



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jennifer A. Maguire

**SUBJECT: AMENDMENTS TO THE  
2016-2017 PROPOSED FEES &  
CHARGES DOCUMENT**

**DATE:** June 2, 2016

Approved

Date

6/2/16

## RECOMMENDATION

Approve amendments to the 2016-2017 Proposed Fees & Charges Report for the following fees:

### Library

- a) Include the Related Printed Documents fee of \$30.00 per document for the Library Consulting – San José Library Program.

### Police

- a) Revise the Academy-Outside Agency Recruit Fee from \$37,619 to \$5,500 per recruit per academy.

### Public Works

- a) Revise the Euthanasia fee – large animals over 100 pounds from \$17 to Actual Costs.
- b) Revise the Euthanasia fee – large animals surcharge in the field from \$40 plus disposal fee and transport fee to Actual Costs.
- c) Decrease the Euthanasia fee for licensed or unlicensed dog, cat, other small animal, or small livestock under 100 pounds at the shelter from \$20 to \$17.

### Transportation

- a) Revise the Car Sensor Replacement fee from \$368 per sensor to \$271 per sensor.

## BACKGROUND

The 2016-2017 Proposed Fees & Charges document was released on May 1, 2016 and outlined a majority of the proposed fees and charges accruing to the General Fund and selected fees and charges associated with other funds. Subsequent to the release of that report, the Administration is recommending further amendments to more accurately align fees with activities and the departmental fees and charges resolutions, and to correct for minor errors or oversights during the initial preparation.

## **ANALYSIS**

The following are descriptions of each of the recommended changes to the 2016-2017 Proposed Fees & Charges Report.

### ***Library Department***

The San José Municipal Code §8.040 includes four fees for Library Consulting – San José Way Program. The provision includes a fee for Related Printed Documents of \$30.00 per document, however, this fee was inadvertently excluded from the 2016-2017 Fees & Charges Report. No additional revenue in the General Fund is assumed as a result of this change.

### ***Police Department***

The Police Department Academy-Outside Agency Recruit Fee is proposed to be decreased from \$37,619 to \$5,500 per recruit, per academy. This fee is set as a Category II fee, which allows for the fee to be either above or below cost recovery levels. During the development of the 2016-2017 Proposed Fees and Charges Report, the fee was calculated by dividing the Police Department's total cost by the number of actual students in the class, resulting in an increase from \$10,720 to \$37,619 per recruit, per academy. However, the Administration believes it is more equitable to calculate the fee by dividing the Department's total cost by the number of seats available in each academy. In a recent market analysis review, staff evaluated three local academies providing a similar POST certified Police Recruit Academy and determined fees ranged from \$2,300 to \$5,200 per recruit per academy. In order to be competitive, the Administration recommends the 2016-2017 fee to be lowered from the 2016-2017 Proposed Budget level of \$37,619 to \$5,500, bringing the cost recovery rate of the program from 100% to 40.3%. As capacity is available in the City's Police Recruit Academies, other jurisdictions' participation provides additional law enforcement cadets the opportunity to be trained with the San José Police Department's high standards, increase multi-agency collaboration, and increase the quality of service from local law enforcement agencies. Because no revenue was assumed from this fee, the fee change will not impact the 2016-2017 General Fund revenue estimates.

### ***Public Works Department***

The following revisions to fees in the Animal Services Division of the Public Works Department are recommended. The revisions below have no revenue impacts.

- Revise the Euthanasia fee – large animals over 100 pounds fee from \$17 to Actual Costs. The 2016-2017 Proposed Fees & Charges Report included a decrease from \$20 plus disposal fee to \$17 in error. The fee should be revised to Actual Costs.
- Revise the Euthanasia fee – large animals surcharge in the field from \$40 plus disposal fee and transport fee to Actual Costs. The revision to this fee was inadvertently excluded during the development of the 2016-2017 Proposed Fees and Charges.
- Decrease the Euthanasia fee for licensed or unlicensed dog, cat, other small animal, or small livestock under 100 pounds at the shelter from \$20 to \$17. The revision to this fee

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was inadvertently excluded during the development of the 2016-2017 Proposed Fees and Charges.

***Transportation Department***

Revise the Car Sensor Replacement fee from \$368 per sensor to \$271 per sensor. During the development of the Proposed Fees & Charges Report, staff inadvertently included the incorrect amount for this fee. The fee of \$271 per sensor is the actual cost necessary to be at 100% cost recovery.

**COORDINATION**

This memorandum has been coordinated with the City Attorney's Office, and the Library, Police, Public Works, and Transportation Departments.



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Senior Deputy City Manager/  
Budget Director