



Finance Department
MEMORANDUM

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2017 FEB 28 AM 9:06
CITY CLERK DEPARTMENT
CITY OF THOUSAND OAKS

To: City Council
From: John F. Adams, Finance Director
Date: February 28, 2017
Subject: **Item 8A - Draft 2017 Citywide User Fees, Fines, Penalties, Rates, and Assessments (User Fees), and Developmental Impact Fees**

Refer to the attached User Fee Detail Sheets that have been revised since the submittal of the "Draft" User Fee manual and Report:

Community Development – Planning Fee

Oak/Landmark Tree Fee (P-11A, P-11B, P-11C, & P-11D)

Minor revisions to Definition/Comments section (P-11A & P-11B)
Minor verbiage revisions to Fee sections, and P-11D Deposit revised from \$400 to \$200 to be consistent with other Oak/Landmark Tree Fees

Permit – Time Extension (P-26A) – Fee increased by 2.55% CPI from \$2,571 to \$2,635

Library User Fees

Overdue Materials (LI-01) & Processing for Lost/Damaged Materials (LI-07)

Modified the note on waiving fees for the DVD collection. Note now reads:

Waiving a portion or all of the above mentioned Library fine is based on the Library's policy/procedure and at the discretion of the Library Director (or their Designee).

For the DVD collection, waiving a portion or all of the above mentioned Library fine is up to the Library Foundation's policy/procedure and if applicable, waived by the Library Director (or their Designee).

If you have any questions, please contact John Adams at 805-449-2235 or jadams@toaks.org.

TO COUNCIL 2-28-2017
AGENDA ITEM NO. 8-A.
MEETING DATE 2-28-2017

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2017 (Draft A)

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Administrative Processing				P-11A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2017	Resolution No. 2017-	Jul 01, 2015	n/a	
Definition/Comments					
Request for removal/transplant/exemption of/or pruning/encroachment into protected zone of oak or landmark tree. Administrative processing is permitted if three (3) or fewer oak or landmark trees are proposed for removal as defined by TOMC Sec. 9-4.42 et seq and Sec. 9-4.43 et seq, no 24" diameter oak or landmark tree, and no historic trees as defined by TOMC Sec. 9-4.4302 are proposed for removal. Administrative processing is also permitted for the pruning/encroachment into the protected zone of any number of oak and/or landmark trees. All other applications - see P-11B. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Variable Fee	<input checked="" type="checkbox"/> Deposit Required	1. Specific benefit conferred or privilege granted	Fee	
Fee					
1)	No Fee	Type A - Dead or hazardous trees			
2)	\$ 100.00	Type B - Simple encroachments involving no grading or pruning			
3)	\$ 100.00	Type C - Permits for existing single family dwelling, townhomes & condominium projects, & HOA's			
4)	\$ 925.00	For other administrative permits OR			
5)	\$ 575.00	If processed concurrently with another entitlement			
PLUS, actual costs of consulting landscape architect to review the request					
6)	\$ 200.00	Deposit when landscape architect review is required			

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2017 (Draft A)

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Planning Commission Processing				P-11B
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2017	Resolution No. 2017-	Jul 01, 2015	Resolution No. 2015-019	
Definition/Comments					
Request for removal/transplant of oak or landmark tree. Planning Commission processing is required if four (4) or more oak trees are proposed for removal/transplant or four (4) or more landmark trees, as defined by TOMC Sec. 9-4.42 et seq and Sec. 9-4.43 et seq, any 24" diameter oak or landmark tree, or any historic trees as defined by TOMC Sec 9-4.4302 are proposed for removal. All other applications - see (P-11A). (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) No Fee Dead or hazardous tree 2) \$ 262.00 Type D - Permits for existing single family dwellings, townhomes & condominium projects, & HOA's 3) \$ 2,878.00 Type D - For other Planning Commission review permits OR 4) \$ 537.00 If processed concurrently with another entitlement PLUS, actual cost of consulting landscape architect to review the request 5) \$ 200.00 Deposit when landscape architect review is required					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2017 (Draft A)

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Minor Modification				P-11C
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2017	Resolution No. 2017-	Jul 01, 2015	Resolution No. 2015-019	
Definition/Comments					
Request for minor modification to an already approved permit for removal/transplant of/or pruning/encroachment into protected zone of oak or landmark tree. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted		Fee
Fee					
1) No Fee Dead or hazardous tree 2) \$ 225.00 Minor modifications at existing single family dwellings, townhomes & condominium projects, & HOA's 3) \$ 777.00 Commercial and other minor modification applications OR 4) \$ 463.00 If processed concurrently with another entitlement PLUS, actual costs of consulting landscape architect to review the request 5) \$ 200.00 Deposit when landscape architect review is required					

City of Thousand Oaks User Fees Detail

Community Development - Planning Division - 2017 (Draft A)

Fee Type	Fee Title				Fee #
User Fee	Oak/Landmark Tree Permit Major Modification				P-11D
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2017	Resolution No. 2017-	Jul 01, 2015	Resolution No. 2015-019	
Definition/Comments					
Request for major modification to an already approved permit for removal/transplant of/or pruning/encroachment into protected zone of oak or landmark tree. (Homeowner Exception - Per City Council, not at full-cost recovery.)					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bldg Fees - Development Services					
831-0000-241-20-00 Oak/Landmark Tree & Landscape Deposits					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Variable Fee <input checked="" type="checkbox"/> Deposit Required			1. Specific benefit conferred or privilege granted	Fee	
Fee					
1) No Fee Dead or hazardous trees 2) \$ 262.00 Major modifications at existing single family dwellings, townhomes & condominium projects, & HOA's 3) \$ 2,827.00 Commercial and other major modification applications OR 4) \$ 1,880.00 If processed concurrently with another entitlement PLUS, Actual costs of consulting landscape architect to review the request 5) \$ 200.00 Deposit when landscape architect review is required					

City of Thousand Oaks User Fees Detail
Community Development - Planning Division - 2017 (Draft A)

Fee Type	Fee Title				Fee #
User Fee	Permit - Time Extension				P-26A
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
CDD - Planning	Jul 01, 2017	Resolution No. 2017-	Jul 01, 2015	Resolution No. 2015-019	
Definition/Comments					
Review and process requests for time extensions to approved Development Permits, Special Use Permits (Types A and B only), Trailer Park Planned Developments, Residential Planned Developments, or Hillside Planned Developments.					
Accounts Credited With Fee Receipts					
001-4210-447-40-00 Construction/Bidg Fees - Development Services					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			6. Condition of property development	Fee	
Fee					
1) \$ 2,635.00 OR \$ 1,585.00 If processed concurrently with another entitlement application					

City of Thousand Oaks User Fees Detail Library - 2017 (Draft A)

Fee Type	Fee Title				Fee #
Fine	Overdue Materials				LI-01
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2017	Resolution No. 2017-	Jul 01, 2015	Resolution No. 2015-019	
Definition/Comments					
Charge for materials not returned by due date. \$.25 cents per day is in the midrange of fines charged by all libraries (\$.15-.35) in the Southern California Library Cooperative.					
Accounts Credited With Fee Receipts					
110-7010-451-00-00 Fines and Penalties - TO Library fines					
110-7410-451-00-00 Fines and Penalties - NP Library fines					
Fee Structure			Prop. 26 Exception		Fee or Tax
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed		Fee
Fee					
1) \$ 0.25 Per item/per day Notes: Waiving a portion or all of the above mentioned Library fine is based on the Library's policy/procedure and at the discretion of the Library Director (or their Designee). For the DVD collection, waiving a portion or all of the above mentioned Library fine is up to the Library Foundation's policy/procedure and if applicable, waived by the Library Director (or their Designee).					

**City of Thousand Oaks User Fees Detail
Library - 2017 (Draft A)**

Fee Type		Fee Title			Fee #
Fine		Processing for lost/damage materials			LI-07
Operating Department	Effective Date	Legislative Reference	Prior Action Date	Prior Legislative Reference	
Library	Jul 01, 2017	Resolution No. 2017-	Jul 01, 2015	Resolution No. 2015-019	
Definition/Comments					
Charge for lost/damage materials					
Accounts Credited With Fee Receipts					
110-7010-451-00-00 Fines and Penalties - TO Library fines					
110-7410-451-00-00 Fines and Penalties - NP Library fines					
Fee Structure			Prop. 26 Exception	Fee or Tax	
<input checked="" type="checkbox"/> Fixed Fee <input type="checkbox"/> Variable Fee <input type="checkbox"/> Deposit Required			5. Fine, penalty, or other charge imposed	Fee	
Fee					
1) \$ 10.00 Per copy - PLUS actual repair or replacement cost.					
<p>Notes: Waiving a portion or all of the above mentioned Library fine is based on the Library's policy/procedure and at the discretion of the Library Director (or their Designee).</p> <p>For the DVD collection, waiving a portion or all of the above mentioned Library fine is up to the Library Foundation's policy/procedure and if applicable, waived by the Library Director (or their Designee).</p>					