



DATE: October 19, 2021

TO: Mayor and City Council

FROM: Assistant City Manager/Development Services Director

SUBJECT: Adopt a Resolution Approving the Transfer and Appropriation of \$125,560 in Policy Planning Fees for the Next General Plan Update and Other Future Planning Projects

RECOMMENDATION

That the Council adopts a resolution (Attachment II) authorizing the transfer of \$125,560 in remaining Policy Planning Fees from the General Fund (100) and appropriating \$125,560 to the Capital Improvement General Fund (405) for the next General Plan Update and other future planning projects.

SUMMARY

Staff is requesting the transfer of \$125,560 in Policy Planning Fees collected in FY 2020 from the General Fund, and the appropriation of these funds to the Capital Improvement General Fund (Fund 405). The appropriation of \$125,560 will be split between the next General Plan Update and other future planning projects.

BACKGROUND

In FY 2012, when the Hayward 2040 General Plan Update was initiated, the Development Service Department borrowed \$1,485,736 from the Capital Improvement Program (CIP) for the 2040 General Plan Update, and Council adopted a new Policy Planning Fee, charged on all building permits, to repay the CIP loan. In early 2017, staff determined that the Policy Planning Fees would not be sufficient to repay the full cost of the loan. As a result, in February 2017, the Council approved an increase of the Policy Planning Fee from 12% to 16% of the building permit fee in order to catch up on repayment. By December 2019, the loan owed to the CIP was fully reimbursed and the collection of the Policy Planning Fee in the General Fund exceeded the loan amount by \$125,560.

DISCUSSION

As described above, upon completion of the loan repayment, there was a balance of \$125,560 in Policy Planning Fees collected. Table 1 provides a summary of the local repayment and balance, which demonstrates a remaining balance of \$125,560 in revenue collected.

**Table 1:
CIP Loan Repayment and Balance**

Fiscal Year	Loan Repayment	Loan Balance
2012	\$0	\$1,485,736
2013	\$109,676	\$1,376,060
2014	\$252,912	\$1,123,148
2015	\$54,333	\$1,068,815
2016	\$0	\$1,068,815
2017	\$983	\$1,067,832
2018	\$370,396	\$697,436
2019	\$490,193	\$207,243
2020	\$332,803	(\$125,560)

Staff recommends the transfer and appropriation of the remaining balance of \$125,560 in collected Policy Planning Fees from the General Fund to the Capital Improvement General Fund to be split between the next General Plan Update and other future planning projects.

FISCAL IMPACT

Staff recommends that the Policy Planning Fee remaining balance of \$125,560 in the General Fund be transferred to the Capital Improvement General Fund, and 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.

NEXT STEPS

If the Council approves the attached resolution, staff will complete the Budget Authorization Form to transfer \$125,560 from the General Fund to the Capital Improvement General Fund to be appropriated between the next General Plan Update and other future planning projects.

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

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

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager