



TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

**DEPARTMENT: PLANNING AND
COMMUNITY ENVIRONMENT**

AGENDA DATE: MAY 18, 2017 FINANCE COMMITTEE MEETING

ID#: 8020

SUBJECT: FY2018 PROPOSED MUNICIPAL FEE SCHEDULE

This memo transmits clarifications and corrections to the Fiscal Year 2018 Proposed Municipal Fee changes for the Planning and Community Environment Department. The Department is proposing to adjust parking permit prices for employees and residents, for off-street parking and for RPP districts.

Recommended changes to Staff Report 8020 include:

- Remove College Terrace Full-Price Employee Permits since there are no employee permits in this district.
- Remove College Terrace Reduced-Price Employee Permits since there are no employee permits in this district.
- Change Evergreen/Mayfield RPP Full Price Employee Permit to \$140.00 for six months (\$280.00 per year) since this was an error.

There are a number of justifications for changes to the cost of off-street parking permits (i.e. parking lots/garages) in the Downtown and California Avenue areas. Specifically, the changes are intended:

- To begin bringing the cost of off-street parking permits closer to market (as evidenced by other parking charges in the region).
- To begin bringing the cost of off-street parking permits closer to the cost of commuting by transit (as evidenced by the cost of a Caltrain Go Pass) so there is no incentive for employees to drive to work.
- To begin bringing the cost of off-street parking permits in the California Avenue area in line with permits in the Downtown area.

- To increase the value of off-street parking permits so that employees are discouraged from purchasing permits “just in case” they need them instead of when they plan to use them regularly.
- To increase revenues to the University Avenue Parking District Fund and the California Avenue Parking District Fund and support needed capital projects in these districts.

There are also a number of justifications for changes to the cost of RPP permits (and permits in the Crescent Park No Overnight Parking program). Specifically, these changes are intended:

- To ensure the cost of employee RPP permits in districts where employee permits are sold keeps pace with the cost of off-street parking permits (in garages/lots) so that there is no incentive for employees to park in the neighborhoods.
- To standardize the cost of resident RPP permits across districts at \$75 per year. (Note that some districts will still provide one free resident permit per household.)

Permit holders in the California Avenue area will see the biggest change, since the cost of garage/lot permits are currently quite low and are proposed to increase from \$49.50 per quarter and \$149.00 per year to \$280 per year. Employee permits in the Evergreen Park/Mayfield Residential Preferential Parking (RPP) district adjacent to the California Avenue business district would increase the same amount. The other changes proposed are smaller as shown in the table below.

Proposed Changes to Parking Fees

Parking Permit - Business District		
~~800 High Street~~ Parking Permit (See below, consolidated under All Downtown Lots and Garages)	\$146.50 per quarter; \$466.00 per year	Consolidated Below
California Avenue - ~~One Day~~ Daily Parking Permit	\$8.00 per day	\$25.00 per day
California Avenue Business District All Lots, <i>quarterly and six month permits prorated based on annual amount</i>	\$49.50 per quarter; \$149.00 per year	\$280.00 per year
~~California Avenue Business District All Lots, Transferable Permit~~	\$49.50 per quarter	Consolidated Below
~~Lot X - Sheraton Parking Lot~~ (See below, consolidated under All Downtown Lots and Garages)	\$146.50 per quarter; \$466.00 per year	Consolidated Below
University Avenue - All Lots All Downtown Lots and Garages, quarterly and six-month permits prorated based on annual amount	\$146.50 per quarter; \$466.00 per year	\$560.00 per year
University Avenue - One Day Parking Permit	\$17.50 per day	\$25.00 per day
~~University Avenue - Transferable Permit~~	\$145.50 per quarter	Deleted
Parking Permit Commercial/Construction		
Parking Space Closure	N/A	\$25.00 per space per day
Residential Parking permit - Temporary Work Parking Permit	N/A	\$100.00 per month

Fee Title	FY17 Rate	Proposed FY 18
Parking Permit - Residential		
College Terrace - ~~Annual Permit~~ Annual Resident/Guest Permit	\$40.00 per permit	\$75.00 per permit
~~College Terrace - Guest Permit~~ (see above, consolidated)	\$40.00 per permit	Consolidated Above
~~College Terrace - Lost Guest Permit~~	\$40.00 per permit	Deleted
College Terrace RPP - Daily Resident Parking Permit	N/A	\$5.00 per day
~~Downtown RPP - Annual Guest Permit for Residents~~	\$50.000 per annual permit	Deleted
Downtown RPP - ~~Annual Permit (Low Wage)~~ Reduced Price Six-Month Employee Parking	\$100.000 per annual permit	\$50.00 per six months
Downtown RPP - Annual Permit (Residential)	\$50.00 per additional annual permit, first one free	\$75.00 per year, first one free
Downtown RPP - Daily Resident Parking Permit	\$5.00 per day	\$5.00 per day
Downtown RPP - ~~Annual Permit (Standard Employee)~~ Full-Price Six Month Employee Parking	\$466.00 per annual permit	\$280.00 per six months (\$560.00 per year)
Downtown RPP - Daily Employee Guest Parking Permit	\$5.00 per day	\$25.00 per day
~~Downtown RPP - Five-day Employee Guest Permit~~	\$15.00 per 5 day period in the same week	Deleted
~~Downtown RPP - Visitor Permit~~	\$5.00 each for 24 hour, 50 max per year	Deleted
~~Residential - Day Use Permit~~ Downtown RPP - Daily Resident Parking Permit	\$5.00 per permit	\$5.00 per permit
~~Residential - Disabled Parking Permit~~ Standard On-Street Disabled Parking Space <i>Note: This space is not for the exclusive use of the applicant; anyone with appropriate designation may use it</i>	\$250.00 per year	\$915.00 per five years
~~Residential - Other (Trial) Crescent Park NOP~~	\$100.00 through trial period	\$75.00 per year
Evergreen Park/Mayfield RPP - Daily Resident Parking Permit	N/A	\$5.00 per day
Evergreen Park/Mayfield RPP - Daily Employee Parking Permit	\$5.00 per day	\$25.00 per day
Evergreen Park/Mayfield RPP - Annual Resident Parking Permit	\$50.00 per year	\$75.00 per year, first one free
Evergreen Park/Mayfield RPP - Reduced Price Employee Parking Permit	\$100.00 per year	\$50.00 per six months
Evergreen Park/Mayfield RPP - Full Price Employee Parking Permit	\$149.00 per year	\$140.00 per six months (\$280.00 per year)
Valet Parking		
On-Street Parking Space Rental	\$79.00 per space per week	\$25 per space per day

Corrections and Clarifications: New Fees

Staff Report 8020 identifies eight new fees for Planning and Community Environment, six of which are new residential parking permit fees for Planning and Community Environment. To clarify, below are the permits listed in the staff report:

Fee Title	FY 2018 Proposed Fee	Status
Parking Space Closure	\$25.00 per space per day	This proposed fee applies to activities that close a parking space to the public. The recent parking study recommends that the City ensure that the price of a closed/rented permit spaces correlates to on-street paid parking rates. If this space is no longer available to the public, the City is in loss of parking inventory and any associated revenue.
Crescent Park NOP RPP Annual Resident Parking Permit	\$75.00 per year	This fee was in the FY17 Muni Fee Schedule as Residential Trial at \$100. The FY18 change makes clear it applies to Crescent Park and adjusts the fee to \$75 per year to be in line with the cost of RPP permits.
Residential Parking Permit - Temporary Work Parking Permit	\$100.00 per month	This new fee falls under Construction Permits and will be charged at the Development Center. It recovers the impact of parking by work vehicles.
College Terrace RPP- Daily Resident Parking Permit	\$5.00 per day	This new fee provides a daily RPP rate for residents in College Terrace at the same rate as daily RPP permits for the other RPP districts.
College Terrace RPP- Full Price Employee Parking Permit	\$280.00 for six months	This entry is in error. There are no employee parking permits in the College Terrace RPP district.
College Terrace RPP- Reduced Price Employee Parking Permit	\$50.00 per six months	This entry is in error. There are no employee parking permits in the College Terrace RPP district.
Downtown RPP - Daily Resident Parking Permit	\$5.00 per day	This is not a new fee, it is a clarification. It is listed in the FY17 Municipal Fee Schedule as Residential - Daily Use Permit. Wording has been changed to make clear the daily rate is for residents.
Evergreen Park/Mayfield RPP - Daily Resident Parking Permit	\$5.00 per day	This fee was established by Council (Resolution 9663) on January 23, 2017. It is being added to the Municipal Fee Schedule.

Corrections & Clarifications: Deletion of Fees

Staff Report 8020 lists ten deleted fees in Planning and Community Environment. Although some fees are deletions, many are not deletions but consolidations of existing fees:

Fee Title	Justification
Lot X - Sheraton Parking Lot	The FY17 Municipal Fee Schedule listed each lot and garage in the downtown area separately, although the fees were the same. In the FY18 Muni Fee Schedule, the department condensed these entries into one "Downtown Garages and Lots" parking fee.
800 High Street - Parking Permit	The FY17 Municipal Fee Schedule listed each lot and garage in the downtown area separately, although the fees were the same. In the FY18 Muni Fee Schedule, the department condensed these entries into one "Downtown Garages and Lots" parking fee.

Fee Title	Justification
California Avenue Business District All Lots - Transferable Permit	The FY17 Municipal Fee Schedule listed two types of Quarterly permits for Downtown and California Avenue lots and garages: Transferable Permits and Permits. Both are the same price. The proposed change removes all quarterly permit entries in favor of annual permits with a note that reads that quarterly and six month permits will be prorated based on the annual permit fee.
University Avenue - Transferable Permit	The FY17 Municipal Fee Schedule listed two types of Quarterly permits for Downtown and California Avenue lots and garages: Transferable Permits and Permits. Both are the same price. The proposed change removes all quarterly permit entries in favor of annual permits with a note that reads that quarterly and six month permits will be prorated based on the annual permit fee.
College Terrace - Guest Permit	The proposal is not to delete the College Terrace Guest Permit but to update it in the FY18 Municipal Fee Schedule to College Terrace Annual Resident/Annual Guest Permit.
College Terrace - Lost Guest Permit	This fee is recommended for deletion because it's duplicative. The College Terrace Guest Permit and Lost Guest Permit are the same price.
Downtown RPP Annual Guest Permits for Residents	This fee is recommended for deletion. Guest permits are not a part of the Downtown RPP program. Daily permits may be purchased for either residents or guests.
Downtown RPP -Five day Employee Guest Permit	This fee is recommended for deletion. Five day employee guest permits are not a part of the Downtown RPP program.
Residential-Other (Trial)	As mentioned above, this fee is updated in the FY18 Proposed Municipal Fee Schedule under the Crescent Park NOP and the fee has been adjusted from \$100 to \$75.
Downtown RPP Visitor	This fee is recommended for deletion, consistent with RPP programs. Daily permits may be purchased for either residents or guests.

Corrections & Clarifications: Changed Fees

Staff Report 8020 lists seventeen fees in Planning and Community Environment. Additional justification for changed fees is shown on the attached page.

Fee Title	2017 Adopted	2018 Proposed	% Change	Justification
California Avenue - Daily Parking Permit	\$8.00 per day	\$25.00 per day	212.50%	The fee is consistent with the daily parking rate in the downtown area. The proposed fee is increased to provide cost recovery for the provision of parking facilities and to discourage the use of single occupancy vehicles.
California Avenue Garages and Lots - Full Price Employee Parking	\$49.40 per quarter; \$149 per year	\$280.00 per year	84.60%	The fee is increased to provide cost recovery for the provision of parking facilities and to discourage the use of single occupancy vehicles. The fee includes a note that quarterly and six month permits are prorated based upon the annual amount.
College Terrace RPP - Annual Resident/Guest Parking Permit	\$40.00 per permit	\$75.00 per year	25.0%	Annual RPP permits for residents are standardized throughout the RPP program at \$75.00 per year. This provides consistency across programs.
Crescent Park RPP - Daily Resident Permit	\$5.00 per permit	N/A	N/A	The FY17 Muni Fee Schedule read "Residential - Day Use Permit", it did not specify Crescent Park. Crescent Park is a No Overnight Parking program. Permits do not apply to day use.
Downtown RPP - Annual Resident Parking Permit	\$50.00 per additional annual permit, first one free	\$75.00 per year, first one free	50.0%	Annual RPP permits for residents are standardized throughout the RPP program at \$75.00 per year. This provides consistency across programs.
Downtown RPP - Daily Employee Parking Permit	\$5.00 per day	\$25.00 per day	400.0%	Daily employee RPP permits are set at the same cost as garages, removing the incentive for employees to park in neighborhoods.
Downtown RPP - Full Price Employee Parking Permit	\$466.00 per year	\$280.00 per six months (\$560.00 per year)	20.20%	Full price employee RPP permits are set at the same cost as garages, removing the incentive for employees to park in neighborhoods. A six month period is recommended rather than an annual amount due to employee turnover.
Downtown RPP - Reduced Price Employee Parking Permit	\$100.00 per annual permit	\$50.00 per six months	N/A	Reduced price Six Month employee RPP permits for low income workers are not proposed for change except a six month period is recommended rather than an annual amount due to employee turnover.
Evergreen Park/Mayfield RPP - Annual Resident Parking Permit*	\$50.00 per year	\$75.00 per year	50.0%	Annual RPP permits for residents are standardized throughout the RPP program at \$75.00 per year.
Evergreen Park/Mayfield RPP - Daily Employee Parking Permit*	\$5.00 per day	\$25.00 per day	400.0%	Daily employee RPP permits are set at the same cost as garages, removing the incentive for employees to park in neighborhoods.
Evergreen Park/Mayfield RPP - Reduced Price Employee Parking Permit*	\$50.00 per year	\$50.00 per six months	100.0%	Reduced price Six Month employee RPP permits for low income workers are not proposed for change except a six month period is recommended rather than an annual amount due to employee turnover.
Evergreen Park/Mayfield RPP - Full Price Employee Parking Permit*	\$149.00 per year	\$140.00 per six months	88.0%	Full price employee RPP permits are set at the same cost as garages, removing the incentive for employees to park in neighborhoods. A six month period is recommended rather than an annual amount due to employee turnover.

Fee Title	2017 Adopted	2018 Proposed	% Change	Justification
On-Street Parking Space Rental	\$79 per space per week	\$25 per space per day	121.50%	The recent parking study recommends that the City ensure that the price of rented permit spaces correlates to on-street paid parking rates. If this space is no longer available to the public, the City is in loss of parking inventory and any associated revenue.
Records Retention	\$4.00 per plan sheet	\$6.00 per plan sheet	50.0%	This proposal is to increase this fee to align with costs of records retention and to be equivalent with the Development Services fee for the same activity, as determined in the Development Services fee study.
Standard On-street Disabled Parking Space	\$250.00 per year	\$915.00 per five years	36.6%	The fee listed in the FY17 Municipal Fee Schedule was for the piloting of this activity. The proposal updates the fee based upon the actual cost of providing the disabled space, reduced in consideration of similar fees in neighboring cities. The space is not for the exclusive use of the applicant, anyone with the appropriate designation may park in it.
Downtown Garages and Lots - Full Price Employee Parking Permit	\$146.50 per quarter; \$466.00 per year	\$560.00 per year	20.2%	This proposed fee encapsulates the annual parking fee for all downtown lots and garages. The FY17 Municipal Fee Schedule lists each by garage, which can cause confusion to the public who are unaware of garage designations. The fee is increased to begin bringing the price closer to market and to discourage the use of single occupancy vehicles. The fee includes a note that quarterly and six month permits are prorated based upon the annual amount.
Downtown Garages and Lots - Daily Parking Permit	\$17.50 per day	\$25.00 per day	42.9%	This proposed fee encapsulates the daily parking fee for all downtown lots and garages. The FY17 Municipal Fee Schedule lists each by garage, which can cause confusion to the public who are unaware of garage designations. The fee is increased to begin bringing the price closer to market and to discourage the use of single occupancy vehicles. The fee includes a note that quarterly and six month permits are prorated based upon the annual amount.

*Note: Fiscal Year 2017 amounts reflect fee levels adopted January 23, 2017 per Resolution No. 9663 (Staff Report 7375)

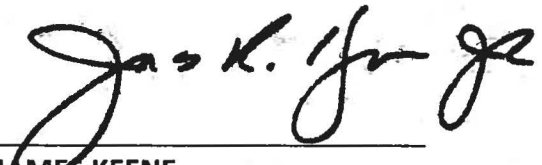
Planning staff would also like to clarify that user fees (i.e. planning application fees) will increase in FY18 consistent with the phased implementation of fee-study recommendations already adopted by City Council Resolution 9579 (adopted March 28, 2016) and Ordinance 5401 (adopted November 28, 2016). This second and last increase based on the 2015 fee study will be in addition to the 6.0% across the board increase proposed to reflect increased labor costs.



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