

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jim Shannon

SUBJECT: 2020-2021 ADOPTED FEES
AND CHARGES

DATE: November 6, 2020

Approved



Date

11/6/20

INFORMATION

PURPOSE

This memorandum reflects the revisions to the 2020-2021 Proposed Fees and Charges as approved by the City Council with the adoption of the 2020-2021 Budget. This document in combination with the 2020-2021 Proposed Fees and Charges document comprise the 2020-2021 Adopted Fees and Charges. It is recommended that this memorandum be retained with the 2020-2021 Proposed Fees and Charges document for a complete record of all fees and charges approved for 2020-2021.

BACKGROUND

The 2020-2021 Proposed Fees and Charges document was released on May 13, 2020 and outlined the proposed fees for the majority of fees and charges accruing to the General Fund and selected fees and charges associated with other funds. Public input on fee proposals was heard by the City Council at public hearings held on Thursday, May 21, 2020, at 1:30 p.m. and Monday, June 15, 2020, at 1:30 p.m. The proposed fees and charges were approved by the City Council with adjustments that were brought forward during the budget deliberation process through Manager's Budget Addenda (MBA) #29 that was approved as part of the Mayor's June Budget Message for Fiscal Year 2020-2021.

This memorandum serves to document the changes from the 2020-2021 Proposed Fees and Charges to the 2020-2021 Adopted Fees and Charges. This memorandum is being released in lieu of a 2020-2021 Adopted Fees and Charges book, given the minimal fee changes and the extra cost to publish a revised document.

ANALYSIS

Following is a description of each of the changes to the 2020-2021 Proposed Fees and Charges approved by the City Council (details found in Attachment A) as well as the total estimated revenues and expenditures associated with fee activities (Attachment B).

Housing Department

Rent Stabilization Program Fee

The 2020-2021 Proposed Fees and Charges Report recommended that the Rental Mediation Penalty for Apartments, under the Rent Stabilization Program Fee, remain intact in 2020-2021. However, due to the impacts of COVID-19 on the rental community, all late fees, interest and penalties associated with the Rent Stabilization Program are now suspended through June 30, 2021. This suspension will be re-evaluated for the Proposed 2021-2022 Fees and Charges Report at that time. No revenue was assumed from late fees, interest and penalties in the 2020-2021 Proposed Budget. As described in Manager's Budget Addendum #29, approved as part of the Mayor's June Budget Message for Fiscal Year 2020-2021, the Rental Mediation Penalty for Apartments is changed to "Suspended through June 30, 2021".

Transportation Department

Micro Mobility Permit Fee

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 were not incorporated into the 2020-2021 Adopted Budget and incorrect assumptions that five vendors would be operating in 2020-2021 and would permit 4,000 scooters. The correct fee is \$97 per permit based on updated costs and the estimate of four vendors and 3,600 scooter permits. Based on information gathered after speaking with seven current and potential scooter vendors, it is anticipated that four vendors will provide service in 2020-2021. Estimated revenue does not change because of the updated fee.

Affordable Housing Transportation Review Fee

The Affordable Housing Transportation Review fee was approved 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.

Technical Corrections

Planning, Building and Code Enforcement

Some minor fee revisions to the Planning Development Fees were approved 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.

CONCLUSION

The changes outlined in this memorandum reflect the revisions to the 2020-2021 Proposed Fees and Charges as approved by the City Council with the adoption of the 2020-2021 Budget. This memorandum in combination with the 2020-2021 Proposed Fees and Charges document comprise the 2020-2021 Adopted Fees and Charges. It is recommended that this memorandum be retained with the 2020-2021 Proposed Fees and Charges document for a complete record of all fees and charges approved for 2020-2021.



JIM SHANNON
Budget Director

Attachment A – Adjustments to the 2020-2021 Proposed Fees and Charges Report
Attachment B – 2020-2021 Fees and Charge Report – Department Fees and Charges Summary

For questions, please contact Selena Ubando, Assistant to the City Manager at (408) 535-8138.

AMENDMENTS TO THE 2020-2021 PROPOSED FEES AND CHARGES REPORT

ATTACHMENT A

Fee Name	2020-2021 Fees & Charges		2020-2021 Proposed Fees & Charges Page #
	Proposed Fee	Adopted Fee	
HOUSING DEPARTMENT			
RENT STABILIZATION PROGRAM FEE FUND - CATEGORY II			
1. Rental Mediation Penalty: Apartments			
1. 30 days past due = 25% of principal	Penalties and interest assessed for delinquent permit payment	Suspended through June 30, 2021	54
2. 60 days past due = 50% of principal	Penalties and interest assessed for delinquent permit payment	Suspended through June 30, 2021	54
PLANNING, BUILDING AND CODE ENFORCEMENT			
PLANNING FEE PROGRAM - CATEGORY I			
3. Conventional Prezonings/Rezonings			
1. Conventional Prezonings/Rezonings	\$9,043	\$9,053	81
7. General Plan Amendments			
1. Additional Charges: General Plan Text Amendment	\$17,743	\$17,764	82
2. Additional Charges: Specific Plan Text Amendment	\$17,743	\$17,764	82
6. Urban Growth Minor Boundary Modifications	\$17,743	\$17,764	82
11. Miscellaneous Permits/Fees			
1. Administrative Permit	\$3,044	\$3,048	83
2. Appeals/Protests - Applicant	\$11,697	\$11,710	83
3. Appeals/Protests - Applicant's Non-Applicant Appeal Processing	\$11,437	\$11,460	83
5. Billboard Height Alterations Agreement	\$11,279	\$11,292	83
6. Community Meeting Fee	\$3,467	\$3,472	83
8. Consultation Fee-Permit/Sign Adjust	\$303 per hour	\$209 per hour	83
10. Development Agreements-Amendment	\$9,818	\$9,829	84
11. Development Agreements-Annual Monitoring	\$11,905	\$11,920	84
12. Development Variances Exceptions	\$6,473	\$6,481	84
21. Mixed Use Permit Credit	\$6,055	\$6,063	84
28. Reasonable Accommodation	\$7,937	\$7,947	85

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PLANNING, BUILDING AND CODE ENFORCEMENT			
PLANNING FEE PROGRAM - CATEGORY I			
15. Preliminary Review Fee			
4. Additional Services: Preliminary Report	No Change	Delete	86
16. Public Information Services			
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	87
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	87
20. Single Family House Permit			
3. Public Hearing - Director	\$7,405	\$7,414	88
22. Special Use Permits (SUP)			
2. Renewal	\$5,847	\$5,853	89
3. Special Use Permit and Amendment: Existing Non-Single Family Use / New Construction	\$11,303	\$11,317	89
4. Special Use Permit and Amendment: Existing Single Family Use / No New Construction	\$5,468	\$5,475	89
24. Street Renaming Fee			
1. Street Renaming Fee: Major	\$11,279	\$11,292	89
2. Street Renaming Fee: Minor	\$4,073	\$4,078	89
25. Tentative Maps			
1. All Tentative Maps and Vesting Tentative Maps and Amendments to Tentative and Vesting Tentative Maps: At 250 lots	\$10,026	\$10,038	90
2. All Tentative Maps and Vesting Tentative Maps and Amendments to Tentative and Vesting Tentative Maps: At 50 lots	\$8,773	\$8,783	90
3. All Tentative Maps and Vesting Tentative Maps and Amendments to Tentative and Vesting Tentative Maps: Up to 10 lots	\$7,937	\$7,947	90
7. Certification of Compliance	\$5,647	\$5,674	90
8. Covenant of Easement	\$4,176	\$4,181	91
16. Release Covenant of Easement	\$3,447	\$3,451	91

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PLANNING, BUILDING AND CODE ENFORCEMENT			
PLANNING FEE PROGRAM - CATEGORY I			
26. Tree Removal Permit			
2. Live Trees - All Other Uses	\$2,269 + noticing fees	\$2,272 + noticing fees	91
EXHIBIT A			
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	93
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	93
TRANSPORTATION DEPARTMENT			
TRANSPORTATION FEES - CATEGORY I			
1. Development Review and Traffic Analysis Permits			
1. Affordable Housing Transportation Review	\$4,303 per review	\$812 per review	184
5. Micro Mobility			
3. Permit Fee	\$134 per permit	\$97 per permit	189

2020-2021 FEES AND CHARGES REPORT DEPARTMENT FEES AND CHARGES SUMMARY

	2019-2020 ADOPTED BUDGET			2020-2021 ADOPTED BUDGET				
	Estimated Cost	Estimated Revenue	% Cost Recovery	Estimated Cost	WITH CURRENT FEE		WITH ADOPTED FEE	
					Estimated Revenue	% Cost Recovery	Estimated Revenue	% Cost Recovery
Category I - (Fees Which Should Be Cost Recovery)								
City Clerk	25,000	25,000	100.0%	26,000	26,000	100%	26,000	100.0%
Environmental Services	477,053	333,161	69.8%	477,192	333,772	69.9%	333,300	69.8%
Finance	169,952	169,725	99.9%	231,224	240,831	104.2%	230,977	99.9%
Fire	10,264,884	8,410,021	81.9%	9,389,176	5,957,000	63.4%	6,195,280	66.0%
Housing	4,787,394	4,786,683	100.0%	4,511,384	4,502,766	99.8%	3,592,611	79.6%
Library	39,000	39,000	100.0%	36,000	36,000	100%	36,000	100.0%
Parks, Recreation & Neighborhood Services	32,112,450	21,956,144	68.4%	29,475,380	19,125,004	64.9%	17,475,004	59.3%
Planning, Building & Code Enforcement	63,006,418	55,002,511	87.3%	59,782,641	41,293,739	69.1%	43,045,648	72.0%
Police	6,337,236	5,850,261	92.3%	6,184,352			6,172,569	99.8%
Public Works	13,386,031	12,094,430	90.4%	13,331,163	10,579,110	79.4%	11,004,825	82.5%
Transportation	2,162,058	2,149,744	99.4%	1,853,326	2,064,478	111.4%	1,795,831	96.9%
Total Category I:	132,767,476	110,816,680	83.5%	125,297,838	84,158,700	67.2%	89,908,045	71.8%
Category II - (Fees Which May Be Less Than or More Than Cost Recovery)								
Economic Development	31,835	26,745	84.0%	39,576	32,440	82.0%	32,740	82.7%
Environmental Services	5,418,649	3,480,000	64.2%	5,648,934	3,630,000	64.3%	3,630,000	64.3%
Finance	27,203	477,375	1,754.9%	30,238	307,375	1,016.5%	310,175	1,025.8%
Fire	5,864,482	5,592,543	95.4%	5,704,836	5,258,000	92.2%	5,678,640	99.5%
Library	344,785	264,200	76.6%	364,394	399,000	109.5%	224,000	61.5%
Parks, Recreation & Neighborhood Services	3,913,700	1,375,000	35.1%	3,250,531	1,135,000	34.9%	910,000	28.0%
Planning, Building & Code Enforcement	14,500	126,000	869.0%	15,820	126,000	796.5%	15,820	100.0%
Public Works	10,024,267	2,500,383	24.9%	11,571,667	2,485,586	21.5%	2,558,118	22.1%
Transportation	892,138	437,000	49.0%	1,012,943	450,697	44.5%	429,525	42.4%
Total Category II:	26,531,559	14,279,246	53.8%	27,638,939	13,824,098	50.0%	13,789,018	49.9%
TOTAL CATEGORY I AND CATEGORY II:	159,299,035	125,095,926	78.5%	152,936,777	97,982,798	64.1%	103,697,063	67.8%
TOTAL GENERAL FUND	148,824,133	115,819,112		70,179,740	40,896,384		45,645,909	
TOTAL NON-GENERAL FUND	10,474,902	9,276,814		82,757,037	57,086,414		58,051,154	