsom City Council adopted Resolution No. 11186 which established an amended user fee schedule for Community Development Engineering and Building Services User Fees. This fee schedule became effective August 1, 2024.

POLICY / RULE

City of Folsom Municipal Code Section 3.50.020 states, "The city manager is hereby directed to recommend to the council the adjustment of fees and charges to recover the percentage of costs reasonably borne in providing the regulation, products or services enumerated in this chapter and on the schedule of rate review as hereinafter established in this chapter. Costs reasonably borne shall be as are defined in Section 3.50.030."

City Council Resolution No. 7815 adopted on May 23, 2006, approved an annual inflationary adjustment to be applied each fiscal year for selected city user fees along with fee increases based on a fee study.

City Council Resolution No. 11186 adopted on May 28, 2024, adopted an amended user fee schedule for Community Development Engineering and Building Services based on a fee study. This study included a fee schedule with identified fees assessing and annual CPI increase.

ANALYSIS

The annual inflationary adjustment to be applied is 2.38%. This is based on the *US Bureau of Labor Statistics & CA Department of Finance CPI-West Urban Consumers, all items, San Francisco CMSA, Annual amount as of December of the previous calendar year* as set forth in Resolution No. 7815. The proposed fee schedules were derived by applying the annual inflationary adjustment to the current fees if allowed.

The proposed April 22, 2025, City user fee schedule for selected City Services is included as part of Resolution No. 11364 and will be effective July 1, 2025.

The proposed April 22, 2025, fee schedule for selected Community Development User Fees is included as part of Resolution No. 11365 and will be effective July 1, 2025.

FINANCIAL IMPACT

This inflationary adjustment will enable the City to improve cost recovery and reduce the financial burden on the General Fund as long as User Fee activity continues.

ATTACHMENTS

1. Resolution No. 11364– A Resolution Replacing Resolution No. 11219 and Resolution No. 11235 and Enacting the Annual Inflationary Adjustment for City User Fees for Selected City Services

2. Resolution No. 11365- A Resolution Replacing Resolution No. 11186 and Enacting the Annual Inflationary Adjustment for Selected Community Development User Fees

3. United States Consumer Price Index – All Urban Consumers as published by the United States Bureau of Labor Statistics CPI-West Urban consumers, all items, San Francisco CMSA as of December 2024

Submitted,

Stacey Tamagni, Finance Director

Attachment 1

RESOLUTION NO. 11364

A RESOLUTION REPLACING RESOLUTION NO. 11219 AND RESOLUTION NO. 11235 AND ENACTING THE ANNUAL INFLATIONARY ADJUSTMENT FOR CITY USER FEES FOR SELECTED CITY SERVICES

WHEREAS, City of Folsom Municipal Code Section 3.50.020 states "The city manager is hereby directed to recommend to the council the adjustment of fees and charges to recover the percentage of costs reasonably borne in providing the regulation, products or services enumerated in this chapter and on the schedule of rate review as hereinafter established in this chapter. Costs reasonably borne shall be as are defined in Section 3.50.030."; and

WHEREAS, Resolution No. 7815 adopted by the Folsom City Council on May 23, 2006, allowed for an annual inflationary adjustment to User Fees each fiscal year; and

WHEREAS, Resolution No. 11219 adopted by City Council on June 25, 2024, set the most recent User Fee schedule for selected City Services; and

WHEREAS, Resolution No. 11235 adopted by City Council on July 23, 2024, set the most recent User Fee schedule for Planning; and

WHEREAS, the annual inflationary adjustment is based on the *US Bureau of Labor Statistics & CA Department of Finance CPI-West Urban Consumers, all items, San Francisco CMSA annual amount as of December of the previous calendar year*; and

WHEREAS, as of December 31, 2024 the annual inflationary adjustment to be applied is 2.38%;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom Replaces Resolution No. 11219 and Resolution No. 11235 and Enacts the Annual Inflationary Adjustment for City User Fees for Selected City Services as of July 1, 2025 as set forth in the fee schedules attached hereto;

PASSED AND ADOPTED this 22nd day of April, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____

Christa Freemantle, CITY CLERK

City of Folsom
Master Fee Schedule as of July 1, 2025

#	DEPARTMENT/SERVICE	FEE 07/01/2024 Reso 11219	ANNUAL INFLATION ADJUSTMENT Annual CPI [1]	FEE 07/01/2025 Proposed
	Finance			
FN-1a	Returned Check Fee - Initial	$25	$ -	$25
FN-1b	Returned Check Fee - Additional	$35	$ -	$35
FN-2	Lien/Delinquency Admin Fee	$125	$ -	$125
FN-2a	Admin/Disconnect Fee	$75	$ -	$75
FN-2b	Reconnect Fee - during business hours	$50	$ -	$50
FN-2c	Reconnect Fee - after business hours	$135	$ -	$135
	Business License Certificate			
FN-4	New License Review Fee	$28	$ 1	$29
PE-65	New Home Occupation Review Permit	$31	N/A	Reso 11356
FN-5	License Reprint Fee	$14	$ 0.33	$14
FN-7	Customer Business Lists - Year	$21	$ 0.50	$21
FN-8	Customer Business Lists - 1 month	$21	$ 0.50	$21
	Annual Historic District Surcharge Tax	$60	-	$60
	Home Occupation Annual Certificate	$40	-	$40
	Business License Certificate Fee Table	Class. A-C		Class. A-C
	Specialty Operations	Class. D		Class. D
	Cardroom Business License Fees			
FN-9	Application and investigation	$708	$ 17	$725
FN-10	Annual License Renewal	$94	$ 2	$96
FN-12	PER Table Fee per QUARTER	$280	$ 7	$287
FN-13	Alternative Method of Payment	2.75% - 3%		2.75% - 3%
	Water			
W-3	Construction Meter Rental Rate per Month	$100	$ -	$100
W-4	Security Deposit for 2.5 inch Construction Meter	$900	$ -	$900
W-5	Security Deposit for 4 inch Construction Meter	$2,700	$ -	$2,700
W-6	Relocation of Construction Meter	$25	$ -	$25
W-7	Repeat Disinfection Testing of New Facilities	$200	$ -	$200

W-8	Backflow Testing Tag	$15	$	-	$15
W-9	Testing of Backflow Device	$100	$	-	$100
	Wastewater				
WW-1	Emergency Call Out (After Hours/Hourly Rate)	$135	$	-	$135
WW-2	Clean up of Sanitary Sewer Overflow From Private Lateral or collection system (Hourly rate)	$200	$	-	$200
WW-3	Inspection of Private Collection Systems to Include Manholes, Maines and Laterals (Hourly Rate)	$150	$	-	$150
	Police				
P-1	Vehicle Release	$183	$	4	$187
P-2	Livescan	$27	$	1	$28
P-3	Alarm Permit (New)	$47	$	1	$48
P-3b	Alarm Permit (Renewal - Commercial)	$18	$	1	$19
P-4	False Alarm (2nd false alarm - infor. not updated)	$101	$	2	$103
P-4b	False Alarm (3rd false alarm)	$101	$	2	$103
P-4c	False Alarm (4th false alarm)	$114	$	3	$117
P-4d	False Alarm (5th+ false alarm)	$174	$	4	$178
P-6	Repossessions	$15	$	1	$16
P-7	VIN Verification	$46	$	1	$47
P-8	Clearance Letter-Clear	$41	$	1	$42
P-9	Vehicle Sign-Off	$46	$	1	$47
P-10	Firearms Permit	$492	$	12	$504
P-15	Adult Businesses	$149	$	4	$153
P-17	HS 11590 Registration	$27	$	1	$28
P-18	Police report copy	$5		-	$5
	Fire				
FR-1	California Fire Code Inspection - HSC 13146.2 and 13146.3	$205	$	5	$210
	Pre-license Inspection < 25 - HSC 13235	$53	$	1	$54
	Pre-license Inspection > 25 - HSC 13235	$107	$	3	$110
FR-2	Re-Inspection (2nd and subsequent reinspections)	$253	$	6	$259
FR-3	Fire Stand Pipe System Plan Review	bldg pmt val	bldg pmt val		bldg pmt val
FR-4	Fire Hydrant System PC	bldg pmt val	bldg pmt val		bldg pmt val
FR-5	Fire Sprinkler System Plan Review	bldg pmt val	bldg pmt val		bldg pmt val
FR-6	Fire Pump Plan Review	bldg pmt val	bldg pmt val		bldg pmt val

FR-7	Fire Alarm System Plan Review	bldg pmt val	bldg pmt val	bldg pmt val
FR-10	Fixed Fire Protection System Plan Review	bldg pmt val	bldg pmt val	bldg pmt val
FR-11	Gas System Plan Review (Medical, LPG, Compressed, etc.)	bldg pmt val	bldg pmt val	bldg pmt val
FR-14	Public Fireworks Display PC	bldg pmt val	bldg pmt val	bldg pmt val
FR-15	Special Fire Inspection (after hours or by request)	$273	$ 6	$279
FR-23	Safe & Sane Fireworks Stand Inspection	$361	$ 9	$370
FR-24	Incident/Inspection Report Copy	$20	$ -	$20
FR-25	Patient Care Report (PCR) and/or Medical Billing	$32	$ -	$32
FR-26	Fire Hazard/Vegetation Management Administrative fee per Re Inspection	$169	$ 4	$173
	Weed Abatement Cost - City's cost	$1000 Minimum		$1000 Minimum
FR-28	False Alarm (2nd false alarm - infor. not updated)	$101	$ 2	$103
FR-28b	False Alarm (3rd false alarm)	$101	$ 2	$103
FR-28c	False Alarm (4th false alarm)	$120	$ 3	$123
FR-28d	False Alarm (5th+ false alarm)	$178	$ 4	$182
FR-36	Fire Hydrant Flow Test	$223	$ 5	$228
FR-39	Fire Photograph(s) Flash Drive	$33	$ 1	$34
FR-42	Expedited Services Fee	1.5 X Reg Fee		1.5 X Reg Fee
FR-43	Fire Safety Officer Standby, Third Party review or Inspection	Actual Cost		Actual Cost
	Ambulance Services			
	Base Rate Within Corporate City Limits	$2,158	$ -	$2,158
	Base Rate Outside Corporate City Limits	$2,158	$ -	$2,158
	Patient Assessment/Treatment - No Transport	$425	$ -	$425
	Milage (per mile)	$39	$ -	$39
	ALS Supplies	$105	$ -	$105
	Oxygen	$165	$ -	$165
	Cardiac Monitor/Defibrillator	$168	$ -	$168
	Continuous Positive Airway Pressure (CPAP)	$225	$ -	$225
	Bone Drill	$305	$ -	$305
	Community Development			
PE-75	Expedited Services Fee	1.5 X Regular Fee	$ -	1.5 X Regular Fee
PE-76	Technical Assistance / Third Party	Actual Cost	$	Actual Cost

	review or Inspection		-	
PE-77	Protected Tree removed or impacted within the buildable area of a residential lot (DSH-diameter per inch)	125.00 (DSH)	$ -	125.00 (DSH)
PE-78	Protected Tree removed or impacted (DSH-diameter per inch)	250.00 (DSH)	$ -	250.00 (DSH)
	City Clerk			
CC-2a	Document Printing & Copying (First 10 pages free)	$0.10	$ 0.00	$0.10
CC-3	Document Printing Pages greater than 17x14 or color copies (per side/per page)	$5	$ 0	$5
CC-6	Copy DVD	$5	$ 0	$5
CC-8	Folsom Municipal Code	Cost to Produce	Cost to Produce	Cost to Produce
CC-9	Updates to Folsom Municipal Code	Cost to Produce	Cost to Produce	Cost to Produce
CC-10	Planning Commission Decision Appeal - Owner occupied, single family dwelling	$264	N/A	Reso 11356
CC-11	Planning Commission Decision Appeal - All others	$536	N/A	Reso 11356
CC-13	Code Enforcement Administrative Hearing	$198	$ 5	$203
	Library			
LB-8a	Self service copy charges - (B & W)	$0.15	$ -	$0.15
LB-8b	Self service copy charges - (Color)	$.50/page	$ -	$.50/page
LB-10	Interlibrary loan/item (plus add'l lending library fees)	$5	$ -	$5
LB-11	Lost or damaged books in Folsom collection	Up to cost of item plus $5.00 processing fee	$ -	Up to cost of item plus $5.00 processing fee
LB-12	Lost or damaged materials from interlibrary loan	Up to cost of item, plus charges form lending library, plus $5.00 local processing fee	$ -	Up to cost of item, plus charges form lending library, plus $5.00 local processing fee
LB-13	Referral fee for material and fee recovery services (for accounts with billed overdue materials and total outstanding charges of $25 or more)	$10	$ -	$10

[1] Annual inflationary adjustment based on the *US Bureau of Labor Statistics & CA Department of Finance CPI-West Urban Consumers, all items San Francisco CMSA, Annual amount as of December of the previous calendar year.*

#	DEPARTMENT/SERVICE	FEE 9/21/2024 Reso 11235	ANNUAL INFLATION ADJUSTMENT Annual CPI [1]	FEE 7/1/2025 Proposed
	Planning			
PE-1	Preliminary Project Review (deposit)	$656	N/A	Reso 11356
PE-2	Tentative Parcel Map Review (deposit)	$5,710	N/A	Reso 11356
PE-3	Tentative Subdivision Map Review (deposit)	$6,718+$34/Lot	N/A	Reso 11356
PE-4	Tentative Map Amendment Review (deposit)	$9,515	N/A	Reso 11356
PE-6	Tentative Map Extension Review (deposit)	$4,087	N/A	Reso 11356
PE-7	Site Design Review - Planning Comm. (deposit)	$4,794	N/A	Reso 11356
PE-7b	Site Design Review	$302	N/A	Reso 11356
PE-8	Planned Development review (deposit)	$9175 + $458/acre	N/A	Reso 11356
PE-9	Planned Development Mod. Review (deposit)	$9,162	N/A	Reso 11356
PE-10	Planned Development Ext. Review (deposit)	$3,217	N/A	Reso 11356
PE-11	Specific Plan Review (deposit)	$6,432	N/A	Reso 11356
PE-12	Specific Plan Amend. Review (deposit)	$7,076	N/A	Reso 11356
PE-13	Initial Environmental Study/Assmnt (deposit)	$6,512	N/A	Reso 11356
PE-15	Environmental Impact Review & Report	$8,748	N/A	Reso 11356
PE-16	Notice of CEQA determination	$304	N/A	Reso 11356
PE-18	Environmental Mitigation Prog. Monitoring	$6,449	N/A	Reso 11356
PE-20	Historic Dist SFD Design Rvw (deposit)	$63	N/A	Reso 11356
PE-21	H.D. Mult Fam/Comm Design Rvw (deposit)	$2,210	N/A	Reso 11356
PE-22	Arch Review - SFD (deposit)	$63	N/A	Reso 11356
PE-23	Arch Review - Mult Fam/Comm. (deposit)	$2,210	N/A	Reso 11356
PE-24	Historic Dist Sign Review (deposit)	$63	N/A	Reso 11356
PE-25	Sign Permit - Staff	$129	N/A	Reso 11356
PE-25b	Sign Permit Extension	$60	N/A	Reso 11356
PE-26	PD Permit Sign Only (deposit)	$1,286	N/A	Reso 11356
PE-27	Zoning Verification Review (deposit)	$310	N/A	Reso 11356
PE-28	Rezoning Request Review - 5 acres or less (deposit)	$3,005	N/A	Reso 11356
PE-29	Rezoning Request Review- 5+ acres (deposit)	$6,000	N/A	Reso 11356
PE-30	Lot Line Adj./Parcel Merger (planning) (deposit)	$1,015	N/A	Reso 11356
PE-31	Annexation Processing (deposit)	$5,789	N/A	Reso 11356
PE-32	Variance Review- SFD (deposit)	$1,686	N/A	Reso 11356
PE-33	Variance Review- Other (deposit)	$1,686	N/A	Reso 11356
PE-35	Appeal - Admin	$258	N/A	Reso 11356
PE-36	Appeal - by other (deposit)	$515	N/A	Reso 11356
PE-37	Code Amendment (deposit)	$2,297	N/A	Reso 11356
PE-38	General Plan Amendment <5 acres (deposit)	$4,384	N/A	Reso 11356

PE-39	General Plan Amendment >5 acres (deposit)	$8,768	N/A	Reso 11356
PE-40	Temporary Use Permit Review	$65	N/A	Reso 11356
PE-41	Conditional Use Permit Review (Major) (deposit)	$5,950	N/A	Reso 11356
PE-41b	Conditional Use Permit Review (Minor) (deposit)	$2,821	N/A	Reso 11356
PE-42	Conditional Use Permit Modification (deposit)	$1,647	N/A	Reso 11356
PE-43	Street Name Review/Change (deposit)	$1,256	N/A	Reso 11356
PE-44	Devl. Agreemnt Processing (deposit)	$5,405	N/A	Reso 11356
PE-64	Condominium Conversion Fee	$11,709	N/A	Reso 11356
PE-65	Home Occupation Permit Fee	$31	N/A	Reso 11356
PE-66	Unattended Donation Box	$201 + $49 Renewal	N/A	Reso 11356
PE-67	Opinion on a Planning Matter	$258	N/A	Reso 11356
PE-68	Landmark Tree	$295	N/A	Reso 11356
PE-69	Off-Site Weekend Directional Signs	$175	N/A	Reso 11356
PE-70	Uniform Sign Program	$295	N/A	Reso 11356
PE-71	Temporary Sign Permit	$10	N/A	Reso 11356
PE-72	Non-residential Plan Check Fee (Planning)	10% of building permit fee	N/A	Reso 11356
PE-74	Entertainment Permit	$46	N/A	Reso 11356

#	DEPARTMENT/SERVICE
#	**Parks & Recreation** [4]
PR-7	Zookeeping/Gate
PR-9	Zoo-Gift Shop
PR-10	Zoo-Education/Tours
PR-13	Aquatics - Rec/Lap Swim
PR-14	Aquatics - Swim Lessons
PR-15	Aquatics - Swim Team
PR-16	Aquatics - Aquacise
PR-17	Aquatics - Swim Camps
PR-18	Aquatics - School Parties
PR-19	Aquatics - Birthday Parties
PR-21	Aquatics - Swim Meets
PR-22	Aquatics - Rental/Spons.
PR-23	Aquatics - Concessions
PR-24	Cummings Park/Skate
PR-25	Comm Center - Resident
	Comm Center - Non-Resident
	Comm Center - FCUSD
PR-26	Rotary Clubhouse (see Comm Center)
PR-30	Park Rentals
PR-32	Youth Spec. Interest
PR-33	Cultural Classes
PR-37	Fee Based Spec Events
PR-38	Youth Day Camps
PR-39	Teens
PR-40	Cultural Svcs/Preschool
PR-42	Seniors
PR-43	Sponsorship
PR-45	Kemp Concessions
PR-46	Adult Sports
PR-47	Youth Sports
PR-48	Comm. Youth Leagues
PR-49	Sports Facility Rentals

[2] Parks and Recreation fees are set by the department. Cost recovery levels are set at the program level.

Business License Certificate Classification Fee Tables

Classifation A - Business License Certificate Gross Receipts			
Annual Gross Recipts - Retail Sales, Property Rental, Residential & Non-			
Category	Lower Gross Receipts	Upper Gross Receipts	Annual Fee
1	$ -	$ 99,999.99	$ 40.00
2	$ 100,000.00	$ 899,999.99	$ 125.00
3	$ 900,000.00	$ 5,099,999.99	$ 250.00
4	$ 5,100,000.00	$ 10,899,999.99	$ 500.00
5	$ 10,900,000.00	$ 25,099,999.99	$ 1,000.00
6	$ 25,100,000.00	Max	100 + .05/$1,000 GR

Classification B - Service Professions, Manufacturing, Wholesale Based on Employee Count			
Manufacturing, Wholesale and Service Professions			
Category	Lower Employee Count	Upper Employee Count	Annual Fee
1	0	1	$ 40.00
2	2	4	$ 125.00
3	5	8	$ 175.00
4	9	12	$ 220.00
5	13	25	$ 250.00
6	26	55	$ 500.00
7	56	124	$ 1,000.00
8	125	Max	$100 + $10 per Employee

Classification C - Commercial, Industrial, Research & Development			
Based on Square Feet			
Category	Lower Sq Ft	Upper Sq Ft	Annual Fee
1	0	2000	$ 40.00
2	2000	18000	$ 125.00
3	18000	102000	$ 250.00
4	102000	218000	$ 500.00
5	218000	502000	$ 1,000.00
6	502000	Max	100 + $2.50/1,000 Sq. Ft.

Classification D - Business License Certificate Specialty Operations	
Non Profit/Exempt Business Certificate Fee	$0.00
Building Contractors	$25 per building permit
Itinerant Vendor (Peddler, Solicitor or	$500.00
Daily Specialty - Fixed Location	$25.00
Monthly Specialty - Fixed Location	$30.00
Quartery Specialty - Fixed Location	$75.00
Annual Specialty - Fixed Location	$200.00
Branch Location Certificate	$25.00
Bingo Halls	$25.00

Attachment 2

RESOLUTION NO. 11365

A RESOLUTION REPLACING RESOLUTION NO. 11186 AND ENACTING THE ANNUAL INFLATIONARY ADJUSTMENT FOR SELECTED COMMUNITY DEVELOPMENT USER FEES

WHEREAS, City of Folsom Municipal Code Section 3.50.020 states "The city manager is hereby directed to recommend to the council the adjustment of fees and charges to recover the percentage of costs reasonably borne in providing the regulation, products or services enumerated in this chapter and on the schedule of rate review as hereinafter established in this chapter. Costs reasonably borne shall be as are defined in Section 3.50.030."; and

WHEREAS, Resolution No. 11186 adopted by the Folsom City Council on May 28, 2024, set the most recent User Fee schedule for selected Community Development User Fees and allowed for an annual inflationary adjustment to specified fees each fiscal year; and

WHEREAS, the annual inflationary adjustment is based on the *US Bureau of Labor Statistics & CA Department of Finance CPI-West Urban Consumers, all items, San Francisco CMSA annual amount as of December of the previous calendar year*; and

WHEREAS, as of December 31, 2024 the annual inflationary adjustment to be applied is 2.38%;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom Replaces Resolution No. 11186 and Enacts the Annual Inflationary Adjustment for Selected Community Development User Fees as of July 1, 2025 as set forth in the fee schedule attached hereto;

PASSED AND ADOPTED this 22nd day of April, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

CITY OF FOLSOM
BUILDING FEES – PLAN REVIEW, EFFECTIVE JULY 1, 2025

	Activity Description	Fee	CPI Increase	Proposed Fee 7/01/2025	Charge Basis	Note	CPI
1	HVAC Change-Out - Residential	$230	$5	$235	per permit		Y
2	Water Heater Change-Out - Residential	$184	$4	$188	per permit		Y
3	Residential Re-Roof	$368	$9	$377	per permit		Y
4	Siding Replacement	$322	$8	$330	per permit		Y
5	Service Panel Upgrade - Residential	$276	$7	$283	per permit		Y
6	Battery Backup Storage	$368	$9	$377	per permit		Y
7	Electric Vehicle Charger	$368	$9	$377	per permit		Y
8	Generator	$368	$9	$377	per permit		Y
9	Residential Solar Photovoltaic System - Solar Permit						
	a) Plan Review						
	i) Base Fee for 15kW or Less	$200	$0.00	$200	per permit	[a],[b]	N
	ii) Fee for Each Additional kW above 15kW	$15	$0.00	$15	per permit	[a],[b]	N
	b) Permit	$250	$0.00	$250	per permit	[a],[b]	N
10	Commercial Solar Photovoltaic System - Solar Permit						
	a) Plan Review						
	i) Base Fee 50kW or Less	$444	$0.00	$444	per permit	[a],[b]	N
	ii) Fee for Each Add'l kW above 50kW up to 250kW	$7	$0.00	$7	per permit	[a],[b]	N
	ii) Fee for Each Add'l kW above 250kW	$5	$0.00	$5	per permit	[a],[b]	N
	b) Permit	$556	$0.00	$555	per permit	[a],[b]	N
11	Pool Solar	$184	$4.38	$188	per permit		Y
12	Swimming Pool Replaster / Equipment Change-Out	$460	$10.95	$470	per permit		Y
13	Swimming Pool Remodel (e.g., Changing Pool Shape, Adding Cabo Shelf, etc.)	$920	$21.90	$941	per permit		Y
14	Retaining Wall						
	a) One Type of Retaining Wall Type/Configuration	$552	$13.14	$565	per permit		Y
	b) Each Additional Wall Type/Configuration	$276	$6.57	$282	per permit		Y
15	Window / Sliding Glass Door - Retrofit / Repair						
	a) Up to 5	$184	$4.38	$188	per permit		Y
	b) Per Window Over 5 Windows	$37	$0.88	$37	per permit		Y
16	Fences Requiring a Building Permit	$368	$8.76	$376	per permit		Y
17	Electrical and Irrigation Pedestals per pedestal	$276	$6.57	$282	per permit		Y
18	Detached and Attached ADUs	$4,600	$109.48	$4,709	per permit		Y
19	Junior ADUs	$2,208	$52.55	$2,260	per permit		Y

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

[b] The City will not collect additional permit processing fees. Amounts shown are total amount due for permit processing, plan review, and permit.

CITY OF FOLSOM
BUILDING FEES – PLAN REVIEW, EFFECTIVE JULY 1, 2025

	Activity Description	Fee	CPI Increase	Proposed Fee 7/01/2025	Note	CPI
1	Building Plan Check Fees - Building					
	a) Plan Review Fee, if applicable	80%	$0	80%	[a]	N
	b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee	$0	1.5x standard plan check fee		N
	c) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check fee	$0	20% of standard plan check fee	[b]	N
	d) Production Permit for Multi-family permit	$1,472	$35	$1,507		Y
	e) Production Permit for Fire permits and other misc. permits	$460	$11	$471		Y
	f) Alternate Materials and Methods Review (per hour)	$184	$4	$188		Y
	g) Excess Plan Review Fee (4th and subsequent) (per hour)	$184	$4	$188		Y
	h) Revisions to an Approved Permit (per hour)	$184	$4	$188		Y
	i) Deferred Submittal (per hour)	$184	$4	$188		Y

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

CITY OF FOLSOM
BUILDING FEES – OTHER, EFFECTIVE JULY 1, 2025

	Activity Description	Fee	CPI Increase	Proposed Fee 7/01/2025	Note	CPI
1	Permit Processing Fee	$77	$2	$79		Y
2	Strong Motion Instrumentation (SMI) Fee Calculation				[a]	
	a) Residential	$0.50 or valuation x .00013	-	$0.50 or valuation x .00013	[a]	N
	b) Commercial	$0.50 or valuation x .00028	-	$0.50 or valuation x .00028	[a]	N
3	Building Standards (SB 1473) Fee Calculation (Valuation)				[a]	
	a) $1 - $25,000	$1	-	$1	[a]	N
	b) $25,001 - $50,000	$2	-	$2	[a]	N
	c) $50,001 - $75,000	$3	-	$3	[a]	N
	d) $75,001 - $100,000	$4	-	$4	[a]	N
	e) Each Add'l $25,000 or fraction thereof	Add $1	-	Add $1	[a]	N
4	Business License Fee	$25	-	$25		N
5	CASP Training Fund Fee	$3.60	-	$3.60		N
6	State Disability Access Fee	$0.40	-	$0.40		N
7	General Plan/Zoning Code Update Fee (percent of building permit fee)	5%	-	5%	[b]	N
8	Temporary Certificate of Occupancy (Phasing Plan) Fee	$920	$22	$942		Y
9	Permit Extension	$0	$0	$0		Y
10	Permit Reactivation Fee					
	a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	$184	$0	$ 184		Y
	b) Reactivation Fee - All Other Scenarios					
	i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee	-	50% of Original Base Building Permit Fee		N
	ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee	-	100% of Original Base Building Permit Fee		N
11	Permit Reissuance Fee	$184	$4	$188		Y

12	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) (per hour)	$184	$4	$188		Y
	Other Fees					
13	Phased Inspection Fee (per inspection)	$184	$4	$188		Y
14	After Hours Inspection (per hour) (4-hour minimum)	$221	$5	$226		Y
15	Re-inspection Fee (2nd Time or More) (each)	$184	$4	$188	[c]	Y
16	Missed Inspection Fee	$184	$4	$188		Y
17	Duplicate Copy of Permit	$77	$2	$79		Y
18	Duplicate Copy of Certificate of Occupancy	$77	$2	$79		Y
19	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	$92	$2	$94		Y
	Violation Fees					
20	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	-	equal to permit fee		N

[a] Amounts established by State of California. In the case of discrepancy between this schedule and amounts established by the State, State amounts shall supersede these amounts.
[b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.

[c] Reinspection fee applies after the first re-inspection.

Attachment 3

ATTACHMENT 3

Bureau of Labor Statistics

Consumer Price Index for All Urban Cons
Original Data Value

Series Id: CUURS49BSA0,CUUSS49BSA0
Not Seasonally Adjusted
Series Area: All items in San Francisco-Oakland-San Francisco-Oakland-Hayward, CA
Item: All items
Base Years: 1982-84=100
2015 to 2025

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056		340.094		341.219		339.915	339.050	337.689	340.411
2024		345.151		351.247		351.064		349.290		349.370		348.001	348.417	347.857	348.977
2025		354.432													

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Public Hearing
SUBJECT:	Resolution No. 11366 – A Resolution Replacing Resolution No. 11233 and Approving the Updated City Impact and Connection Fee Schedule for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Park Improvement, Humbug-Willow Creek, Housing Trust, Water, Sanitary Sewer, Solid Waste, Transportation Improvement, Drainage, and Light Rail Impact Fees
FROM:	Finance Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff requests the City Council conduct the public hearing and adopt Resolution No. 11366 – A Resolution Replacing Resolution No. 11233 and Approving the Updated City Impact and Connection Fee Schedule for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Park Improvement, Humbug-Willow Creek, Housing Trust, Water, Sanitary Sewer, Solid Waste, Transportation Improvement, Drainage, and Light Rail Impact Fees.

BACKGROUND / ISSUE

In May 2006, the City Council adopted Resolution No. 7812 which established new city impact and connection fees for law enforcement, fire suppression, general facilities, vehicles and equipment, park improvement, Humbug-Willow Creek, housing trust, water, sanitary sewer, transportation improvement, drainage, and light rail. Resolution No. 7812 also approved an annual inflationary adjustment.

POLICY / RULE

Folsom Municipal Code

The Folsom Municipal Code sets impact fees in various code sections as follows:

- Section 03.20.045 – Solid Waste Fee
- Section 03.80.040 – Police, Fire, and General Government Improvement
- Section 03.90.010 – Housing Trust Fee
- Section 04.10.010 – Park Improvement
- Section 04.12.010 – Humbug-Willow Creek Fee
- Section 10.50.040 – Light Rail
- Section 12.04.060 – Transportation Improvement
- Section 13.24.050 – Water Connection
- Section 13.25.010 – Sewer Connection
- Section 13.30.010 – Water Impact Fee
- Section 17.95.010 – Drainage Improvement

ANALYSIS

In accordance with Resolution No. 7812, adopted May 23, 2006, Staff has calculated proposed fee schedules to be effective July 1, 2025. The annual inflationary adjustment to be applied is 1.60%. This percentage adjustment is based on the *Engineering News Record Construction Cost Index* for January through December 2024. The proposed fee schedules were derived by applying the annual inflationary adjustment to the current fee.

Government Code section 66018 requires a public hearing for certain fee increases. Government Code section 66017 states fees may be effective no sooner than 60 days following the adoption of the increase in the fee or charge.

The proposed July 1, 2025, fee schedules are included in Resolution No. 11366 as Attachment 1 and the Construction Cost Index obtained from the Engineering News Record is included as Attachment 2.

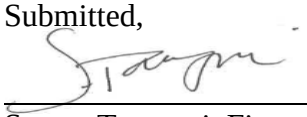
ATTACHMENTS

1. Resolution No. 11366 – A Resolution Replacing Resolution No. 11233 and Approving the Updated City Impact and Connection Fee Schedule for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Park Improvement, Humbug-Willow Creek, Housing Trust, Water, Sanitary Sewer, Solid Waste, Transportation Improvement, Drainage, and Light Rail Impact Fees.

2. Engineering News Record Construction Cost Index

3. Resolution No. 7812 - A Resolution Rescinding Resolution Nos. 6222 And 6684 And Establishing New City Impact and Connection Fees for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Water, Sanitary Sewer, Transportation Improvement, Drainage, and Light Rail

Submitted,



Stacey Tamagni, Finance Director

Attachment 1

RESOLUTION NO. 11366

A RESOLUTION REPLACING RESOLUTION NO. 11233 AND APPROVING THE UPDATED CITY IMPACT AND CONNECTION FEE SCHEDULE FOR LAW ENFORCEMENT, FIRE SUPPRESSION, GENERAL FACILITIES, VEHICLES AND EQUIPMENT, PARK IMPROVEMENT, HUMBUG-WILLOW CREEK, HOUSING TRUST, WATER, SANITARY SEWER, SOLID WASTE, TRANSPORTATION IMPROVEMENT, DRAINAGE, AND LIGHT RAIL IMPACT FEES

WHEREAS, the Folsom Municipal Code sets impact fees in various code sections as follows:

1). Section 03.20.045 – Solid Waste Fee
2). Section 03.80.040 – Police, Fire, and General Government Improvement
3). Section 03.90.010 – Housing Trust Fee
4). Section 04.10.010 – Park Improvement
5). Section 04.12.010 – Humbug-Willow Creek
6). Section 10.50.040 – Light Rail
7). Section 12.04.060 – Transportation Improvement
8). Section 13.24.050 – Water Connection
9). Section 13.25.010 – Sewer Connection
10). Section 13.30.010 – Water Impact Fee
11). Section 17.95.010 – Drainage Improvement; and

WHEREAS, Resolution No. 7812 adopted by the Folsom City Council on May 23, 2006, allowed for an annual inflationary adjustment to selected City Impact and Connection fees each fiscal year; and

WHEREAS, the City Council on April 22, 2025, held a public hearing on the proposed fee updates and considered public comment; and

WHEREAS, the annual inflationary adjustment is based on the *Engineering News Record Construction Cost Index* for January through December 2024 and the annual adjustment to be applied is 1.60%; and

WHEREAS, notice has been given at the time and in the manner required by State Law and City Code;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom replaces Resolution No 11233 and approves the updated City Impact and Connection Fees as of July 1, 2025 for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Park Improvement, Humbug-Willow Creek, Housing Trust, Water, Sanitary Sewer, Solid Waste, Transportation Improvement, Drainage, and Light Rail Impact Fees.

PASSED AND ADOPTED this 22nd day of April 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

City of Folsom
Impact and Connection Fee Schedule As of July 1, 2025

FEE DESCRIPTION	BASIS	FEE 9/21/2024 Reso 11233	Annual Inflation Adjustment 2024 Annual CCI[1]	FEE 7/1/2025 Proposed
Police (FMC 3.80.010)				
Single Family Residential	Unit	$700	$11	$711
Multi-Family Residential	Unit	$794	$13	$807
Mobile Dwellings	Unit	$182	$3	$184
Commercial Lodging	Unit	$40	$1	$41
Commercial Development	Sq. Ft.	$1.179	$0.02	$1.198
Industrial Development	Sq. Ft.	$1.019	$0.02	$1.035
Fire (FMC 3.80.010)				
Single Family Residential	Unit	$1,265	$20	$1,285
Multi-Family Residential	Unit	$1,223	$20	$1,243
Mobile Dwellings	Unit	$1,261	$20	$1,281
Commercial Lodging	Unit	$1,095	$18	$1,112
Commercial Development	Sq. Ft.	$0.74	$0.01	$0.75
Industrial Development	Sq. Ft.	$0.32	$0.01	$0.33
General Facilities (FMC 3.80.010)				
Single Family Residential	Unit	$1,860	$30	$1,890
Multi-Family Residential	Unit	$1,860	$30	$1,890
Mobile Dwellings	Unit	$1,851	$30	$1,881
Commercial Lodging	Unit	$265	$4	$269
Commercial Development	Sq. Ft.	$0.58	$0.01	$0.59
Industrial Development	Sq. Ft.	$0.58	$0.01	$0.59
General Park Equip (FMC 3.80.010)				
Single Family Residential	Unit	$109	$2	$111
Multi-Family Residential	Unit	$109	$2	$111
Mobile Dwellings	Unit	$51	$1	$52
Commercial Development	Sq. Ft.	$0.021	$0.000	$0.022

Industrial Development	Sq. Ft.	$0.021	$0.000	$0.022
Drainage (FMC 17.95.030)				
Single Family Residential	Unit	$1,208	$19	$1,227
Multi-Family Residential	Unit	$1,208	$19	$1,227
Mobile Dwellings	Unit	$1,208	$19	$1,227
Commercial Development/Office	Acre	$7,342	$117	$7,459
Industrial Development	Acre	$7,342	$117	$7,459
Light Rail Impact Fee (FMC 10.50.040)				
Single Family Residential	Unit	$844	$13	$857
Multi-Family Residential	Unit	$580	$9	$589
Mobile Dwellings	Unit	$580	$9	$589
Commercial Development/Office	Sq. Ft.	$0.267	$0.004	$0.272
Industrial Development	Sq. Ft.	$0.111	$0.002	$0.113
Transportation Improv Fee (FMC 12.04.060)				
Single Family Residential	Unit	$9,515.90	$152.25	$9,668.16
Multi-Family Residential	Unit	$6,660.88	$106.57	$6,767.45
Mobile Dwellings	Unit	$6,660.88	$106.57	$6,767.45
Commercial	Sq Ft.	$14.29	$0.23	$14.52
Industrial/Office	Sq Ft.	$6.21	$0.10	$6.30
Other	Sq Ft.	$6.21	$0.10	$6.30
Additional Land Uses				
High Trip Commercial	Sq Ft.	$56.70	$0.91	$57.61
Gas Stations[1]	Sq Ft.	$12,715	$203	$12,919
[1] per fueling station				
Water Impact Fees (FMC 13.30.010)				
Single Family Residential	Unit	$1,148	$18	$1,166
Multi-Family Residential	Unit	$618	$10	$628
Commercial	Acre	$1,545	$25	$1,570
Industrial/Office	Acre	$1,545	$25	$1,570
Water Connection Fees (FMC 13.24.010)				
Residential				
Single Family Residential	Unit	$3,916	$63	$3,978
Multi-Family Residential	Unit	$2,545	$41	$2,586

Lexington Hills	Unit	$2,425	$39	$2,464
Mobile Home	Unit	$2,545	$41	$2,586
Commercial				
3/4” meter		$3,906	$62	$3,968
1” meter		$9,740	$156	$9,896
1 1/2” meter		$19,486	$312	$19,798
2” meter		$31,183	$499	$31,682
3” meter		$62,383	$998	$63,381
4” meter		$97,506	$1,560	$99,066
6” meter		$195,083	$3,121	$198,204
8” meter		$312,236	$4,996	$317,232
10” meter		$449,240	$7,188	$456,428
Sewer Connection Fees (FMC 13.25.010)				
Residential				
Single Family Residential	Unit	$1,250	$20	$1,270
Multi-Family Residential	Unit	$977	$16	$993
Lexington Hills	Unit	$973	$16	$989
Mobile Home	Unit	$1,105	$18	$1,123
Commercial				
3/4” meter		$1,250	$20	$1,270
1” meter		$1,250	$20	$1,270
1 1/2” meter		$2,503	$40	$2,543
2” meter		$4,005	$64	$4,069
3” meter		$7,510	$120	$7,630
4” meter		$12,517	$200	$12,717
6” meter		$25,033	$401	$25,434
8” meter		$40,052	$641	$40,693
10” meter		$57,574	$921	$58,495
Solid Waste Capital Improvement Fee (FMC 3.20.045)				
Residential				
Single Family Residential	Unit	$422	$7	$429
Mobile Homes	Unit	$194	$3	$197
Commercial/ Multi Family				
2 yard dumpster		$4,735	$76	$4,811
3 yard dumpster		$4,767	$76	$4,843
4 yard dumpster		$4,834	$77	$4,911

6 yard dumpster		$5,032	$81	$5,112
15 yard roll-off		$15,500	$248	$15,748
20 yard roll		$15,916	$255	$16,170
30 yard roll		$16,556	$265	$16,821
40 yard roll		$16,914	$271	$17,185
Park Construction Capital Impact (FMC 4.10)				
Single Family Residential	Unit	$8,199	$131	$8,330
Multi-Family Residential	Unit	$5,446	$87	$5,534
Senior Residential Housing	Unit	$4,210	$67	$4,277
Mobile Dwellings	Unit	$3,146	$50	$3,197
Commercial Development	Sq. Ft.	$0.555	$0.009	$0.564
Industrial Development	Sq. Ft.	$0.555	$0.009	$0.564
Humbug-Willow Creek (FMC 4.12)				
Single Family Residential	Unit	$322	$5	$327
Multi-Family Residential	Unit	$203	$3	$206
Mobile Dwellings	Unit	$176	$3	$179
Commercial Development	Sq. Ft.	$0.078	$0.001	$0.079
Industrial Development	Sq. Ft.	$0.078	$0.001	$0.079

[1] *Engineering News Record Construction Cost Index - 2024 Annual Average*

FEE DESCRIPTION	BASIS	FEE 9/21/2024 Reso 11233	Annual Inflation Adjustment 2024 Annual CCI[1]	FEE 7/1/2025 Proposed
Housing Trust (FMC 3.90.010)				
Office	Sq. Ft.	$2.05	$ 0.033	$2.08
Retail	Sq. Ft.	$2.05	$ 0.033	$2.08
Light Industrial	Sq. Ft.	$2.05	$ 0.033	$2.08
Heavy Industrial/Manufacturing	Sq. Ft.	$2.05	$ 0.033	$2.08
Light Industrial/Manufacturing	Sq. Ft.	$2.05	$ 0.033	$2.08

[1] *Engineering News Record Construction Cost Index - 2024 Annual Average*

Attachment 2

ATTACHMENT 2

Home » Construction Cost Index History - As of March 2025

Construction Cost Index History - As of March 2025

HOW ENR BUILDS THE INDEX: 200 hours of common labor at the 20-city average of common labor rates, plus 25 cwt of standard structural steel shapes at the mill price prior to 1996 and the fabricated 20-city price from 1996, plus 1.128 tons of portland cement at the 20-city price, plus 1,088 board ft of 2 x 4 lumber at the 20-city price.

View the ANNUAL AVERAGE FOR ENR'S CONSTRUCTION COST INDEX.

ENR'S CONSTRUCTION COST INDEX HISTORY (1908-2024)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG.
2025	13731.60	13766.30	13782.50										
2024	13515.02	13518.12	13532.01	13532.08	13532.44	13546.80	13556.09	13593.65	13632.23	13632.34	13632.39	13632.41	13571.30
2023	13175.03	13175.93	13176.30	13229.57	13288.27	13345.00	13424.98	13472.56	13485.67	13497.97	13510.57	13514.76	13358.05
2022	12555.55	12683.97	12791.43	12898.96	13004.47	13110.50	13167.84	13171.07	13173.43	13174.92	13174.98	13175.00	13006.84
2021	11627	11698	11749	11849	11989	12112	12237	12463	12464	12464	12467	12481	12,133
2020	11392	11396	11397	11412	11418	11436	11439	11455	11499	11539	11579	11626	11465.67
2019	11206	11213	11228	11228	11230	11268	11293	11311	11311	11326	11381	11381	11281
2018	10878	10889	10959	10971	11013	11069	11116	11124	11170	11183	11184	11186	11062
2017	10542	10559	10667	10678	10692	10703	10789	10826	10823	10817	10870	10873	10737
2016	10132	10181	10242	10279	10315	10337	10379	10385	10403	10434	10442	10530	10338
2015	9972	9962	9972	9992	9975	10039	10037	10039	10065	10128	10092	10152	10035

ATTACHMENT 3

RESOLUTION NO. 7812

A RESOLUTION RESCINDING RESOLUTION NOS. 6222 AND 6684 AND ESTABLISHING NEW CITY IMPACT AND CONNECTION FEES FOR LAW ENFORCEMENT, FIRE SUPPRESSION, GENERAL FACILITIES, VEHICLES AND EQUIPMENT, WATER, SANITARY SEWER, TRANSPORTATION IMPROVEMENT, DRAINAGE, AND LIGHT RAIL

WHEREAS, California Government Code Section 66000, Fees for Development Projects, et. al., of the State of California, mandates numerous detailed and stringent requirements for all development fees levied by local government on new construction projects; and

WHEREAS, Section 66017 of the California Government Code requires a 60-day "waiting period" before any development fee increase can become effective; and

WHEREAS, pursuant to Government Code Section 66016, et seq., specific fees to be charged for services must be adopted by City Council resolution or ordinance, after providing notice and holding a public hearing; and

WHEREAS, The City of Folsom General Plan, Urban Development Policy No. 11.6, Policy on Municipal Services and Facilities states in part that "It is the policy of the City of Folsom to require new development to bear the cost of its increased demand/effect on municipal services and facilities so as to not create a greater burden on existing residents. . .it is the policy of the City of Folsom to require certain necessary improvements as a part of the development and/or the payment of the proportional effect of the development on such services. . .the City will periodically update its fees to reflect the cost of providing municipal services and facilities."; and

WHEREAS, Section 17.95.030 (Drainage Impact Fee), and section 10.50.040 (Light Rail Capital Impact Fee) of the Folsom Municipal Code allows for an annual inflationary fee increase; and

WHEREAS, the proposed fee implementation schedule complies with the legal requirement of a 60-day waiting period, assuming that City Council adopts the new fee schedule at its May 23, 2006 meeting; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom rescinds Resolution Nos. 6222 and 6684 and authorizes the following:

1) Establish New City Impact and Connection Fees for Law Enforcement, Fire Suppression, General Facilities, Vehicles and Equipment, Water, Sanitary Sewer, Drainage, and Light Rail per the rate schedules attached hereto, to be effective in four steps as follows:

a. October 1, 2006: Fees will increase by the cumulative Consumer Price Index (CPI) since the last date applied.

b. July 1, 2007: Fees will increase by 50% of the remaining increase over the cumulative CPI.

c. January 1, 2008: Fees will increase by 25% of the remaining increase over the cumulative CPI.

d. July 1, 2008: Fees will increase by the final remaining 25% of the increase over the cumulative CPI applied; and

2) Establish New City Impact fees for Transportation Improvement with the fee option of "Six Lanes over River" per the rate schedules attached hereto, to be effective in the same four steps noted in (1); and

3) For building permits where a complete building permit application has been submitted and accepted by the City prior to October 1, 2006, impact and connection fees will be charged based on the current fee structure; or

4) For building permits where a complete building permit application has been submitted and accepted by the City on or after October 1, 2006, impact and connection fees will be charged based on the newly adopted fee structure per this resolution; and

5) The City will adjust the impact and connection fees annually, commencing July 1, 2007 and on July 1 annually thereafter, by an escalation factor to reflect the cost of interest and inflation using the *Engineering News Record Construction Cost Index- Annual Average.* The escalation factor will be applied annually to the *Total Proposed Fee* as if it had been adopted in full on October 1, 2006.; and

6) Impact and Connection fees will be reviewed and updated every three years.

PASSED AND ADOPTED this 23rd day of May 2006, by the following roll call vote:

AYES:	COUNCIL MEMBERS:	Miklos, Starsky, Howell, Morin
NOES:	COUNCIL MEMBERS:	King
ABSTAIN:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	None

Andrew J. Morin, MAYOR

ATTEST:

Christa Schmidt, CITY CLERK

City of Folsom
Impact and Connection Fee Implementation

FEE DESCRIPTION	BASIS	PROPOSED FEE TOTAL FEE	FEE 10/1/2006 STEP 1 FEE AT CUM CPI	INCREASE 07/01/07 STEP 2 50% OF REMAINDER	INCREASE 01/01/08 STEP 3 25% OF REMAINDER	INCREASE 07/01/08 STEP 4 25% OF REMAINDER
Police, Fire, & Gen Fac (FMC 3.80.010)						
POLICE						
Single Family Residential	Unit	$ 491	$ 405	$ 43	$ 22	$ 22
Multi-Family Residential	Unit	$ 557	$ 557	$ -	$ -	$ -
Mobile Dwellings	Unit	$ 127	$ 127	$ -	$ -	$ -
Commercial Lodging	Unit	$ 28	$ 28	$ -	$ -	$ -
Commercial Development	Sq. Ft.	$ 0.831	$ 0.421	$ 0.205	$ 0.102	$ 0.102
Industrial Development	Sq. Ft.	$ 0.720	$ 0.019	$ 0.351	$ 0.175	$ 0.175
FIRE						
Single Family Residential	Unit	$ 891	$ 540	$ 176	$ 88	$ 88
Multi-Family Residential	Unit	$ 862	$ 385	$ 239	$ 119	$ 119
Mobile Dwellings	Unit	$ 891	$ 259	$ 316	$ 158	$ 158
Commercial Lodging	Unit	$ 772	$ 386	$ 193	$ 97	$ 97
Commercial Development	Sq. Ft.	$ 0.520	$ 0.520	$ -	$ -	$ -
Industrial Development	Sq. Ft.	$ 0.226	$ 0.064	$ 0.081	$ 0.041	$ 0.041
GEN FACILITIES						
Single Family Residential	Unit	$ 1,307	$ 1,065	$ 121	$ 60	$ 60
Multi-Family Residential	Unit	$ 1,307	$ 1,065	$ 121	$ 60	$ 60
Mobile Dwellings	Unit	$ 1,307	$ 214	$ 546	$ 273	$ 273
Commercial Lodging	Unit	$ 187	$ 94	$ 47	$ 23	$ 23
Commercial Development	Sq. Ft.	$ 0.407	$ 0.407	$ -	$ -	$ -
Industrial Development	Sq. Ft.	$ 0.407	$ 0.038	$ 0.18	$ 0.09	$ 0.09

City of Folsom
Impact and Connection Fee Implementation

FEE DESCRIPTION	BASIS	PROPOSED FEE TOTAL FEE	FEE 10/1/2006 STEP 1 FEE AT CUM CPI	INCREASE 07/01/07 STEP 2 50% OF REMAINDER	INCREASE 01/01/08 STEP 3 25% OF REMAINDER	INCREASE 07/01/08 STEP 4 25% OF REMAINDER
Drainage (FMC 17.95.030)						
Single Family Residential	Unit	$ 850	$ 639	$ 106	$ 53	$ 53
Multi-Family Residential	Unit	$ 850	$ 639	$ 106	$ 53	$ 53
Mobile Dwellings	Unit	$ 850	$ 639	$ 106	$ 53	$ 53
Commercial Development/Office	Acre	$ 5,164	$ 3,882	$ 641	$ 321	$ 321
Industrial Development	Acre	$ 5,164	$ 3,882	$ 641	$ 321	$ 321
Light Rail Impact Fee (FMC 10.50.040)						
Single Family Residential	Unit	$ 594	$ 489	$ 52	$ 26	$ 26
Multi-Family Residential	Unit	$ 408	$ 335	$ 36	$ 18	$ 18
Mobile Dwellings	Unit	$ 408	$ 335	$ 36	$ 18	$ 18
Commercial Development/Office	Sq. Ft.	$ 0.189	$ 0.156	$ 0.016	$ 0.008	$ 0.008
Industrial Development	Sq. Ft.	$ 0.079	$ 0.064	$ 0.007	$ 0.004	$ 0.004
Transportation Improvement Fee (FMC 12.04.060)						
Six Lanes Over River						
Single Family Residential	Unit	$ 6,699	$ 4,452	$ 1,124	$ 562	$ 562
Multi-Family Residential	Unit	$ 4,689	$ 3,116	$ 786	$ 393	$ 393
Mobile Dwellings	Unit	$ 4,689	$ 3,116	$ 786	$ 393	$ 393
Commercial	Sq Ft.	$ 10.06	$ 6.43	$ 1.82	$ 0.91	$ 0.91
Industrial/Office	Sq Ft.	$ 4.37	$ 2.79	$ 0.79	$ 0.39	$ 0.39
Other	Sq Ft.	$ 4.37	$ 2.79	$ 0.79	$ 0.39	$ 0.39
Additional Land Uses						
High Trip Commercial	Sq Ft.	$ 40.05	$ 6.43	$ 16.81	$ 8.41	$ 8.41
Gas Stations[1]	Sq Ft.	$ 8,963	$ 4,482	$ 2,238	$ 1,119	$ 1,119

[1] Current per square foot, proposed per fueling station

City of Folsom
Impact and Connection Fee Implementation

FEE DESCRIPTION	BASIS	PROPOSED FEE TOTAL FEE	FEE 10/1/2006 STEP 1 FEE AT CUM CPI	INCREASE 07/01/07 STEP 2 50% OF REMAINDER	INCREASE 01/01/08 STEP 3 25% OF REMAINDER	INCREASE 07/01/08 STEP 4 25% OF REMAINDER
Water Connection Fees (FMC 13.24.010)						
Single Family Residential	Unit	$ 2,750	$ 2,750	$ -	$ -	$ -
Multi-Family Residential	Unit	$ 1,789	$ 1,789	$ -	$ -	$ -
Lexington Hills [1]	Unit	$ 1,705	$ 1,705	$ -	$ -	$ -
Mobile Home	Unit	$ 1,789	$ 1,789	$ -	$ -	$ -
[1] Lexington Hills receives a credit per developer agreement						
Commercial						
3/4" meter		$ 2,750	$ 1,817	$ 467	$ 233	$ 233
1" meter		$ 6,875	$ 1,817	$ 2,529	$ 1,265	$ 1,265
1 1/2" meter		$ 13,750	$ 4,086	$ 4,832	$ 2,416	$ 2,416
2" meter		$ 22,000	$ 7,266	$ 7,367	$ 3,683	$ 3,683
3" meter		$ 44,000	$ 16,351	$ 13,824	$ 6,912	$ 6,912
4" meter		$ 68,750	$ 29,073	$ 19,839	$ 9,919	$ 9,919
6" meter		$ 137,500	$ 65,409	$ 36,045	$ 18,023	$ 18,023
8" meter		$ 220,000	$ 116,284	$ 51,858	$ 25,929	$ 25,929
10" meter		$ 316,250	$ 210,381	$ 52,934	$ 26,467	$ 26,467
Sewer Connection Fees (FMC 13.25.010)						
Single Family Residential	Unit	$ 880	$ 625	$ 128	$ 64	$ 64
Multi-Family Residential	Unit	$ 688	$ 489	$ 100	$ 50	$ 50
Lexington Hills [1]	Unit	$ 686	$ 395	$ 145	$ 73	$ 73
Mobile Home	Unit	$ 778	$ 553	$ 113	$ 56	$ 56
[1] Lexington Hills receives a credit of per developer agreement						
Commercial						
3/4" meter		$ 880	$ 625	$ 128	$ 64	$ 64
1" meter		$ 880	$ 625	$ 128	$ 64	$ 64
1 1/2" meter		$ 1,762	$ 1,251	$ 255	$ 128	$ 128
2" meter		$ 2,818	$ 2,001	$ 408	$ 204	$ 204
3" meter		$ 5,285	$ 3,753	$ 766	$ 383	$ 383
4" meter		$ 8,808	$ 6,255	$ 1,276	$ 638	$ 638
6" meter		$ 17,617	$ 12,511	$ 2,553	$ 1,277	$ 1,277
8" meter		$ 28,187	$ 20,017	$ 4,085	$ 2,042	$ 2,042
10" meter		$ 40,518	$ 28,774	$ 5,872	$ 2,936	$ 2,936

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	Public Hearing
SUBJECT:	Resolution No. 11356 – A Resolution to Amend Resolution No. 11186 and 11235 and Adopt an Amended User Fee Schedule for Community Development Planning and Engineering Services
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommend that the City Council conduct the public hearing and adopt Resolution No. 11356 to amend Resolution No. 11186 and 11235 and adopt an amended user fee schedule for Community Development Planning and Engineering services.

BACKGROUND / ISSUE

User and processing fees for the Community Development Department's services, including Building, Engineering and Planning, have not been comprehensively evaluated since at least 2006. Using a grant received from the State, the Department hired ClearSource Financial Consulting to analyze existing user fees, hourly rates, and staff time needed to perform fee-based tasks for Building, Engineering, and Planning services as well as for Special Event Permits. The study found that existing fees did not adequately cover the amount of staff time and resources associated with those processes and services. The study proposed a new fee schedule, with some modifications to the structure itself, to better capture the costs associated with fee-based services. New fees for Building and Engineering services were adopted by City Council Resolution on May 28, 2024 and went into effect on August 1, 2024. At that time, City Council recommended staff delay updating Planning and Special Event Permit fees until a later date for the reasons described below.

Councilmembers noted that proposed Special Event Permit fees were potentially too high and that more research was needed to determine what types of events and organizations, such as non-profits, should be charged for events with community or economic development benefit. Additionally, the special event process facilitated by Community Development Department may be better managed through other departments with clear thresholds and requirements. Staff have not yet had the capacity to do research on how to more fairly charge for special events or potentially improve the process, and so the current Special Event Permit fee is not proposed to be changed at

this time. Staff expect to bring forward recommendations on the Special Event Permit process and fees in the second half of this year depending on Council priorities.

For the proposed changes to the processing fees for Planning services, which include appeal fees, some Councilmembers stated that better explanations were needed for the various Planning processes and how often they are utilized to determine if all listed fees are still necessary. Some Council members also stated that the proposed appeal fees were too high even though they captured staff's level of effort involved in recent appeals. Based on these concerns, staff determined that it would be most effective to discuss Planning fees in tandem with the upcoming Zoning Code update. This update may come with modifications to, or even the elimination of, existing Planning processes that could in turn have effects on staff time and Planning fees. Staff believe that discussing proposed changes to processes in the Zoning Code update should go hand in hand with discussions of the fees associated with those processes to improve efficiency. However, the Zoning Code update has not progressed on its original schedule due to other pressing projects taking precedence. As such, in order to avoid further delays, and so that Planning can start collecting fees that better reflect the time required to process applications, staff are now proposing to update the Planning fees using current fee types, with the intent of coming back to the City Council to recommend adjusting fee types at a later date once processes are modified under the Zoning Code update.

Finally, after implementation of the Building and Engineering services updated fee schedule from May 28, 2024, Engineering and City Arborist staff found that a small number of their newly modified fees were not working as intended in terms of reflecting either the amount of staff time or the proposed cost recovery. As such, staff have also proposed a few minor updates to the Engineering fee schedule to adjust those fees accordingly.

POLICY / RULE

The objectives of the fee study, the methodology used to complete the study, and the formulation of outcomes and recommended fee updates were significantly influenced by Article XIII C of the California Constitution, Propositions 218 (1996) and 26 (2010), and Section 66014 of the California Government Code.

Article XIII C states that, "*the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity."* Additionally, Article XIII C identifies the following development processing fees as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege [Art. XIII, C, 1(e)(1)].

- A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product [Art. XIII, C, 1(e)(2)].

- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof [Art. XIII, C, 1(e)(3)].

Section 66014(a) of the California Government Code includes the following, "*Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue*".

The outcomes and recommendations of the fee study were intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees ("charges") recommended as a result of the fee study are not taxes as defined in Article XIII C of the California Constitution and that the proposed fees are no more than necessary to the cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, the Planning fee study and modified Engineering Fee Schedule (refer to Attachments 2 and 4 respectively) show that the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burdens on, or benefits received from the activities and services provided by the City.

ANALYSIS

PLANNING CHANGES

The Planning Division made several proposed modifications to the fee schedule to reflect costs associated with the permit and project reviews including:

- Flat Fees: Implementing flat fees for most Planning services rather than the existing deposit-based fees to better reflect the necessary level of staff effort to support review of the proposed projects and permits.

- Higher Fees for Complex Entitlements: Substantially increasing fees for larger Commission-level Planning entitlements (including Annexations, Development Agreement processing, Code Amendments, General Plan Amendments, Rezones, Specific Plans, Condominium Conversions, Multi-Family/Commercial Variances, and Landmark Tree Declassifications) to cover full costs.

- Lower Fees: Lowering fees that did not fall in line with estimated staff time spent (including Planned Development Modifications and Tentative Map Amendments), while still recovering full costs.
- Design Review Fee Changes: Increasing the cost for Design Review of new primary structures to recover full costs and increasing the cost of Design Review of existing primary structures and new accessory structures to recover partial costs.
- Appeal Fees: Increasing the fees for appeals to cover a more significant portion of staff time that goes into preparing appeals for Planning Commission and City Council and ensuring that the appeal fees are similar to those fees of comparable jurisdictions in the region.
- New Fee: Adding a new fee for staff-level Minor Administrative Modifications.

Flat Fees vs. Deposit-Based Fees

Staff considered using mostly deposit-based fees that would reflect the actual staff time spent on each project or permit for Planning and Engineering fees. There are several jurisdictions in the area that utilize deposit-based fees, including Rancho Cordova, Elk Grove and Roseville. The City of Folsom's existing fee schedule currently lists the majority of fees for Planning services as deposit-based fees. However, CDD is not currently set up with the staffing, accounting bookkeeping, and monitoring resources to track both departmental hours and hours from other departments and process the refunds and invoices for the volume of project entitlements and permits that are seen annually. As such, it has not been feasible for staff to collect funds beyond the amount collected for the initial deposit. In accordance with these limitations, the majority of fees proposed are flat fees. These flat fees were developed based on the estimated time it takes to process an "average" project or permit of that type. Furthermore, the additional fee sub-types and fee schedule restructuring described above help provide a more realistic set of fees that better capture staff time spent processing and reviewing permits and projects.

While deposit-based fees were not deemed feasible for most permits and projects, staff did identify certain more complex projects to be administered using a "time and materials" billing approach. For these fees, staff would collect an initial deposit and bill against that deposit for the costs of outside consultant review and support, and in-house labor efforts, and either request replenishment of funds or refund the unused deposit amount as appropriate. Examples of deposit-based fees include annexations, development agreements, and specific plan processing, as well as environmental (CEQA) review. Staff has also included "time and materials" fees for costs associated with outside agency review/services, and outside expertise related to appeals that require additional resources beyond those covered in the scope of the fee schedule. These are considered pass-through fees with administrative oversight. If it's the Council's desire to pursue implementing a deposit-based fee structure, additional staffing would be needed to support that effort.

Appeal Fees

For staff-level and Commission-level decisions, staff performed a regional analysis to see how other similarly sized jurisdictions were charging for Planning appeals. Staff found that the City of Elk Grove has a $2,500 flat fee for third-party appeals and a $3,000 deposit fee for applicant appeals with time-and-materials costs billed to the applicant. The Cites of Rocklin and Rancho Cordova and both utilize flat appeal fees in the $4,300 to $5,300 range, and do not differentiate between applicants and third parties. The City of Roseville utilizes relatively low appeal fees, but those fees are meant to cover administrative costs only, and the project applicant is responsible for paying any subsequent time and material costs incurred by staff. Actual appeal fees for Roseville typically range from $2,080 to $5,530.

In addition to the fee adjustment for Planning appeals, staff also recommend consolidating the fee categories for the type of appellants. Currently, there are two categories of appellants: Owner-occupied and Developer/Other. These categories have occasionally led to confusion. As a result, staff recommend eliminating the two different categories for appellants and instead using one appeal fee based on the type of appeal (i.e., staff-level decision appeal or Commission-level appeal) as Roseville, Rocklin and Rancho Cordova have done.

TABLE 1- REGIONAL FEE COMPARISON

Jurisdiction	Appeal of Staff-Level Decision	Appeal of Commission-Level Decision
City of Folsom (current)	$258 (admin)/$515 (other) (flat)	$257 (admin)/$522 (other) (flat)
City of Folsom (proposed)	$2,500 (flat)	$4,200 (flat)
City of Elk Grove	$2,500 (flat) for third parties/ $3,000 (deposit) for applicants	$2,500 (flat) for third parties/ $5,000 (deposit) for applicants
City of Roseville	$1,747 (deposit- applicant pays for additional T&M costs)	$1,636 (deposit- applicant pays for additional T&M costs)
City of Rocklin	$5,392 (flat)	$4,682 (flat)
City of Rancho Cordova	$4,383 (flat)	$4,373 (flat)

Minor Administrative Modification Fee

Along with the changes to the Appeal fees, Planning staff added a new fee for Minor Administrative Modifications (MAMs). As described in Section 13 of the Folsom Plan Area Specific Plan, MAMs are minor adjustments to the land use locations and parcel boundaries that are subject to a staff-level analysis. However, no specific fee had been established for these projects. Historically, staff charged applicants the site design review fee, but this new fee will make it clear to applicants and the public what the review cost is.

Balancing Full Cost Recovery with Other City Objectives

Consistent with Section 3.50.040 of the Folsom Municipal Code (FMC), most of the Planning fee levels are now set at or near full cost recovery. However, there are a few exceptions as described below with the percentage of cost recovery listed in parentheses:

1. Appeal of a Staff Decision (58% cost recovery) and Appeal of a Commission Decision (69% cost recovery): Based on the feedback from Council and the public, staff reduced the amount of the fee. As shown in Table 1, the proposed City appeal fees are well within the range of appeal fees for other jurisdictions.

2. Design Review (62% to 85% cost recovery): Design review is important because the built environment as well as the natural environment make Folsom what it is. However, the challenge with design reviews, particularly those that require Commission review and approval, is that they do involve ample staff time, but keeping the fee at full cost recovery would result in fee levels that could discourage homeowners and small businesses from obtaining design review approval. It would also result in fees that are substantially higher than those of surrounding jurisdictions. As discussed below, this points to a need to change the City's design review process to bring staff time in line with design review fees. This is one of the objectives of the Zoning Code update that is underway.

3. Historic District Design Review Fees: Most projects in the Historic District require Commission-level design review which means that staff have to do research, prepare a staff report and presentation for each design review or demolition project. As a result, the amount of staff time is significant. Charging full cost recovery would deter most homeowners and small businesses from seeking design review. Instead, applicants may either avoid making improvements or may simply try to submit for building permits without getting design review approval first or avoid going through the City for approval altogether. When that happens, it actually takes staff and the applicant more time and effort. Instead, staff have set the Planning fees to be the same citywide regardless of whether the project is in the Historic District or not.
    a. Existing Historic District Single- and Two-Family Dwelling/Accessory Structure/Demolition (15% cost recovery)
    b. New Historic District Single Family, Two-Family Dwelling and Non-Exempted ADU (23% cost recovery)
    c. Existing Historic District Multi-Family/Commercial Structure (64% cost recovery)

4. Entertainment Permit (46% cost recovery): Entertainment permits are required for businesses in the Sutter Street subarea of the Historic District that have live amplified music, dancing, karaoke, etc. The Entertainment Permit was put in place to set uninform rules and better manage nightclub-related activities, which have been problematic in the past. Typically, processing entertainment permit applications takes about 2 hours of staff time, which includes Planning staff and City Manager review, resulting in a full cost recovery fee of $432. Since the City wants to encourage businesses to obtain an entertainment permit whenever they have nightclub-related activities, the fee was reduced to $200. If the fee is set too high, businesses will likely avoid getting the permit, which then becomes a Code Enforcement matter, leading to additional staff costs.

5. Landmark Tree Classification (25% cost recovery): Given the City's motto of "distinctive by nature", its focus on tree preservation, and its General Plan policy goals, the Landmark Tree Classification fee was set at about 25% of actual staff time to encourage property owners to nominate more trees for landmark status and protection.

6. Opinion on a Planning Matter (46% cost recovery): The purpose of both the Opinion on a Planning Matter fee and the Preliminary Project Review fee is to provide applicants with early input to ensure that they prepare a complete application. This benefits not only the applicant but CDD staff, since staff are more likely to receive a complete and comprehensive application. As a result, staff are proposing to actually lower this fee from $258 to $200 as we want to encourage applicants to reach out to us early to reduce staff time later in the process after they've applied for their entitlements.

7. Preliminary Project Review (39% cost recovery): As noted above, Preliminary Project Reviews are very helpful to staff and applicants on complex entitlement projects. These reviews are something that the Community Development Department wants to encourage because it reduces the amount of work involved after application submittal. Nonetheless, staff is proposing to increase the fee from $656 to $1,000; however, raising the fee further to cover 100% of staff costs would result in few projects using this beneficial early review process.

8. Sidewalk Vendor Permit (12% cost recovery): This permit was created as a result of Council direction due to community concerns over unlicensed street vendors that were selling food and merchandise on City sidewalks. To encourage vendors to apply, the fee was initially set to $0. Staff are now proposing to raise the permit to $50. While this covers only a fraction of staff time, a fee that is any higher would discourage vendors from applying. As it is, few vendors have applied for this since this permit was created in 2021. Most vendors are handled by Code Enforcement instead.

9. Variance Review – Single Family Dwelling (48% cost recovery): The fee for a variance for single-family home has been increased from $1,686 to $2,500. However, this still does not cover the entire cost of staff time given that this involves research, preparation of a staff report and a presentation to either the Historic District Commission or the Planning Commission. While staff proposes full cost recovery for variances on non-single-family properties, we are proposing a decreased cost for single-family properties to avoid over-burdening individual homeowners that are attempting to improve a property that may have unique physical characteristics that could warrant a variance.

Overall, staff has tried to strike a balance between full cost recovery and encouraging homeowners and developers to follow City regulations. Increasing fees beyond those of other similar jurisdictions to cover staff times risks deterring individuals from doing business in Folsom, but more importantly it raises important questions about the City's development processes. For example, one of the biggest factors affecting the amount of staff time involved in development

review processes such as design review is whether the review needs to go to a Commission for review and approval. As noted previously, given the need to prepare staff reports and presentations, as well as holding the Commission meetings themselves, this increases the amount of staff time and cost. Changes to processes would help bring some of these fees closer to full cost recovery. Staff is currently evaluating these changes as part of the Zoning Code Update.

ENGINEERING AND TREE PERMIT CHANGES

In addition to the changes to Planning fees, the Engineering Division and City Arborist are requesting the following updates to their fees that were previously approved in May 2024 based on feedback from customers and an internal review:

1. Engineering fees that are based on staff time were updated to reflect that going forward they will be adjusted based on the Consumer Price Index (CPI) as the City does for all other fees. Fees based on project valuation will remain unchanged.

2. Engineering is requesting that the fee for Lot Line Adjustments be modified since the current fee did not cover the typical amount of staff time necessary for review of those.

3. Engineering is proposing language to clarify that the Certificate of Compliance fee also covers the review and approval of parcel mergers.

4. Staff previously proposed that the landscape review fee for production homes be changed from fee based on project valuation to a fixed fee back in May 2024. However, staff discovered that the fixed fee approach did not consider the number of landscaping schemes/master plans that are submitted for production homes (i.e., tract homes). The amount of staff time can vary depending on the number of landscaping schemes submitted. As a result, staff is recommending to maintain the current $2,300 fee for up to 4 landscaping schemes but increase the fixed fee to $2,500 for 5 schemes plus an additional 10% of the fee for each additional landscaping scheme beyond five.

5. Staff is also recommending that the landscape review fees for Model Home Complexes, Commercial, Streetscape, Other Development Projects, as well as Development and Civil Improvements be eliminated given that those projects are already covered by the Engineering and Landscape Plan Check and Inspection fee.

6. Based on staff experience and feedback from homeowners, the City's Urban Forester/Arborist is proposing a few specific changes to tree permits as follows:

    a. Currently, a flat rate of $100 is used for both tree removal and pruning when it involves two (2) trees or less. However, the fee jumps to $1,200 for tree work or removal involving three (3) or more trees. Both the $100 fee and the $1,200 fee are a significant barrier to homeowners trying to prune and maintain their trees. As a

result, staff is proposing to create a new fee of $40 for a tree work permit if that tree work involves pruning or cabling a tree.

b. In addition, staff is recommending reduction of the fee for removal of 4 or more trees for homeowners from more than $1,200 to $150 plus 10% of the fee for each tree above 5 trees. These changes are more consistent with the level of staff work involved in these situations.

Conclusions

ClearSource performed a reasonableness test on the proposed fees using historical permit volume to forecast anticipated revenue from the fees. This test confirmed that the forecasted revenue from the fees did not exceed the actual staff costs associated with this work and should therefore be in line with State law. As with the previous Engineering and Building fee changes, the Planning fee study recommends monitoring permits, entitlement projects, and application volume and applicant feedback to determine if any of the fee modifications are resulting in any unanticipated changes in project frequency and to provide greater detail for future revenue forecasting. The study also recommends that fees should continue to be updated on an annual basis using the Consumer Price Index (CPI). This is typical of other jurisdictions in the region and also similar to how other City fees are administered in Folsom. As noted in the Engineering and Building fee study from May, the Planning fee study also recommends that a comprehensive fee study should be conducted periodically to ensure fee levels remain at or below legal limits and are consistent with evolving practices and local conditions.

FINANCIAL IMPACT

The fee study concluded that the proposed new Planning and Engineering fees could result in an estimated additional $120,000 annually for the General Fund, based on historical permit volume and development activity. Fee revenue could be higher or lower if actual experience differs from the assumptions used in the fee study.

ATTACHMENTS

1. Resolution No. 11356 – A Resolution to Amend Resolution No. 11186 and 11235 and Adopt an Amended User Fee Schedule for Community Development Planning and Engineering Services
    a. Exhibit A – Amended Planning User Fees
    b. Exhibit B – Amended Engineering and Arborist User Fees
2. Development Processing Fee Study- Planning Fees, dated April 2025
3. Development Processing Fee Study- Building and Engineering Fees, dated May 2024
4. Existing and Proposed Engineering Fees
5. Public Comments Received

Submitted,

PAM JOHNS
Community Development Director

Attachment 1

RESOLUTION NO. 11356

A RESOLUTION TO AMEND RESOLUTION NO. 11186 AND 11235 AND ADOPT AN AMENDED USER FEE SCHEDULE FOR COMMUNITY DEVELOPMENT PLANNING AND ENGINEERING SERVICES

WHEREAS, City of Folsom Municipal Code Section 3.50.020 states "The city manager is hereby directed to recommend to the council the adjustment of fees and charges to recover the percentage of costs reasonably borne in providing the regulation, products or services enumerated in this chapter and on the schedule of rate review as hereinafter established in this chapter"; and

WHEREAS, the City Council on April 22, 2025, held a public hearing on the proposed fee updates for the Community Development Department and considered public comment; and

WHEREAS Resolution No. 11186 adopted by City Council on May 28, 2024, set the most recent User Fee schedule for the Community Development Department for Building and Engineering Services and directed staff to return with revised updates to Planning and Special Event fees; and

WHEREAS Resolution No. 11235 adopted by City Council on September 21, 2024, set the most recent Master Fee Schedule, which included minor updates to all user fees based on the Consumer Price Index including those of the Community Development Department; and

WHEREAS, the City had a consultant that performed a reasonableness test on the proposed fees and this test confirmed that fees do not exceed the actual staff costs associated with this work and are consistent with State law; and

WHEREAS, the proposed fees are in line with those charged by other jurisdictions in the Sacramento region; and

WHEREAS notice has been given at the time and in the manner required by State Law and City Code; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom hereby adopts Resolution No. 11356 including the amended user fee schedule for Community Development Planning and Engineering services, as shown in Exhibits "A" and "B".

BE IT FURTHER RESOLVED that those fees identified in Exhibits "A" and "B" to Resolution No. 11356 shall be adjusted annually based on changes in the Consumer Price Index.

PASSED AND ADOPTED this 22nd day of April 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Exhibit A

Amended Planning User Fees

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
1	Annexation Processing	$17,000	Deposit	[a]
2	Appeal			
	a) Appeal of Staff Decision	$2,500	Fixed Fee	[b]
	b) Appeal of Commission Decision	$4,200	Fixed Fee	[b]
3	Code Amendment	$8,500	Fixed Fee	
4	Conditional Use Permit (CUP)			
	a) CUP Review (Major)	$5,100	Fixed Fee	
	b) CUP Review (Minor)	$2,500	Fixed Fee	
	c) CUP Modification	$2,500	Fixed Fee	
5	Condominium Conversion Fee	$17,000	Fixed Fee	
6	Design Review/Architectural Review			
	a) New Multi-Family/Commercial Structure/Single-Family Subdivision	$5,100	Fixed Fee	
	b) Existing Multi-Family/Commercial Structure	$2,210	Fixed Fee	
	c) New Single and Two Family Dwelling	$800	Fixed Fee	
	d) Existing Single and Two Family Dwelling/Accessory Structure/Non-Exempted ADU	$400	Fixed Fee	
	e) New Historic District Multi-Family/Commercial Structure	$5,100	Fixed Fee	
	f) Existing Historic District Multi-Family/Commercial Structure	$2,210	Fixed Fee	
	g) New Historic District Single Family, Two-Family Dwelling and Non-Exempted ADU	$800	Fixed Fee	
	h) Existing Historic District Single and Two Family Dwelling/Accessory Structure/Demolition	$400	Fixed Fee	
7	Development Agreement Processing	$10,000	Deposit	[a]
8	Entertainment Permit	$200	Fixed Fee	
9	Environmental Review			
	a) Environmental Impact Review & Report	$10,000	Deposit	[a],[c]
	b) Environmental Mitigation Program Monitoring	$7,000	Deposit	[a],[c]
	c) Initial Environmental Study/Assessment	$7,000	Deposit	[a],[c]
	d) Notice of CEQA Determination	$300	Fixed Fee	

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
10	General Plan			
	a) General Plan Amendment < 5 acres	$10,000	Fixed Fee	
	b) General Plan Amendment 5 or more acres	$13,000	Fixed Fee	
11	Home Occupation Permit Fee	$60	Fixed Fee	
12	Indoor Marijuana Cultivation Permit	$500	Fixed Fee	
13	Landmark Tree Classification	$350	Fixed Fee	
14	Landmark Tree Declassification	$1,800	Fixed Fee	[d]
15	Large Family Day Care Home	$100	Fixed Fee	
16	Lot Line Adjustment/Parcel Merger - Planning	$1,000	Fixed Fee	[e]
17	Minor Administrative Modification	$400	Fixed Fee	
18	Non-Residential Plan Check Fee	10% of building permit fee	Fixed Fee	
19	Opinion on a Planning Matter	$200	Fixed Fee	
20	Preliminary Project Review	$1,000	Fixed Fee	
21	Planned Development			
	a) Planned Development Review			
	i) Base Fee	$10,000	Fixed Fee	
	ii) Plus, Per Acre Fee	$500	Fixed Fee	
	b) Planned Development Extension Review	$3,000	Fixed Fee	
	c) Planned Development Modification Review	$5,000	Fixed Fee	
22	Rezoning Request			
	a) Rezoning Request Review – 5 acres or less	$10,000	Fixed Fee	
	b) Rezoning Request Review – 5+ acres	$13,000	Fixed Fee	
23	Sidewalk Vendor Permit	$50	Fixed Fee	

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
24	Signs			
	a) Sign Permit - Staff	$150	Fixed Fee	
	b) Sign Permit Extension	$100	Fixed Fee	
	c) Special Event Sign Permit	$100	Fixed Fee	
	d) Historic District Sign Review (Staff Level)	$150	Fixed Fee	
	e) Historic District Sign Review (Commission Level)	$800	Fixed Fee	
	f) Planned Development Sign Permit	$2,500	Fixed Fee	
	g) Temporary Sign Permit	$40	Fixed Fee	
	h) On-Site Subdivision Signs	$200	Fixed Fee	
	i) Off-Site Subdivision Signs			
	i) base fee	$300	Fixed Fee	
	ii) refundable deposit - per sign	$500	Deposit	
	j) Off-Site Weekend Directional Signs			
	i) base fee	$300	Fixed Fee	
	ii) refundable deposit	$200	Deposit	
	k) Uniform Sign Program	$400	Fixed Fee	
25	Site Design Review			
	a) Site Design Review	$400	Fixed Fee	
	b) Site Design Review – Planning Commission	$5,100	Fixed Fee	
26	Specific Plan			
	a) Specific Plan Review	$15,500	Deposit	
	b) Specific Plan Amendment Review	$10,300	Deposit	

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
27	Street Name Review/Change	$800	Fixed Fee	
28	Temporary Outdoor Dining			
	a) Initial Permit (Additional Revocable Permit Fees Apply)	$400	Fixed Fee	
	b) Renewal	$200	Fixed Fee	
29	Temporary Use Permit	$300	Fixed Fee	
30	Tentative Map/Parcel/Subdivision Map			
	a) Tentative Parcel Map Review	$7,700	Fixed Fee	
	b) Tentative Map Amendment Review	$5,100	Fixed Fee	
	c) Tentative Map Extension Review	$4,300	Fixed Fee	
	d) Tentative Subdivision Map Review			
	i) Base Fee	$8,600	Fixed Fee	
	ii) Plus, Per Lot Fee	$50	Fixed Fee	
31	Unattended Donation Box			
	a) Initial Permit	$300	Fixed Fee	
	b) Renewal	$100	Fixed Fee	
32	Variance			
	a) Variance Review – Single Family Dwelling	$2,500	Fixed Fee	
	b) Variance Review - Other	$5,100	Fixed Fee	
33	Zoning Verification Review	$400	Fixed Fee	
34	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	$200	Per Hour	

* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.

[b] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Planning Commission, other Commission or Board, or City Council.

[c] Applicant shall be responsible for additional costs of preparation of the required environment document.

[d] For non-development related declassifications, the fee will be waived if the urban forester finds/agrees the tree is dead/dying with no reasonable expectation of recovery and poses a risk to persons/property. For development-related declassifications, fee is amount shown.

[e] Additional fees apply for Engineering review. See Engineering fee schedule.

Exhibit B

Amended Engineering and Arborist User Fees

City of Folsom

ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
1	Assessment District/CFD Payment Processing	$4,800	Fixed Fee	[c]
2	Encroachment Permit			[c]
	a) Encroachment Contract for Parking/Staging			
	i. 0-6 calendar days	$50	Fixed Fee	
	ii. 7-14 calendar days	$100	Fixed Fee	
	iii. 14+days	$200	Fixed Fee	
	b) Utility Work/Connections (Individual Permits)			
	i. Wet Utilities/Service Connections		Fixed Fee	
	a. Base Fee	$200		
	b. Plus per LF of Trench in ROW/City Easement	$5.00		
	ii. Dry Utilities (per site/location)		Fixed Fee	
	a. Base Fee	$200		
	b. Plus per LF of Trench in ROW/City Easement	$5.00		
	iii. Misc. per LF of Trench in ROW/City Easement	$5.00	Fixed Fee	
	iv. Inspections and Testing (when applicable)	$400	Fixed Fee	
	c) Driveways/Minor Frontage Improvements			
	i. Residential (per driveway)	$400	Fixed Fee	
	ii. Commercial (per driveway)	$400	Fixed Fee	
	d) Pools and Spas (in ground)	$400	Fixed Fee	
	e) Traffic Control/Equipment Staging			
	i. Isolated Site	$200	Fixed Fee	
	ii. Multiple Closures/Staging	$1,000	Fixed Fee	
	f) Permit Extensions			
	i. Active Work Zone	$50	Fixed Fee	
	ii. Inactive Work Zone (4+ months inactivity)	$200	Fixed Fee	
	g) Annual Permits			
	i. Wet Utilities	$6,000	Fixed Fee	
	ii. Dry Utilities	$20,800	Fixed Fee	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	T&M	T&M	[a]
	iv. Vegetation Management (Utilities)	$20,800	Fixed Fee	
	v. Long Term/Revocable Encroachments (paid annually)	$200	Fixed Fee	
	h) Long Term/Revocable Encroachments (new permits only)	$2,400	Fixed Fee	[b]

City of Folsom
ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
3	Engineering and Landscape Plan Check and Inspection (Fee Includes Up to 3 Cycle Reviews - Hourly Billing Applies for Reviews Required Beyond 3rd Cycle)			
	a) Project Value Up to $10,000	8.00%	Fixed Fee	
	b) Project Value $10,001 - $100,000			
	i. Base Fee for First $10,000	$800	Fixed Fee	
	ii. Fee for Each Add'l $1 Up to $100,000	8.00%	Fixed Fee	
	c) $100,001 - $199,999			
	i. Base Fee for First $100,000	$8,000	Fixed Fee	
	ii. Fee for Each Add'l $1 Up to $200,000	6.40%	Fixed Fee	
	d) $200,001 - $299,999			
	i. Base Fee for First $200,000	$14,400	Fixed Fee	
	ii. Fee for Each Add'l $1 Up to $300,000	4.80%	Fixed Fee	
	e) $300,000 or more			
	i. Base Fee for First $300,000	$19,200	Fixed Fee	
	ii. Fee for Each Add'l $1	3.60%	Fixed Fee	
	f) Miscellaneous Landscape Plan Review			
	i. Non-Development Landscape Plan Review	$200	Per Hour	
	ii. New Custom Home	$1,100	Fixed Fee	
	iii. Production Home/Subdivision (Typ. Tract Home)	$0	$0	
4	Final Map and Parcel Map			[c]
	a) Parcel Map Check	$8,050	Fixed Fee	
	b) Final Map Check			
	i. Base Fee/Final Map Amendment	$11,500	Fixed Fee	
	ii. Plus, Per Lot Fee	$144	Fixed Fee	
	c) Certificate of Correction/Certificate of Compliance (including Parcel Mergers)	$2,000	T & M with Initial Deposit	
	d) Lot Line Adjustment Check	$8,050	Fixed Fee	
5	Right of Ways (ROW) and Easements			[c]
	a) Review of ROW/Easement Documents	$3,450	Fixed Fee	
	b) ROW/Easement Abandonment	$5,750	Fixed Fee	
6	Agreement Processing	$5,750	Fixed Fee	[c]
7	Transportation Permit (Per State Regulation)			
	a) Permit	$16	Fixed Fee	
	b) Annual Permit	$90	Fixed Fee	

City of Folsom
ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
8	Tree Removal/Work Permit			[c]
	a) Permitted Pruning/Cabling	$40	Fixed Fee	
	b) Permitted Removal/Work			
	i. Existing Occupied Structure			
	a. 0-4 Trees	$100	Fixed Fee	
	b. 5+ Trees	$150 + 10% per	Fixed Fee	
	c. "In Decline" Tree	$100	Fixed Fee	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel			
	a. 0-4 Trees	$1,200	Fixed Fee	
	b. 5+ Trees	$1,400 + 10% per	Fixed Fee	
	iii. Misc.	$200	Per Hour	
	c) w/o Permit (Does not include sanctions or mitigation) Double the Permit Rate	2x permit amount	Fixed Fee	
	Other Fees for Service			**[c]**
9	Research of Engineering Records	$200	Per Hour	
10	Miscellaneous Engineering Services	$200	Per Hour	
11	Excess Plan Review Fee (4th and subsequent)	$200	Per Hour	
12	Revisions	$200	Per Hour	
13	After Hours Inspection (per hour) (2-hour minimum)	$240	Per Hour	
14	Re-inspection Fee (2nd Time or More) (each)	$200	Each	
15	Missed Inspection Fee	$200	Each	
16	Expedited Services Fee	1.5x Regular Fee	Fixed Fee	
17	Residential Landscape Review	Hourly Rate of Arborist	Per Hour	
18	Technical Assistance/Third Party Review or Inspection	Actual Cost	T & M	

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

[c] Fee is subject to annual updates based on changes to the Consumer Price Index (CPI).

Attachment 2

CITY OF FOLSOM

APRIL 2025

DEVELOPMENT PROCESSING FEE STUDY
PLANNING FEES

clear source
FINANCIAL CONSULTING

CONTENTS

REPORTING

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3	PROJECT ORIENTATION | Scope and Guidance	5
4	IMPLEMENTATION | Considerations for Implementation	9

APPENDICES

Appendix	Description
A	REGIONAL FEE COMPARISON
B	COST OF SERVICE ANALYSIS
C	PROPOSED FEES

clearsource
FINANCIAL CONSULTING

April 2025

CITY OF FOLSOM
Attn: Pam Johns, Community Development Director
50 Natoma Street
Folsom, CA 95630

DEVELOPMENT PROCESSING FEE STUDY

Dear Ms. Johns:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Folsom.

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING
PHONE: 831.288.0608
EMAIL: TMADSEN@CLEARSOURCEFINANCIAL.COM

STUDY OVERVIEW

The City of Folsom provides many services to ensure safe, orderly and aesthetically pleasing development and construction within the City. The broad categories of these services include, but are not limited to, project entitlement review, improvement plan check, map check, permits (building, grading, encroachment and driveway), and land action review (i.e. dedications, parcel mergers and lot line adjustments). User fees and regulatory fees are the mechanism by which the City may recoup a portion of or all of the costs associated with these services.

The City of Folsom has completed a **User and Regulatory Fee Study**. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service**. When a fee targets "100% or full cost recovery," the individual bears the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendices. However, summarized in the following findings statements by broad fee category, are outcomes and proposals of particular interest to City policymakers.

- Current fees recover less than the City's full cost of providing fee-related services.
- Staff is recommending adjustments to most fees to target full cost recovery. Exceptions to full cost recovery include certain appeals, minor reviews, permitting for certain temporary uses, etc.:
    - Owner-occupied Appeal
    - Minor Design Review
    - Entertainment Permitting
    - Landmark Tree Classification
    - Opinion on a Planning Matter
    - Preliminary Project Review
    - Sidewalk Vendor Permit
    - Temporary Outdoor Dining Permit
    - Temporary Use Permit
    - Variance for Single Family Dwelling
- Fees for some of the City's more complex planning review projects are proposed to be administered using a "time and materials" billing approach. The City will collect an initial deposit and bill against that deposit for the costs of outside consultant review and support, and in-house labor efforts. If the deposit is drawn down before project completion, staff contacts the applicant to request replenishment of funds. If deposit amounts remain at the completion of the project, the applicant is refunded the unused deposit amount. Comprehensive tracking and billing for deposit-based projects should billing for project time such as:
    - Intake and Initial Processing and Review
    - Initial Meetings
    - Project Correspondence
    - Multiple Rounds of Review
    - Report Preparation
    - Decision Making, Meeting Preparation
    - Project Close-Out and Documentation Actions

Regional Fee Comparison

- Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. Regional fee comparison information is included in Appendix A of this report.

Additional Cost Recovery from Proposed Adjustments to Fees

- The enhanced cost recovery anticipated from the proposed changes included in the fee schedule update is **$120,000**.

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Collecting fees for services:

- Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.

Please continue to the following technical report and appendices for further discussion of this User and Regulatory Fee Study.

SCOPE OF STUDY

The City of Folsom has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of an updated **Schedule of User Fees and Charges**. ClearSource Financial Consulting has prepared this analysis during Fiscal Years 2023/24 and 2024/25 and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- Review eligible fee-related services citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- Calculate the full cost of service, including estimated citywide overhead costs.
- Recommend fees to be charged for each service.
- Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.
- Maintain a thoroughly documented analysis to ensure compliance with Proposition 26, and other statutes, as applicable.

DIRECT SERVICES UNDER REVIEW

Fee Categories

City fees under review in this project focused on direct services eligible for user fee methodology, as listed in the City's published fee schedules. Additionally, the project was tasked with identifying any relevant additions for services performed without a fee or for under-quantified or ineffectively structured fees. Current services shown in the City's various prevailing fee schedules and addressed in this study are summarized as follows:

- **Planning** – Entitlement review, review for compliance with zoning code, planning permit issuance.

REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a city for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- A charge imposed as a condition of property development.

- Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; …the processing of maps under the provisions of the Subdivision Map Act…; or planning services…; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees ("charges") recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to the cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and services provided by the City.

METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures, sourced as follows:

- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel and other services and supplies related costs were based on Fiscal Year 2023/24 adopted budgets and anticipated costs.
- Citywide overhead cost allocations were based on the City's current overhead cost allocation plan.
- Estimated labor time spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost-of-service target full cost recovery. Fees set at any amount less than the cost-of-service target less than full cost recovery.

An illustration of the methods used in this analysis is shown in **Exhibit 2.**

EXHIBIT 2 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES

COST OF SERVICE ANALYSIS – PROCESS AND METHODS		
1	ANNUAL LABOR TIME	➲ IDENTIFY ANNUAL HOURS SPENT PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION ➲ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, HISTORICAL PROJECT INFORMATION, AND HISTORICAL REVENUE INFORMATION
2	ANNUAL EXPENDITURES	➲ IDENTIFY ANNUAL COST OF PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION ➲ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INFORMATION FOUND IN THE CITY'S ADOPTED BUDGET, EXPENDITURE HISTORY, AND THE OVERHEAD COST PLAN.
3	FULLY BURDENED HOURLY RATES	➲ CALCULATE THE ESTIMATED FULLY BURDENED HOURLY RATE USING INFORMATION FROM STEPS 1 AND 2
4	SERVICE/ACTIVITY LABOR TIME	➲ ESTIMATE LABOR TIME REQUIRED TO PROCESS INDIVIDUAL REQUEST FOR SERVICE ➲ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, COMMONLY USED MEASURES, AND INFORMATION DEVELOPED IN STEP 1
5	UNIT COST OF SERVICE	➲ CALCULATE THE ESTIMATED COST OF SERVICE USING INFORMATION FROM STEPS 3 AND 4
6	CURRENT COST RECOVERY	➲ CALCULATE CURRENT COST RECOVERY LEVEL FOR A SPECIFIC SERVICE
7	TARGETED COST RECOVERY	➲ USE LAWS, INDUSTRY STANDARDS, GOALS AND POLICIES, AND HISTORICAL TRENDS TO DETERMINE TARGETED COST RECOVERY
8	TEST FOR REASONABLENESS	➲ TEST TO CONFIRM FORECAST REVENUE FROM FEES WILL NOT EXCEED PROGRAM COSTS ➲ USE HISTORICAL PERMIT VOLUME AND PROPOSED FEES TO FORECAST ANTICIPATED REVENUE FROM FEES ➲ FORECASTED REVENUES SHOULD NOT EXCEED PROGRAM COSTS

CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- **Update Systems for Fee Outcomes** – Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- **Actively Monitor the Use of Fees** – In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- **Monitor Feedback and Permit Statistics** – Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- **Annually Review and Adjust Fee Values** – In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- **Periodically Perform Comprehensive Analysis** – A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.

REGIONAL FEE COMPARISON

In order to provide the City Council with additional information as it considers potential adjustments to fees, current and proposed fees were compared to amounts collected by other agencies within the region. City policymakers often consider fees established by other regional agencies for similar services when evaluating proposed fees.

The City of Folsom, consistent with other cities throughout the State, has an existing fee schedule that contemplates hundreds of potential unique requests for service. This can result in thousands of fee scenarios when comparing among multiple agencies. Consequently, an exhaustive comparison of the hundreds, and potentially thousands of scenarios is unrealistic. Instead, comparison information for several fee categories commonly seen from agency to agency are provided in order to provide City Council with a reasonable sense of changes expected. For Folsom, outcomes will show that new fees may range from low, mid, to upper end of regional fee spectrum depending on the service provided. This is common among municipalities due to differing levels of service and review included among various fee categories.

Planning Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Elk Grove	Rancho Cordova	Rocklin	Roseville
Annexation	Low End	Mid-Range	$5,789	$17,000 Deposit	$18,800		$17,949	$20,000 Deposit
Appeal	Low End	Low to Upper Range	$257 - $522	$2,500 - $4,200	$2,500 - $5,000 Deposit	$2,590 - $4,383	$4,257 - $4,902	$2,080 - $5,530
Variance - SFR / Admin	Low End	Mid-Range	$1,686	$2,500	$6,000 Deposit	$10,000 Deposit	$2,578	$1,530
Variance - All Other	Low End	Mid-Range	$1,686	$5,100	$6,000 Deposit	$10,000 Deposit	$6,948	$5,124
Zone Change	Low End	Mid-Range	$3,005 - $6,000	$10,000 - $13,000	$1,000 Deposit	$15,000 Deposit	$13,573	$10,000 - $17,000 Deposit
General Plan Amendment	Low End	Mid-Range	$4,384 - $8,768	$10,000 - $13,000	$1,000 Deposit	$15,000 Deposit	$14,209	$10,000 - $17,000 Deposit
Conditional Use Permit	Low End	Low-Mid Range Depending on CUP	$2,821 - $5,950	$2,500 - $5,100	$5,000 - $10,000 Deposit	$10,000 Deposit	$6,480 - $13,940	$9,000 Deposit

COST OF SERVICE ANALYSIS

CITY OF FOLSOM
DISTINCTIVE BY NATURE

User and Regulatory Fees

Fee-Related Cost of Service Analysis

City of Folsom
Cost of Service Analysis

Description	Page
Cost of Service Allocation - Community Development Administration	3
Cost of Service Calculations	5
Cost Allocation - Citywide Overhead	16

User and Regulatory Fees

Cost of Service Calculations

Community Development - Administration

City of Folsom
User and Regulatory Fee Study
Allocation of Divisional Expenses - Community Development - Administration

Allocation of In-House Labor

Description	Building	Code Enforcement	Engineering	Planning	Total	Notes
Allocation of In-House Labor	46%	8%	25%	21%	100%	[a]
FTE	11	2	6	5	24	[a]

Recurring Expenditures

Description	Total	Adjustments	Total
Salaries - Permanent	$ 360,290	$ -	$ 360,290
Annual Leave Account	$ 5,197	$ -	$ 5,197
FICA	$ 29,650	$ -	$ 29,650
PERS	$ 139,520	$ -	$ 139,520
Deferred Comp - City Paid	$ 16,095	$ -	$ 16,095
Automobile Allowance	$ 6,000	$ -	$ 6,000
Combined Benefits	$ 55,022	$ -	$ 55,022
Printing	$ 4,000	$ -	$ 4,000
Dues & Publications	$ 5,500	$ -	$ 5,500
Advertising	$ 7,500	$ -	$ 7,500
Rents	$ 55,500	$ -	$ 55,500
Training & Education	$ 17,500	$ -	$ 17,500
Postage	$ 358	$ -	$ 358
Telephone	$ 2,500	$ -	$ 2,500
Cellular	$ 10,000	$ -	$ 10,000
Internet	$ 5,500	$ -	$ 5,500
Travel and Meetings	$ 2,000	$ -	$ 2,000
Contracts	$ 5,000	$ (5,000)	$ -
Contracts - Pre Employment	$ 500	$ -	$ 500
Vehicle Maintenance	$ 4,000	$ -	$ 4,000
Equipment Maintenance	$ 200	$ -	$ 200
Advisory	$ 10,000	$ (10,000)	$ -
Computer - Hardware	$ 17,000	$ -	$ 17,000
Computer - Software	$ 5,000	$ -	$ 5,000
Computer - License & Mtnc	$ 22,614	$ -	$ 22,614
Office Supplies	$ 5,000	$ -	$ 5,000
Departmental Supplies	$ 11,000	$ -	$ 11,000
Petroleum Supplies	$ 7,533	$ -	$ 7,533
Insurance / Liability	$ 18,824	$ -	$ 18,824
Subtotal	$ 828,803	$ (15,000)	$ 813,803

Building	Code Enforcement	Engineering	Planning	Total	Notes
$ 165,133	$ 30,024	$ 90,073	$ 75,060	$ 360,290	[b]
$ 2,382	$ 433	$ 1,299	$ 1,083	$ 5,197	[b]
$ 13,590	$ 2,471	$ 7,413	$ 6,177	$ 29,650	[b]
$ 63,947	$ 11,627	$ 34,880	$ 29,067	$ 139,520	[b]
$ 7,377	$ 1,341	$ 4,024	$ 3,353	$ 16,095	[b]
$ 2,750	$ 500	$ 1,500	$ 1,250	$ 6,000	[b]
$ 25,218	$ 4,585	$ 13,756	$ 11,463	$ 55,022	[b]
$ 1,833	$ 333	$ 1,000	$ 833	$ 4,000	[b]
$ 2,521	$ 458	$ 1,375	$ 1,146	$ 5,500	[b]
$ 3,438	$ 625	$ 1,875	$ 1,563	$ 7,500	[b]
$ 25,438	$ 4,625	$ 13,875	$ 11,563	$ 55,500	[b]
$ 8,021	$ 1,458	$ 4,375	$ 3,646	$ 17,500	[b]
$ 164	$ 30	$ 90	$ 75	$ 358	[b]
$ 1,146	$ 208	$ 625	$ 521	$ 2,500	[b]
$ 4,583	$ 833	$ 2,500	$ 2,083	$ 10,000	[b]
$ 2,521	$ 458	$ 1,375	$ 1,146	$ 5,500	[b]
$ 917	$ 167	$ 500	$ 417	$ 2,000	[b]
$ -	$ -	$ -	$ -	$ -	[b];[c]
$ 229	$ 42	$ 125	$ 104	$ 500	[b]
$ 1,833	$ 333	$ 1,000	$ 833	$ 4,000	[b]
$ 92	$ 17	$ 50	$ 42	$ 200	[b]
$ -	$ -	$ -	$ -	$ -	[b];[c]
$ 7,792	$ 1,417	$ 4,250	$ 3,542	$ 17,000	[b]
$ 2,292	$ 417	$ 1,250	$ 1,042	$ 5,000	[b]
$ 10,365	$ 1,885	$ 5,654	$ 4,711	$ 22,614	[b]
$ 2,292	$ 417	$ 1,250	$ 1,042	$ 5,000	[b]
$ 5,042	$ 917	$ 2,750	$ 2,292	$ 11,000	[b]
$ 3,453	$ 628	$ 1,883	$ 1,569	$ 7,533	[b]
$ 8,628	$ 1,569	$ 4,706	$ 3,922	$ 18,824	[b]
$ 372,993	$ 67,817	$ 203,451	$ 169,542	$ 813,803	
46%	8%	25%	21%	100%	

[a] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates. Allocated based on divisional FTE.
[b] Source: FY 23/24 adopted budget.
[c] Adjustment to exclude non-fee related expenses.

User and Regulatory Fees

Cost of Service Calculations

Planning

City of Folsom
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Planning

Authorized Staffing

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per	Total Productive	Indirect	Direct	Total	Total Indirect	Total Direct Hours	Total Hours	Notes
Planner I (Assistant) / Planner II (Associate)	2.00	2,080	216	1,864	3,728	20%	80%	100%	746	2,982	3,728	[a];[b]
Planning Manager	1.00	2,080	216	1,864	1,864	40%	60%	100%	746	1,118	1,864	[a];[b]
Principal Planner	1.00	2,080	216	1,864	1,864	25%	75%	100%	466	1,398	1,864	[a];[b]
Senior Planner	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Total	5.00				**9,320**				**2,330**	**6,990**	**9,320**	
Total									**25%**	**75%**	**100%**	

[a] Staffing based on FY 23/24 adopted budget
[b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.

City of Folsom
User and Regulatory Fee Study
Allocation of Divisional Expenses - Planning

Recurring Divisional Expenditures [a]

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	$ 598,437	$ -	$ 598,437	
Annual Leave Account	$ 8,513	$ -	$ 8,513	
FICA	$ 47,441	$ -	$ 47,441	
PERS	$ 237,225	$ -	$ 237,225	
Deferred Comp - City Paid	$ 13,200	$ -	$ 13,200	
Combined Benefits	$ 90,503	$ -	$ 90,503	
Contracts	$ 125,000	$ (125,000)	$ -	[b]
Insurance / Liability	$ 37,648	$ -	$ 37,648	
Subtotal	$ 1,157,967	$ (125,000)	$ 1,032,967	

Allocation of Department and Citywide Overhead

Description	Total	Adjustments	Total	Notes
Department Overhead	$ 169,542	$ -	$ 169,542	[c]
Citywide Overhead	$ 309,329	$ -	$ 309,329	[c]
Subtotal	$ 478,872	$ -	$ 478,872	

Total

Description	Total	Notes
Recurring Divisional Expenditures	$ 1,032,967	
Department Overhead	$ 169,542	
Citywide Overhead	$ 309,329	
Subtotal	$ 1,511,839	

Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$ 1,511,839	
Direct Hours	6,990	[c]
Fully-Burdened Hourly Rate	$ 216	

[a] Source: FY 23/24 adopted budget.
[b] Adjustment to exclude non-fee related amounts or amounts not used to inform hourly rate.
[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.

City of Folsom
User and Regulatory Fee Study
Planning Fees
Calculation of Estimated Cost of Service

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
1	Annexation Processing	80.0	x	$216	=	$17,280	$5,789	34%	$17,000	100%	Deposit	$11,211	[a]
2	Appeal												
	a) Appeal of Staff Decision - Owner Occupied	20.0	x	$216	=	$4,320	$258	6%	$2,500	58%	Fixed Fee	$2,242	[b]
	b) Appeal of Staff Decision - by Developer/Other	20.0	x	$216	=	$4,320	$515	12%	$2,500	58%	Fixed Fee	$1,985	[b]
	c) Appeal of Commission Decision - Owner Occupied	28.0	x	$216	=	$6,048	$257	4%	$4,200	69%	Fixed Fee	$3,943	[b]
	d) Appeal of Commission Decision - by Developer/Other	28.0	x	$216	=	$6,048	$522	9%	$4,200	69%	Fixed Fee	$3,678	[b]
3	Code Amendment	40.0	x	$216	=	$8,640	$2,297	27%	$8,500	98%	Fixed Fee	$6,203	
4	Conditional Use Permit (CUP)												
	a) CUP Review (Major)	24.0	x	$216	=	$5,184	$5,950	115%	$5,100	98%	Fixed Fee	($850)	
	b) CUP Review (Minor)	12.0	x	$216	=	$2,592	$2,821	109%	$2,500	96%	Fixed Fee	($321)	
	c) CUP Modification	12.0	x	$216	=	$2,592	$1,647	64%	$2,500	96%	Fixed Fee	$853	
5	Condominium Conversion Fee	80.0	x	$216	=	$17,280	$11,709	68%	$17,000	98%	Fixed Fee	$5,291	
6	Design Review/Architectural Review												
	a) New Multi-Family/Commercial Structure/Single-Family Subdivision	24.0	x	$216	=	$5,184	$2,210	43%	$5,100	98%	Fixed Fee	$2,890	
	b) Existing Multi-Family/Commercial Structure	12.0	x	$216	=	$2,592	$2,210	85%	$2,210	85%	Fixed Fee	$0	
	c) New Single and Two Family Dwelling	6.0	x	$216	=	$1,296	$63	5%	$800	62%	Fixed Fee	$737	
	d) Existing Single and Two Family Dwelling/Accessory Structure/Non-Exempted ADU	3.0	x	$216	=	$648	$63	10%	$400	62%	Fixed Fee	$337	
	e) New Historic District Multi-Family/Commercial Structure	24.0	x	$216	=	$5,184	$2,210	43%	$5,100	98%	Fixed Fee	$2,890	
	f) Existing Historic District Multi-Family/Commercial Structure	16.0	x	$216	=	$3,456	$2,210	64%	$2,210	64%	Fixed Fee	$0	
	g) New Historic District Single Family, Two-Family Dwelling and Non-Exempted ADU	16.0	x	$216	=	$3,456	$63	2%	$800	23%	Fixed Fee	$737	
	h) Existing Historic District Single and Two Family Dwelling/Accessory Structure/Demolition	12.0	x	$216	=	$2,592	$63	2%	$400	15%	Fixed Fee	$337	
7	Development Agreement Processing	48.0	x	$216	=	$10,368	$5,405	52%	$10,000	100%	Deposit	$4,595	[a]
8	Entertainment Permit	2.0	x	$216	=	$432	$46	11%	$200	46%	Fixed Fee	$154	

City of Folsom
User and Regulatory Fee Study
Planning Fees
Calculation of Estimated Cost of Service

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
9	Environmental Review												
	a) Environmental Impact Review & Report	48.0	x	$216	=	$10,368	$8,748	84%	$10,000	100%	Deposit	$1,252	[a],[c]
	b) Environmental Mitigation Program Monitoring	36.0	x	$216	=	$7,776	$6,449	83%	$7,000	100%	Deposit	$551	[a],[c]
	c) Initial Environmental Study/Assessment	36.0	x	$216	=	$7,776	$6,512	84%	$7,000	100%	Deposit	$488	[a],[c]
	d) Notice of CEQA Determination	1.5	x	$216	=	$324	$304	94%	$300	93%	Fixed Fee	($4)	
10	General Plan												
	a) General Plan Amendment < 5 acres	48.0	x	$216	=	$10,368	$4,384	42%	$10,000	96%	Fixed Fee	$5,616	
	b) General Plan Amendment 5 or more acres	64.0	x	$216	=	$13,824	$8,768	63%	$13,000	94%	Fixed Fee	$4,232	
11	Home Occupation Permit Fee	0.3	x	$216	=	$65	$31	48%	$60	93%	Fixed Fee	$29	
12	Indoor Marijuana Cultivation Permit	2.5	x	$216	=	$540	$253	47%	$500	93%	Fixed Fee	$247	
13	Landmark Tree Classification	6.5	x	$216	=	$1,404	$295	21%	$350	25%	Fixed Fee	$55	
14	Landmark Tree Declassification	8.5	x	$216	=	$1,836	$295	16%	$1,800	98%	Fixed Fee	$1,505	[d]
15	Large Family Day Care Home	0.5	x	$216	=	$108	$26	24%	$100	93%	Fixed Fee	$74	
16	Lot Line Adjustment/Parcel Merger - Planning	5.0	x	$216	=	$1,080	$1,015	94%	$1,000	93%	Fixed Fee	($15)	[e]
17	Minor Administrative Modification	2.0	x	$216	=	$432	$0	0%	$400	93%	Fixed Fee	$400	
18	Non-Residential Plan Check Fee	10.0%				10.0%	10% of building permit fee	100%	10% of building permit fee	100%	Fixed Fee	0%	
19	Opinion on a Planning Matter	2.0	x	$216	=	$432	$258	60%	$200	46%	Fixed Fee	($58)	
20	Preliminary Project Review	12.0	x	$216	=	$2,592	$656	25%	$1,000	39%	Fixed Fee	$344	
21	Planned Development												
	a) Planned Development Review												
	i) Base Fee	48.0	x	$216	=	$10,368	$9,175	88%	$10,000	96%	Fixed Fee	$825	
	ii) Plus, Per Acre Fee	2.5	x	$216	=	$540	$458	85%	$500	93%	Fixed Fee	$42	
	b) Planned Development Extension Review	16.0	x	$216	=	$3,456	$3,217	93%	$3,000	87%	Fixed Fee	($217)	
	c) Planned Development Modification Review	24.0	x	$216	=	$5,184	$9,162	177%	$5,000	96%	Fixed Fee	($4,162)	

City of Folsom
User and Regulatory Fee Study
Planning Fees
Calculation of Estimated Cost of Service

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
22	Rezoning Request												
	a) Rezoning Request Review – 5 acres or less	48.0	x	$216	=	$10,368	$3,005	29%	$10,000	96%	Fixed Fee	$6,995	
	b) Rezoning Request Review – 5+ acres	64.0	x	$216	=	$13,824	$6,000	43%	$13,000	94%	Fixed Fee	$7,000	
23	Sidewalk Vendor Permit	2.0	x	$216	=	$432	$50	12%	$50	12%	Fixed Fee	$0	
24	Signs												
	a) Sign Permit - Staff	0.7	x	$216	=	$151	$129	85%	$150	99%	Fixed Fee	$21	
	b) Sign Permit Extension	0.5	x	$216	=	$108	$60	56%	$100	93%	Fixed Fee	$40	
	c) Special Event Sign Permit	0.5	x	$216	=	$108	$63	58%	$100	93%	Fixed Fee	$37	
	d) Historic District Sign Review (Staff Level)	0.7	x	$216	=	$151	$63	42%	$150	99%	Fixed Fee	$87	
	e) Historic District Sign Review (Commission Level)	4.0	x	$216	=	$864	$63	7%	$800	93%	Fixed Fee	$737	
	f) Planned Development Sign Permit	12.0	x	$216	=	$2,592	$1,286	50%	$2,500	96%	Fixed Fee	$1,214	
	g) Temporary Sign Permit	0.2	x	$216	=	$43	$10	23%	$40	93%	Fixed Fee	$30	
	h) On-Site Subdivision Signs	1.0	x	$216	=	$216	$126	58%	$200	93%	Fixed Fee	$74	
	i) Off-Site Subdivision Signs												
	i) base fee	1.5	x	$216	=	$324	$171	53%	$300	93%	Fixed Fee	$129	
	ii) refundable deposit - per sign	n/a	x	$216	=		$500		$500		Deposit	$0	
	j) Off-Site Weekend Directional Signs												
	i) base fee	1.5	x	$216	=	$324	$175	54%	$300	93%	Fixed Fee	$125	
	ii) refundable deposit	n/a	x	$216	=		$200		$200		Deposit	$0	
	k) Uniform Sign Program	2.0	x	$216	=	$432	$295	68%	$400	93%	Fixed Fee	$105	
25	Site Design Review												
	a) Site Design Review	2.0	x	$216	=	$432	$302	70%	$400	93%	Fixed Fee	$98	
	b) Site Design Review – Planning Commission	24.0	x	$216	=	$5,184	$4,794	92%	$5,100	98%	Fixed Fee	$306	
26	Specific Plan												
	a) Specific Plan Review	72.0	x	$216	=	$15,552	$6,432	41%	$15,500	100%	Deposit	$9,068	
	b) Specific Plan Amendment Review	48.0	x	$216	=	$10,368	$7,076	68%	$10,300	99%	Deposit	$3,224	
27	Street Name Review/Change	4.0	x	$216	=	$864	$1,256	145%	$800	93%	Fixed Fee	($456)	

City of Folsom
User and Regulatory Fee Study
Planning Fees
Calculation of Estimated Cost of Service

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
28	Temporary Outdoor Dining												
	a) Initial Permit (Additional Revocable Permit Fees Apply)	4.0	x	$216	=	$864	$302	35%	$400	46%	Fixed Fee	$98	
	b) Renewal	2.0	x	$216	=	$432	$302	70%	$200	46%	Fixed Fee	($102)	
29	Temporary Use Permit	2.0	x	$216	=	$432	$65	15%	$300	69%	Fixed Fee	$235	
30	Tentative Map/Parcel/Subdivision Map												
	a) Tentative Parcel Map Review	36.0	x	$216	=	$7,776	$5,710	73%	$7,700	99%	Fixed Fee	$1,990	
	b) Tentative Map Amendment Review	24.0	x	$216	=	$5,184	$9,515	184%	$5,100	98%	Fixed Fee	($4,415)	
	c) Tentative Map Extension Review	20.0	x	$216	=	$4,320	$4,087	95%	$4,300	100%	Fixed Fee	$213	
	d) Tentative Subdivision Map Review												
	i) Base Fee	40.0	x	$216	=	$8,640	$6,718	78%	$8,600	100%	Fixed Fee	$1,882	
	ii) Plus, Per Lot Fee	0.3	x	$216	=	$54	$34	63%	$50	93%	Fixed Fee	$16	
31	Unattended Donation Box												
	a) Initial Permit	1.5	x	$216	=	$324	$201	62%	$300	93%	Fixed Fee	$99	
	b) Renewal	0.5	x	$216	=	$108	$49	45%	$100	93%	Fixed Fee	$51	
32	Variance												
	a) Variance Review – Single Family Dwelling	24.0	x	$216	=	$5,184	$1,686	33%	$2,500	48%	Fixed Fee	$814	
	b) Variance Review - Other	24.0	x	$216	=	$5,184	$1,686	33%	$5,100	98%	Fixed Fee	$3,414	
33	Zoning Verification Review	2.0	x	$216	=	$432	$310	72%	$400	93%	Fixed Fee	$90	
34	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	1.0	x	$216	=	$216	$101	47%	$200	93%	Per Hour	$99	

* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.
[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.
[b] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Planning Commission, other Commission or Board, or City
[c] Applicant shall be responsible for additional costs of preparation of the required environment document.
[d] For non-development related declassifications, the fee will be waived if the urban forester finds/agrees the tree is dead/dying with no reasonable expectation of recovery and poses a risk to persons/property. For development-related declassifications, fee is amount shown.
[e] Additional fees apply for Engineering review. See Engineering fee schedule.

City of Folsom
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee / Deposit	Current Cost Recovery	Proposed Cost Recovery	Note
1	Annexation Processing	Deposit	$5,789	$17,280	$17,000	34%	100%	[a]
2	Appeal							
	Appeal of Staff Decision	Fixed Fee	$258	$4,320	$2,500	6%	58%	[b]
	Appeal of Commission Decision	Fixed Fee	$522	$6,048	$4,200	9%	69%	[b]
3	Code Amendment	Fixed Fee	$2,297	$8,640	$8,500	27%	98%	
4	Conditional Use Permit (CUP)							
	a) CUP Review (Major)	Fixed Fee	$5,950	$5,184	$5,100	115%	98%	
	b) CUP Review (Minor)	Fixed Fee	$2,821	$2,592	$2,500	109%	96%	
	c) CUP Modification	Fixed Fee	$1,647	$2,592	$2,500	64%	96%	
5	Condominium Conversion Fee	Fixed Fee	$11,709	$17,280	$17,000	68%	98%	
6	Design Review/Architectural Review							
	a) New Multi-Family/Commercial Structure/Single-Family Subdivision	Fixed Fee	$2,210	$5,184	$5,100	43%	98%	
	b) Existing Multi-Family/Commercial Structure	Fixed Fee	$2,210	$2,592	$2,210	85%	85%	
	c) New Single and Two Family Dwelling	Fixed Fee	$63	$1,296	$800	5%	62%	
	d) Existing Single and Two Family Dwelling/Accessory Structure/Non-Exempted ADU	Fixed Fee	$63	$648	$400	10%	62%	
	e) New Historic District Multi-Family/Commercial Structure	Fixed Fee	$2,210	$5,184	$5,100	43%	98%	
	f) Existing Historic District Multi-Family/Commercial Structure	Fixed Fee	$2,210	$3,456	$2,210	64%	64%	
	g) New Historic District Single Family, Two-Family Dwelling and Non-Exempted ADU	Fixed Fee	$63	$3,456	$800	2%	23%	
	h) Existing Historic District Single and Two Family Dwelling/Accessory Structure/Demolition	Fixed Fee	$63	$2,592	$400	2%	15%	
7	Development Agreement Processing	Deposit	$5,405	$10,368	$10,000	52%	100%	[a]
8	Entertainment Permit	Fixed Fee	$46	$432	$200	11%	46%	
9	Environmental Review							
	a) Environmental Impact Review & Report	Deposit	$8,748	$10,368	$10,000	84%	100%	[a],[c]
	b) Environmental Mitigation Program Monitoring	Deposit	$6,449	$7,776	$7,000	83%	100%	[a],[c]
	c) Initial Environmental Study/Assessment	Deposit	$6,512	$7,776	$7,000	84%	100%	[a],[c]
	d) Notice of CEQA Determination	Fixed Fee	$304	$324	$300	94%	93%	

City of Folsom
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee / Deposit	Current Cost Recovery	Proposed Cost Recovery	Note
10	General Plan							
	a) General Plan Amendment < 5 acres	Fixed Fee	$4,384	$10,368	$10,000	42%	96%	
	b) General Plan Amendment 5 or more acres	Fixed Fee	$8,768	$13,824	$13,000	63%	94%	
11	Home Occupation Permit Fee	Fixed Fee	$31	$65	$60	48%	93%	
12	Indoor Marijuana Cultivation Permit	Fixed Fee	$253	$540	$500	47%	93%	
13	Landmark Tree Classification	Fixed Fee	$295	$1,404	$350	21%	25%	
14	Landmark Tree Declassification	Fixed Fee	$295	$1,836	$1,800	16%	98%	[d]
15	Large Family Day Care Home	Fixed Fee	$26	$108	$100	24%	93%	
16	Lot Line Adjustment/Parcel Merger - Planning	Fixed Fee	$1,015	$1,080	$1,000	94%	93%	[e]
17	Minor Administrative Modification	Fixed Fee	$0	$432	$400	0%	93%	
18	Non-Residential Plan Check Fee	Fixed Fee	10% of building permit fee	10%	10% of building permit fee	100%	100%	
19	Opinion on a Planning Matter	Fixed Fee	$258	$432	$200	60%	46%	
20	Preliminary Project Review	Fixed Fee	$656	$2,592	$1,000	25%	39%	
21	Planned Development							
	a) Planned Development Review							
	i) Base Fee	Fixed Fee	$9,175	$10,368	$10,000	88%	96%	
	ii) Plus, Per Acre Fee	Fixed Fee	$458	$540	$500	85%	93%	
	b) Planned Development Extension Review	Fixed Fee	$3,217	$3,456	$3,000	93%	87%	
	c) Planned Development Modification Review	Fixed Fee	$9,162	$5,184	$5,000	177%	96%	
22	Rezoning Request							
	a) Rezoning Request Review – 5 acres or less	Fixed Fee	$3,005	$10,368	$10,000	29%	96%	
	b) Rezoning Request Review – 5+ acres	Fixed Fee	$6,000	$13,824	$13,000	43%	94%	
23	Sidewalk Vendor Permit	Fixed Fee	$50	$432	$50	12%	12%	

City of Folsom
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee / Deposit	Current Cost Recovery	Proposed Cost Recovery	Note
24	Signs							
	a) Sign Permit - Staff	Fixed Fee	$129	$151	$150	85%	99%	
	b) Sign Permit Extension	Fixed Fee	$60	$108	$100	56%	93%	
	c) Special Event Sign Permit	Fixed Fee	$63	$108	$100	58%	93%	
	d) Historic District Sign Review (Staff Level)	Fixed Fee	$63	$151	$150	42%	99%	
	e) Historic District Sign Review (Commission Level)	Fixed Fee	$63	$864	$800	7%	93%	
	f) Planned Development Sign Permit	Fixed Fee	$1,286	$2,592	$2,500	50%	96%	
	g) Temporary Sign Permit	Fixed Fee	$10	$43	$40	23%	93%	
	h) On-Site Subdivision Signs	Fixed Fee	$126	$216	$200	58%	93%	
	i) Off-Site Subdivision Signs							
	i) base fee	Fixed Fee	$171	$324	$300	53%	93%	
	ii) refundable deposit - per sign	Deposit	$500		$500			
	j) Off-Site Weekend Directional Signs							
	i) base fee	Fixed Fee	$175	$324	$300	54%	93%	
	ii) refundable deposit	Deposit	$200		$200			
	k) Uniform Sign Program	Fixed Fee	$295	$432	$400	68%	93%	
25	Site Design Review							
	a) Site Design Review	Fixed Fee	$302	$432	$400	70%	93%	
	b) Site Design Review – Planning Commission	Fixed Fee	$4,794	$5,184	$5,100	92%	98%	
26	Specific Plan							
	a) Specific Plan Review	Deposit	$6,432	$15,552	$15,500	41%	100%	
	b) Specific Plan Amendment Review	Deposit	$7,076	$10,368	$10,300	68%	99%	
27	Street Name Review/Change	Fixed Fee	$1,256	$864	$800	145%	93%	
28	Temporary Outdoor Dining							
	a) Initial Permit (Additional Revocable Permit Fees Apply)	Fixed Fee	$302	$864	$400	35%	46%	
	b) Renewal	Fixed Fee	$302	$432	$200	70%	46%	
29	Temporary Use Permit	Fixed Fee	$65	$432	$300	15%	69%	

City of Folsom
Planning Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee / Deposit	Current Cost Recovery	Proposed Cost Recovery	Note
30	Tentative Map/Parcel/Subdivision Map							
	a) Tentative Parcel Map Review	Fixed Fee	$5,710	$7,776	$7,700	73%	99%	
	b) Tentative Map Amendment Review	Fixed Fee	$9,515	$5,184	$5,100	184%	98%	
	c) Tentative Map Extension Review	Fixed Fee	$4,087	$4,320	$4,300	95%	100%	
	d) Tentative Subdivision Map Review							
	i) Base Fee	Fixed Fee	$6,718	$8,640	$8,600	78%	100%	
	ii) Plus, Per Lot Fee	Fixed Fee	$34	$54	$50	63%	93%	
31	Unattended Donation Box							
	a) Initial Permit	Fixed Fee	$201	$324	$300	62%	93%	
	b) Renewal	Fixed Fee	$49	$108	$100	45%	93%	
32	Variance							
	a) Variance Review – Single Family Dwelling	Fixed Fee	$1,686	$5,184	$2,500	33%	48%	
	b) Variance Review - Other	Fixed Fee	$1,686	$5,184	$5,100	33%	98%	
33	Zoning Verification Review	Fixed Fee	$310	$432	$400	72%	93%	
34	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	Per Hour	$101	$216	$200	47%	93%	

* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.

[b] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Planning Commission, other Commission or Board, or City

[c] Applicant shall be responsible for additional costs of preparation of the required environment document.

[d] For non-development related declassifications, the fee will be waived if the urban forester finds/agrees the tree is dead/dying with no reasonable expectation of recovery and poses a risk to persons/property. For development-related declassifications, fee is amount shown.

[e] Additional fees apply for Engineering review. See Engineering fee schedule.

User and Regulatory Fees

Cost of Service Calculations

Allocation of Citywide Overhead

City of Folsom
User and Regulatory Fee Analysis
Estimated Citywide Overhead (for Cost of Service Calculation Purposes Only)

Central Service Center - General Fund Allocation [a]

Department	Annual Expenses	Notes
City Council	$117,437	
City Manager	$1,256,732	
City Attorney	$1,234,309	
City Clerk	$681,049	
Human Resources	$886,511	
Management and Budget	$6,246,759	
Fleet Management	$1,674,868	
Total	$12,097,665	

City Staffing Position Total [a],[b]

Department	Total	Adjustment for Direct Svc Depts Only	Adjusted Staffing for Cwide OH Alloc	Share of Cwide OH Alloc	Cwide OH Alloc	Notes
City Council	5.00	(5.00)	-	0%	$ -	
City Manager	4.00	(4.00)	-	0%	$ -	
City Attorney	4.00	(4.00)	-	0%	$ -	
City Clerk	3.00	(3.00)	-	0%	$ -	
Community Development	27.00	-	27.00	6%	$ 736,498	
Fire Department	90.00	-	90.00	20%	$ 2,454,994	
Human Resources	6.00	(6.00)	-	0%	$ -	
Library	12.00	-	12.00	3%	$ 327,333	
Management and Budget	25.00	(25.00)	-	0%	$ -	
Parks and Recreation	49.00	-	49.00	11%	$ 1,336,608	
Police Department	113.50	-	113.50	26%	$ 3,096,020	
Public Works	34.55	-	34.55	8%	$ 942,445	
Water Resources	58.00	-	58.00	13%	$ 1,582,107	
Solid Waste	59.45	-	59.45	13%	$ 1,621,660	
Total	490.50	(47.00)	443.50	100%	$ 12,097,665	

Estimated Citywide Alloc to Community Development Direct Service Units

Dept/Division	Share of Allocation	Share of Allocation	Notes
Building	20%	$ 147,300	[c]
Code Enforcement	8%	$ 58,920	[c]
Engineering	30%	$ 220,949	[c]
Planning	42%	$ 309,329	[c]
Total	100%	$ 736,498	

* This represents a conservative indirect cost rate calculation. This estimate was developed for purposes of user and regulatory fee cost of service analysis. As part of day-to-day operations, staff may categorize, assign, or quantify indirect costs using different criteria and methods.

[a] Source: FY 23/24 adopted budget.

[b] Indirect cost allocation basis is staffing levels of direct service departments.

[c] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates.

PROPOSED FEES

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
1	Annexation Processing	$17,000	Deposit	[a]
2	Appeal			
	a) Appeal of Staff Decision	$2,500	Fixed Fee	[b]
	b) Appeal of Commission Decision	$4,200	Fixed Fee	[b]
3	Code Amendment	$8,500	Fixed Fee	
4	Conditional Use Permit (CUP)			
	a) CUP Review (Major)	$5,100	Fixed Fee	
	b) CUP Review (Minor)	$2,500	Fixed Fee	
	c) CUP Modification	$2,500	Fixed Fee	
5	Condominium Conversion Fee	$17,000	Fixed Fee	
6	Design Review/Architectural Review			
	a) New Multi-Family/Commercial Structure/Single-Family Subdivision	$5,100	Fixed Fee	
	b) Existing Multi-Family/Commercial Structure	$2,210	Fixed Fee	
	c) New Single and Two Family Dwelling	$800	Fixed Fee	
	d) Existing Single and Two Family Dwelling/Accessory Structure/Non-Exempted ADU	$400	Fixed Fee	
	e) New Historic District Multi-Family/Commercial Structure	$5,100	Fixed Fee	
	f) Existing Historic District Multi-Family/Commercial Structure	$2,210	Fixed Fee	
	g) New Historic District Single Family, Two-Family Dwelling and Non-Exempted ADU	$800	Fixed Fee	
	h) Existing Historic District Single and Two Family Dwelling/Accessory Structure/Demolition	$400	Fixed Fee	
7	Development Agreement Processing	$10,000	Deposit	[a]
8	Entertainment Permit	$200	Fixed Fee	
9	Environmental Review			
	a) Environmental Impact Review & Report	$10,000	Deposit	[a],[c]
	b) Environmental Mitigation Program Monitoring	$7,000	Deposit	[a],[c]
	c) Initial Environmental Study/Assessment	$7,000	Deposit	[a],[c]
	d) Notice of CEQA Determination	$300	Fixed Fee	

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
10	General Plan			
	a) General Plan Amendment < 5 acres	$10,000	Fixed Fee	
	b) General Plan Amendment 5 or more acres	$13,000	Fixed Fee	
11	Home Occupation Permit Fee	$60	Fixed Fee	
12	Indoor Marijuana Cultivation Permit	$500	Fixed Fee	
13	Landmark Tree Classification	$350	Fixed Fee	
14	Landmark Tree Declassification	$1,800	Fixed Fee	[d]
15	Large Family Day Care Home	$100	Fixed Fee	
16	Lot Line Adjustment/Parcel Merger - Planning	$1,000	Fixed Fee	[e]
17	Minor Administrative Modification	$400	Fixed Fee	
18	Non-Residential Plan Check Fee	10% of building permit fee	Fixed Fee	
19	Opinion on a Planning Matter	$200	Fixed Fee	
20	Preliminary Project Review	$1,000	Fixed Fee	
21	Planned Development			
	a) Planned Development Review			
	i) Base Fee	$10,000	Fixed Fee	
	ii) Plus, Per Acre Fee	$500	Fixed Fee	
	b) Planned Development Extension Review	$3,000	Fixed Fee	
	c) Planned Development Modification Review	$5,000	Fixed Fee	
22	Rezoning Request			
	a) Rezoning Request Review – 5 acres or less	$10,000	Fixed Fee	
	b) Rezoning Request Review – 5+ acres	$13,000	Fixed Fee	
23	Sidewalk Vendor Permit	$50	Fixed Fee	

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
24	Signs			
	a) Sign Permit - Staff	$150	Fixed Fee	
	b) Sign Permit Extension	$100	Fixed Fee	
	c) Special Event Sign Permit	$100	Fixed Fee	
	d) Historic District Sign Review (Staff Level)	$150	Fixed Fee	
	e) Historic District Sign Review (Commission Level)	$800	Fixed Fee	
	f) Planned Development Sign Permit	$2,500	Fixed Fee	
	g) Temporary Sign Permit	$40	Fixed Fee	
	h) On-Site Subdivision Signs	$200	Fixed Fee	
	i) Off-Site Subdivision Signs			
	i) base fee	$300	Fixed Fee	
	ii) refundable deposit - per sign	$500	Deposit	
	j) Off-Site Weekend Directional Signs			
	i) base fee	$300	Fixed Fee	
	ii) refundable deposit	$200	Deposit	
	k) Uniform Sign Program	$400	Fixed Fee	
25	Site Design Review			
	a) Site Design Review	$400	Fixed Fee	
	b) Site Design Review – Planning Commission	$5,100	Fixed Fee	
26	Specific Plan			
	a) Specific Plan Review	$15,500	Deposit	
	b) Specific Plan Amendment Review	$10,300	Deposit	

City of Folsom
PLANNING FEES

#	Description	Fee	Fee Structure	Note
27	Street Name Review/Change	$800	Fixed Fee	
28	Temporary Outdoor Dining			
	a) Initial Permit (Additional Revocable Permit Fees Apply)	$400	Fixed Fee	
	b) Renewal	$200	Fixed Fee	
29	Temporary Use Permit	$300	Fixed Fee	
30	Tentative Map/Parcel/Subdivision Map			
	a) Tentative Parcel Map Review	$7,700	Fixed Fee	
	b) Tentative Map Amendment Review	$5,100	Fixed Fee	
	c) Tentative Map Extension Review	$4,300	Fixed Fee	
	d) Tentative Subdivision Map Review			
	i) Base Fee	$8,600	Fixed Fee	
	ii) Plus, Per Lot Fee	$50	Fixed Fee	
31	Unattended Donation Box			
	a) Initial Permit	$300	Fixed Fee	
	b) Renewal	$100	Fixed Fee	
32	Variance			
	a) Variance Review – Single Family Dwelling	$2,500	Fixed Fee	
	b) Variance Review - Other	$5,100	Fixed Fee	
33	Zoning Verification Review	$400	Fixed Fee	
34	For Services Requested of City Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity (per hour)	$200	Per Hour	

* In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.

[a] The amount shown represents the initial deposit and minimum fee payable. The City reserves the right to collect additional amounts when costs exceed minimum fee/initial deposit. Any requests for additional amounts due will be supported by time & materials billings.

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[e] Additional fees apply for Engineering review. See Engineering fee schedule.

Attachment 3

CITY OF FOLSOM

MAY 2024

DEVELOPMENT PROCESSING FEE STUDY
BUILDING AND ENGINEERING FEES

clear source
FINANCIAL CONSULTING

CONTENTS

REPORTING

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APPENDICES

Appendix	Description
A	REGIONAL FEE COMPARISON
B	COST OF SERVICE ANALYSIS
C	PROPOSED FEES

May 2024

CITY OF FOLSOM
Attn: Pam Johns, Community Development Director
50 Natoma Street
Folsom, CA 95630

DEVELOPMENT PROCESSING FEE STUDY

Dear Ms. Johns:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Folsom.

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,



TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING
PHONE: 831.288.0608
EMAIL: TMADSEN@CLEARSOURCEFINANCIAL.COM

EXECUTIVE SUMMARY

STUDY OVERVIEW

The City of Folsom provides many services to ensure safe, orderly and aesthetically pleasing development and construction within the City. The broad categories of these services include, but are not limited to, project entitlement review, improvement plan check, map check, permits (building, grading, encroachment and driveway), and land action review (i.e. dedications, parcel mergers and lot line adjustments). User fees and regulatory fees are the mechanism by which the City may recoup a portion of or all of the costs associated with these services.

The City of Folsom has completed a **User and Regulatory Fee Study**. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service**. When a fee targets "100% or full cost recovery," the individual bears the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendices. However, summarized in the following findings statements by broad fee category, are outcomes and proposals of particular interest to City policymakers.

Building Fees

- Current fees recover less than the City's full cost of providing fee-related services.
    - The Division collects approximately $2,845,000 annually in fee revenues. Fee-related expenditures are anticipated to be approximately $3,468,000. This results in an aggregate cost recovery level of 82% and a General Fund subsidy of approximately $622,000.
    - Full cost recovery is targeted for building fees.

Land Development Engineering Fees and Encroachment Permit Fees

- Current fees recover less than the City's full cost of providing fee-related services. Many of the City's current fees are fixed at amounts that reflect less than the City's cost of providing services (examples include, but are not limited to, tree permitting and landscape plan review).
    - The Division collects approximately $2,400,000 annually in fee revenues. Fee-related expenditures are approximately $2,880,000. This results in an aggregate cost recovery level of 83% and a General Fund subsidy of approximately $480,000.
- Recalibrate fees to encourage cost recovery of City staff and outside service provider costs.
- Full cost recovery is targeted from engineering and encroachment permit fees.

Deposit-Based Engineering Fees (i.e., Time & Materials Billings)

- Fees for some of the City's more complex land development review projects are proposed to be administered using a "time and materials" billing approach. The City will collect an initial deposit and bill against that deposit for the costs of outside consultant review and support, and in-house labor efforts. If the deposit is drawn down before project completion, staff contacts the applicant to request replenishment of funds. If deposit amounts remain at the completion of the project, the applicant is refunded the unused deposit amount. Comprehensive tracking and billing for deposit-based projects should billing for project time such as:
    - Intake and Initial Processing and Review
    - Initial Meetings
    - Project Correspondence

- Multiple Rounds of Review
- Report Preparation
- Decision Making, Meeting Preparation
- Project Close-Out and Documentation Actions

Regional Fee Comparison

- Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. Regional fee comparison information is included in Appendix A of this report.

Additional Cost Recovery from Proposed Adjustments to Fees

- The enhanced cost recovery anticipated from the proposed changes included in the fee schedule update is **$1,100,000**.

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Collecting fees for services:

- Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.

Please continue to the following technical report and appendices for further discussion of this User and Regulatory Fee Study.

SCOPE OF STUDY

The City of Folsom has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of an updated **Schedule of User Fees and Charges**. ClearSource Financial Consulting has prepared this analysis during Fiscal Year 2023/24 and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- Review eligible fee-related services citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- Calculate the full cost of service, including estimated citywide overhead costs.
- Recommend fees to be charged for each service.
- Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.
- Maintain a thoroughly documented analysis to ensure compliance with Proposition 26, and other statutes, as applicable.

DIRECT SERVICES UNDER REVIEW

Fee Categories

City fees under review in this project focused on direct services eligible for user fee methodology, as listed in the City's published fee schedules. Additionally, the project was tasked with identifying any relevant additions for services performed without a fee or for under-quantified or ineffectively structured fees. Current services shown in the City's various prevailing fee schedules and addressed in this study are summarized as follows:

- **Engineering** – Services include encroachment permitting, development plan review and inspection.
- **Building** – Building plan review, permitting, and inspection for construction and sub-trades.

REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a city for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- A charge imposed as a condition of property development.

- Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; …the processing of maps under the provisions of the Subdivision Map Act…; or planning services…; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees ("charges") recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to the cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and services provided by the City.

METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures, sourced as follows:

- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel and other services and supplies related costs were based on Fiscal Year 2023/24 adopted budgets and anticipated costs.
- Citywide overhead cost allocations were based on the City's current overhead cost allocation plan.
- Estimated labor time spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost-of-service target full cost recovery. Fees set at any amount less than the cost-of-service target less than full cost recovery.

An illustration of the methods used in this analysis is shown in **Exhibit 2.**

EXHIBIT 2 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES

COST OF SERVICE ANALYSIS – PROCESS AND METHODS		
1	ANNUAL LABOR TIME	➲ IDENTIFY ANNUAL HOURS SPENT PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION ➲ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, HISTORICAL PROJECT INFORMATION, AND HISTORICAL REVENUE INFORMATION
2	ANNUAL EXPENDITURES	➲ IDENTIFY ANNUAL COST OF PROVIDING FEE SERVICES FOR EACH PARTICIPATING DIVISION ➲ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INFORMATION FOUND IN THE CITY'S ADOPTED BUDGET, EXPENDITURE HISTORY, AND THE OVERHEAD COST PLAN.
3	FULLY BURDENED HOURLY RATES	➲ CALCULATE THE ESTIMATED FULLY BURDENED HOURLY RATE USING INFORMATION FROM STEPS 1 AND 2
4	SERVICE/ACTIVITY LABOR TIME	➲ ESTIMATE LABOR TIME REQUIRED TO PROCESS INDIVIDUAL REQUEST FOR SERVICE ➲ INFORMATION IS DEVELOPED AND TESTED USING A COMBINATION OF INTERVIEWS, QUESTIONNAIRES, COMMONLY USED MEASURES, AND INFORMATION DEVELOPED IN STEP 1
5	UNIT COST OF SERVICE	➲ CALCULATE THE ESTIMATED COST OF SERVICE USING INFORMATION FROM STEPS 3 AND 4
6	CURRENT COST RECOVERY	➲ CALCULATE CURRENT COST RECOVERY LEVEL FOR A SPECIFIC SERVICE
7	TARGETED COST RECOVERY	➲ USE LAWS, INDUSTRY STANDARDS, GOALS AND POLICIES, AND HISTORICAL TRENDS TO DETERMINE TARGETED COST RECOVERY
8	TEST FOR REASONABLENESS	➲ TEST TO CONFIRM FORECAST REVENUE FROM FEES WILL NOT EXCEED PROGRAM COSTS ➲ USE HISTORICAL PERMIT VOLUME AND PROPOSED FEES TO FORECAST ANTICIPATED REVENUE FROM FEES ➲ FORECASTED REVENUES SHOULD NOT EXCEED PROGRAM COSTS

CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- **Update Systems for Fee Outcomes** – Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- **Actively Monitor the Use of Fees** – In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- **Monitor Feedback and Permit Statistics** – Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- **Annually Review and Adjust Fee Values** – In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- **Periodically Perform Comprehensive Analysis** – A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.

REGIONAL FEE COMPARISON

In order to provide the City Council with additional information as it considers potential adjustments to fees, current and proposed fees were compared to amounts collected by other agencies within the region. City policymakers often consider fees established by other regional agencies for similar services when evaluating proposed fees.

The City of Folsom, consistent with other cities throughout the State, has an existing fee schedule that contemplates hundreds of potential unique requests for service. This can result in thousands of fee scenarios when comparing among multiple agencies. Consequently, an exhaustive comparison of the hundreds, and potentially thousands of scenarios is unrealistic. Instead, comparison information for several fee categories commonly seen from agency to agency are provided in order to provide City Council with a reasonable sense of changes expected. For Folsom, outcomes will show that new fees may range from low, mid, to upper end of regional fee spectrum depending on the service provided. This is common among municipalities due to differing levels of service and review included among various fee categories.

Engineering Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Elk Grove	Rancho Cordova	Rocklin	Roseville
Engineering Plan Check and Inspection Improvement Value Up to $100K	Mid-Range	Mid-Range	6% - 7%	8%	10.5% - 18%	7%	21%	5%
Engineering Plan Check and Inspection Improvement Value $100K - $200K	Mid-Range	Mid-Range	5%	6.40%	8.5% - 10%	5%	11%	5%
Engineering Plan Check and Inspection Improvement Value $200K - $1M	Mid-Range	Mid-Range	2% - 4%	3.6% - 4.8%	6% - 8.5%	2% - 4%	6% - 8%	5%

Building Fee Comparison

Fee Description	Folsom - Current	Folsom - Proposed	Folsom - Current Fee	Folsom - Proposed Fee	Rancho Cordova	Rocklin	Roseville
$25,000	Mid-Range	Mid-Range	$330	$368	$375	$456	$158
$50,000	Mid-Range	Mid-Range	$530	$644	$600	$751	$757
$100,000	Mid-Range	Mid-Range	$880	$1,104	$1,050	$1,158	$1,162
$500,000	Mid-Range	Mid-Range	$3,280	$4,048	varies (res v. non-res)	$3,697	varies (res v. non-res)
$1,000,000	Mid-Range	Mid-Range	$6,030	$7,360	$7,511	$6,417	$6,180

** Fee amounts shown are for illustrative purposes. Actual fees collected will vary depending on services reviewed (e.g., new construction, plumbing, mechanical, electrical, structural, general plan update, technology fees, etc.). Amounts are intended to illustrate patterns and order of magnitude.*

COST OF SERVICE ANALYSIS

CITY OF FOLSOM
DISTINCTIVE BY NATURE

User and Regulatory Fees

Fee-Related Cost of Service Analysis

City of Folsom
Cost of Service Analysis

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User and Regulatory Fees

Cost of Service Calculations

Community Development - Administration

City of Folsom
User and Regulatory Fee Study
Allocation of Divisional Expenses - Community Development - Administration

Allocation of In-House Labor

Description	Building	Code Enforcement	Engineering	Planning	Total	Notes
Allocation of In-House Labor	46%	8%	25%	21%	100%	[a]
FTE	11	2	6	5	24	[a]

Recurring Expenditures

Description	Total	Adjustments	Total
Salaries - Permanent	$ 360,290	$ -	$ 360,290
Annual Leave Account	$ 5,197	$ -	$ 5,197
FICA	$ 29,650	$ -	$ 29,650
PERS	$ 139,520	$ -	$ 139,520
Deferred Comp - City Paid	$ 16,095	$ -	$ 16,095
Automobile Allowance	$ 6,000	$ -	$ 6,000
Combined Benefits	$ 55,022	$ -	$ 55,022
Printing	$ 4,000	$ -	$ 4,000
Dues & Publications	$ 5,500	$ -	$ 5,500
Advertising	$ 7,500	$ -	$ 7,500
Rents	$ 55,500	$ -	$ 55,500
Training & Education	$ 17,500	$ -	$ 17,500
Postage	$ 358	$ -	$ 358
Telephone	$ 2,500	$ -	$ 2,500
Cellular	$ 10,000	$ -	$ 10,000
Internet	$ 5,500	$ -	$ 5,500
Travel and Meetings	$ 2,000	$ -	$ 2,000
Contracts	$ 5,000	$ (5,000)	$ -
Contracts - Pre Employment	$ 500	$ -	$ 500
Vehicle Maintenance	$ 4,000	$ -	$ 4,000
Equipment Maintenance	$ 200	$ -	$ 200
Advisory	$ 10,000	$ (10,000)	$ -
Computer - Hardware	$ 17,000	$ -	$ 17,000
Computer - Software	$ 5,000	$ -	$ 5,000
Computer - License & Mtnc	$ 22,614	$ -	$ 22,614
Office Supplies	$ 5,000	$ -	$ 5,000
Departmental Supplies	$ 11,000	$ -	$ 11,000
Petroleum Supplies	$ 7,533	$ -	$ 7,533
Insurance / Liability	$ 18,824	$ -	$ 18,824
Subtotal	$ 828,803	$ (15,000)	$ 813,803

Building	Code Enforcement	Engineering	Planning	Total	Notes
$ 165,133	$ 30,024	$ 90,073	$ 75,060	$ 360,290	[b]
$ 2,382	$ 433	$ 1,299	$ 1,083	$ 5,197	[b]
$ 13,590	$ 2,471	$ 7,413	$ 6,177	$ 29,650	[b]
$ 63,947	$ 11,627	$ 34,880	$ 29,067	$ 139,520	[b]
$ 7,377	$ 1,341	$ 4,024	$ 3,353	$ 16,095	[b]
$ 2,750	$ 500	$ 1,500	$ 1,250	$ 6,000	[b]
$ 25,218	$ 4,585	$ 13,756	$ 11,463	$ 55,022	[b]
$ 1,833	$ 333	$ 1,000	$ 833	$ 4,000	[b]
$ 2,521	$ 458	$ 1,375	$ 1,146	$ 5,500	[b]
$ 3,438	$ 625	$ 1,875	$ 1,563	$ 7,500	[b]
$ 25,438	$ 4,625	$ 13,875	$ 11,563	$ 55,500	[b]
$ 8,021	$ 1,458	$ 4,375	$ 3,646	$ 17,500	[b]
$ 164	$ 30	$ 90	$ 75	$ 358	[b]
$ 1,146	$ 208	$ 625	$ 521	$ 2,500	[b]
$ 4,583	$ 833	$ 2,500	$ 2,083	$ 10,000	[b]
$ 2,521	$ 458	$ 1,375	$ 1,146	$ 5,500	[b]
$ 917	$ 167	$ 500	$ 417	$ 2,000	[b]
$ -	$ -	$ -	$ -	$ -	[b];[c]
$ 229	$ 42	$ 125	$ 104	$ 500	[b]
$ 1,833	$ 333	$ 1,000	$ 833	$ 4,000	[b]
$ 92	$ 17	$ 50	$ 42	$ 200	[b]
$ -	$ -	$ -	$ -	$ -	[b];[c]
$ 7,792	$ 1,417	$ 4,250	$ 3,542	$ 17,000	[b]
$ 2,292	$ 417	$ 1,250	$ 1,042	$ 5,000	[b]
$ 10,365	$ 1,885	$ 5,654	$ 4,711	$ 22,614	[b]
$ 2,292	$ 417	$ 1,250	$ 1,042	$ 5,000	[b]
$ 5,042	$ 917	$ 2,750	$ 2,292	$ 11,000	[b]
$ 3,453	$ 628	$ 1,883	$ 1,569	$ 7,533	[b]
$ 8,628	$ 1,569	$ 4,706	$ 3,922	$ 18,824	[b]
$ 372,993	$ 67,817	$ 203,451	$ 169,542	$ 813,803	
46%	8%	25%	21%	100%	

[a] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates. Allocated based on divisional FTE.
[b] Source: FY 23/24 adopted budget.
[c] Adjustment to exclude non-fee related expenses.

User and Regulatory Fees

Cost of Service Calculations

Engineering and Encroachment Permits

City of Folsom
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Engineering

Authorized Staffing

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Indirect	Direct	Total	Indirect Hours	Total Direct Hours	Total Hours	Notes
Urban Forestor	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
City Engineer	1.00	2,080	216	1,864	1,864	65%	35%	100%	1,212	652	1,864	[a];[b]
Senior Construction Inspector	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Engineering Tech I/II	1.00	2,080	216	1,864	1,864	30%	70%	100%	559	1,305	1,864	[a];[b]
Senior Civil Engineer	2.00	2,080	216	1,864	3,728	25%	75%	100%	932	2,796	3,728	[a];[b]
Total	6.00				**11,184**				**3,448**	**7,736**	**11,184**	
Total									**31%**	**69%**	**100%**	

Contract Services

Description	Total	Notes
Annual Contract Services	$ 1,751,255	[c]

Contract Services	Share	Est. Hrly Cost	Notes
Inspection	50%	$ 125	[d]
Plan Review	50%	$ 205	[d]
Total	100%	165	[e]

Description	Total	Indirect	Direct	Indirect	Direct	Total	Notes
Contract Service Hours	10,614	10%	90%	1,061	9,552	10,614	[c]

Divisional Total

Position	Indirect	Direct	Total	Notes
Authorized Staffing	3,448	7,736	11,184	
Contract Services	1,061	9,552	10,614	
Total	4,510	17,288	21,798	
Total	21%	79%	100%	

[a] Staffing based on FY 23/24 adopted budget
[b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.
[c] Source: Annual average FY 18/19 through FY 21/22.
[d] Amounts intended to serve as reasonable estimates of market rates for contract service providers.
[e] Average hourly rate for contract services received.

City of Folsom
User and Regulatory Fee Study
Allocation of Divisional Expenses - Engineering

Recurring Divisional Expenditures [a]

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	$ 740,794	$ -	$ 740,794	
Annual Leave Account	$ 10,730	$ -	$ 10,730	
Uniform Allowance	$ 675	$ -	$ 675	
FICA	$ 58,782	$ -	$ 58,782	
PERS	$ 295,014	$ -	$ 295,014	
Deferred Comp - City Paid	$ 16,200	$ -	$ 16,200	
Combined Benefits	$ 118,434	$ -	$ 118,434	
Contracts	$ 690,000	$ 1,061,255	$ 1,751,255	[b]
Insurance / Liability	$ 37,648	$ -	$ 37,648	
Subtotal	$ 1,968,277	$ 1,061,255	$ 3,029,532	

Allocation of Department and Citywide Overhead

Description	Total	Adjustments	Total	Notes
Department Overhead	$ 203,451	$ -	$ 203,451	[c]
Citywide Overhead	$ 220,949	$ -	$ 220,949	[c]
Subtotal	$ 424,400	$ -	$ 424,400	

Total

Description	Total	Notes
Recurring Divisional Expenditures	$ 3,029,532	
Department Overhead	$ 203,451	
Citywide Overhead	$ 220,949	
Subtotal	$ 3,453,932	

Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$ 3,453,932	
Direct Hours	17,288	[c]
Fully-Burdened Hourly Rate	$ 200	

[a] Source: FY 23/24 adopted budget.
[b] Adjustment to align to FY 22/23 actual contract service expenditures.
[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.

City of Folsom
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
1	Assessment District/CFD Payment Processing	24.00	x	$200	=	$4,800	$2,578	54%	$4,800	100%	Fixed Fee	$2,222	
2	Encroachment Permit												
	a) Encroachment Contract for Parking/Staging												
	i. 0-6 calendar days	0.25	x	$200	=	$50	$135	270%	$50	100%	Fixed Fee	($85)	
	ii. 7-14 calendar days	0.50	x	$200	=	$100	$135	135%	$100	100%	Fixed Fee	($35)	
	iii. 14+days	1.00	x	$200	=	$200	$135	68%	$200	100%	Fixed Fee	$65	
	b) Utility Work/Connections (Individual Permits)												
	i. Wet Utilities/Service Connections	3.00	x	$200	=	$600	$135	23%	$600	100%	Fixed Fee	$465	
	ii. Dry Utilities (per site/location)	1.00	x	$200	=	$200	$135	68%	$200	100%	Fixed Fee	$65	
	iii. Misc. per LF of Trench in ROW/City Easement	0.03	x	$200	=	$5.00	$1.96	39%	$5.00	100%	Fixed Fee	$3.04	
	iv. Inspections and Testing	2.00	x	$200	=	$400			$400	100%	Fixed Fee		
	c) Driveways/Minor Frontage Improvements												
	i. Residential (per driveway)	2.00	x	$200	=	$400	$135	34%	$400	100%	Fixed Fee	$265	
	ii. Commercial (per driveway)	2.00	x	$200	=	$400	$135	34%	$400	100%	Fixed Fee	$265	
	d) Pools and Spas (in ground)	2.00	x	$200	=	$400	$135	34%	$400	100%	Fixed Fee	$265	
	e) Traffic Control/Equipment Staging												
	i. Isolated Site	1.00	x	$200	=	$200	$135	68%	$200	100%	Fixed Fee	$65	
	ii. Multiple Closures/Staging	5.00	x	$200	=	$1,000	$135	14%	$1,000	100%	Fixed Fee	$865	
	f) Permit Extensions												
	i. Active Work Zone	0.25	x	$200	=	$50	$135	270%	$50	100%	Fixed Fee	($85)	
	ii. Inactive Work Zone (4+ months inactivity)	1.00	x	$200	=	$200	$135	68%	$200	100%	Fixed Fee	$65	
	g) Annual Permits												
	i. Wet Utilities	30.00	x	$200	=	$6,000	$2,651	44%	$6,000	100%	Fixed Fee	$3,349	
	ii. Dry Utilities	104.00	x	$200	=	$20,800	$2,651	13%	$20,800	100%	Fixed Fee	$18,149	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	30.00	x	$200	=	$6,000	$2,651	44%	T&M		Fixed Fee		[a]
	iv. Vegetation Management (Utilities)	104.00	x	$200	=	$20,800	$2,651	13%	$20,800	100%	Fixed Fee	$18,149	
	v. Long Term/Revocable Encroachments (paid annually)	1.00	x	$200	=	$200	$135	68%	$200	100%	Fixed Fee	$65	
	h) Long Term/Revocable Encroachments (new permits only)	12.00	x	$200	=	$2,400	$135	6%	$2,400	100%	Fixed Fee	$2,265	[b]

City of Folsom
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
3	Engineering and Landscape Plan Check and Inspection (Fee Includes Up to 3 Cycle Reviews - Hourly Billing Applies for Reviews Required Beyond 3rd Cycle)												
	a) Project Value Up to $10,000	4.00	x	$200	=	$800	6.00%	varies	8.00%	varies	Fixed Fee		
	b) Project Value $10,001 - $100,000												
	i. Base Fee for First $10,000	4.00	x	$200	=	$800	$600	75%	$800	100%	Fixed Fee	$200	
	ii. Fee for Each Add'l $1 Up to $100,000					8.00%	7.00%	88%	8.00%	100%	Fixed Fee		
	c) $100,001 - $199,999												
	i. Base Fee for First $100,000	40.00	x	$200	=	$8,000	$6,900	86%	$8,000	100%	Fixed Fee	$1,100	
	ii. Fee for Each Add'l $1 Up to $200,000					6.40%	5.00%	78%	6.40%	100%	Fixed Fee		
	d) $200,001 - $299,999												
	i. Base Fee for First $200,000	72.00	x	$200	=	$14,400	$11,900	83%	$14,400	100%	Fixed Fee	$2,500	
	ii. Fee for Each Add'l $1 Up to $300,000					4.80%	4.00%	83%	4.80%	100%	Fixed Fee		
	e) $300,000 or more												
	i. Base Fee for First $300,000	96.00	x	$200	=	$19,200	$15,900	83%	$19,200	100%	Fixed Fee	$3,300	
	ii. Fee for Each Add'l $1					3.60%	2.00%	56%	3.60%	100%	Fixed Fee		
	f) Landscape Plan Review												
	i. Non-Development	1.00	x	$200	=	$200	$38	19%	$200	100%	Fixed Fee	$162	
	ii. Custom Home	5.50	x	$200	=	$1,100	$414	38%	$1,100	100%	Fixed Fee	$686	
	iii. Production Home/Subdivision	11.50	x	$200	=	$2,300	Valuation	varies	$2,300	100%	Fixed Fee	Varies	
	iv. Model Home Complex	7.00	x	$200	=	$1,400	Valuation	varies	$1,400	100%	Fixed Fee	Varies	
	v. Commercial, Streetscape, Other Development Projects	8.00	x	$200	=	$1,600	$38	2%	$1,600	100%	Fixed Fee	$1,562	
	vi. Development and Civil Improvements - Landscaping Review	10.50	x	$200	=	$2,100	$38	2%	$2,100	100%	Fixed Fee	$2,062	
4	Final Map and Parcel Map												
	a) Parcel Map Check	28.00	x	$288	=	$8,050	$5,742	71%	$8,050	100%	Fixed Fee	$2,308	
	b) Final Map Check												
	i. Base Fee/Final Map Amendment	40.00	x	$288	=	$11,500	$10,719	93%	$11,500	100%	Fixed Fee	$781	
	ii. Plus, Per Lot Fee	0.50	x	$288	=	$144	$0	0%	$144	100%	Fixed Fee	$144	
	c) Certificate of Correction/Certificate of Compliance	8.50	x	$288	=	$2,444	$2,899	varies	$2,000	100%	T & M with Initial Deposit	($899)	
5	Right of Ways (ROW) and Easements												
	a) Review of ROW/Easement Documents	12.00	x	$288	=	$3,450	$1,334	39%	$3,450	100%	Fixed Fee	$2,116	
	b) ROW/Easement Abandonment	20.00	x	$288	=	$5,750	$2,451	43%	$5,750	100%	Fixed Fee	$3,299	
6	Subdivision Agreement Processing	20.00	x	$288	=	$5,750	$1,083	19%	$5,750	100%	Fixed Fee	$4,667	

City of Folsom
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
7	Transportation Permit												
	a) Permit	n/a					$19		$16		Fixed Fee	($3)	
	b) Annual Permit	n/a					$86		$90		Fixed Fee	$4	
8	Tree Removal/Work Permit												
	a) Permitted Removal/Work												
	i. Existing Occupied Structure												
	a. 0-2 Trees	0.50	x	$200	=	$100	$38	38%	$100	100%	Fixed Fee	$62	
	b. 3+ Trees: See New Construction Rate Below	6.00	x	$200	=	$1,200	$38	3%	$1,200	100%	Fixed Fee	$1,162	
	c. "In Decline" Tree	0.50	x	$200	=	$100	$38	38%	$100	100%	Fixed Fee	$62	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel Map, Multi-family, Commercial, etc.):												
	a. 0-4 Trees	6.00	x	$200	=	$1,200	$38	3%	$1,200	100%	Fixed Fee	$1,162	
	b. 5+ Trees	7.00	x	$200	=	$1,400	$38	3%	$1,400 + 10% per tree above 5 trees.		Fixed Fee	varies	
	iii. Misc.	1.00	x	$200	=	$200	$38	19%	$200	100%	Per Hour	$162	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	12.00	x	$200	=	$2,400	$438	18%	2x permit amount	varies	Fixed Fee		
	Other Fees for Service												
9	Research of Engineering Records	1.00	x	$200	=	$200	$103	52%	$200	100%	Per Hour	$97	
10	Miscellaneous Engineering Services	1.00	x	$200	=	$200	$103	52%	$200	100%	Per Hour	$97	
11	Excess Plan Review Fee (4th and subsequent)	1.00	x	$200	=	$200	n/a		$200	100%	Per Hour		
12	Revisions	1.00	x	$200	=	$200	n/a		$200	100%	Per Hour		
13	After Hours Inspection (per hour) (2-hour minimum)	1.20	x	$200	=	$240	$103	43%	$240	100%	Per Hour	$137	
14	Re-inspection Fee (2nd Time or More) (each)	0.50	x	$200	=	$100	n/a		$100	100%	Each		
15	Missed Inspection Fee	0.50	x	$200	=	$100	n/a		$100	100%	Each		
16	Expedited Services Fee						1.5x Regular Fee		1.5x Regular Fee		Fixed Fee		
17	Residential Landscape Review	1.00	x	$200	=	$200	Hourly Rate of Arborist		Hourly Rate of Arborist		Per Hour		
18	Technical Assistance/Third Party Review or Inspection						Actual Cost		Actual Cost		T & M		

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

City of Folsom
Engineering and Encroachment Permit Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
1	Assessment District/CFD Payment Processing	Fixed Fee	$2,578	$4,800	$4,800	54%	100%	
2	Encroachment Permit							
	a) Encroachment Contract for Parking/Staging							
	i. 0-6 calendar days	Fixed Fee	$135	$50	$50	270%	100%	
	ii. 7-14 calendar days	Fixed Fee	$135	$100	$100	135%	100%	
	iii. 14+days	Fixed Fee	$135	$200	$200	68%	100%	
	b) Utility Work/Connections (Individual Permits)							
	i. Wet Utilities/Service Connections	Fixed Fee	$135	$600	$600	23%	100%	
	ii. Dry Utilities (per site/location)	Fixed Fee	$135	$200	$200	68%	100%	
	iii. Misc. per LF of Trench in ROW/City Easement	Fixed Fee	$1.96	$5.00	$5.00	39%	100%	
	iv. Inspections and Testing	Fixed Fee		$400	$400		100%	
	c) Driveways/Minor Frontage Improvements							
	i. Residential (per driveway)	Fixed Fee	$135	$400	$400	34%	100%	
	ii. Commercial (per driveway)	Fixed Fee	$135	$400	$400	34%	100%	
	d) Pools and Spas (in ground)	Fixed Fee	$135	$400	$400	34%	100%	
	e) Traffic Control/Equipment Staging							
	i. Isolated Site	Fixed Fee	$135	$200	$200	68%	100%	
	ii. Multiple Closures/Staging	Fixed Fee	$135	$1,000	$1,000	14%	100%	
	f) Permit Extensions							
	i. Active Work Zone	Fixed Fee	$135	$50	$50	270%	100%	
	ii. Inactive Work Zone (4+ months inactivity)	Fixed Fee	$135	$200	$200	68%	100%	
	g) Annual Permits							
	i. Wet Utilities	Fixed Fee	$2,651	$6,000	$6,000	44%	100%	
	ii. Dry Utilities	Fixed Fee	$2,651	$20,800	$20,800	13%	100%	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	Fixed Fee	$2,651	$6,000	T&M	44%		[a]
	iv. Vegetation Management (Utilities)	Fixed Fee	$2,651	$20,800	$20,800	13%	100%	
	v. Long Term/Revocable Encroachments (paid annually)	Fixed Fee	$135	$200	$200	68%	100%	
	h) Long Term/Revocable Encroachments (new permits only)	Fixed Fee	$135	$2,400	$2,400	6%	100%	[b]

City of Folsom
Engineering and Encroachment Permit Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
3	Engineering and Landscape Plan Check and Inspection							
	a) Project Value Up to $10,000	Fixed Fee	6.00%	$800	8.00%	varies	varies	
	b) Project Value $10,001 - $100,000							
	i. Base Fee for First $10,000	Fixed Fee	$600	$800	$800	75%	100%	
	ii. Fee for Each Add'l $1 Up to $100,000	Fixed Fee	7.00%	8.00%	8.00%	88%	100%	
	c) $100,001 - $199,999							
	i. Base Fee for First $100,000	Fixed Fee	$6,900	$8,000	$8,000	86%	100%	
	ii. Fee for Each Add'l $1 Up to $200,000	Fixed Fee	5.00%	6.40%	6.40%	78%	100%	
	d) $200,001 - $299,999							
	i. Base Fee for First $200,000	Fixed Fee	$11,900	$14,400	$14,400	83%	100%	
	ii. Fee for Each Add'l $1 Up to $300,000	Fixed Fee	4.00%	4.80%	4.80%	83%	100%	
	e) $300,000 or more							
	i. Base Fee for First $300,000	Fixed Fee	$15,900	$19,200	$19,200	83%	100%	
	ii. Fee for Each Add'l $1	Fixed Fee	2.00%	3.60%	3.60%	56%	100%	
	f) Landscape Plan Review							
	i. Non-Development	Fixed Fee	$38	$200	$200	19%	100%	
	ii. Custom Home	Fixed Fee	$414	$1,100	$1,100	38%	100%	
	iii. Production Home/Subdivision	Fixed Fee	Valuation	$2,300	$2,300	varies	100%	
	iv. Model Home Complex	Fixed Fee	Valuation	$1,400	$1,400	varies	100%	
	v. Commercial, Streetscape, Other Development Projects	Fixed Fee	$38	$1,600	$1,600	2%	100%	
	vi. Development and Civil Improvements - Landscaping Review	Fixed Fee	$38	$2,100	$2,100	2%	100%	
4	Final Map and Parcel Map							
	a) Parcel Map Check	Fixed Fee	$5,742	$8,050	$8,050	71%	100%	
	b) Final Map Check							
	i. Base Fee/Final Map Amendment	Fixed Fee	$10,719	$11,500	$11,500	93%	100%	
	ii. Plus, Per Lot Fee	Fixed Fee	$0	$144	$144	0%	100%	
	c) Certificate of Correction/Certificate of Compliance	T & M with Initial Deposit	$2,899	$2,444	$2,000	varies	100%	
5	Right of Ways (ROW) and Easements							
	a) Review of ROW/Easement Documents	Fixed Fee	$1,334	$3,450	$3,450	39%	100%	
	b) ROW/Easement Abandonment	Fixed Fee	$2,451	$5,750	$5,750	43%	100%	
6	Subdivision Agreement Processing	Fixed Fee	$1,083	$5,750	$5,750	19%	100%	

City of Folsom
Engineering and Encroachment Permit Fees
Illustration of Current Fees, Maximum Fees, and Proposed Fees

#	Description	Proposed Fee Structure	Current Fee	Cost of Service (Max. Fee)	Proposed Fee	Current Cost Recovery	Proposed Cost Recovery	Note
7	Transportation Permit							
	a) Permit	Fixed Fee	$19		$16			
	b) Annual Permit	Fixed Fee	$86		$90			
8	Tree Removal/Work Permit							
	a) Permitted Removal/Work							
	i. Existing Occupied Structure							
	a. 0-2 Trees	Fixed Fee	$38	$100	$100	38%	100%	
	b. 3+ Trees: See New Construction Rate Below	Fixed Fee	$38	$1,200	$1,200	3%	100%	
	c. "In Decline" Tree	Fixed Fee	$38	$100	$100	38%	100%	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel Map,							
	a. 0-4 Trees	Fixed Fee	$38	$1,200	$1,200	3%	100%	
	b. 5+ Trees	Fixed Fee	$38	$1,400	$1,400 + 10% per tree	3%		
	iii. Misc.	Per Hour	$38	$200	$200	19%	100%	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	Fixed Fee	$438	$2,400	2x permit amount	18%	varies	
	Other Fees for Service							
9	Research of Engineering Records	Per Hour	$103	$200	$200	52%	100%	
10	Miscellaneous Engineering Services	Per Hour	$103	$200	$200	52%	100%	
11	Excess Plan Review Fee (4th and subsequent)	Per Hour	n/a	$200	$200		100%	
12	Revisions	Per Hour	n/a	$200	$200		100%	
13	After Hours Inspection (per hour) (2-hour minimum)	Per Hour	$103	$240	$240	43%	100%	
14	Re-inspection Fee (2nd Time or More) (each)	Each	n/a	$100	$100		100%	
15	Missed Inspection Fee	Each	n/a	$100	$100		100%	
16	Expedited Services Fee	Fixed Fee	1.5x Regular Fee		1.5x Regular Fee			
17	Residential Landscape Review	Per Hour	Hourly Rate of Arborist	$200	Hourly Rate of Arborist			
18	Technical Assistance/Third Party Review or Inspection	T & M	Actual Cost		Actual Cost			

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

User and Regulatory Fees

Cost of Service Calculations

Building

City of Folsom
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Building

Authorized Staffing

Position	FTE	Total Hours Per FTE	Less: Holiday & Leave	Hours Per FTE	Productive Hours	Indirect	Direct	Total	Indirect Hours	Total Direct Hours	Total Hours	Notes
Building Inspector I/II	3.00	2,080	216	1,864	5,592	20%	80%	100%	1,118	4,474	5,592	[a];[b]
Building Plans Coordinator	2.00	2,080	216	1,864	3,728	20%	80%	100%	746	2,982	3,728	[a];[b]
Building Technician I/II	2.00	2,080	216	1,864	3,728	50%	50%	100%	1,864	1,864	3,728	[a];[b]
Plan Check Engineer	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Building Inspection Supervisor	1.00	2,080	216	1,864	1,864	40%	60%	100%	746	1,118	1,864	[a];[b]
Principal Civil Engineer	1.00	2,080	216	1,864	1,864	50%	50%	100%	932	932	1,864	[a];[b]
Senior Civil Engineer	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864	[a];[b]
Total	11.00				**20,504**				**6,151**	**14,353**	**20,504**	
Total									**30%**	**70%**	**100%**	

Position	Indirect	Direct	Total
Building Inspector I/II	1,118	4,474	5,592
Building Plans Coordinator	746	2,982	3,728
Building Technician I/II	1,864	1,864	3,728
Plan Check Engineer	373	1,491	1,864
Building Inspection Supervisor	746	1,118	1,864
Principal Civil Engineer	932	932	1,864
Senior Civil Engineer	373	1,491	1,864
Total	6,151	14,353	20,504

Contract Services

Description	Total	Notes
Annual Contract Services	$ 650,000	[c]

Contract Services	Share	Est. Hrly Cost	Notes
Inspection	33%	$ 110	[d]
Plan Review	67%	$ 140	[d]
Total	100%	130	[e]

Description	Total	Indirect	Direct	Indirect	Direct	Total	Notes
Contract Service Hours	5,000	10%	90%	500	4,500	5,000	[c]

Divisional Total

Position	Indirect	Direct	Total	Notes
Authorized Staffing	6,151	14,353	20,504	
Contract Services	500	4,500	5,000	
Total	6,651	18,853	25,504	
Total	26%	74%	100%	

[a] Staffing based on FY 23/24 adopted budget
[b] Allocation of hours intended to serve as reasonable estimate. Amount may vary from year-to-year and position to position.
[c] Source: Annual average FY 18/19 through FY 21/22.
[d] Amounts intended to serve as reasonable estimates of market rates for contract service providers.
[e] Average hourly rate for contract services received.

City of Folsom
User and Regulatory Fee Study
Allocation of Divisional Expenses - Building

Recurring Divisional Expenditures [a]

Description	Total	Adjustments	Total	Notes
Salaries - Permanent	$ 1,032,925	$ -	$ 1,032,925	
Salaries - Temporary	$ 50,000	$ -	$ 50,000	
Annual Leave Account	$ 15,125	$ -	$ 15,125	
Uniform Allowance	$ 2,025	$ -	$ 2,025	
FICA	$ 82,121	$ -	$ 82,121	
PERS	$ 412,624	$ -	$ 412,624	
Deferred Comp - City Paid	$ 23,400	$ -	$ 23,400	
Combined Benefits	$ 208,931	$ -	$ 208,931	
Contracts	$ 265,000	$ 385,000	$ 650,000	[b]
Insurance / Liability	$ 56,472	$ -	$ 56,472	
Subtotal	$ 2,148,623	$ 385,000	$ 2,533,623	

Allocation of Department and Citywide Overhead

Description	Total	Adjustments	Total	Notes
Department Overhead	$ 372,993	$ -	$ 372,993	[c]
Citywide Overhead	$ 147,300	$ -	$ 147,300	[c]
Subtotal	$ 520,293	$ -	$ 520,293	

Support from Other Departments

Description	Total	Adjustments	Total	Notes
Plan Review and Permit Support from Other Depts	$ 65,000	$ -	$ 65,000	[c]
Annual In-House Technology Licensing	$ 122,500	$ -	$ 122,500	[c]
Annual In-House Maintenance of Zoning Code, Plans a	$ 226,776	$ -	$ 226,776	[c]
Subtotal	$ 414,276	$ -	$ 414,276	

Total

Description	Total	Notes
Recurring Divisional Expenditures	$ 2,533,623	
Department Overhead	$ 372,993	
Support from Other Departments	$ 414,276	
Citywide Overhead	$ 147,300	
Subtotal	$ 3,468,191	

Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$ 3,468,191	
Direct Hours	18,853	[c]
Fully-Burdened Hourly Rate	$ 184	

City of Folsom
User and Regulatory Fee Study
Allocation of Divisional Expenses - Building

Cost Recovery Overview

Description	Org Key	Object	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	10-Year Avg	Percentage	Notes
Building Permit Fees	0102320	3224000	$1,090,143	$1,391,334	$1,435,293	$1,160,275	$1,215,167	$1,757,983	$2,022,669	$2,259,054	$3,143,495	$3,632,168	$1,910,758	67%	
Building Reinspection Fee	0102320	3440401	$1,320	$1,080	$2,400	$3,000	$2,405	$1,680	$1,330	$1,985	$240	$1,080	$1,652	0%	
Structure Plan Check Fees	0102320	3444100	$565,642	$866,826	$727,668	$966,213	$988,989	$839,076	$899,484	$919,517	$1,298,637	$1,234,323	$930,637	33%	
Seismic Training Fee	0102320	3444300	$897	$859	$766	$2,300	$1,864	$320	$2,413	$469	$0	$7,070	$1,696	0%	
State Bldg Standards Fund	0102320	3444400	$430	$638	$515	$550	$698	$403	$4,051	$331	$0	$3,338	$1,095	0%	
Total			$1,658,432	$2,260,737	$2,166,642	$2,132,338	$2,209,123	$2,599,462	$2,929,947	$3,181,356	$4,442,372	$4,877,979	$2,845,839	100%	

Cost Recovery Analysis

Description	Total	Note
Average Revenues	$2,845,839	
Annualized Costs	$3,468,191	
Cost Recovery	82%	

[a] Source: FY 23/24 adopted budget.
[b] Adjustment to align to FY 22/23 actual contract service expenditures.
[c] See separate worksheets in this model. Amounts intended to serve as reasonable estimates.

City of Folsom
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

	Fee Description	Total		Hourly Rate		Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
1	HVAC Change-Out - Residential	1.25	x	$184	=	$230	varies	varies	100%	$230	
2	Water Heater Change-Out - Residential	1.00	x	$184	=	$184	varies	varies	100%	$184	
3	Residential Re-Roof	2.00	x	$184	=	$368	varies	varies	100%	$368	
4	Siding Replacement	1.75	x	$184	=	$322	varies	varies	100%	$322	
5	Service Panel Upgrade - Residential	1.50	x	$184	=	$276	varies	varies	100%	$276	
6	Battery Backup Storage	2.00	x	$184	=	$368	varies	varies	100%	$368	
7	Electric Vehicle Charger	2.00	x	$184	=	$368	varies	varies	100%	$368	
8	Generator	2.00	x	$184	=	$368	varies	varies	100%	$368	
9	Residential Solar Photovoltaic System - Solar Permit										
	a) Plan Review										
	i) Base Fee for 15kW or Less						varies	varies		$200	[a],[b]
	ii) Fee for Each Additional kW above 15kW						varies	varies		$15	[a],[b]
	b) Permit						varies	varies		$250	[a],[b]
10	Commercial Solar Photovoltaic System - Solar Permit										
	a) Plan Review										
	i) Base Fee 50kW or Less						varies	varies		$444	[a],[b]
	ii) Fee for Each Add'l kW above 50kW up to 250kW						varies	varies		$7	[a],[b]
	ii) Fee for Each Add'l kW above 250kW						varies	varies		$5	[a],[b]
	b) Permit						varies	varies		$556	[a],[b]
11	Pool Solar	1.00	x	$184	=	$184	varies	varies	100%	$184	
12	Swimming Pool Replaster / Equipment Change-Out	2.50	x	$184	=	$460	varies	varies	100%	$460	
13	Swimming Pool Remodel (e.g., Changing Pool Shape, Adding Cabo Shelf, etc.)	5.00	x	$184	=	$920	varies	varies	100%	$920	
14	Retaining Wall										
	a) One Type of Retaining Wall Type/Configuration	3.00	x	$184	=	$552	varies	varies	100%	$552	
	b) Each Additional Wall Type/Configuration	1.50	x	$184	=	$276	varies	varies	100%	$276	
15	Window / Sliding Glass Door - Retrofit / Repair										
	a) Up to 5	1.00	x	$184	=	$184	varies	varies	100%	$184	
	b) Per Window Over 5 Windows	0.20	x	$184	=	$37	varies	varies	100%	$37	
16	Fences Requiring a Building Permit	2.00	x	$184	=	$368	varies	varies	100%	$368	

City of Folsom
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

	Fee Description	Total		Hourly Rate		Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
17	Electrical and Irrigation Pedestals per pedestal	1.50	x	$184	=	$276	varies	varies	100%	$276	
18	Detached and Attached ADUs	25.00	x	$184	=	$4,600	varies	varies	100%	$4,600	
19	Junior ADUs	12.00	x	$184	=	$2,208	varies	varies	100%	$2,208	

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).
[b] The City will not collect additional permit processing fees. Amounts shown are total amount due for permit processing, plan review, and permit.

City of Folsom
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

	Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly		Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
	Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits											
1	$1 - $2,000	0.75	x	$184	=	$138	$100	72%	$138	100%		
2	$2,001 - $25,000	0.75	x	$184	=	$138	$100	72%	$138	100%		
3	$25,001 - $50,000	2.00	x	$184	=	$368	$330	90%	$368	100%		
4	$50,001 - $100,000	3.50	x	$184	=	$644	$530	82%	$644	100%		
5	$100,001 - $500,000	6.00	x	$184	=	$1,104	$880	80%	$1,104	100%		
6	$500,001 - $1,000,000	22.00	x	$184	=	$4,048	$3,280	81%	$4,048	100%		
7	$1,000,001 - $5,000,000	40.00	x	$184	=	$7,360	$6,030	82%	$7,360	100%		
8	$5,000,001 - $10,000,000	160.00	x	$184	=	$29,440	$26,030	88%	$29,440	100%		
9	$10,000,001 - $10,000,000	260.00	x	$184	=	$47,840	$51,030	107%	$47,840	100%		

City of Folsom
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

	Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly		Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
1	**Building Plan Check Fees - Building**										
	a) Plan Review Fee, if applicable	80%							80%	100%	[a]
	b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee							1.5x standard plan check fee	100%	
	c) Tract Home / Master Plan Construction (Production Units)	20%					$150	varies	20% of standard plan check fee	100%	[b]
	d) Production Permit for Multi-family permit	8.00	x	$184	=	$1,472	$150	10%	$1,472	100%	
	e) Production Permit for Fire permits and other misc. permits	2.50	x	$184	=	$460	$150	33%	$460	100%	
	f) Alternate Materials and Methods Review (per hour)	1.00	x	$184	=	$184			$184	100%	
	g) Excess Plan Review Fee (4th and subsequent) (per hour)	1.00	x	$184	=	$184			$184	100%	
	h) Revisions to an Approved Permit (per hour)	1.00	x	$184	=	$184			$184	100%	
	i) Deferred Submittal (per hour)	1.00	x	$184	=	$184			$184	100%	

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

City of Folsom
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

	Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly		Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
1	Permit Processing Fee	0.42	x	$184	=	$77			$77	100%		
2	Strong Motion Instrumentation (SMI) Fee Calculation											[a]
	a) Residential								$0.50 or valuation x .00013			[a]
	b) Commercial								$0.50 or valuation x .00028			[a]
3	Building Standards (SB 1473) Fee Calculation (Valuation)											[a]
	a) $1 - $25,000								$1			[a]
	b) $25,001 - $50,000								$2			[a]
	c) $50,001 - $75,000								$3			[a]
	d) $75,001 - $100,000								$4			[a]
	e) Each Add'l $25,000 or fraction thereof								Add $1			[a]
4	Business License Fee						$25		$25			
5	CASP Training Fund Fee						$3.60		$3.60			
6	State Disability Access Fee						$0.40		$0.40			
7	General Plan/Zoning Code Update Fee (percent of building permit fee)					9%			5%	55%		[b]
8	Temporary Certificate of Occupancy (Phasing Plan) Fee	5.00	x	$184	=	$920			$920	100%		
9	Permit Extension	0.50	x	$184	=	$92			$0	0%		
10	Permit Reactivation Fee											
	a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	1.00	x	$184	=	$184			$184	100%		
	b) Reactivation Fee - All Other Scenarios											
	i) Permit Expired Up to One Year								50% of Original Base Building Permit Fee			
	ii) Permit Expired More than One Year								100% of Original Base Building Permit Fee			
11	Permit Reissuance Fee	1.00	x	$184	=	$184			$184	100%		
12	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) (per hour)	1.00	x	$184	=	$184			$184	100%		
	Other Fees											
13	Phased Inspection Fee (per inspection)	1.00	x	$184	=	$184			$184	100%		
14	After Hours Inspection (per hour) (4-hour minimum)	1.20	x	$184	=	$221			$221	100%		
15	Re-inspection Fee (2nd Time or More) (each)	1.00	x	$184	=	$184			$184	100%		[c]

City of Folsom
User and Regulatory Fee Study
Building Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

	Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly		Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
16	Missed Inspection Fee	1.00	x	$184	=	$184			$184	100%		
17	Duplicate Copy of Permit	0.42	x	$184	=	$77			$77	100%		
18	Duplicate Copy of Certificate of Occupancy	0.42	x	$184	=	$77			$77	100%		
19	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	0.50	x	$184	=	$92			$92	100%		
	Violation Fees											
20	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)								equal to permit fee			

[a] Amounts established by State of California. In the case of discrepancy between this schedule and amounts established by the State, State amounts shall supersede these amounts.

[b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.

[c] Reinspection fee applies after the first re-inspection.

User and Regulatory Fees

Cost of Service Calculations

General Plan / Zoning Code Update

City of Folsom
User and Regulatory Fee Study
Cost of Service Calculation - General Plan Update / Zoning Code Update Costs

Estimated Expenditures

Description	Total	Amortization / Update Frequency	Annual Cost	Cost Type	Notes
General Plan Update	$ 2,000,000	20	$ 100,000	Periodic	[a];[b]
Housing Element	$ 500,000	8	$ 62,500	Periodic	[a];[b]
Zoning Code	$ 500,000	5	$ 100,000	Periodic	[a];[b]
In-House Maintenance	$ 226,776	1	$ 226,776	Annual	[a];[c];[d]
Total	$ 3,226,776		$ 489,276		

Cost Allocation

Description	Total	Share to Recover	Target Cost Recovery	Notes
Periodic Costs	$ 262,500	67%	$ 175,000	[a];[e]

Allocation Base

Description	Total	Notes
Estimated Building Permit Fees	$ 1,910,758	[f]

Fee at Full Cost Recovery

Description	Total	Notes
Target Recovery	$ 175,000	
Estimated Building Permit Fees	$ 1,910,758	
Total	9%	

Cost Recovery Alternative Scenarios

Description	Total	Total	Total	Notes
% of Permit Fee	0%	5%	9%	
Estimated Building Permit Fees	$ 1,910,758	$ 1,910,758	$ 1,910,758	
Forecast Revenue	$ -	$ 95,538	$ 175,000	
Annual Revenue Requirement	$ 175,000	$ 175,000	$ 175,000	
Cost Recovery	0.00%	54.59%	100.00%	

Notes:

[a] Source: Conservative estimates of update costs. Amounts will likely be higher.
[b] Target recovery of periodic costs, or portion of periodic costs, via General Plan Update Fee.
[c] Recover annual costs, or portion of annual costs, via standard permit and plan review fees.
[d] Amount calculated via analysis of planning cost of service. Amount represents 15% of total annual planning costs.
[e] Assumes portion of General Plan Update costs will continue to be paid via General Fund resources.
[f] Amounts represents multi-year average of building permit fee collection.

User and Regulatory Fees

Cost of Service Calculations

Allocation of Citywide Overhead

City of Folsom
User and Regulatory Fee Analysis
Estimated Citywide Overhead (for Cost of Service Calculation Purposes Only)

Central Service Center - General Fund Allocation [a]

Department	Annual Expenses	Notes
City Council	$117,437	
City Manager	$1,256,732	
City Attorney	$1,234,309	
City Clerk	$681,049	
Human Resources	$886,511	
Management and Budget	$6,246,759	
Fleet Management	$1,674,868	
Total	$12,097,665	

City Staffing Position Total [a],[b]

Department	Total	Adjustment for Direct Svc Depts Only	Adjusted Staffing for Cwide OH Alloc	Share of Cwide OH Alloc	Cwide OH Alloc	Notes
City Council	5.00	(5.00)	-	0%	$ -	
City Manager	4.00	(4.00)	-	0%	$ -	
City Attorney	4.00	(4.00)	-	0%	$ -	
City Clerk	3.00	(3.00)	-	0%	$ -	
Community Development	27.00	-	27.00	6%	$ 736,498	
Fire Department	90.00	-	90.00	20%	$ 2,454,994	
Human Resources	6.00	(6.00)	-	0%	$ -	
Library	12.00	-	12.00	3%	$ 327,333	
Management and Budget	25.00	(25.00)	-	0%	$ -	
Parks and Recreation	49.00	-	49.00	11%	$ 1,336,608	
Police Department	113.50	-	113.50	26%	$ 3,096,020	
Public Works	34.55	-	34.55	8%	$ 942,445	
Water Resources	58.00	-	58.00	13%	$ 1,582,107	
Solid Waste	59.45	-	59.45	13%	$ 1,621,660	
Total	490.50	(47.00)	443.50	100%	$ 12,097,665	

Estimated Citywide Alloc to Community Development Direct Service Units

Dept/Division	Share of Allocation	Share of Allocation	Notes
Building	20%	$ 147,300	[c]
Code Enforcement	8%	$ 58,920	[c]
Engineering	30%	$ 220,949	[c]
Planning	42%	$ 309,329	[c]
Total	100%	$ 736,498	

* This represents a conservative indirect cost rate calculation. This estimate was developed for purposes of user and regulatory fee cost of service analysis. As part of day-to-day operations, staff may categorize, assign, or quantify indirect costs using different criteria and methods.

[a] Source: FY 23/24 adopted budget.
[b] Indirect cost allocation basis is staffing levels of direct service departments.
[c] Based on feedback received from Community Development Department. Amounts intended to serve as reasonable estimates.

PROPOSED FEES

City of Folsom

ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
1	Assessment District/CFD Payment Processing	$4,800	Fixed Fee	
2	Encroachment Permit			
	a) Encroachment Contract for Parking/Staging			
	i. 0-6 calendar days	$50	Fixed Fee	
	ii. 7-14 calendar days	$100	Fixed Fee	
	iii. 14+days	$200	Fixed Fee	
	b) Utility Work/Connections (Individual Permits)			
	i. Wet Utilities/Service Connections	$600	Fixed Fee	
	ii. Dry Utilities (per site/location)	$200	Fixed Fee	
	iii. Misc. per LF of Trench in ROW/City Easement	$5.00	Fixed Fee	
	iv. Inspections and Testing	$400	Fixed Fee	
	c) Driveways/Minor Frontage Improvements			
	i. Residential (per driveway)	$400	Fixed Fee	
	ii. Commercial (per driveway)	$400	Fixed Fee	
	d) Pools and Spas (in ground)	$400	Fixed Fee	
	e) Traffic Control/Equipment Staging			
	i. Isolated Site	$200	Fixed Fee	
	ii. Multiple Closures/Staging	$1,000	Fixed Fee	
	f) Permit Extensions			
	i. Active Work Zone	$50	Fixed Fee	
	ii. Inactive Work Zone (4+ months inactivity)	$200	Fixed Fee	
	g) Annual Permits			
	i. Wet Utilities	$6,000	Fixed Fee	
	ii. Dry Utilities	$20,800	Fixed Fee	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	T&M	Fixed Fee	[a]
	iv. Vegetation Management (Utilities)	$20,800	Fixed Fee	
	v. Long Term/Revocable Encroachments (paid annually)	$200	Fixed Fee	
	h) Long Term/Revocable Encroachments (new permits only)	$2,400	Fixed Fee	[b]

City of Folsom

ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
3	Engineering and Landscape Plan Check and Inspection			
	a) Project Value Up to $10,000	8.00%	Fixed Fee	
	b) Project Value $10,001 - $100,000			
	i. Base Fee for First $10,000	$800	Fixed Fee	
	ii. Fee for Each Add'l $1 Up to $100,000	8.00%	Fixed Fee	
	c) $100,001 - $199,999			
	i. Base Fee for First $100,000	$8,000	Fixed Fee	
	ii. Fee for Each Add'l $1 Up to $200,000	6.40%	Fixed Fee	
	d) $200,001 - $299,999			
	i. Base Fee for First $200,000	$14,400	Fixed Fee	
	ii. Fee for Each Add'l $1 Up to $300,000	4.80%	Fixed Fee	
	e) $300,000 or more			
	i. Base Fee for First $300,000	$19,200	Fixed Fee	
	ii. Fee for Each Add'l $1	3.60%	Fixed Fee	
	f) Landscape Plan Review			
	i. Non-Development	$200	Fixed Fee	
	ii. Custom Home	$1,100	Fixed Fee	
	iii. Production Home/Subdivision	$2,300	Fixed Fee	
	iv. Model Home Complex	$1,400	Fixed Fee	
	v. Commercial, Streetscape, Other Development Projects	$1,600	Fixed Fee	
	vi. Development and Civil Improvements - Landscaping Review	$2,100	Fixed Fee	
4	Final Map and Parcel Map			
	a) Parcel Map Check	$8,050	Fixed Fee	
	b) Final Map Check			
	i. Base Fee/Final Map Amendment	$11,500	Fixed Fee	
	ii. Plus, Per Lot Fee	$144	Fixed Fee	
	c) Certificate of Correction/Certificate of Compliance	$2,000	T & M with Initial Deposit	
5	Right of Ways (ROW) and Easements			
	a) Review of ROW/Easement Documents	$3,450	Fixed Fee	
	b) ROW/Easement Abandonment	$5,750	Fixed Fee	
6	Subdivision Agreement Processing	$5,750	Fixed Fee	
7	Transportation Permit			
	a) Permit	$16	Fixed Fee	
	b) Annual Permit	$90	Fixed Fee	

City of Folsom

ENGINEERING AND ENCROACHMENT PERMIT FEES

#	Description	Fee	Fee Structure	Note
8	Tree Removal/Work Permit			
	a) Permitted Removal/Work			
	i. Existing Occupied Structure			
	a. 0-2 Trees	$100	Fixed Fee	
	b. 3+ Trees: See New Construction Rate Below	$1,200	Fixed Fee	
	c. "In Decline" Tree	$100	Fixed Fee	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel			
	a. 0-4 Trees	$1,200	Fixed Fee	
	b. 5+ Trees	$1,400 + 10% per tree	Fixed Fee	
	iii. Misc.	$200	Per Hour	
	b) w/o Permit (Does not include mitigation) Double the Permit Rate	2x permit amount	Fixed Fee	
	Other Fees for Service			
9	Research of Engineering Records	$200	Per Hour	
10	Miscellaneous Engineering Services	$200	Per Hour	
11	Excess Plan Review Fee (4th and subsequent)	$200	Per Hour	
12	Revisions	$200	Per Hour	
13	After Hours Inspection (per hour) (2-hour minimum)	$240	Per Hour	
14	Re-inspection Fee (2nd Time or More) (each)	$100	Each	
15	Missed Inspection Fee	$100	Each	
16	Expedited Services Fee	1.5x Regular Fee	Fixed Fee	
17	Residential Landscape Review	Hourly Rate of Arborist	Per Hour	
18	Technical Assistance/Third Party Review or Inspection	Actual Cost	T & M	

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

City of Folsom

BUILDING FEES

A. Fees for Commonly Requested Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), and Fees Collected on Behalf of Other Agencies (e.g. State of California).

	Fee Description	Fee	Charge Basis	Note	CPI
1	HVAC Change-Out - Residential	$230	per permit		Y
2	Water Heater Change-Out - Residential	$184	per permit		Y
3	Residential Re-Roof	$368	per permit		Y
4	Siding Replacement	$322	per permit		Y
5	Service Panel Upgrade - Residential	$276	per permit		Y
6	Battery Backup Storage	$368	per permit		Y
7	Electric Vehicle Charger	$368	per permit		Y
8	Generator	$368	per permit		Y
9	Residential Solar Photovoltaic System - Solar Permit				
	a) Plan Review				
	i) Base Fee for 15kW or Less	$200	per permit	[a],[b]	N
	ii) Fee for Each Additional kW above 15kW	$15	per permit	[a],[b]	N
	b) Permit	$250	per permit	[a],[b]	N
10	Commercial Solar Photovoltaic System - Solar Permit				
	a) Plan Review				
	i) Base Fee 50kW or Less	$444	per permit	[a],[b]	N
	ii) Fee for Each Add'l kW above 50kW up to 250kW	$7	per permit	[a],[b]	N
	ii) Fee for Each Add'l kW above 250kW	$5	per permit	[a],[b]	N
	b) Permit	$556	per permit	[a],[b]	N
11	Pool Solar	$184	per permit		Y
12	Swimming Pool Replaster / Equipment Change-Out	$460	per permit		Y
13	Swimming Pool Remodel (e.g., Changing Pool Shape, Adding Cabo Shelf, etc.)	$920	per permit		Y
14	Retaining Wall				
	a) One Type of Retaining Wall Type/Configuration	$552	per permit		Y
	b) Each Additional Wall Type/Configuration	$276	per permit		Y
15	Window / Sliding Glass Door - Retrofit / Repair				
	a) Up to 5	$184	per permit		Y
	b) Per Window Over 5 Windows	$37	per permit		Y
16	Fences Requiring a Building Permit	$368	per permit		Y
17	Electrical and Irrigation Pedestals per pedestal	$276	per permit		Y
18	Detached and Attached ADUs	$4,600	per permit		Y
19	Junior ADUs	$2,208	per permit		Y

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

[b] The City will not collect additional permit processing fees. Amounts shown are total amount due for permit processing, plan review, and permit.

City of Folsom
BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

● Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. For determining project valuations for new construction, the Building Official may use data published by the International Code Council (ICC) (building valuation data table, typically updated in February and August of each year). The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation			Permit Fee					CPI
$1	to	$2,000	$138.00					
$2,001	to	$25,000	$138.00	for the first $2,000	plus	$10.00	for each add'l $1,000 or fraction thereof, to and including $25,000	N
$25,001	to	$50,000	$368.00	for the first $25,000	plus	$11.04	for each add'l $1,000 or fraction thereof, to and including $50,000	N
$50,001	to	$100,000	$644.00	for the first $50,000	plus	$9.20	for each add'l $1,000 or fraction thereof, to and including $100,000	N
$100,001	to	$500,000	$1,104.00	for the first $100,000	plus	$7.36	for each add'l $1,000 or fraction thereof, to and including $500,000	N
$500,001	to	$1,000,000	$4,048.00	for the first $500,000	plus	$6.62	for each add'l $1,000 or fraction thereof, to and including $1,000,000	N
$1,000,001	to	$5,000,000	$7,360.00	for the first $1,000,000	plus	$5.52	for each add'l $1,000 or fraction thereof, to and including $5,000,000	N
$5,000,001	and	up	$29,440.00	for the first $5,000,000	plus	$4.11	for each additional $1,000 or fraction thereof over $5,000,000	N

City of Folsom
BUILDING FEES

D. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note	CPI
1 Building Plan Check Fees - Building				
a) Plan Review Fee, if applicable	80%		[a]	N
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee			N
c) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check fee		[b]	N
d) Production Permit for Multi-family permit	$1,472			Y
e) Production Permit for Fire permits and other misc. permits	$460			Y
f) Alternate Materials and Methods Review (per hour)	$184			Y
g) Excess Plan Review Fee (4th and subsequent) (per hour)	$184			Y
h) Revisions to an Approved Permit (per hour)	$184			Y
i) Deferred Submittal (per hour)	$184			Y

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.
[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

City of Folsom
BUILDING FEES

E. Other Fees

	Activity Description	Fee	Note	CPI
1	Permit Processing Fee	$77		Y
2	Strong Motion Instrumentation (SMI) Fee Calculation		[a]	
	a) Residential	$0.50 or valuation x .00013	[a]	N
	b) Commercial	$0.50 or valuation x .00028	[a]	N
3	Building Standards (SB 1473) Fee Calculation (Valuation)		[a]	
	a) $1 - $25,000	$1	[a]	N
	b) $25,001 - $50,000	$2	[a]	N
	c) $50,001 - $75,000	$3	[a]	N
	d) $75,001 - $100,000	$4	[a]	N
	e) Each Add'l $25,000 or fraction thereof	Add $1	[a]	N
4	Business License Fee	$25		N
5	CASP Training Fund Fee	$3.60		N
6	State Disability Access Fee	$0.40		N
7	General Plan/Zoning Code Update Fee (percent of building permit fee)	5%	[b]	N
8	Temporary Certificate of Occupancy (Phasing Plan) Fee	$920		Y
9	Permit Extension	$0		Y
10	Permit Reactivation Fee			
	a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	$184		Y
	b) Reactivation Fee - All Other Scenarios			
	i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee		N
	ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee		N
11	Permit Reissuance Fee	$184		Y
12	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.) (per hour)	$184		Y
	Other Fees			
13	Phased Inspection Fee (per inspection)	$184		Y
14	After Hours Inspection (per hour) (4-hour minimum)	$221		Y
15	Re-inspection Fee (2nd Time or More) (each)	$184	[c]	Y
16	Missed Inspection Fee	$184		Y
17	Duplicate Copy of Permit	$77		Y

City of Folsom
BUILDING FEES

E. Other Fees

	Activity Description	Fee	Note	CPI
18	Duplicate Copy of Certificate of Occupancy	$77		Y
19	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	$92		Y
	Violation Fees			
20	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee		N

[a] Amounts established by State of California. In the case of discrepancy between this schedule and amounts established by the State, State amounts shall supersede these amounts.

[b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.

[c] Reinspection fee applies after the first re-inspection.

City of Folsom

BUILDING FEES

Building Valuation Data Table

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	335.89	324.58	316.94	304.93	286.87	278.00	295.62	266.02	257.55
A-1 Assembly, theaters, without stage	307.39	296.08	288.44	276.42	258.37	249.50	267.12	237.51	229.05
A-2 Assembly, nightclubs	269.94	261.93	254.48	245.85	230.56	223.99	237.02	209.57	202.79
A-2 Assembly, restaurants, bars, banquet halls	268.94	260.93	252.48	244.85	228.56	222.99	236.02	207.57	201.79
A-3 Assembly, churches	311.88	300.57	292.93	280.91	263.30	254.43	271.60	242.45	233.98
A-3 Assembly, general, community halls, libraries, museums	266.07	254.76	246.12	235.10	216.33	208.46	225.80	195.47	188.01
A-4 Assembly, arenas	306.39	295.08	286.44	275.42	256.37	248.50	266.12	235.51	228.05
B Business	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
E Educational	273.46	263.96	255.62	245.04	228.69	217.00	236.61	200.36	193.94
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	0.00
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	434.15	424.59	415.32	405.12	383.35	0.00	396.02	358.57	0.00
I-2 Institutional, nursing homes	302.01	292.45	283.18	272.97	253.83	0.00	263.88	229.05	0.00
I-3 Institutional, restrained	295.86	286.31	277.03	266.83	247.95	238.69	257.74	223.17	212.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	201.37	193.36	184.91	177.28	161.72	156.15	168.45	140.73	134.95
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

Attachment 4

City of Folsom
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
1	Assessment District/CFD Payment Processing	24.00	x	$200	=	$4,800	$4,800	100%	$4,800	100%	Fixed Fee	$0	[c]
2	Encroachment Permit												[c]
	a) Encroachment Contract for Parking/Staging												
	i. 0-6 calendar days	0.25	x	$200	=	$50	$50	100%	$50	100%	Fixed Fee	$0	
	ii. 7-14 calendar days	0.50	x	$200	=	$100	$100	100%	$100	100%	Fixed Fee	$0	
	iii. 14+days	1.00	x	$200	=	$200	$200	100%	$200	100%	Fixed Fee	$0	
	b) Utility Work/Connections (Individual Permits)												
	i. Wet Utilities/Service Connections												
	a. Base Fee	3.00	x	$200	=	$600	$600	100%	$600	100%	Fixed Fee	$0	
	b. Plus per LF of Trench in ROW/City Easement	0.03	x	$200	=	$5.00	$5.00	100%	$5.00	100%	Fixed Fee	$0.00	
	ii. Dry Utilities (per site/location)												
	a. Base Fee	1.00	x	$200	=	$200	$200	100%	$200	100%	Fixed Fee	$0	
	b. Plus per LF of Trench in ROW/City Easement	0.03	x	$200	=	$5.00	$5.00	100%	$5.00	100%	Fixed Fee	$0.00	
	iii. Misc. per LF of Trench in ROW/City Easement	0.03	x	$200	=	$5.00	$5.00	100%	$5.00	100%	Fixed Fee	$0.00	
	iv. Inspections and Testing (when applicable)	2.00	x	$200	=	$400			$400	100%	Fixed Fee		
	c) Driveways/Minor Frontage Improvements												
	i. Residential (per driveway)	2.00	x	$200	=	$400	$400	100%	$400	100%	Fixed Fee	$0	
	ii. Commercial (per driveway)	2.00	x	$200	=	$400	$400	100%	$400	100%	Fixed Fee	$0	
	d) Pools and Spas (in ground)	2.00	x	$200	=	$400	$400	100%	$400	100%	Fixed Fee	$0	
	e) Traffic Control/Equipment Staging												
	i. Isolated Site	1.00	x	$200	=	$200	$200	100%	$200	100%	Fixed Fee	$0	
	ii. Multiple Closures/Staging	5.00	x	$200	=	$1,000	$1,000	100%	$1,000	100%	Fixed Fee	$0	
	f) Permit Extensions												
	i. Active Work Zone	0.25	x	$200	=	$50	$50	100%	$50	100%	Fixed Fee	$0	
	ii. Inactive Work Zone (4+ months inactivity)	1.00	x	$200	=	$200	$200	100%	$200	100%	Fixed Fee	$0	
	g) Annual Permits												
	i. Wet Utilities	30.00	x	$200	=	$6,000	$6,000	100%	$6,000	100%	Fixed Fee	$0	
	ii. Dry Utilities	104.00	x	$200	=	$20,800	$20,800	100%	$20,800	100%	Fixed Fee	$0	
	iii. General Maintenance/Misc. (Not Wet or Dry Utilities)	30.00	x	$200	=	$6,000	T&M		T&M		T&M		[a]
	iv. Vegetation Management (Utilities)	104.00	x	$200	=	$20,800	$20,900	100%	$20,800	100%	Fixed Fee	($100)	
	v. Long Term/Revocable Encroachments (paid annually)	1.00	x	$200	=	$200	$200	100%	$200	100%	Fixed Fee	$0	
	h) Long Term/Revocable Encroachments (new permits only)	12.00	x	$200	=	$2,400	$2,400	100%	$2,400	100%	Fixed Fee	$0	[b]

City of Folsom
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
3	Engineering and Landscape Plan Check and Inspection (Fee Includes Up to 3 Cycle Reviews - Hourly Billing Applies for Reviews Required Beyond 3rd Cycle)												
	a) Project Value Up to $10,000	4.00	x	$200	=	$800	8.00%	varies	8.00%	varies	Fixed Fee		
	b) Project Value $10,001 - $100,000												
	i. Base Fee for First $10,000	4.00	x	$200	=	$800	$800	100%	$800	100%	Fixed Fee	$0	
	ii. Fee for Each Add'l $1 Up to $100,000					8.00%	8.00%	100%	8.00%	100%	Fixed Fee		
	c) $100,001 - $199,999												
	i. Base Fee for First $100,000	40.00	x	$200	=	$8,000	$8,000	100%	$8,000	100%	Fixed Fee	$0	
	ii. Fee for Each Add'l $1 Up to $200,000					6.40%	6.40%	100%	6.40%	100%	Fixed Fee		
	d) $200,001 - $299,999												
	i. Base Fee for First $200,000	72.00	x	$200	=	$14,400	$14,400	100%	$14,400	100%	Fixed Fee	$0	
	ii. Fee for Each Add'l $1 Up to $300,000					4.80%	4.80%	100%	4.80%	100%	Fixed Fee		
	e) $300,000 or more												
	i. Base Fee for First $300,000	96.00	x	$200	=	$19,200	$19,200	100%	$19,200	100%	Fixed Fee	$0	
	ii. Fee for Each Add'l $1					3.60%	3.60%	100%	3.60%	100%	Fixed Fee		
	f) Miscellaneous Landscape Plan Review												
	i. Non-Development Landscape Plan Review	1.00	x	$200	=	$200	$200	100%	$200	100%	Per Hour	$0	
	ii. New Custom Home	5.50	x	$200	=	$1,100	$1,100	100%	$1,100	100%	Fixed Fee	$0	
	iii. Production Home/Subdivision (Typ. Tract Home)												
	a. 0-4 Planting Schemes/Master Plans	11.50	x	$200		$2,300	$2,300	100%	$2,300	100%	Fixed Fee	$0	
	b. 5+ Planting Schemes/Master Plans	12.50	x	$200		$2,500	$2,300	Varies	$2,500 + 10% per Scheme above 5	$100%	Fixed Fee	Varies	
	~~iv. Model Home Complex~~	~~7.00~~	~~x~~	~~$200~~	~~=~~	~~$1,400~~	~~Valuation~~	~~varies~~	n/a				
	~~v. Commercial, Streetscape, Other Development Projects~~	~~8.00~~	~~x~~	~~$200~~	~~=~~	~~$1,600~~	~~$38~~	~~2%~~	n/a				
	~~vi. Development and Civil Improvements - Landscaping Review~~	~~10.50~~	~~x~~	~~$200~~	~~=~~	~~$2,100~~	~~$38~~	~~2%~~	n/a				
4	Final Map and Parcel Map												[c]
	a) Parcel Map Check	28.00	x	$288	=	$8,050	$8,050	100%	$8,050	100%	Fixed Fee	$0	
	b) Final Map Check												
	i. Base Fee/Final Map Amendment	40.00	x	$288	=	$11,500	$11,500	100%	$11,500	100%	Fixed Fee	$0	
	ii. Plus, Per Lot Fee	0.50	x	$288	=	$144	$144	100%	$144	100%	Fixed Fee	($0)	
	c) Certificate of Correction/Certificate of Compliance (including Parcel Mergers)	8.50	x	$288	=	$2,444	$2,000	varies	$2,000	100%	T & M with Initial Deposit	$0	
	d) Lot Line Adjustment Check	28.00	x	$288	=	$8,050	$4,811	60%	$8,050	100%	Fixed Fee	$3,239	
5	Right of Ways (ROW) and Easements												[c]
	a) Review of ROW/Easement Documents	12.00	x	$288	=	$3,450	$3,450	100%	$3,450	100%	Fixed Fee	$0	
	b) ROW/Easement Abandonment	20.00	x	$288	=	$5,750	$5,750	100%	$5,750	100%	Fixed Fee	$0	
6	Agreement Processing	20.00	x	$288	=	$5,750	$5,750	100%	$5,750	100%	Fixed Fee	$0	[c]

City of Folsom
User and Regulatory Fee Study
Engineering and Encroachment Permit Fees
Cost of Service Calculation

	Fee Description	Est. Labor Hours		Hourly Rate		Est. Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Structure	Fee Change	Note
7	Transportation Permit (Per State Regulation)												
	a) Permit	n/a					$16		$16		Fixed Fee	$0	
	b) Annual Permit	n/a					$90		$90		Fixed Fee	$0	
8	Tree Removal/Work Permit												[c]
	a) Permitted Pruning/Cabling	0.20		$200		$40	$100	250%	$40	100%	Fixed Fee	($60)	
	b) Permitted Removal/Work												
	i. Existing Occupied Structure												
	a. ~~0-2~~ 0-4 Trees	0.50	x	$200	=	$100	$100	100%	$100	100%	Fixed Fee	$0	
	b. ~~3~~ 5+ Trees~~: See New Construction Rate Below~~	0.75	x	$200	=	$150	$1,200	800%	$150 + 10% per tree above 5 trees.	100%	Fixed Fee	($1,050)	
	c. "In Decline" Tree	0.50	x	$200	=	$100	$100	100%	$100	100%	Fixed Fee	$0	
	ii. New Construction (e.g. Custom Home, Subdivision, Parcel Map, Multi-family, Commercial, etc.):												
	a. 0-4 Trees	6.00	x	$200	=	$1,200	$1,200	100%	$1,200	100%	Fixed Fee	$0	
	b. 5+ Trees	7.00	x	$200	=	$1,400	$1,400 + 10% per tree above 5 trees.		$1,400 + 10% per tree above 5 trees.		Fixed Fee	$0	
	iii. Misc.	1.00	x	$200	=	$200	$200	100%	$200	100%	Per Hour	$0	
	c) w/o Permit (Does not include sanctions or mitigation) Double the Permit Rate	12.00	x	$200	=	$2,400	2x permit amount		2x permit amount	varies	Fixed Fee	$0	
	Other Fees for Service												[c]
9	Research of Engineering Records	1.00	x	$200	=	$200	$200	100%	$200	100%	Per Hour	$0	
10	Miscellaneous Engineering Services	1.00	x	$200	=	$200	$200	100%	$200	100%	Per Hour	$0	
11	Excess Plan Review Fee (4th and subsequent)	1.00	x	$200	=	$200	$200	100%	$200	100%	Per Hour		
12	Revisions	1.00	x	$200	=	$200	$200	100%	$200	100%	Per Hour		
13	After Hours Inspection (per hour) (2-hour minimum)	1.20	x	$200	=	$240	$240	100%	$240	100%	Per Hour	$0	
14	Re-inspection Fee (2nd Time or More) (each)	1.00	x	$200	=	$200	$100	50%	$200	100%	Each		
15	Missed Inspection Fee	1.00	x	$200	=	$200	$100	50%	$200	100%	Each		
16	Expedited Services Fee						1.5x Regular Fee		1.5x Regular Fee		Fixed Fee		
17	Residential Landscape Review	1.00	x	$200	=	$200	Hourly Rate of Arborist		Hourly Rate of Arborist		Per Hour		
18	Technical Assistance/Third Party Review or Inspection						Actual Cost		Actual Cost		T & M		

[a] Use time and materials with initial deposit to be determined by City Engineer, based on anticipated scope of work.

[b] Encroachment agreement required in addition to insurance (e.g., parklets).

[c] Fee is subject to annual updates based on changes to the Consumer Price Index (CPI).

Attachment 5

From: Elaine Andersen
Sent: Thursday, March 21, 2024 11:07 AM
To: Steven Wang; Pam Johns; Desmond Parrington; Rebecca Neves; Josh Kinkade
Subject: FW: Folsom City Council: Appeals fee increase

FYI...

From: Paul Keast <mrpdk@comcast.net>
Sent: Thursday, March 21, 2024 10:44 AM
To: Mike Kozlowski <mkozlowski@folsom.ca.us>; YK Chalamcherla <ykchalamcherla@folsom.ca.us>; Rosario Rodriguez <rrodriguez@folsom.ca.us>; Sarah Aquino <saquino@folsom.ca.us>; Anna Rohrbough <annar@folsom.ca.us>
Cc: Elaine Andersen <eandersen@folsom.ca.us>
Subject: Folsom City Council: Appeals fee increase

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

March 15, 2024

Mayor and City Council Members

City Manager

City of Folsom
50 Natoma Street
Folsom, CA 95630

Subject: City Council Appeal Cost Increase

Dear Mayor, Council Members and City Manager:

I am sending this letter to ask that you not raise the Appeal Fees any higher than they are at currently.

(For those that do not know I have used the appeal process in the past)

I believe the appeal process is an important right that must be available to residents of the City at a reasonable cost. With that, below are a few thoughts about not raising the cost.

- Raising the cost of appeals will only reinforce the beliefs that elected and City staff are not interested in hearing from residents. Are appeals just another pain of leadership or a significant message to consider from an appellant?
- If the cost is made high enough then residents have another barrier that is so high that Staff can feel their recommendations are now even more secure
- The current cost of $500.00 is a significant cost to pay to start the process (I know this as I had to pay it)
- Making the decision to appeal and the work to go through is not trivial, so raising the cost is even more of a burden
- Over the last 5 years there have been 10 appeals, from the City's data. Averaging 2 per year, that does not seem to be a huge or unreasonable burden to hear as a Council (especially in comparison to the cost in time, effort, and cost for the appellant)

A couple of solutions to consider:

- Given the reason to raise the cost is staff time for the appeal. I suggest that there be no City staff prep and the Council use the packet and information from the original decision.
- The City employed a consultant in the fee examination process. In the Council meeting he proposed that fees that have "high community benefit" have low cost. Appeals are a direct process of communication about significant issues. That seems to be a good definition of "high community benefit"

Regards,

Paul Keast

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	New Business
SUBJECT:	Ordinance No. 1349- An Ordinance of the City of Folsom Amending Subsection E(4) and adding Subsection (E)(7) to Section 17.52.510 of the Folsom Municipal Code Pertaining to Minor Illuminated Open Signs in the Historic District Sutter Street Subarea (Introduction and First Reading)
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Conduct the first reading of Ordinance No. 1349- An Ordinance of the City of Folsom Amending Subsection E(4) and adding Subsection (E)(7) to Section 17.52.510 of the Folsom Municipal Code Pertaining to Minor Illuminated Open Signs in the Historic District Sutter Street Subarea.

BACKGROUND / ISSUE

The proposed Ordinance is to modify the sign regulations for the Sutter Street Subarea of the Historic District within Section 17.52.510 of the Folsom Municipal Code in order to allow for the use of minor illuminated "open" signs, including specifically internally illuminated and neon "open" signs, within certain design standards.

The Folsom Municipal Code amendment is based on concerns brought by the Sutter Street Merchants Association regarding the visibility of businesses in the evening hours within the Sutter Street Subarea of the Historic District. Currently, internal illumination and neon are prohibited forms of illumination for all signage in the Sutter Street Subarea. During code enforcement efforts after the end of the COVID-19 Public Health Emergency (PHE), it was discovered that several businesses in the Sutter Street Subarea had put up neon and internally illuminated (e.g., LED, etc.) "open" signs in order to clearly identify that they were open, particularly for businesses which were open in the evenings. Staff presented a workshop to the Historic District Commission regarding this issue on June 5, 2024, during which several business owners recommended that certain types of illuminated "open" signs be allowed in order to provide greater visibility for businesses. At the direction by the Commission, staff prepared a draft Ordinance which would allow for the use of minor illuminated open signs, which is the subject of this report.

The proposed Ordinance was considered by the Historic District Commission at its March 12, 2025 hearing. At this hearing, Judy Collingsworth of the Folsom Historic District Association spoke in support of the ordinance. However, instead of limiting the colors to red or orange as staff had proposed, Ms. Collingsworth, speaking on behalf of the merchants of Sutter Street, voiced a preference for limiting the illumination color to white only. Comment letters have also been submitted by the Heritage Preservation League, who recommended the continued prohibition on neon and recommended the allowance of alternative forms of internal illumination that use warm tones; and by Bob Delp, Historic District resident, who recommended that the City enforce the existing prohibition of neon and internal illuminated signage for the noncompliant "open" signs. The Commission expressed support for the Ordinance, with an amendment to limit the color of illumination to white instead of the red and orange colors as originally proposed by staff. The Planning Commission adopted a motion (5-0-1-1: 5 votes in support, 0 opposed, 1 recusal, and 1 member absent) to recommend approval of the proposed Ordinance to the City Council, subject to the findings included with the report.

POLICY / RULE

Under Section 2.12 of the City Charter, amendments to the Folsom Municipal Code require review and approval by the City Council.

ANALYSIS

Under the current sign regulations for the Sutter Street Subarea, "open" signs are limited to externally and nonilluminated signage due to the prohibition of the use of neon and internal illumination for all signage, as outlined in FMC 17.52.510(E)(4). After research around the potential for externally illuminated "open" sign options, staff found that these types of "open" signs are not common or readily available on the market compared to other illuminated "open" sign options, and business owners on Sutter Street have claimed that nonilluminated "open" signs are not easily visible in the evening hours which makes it difficult for customers to clearly identify which businesses are opened or closed.

Additionally, of the historic districts in our region that were evaluated by staff, most either explicitly allowed or did not prohibit the use of neon or internally illuminated signage. Notably, Nevada City's district prohibited internally illuminated signs, including neon, but others, such as Auburn and Woodland, explicitly allow for neon signs. Sacramento and Grass Valley also allow for the use of internally illuminated signage in their historic district standards. Of the illuminated "open" signs allowed in these districts, staff concluded that a controlled approach for the Sutter street Subarea would help both address the needs of businesses for visibility while maintaining the district's historic character.

Staff has provided proposed modifications to FMC Section 17.52.510 to add a provision to allow businesses in the Sutter Street Subarea the use of one "open" sign of a size no greater than 1.5 square-feet, that may be nonilluminated, externally illuminated, or internally illuminated. A clean version of the proposed ordinance is provided in Attachment 1, and a redlined version showing the edits is provided in Attachment 2. The types of internal illumination are further limited to face-lit, neon-tube, or similar type of illumination. Animated signs and multi-bulb signs would be prohibited alongside any information that would advertise the business, such as trade names, logos, or symbols. Illumination is proposed to be limited to only white colors.

This proposal aims to improve visibility for businesses during evening hours without compromising the historic character of the Sutter Street Subarea. The allowance for internal illumination, including neon, would grant businesses greater visibility in the evenings, while the limitation on the number of signs, the size, and the prohibition on advertisement would ensure that the use of these "open" signs will be as small minor signs, not the main visual draw for the storefront of a business. The size limitation to 1.5 square-feet will also be able to accommodate most readily available "open" sign sizes on the market. The prohibition on animated and multi-bulb signs will also ensure that no modern-appearing signs, such as multi-bulb LED signs, would be used.

Originally staff had recommended that the illumination colors be limited to red and orange, as this was the first colors available for neon signage in the early 1900s and is considered more historically compatible with the Historic District. Additionally, the use of red and orange would effectively limit the brightness, and thus the visual impact, of the signs on the historic street façade. However, a letter from the Folsom Historic District Association recommended that only white illumination be allowed, which was reiterated by their representative at the March 12th Historic District Commission hearing, and at the direction of the Commission staff have modified the color to white illumination only. The limitation to a singular color is intended to prevent the use of modern red and blue neon "open" signs (developed in the 1980s) which are not considered historically accurate to the Sutter Street Subarea.

Overall, the proposed draft ordinance intends to balance the goal to preserve the historic character of the Sutter Street Subarea with the needs of businesses for enhanced evening visibility through allowing the use of small, minor illuminated "open" signs.

FINANCIAL IMPACT

The changes to Section 17.52.510 of the FMC is not anticipated to impact the General Fund.

ENVIRONMENTAL REVIEW

The change to this chapter of the Folsom Municipal Code is not a project under the California Environmental Quality Act (CEQA) and is therefore exempt from environmental review in accordance with Section 15061(b)(3). Additionally, the addition of small illuminated open signs at Sutter Street businesses would be categorically exempt under Section 15301 of the CEQA Guidelines as it is a minor alteration that involves no expansion of the use.

ATTACHMENTS

1. Ordinance No. 1349 – An Ordinance of the City of Folsom Amending Subsection E(4) and adding Subsection (E)(7) to Section 17.52.510 of the Folsom Municipal Code Pertaining to Minor Illuminated Open Signs in the Historic District Sutter Street Subarea
2. Proposed Ordinance amendment in redline version
3. Historic District Commission Staff Report and Attachments, dated March 12, 2025
4. Public Comment Letter, dated March 11, 2025
5. Minutes from March 12, 2025 Historic District Commission Meeting (Draft)

Submitted,



_____

PAM JOHNS
Community Development Director

Attachment 1

ORDINANCE NO. 1349

AN ORDINANCE OF THE CITY OF FOLSOM AMENDING SUBSECTION E(4) AND ADDING SUBSECTION (E)(7) TO SECTION 17.52.510 OF THE FOLSOM MUNICIPAL CODE PERTAINING TO MINOR ILLUMINATED OPEN SIGNS IN THE HISTORIC DISTRICT SUTTER STREET SUBAREA

The City Council of the City of Folsom does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this ordinance is to amend the Folsom Municipal Code to allow for the use of certain internally illuminated open signs in the Sutter Street Subarea of the Historic District.

SECTION 2 AMENDMENT TO CODE

Subsection (E)(4) of Section 17.52.510 of the Folsom Municipal Code is hereby amended to read as follows:

17.52.510 Sutter Street Subarea Special Use and Design Standards

E. Signs

4. In addition to those signs prohibited in Chapter 17.59, the following signs are prohibited in this subarea, except as expressly provided in this section:
    a. Neon;
    b. Internally illuminated;
    c. Backlit canopies; and
    d. Corporate flags.

SECTION 3 ADDITION TO CODE

Subsection (E)(7) is hereby added to Section 17.52.510 of the Folsom Municipal Code to read as follows:

17.52.511 Sutter Street Subarea Special Use and Design Standards

E. Signs

7. Notwithstanding any other provision of this section, each business is permitted to have one "Open" sign, subject to the following standards:
    a. Size is no greater than 1.5 square feet.
    b. Located indoors, placed on a window or door.
    c. Does not include logos, symbols, or trade names, and shall bear only information indicating if and when the business is open.

d. Nonilluminated, externally illuminated, or internally illuminated "Open" signs are allowed.
e. If internally illuminated, illumination is limited to face-lit, neon-tube, and similar types of illumination.
f. If illumination is used, colors for external and internal illumination shall be limited to white.
g. The use of multiple bulbs to create letters or shapes are prohibited.
h. Animated signs are prohibited.

SECTION 4 SCOPE

Except as set forth in this ordinance, all other provisions of the Folsom Municipal Code shall remain in full force and effect.

SECTION 5 SEVERABILITY

If any section, subsection, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council declares that it would have passed each section irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be declared unconstitutional, invalid, or ineffective.

SECTION 6 EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

This ordinance was introduced and the title thereof read at the regular meeting of the City Council on April 22, 2025 and the second reading occurred at the regular meeting of the City Council on May 13, 2025.

On a motion by Councilmember _____ seconded by Councilmember _____, the foregoing ordinance was passed and adopted by the City Council of the City of Folsom, State of California, this 13th day of May, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 2

ORDINANCE NO. 1349

AN ORDINANCE OF THE CITY OF FOLSOM AMENDING SUBSECTION E(4) AND ADDING SUBSECTION (E)(7) TO SECTION 17.52.510 OF THE FOLSOM MUNICIPAL CODE PERTAINING TO MINOR ILLUMINATED OPEN SIGNS IN THE HISTORIC DISTRICT SUTTER STREET SUBAREA

The City Council of the City of Folsom does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this ordinance is to amend the Folsom Municipal Code to allow for the use of certain internally illuminated open signs in the Sutter Street Subarea of the Historic District.

SECTION 2 AMENDMENT TO CODE

Subsection (E)(4) of Section 17.52.510 of the Folsom Municipal Code is hereby amended to read as follows:

17.52.510 Sutter Street Subarea Special Use and Design Standards

E. Signs

4. In addition to those signs prohibited in Chapter 17.59, the following signs are prohibited in this subarea**, except as expressly provided in this section**:
    a. Neon;
    b. Internally illuminated;
    c. Backlit canopies; and
    d. Corporate flags.

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SECTION 3 ADDITION TO CODE

Subsection (E)(7) is hereby added to Section 17.52.510 of the Folsom Municipal Code to read as follows:

17.52.511 Sutter Street Subarea Special Use and Design Standards

E. Signs

7. Notwithstanding any other provision of this section, each business is permitted to have one "Open" sign, subject to the following standards:
    a. Size is no greater than 1.5 square feet.
    b. Located indoors, placed on a window or door.

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c. **Does not include logos, symbols, or trade names, and shall bear only information indicating if and when the business is open.**
d. **Nonilluminated, externally illuminated, or internally illuminated "Open" signs are allowed.**
e. **If internally illuminated, illumination is limited to face-lit, neon-tube, and similar types of illumination.**
f. **If illumination is used, colors for external and internal illumination shall be limited to white.**
g. **The use of multiple bulbs to create letters or shapes are prohibited.**
h. **Animated signs are prohibited.**

Formatted: Numbered + Level: 3 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Right + Aligned at: 2.13" + Indent at: 2.25"

SECTION 4 SCOPE

Except as set forth in this ordinance, all other provisions of the Folsom Municipal Code shall remain in full force and effect.

SECTION 5 SEVERABILITY

If any section, subsection, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council declares that it would have passed each section irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be declared unconstitutional, invalid, or ineffective.

SECTION 6 EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

This ordinance was introduced and the title thereof read at the regular meeting of the City Council on April 22, 2025 and the second reading occurred at the regular meeting of the City Council on May 13, 2025.

On a motion by Councilmember _____ seconded by Councilmember _____, the foregoing ordinance was passed and adopted by the City Council of the City of Folsom, State of California, this 13th day of May, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 3

AGENDA ITEM NO. 8
Type: Public Hearing
Date: March 12, 2025

Historic District Commission Staff Report

50 Natoma Street, Council Chambers
Folsom, CA 95630

Project:	Zoning Code Amendment to Allow Internally Illuminated Open Signs in the Sutter Street Subarea
File #:	ZCAM25-00032
Request:	Recommend City Council approval of Zoning Code Amendment
Location:	Sutter Street Subarea of Historic District
Parcel(s):	N/A
Staff Contact:	Nathan Stroud, Assistant Planner, (916) 461-6220 nstroud@folsom.ca.us

Project Summary

The proposed zoning code amendment would allow for the use of small internally illuminated open signs in the Sutter Street Subarea of the Historic District, subject to certain design regulations, in order to address concerns by Sutter Street businesses discussed during the Historic District Commission workshop on June 5, 2024. These concerns included the lack of easily identifiable signage which would indicate whether a business was open or closed during the evening hours due to the prohibition on internal illumination. Staff have prepared a draft ordinance to allow for internally illuminated open signs, subject to certain design standards, at the request of the Historic District Commission.

Background

Folsom Municipal Code Section 17.52.510(E)(4) states that internally illuminated signage, including specifically neon signage, is not allowed in the Sutter Street Subarea within the Historic Commercial Primary Area of the Historic District. FMC 17.59.030(C) (applicable throughout the City) states that incidental signs, such as open/closed signs, and window signs that do not cover more than 25 percent of the window, are exempt from sign permit requirements; however, staff have traditionally not allowed these signs to be internally illuminated in the Sutter Street Subarea due to the prohibition on internal illumination.

In order to support local business during the COVID-19 Public Health Emergency (PHE), the City relaxed its enforcement activities on businesses for minor issues such as sign violations. After the end of the PHE, and as a result of complaints received regarding the appearance of several internally illuminated “Open” signs for businesses on Sutter Street, Code Enforcement sent the Folsom Historic District Association (FHDA) a fact sheet on sign requirements in the Historic District, which was distributed to all businesses within the subarea in early August 2023. At that time, staff asked FHDA to remind business owners

that internally illuminated signs, as well as unpermitted temporary banner signs were not allowed on Sutter Street and that City enforcement would begin shortly.

Code Enforcement and Planning staff also met with the Sutter Street Merchants' Association on August 24, 2023, to educate business owners about the sign regulations. Staff explained the regulations to the merchants but received many concerns about the prohibition on minor internally illuminated "Open" signs. Coming out of the COVID-19 PHE, many of the merchants felt that the internally illuminated open signs were important for their businesses to let the public know that they were now open again. This was especially the case for businesses located within buildings where their storefront was not directly facing the street. The merchants generally felt that the City was telling them what they could not do instead of supporting them as they tried to recover from the economic impact of the PHE.

On June 5, 2024, Planning staff presented a workshop to the Historic District Commission (HDC) to discuss the proliferation of the use of internally illuminated open signs in the Sutter Street Subarea since the COVID-19 PHE. As noted previously, internally illuminated signs are a prohibited sign type under Folsom Municipal Code Section 17.52.510(E)(4). During the HDC workshop, several Sutter Street business owners reiterated concerns regarding the prohibition of minor internally illuminated "Open" signs, and recommended that these types of minor signs be allowed, to support their businesses by clearly identifying which stores are open to customers, especially in the evening hours. These issues are discussed further in the analysis section of this report. The Commission requested that staff return with alternative internally illuminated open sign styles which may be acceptable in the Sutter Street Subarea of the Historic District in consideration of the concerns by local Sutter Street businesses.

On July 24, 2024, the FHDA submitted a letter to staff stating that if internally illuminated open signs are determined to be allowed in the Sutter Street Subarea, the association recommended that the allowed signage be limited to only solid white internal illumination, that blinking lights or colorful illumination not be allowed, and that the size be limited to no greater than 12" x 18" (1.5 square foot). The Historic Preservation League (HPL) submitted two letters in February and early March in opposition to the use of neon-type open signs and in support of more historic multi-bulb marquee signs.

Policy/Rule
Under FMC Section 17.52.120, amendments to FMC Chapter 17.52 require review by the Historic District Commission and a recommendation to the City Council. Under Section

2.12 of the City Charter, amendments to the FMC require review and approval by the City Council.

Environmental Review
Under Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, this project is categorically exempt from CEQA since this involves a change to the sign standards of Chapter 17.52 of the Folsom Municipal Code. Regardless, the addition of small illuminated open signs at Sutter Street businesses would be categorically exempt under Section 15301 of the CEQA Guidelines as it is a minor alteration that involves no expansion of the use.

Recommendation
Staff respectfully requests that the Commission recommend City Council approval of the draft ordinance, provided in Attachment 7, to allow for the use of small, internally illuminated open signs in the Sutter Street Subarea of the Historic District, subject to specific design standards, based on the findings (Findings A-H) below.

Table of Contents
1 – Description/Analysis
2 – Internally Illuminated Open Signs in the Sutter Street Subarea
3 – Internally Illuminated Open Signs in other Historic Districts
4 – Historic Folsom Residents Association Recommendations
5 – Heritage Preservation League Letter
6 – Draft Sutter Street Subarea Open Sign Guide
7 – Draft Redlined Ordinance
8 – Clean Ordinance

Submitted,



PAM JOHNS
Community Development Director

ATTACHMENT 1
DESCRIPTION/ANALYSIS

Unique Circumstances of Sutter Street Businesses

As discussed during June 5, 2024, Historic District Commission workshop on internally illuminated open signs, business owners expressed concerns with the lack of visibility of their businesses, particularly in the evening hours. According to the business owners present, they noted the following challenges associated with not having illuminated open signs:

1. The lack of illumination for open signs in the evening hours makes it difficult for customers to identify which businesses are open or closed.
2. The inconsistency between the closing hours of businesses reduces the foot traffic for multi-tenant buildings, creating a need to better identify which businesses remain open.
3. The visibility issue in the evening is exacerbated for businesses which are located in interior courts in multi-tenant buildings, who have little to no frontage along Sutter street itself.

Given these circumstances, the Historic District Commission provided direction to staff to prepare a solution in order to address the concerns of businesses within the Sutter Street Subarea. As such, staff has proposed an ordinance which will allow for internally illuminated open signs of a certain size, type, illumination color, and design to be allowed for use for commercial uses in the Sutter Street Subarea. Staff believe that the ordinance as proposed would help support the businesses within the district in the evening hours while limiting the effect of internally illuminated signage on the historic character of the Sutter Street Subarea due to the restrictions on size, type of illumination, and colors.

Sign Illumination Standards of other Historic Districts

Staff also notes that the prohibition on internally illuminated open signs is unique to the Sutter Street Subarea of the Historic District. Aside from Nevada City's Historic District which prohibits internally illuminated signs, including neon, the Historic Districts of Auburn and Woodland explicitly allow for neon signs. Sacramento and Grass Valley also allow for internally illuminated signage in their historic district standards, and businesses within these historic districts have been found to use neon open signs. Several examples of internally illuminated open signs from each of these districts as well as others are provided in Attachment 3.

Addition to FMC 17.52.510(E) - Sutter Street Subarea Special Use and Design Standards; Signs

The intent of the amendment is to both address the concerns of Sutter Street business owners with evening visibility, while also ensuring that the amendment will not cause a detrimental effect to the historic character of the Historic District. If approved, the proposed amendment would allow each business in the subarea to use one open sign of a size no greater than 1.5 square feet, to be located in a window or door which may be nonilluminated, externally illuminated, or internally illuminated, subject to certain standards.

After review of the types of readily available internally illuminated open signs on the market, staff determined that most illuminated open signs were of a size ranging between 1 square foot and 1.5 square feet; thus, staff believe that a maximum size of 1.5 square feet was appropriate to allow for flexibility of choice for businesses when choosing an illuminated open sign. Additionally, this size would prohibit the use of excessively large signage which could detract from the historic character of the Sutter Street Subarea.

Furthermore, the proposed amendment would allow for both externally illuminated and internally illuminated open signs in addition to non-illuminated open signs. However, the provided illumination is restricted to red or orange colors in order to limit brightness and encourage historical consistency. Furthermore, multi-bulb signs would be prohibited due to the prevalence of modern LED multi-bulb signs on the market that would detract from the historic character of the subarea. Internal illumination is further limited to specifically neon and face-lit signage, and Neon-imitation signs which utilize LED tubes, which are more readily able on the market, will also be allowed under the ordinance. Allowing for illumination would address the concerns discussed in the previous section.

Neon as a type of sign illumination has been in use since the 1910s, with its use peaking during the 1930s and 1940s. Its colors were fairly limited to red-orange until the 1920s and 1930s when new technology allowed for the use of more diverse and vibrant colors. Since the peak use of neon is within the time period prescribed for the Historic District (1850 – 1950), staff is supportive of the use of neon as an option for open signs, limited to red and orange colors in order to be more consistent with the early 1900s to increase compatibility with the character of Sutter Street. Additionally, the use of red and orange colors also effectively limits the brightness of the signs, allowing for visibility in the evening hours without compromising the historic feel and appearance of Sutter Street. Examples of red neon signs in other historic districts are shown in Attachment 3, and an example is shown in Figure 1 below. Figure 2 below also shows a multicolored neon sign which would be prohibited by the draft ordinance as proposed.



Figure 1 - Red Neon Open Sign (Grass Valley)



Figure 2 - Multi-Colored Neon Open Sign (Placerville)

Face-lit open signs were also included in the approved types of open sign illumination since this form of illumination is readily available on the market and can provide an alternative to neon tube illumination. The limitation of the illumination red or orange color will also effectively limit the brightness of such signs and thus limit the impact on the historic character of the Sutter Street Subarea. Examples of an appropriate face-lit open sign are shown in Attachment 6 and in Figure 3 below.



Figure 3 - Appropriate Face-Lit Open Sign

Multi-bulb open signs which use multiple bulbs to create letters are proposed to be prohibited in the proposed zoning code amendment since the vast majority of readily available multi-bulb open signs on the market are modern LED multi-bulb signs with a modern appearance. Some examples of these signs are shown in Attachment 2 in Figure 4 below. Additionally, animated signs are also explicitly prohibited, as this would create a more modern effect that would detract from the historic character of the Sutter Street Subarea.



Figure 4 – Prohibited Modern Multi-Bulb Open Sign

Overall, the amendment will allow businesses on Sutter Street to identify whether their business is open or not. This change to the ordinance will allow for the use of open signs which are small, and which may use historically compatible types of illumination used during the 1850 – 1950 timeframe. Furthermore, staff is recommending limiting the illumination to red and orange colors since those colors are more historically compatible for the time period compared to other colors, and would limit the brightness of the open signs thus further preserving the historic character of the Sutter Street Subarea.

Examples of illuminated open signs which would be allowed or prohibited under the draft ordinance are shown in Attachment 6. This open sign guide may be modified and expanded by staff in the future consistent so long as those signs are consistent with the amended ordinance, and will serve as a reference for Sutter Street businesses.

Public Feedback

As noted earlier, staff received a letter from the Folsom Historic District Association (FHDA), provided in Attachment 4, in support of small internally illuminated open signs using white illumination. While staff initially considered allowing only white illuminated

signs, further research showed that the first neon signs of the 1910s were limited to red and orange colors, with other colors being developed later in the 1920s and 1930s. Since the Sutter Street Subarea is intended to preserve the existing pre-1900s design concept, with some allowances for post-1900 design, staff believed that adhering to the earliest neon colors would be more compatible with the historic character of the subarea. Additionally, as noted in the previous sections, the use of red and orange colors also limits the brightness of the sign used, which will help preserve the visual impact of the neon signs during the day while providing increased visibility during the evenings for businesses.

Staff had also received two letters from the Historic Preservation League (HPL), provided in Attachment 5, in opposition to the use of neon signs and recommended that staff prepare a package of sign standards for all signage in the Sutter Street Subarea rather than amending the code for just one type of signage. HPL preferred the use of wooden or metal marquee signs with naked light bulbs, and supported the use of internally illuminated signage so long as the signs utilized warm tones for illumination.

While staff acknowledges that marquee signs are associated with early illuminated signage for the early 1900s, these signs typically were used for the main sign of a commercial space, and not often used for small and minor signs, like open signs. Additionally, neon signs were more commonly used in the Sutter Street Subarea compared to marquee signs based on historical imagery from the 1920s-1950s. Practically speaking for business owners, historically appropriate marquee open signs are difficult to find, and most multi-bulb signs that are readily available are modern multi-bulb LED signs. Regarding the use of warm tones for internal illumination, staff believe that the restriction of illumination colors to red or orange colors is consistent with this recommendation for internally illuminated signage.

With regard to preparing a comprehensive update to signage for the Sutter Street Subarea, staff would like to do that, but staff does not have the resources to do that currently. Ideally, that would be done as part of the comprehensive update to FMC Chapter 17.52.

General Plan Goals and Policies

With regards to the City's General Plan which guides the physical, economic, and environmental growth of the City, the proposed project is consistent with the following General Plan goal and policies:

Goal LU 2.1

Develop and support thriving urban centers that serve as community gathering places.

GP Policy LU 2.1.1 (Historic Folsom)

Maintain the existing street fabric and pattern and enhance the tourist-oriented, historic commercial uses in the Historic Folsom commercial areas to preserve the unique character of Folsom's historic center and support local business.

The proposed project is consistent with this policy in that it will balance the preservation of the historic character of the Historic District with the needs of local businesses for

visibility in the evening hours through the use of sign illumination that imitates that used in the early 1900s.

Recommendation / Historic District Commission Action
Move to recommend City Council approval of the draft ordinance, provided in Attachment 7, to allow for the use of internally illuminated open signs in the Sutter Street Subarea of the Historic District, subject to specific design standards, based on the findings (Findings A-H) below.

GENERAL FINDINGS

A. NOTICE OF HEARING HAS BEEN GIVEN AT THE TIME AND IN THE MANNER REQUIRED BY STATE LAW AND CITY CODE.

B. THE ORDINANCE IS CONSISTENT WITH THE GENERAL PLAN OF THE CITY.

C. THE ORDINANCE SUPPORTS LOCAL ECONOMIC DEVELOPMENT AND LOCAL BUSINESSES IN THE HISTORIC DISTRICT IN PARTICULAR.

CEQA FINDINGS

D. THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER SECTION 15061(B)(3) SINCE THE AMENDMENT OF THE ZONING CODE IS AN ADMINISTRATIVE ACTION THAT DOES NOT RESULT IN A SIGNIFICANT IMPACT ON THE ENVIRONMENT.

E. FURTHERMORE, ALLOWING SMALL ILLUMINATED OPEN SIGNS IS CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW UNDER CEQA GUIDELINES SECTION 15301(EXISTING FACILITIES) AS ALLOWING THIS TYPE OF SMALL SIGN INSTALLATION IS A MINOR ALTERATION OF A PRIVATE STRUCTURE AND INVOLVES NO EXPANSION OF THE USE.

F. THERE ARE NO UNUSUAL CIRCUMSTANCES THAT EXIST TO DISTINGUISH THIS PROPOSED ORDINANCE AMENDMENT FROM OTHER EXEMPT ACTIONS.

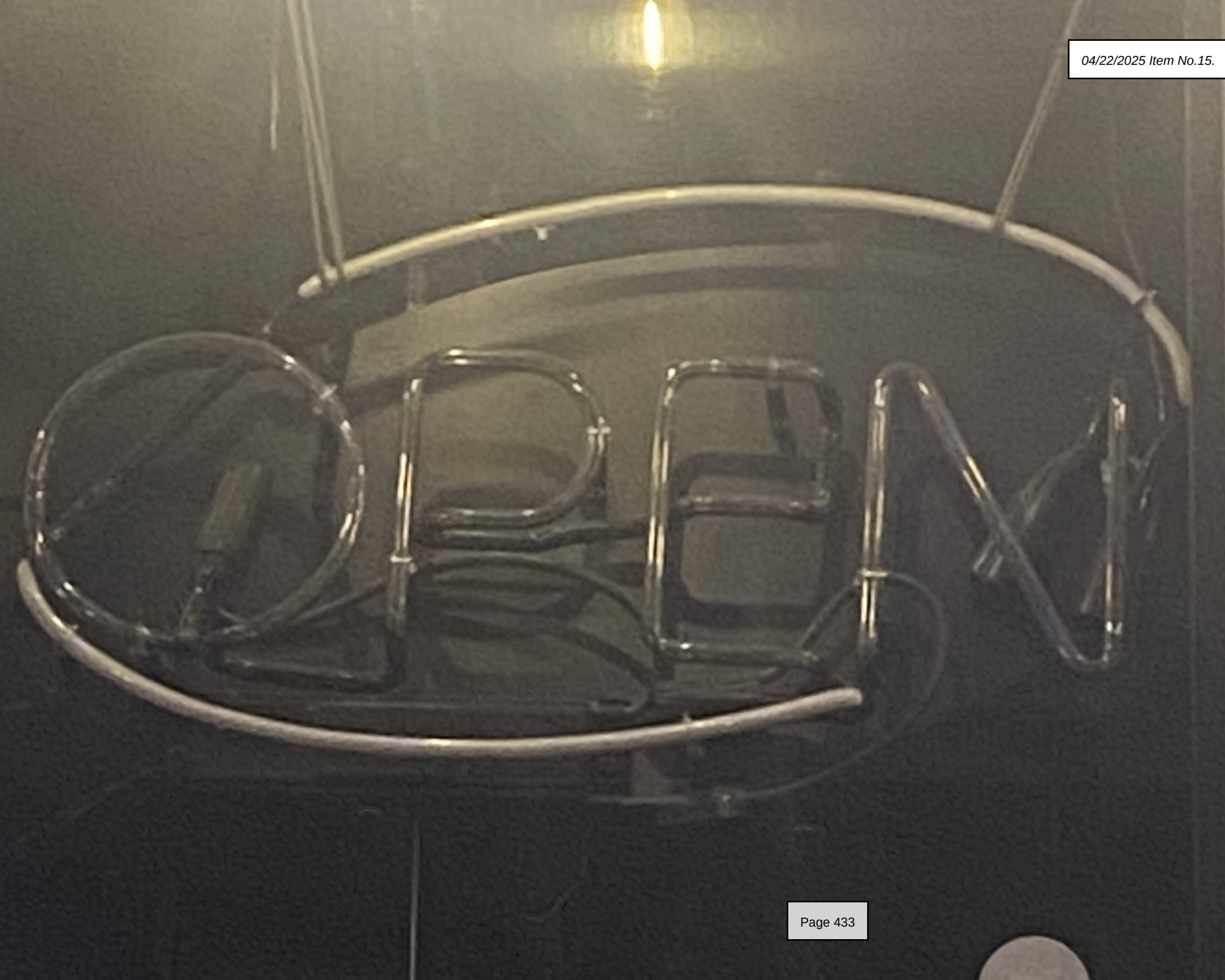
G. THE CUMULATIVE IMPACT IS NOT SIGNIFICANT IN THIS CASE.

H. THE PROPOSED ORDINANCE WILL NOT CAUSE A SUBSTANTIAL ADVERSE CHANGE IN THE SIGNIFICANCE OF A HISTORICAL RESOURCE.

Neon Open Signs in Sutter Street Subarea (Attachment 2)


open






OPEN

Face-Lit Open Signs in Sutter Street Subarea (Attachment 2)


OPEN

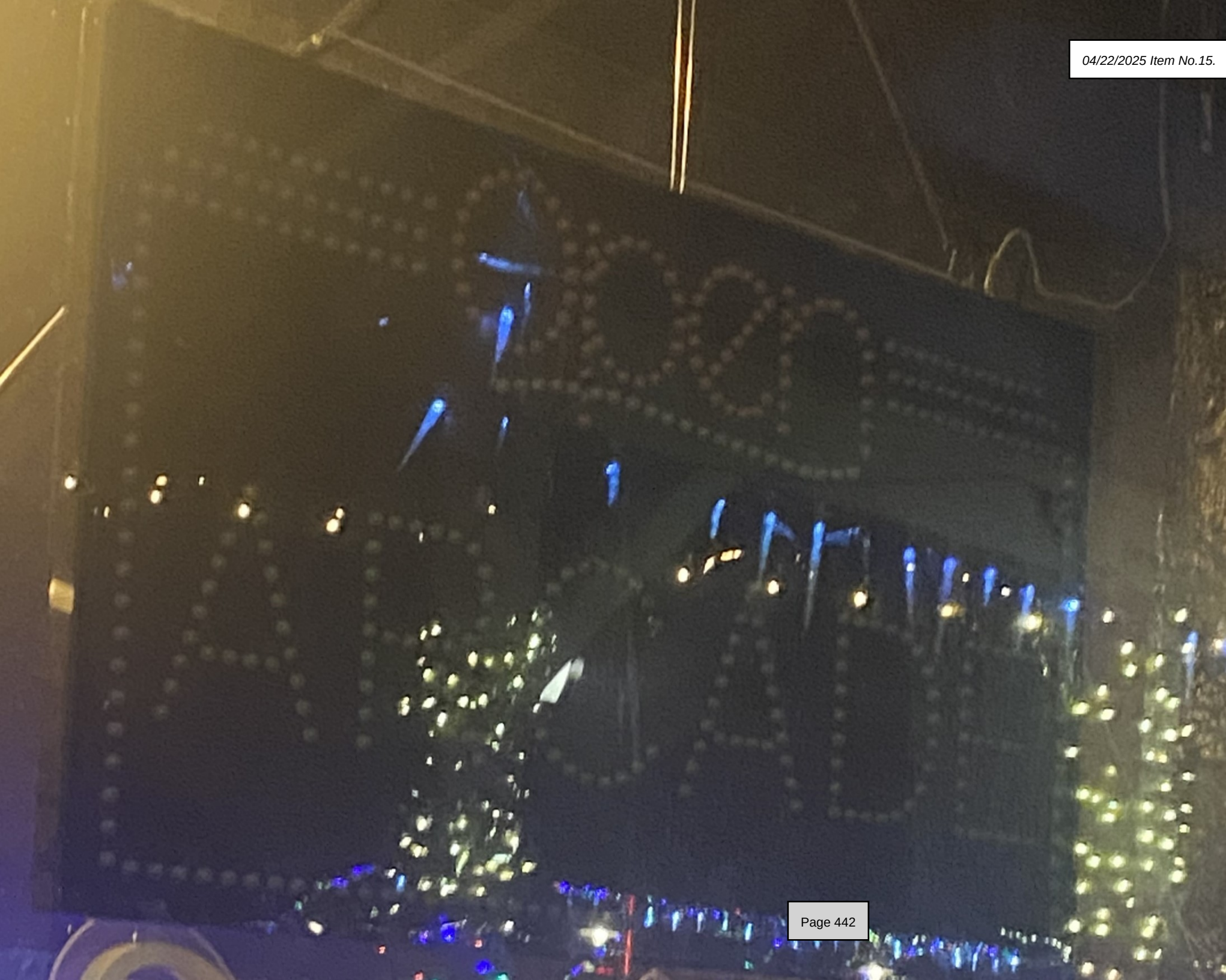

OPEN
BUSINESS HOURS


OPEN


OPEN
BUSINESS HOURS

Multi-Bulb Open Signs in Sutter Street Subarea (Attachment 2)

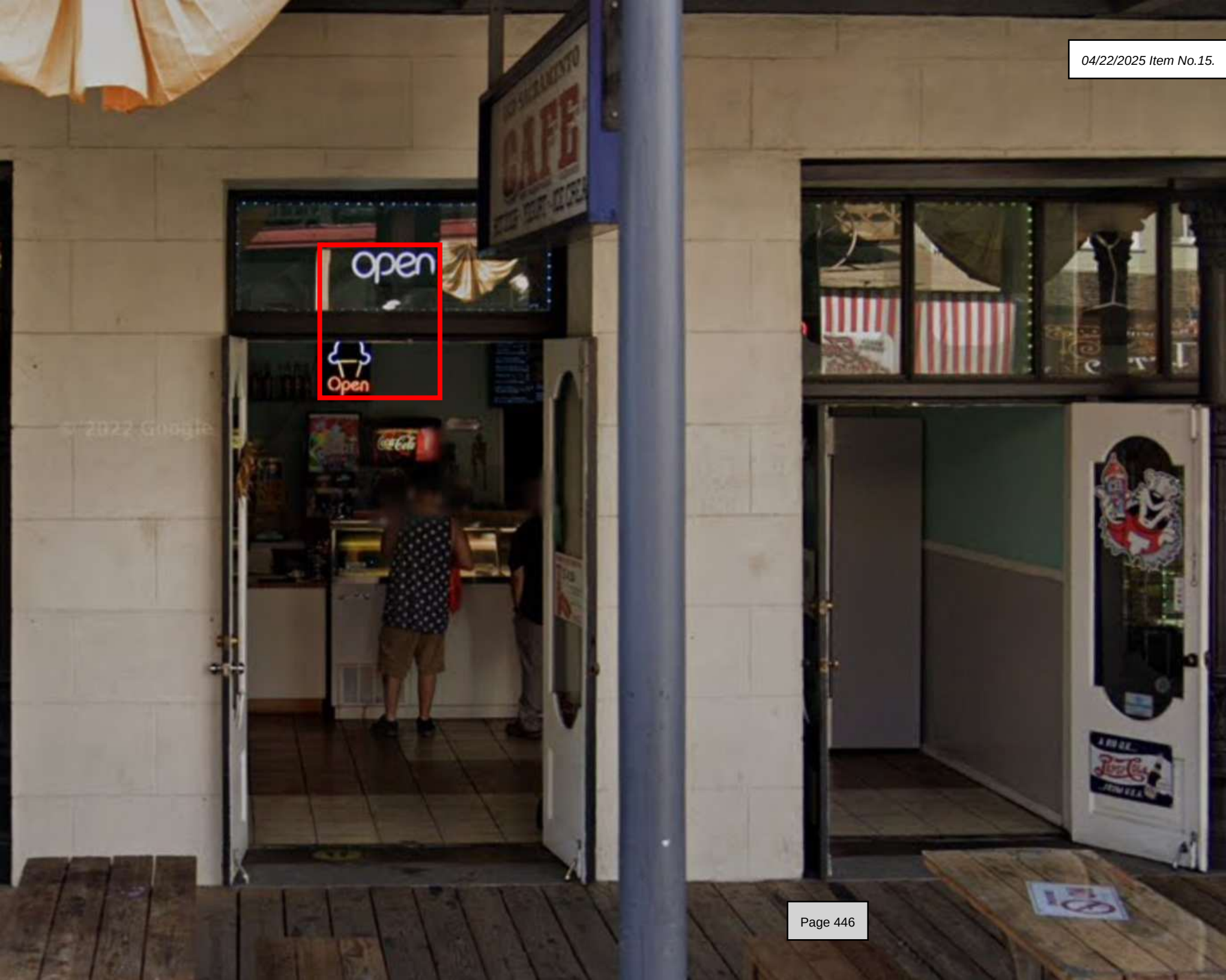




Internally Illuminated Open Signs in Old Town Sacramento (Attachment 3)


WILLIE'S
1989
Beignets!
OPEN


Chinese-West Medical Center
中西醫結合醫療中心
MASSAGE THERAPY
Reflexology Acupuncture
(916)
930-0808
OPEN
PASS


CAFE
open
Open

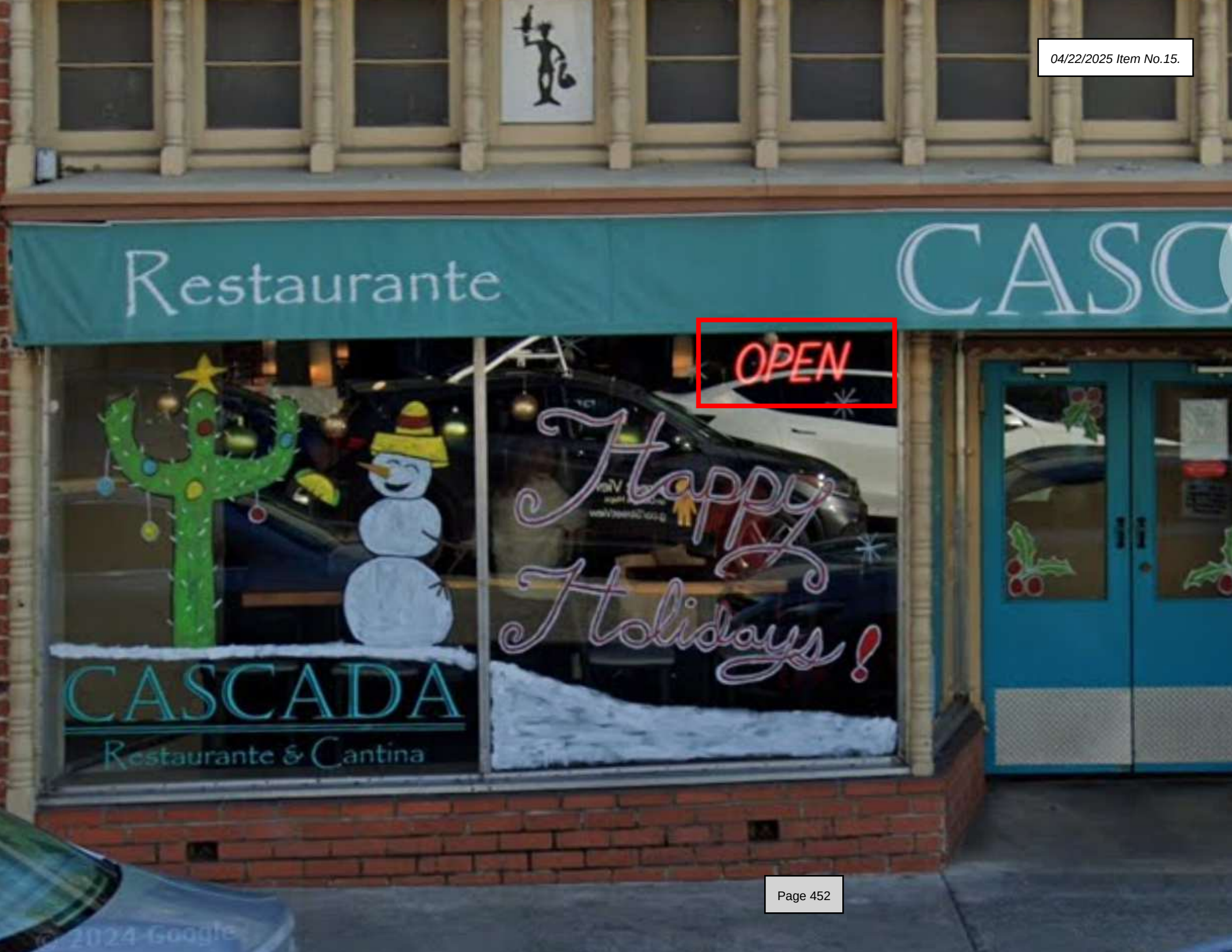

OPEN

Internally Illuminated Open Signs in Downtown Placerville (Attachment 3)


PLACERVILLE
SPORTS AND MORE!
OPEN
TEXACO

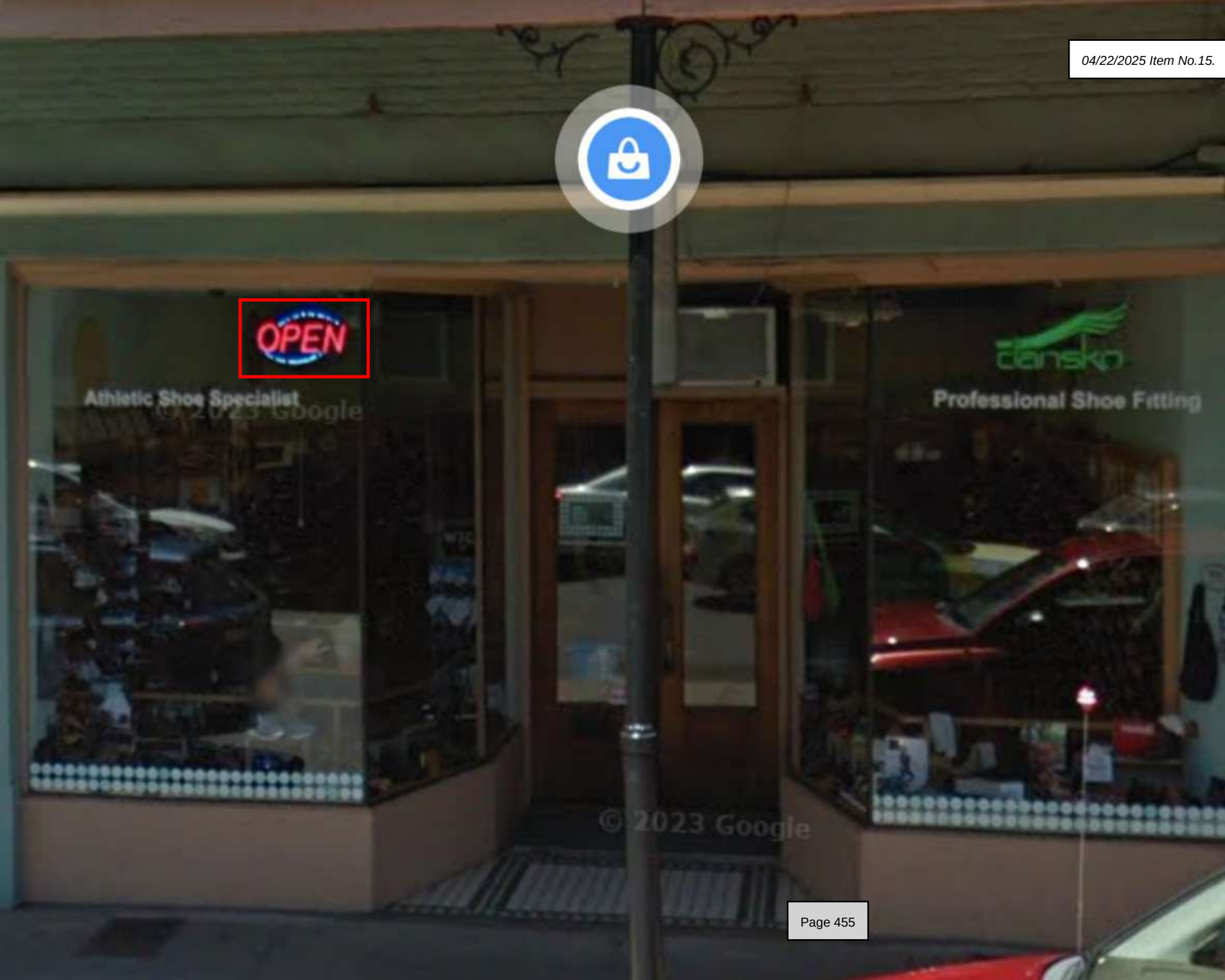

316
316
OPEN
Hangtown
Originals


THE FARM TABLE RESTAURANT
OPEN
LET'S EAT
KITCHEN OPEN
OPEN
© 2024 Google

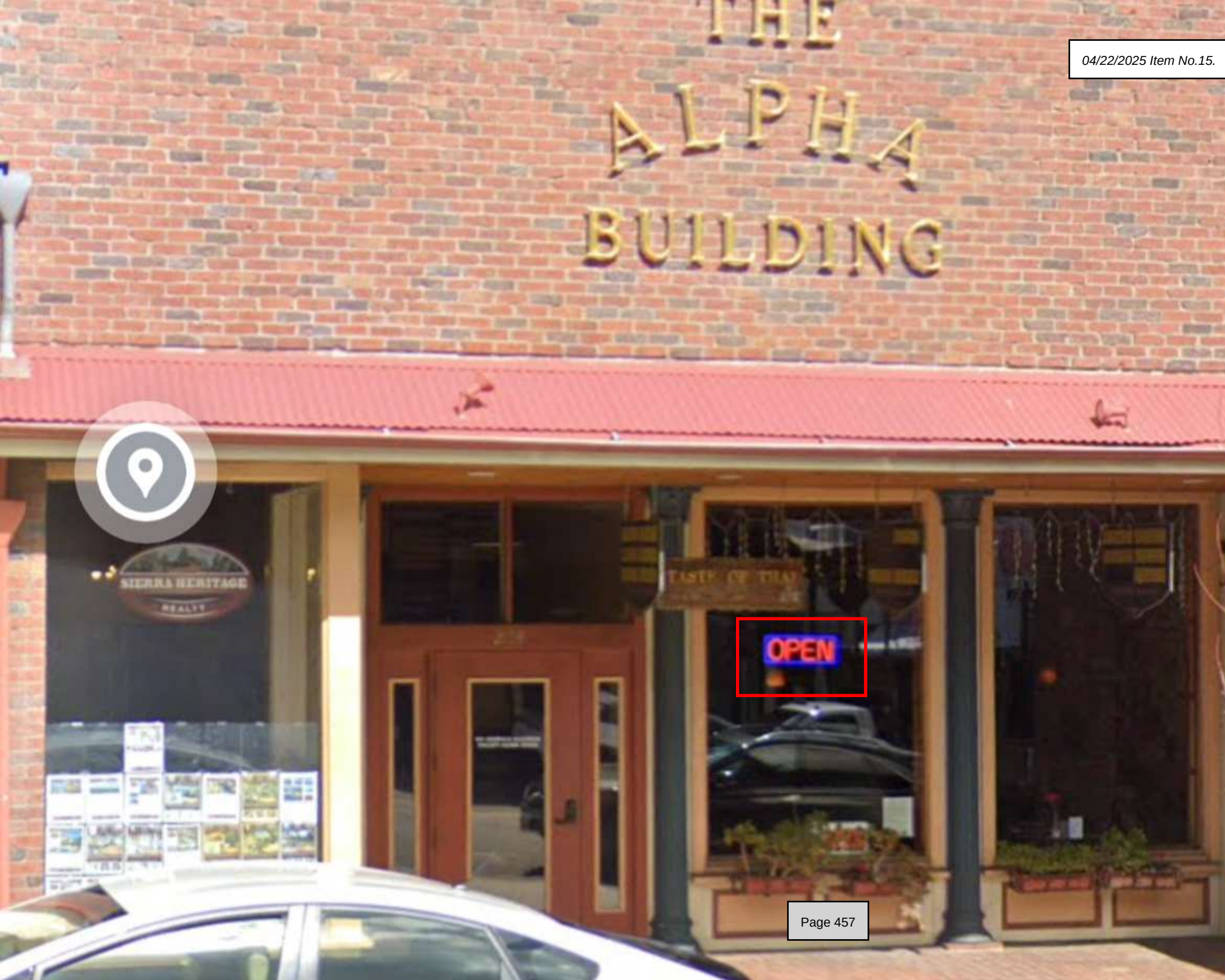

Restaurante
OPEN
Happy Holidays!
CASCADA
Restaurante & Cantina

Internally Illuminated Open Signs in Historic Downtown Grass Valley (Attachment 3)

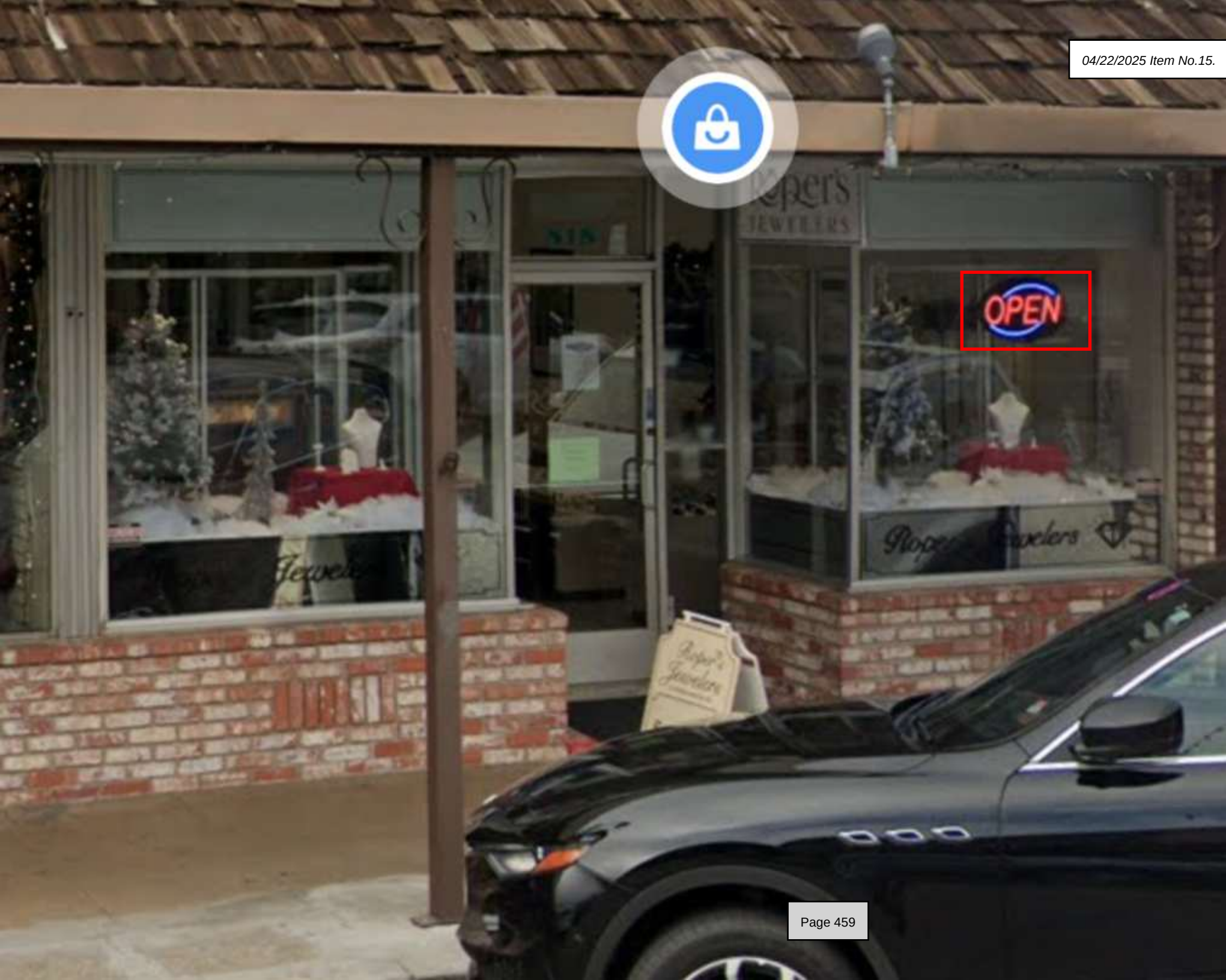

OPEN


OPEN
Athletic Shoe Specialist
© 2023 Google
dansko
Professional Shoe Fitting
© 2023 Google

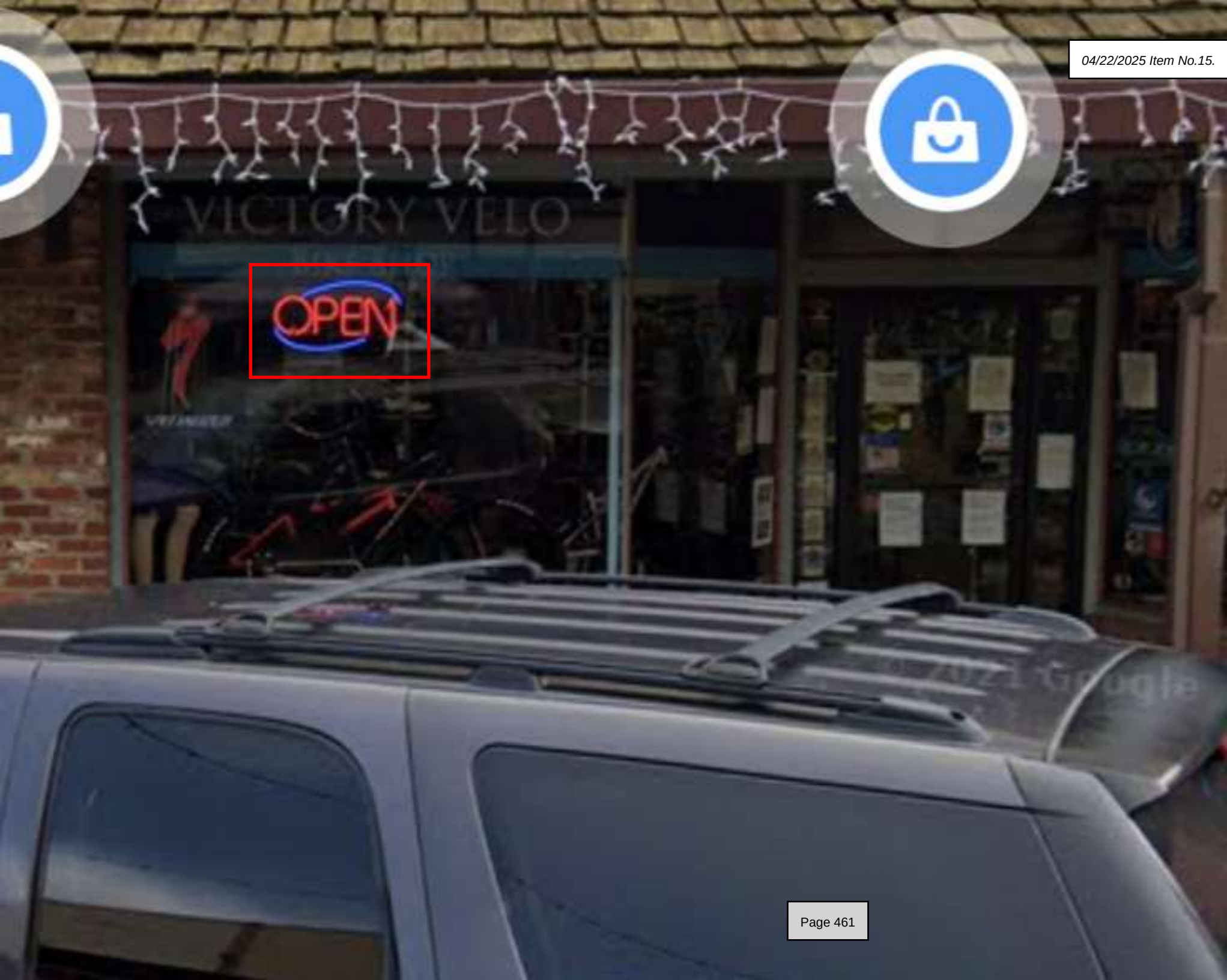

OPEN
110
OLD TOWN
Cafe
OLD TOWN
Cafe
OPEN
HELP WANTED
BUD LIGHT
WELCOM
TO THE
GOLD COUNTRY


THE
ALPHA
BUILDING
SIERRA HERITAGE
REALTY
OPEN

Internally Illuminated Open Signs in Old Auburn Historic District (Attachment 3)


OPEN


OPEN


VICTORY VELO
OPEN

Historic Folsom Residents Association Recommendations (Attachment 4)

Nathan Stroud

From: Judy Collinsworth <[redacted]>
Sent: Thursday, November 21, 2024 7:58 PM
To: Nathan Stroud
Subject: Re: Neon Signs
Attachments: possible alternatives.docx

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nathan,

D came in first and then E.

The board also liked the idea of simply saying: Your OPEN sign must be static - white only and then give dimensions that are acceptable. We would be very happy with any of these options.

Judy Collinsworth
Executive Director
Folsom Historic District Association
PO Box 515
200 Wool St
Folsom, CA 95630
[redacted]



A. $80.00



B. $39 (19 x 8)



C. $140



D. $169 **#1**



E. $84. **#2**



F. $85

Heritage Preservation League Letters (Attachment 5)

HERITAGE PRESERVATION LEAGUE OF FOLSOM
DISCUSSION POINTS REGARDING DRAFT SIGN ORDINANCE

February 25, 2025

ORDINANCE: Permitting the use of internally illuminated 'Open' signs in the Sutter Street Subarea.

STAFF REPORT: Staff will present the Ordinance to City Council for approval.

SCHEDULE: Notification provided by City planning staff on February 18, 2025. Presentation to Historic District Commission scheduled for March 12th. City Council hearing date to be determined.

SIGNS IN THE SUTTER STREET SUBAREA

General Comment

Sign requirements for the Sutter Street Subarea are specified in the Municipal Code (17.52.510) and further described in the Design & Development Guidelines for the Historic District (Chapter 4 and 5). However, many existing signs do not meet the existing design criteria. The proposed new Ordinance is only addressing 'Open' signs.

Existing Standards

Open signs are normally interior window signs. When these signs are smaller than one square-foot, they are exempt from design review. However, the general restriction against internally illuminated signs and neon signs applies to all signs in the Subarea. In the past, it has been generally accepted that these limitations were necessary to preserve Historic Folsom's image of a small foothill town from the early days of California. It is HPL's opinion that it is important to maintain this restriction.

Marquee Signs

Marquee signs of wood or metal were in use during the early part of the 1900's, before canned or neon signs were available. Because the sign letters on marquee signs are illuminated by small naked bulbs, the overall impression is compatible with signs from the late 1900's. HPL suggests that staff should consider an Ordinance that will permit the use of marquee-type open signs, in-lieu of the proposed internally illuminated signs. These signs should be located inside windows and not along the exterior of the shops.

HPL'S SIGN RECOMMENDATIONS

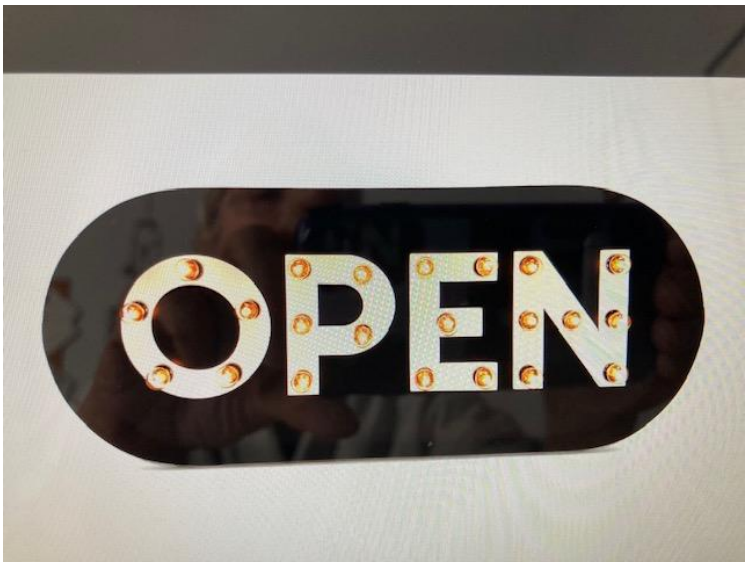
1. Continue to prohibit all internally illuminated and neon signs in the Sutter Street Subarea.

2. Consider permitting smaller, interior, marquee-type 'open' signs in the Sutter Street Subarea.

In addition, HPL believes that it would be beneficial if staff could prepare a complete sign-package for the Sutter Street Subarea, rather than processing one type of sign individually.



Marquee Sign #1



Marquee Sign #2

HERITAGE PRESERVATION LEAGUE OF FOLSOM
DISCUSSION POINTS REGARDING DRAFT SIGN ORDINANCE
RESPONSE TO STAFF'S FEEDBACK 02.28.25

February 30, 2025

ORDINANCE: Permitting the use of internally illuminated and exposed neon 'Open' signs in the Sutter Street Subarea.

STAFF REPORT: Staff will present the Ordinance to City Council for approval.

SUBJECT: City planning staff has clarified that the draft sign ordinance will include exposed neon 'Open' signs (in addition to internally illuminated 'Open' signs)

SCHEDULE: Presentation to the Historic District Commission has been scheduled for March 12th.

SIGNS IN THE SUTTER STREET SUBAREA

General Comment

The Design & Development Guidelines specifies that signs in the Sutter Street Subarea should be …*'directed primarily towards pedestrian, not vehicular traffic*'… [see DDG's 5.02.01(d)(3)]. This guideline is consistent with the prohibition of bright signs, intended to be visible from a distance (including neon, internally illuminated and 'day-glo' signs).

Neon Signs

The early history of neon started in Paris, France (Paris Auto Show in 1910). However, in the early 1900's electricity was still a novelty in the Sacramento Area and neon light was not an option. Exposed neon coils of any color will therefore clash with the Design Criteria for the Sutter Street Subarea.

Marquee Signs

Before canned or neon signs were available, marquee signs provided a greater visual impact. Because these signs are illuminated by small, uncovered light bulbs, they could be considered compatible with externally illuminated signs. However, it is HPL's opinion that marquee signs would not be appropriate along exterior facades.

Internally Illuminated Signs

The first internally illuminated signs were wood boxes with small internal light bulbs. The sign copy was painted on a translucent sheet of glass. This type of sign could also be considered compatible with externally illuminated signs, provided that the light source has a warm tone.

HPL'S SIGN RECOMMENDATIONS

1. Continue to prohibit the use of neon in the Sutter Street Subarea.

2. Consider permitting the following 'open' signs for interior use:
   a) small marquee signs with exposed light bulbs and a warm tone of light',
   b) small box signs with internal light bulbs and a warm tone of light.

Because the Zoning Code Update will not be completed for some time, the ordinance may also need to address letter fonts, the size of 'open' signs and the overall limit of window coverage.



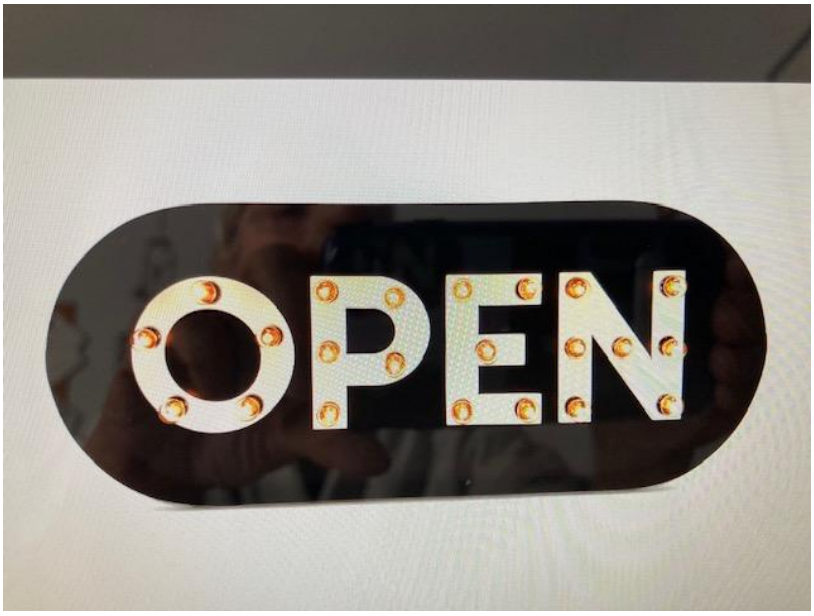
Internal Illumination #1



Internal Illumination #2



Marquee Sign #1



Marquee Sign #2

Draft Sutter Street Subarea Open Sign Guide (Attachment 6)

Historic District Guide:
Approved Illuminated "Open" Signs

Illuminated "Open" Signs

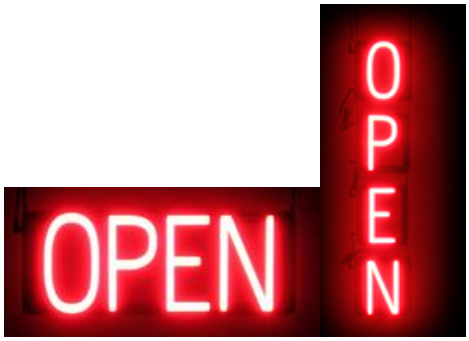
One "Open" sign of a size less than 1.5 square feet is allowed per business in the Sutter Street Subarea, and will count towards the overall 25% window coverage maximum requirement. No Sign Permit is required for "Open" signs.

Nonilluminated and Externally Illuminated "Open" signs are the preferred option in the Historic District.

Illumination for "Open" signs is limited to red and orange hues, including for neon-tube, face-lit, and externally illuminated "Open" signs. "Open" Signs with simple designs are encouraged.

Signs which utilize multiple bulbs to create letters or shapes are prohibited in the Sutter Street Subarea.

Appropriate Neon "Open" Signs



No Restrictions on Orientation



Red or Orange Hues Allowed for Illumination



No Restrictions on Front



Minor Decorative Elements and Words Allowed

Illuminated Open Signs

One "Open" sign of a size less than 1.5 square feet is allowed per business in the Sutter Street Subarea, and will count towards the overall 25% window coverage maximum requirement. No Sign Permit is required for "Open" signs.

Nonilluminated and Externally Illuminated "Open" signs are the preferred option in the Historic District.

Illumination for "Open" signs is limited to red and orange hues, including for neon-tube, face-lit, and externally illuminated "Open" signs. "Open" Signs with simple designs are encouraged.

Signs which utilize multiple bulbs to create letters or shapes are prohibited in the Sutter Street Subarea.

Appropriate Face-Lit "Open" Signs





Red or Orange Hues Allowed for Illumination

Illuminated Open Signs

One "Open" sign of a size less than 1.5 square feet is allowed per business in the Sutter Street Subarea, and will count towards the overall 25% window coverage maximum requirement. No Sign Permit is required for "Open" signs.

Nonilluminated and Externally Illuminated "Open" signs are the preferred option in the Historic District.

Illumination for "Open" signs is limited to red and orange hues, including for neon-tube, face-lit, and externally illuminated "Open" signs. "Open" Signs with simple designs are encouraged.

Signs which utilize multiple bulbs to create letters or shapes are prohibited in the Sutter Street Subarea.

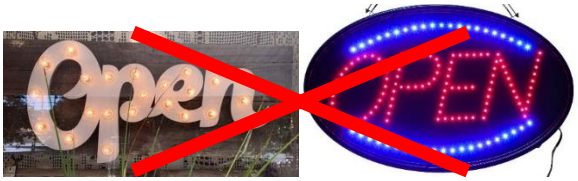
Inappropriate Illuminated "Open" Signs



Colors other than Red or Orange Hues are Prohibited



Elements which Advertise Business, Products, Services are Prohibited



Open Signs which use multiple bulbs to create letters or shapes are Prohibited



Animated Open Signs Are Prohibited

Draft Redlined Ordinance (Attachment 7)

ORDINANCE NO. 0000

AN ORDINANCE OF THE CITY OF FOLSOM AMENDING SECTION 17.52.510(E) OF THE FOLSOM MUNICIPAL CODE TO ALLOW FOR THE USE OF INTERNALLY ILLUMINATED OPEN SIGNS IN THE SUTTER STREET SUBAREA OF THE HISTORIC DISTRICT

The City Council of the City of Folsom does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this ordinance is to amend the Folsom Municipal Code to allow for the use of certain internally illuminated open signs in the Sutter Street Subarea of the Historic District.

SECTION 2 AMENDMENT TO CODE

Section 17.52.510(E) of the Folsom Municipal Code is hereby amended to read as follows:

17.52.510 Sutter Street Subarea Special Use and Design Standards

E. Signs

1. Each business whose entry door is located in the building frontage is permitted 1 wall or window sign. A business whose entry is located within an internal mall or corridor may utilize a nameplate incorporated in a wall sign for the entire building. The length of a wall sign may not exceed 75 percent of the shop's frontage. The total of all window signage may not cover more than 25 percent of the window. Wall signs shall be designed and installed with minimal space between the planes of the wall and of the sign. Businesses with frontage on more than one street and/or public parking lot may place a wall or window sign on each frontage, with subsequent signs to be no larger than half the size specified for the first sign and subject to the other requirements of the first sign.

2. Signs are permitted to be hung under a canopy, but shall not exceed 3 square feet in size with a minimum of 8 feet clearance from the sidewalk in addition to any permitted wall or window signs. Businesses without a canopy may utilize a projecting sign of the same size and clearance for this purpose. The historic district commission may approve an increase in the size of the under-canopy or projecting sign in exchange for a reduction in size of the wall or window sign.

3. Signs exempt in Chapter 17.59 are exempt in this subarea except as follows:

a. On-site directional signs are not exempt unless 2 square feet or smaller and, if freestanding, no higher than 2 feet, including base;
b. Exempt real-estate signs do not require a setback from public right-of-way; and
c. Window or door signs 1 square foot in size or larger and under-canopy signs are not exempt. Window or door signs smaller than 1 square foot are exempt but subject to the overall requirement regarding window coverage.

4. In addition to those signs prohibited in Chapter 17.59, the following signs are prohibited in this subarea**, except as expressly provided in this section:**
   a. Neon;
   b. Internally illuminated;
   c. Backlit canopies; and
   d. Corporate flags.

5. Notwithstanding any other provision of this section, each business is permitted to have one "Open" sign, subject to the following standards:
   a. Size is no greater than 1.5 square feet.
   b. Located indoors, placed on a window or door.
   c. Does not include logos, symbols, or trade names, and shall bear only information indicating if and when the business is open or closed.
   d. Nonilluminated, externally illuminated, or internally illuminated "Open" signs are allowed.
   e. If internally illuminated, illumination is limited to face-lit, neon-tube, and similar types of illumination.
   f. If illumination is used, colors for external and internal illumination shall be limited to red or orange colors.
   g. The use of multiple bulbs to create letters or shapes are prohibited.
   h. Animated signs are prohibited.

~~5.~~6. Freestanding signs are not permitted, unless the historic district commission determines that the exclusive use of wall signage at a particular location is ineffective. The historic district commission may require a reduction in the amount of wall signage otherwise allowed to compensate for the use of a freestanding sign.

~~6.~~7. Buildings with multiple tenants shall be required to submit a uniform signage program (USP) for historic district commission approval. After a USP is approved, tenant sign permits shall be reviewed and approved by the planning, inspections and permitting director.

SECTION 3 SCOPE

Except as set forth in this ordinance, all other provisions of the Folsom Municipal Code shall remain in full force and effect.

SECTION 4 SEVERABILITY

If any section, subsection, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council declares that it would have passed each section irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be declared unconstitutional, invalid, or ineffective.

SECTION 5 EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

This ordinance was introduced and the title thereof read at the regular meeting of the City Council on xxx xx, 2025 and the second reading occurred at the regular meeting of the City Council on xxxx xx, 2025.

On a motion by Councilmember _____ seconded by Councilmember _____, the foregoing ordinance was passed and adopted by the City Council of the City of Folsom, State of California, this XX day of XXXX, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Clean Ordinance
(Attachment 8)

ORDINANCE NO. 0000

AN ORDINANCE OF THE CITY OF FOLSOM AMENDING SECTION 17.52.510(E) OF THE FOLSOM MUNICIPAL CODE TO ALLOW FOR THE USE OF INTERNALLY ILLUMINATED OPEN SIGNS IN THE SUTTER STREET SUBAREA OF THE HISTORIC DISTRICT

The City Council of the City of Folsom does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this ordinance is to amend the Folsom Municipal Code to allow for the use of certain internally illuminated open signs in the Sutter Street Subarea of the Historic District.

SECTION 2 AMENDMENT TO CODE

Section 17.52.510(E) of the Folsom Municipal Code is hereby amended to read as follows:

17.52.510 Sutter Street Subarea Special Use and Design Standards

E. Signs

1. Each business whose entry door is located in the building frontage is permitted 1 wall or window sign. A business whose entry is located within an internal mall or corridor may utilize a nameplate incorporated in a wall sign for the entire building. The length of a wall sign may not exceed 75 percent of the shop's frontage. The total of all window signage may not cover more than 25 percent of the window. Wall signs shall be designed and installed with minimal space between the planes of the wall and of the sign. Businesses with frontage on more than one street and/or public parking lot may place a wall or window sign on each frontage, with subsequent signs to be no larger than half the size specified for the first sign and subject to the other requirements of the first sign.

2. Signs are permitted to be hung under a canopy, but shall not exceed 3 square feet in size with a minimum of 8 feet clearance from the sidewalk in addition to any permitted wall or window signs. Businesses without a canopy may utilize a projecting sign of the same size and clearance for this purpose. The historic district commission may approve an increase in the size of the under-canopy or projecting sign in exchange for a reduction in size of the wall or window sign.

3. Signs exempt in Chapter 17.59 are exempt in this subarea except as follows:

a. On-site directional signs are not exempt unless 2 square feet or smaller and, if freestanding, no higher than 2 feet, including base;
b. Exempt real-estate signs do not require a setback from public right-of-way; and
c. Window or door signs 1 square foot in size or larger and under-canopy signs are not exempt. Window or door signs smaller than 1 square foot are exempt but subject to the overall requirement regarding window coverage.

4. In addition to those signs prohibited in Chapter 17.59, the following signs are prohibited in this subarea, except as expressly provided in this section:
   a. Neon;
   b. Internally illuminated;
   c. Backlit canopies; and
   d. Corporate flags.

5. Notwithstanding any other provision of this section, each business is permitted to have one “Open” sign, subject to the following standards:
   a. Size is no greater than 1.5 square feet.
   b. Located indoors, placed on a window or door.
   c. Does not include logos, symbols, or trade names, and shall bear only information indicating if and when the business is open or closed.
   d. Nonilluminated, externally illuminated, or internally illuminated “Open” signs are allowed.
   e. If internally illuminated, illumination is limited to face-lit, neon-tube, and similar types of illumination.
   f. If illumination is used, colors for external and internal illumination shall be limited to red or orange colors.
   g. The use of multiple bulbs to create letters or shapes are prohibited.
   h. Animated signs are prohibited.

6. Freestanding signs are not permitted, unless the historic district commission determines that the exclusive use of wall signage at a particular location is ineffective. The historic district commission may require a reduction in the amount of wall signage otherwise allowed to compensate for the use of a freestanding sign.

7. Buildings with multiple tenants shall be required to submit a uniform signage program (USP) for historic district commission approval. After a USP is approved, tenant sign permits shall be reviewed and approved by the planning, inspections and permitting director.

SECTION 3 SCOPE

Except as set forth in this ordinance, all other provisions of the Folsom Municipal Code shall remain in full force and effect.

SECTION 4 SEVERABILITY

If any section, subsection, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council declares that it would have passed each section irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be declared unconstitutional, invalid, or ineffective.

SECTION 5 EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

This ordinance was introduced and the title thereof read at the regular meeting of the City Council on xxx xx, 2025 and the second reading occurred at the regular meeting of the City Council on xxxx xx, 2025.

On a motion by Councilmember _____ seconded by Councilmember _____, the foregoing ordinance was passed and adopted by the City Council of the City of Folsom, State of California, this XX day of XXXX, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 4

City of Folsom Historic District Commission
50 Natoma Street
Folsom, CA 95630
via email to: ksanabria@folsom.ca.us; pjohns@folsom.ca.us; nstroud@folsom.ca.us

SUBJECT: Comments to HDC for March 12, 2025, Meeting Agenda Item 3 - Zoning Code Amendment to Allow Internally Illuminated Open Signs in the Sutter Street Subarea

Dear Historic District Commissioners:

As I expressed in my June 4, 2024, email to the Historic District Commission (HDC) omitted from your current staff report, **I am writing to express my support for business signage in the Historic District that complies with existing Folsom Municipal Code (FMC) provisions that prohibit, among other sign types, neon and internally illuminated signage, and to express my support for enforcement of the existing prohibitions consistently for all Historic District businesses.** Staff's recommendation to allow red and orange lighted "open" signs will degrade the Sutter Street subarea's historic character and create a downward spiral where additional businesses may also feel the need to use such signage.

If a change is to be made to the FMC regarding internally lit signage, then I request that the change be consistent with that recommended by the Folsom Historic District Association (FHDA) in July 2024 that only solid white internal illumination be allowed and that blinking lights or colorful illumination be prohibited.

It is unclear to me why the Community Development Department (CDD) has invested any staff resources into modifying the existing signage regulation instead of simply enforcing the existing regulations. It seems that a few businesses who do not want to comply with the existing ordinance have influenced CDD to spend staff time and resources on modifying the existing sign regulations in a manner that will degrade the character of the Historic District.

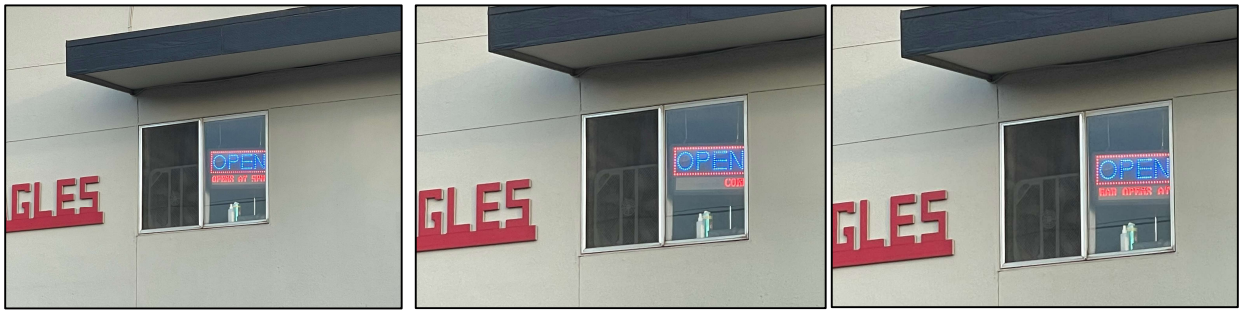
Neon, neon-like, or other internally lit "open" signs on Sutter Street conflict with the purpose and intent of Folsom's Historic District zoning and in particular with FMC 17.52.010(B)(1) purpose "[t]o preserve and enhance the historic, small-town atmosphere of the historic district as it developed between the years 1850 and 1950." Although the first neon signs were used in the U.S. in 1923, the use of neon "open" signs was not common until the mid-1980s (see attached Slate article). Red and orange lighted "open" signs in no way reflect the atmosphere of Folsom's historic district as it developed between 1850 and 1950.

Allowing businesses on Sutter Street to use red and orange internally lit signs as proposed by staff will influence even more business to have such signs as a necessity to show they are also open (see attached Slate article, "*because my competitor on the next block has a neon OPEN sign….they think I'm closed.*" Instead, by creating a level playing field where no businesses are allowed to use such signs, business owners will have incentive to be creative with designing unique, period-appropriate signage. Several businesses along Sutter Street already do this and have unique, visually appealing "open" signs or other clear indications that their businesses are open.

Sutter Street is not a strip mall and it is not a thoroughfare along which a bright red "open" sign is needed to attract the attention of passing motorists. Instead, Sutter Street is a walkable area where pedestrians can easily assess whether or not a business is open without having a blaring red or orange "open" sign drawing attention away from the unique visual setting and historic character of Sutter Street buildings and businesses.

On Monday evening (3/10/25), I photographed few of the existing lighted signs in the Sutter Street subarea. Presumably, these are some of the businesses that are also seeking a change to the sign regulations. However, all of the lighted signs I observed would also be in conflict with staff's proposed modified regulations. Some examples, including the Eagles Lodge with a lighted sign visible from Scott Street, are below.

Eagles Lodge – A window-mounted lighted sign reading "open" with multiple blue bulbs creating individual letters, surrounded by multiple red bulbs creating a border, and an animated streaming line of text created by multiple red bulbs announcing hours and cornhole. This sign violates the existing regulation and would also violate the proposed modified regulation. Moreover, Eagle's Lodge is a private club and has multiple alternative ways to communicate its hours to members without a lighted sign in the window.



The Vine – A window-mounted lighted sign reading "open" with multiple red bulbs creating individual letters that blink on and off, surrounded by multiple blue bulbs creating a border. This sign violates the existing regulation and would also violate the proposed modified regulation. The Vine also has a custom, attractive sandwich board sign on the street which provides a clear indication that The Vine is open, with no need for a lighted open sign in the window.



Pizzeria Classico – A window-mounted lighted sign with orange letters reading "open" encircled by a blue light, with seven red-lighted rows listing hours for each day of the week. This sign violates the existing regulation and would also violate the proposed modified regulation.



Sutter Street Taqueria - A window-mounted lighted sign reading “open” with multiple red bulbs creating individual letters, surrounded by multiple blue bulbs creating an oval border (not lit in photo). This sign violates the existing regulation and would also violate the proposed modified regulation.



Terra Cottage Boutique – A window-mounted white neon sign reading “open”. This sign violates the existing regulation and would also violate the proposed modified regulation. However, with its white light it is the least visual intrusive of the internally lighted signs noted here and would be consistent with the FHDA recommendation for white-only neon signs.



Contrasting the business signs above is a great example at **Full Sol Market** with an attractive sandwich sign on the sidewalk and a classic ribbon-hung chalkboard “open” sign in the window. Passersby have no trouble determining that this business is OPEN. Many other businesses along Sutter Street have similarly attractive signage or other indications that the businesses are open without resorting to internally lit signs.



I encourage the HDC to reject staff's recommendation and encourage CDD staff to enforce the existing signage regulations on all business to create a level playing field that promotes and protects the unique character of the Sutter Street subarea.

Thank you for considering my comments.

Sincerely,



Bob Delp
Historic District Resident
Folsom, CA 95630
bdelp@live.com

Attachment: Sign o' the Times - The origins of the neon OPEN sign. - By Michael Dolan - Slate Magazine - March 05, 1998

Sign o' the Times - The origins of the neon OPEN sign. - By Michael Dolan - Slate Magazine - M

Neon alters language, its gaseous glow elevating dull verbs (EAT), bland nouns (HOTEL), and vapid antonyms (VACANCY/NO VACANCY). In red and blue neon, even a flat announcement like OPEN acquires a cold yet undeniable fire.

But neon's cool heat alone did not make the OPEN sign the visual loudspeaker of American small business. First, neon had to evolve from handicraft to commodity, from carefully considered decision to impulse purchase, from custom manufacture to mass production. Only then could OPEN join the pay phone and public toilet as invisible icons that don't appear until you look for them.

The sign's ubiquity was a long time coming. Until a decade ago, a simple neon OPEN sign retailed for as much as $400. That's not cheap, but it's far less expensive than the first neon sign sold in the United States, which blinked on in 1923 when a Los Angeles car dealer had a "Packard" sign made for $1,200 (by comparison, the cheapest new Packard on the lot sold for $3,600).

Invented by a Frenchman, the neon sign quickly became an Americanism. "Neon in America meant progress, vitality, urban excitement. It symbolized American energy," writes Rudi Stern in his 1988 book, The New Let There Be Neon. A neon sign in the window also advertised the fact that a merchant was flush enough to have spent some coin. But even after the neon patents expired in the '30s and the form boomed, signs stayed expensive. And thanks to their fragility and artisan nature, they also remained locally produced. In the medium's heyday, the 1940s, the United States boasted more than 2,000 neon shops. Today, there are a mere several hundred.

What changed the neon-sign business was the beer business. In the course of a few postwar decades, outfits like Fallon Luminous Products and Everbrite learned how to manufacture durable, transportable neon signs for Coors, Miller, and the various Anheuser-Busch brands. Protective plastic housings, sturdier mounts, lighter transformers, and shock-resistant shipping boxes gave the signs greater mobility. Mass production cut costs.

But aside from beer logos and a few other popular corporate insignias, neon was a tough mass-market sell, despite competitors' efforts to break new markets. It wasn't until the mid-1980s that Fallon and Everbrite devised blue and red OPEN signs (it's a matter of dispute who made the first one), but the way they sold them–door-to-door, mostly–kept prices high. A generic OPEN cost about what a local shop would charge for one made to order, and the market responded accordingly. In a good year, Everbrite sold only about 500 signs.

Today Everbrite moves 15,000 OPENs a year, and Fallon is just as busy. The market blossomed in the late 1980s, with the rise of wholesale buyer's clubs like Costco and SAM'S Club. "Their customers were mainly small businesses," says Tim Fallon. "We showed a classic size sign to SAM'S. They tested it, and it hit." Everbrite President Jeff Jacobs pitched Costco, which also saw OPEN signs fly out of the aisles. Now SAM'S Club sells Fallon's signs for about $115; at Costco, Everbrite's sell for $119.99.

Experienced production-line workers fashion an OPEN in about 10 minutes. Despite their name, many signs contain gases other than neon. A few puffs of argon fill the blue border of an OPEN; neon itself powers the red portion of the message. In the new generation of OPEN signs, the red is redder and the blue bluer because the glass tubing is coated with colored ink. If reheated, as they would have to be in the course of repair, the inks melt into brown goop, making the signs such a pain to fix that it's easier to buy another than to take a broken model into the shop.

The classic OPEN sign is a 35-inch by 15-inch rectangle, with a dozen feet of 12-millimeter tube in the word OPEN and another 8 feet in the border. One reason the sign has achieved world domination is because the letters' height-to-width ratio approximates the Golden Section–1-to-1.618–so beloved of artists, architects, and the ordinary human eye. Another is that the size fits most transoms, windows, and walls. Still another: The shipping box stacks easily on a standard pallet.

Mavens can discern between makers at a glance. Fallon sets its OPEN in a molded plastic case, while Everbrite's mounts on a metal armature. Everbrite markets the classic rectangle only, while Fallon offers a vertical OPEN, as well as an Art Deco bullet shape.

The OPEN sign's popularity tracks that of the strip mall. Immigrant shopkeepers and boomer entrepreneurs needed to let passers-by know they were ready for business. Fifty years ago they'd have scrawled OPEN on a shirt cardboard and perched it to catch the eye of a passing pedestrian. But who window shops anymore, except at 35 mph, through a window set in the frame of a vehicle?

The lingua franca of commercial America has done what Esperanto could not: achieve universality. In Vienna, a few neon signs do growl GEOFFNET. But more often the word is OPEN–evidence, says one neon connoisseur there, of continental affection for Americana, along with a changing European culture. "In Austria, there used to be customs about when businesses could operate," says Dusty Sprengnagel, who owns a shop called Neon Line and whose book on neon will reach store shelves later this year. "Most shops closed at 6 p.m. weekdays and on Saturday were not open or were open only until noon. We all knew the rules, so no one needed an OPEN sign. But things have changed. Shops may be open later, they may be open all of Saturday. The OPEN sign is not pretty, but it provides the information you need."

With OPEN going platinum, why not a neon CLOSED sign? Everbrite tried one, but it tanked. An OPEN sign is a binary beast, it seemed–if a store owner turned it off, the message was implicit. You couldn't say the same of a CLOSED sign–if it was off, would that mean proprietors lurking in the back waiting to make a sale?

An unlit OPEN has a fearsome power of its own. "We get calls from people whose signs aren't working. They're desperate," Everbrite's Jacobs says. "A guy told me, 'I run a video store. I broke my sign washing my window. I've got to have another one right away, because my competitor on the next block has a neon OPEN sign. People can see that he's open, but with my sign broken they think I'm closed.' "

Attachment 5

CITY OF FOLSOM
DISTINCTIVE BY NATURE

HISTORIC DISTRICT COMMISSION MINUTES
SPECIAL MEETING
February 12, 2025
6:30 p.m.
50 Natoma Street
Folsom, California 95630

CALL TO ORDER HISTORIC DISTRICT COMMISSION:

A regular meeting of the Historic District Commission was called to order at 6:30 p.m. with Chair Kathy Cole presiding.

ROLL CALL:

Commissioners Present:	Mark Dascallos, Commissioner Jennifer Cabrera, Vice Chair Daniel West, Commissioner Mathew Herrera, Commissioner John Lane, Commissioner Kathy Cole, Chair
Commissioners Absent:	John Felts, Commissioner

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

CITIZEN COMMUNICATION:

NONE

MINUTES:

The AMENDED minutes of the December 4, 2024 were approved.

The minutes of the February 5, 2025, meeting will be presented for approval.

NEW BUSINESS:

1. DRCL25-00019: 1301 Fong St., Residential Residing Project and Determination that the Project is Exempt from CEQA

A public meeting to request Design Review approval for a residential residing project located at 1301 Fong Street. The project site has a MLD (Multifamily Low Density) General Plan designation and is within the R-M (PD) (Two-Family Residential; Planned Development) Zoning District. The property is located in the Folsom Historic District

within The Preserve Subarea of the Historic Residential Primary Area. The project is categorically exempt under Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines. **(Project Planner: Nathan Stroud / Applicant: Monique Lytell)**

COMMISSIONER LANE MOVED TO APPROVE AN APPLICATION (DRCL25-00019) FOR DESIGN REVIEW FOR A RESIDENTIAL RESIDING PROJECT FOR A SINGLE FAMILY RESIDENCE LOCATED AT 1301 FONG STREET, AS SHOWN IN ATTACHMENT 5 BASED ON THE FINDINGS (FINDINGS A-H) BELOW AND SUBJECT TO THE ATTACHED CONDITIONS OF APPROVAL (CONDITIONS 1-10), WITH MODIFICATIONS / CHANGES TO THE FOLLOWING CONDITIONS:

- AMENDMENT OF CONDITIONS OF APPROVAL TITLE

  CONDITIONS OF APPROVAL FOR ~~401 MORMON ST., CANOPY DEMOLITION AND REPLACEMENT PROJECT (DRCL24-00309)~~ 1301 FONG ST., RESIDENTIAL RESIDING PROJECT (DRCL25-00019)

- AMENDMENT OF CONDITION NO. 1

  THE APPLICANT SHALL SUBMIT FINAL SITE DEVELOPMENT PLANS TO THE COMMUNITY DEVELOPMENT DEPARTMENT THAT SHALL SUBSTANTIALLY CONFORM TO THE EXHIBITS REFERENCED BELOW, AS MODIFIED BY THESE CONDITIONS OF APPROVAL:

  - PLAN SET (ATTACHMENT 5)

    THIS PROJECT APPROVAL IS FOR THE ~~401 MORMON ST., CANOPY DEMOLITION AND REPLACEMENT PROJECT (DRCL24-00309) WHICH INCLUDES THE DEMOLITION OF AN EXISTING CANOPY STRUCTURE AND DESIGN REVIEW FOR A 576 SQUARE-FOOT, 12 FOOT TALL NEW CANOPY STRUCTURE OVER A PLAYGROUND FOR A CHILD DAYCARE LOCATED AT 401 MORMON STREET.~~ 1301 FONG ST., RESIDENTIAL RESIDING PROJECT (DRCL25-00019) WHICH INCLUDES THE REPLACEMENT OF STUCCO SIDING WITH HORIZONTAL LAP SIDING FOR A SINGLE-FAMILY RESIDENCE AT 1301 FONG STREET. IMPLEMENTATION OF THE PROJECT SHALL BE CONSISTENT WITH THE ABOVE-REFERENCED ITEMS AS MODIFIED BY THESE CONDITIONS OF APPROVAL.

COMMISSIONER WEST SECONDED THE MOTION.

The Motion carried the following roll call vote:

AYES: DASCALLOS, CABRERA, WEST, HERRERA, LANE, COLE
NOES: NONE
RECUSED: NONE
ABSENT: FELTS

MOTION PASSED

2. USPT24-00300: The Gaslight Company Meeting and Event Space Project and Determination that the Project is Exempt from CEQA

A public hearing to request modification of an existing Conditional Use Permit for the Gaslight Company, located at 718 Sutter Street, Suite 200, for the expansion of the business into Suite 208 to accommodate a banquet room, and to increase the hours of operation. The Gaslight Company is an existing bar and restaurant that also hosts entertainment and private events. The project site has an HF (Historic Folsom Mixed Use) General Plan designation and is within the HD (Historic District) Zoning District. The property is located in the Folsom Historic District within the Sutter Street Subarea of the Historic Commercial Primary Area. The project is categorically exempt under Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines. **(Project Planner: Nathan Stroud / Applicant: Mark Dascallos)**

1. Mr. Moe Hirani addressed the Commission in support of the project and the use of the space as a banquet hall.

COMMISSIONER WEST MOVED TO APPROVE AN APPLICATION FOR THE MODIFICATION OF A CONDITIONAL USE PERMIT FOR THE GASLIGHT COMPANY, LOCATED AT 718 SUTTER STREET, SUITE

200, FOR EXPANSION OF THE BUSINESS AND TO INCREASE THE HOURS OF OPERATION, B FINDINGS (FINDINGS A-G) BELOW AND SUBJECT TO THE ATTACHED CONDITIONS OF APPROVAL (CONDITIONS 1-27), WITH MODIFICATIONS / CHANGES TO THE FOLLOWING CONDITIONS:

- AMENDMENT OF CONDITION NO. 6

  THIS CONDITIONAL USE PERMIT SHALL BE DEEMED REVOKED WITHOUT FURTHER ACTION BY THE ~~PLANNING~~ HISTORIC DISTRICT COMMISSION IF THE OPERATION OF THE FACILITY IN THE MANNER DESCRIBED IN THE CONDITIONAL USE PERMIT CEASES FOR ANY CONSECUTIVE PERIOD OF SIX (6) MONTHS.

- AMENDMENT TO ATTACHMENT 4: EXISTING CONDITIONS OF APPROVAL (PN19-305)

  STAFF WOULD LIKE TO NOTE THAT THE ORIGINAL APPROVED CONDITIONS OF APPROVAL (PN19-305) HAD INCORRECTLY STATED THAT THE HOURS OF OPERATION WERE 11 AM TO 1 AM ON THURSDAY AND SATURDAY; HOWEVER, STAFF HAD INTENDED TO STATE THAT THESE HOURS APPLIED FROM THURSDAY THROUGH SATURDAY WHEN THE PN19-305 PROJECT WAS APPROVED AT THAT TIME.

COMMISSIONER LANE SECONDED THE MOTION.

The Motion carried the following roll call vote:

AYES: CABRERA, WEST, HERRERA, LANE, COLE
NOES: NONE
RECUSED: DASCALLOS
ABSENT: FELTS

MOTION PASSED

3. ZCAM25-00032: Zoning Code Amendment to Allow Internally Illuminated Open Signs in the Sutter Street Subarea and Determination that the Project is Exempt from CEQA

A public hearing to consider a Zoning Code Amendment that will allow for the use of small internally illuminated open signs in the Sutter Street Subarea of the Historic District if the open signs meet certain design criteria. The project is categorically exempt under Sections 15061(b)(3) and 15301 of the California Environmental Quality Act (CEQA) Guidelines. **(Project Planner: Nathan Stroud)**

1. Ms. Judy Collinsworth addressed the Commission in support of the project – with the exception of the use of orange and red colors. Ms. Collinsworth spoke on behalf of merchants in the Historic District, who voiced a preference for white neon only.

COMMISSIONER WEST MOVED TO RECOMMEND CITY COUNCIL APPROVAL OF THE DRAFT ORDINANCE, PROVIDED IN ATTACHMENT 7, WITH MODIFICATIONS / CHANGES TO STANDARD F BELOW, TO ALLOW FOR THE USE OF INTERNALLY ILLUMINATED OPEN SIGNS IN THE SUTTER STREET SUBAREA OF THE HISTORIC DISTRICT, SUBJECT TO SPECIFIC DESIGN STANDARDS, BASED ON THE FINDINGS (FINDINGS A-H) BELOW.

- AMENDMENT TO ATTACHMENT 7: DRAFT ORDINANCE

  - SECTION 2 AMENDMENT TO CODE

    SECTION 17.52.510(E) OF THE FOLSOM MUNICIPAL CODE IS HEREBY AMENDED TO READ AS FOLLOWS:

    17.52.510 SUTTER STREET SUBAREA SPECIAL USE AND DESIGN STANDARDS

    E. SIGNS

    5. NOTWITHSTANDING ANY OTHER PROVISION OF THIS SECTION, EACH BUSINESS IS PERMITTED TO HAVE ONE “OPEN” SIGN, SUBJECT TO THE FOLLOWING STANDARDS:

A. SIZE IS NO GREATER THAN 1.5 SQUARE FEET.
B. LOCATED INDOORS, PLACED ON A WINDOW OR DOOR.
C. DOES NOT INCLUDE LOGOS, SYMBOLS, OR TRADE NAMES, AND SHALL BEAR ONLY INFORMATION INDICATING IF AND WHEN THE BUSINESS IS OPEN OR CLOSED.
D. NONILLUMINATED, EXTERNALLY ILLUMINATED, OR INTERNALLY ILLUMINATED "OPEN" SIGNS ARE ALLOWED.
E. IF INTERNALLY ILLUMINATED, ILLUMINATION IS LIMITED TO FACE-LIT, NEON-TUBE, AND SIMILAR TYPES OF ILLUMINATION.
F. IF ILLUMINATION IS USED, COLORS FOR EXTERNAL AND INTERNAL ILLUMINATION SHALL BE LIMITED TO WHITE COLOR.
G. THE USE OF MULTIPLE BULBS TO CREATE LETTERS OR SHAPES ARE PROHIBITED.
H. ANIMATED SIGNS ARE PROHIBITED.

COMMISSIONER LANE SECONDED THE MOTION.

The Motion carried the following roll call vote:

AYES: CABRERA, WEST, HERRERA, LANE, COLE
NOES: NONE
RECUSED: DASCALLOS
ABSENT: FELTS

MOTION PASSED

PLANNING MANAGER REPORT:

Planning Manager Desmond Parrington reported that the next Historic District Commission meeting is tentatively scheduled for April 2, 2025.

Planning Manager Desmond Parrington provided an update on the following items:

- New City Manager, Mr. Bryan Whitemyer, was introduced to the Commission.
- Since the last commission meeting, staff has handled two design reviews – one small ADU and one garage door replacement.

There being no further business to come before the Folsom Historic District Commission, Chair Kathy Cole adjourned the meeting at 8:05 p.m.

RESPECTFULLY SUBMITTED,

Karen Sanabria, ADMINISTRATIVE ASSISTANT

APPROVED:

Kathy Cole, CHAIR

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	New Business
SUBJECT:	Ordinance No. 1350 - An Uncodified Ordinance of the City of Folsom to Designate Fire Hazard Severity Zones in the Local Responsibility Area (LRA) – (Introduction and First Reading)
FROM:	Fire Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff respectfully request that the City Council introduce and conduct the first reading of Ordinance No. 1350 - An Uncodified Ordinance of the City of Folsom to Designate Fire Hazard Severity Zones in the Local Responsibility Area (LRA). The second reading and adoption of the ordinance will follow at the May 13, 2025, City of Folsom council meeting.

BACKGROUND / ISSUE

This agenda item involves adopting an ordinance to designate Fire Hazard Severity Zones within the Local Responsibility Area (LRA) and reference the City of Folsom LRA Fire Hazard Severity Zones Map, published on March 10, 2025.

Under state law, the State Fire Marshal is responsible for classifying lands within State Responsibility Areas (SRA) into Fire Hazard Severity Zones. Following the devastating 1991 Oakland Hills Fire, this requirement was expanded in 1992 to include Local Responsibility Areas, requiring the California Department of Forestry and Fire Protection (CAL FIRE) to assess fire hazard severity in these areas as well. In 2021, CAL FIRE was further directed to identify Moderate and High Fire Hazard Severity Zones, in addition to the previously designated Very High zones in Local Responsibility Areas. This update ensures that LRA maps, which previously only reflected very high hazard classifications, now also include moderate and high hazard zones.

The updated Fire Hazard Severity Zones maps apply to all areas where fire protection is not the responsibility of state or federal agencies. A separate map for State Responsibility Areas

was updated and became effective in 2024. CAL FIRE developed the updated maps using a science-based, field-tested model that assigns hazard scores based on key factors influencing fire likelihood and behavior. The model considers fire history, existing and potential fuel sources such as natural vegetation, predicted flame length, blowing embers, terrain, and typical fire weather conditions.

The maps reflect fire hazard rather than fire risk. Similar to flood zone maps, these designations indicate the probability of fire occurring in a given area over a 30 to 50-year period, without considering mitigation efforts such as home hardening, recent wildfires, or fuel reduction programs.

Under California Government Code Section 51179(3), local agencies cannot reduce the fire hazard severity level assigned by the State Fire Marshal. However, they may increase the designation if they determine a higher hazard level is warranted. Local agencies do not have the authority to remove or lower designated fire hazard severity zones from the CAL FIRE maps. These state-mandated designations play a crucial role in land use planning, fire safety regulations, and emergency preparedness efforts for communities located in fire-prone areas.

POLICY / RULE

California Government Code Section 51179(a) requires local agencies, including cities, counties, or districts responsible for fire protection within a moderate fire hazard severity zone, to designate by ordinance the moderate, high, and very high fire hazard severity zones within their jurisdiction. This designation must occur within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178. The City of Folsom received the Local Responsibility Area Fire Hazard Severity Zones Map on March 10, 2025. As the agency responsible for fire protection within a moderate fire hazard severity zone, the City of Folsom is required to adopt this ordinance.

ANALYSIS

The proposed ordinance would designate Fire Hazard Severity Zones within the Local Responsibility Area (LRA) based on the updated LRA Fire Hazard Severity Zones Map, published on March 10, 2025.

State law requires CAL FIRE to evaluate fire hazard severity in LRAs. In 2021, CAL FIRE expanded its classifications to include Moderate and High hazard zones in addition to Very High zones. The updated maps identify fire hazard levels in areas not covered by state or federal fire services.

Using a scientific model, CAL FIRE assessed fire probability and behavior by analyzing factors such as fire history, vegetation, terrain, and weather conditions. These maps reflect hazard, meaning the likelihood of fire occurring, rather than risk, which considers actual vulnerability and mitigation efforts.

Under California Government Code Section 51179(3), local agencies are not permitted to reduce designated hazard levels but may increase them if necessary.

FINANCIAL IMPACT

No fiscal impact except staff time to prepare the staff report/ordinance and to publish the ordinance.

ENVIRONMENTAL REVIEW

This action is not considered a project under Section 15061(b)(3) of the California Environmental Quality Act Guidelines, and as such is exempt from environmental review.

ATTACHMENTS

1. Ordinance No. 1350 - An Uncodified Ordinance of the City of Folsom to Designate Fire Hazard Severity Zones in the Local Responsibility Area (LRA)

2. City of Folsom Local Responsibility Area Fire Hazard Severity Zones Map

Submitted,

Ken Cusano, Fire Chief

Attachment 1
Ordinance No. 1350 - An Uncodified Ordinance of the City of Folsom to Designate Fire Hazard Severity Zones in the Local Responsibility Area (LRA)

ORDINANCE NO. 1350

AN UNCODIFIED ORDINANCE OF THE CITY OF FOLSOM TO DESIGNATE FIRE HAZARD SEVERITY ZONES IN THE LOCAL RESPONSIBILITY AREA (LRA)

The City Council of the City of Folsom does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this ordinance is to designate Fire Hazard Severity Zones within the Local Responsibility Area (LRA) and reference the City of Folsom LRA Fire Hazard Severity Zones Map, published March 10, 2025, pursuant to Government Code Section 51178.

SECTION 2 FINDINGS

California Government Code Section 51179(a) requires local agencies, including cities, counties, or districts responsible for fire protection within a moderate fire hazard severity zone, to designate by ordinance the moderate, high, and very high fire hazard severity zones within their jurisdiction. This designation must occur within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178. The City of Folsom received the Local Responsibility Area Fire Hazard Severity Zones Map on March 10, 2025. As the agency responsible for fire protection within a moderate fire hazard severity zone, the City of Folsom is required to adopt this ordinance.

SECTION 3 SCOPE

The proposed ordinance would designate Fire Hazard Severity Zones within the Local Responsibility Area (LRA) based on the updated LRA Fire Hazard Severity Zones Map, published on March 10, 2025.

State law requires CAL FIRE to evaluate fire hazard severity in LRAs. In 2021, CAL FIRE expanded its classifications to include Moderate and High hazard zones in addition to Very High zones. The updated maps identify fire hazard levels in areas not covered by state or federal fire services.

Using a scientific model, CAL FIRE assessed fire probability and behavior by analyzing factors such as fire history, vegetation, terrain, and weather conditions. These maps reflect hazard, meaning the likelihood of fire occurring, rather than risk, which considers actual vulnerability and mitigation efforts.

Under California Government Code Section 51179(3), local agencies are not permitted to reduce designated hazard levels but may increase them if necessary.

SECTION 4 SEVERABILITY

If any section, subsection, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council declares that it would have passed each section irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be declared unconstitutional, invalid, or ineffective.

SECTION 5 EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

This ordinance was introduced and the title thereof read at the regular meeting of the City Council on April 22, 2025 and the second reading occurred at the regular meeting of the City Council on May 13, 2025.

On a motion by Councilmember _____ seconded by Councilmember _____, the foregoing ordinance was passed and adopted by the City Council of the City of Folsom, State of California, this 13th day of May, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

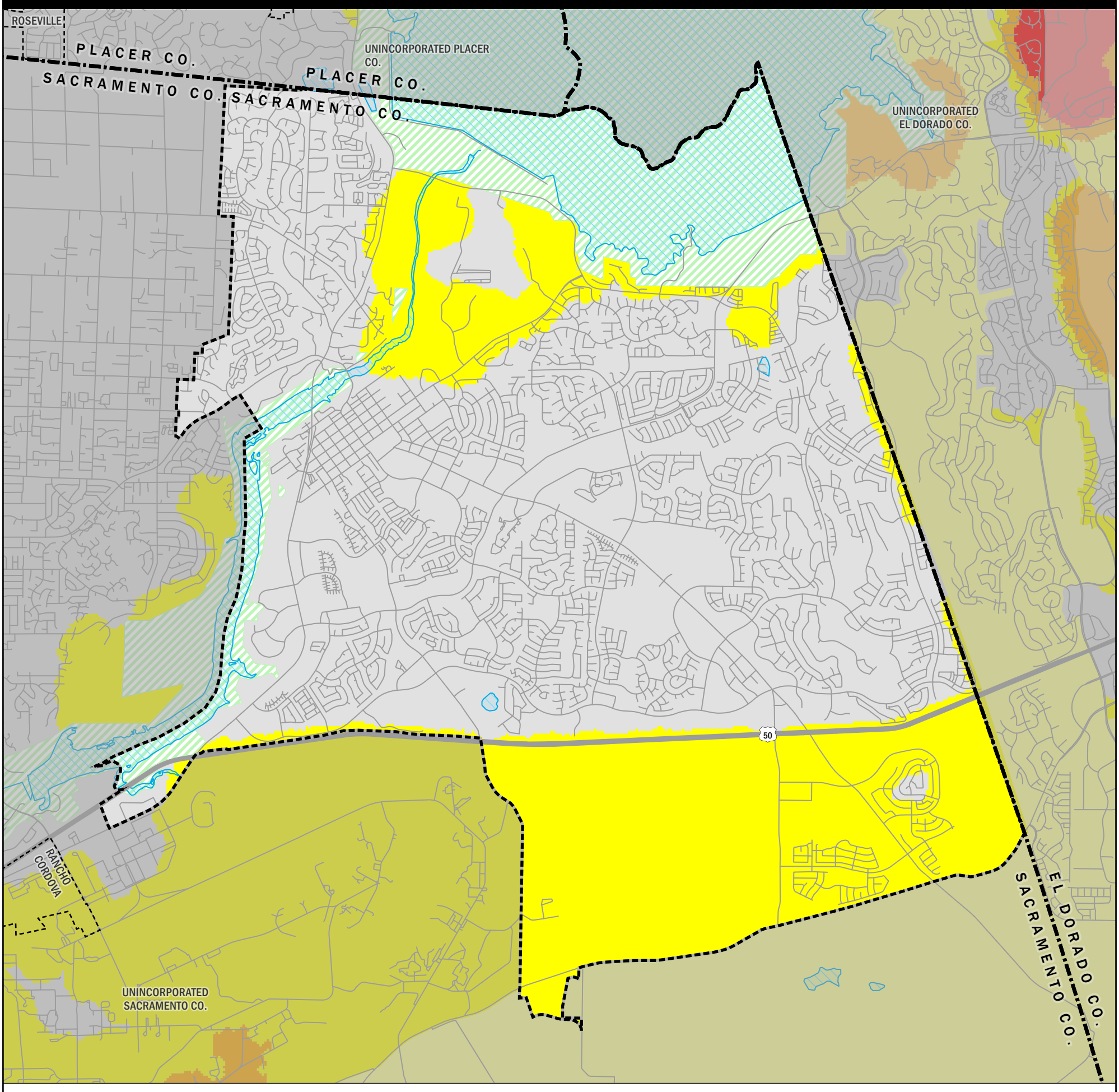
Attachment 2
City of Folsom Local Responsibility Area Fire Hazard Severity Zones Map

CITY OF FOLSOM – SACRAMENTO COUNTY

Local Responsibility Area Fire Hazard Severity Zones

As Identified by the State Fire Marshal

March 10, 2025





Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High | High | Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High | High | Moderate

Mi 0 1 2

Km 0 1 2 3 4

Projection: NAD 83 California Teale Albers
Scale: 1:52,000 at 11" x 17"

Incorporated City | Waterbody | Unzoned LRA | Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California

Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency

Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection

Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:

CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)

CAL FIRE State Responsibility Areas (SRA25_1)

City and County boundaries as of 10/22/24 (CA Board of Equalization)

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	New Business
SUBJECT:	Ordinance No. 1351 – An Ordinance of the City of Folsom Amending Sections 5.20.050(C) and 5.20.070(A)(2) of the Folsom Municipal Code to Increase the Number of Card Tables and Specify the Number of Cardrooms and Card Tables in the City (Introduction and First Reading)
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends that the City Council introduce and conduct the first reading of Ordinance No. 1351 - An Ordinance of the City of Folsom Amending Sections 5.20.050(C) and 5.20.070(A)(2) of the Folsom Municipal Code to Increase the Number of Card Tables and Specify the Number of Cardrooms and Card Tables in the City.

BACKGROUND / ISSUE

Legal gambling establishments, popularly referred to as cardrooms, have existed in California since the 1850s, and for most of that time, regulation of cardroom activities was left almost exclusively to local governments. The Folsom City Council formally began regulating cardrooms in 1988 with the approval of Ordinance No. 618, which enacted Chapter 5.20 Cardrooms of the Folsom Municipal Code.

Control of cardrooms began to shift to the State of California in 1995 when the Legislature enacted a 5-year moratorium that restricted the licensing of new cardrooms within the state. The original intent of the moratorium was to temporarily freeze the expansion of gambling in California while the State Legislature crafted what would eventually become the Gambling Control Act (Act) in 1997, legislation that requires the licensure and regulation of cardrooms on a statewide level.

Passage of the Act ultimately extended the moratorium on issuing any new cardroom licenses and expanded the definition of "expansion of gambling" to also include the number of tables in a local

jurisdiction. Under this definition, a local governmental body is prohibited from amending its Ordinance in a manner that would result in an increase of 25% or more (when compared to that authorized on January 1, 1996) in either the number of gambling tables in the jurisdiction or in the number of gambling tables operated in a cardroom in that jurisdiction.

In the 20 plus years since the Act's passage, the Legislature has enacted several exceptions to the moratorium that allow for a modest increase in the number of tables operated in a licensed gambling establishment (e.g., 2-3 tables). The City of Folsom utilized two of these statutes to increase the number of tables that could be operated in a cardroom from six to nine in 2010 and nine to eleven in 2022. These table limits are codified in Folsom Municipal Code (FMC) Section 5.20.070(A)(2).

Folsom Municipal Code Chapter 5.20 – Cardrooms also includes provisions regarding the number of cardrooms permitted within the City. Specifically, FMC Section 5.20.050 (C) states that no cardroom license shall be granted when the number of cardroom licenses in the City exceeds the ratio of one cardroom for each two thousand five hundred persons in the City according to the last preceding federal census. The 2020 United States Census estimated the population of Folsom at 80,454 persons, thus a maximum of 32 cardrooms would be permitted if consistent with state law.

On February 7, 2025, the City received correspondence from the California Department of Justice, Bureau of Gambling Control (Bureau), notifying us that the current language of FMC Section 5.20.050(C) is inconsistent with the Act (Attachment 2 of this report). Specifically, the Section must be amended to permit a specified number of card tables for the entire jurisdiction that is consistent with the number approved as of January 1, 1996, and any additional tables permitted through a legislative review process thereafter. Further, the Bureau stated that this Section must be amended before the Bureau approves any new cardroom licenses in the City.

POLICY / RULE

Under Section 2.12 of the City Charter, amendments to the Folsom Municipal Code require review and approval by the City Council.

ANALYSIS

Staff propose to amend FMC Section 5.20.050(C) as follows:

> **5.20.050 Action on applications.**
> C. Only one (1) cardroom is permitted in the City, and only one (1) cardroom license may be issued in the City. ~~Anything to the contrary notwithstanding, no cardroom license shall be granted when the number of cardroom licenses in the city exceeds the ratio of one cardroom for each two thousand five hundred persons in the city according to the last preceding federal census or special census conducted under the supervision of the Department of Finance of the State of California at the time of the application; provided, that this population limitation shall not prevent the continuance of any cardroom existing and operating at the time of the passage of the ordinance codified in this chapter. Such continued operation, however, shall be in compliance with the regulations of Section~~

~~5.20.070 in all respects. The population standard established in this section is intended to fix a maximum limitation on the number of licenses. The city council may, in its discretion, elect to authorize fewer licenses than such standard would allow.~~

This amendment will bring the FMC into compliance with the Act and clarify applicable limits to cardroom operators looking to establish a business in the City. Any new cardroom would need to obtain both a license, a Conditional Use Permit, and be subject to the State Gambling Control Act restrictions and regulations .

California Business and Professions Code Section 19961.07, subdivision (a), permits up to a 25% increase in card tables allowed by a jurisdiction. As stated in the Background section of this report, the current number of card tables allowed per cardroom is eleven. Staff recommend that the City Council consider also amending FMC Section 5.20.070(A)(2) to permit two additional card tables for a total of thirteen and to reiterate that the total number of card tables permitted within the City is thirteen:

5.20.070 Cardroom regulations.
A. No person shall operate a cardroom in violation of any of the following regulations:
2. No more than ~~eleven~~ thirteen (13) card tables shall be permitted in any cardroom, and no more than thirteen (13) card tables are allowed in the City.

These additional amendments reiterate the jurisdictional card table limits required to comply with the State Gambling Control Act while allowing a potential licensee the maximum number of card tables permitted for our jurisdiction. The proposed amendments were reviewed and deemed acceptable by the Bureau (Attachments 2 and 3).

FINANCIAL IMPACT

No immediate financial impact is expected from these proposed amendments.

ENVIRONMENTAL REVIEW

The project is exempt under Section 15061(b)(3) - Common Sense Rule of the California Environmental Quality Act (CEQA). The proposed amendments to FMC Chapter 5.20 have no potential to cause significant effects on the environment.

ATTACHMENTS

1. Ordinance No. 1351 – An Ordinance of the City of Folsom Amending Sections 5.20.050(C) and 5.20.070(A)(2) of the Folsom Municipal Code to Increase the Number of Card Tables and Specify the Number of Cardrooms and Card Tables in the City
2. California Department of Justice, Bureau of Gambling Control correspondence, dated February 7, 2025.

3. California Department of Justice, Bureau of Gambling Control correspondence, dated February 25, 2025.

Submitted,



PAM JOHNS
Community Development Director

Attachment 1

ORDINANCE NO. 1351

AN ORDINANCE OF THE CITY OF FOLSOM AMENDING SECTIONS 5.20.050(C) AND 5.20.070(A)(2) OF THE FOLSOM MUNICIPAL CODE TO INCREASE THE NUMBER OF CARD TABLES AND SPECIFY THE NUMBER OF CARDROOMS AND CARD TABLES IN THE CITY

The City Council of the City of Folsom does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this Ordinance is to amend the Folsom Municipal Code to conform with California Business and Professions Code §19860(a)(5) by regulating the number of cardrooms and card tables in the City, and to increase the number of card tables in the City from 11 to 13 pursuant to the allowance provided by California Business and Professions Code §19961.07(a).

SECTION 2 AMENDMENT TO CODE

Section 5.20.050(C) of the Folsom Municipal Code is hereby amended to read as follows:

5.20.050 Action on applications.
C. Only one (1) cardroom is permitted in the City, and only one (1) cardroom license may be issued in the City.

SECTION 3 AMENDMENT TO CODE

Section 5.20.070(A)(2) of the Folsom Municipal Code is hereby amended to read as follows:

5.20.070 Cardroom regulations.
A. No person shall operate a cardroom in violation of any of the following regulations:

2. No more than thirteen (13) card tables shall be permitted in any cardroom, and no more than thirteen (13) card tables are allowed in the City.

SECTION 4 SCOPE

Except as set forth in this ordinance, all other provisions of the Folsom Municipal Code shall remain in full force and effect.

SECTION 5 SEVERABILITY

If any section, subsection, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council declares that it would have passed each

section irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be declared unconstitutional, invalid, or ineffective.

SECTION 6 NO MANDATORY DUTY

This Ordinance is not intended to and shall not be construed or given effect in a manner that imposes upon the City or any officer or employee thereof a mandatory duty of care towards persons and property within or without the City, so as to provide a basis of civil liability for damages, except as otherwise imposed by law.

SECTION 6 EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

This ordinance was introduced and the title thereof read at the regular meeting of the City Council on April 22, 2025, and the second reading occurred at the regular meeting of the City Council on May 13, 2025.

On a motion by Councilmember _____ seconded by Councilmember _____, the foregoing ordinance was passed and adopted by the City Council of the City of Folsom, State of California, this 13th day of May, 2025 by the following roll-call vote:

AYES: Councilmember(s):

NOES: Councilmember(s):

ABSENT: Councilmember(s):

ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK

Attachment 2

CALIFORNIA
DEPARTMENT OF JUSTICE

Rob Bonta
Attorney General

BUREAU OF GAMBLING CONTROL
2450 DEL PASO ROAD, SUITE 100
SACRAMENTO, CA 95834

February 7, 2025

Via e-mail only
Dan Haverty
Interim City Manager
City of Folsom
50 Natoma Street
Folsom, CA 95630
dhaverty@folsom.ca.us

Re: City of Folsom – Ordinance Amendments

Dear Mr. Haverty:

On January 27, 2025, the Department of Justice (Department), Bureau of Gambling Control (Bureau) received correspondence from the City of Folsom's (City or Folsom) Interim City Manager regarding the City's proposed amendments to its Municipal Code (Proposed Amendment). The City submitted the Proposed Amendment to the Bureau for review in compliance with the City's obligations under Business and Professions Code section 19961.1.[1]

Section 5.20.070 of the City's Municipal Code (Section 5.20.070) governs the operation of gambling establishments[2] within Folsom. The City proposes to amend Section 5.20.070 to establish a table limit within its "jurisdiction."[3] The Bureau offers the following comments to

[1] "Any amendment to a city or county ordinance relating to gambling establishments, or the Gambling Control Act, shall be submitted to the [D]epartment for review and comment, before the ordinance is adopted by the city or county." (Bus. & Prof. Code, § 19961.1.)

[2] Section 5.20.010 of the Municipal Code includes a definition for "cardroom," which the Bureau acknowledges is synonymous with the definition of "gambling establishment" under the Act. (Bus. & Prof. Code, § 19805, subd. (*o*).)

[3] Bus. & Prof. Code, § 19860, subd. (a)(5). In September 2022, the City submitted to the Bureau proposed amendments to Section 5.20.070. The Bureau provided its comments to the City on those proposed amendments in a letter dated October 11, 2022 (2022 Letter). In that letter, the Bureau advised the City of the requirements imposed by Business and Professions Code

the Proposed Amendment and responds to the City's assessment that it possesses a 374-card table limit.

1. Section 5.20.070 – Cardroom Regulations

Section 5.20.070, subdivision 2, specifies that "[n]o more than eleven card tables shall be permitted in any cardroom." The City proposes to amend this subdivision to specify that no more than eleven "card tables" are allowed within the City. (Section 5.20.070, subd. (A)(2).) This Proposed Amendment appears to comply with the Gambling Control Act (Act) and to address the concerns that the Bureau raised in its 2022 Letter. If further amendments are forthcoming, please provide the Bureau with those amendments prior to their adoption in compliance with Business and Professions Code section 19961.1.

2. 374 Card Table Limit

In your January 23, 2025 correspondence, you included an excerpt of the City Attorney's analysis that the City may, under Folsom Municipal Code section 5.20.050 (Section 5.20.050), subdivision C, be allowed to operate 34 cardrooms, and that with a cardroom table limit of 11 tables, the City theoretically would have a jurisdictional table limit of 374 tables. This analysis appears to be at odds with the Proposed Amendment discussed above, is in contravention of applicable statutes, and in our estimation misreads Section 5.20.050, subdivision C.

Specifically, Business and Professions Code section 19961, subdivision (a)(1), prohibits an "expansion of gambling" without the approval of the voters of a city, county, or city and county. Business and Professions Code section 19961, subdivisions (b)(1) and (b)(2), include in the definition of "expansion of gambling" an increase of 25 percent or more in the number of card tables or licensed gambling establishments, respectively, allowed in a city, county, or city and county, when compared to that allowed on January 1, 1996.

In addition, the language of Section 5.20.050, subdivision C, appears to simply place a limit on the number of potentially allowable licensed cardrooms in the City. To the extent Section 5.20.050, subdivision C, may fairly be characterized as purporting to "automatically" increase both the number of tables allowed within the City as well as the number of cardrooms, it conflicts with applicable statutes. As previously noted in the Bureau's 2022 Letter, ordinance language that does not state a jurisdiction's table limit does not comply with Business and Professions Code section 19860, subdivision (a)(5).

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section 19860, including a requirement that a city, county, or city and county have in effect an ordinance governing "the number of tables in each gambling establishment and in the jurisdiction." (*Ibid.*)

The Act provides that an ordinance may be amended to increase the number of tables allowed within a gambling establishment or within the relevant jurisdiction. Approving such an increase necessarily requires an affirmative act by the jurisdiction's legislative body. That such an increase requires an affirmative legislative act is further supported by the plain language of the various sections of the Act pertaining to changes in the number of tables allowed within a gambling establishment and in a jurisdiction, as well as in the number of gambling establishments allowed. (See Bus. & Prof. Code, §§ 19961, subd. (a), 19961.06, 19961.07, subd. (a), 19965.).)

Moreover, the increase in the number of tables allowed within the City, by virtue of an automatic increase in the number of cardrooms read into Section 5.20.505, subdivision C, also runs afoul of Business and Professions Code section 19961, subdivision (a)(1), which requires an affirmative vote of the electors in order to implement an increase of 25 percent or more in the number of tables or cardrooms allowed within the jurisdiction when compared to the number allowed on January 1, 1996. Even then, Business and Professions Code section 19962, subdivision (b)(1), prohibits the amendment of an ordinance that expands gambling until January 1, 2043. (Bus. & Prof. Code, § 19962, subd. (c).) Any amendment to an ordinance or adoption of an ordinance on or after January 1, 2023, by a city, county, or city and county, that results in an expansion of gambling that was not authorized or permitted under the Act as of December 31, 2022, shall be invalid and preempted. (Bus. & Prof. Code, § 19961.07, subd. (b)(3).) Further, until January 1, 2043, the California Gambling Control Commission is prohibited from issuing a state gambling license for a gambling establishment that was not licensed to operate on December 31, 1999, unless an application to operate that establishment was on file with the Department prior to September 1, 2000. (Bus. & Prof. Code, § 19963, subds. (a), (d).) Consequently, the assessment that the City may authorize the operation of a maximum of 374 tables, and that the City may authorize the operation of 34 cardrooms, is misplaced. The Bureau recommends that the City revisit its analysis and amend Section 5.20.050, subdivision C, so as not to conflict with the City's Proposed Amendment and to bring it into compliance with the Act.

While the Bureau is required to review and comment upon proposed ordinance amendments, nothing contained herein shall be construed to authorize the operation of a gambling establishment in any manner that is inconsistent with the Act or any other applicable provision of law.

If you have any questions, or wish to submit further revisions to these ordinances, please contact Analyst Kenneth Larsen at (916) 559-6103, or by email at kenneth.larsen@doj.ca.gov. Thank you for your cooperation regarding this matter.

Sincerely,

Brent Y. Jo

Digitally signed by Brent Y. Jo
Date: 2025.02.07 15:23:32 -08'00'

BRENT Y. JO
Deputy Attorney General

For ROB BONTA
Attorney General

Attachment 3

CALIFORNIA
DEPARTMENT OF JUSTICE

Rob Bonta
Attorney General

BUREAU OF GAMBLING CONTROL
2450 DEL PASO ROAD, SUITE 100
SACRAMENTO, CA 95834

February 25, 2025

Via e-mail only
Dan Haverty
Interim City Manager
City of Folsom
50 Natoma Street
Folsom, CA 95630
dhaverty@folsom.ca.us

Re: City of Folsom – Ordinance Amendments

Dear Mr. Haverty:

On February 7, 2025, the Department of Justice (Department), Bureau of Gambling Control (Bureau) received correspondence from the City of Folsom (City) regarding the City's further proposed amendments to its Municipal Code.[1] The City submitted the proposed amendments to the Bureau for review in compliance with the City's obligations under the Gambling Control Act (Act).[2]

The City proposes amending Section 5.20.050, subdivision (C),[3] which governs both the number of gambling establishments[4] allowed within the City and the number of licenses that

[1] The Bureau provided comments to the City concerning other proposed amendments in a letter dated February 7, 2025. The proposed amendments addressed herein were made in response to those comments.

[2] "Any amendment to a city or county ordinance relating to gambling establishments, or the Gambling Control Act, shall be submitted to the [D]epartment for review and comment, before the ordinance is adopted by the city or county." (Bus. & Prof. Code, § 19961.1.)

[3] Section references are the City's Municipal Code unless otherwise indicated.

[4] Section 5.20.010 includes a definition for "cardroom," which the Bureau acknowledges is synonymous with the definition of "gambling establishment" under the Act. (Bus. & Prof. Code, § 19805, subd. (*o*).)

may be issued by the City, as well as Section 5.20.070, subdivision (A)(2), which governs the number of tables allowed within a gambling establishment within the City. The Bureau offers the following comments.

1. **Section 5.20.050 – Action on application**

Section 5.20.050, subdivision (C) currently provides, in pertinent part, that "no cardroom license shall be granted when the number of cardroom licenses in the city exceeds the ratio of one cardroom for each two thousand five hundred persons in the city." The City's proposed amendment would instead provide that no more than one cardroom is permitted in the City, and that only one cardroom license may be issued by the City.

This proposed amendment appears to comply with the Act, and addresses the concerns raised by the Bureau in its February 7, 2025 comment letter.

2. **Section 5.20.070 – Cardroom regulations**

Section 5.20.070, subdivision (A)(2), currently specifies that "[n]o more than eleven card tables shall be permitted in any cardroom." The City proposes to amend this subdivision to specify that no more than thirteen (13) "card tables" are allowed within a cardroom, and no more than thirteen (13) "card tables" are allowed in the City. (Section 5.20.070, subd. (A)(2).) The proposed increase of two tables is authorized under Business and Professions Code section 19961.07, subdivision (a). This proposed amendment appears to comply with the Act.

While the Bureau is required to review and comment upon proposed ordinance amendments, nothing contained herein shall be construed to authorize the operation of a gambling establishment in any manner that is inconsistent with the Act or any other applicable provision of law.

If you have any questions, or wish to submit further revisions to these ordinances, please contact Analyst Kenneth Larsen at (916) 559-6103, or by email at kenneth.larsen@doj.ca.gov. Thank you for your cooperation regarding this matter.

Sincerely,

Brent Y. Jo

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Date: 2025.02.25 11:06:26 -08'00'

BRENT Y. JO
Deputy Attorney General

For ROB BONTA
Attorney General

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CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Folsom City Council
Staff Report

MEETING DATE:	4/22/2025
AGENDA SECTION:	New Business
SUBJECT:	Resolution No. 11357 - A Resolution Authorizing the City Manager to Execute an Agreement with HF&H Consultants, LLC for the Water and Wastewater Rate Studies
FROM:	Environmental and Water Resources Department

RECOMMENDATION / CITY COUNCIL ACTION

The Environmental and Water Resources Department recommends the City Council pass and adopt Resolution No. 11357 - A Resolution Authorizing the City Manager to Execute an Agreement with HF&H Consultants, LLC for the Water and Wastewater Rate Studies.

BACKGROUND / ISSUE

The City last completed a water and wastewater rate study in October 2019. The Environmental and Water Resources Department continues to monitor revenues and program costs on an annual basis. At this time, a cost of service study needs to be completed to validate that the current residential and non-residential revenues accurately reflect the actual cost of service. It is important to maintain and update our financial model to analyze all costs and revenues related to the operational programs and capital improvement programs (CIP).

In January 2025, the City issued a request for proposals for Water and Wastewater Rate Studies Consulting Services. The scope of work comprised a comprehensive review of the City's water and wastewater rates, including the following:

- Review of past studies, surcharges and expenditures.
- Analysis and review of water use data across all customer classes between 2021-2024
- Develop projected expenditures and revenue requirements.
- Review, and update as necessary, the City's reserve fund policies.
- CIP review and recommendations for funding of CIPs.
- Review Department organizational structure, including associated staffing levels expenses.

- Complete the cost of service analysis.
- Develop a recommended rate design.
- Review the City's current Utility Assistance Program and update as necessary.
- Update the East Araea and Folsom Plan Area surcharges.
- Update the temporary/construction meter and fire service rates.
- Attend four Utility Commission meetings in-person.
- Attend one public meeting and workshop.
- Attend up to three City Council meetings and workshops.
- Development of website materials, including frequently asked questions and a bill calculator.
- Ensure compliance with Proposition 218 and Assembly Bill 2257.
- Prepare draft and final reports.

This resolution will authorize the City Manager to execute an agreement with HF&H Consultants, LLC, for the Water and Wastewater Rate Studies.

POLICY / RULE

In accordance with Chapter 2.36 of the Folsom Municipal Code, supplies, equipment, services, and construction with a value of $75,049 or greater shall be awarded by City Council.

ANALYSIS

On January 24, 2025, the City requested proposals from consultants to perform a water and wastewater rate study. On March 6, 2025, EWR received proposals from Bartle Wells Associates, HDR Engineering, Inc., HF&H Consultants, LLC, and Raftelis.

The four proposals were evaluated by three EWR staff members for technical evaluation prior to reviewing project costs. The proposals were reviewed and scored for project understanding, qualifications, deliverables, and project team staffing. The technical evaluations were scored and are shown in Table 1. Although Raftelis is listed below, EWR staff concluded their proposal was non-responsive because they did not include four in-person Utility Commission meetings that are required as part of the scope of work.

Consultant	EWR 1	EWR 2	EWR 3	Average
Bartle Wells Associates	57	56	53	55.3
HDR Engineering, Inc.	63	66	70	66.3
HF&H Consultants, LLC	60	67	67	64.7
Raftelis	61	62	66	63

Table 1: Consultant Technical Scores without Costs

After reviewing each proposal for project understanding, qualifications, deliverables, and project team staffing, the proposals were reviewed for project costs. The fee schedules for the scope of work outlined in the request for proposals from each consultant are shown in Table 2.

Consultant	Water	Wastewater	Total
Bartle Wells Associates	$80,350	$80,350	$160,700
HDR Engineering, Inc.	$147,715	$138,265	$307,285[A]
HF&H Consultants, LLC	$84,035	$73,185	$157,220
Raftelis	$77,120	$74,870	$151,990[B]

A. HDR total includes additional expenses of $21,305 that were not separated by water or wastewater.
B. This cost does not include four in-person Utility Commission meetings.
Table 2: Consultant Project Costs

HF&H Consultants, LLC was determined to provide the best value to the City based on the scope of work provided in their proposal, the project team, their expertise for these types of projects, and the fee amount. HF&H Consultants, LLC included a detailed and thorough project understanding as well as past relevant rate study project experience. Table 3 shows the overall total scores including project costs based on a maximum score of 100. As described above, Raftelis is considered non-responsive for not including all the necessary scope items in their proposal.

Consultant	Technical Score (Avg.)	Cost Score	Total Score
Bartle Wells Associates	55.3	23.6	78.9
HDR Engineering, Inc.	66.3	12.4	78.7
HF&H Consultants, LLC	64.7	24.2	88.9
Raftelis	63.0	25.0	88.0

Table 3: Consultant Overall Scoring Including Project Costs

This resolution will authorize the City Manager to execute an agreement with HF&H Consultants, LLC for the Water and Wastewater Rate Studies in the amount of $157,220.

FINANCIAL IMPACT

Sufficient funds are budgeted and are available in the Water Operating Fund (Fund 520) and in the Wastewater Operating Fund (Fund 530) in FY 2024-25 for this agreement.

ENVIRONMENTAL REVIEW

These rate studies are exempt from environmental review under the California Environmental Quality Act, Section 15273.

ATTACHMENT

Resolution No. 11357 - A Resolution Authorizing the City Manager to Execute an Agreement with HF&H Consultants, LLC for the Water and Wastewater Rate Studies

Submitted,

Marcus Yasutake, Director
ENVIRONMENTAL AND WATER RESOURCES DEPARTMENT

RESOLUTION NO. 11357

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH HF&H CONSULTANTS, LLC FOR THE WATER AND WASTEWATER RATE STUDIES

WHEREAS, the Folsom Municipal Code provides for the adjustment of municipal service charges from time to time by the City Council so as to reflect the cost of the services provided; and

WHEREAS, the City last performed a water and wastewater cost of service analysis in 2019, and this analysis needs to be updated to reflect current operational and rehabilitation and replacement projects; and

WHEREAS, HF&H Consultants, LLC, by reason of their past experience, is qualified to perform this analysis; and

WHEREAS, sufficient funds are budgeted and available in the Water Operating Fund (Fund 520) and in the Wastewater Operating Fund (Fund 530) for this agreement; and

WHEREAS, $84,035 will be funded from the Water Operating Fund (Fund 520) and $73,185 will be funded from the Wastewater Operating Fund (Fund 530) for this agreement; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute an agreement with HF&H Consultants, LLC for the Water and Wastewater Rate Studies for a not-to-exceed amount of $157,220.

PASSED AND ADOPTED this 22nd day of April, 2025, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

_____
Sarah Aquino, MAYOR

ATTEST:

_____
Christa Freemantle, CITY CLERK