

# Memorandum

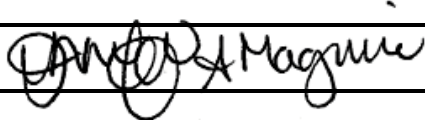
**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jim Shannon

**SUBJECT:** 2021-2022 ADOPTED FEES  
AND CHARGES

**DATE:** November 4, 2021

Approved



Date: 11/5/2021

## INFORMATION

### PURPOSE

This memorandum reflects the revisions to the 2021-2022 Proposed Fees and Charges as approved by the City Council with the adoption of the 2021-2022 Budget. This document in combination with the 2021-2022 Proposed Fees and Charges document comprise the 2021-2022 Adopted Fees and Charges. It is recommended that this memorandum be retained with the 2021-2022 Proposed Fees and Charges document for a complete record of all fees and charges approved for 2021-2022.

### BACKGROUND

The 2021-2022 Proposed Fees and Charges document, which was released on May 7, 2021 and approved by the City Council on June 15, 2021, outlined the proposed fees for the majority of fees and charges accruing to the General Fund and selected fees and charges associated with other funds. Public input on fee proposals was heard by the City Council at public hearings held on Tuesday, May 18, 2021, at 1:30 p.m. and Monday, June 14, 2021, at 6:00 p.m. The proposed fees and charges were approved by the City Council with adjustments that were brought forward during the budget deliberation process through Manager's Budget Addenda (MBA) #31 that was approved as part of the Mayor's June Budget Message for Fiscal Year 2021-2022.

This memorandum serves to document the changes from the 2021-2022 Proposed Fees and Charges to the 2021-2022 Adopted Fees and Charges. This memorandum is being released in lieu of a 2021-2022 Adopted Fees and Charges book, given the minimal fee changes and the extra cost to publish a revised document.

## **ANALYSIS**

Following is a description of each of the changes to the 2021-2022 Proposed Fees and Charges approved by the City Council (details found in Attachment A) as well as the total estimated revenues and expenditures associated with fee activities (Attachment B).

### **Parks, Recreation and Neighborhood Services Department**

#### *Summer Swim Program – Recreational Swim*

As directed in the Mayor's June Budget Message for Fiscal Year 2021-2022, which was approved by the City Council, a one-year waiver on the public fee associated with recreational swimming at the four City-operated pool facilities (Mayfair Pool, Camden Pool, Rotary Ryland Pool, and the Fair Swim Center) was implemented. The estimated loss in revenue in 2021-2022 as a result of the fee elimination is estimated at \$15,000.

### **Police Department**

#### *Temporary Street Closing Permit (Block Parties)*

As directed in the Mayor's June Budget Message for Fiscal Year 2021-2022, which was approved by the City Council, a one-year waiver on the public fee associated with Temporary Street Closing Permits for Block Parties was implemented. As neighborhood gatherings build community, inspire positive interactions among neighbors, and contribute to neighborhood safety, the City will be waiving the \$256.00 public fee for such permits. The estimated loss in revenue in 2021-2022 as a result of the elimination of the Temporary Street Closing Permit is estimated at \$29,440.

## **Technical Corrections**

Subsequent to the release of the 2021-2022 Proposed Fees and Charges Report, minor errors and oversights were realized, which are summarized below.

### **Housing Department**

In the 2021-2022 Fees and Charges Report – Summary of Proposed Fee Changes, on page C-5 under the Affordable Housing Compliance Fee Program, there are three Housing Department fees that were identified as duplicates: City Attorney Staff Time (\$138/hr in excess of 7 hour) was erroneously listed twice; Housing Staff Time (\$112/hr in excess of 20 hours) was determined to be a duplicate of the City Housing Staff Time fee; and Standard Application (\$3,206 per application) was determined to be a duplicate of the Standard Transaction fee. The Affordable Housing Compliance Fee Program was previously under Fund 448 (Multi-Source Housing Fund), but was moved to Fund 451 (Inclusionary Fee Fund); however, the duplicate set of fees were not deleted as part of the 2021-2022 Proposed Fees and Charges Report. In addition, the terms Housing Staff Time and City Housing Staff Time, as well as Standard

Application and Standard Transaction, were previously used interchangeably, but are now being standardized. These edits do not impact any revenue estimates.

Planning, Building and Code Enforcement Department

A minor fee revision to the Planning Development Fees was approved as part of Manager's Budget Addendum (MBA) #31 to correct an error that occurred during the initial preparation of the 2021-2022 Proposed Fees and Charges Report. As described in MBA #31, the recommended fee change for the Off-Sale Alcohol Permit from \$623 per business to \$685 per business to retain a 100% cost recovery rate was inadvertently excluded from the 2021-2022 Proposed Fees and Charges Report. This change was already assumed as part of the 2021-2022 Proposed Operating Budget, therefore this edit does not impact any revenue estimates.

**CONCLUSION**

The changes outlined in this memorandum reflect the revisions to the 2021-2022 Proposed Fees and Charges as approved by the City Council with the adoption of the 2021-2022 Budget. This memorandum in combination with the 2021-2022 Proposed Fees and Charges document comprise the 2021-2022 Adopted Fees and Charges. It is recommended that this memorandum be retained with the 2021-2022 Proposed Fees and Charges document for a complete record of all fees and charges approved for 2021-2022.



JIM SHANNON  
Budget Director

Attachment A – Amendments to the 2021-2022 Proposed Fees and Charges Report  
Attachment B – 2021-2022 Fees and Charge Report – Department Fees and Charges Summary

For questions, please contact Selena Ubando, Assistant to the City Manager at (408) 535-8138.

**AMENDMENTS TO THE 2021-2022 PROPOSED FEES AND CHARGES REPORT**

ATTACHMENT A

Fee Name	2021-2022 Fees & Charges		2021-2022 Proposed Fees & Charges Page #
	Proposed Fee	Adopted Fee	
<b>PARKS, RECREATION AND NEIGHBORHOOD SERVICES DEPARTMENT</b>			
<b>AQUATICS - CATEGORY II</b>			
<b>1. Aquatics</b>			
1. Summer Swim Program - Recreational Swim	Established by the City Manager or Designee	Suspended through June 30, 2022	53
<b>PLANNING, BUILDING AND CODE ENFORCEMENT</b>			
<b>CODE ENFORCEMENT PROGRAM - CATEGORY I</b>			
<b>12. Off-Sale Alcohol Enforcement Program</b>			
1. Off-Sale Alcohol Permit	\$623 per business	\$685 per business	71
<b>POLICE DEPARTMENT</b>			
<b>PUBLIC SAFETY PERMITS - CATEGORY I</b>			
<b>24. Street Closing</b>			
1. Temporary Street Closing Permit	\$256.00 per event	Suspended through June 30, 2022	121

## 2021-2022 FEES AND CHARGES REPORT DEPARTMENT FEES AND CHARGES SUMMARY

		2020 - 2021 ADOPTED BUDGET			2021-2022 ADOPTED BUDGET				
		Estimated Cost	Estimated Revenue	% Cost Recovery	Estimated Cost	WITH CURRENT FEE		WITH ADOPTED FEE	
						Estimated Revenue	% Cost Recovery	Estimated Revenue	% Cost Recovery
<b>Category I</b>	CITY CLERK	26,000	26,000	100.0 %	26,000	26,000	100.0%	26,000	100.0%
	ENVIRONMENTAL SERVICES	477,192	333,300	69.8 %	303,338	303,150	99.9%	303,338	100.0%
	FINANCE	231,224	230,977	99.9 %	141,740	147,181	103.8%	139,631	98.5%
	FIRE	9,389,176	6,195,280	66.0 %	9,163,849	6,978,273	76.2%	7,536,534	82.2%
	HOUSING	4,511,384	3,592,611	79.6 %	3,423,841	3,285,411	96.0%	3,423,841	100.0%
	LIBRARY	36,000	36,000	100.0 %	12,000	6,500	54.2%	6,500	54.2%
	PARKS, RECREATION & NEIGHBORHOOD SERVICES	29,475,380	17,475,004	59.3 %	31,983,176	8,595,000	26.9%	8,418,000	26.3%
	PLANNING, BUILDING & CODE ENFORCEMENT	59,782,641	43,045,648	72.0 %	59,580,334	50,889,539	85.4%	51,792,256	86.9%
	POLICE	6,184,352	6,172,569	99.8 %	6,884,473	5,857,420	85.1%	6,236,231	90.6%
	PUBLIC WORKS	13,331,163	11,004,825	82.5 %	14,169,698	12,485,558	88.1%	13,077,910	92.3%
	TRANSPORTATION	1,853,326	1,795,831	96.9 %	1,633,883	1,498,499	91.7%	1,579,589	96.7%
	<b>Total Category I</b>	<b>125,297,838</b>	<b>89,908,045</b>	<b>71.8%</b>	<b>127,322,332</b>	<b>90,072,531</b>	<b>70.7%</b>	<b>92,569,270</b>	<b>72.7%</b>
<b>Category II</b>	ENVIRONMENTAL SERVICES	5,648,934	3,630,000	64.3 %	4,615,707	3,700,000	80.2%	3,689,500	79.9%
	FINANCE	30,238	310,175	1,025.8 %	176,240	1,429,900	811.3%	1,437,750	815.8%
	FIRE	5,704,836	5,678,640	99.5 %	6,157,983	5,678,640	92.2%	6,132,931	99.6%

## 2021-2022 FEES AND CHARGES REPORT DEPARTMENT FEES AND CHARGES SUMMARY

		2020 - 2021 ADOPTED BUDGET			2021-2022 ADOPTED BUDGET				
					WITH CURRENT FEE			WITH ADOPTED FEE	
Category II		Estimated Cost	Estimated Revenue	% Cost Recovery	Estimated Cost	Estimated Revenue	% Cost Recovery	Estimated Revenue	% Cost Recovery
LIBRARY		364,394	224,000	61.5 %	207,800	66,000	31.8%	66,000	31.8%
OFFICE OF ECONOMIC DEVELOPMENT AND CULTURAL AFFAIRS		39,576	32,740	82.7 %	19,849	15,280	77.0%	15,280	77.0%
PARKS, RECREATION & NEIGHBORHOOD SERVICES		3,250,531	910,000	28.0 %	4,687,635	475,000	10.1%	460,000	9.8%
PLANNING, BUILDING & CODE ENFORCEMENT		15,820	15,820	100.0 %	20,000	15,400	77.0%	20,000	100.0%
PUBLIC WORKS		11,571,667	2,558,118	22.1 %	11,488,389	2,200,555	19.2%	2,243,060	19.5%
TRANSPORTATION		1,012,943	429,525	42.4 %	971,250	434,025	44.7%	434,025	44.7%
<b>Total Category II</b>		<b>27,638,939</b>	<b>13,789,018</b>	<b>49.9%</b>	<b>28,344,853</b>	<b>14,014,800</b>	<b>49.4%</b>	<b>14,513,546</b>	<b>51.2%</b>
<b>TOTAL CATERGORY I AND CATEGORY II</b>		<b>152,936,777</b>	<b>103,697,063</b>	<b>67.8 %</b>	<b>155,667,185</b>	<b>104,087,331</b>	<b>66.9 %</b>	<b>107,038,376</b>	<b>68.8 %</b>
<b>TOTAL GENERAL FUND</b>		<b>70,179,740</b>	<b>45,645,909</b>	<b>65.0 %</b>	<b>74,051,943</b>	<b>35,106,881</b>	<b>47.4 %</b>	<b>35,536,638</b>	<b>48.0 %</b>
<b>TOTAL NON-GENERAL FUND</b>		<b>82,757,037</b>	<b>58,051,154</b>	<b>70.1 %</b>	<b>81,615,242</b>	<b>68,980,450</b>	<b>84.5 %</b>	<b>71,501,738</b>	<b>87.6 %</b>