



**CONSENT CALENDAR**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** April 24, 2018

**Subject:** Resolution No. 2018-13: FY 2018/19 City Fee Schedule

**Prepared by:** Zachary Dahl, Planning Services Manager

**Reviewed by:** Jon Biggs, Community Development Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Resolution No. 2018-13 - FY 2018/19 Fee Schedule for the City of Los Altos

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

The proposed fee increases will result in an estimated \$60,000 to \$100,000 increase in City fee revenue collected in FY 2018/19.

**Environmental Review:**

This action is exempt from environmental review pursuant to Section 15273 of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

**Policy Question(s) for Council Consideration:**

- Should the City's user fees be raised by approximately 3% so that City revenues can keep pace with increasing costs and the Bay Area's Consumer Price Index?

**Summary:**

- The proposed resolution increases most departmental user fees, excluding Recreation and Community Services, by approximately 3%.

**Staff Recommendation:**

Move to adopt Resolution No. 2018-13 setting the FY 2018/19 Fee Schedule for the City of Los Altos



**Subject:** Resolution No. 2018-13: FY 2018/19 City Fee Schedule

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### **Purpose**

The Fee Schedule establishes user fees with a target to cover expenses incurred during the administration of various programs and services can keep pace with departmental expenditures.

### **Background**

Periodically staff re-evaluates user fees that are collected for City services and activities that are intended to be cost recovery. The City contracted with Revenue and Cost Specialists in 2012 to develop an updated cost allocation plan. This review identified the time spent by staff on the various private development applications that it processes and the appropriate charge or fee for providing this service. Department expenses include all direct costs, such as salaries, benefits, supplies, building utilities, equipment replacement, etc., and indirect costs. Indirect expenses include the costs associated with external departmental support from the City Manager, City Clerk, City Attorney, and Administrative Services Department. The City anticipates updating the cost allocation plan during FY2018/19.

The City began charging fees based on the 2012 cost allocation plan in FY 2013/14. However, many of the City's fees have not been increased since that time. In FY 2017/18, Community Development increased its user fees by approximately 5%, but was the only department to do so.

### **Discussion/Analysis**

The City's Fee Schedule includes fees assessed by Community Development, Police, Public Works, Finance and Executive. The fee schedule for Recreation and Community Services is maintained separately. The majority of the fees on the Fee Schedule fall under the administration of the Community Development Department, which has a target to recover its direct and indirect expenditures through user fee revenue. Public Works, Police and Finance collect various application and user fees, but due to the range of programs and services they administer for the City, they do not have a target to be full cost recovery departments. The attached Fee Schedule includes a list of the City's current user fees assessed for FY 2017/18 and the proposed user fees for FY 2018/19.

The Community Development Department is on-track to recover most, if not all, of department expenses by the fees collected in FY17/18. However, due to continuing rising costs and expenses, the recovery of costs related to developmental operation continues to grow, so it is recommended that the fees for services provided by Community Development be raised by approximately 3%. This increase is based on the San Francisco Consumer Price Index, which increased by 3.6% over the past year (February 2017 to February 2018). While the other City departments are not expected to fully recover their operational costs, the fees assessed for user services provided do need to keep up with inflation and cover the costs to administer the service provided, thus it is recommended that all other fees on the Fee Schedule be raised by approximately 3% as well.



**Subject:** Resolution No. 2018-13: FY 2018/19 City Fee Schedule

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It should be noted that only fees for services can be raised via resolution. Certain fees or taxes, such as impact fees (Park In-Lieu or Traffic) or business license fees, cannot be raised via resolution but require additional study, adoption of an ordinance or approval of a ballot initiative. Thus, not all of the City's fees are included on the Fee Schedule or are being raised by the resolution.

### **Options**

1) Adopt fee increases

**Advantages:** Revenues can keep pace with expenditures and stay on target to cover the cost to administer various City programs and services

**Disadvantages:** Raises user fees by approximately 3% for various City programs and services

2) Decline fee increase request

**Advantages:** Maintains user fees at present levels

**Disadvantages:** Revenues may not fully cover the cost to administer various City programs and services

### **Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2018-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
SETTING CERTAIN FEES AND CHARGES TO BE COLLECTED**

**WHEREAS**, the Municipal Code specifies that certain fees and charges shall be set by Resolution of the City Council; and

**WHEREAS**, these fees and charges should be in amounts sufficient to recover the costs incurred by the City with respect to the functions to be performed by the City.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby adopts the various fees and charges set forth in the attached FY 2018/19 Fee Schedule for the City and these fees shall become effective no sooner than 60 days following final passage and adoption of this Resolution and shall remain in effect until a new Resolution amending the same is adopted by the City Council.

**BE IT FURTHER RESOLVED** all other fees previously established by other City Council Resolution or Ordinance remain in effect.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 24<sup>th</sup> day of April, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jean Mordo, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CMC, CITY CLERK

# City of Los Altos

## Fee Schedule

### FY 2018/19

\*Note: San Francisco Consumer Price Index (CPI) has increased 3.6% over the past 12 months (2/17 -2/18). This revised fee schedule reflects an approximate 3% increase in the City's fees for various permits and services.

Community Development Building	Adopted Fee for Service 17/18	Proposed Fee for Service 18/19
Building Permit Valuation based on price per square foot of construction. Minimum valuation for new residential and commercial construction is \$158.00 per square foot.		Building Permit Valuation based on Price per square foot of Construction. Minimum valuation for new residential and commercial construction is \$165.00 per square foot
Total Valuation \$1.00 - \$3,000.00	\$79.00	\$82.00
\$3,001.00 - \$25,000.00	\$79.00 for the first \$3,000.00 plus \$16.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.	\$82.00 for the first \$3,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 - \$50,000.00	\$435.00 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.	\$450.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 - \$100,000.00	\$728.00 for the first \$50,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.	\$750.00 for the first \$50,000.00 plus \$8.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 - \$500,000.00	\$1,133.00 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.	\$1,170.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 - \$1,000,000.00	\$3,733.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.	\$3,845.00 for the first \$500,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.

\$1,000,001.00 and up	\$6,483.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof.	\$6,680.00 for the first \$1,000,000.00 plus \$4.25 for each additional \$1,000.00 or fraction thereof.
Electrical, Fire Department Inspection, Mechanical or Plumbing Permit Total Valuation		
\$1.00 - \$3,000.00	\$79.00	\$82.00
\$3,001.00 - \$25,000.00	\$79.00 for the first \$3,000.00 plus \$22.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.	\$82.00 for the first \$3,000.00 plus \$23.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 - \$50,000.00	\$563.00 for the first \$25,000.00 plus \$16.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.	\$580.00 for the first \$25,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 - \$100,000.00	\$963.00 for the first \$50,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.	\$995.00 for the first \$50,000.00 plus \$11.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 and up	1.6% of the valuation	1.6% of the valuation
Solar/Photovoltaic Permit (Residential/Commercial)	\$500.00* *(Per California Government Code Section 66015 which allows for fees of \$500.00 plus \$15.00 per kilowatt for each kilowatt above 15kW for residential rooftop solar energy systems, and \$1,000 plus \$7.00 per kilowatt for each kilowatt between 51kW and 250kW plus \$5.00 for every kilowatt above 250kW, for commercial rooftop solar energy systems)	\$500.00* *(Per California Government Code Section 66015 which allows for fees of \$500.00 plus \$15.00 per kilowatt for each kilowatt above 15kW for residential rooftop solar energy systems, and \$1,000 plus \$7.00 per kilowatt for each kilowatt between 51kW and 250kW plus \$5.00 for every kilowatt above 250kW, for commercial rooftop solar energy systems)
Building Plan Check	65% of Building Permit Fee	65% of Building Permit Fee
Fire Department Plan Check	20% of Total Building Permit Fee (if applicable)	20% of Total Building Permit Fee (if applicable)
Energy Plan Check (Title 24)	25% of Total Building Permit Fee	25% of Total Building Permit Fee
Blueprint for a Clean Bay	\$10.00	\$10.00
Building Code Compliance Review	\$500.00	\$525.00
Building Moving Permit	Time/Material	Time/Material
California Green Building Fund	Assessed at the rate of (4\$) per one hundred thousand dollars in valuation, with appropriate fractions thereof, but not less	Assessed at the rate of (4\$) per one hundred thousand dollars in valuation, with appropriate fractions thereof, but not less

	than (\$1) per every twenty-five thousand in valuation	than (\$1) per every twenty-five thousand in valuation
Construction Tax Residential Commercial	\$0.41 per Square Foot \$0.68 per Square Foot	\$0.41 per Square Foot \$0.68 per Square Foot
Demolition Permit Single Family Commercial/Multiple-Family	\$289.00 \$578.00	\$289.00 \$578.00
Duplicate Permit Request	\$50.00	\$55.00
Energy Plan Check	25% of Building Permit	25% of Building Permit
Fire Marshall Plan Check	20% of Building Permit	20% of Building Permit
Miscellaneous Building Permit	Same as Building Permit Fee (see above)	Same as Building Permit Fee (see above)
Property Research Residential Commercial	\$26.00 per Property \$53.00 (minimum) per Property	\$27.00 per Property \$55.00 (minimum) per Property
Re-Inspection Request	\$79.00	\$85.00
Solar and Photovoltaic Permit	(same as above)	(same as above)
Street Address Change	\$578.00	\$600.00
Strong Motion and Seismic Hazard Mapping Strong Motion Instrumentation & Seismic Hazard Mapping Fees – SMIP (1-3 Story Residential)  Strong Motion Instrumentation & Seismic Hazard Mapping Fees – SMIP (Over 3 story residential & all commercial)	Residential – Minimum Fee is \$0.50 for Any Valuation up to \$3,850.00 Valuation Amount x 0.00013 = Fee Amount  Commercial – Minimum Fee is \$0.50 for Any Valuation up to \$1,786.00 Valuation Amount x 0.00028 = Fee Amount	Residential – Minimum Fee is \$0.50 for Any Valuation up to \$3,850.00 Valuation Amount x 0.00013 = Fee Amount  Commercial – Minimum Fee is \$0.50 for Any Valuation up to \$1,786.00 Valuation Amount x 0.00028 = Fee Amount
Technology Surcharge – Permit System Maintenance, Document Archiving Maintenance, Document Backfile Conversion	5% of Building/Electrical/Mechanical/Plumbing Permits	8% of Building/Electrical/Mechanical/Plumbing Permits
Temporary Certificate of Occupancy	\$ 368.00	\$380.00

<b>Community Development Planning</b>	<b>Adopted Fee for Service 17/18</b>	<b>Proposed Fee for Service 18/19</b>
Annexation	\$200.00 Deposit per Parcel, with a \$1,000.00 Minimum and Fully Allocated Hourly Staff Rates	\$210.00 Deposit per Parcel, with a \$1,000.00 Minimum and Fully Allocated Hourly Staff Rates
Appeal		
Within Notification Boundary	\$575.00	\$595.00
Outside Notification Boundary	\$1,730.00	\$1,785.00
Application Extension		
Single-Family	\$285.00	\$295.00
Commercial/Multiple-Family	\$575.00	\$595.00
Application Modification		
Single-Family	\$5,750.00	\$595.00
Commercial/Multiple-Family	\$1,730.00	\$1,785.00
Certificate of Compliance	\$1,730.00 + Time/Material	\$1,785.00 + Time/Material
Conditional Use Permit		
Business Use Only	\$1,730.00	\$1,785.00
Planning Commission		
Business Use Only	\$2,885.00	\$2,975.00
Planning Commission/City Council		
New Construction (>500 sq. ft.)	\$5,190.00	\$5,350.00
PC & CC		
Wireless Facility (Renewal/Mod)	\$865.00	\$890.00
Staff Level		
Modification	\$865.00	\$890.00
Design Review		
Single-Family		
Administrative (<500 sq. ft.)	\$285.00	\$295.00
Administrative (>500 Sq. Ft.)	\$865.00	\$890.00
Design Review Commission	\$1,730.00	\$1,785.00
Commercial/Multiple-Family		
Administrative (≤500 Sq. Ft.)	\$865.00	\$890.00
PC & CC (>500 Sq. Ft.)	\$5,190.00	\$5,350.00
Accessory Dwelling Unit Review	\$575.00	\$595.00
Development Agreement Fee	Time/Material (\$5,000.00 deposit)	Time/Material (\$5,000.00 deposit)
Environmental Initial Study	\$1,730.00 + Time/Material	\$1,785.00 + Time/Material
Environmental Impact Report	\$5,190.00 + Time/Material	\$5,350.00 + Time/Material
Electric Vehicle Charging	\$.32 Per kWh	\$.33 Per kWh
General Plan/Map Amendment	\$5,190.00	\$5,350.00 + Time/Material
Lot-Line Adjustment	\$1,730.00 + Time/Material	\$1,785.00 + Time/Material
Maps and Documents		
Zoning Map	\$5.00	\$5.00
Zoning Ordinance	\$15.00	\$15.00
General Plan	\$15.00	\$15.00
Specific Plans	\$5.00	\$5.00
Park In-Lieu Fee		
Single-Family Residential Unit	\$56,500.00	\$56,500.00



Multiple-Family Residential Unit	\$35,500.00	\$35,500.00
Planned Unit Development	\$5,190.00	\$5,350.00 + Time/Material
Planning Commission Study Session	\$575.00	\$595.00
Preliminary Project Review	\$285.00	\$295.00
Planning Records Research Fees		
Single-Family Residential	\$26.25	\$27.00
Commercial and all other zones	\$52.50	\$55.00
Public Notification – Single-Family	\$25.00	\$26.00
Public Notification – All Other	\$1.00 per mailed post card	\$1.00 per mailed post card
Public Sidewalk Display Permit	\$52.00	\$55.00
Reversion to Acreage	\$1,730.00 + Time/Material	\$1,785.00 + Time/Material
Sign Review		
Modification of Existing Sign	\$140.00	\$145.00
Sign Per a Sign Program	\$140.00	\$145.00
New Sign (no Sign Program)	\$285.00	\$295.00
Sign Program	\$575.00	\$595.00
Single-Story Overlay Rezoning	\$4,725.00	\$4,870.00
Tentative Subdivision Map Review	\$5,190.00	\$5,350.00
Tentative Subdivision Map Extension/Modification	\$1,730.00	\$1,785.00
Traffic Impact Fee		
Single-Family Residential Unit	\$6,152.00	\$6,152.00
Multiple-Family Residential Unit	\$3,777.00	\$3,777.00
Senior Residential Unit	\$1,584.00	\$1,584.00
Commercial	\$11,269.00 Per 1,000 sq. ft.	\$11,269.00 Per 1,000 sq. ft.
Office	\$9,076.00 Per 1,000 sq. ft.	\$9,076.00 Per 1,000 sq. ft.
Tree Removal	\$52.00	\$55.00
Vacating Easement/Right-of-way	Time/Material	Time/Material
Variance Review		
Single-Family - Accessory Struct.	\$575.00	\$595.00
Single-Family - Main Structure	\$1,730.00	\$1,785.00
Commercial/Multiple-Family PC Only	\$1,730.00	\$1,785.00
Commercial/Multiple-Family PC & CC	\$5,190.00	\$5,350.00
Zoning Ordinance/Map Amendment	\$5,190.00	\$5,350.00 + Time/Material
Zoning Use Compliance	\$105.00	\$110.00
Zoning Verification Letter	\$285.00	\$295.00

<b>Police</b>	<b>Adopted Fee for Service 17/18</b>	<b>Proposed Fee for Service 18/19</b>
Alarm Permit Renewal Late Renewal/Unpermitted Alarm response	\$37.00 Per Permit \$37.00 Per Permit \$74.00	\$38.00 Per Permit \$38.00 Per Permit \$76.00
False Alarm Response First Two Responses in a Permit Year Third and Subsequent Responses	No Charge \$220.00 Per Response	No Charge \$227.00 Per Response
Alcohol Permit	\$70.00 Per Application	\$72.00 Per Application
DUI Accident Response Police Response Fire Response Fatal accident	\$1,190.00 \$1,390.00 Fully Allocated Hourly Rate for All Emergency Personnel Responding, Not to Exceed \$12,000.00 Per Incident	\$1,225.00 \$1,435.00 Fully Allocated Hourly Rate for All Emergency Personnel Responding, Not to Exceed \$12,000.00 Per Incident
Jail Booking Fees	Actual County Cost	Actual County Cost
Massage Establishment Permit New Annual Renewal	\$275.00 \$65.00	\$283.00 \$67.00
Massage Therapist Permit New Annual Renewal	\$235.00 \$65.00	\$242.00 \$67.00
Massage Appeal Hearing	\$1,970.00 per appeal Includes One Hour of City Attorney Time	\$2,030.00 per appeal Includes One Hour of City Attorney Time
Miscellaneous Police Permit	\$275.00 Per Application	\$283.00 Per Application
Parking Permit Quarterly Annual	\$12.00 \$36.00	\$12.00 \$37.00
Second Response Call-Back Standard Response Juvenile Alcohol Party Response	\$585.00 Per Response After an Initial Warning \$585.00	\$602.00 Per Response After an Initial Warning \$602.00
Secondhand Dealer/Pawn Shop Permit New Annual Renewal	\$245.00 \$85.00	\$252.00 \$88.00
Solicitor Permit	\$100.00 Per Application	\$103.00 Per Application
Special Event Permit Application New On-going	\$2,045.00 \$875.00	\$2,100.00 \$900.00
Special Event Police Service	Salaries/Benefits/Overhead at Overtime Rate	Salaries/Benefits/Overhead at Overtime Rate
Vehicle Impound Release	\$230.00 per vehicle	\$237.00 per vehicle
Vehicle Repossession	\$15.00 per vehicle	\$15.00 per vehicle
Verification/Clearance Letter	\$33.00 per letter	\$34.00 per letter

<b>Public Works</b>	<b>Adopted Fee for Service 17/18</b>	<b>Proposed Fee for Service 18/19</b>
Banner Hanging San Antonio/ECR Downtown Fremont/Grant Lincoln Park 9-foot 18-foot	\$366.00 Per Two Weeks \$366.00 Per Week \$308.00 Per Two Weeks  \$153.00 Per Week \$308.00 Per Week	\$377.00 Per Two Weeks \$377.00 Per Week \$317.00 Per Two Weeks  \$158.00 Per Week \$317.00 Per Week
County Sewer Plan Check	\$545.00 Per Plan	\$560.00 Per Plan
Encroachment Permit Parking Stall  Special  Miscellaneous	\$70.00 Per Permit Plus \$30.00 Per Stall Per Day  \$380.00 Per Permit Plus Actual outside Costs \$190.00 Per Permit	\$72.00 Per Permit Plus \$31.00 Per Stall Per Day  \$390.00 Per Permit Plus Actual outside Costs \$196.00 Per Permit
Final Subdivision Map Check	\$1,120.00 Per Map Plus Actual outside Costs	\$1,155.00 Per Map Plus Actual outside Costs
Flood Hazard Letter	\$50.00 Per Letter	\$52.00 Per Letter
Heavy Haul Permit	\$585.00 Per Permit	\$605.00 Per Permit
Public Works Inspection	6% of the Estimated Cost of Construction	6% of the Estimated Cost of Construction
Lot Line Adjustment	\$505.00 Plus Actual outside Costs	\$520.00 Plus Actual outside Costs
Sewer Dye Test	\$95.00 Per Test	\$98.00 Per Test
Stormwater Management Plan Check	\$355.00 Per Application	\$365.00 Per Application
Temporary Lane Closure Permit	\$490.00 Per Permit Plus \$60.00 Per Day After First Day	\$505.00 Per Permit Plus \$62.00 Per Day After First Day
Utility Street Cut Permit	2% of Construction Cost (\$200.00 Minimum)	2% of Construction Cost (\$200.00 Minimum)
<b>Miscellaneous</b>	<b>Adopted Fee for Service 17/18</b>	<b>Proposed Fee for Service 18/19</b>
Business License Listing	\$15.00 Per Request	\$16.00 Per Request
Business License Duplicate	\$15.00 Per Request	\$16.00 Per Request
City Initiative Filing	\$200.00 Per Initiative, Refunded if Within One Year of Filing the Notice of Intent, the Elections Official Certifies the Sufficiency of the Petition	\$200.00 Per Initiative, Refunded if Within One Year of Filing the Notice of Intent, the Elections Official Certifies the Sufficiency of the Petition
Damage to City Property	Time/Material	Time/Material
Document Certification	\$25.00 Per Certification	\$26.00 Per Certification
Document Reproduction Fair Political Practices Commission Related	\$0.25 Per Page \$0.10 Per Page	\$0.25 Per Page \$0.10 Per Page
DVD Copy	\$2.00 Per Disk	\$2.00 Per Disk
Non-Sufficient Funds Check Processing	\$40.00 Per NSF Check	\$40.00 Per NSF Check