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OAKLAND

2018 MAY 18 AM 8:39

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Katano Kasaine
Finance Director

SUBJECT: Amending the Master Fee Schedule
Supplemental

DATE: May 14, 2018

City Administrator Approval

Date:

5/17/18

RECOMMENDATION

Staff Recommends Adoption Of An Ordinance Amending Ordinance No. 13448 C.M.S. (The Fiscal Year (FY) 2017-18 Master Fee Schedule, Or "MFS"), To Establish, Modify And Delete Fees And Penalties Assessed By Offices, Departments, Bureaus, And Agencies Of The City Of Oakland, Referenced Herein.

REASON FOR SUPPLEMENTAL

At the May 8, 2018 Finance and Management Committee meeting, the Committee members asked staff to bring this item back to the May 22, 2018 Committee Meeting. Committee members voted to continue this item and asked staff for further analysis on the proposed Rent Adjustment Program Service Fee ("RAP") fee increase and the potential impact. Additionally, the Committee would like some clean up to be done, that better categorizes related fees and requested a special section for Special Event fees. Currently these fees are spread through different departments.

RAP Fee Increase Analysis

Staff of the Housing and Community Development Department ("HCD") recommend an increase in the RAP Fee from \$68.00 to \$96.02. A detailed analysis requested by the Committee is provided in **Attachment 1**. At the May 8, 2018 Finance and Management Committee meeting, the Housing and Development Department proposed a revision to the RAP fee which is explained in the HCD Director's narrative with supporting documentation of the fee calculation, which is found in **Attachment 2**.

Provide a Special Event Section in the Master Fee Schedule

The Committee instructed staff to provide a new section into the schedule that is dedicated to all fees related to Special Events. In addition, the Committee would like an analysis to show the increase in Special Event fees charged in the last few years. Special Event related fees and their growth in the last few years are found in **Attachment 3**.

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Finance and Management Committee
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Two Revised Fees

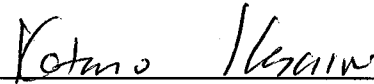
Change the language of the Administrative Fee In Lieu of Fine for No-Displayed Disabled Placard (DP) to delete "as a onetime courtesy" as found in Exhibit A: A-8 and in Exhibit A: A-12 the proposed RAP fee increase. Both changes are found within **Attachment 4**.

REQUESTED OF THE CITY COUNCIL

Staff recommends adoption of an ordinance amending Ordinance No. 13448 C.M.S. (The Fiscal Year (FY) 2017-18 Master Fee Schedule, or "MFS"), to establish, modify and delete fees and penalties assessed by offices, departments, bureaus, and agencies of The City of Oakland, referenced herein.

For questions regarding this report, please contact Margaret O'Brien, Revenue & Tax Administrator, at 238-7480.

Respectfully submitted,



Katano Kasaine
Director of Finance

Reviewed by:
Margaret L. O'Brien
Revenue & Tax Administrator

Attachments (4):

1. HCD RAP fee increase Analysis
2. HCD Proposed MSF Revision Presented to Finance Committee on May 8, 2018
3. Special Event related fees and history of fee increase
4. Administrative language change for non-display of disabled placard

ATTACHMENT 1



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Michele Byrd
Director

SUBJECT: Supplemental Report – RAP Fee
Increase

DATE: May 14, 2018

RECOMMENDATION

Staff Recommends That The City Council Approve An Increase in the Rent Adjustment Program Service Fee From \$68.00 Per Unit to \$96.02 Per Unit.

REASON FOR SUPPLEMENTAL

As requested by the Finance Committee on May 8, 2018, this supplemental report provides detailed information and analysis on the proposal to increase the Rent Adjustment Fee ("the Fee") from \$68.00 per unit to \$96.02 per unit.

This report was coordinated with the City Attorney's office and the Budget Office.

BACKGROUND/LEGISLATIVE HISTORY

On July 19, 2016, the City Council adopted Ordinance No. 13389 C.M.S. amending Ordinance No. 13320 C.M.S (the 2015-16 Master Fee Schedule) which resulted in an increase of the Fee from \$30 per unit to \$68 per unit. The Agenda Report recommending the Ordinance presented three different illustrative spending scenarios for the proposed \$68 fee that each included the following components: a) increased staffing (ranging from 1.5 to 3.5 FTE positions), b) technology upgrades, c) public education, and d) third-party legal services.

Following the presentation of these scenarios, the report noted the following: "The scenarios described in this supplemental report do not account for the staffing needed to address the current backlog of RAP appeals cases, or the needed funding to entirely address all concerns with the RAP program."

Over the past two years, four positions have been filled while there has also been some staff turn-over, including the retirement of the Manager of the Rent Adjustment Program. This retirement has negatively impacted the timing of hiring and implementing the improvements

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May 22, 2018

needed for the program to meet increasing demands. An update on the increasing demands on RAP were partly described in a May 23, 2017 Agenda Report on the status of implementing RAP improvements.

On May 8, 2018, the Master Fee Schedule Agenda Report for Fiscal Year 2018-19 presented to the Finance Committee included an increased Fee in the amount of \$96.02.

ANALYSIS AND POLICY ALTERNATIVES

Revenue

The Agenda Reports prepared in 2016 that led to the adoption of the \$68 Fee were based on an estimated 70,000 rental units. Since that time, with the passage of Measure JJ, an estimated additional 7,600 units would be expected to be paying the Fee.

Table 1. presents the revenue generated by the \$68 per unit fee, the proposed \$96.02 per unit fee and a general breakdown of how these resources would be allocated across uses.

Table 1. RAP Fee Revenue and Use Categories

	\$68 per unit Fee	\$96.02 per unit Fee	Difference	Notes
Personnel	\$ 4,424,833	\$ 6,951,344	\$ 2,526,511	See Table 2. for breakdown of personnel
Third Party Costs	\$ 85,000	\$ 500,000	\$ 415,000	Tenant and landlord services, public education and outreach
Public Education & Security Upgrades	\$ 100,000		\$ (100,000)	\$96 fee: public education included in 3rd party and no security upgrade costs
Technology Costs	\$ 150,000		\$ (150,000)	No additional technology expenses anticipated in 2018/19
Total Costs	\$ 4,759,833	\$ 7,451,344	\$ 2,691,511	
Per Unit	\$ 68.00	\$ 96.02	\$ 28.02	

The proposed fee is a 41% increase, however, based on the City's 9% COLA increase for all fees, the current \$68 fee would have experienced an increase for the salaried portion of the fee.

Staffing

Table 2. depicts the increase in staffing since the \$68 increase was implemented. Three of these hires took place within the past two months, of which one is a limited duration position to fill in for two staff on medical leaves.

Table 2. Staff Changes Since \$68 Fee Increase Implemented

Personnel	\$30 fee: Staff as of June 2016	\$68 fee: Additional staff hired to date	Current Total
RAP Staff			
Program Manager*	1	0	1
Sr. Hearing Officer	1	0	1
Hearing Officers	3	2	5
Program Analysts**/***	4	2	6
Administrative Assistants	3	0	3
Office Assistant	0	1	1
Inspector	0	0.5	0.5
Total RAP Staff	12	5.5	17.5
City Attorney Staff			
Deputy City Attorney V	1	0	1
Deputy City Attorney III****	1	0	1
Deputy City Attorney II	0	0	0
Paralegal****	1	0	1
Legal Assistant	1	0	1
Total City Attorney Staff	4	0	4
	16	5.5	21.5

Notes:

- * Program Manager has been vacant since November 2017; position posted on May 14, 2018.
- ** One current Program Analyst is a limited duration position.
- *** One current Program Analyst position is being held on an acting basis by an Administrative Assistant, leaving one Administrative Assistant position vacant.
- **** These positions were funded by one-time fund balance when fee was \$30. They were made permanent in the previous fiscal year budget.

In addition to these core programmatic positions listed in Table 2., the Fee also covers the cost of miscellaneous overhead expenses.

Carrying out the Responsibilities of the Rent Adjustment Program

The Rent Adjustment Program (RAP) unit within the Department of Housing and Community Development is tasked with carrying out all components of Section 8.22: Residential Rent Adjustment, Just Cause for Eviction, Uniform Relocation Ordinance, Ellis Act, and Tenant Protection Ordinance.

The fee increase from \$30 to \$68 has enabled RAP to bring a level of staffing to the unit such that it has been able to engage in the following activities, including addressing several of the issues identified in the Auditor's Report on RAP:

- Redesign of RAP website to increase access to information
- Creation of a web-based case management system

- Increased scheduling of appeals to four times per month
- Engaged in outreach and assistance to tenants and property owners; renewed contract with Centro Legal de la Raza for continuation of legal services to tenants

While these efforts are yielding positive outcomes, it has been incremental and two key factors (which have been at play for several years) continue to impede RAP's ability to operate in an optimal manner, as follows:

1. **Increased volume of petitions:** Table 3 below reflects the increase in the number of petitions and other filings received by the RAP over the past three years, plus the first quarter of this year. It reflects a steady increase, including a significant spike in landlord petitions related to the requirement that they file for rent increases that are not based on CPI or banking.

Table 3. Petitions and Other Filings Received 2015 – Q1 2018

	2015	2016	2017	Q1 2018
Tenant Petitions	699	738	701	178
Landlord Petitions	77	97	274	143
Total Petitions	776	835	975	321
Citations	3	14	34	3
Ellis Act	17	21	11	1
Total Filings	796	870	1020	325

The number of petitions and other filings continue to increase, and based on activity for the first quarter of 2018, the number could grow to 1,300 in a single year. The higher level of petitions means increased workload resulting from the numerous steps in the process: from intake and data entry to sending notices to all parties to hearings and through to appeals and citations. Appeals are typically running about 10 – 18% of petitions, with some involving numerous tenants who may have different issues at play. As such, the appeals can involve varying levels of complexity which impacts the time to hear and decide on the cases. In order to keep up with appeals, the Rent Board and Appeal Panels need to meet weekly and increase the number of appeals heard in a meeting from 3 at maximum to five. Due to insufficient staffing resources, the ensuing delays include:

- Parties waiting five to six months for a hearing
 - Rendering of hearing decisions are behind from a low of three months to as much as six months for more complicated cases
 - Appeals are waiting four to six months to get placed on a Board meeting agenda, with the full life cycle of some appeals running as long as nine to twelve months
2. **New Regulations and Procedures:** The following reflects the changes to the RAP that are placing additional demands on staff time to set up systems, implement, track, and monitor:
 - 2016/2017 Ordinance and Reg changes

- Additional alternates were added to the Board to facilitate holding more Appeal Panels
- Flipped petitions (landlords must petition for increases above CPI or banking)
- Measure JJ
 - Extended Just Cause to buildings built before December 31, 1995, expanding the number of covered units
 - Flipped petitions (as noted above)
 - Annual notice to tenants and owners
- Uniform Relocation Ordinance (owner move-in relocation requirement)
- Just Cause Certifications
 - Notice requirement changes
 - Certification forms needed
 - Owner Move-In Certifications (duplex/triplex)
 - Certification form filings
 - Hearings if owner/tenant contests occupancy
- Tenant Move Out Ordinance creates new filings
- More enforcement needed for failure to file for Just Cause and Tenant Move Out

Finally, there are three additional areas where improvements are needed to ensure a smooth running and effective program:

1. Outreach, education and support to tenants and landlords
 - a. More drop-in hours needed
 - b. Need for improved informational materials
2. Consistent compliance activities
3. Data systems improvements
 - a. Internal uses to inform program design and streamline processing
 - b. Petitioning parties to streamline application process and access to information
 - c. Analysis to assist public and Council in understanding the impact of the RAP and inform policy discussions and decisions

Use of Increased Revenue from \$96.02 Fee

The increased revenue generated by the proposed Fee increase would fund the following: a) eight new positions, b) ensuring that all permanent positions that are currently funded with fund balance are covered on a permanent basis, and c) additional third party services. Table 4. depicts the seven new positions and the total moving forward, shown on the next page.

Table 4. New Positions with Increased Fee

Personnel	Current	\$96.02 Fee Additional Staff	Total
RAP Staff			
Program Manager	1	0	1
Sr. Hearing Officers	1	0	1
Hearing Officers	5	3	8
Program Analysts	6	1	7
Administrative Assistants	3	0	3
Office Assistant	1	0	1
Specialty Combination Inspector	0.5	1	1.5
Accountant I	0	1	1
Total RAP Staff	17.5	6.0	23.5
City Attorney Staff			
Deputy City Attorney V	1	0	1
Deputy City Attorney III	1	0	1
Deputy City Attorney II	0	1	1
Paralegal	1	0	1
Legal Assistant	1	0	1
Total City Attorney Staff	4	1	5
Total Positions	21.5	7	28.5

In addition to the existing and proposed core programmatic positions listed in Table 4., the Fee will also continue to cover the cost of miscellaneous overhead expenses.

Table 5. describes the activities and expected outcomes of these new positions.

Table 5. Activities Carried out by New Positions

Hearing Officers (3)	<ul style="list-style-type: none"> • Two new Hearing Officers will conduct hearings that serve to both reduce backlog and prevent future backlog on cases being heard and decisions rendered. • One Hearing Officer will focus on appeals that are of a more routine basis which may not need to go to an Appeal Panel or the Rent Board, as well as handle mediations.
Program Analysts (PA, 1)	<p>The new PA will focus on:</p> <ul style="list-style-type: none"> • Data collection and analysis for both internal staff uses and external purposes, • Monitoring and tracking to ensure compliance with owner move-in regulations, and • Improving responsiveness with phone and in-person public inquiries, a key element of PA work.
Specialty Combination Inspector (1)	<p>The Inspector will conduct inspections of properties where physical condition/housing services are at issue in a petition, a task which is now carried out by Hearing Officers (always carried out by a Hearing Officer not working on the petition in question). This is not a role they are properly trained to do and takes time away from their role as Hearing Officer.</p>
Accountant I (1)	<p>A full-time Accountant I will facilitate improved Fee collections, as well as support in assessing fines related to citations.</p>
Deputy City Attorney II (1)	<p>The new City Attorney will provide support in reducing the backlog on appeals and prevent future backlog, including playing a greater role in appeals to support Rent Board's ability to handle more appeals per meeting:</p> <ul style="list-style-type: none"> ○ Support Rent Board in handling more appeals per meeting by providing written review and analysis of cases prior to sending out packets ○ Assist parties to be more efficient with argument to reduce argument time ○ More petitions mean more writs in Superior Court challenging appeal decisions. <ul style="list-style-type: none"> • Support RAP staff with additional informational materials needed on new regulations and procedures. • Support RAP staff with enforcement for failure to file and other compliance issues.

As noted in Table 1., the increase in Fee will also cover costs of third-party services. These include:

- Creating a more robust program for the delivery of legal services for tenants and landlords including workshops, clinics, and increased drop-in hours, as well as outreach and public education to the community at-large
- Assistance in improving public-facing materials to ensure they are:
 - Reader friendly
 - Up-to-date
 - Distributed through an array of modalities, including social media
- Assistance in ensuring the database is collecting the right data and facilitates the analysis and reporting of information critical to informing program design improvements and policy development

The impact to the RAP unit overall will be to stabilize the program and re-position it to become more effective, efficient, and establish a baseline of excellence in customer service and responsiveness.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Approve An Increase in the Rent Adjustment Program Service Fee From \$68.00 Per Unit to \$96.02 Per Unit.

For questions regarding this report, please contact Michele Byrd, Director of Housing and Community Development Department at (510) 238-6246.

Respectfully submitted,

/s/

MICHELE BYRD
Director, Housing and Community Development
Department

ATTACHMENT 2



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Michele Byrd
Director

SUBJECT: FY 18-19 Master Fee Schedule

DATE: May 1, 2018

RECOMMENDATION

Housing and Community Development requests the City Council approve an increase in the Rent Adjustment Program Service Fee ("RAP") from \$68.00 per unit to \$96.02 per unit.

ANALYSIS

The Rent Adjustment Program fee calculations for 2018-2019 which resulted in a proposed \$91.44 per unit fee has been corrected to incorporate the recent 4% increase for City Attorney salaries which was not included in the initial calculation. The correct fee would change from \$91.44 to \$96.02 per unit. The current Rent Adjustment Program fee for 2017-2018 is \$68.00 per unit.

This supplemental report was coordinated with the City Attorney's office and the Budget Office.

FISCAL IMPACT

The fiscal impact from this fee change from \$68.00 to \$96.02, is expected to provide approximately \$1,950,880 for the Rent Adjustment Fund (2413) funding.

For questions regarding this report, please contact Michele Byrd, Director of Housing and Community Development Department at (510) 238-6246.

Respectfully submitted,

Michele Byrd, Director
Housing and Community Development Department

Housing & Community Development

NARRATIVE

FY 2018-19 MASTER FEE SCHEDULE

Department of Housing and Community Development-Housing Development Services
 FY 2018-19 Proposed Fees & Charges

Title: Rent Adjustment Program Fees

Personnel Costs

Class	Class Name	Salary	Fringe/ Retirement	% FTE	Overhead @ 40.57%	(S+F) * FTE	Total Salary + Overhead
	Program Manager	188,401.00	139,435.58	100%	76,434.29	327,836.58	404,270.87
	Sr. Hearing Officer	172,558.00	127,710.18	100%	70,006.78	300,268.18	370,274.96
	Hearing Officer	156,561.00	115,870.80	100%	63,516.80	272,431.80	335,948.59
	Hearing Officer	156,561.00	115,870.80	100%	63,516.80	272,431.80	335,948.59
	Hearing Officer	141,295.00	104,572.43	100%	57,323.38	245,867.43	303,190.81
	Hearing Officer	156,561.00	115,870.80	100%	63,516.80	272,431.80	335,948.59
	Hearing Officer	156,561.00	115,870.80	100%	63,516.80	272,431.80	335,948.59
	Hearing Officer	156,561.00	115,870.80	100%	63,516.80	272,431.80	335,948.59
	Hearing Officer	156,561.00	115,870.80	100%	63,516.80	272,431.80	335,948.59
	Program Analyst III	122,662.00	90,782.15	100%	49,763.97	213,444.15	263,208.12
	Program Analyst III	122,662.00	90,782.15	100%	49,763.97	213,444.15	263,208.12
	Program Analyst II	105,976.00	78,432.84	100%	42,994.46	184,408.84	227,403.30
	Program Analyst II	105,976.00	78,432.84	100%	42,994.46	184,408.84	227,403.30
	Program Analyst II	105,976.00	78,432.84	100%	42,994.46	184,408.84	227,403.30
	Program Analyst I	76,453.00	56,582.87	100%	31,016.98	133,035.87	164,052.85
	Program Analyst I	76,453.00	56,582.87	100%	31,016.98	133,035.87	164,052.85
	Admin Assistant	57,686.00	42,693.41	100%	23,403.21	100,379.41	123,782.62
	Admin Assistant	57,686.00	42,693.41	100%	23,403.21	100,379.41	123,782.62
	Admin Assistant	57,686.00	42,693.41	100%	23,403.21	100,379.41	123,782.62
	Admin Assistant	57,686.00	42,693.41	100%	23,403.21	100,379.41	123,782.62
	Office Assistant	47,942.00	35,481.87	100%	19,450.07	83,423.87	102,873.94
	Inspector	91,728.00	67,887.89	100%	37,214.05	159,615.89	196,829.94
							5,652,397.69
	Deputy City Attorney II						228,712.19
	Deputy City Attorney III						252,159.05
	Deputy City Attorney III						252,159.05
	Deputy City Attorney V						306,500.59
	Legal Admin Assist						126,399.42
	Paralegal						133,016.45
							1,298,946.75

Other Costs

500,000.00

Total Cost 7,451,344.44

Estimated # Covered IC-Only Units 26,400.00 23,000 from 2016 staff report + 10k extra from JJ = 33,000 & assume 80% paying fees (based on 2016 staff report)
 Estimated # Covered RA+IC Units 51,200.00 64,000 from 2016 staff report & assume 80% paying fees (based on 2016 staff report)

Cost Per IC Only Unit	\$68.00	Proposed Fee - Just Cause Only units	=	\$1,795,200.00	24%
Cost per RA + IC Unit	\$110.47	Proposed Fee - Just Cause + Rent Adjustment	=	\$5,656,144.44	76%
				\$7,451,344.44	

% Cost covered units \$96.02
 100% Recovery

Calculation for % FTE:

Class Name	Activites and hours per year by classification					Total Hours	% FTE
	Public						
	Petitions	Board Mgmt	Contact	New Reqrments	Enforcement		
1 Program Mgr	390.0	487.5	390.0	292.5	390.0	1,950.0	100.00%
1 Sr. Hearing Ofcr	1462.5	487.5	0.0	0.0	0.0	1,950.0	100.00%
7 Hearing Ofcrs	12421.5	1228.5	0.0	0.0	0.0	13,650.0	700.00%
8 Program Analysts	2340.0	780.0	7800.0	1560.0	3120.0	15,600.0	800.00%
4 Admin Assistants	3510.0	1170.0	780.0	1560.0	780.0	7,800.0	400.00%
1 Office Assist	390.0	195.0	877.5	487.5	0.0	1,950.0	100.00%
1 Inspector	1950.0	0.0	0.0	0.0	0.0	1,950.0	100.00%
Total	22464.0	4348.5	9847.5	3900.0	4290.0	44850.0	
Total Cost by Category	3,732,152	722,456	1,636,056	647,943	712,737	\$ 7,451,344	100.00%
Cost per Unit of Activity (Hours)	166	166	166	166	166	166	

Source: Sal Fringe Report - CMBO updated with Projected Salary and Fringe Benefit Costs as of 17-JAN-2012 for the 2012-2013 Base Budget

The senior IC reviews and coordinates with the different department to ensure there are not accounts that have been cancelled by the department without Finance notification. Cost should be just \$25 (not \$25 or 15% whichever is greater).

ATTACHMENT 3



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Anne E. Kirkpatrick
Chief of Police

SUBJECT: FY 18-19 Master Fee Schedule

DATE: May 17, 2018

ANALYSIS

The Police Service Fees for Parades, Special Events or Short Term Encroachment Permits are determined by the classification of the Oakland Police Department (OPD) employee(s) who worked the event, number of hours worked and the top step hourly overtime rate for the classification at the time of the event. The actual cost of top step, per fiscal year, depends on the pay increases outlined in the memorandum of understanding for each of the labor unions.

For example, in FY16-17 the Oakland Police Officers Association (OPOA) received pay increases on January 1, 2017 and May 1, 2017. Therefore, there were three different pay rates for OPOA members in FY16-17. If an Officer worked an event July 1 – December 31, 2016, OPD charged \$78.46 per hour for the Officer's time. If an Officer worked an event January 1 – April 30, 2017, OPD charged \$79.24 per hour for the Officer's time. If an Officer worked an event May 1 – June 30, 2017, OPD charged \$82.41 per hour for the Officer's time.

Customers are charged the top step overtime rate in effect at the time of the event. The pay rate, and estimated total cost, is reflected on the estimate provided to the customer by the OPD Special Events Unit prior to the event.

For questions regarding this report, please contact D. Nell Wallington, Fiscal Services Manager at the Oakland Police Department at (510) 238-3288.



**City of Oakland
Master Fee Schedule**

SPECIAL EVENT FEES

FEE DESCRIPTION	PRIOR FEE (FY 2014-15)	PRIOR FEE (FY 2015-16)	PRIOR FEE (FY 2016-17)	CURRENT FEE (FY 2017-18)	PROPOSED FEE (FY 2018-19)	PERCENT CHANGE (From FY14-15)
FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT	
POLICE SERVICE FEES FOR PARADES, SPECIAL EVENTS OR SHORT TERM ENCROACHMENT PERMITS						
SPECIAL EVENT FEES (As allowed in OMC section 9.52)						
1 Encroachment Permits	35.00 Permit	50.00 Permit	50.00 Permit	50.00 Permit	50.00 Permit	43%
2 Special Event						
a. Small Event (50 to 100 people)	35.00 Event	50.00 Event	50.00 Event	50.00 Event	50.00 Event	43%
b. Medium Event (101 to 300 people)	100.00 Event	100.00 Event	100.00 Event	135.00 Event	135.00 Event	35%
c. Large Event (301 or more people)	150.00 Event	150.00 Event	150.00 Event	200.00 Event	200.00 Event	33%
d. Parade/ Festival Permit	300.00 Event	450.00 Event	450.00 Event	450.00 Event	450.00 Event	50%
SPECIAL EVENTS						
1 Business Permit In-Lieu Business License	52.00 Permit	60.00 Permit	60.00 Permit	60.00 Permit	80.00 Permit	54%
SPECIAL ACTIVITIES						
Outdoor Sound Amplification	30.00 Permit	50.00 Permit	50.00 Permit	50.00 Permit	54.50 Permit	82%
a. File with less than 10 days of the Event	50.00 Permit	65.00 Permit	65.00 Permit	65.00 Permit	70.85 Permit	42%
PARK MAINTENANCE						
SERVICE FEE FOR PARK CLEANUP RELATED TO						
1 Park Supervisor II	78.96 Hour	105.8 Hour	110.03 Hour	117.95 Hour	128.56 Hour	63%
2 Park Supervisor I	64.41 Hour	99.38 Hour	103.36 Hour	113.52 Hour	123.74 Hour	92%
3 Gardener Crew Leader	53.49 Hour	76.73 Hour	79.80 Hour	88.54 Hour	96.51 Hour	80%
2 Gardener II	46.71 Hour	64.67 Hour	67.26 Hour	74.63 Hour	81.35 Hour	74%
3 Park Attendant (PT)	22.42 Hour	28.72 Hour	29.87 Hour	33.34 Hour	36.34 Hour	62%
4 Cardboard Litter Boxes	4.00 Actual Cost	4.00 Actual Cost	4.00 Actual Cost	4.00 Actual Cost	4.00 Actual Cost	0%
KEEP OAKLAND CLEAN & BEAUTIFUL						
BARRICADES AND SAFETY BARRIERS						
1 Rental Fee						
a. 18" Cone (Pick-up & Return)	65.00 Lot (2-250)					
a. 18" Cone	0.00 Each Per Day	1.00 Each Per Day	1.00 Each Per Day	1.00 Each Per Day	1.00 Each Per Day	0%
b. Barricade (Delivery & Pick-up)						
1 Request	88.80 Request	218.00 Request	218.00 Request	252.00 Request	274.21 Request	209%
2 Barricade Rental	2.25 Each Per Day	2.25 Each Per Day	2.25 Each Per Day	2.25 Each Per Day	2.25 Each Per Day	0%
c. Special Event Crowd Control Barriers						
1 Request	325.00 Request	363.00 Request	363.00 Request	419.00 Request	457.00 Request	41%
2 Charge per barrier	7.75 Barrier / Day	7.75 Barrier / Day	7.75 Barrier / Day	7.75 Barrier / Day	7.75 Barrier / Day	0%
3 Paper No Parking Signs	0.30 per sign	0.30 per sign	0.30 per sign	0.30 per sign	0.30 per sign	0%



**City of Oakland
Master Fee Schedule**

SPECIAL EVENT FEES

FEE DESCRIPTION	PRIOR FEE (FY 2014-15)		PRIOR FEE (FY 2015-16)		PRIOR FEE (FY 2016-17)		CURRENT FEE (FY 2017-18)		PROPOSED FEE (FY 2018-19)		PERCENT CHANGE (From FY14-15)
	FEE UNIT		FEE UNIT		FEE UNIT		FEE UNIT		FEE UNIT		
PARK USE PERMITS											
1 Special Event/Park/Facility/Attendant (May - September, Weekends and Holidays)	Direct Costs	Event / Day	Direct Costs	Event / Day	Direct Costs	Event / Day	Direct Costs	Event / Day	Direct Costs	Event / Day	
11 Park Use Permit for Special Events (Fairs, a. Rates - Resident											
1 Up to 99 Patrons	30.00	Per Hour	30.00	Per Hour	30.00	Per Hour	30.00	Per Hour	30.00	Per Hour	0%
2 100-299 Patrons	40.00	Per Hour	40.00	Per Hour	40.00	Per Hour	40.00	Per Hour	40.00	Per Hour	0%
3 300-499 Patrons	65.00	Per Hour	65.00	Per Hour	65.00	Per Hour	65.00	Per Hour	65.00	Per Hour	0%
4 500-1,000 Patrons	127.50	Per Hour	127.50	Per Hour	127.50	Per Hour	127.50	Per Hour	127.50	Per Hour	0%
5 Over 1,000 Patrons	175.00-200.00	Per Hour	175.00-200.00	Per Hour	175.00-200.00	Per Hour	175.00-200.00	Per Hour	175.00-200.00	Per Hour	0%
6 Community Based/Non-Profit Organizations	25% Discount	Rental Fee	25% Discount	Rental Fee	25% Discount	Rental Fee	25% Discount	Rental Fee	25% Discount	Rental Fee	0%
7 Holiday Surcharge	Add'l 50%	Rental Fees	Add'l 50%	Rental Fees	Add'l 50%	Rental Fees	Add'l 50%	Rental Fees	Add'l 50%	Rental Fees	0%
b Rates - Non-Resident											
1 Up to 99 Patrons	36.00	Hour	36.00	Hour	36.00	Hour	36.00	Hour	36.00	Hour	0%
2 100-299 Patrons	48.00	Hour	48.00	Hour	48.00	Hour	48.00	Hour	48.00	Hour	0%
3 300-499 Patrons	78.00	Hour	78.00	Hour	78.00	Hour	78.00	Hour	78.00	Hour	0%
4 500-1,000 Patrons	153.00	Hour	153.00	Hour	153.00	Hour	153.00	Hour	153.00	Hour	0%
5 Over 1,000 Patrons	210.00	Hour	210.00	Hour	210.00	Hour	210.00	Hour	210.00	Hour	0%
6 Holiday Surcharge	Add'l 50%	Day	Add'l 50%	Day	Add'l 50%	Day	Add'l 50%	Day	Add'l 50%	Day	0%
OPERATIONAL PERMITS as required by the Oakland Fire Code											
Amusement Buildings	84.00	Per Bldg/Inst	84.00	Per Bldg/Inst	84.00	Per Bldg/Inst	160.00	Per Bldg/Inst	174.40	Per Bldg/Inst	108%
Carnival/Fair/Circus	251.00	Instance	155.00	Instance	155.00	Instance	160.00	Instance	174.40	Instance	-31%
Exhibits & Trade Shows	251.00	Instance	155.00	Instance	155.00	Instance	160.00	Year	174.40	Year	-31%
Fireworks Public Display - One Time	334.00	Instance	155.00	Instance	155.00	Instance	160.00	Instance	174.40	Instance	-48%
Hot Work/Welding/Cutting Operations	84.00	Instance	84.00	Instance	84.00	Instance	160.00	Year/Instance	174.40	Year/Instance	108%
Liquid Petroleum Gas (LPG)											
Storage or Use of	84.00	Year	84.00	Instance	84.00	Instance	160.00	Year	174.40	Year	108%
Open Burning	201.00	Special Inst	155.00	Instance	155.00	Instance	160.00	Instance	174.40	Instance	-13%
Open Flames, Candles, and Torches											
a. Used in Wildfire Risk Area	101.00	Instance	101.00	Instance	101.00	Instance	160.00	Instance	174.40	Instance	73%
b. Assembly, Restaurant/Drinking	101.00	Year	101.00	Year	101.00	Year	160.00	Year	174.40	Year	73%
c. Ceremonial	101.00	Instance	101.00	Instance	101.00	Instance	160.00	Instance	174.40	Instance	73%
d. Public Exhibition/Demonstration	201.00	Instance	155.00	Instance	155.00	Instance	160.00	Instance	174.40	Instance	-13%
e. Outdoor Cooking Establishment/Vendor	167.00	Year	155.00	Instance	155.00	Instance	160.00	Year	174.40	Year	4%
Places of Assembly (50 + persons)	N/A		155.00	Year/Inst	155.00	Year/Inst	160.00	Year/Instance	174.40	Year/Instance	
Tents, Canopies, and/or Temporary Membrane Structures	251.00	Structure	155.00	Instance	155.00	Instance	160.00	Structure	174.40	Structure	-31%



**City of Oakland
Master Fee Schedule**

SPECIAL EVENT FEES

FEE DESCRIPTION	PRIOR FEE (FY 2014-15)	PRIOR FEE (FY 2015-16)	PRIOR FEE (FY 2016-17)	CURRENT FEE (FY 2017-18)	PROPOSED FEE (FY 2018-19)	PERCENT CHANGE (From FY14-15)
FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT	FEE UNIT	
INSPECTION CONDUCTED BY FPB INSPECTOR	158.00 P/H - 1 HR MIN	158.00 P/H - 1 HR MIN	158.00 P/H - 1 HR MIN	339.00 P/H - 1 HR MIN	369.51 P/H - 1 HR	134%
AFTER HOURS INSPECTION CONDUCTED BY FPB INSPECTOR	236.00 P/H - 2.5 HR MIN	236.00 P/H - 2.5 HR MIN	236.00 P/H - 2.5 HR MIN	508.00 P/h - 2.5 MIN	553.72 P/H - 2.5 MIN	135%
CANCELLED INSPECTIONS - (Equal to or less than 24 hours Notice)	158.00 P/H - 1 HR MIN	158.00 P/H - 1 HR MIN	158.00 P/H - 1 HR MIN	339.00 P/H - 1 HR MIN	369.51 P/H - 1 HR MIN	134%

ATTACHMENT 4

Revenue Management Bureau

FY 2018-19 MASTER FEE SCHEDULE

EXHIBIT A: A-8
Revenue Management Bureau



City of Oakland
Master Fee Schedule
Effective July 1, 2018

FINANCE DEPARTMENT

FEE DESCRIPTION	CURRENT FEE FY 2017-18 FEE UNIT	PROPOSED FEE (FY 2018-19) FEE UNIT	% CHANGE
I. <u>COLLECTION FEE ON DELINQUENT ACCOUNTS FOR LESS THAN \$300.00</u>		<u>100% of Per Delinquent Collection Dollar Account Amount of Account</u>	
N. RECORDATION AND TECHNOLOGY FEE	2.00 Per New License & Per License Renewal	<u>3.00</u> Per New License & Per License Renewal	50.00%
P. SPECIAL EVENT PERMIT	60.00 Per Application	<u>80.00</u> Per Permit	<u>33.33%</u>
U. <u>DUPLICATE RELEASE OF LIEN</u>		<u>162.00</u> Per Lien	
W. <u>PARKING PROMISSORY NOTE ADMINISTRATIVE FEE INDGENT</u>		<u>5.00</u> Per Note	<u>0.00%</u>
X. <u>PARKING PROMISSORY NOTE ADMINISTRATIVE FEE FOR NON-INDGENT</u>		<u>25.00</u> Per Note	
Y. <u>PARKING PROMISSORY NOTE MAINTENANCE FEE</u>		<u>95.00</u> Per Note	
H. ADMINISTRATIVE FEE IN LIEU OF FINE FOR NON-DISPLAYED DISABLED PLACARD (DP) -The \$25.00 processing fee for cancellation of a citation for non-display of DP will be available only as a one-time courtesy to the registered owner of the cited vehicle with a valid DP.	25.00 Per Violation	25.00 Per Violation	0.00%

Housing & Community Development

FY 2018-19 MASTER FEE SCHEDULE

EXHIBIT A: A-12
Housing & Community Development



**City of Oakland
Master Fee Schedule**

Effective July 1, 2018

**HOUSING & COMMUNITY
DEVELOPMENT**

FEE DESCRIPTION	CURRENT FEE (FY 2017-18)		PROPOSED FEE (FY 2018-19)		%
	FEE	UNIT	FEE	UNIT	
LENDING					
A. COMMERCIAL LOAN PROCESSING					
1 Loan Application	100.00	Loan	100.00	Loan	0.00%
2 Loan Closing	1%	Loan Amount	1%	Loan Amount	0.00%
3 Late Payment	5%	Monthly Loan Payment After Days	5%	Monthly Loan Payment After Days	0.00%
B. APPLICATION FEE REFUNDS PROCESSING COST	220.00 Refund	+1% of Payment Amount	220.00 Refund	+1% of Payment Amount	0.00%
C. LOAN INSPECTION FEE WHERE ALLOWED BY STATE OR FEDERAL LAW (PAYABLE ON CLOSING)	1% Amount of Each Housing Development Loan Originated by City Staff Payment Amount		1% Amount of Each Housing Development Loan Originated by City Staff Payment Amount		0.00%
D. RESIDENTIAL LENDING LOAN FEES					
1 Statement Fee	53.00	Loan	53.00	Loan	0.00%
2 Reconveyance Fee	160.00	Loan	160.00	Loan	0.00%
3 Loan Extension Fee	510.00	Loan	510.00	Loan	0.00%
4 Subordination Fee	830.00	Loan	830.00	Loan	0.00%
4 Closing Fees		Actual Cost		Actual Cost Loan	
6 Re-Sale Fees	895.00	Loan	895.00	Loan	0.00%
7 Loan Assumption Fee	510.00	Loan	510.00	Loan	0.00%
E. HOMEOWNERSHIP PROGRAM FEE					
1 FTHB Loan Application Fee	Upto 250.00 per Loan	Loan	Upto 250.00 per Loan	Loan	0.00%
F. RESIDENTIAL LOAN SERVICING LATE FEE					
	6-00% Monthly Loan Repayment Amount		6-00% Monthly Loan Repayment Amount		0.00%
G. HOUSING DEVELOPMENT SERVICES LOAN FEES					
1 Loan Origination Fee	5.00%	Loan Loan	5.00	Loan Loan	0.00%
2 Loan Modification Fee	4,000.00	Loan	4,000.00	Loan	0.00%
3 Subordination Fee	1,400.00	Loan	1,400.00	Loan	0.00%
4 Re-Sale Fees	2,000.00	Loan	2,000.00	Loan	0.00%
5 Loan Assumption Fee	1,050.00	Loan	1,050.00	Loan	0.00%
6 Monitoring Fee	140.00	Per unit per year	140.00	Per unit per year	0.00%
RESIDENTIAL RENT ADJUSTMENT					
A. SALES OF MATERIALS					
1 Copies	0.06	Page	0.06	Page	0.00%
2 Tapes	5.00	Each	5.00	Each	0.00%
3 Compact Disc	11.00	Each	11.00	Each	0.00%



City of Oakland
Master Fee Schedule
Effective July 1, 2018

**HOUSING & COMMUNITY
DEVELOPMENT**

FEE DESCRIPTION	CURRENT FEE (FY 2017-18)		PROPOSED FEE (FY 2018-19)		%
	FEE	UNIT	FEE	UNIT	
B. RENT PROGRAM SERVICE FEE					
1 Annual Service Fee per Unit (Fees are due January 1 and	68.00	Unit	<u>96.02</u>	<u>Unit</u>	41.00%
2 If paid within 30 days late, add 10% late fee. In addition add	68.00 Unit+10%	Unit	<u>96.02 Unit+10%</u>	<u>Unit</u>	41.00%
3 If paid within 60 days late add 25%	68.00 Unit+25%	Unit	<u>96.02 Unit+25%</u>	<u>Unit</u>	41.00%
4 If paid after 60 days late add 50%	68.00 Unit+50%	Unit	<u>96.02 Unit+50%</u>	<u>Unit</u>	41.00%
C. ELLIS ACT FEE					
1 Application fee to withdraw rental unit from rental market	250.000	Unit	250.000	Unit	0.00%
MISCELLANEOUS					
A. JOBS/HOUSING FEE					
1 Impact Fee	5.44	Square Foot	5.44	Square Foot	0.00%
2 Administrative Appeal Fee	556.00	Appeal	556.00	Appeal	0.00%