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1. A. **CALL TO ORDER** - Mayor Soiseth called the meeting to order at approximately 5:00 p.m.
PRESENT: Councilmembers Gil Esquer, Bill DeHart, Amy Bublak, Matthew Jacob (*via teleconference*), and Mayor Gary Soiseth.
ABSENT: None

- B. **SALUTE TO THE FLAG**

2. **PUBLIC PARTICIPATION:** None

3. **DECLARATION OF CONFLICTS OF INTEREST AND DISQUALIFICATIONS:** None

4. **ENGINEERING FEE STUDY WORKSHOP:**

Council will review, discuss, and provide direction to the Development Services Director on the Cost Recovery-based Engineering Fee Study (Contract No. 16-005). NBS Government Finance Group will provide an overview of the study methodology and the preliminary results of the study. The Fee Study includes a review of all Engineering Division permit, plan review, and inspection costs for new development, special events, and transportation. A few examples of the types of permits and activities included in the study are encroachment permits, on- and off-site improvement plan review, grading permits, assessment district formation, traffic control and traffic calming plan review, and residential parking districts.

Development Services Director Mike Pitcock provided information about the Cost Recovery-based Engineering Fee Study including no action being requested of the Council at this time other than direction on how to move forward, the various divisions within the Development Services Department being in the general fund and non-general fund, this process being similar to that of the time and motion study previously completed for the Building Division, and an overview of the proposed fees in comparison to what is currently being charged.

Director Pitcock introduced Stacey Shell from NBS Government Finance Group who provided an overview of the methodologies and processes used to develop the fee study including user fees principles and guidance, key issues framing the fee study, costing methodology and approach, policy setting considerations, and best management practices

Council, staff, and the consultant discussed this item.

Based upon Council and staff discussion, Director Pitcock stated he will schedule an additional workshop to continue discussion on the fee study at which time he will provide examples of fee comparisons for various projects, evaluate priorities, and provide staff recommendations.

Action: No formal action taken during the Special City Council meeting. The Engineering Fee Study will be agendized as a Scheduled Matters item at a Regular City Council meeting on a later date.

5. ADJOURNMENT:

Motion by Councilmember Bublak, seconded by Councilmember Esquer, to adjourn the special meeting at 5:52 p.m. Motion carried unanimously.

RESPECTFULLY SUBMITTED

Jennifer Land
City Clerk