



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer A. Maguire

SUBJECT: AMENDMENTS TO THE
2014-2015 PROPOSED FEES &
CHARGES DOCUMENT

DATE: May 29, 2014

Approved

Date 05-29-14

RECOMMENDATION

Approve amendments to the 2014-2015 Proposed Fees & Charges Report as outlined in Attachment A.

BACKGROUND

The 2014-2015 Proposed Fees & Charges document was released on May 2, 2014 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 2014-2015 Proposed Fees & Charges Report. Attachment A to this memorandum outlines the recommended changes.

Department of Transportation

Meter Hood Rental Deposit

A portion of the revenues received in the General Purpose Parking Fund are derived from Meter Hood Rental fees. However, the \$50 deposit per meter hood fee was inadvertently omitted from the 2014-2015 Proposed Fees and Charges Report. This fee allows customers to place a hood over a meter so as to be exempted from having to pay the meter; however, this does not reserve a metered parking space. This is a convenience service available to customers such as contractors working on job sites located within metered zones. This deposit is refunded to the customer when the meter hood is returned.

Interstate Truck Terminal and Route Application and Interstate Truck Trailblazer Signs

In order to more accurately align the 2014-2015 Proposed Fees and Charges Report with the fees outlined in the San José Municipal Code, a realignment of fees related to interstate trucking are recommended. These fees are required for any individual requiring terminal access for interstate trucks, which includes the purchase and installation of terminal trailblazer signs. A terminal refers to a facility where freight is consolidated for shipping, where freight is loaded and off-loaded, or a location where the vehicle is regularly maintained, stored, or manufactured; trailblazer signage is installed on the roadway to direct the driver to the facility. The Administration recommends replacing the Interstate Truck Routing fee with the "Interstate Truck Terminal and Route Application" and the "Interstate Truck Terminal Trailblazer Signs" fees to be more consistent with the San José Municipal Code §11.94.040A and §11.94.040B respectively at actual cost of services.

Speed Bump Reports

The Department of Transportation used to provide a copy of a report to requesting parties entitled *Recommended Guidelines for the Design and Application of Speed Humps*, which was published by the Institute of Transportation Engineers in March 1990. However, the report has not been requested in recent years. As a result, the corresponding "Speed Bump Reports" fee of \$10 per report is no longer an activity available for customers and was intended to be recommended to be deleted in 2014-2015. This action would eliminate this fee to align with current services.

Landscape Contract Administrative Fee

The Landscape Contract Administrative Fee, currently listed at \$157 per job in the 2014-2015 Proposed Fees and Charges document, was originally established in 2010-2011 to charge the former San Jose Redevelopment Agency for landscaping done by contractors under city contract. As a result of the dissolution of the former San Jose Redevelopment Agency, this fee is no longer necessary, and is recommended to be deleted in 2014-2015.

Highway Maintenance Charges, Local Agencies Traffic Maintenance, and Santa Clara County Traffic Maintenance Charges

The 2014-2015 Proposed Fees & Charges Report outlines three fees, all at full cost recovery, for "Highway Maintenance Charges," "Local Agencies Traffic Maintenance Charges," and "Santa Clara County Traffic Maintenance Charges." The City is reimbursed by Caltrans for the maintenance of onramps and offramps for Highway Maintenance Charges. Local agencies and Santa Clara County provide reimbursement for the City to perform maintenance on joint intersections. As the City now enters into individual contract agreements with each agency to allow for reimbursement, the Administration recommends deleting these three fees. However, the revenue and expenditures associated with these charges will remain in the Operating Budget and the reimbursements will remain at full cost recovery.

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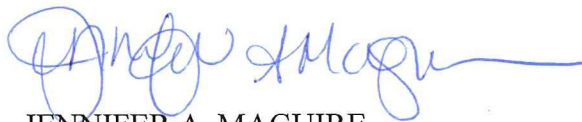
Police Department

Visa Clearance Letters

The 2014-2015 Proposed Fees & Charges Report recommended a reduction to the Visa Clearance Letters fee from \$17.00 to \$16.00 per letter. However, based on the estimated cost to provide that service, the fee should have been set at \$15.60 per letter. An adjustment to \$15.60 per letter is recommended for this fee. There are no changes to the estimated cost or revenue estimates as these were calculated based on \$15.60 per letter.

COORDINATION

This memorandum has been coordinated with the Department of Transportation, the Police Department, and the City Attorney's Office.



JENNIFER A. MAGUIRE
Deputy City Manager/Budget Director

Attachment

ADJUSTMENTS TO THE 2014-2015 PROPOSED FEES CHARGES

Attachment A

Fee Name	2014-2015 Fees & Charges		2014-2015 Estimated Cost	2014-2015 Estimated Revenue		2014-2015 % Cost Recovery		2014-2015 Proposed Fees & Charges Pg #
	Proposed Fee	Recommended Fee		Proposed Fee	Recommended Fee	Proposed Fee	Recommended Fee	
POLICE DEPARTMENT								
<i>Public Safety Fees - Category I</i>								
Visa Clearance Letters	\$16.00 per letter	\$15.60 per letter	\$5,694	\$5,694	\$5,694	100.0%	100.0%	117
TRANSPORTATION								
<i>Transportation Fees (Fund 533) - Category I</i>								
Meter Hood Rental Deposit	N/A	\$50 deposit per meter hood	\$0	\$0	\$0	0	0	181
<i>Transportation Fees - Category I</i>								
Interstate Truck Routing	Full Cost Recovery	Delete	N/A	N/A	N/A	N/A	N/A	186
Interstate Truck Terminal and Route Application	N/A	Full Cost Recovery	N/A	N/A	N/A	N/A	N/A	N/A
Interstate Truck Terminal Trailblazer Signs	N/A	Full Cost Recovery	N/A	N/A	N/A	N/A	N/A	N/A
Speed Bump Reports	\$10 per report	Delete	N/A	N/A	N/A	N/A	N/A	186
Landscape Contract Administrative Fee	\$157 per job	Delete	\$0	\$0	\$0	0.0%	N/A	185
Local Agencies Traffic Maintenance - Traffic Maintenance Charges	Full Cost Recovery	Delete	\$10,500	\$10,500	\$0	100.0%	0.0%	185
Highway Maintenance Charges - Maintenance Charges	Full Cost Recovery	Delete	\$105,000	\$105,000	\$0	100.0%	0.0%	185
Santa Clara County Traffic Maintenance Charges - Traffic Maintenance Charges	Full Cost Recovery	Delete	\$20,000	\$20,000	\$0	100.0%	0.0%	189