



**DATE:** May 17, 2022

**TO:** Mayor and City Council

**FROM:** Assistant City Manager/Development Services Director

**SUBJECT:** Adopt a Resolution Approving the Appropriation of Revenue from the Policy Planning Fee in the Amount of \$244,250 for the Next General Plan Update and Other Future Planning Projects

### **RECOMMENDATION**

That the Council adopts a resolution (Attachment II) authorizing the appropriation of revenue in the amount of \$244,250 in the Capital Improvement General Fund (Fund 405) for the next General Plan Update, including the Housing Element and other future planning projects, including the Residential Objective Design Standards project.

### **SUMMARY**

Staff is requesting the appropriation of \$244,250 in Policy Planning Fees collected in FY2022 in the Capital Improvement General Fund (Fund 405) to account for the ongoing expenses related to the Housing Element and the Residential Objective Design Standards projects.

### **BACKGROUND**

In FY 2012, Council adopted a new Policy Planning Fee when the Hayward 2040 General Plan Update was initiated. At that time, the Capital Improvement Program (CIP) loaned the Development Service Department necessary funding to complete the 2040 General Plan Update. In December 2019, repayment of the CIP loan was complete. Collection of the Policy Planning Fee is equally split between the next General Plan Update and other future planning projects.

On October 19, 2021, the Council authorized the transfer of the remaining funds in Policy Planning Fees from the General Fund (Fund 100) and appropriated them to the Capital Improvement General Fund (Fund 405) for the next General Plan Update and other future planning projects. All Policy Planning Fees are currently received and recorded in the Capital Improvement General Fund (Fund 405).

## DISCUSSION

As described above, upon completion of the loan repayment, revenue fees are collected in the Capital Improvement General Fund (Fund 405) for the next General Plan Update and other future planning projects. These funds are used for consultant services rendered for projects, including the Housing Element Update, Residential Objective Design Standards project, and General Plan/Zoning Consistency. Both projects are grant-funded and are eligible for reimbursement of allowable expenses. Any grant funds received will be recorded in the Capital Improvement General Fund (Fund 405) to account for the reimbursement of expenses.

Table 1 provides a summary of the revenue collected in the Capital Improvement General Fund (Fund 405) through April 2022.

**Table 1:  
Fund 405 - Revenue**

Fiscal Year	General Plan Update	Future Planning
2022	\$117,992	\$126,259
<b>Total: \$244,250</b>		

Staff recommends the appropriation of \$244,250 in collected revenue in the Capital Improvement General Fund (Fund 405) to be equally appropriated between the next General Plan Update and other future planning projects.

## STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

## FISCAL IMPACT

Staff recommends that the Policy Planning Fees in the amount of \$244,250 in the Capital Improvement General Fund (Fund 405) be appropriated to fund ongoing expenses related to the General Plan Update, and other future planning projects. Any grants received will be recorded in the Capital Improvement General Fund (Fund 405) to account for the reimbursements of expenses.

## **NEXT STEPS**

If Council adopts the attached resolution, staff will complete the Budget Authorization Form to appropriate \$244,250, equally split between the next General Plan Update and other future planning projects.

*Prepared by:* Tera Maroney, Management Analyst  
Sara Buizer, AICP, Deputy Development Services Director

*Recommended by:* Jennifer Ott, Assistant City Manager/Development Services Director

Approved by:



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Kelly McAdoo, City Manager