



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Nanci Klein  
Jacky Morales-Ferrand

**SUBJECT: COMMERCIAL LINKAGE FEE  
STATUS UPDATE**

**DATE:** August 12, 2020

Approved

Date

8/12/20

## INFORMATION

The purpose of this memorandum is to provide an update on the status of the Commercial Linkage Fee project. Staff anticipated releasing the staff recommendation memo on August 14. More time is needed to consider input from recently completed public meetings and complete technical work.

Based upon both studies, an analysis of public policy considerations, and feedback from stakeholders, staff will formulate recommendations which will be released as part of the staff memorandum to Council on August 21. Staff will bring the Commercial Linkage Fee forward for Council consideration on September 1, 2020. A project schedule is provided below.

Milestone	Timeframe
Staff Recommendation Released	August 21, 2020
City Council Meeting	September 1, 2020
Effective Date of Ordinance	October 15, 2020
Effective Date of Fee Resolution	November 14, 2020

The item will go before the City Council for action on September 1, 2020. To enact a fee, the Council will be asked to consider approving both an ordinance and a fee resolution. The ordinance would establish the fee while the resolution would set the fee amount.

/s/  
NANCI KLEIN  
Director  
Economic Development

/s/  
JACKY MORALES-FERRAND  
Director  
Housing Department

For questions and any public meeting information, please contact Karina Alvarez, Senior Executive Analyst, at [karina.alvarez@sanjoseca.gov](mailto:karina.alvarez@sanjoseca.gov).