



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jim Shannon

**SUBJECT: 2024-2025 PROPOSED FEES
AND CHARGES REPORT
AMENDMENT**

DATE: May 30, 2024

Approved

Date: 5/30/24

RECOMMENDATION

Approve an amendment to the 2024-2025 Proposed Fees and Charges Report as described in this memorandum.

BACKGROUND

The 2024-2025 Proposed Fees and Charges Report released on May 3, 2024 identified the majority of the proposed fees and charges accruing to the General Fund and selected fees and charges associated with other funds. Subsequent to the release of that report, the Administration is recommending further amendments to correct for minor errors and add fees omitted during the initial preparation.

ANALYSIS

The following section describes the recommended changes to the 2024-2025 Proposed Fees and Charges Report. These changes are relatively minor and do not constitute any service level changes or significant new user costs. Many of the changes recommended ensure that the 2024-2025 Fees and Charges Report matches the information included in the Schedule of Fees and Charges Resolution, which is the formal document that contains the fees approved by the City Council. Attachment A lists all of the recommended changes.

- ***Planning, Building and Code Enforcement Department***

Minor fee revisions are recommended to Building and Planning Development fees and one revision to a Code Enforcement fee to correct errors that occurred during the initial preparation of the 2024-2025 Proposed Fees and Charges Report and to align fees in the Report with the fees already included in the Schedule of Fees and Charges resolution. The changes are described in more detail in Attachment A. No changes are recommended to the estimated revenues due to these modifications.

- ***Police Department***

One revision is recommended to the Police Department’s Cannabis Program Fees. A revision is recommended to the *Initial Application Processing Fee*. The change is intended to align the description of the fee in the 2024-2025 Proposed Fees and Charges Report with the Schedule of Fees and Charges resolution. The description is recommended to change to “\$3,963 per application; plus Code Enforcement Hourly Inspection Fee per hour after six (6) hours; plus Police Department Cannabis Sworn Hourly Inspection Fee per hour after nine (9) hours” from “\$3,804 per application; plus Code Enforcement Hourly Inspection Fee per hour after six (6) hours; plus Police Department Cannabis Sworn Hourly Inspection Fee per hour after six (6) hours”. The changes are listed in Attachment A. No changes are recommended to the estimated revenues due to these modifications.

- ***Public Works Department***

Minor fee revisions are recommended to the Public Works Development services program fees, City Hall fees, and one revision to an Animal Care Services fees to correct errors that occurred during the initial preparation of the 2024-2025 Proposed Fees and Charges Report and to align fees in the Report with the fees already included in the Schedule of Fees and Charges resolution. The changes are described in more detail in Attachment A. No changes are recommended to the estimated revenues due to these modifications.

- ***Transportation Department***

The “maximum cost” language is recommended to be removed from the description for four development review and traffic analysis permit fees. Removing maximum costs allows the Transportation Department to fully recover costs on large projects that introduce many peak hour trips, and the change aligns with the Public Works Department fees for transportation analysis, which do not include maximum charges. The changes are described in Attachment A. No changes are recommended to the estimated revenues due to these modifications.

HONORABLE MAYOR AND CITY COUNCIL

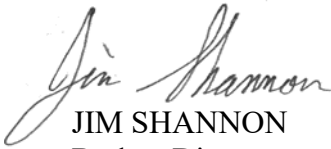
May 30, 2024

Subject: 2024-2025 Proposed Fees and Charges Report Amendment

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COORDINATION

This memorandum has been coordinated with the City Attorney's Office, Planning, Building and Code Enforcement Department, Police Department, Public Works Department, and Transportation Department.



JIM SHANNON
Budget Director

ATTACHMENT:

Attachment A –Planning, Building and Code Enforcement Department, Police Department, Public Works Department, and Transportation Department amendments to the 2024-2025 Proposed Fees and Charges Report

For questions regarding this memorandum, please contact Selena Ubando, Assistant to the City Manager, at selena.ubando@sanjoseca.gov.

**AMENDMENTS TO THE 2024-2025 PROPOSED FEES AND CHARGES REPORT
PLANNING, BUILDING, AND CODE ENFORCEMENT DEPARTMENT**

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
BUILDING FEE PROGRAM - CATEGORY I			
2. Building Permits			
6 Permit Processing Fee – Non-Residential	2023-2024	\$211 per hour applied to number of hours based on statistical averages for each subtype (see Exhibit L)	\$227 per hour (with 30-minute minimum for over the counter reviews) for processing and coordination time expended or the amounts set forth, whichever is greater (see Exhibit L). Permit Processing hours for non-residential projects are calculated on a per building basis based on the square footage of each building.
7 Permit Processing Fee – Residential	2023-2024	\$211 per hour applied to number of hours based on statistical averages for each subtype (see Exhibit L)	\$227.00 per hour (with 30-minute minimum for over the counter reviews) for processing and coordination time expended or the amounts set forth, whichever is greater (see Exhibit I). Permit Processing hours for single family residential are calculated on a per model basis based on the square footage of the model. Permit Processing hours for multi-family are calculated based on the square footage of each building.
13. Special Inspections and Services			
2 Building, Plumbing, Mechanical, and Electrical	2022-2023	\$315 per hour (1/2 hour minimum)	Delete

ATTACHMENT A

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
Survey Requests, including fire damage surveys			
Building, Plumbing, Mechanical, and Electrical Survey Requests, including damage and Fire Surveys (minimum charge - 30 minutes) (formerly Building, Plumbing, Mechanical, and Electrical Survey Requests, including fire damage surveys)	N/A		\$315 per hour (1/2 hour minimum)
PLANNING FEE PROGRAM - CATEGORY I			
2. Conditional Use Permits			
1 Adjustments	2023-2024	\$337	Delete
2 Adjustments – Major	2023-2024	\$926	Delete
Development Permit Adjustments (formerly Adjustments)	N/A		\$452
Development Permit Adjustments – per ¼ hour additional	N/A		\$90
Development Permit Adjustments Requiring Application Intake and Internal City Staff Review (formerly Adjustments – Major)	N/A		\$1,086
Development Permit Adjustments Requiring Application Intake and Internal City Staff Review – per additional hour	N/A		\$362
11. Miscellaneous Permits/Fees			

ATTACHMENT A

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
9 Consultation Fee-Permit/Sign Adjust first sign or single sign	2023-2024	\$232	\$362 per hour
13. Planned Development (PD) Permits			
1 Adjustments - Over the Counter	2023-2024	\$337	Delete
2 Adjustments - Requiring Intake and Internal City Staff Review	2023-2024	\$926	Delete
Development Permit Adjustments (formerly Adjustments - Over the Counter)	N/A		\$452
Development Permit Adjustments – per ¼ hour additional	N/A		\$90
Development Permit Adjustments Requiring Application Intake and Internal City Staff Review (formerly Adjustments - Requiring Intake and Internal City Staff Review)	N/A		\$1,086
Development Permit Adjustments Requiring Application Intake and Internal City Staff Review – per additional hour	N/A		\$362
22. Site Development Permits			
1 Adjustments	2023-2024	\$337	Delete
2 Adjustments – Major	2023-2024	\$926	Delete
Development Permit Adjustments (formerly Adjustments)	N/A		\$452

ATTACHMENT A

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
Development Permit Adjustments – per ¼ hour additional	N/A		\$90
Development Permit Adjustments Requiring Application Intake and Internal City Staff Review (formerly Adjustments – Major)	N/A		\$1,086
Development Permit Adjustments Requiring Application Intake and Internal City Staff Review – per additional hour	N/A		\$362
CODE ENFORCE PROGRAM - CATEGORY I			
11. Multiple Housing Program Permits (Triplex and Above)			
4 Permit Reinstatement	2023-2024	\$1,051 per reinstatement	\$1,122 per building

**AMENDMENTS TO THE 2024-2025 PROPOSED FEES AND CHARGES REPORT
POLICE DEPARTMENT**

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
PUBLIC SAFETY PERMITS - CATEGORY I			
3. Cannabis Fees			
9 Initial application processing fee	2023-2024	\$3,804 per application; plus Code Enforcement Hourly Inspection Fee per hour after six (6) hours; plus Police Department Cannabis Sworn Hourly Inspection Fee per hour after six (6) hours	\$3,963 per application; plus Code Enforcement Hourly Inspection Fee per hour after six (6) hours; plus Police Department Cannabis Sworn Hourly Inspection Fee per hour after nine (9) hours

**AMENDMENTS TO THE 2024-2025 PROPOSED FEES AND CHARGES REPORT
PUBLIC WORKS DEPARTMENT**

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
ANIMAL CARE SERVICES - CATEGORY II			
7. Other Charges			
8 Lab exam	2020-2021	\$100	\$105
DEVELOPMENT PROGRAM FEES - CATEGORY I			
23. PW08: Grading/NPDES (C.3)/Drainage/Stormwater			
27 e3. On-Site Storm Plan Review 100 and more connections	2023-2024	\$2,290.00 + \$28.00 per connection >100 + Record Retention Fee	Delete
e3. On-Site Storm Plan Review >100 Connections (formerly e3. On-Site Storm Plan Review 100 and more connections)	N/A		\$2,450.00 + \$30.00 per connection >100 + Record Retention Fee
30 e6. On-Site Storm Inspection 100 and more connections	2023-2024	\$3,817.00 + \$40.00 per connection >100 + Record Retention Fee	Delete
e6. On-Site Storm Inspection >100 Connections (formerly e6. On-Site Storm Inspection 100 and more connections)	N/A		\$4,084.00 + \$43.00 per connection >100 + Record Retention Fee
33 f3. On-Site Storm Plan Review 100+ inlets/drains	2023-2024	\$2,290.00 + \$30.00 per Inlet/Drain >100 + Record Retention Fee	Delete
f3. On-Site Storm Plan Review >100 Inlets/Drains (formerly f3. On-Site Storm Plan Review 100+ inlets/drains)			\$2,450.00 + \$32.00 per Inlet/Drain >100 + Record Retention Fee
36 f6. On-Site Storm Inspection 100+ inlets/drains	2023-2024	\$3,817.00 + \$40.00 per Inlet/Drain >100 + Record Retention Fee	Delete

ATTACHMENT A

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
f6. On-Site Storm Inspection >100 Inlets/Drains (formerly f6. On-Site Storm Inspection 100+ inlets/drains)	N/A		\$4,084.00 + \$43.00 per Inlet/Drain >100 + Record Retention Fee
USE OF CITY HALL - CATEGORY II			
7. Other Fees and Charges			
Additional Clean-up or Damage After the Event	N/A		Amount of actual cost plus \$5.00 per hour Administrative Processing Fee
Other Equipment Rental (e.g. microphone, speakers, etc.) late order	N/A		Amount of actual cost per item plus \$5.00 Administrative Processing Fee
Other Tables Not Listed late order	N/A		Amount of actual cost per table plus \$5.00 Administrative Processing Fee

**AMENDMENTS TO THE 2024-2025 PROPOSED FEES AND CHARGES REPORT
TRANSPORTATION DEPARTMENT**

Department – Fee	Date of Last Revision	2023 - 2024 ADOPTED FEES	2024-2025 PROPOSED FEES
TRANSPORTATION FEES - CATEGORY I			
1. Development Review and Traffic Analysis Permits			
41 Standard or Operational Workslope Report: 199 PHT or greater	2023-2024	\$1,394 per report plus \$2 per PHT (\$1,610 maximum)	\$2,196 per report plus \$2 per PHT
43 Standard Traffic Analysis Report: 100-198 PHT	2023-2024	\$1,394 per report plus \$2 per PHT (\$1,920 maximum)	\$2,196 per report plus \$2 per PHT
44 Standard Traffic Analysis Report: 199 or greater PHT	2023-2024	\$1,394 per report plus \$2 per PHT (\$1,920 maximum)	\$2,196 per report plus \$2 per PHT
48 Traffic Analysis Operational Report Review: 199 or more Peak Hour Trips	2023-2024	\$1,394 per report plus \$2 per PHT (\$1,610 maximum)	\$2,196 per report plus \$2 per PHT