



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2015 OCT 15 PM 5:11

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Margaret O'Brien
Interim Revenue & Tax
Administrator

SUBJECT: Amending the Fiscal Year 2015-16
Master Fee Schedule

DATE: October 5, 2015

City Administrator Approval

Date:

10/15/15

RECOMMENDATION

Staff Recommends That The City Council Adopt An Ordinance Amending Ordinance 13320 C.M.S. (The FY 2015-16 Master Fee Schedule, "MFS"), To Establish, Modify And Delete Fees And Penalties, and Issue Refunds Assessed By Offices, Departments, Bureaus, And Agencies Of The City Of Oakland.

EXECUTIVE SUMMARY

On June 30, 2015, the City Council adopted the FY 2015-16 Master Fee Schedule Ord. No-13320 C.M.S. The Fiscal Year (FY) 2015-16 MFS, was an extensive citywide undertaking, in which many departments revised, added, or deleted fees. Since the approval of the FY 2015-16 MFS, some departments have recognized a need to amend the fee schedule to provide additional clarity on fees, revise fee amounts, and to add or delete fees. Those departments requesting fee revisions have provided explanation narratives which are included as attachments to this report. Approval of the attached ordinance is projected to increase GPF revenues \$95,813 in the FY 2015-16 and non-GPFs revenue will be reduced approximately \$180,000 as shown in **Table 1**.

This amendment is in compliance with Proposition 26, in that revenues derived from the proposed fees and charges will not exceed the funds required to provide the related government activities, services, and programs and that the amounts of the proposed fees and charges will not exceed the proportional cost of service provided or benefit attributable to each fee payer.

Following adoption of the amendment to the MFS ordinance by the City Council, the revised fees assessed by the Office of the City Attorney, Office of the City Clerk, Office of the City Auditor, Oakland Public Works, Housing and Community Development, Planning and Building Department, Revenue Management Bureau, and Human Resources Department ("the Departments") will become effective December 16, 2015.

Item: _____
Finance and Management Committee
October 27, 2015

BACKGROUND / LEGISLATIVE HISTORY

In November 2010, California voters approved Proposition 26. Proposition 26 amended the California Constitution by providing a new definition of the term "tax." Under the definition, "tax" means any levy, charge, or exaction of any kind imposed by a local government with seven exceptions. In essence, fees and charges that do not fall within an exception are taxes and are subject to voter approval by a two-thirds vote.

Agencies contemplating adoption of a new fee, or an increase or extension of an existing fee or charge bear the burden of proving that fee or charge is not a tax. Furthermore, the City of Oakland also must document that the amount of a fee or charge is no more than necessary to cover the reasonable costs of the activity or service being provided, and that the manner in which those costs are allocated to a payer bears a fair or reasonable relationship to the payer's burdens on, or benefits received from, the activity or service.

To confirm that the fees the City charges comply with Proposition 26, departments seeking changes in fees with this amendment have provided an analysis and documentation supporting the costs associated with their fees calculated at full cost taking into account all salary, fringe benefits, overhead, and retirement.

The Council must consider the impact, if any, of reducing or modifying the MFS as it reviews funding priorities. The issue is most important when the potential changes can affect the ability of staff to provide services, and or adequately oversee/regulate a program. If the Council were to reduce a fee, it will have a negative impact on the City's ability to adequately recover costs associated with the administration and regulation of the program and result in a General Purpose Fund subsidy in some instances. However, subsidization can be appropriate in situations where the City is trying to encourage business activity, target a specific population, or pilot new programs.

Under Proposition 26, the burden is on the City to produce a record that proves by a preponderance of the evidence that "a levy, charge, or other exaction" is not a tax. The City can protect and ensure being Proposition 26 compliant by creating a clear record of valid fee approval. Each department must provide sufficient data, including documentary evidence and an explanation of methodology, to support Council findings that the requirements of Proposition 26 are met.

ANALYSIS AND POLICY ALTERNATIVES

The proposed ordinance shows changes to the adopted FY 2015-16 MFS. In many instances, changes to the MFS are required to offset changes in costs related to the provision of services for which fees are charged. Staff analyzed the proposed fees or charges within the amendment to the adopted FY 2015-16 MFS and determined that they are no more than necessary to cover the reasonable costs of the activity or service being provided. Additionally, staff concluded that the manner in which those costs are allocated to the payer bears a fair or reasonable relationship to the payer's burden on, or benefits received from, the activity or service. The changes in fees (added or modified) meet the requirements of Proposition 26.

1. Elimination of Department Fees and Services for the MFS

- *Human Resource Management Department and Office of the City Auditor*

Human Resources Department and the Office of the City Auditor request to eliminate the existing fees within the MFS as these departments do not generate revenues. The Human Resources Department does not provide services to the public nor outside agencies and supports this request. For detailed explanation, refer to department narrative (**Attachment A-1**).

The Office of the City Auditor does not conduct audits on behalf on non-City organizations nor does it otherwise or provide audit services to outside entities. For detailed explanation, refer to department narrative (**Attachment A-2**).

2. Revision of Fees: Increases and/or Decreases

- *Office of the City Attorney*

The Oakland City Attorney's Office is not revenue generating; however, the hourly rates in the MFS are used when preparing court documents to recover money from opposing parties such as sanctions, settlements, statutorily mandated attorney's fees, etc. The City Attorney's Office did not have fees modified in the adopted FY 2015-16 MFS as approved on June 30, 2015. The City Attorney's Office requests to modify fees with this amendment, which adjusts wages to account for benefits and Operations and Maintenance (O&M) provided by the City Controller's Office. For detailed explanation, refer department narrative (**Attachment A-3**).

- *Office of the City Clerk*

The Office of the City Clerk recommends deleting fees for services that are no longer provided or relevant. Additionally, the revisions include the addition of fees that were previously mandated by the Oakland Municipal Code or State law and currently collected by the Office of the City Clerk, but were never included in the MFS, for detailed explanation refer to department narrative (**Attachment A-4**).

- *Housing and Community Development*

The Housing section of Housing and Community Development requests Council approve increasing the Jobs/Housing Fee, which, according to the rules and regulations for administering this fee, is supposed to increase annually. The applicable dollar multiplier is based on the percentage increase or decrease in the Wood Frame Building Cost Index for the Western District as published by Marshall and Swift. Ordinance No. 12442 C.M.S was adopted on July 30, 2002 and codified in Chapter 15.68.050 of the O.M.S and authorizes the fee adjustment. For a detailed explanation, refer to department narrative (**Attachment A-5**).

- *Revenue Management Bureau*

The Revenue Management Bureau requests that Council authorize the revision of two fees due to an error in calculation of one and a change in assigned staffing for the other; increase an administration fee due to increased costs; incrementally increase a fee to fully recover costs; and in response to a request from Councilmember Kalb, reduce one parking permit fee.

1. *"Demand Letter / Research & Processing Fee,"* there was an error in the calculation of this fee, due to mistakenly calculating labor cost with the incorrect personnel classification. This fee was recalculated with the correct staff, which results in a fee revision from \$149 to \$125, or 16 percent reduction.
2. *"Certificate for Non-Profit Business Fee,"* staff assigned to provide this service will no longer be Auditors, but Tax Enforcement Officers, which results in a fee revision from \$73 to \$26, or 64 percent reduction.
3. Council approved Resolution No. 85480 that authorizes the PayLock SmartBoot program reimbursement of the administration fee to be revised, due to increased costs, from \$140 to \$177, which is the amount stipulated in the PayLock contract recently approved by Council. This fee is for the administration of the PayLock program where a motorist is able to unlock the vehicle immobilization device using a code provided over the phone and to pay outstanding citations. The PayLock SmartBoot program is provided at no cost to the City. This fee requires noticing in the MFS.
4. Staff requests Council approve an increase of the Notice of Violation fee incrementally rather than a onetime rate increase. Although the current fee includes all costs to full recovery, staff requests to begin the fee at \$80 rather than the \$141, (cost recovery amount), and then increase the fee accordingly until the full cost recovery is achieved.
5. *"1-Day Visitor Parking Permit,"* Councilmember Kalb proposes to reduce the daily Residential Permit Parking (RPP) fee for visitors from the current (as of July 2015) \$9.00 to \$5.00. The adoption of the Master Fee Schedule earlier this year that increased the daily fee from \$1.00 to \$9.00 was jolting for the public and seems too high to many residents. When calculated on annual basis, the 900% increase in parking costs associated with services such as home health aides, baby sitters, day laborers, etc. creates a burden for many residents who did not anticipate such a large increase in their costs. For comparison purposes, the City of Berkeley currently charges \$2.75 for a daily visitor parking permit.

Decreasing fees will result in a decrease of the adopted FY 2015-16 MFS fee revenue by \$77,000, or 6 percent. For a detailed explanation, refer to department narrative (**Attachment A-6**).

- *Planning and Building Department*

PBD is proposing adjustments/changes to the MFS, which continue to support full cost recovery for service provision within the Development Service Fund (2415) and have no fiscal impact to the General Purpose Fund (1010). The fiscal impact due to the proposed fee changes, presented below, is approximately a \$180,000 reduction in annual fee revenue; which translates into .06 percent of the total FY15-16 adopted budget for the Planning & Building Department. However, a recent review of revenues received between July 1, 2015 and September 15, 2015 reveals that the projected monthly revenue amount of \$2.4 million is now \$2.87 million. Therefore, Fund 2415 is expected to exceed the adopted revenue budget for FY15-16. For a detailed explanation for the breakdown for proposed fee revisions, refer to department narrative (**Attachment A-7**).

The PBD is requesting Council authorization to issue refunds to customers for the net difference between the July 1, 2015 and revised "Plan Checking and/or Processing of Application", Zoning Conditions of Approval Compliance", and "Planning & Zoning Appeals" fee amounts.

3. New Fees for Services

- *Oakland Public Works*

On March 31, 2015, the City Council adopted Ordinance No. 13301 establishing two new types of parking permits required to implement and operate a point-to-point ("one way") car sharing service; and adopting two new fees associated with these new parking permits. Both permits are required to operate a one-way car sharing service. The new permits approved by Council on March 31, 2015 were:

1. "*Free-Floating Parking Zone*" Permit-This permit waives the parking duration limits, in metered and unmetered spaces with two-hour or longer time limits, for car sharing vehicles belonging to a permitted car sharing organization within the predetermined service area. This fee, approved by the City Council, is \$1,278 per vehicle. The revenue generated from this fee would effectively replace meter revenue from point-to-point car sharing vehicles.
2. "*Master Residential Parking*" Permit-This permit entitles the permitted point-to-point car sharing vehicle to park in any and all residential parking zones. The concept for the Master Residential permit is based on providing an "all-access" residential parking pass for point-to-point car sharing vehicles. The fee approved by the City Council is \$105 per vehicle. The revenue generated from this fee is new revenue.

For a detailed department narrative explanation for the inclusion of these fees into the MFS, refer to (**Attachment A-8**).

FISCAL IMPACT

The proposed fee changes may result in a net increase to the GPF (1010) revenues by approximately \$95,813. The proposed fee changes for the Development Service Fund (2415) is

an approximately (\$180,000) decrease. The Table 1 below highlights only the most significant impacts.

Table 1: Fiscal Impact of Amendment

Department	FY 2015-16 Adopted Revenues	Fee Revision Impact	FY 2015-16 Revised Revenues
Revenue Management Bureau (Fund 1010)	\$1,166,972	(\$77,000)	\$1,089,972
Oakland Public Works (Fund 1010)	\$0	\$172,813	\$172,813
Fund 1010 Net Impact		\$95,813	\$1,262,785
Planning & Building Department Fund (2415)	\$28,890,069	(\$180,000)	*Note

**Note: Although there is a -\$180,000 fee revision impact, Fund 2415 is expected to exceed Adopted revenue level for FY 2015-16. Planning and Build Department has recognized an increase in monthly projected revenues between July and September from \$2.4 million to \$2.87 million. If this trend continues, Fund 2415 is expected to exceed the adopted revenue budget for FY 2015-16.*

PUBLIC OUTREACH / INTEREST

A public notice was advertised to inform the public of the changing of the Master Fee Schedule ordinance, as required by law to have two public hearings. The ordinance will be presented to the City of Oakland’s Finance and Management Committee on October 27, 2015.

COORDINATION

The Revenue Management Bureau in collaboration with the Office of the City Attorney coordinated the revision of the FY 2015-16 MFS, to assist those City departments requesting a revision of their fees.

SUSTAINABLE OPPORTUNITIES

Economic: Revenues generated from the fees listed in the MFS are relied upon to fund essential City services.

Environmental: There are no direct environmental impacts associated with the City Council action requested in this report.

Social Equity: There are no direct social impacts associated with the City Council action requested in this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt An Ordinance Amending Ordinance 13320 C.M.S. (The FY 2015-16 Master Fee Schedule, “MFS”), To Establish, Modify And

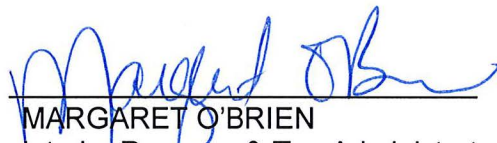
Item: _____
 Finance and Management Committee
 October 27, 2015

Delete Fees And Penalties Assessed By Offices, Departments, And Agencies Of The City Of Oakland.

Following adoption of the amendment to MFS ordinance by the City Council, the revised fees assessed by the outlined offices and departments will become effective November 17, 2015.

For questions regarding this report, please contact MARGARET O'BRIEN, INTERIM REVENUE & TAX ADMINISTRATOR, at 238- 7480.

Respectfully submitted,



MARGARET O'BRIEN
Interim Revenue & Tax Administrator
Revenue Management Bureau

Prepared by:
Andy Best, Principal Analyst - Revenue
Revenue Management Bureau

List of Department Contributors:

Nila Wong, Administrative Services Mgr.
Oakland Public Works

Rina Hernandez, Administrative Services Mgr.
Planning and Building Department

Maryann Sargent, Coordinator
Housing and Community Development

Sandy Wong, Management Assistant
Office of the City Clerk

Attachments (9):

- A-1: *Human Resources Department*
- A-2: *Office of the City Auditor*
- A-3: *Office of the City Attorney*
- A-4: *Office of the City Clerk*
- A-5: *Housing & Community Development*
- A-6: *Revenue Management Bureau*
- A-7: *Planning and Building Department*
- A-8: *Oakland Public Works*

- B: *Master Fee Schedule Ordinance*
 - Exhibit A: *City of Oakland Master Fee Schedule*

Human Resources Management Department

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-1



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Gladyslen Flores
Administrative Analyst II

SUBJECT: Master Fee Schedule Clean-Up

DATE: August 31, 2015

Human Resources Management (HRM) is proposing to eliminate the existing fees in the Master Fee Schedule (MFS). The HRM Equal Access Program coordinates translation and interpretation services for City departments in the delivery of City business. Fees are covered by General Purpose Fund. While fees may have been included in the MFS previously, Equal Access Program does not charge City departments a fee in using translation and interpretation services. The amended MFS is modified to reflect the correct information.

Office of the City Auditor

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-2



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Brenda Roberts,
Office of the City Auditor

SUBJECT: Master Fee Schedule

DATE: August 8, 2015

The Office of the City Auditor requests that the fee for Auditor Services to Outside Entities in the FY 2015-16 Master Fee Schedule be eliminated. According to the City Charter, the duty of the City Auditor is to audit City departments and agencies as the Auditor deems to be in the best public interest or as required by the Council or Mayor. The City Auditor does not conduct audits on behalf of non-City organizations nor does it otherwise provide audit services to outside entities.

Office of the City Attorney

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-3



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Yvonne Hudson
Legal Administrative Services
Manager

SUBJECT: Master Fee Schedule Amendments

DATE: August 1, 2015

The Oakland City Attorney's Office is not revenue generating; however, the hourly rates in the Master Fee Schedule are used when preparing court documents to recover money from opposing parties such as sanctions, settlements, statutorily mandated attorney's fees, etc.

The Master Fee Schedule hourly rates are for billable staff only (Attorneys, Paralegals and the Claims Investigator). The billing rate of staff is calculated using the position's hourly rate (at step 5), adding the benefits rate, our Office overhead rate, and the other Post-employment Oakland Post Employment Benefit (OPEB) rate.

The current fees (\$53 - \$218) for the City Attorney's office do not include the Office overhead rate or the OPEB rate. The proposed FY15-16 fees were calculated by using the current fees and adding the Office's overhead rate (61.23%) and OPEB rate (7.47%).

Our Office Overhead rate includes the cost of non-billing staff (management, administrative and legal secretarial staff) and operating costs (utilities, supplies, cost of the City's financial services).

As noted in our MFS Comparison, many local municipalities do not list City Attorney fees in their Master Fee Schedule. The Cities that do (Alameda & San Leandro) provide ranges, not positional fees as we do. Our proposed fee range (\$90 - \$368) is in line with the ranges of neighboring municipalities.

The proposed fee increase for FY 2015-16 is substantial (~69%) due to the inclusion of Office overhead costs and OPEB that were inadvertently omitted from the prior year calculation.

Office of the City Clerk

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-4



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: LaTonda Simmons
Office of the City Clerk

SUBJECT: Master Fee Schedule Amendments

DATE: August 27, 2015

Staff recommends that the City Council adopt the following proposed modifications to the Office of the City Clerk's Master Fee Schedule:

A. Delete Subscription without Attachments (Small) Mailed.

Historically, the Agenda Management Unit of the City Clerk's Office would mail via the Postal Service copies of City Council and Council Committee agendas to members of the public. However, given the availability and common use of electronic materials, agenda subscribers now receive this information via email. The fee should be deleted because the City Clerk's Office no longer provides the service of mailing the agendas.

B. Delete Programming or Computer Service Fee.

Previously, the City Clerk's Office would provide programming or computer services. However, the fee should be deleted because the City Clerk's Office no longer provides these services.

C. Delete Elections Materials Retrieval Fee.

Previously, the City Clerk's Office would charge a fee for retrieving elections materials for members of the public. However, with the implementation of electronic filing systems the majority of the election materials are accessible to the public online. The number of requests for these materials has been significantly reduced. Therefore, the fee should be deleted as it is no longer necessary.

D. Add Write-in Candidates Fee and Late Filing Fee.

Oakland Municipal Code Section 3.08.130 states, "[e]very write-in candidate shall at the time his or her nomination petitions are filed, pay to the City Clerk a filing fee of twenty-five dollars (\$25.00)." (**Attachment A-4.1**)

Historically, during an election, the City Clerk will collect the \$25 fee to process a write-in candidate's nomination petition. The \$25 fee is not a new fee and is not being increased. For reasons unknown, the fee was never specifically itemized on the City Clerk's Master Fee Schedule. Therefore, the fee should be included on the Master Fee Schedule to provide notice to candidates and the public and allow the City Clerk to continue to collect the fee.

E. Add Late Filing Fee for Campaign Finance Statements.

Oakland Municipal Code Section 3.12.340(C) states, “[i]f any person files an original statement or report after the deadline imposed by state or local law, he or she shall, in addition to any other penalties or remedies established by this title or state law, be liable in the amount of \$10.00 per day after the deadline until the statement or report is filed, to the City Clerk. No liability under this subsection C. shall exceed the cumulative amount stated in the late statement or report, or \$100.00, whichever is greater.” (**Attachment A-4.2**)

Campaign Statements are required to be filed by the California Fair Political Practices Commission on a semi-annual basis. If the statements are filed after the deadline, the City Clerk’s Office is required to impose a fine of \$10 per day, up to \$100. The fee is not a new fee and is not being increased.

For reasons unknown, the fee was never specifically itemized on the City Clerk’s Master Fee Schedule. Therefore, the fee should be included on the Master Fee Schedule to provide notice to the public officials and candidates and allow the City Clerk to continue to impose the fines as required.

F. Add Late Filing Fee for Statement of Economic Interests (Form 700).

California Government Code Section 91013(b-c) states in relevant part, “[i]f any person files a copy of a statement or report after any deadline imposed by this act, he or she shall, in addition to any other penalties or remedies established by this chapter, be liable in the amount of ten dollars (\$10) per day... No liability under this section shall exceed the cumulative amount stated in the late statement or report, or one hundred dollars (\$100), whichever is greater.” (**Attachment A-4.3**)

Statements of Economic Interests (Form 700) are required to be filed by the California Fair Political Practices Commission on an annual basis. If the statements are filed after the deadline, the City Clerk’s Office is required to impose a fine of \$10 per day, up to \$100. The fee is not a new fee and is not being increased.

For reasons unknown, the fee was never specifically itemized on the City Clerk’s Master Fee Schedule. Therefore, the fee should be included on the Master Fee Schedule to provide notice to City employees, public officials and candidates and allow the City Clerk to continue to impose the fines as required.

G. Add Council District Map Fee.

In reviewing the City of Oakland’s Master Fee Schedules as far back as 2003, the City Clerk’s Master Fee Schedule itemized the fee of \$10 for a Council District Map. (**Attachment A-4.4**) In 2013, the Council District Map fee was removed from the City Clerk’s schedule and consolidated under Citywide Duplication Fees. However, the fee for the Council District Map was not individually itemized under the Duplication Fees. (**Attachment A-4.4**)

The City Clerk's Office has continued to sell the map to the public for a fee of \$10. Therefore, the fee should be included on the City Clerk's Master Fee Schedule to provide notice to the public of the service and allow the City Clerk to continue to collect the fee to cover the production cost of the map.

H. Add Domestic Partnership Registration Fees.

Domestic Partnership Registration was established within the City of Oakland in 2003 pursuant to Ordinance No. 12467 C.M.S. Effective July 1, 2013, the fee collected by the City Clerk's Office to process the Domestic Partnership Registration was \$40 and the fee for Termination of Registration was set at \$10 or \$15 depending on whether both partners are present. (**Attachment A-4.5**) The fee remained on the City Clerk's Master Fee Schedule, without increase, until 2011.

The City Clerk's Master Fee Schedule effective July 19, 2013, does not list the fee for Domestic Partnership Registration. Upon further investigation, the deletion of the fee was not included in any of the budget or legislative history for the item and it remains unclear as to why the fee was ever removed. These fees should be added back to the City Clerk's Master Fee Schedule because the City Clerk continues to provide this service to residents of Oakland.

ANALYSIS

Attachments:

- A-4.1 Oakland Municipal Code Section 3.08.130 – Write-In Candidate's Filing Fees
- A-4.2 Oakland Municipal Code Section 3.12.340 – Electronic Filing of Campaign Statements
- A-4.3 California Government Code, Chapter 11, Enforcement, Section 91013
- A-4.4 Master Fee Schedules regarding Council District Map Fee
- A-4.5 Master Fee Schedules regarding Domestic Partnership Registration Fees

Oakland Municipal Code Section 3.12.340 - Electronic filing of campaign statements.

- A. **Electronic Filing of Campaign Statements.** Whenever any local candidate or local committee is required by state or local law to file a campaign statement with the City Clerk, that candidate or committee shall file the statement or report in an electronic format with the City Clerk's office provided that the City Clerk has prescribed the format at least 60 days before the statement or report is due to be filed.
- B. **Continuous Filing of Electronic Statements.** Once a committee, including a candidate's committee, is subject to the electronic filing requirements imposed by this section, the committee shall remain subject to the electronic filing requirements, regardless of the amount of contributions received or expenditures made during each reporting period, until the committee terminates pursuant to this chapter and the California Political Reform Act (California Government Code Section 8100 et seq.).
- C. **Late Filing Fees.** If any person files an original statement or report after the deadline imposed by state or local law, he or she shall, in addition to any other penalties or remedies established by this title or state law, be liable in the amount of \$10.00 per day after the deadline until the statement or report is filed, to the City Clerk. No liability under this subsection C. shall exceed the cumulative amount stated in the late statement or report, or \$100.00, whichever is greater. The City Clerk shall deposit any funds received under this section into the general fund.
- D. **Adoption of General Law.** Except as otherwise provided in, or inconsistent with, this chapter or other provisions of local law, the provisions of the Government Code of the State of California (commencing at Section 81000), relating to local elections including any subsequent amendments, are hereby incorporated as part of this article.

(Ord. No. 13156, § 3, 3-19-2013)

Oakland Municipal Code Section 3.08.130 - Write-in candidate's filing fees.

Every write-in candidate shall at the time his or her nomination petitions are filed, pay to the City Clerk a filing fee of twenty-five dollars (\$25.00). The City Clerk shall accept nomination petitions without payment from any write-in candidate who certifies under penalty of perjury, on an affidavit of inability to pay the filing fee provided by the City Clerk, that he or she is unable to pay the filing fee; but the obligation to pay the filing fee shall remain a debt owing to the city, for a period of two years.

California Government Code, Chapter 11. Enforcement.

Section 91013. (a) If any person files an original statement or report after any deadline imposed by this act, he or she shall, in addition to any other penalties or remedies established by this act, be liable in the amount of ten dollars (\$10) per day after the deadline until the statement or report is filed, to the officer with whom the statement or report is required to be filed. Liability need not be enforced by the filing officer if on an impartial basis he or she determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the act, except that no liability shall be waived if a statement or report is not filed within 30 days for a statement of economic interest, other than a candidate's statement filed pursuant to Section 87201, five days for a campaign statement required to be filed 12 days before an election, and 10 days for all other statements or reports, after the filing officer has sent specific written notice of the filing requirement.

(b) If any person files a copy of a statement or report after any deadline imposed by this act, he or she shall, in addition to any other penalties or remedies established by this chapter, be liable in the amount of ten dollars (\$10) per day, starting 10 days, or five days in the case of a campaign statement required to be filed 12 days before an election, after the officer has sent specific written notice of the filing requirement and until the statement is filed.

(c) The officer shall deposit any funds received under this section into the general fund of the jurisdiction of which he or she is an officer. No liability under this section shall exceed the cumulative amount stated in the late statement or report, or one hundred dollars (\$100), whichever is greater.



City of Oakland
Master Fee Schedule
Effective: July 1, 2003

CITY CLERK

FEE DESCRIPTION	FEE	UNIT
H. DIRECTORY OF BOARDS AND COMMISSIONS	10.00	Each
I. TRANSCRIPTION OF CITY COUNCIL PROCEEDINGS (VERBATIM)	Market Rate	
J. AUDIO/CASSETTE DUPLICATION	5.00	Tape
K. COUNCIL DISTRICT MAP	10.00	Each
L. DUPLICATION OF CAMPAIGN STATEMENTS	0.10	Page
M. UNITED STATES PASSPORT APPLICATION EXECUTION FEE	30.00	Application
N. DOMESTIC PARTNERSHIP REGISTRATION		
1 <i>Registration</i>	40.00	Couple
2 <i>Termination of Registration</i>		
a. Both Partners Present	10.00	Couple
b. One Partner Present	15.00	Person
O. RESIDENCY VERIFICATION	15.00	Page



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	
A. OAKLAND CITY COUNCIL AGENDA PACKET			
4 Non-subscriber (Supplemental and Two-Week)			
a. Single copy of a CURRENT meeting agenda	No Charge	MOVED TO CITYWIDE "DUPLICATION"	
b. Multiple copies of a CURRENT meeting agenda, Single or multiple copies of PAST meeting agenda, or any other public record copied in response to a specific request	0.05 Page (single-sided)		
c. Multiple copies of a CURRENT meeting agenda, Single or multiple copies of PAST meeting agenda, or any other public record copied in response to a specific request	0.10 Page (double-sided)		
1-2 Subscriber			
a. Subscription without Attachments (Small), Mailed	200.00 Year	200.00 Year	0.00%
b. Large- Subscription with Attachments and Directory of Boards and Commissions; Picked Up	1,200.00 Year	1,200.00 Year	0.00%
c. Small- Subscription without Attachments; Picked Up	60.00 Year	60.00 Year	0.00%
d. Large- Subscription with Attachments and Directory of Boards & Commissions (Oakland Based Nonprofit Org.) [501c(3)]; Picked Up	400.00 Year	400.00 Year	0.00%
B. CODIFIED OAKLAND CITY CHARTER			
4 Charter without Binder and Separators	5.00 Each	MOVED TO CITYWIDE "DUPLICATION"	
C. OAKLAND SALARY CODE			
	30.00 Code		
D. B. DOCUMENT CERTIFICATION	15.00 Certification	15.00 Certification	0.00%
E. C. FILING FEES			
1 Nomination Papers (Non-refundable, Per Municipal Code Section 3.08.060)	300.00 Filing	300.00 Filing	0.00%
2 Initiative Petitions (Filing Fee May Be Refunded within One Year if Clerk Certifies Sufficiency of Petition)	200.00 Filing	200.00 Filing	0.00%
3 Filing Fee for Appointment Process, When City Council Vacancy Occurs	300.00 Filing	300.00 Filing	0.00%
F. DUPLICATION OF ANY DOCUMENTS			
4 Documents Routinely Produced in Multiple Copies for Distribution	0.05 Page (single-sided)	MOVED TO CITYWIDE "DUPLICATION"	
2 Documents Routinely Produced in Multiple Copies for Distribution	0.10 Sheet (double-sided)		
3 Documents Not Routinely Produced in Multiple Copies for Distribution, Sent to a Commercial Copier for Direct Billing to the Requester	Market Rate		
G. D. PROGRAMMING OR COMPUTER SERVICE NECESSARY TO PRODUCE A RECORD	49.00 Hour	49.00 Hour	0.00%
H. DIRECTORY OF BOARDS AND COMMISSIONS			
	10.00 Each	MOVED TO CITYWIDE "DUPLICATION"	
I. TRANSCRIPTION OF CITY COUNCIL PROCEEDINGS (VERBATIM)			
	Market Rate		
J. COUNCIL DISTRICT MAP	10.00 Each	MOVED TO CITYWIDE "DUPLICATION"	
K. E. DUPLICATION OF CAMPAIGN STATEMENTS ELECTIONS MATERIALS: Including but not limited to FPCC reports, campaign logs and election documents.			
	0.10 Page	0.10 Page	0.00%
L. PASSPORT PHOTOS	10.00 Passport Photos	NO LONGER PROVIDING PASSPORT SERVICE	
F. RETRIEVAL FEE			
	N/A N/A	5.00 Request	NEW

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



City of Oakland
Master Fee Schedule
Effective July 1, 2013

CITYWIDE

FEE DESCRIPTION	CURRENT FEE (FY 2012-13)	PROPOSED FEE (FY 2013-14)	% CHANGE
	FEE UNIT	FEE UNIT	
DUPLICATION & POSTAGE			
A. DUPLICATION OF DOCUMENTS			
1 Documents Routinely Produced in Multiple Copies for Distribution, including Public Records Requests (standard black/white size, 8 1/2 x 11 copy paper)		0.10 Page	NEW
a. Color copies			
1 1 - 100 pages		0.45 Page	NEW
2 101 - 250 pages		0.40 Page	NEW
3 > 250 pages		0.35 Page	NEW
2 Documents Not Routinely Produced in Multiple Copies for Distribution, Sent to a Commercial Copier for Direct Billing to the Requester		Actual Cost	NEW
3 Microfilm Records		0.65 Document	NEW
4 CD/DVD		5.00 CD/DVD	NEW
B. PHOTOGRAPHS			
1 4" x 6" Color Photograph		1.50 Photograph	NEW
2 5" x 7" Color		3.00 Photograph	NEW
3 8" x 10" Color		6.00 Photograph	NEW
4 8" x 12" Color		8.00 Photograph	NEW
5 Enlargement Surcharge		2.00 Each	NEW
6 Digital Photos		5.00 CD or DVD	NEW
7 Color Slide Processing -Sent to a Commercial Processor for Direct Billing to Requester		Actual Cost	NEW
C. MAILING			
		Actual Cost	NEW

MOVED FROM VARIOUS DEPARTMENTS

CREDIT CARD CONVENIENCE			
A. Online Web Payments		3.00 Transaction	NEW
B. Interactive Voice Response (IVR) Phone Payments		3.00 Transaction	NEW
	MOVED FROM VARIOUS DEPARTMENTS		

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

Housing and Community Development

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-5



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Michele Byrd,
Director,
Housing & Community
Development Dept.

SUBJECT: Master Fee Schedule

DATE: September 1, 2015

The Housing section of Housing and Community Development request Council approve increasing the Jobs/Housing Fee, which, according to the rules and regulations for administering this fee, it is supposed to increase annually. The applicable dollar multiplier is based on the percentage increase or decrease in the Wood Frame Building Cost Index for the Western District as published by Marshall and Swift. Ordinance No. 12442 C.M.S. was adopted on July 30, 2002 and codified in Chapter 15.68 of the O.M.S. and authorizes the fee adjustment.

<http://www2.oaklandnet.com/oakca1/groups/ceda/documents/policy/oak022634.pdf>

Revenue Management Bureau

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-6



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Margret O'Brien
Interim Revenue & Tax
Administrator

SUBJECT: Amending Fees in the
FY 2015-16 Master Fee Schedule

DATE: October 5, 2015

The Revenue Management Bureau (RMB) has analyzed fees for the FY 2015-16 Master Fee Schedule, which was approved with adoption of Ordinance No. 13320 C.M.S. The objective of the fee analysis was to ascertain the reasonable cost of providing each of the services for which the RMB charges a fee. The standard “bottom up” approach was used for analyzing the cost of providing fee-related services.

Staff recognizes the need to recalculate the fees for the demand letter / research & processing and non-profit business license certificate. The recalculation for these fees results in a reduction of the costs for the Demand Letter / Research & Processing fee and for the Certificate for Non-Profit Business, a reduction of labor costs and processing time. For the Demand Letter / Research & Processing fee, there was an error in the calculation of this fee, which mistakenly calculated labor cost with the incorrect personnel classification. This fee was recalculated with the correct staff, which results in a fee revision from \$149 to \$125, or 16 percent reduction. For the Certificate for Non-Profit Business, staff assigned to provide this service will no longer be Auditors, but Tax Enforcement Officers, which results in a fee revision from \$73 to \$26, or 64 percent reduction. In order to remain in compliance to Proposition 26, requires an adjustment or reduction for the current fee charged for these two fees is required.

Council approved Resolution No. 85480 C.M.S authorizes the PayLock SmartBoot program reimbursement fee to be revised, due to increased costs, from \$140 to \$177. This is the amount stipulated in the PayLock contract recently approved by Council. This fee is for the administration of the PayLock program where a motorist is able to unlock the vehicle immobilization device using a code provided over the phone and to pay outstanding citations. The PayLock SmartBoot program is provided at no cost to the City. This fee requires noticing in the MFS.

Staff requests Council approve an increase of the Notice of Violation fee incrementally rather than a onetime rate increase. The current fee of \$141 includes all costs to full recovery, that is to account for salaries, benefits, and to include all direct and indirect operating and maintenance (O&M) costs that are specifically related to this fee, which was the intent of the FY 2015-16

MFS analysis. However, staff would like to begin the fee at \$80 and then increase the fee accordingly until the full cost recovery is achieved. This fee has not increased with the pace of inflation, O&M costs, and wage cost-of-living adjustment increases.

Councilmember Kalb proposes to reduce the *daily* Residential Permit Parking (RPP) fee for visitors from the current (as of July 2015) \$9.00 to **\$5.00**. The adoption of the Master Fee Schedule earlier this year that increased the daily fee from \$1.00 to \$9.00 was jolting for the public and seems to many residents as rather exorbitant. When calculated on annual basis, the 900% increase in parking costs associated with services such as home health aides, baby sitters, day laborers, etc. creates a burden for many residents who did not anticipate such a large increase in their costs. For comparison purposes, the City of Berkeley currently charges \$2.75 for a daily visitor parking permit.

By decreasing fees to reflect the adjustment for staffing costs for demand letter / research & processing fee and non-profit business license certificates fee, will result in a decrease of the adopted FY 2015-16 MFS fee decrease by \$77,000, or six percent.

List of Attachments to A-6:

- A-6.1 Demand Letter / Research & Processing Fee
- A-6.2 Certificate for Non-Profit Business

**City of Oakland
Budget/Revenue**

Demand Letter /Research & Processing Fee

Quantity	Current	Calculated
2,282	\$ 149	\$ 127
Total	\$ 340,018	\$ 289,261

Estimated Time of Processing

Revenue Operations Supervisor	5	Minutes
Tax Enforcement Officer	10	Minutes
Revenue Assistants	60	Minutes

Total Processing Time	75	Minutes
------------------------------	-----------	----------------

Estimated Cost of Material

Postage	\$	0.46
Lockbox	\$	0.15
Envelopes	\$	0.25
Paper & Printing	\$	0.20
Total Cost of Material	\$	1.06

Estimated Fee

Revenue Operations Supervisor	\$	298,680.41
Hourly rate	\$	153.17
Cost per minute	\$	2.55
5 Minutes Cost	\$	12.76

Revenue Assistant	\$	183,597.93
Hourly rate	\$	94.15
Cost Per Minute	\$	1.57
60 Minutes Cost	\$	94.15

Tax Enforcement Officer	\$	219,733.43
Hourly rate	\$	112.68
Cost Per Minute	\$	1.88
10 Minutes Cost	\$	18.78

Total Staff Cost	\$	125.70
Total Material Cost	\$	1.06

Total Cost of Staff & Material	\$	126.76
---	-----------	---------------

**City of Oakland
Budget/Revenue**

Certificate For Non-Profit Business

Quantity	Current	Calculated
411 \$	73 \$	26.09
Total	30,003	10,722

Estimated Time of Processing

Tax Enforcement Officer

Payment Processing, Scanning, Reconciliation of Payment 5 Minutes

Revenue Assistant

Payment Processing, Scanning, Reconciliation of Payment 4 Minutes

Total Processing Time 9 Minutes

Estimated Cost of Material

Postage	\$ 0.46
Application	\$ 0.20
Envelopes	\$ 0.25
Certificate	\$ 9.00
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 10.11

Estimated Fee

Tax Representative	\$ 230,267.11
Hourly rate	\$ 118.09
Cost Per Minute	\$ 1.97
5 Minutes Cost	\$ 9.84

Revenue Assistant	\$ 179,514.32
Hourly rate	\$ 92.06
Cost Per Minute	\$ 1.5
4 Minutes Cost	\$ 6.14

Total Staff Cost	\$ 15.98
Total Material Cost	\$ 10.11

Total Cost of Staff & Material \$ 26.09

PLANNING AND BUILDING DEPARTMENT

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-7



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Rachel Flynn /s/
Director, Planning and
Building Department

SUBJECT: Master Fee Schedule
Planning and Building Amendments

DATE: September 10, 2015

Planning & Building Department is proposing adjustments/changes to the Master-Fee Schedule which continue to support full cost recovery for service provision within the Development Service Fund (2415) and have no fiscal impact to the General Fund (1010). The fiscal impact due to the proposed fee changes, presented below, is approximately a \$180,000 reduction in annual fee revenue; which translates into .06% of the total FY15-16 adopted budget for the Planning & Building Department. However, a recent review of revenues received between July 1 2015 and September 15 reveals that our projected monthly revenue amount of \$2.4 million is now \$2.87 million. Therefore, Fund 2415 is expected to exceed the adopted revenue budget for FY15-16.

The following is a breakdown of each proposed fee revision:

1. Beginning on September 21, 2015, Building Services will be accepting permit applications via the internet. We propose a lower "Routing - Application and Issuance by Internet" fee to be comparable to the permits by fax fee – to encourage applicants to use the internet, which is a more efficient system for City staff to process applications than the fax system is. We propose a revised "Routing" fee for "All Other Permits" so that all Routing fees are equal. We propose revised "Billing Appeals" fees so that they are equal to other similar Appeals fees.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015		Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT
BUILDING SERVICES ADMINISTRATION				
A. PERMIT APPLICATION FEE				
1 Building, Electrical, Mechanical, Plumbing Permits				
c. Routing - Project Value \$2,001 or Greater	55.00 Permit	57.00	Permit	57.00 Permit
d. Routing - Application and Issuance by Internet	47.00 Permit	82.00	Permit	57.00 Permit
2 All Other Permits and All Other Engineering Process and Approval Requests (Application)				
b. Routing	55.00 Permit	44.00	Permit	57.00 Permit
D. PROCESS BILLING APPEALS AND REFUND REQUESTS	99.00 Appeal	96.00	Permit	110.00 Appeal
F. PROCESS BILLING APPEALS FOR SECOND RESEARCH/REVIEW	99.00 Appeal	123.00	Appeal	110.00 Appeal

2. We propose deletion of the words “Permit & Code Enforcement Fees” (in the right hand column) to reduce unnecessary verbiage.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015		Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT
BUILDING SERVICES ADMINISTRATION				
H. RECORDS MANAGEMENT FEE	9.5% All Permit & Code Enforcement Fees, Penalties, & Interest			9.5% All Fees Permit & Code Enforcement Fees
I. TECHNOLOGY ENHANCEMENT FEE	5.25% All Permit & Code Enforcement Fees, Cost, Penalties, & Interest			5.25% All Fees Permit & Code Enforcement Fees

3. We propose using the term “Processing Fee” for clarification. This is in lieu of the term “Administrative” used in the July 1, 2015 fee schedule.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015		Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT
A. VARIANCE FROM OAKLAND BUILDING MAINTENANCE				
2 Processing Fee	812.00 Appeal	812.00	Appeal	812.00 Appeal

- 4. We propose lowering the Filing fee to \$110.00 based on citizen complaints about the \$175.00 fee. We propose adding the words “by Hearing Officer” for clarification. We propose a fee of \$110 for Processing Violation Appeals in order to match other Appeal Processing fees.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
CODE ENFORCEMENT			
E. APPEALS			
1 Filing Fee	99.00 Instance	175.00 Instance	110.00 Appeal
2 Review Appeal and Conduct Hearing by Hearing Officer	Actual cost Appeal	Actual cost Appeal	Actual cost Appeal
I. PROCESSING VIOLATION APPEALS THAT ARE DETERMINED TO BE UNFOUNDED	99.00 Appeal	100.00 Appeal	110.00 Appeal

5. These “Private Infrastructure Permit” fee adjustments were inadvertently placed in the Public Works Section of the Master Fee Schedule. They should have been placed in the Planning & Building Department Section of the Master Fee Schedule – as proposed here.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
ENGINEERING			
A. REVIEW OF PRIVATE INFRASTRUCTURE PERMIT			
\$1 to \$5,000 Construction Valuation		1,000.00	1,000.00
1 \$5,001 to \$10,000 Construction Value	1,441.00 Plan / Improvement	2,698.00 Plan / Improvement	2,698.00 Plan / Improvement
2 \$10,001 - \$50,000 Construction Value	1,441.00 1st 73.00 \$10,000 Each Additional \$1,000 or Fraction Thereof	3,046.00 1st 73.00 \$10,000 Each Additional \$1,000 or Fraction Thereof	3,046.00 1st 73.00 \$10,000 Each Additional \$1,000 or Fraction Thereof
3 \$50,001 - \$100,000 Construction Value	4,361.00 1st 52.00 \$50,000 Each Additional \$1,000 or Fraction Thereof	5,184.00 1st 52.00 \$50,000 Each Additional \$1,000 or Fraction Thereof	5,184.00 1st 52.00 \$50,000 Each Additional \$1,000 or Fraction Thereof
4 \$100,001 - \$500,000 Construction Value	6,961.00 1st 47.00 \$100,000 Each Additional \$1,000 or Fraction Thereof	9,063.00 1st 47.00 \$100,000 Each Additional \$1,000 or Fraction Thereof	9,063.00 1st 47.00 \$100,000 Each Additional \$1,000 or Fraction Thereof
5 Over \$500,000 Construction Value	25,761.00 1st 45.00 \$500,000 Each Additional \$1,000 or Fraction Thereof	31,364.00 1st 45.00 \$500,000 Each Additional \$1,000 or Fraction Thereof	31,364.00 1st 45.00 \$500,000 Each Additional \$1,000 or Fraction Thereof
6 General Plan Surcharge (Assessed On All P-JOB Permits)	0.1% of Review Constructio n Valuation	0.1% of Review Constructio n Valuation	0.17% Review
7 Extension of P-Job Permit for Work Incomplete After One Year	917.00 Plan/ Improvement	909.00 Plan/ Improvement	909.00 Plan/ Improvement
8 Review of Plan Revisions			
a. Regular Working Hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
b. Outside of Regular Working Hours	191.00 Hour or Fraction of	191.00 Hour or Fraction of	375.00 Hour or Fraction of

6. The Consultant who calculated the July 1, 2015 fees made calculation errors. Staff is submitting corrected calculations.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE
	(FY 2014-15) FEE UNIT	FEE UNIT	revision FEE UNIT
ENGINEERING			
B. GRADING PERMIT			
2 a. 51-1,000 Cubic Yards (C.Y.)	1,179.00 1st 50 Cu + 2.75 Yds Each Additional Cubic Yd or Fraction Thereof	2,988.00 1st 50 Cu Yds Each Additional Cubic Yd or Fraction Thereof	2,493.00 1st 50 Cu Yds 2.75 Each Additional Cubic Yd or Fraction Thereof
b. 1,001-2,000 Cubic Yards	3,791.00 1st 1,000 Cu Yds + 1.75 Each Additional Cubic Yd or Fraction Thereof	3,932.00 1st 1,000 Cu Yds Each Additional Cubic Yd or Fraction Thereof	5,105.50 1st 1,000 Cu Yds 1.75 Each Additional Cubic Yd or Fraction Thereof
c. 2,001-10,000 Cubic Yards	5,541.50 1st 2,000 Cu Yd + 1.00 Each Additional Cubic Yd or Fraction Thereof	5,481.00 1st 2,000 Cu Yd Each Additional Cubic Yd or Fraction Thereof	6,855.50 1st 2,000 Cu Yd 1.00 Each Additional Cubic Yd or Fraction Thereof
d. Over 10,000 Cubic Yards	13,541.50 1st 10,000 Cu Yd + 0.55 Each Additional Cubic Yd or Fraction Thereof	9,520.00 1st 10,000 Cu Yd Each Additional Cubic Yd or Fraction Thereof	14,855.50 1st 10,000 Cu Yd 0.55 Each Additional Cubic Yd or Fraction Thereof
4 Review of Plan Revisions			
a. Outside of Regular Working Hours	191.00 Hour or Fraction of	262.00 Hour or Fraction of	375.00 Hour or Fraction of
b. Regular Working Hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
D. CONSTRUCTION SITE MONITORING (DUST, NOISE, C3)			
3 Over 3 inspections	99.00 Inspection	160.00 Inspection	180.00 Inspectio n

7. These fee adjustments were inadvertently omitted in the July 1, 2015 approved fee list.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
ENGINEERING			
E. CREEK PROTECTION PERMIT			
1 Category I	(No Permit Required)	(No Permit Required)	(No Permit Required)
2 Category II	131.00 Permit	131.00 Permit	139.00 Permit
3 Category III	524.00 Permit	524.00 Permit	682.00 Permit
4 Category IV (Up to 8 Hours)	1,048.00 Permit	1,048.00 Permit	1,331.00 Permit
5 Over 8 Hours	131.00 Hour or Fraction of	131.00 Hour or Fraction of	160.00 Hour or Fraction of
6 Appeal of Determination to Building Official	393.00 Appeal	393.00 Appeal	532.00 Appeal
7 Appeal to the Planning Commission	786.00 Appeal	786.00 Appeal	1,034.00 Appeal
8 Inspection			
a. Basic	297.00 Inspection	297.00 Inspection	400.00 Inspection
b. Over 3 inspections	99.00 Inspection	99.00 Inspection	160.00 Inspection

8. The fee adjustments for July 1, 2015 were inadvertently based on staff rates for Public Works. Staff has adjusted them to reflect staff rates for the Planning & Building Department.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
ENGINEERING			
F. REVIEW OF GEOTECHNICAL REPORT REQUIRED FOR PROJECTS LOCATED IN SEISMIC HAZARD ZONE AS IDENTIFIED BY THE STATE GEOLOGIST			
1 Permit Application			
b. Over 6 hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
2 Request for Waiver Application			
b. Over 6 hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
4 Revisions			
a. Regular Working Hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
b. Outside of Regular Working Hours	191.00 Hour or Fraction of	262.00 Hour or Fraction of	375.00 Hour or Fraction of

9. We propose raising the Construction Value basis to \$2,000 due to customer complaints that the July 1, 2015 basis amounts of \$1,000 and \$1,500 negatively affect small projects.
 We propose lowering the “Basic” fee due to customer complaints that the July 1, 2015 fee is too high for small projects.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
INSPECTION			
A. INSPECTION FEE			
1 As Required by the Oakland Building Code or the Oakland Sign Code for the Issuance of a Permit FOR NEW CONSTRUCTION			
a. \$1 to \$2,000 Construction Value	50.00 Permit	240.00 Permit	240.00 Permit
b. \$2,001 to \$25,000 Construction Value	99.00 Permit First	340.00 Permit First	251.00 Permit First
1 Basic	\$2,001	\$2,001	\$2,001

10. The Consultant who calculated the July 1, 2015 fees made calculation errors. Staff is submitting corrected calculations.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
INSPECTION			
A. INSPECTION FEE			
1 As Required by the Oakland Building Code or the Oakland Sign Code for the Issuance of a Permit FOR NEW CONSTRUCTION			
a. \$1 to \$2,000 Construction Value	50.00 Permit	240.00 Permit	240.00 Permit
b. \$2,001 to \$25,000 Construction Value			
1 Basic	99.00 Permit First \$2,001	340.00 Permit First \$2,001	251.00 Permit First \$2,001
2 Surcharge	8.75 Each Add'l \$500	8.75 Each Add'l \$500	11.00 Each Add'l \$500
c. \$25,001 to \$50,000 Construction Value			
1 Basic	503.00 Permit First \$25,001	753.00 Permit First \$25,001	759.00 Permit First \$25,001
2 Surcharge	8.40 Each Add'l \$1,000	8.40 Each Add'l \$1,000	12.00 Each Add'l \$1,000
d. \$50,001 to \$100,000 Construction Value			
1 Basic	712.00 Permit First \$50,001	1,069.00 Permit First \$50,001	1,078.00 Permit First \$50,001
2 Surcharge	7.85 Each Add'l \$1,000	7.85 Each Add'l \$1,000	9.00 Each Add'l \$1,000
e. \$100,001 to \$250,000 Construction Value			
1 Basic	1,105.00 Permit First \$100,001	1,506.00 Permit First \$100,001	1,537.00 Permit First \$100,001
2 Surcharge	6.25 Each Add'l \$1,000	6.25 Each Add'l \$1,000	9.00 Each Add'l \$1,000
f. \$250,001 and Higher Construction Value			
1 Basic	2,041.00 Permit First \$250,001	2,216.00 Permit First \$250,001	2,892.75 Permit First \$250,001
2 Surcharge	5.75 Each Add'l \$1,000	5.75 Each Add'l \$1,000	5.75 Each Add'l \$1,000

11. The Consultant who calculated the July 1, 2015 fees made calculation errors. Staff is submitting corrected calculations.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE
	(FY 2014-15) FEE UNIT	FEE UNIT	revision FEE UNIT
INSPECTION			
2 As Required by the Oakland Building Code or the Oakland Sign Code the Issuance of a Permit For Repairs/Additional/Alteration			
a. \$1 to \$2,000 Construction Value	62.00 Permit	240.00 Permit	180.00 Permit
b. \$2,001 to \$25,000 Construction Value			
1 Basic	117.00 Permit First \$2,001	340.00 Permit First \$2,001	190.50 Permit First \$2,001
2 Surcharge	10.50 Each Add'l \$500	10.50 Each Add'l \$500	10.50 Each Add'l \$500
c. \$25,001 to \$50,000 Construction Value			
1 Basic	602.00 Permit First \$25,001	753.00 Permit First \$25,001	683.50 Permit First \$25,001
2 Surcharge	10.00 Each Add'l \$1,000	10.00 Each Add'l \$1,000	10.00 Each Add'l \$1,000
d. \$50,001 to \$200,000 Construction Value			
1 Basic	849.00 Permit First \$50,001	1,069.00 Permit First \$50,001	942.75 Permit First \$50,001
2 Surcharge	9.25 Each Add'l \$1,000	9.25 Each Add'l \$1,000	9.25 Each Add'l \$1,000
e. \$200,001 and Higher Construction Value			
1 Basic	2,246.00 Permit First \$200,001	2,552.00 Permit First \$200,001	2,337.50 Permit First \$200,001
2 Surcharge	7.25 Each Add'l \$1,000	7.25 Each Add'l \$1,000	8.00 Each Add'l \$1,000

12. This proposed adjustment is required in order to provide the correct number of inspections per fee.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE
	(FY 2014-15) FEE UNIT	FEE UNIT	revision FEE UNIT
INSPECTION			
3 Electrical or Plumbing or Mechanical Permit			
a. \$1.00 to \$110.00 Inspection Fee (Was previously \$1.00 to \$101.00)	99.00 Each Inspection Over 3	180.00 Each Inspection Over 3	180.00 Each Inspection Over 3
b. \$111.00 to \$250.00 Inspection Fee (Was previously \$102.00 to \$250.00)	99.00 Each Inspection Over 5	180.00 Each Inspection Over 5	180.00 Each Inspection Over 5

13. These fees are being eliminated because the City no longer performs these inspections.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
INSPECTION			
R. ELECTRICAL INSPECTION OF NEW RESIDENTIAL APPLIANCE INCLUDING ROUGH-OUTLET			
1 Range, Range-Top or Oven	48.75 Each	50.00 Each	50.00 Each
2 Dryer	48.75 Each	50.00 Each	50.00 Each
3 Fan Under 1 Horsepower	4.00 Each	34.00 Each	34.00 Each
4 Disposal or Dishwasher	7.15 Each	34.00 Each	34.00 Each

14. We propose changing the fee description from “AAA Diamond rated chain hotels/motels” to “Hotel/Motel with a satisfactory rating conferred by recognized, independent agencies in lieu of City inspection”. This is because the AAA Diamond rating is not the only industry standard.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
INSPECTION			
AO. HOTEL/MOTEL/ROOMING HOUSE INSPECTION FEE			
4 Hotel/ Motel with a satisfactory rating conferred by recognized, independent agencies in lieu of a City inspection			500.00 Hotel/Motel/Rooming House

15. This Processing Fee is proposed to be a new separate fee from the July 1, 2015 *combination fee* for Processing and Plan Check. This is because not all applicants require Plan Check services.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
PLAN CHECK			
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION			
1 Processing Fee	Project Value \$5001 or above		84.00 Permit

16. This Plan Checking Fee is proposed to be lowered because the Processing Fee portion is proposed to be a new separate fee (see Item 15 above).

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
PLAN CHECK			
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION			
2 Plan Checking Project Value \$2,001 - 5,001 or Above	90% Building Fee	132% Building Fee	118% Inspection Fee

17. The July 1, 2015 fee adjustment was an error. The fee is already included in the Plan Checking Fee (see Item 16 above).

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
PLAN CHECK			
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION			
4 Enforcement of State of California Regulations, Oakland-	33% Permit Fee	130% Permit Fee	

18. The proposed figures have been rounded up/down to eliminate decimals.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
PLAN CHECK			
G. BOARD OF EXAMINERS & APPEALS			
1 Grade I - Minimum Code Technically or Deviations	180.00 Appeal	229.30 Appeal	229.00 Appeal
2 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management	393.00 Appeal	309.96 Appeal	310.00 Appeal
3 Grade III - Appeals Regarding Code Requirements When	917.00 Appeal	804.14 Appeal	804.00 Appeal
4 Grade IV - Dangerous Building Code and Appeals by Other	917.00 Appeal	804.14 Appeal	804.00 Appeal

19. The “New Construction” rate is being adjusted from a \$200,000 minimum construction cost to a \$300,000 minimum construction cost because it reflects current costs. In addition, the July 1, 2015 approved rate was the result of a miscommunication between staff and the consultant regarding hours required for staff oversight of zoning conditions of approval. The new \$245.00 fee is based on staff’s hourly rate for this type of work.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
PLAN CHECK			
R. ZONING CONDITIONS OF APPROVAL COMPLIANCE			
1 New Construction Up to \$300,000	262.00 Permit	2,414.00 Permit	245.00 Permit
2 New Construction Over \$300,000			
a. Per Each \$100,000 Over \$300,000	131.00 Permit	977.00 Permit	245.00 Permit
3 Additions/Alterations Over \$25,000	180.00 Permit	862.00 Permit	245.00 Permit

20. Appeal fees are being lowered due to constituent complaints to City Council, therefore the newly proposed fees will not be cost covering. Please note that all appeals include the Appeal fee plus the Notification fee. In addition, there is a 14.5% Recordation and Technology fee that is applied to all base fees.

FEE DESCRIPTION	FEE		FEE as of July 1, 2015		Proposed FEE revision	
	(FY 2014-15)					
	FEE UNIT		FEE UNIT		FEE UNIT	
PLANNING & ZONING						
12 Appeals						
a. Administrative Appeal	524.00	Report	1,725.00	Report	0.00	Report
b. Appeal to City Planning Commission (CPC)	524.00	Appeal	1,725.00	Appeal	1,124.00	Appeal
c. Appeal to City Council	524.00	Appeal	2,458.00	Appeal	1,124.00	Appeal

In summary, the July 1, 2015 revised figures, in the Master Fee Schedule for the Planning & Building Department, were the result of eighteen months of a comprehensive study of the Department’s development-related user fee services. The effort was completed, in part, to verify that the fees being charged were sufficient to support the Planning and Building Enterprise Fund. The Fund is self-supporting and not General Fund dependent.

The City hired MGT of America to lead this Master Fee Schedule Study. MGT’s charge was to interview staff, assess full cost recovery, and calculate appropriate fee rates accordingly. This effort involved the assessment of over 650 fees and associated language. This recent effort was the first overhaul of the Department’s fees in twelve (12) years.

Due to the magnitude and complexity of this effort, certain fees were inadvertently omitted, miscalculated or placed in the wrong Section of Fees. In addition, based on citizen feedback, certain fees were found to be too high for small projects and for citizen appeals. Staff believes that all of the relevant issues have been addressed in this follow-up submittal of proposed fee revisions. To avoid oversights/errors in future Fee Study efforts, staff will seek the input from an independent secondary reviewer.

_____/s/_____

Rachel Flynn
 Director, Planning and Building Department

Oakland Public Works

NARRATIVE

FY 2015-16 MASTER FEE SCHEDULE

ATTACHMENT A-8



INTER OFFICE MEMORANDUM

TO: Sabrina Landreth
City Administrator

FROM: Brooke Levin
Director, OPW

SUBJECT: Updates to the FY 15-17 Master
Fee Schedule to Incorporate Point-
to-Point Car Sharing Permits

DATE: September 17, 2015

OVERVIEW OF POINT-TO-POINT CAR SHARING IN OAKLAND

On March 31, 2015, the City Council adopted a new ordinance (13301) to establish two new types of parking permits to operate a point-to-point (“one way”) car sharing service. The new permits include:

1. "Free-Floating Parking Zone" Permit: This permit waives the parking duration limits, in metered and unmetered spaces with two-hour or longer time limits, for car sharing vehicles belonging to a permitted car sharing organization within the predetermined service area.
2. “Master Residential Parking" Permit This permit entitles the permitted point-to-point car sharing vehicle to park in any and all residential parking zones. The concept for the Master Residential permit is based on providing an "all-access" residential parking pass for point-to-point car sharing vehicles.

Both types of permits are required to operate a one-way car sharing service. These permits were based on similar permits in cities with operating one way car sharing services, like Portland, Oregon.

FISCAL ANALYSIS OF NEW POINT-TO-POINT CAR SHARING PARKING PERMITS

In FY15-16, the new car sharing permits will bring \$172,813 to the City (Fund 1010, see Agenda Report for Ordinance 13301). In FY16-17, that amount is expected to increase to \$181,813. Of that funding, the majority represents deferred parking meter revenue, so the only new revenue to City comes from the Master Residential Parking Permits, which in FY 15-16 is estimated to be \$13,125 and in FY 16-17 is estimated to be \$22,125.

To: Sabrina Landreth

Subject: Updates to the Master Fee Schedule to Incorporate Point-to-Point Car Sharing Permits

Date: Aug. 24, 2015

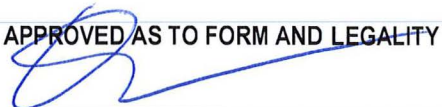
Page 2

Because the one-way car sharing program needs to fund its own administrative costs (see Agenda Report for Ordinance 13301), some revenue from the car sharing permits must be earmarked to cover the Car Sharing Program (project number to be determined). In FY15-16, the point to point car sharing pilot program cost is \$86,909. The program deficit (the program cost less the components funded by the car sharing grant and the revenue from the Master Residential Parking Permits) is estimated at \$49,030. In FY16-17, the program cost is expected to decrease to \$65,256, and the deficit is expected to decrease to \$43,131.

Parking Revenue Impact

There is no anticipated fiscal impact to parking revenues as the car sharing companies will pay (the projected cost) of lost parking meter revenue (see “Car Share Permit Fees FY15-16” worksheet in attachment “Point-to-Point program Budget”). Because of the increased revenue from the Master Residential Parking Permits and the conservative estimate of parking revenue foregone by one way car sharing vehicles (in the City’s favor), staff anticipates a net increase in parking revenue with the adoption of these permits. However, the new costs to administer the program will need to be covered by the permit fees.

FILED
OFFICE OF THE CITY CLERK
OAKLAND



City Attorney

2015 OCT 15 PM 5:13

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

AN ORDINANCE AMENDING ORDINANCE 13320 C.M.S. (THE FY 2015-16 MASTER FEE SCHEDULE, OR "MFS"), TO ESTABLISH, MODIFY AND DELETE FEES AND PENALTIES, AND ISSUE FEE REFUNDS ASSESSED BY OFFICES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE CITY OF OAKLAND

WHEREAS, the City of Oakland periodically amends City Council Ordinance No. 13320 and updates its Master Fee Schedule to account for the various cost increases relating to and municipal programs, services and activities; and

WHEREAS, the City has experienced and anticipates continuing increases in the costs to operate and maintain municipal government citywide; and

WHEREAS, City staff in the Office of the City Attorney, Office of the City Clerk, Office of the City Auditor, Oakland Public Works, Housing and Community Development, the Revenue Management Bureau, Human Resources Department, and Planning and Building Department ("the Departments"), undertook analysis and evaluation of the revenue requirements to fund ongoing municipal services, programs and activities and the fee structure necessary to proportionately allocate the costs of providing these government services and programs; and

WHEREAS, the Agenda Report including Attachments A-1, A-2, A-3, A-4, A-5, A-6, A-7, and A-8, and B (herein "the Agenda Report") dated , October 1, 2015, provided by staff of the Departments in support of the amendments to this ordinance, was prepared for fee revisions and deletions for continuing to provide the various government services; and

WHEREAS, the investigations conducted by staff of the Departments reflected in the Agenda Report show that existing revenues are and will be insufficient to cover the current and projected costs of operating and maintaining identified City government activities, services and programs; and

WHEREAS, the fee modifications and additions proposed by the Departments, and the facts and analysis in support thereof are identified in the Agenda Report; and

WHEREAS, the proposed amendments to the Master Fee Schedule reflect the deletion of certain fees and the transfer of certain fee categories to appropriate departments managing, performing the function, and/or providing the services without modification to the fees with such functions or services certain; and

WHEREAS, the Planning and Building Department has modified the “Plan Checking and/or Processing of Application”, “Zoning Conditions of Approval Compliance”, and “Planning & Zoning Appeals” fees as follows:

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
PLAN CHECK			
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION			
1 Processing Fee Project Value \$5001 or above			84.00 Permit
2 Plan Checking Project Value \$2,001 5,001 or Above	90% Building Fee	132% Building Fee	118% Inspection Fee
3 Building Permit Fee on Projects Approved by Department to be Checked by Authorized Engineering Firm	64% Building Fee	Building Fee	37% Building Fee
4 Enforcement of State of California Regulations, Oakland	33% Permit Fee	130% Permit Fee	
R. ZONING CONDITIONS OF APPROVAL COMPLIANCE			
1 New Construction Up to \$300,000	262.00 Permit	2,414.00 Permit	245.00 Permit

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
PLANNING & ZONING			
12 Appeals			
a. Administrative Appeal	524.00 Report	1,725.00 Report	0.00 Report
b. Appeal to City Planning Commission (CPC)	524.00 Appeal	1,725.00 Appeal	1,124.00 Appeal
c. Appeal to City Council	524.00 Appeal	2,458.00 Appeal	1,124.00 Appeal

WHEREAS, the Planning and Building Department is requesting Council authorization to issue refunds to said customers for the net difference between the July 1, 2015 and the above revised “Plan Checking and/or Processing of Application”, “Zoning Conditions of Approval Compliance”, and “Planning & Zoning Appeals” fee amounts; and

WHEREAS, the Agenda Report shows that revenues derived from the proposed fees and charges will not exceed the funds required to provide the related government activities, services and programs of the Departments; and

WHEREAS, the Agenda Report shows that the amounts of the proposed fees and charges will not exceed the proportional cost of service provided or benefit attributable to each fee payer; and

WHEREAS, the Agenda Report shows that the proposed fees and charges for a product, benefit or service are imposed for a specific government service, benefit or product provided directly to the payer that is not provided to those not charged, and does not exceed the reasonable costs to the City of providing the service, benefit or product; and

WHEREAS, at the Public Hearing held on November 3, 2015, the Council reviewed and considered the proposed fee changes; and

WHEREAS, based upon all written and oral reports and presentations to Council, including the Agenda Report and each of the Attachments thereto, the City Council finds and determines that the proposed modifications and additions to the Master Fee Schedule set forth herein are necessary to reimburse the City for the costs of performing the various municipal and regulatory functions, and that these fees do not exceed the proportional cost of the service or benefit attributable to the fee payer; now, therefore

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

Section 1. The City Council finds and determines that the foregoing recitals are true and correct and are hereby incorporated herein as findings and determinations of the City Council.

Section 2. The Master Fee Schedule as set forth in Ordinance Number 13320 C.M.S. as amended, is hereby amended to modify and establish the fees assessed by the Office of the City Attorney, Office of the City Clerk, Office of the City Auditor, Oakland Public Works, Housing and Community Development, Revenue Management Bureau, Human Resources Department, and Planning and Building Department, as set forth in Exhibit A, attached hereto, incorporated into and made a part hereof.

Section 3. If any section, subsection, subdivision, sentence, clause or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remainder of the Ordinance or any part thereof.

Section 4. The fees imposed by this ordinance shall be effective on November 3, 2015, or if the ordinance becomes effective after November 17, 2015, on the date this ordinance becomes final and effective.

Section 5. This ordinance shall be effective immediately upon passage if it receives affirmative votes of six or more Councilmembers; otherwise, it shall effective upon the seventh day following adoption.

Section 6. The City Council authorizes the City Administrator, or her designee, to issue refunds to said customers for the net difference between the July 1, 2015 and revised “Plan Checking and/or Processing of Application”, Zoning Conditions of Approval Compliance”, and “Planning & Zoning Appeals” fee amounts shown above.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2015

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, GUILLEN, KALB, KAPLAN, REID, CAMPBELL WASHINGTON,
PRESIDENT GIBSON MCELHANEY

NOES -

ABSENT -

ABSTENTION -

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

DATE OF ATTESTATION: _____

Amendment

DEPARTMENT FEE PROPOSALS

FY 2015-16 MASTER FEE SCHEDULE

EXHIBIT A – 1 HUMAN RESOURCE MANAGEMENT DEPARTMENT

EXHIBIT A – 2 CITY AUDITOR

EXHIBIT A – 3 CITY ATTORNEY

EXHIBIT A – 4 CITY CLERK

EXHIBIT A – 5 HOUSING & COMMUNITY DEVELOPMENT

EXHIBIT A – 6 FINANCE DEPARTMENT

EXHIBIT A – 7 PLANNING & DEVELOPMENT DEPARTMENT

EXHIBIT A – 8 OAKLAND PUBLIC WORKS

EXHIBIT A



**City of Oakland
Master Fee Schedule**

Effective July 1, 2015

**HUMAN RESOURCES
MANAGEMENT**

FEE DESCRIPTION	FEE UNIT
EQUAL ACCESS	
INTERPRETATION SERVICES	
A. CONSECUTIVE INTERPRETER (1 Interpreter)	
1 Reservation Made 1 Week Before Event	
a. Spanish / Cantonese / Mandarin / Vietnamese	100.00 Hour
b. Other Language(s)	Actual-Cost Hour
2 Reservation Made Less Than 1 Week Before Event	
a. Spanish / Cantonese / Mandarin / Vietnamese	Actual-Cost Hour
b. Other Language(s)	Actual-Cost Hour
B. SIMULTANEOUS INTERPRETER (2 Interpreters)	
1 Reservation Made 1 Week Before Event	
a. Spanish / Cantonese / Mandarin / Vietnamese	300.00 Hour
b. Other Language(s)	Actual-Cost Hour
2 Reservation Made Less Than 1 Week Before Event	
a. Spanish / Cantonese / Mandarin / Vietnamese	Actual-Cost Hour
b. Other Language(s)	Actual-Cost Hour
INTERPRETATION EQUIPMENT	
A. RENTAL FEE	
1 One Transmitter with Microphone & 25 Receivers with Headphones	250.00 Set
TRANSLATION SERVICES	
A. WRITTEN TRANSLATIONS	
1 Spanish	0.17 Word
2 Chinese / Vietnamese	0.20 Word
B. DESKTOP PUBLISHING AND DESIGN (Formatting)	
1 Illustrator / PageMaker / Quark / Word	80.00 Page
2 Other Application(s)	Actual-Cost Page
C. PROOFREADING	
	60.00 Hour
D. MISCELLANEOUS	
1 Include rush charges, audio tapes, compact discs, and other storage media.	Actual-Cost Request
PROJECT MANAGEMENT	
A. PROJECT MANAGEMENT	
1 (Does Not Apply to Interpretation Requests)	5% of total cost Request



City of Oakland
Master Fee Schedule
Effective October 2, 2015

CITY AUDITOR

FEE DESCRIPTION	FEE UNIT
A. AUDIT SERVICES TO OUTSIDE ENTITIES	130.00 Hour



City of Oakland
Master Fee Schedule
Effective July 1, 2015

CITY ATTORNEY

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	%	Justification for Fee Change
	(FY 2014-15)	(FY 2015-16)		
	FEE UNIT	FEE UNIT	CHANGE	
A. CITY ATTORNEY'S HOURLY RATES				
1 Deputy City Attorney I	115.00 Hour	<u>194.00</u>	68.70%	Change in Fringe and Overhead rates
2 Deputy City Attorney II	155.00 Hour	<u>262.00</u>	69.03%	Change in Fringe and Overhead rates
3 Deputy City Attorney III	171.00 Hour	<u>289.00</u>	69.01%	Change in Fringe and Overhead rates
4 Deputy City Attorney IV	188.00 Hour	<u>318.00</u>	69.15%	Change in Fringe and Overhead rates
5 Deputy City Attorney V	207.00 Hour	<u>350.00</u>	69.08%	Change in Fringe and Overhead rates
6 Paralegal	90.00 Hour	<u>152.00</u>	68.89%	Change in Fringe and Overhead rates
7 Claim Investigator III	117.00 Hour	<u>198.00</u>	69.23%	Change in Fringe and Overhead rates
8 Special Counsel	218.00 Hour	<u>368.00</u>	68.81%	Change in Fringe and Overhead rates
9 Neighborhood Law Corps Attorney	53.00 Hour	<u>90.00</u>	69.81%	Change in Fringe and Overhead rates

EXHIBIT A - 3 CITY ATTORNEY



**City of Oakland
Master Fee Schedule**

Effective July 1, 2015

CITY CLERK

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	% CHANGE
	(FY 2014-15) FEE UNIT	(FY 2015-16) FEE UNIT	
A. OAKLAND CITY COUNCIL AGENDA PACKET			
1 Subscriber			
a. Subscription without Attachments (Small), Mailed	200.00 Year		-100.00%
C. ELECTION FILING FEES			
3 <u>Write-in Candidates (Per Municipal Code Section 3.08.130)</u>		25.00 Filing	100.00%
4 <u>Campaign Finance Statements Late Fee per day until filed. Penalty may not exceed cumulative amount of expenditures or receipts or \$100, whichever is greater. (Per Municipal Code Section 3.12.340)</u>		10.00 Day	100.00%
<u>D. STATEMENT OF ECONOMIC INTERESTS (Form 700) late fee per day up to \$100</u>		10.00 Day	100.00%
D. PROGRAMMING OR COMPUTER SERVICE NECESSARY TO PRODUCE A RECORD	49.00 Hour		-100.00%
F. ELECTIONS MATERIALS RETRIEVAL FEE	5.00 Request		-100.00%
<u>F. COUNCIL DISTRICT MAP</u>		10.00 Each	100.00%
<u>G. DOMESTIC PARTNERSHIP REGISTRATION (Ordinance No. 12467 C.M.S.)</u>			
1 <u>Registration</u>		40.00 Couple	100.00%
2 <u>Termination of Registration</u>			
a. <u>Both Partners Present</u>		10.00 Couple	100.00%
b. <u>One Partner Present</u>		15.00 Person	100.00%

EXHIBIT A - 4 CITY CLERK



**City of Oakland
Master Fee Schedule**

Effective July 1, 2015

**HOUSING & COMMUNITY
DEVELOPMENT**

**CURRENT FEE
(FY 2014-15)**

**PROPOSED FEE
(FY 2015-16)**

%

FEE DESCRIPTION

FEE UNIT

FEE UNIT

CHANGE

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT LENDING COMMERCIAL & RESIDENTIAL LENDING

**A. JOBS/HOUSING FEE
(OVER 25,000 S.F. OFFICE/WAREHOUSE)**

1 Impact Fee

5.24 Square Foot

5.44 Square Foot

3.82%

EXHIBIT A - 5 HOUSING & COMMUNITY DEVELOPMENT



**City of Oakland
Master Fee Schedule**

Effective July 1, 2015

FINANCE DEPARTMENT

EXHIBIT A - 6 FINANCE DEPARTMENT

FEE DESCRIPTION	CURRENT FEE (FY 2015-16) FEE UNIT	REVISED FEE (FY 2015-16) FEE UNIT
FINANCIAL MANAGEMENT		
I. DEMAND LETTER / RESEARCH & PROCESSING FEE	149.00 Request	<u>125.00</u> Request
M. CERTIFICATE FOR NON-PROFIT BUSINESS	73.00 Per Certificate	<u>26.00</u> Per Certificate
V. NOTICE OF VIOLATION FEE	140.00 Issuance	<u>80.00</u> Issuance
D. RESIDENTIAL PERMIT PARKING FEE		
4 Visitor		
a. One-day	9.00 Vehicle	<u>5.00</u> Per Permit
5 <u>Master Residential Permit Parking Fee Permit for Eligible Vehicles of a Qualified Car Sharing Organization</u>		<u>105.00</u> Per Vehicle
6 <u>Free Floating Permit Parking Fee for Eligible Vehicles of a Qualified Car Sharing Organization</u>		<u>1278.00</u> Per Vehicle
5 Vehicle Immobilizer Removal Fee	140.00 Per Boot	<u>177.00</u> Per Boot



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Rachel Flynn /s/
Director, Planning and
Building Department

SUBJECT: Master Fee Schedule
Planning and Building Amendments

DATE: September 10, 2015

Planning & Building Department is proposing adjustments/changes to the Master-Fee Schedule which continue to support full cost recovery for service provision within the Development Service Fund (2415) and have no fiscal impact to the General Fund (1010). The fiscal impact due to the proposed fee changes, presented below, is approximately a \$180,000 reduction in annual fee revenue; which translates into .06% of the total FY15-16 adopted budget for the Planning & Building Department. However, a recent review of revenues received between July 1 2015 and September 15 reveals that our projected monthly revenue amount of \$2.4 million is now \$2.87 million. Therefore, Fund 2415 is expected to exceed the adopted revenue budget for FY15-16.

The following is a breakdown of each proposed fee revision:

1. Beginning on September 21, 2015, Building Services will be accepting permit applications via the internet. We propose a lower "Routing - Application and Issuance by Internet" fee to be comparable to the permits by fax fee -- to encourage applicants to use the internet, which is a more efficient system for City staff to process applications than the fax system is. We propose a revised "Routing" fee for "All Other Permits" so that all Routing fees are equal. We propose revised "Billing Appeals" fees so that they are equal to other similar Appeals fees.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015		Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT
BUILDING SERVICES ADMINISTRATION				
A. PERMIT APPLICATION FEE				
1 Building, Electrical, Mechanical, Plumbing Permits				
c. Routing - Project Value \$2,001 or Greater	55.00 Permit	57.00	Permit	57.00 Permit
d. Routing - Application and Issuance by Internet	47.00 Permit	82.00	Permit	57.00 Permit
2 All Other Permits and All Other Engineering Process and Approval Requests (Application)				
b. Routing	55.00 Permit	44.00	Permit	57.00 Permit
D. PROCESS BILLING APPEALS AND REFUND REQUESTS	99.00 Appeal	96.00	Permit	110.00 Appeal
F. PROCESS BILLING APPEALS FOR SECOND RESEARCH/REVIEW	99.00 Appeal	123.00	Appeal	110.00 Appeal

2. We propose deletion of the words “Permit & Code Enforcement Fees” (in the right hand column) to reduce unnecessary verbiage.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015		Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT
BUILDING SERVICES ADMINISTRATION				
H. RECORDS MANAGEMENT FEE	9.5% All Permit & Code Enforcement Fees, Penalties, & Interest			9.5% All Fees Permit & Code Enforcement Fees
I. TECHNOLOGY ENHANCEMENT FEE	5.25% All Permit & Code Enforcement Fees, Cost, Penalties, & Interest			5.25% All Fees Permit & Code Enforcement Fees

3. We propose using the term “Processing Fee” for clarification. This is in lieu of the term “Administrative” used in the July 1, 2015 fee schedule.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015		Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT
A. VARIANCE FROM OAKLAND BUILDING MAINTENANCE				
2 Processing Fee	812.00 Appeal	812.00	Appeal	812.00 Appeal

4. We propose lowering the Filing fee to \$110.00 based on citizen complaints about the \$175.00 fee. We propose adding the words “by Hearing Officer” for clarification. We propose a fee of \$110 for Processing Violation Appeals in order to match other Appeal Processing fees.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
CODE ENFORCEMENT			
E. APPEALS			
1 Filing Fee	99.00 Instance	175.00 Instance	110.00 Appeal
2 Review Appeal and Conduct Hearing by Hearing Officer	Actual cost Appeal	Actual cost Appeal	Actual cost Appeal
I. PROCESSING VIOLATION APPEALS THAT ARE DETERMINED TO BE UNFOUNDED	99.00 Appeal	100.00 Appeal	110.00 Appeal

5. These “Private Infrastructure Permit” fee adjustments were inadvertently placed in the Public Works Section of the Master Fee Schedule. They should have been placed in the Planning & Building Department Section of the Master Fee Schedule – as proposed here.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE
	(FY 2014-15) FEE UNIT	FEE UNIT	revision FEE UNIT
ENGINEERING			
A. REVIEW OF PRIVATE INFRASTRUCTURE PERMIT			
<u>\$1 to \$5,000 Construction Valuation</u>			
1 \$5,001 to \$10,000 Construction Value	1,441.00 Plan / Improvement	1,000.00 2,698.00 Plan / Improvement	1,000.00 2,698.00 Plan / Improvement
2 \$10,001 - \$50,000 Construction Value	1,441.00 1st 73.00 \$10,000 Each Additional \$1,000 or Fraction Thereof	3,046.00 1st 73.00 \$10,000 Each Additional \$1,000 or Fraction Thereof	3,046.00 1st 73.00 \$10,000 Each Additional \$1,000 or Fraction Thereof
3 \$50,001 - \$100,000 Construction Value	4,361.00 1st 52.00 \$50,000 Each Additional \$1,000 or Fraction Thereof	5,184.00 1st 52.00 \$50,000 Each Additional \$1,000 or Fraction Thereof	5,184.00 1st 52.00 \$50,000 Each Additional \$1,000 or Fraction Thereof
4 \$100,001 - \$500,000 Construction Value	6,961.00 1st 47.00 \$100,000 Each Additional \$1,000 or Fraction Thereof	9,063.00 1st 47.00 \$100,000 Each Additional \$1,000 or Fraction Thereof	9,063.00 1st \$100,000 Each Additional \$1,000 or Fraction Thereof
5 Over \$500,000 Construction Value	25,761.00 1st 45.00 \$500,000 Each Additional \$1,000 or Fraction Thereof	31,364.00 1st 45.00 \$500,000 Each Additional \$1,000 or Fraction Thereof	31,364.00 1st 45.00 \$500,000 Each Additional \$1,000 or Fraction Thereof
6 General Plan Surcharge (Assessed On All P-JOB Permits)	0.1% of Review Constructio n Valuation	0.1% of Review Constructio n Valuation	0.17% Review
7 Extension of P-Job Permit for Work Incomplete After One Year	917.00 Plan/ Improvement	909.00 Plan/ Improvement	909.00 Plan/ Improvement
8 Review of Plan Revisions			
a. Regular Working Hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
b. Outside of Regular Working Hours	191.00 Hour or Fraction of	191.00 Hour or Fraction of	375.00 Hour or Fraction of

6. The Consultant who calculated the July 1, 2015 fees made calculation errors. Staff is submitting corrected calculations.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
ENGINEERING			
B. GRADING PERMIT			
2 a. 51-1,000 Cubic Yards (C.Y.)	1,179.00 1st 50 Cu + 2.75 Yds Each Additional Cubic Yd or Fraction Thereof	2,988.00 1st 50 Cu Yds Each Additional Cubic Yd or Fraction Thereof	2,493.00 1st 50 Cu Yds 2.75 Each Additional Cubic Yd or Fraction Thereof
b. 1,001-2,000 Cubic Yards	3,791.00 1st 1,000 Cu Yds + 1.75 Each Additional Cubic Yd or Fraction Thereof	3,932.00 1st 1,000 Cu Yds Each Additional Cubic Yd or Fraction Thereof	5,105.50 1st 1,000 Cu Yds 1.75 Each Additional Cubic Yd or Fraction Thereof
c. 2,001-10,000 Cubic Yards	5,541.50 1st 2,000 Cu Yd + 1.00 Each Additional Cubic Yd or Fraction Thereof	5,481.00 1st 2,000 Cu Yd Each Additional Cubic Yd or Fraction Thereof	6,855.50 1st 2,000 Cu Yd 1.00 Each Additional Cubic Yd or Fraction Thereof
d. Over 10,000 Cubic Yards	13,541.50 1st 10,000 Cu Yd + 0.55 Each Additional Cubic Yd or Fraction Thereof	9,520.00 1st 10,000 Cu Yd Each Additional Cubic Yd or Fraction Thereof	14,855.50 1st 10,000 Cu Yd 0.55 Each Additional Cubic Yd or Fraction Thereof
4 Review of Plan Revisions			
a. Outside of Regular Working Hours	191.00 Hour or Fraction of	262.00 Hour or Fraction of	375.00 Hour or Fraction of
b. Regular Working Hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
D. CONSTRUCTION SITE MONITORING (DUST, NOISE, C3)			
3 Over 3 inspections	99.00 Inspection	160.00 Inspection	180.00 Inspectio n

7. These fee adjustments were inadvertently omitted in the July 1, 2015 approved fee list.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
ENGINEERING			
E. CREEK PROTECTION PERMIT			
1 Category I	(No Permit Required)	(No Permit Required)	(No Permit Required)
2 Category II	131.00 Permit	131.00 Permit	139.00 Permit
3 Category III	524.00 Permit	524.00 Permit	682.00 Permit
4 Category IV (Up to 8 Hours)	1,048.00 Permit	1,048.00 Permit	1,331.00 Permit
5 Over 8 Hours	131.00 Hour or Fraction of	131.00 Hour or Fraction of	160.00 Hour or Fraction of
6 Appeal of Determination to Building Official	393.00 Appeal	393.00 Appeal	532.00 Appeal
7 Appeal to the Planning Commission	786.00 Appeal	786.00 Appeal	1,034.00 Appeal
8 Inspection			
a. Basic	297.00 Inspection	297.00 Inspection	400.00 Inspectio n
b. Over 3 Inspections	99.00 Inspection	99.00 Inspection	160.00 Inspectio n

8. The fee adjustments for July 1, 2015 were inadvertently based on staff rates for Public Works. Staff has adjusted them to reflect staff rates for the Planning & Building Department.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
ENGINEERING			
F. REVIEW OF GEOTECHNICAL REPORT REQUIRED FOR PROJECTS LOCATED IN SEISMIC HAZARD ZONE AS IDENTIFIED BY THE STATE GEOLOGIST			
1 Permit Application			
b. Over 6 hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
2 Request for Waiver Application			
b. Over 6 hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
4 Revisions			
a. Regular Working Hours	131.00 Hour or Fraction of	174.00 Hour or Fraction of	250.00 Hour or Fraction of
b. Outside of Regular Working Hours	191.00 Hour or Fraction of	262.00 Hour or Fraction of	375.00 Hour or Fraction of

9. We propose raising the Construction Value basis to \$2,000 due to customer complaints that the July 1, 2015 basis amounts of \$1,000 and \$1,500 negatively affect small projects. We propose lowering the “Basic” fee due to customer complaints that the July 1, 2015 fee is too high for small projects.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
INSPECTION			
A. INSPECTION FEE			
1 As Required by the Oakland Building Code or the Oakland Sign Code for the Issuance of a Permit FOR NEW CONSTRUCTION			
a. \$1 to \$2,000 Construction Value	50.00 Permit	240.00 Permit	240.00 Permit
b. \$2,001 to \$25,000 Construction Value			
1 Basic	99.00 Permit First \$2,001	340.00 Permit First \$2,001	251.00 Permit First \$2,001

10. The Consultant who calculated the July 1, 2015 fees made calculation errors. Staff is submitting corrected calculations.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE
	(FY 2014-15)		revision
	FEE UNIT	FEE UNIT	FEE UNIT
INSPECTION			
A. INSPECTION FEE			
1 As Required by the Oakland Building Code or the Oakland Sign Code for the Issuance of a Permit FOR NEW CONSTRUCTION			
a. \$1 to \$2,000 Construction Value	50.00 Permit	240.00 Permit	240.00 Permit
b. \$2,001 to \$25,000 Construction Value			
1 Basic	99.00 Permit First \$2,001	340.00 Permit First \$2,001	251.00 Permit First \$2,001
2 Surcharge	8.75 Each Add'l \$500	8.75 Each Add'l \$500	11.00 Each Add'l \$500
c. \$25,001 to \$50,000 Construction Value			
1 Basic	503.00 Permit First \$25,001	753.00 Permit First \$25,001	759.00 Permit First \$25,001
2 Surcharge	8.40 Each Add'l \$1,000	8.40 Each Add'l \$1,000	12.00 Each Add'l \$1,000
d. \$50,001 to \$100,000 Construction Value			
1 Basic	712.00 Permit First \$50,001	1,069.00 Permit First \$50,001	1,078.00 Permit First \$50,001
2 Surcharge	7.85 Each Add'l \$1,000	7.85 Each Add'l \$1,000	9.00 Each Add'l \$1,000
e. \$100,001 to \$250,000 Construction Value			
1 Basic	1,105.00 Permit First \$100,001	1,506.00 Permit First \$100,001	1,537.00 Permit First \$100,001
2 Surcharge	6.25 Each Add'l \$1,000	6.25 Each Add'l \$1,000	9.00 Each Add'l \$1,000
f. \$250,001 and Higher Construction Value			
1 Basic	2,041.00 Permit First \$250,001	2,216.00 Permit First \$250,001	2,892.75 Permit First \$250,001
2 Surcharge	5.75 Each Add'l \$1,000	5.75 Each Add'l \$1,000	5.75 Each Add'l \$1,000

11. The Consultant who calculated the July 1, 2015 fees made calculation errors. Staff is submitting corrected calculations.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE
	(FY 2014-15) FEE UNIT	FEE UNIT	revision FEE UNIT
INSPECTION			
2 As Required by the Oakland Building Code or the Oakland Sign Code the Issuance of a Permit For Repairs/Additional/Alteration			
a. \$1 to \$2,000 Construction Value	62.00 Permit	240.00 Permit	180.00 Permit
b. \$2,001 to \$25,000 Construction Value			
1 Basic	117.00 Permit First \$2,001	340.00 Permit First \$2,001	190.50 Permit First \$2,001
2 Surcharge	10.50 Each Add'l \$500	10.50 Each Add'l \$500	10.50 Each Add'l \$500
c. \$25,001 to \$50,000 Construction Value			
1 Basic	602.00 Permit First \$25,001	753.00 Permit First \$25,001	683.50 Permit First \$25,001
2 Surcharge	10.00 Each Add'l \$1,000	10.00 Each Add'l \$1,000	10.00 Each Add'l \$1,000
d. \$50,001 to \$200,000 Construction Value			
1 Basic	849.00 Permit First \$50,001	1,069.00 Permit First \$50,001	942.75 Permit First \$50,001
2 Surcharge	9.25 Each Add'l \$1,000	9.25 Each Add'l \$1,000	9.25 Each Add'l \$1,000
e. \$200,001 and Higher Construction Value			
1 Basic	2,246.00 Permit First \$200,001	2,552.00 Permit First \$200,001	2,337.50 Permit First \$200,001
2 Surcharge	7.25 Each Add'l \$1,000	7.25 Each Add'l \$1,000	8.00 Each Add'l \$1,000

12. This proposed adjustment is required in order to provide the correct number of inspections per fee.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE
	(FY 2014-15) FEE UNIT	FEE UNIT	revision FEE UNIT
INSPECTION			
3 Electrical or Plumbing or Mechanical Permit			
a. \$1.00 to \$110.00 Inspection Fee (Was previously \$1.00 to \$101.00)	99.00 Each Inspection Over 3	180.00 Each Inspection Over 3	180.00 Each Inspection Over 3
b. \$111.00 to \$250.00 Inspection Fee (Was previously \$102.00 to \$250.00)	99.00 Each Inspection Over 5	180.00 Each Inspection Over 5	180.00 Each Inspection Over 5

13. These fees are being eliminated because the City no longer performs these inspections.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
INSPECTION			
R. ELECTRICAL INSPECTION OF NEW RESIDENTIAL- APPLIANCE INCLUDING ROUGH-OUTLET			
1 Range, Range Top or Oven	48.75-Each	60.00-Each	50.00-Each
2 Dryer	48.75-Each	60.00-Each	60.00-Each
3 Fan Under 1 Horsepower	4.80-Each	34.00-Each	34.00-Each
4 Disposal or Dishwasher	7.15-Each	34.00-Each	34.00-Each

14. We propose changing the fee description from “AAA Diamond rated chain hotels/motels” to “Hotel/Motel with a satisfactory rating conferred by recognized, independent agencies in lieu of City inspection”. This is because the AAA Diamond rating is not the only industry standard.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
INSPECTION			
AO. HOTEL/MOTEL/ROOMING HOUSE INSPECTION FEE			
4 Hotel/ Motel with a satisfactory rating conferred by recognized, independent agencies in lieu of a City inspection			500.00 Hotel/Motel/Rooming House

15. This Processing Fee is proposed to be a new separate fee from the July 1, 2015 *combination* fee for Processing and Plan Check. This is because not all applicants require Plan Check services.

FEE DESCRIPTION	FEE (FY 2014-15) FEE UNIT	FEE as of July 1, 2015 FEE UNIT	Proposed FEE revision FEE UNIT
PLAN CHECK			
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION			
1 Processing Fee	Project Value \$5001 or above		84.00 Permit

16. This Plan Checking Fee is proposed to be lowered because the Processing Fee portion is proposed to be a new separate fee (see Item 15 above).

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
PLAN CHECK			
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION			
2 Plan Checking Project Value \$2,001 5,001 or Above	90% Building Fee	132% Building Fee	118% Inspection Fee

17. The July 1, 2015 fee adjustment was an error. The fee is already included in the Plan Checking Fee (see Item 16 above).

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
PLAN CHECK			
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION			
4 Enforcement of State of California Regulations, Oakland	33% Permit Fee	130% Permit Fee	

18. The proposed figures have been rounded up/down to eliminate decimals.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
PLAN CHECK			
G. BOARD OF EXAMINERS & APPEALS			
1 Grade I - Minimum Code Technically or Deviations	180.00 Appeal	229.30 Appeal	229.00 Appeal
2 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management	393.00 Appeal	309.96 Appeal	310.00 Appeal
3 Grade III - Appeals Regarding Code Requirements When	917.00 Appeal	804.14 Appeal	804.00 Appeal
4 Grade IV - Dangerous Building Code and Appeals by Other	917.00 Appeal	804.14 Appeal	804.00 Appeal

19. The “New Construction” rate is being adjusted from a \$200,000 minimum construction cost to a \$300,000 minimum construction cost because it reflects current costs. In addition, the July 1, 2015 approved rate was the result of a miscommunication between staff and the consultant regarding hours required for staff oversight of zoning conditions of approval. The new \$245.00 fee is based on staff’s hourly rate for this type of work.

FEE DESCRIPTION	FEE	FEE as of July 1, 2015	Proposed FEE revision
	(FY 2014-15) FEE UNIT	FEE UNIT	FEE UNIT
PLAN CHECK			
R. ZONING CONDITIONS OF APPROVAL COMPLIANCE			
1 New Construction Up to \$300,000	262.00 Permit	2,414.00 Permit	245.00 Permit
2 New Construction Over \$300,000			
a. Per Each \$100,000 Over \$300,000	131.00 Permit	977.00 Permit	245.00 Permit
3 Additions/Alterations Over \$25,000	180.00 Permit	862.00 Permit	245.00 Permit

20. Appeal fees are being lowered due to constituent complaints to City Council, therefore the newly proposed fees will not be cost covering. Please note that all appeals include the Appeal fee plus the Notification fee. In addition, there is a 14.5% Recordation and Technology fee that is applied to all base fees.

FEE DESCRIPTION	FEE		FEE as of July 1, 2015		Proposed FEE revision	
	(FY 2014-15)					
	FEE UNIT		FEE UNIT		FEE UNIT	
PLANNING & ZONING						
12 Appeals						
a. Administrative Appeal	524.00	Report	4,725.00	Report	0.00	Report
b. Appeal to City Planning Commission (CPC)	524.00	Appeal	1,725.00	Appeal	1,124.00	Appeal
c. Appeal to City Council	524.00	Appeal	2,458.00	Appeal	1,124.00	Appeal

In summary, the July 1, 2015 revised figures, in the Master Fee Schedule for the Planning & Building Department, were the result of eighteen months of a comprehensive study of the Department’s development-related user fee services. The effort was completed, in part, to verify that the fees being charged were sufficient to support the Planning and Building Enterprise Fund. The Fund is self-supporting and not General Fund dependent.

The City hired MGT of America to lead this Master Fee Schedule Study. MGT’s charge was to interview staff, assess full cost recovery, and calculate appropriate fee rates accordingly. This effort involved the assessment of over 650 fees and associated language. This recent effort was the first overhaul of the Department’s fees in twelve (12) years.

Due to the magnitude and complexity of this effort, certain fees were inadvertently omitted, miscalculated or placed in the wrong Section of Fees. In addition, based on citizen feedback, certain fees were found to be too high for small projects and for citizen appeals. Staff believes that all of the relevant issues have been addressed in this follow-up submittal of proposed fee revisions. To avoid oversights/errors in future Fee Study efforts, staff will seek the input from an independent secondary reviewer.

_____/s/

Rachel Flynn
 Director, Planning and Building Department



**City of Oakland
Master Fee Schedule**

Effective July 1, 2015

FINANCE DEPARTMENT

EXHIBIT A - 8 OAKLAND PUBLIC WORKS

FEE DESCRIPTION	CURRENT FEE (FY 2015-16) FEE UNIT	REVISED FEE (FY 2015-16) FEE UNIT
FINANCIAL MANAGEMENT		
I. DEMAND LETTER / RESEARCH & PROCESSING FEE	149.00 Request	<u>125.00</u> Request
M. CERTIFICATE FOR NON-PROFIT BUSINESS	73.00 Per Certificate	<u>26.00</u> Per Certificate
V. NOTICE OF VIOLATION FEE	140.00 Issuance	<u>80.00</u> Issuance
D. RESIDENTIAL PERMIT PARKING FEE		
4 Visitor		
a. One-day	9.00 Vehicle	<u>5.00</u> Per Permit
5 <u>Master Residential Permit Parking Fee Permit for Eligible Vehicles of a Qualified Car Sharing Organization</u>		<u>105.00</u> Per Vehicle
6 <u>Free Floating Permit Parking Fee for Eligible Vehicles of a Qualified Car Sharing Organization</u>		<u>1278.00</u> Per Vehicle
5 Vehicle Immobilizer Removal Fee	140.00 Per Boot	<u>177.00</u> Per Boot

NOTICE AND DIGEST

ORDINANCE TITLE:

NOTICE OF PUBLIC HEARING
AN ORDINANCE AMENDING ORDINANCE 13320 C.M.S. (THE FY 2015-16
MASTER FEE SCHEDULE, OR "MFS"), TO ESTABLISH, MODIFY AND
DELETE FEES AND PENALTIES, AND ISSUE FEE REFUNDS ASSESSED BY
OFFICES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE CITY OF
OAKLAND

A Public Hearing has been scheduled to review changes to fees charged by various City of Oakland Departments and Agencies. These fees would become effective December 16, 2015 and would remain in effect until further notice. The Public Hearing will take place on Tuesday, November 3, 2015, at 5:30 p.m. or as soon as possible thereafter before the City Council in the City Council Chambers located on the Third Floor of City Hall, One Frank H. Ogawa Plaza, Oakland, California.

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2015 OCT 15 PM 5:18