Summary Title: 2014 Municipal Fee Schedule Amendments

Title: Adoption of a Resolution Approving the 2014 Municipal Fee Schedule Amendments

From: City Manager

Lead Department: Administrative Services

Recommendation

Staff recommends that the Council approve amendments to the FY 2014 Adopted Municipal Fee Schedule effective July 1, 2013, as stated in the resolution.

Executive Summary

The recommendations included in this report will allow for minor technical adjustments to the Municipal Fee Schedule. These clerical amendments consist of modifying copying costs to ensure consistency and adding three fees which were inadvertently omitted from the 2014 Municipal Fee Schedule due to clerical errors. The fee amendments will have no effect on the Fiscal Year 2014 Adopted Operating Budget, as the correct rates were used in the development of revenue estimates for the budget. Upon approval of the recommendations included in this report, staff will amend the 2014 Adopted Municipal Fee Schedule that is posted on the City’s website.

Background

On June 10, 2013, the City Council approved the 2014 Operating Budget, which included the Municipal Fee Schedule. Subsequent to the release of the Adopted Municipal Fee Schedule early August 2013, a small number of clerical errors were discovered, and staff now seeks City Council authorization to retroactively correct these errors effective July 1, 2013.

Discussion

After the release of the FY 2014 Adopted Municipal Fee Schedule early August 2013, a small number of clerical errors were discovered as discussed below.
Zoning Map Booklets: The FY 2014 Adopted Municipal Fee Schedule includes fees for the purchase of Zoning Map Booklets in two different sections of the schedule. In the City-Wide Fee section of the document (page 1-1), the fee is listed as $48.00 + $4.00, if mailed, however, in the Planning and Community Environment Department (page 16-4) the fee is listed as $95.00 + $4.00, if mailed. The fee was increased in Fiscal Year 2010 and then again as part of the 2014 Budget, however, the City-Wide section of the document was not updated to account for these Zoning Map Booklets fee increases. The higher rate, as reflected in the Planning and Community Environment Department, has been used since 2010. Staff recommends to retroactively update the City-Wide Fee Section of the FY 2014 Adopted Municipal Fee Schedule to ensure consistency within the document.

Construction and Demolition Fees: Prior to Fiscal Year 2014, the Municipal Fee Schedule for the Public Works Department included fees related to the Construction and Demolition Program. These fees are assessed for various types of projects and construction valuations to ensure proper recycling and disposal of demolition debris. The three fees are itemized below:

- Commercial and Multi-family projects greater than or equal to $25,000 in valuation: $225/permit
- Single Family and Two Family projects greater than $75,000 in valuation: $205/permit
- Single Family and Two Family projects greater than $25,000 and less than $75,000 in valuation: $77/permit

Prior to FY 2014, the Revenues and associated expenditures associated with this program were budgeted in the Refuse Fund. As part of the FY 2014 Adopted Budget, the revenues and expenditures related to this program were shifted to the General Fund, in the Planning and Community Environment Department. As part of the development of the 2014 Municipal Fee Schedule, staff correctly eliminated these fees in the Public Works Department – Refuse section; however, inadvertently these fees were not added to the Planning and Community Environment Department Section. Therefore, staff recommends to retroactively approve these three fees effective July 1, 2013 so that staff can amend the Planning and Community Environment Department Section of the FY 2014 Adopted Municipal Fee Schedule.

Resource Impact

No impact on the Fiscal Year 2014 Budget is anticipated as a result of these recommendations. All recommended fee amendments to the FY 2014 Adopted Municipal Fee Schedule and related revenue estimates were assumed in the development of the Fiscal Year 2014 Budget.

Policy Implications

This recommendation is consistent with adopted Council policy.

Environmental Review

The action recommended is not a project for the purposes of the California Environmental Quality Act.
Attachments:

- Attachement A: RESO Muni Fee Schedule 2014  (PDF)
- Exhibit 1 - Exhibit Revised Muni Fee pages  (PDF)
Resolution No. __________
Resolution of Intention of the Council of the City of Palo Alto
Amending the Citywide Section and Planning and Community
Environment Department Section of the Fiscal Year 2014 Municipal
Fee Schedule

RECITALS

A. On June 10, 2013, The City Council approved the 2014 Operating Budget, which included the Municipal Fee Schedule.

B. Subsequent to the release of the Adopted Municipal Fee Schedule early August 2013, a small number of clerical errors were discovered.

C. Prior to FY 2014, the revenues and associated expenditures associated with this program were budgeted in the Refuse Fund. As part of the FY 2014 Adopted Budget, the revenue and expenditures related to this program were shifted to the General Fund, in the Planning and Community Environment Department. As part of the development of the 2014 Municipal Fee Schedule, staff correctly eliminated these fees in the Public Works Department – Refuse Section; however, inadvertently these fees were not added to the Planning and Community Environment Department Section.

D. The Municipal Fee Schedule displays the fees for Zoning Map Booklets in the Citywide section as well as the Planning and Community Environment section of the document. The fee included in the Citywide section of the document incorrectly states a lower fee than the Planning and Community Environment section.

E. The minor technical adjustments to the Municipal Fee Schedule are for four fees retroactive to July 1, 2013. These adjustments will ensure consistency of two fees (Zoning Map Booklets) across the schedule and add three fees (Construction and Demolition Fees) which were inadvertently omitted from the 2014 Municipal Fee Schedule.

F. The fee amendments will have no effect on the Fiscal Year 2014 Operating Budget, as the correct rates were used in the development of revenue estimates for the budget.

G. The fee amendments will be retroactive to July 1, 2013.

NOW, THEREFORE, the Council of the City of Palo Alto does RESOLVE as follows:

SECTION 1. The Municipal Fee Schedule is hereby amended as stated on the attached Exhibit “A” – Citywide Section and Planning and Community Environment Department Section of the Fiscal Year 2014 Municipal Fee Schedule.
SECTION 2. The Council finds that this is not a project under the California Environmental Quality Act and, therefore, no environmental impact assessment is necessary.
## CITYWIDE FEES

<table>
<thead>
<tr>
<th>Map Scales</th>
<th>FY 2013 FEE</th>
<th>FY 2014 FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning Map Booklet</td>
<td>$95.00 + $4.00 if mailed</td>
<td>$95.00 + $4.00 if mailed</td>
</tr>
</tbody>
</table>

City of Palo Alto

FY 2014 Municipal Fee Schedule 1-1
Whenever work is started without application approval, an investigation fee in addition to the permit fee shall be collected whether or not a permit application is then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

<table>
<thead>
<tr>
<th>Construction and Demolition</th>
<th>FY 2013 FEE</th>
<th>FY 2014 FEE</th>
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</thead>
<tbody>
<tr>
<td>Commercial and Multi-Family projects greater than or equal to $25,000 in valuation</td>
<td>$230.00/permit</td>
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