



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** July 21, 2009  
**TO:** Mayor and Councilmembers  
**FROM:** Administration Division, Finance Department  
**SUBJECT:** Proposed Minor Amendments To City Fee Resolution

### **RECOMMENDATION:**

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 09-043 to Clarify Consent Review Fees for Design Review, Adjust Residential Parking Permit Fees in the Downtown Parking Program, and Add a Convenience Fee for On-Line Payment of Police Department Charges.

### **DISCUSSION:**

On June 23, 2009, in conjunction with the adoption of the Fiscal Year 2010 budget, Council adopted the City fee resolution for Fiscal Year 2010, establishing citywide penalties, fees, and service charges. The following are recommended technical adjustments to that resolution. The changes below were inadvertently omitted from the Fiscal Year 2010 City Fee resolution, but were included in the Finance Committee's review of departmental fees and/or the departmental budget presentations to the Council.

#### Planning - Consent Review Fee

The Community Development Department Planning Division offers a consent review process for those applicants with smaller projects beyond the scope of an administrative review by staff, but below the need for a full review by the Architectural Board of Review, Historic Landmarks Commission, or Single Family Design Board.

Staff recommends adding language to the City Fee Resolution that clarifies the fee for "other consent reviews" for projects not identified as "minor/miscellaneous changes and review after final changes (re-roofs, window/door changes, small one-story detached accessory structures, garages, carports, fencing, walls, building color changes or roof equipment)." Minor consent reviews are charged a fee of \$135. The "other consent reviews" requiring more time than a minor review will be charged at a rate of \$235. The new language will better clarify the two-tier structure for the consent review fee.

Annual Residential and Visitor Parking Permit Fee

The City established a residential parking permit program in 1983, as a parking improvement measure for residential parking areas encroached upon by non-residents. The program continues to expand, as more areas express interest in it. The annual residential and visitor parking permit fee is used to cover the costs of administering the permit program.

With rising costs of the program, the Downtown Parking Committee voted on May 14, 2009 to recommend a \$5 increase (\$15 to \$20) to the annual residential and visitor parking permit fee. The fee increase, effective January 2010, will provide additional revenue to help cover increasing costs, including the increased costs of the permits and the ongoing expansion of the program. The fee was last raised from \$12 to \$15 on January 1, 2007.

On-line Credit Card Convenience Fee

The Police Department has offered an on-line payment option for parking violation penalties for over three years. This has become an increasingly popular payment method. Staff recommends charging a new on-line credit card convenience fee for all on-line parking violation penalty payments to cover the City's cost for third-party processing fees for on-line credit card transactions. The fee is set at \$1.50 per transaction.

**PREPARED BY:** Michael Pease, Budget Manager

**SUBMITTED BY:** Robert D. Peirson, Finance Director

**APPROVED BY:** City Administrator's Office