

# Memorandum

Date: June 1, 2020  
To: Ashley Hefner, Culver City  
From: Catrina Meyer and John Muggridge, AICP  
Subject: **Culver City Transportation Study Review Fee**

LA19-3064

In coordination with City staff, Fehr & Peers developed new Transportation Study Review Fees to be paid by project applicants when they submit Transportation Study Memoranda of Understanding (MOUs) and Transportation Studies to Culver City. These fees replace the existing fees of \$1,000 for an MOU and starting at \$4,000 for a Traffic Impact Analysis.

This update to the Review Fees corresponds with changes to the Transportation Study process within Culver City, including new "Transportation Study Criteria and Guidelines" that describe the updated study requirements. In response to state legislation, Culver City shifted the metric for California Environmental Quality Act (CEQA) transportation impact analysis from intersection Level of Service (LOS) to Vehicle Miles Travelled (VMT). While VMT will be used as the CEQA metric, LOS will be included in the non-CEQA supplemental analysis section. The non-CEQA supplemental analysis also includes new requirements for transit operations, curb space allocation, and roadway safety. The new study requirements reflect a more comprehensive evaluation of the transportation system rather than a focus on traffic analysis; therefore, the guidelines and fees now refer to "Transportation Studies" rather than "Traffic Impact Analysis."

The proposed Review Fee is set at \$1,485 for MOUs and \$9,750 for Transportation Studies with up to 50 peak hour trips, plus an additional fee of \$2,000 for each additional 10 peak hour trips, with a maximum fee of \$20,000. The Review Fee is intended to cover staff costs for project-level review. The fee is also set to accumulate additional funds that would partially cover periodic updates to the City's travel demand model, acquisition of additional travel pattern data, or other updates to transportation resources and tools needed to perform adequate project-level VMT impact analysis.

The Transportation Study Criteria and Guidelines introduce screening criteria that exempt certain projects from VMT impact analysis. Projects screened from VMT impact analysis may still be



required to complete other CEQA transportation analysis or non-CEQA supplemental transportation analysis and would not be exempt from the Transportation Study Review Fee.

The following sections describe the existing Review Fee and demonstrate how the revised fee will cover staff costs and part of periodic updates to the tools and resources used for Transportation Studies in Culver City.

### Existing Fee

The existing Review Fee structure is shown in Table 1. There is a set fee of \$1,000 for an MOU. Then there is a base fee of \$4,000 for a Traffic Impact Analysis Report that increases by \$400 per intersection if the study exceeds 10 intersections, as intersection LOS is the primary component of the analysis.

*Table 1 – Existing Review Fees*

<b>Memorandum of Understanding</b>		\$1,000
<b>Traffic Impact Analysis Report Review</b>	Up to 10 Intersections	\$4,000
	Each additional intersection	\$400

### Labor Time

The Review Fee is intended primarily to cover the cost of staff time to review and support MOUs and Transportation Studies. Staff time may include the tasks listed below. Some of these tasks are performed for studies today, while some tasks are new as a result of changes to the Transportation Study Criteria and Guidelines. Overall, changes to the Transportation Study process result in increased staff review time.

- Review two submittals of the MOU
- Review three submittals of the Transportation Study
- Review the Transportation Demand Management (TDM) plan, where applicable
- Supply data, including collision hot spots and related development projects
- Run the Culver City Travel Demand Forecasting Model (TDFM), where applicable
- Coordinate/communicate with applicant

The estimated hours, by staff type, are shown in Table 2. When combined with staff rates, the time estimates are used to set the MOU Review Fee at \$1,482 and the base Transportation Study Review Fee at \$9,749. The base Transportation Study Review Fee includes Transportation Study review and TDM plan review ( $\$7,767 + \$1,982 = \$9,749$ ). The MOU review fee and the base Review Fee will be charged to all project applicants, for a total fee of \$11,231. Additional fees, described in further detail in the following section, will be charged to larger projects. Final rounded fees are presented in the summary section at the end of the Memo.



Table 2 – Labor Costs

Dept.	Position	Hourly Rate	Hours			Labor cost			Total Hours by Dept.	Total Cost by Dept.
			MOU	Transportation Studies	TDM Review	MOU	Transportation Studies	TDM Review		
Public Works	Senior Civil Engineer	\$115	0	4	0	\$0	\$460	\$0	56	\$6,100
	Traffic Engineering Manager/ Mobility & Traffic Engineer	\$120	4	20	6	\$480	\$2,400	\$720		
	Associate Civil Engineer	\$100	2	12	4	\$200	\$1,200	\$400		
	Public Works Inspector	\$57	0	2	0	\$0	\$114	\$0		
	Permit Technician II	\$63	0	2	0	\$0	\$126	\$0		
Transportation	Transportation Planning Manager	\$111	0.5	2	2	\$56	\$222	\$222	20.5	\$1,780
	Management Analyst/ Transportation Planner	\$80	0	8	8	\$0	\$640	\$640		
Community Development	Current Planning Manager	\$124	2	5	0	\$248	\$620	\$0	38	\$3,351
	Senior Planner	\$101	2	5	0	\$202	\$505	\$0		
	Associate Planner	\$86	2	10	0	\$172	\$860	\$0		
	Assistant Planner	\$62	2	10	0	\$124	\$620	\$0		
<b>Totals</b>			<b>14.5</b>	<b>80</b>	<b>20</b>	<b>\$1,482</b>	<b>\$7,767</b>	<b>\$1,982</b>	<b>114.5</b>	<b>\$11,231</b>



## Funding Future Updates

To facilitate successful Transportation Studies in Culver City, the City must periodically update the tools used for these studies. The base fee for the Transportation Study review is augmented for larger projects to cover the cost of updating the resources used to complete Transportation Studies. These resources include the TDFM, the project-level VMT calculator, purchasing travel pattern data, and other updates. It is common practice for agencies to update models, tools, and associated data, every four years aligned with the Southern California Association of Governments (SCAG) Regional Transportation Plan/ Sustainable Communities Strategy (RTP/SCS) update cycle.

Based on the estimated cost of the updates described above, the City would require \$195,000 every four years as shown in Table 3. Consequently, approximately \$50,000 in additional fees will need to be collected per year.

*Table 3 – Additional Cost to Cover Tool Updates*

Update Cycle (based on SCAG Model update cycle)	4 years
<i>Update Fees</i>	
Fee for updating model	\$120,000
Fee for purchasing travel pattern data	\$65,000
Fee for other updates to the tools and resources	\$10,000
<b>Total Update Fee</b>	<b>\$195,000</b>

To cover a portion of the costs needed to update the City's transportation study tools, shown in Table 3, an additional tiered fee based on a project's peak hour trip generation was developed. According to the new guidelines, LOS is no longer the primary component of a study, so the proposed fee is not tiered based on number of intersections. Rather, the proposed fee is tiered based on the number of peak hour trips.

The trip generation used to determine the total fee should be based on the initial peak hour trip generation, excluding accounting for pass-by trips, and trip credit such as reductions associated with the deployment of TDM measures. Projects with up to 50 peak hour trips (about 500 trips per day) will pay the base Transportation Study Review Fee, plus \$2,000 for each additional 10 peak hour trips during the highest peak hour of the day, with a maximum total fee of \$20,000 (including the base Transportation Study Review Fee). The maximum fee would be reached for any project with more than 100 peak hour trips ( $\$9,749 + (\$2,000 \times 5) = \$19,749$ ).

To shed light on the proposed fees by peak hour trip generation, a 50-unit mid-rise residential project (with 1st-floor commercial) generates 15 trips during the AM peak hour and 18 trips during the PM peak hour. A supermarket with 10,000 square feet of gross floor area generates 38 trips during the AM peak hour and 92 trips during the PM peak hour.



## Review Fees in Other Jurisdictions

This section summarizes review fees in other jurisdictions; some jurisdictions charge a flat fee for all studies while others have a tiered fee based on vehicle trip generation or the number of required study intersections.

The City of Santa Monica has a tiered traffic study fee with one fee for studies without a model run and a higher fee for studies with a model run.

<u>Santa Monica</u> Planning Division Fees	
Traffic Study - Without Model Run	\$23,426
Traffic Study - With Model Run	\$46,852

The City of Los Angeles review fee is similar to the existing Culver City fee in which there is a base fee that increases after ten intersections.

<u>Los Angeles</u> DOT Review Fees	
Traffic Study MOU	\$1,175
Traffic Study Review - Up to 10 Intersections	\$7,480
Each addtl intersection, not to exceed \$25,000	\$400
TDM Compliance/Trip Monitoring Report Review	\$770

The City of Anaheim has a tiered traffic study fee based on the number of peak hour trips. The City of San Jose also has a tiered fee based on the number of trips with thresholds at 100, 200, and 500 trips. The San Jose fee is not summarized below for simplicity, as there are many levels of differentiation within this fee.

<u>Anaheim</u> Service Fee Deposits - Traffic Studies	
1. Less than 100 Peak Trips	\$2,175
2. 100-250 Peak Trips	\$4,350
3. Over 250 Peak Trips	\$7,250



## Summary and Proposed Fees

The proposed Review Fees are summarized in Table 4. The proposed Review Fee is \$1,485 for MOUs and starts at \$9,750 for Transportation Studies for projects with up to 50 peak hour trips. For each additional 10 peak hour trips the fee increases by \$2,000 with a maximum total Transportation Study Report Review Fee of \$20,000. The proposed MOU fee is \$485 greater than the existing MOU fee and the proposed Transportation Study Review fee is \$5,750 greater than the existing Traffic Impact Analysis Review fee.

*Table 4 – Proposed Review Fees*

<b>Memorandum of Understanding</b>		\$1,485
<b>Transportation Study Report Review</b>	Up to 50 peak hour trips	\$9,750
	Each addtl 10 peak hour trips during the highest peak hour of the day with a max of \$20,000	\$2,000

The Review Fee will be assessed and possibly adjusted at the end of the four-year period. If the targeted reimbursement of \$195,000 for data collection and updating tools is not met at the end of the four-year period, the City will have to budget for the fund shortage. If the targeted amount is exceeded, then such excess will be carried over for the following four-year cycle that is likely to have higher costs for data collection and updating the transportation tools.