



CITY OF HAYWARD

AGENDA REPORT

AGENDA DATE May 26, 1998

AGENDA ITEM _____

WORKSESSION ITEM WS #2

To: Mayor and City Council
From: Finance and Internal Services Director
Subject: Master Fee Schedule For 1998-1999

Recommendation:

It is recommended that the City Council review and comment on the following report regarding the Master Fee Schedule for 1998-1999.

Background/Discussion:

Each year, staff reviews the Master Fee Schedule to ensure that the various fees and service charges are appropriate and within State Guidelines. A review was conducted for the 1998-1999 budget year and based on that process several changes are recommended for Council's consideration.

The recommendation contained in this document has been developed pursuant to applicable Government Codes, and the City's fee recovery policy. Changes to the Master Fee Schedule are explained in detail under departmental narratives that follow. For ease of reference, all fee changes to the Master Fee Schedule are in table form after the departmental narrative. The summary table gives a brief fee description, current fee, cost recovery amount, the proposed fee, and an average of what other cities charge for a similar service.

The current fee represents the amount adopted by Council. The cost recovery is the total direct and indirect cost of the service. The proposed fee is staff's recommendation. The other cities cost is an average of the City of Oakland, City of San Leandro and City of Berkeley charge for a similar service. A complete copy of the current Master Fee Schedule is on file in the City Clerk's Office. The following are descriptions by department of the requested fee changes.

ALL CITY DEPARTMENTS

The California Department of Housing and Community Development has updated the gross household income limit table. The table reflects the income changes among California households. The City of Hayward uses the Alameda County Section of this data to determine which Hayward households are entitled to low-income exemptions for utility services and/or animal license fees. The Alameda County gross household income table is being listed under the All Department Section as one source for all departments. This revised format will update the gross household income table and eliminate any duplication within the Master Fee Schedule.

CURRENT SCHEDULE	PROPOSED CHANGE *	FAMILY SIZE
\$ 16,400	\$ 22,150	1 Member
\$ 18,700	\$ 25,300	2 Members
\$ 21,050	\$ 28,500	3 Members
\$ 23,400	\$ 31,650	4 Members
\$ 25,250	\$34,200	5 Members
\$ 27,150	\$ 36,700	6 Members
\$ 27,150	\$ 39,250	7 Members
\$ 27,150	\$ 41,800	8 Members or More

* GROSS HOUSEHOLD INCOME – NOT TO EXCEED

COMMUNITY & ECONOMIC DEVELOPMENT

Staff proposes modifications to two existing fees, which are building permits and special inspections on weekends or holidays. The building permit fee is being increased to achieve cost recovery. For special inspections, existing practice requires that a four-hour minimum be paid for special inspections. The proposed change to the special inspection fee would incorporate this four-hour minimum as part of the adopted fee schedule.

In addition, Staff proposes four new fees. The fees are 1) additional plan check, 2) change of address, 3) reissue-building permits and 4)-tenant improvement fee. The additional plan check fee is to recover the cost of a plan checker's time to recheck and prepare a punch list for revisions to an existing approved plan. The change of address fee is to recover the cost of staff's time to update files. The reissue building permit fee is to recover the cost of staff's time to reissue a building permit lost or destroyed by the customer. The proposed fee for tenant improvement is to recover the City's costs when substantial modifications to dwellings are requested but are not technically room additions.

FEE DESCRIPTION	CURRENT FEE	COST RECOVERY	PROPOSED FEE	OTHER CITIES
Building Permit	\$ 34.00	\$ 39.00	\$ 39.00	\$ 53.00
Change Address	New	\$ 19.50	\$ 19.50	Not Charged
Reissue Building Permit	New	\$ 3.00	\$ 3.00	Not Charged
Plan Check (Revision of approved plan)	New	\$ 55.48	\$ 55.00 (minimum 1 hour)	\$ 79.50/hr
Special Inspection	\$ 86.00/hr	\$ 86.00/hr	\$ 86.00/hour (minimum 4 hours)	\$ 79.50/hr (min 2 hrs)
Tenant Improvement (Single Units)	New	\$37.00	\$37.00	Various

FINANCE DEPARTMENT

The proposed annual changes to the assessment district fees are in accordance with bond issuance agreements, which state that fees will be adjusted annually based on the consumer price index or 5 percent whichever is less. The proposed adjustment is 3.7 percent, which is based on the consumer price index for the Bay Area.

FEE DESCRIPTION	CURRENT FEE	COST RECOVERY	PROPOSED FEE	OTHER AGENCIES
Establishment Fee	\$ 2,248.00	\$ 2,331.00	\$ 2,331.00	N/A
Administration Fee	\$2,140.00	\$ 2,219.00	\$ 2,219.00	N/A
Bond Call Fee	\$215.00	\$ 223.00	\$ 223.00	N/A

LIBRARY SERVICES

The current library service fines are based on daily rates which accrue up to the original cost of the item. New library automation finance software necessitates two major changes to the application of library fines.

More specifically, overdue fines for Print/Sound materials are now capped at a \$6.00 maximum (60 days @ \$.10 per day). Once this period has elapsed, a fee for \$20.00 is charged. This fee supercedes the maximum fine of \$6.00. This structure is replicated for cameras and reference materials. That is, a fine up to a maximum amount is established (\$30.00 for cameras and \$21.00 for reference material). Again, if the materials are not returned, then a fee of \$55.00 for cameras and \$75.00 for reference material is charged. These charges are reflected in the following table.

FEE DESCRIPTION	CURRENT FEE	COST RECOVERY	PROPOSED FEE	OTHER CITIES
Overdue Fines for Print/Sound Materials	\$.10/Day	Original Cost	\$.10/Day \$6.00/Maximum	Original Cost
Cameras	\$.50/Day	Original Cost	\$.50/Day \$30.00/Maximum	Original Cost
Reference Materials [Returned within seven days]	New	Original Cost	\$3.00/Day \$21.00 Maximum	Original Cost
Fee for Print/ Sound Materials after 60 days overdue	New	\$20.00	\$20.00	Average Cost
Fee for Cameras after 60 days overdue	New	\$55.00	\$55.00	Actual Cost
Fee for Reference Materials after seven days overdue	New	\$75.00	\$75.00	Average Cost

POLICE DEPARTMENT

Staff proposes a change to dog and cat license fees, which are used to recover some of the costs associated with the operation of rabies control, pet identification and the animal control program.

The firearm dealer permit fee is to recover expenses incurred by staff to process and issue a Firearms Dealer Permit. The permit ensures uniform regulations applicable to all firearm dealers in the City.

Firearm dealers operating in the City of Hayward are required to have a Firearms Dealer Permit. In order for an individual to receive a permit, staff must complete several steps. The individual's fingerprints must be taken and a records search must be completed. There are seven businesses within the City of Hayward that possess a Federal Firearms Dealer Permit.

The proposed taxi cab annual operating sticker fee is to recover expenses incurred by staff to process and issue a Certificate of Compliance. Taxi companies operating in the City of Hayward are required to have a "Certificate of Compliance" for each vehicle operating as a taxi. This requirement ensures vehicles operating in the City of Hayward as taxis are in "good working order." In order for a taxi vehicle to receive a certificate, it must be inspected with regard to the adequacy and safety of the vehicle. Vehicles are inspected with respect to cleanliness, equipment, safety devices, brakes, lights, and obsolescence.

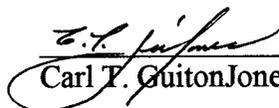
This fee is differentiated from the taxi "Driver's Permit" fee, which requires individual taxi drivers to be licensed. This permit ensures that the driver of a taxi has a proficient knowledge of traffic laws of the City and the State of California. As part of this assessment, the individual is required to take and pass a written driver's test to demonstrate their ability to operate a taxi.

The proposed diversion fee is to recover staff's cost to supervise court ordered participants in the community service program.

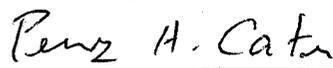
FEE DESCRIPTION	CURRENT FEE	COST RECOVERY	PROPOSED FEE	OTHER CITIES
Dog & Cat License				
One Year	\$14.00	\$28.00	\$22.00	\$28.00
Two Year	\$28.00	\$28.00	\$36.00	\$61.00
Three Year	\$30.00	\$28.00	\$50.00	\$88.00

FEE DESCRIPTION	CURRENT FEE	COST RECOVERY	PROPOSED FEE	OTHER CITIES
ALTERED PETS				
One Year	\$7.00	\$28.00	\$11.00	\$10.00
Two Year	\$14.00	\$28.00	\$18.00	\$22.00
Three Year	\$15.00	\$28.00	\$25.00	\$28.00
Permit Processing				
Taxi Cab annual operating sticker	New	\$25.00	\$25.00	\$155.00
Firearm Dealers (Initial or Renewal)	New	\$200.00	\$200.00	\$325.00
Diversion Program				
Per Participant	New	\$50.00	\$50.00	None

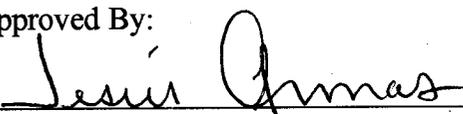
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