

REPORT TO CITY COUNCIL

DATE: SEPTEMBER 9, 2009

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: RAMIRO ADEVA, CITY ENGINEER

SUBJECT: APPROVAL OF RESOLUTION NO. 09-1550; ESTABLISHING PREFERENTIAL PARKING PERMIT FEES

At the August 26, 2009, City Council meeting, the Council adopted Ordinance No. 09-367, establishing Preferential Parking District No. 3. As part of their motion, the Council supported a policy of distributing the first two (2) parking permits free of charge, and also directed staff to prepare a resolution establishing a fee to be charged for each additional parking permit over the initial two (2) parking permits. In addition, the Council authorized the City Manager or his designated representative to set the fee for the additional parking permits. Following an analysis of the costs required to administer the existing parking districts in the City, the actual cost per parking permit was determined to be slightly higher than the allowed minimum fee of ten dollars (\$10.00) stipulated in the Agoura Hills Municipal Code. Therefore, at the City Manager's recommendation, the attached resolution sets the fee at ten dollars (\$10.00) for each additional parking permit. Exhibit "A" summarizes the calculation of the fee.

This fee will be a uniform policy across all existing and future preferential parking districts from this point forward, until such time the Council revises the fee via another resolution.

The City Attorney's Division has reviewed the attached resolution and fee schedule and approved them as to form.

RECOMMENDATION

Staff recommends the City Council approve Resolution No. 09-1550, establishing a preferential parking permit fee at ten dollars (\$10.00) for each additional parking permit issued after the first two (2) parking permits, which are issued free of charge.

Attachment: Resolution No. 09-1550
Exhibit A

RESOLUTION NO. 09-1550

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING PREFERENTIAL PARKING PERMIT FEES

WHEREAS, the City Council of the City of Agoura Hills declares that for all existing and future preferential parking districts, a total of two (2) initial parking permits shall be issued per residence within the designated district, free of charge; and

WHEREAS, the City Council of the City of Agoura Hills declares that each additional parking permit over the initial two (2) parking permits be issued at a cost to be determined by the City Manager, or his designated representative; and

WHEREAS, Section 15.64.620 of the Agoura Hills Municipal Code provides that to obtain a residential parking permit, a resident must complete and submit an application form provided by the Director of Public Works and post any required application fee; and

WHEREAS, Section 15.64.640 of the Agoura Hills Municipal Code permits a fee, which shall not be less than ten dollars (\$10.00); and

WHEREAS, the City Council desires to set the amount of each additional parking permit fee; and

WHEREAS, the parking permit fee collected pursuant to this resolution shall be used to cover the costs of providing the service for which the fee is charged; and

WHEREAS, the parking permit fee does not exceed the estimated reasonable cost of providing the service for which the fee is charged; and

WHEREAS, the City Manager has determined the cost of any additional parking permits over the initial two (2) parking permits be consistent with Section 15.64.640 of the Agoura Hills Municipal Code; and

WHEREAS, City staff has calculated the cost of each additional parking permit over the initial two (2) parking permits is approximately ten dollars (\$10.00) per permit.

NOW, THEREFORE, the City Council of the City of Agoura Hills does resolve as follows:

Section 1. Parking Permit Fee Schedule. Based on the findings contained in this Resolution and Exhibit "A", attached hereto and by this reference incorporated herein, and in accordance with Sections 15.64.620 and 15.64.640 of the Agoura Hills Municipal Code, the City

Resolution No. 09-1550
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Council of the City of Agoura Hills hereby adopts the following fee schedule: a fee of zero dollars (\$0.00) for the first two (2) parking permits, and ten dollars (\$10.00) for each additional parking permit issued as part of an established Preferential Parking District.

PASSED, APPROVED AND ADOPTED this 9th day of September, 2009, by the following vote to wit:

AYES: (0)
NOES: (0)
ABSTAIN: (0)
ABSENT: (0)

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

Exhibit A

Table 1: Administrative Costs:

Administrative costs include tasks such as notifying residents, ordering, tracking, distributing parking permits to ALL residences within each district.

District No.	No. of Hours ¹	Rate (per hour)	Hours x Rate	No. of Residences	Cost per Residence/Pass
1	14	\$26.80	\$375.20	40	\$9.38
2	72	\$26.80	\$1,929.60	222	\$8.69
3	23	\$26.80	\$616.40	61	\$10.11

Table 2: Material Costs:

District No.	Cost Per Pass ²
1	\$2.30
2	\$1.50
3	\$2.50

Table 3: Summary of Costs Per Permit

District No.	Admin Cost	Material Cost	Total Cost Per Permit
1	\$9.38	\$2.30	\$11.68
2	\$8.69	\$1.50	\$10.19
3	\$10.11	\$2.50	\$12.61

Notes:

- (1) "No. of Hours" calculated based on one-hour needed to issue four parking permits (one permit per 15-minutes). Thus, divide the total number of residences by four, and the result is the total number of hours needed to issue parking permits to each residence. Next add additional administrative time covering the preparation and distribution of notices and ordering the parking permits. The sum is the total hours displayed in Table 1.
- (2) "Cost per Pass" in Table 2 is given directly by the permit vendor depending on the quantity of parking permits ordered at any given time.