

**RESOLUTION NO. 2015-105**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA AUTHORIZING THE CITY MANAGER TO ENTER INTO A SERVICE AGREEMENT WITH ONLINE SOLUTIONS, LLC TO PROVIDE AN ELECTRONIC TRACKING SYSTEM, APPROVING THE ASSESSMENT OF FEES TO PARTIALLY DEFRAY THE COST OF THE SYSTEM, AND APPROVING A BUDGET ADJUSTMENT**

**WHEREAS**, the City desires to improve the efficiency of tracking certain permits and entitlements, code enforcement cases and citizen requests in order to reduce time spent by staff in several departments on tracking and provide better service to the public; and

**WHEREAS**, the Council's goals and objectives for Fiscal Year 15-16 include offering excellent professional service to all customers, and streamlining and simplifying processes; and

**WHEREAS**, Online Solutions specializes in providing tracking services to municipalities at a reasonable cost through its Citizenserve system; and

**WHEREAS**, the ongoing costs associated with the tracking system can be partially recovered by assessing a modest fee on certain permits and services.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Calistoga as follows:

1. The City Manager is authorized to enter into a service agreement with Online Solutions, LLC to provide the Citizenserve electronic tracking system, including setup, training, implementation and annual user fees.
2. Assessment of the fees shown in Exhibit A is approved to partially defray the cost of the tracking system. Such fees shall take effect November 1, 2015.
3. A budget adjustment is approved to increase the appropriation in the FY 2015/16 Computer System budget, Account #15-4975-4823, by \$23,950 derived from the unobligated General Fund reserves to cover the tracking system's initial setup, training, implementation and first year user fees.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held the **1st day of September, 2015** by the following vote:

**AYES:** Vice Mayor Dunsford, Councilmembers Kraus and Barnes and Mayor Canning  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Councilmember Lopez-Ortega

  
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**CHRIS CANNING, Mayor**

**ATTEST:**

  
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**KATHY FLAMSON, City Clerk**

**Exhibit A**

**Table 1**

**Fees to be Assessed for Partial Recovery of Tracking System Costs**

<b>Item</b>	<b>Fee</b>
Building Permit	Based on valuation per Table 2
Encroachment Permit	\$1/permit
Tree Removal Permit	\$1/permit
Burn Permit	\$1/permit
Tent Permit	\$1/permit
Banner Permit	\$1/permit
Occupancy inspection	\$1/permit
Vehicle abatement	\$5/abatement
Land use entitlement*	\$10/application

\*Entitlements that require multi-department review

**Table 2**

**Building Permit Fees**

<b>Valuation</b>	<b>Fee</b>
\$0 – 2,499	\$2.50
\$2,500 – 4,999	\$5.00
\$5,000 – 7,499	\$7.50
\$7,500 – 9,999	\$10.00
\$10,000 – 14,999	\$15.00
\$15,000 – 19,999	\$20.00
\$20,000 – 24,999	\$25.00
\$25,000 – 49,999	\$35.00
\$50,000 – 99,999	\$50.00
\$100,000 – 199,999	\$60.00
\$200,000 – 499,999	\$75.00
\$500,000 – 999,999	\$100.00
\$1M - \$4.9M	\$200.00
\$5M+	\$500.00