



DATE: July 24, 2018

TO: Mayor and City Council

FROM: Director of Development Services

SUBJECT Adoption of a Resolution Approving an Update to the FY19 Master Fee Schedule

RECOMMENDATION

That Council adopts the attached resolution amending the City's FY19 Master Fee Schedule to update four fees within the current Master Fee Schedule for further clarity.

SUMMARY

Since the March 27, 2018 Council approval of Resolution 18-50 adopting the City's FY19 Master Fee Schedule, staff identified four fees to be updated for further clarity and ease of use. One update relates to a Code Enforcement fee and three to Building fees. The recommended updates are corrections to typos or omissions of these fees and result in no fiscal impact. Staff requests Council adoption of the attached resolution amending the City's Master Fee Schedule.

BACKGROUND

Annually, the Finance Department coordinates the review of the City's Master Fee Schedule to identify fees for services provided by the City. Generally, these fees are administered with the intent of full recovery of the cost of delivering those services. On March 27, 2018, Council approved Resolution 18-050, adopting the updates to the City's FY19 Master Fee Schedule, effective July 1, 2018.

DISCUSSION

The following are the requested updates by division:

Building Division

To avoid confusion and to enhance customer service, staff is proposing the following changes to the Building Fee section:

1. International Code Council Valuation Table (page 9 of the Master Fee Schedule).

The City of Hayward, along with most Cities in California, adopts the International Code Council's (ICC) standard construction valuation tables to set a baseline for the

stated cost of any building project. These standard values are expressed as a dollar cost per square foot of construction along with the building use and the type of construction materials used. The International Code Council updates these on an annual basis to adjust for inflation and other factors. When staff drafted the proposed updates for FY19, the first two columns were inadvertently omitted from the ICC table on the building permit fees calculation worksheet. The types of projects these columns covered included concrete construction methods that were historically rare in Hayward. Recently, however, these types of construction methods are being used more frequently as the density of the city increases. Staff is recommending reinstating the columns that were omitted during the fee schedule adoption. Additionally, there were two rows that were not included on the ICC table. These rows included the fee for nightclubs and for restrained institutional uses. Staff is proposing these fees be reinstated back into the ICC table for clarity. Reinstating the omitted information from the valuation table does not impose any cost impact to the City or to permit applicants and will help staff and the public to better calculate the valuation for their projects.

The proposed updates for the ICC table are highlighted on page 1 of Attachment III.

2. Plot Plan Fee (page 12 of the Master Fee Schedule).

In addition to the plan review fees for the “masters” (the prototype buildings that are copied throughout a development), there is a review by various divisions for the “plot plan” which shows an enlarged footprint of the copied buildings on their sites. This review is to check setbacks, landscaping, drainage, parcel and address information. The plot plan review fees for both Building and Planning were approved within the FY19 Master Fee Schedule, and are listed on page 12; however, staff recommends that the fee also be listed on the worksheet on page 9 that is used to guide the applicants through the applicable fees for their project.

The proposed update is highlighted on page 3 of Attachment III.

3. Clarify how fees are charged for addresses (page 12 of the Master Fee Schedule).

The Address Assignment fee was not updated from FY18, and the charges will remain the same for FY19. The fee for a new address is \$220.50 and the fee for Accessory Dwelling Units would be \$73.50. The current description on item 6 (a) states “Single Address or First in a Series.” Staff recommends that the language be updated to state, “New Address”, in order to simplify and provide clarification to the applicant.

The proposed update is highlighted on page 4 of Attachment III.

Code Enforcement Division

The fees for the Development Services Department are included on pages 9-22 of the Master Fee Schedule for the Building, Planning and Code Enforcement divisions. Some of these fees

overlap divisions, and therefore are publicized in multiple locations within the Master Fee Schedule.

The Building Violation fee is assessed on all unpermitted construction and was increased as of July 1, 2018 from 200% to 205% of the permit fee. This fee is in addition to permit fees and is also reflected in the Code Enforcement Division's fee schedule and is based on actual staff time. The fee was correctly updated on page 16 of the Master Fee Schedule within the Building Fee section; however, the percentage published on page 21 of the Master Fee Schedule reflected the old rate of 200% of permit fees. This change is being made to make the rate consistent throughout the document.

This proposed update is highlighted on page 8 of Attachment III.

FISCAL IMPACT

The recommended updates are corrections to typos or omissions of the fees that were adopted on March 27, 2018 and therefore will not have an impact on the General Fund.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

NEXT STEPS

If Council adopts the recommended updates, the Director of Finance will make the corrections to the Master Fee Schedule.

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Recommended by: Laura Simpson, Director of Development Services

Approved by:



Kelly McAdoo, City Manager