



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jim Shannon

**SUBJECT: 2020-2021 PROPOSED FEES
& CHARGES REPORT
AMENDMENTS**

DATE: June 12, 2020

Approved

Date: 6/12/2020

REPLACEMENT

REASON FOR REPLACEMENT

Subsequent to the release of the original memorandum, additional corrections were identified in the Planning Development Fee program and within the Transportation Department that do not impact revenue estimates.

RECOMMENDATION

Approve amendments to the 2020-2021 Proposed Fees and Charges Report as described in Attachment A.

BACKGROUND

The 2020-2021 Proposed Fees and Charges Report released on May 13, 2020 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 more accurately align fees with activities and departmental fees and charges resolutions, and to correct for minor errors during the initial preparation.

ANALYSIS

The following are descriptions of the recommended changes to the 2020-2021 Proposed Fees & Charges Report. Please refer to Attachment A for full details of the amendments.

- ***Housing Department***

The 2020-2021 Proposed Fees and Charges Report included associated late fees for the Apartment Unit Fee under the Rental Stabilization Program. The late fees, under the Rental Mediation Penalty section of the 2020-2021 Proposed Fees and Charges Report, are:

- Apartments:
 - 30 days past due = 25% of principal, fee is penalties and interest assessed for delinquent permit payment; and
 - 60 days past due = 50% of principal, fee is penalties and interest assessed for delinquent permit payment.

On April 28, 2020, the City Council approved a temporary Rent Increase Moratorium Ordinance placing a moratorium on rent increases of rent-stabilized properties that also included a temporary suspension of late charges for failure to pay apartment rent control fees through June 30, 2021. As part of this Manager's Budget Addendum, it is recommended to amend the Fees and Charges Report to reflect the suspension of the Rental Mediation Penalty Fees for apartment rent control fees as approved by the City Council. There is no change to revenue estimates since the activity level for these fees are unpredictable and no revenues were assumed in the budget.

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

Some minor fee revisions to the Planning Development Fees are recommended to correct errors that occurred during the initial preparation of the 2020-2021 Proposed Fees and Charges Report as described in Attachment A. These edits do not affect the revenue estimates.

- ***Transportation Department***

The 2020-2021 Proposed Fees and Charges Report initially recommended that the Micro Mobility Permit Fee be increased to \$134 per permit. However, this amount was based on budget proposals that are not moving forward and incorrect assumptions that five vendors would be operating in 2020-2021 and would permit 4,000 scooters. The correct fee should be \$97 per permit based on updated costs and estimate of four vendors and 3,600 scooter permits. Based on information gathered after speaking with seven current and potential scooter vendors, the Transportation Department estimates that four will provide service in 2020-2021. Estimated revenue does not change because of the updated fee.

In addition, the Affordable Housing Transportation Review fee is recommended to be changed from \$4,303 per review to \$812 per review to correct the fee, which was inadvertently included at the higher amount in the 2020-2021 Proposed Fees and Charges Report. Estimated revenue does not change because of the updated fee.

HONORABLE MAYOR AND CITY COUNCIL

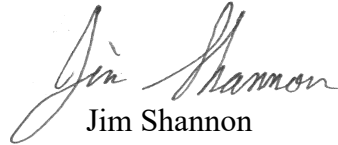
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COORDINATION

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


Jim Shannon
Budget Director

Attachment A: Amendments to the 2020-2021 Proposed Fees and Charges Report

AMENDMENTS TO THE 2020-2021 PROPOSED FEES AND CHARGES REPORT

DESCRIPTION	PROPOSED DOCUMENT FEE	REVISED FEE
HOUSING		
Rent Stabilization Program Fee Fund - Category II		
<u>1. Rental Mediation Penalty: Apartments</u>		
1. 30 days past due = 25% of principal	Penalties and interest assessed for delinquent permit payment	Suspended through June 30, 2021
2. 60 days past due = 50% of principal	Penalties and interest assessed for delinquent permit payment	Suspended through June 30, 2021
PLANNING, BUILDING AND CODE ENFORCEMENT		
<u>3. Conventional Prezonings/Rezonings</u>		
1. Conventional Prezonings/Rezonings	\$9,043	\$9,053
<u>7. General Plan Amendments</u>		
1. Additional Charges: General Plan Text Amendment	\$17,743	\$17,764
2. Additional Charges: Specific Plan Text Amendment	\$17,743	\$17,764
6. Urban Growth Minor Boundary Modifications	\$17,743	\$17,764
<u>11. Miscellaneous Permits/Fees</u>		
1. Administrative Permit	\$3,044	\$3,048
6. Community Meeting Fee	\$3,467	\$3,472
2. Appeals/Protests - Applicant	\$11,697	\$11,710
3. Appeals/Protests - Applicant's Non-Applicant Appeal Processing	\$11,437	\$11,460
5. Billboard Height Alterations Agreement	\$11,279	\$11,292
8. Consultation Fee-Permit/Sign Adjust	\$303 per hour	\$209 per hour
12. Development Variances Exceptions	\$6,473	\$6,481
10. Development Agreements-Amendment	\$9,818	\$9,829
11. Development Agreements-Annual Monitoring	\$11,905	\$11,920
21. Mixed Use Permit Credit	\$6,055	\$6,063
28. Reasonable Accommodation	\$7,937	\$7,947

AMENDMENTS TO THE 2020-2021 PROPOSED FEES AND CHARGES REPORT

DESCRIPTION	PROPOSED DOCUMENT FEE	REVISED FEE
PLANNING, BUILDING AND CODE ENFORCEMENT CONT'D		
<u>15. Preliminary Review Fee</u>		
4. Additional Services: Preliminary Report	No Change	Delete
<u>16. Public Information Services</u>		
2. Comprehensive Research Letter	\$3,340 plus \$75 per 1/4 hour after 11 hours	\$3,345 plus \$75 per 1/4 hour after 11 hours
5. Legal Non-Conforming Verification	\$4,803 plus \$75.00 per 1/4 hour after 16 hours	\$4,808 plus \$75.00 per 1/4 hour after 16 hours
<u>20. Single Family House Permit</u>		
3. Public Hearing - Director	\$7,405	\$7,414
<u>22. Special Use Permits (SUP)</u>		
2. Renewal	\$5,847	\$5,853
3. Special Use Permit and Amendment: Existing Non- Single Family Use / New Construction	\$11,303	\$11,317
4. Special Use Permit and Amendment: Existing Single Family Use / No New Construction	\$5,468	\$5,475
<u>24. Street Renaming Fee</u>		
1. Street Renaming Fee: Major	\$11,279	\$11,292
2. Street Renaming Fee: Minor	\$4,073	\$4,078
<u>25. Tentative Maps</u>		
1. All Tentative Maps and Vesting Tentative Maps and Amendments to Tentative and Vesting Tentative Maps: At 250 lots	\$10,026	\$10,038
2. All Tentative Maps and Vesting Tentative Maps and Amendments to Tentative and Vesting Tentative Maps: At 50 lots	\$8,773	\$8,783
3. All Tentative Maps and Vesting Tentative Maps and Amendments to Tentative and Vesting Tentative Maps: Up to 10 lots	\$7,937	\$7,947
7. Certification of Compliance	\$5,647	\$5,674
8. Covenant of Easement	\$4,176	\$4,181
16. Release Covenant of Easement	\$3,447	\$3,451

AMENDMENTS TO THE 2020-2021 PROPOSED FEES AND CHARGES REPORT

DESCRIPTION	PROPOSED DOCUMENT FEE	REVISED FEE
PLANNING, BUILDING AND CODE ENFORCEMENT CONT'D		
<u>26. Tree Removal Permit</u>		
2. Live Trees: All Other Uses	\$2,269 + noticing fees	\$2,272 + noticing fees
<u>Exhibit A</u>		
Table A Conditional Use Permit (CUP)	\$16,691 plus any specific use regulation and/or policy review necessary from Section 3.215 - Table H	\$16,619 plus any specific use regulation and/or policy review necessary from Section 3.215 - Table H
Table A Amendment to a Conditional Use Permit	\$16,691 plus any specific use regulation and/or policy review necessary from Section 3.215 - Table H	\$16,619 plus any specific use regulation and/or policy review necessary from Section 3.215 - Table H
TRANSPORTATION		
Transportation Fees - Category I		
<u>1. Development Review and Traffic Analysis Permits</u>		
1. Affordable Housing Transportation Review	\$4,303 per review	\$812 per review
<u>5. Micro Mobility</u>		
3. Permit Fee	\$134 per permit	\$97 per permit