

RESOLUTION NO. NS-29,798

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CRUZ REVISING CODE COMPLIANCE RELATED FEES TO FLAT RATES; REVISING THE UNIFIED MASTER FEE SCHEDULE (UMFS) FOR PLANNING, BUILDING, CODE, AND RENTAL DIVISION FEES; AND CHANGING ANY REFERENCE TO CPI ADJUSTMENTS OCCURRING ANNUALLY IN JULY TO OCCUR IN JANUARY AND REFERENCING ALL FEES AS PART OF THE UMFS AND RESCINDING RESOLUTION NO. NS-29,793

WHEREAS, City Council conducted a public hearing on April 25, 2017 and adopted Resolution No. NS-29,231 a new Unified Master Fee Schedule (UMFS) that required certain fees to receive cost recovery adjustments annually every July until cost recovery was met for each fee; and annual CPI adjustment would take place in January for fees listed in the UMFS; and

WHEREAS, some fees identified as Planning/Zoning in the UMFS adopted on April 25, 2017 were adopted with minor technical errors which should be corrected, including, but not limited to, correcting the starting rental inspection rate on the UMFS from \$107 to \$113; and

WHEREAS, some fees, such as the cannabis fee (Resolution No. NS-29,346) and the short-term rental fee (Resolution No. NS-29,401), were mistakenly adopted on the Department Fee Schedule (DFS) rather than the UMFS and in the case of the hourly rate for building, Conditional Monitoring – Minor, and Final Subdivision Map , these fees were never consolidated on the UMFS; and

WHEREAS, the hourly building rate and the Final Subdivision Map fee would have been subject to a Consumer-Price-Index (CPI) update in July of each year in accordance with the DFS, but have not received updates for years 2017-2021 because they had not been consolidated onto the UMFS; and

WHEREAS, the rental inspection rate did not receive CPI adjustments on the correct initial amount and should be revised to receive annual CPI adjustments for years 2017-2021 in accordance with the UMFS; and

WHEREAS, the UMFS adopted on April 25, 2017 identified Code Compliance fees at twice the permit fees and a re-inspection at actual cost; and

WHEREAS, the City Council finds that a preponderance of the evidence shows that the proposed fees are: (1) not a tax; (2) for an amount that is no more than necessary to cover reasonable costs of governmental activity; and (3) allocated to a payor in a manner by which those costs bear a fair and reasonable relationship to the payor's burdens on or benefits received from the governmental activity.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santa Cruz as follows:

RESOLUTION NO. NS-29,798

In approving this resolution, the City Council adopts the revised UMFS as shown in Exhibit A which includes changing charges to flat-fee rates for code compliance related fees, increases the hourly rate for building, Final Subdivision Map fee, and rental related services by January CPI adjustments from 2017-2021, consolidates all Departments fees onto the UMFS so all receive annual CPI updates in January, and other corrections as noted in Exhibit A; and

In reference to the Code Enforcement flat-rates they shall take effect sixty (60) days after the adoption of this resolution; and

This resolution hereby rescinds Resolution No. NS-29,793.

PASSED AND ADOPTED this 13<sup>th</sup> day of April, 2021 by the following vote:

AYES: Councilmembers Watkins, Kalantari-Johnson, Brown, Cummings, Golder;  
Vice Mayor Brunner; Mayor Meyers.

NOES: None.

ABSENT: None.

DISQUALIFIED: None.

APPROVED: \_\_\_\_\_

  
Donna Meyers, Mayor

ATTEST: \_\_\_\_\_

  
Bonnie Bush, City Clerk Administrator



**City of Santa Cruz  
Unified Master Fee Schedule  
Revised Exhibit A**

Operation	No.	Fee Description		Phase One Total Cost of Service Per Activity	Fee Effective January 1, 2020 with CPI Increase	Fee Effective July 1, 2020	Fee Effective January 1, 2021 with CPI Increase	
Plng/Zoning		<b>Conditional Fence Permit</b>						
Plng/Zoning	14a	Non public hearing - flat	[21]	1,653	1,319	1,535	1,553	
Plng/Zoning	14b	Public hearing - flat	[21]	2,162	1,549	1,803	1,824	
Plng/Zoning		<b>Condition / Mitigation Monitoring</b>						
Plng/Zoning	15	Major - Deposit	[61]	5,722	6,154	6,154	6,222	
Plng/Zoning	15b	Minor - Deposit	[5] [61]				500	
Plng/Zoning	16a	Demolition Permit - Residential -flat	[21]	1,780	1,079	1,257	1,271	
Plng/Zoning	16b	Demolition Permit - Non-Residential - flat	[21]	1,780	1,079	1,257	1,271	
Plng/Zoning		<b>Design Permits</b>	[12]					
Plng/Zoning	17a	Large house. Substandard Lot (Public Hearing) - flat	[21,22]	3,052	2,735	3,052	3,086	
Plng/Zoning	17b	Remodel/Site alteration (No public hearing) - flat	[21,22]	2,416	1,079	1,257	1,271	
Plng/Zoning	17c	New nonresidential/residential, per 1,000 sq. ft. (planning)		381	423	423	428	
Plng/Zoning	17c	New nonresidential/residential, flat (police)		312	347	347	351	
Plng/Zoning	18a	Development Agreements - New - Flat	[11,21,22]	5,086	5,239	5,239	5,297	
Plng/Zoning	18b	Development Agreement - Annual Review - Flat	[11,21,22]	1,017	1,124	1,124	1,137	
Plng/Zoning	19	Extension Area Revocable - flat	[21]	3,052	2,138	2,490	2,518	
Plng/Zoning	20	General Plan/Zoning Map Amendment (Deposit)	[11] [61]	5,722	6,154	6,154	6,222	
Plng/Zoning	21	Annexation - Deposit	[61]	6,358	6,634	6,634	6,707	
Plng/Zoning	22a	General Plan Maintenance Fee (Non-ADU)	[5]	1.22% of building permit valuation (charged at building permit - \$250,000 max)				

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Ping/Zoning	22b	General Plan Maintenance Fee (ADU)	1.22% of building permit valuation (charged at building permit - \$250,000 max)	0.61% of building permit valuation (charged at building permit - \$250,000 max)		
Ping/Zoning	23	Historic Alteration Permit - flat	3,179	239	279	283
Ping/Zoning	24	Historic Building Survey Deletion - flat	5,340	3,693	4,302	4,350
Ping/Zoning	25	Historic Building Survey Addition - flat	5,340	3,795	4,421	4,470
Ping/Zoning	26a	Modification to Approved Plans - Minor - flat	2,416	1,079	1,257	1,271
Ping/Zoning	26b	Modification to Approved Plans - Major - flat	3,052	2,099	2,445	2,472
Ping/Zoning	27a	New Business/Change of Use - flat	254	282	282	286
Ping/Zoning	27b	Home Occupation - flat	127	142	142	144
Ping/Zoning	27c	New Occupancy, Same use	64	72	72	73
Ping/Zoning	28a	Plan Check - Planning		332	332	336
Ping/Zoning	28b	Plan Check - Planning plus, per \$1,000 valuation (charged at Building Permit)		3.32	3.32	3.36
Ping/Zoning	29	Planned Development - flat	8,392	6,846	7,976	8,064
Ping/Zoning	30	Local Coastal Plan Amendment - Deposit	3,815	3,930	3,930	3,974
Ping/Zoning	31	Sphere of Influence - Deposit	6,358	6,549	6,549	6,622
Ping/Zoning	32a	Pre-Application Review - Planning only - Deposit	636	684	684	692
Ping/Zoning	32b	Pre-Application Review - All Departments (Deposit)	3,815	2,967	3,456	3,495
Ping/Zoning	33	Reconstruction Permit - flat	3,052	2,726	3,052	3,086
Ping/Zoning	34	Relocation of Structure Permit - fal	3,306	1,549	1,804	1,824
Ping/Zoning	35	Revised Project Fee - deposit	4,196	5,522	5,522	5,583

**City of Santa Cruz  
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Operation	No.	Fee Description	Phase One Total Cost of Service Per Activity	Fee Effective January 1, 2020 with CPI Increase	Fee Effective July 1, 2020	Fee Effective January 1, 2021 with CPI Increase
Plng/Zoning	36	Sign Permit - flat	318	346	346	350
Plng/Zoning	37a	Slope Modification - Minor - flat	2,543	609	710	718
Plng/Zoning	37b	Slope Modification - Major - flat	3,179	3,114	3,179	3,214
Plng/Zoning	38	Special Report Fee	636	684	684	692
Plng/Zoning	39	Specific Plan (Deposit)	6,358	6,549	6,549	6,622
Plng/Zoning	40a	Tentative-Subdivision (tract) Map - Base Fee	1,272	1,406	1,406	1,422
Plng/Zoning	40b	Tentative-Subdivision (tract) Map - plus- per lot	381	410	410	415
Plng/Zoning	41	Time Extension - flat	1,907	1,548	1,803	1,823
Plng/Zoning		<b>Use Permit</b>				
Plng/Zoning	42a	Temporary, Seasonal, Non-Profit (OTC) - flat	1,653	1,827	1,827	1,848
Plng/Zoning	42b	Administrative Use - flat Total	3,442	1,548	1,803	1,823
Plng/Zoning	42c	Special Use - flat	3,433	2,905	3,384	3,422
Plng/Zoning	43	Variance - flat	3,052	2,726	3,052	3,086
Plng/Zoning	44	Watercourse Development Permit - flat	2,416	494	575	582
Plng/Zoning	45	Watercourse Variance - flat	3,052	3,114	3,114	3,149
Plng/Zoning		<b>ENVIRONMENTAL REVIEW</b>				
Plng/Zoning	46	Archeological Review for building Permit Applications (charged at building permit) - flat	64	72	72	73
Plng/Zoning	47	Biotic Review -flat	127	142	142	144
Plng/Zoning	48	Arborist Review - flat	636	390	453	458
Plng/Zoning	49	Categorical Exception -flat	127	137	137	139
Plng/Zoning	50	EIR Review		25% of consultant's contract		

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Ping/Zoning	51	Negative Declaration/Initial Study - flat	4,832	4,977	4,977	5,032
Ping/Zoning	52	Statutory Exemption (NEW) - flat	4,832	5,314	5,314	5,373
Ping/Zoning		<b>CODE COMPLIANCE DIVISION - FLAT RATE SCHEDULE</b>				
Ping/Zoning	53	Code Violation (investigation Fee)		2x the permit	2x the permit	2x the permit
Ping/Zoning	54	Reinspection Fee - Per Hour				Flat Rates Only
Ping/Zoning	54b	Non Compliance Assessment				170
Ping/Zoning	54c	Appeal - flat				500
Ping/Zoning	54d	Administrative Hearing				500
		Attorneys Fees				Actual Costs
Ping/Zoning		Citation Appeal Fee				50-300
Ping/Zoning		Code Plan Check of Building and Planning Permits				105
Ping/Zoning		Expungement/Release of Notice of Violation				135
Ping/Zoning		Initial Inspection/Notice of Violation				210
Ping/Zoning		Inspection Warrant				430
Ping/Zoning		Notice of Administrative Abatement			325 + Actual Cost of Abatement	
Ping/Zoning		Notice of Civil Penalty			170 + Daily amount of Civil Penalties per day per violation (up to \$2500 per day/per violation)	
Ping/Zoning		Notice of Civil Penalty Appeal Fee				500
Ping/Zoning		Administrative Abatement Appeal Fee				500
Ping/Zoning		Posting - Dangerous Building				155
Ping/Zoning		Posting - Stop Work Order				155

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Ping/Zoning		Posting - Vacate Order and Tenant Relocation (if applicable)	[5]				295
Ping/Zoning		Recordation of Notice of Violation	[5]				135
Ping/Zoning		Re-inspection(s) (per inspection)	[5][60]				75-250 maximum
Ping/Zoning		<b>RENTAL INSPECTION PROGRAM</b>					
Ping/Zoning	55	Annual Registration Fee	[5, 15]		52	52	53
Ping/Zoning	56	Annual Self-Certification Fee - 20% of the units, per unit	[5, 15, 16]		23	23	24
Ping/Zoning	57	Annual Inspection Fee, per unit	[5, 15]		23	23	24
Ping/Zoning	58	Reinspection Fee, per hour	[5]		124	124	125
Ping/Zoning		<b>SUBDIVISION APPLICATIONS</b>					
Ping/Zoning	59a	Tentative Parcel Map (up to 4 lots, including condo conversions) - flat Total		8,918	6,127	7,138	7,217
Ping/Zoning	59b	Tentative Subdivision (Tract) Map (> 5 lots) Total		17,059	14,670	17,059	17,247
Ping/Zoning	59c	Tentative Plus Per Lot Total		381	423	423	428
Ping/Zoning	60	Final Map Amendment - flat	[21, 42]	2,930	2,156	2,512	2,540
Ping/Zoning	60B	Final Subdivision Map	[5]		1,335	1,335	1,349
Ping/Zoning	61	<b>HOURLY RATE WITH OVERHEAD - Planning</b> For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			142	142	144
Ping/Zoning	61a	New Address (half hour minimum - hourly rate)					144
Ping/Zoning	61b	<b>HOURLY RATE WITH OVERHEAD - Building</b>	[5]		124	124	125



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Plng/Zoning	61c	<b>HOURLY RATE WITH OVERHEAD - CODE</b> None - see flat fee rates.					See Flat Rates
Plng/Zoning		<b>BUSINESS LICENSE REGISTRATION</b>					
Plng/Zoning	62	New Application	[47]		27	27	28
Plng/Zoning	63	Annual Renewal	[47]		10	10	11
Plng/Zoning		<b>BUILDING &amp; SAFETY DIVISION</b>					
Plng/Zoning		<b>BUILDING PERMIT APPLICATION FEES</b>					
	64	ELECTRICAL - For the issuance of each electrical permit	[5]				53.50
							\$25.00 for issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.
	65	PLUMBING - For the issuance of each electrical permit	[5]				\$53.50
							\$25.00 for issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.
	66	MECHANICAL - For the issuance of each electrical permit	[5]				\$53.50
							\$25.00 for issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized.
	67	<b>GRADING PLAN REVIEWS</b>	[5]				
		50 to 100 cubic yards					53.50
		101 to 1,000 cubic yards					80.25
		1,001 to 10,000 cubic yards					107
		10,001 to 100,000 cubic yards					107 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards for fraction thereof.
		101,000 to 200,000 cubic yards					\$327.50 for the first 100,000 cubic yards plus \$13.25 for each additional 10,000 cubic cards or fraction thereof.
		201,000 cubic yards or more					\$446.75 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards or fraction thereof.

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Operation	No.	Fee Description	Phase One Total Cost of Service Per Activity	Fee Effective January 1, 2020 with CPI Increase	Fee Effective July 1, 2020	Fee Effective January 1, 2021 with CPI Increase
		<b>GRADING PERMIT FEES</b>				
		50 to 100 cubic yards				53.50
		101 to 1,000 cubic yards			\$53.50 for the first 100 cubic yards plus \$17.25 for each additional 100 cubic yards or fraction thereof.	
		1,001 to 10,000 cubic yards			\$208.75 for the first 1,000 cubic yards plus \$14.50 for each additional 1,000 cubic yards or fraction thereof.	
		10,001 to 100,000 cubic yards			\$339.25 for the first 10,000 cubic yards plus \$66.00 for each additional 10,000 cubic yards or fraction thereof.	
		101,000 cubic yards or more			\$933.25 for the first 100,000 cubic yards plus \$36.50 for each additional 10,000 cubic yards or fraction thereof.	
		<b>INSPECTION AND PLAN CHECK FEES</b>				
		Inspections outside of normal business hours, Per Hour (minimum charge - one hour)		[5]		125
		Reinspection fees assessed under the provisions of Section 305.8 (UAC)		[5]		125
		Inspections for which no fee is specifically indicated (minimum charge - one hour)		[5]		125
		<b>OTHER FES</b>				
		Additional plan review required by changes, additions on revisions to plans or plans for which an initial review has been completed. (minimum charge - one hour)		[5]		125

Special Events [1] Type A Complex Events: Large festivals, Sporting events (TRIATHALONS), Parades, PD Staffing required. Task force &/or 3+ meetings required pre and post event, City Staff required at event, Street or Lot Closures (4-8 hrs), Alcohol, Multiple dates (3+), Multiple Locations, New &/or significant increase of event.

Special Events, Po [2] No task force needed-Minimal check-in meeting/conversation, Minor street/lot closures with little/no traffic mgmt, established event for more than 5 years

Special Events [3] Simple: 1 Street Complex: Multiple Streets  
 Police [4] CA GC Section 68097 (actual cost)  
 All [5] Existing fee to include in Master Fee Schedule (MFS); Not included in cost analysis study.  
 Police [6] CA GC Section 53150-53159 (DUI \$12K Maximum)  
 Police [7] CA Penal Code 326  
 Police [8] Facility Rentals - Market Sensitive, not cost based (Prop 26)  
 Police [9] 2 officers

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Ping/Zoning	[10]	5% of all fees/charges (including building) except those fees/charges under \$100, duplication, impact fees, inclusionary housing in-lieu fees, and General Plan Maintenance Fee.				
Ping/Zoning	[11]	This application may require the use of expert, outside analysis. Any such consultant costs and/or additional staff time shall be charged to , and recovered from, the applicant.				
Ping/Zoning	[12]	Up to \$1,000 of this fee may be deducted from the application fee upon submittal within one year of completed review.				
Ping/Zoning	[13]	Revised Project Deposit Fee to be charged, up to the cost a new entitlement application. Any unused funds returned at completion of application.				
Ping/Zoning	[14]	The total fee amount for an Administrative use Permit to allow a temporary, non-profit, seasonal fund-raiser shall be \$100.				
Ping/Zoning	[15]	Penalties for late registration/annual renewals start at 20% of the original fee (if one month delinquent) and are assessed an additional 10% each month the license is delinquent (up to 50% maximum).				
Ping/Zoning	[16]	Any fraction will be rounded up to the nearest whole number				
Ping/Zoning	[17]	CA Government Code §6253. "A common standard that is viewed is legally defensible is 10 cents per page."				
PW- Engineering	[18]	Revenue sourced {FY 2015 Revenue Summary 9-15-2015}				
Ping/Zoning	[19]	Includes 2 public hearings				
Ping/Zoning	[20]	Includes 1 public hearings				
Ping/Zoning	[21]	Includes 1 check 1 re-check				
Ping/Zoning	[22]	May include actual cost for additional outside consulting/analysis as the city deems necessary				
Ping/Zoning	[23]	Minor/Major Defined in City Zoning Ordinance				
Ping/Zoning	[24]	1 inspection				
Ping/Zoning	[25]	Building permits on the Planning Fee Schedule, Not analyzed by NBS				
PW- Engineering	[26]	Consultant costs included (\$500)				
PW- Engineering	[27]	Includes NPDES review				
PW- Engineering	[28]	Grading Inspection performed by Building				
PW- Engineering	[29]	Maximum set by State (\$16; \$90)				
PW- Engineering	[30]	Sourced from Fee Update Public Works 6-17-16 Update Draft to Stacey.xlsx				
PW- Engineering	[31]	1 Inspection, 1 Re-Inspection				
PW- Engineering	[32]	1 Inspection				
PW- Engineering	[33]	Plus County Fee				
PW- Engineering	[34]	New Fee				
Fire	[35]	(business incl 2 inspections, excluding apartments) - done by prevention				
Fire	[36]	3 person rig at 15 minutes for trip				
Fire	[37]	County of Santa Cruz administrative fee, treated as a pass through by the city. Not analyzed by NBS. Not subject to CPI increases.				
Fire	[38]	Not analyzed by NBS. Not subject to CPI increases.				
Ping/Zoning	[39]	City Council modified the cost recovery formula for appeals to remove the Planning appeals fee from any future cost recovery increases and adjust it only to annual changes in Consumer Price Index.				
Multiple	[40]	Fee amendments approved by Council August 8, 2017.				

**City of Santa Cruz  
Unified Master Fee Schedule  
Revised Exhibit A**

Operation	No.	Fee Description	Phase One Total Cost of Service Per Activity	Fee Effective January 1, 2020 with CPI Increase	Fee Effective July 1, 2020	Fee Effective January 1, 2021 with CPI Increase
Police	[41]	Fee is set by the State. Amendment approved by Council August 8, 2017. PD recommends that the rate not be increased above the government code rate since that is the industry standard.				
Ping/Zoning	[42]	Amended calculation so fee effective 7/1/2017 is only 20% higher than fee in effect 7/1/2016.				
Police	[44]	Refundable deposits are not subject to CPI increases.				
Police	[45]	Per the PD, "The second draft of the Massage Ordinance went to Council and passed with the clear communication that the city's fee would match the state permitting fee and that we (the PD) would not charge more than the State. The State has not increased their fee, and the PD will not increase the fee as presented to Council during the passage of ordinance 5.78."				
Police	[46]	Per the PD, "This is a flat fee set by the State. We have not billed for actual costs in the past. The PD can look into how we can better capture the total amount of time officers accrue on these types of cases."				
Ping/Zoning	[47]	Adopted 1/9/18 by Council Resolution NS-29,343				
Special Events	[48]	Per Council action in Nov. 2017, amplified sound permits are no longer required.				
Ping/Zoning	[49]	Adopted 5/8/18 by Council Resolution NS-29,401				
Ping/Zoning	[50]	Adopted 1/9/18 by Council Resolution NS-29,346				
Ping/Zoning	[51]	Fee reduced 50% for ADU properties. Adopted 1/22/19 by Council Resolution NS-29,484				
PW- Engineering	[52]	Adopted 6/25/19 by Council Resolution NS-29,555. Annual license fee per pole is subject to CPI increases.				
Ping/Zoning	[53]	Fees should not be rounded up to the nearest dollar.				
Police	[54]	On 11/24/20, Council approved extension of 2020 fees through calendar year 2021.				
Ping/Zoning	[55]	28B - do not round to whole dollar.				
Ping/Zoning	[56]	Can be waived based on continued progress or hearing officer decision.				
Ping/Zoning	[57]	Fees set per Section 4.14; Resolution NO. NS-28,167				
Ping/Zoning	[58]	Rate per Most Current City Contract for Legal Services				
Ping/Zoning	[59]	Actual costs of vendor used for abatement services				
Ping/Zoning	[60]	Range based on the number of staff required coupled with the type and number of violations				
Ping/Zoning	[61]	CPI and Cost Recovery do not apply to deposits.				
Ping/Zoning	[62]	Current City Contract Rate				