



CITY OF OCEANSIDE

DEVELOPMENT SERVICES DEPARTMENT (DSD)
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT (ECD)

SUBJECT:

Policy & Procedure for
Developer Deposit Account (Deposit Account)
Administration

POLICY NUMBER: 2011-01**IMPLEMENTED: 5/2/2011****UPDATED: 5/24/2011**

I. Purpose and Scope

In order to recover costs associated with discretionary planning entitlement application processing of large, complex projects, on March 2, 2011, the City Council approved the establishment of Developer Deposit Accounts (Deposit Accounts). The purpose of this policy is to establish department-level policy and procedures for Deposit Account initiation, project record keeping, account replenishment (if required), project closure and refunds. All project applicants subject to this policy must sign a statement agreeing to abide by this policy as part of their application for discretionary permit submittal.

II. Applicability, Required Minimum Initial Deposits and Minimum Balances

The following table lists the types of applications subject to Deposit Accounts, their required initial deposits, and corresponding minimum account balance thresholds that would trigger the need for additional funding.

Entitlement Project Type	Minimum Initial Deposit Amount	Replenishment Trigger Amount
General Plan Amendments – 10 acres or more	\$10,000 + notification costs	30% of Initial Deposit
Zoning Amendments – 10 acres or more	\$7,500 + notification costs	30% of Initial Deposit
Zoning Overlay/ Specific Plan	\$7,500 + notification costs	30% of Initial Deposit
Telecom/ Wireless CUP	\$4,500 + notification costs + 3 rd party consultant review	30% of Initial Deposit
Development Plan Review – 10 acres or more	\$7,500 + notification costs	30% of Initial Deposit
Tentative Subdivision Maps	\$4,500 + notification costs	30% of Initial Deposit
Development Agreement	\$10,000 + notification costs	30% of Initial Deposit
EIR	\$20,000 + notification costs	30% of Initial Deposit
ND/MND	\$4,500 + notification costs	30% of Initial Deposit

Initial deposit amount(s) must be paid at the time of initial project submittal. When multiple permits are requested (e.g., Tentative Subdivision Map, Development Plan Review), the applicant will be responsible for the cumulative amount of all project entitlement requests. Further, if one or more application requested does not require the establishment of a Deposit Account (i.e., Tentative Map with Conditional Use Permit applications), the minimum deposit and replenishment trigger shall be the same as the cumulative total for both deposit-based and flat-fee applications. Project-specific notification costs will be determined prior to application submittal and will be added to the minimum initial deposit amount. Professional 3rd party consultant review fees for Telecom/Wireless Conditional Use Permit applications will also be required to be paid upon application submittal.

Deposit Account funds will be utilized for the review/processing of discretionary planning applications until such time that a final action is taken on the project by the designated decision making authority, inclusive of any associated appeal.

Building permit plan checks fees, engineering bonds and any other development fees required for project implementation beyond planning entitlement processing will be charged separately and will not be drawn from the Deposit Account.

III. Deposit Account Establishment and Administration

The City of Oceanside Financial Services Department will establish separate general ledger deposit accounts for each project application. As deposits are received, the funds will be posted to TRAKiT and given to Central Cashier office for posting to the general ledger.

Expenses and employee time spent on the project will be entered in TRAKiT as they occur. Every two weeks, in conjunction with payroll, managers will approve the expenses and time charged to the project and will post the expenses in TRAKiT. Once posted, the TRAKiT data will be exported to the general ledger and the total expenses for that posting will be deducted from the developer deposit account and be expensed to the project account. On a monthly basis, accounting will reconcile the deposit accounts to the balances in TRAKiT.

Development Services will review balances in the deposit accounts on a weekly basis. If the balance falls below the 30% threshold, Development Services will send an invoice to the Developer requesting additional funds to replenish the account be deposited within 20 days. If the requested funds are not received within 20 calendar days, all project work may cease, including scheduling of public hearings.

Within 45 calendar days from final project action (approval/denial or appeal determination, if applicable), any residual Deposit Account funds will be automatically refunded to the applicant. Refunds for projects deemed "withdrawn" will be issued pursuant to Planning Department Policy Directive 01-09.

IV. Billing Rates and Overhead Charges

Costs associated with processing land development applications are directly related to the fees charged. As such, staff time for all personnel assigned to projects with Deposit Accounts will be billed against the account at an hourly blended rate based on costs established in the annual budget, as adopted by the City Council. Hourly billing rates are provided on the Deposit Account Rate Sheet available in the Development Services and Community and Economic Development Departments.

V. Staff Assignments, Time Accounting and Dispute Resolution

City Division Managers will assign staff to each project.

Staff assigned to Deposit Accounts will track time spent on projects in quarter hour increments.

Any written query related to staff time charged against Deposit Accounts, filed within 20 days from issuance of the monthly report, should be addressed to the appropriate City Division Manager from Building, Engineering, Planning or Redevelopment. Unresolved issues at the Division Manager, will be escalated to the Department Director for resolution within 10 days of the applicant's response to the Division Manager's proposed resolution. Failure to dispute fees within the 20 day monthly report review deadline constitutes acceptance of charges. In the event that a dispute arises prior to project consideration by the decision-making authority on a pending entitlement request, further project processing will cease until the dispute is resolved, but the application will not be deemed withdrawn.

City of Oceanside
Development Services Department
Economic & Community Development Department
Policies and Procedures

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Procedure:
Developer Deposit Account (Deposit)

Approved _____


George R. Buehl, Director
Development Services Department

Issue Date: 5-24-11

Approved _____


Jane McVey, Director
Economic & Community Development Department

Issue Date: 5-24-11



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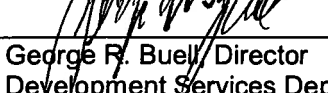
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Developer Deposit Account Staff Billing Rates

Effective May 2, 2011, the following billing rates shall be paid by project applicants whose project fees are subject to Developer Deposit Accounts. For additional information, see the (reference the Planning Fee schedule) and Development Services Department/Economic and Community Development Department Developer Deposit Account Administration Policy and Procedure 2011-01.

Staff Types and Hourly Billing Rates

Billing Rates	Hourly Rate
Director	\$145.00
Division/Section Manager	\$120.00
Engineer/Planner	\$100.00
Landscape and Stormwater Staff	\$ 85.00
Telecom Review - Planner	\$ 85.00
Technical and Administrative Staff	\$ 65.00
Consultant Services	Rate Based on Contract

Approved 
George R. Buell, Director
Development Services Department

Issue Date: 5-17-11

Approved 
Jane McVey, Director
Economic & Community Development Department

Issue Date: 5-17-11