



## Western Riverside Council of Governments

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City of Jurupa Valley • City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside  
City of San Jacinto • City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District • Morongo Band of Mission  
Indians • Riverside County Superintendent of Schools

**Date:** May 28, 2019

**To:** Transportation Uniform Mitigation Fee (TUMF) Program Stakeholders (Development Community, Member Agencies, and Interested Parties)

**From:** Christopher Gray, Director of Transportation and Planning

**Subj:** Revisions to TUMF Calculation/Collection Process

### **Background**

WRCOG's TUMF Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in western Riverside County. WRCOG administers the program in partnership with its member agencies. Each member agency elects to participate in the TUMF Program through adoption of an ordinance and membership in WRCOG.

In an effort to create additional efficiencies in the TUMF Program, WRCOG has implemented a revision in the TUMF process to give member agencies the option to shift responsibility of calculation and collection of TUMF from the member agency to WRCOG. This revision was approved by the Executive Committee in October 2018. The sixteen-member agencies listed below have indicated to WRCOG they will be delegating the fee calculation and collection responsibility to WRCOG:

Banning	Hemet	Norco	March JPA
Calimesa	Jurupa Valley	Riverside	
Canyon Lake	Menifee	San Jacinto	
Corona	Moreno Valley	Temecula	
Eastvale	Murrieta	Wildomar	

### **New Fee Calculation Process for the Agencies Listed Above**

**Step #1** – The developers and member agency staff finalize project-related information including the type of use and the intensity of that use. This information generally includes either the number of units for a residential project and the type of residential use (multi-family or single-family). For non-residential projects, the information is the type of use (service, retail, or industrial) and the square footage of the building.

**Step #2** – Member agency staff completes a TUMF Calculation Worksheet (sample worksheet attached) for each project and submits to WRCOG. If there is additional information to consider such as a TUMF exemption, credit agreement, or other information, it should be submitted at this time. This TUMF Calculation Worksheet is submitted electronically.

**Step #3** – WRCOG reviews the TUMF Calculation Worksheet and calculates the TUMF obligation of each project. These calculations will be completed within 48 hours of submittal. We encourage that

the developer and the member agency provide complete information to WRCOG to limit the need for revisions or requests for additional information.

Step #4 – WRCOG transmits an email to the developer and member agency indicating the TUMF obligation for the project in question. This email will also contain payment instructions. Developers have the option of paying electronically or paying at WRCOG's offices via check.

Step #5 – Developer pays their TUMF obligation, either electronically or via physical check.

Step #6 – WRCOG transmits receipt to developer and member agency verifying payment of TUMF.

### **Frequently Asked Questions**

***Question: Can a developer submit fee calculation worksheets directly to WRCOG?***

Response: No. Member agency staff are required to submit TUMF Calculation Worksheets to WRCOG to ensure that the information provided on the Calculation Worksheet for calculation of TUMF accurately matches the proposed development project. This is important because member agencies would still have the ultimate authority to issue project approvals including building permits or certificates of occupancy.

***Question: Can a developer appeal WRCOG's calculation of TUMF?***

Response: Yes. Developers have the option to bring appeals directly to WRCOG. WRCOG staff will continue to coordinate with member agency staff to resolve appeals.

***Question: Can a developer receive fee estimates from WRCOG?***

Response: WRCOG has developed a fee estimator tool for stakeholders to utilize in determining fee estimates. The link to the fee estimator tool can be accessed through the TUMF portion of the WRCOG website (<http://tools.pbid.com/wrcog/>).

***Question: How would this change impact reporting/annual review requirements for member agencies?***

Response: Because WRCOG would be responsible for TUMF calculation and collection, WRCOG staff would simply verify that TUMF Calculation Worksheets were submitted for all building permits issued by a member agency within a given time period.

This will significantly streamline the process, as the current process involves planning and finance staff time gathering relevant information such as receipts of TUMF payment, building permits, and Remittance Reports.

If you have any questions, please contact me at (951) 405-6710 or at [cgray@wrcog.us](mailto:cgray@wrcog.us).

**TUMF CALCULATION WORKSHEET**

**Project Title:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Developer Contact Name:** \_\_\_\_\_

**Developer Email:** \_\_\_\_\_ **Developer Phone No.:** \_\_\_\_\_

**Exemption:**  No /  Yes (please complete TUMF Exemption Worksheet for all exemptions)

**Credit Agreement:**  No /  Yes (Name of Agreement: \_\_\_\_\_)

**Project Square Footage/# of Units:** \_\_\_\_\_  
*Note: Please complete 1 worksheet per project use.*

**STANDARD PROJECT TYPES (Check one)**

- |  |   |
|--|---|
| <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Retail                   |
| <input type="checkbox"/> Multi-Family Residential  | <input type="checkbox"/> Service                  |
| <input type="checkbox"/> Industrial                | <input type="checkbox"/> Class A & Class B Office |

**TUMF CALCULATION HANDBOOK CATEGORIES (Check one & also complete TUMF Defined Land Use Worksheet)**

- |  |   |
|--|---|
| <input type="checkbox"/> Transit Oriented Development  | <input type="checkbox"/> Wholesale Nursery                                  |
| <input type="checkbox"/> Active Senior Living          | <input type="checkbox"/> Retail Nursery                                     |
| <input type="checkbox"/> Fuel Filling Station          | <input type="checkbox"/> High-Cube Warehouse/Distribution Center            |
| <input type="checkbox"/> Congregate Care/Nursing Home  | <input type="checkbox"/> Winery   |
| <input type="checkbox"/> Mini-Warehouse/Rental Storage | <input type="checkbox"/> Electric Vehicle Supply Equipment Charging Station |
| <input type="checkbox"/> Golf Course                   |   |

**Member agency staff must submit completed worksheet to [TUMFcalculations@wrcog.us](mailto:TUMFcalculations@wrcog.us). Please call 951-405-6712 with TUMF calculation-related questions.**

**CERTIFICATION**

Under penalty of perjury, I certify that the above is a true and accurate project description for purposes of calculating TUMF.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_