



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2013 JUL 11 PM 4:04 **AGENDA REPORT**

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Donna Hom,
Budget Director

SUBJECT: Supplemental Report Amending
the Master Fee Schedule

DATE: July 3, 2013

City Administrator
Approval

Date 7/08/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends approval of the attached ordinance amending Ordinance Number 13133 C.M.S. (the FY 2012-13 Master Fee Schedule, or "MFS"), to establish, modify and delete fees and penalties assessed by the Office of the City Clerk, The Administrative Services Department, the Oakland Police Department, and Parks and Recreation.

REASON FOR SUPPLEMENTAL

At the July 2, 2013 Council meeting, Councilmember Brooks directed staff to bring back additional information regarding Oakland Police Department (OPD) Administrative Fee for towing, impounding, and releasing of vehicles towed or impounded and cost related to improper charging of the administrative fee.

Per OPD, if the stolen vehicle status can be verified with a police report and/or through the statewide Stolen Vehicle System at the time of vehicle release, the vehicle release fee is waived. There are very few OPD errors (less than 5%) that result in a refund as a result of erroneously charging the administrative fees.

The tow company charges tow fees and storage fees and these fees are paid directly to the tow company. Oakland residents have a 48-hr waiver of storage fees. In many occurrences, vehicle owners are able to recoup the tow fees if they process a claim through their insurance company.

Item: _____
City Council
July 16, 2013

If you have any questions please contact Budget Office at (510) 238-2130.

Respectfully submitted,



DONNA HOM
Budget Director

Prepared and Reviewed by:
Jason Mitchell, Agency Administrative Manager
Public Works Agency

Attachments:

City of Oakland Master Fee Schedule Sections:

E - City Clerk

H - Administrative Services

I - Oakland Police Department

L - Parks and Recreation

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City Council
July 16, 2013



City of Oakland
Master Fee Schedule
Effective July 1, 2013

CITY CLERK

FEE DESCRIPTION	CURRENT FEE (FY 2012-13)	PROPOSED FEE (FY 2013-14)	% CHANGE
	FEE UNIT	FEE UNIT	
<u>K. E. DUPLICATION OF CAMPAIGN STATEMENTS ELECTIONS MATERIALS: Including but not limited to FPGPC reports, campaign logs and election documents ONLY.</u>	0.10 Page	0.10 Page	0.00%
<u>F. ELECTIONS MATERIALS RETRIEVAL FEE</u>	N/A N/A	5.00 Request	0.00%

City of Oakland
Master Fee Schedule
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City of Oakland
Master Fee Schedule
Effective July 1, 2013

ADMINISTRATIVE
SERVICES DEPARTMENT

FEE DESCRIPTION	CURRENT FEE (FY 2012-13)	PROPOSED FEE (FY 2013-14)	% CHANGE
	FEE UNIT	FEE UNIT	
FINANCIAL MANAGEMENT			
<u>M.</u> Certificate for Non-Profit Business	N/A N/A	17.50 Pgr Certificate	NEW
<u>N.</u> Special Event Permit	N/A N/A	52.00 Per Application	NEW
<u>N-O.</u> SERVICE FEE FOR BILLING OUTSIDE PARTIES OR AGENCIES FOR WORK PERFORMED			
1 Parking Meter Repair Worker		45.00 Hour	0.00%
<u>G-P.</u> ADMINISTRATIVE SERVICE CHARGE AS ALLOWED BY OAKLAND MUNICIPAL CODE SECTION 4.20.070		50.00 Per Lien	0.00%
<u>P-Q.</u> ADMINISTRATIVE SERVICE CHARGE AS ALLOWED BY OAKLAND MUNICIPAL CODE SECTION 5.04.180		25.00 Per Duplicate Certificate	0.00%
<u>Q-R.</u> ADMINISTRATIVE SERVICE CHARGE AS ALLOWED BY OAKLAND MUNICIPAL CODE SECTION 5.04.260		50.00 Per Lien	0.00%
<u>R-S.</u> ADMINISTRATIVE FEE FOR PROMISSORY NOTES		100.00 Per Note	0.00%
<u>S-T.</u> CREDIT CARD CONVENIENCE FEE		2% of Transaction Amount Paid	0.00%
<u>T-U.</u> NOTARY FEE		10.00 Notarized Signature	0.00%
<u>U-V.</u> NOTICE OF VIOLATION FEE		25.00 Issuance	0.00%
<u>V-W.</u> FINANCIAL REPORTS (RETIREMENT)			
1 Oakland Police & Fire Retirement System (Fixed - \$5.00 for Up to 30 Pages and \$0.25 Per Copied Sheet in Excess of 30 Pages)		5.00 Report	0.00%
2 Oakland Municipal Employees' Retirement System (Fixed - \$5.00 for Up to 30 Pages and \$0.25 Per Copied Sheet in Excess of 30 Pages)		5.00 Report	0.00%
<u>W-X.</u> WORKER'S COMPENSATION FINANCIAL REPORTS (RISK)			
1 Medical Reports for Subpoena Purposes		12.00 Report	0.00%
<u>X-Y.</u> RISK MANAGEMENT INSURANCE FEES			
1 Liability Insurance for Encroachments into the Public Right-of-Way		50.00 Per Permit	0.00%
<u>Y-Z.</u> RISK MANAGEMENT INSURANCE FEES			
2 Vendors/Contractors Liability Insurance (not including premium)		75.00 Per Application	0.00%

CHANGE ALPHA
REFERENCE ONLY

PARKING MANAGEMENT			
<u>L.</u> ADMINISTRATIVE FEE IN LIEU OF COLLECTING FINE FOR NON-DISPLAYED DISABLED PLACARD (DP)-The \$25.00 processing fee for cancellation of a citation for non-display of DP will be available only as a one-time courtesy to the registered owner of the cited vehicle with a valid OP.	N/A N/A	25.00 Per Violation	NEW

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POLICE SERVICES

FEE DESCRIPTION	CURRENT FEE (FY 2012-13)	PROPOSED FEE (FY 2013-14)	% CHANGE
	FEE UNIT	FEE UNIT	
BD. BACKGROUND INVESTIGATIONS			
1 Level One	2,500.00 Background	<u>Actual Cost</u> Background	
2 Level Two	1,500.00 Background	Actual Cost Background	
3 Level Three	1,500.00 Background	Actual Cost Background	

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PARKS AND RECREATION

FEE DESCRIPTION	CURRENT FEE (FY 2012-13)	PROPOSED FEE (FY 2013-14)	% CHANGE
	FEE UNIT	FEE UNIT	
ADMINISTRATION			
RECREATION SERVICES			
A. AQUATICS			
7 Swimming Pools			
c. Adult Lap Swim			
6 30 Swim Pass Book - Adult	N/A N/A	135.00 Pass Book	NEW
7 30 Swim Pass Book - Senior or Disabled	N/A N/A	75.00 Pass Book	NEW

City of Oakland
Master Fee Schedule
Effective: July 17, 2013

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2013 JUL 11 PM 4:01

REVISED
7-19-13

APPROVED AS TO FORM AND LEGALITY

M. Mowder
City Attorney

OAKLAND CITY COUNCIL
ORDINANCE NO. _____ C.M.S.

AN ORDINANCE AMENDING ORDINANCE NUMBER 13133 C.M.S. (THE FY 2012-13 MASTER FEE SCHEDULE, OR "MFS"), TO ESTABLISH AND MODIFY FEES AND PENALTIES ASSESSED BY THE OFFICE OF THE CITY CLERK, THE ADMINISTRATIVE SERVICES DEPARTMENT, THE OAKLAND POLICE DEPARTMENT, AND THE OFFICE OF PARKS AND RECREATION.

WHEREAS, the City of Oakland periodically updates its Master Fee Schedule to account for general cost of living increases and program changes or other costs; and

WHEREAS, the fee modifications and additions proposed herein have been justified by the respective agencies and are identified in an "Agenda Report" dated June 19, 2013 to Deanna J. Santana, City Administrator, entitled "Report Amending the Master Fee Schedule".

WHEREAS, the City Council finds and determines that the herein-referenced modifications and additions are necessary to reimburse the City for the costs of performing the various municipal and regulatory functions; and

WHEREAS, a Public Hearing was held on July 2, 2013, to review the proposed fee changes; now, therefore

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

Section 1. The Master Fee Schedule as set forth in Ordinance Number 13133 C.M.S., as amended, is hereby amended to modify and establish fees assessed by Citywide, the Office of the City Clerk, Administrative Services Department, the Oakland Police Department, and the Office of Parks and Recreation in Exhibit A, attached hereto and made a part hereof.

Section 2. This ordinance shall be effective on July 16, 2013 upon approval by the Council of the City of Oakland.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2013

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, GIBSON McELHANEY, KALB, KAPLAN, REID, SCHAAF,
CHAIRPERSON KERNIGHAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California