



Council Meeting: March 6, 2012

SUBJECT: Resolution to Amend the Master Fee Schedule for Land Development-Related Transportation Study Preparation and Review

REPORT IN BRIEF

Staff is pursuing a procedural change to the administration of transportation studies required to support consideration of land development proposals. Currently, City staff prepares required work scopes and reviews and approves work products of transportation consultants that are retained by project applicants. The new procedure will shift City staff's role from scoping/quality control to management of the entire study preparation and approval process. Transportation consultants will be hired directly by the City and preparation and review of the studies will be funded by the project applicants. Staff recommends amending the Master Fee Schedule to create fees for Consultant Preparation of Transportation Studies and Staff Review of Transportation Studies prepared by a Consultant.

EXISTING POLICY

Land Use and Transportation Element C3.2.4, Continue to evaluate transportation impacts from land use proposals at a neighborhood and City-wide level.

DISCUSSION

Staff is enacting a change in the process of how transportation studies are contracted. This change will place the responsibility of contracting for transportation consulting services for land development proposals with the City, with funding provided through a fee from developers.

Currently, once staff makes a determination that a transportation study is necessary to support environmental and congestion management requirements, a work scope is prepared by staff and transmitted to the project applicant. The project applicant is then responsible for carrying out and delivering the transportation study requirements, typically by hiring a consultant. Staff then performs a quality control role to assure that the transportation study is technically adequate and meets legal and regulatory requirements.

Under the new method, a developer will pay a fee at the time of submitting a planning application. City staff will then prepare a scope of work for a transportation study and route it to a pre-qualified list of consultants to secure

Issued by the City Manager

pricing. Once pricing is established, staff will collect the transportation study cost from the developer, issue a notice to proceed with the analysis and review and approve subsequent work products. The purpose of this change is to remove the developer from any contractual or procedural aspects of study preparation. It may also present opportunities for streamlining or normalization of schedules for transportation study preparation.

In order to implement this change, a resolution modifying the Master Fee Schedule to establish transportation study preparation and review fees is required.

FISCAL IMPACT

There is no fiscal impact from adopting the attached resolution. Staff review costs were previously recovered under the fee for staff review of environmental studies prepared by consultants; this resolution will simply segregate transportation studies in the fee schedule. Costs of study preparation were previously borne by developers and would continue to be so. Fees are proposed to be consistent with those collected for environmental studies.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin boards outside City Hall, in the Council Chambers lobby, the City Clerk's office, at the Library, Senior Center, Community Center, and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Office of the City Clerk.

ALTERNATIVES

1. Approve the attached resolution (Attachment A) establishing fees for Consultant Preparation of Transportation Studies and Staff Review of Transportation Studies prepared by a Consultant.
2. Do not take action at this time.

RECOMMENDATION

Staff recommends Alternative No. 1: Approve the attached resolution establishing fees for Consultant Preparation of Transportation Studies and Staff Review of Transportation Studies prepared by a Consultant.

Establishing this fee will place all contractual and procedural elements of transportation study preparation under the responsibility of City staff.

Reviewed by:

Kent Steffens, Director of Public Works

Prepared by: Jack Witthaus, Transportation and Traffic Manager

Approved by:

Gary M. Luebbbers, City Manager

Attachment:

A. Resolution

RESOLUTION NO. _____-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE ESTABLISHING AN ADMINISTRATIVE FEE FOR TRANSPORTATION STUDY PREPARATION AND REVIEW TO BE INCLUDED WITH THE CITY'S MASTER FEE SCHEDULE

WHEREAS, the City intends to administer procurement, management and review of transportation studies related to planning reviews of land development, with costs to be borne by land developers through the payment of fees, which new fee shall be added to the Master Fee Schedule as set forth in Exhibit "A" attached hereto, and

WHEREAS, the City of Sunnyvale adopted Resolution 486-11, the Master Fee Schedule, on June 28, 2011; and

WHEREAS, it is intended that the fee established by this Resolution shall be added to the Master Fee Schedule (Section 4.01 Planning Permit Fees) effective immediately and to be included in succeeding years until rescinded or amended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The administrative fee as set forth in Exhibit "A" attached hereto is hereby adopted.
2. This fee is intended to be added to the Master Fee Schedule of fees and penalties established by Resolution 486-11 or as thereafter amended.

Adopted by the City Council at a regular meeting held on _____, 2012, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM AND LEGALITY:

David Kahn, City Attorney

**SECTION 4.01
PLANNING PERMIT FEES**

Environmental Review	Fiscal Year 2011/2012	Charge Code	Object Level 3 & 4	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
Consultant Preparation of Transportation Study	As needed	799000			
Staff Review of Transportation Study prepared by consultant	\$1,322.00	799106	1654	Environ. Review Fees	