



# Draft 2019 Citywide User Fees & Development Impact Fees

February 26, 2018, Study Session

Jaime Boscarino, Finance Director

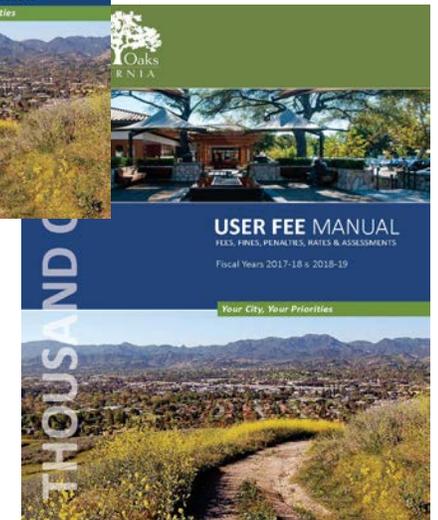
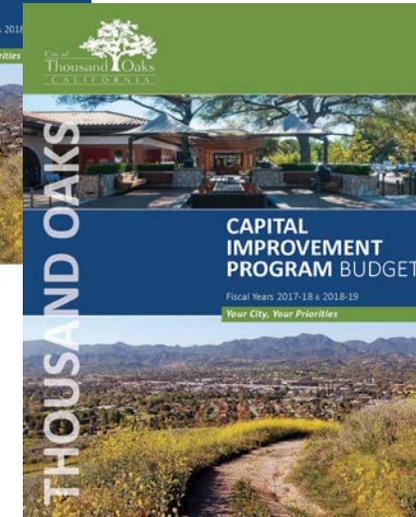
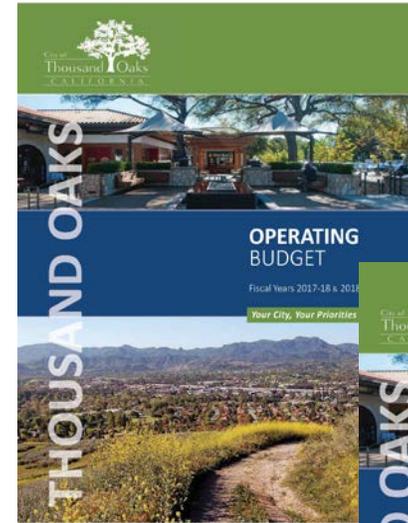
# Study Session 2/26 City Council Meeting

- Staff Presentation
- City Council Discussion
- Public Comments
- Staff Recommendations



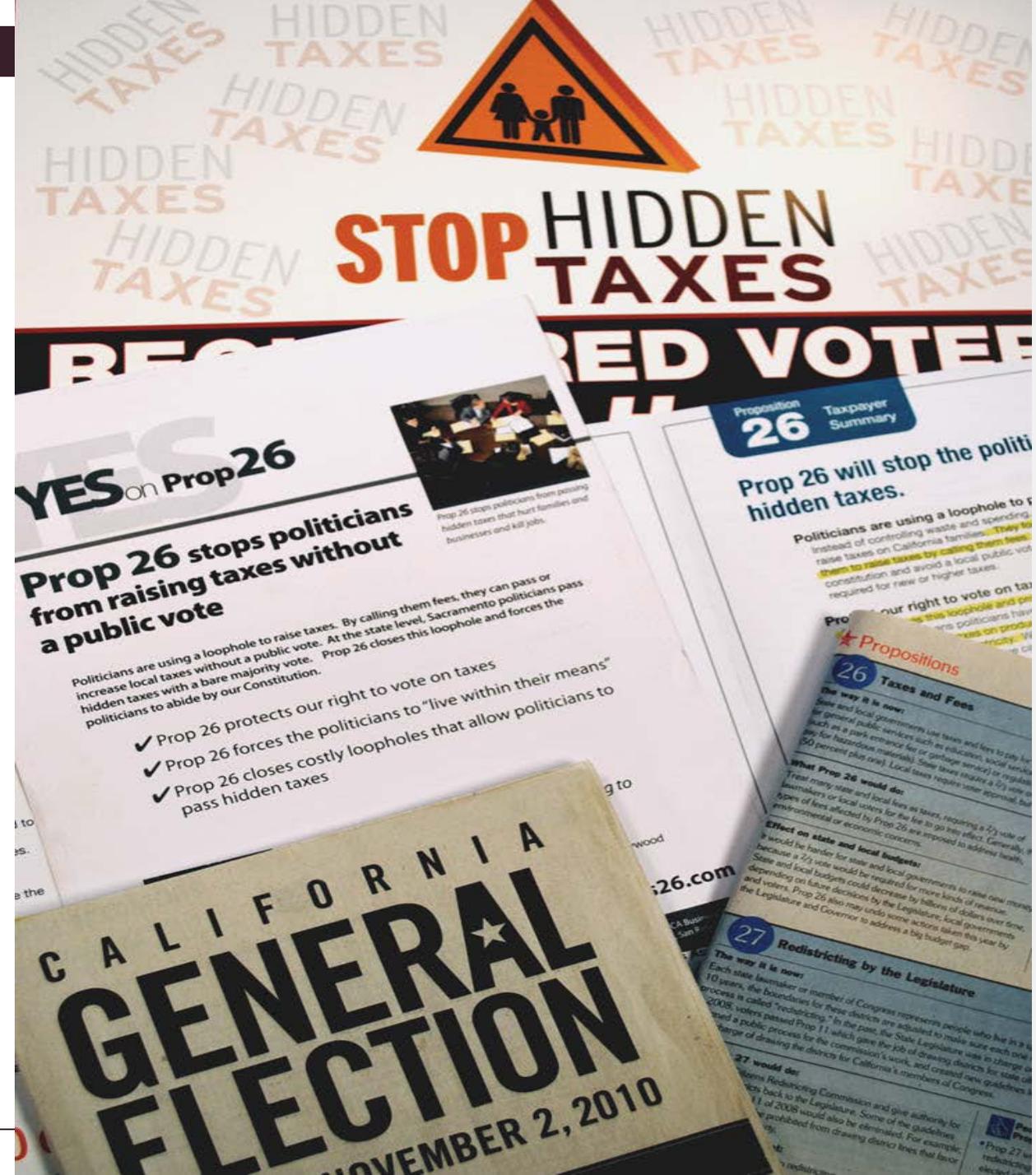
# Budget Process

- Part of biennial budget process
- 274 User Fees, over 700 sub-component fee items
- Development Related User Fees
  - Comprehensive Cost study performed periodically (FY 12-13)
- Non-Development Related User Fees
  - Fees reviewed based on legislative requirements and/or time & material studies
- Finance/Audit Committee 2/20/19



# Tax vs Fee

- Prop. 26
- A local tax is any levy, charge, or exaction of any kind imposed by a local government, that doesn't meet 7 exceptions set forth in Prop. 26.
- A fee or rate charged to an individual or group that receives a *private benefit* from services provided by the City



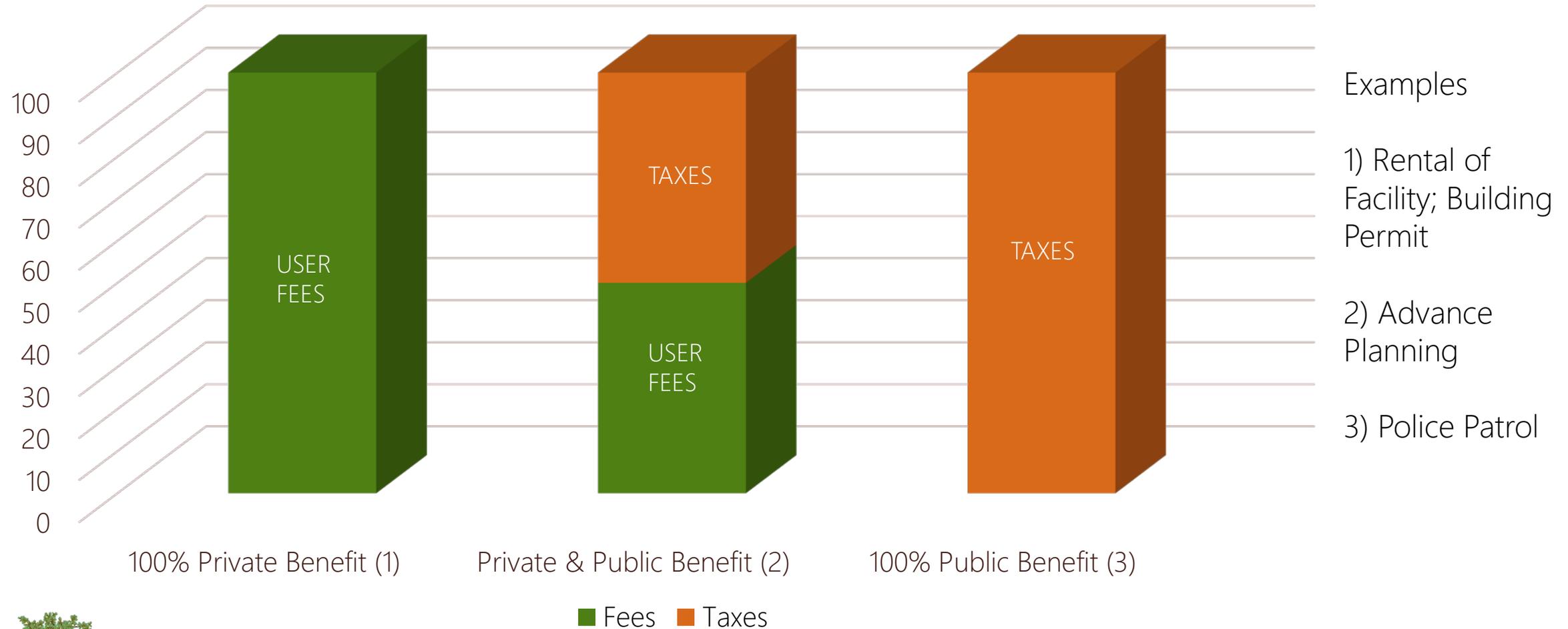
# 7 Exceptions

1. Specific Benefit or Privilege
2. Specific Government Service or Product
3. Regulatory Charges
4. User Charges
5. Fines and Penalties
6. Developer Charges
7. Benefit Assessments and Property-Related Charges (Prop. 218)

# Common Fee Concepts

- Meets one of the Seven Exceptions
- Be based on the cost of service
- Specifically benefit those who pay the charge
- Not unintentionally subsidized
- Must be reasonable
- Not arbitrary

# Source of Service Funding



# User Fee Manual

- User Fees (Development/Non-Development)
  - Building Permits
  - Rental of Facilities
- Developer Charges
  - Impact Fees
- Fines & Penalties
  - Parking & Late Fees
- Rates/Charges
  - Water & Wastewater
- Assessments
  - Lighting & Landscaping



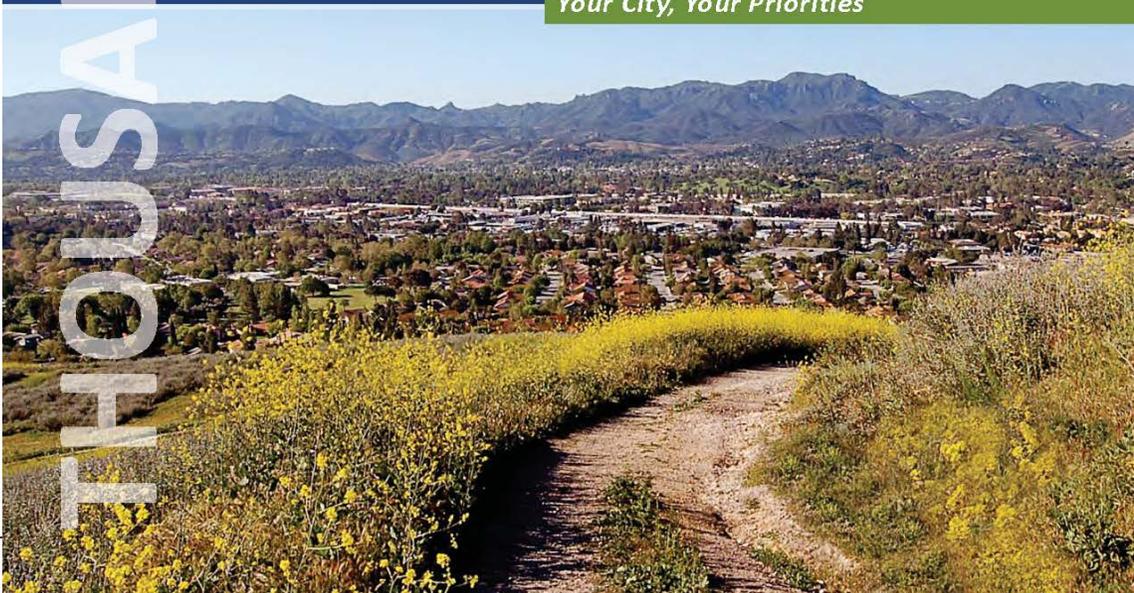
THOUSAND OAKS

## USER FEE MANUAL

FEES, FINES, PENALTIES, RATES & ASSESSMENTS

Fiscal Years 2017-18 & 2018-19

*Your City, Your Priorities*



# Draft User Fee Manual

- "Draft A" User Fee Manual Sections:
  - First Section
    - Fee detail sheets for each user fee
  - Second Section (on Yellow paper)
    - Comparison of the 2017 Adopted User Fees (listed as Current Fees) to the 2019 Draft User Fees (listed as Draft A)
- No New User Fees Proposed

## City of Thousand Oaks User Fees Detail Community Development - Building Division - 2019 (Draft A)

Fee Type	Fee Title				Fee #
User Fee	Certificates of Occupancy - Simple				B-02A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Building Division	Jul 01, 2019	Resolution No. 2019-	Jul 01, 2017	Resolution No. 2017-015	
Definition/Comments					
Review plans and perform on-site inspections for issuance of Certificate of Occupancy.					
Accounts Credited With Fee Receipts					
001-6110-422-03-00 Construction Permits - Certificates of Occupancy					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input type="checkbox"/> Deposit Required	6. Condition of property development	Fee	
Fee					
1)	\$ 123.00	Per application			
2)	\$ 38.00	Per hour research/investigations -simple: One address, no history			
3)	\$ 78.00	Per hour research/investigations -complex: More than one address, extensive history			

### City of Thousand Oaks User Fee Summary (2019) - Community Development - Building Division

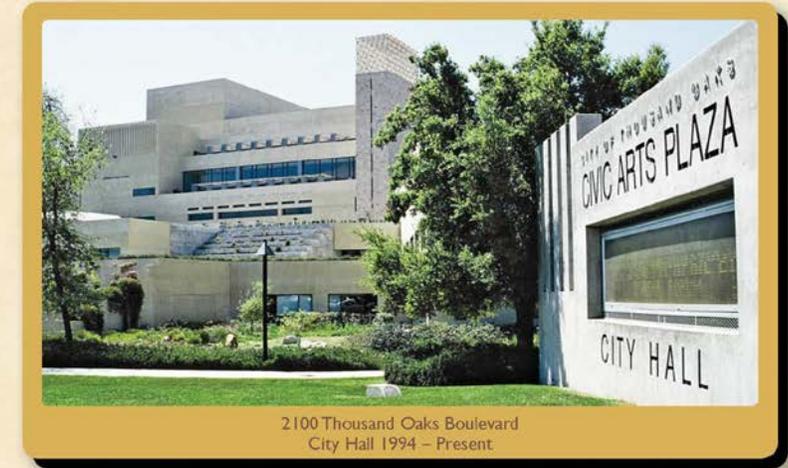
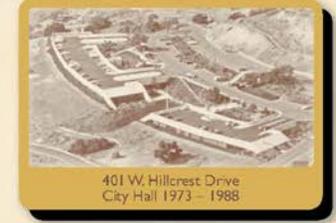
Current Fee	Flood Control		B-01
1)	\$ 15.00	Single permit	
2)	1%	Of fee - multiple permit/units	
Note: This fee is set by County of Ventura and is subject to change based on County requirements.			
Draft A Fee			
1)	\$ 15.00	Single permit	
2)	1%	Of fee - multiple permit/units	
Note: This fee is set by County of Ventura and is subject to change based on County requirements.			
Current Fee	Certificates of Occupancy - Simple		B-02A
1)	\$ 120.00	Per application	
2)	\$ 38.00	Per hour research/investigations -simple: One address, no history	
3)	\$ 78.00	Per hour research/investigations -complex: More than one address, extensive history	
Draft A Fee			
1)	\$ 123.00	Per application	
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Current Fee	Certificates of Occupancy - Complex		B-02B
1)	T&M	Time and materials	
Draft A Fee			
1)	T&M	Time and materials	
Current Fee	Temporary Certificate of Occupancy		B-02C
1)	\$ 298.00	per application.	
Draft A Fee			
1)	\$ 307.00	per application.	
Current Fee	Disabled Access Administrative Appeal		B-03A
1)	\$ 246.00	Per appeal	
Draft A Fee			
1)	\$ 253.00	Per appeal	
Current Fee	Disabled Access Board Appeal		B-03B
1)	\$ 815.00		
Draft A Fee			
1)	\$ 840.00		

# Development Related Full-Cost Study

- Staff reviewed & updated Development Related Cost of Service Study Model in 2013
- Prior Cost of Service Studies
  - 2010 CDD-Building & Safety Fees
  - 2007 Planning, Code Compliance, & Engineering Fees
  - 1999 Citywide Study

## CITY COST STUDY

FISCAL YEARS • 2013-14 & 2014-15



# Citywide Development Related Results Summary

- A majority of development related fees are currently below Full-Cost Recovery
- Current strategy –
  - Increase selected development related fees by CPI (3.2%)
  - Conduct a Full-Cost study in FY 2019-20
- Intentional Subsidy
  - City Council Exceptions – 16 Fees



# Full-Cost Recovery Policy Exception

## City Council Policy

- Community-wide vs. special service nature of the program or activity
- The use of general purpose revenue is appropriate for community-wide services, while user fees at full-cost are appropriate for services, which are of special benefit to an easily identified individual or group
- Fees & charges, in the absence of a specific public policy exception, should be implemented to achieve full-cost recovery



# City Council Exceptions to Full-Cost Recovery

	Fee #	Fee Name / Page	2017 Current Exception	2019 Proposed Exception
1.	B-03B	Disabled Access Board Appeal (pg. 25)	\$ 815	\$840
2.	P-04	Block Party (pg. 53)	\$40	\$40
		Special Event (1 Day or more)	\$136	\$140
3.	P-08	Farm Animal Permit (pg. 58)	\$52	\$53
4.	P-11A	Oak/Landmark Tree (pg. 61)	\$100	\$100
5.	P-11B	Oak/Landmark Tree/Planning Comm. Process (pg. 62)	No Fee	No Fee
6.	P-11C	Oak/Landmark Tree / Minor Mod (pg. 63)	\$225	\$225

# City Council Exceptions to Full-Cost Recovery

	Fee #	Fee Name / Page	2017 Current Exception	2019 Proposed Exception
7.	P-11D	Oak/Landmark Tree / Major Mod (pg. 64)	\$262	\$262
8.	P-23C	SUP Type C Ham Radio Tower (pg. 79)	\$1,093	\$1,127
9.	P-27B	PPD – Existing Home (pg. 84)	\$566	\$584
10.	P-32A	Minor Mod – Outdoor Dining (pg. 91)	\$918	\$947
11.	P-32B	Minor Mod – Ham Radio (pg. 92)	\$1,039	\$1,072
12.	P-53	Appeal of Admin Decision (pg. 117)	\$1,400	\$1,444



# City Council Exceptions to Full-Cost Recovery

	Fee #	Fee Name / Page	2017 Current Exception	2019 Proposed Exception
13.	P-54	Appeal of Planning Comm. Decision (pg. 118)	\$1,508	\$1,555
14.	P-66	Zoning Clearance (pg. 130)	\$73	\$75
15.	PW-25	Appeal of Admin Decision (pg. 252)	\$1,400	\$1,444
		Appeal of Planning Comm. Decision	\$1,508	\$1,555
16.	PW-46	Parking Permit (pg. 270)	\$8	\$8.25



# FY 2019 User Fees Manual

## Review of User Fees by Department/Section



# Revisions in User Fees

DEPARTMENT	# OF FEES	NO CHANGE IN FEE	CHANGE IN FEE	CHANGE
CITY CLERK	4	4	0	N/A
CITYWIDE	12	7	5	MINOR REVISIONS TO RENTAL FEES AND ADDITION OF A CHAIR SET-UP FEE
CDD – BUILDING	27	19	8	FEES ADJUSTED BY CPI
CDD – PLANNING	86	23	63	FEES ADJUSTED BY CPI
CULTURAL AFFAIRS	48	42	6	MINOR REVISIONS TO SIX FEES
FINANCE	14	12	2	MINOR INCREASE TO TWO FEES
LIBRARY	9	7	2	DECREASE TO DAMAGED MATERIALS FEE AND ELIMINATION OF SCANNING FEE
POLICE	7	4	3	MINOR INCREASE/DECREASE TO THREE FEES
PUBLIC WORKS	67	31	36	33 FEES INCREASED BY CPI, THREE FEES RESTRUCTURED
TOTAL	274	149	125	

# Development Impact Fees

- Fees charged to new development for public capital improvements and subject to the Mitigation Fee Act
  - Road & Traffic Fees
  - Water & Wastewater Plant Improvement & Connection Fees
  - Facility Fee



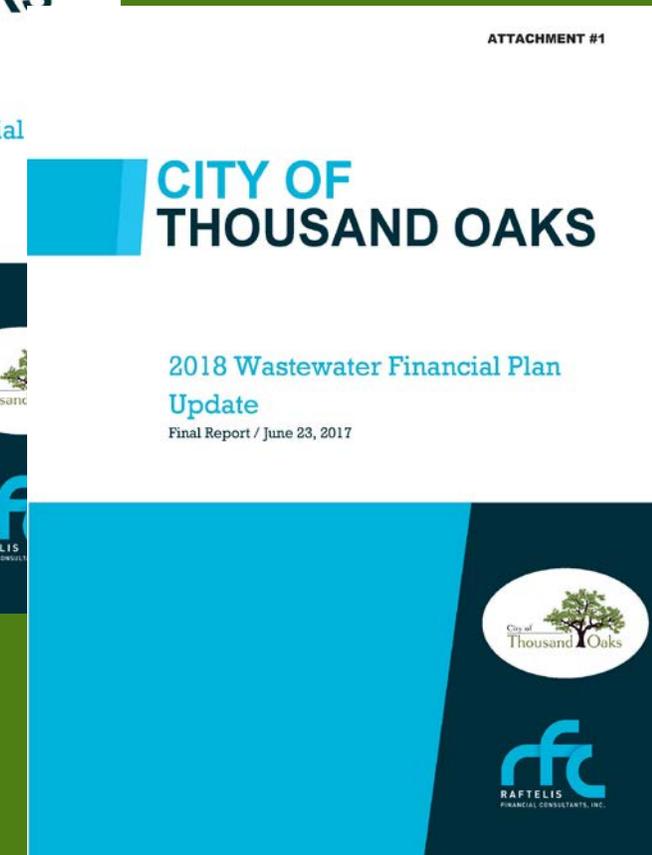
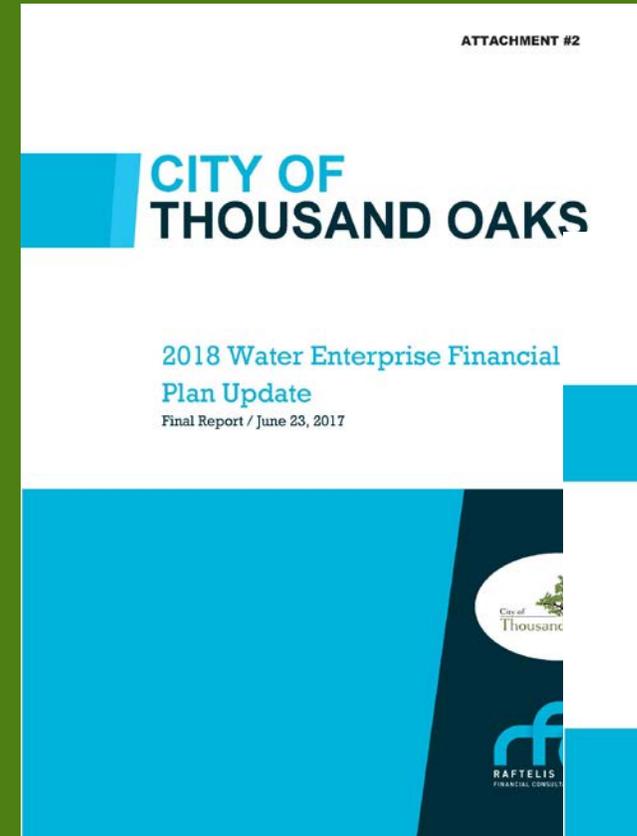
# Police Facilities Fee

- Fee reimburses the City for advancing funds for the construction of the East Valley Law Enforcement Facility
- Proposed adjustment of 1.12% based on the City's five-year investment returns from FY 2014 to FY 2018 per agreement



# Water & Wastewater Rates

- Review of Financial Plans in process
- Staff will return to City Council at a later date



# Recommendations

1. Receive information on User Fees and Police Facilities Fee as presented at Public Meeting/Study Session and provide direction to staff.
2. Schedule a Public Hearing for April 23, 2019, with final decisions on User Fee adjustments to be made that evening.



Questions?

