



FILED
OFFICE OF THE CITY CLERK
OAKLAND
2016 FEB 25 PM 5:45

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Margaret O'Brien
Interim Revenue & Tax
Administrator

SUBJECT: Amending the Master Fee Schedule

DATE: February 10, 2016

City Administrator Approval

Date:

[Handwritten signature]
2/25/16

RECOMMENDATION

Staff Recommends Approval Of An Ordinance Amending Ordinance Number 13320 C.M.S. (As Amended, The FY 2016-17 Master Fee Schedule, "MFS"), To Establish, Modify And Delete Fees And Penalties Assessed By Offices, Departments, Bureaus, And Agencies Of The City Of Oakland, Referenced Herein.

EXECUTIVE SUMMARY

The FY 2016-17 MFS update gives the City Council an opportunity to adopt fee increases, for example the main focus of this update is to recover costs and approve new fees that will address and reduce the current imbalances between revenue and expenditures, and by doing so, allow departments to continue to provide valuable programs and services to the community. All proposed new fees are calculated at full cost recovery.

Amendments to the MFS occur annually. The MFS updates attached to this report were prepared by each Department and demonstrate that the City's proposed fees are compliant 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. The analysis and documentation submitted by each of the Departments demonstrate that the proposed fee modifications comply with the requirements set forth in Proposition 26.

This Ordinance shall be effective immediately, if passed by the affirmative vote of at least six City Councilmembers or seven days after final passage if passed by a affirmative vote of five City Councilmembers. Following final adoption of the amendments, the revised fees and new fees assessed by the Office of the City Attorney, Office of the City Clerk, City Administrator's Office, Public Works Agency, Economic and Workforce Development, Oakland Police Department, Revenue Management Bureau, and the Housing and Community Development Department ("the Departments") will become effective July 1, 2016. However, the proposed fees for the Planning and Building Department, will become effective at the earliest date possible

Item: _____
Finance and Management Committee
March 8, 2016

after the affirmative vote of the City Council, depending on the number of Councilmember votes. The earliest date possible are either:

- April 5, 2016, with an affirmative vote of at least six City Councilmembers; or
- April 12, 2016, with an affirmative vote of five City Councilmembers.

BACKGROUND / LEGISLATIVE HISTORY

The ordinance shows proposed changes to the MFS for FY 2015-16, for City Council adoption. In many instances, changes to the MFS are required to offset increased costs related to the provision of services for which fees are charged. Staff analyzed and documented that the proposed fees or charges within the MFS for FY 2016-17 are 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 the payer bears a fair or reasonable relationship to the payer's burden on, or benefits received from, the activity of service. The changes in fees (added or modified) have been reviewed and structured to meet the requirements of Proposition 26. In areas where fee comparisons are applicable, the City of Oakland's fees are similar to other neighboring jurisdictions. City staff undertook an 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.

The amendments proposed in FY 2016-17 MFS include:

- Increases to existing fees to cover the reasonable cost of providing the service;
- Establish fees for services proposed in the FY 2016-17 Proposed Mid-Cycle Policy Budget or as mandated by State or regional legislation; and
- Decrease to existing fees.

ANALYSIS AND POLICY ALTERNATIVES

In November 2010, California voters approved Proposition 26, a ballot initiative that further restricts the ability of local governments, as well as the State, to raise revenues to fund government services, facilities, and programs. 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 must show that the 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, all departments seeking changes in fees have provided analysis and documentation supporting the costs associated their fees. All new fees and fee changes proposed are structured to be solely cost recovery.

The FY 2016-17 staff evaluations reflected in this report confirm and document that all proposed fees do not exceed that amount the City charges for providing the service or product. City departments calculated fees at full cost, taking into account all salary, fringe benefits, overhead, and retirement, to determine the actual costs. Departments have confirmed in the individual departmental submissions attached hereto that the newly proposed fees and modifications do not exceed the reasonable costs as mandated by Proposition 26, thus the fees are not subject to voter approval. Note: As stated earlier, in areas where a fee comparison is warranted, as applicable, the departments surveyed neighboring jurisdictions to confirm amounts charged are reasonable.

While the City Council may choose to subsidize a service and charge a fee that is less than the true cost to provide the service, it is still necessary to understand the true cost of providing a service. Revenues from revised fees are included in the FY 2016-17 Mid-Cycle Policy Budget. However, depending on the volume, amendments to some fees and proposed new fees may not have a significant revenue impact.

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, if Council does not reduce administration/regulation functions/costs accordingly. 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 the sufficient data including documentary evidence and explanation of methodology to support Council findings that these two requirements—fee covering reasonable costs and fair allocation—are met. To meet this requirement, each of the Departments submitted documentation, consisting of department narratives, findings, and fee calculations for all new fees, which have been verified and approved by the Office of the City Attorney as to form and legality. For documentation of department findings and fee calculations, please see **Attachments A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-10**.

FISCAL IMPACT

The revenues from fees are included in the FY 2016-17 Mid-Cycle Policy Budget, and any modifications to the fee proposal may impact budget balancing. Anticipated revenue will help offset costs to provide services for which the fees are charged, with no net gain to the City's overall budget. The proposed fee changes result in a net increase in revenue budget totaling approximately \$59,500 for the FY 2016-17 proposed General Purpose Fund (1010), of which

\$57,000 is an increase in revenues from the Revenue Management Bureau and \$2,500 from Oakland Police Department. For non-GPF, the only substantial impact is within the Development Services Fund (2415), revenues are expected to increase by an estimated \$120,000 during FY 2016-17.

The RMB recommends Council to approve a \$2.00 Recordation and Technology Fee ("RecTech") to support the Local Tax Software Solution ("LTSS"). The proposed fee will reduce the need to acquire annual funding from other funds, such as the GPF and information technology based funding sources to fund the system's annual service and maintenance costs. The proposed \$2.00 RecTech Fee will be restricted and dedicated to the support of the LTSS and will generate approximately \$100,000 of annual support funding.

PUBLIC OUTREACH / INTEREST

This item requires a Public Hearing, with two separate newspaper notifications of said hearing, allowing for public comment at that time.

COORDINATION

The Revenue Management Bureau, City Administrators Office contacted all City departments, provided them their sections of the current FY 2015-16 MFS and requested their proposed changes for the FY 2016-17 MFS update.

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.

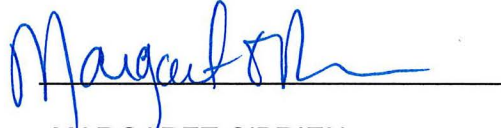
Social Equity: There are no direct social impacts associated with the City Council action requested in this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends Approval Of An Ordinance Amending Ordinance Number 13320 C.M.S. (As Amended, The FY 2016-17 Master Fee Schedule, "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, INTERIM REVENUE & TAX ADMINISTRATOR, at 238-7480.

Respectfully submitted,



MARGARET O'BRIEN
Revenue & Tax Administrator
Revenue Management Bureau

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

List of Department Contributors:

Dara Wiseman, Legal Admin Services Manager
Office of the City Attorney

Sarah Schlenk, Administrative Manager
City Administrators Office

Tom Morgan, Administrative Manager
Public Works

Donneshia Nell Taylor, Fiscal Manager
Police Department

Rina Hernandez, Admin Services Manager
Planning and Building

Nila Wong, Admin Services Manager
Public Works Agency

Michael Munson, Operations Manager
Office of the City Clerk – KTOP

Robert Davila, Admin Services Manager
Oakland Parks and Recreation

Attachments (2):

Attachment A – Departments

- A-1 Office of the City Attorney*
- A-2 Office of the City Clerk*
- A-3 City Administrator's Office*
- A-4 Public Works Agency*
- A-5 Planning & Building Department*
- A-6 Economic & Workforce Development*
- A-7 Oakland Police Department*
- A-8 Revenue Management Bureau*
- A-9 Housing and Community Development Department*
- A-10 Oakland Parks and Recreation*

Attachment B – Master Fee Schedule Ordinance:

Exhibit A: City of Oakland Master Fee Schedule Effective
A-5 Planning & Building Department Fees*

*Exhibit B: All Remaining Fees Effective July 1, 2016:
(A-1, A-2, A-3, A-4, A-6, A-7, A-8, A-9, and A-10)*

*(*Note: Fees shall be effective immediately upon passage if the fees for these departments receive affirmative votes of six or more Councilmembers; otherwise, the fees shall be effective upon the seventh day following adoption. The second reading of this ordinance is scheduled for April 5, 2016. With six City Councilmember votes, the fees for the Planning and Development will be effective immediately and with five votes effective on April 12, 2016.)*

Office of the City Attorney

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-1



INTER OFFICE MEMORANDUM

TO: Andy Best,
Principal Revenue Analyst
Revenue Management Bureau

FROM: Dara Wiseman
Legal Admin Services Manager

SUBJECT: Office of the City Attorney
Master Fee Schedule
Narrative FY 16-17

DATE: January 22, 2016

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 (61.23%), and the other Post-employment (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).

The proposed FY16-17 (Attachment 1) fees were calculated by using the current fees and adding 4% Cost of Living Adjustment (COLA) authorized by the City Council. The City Attorney is not requesting any additional fee revisions at this time.

Dara A. Wiseman

Office of the City Attorney
Legal Administrative Services Manager



**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

CITY ATTORNEY

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)	PROPOSED FEE (FY 2016-17)	%	Justification for Fee Change
	FEE UNIT	FEE UNIT	CHANGE	
A. CITY ATTORNEY'S HOURLY RATES				
1 Deputy City Attorney I	194.00 Hour	201.76 Hour	4.00%	Change due to 4% COLA approved for Local 21
2 Deputy City Attorney II	262.00 Hour	272.48 Hour	4.00%	Change due to 4% COLA approved for Local 21
3 Deputy City Attorney III	289.00 Hour	300.56 Hour	4.00%	Change due to 4% COLA approved for Local 21
4 Deputy City Attorney IV	318.00 Hour	330.72 Hour	4.00%	Change due to 4% COLA approved for Local 21
5 Deputy City Attorney V	350.00 Hour	364.00 Hour	4.00%	Change due to 4% COLA approved for Local 21
6 Paralegal	152.00 Hour	158.08 Hour	4.00%	Change due to 4% COLA approved for Local 21
7 Claim Investigator III	198.00 Hour	205.92 Hour	4.00%	Change due to 4% COLA approved for Local 21
8 Special Counsel	368.00 Hour	382.72 Hour	4.00%	Change due to 4% COLA approved for Local 21
9 Neighborhood Law Corps Attorney	90.00 Hour	93.60 Hour	4.00%	Change due to 4% COLA approved for Local 21

Office of the City Clerk

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-2



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: LaTonda Simmons
Office of the City Clerk /KTOP division

SUBJECT: Master Fee Schedule Amendments

DATE: January 25, 2016

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

A. Delete D-9 as a media type under Duplication, Raw Stock and On-Line Studio Production and Editing Equipment Rental

The fee should be deleted because the City Clerk's Office, KTOP Division no longer uses this type of media or the VTR Machines.

B. Video Operator Technician Labor Charge

All labor charges were adjusted to reflect the 4% increase in compensation.

C. Add Portable 8 Channel Mixer under "On-Line Studio Production and Editing Equipment Rental"

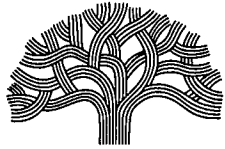
KTOP currently rents this equipment to public / municipal associates to assist in their recordings and audio amplification needs. The proposed rate is \$150.00 per day is based on the mid-range of what might be charged elsewhere.

City Administrator's Office

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-3



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
CITY ADMINISTRATOR

FROM: Sarah T. Schlenk /s/

SUBJECT: FY 2016-17 Master Fee Schedule -- **DATE:** January 28, 2016
CAO Amendments

RECOMMENDATION

The City Administrator's Office (CAO) has analyzed its fees and proposes changes that are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve proposed fee revisions, which include fee increases and decreases to reflect current cost recovery and the transfer of KTOP fees to the City Clerk.

ANALYSIS

As mentioned above, the CAO reviewed its fees in order to determine at what level the fees would be full cost recovery. For special activities fees, the personnel costs were determined by reviewing the classifications involved in the activity, plus the current retirement, fringe and applicable overhead rates were applied based on an hourly rate. The average amount of time required to provide the service was estimated by staff. Additionally, any related printing and supply costs were incorporated.

Many special activities fees were revised during the FY 2015-16 revisions. These proposed changes revise fees that were not updated at that time. Additionally, the staff support for taxi permits was restructured, which slightly lowers certain taxi-related fees.

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	%
	(FY 2015-16)	(FY 2016-17)	
	FEE UNIT	FEE UNIT	CHANGE
SPECIAL ACTIVITIES			
A. APPLICATION FILING FEE FOR A SPECIAL ACTIVITY PERMIT AS REQUIRED BY OAKLAND MUNICIPAL CODE			
b. Annual Permit Fee	750.00 Permit	<u>830.00</u> Permit	10.67%
c. Extended Hours Permit Application	4,000.00 Application	<u>1,125.00</u> Application	12.50%
d. Extended Hours Annual Permit Fee	2,500.00 Permit	<u>2,900.00</u> Permit	16.00%
f. Small Cabaret Exemption Annual Permit Fee	250.00 Permit	<u>275.00</u> Permit	10.00%
C. APPEAL FILING FEE, SPECIAL ACTIVITY PERMITS	450.00 Appeal	<u>650.00</u> Appeal	44.44%
E. ANNUAL PERMIT TO CONDUCT BINGO GAMES FOR	50.00 Year	50.00 Year	0.00%
1 Bingo Hall Permit Fee for Manager of Bingo Hall	4,000.00 Permit	<u>1,150.00</u> Permit	15.00%
I. TAXICAB PERMIT FEES			
1 Driver's Permit			
b. Annual Renewal	85.00 Year	<u>74.00</u> Year	-12.94%
c. Replacement Permit	20.00 Permit	<u>17.00</u> Permit	-15.00%
e. Lapsed Permit (31-60 days)	447.00 Permit	<u>109.00</u> Permit	-6.84%
1 Admin Services for Inspection	475.00 Permit	<u>150.00</u> Permit	-14.29%
2 Inspection Fee	478.00 Inspection	<u>200.00</u> Inspection	12.36%
f. Annual Renewal of Vehicle Permit	749.00 Permit	<u>718.00</u> Permit	-0.14%
5 Amendment to Permit Record			
a. 1-10 Permits	25.00 Each	<u>21.00</u> Each	-16.00%
b. 11+ Permits	250.00 Flat Rate	<u>210.00</u> Flat Rate	-16.00%
6 Costs of Investigations and Enforcement			
a. Assistant to the City Administrator	433.00 Hour	<u>150.00</u> Hour	12.78%
b. Administrative Analyst I-Public Service Representative	407.00 Hour	<u>91.00</u> Hour	-14.95%
2 Costs of Oversight and Administration			
a. City Clerk	246.00 Hour	<u>175.00</u> Hour	-18.98%
b. City Council Analyst	408.00 Hour	<u>110.00</u> Hour	1.85%
c. Deputy City Administrator	207.00 Hour	<u>216.00</u> Hour	4.35%
d. Deputy City Attorney III	446.00 Hour	<u>165.00</u> Hour	13.01%
e. Deputy City Attorney IV	464.00 Hour	<u>182.00</u> Hour	13.04%
f. Lt. Oakland Police Department	447.00 Hour	<u>165.00</u> Hour	12.24%
g. Treasury Analyst	70.00 Hour	<u>77.00</u> Hour	10.00%
h. Assistant to the City Administrator	433.00 Hour	<u>150.00</u> Hour	12.78%
NUISANCE ENFORCEMENT UNIT			
A. PUBLIC NUISANCE ORDINANCE AND NUISANCE EVICTION			
6 Assistant to the City Administrator (Case Manager)	433.00 Hour	<u>150.00</u> Hour	12.78%
7 Administrative Assistant II	66.00 Hour	<u>71.00</u> Hour	7.58%

As mentioned above, KTOP fees are transferred to the City Clerk.

FISCAL IMPACT

The fiscal impact from these fee changes is expected to be minimal due to the marginal nature of the proposed changes. These fees are recovered to the General Purpose Fund (1010).

Attachments:

CAO Proposed Fee Changes

Department-wide MASTER staffing sheet by Job Classification
 Calculate Salaries at Step 5

Annual Hours 1950
 Hours per day 7.5
 Hours per week 37.5
 Days per year 260 0

Assistant to the City Administrator	City Administrator	SM1	1.17	\$ 132,531	110.31%	0.00%	7.47%	\$ 337,689	\$ 288,623
Administrative Assistant II	City Administrator	TW1	1.00	\$ 69,133	110.31%	0.00%	7.47%	\$ 137,490	\$ 137,490
Administrative Analyst I	City Administrator	TW1	1.00	\$ 98,198	110.31%	0.00%	7.47%	\$ 148,520	\$ 148,520
Administrative Assistant to the City Auditor	City Administrator	TW1	1.00	\$ 57,820	110.31%	0.00%	7.47%	\$ 125,919	\$ 125,919
Tax Auditor II	Finance Dept	SD1	0.65	\$ 81,079	110.31%	0.00%	7.47%	\$ 97,565	\$ 176,572
Revenue & Tax Administrator	Finance Dept	DK2	0.10	\$ 186,491	110.31%	0.00%	7.47%	\$ 41,647	\$ 406,114
Police Officer	OPD	PP1	0.05	\$ 109,032	110.31%	15.36%	7.47%	\$ 12,204	\$ 254,241
Deputy City Attorney V	City Attorney	TM1	0.43100	\$ 184,698	110.31%	0.00%	7.47%	\$ 173,363	\$ 402,235
City Auditor	City Auditor	UX1	0.01	\$ 150,946	110.31%	0.00%	7.47%	\$ 4,372	\$ 328,727
Planner III	Planning Bk	TW1	0.00255	\$ 89,703	110.31%	21.53%	7.47%	\$ 547	\$ 214,666
Planner IV	Planning Bk	TW1	0.03	\$ 109,823	110.31%	21.53%	7.47%	\$ 11,827	\$ 262,815
Fire Inspector	OPD	SC1	0.00255	\$ 77,088	110.31%	17.26%	7.47%	\$ 462	\$ 181,179
Graphic Dileanator	Planning Bk	SD1	0.00100	\$ 59,907	110.31%	21.53%	7.47%	\$ 143	\$ 143,362
Building Manager	Planning Bk	UM1	0.00010	\$ 143,520	110.31%	21.53%	7.47%	\$ 34	\$ 343,455
Administrative Asst. II	Planning Bk	TW1	0.0010	\$ 69,133	110.31%	21.53%	7.47%	\$ 151	\$ 151,082
Police Sergeant	OPD	PP1	0.01	\$ 126,083	110.31%	15.36%	7.47%	\$ 2,939	\$ 293,900
Auto Equipment Service Worker	OPW	SC1	1.31	\$ 56,945	110.31%	27.26%	7.47%	\$ 182,514	\$ 139,537
Auto Body Repair Supervisor	OPW	UP1	0.05	\$ 85,392	110.31%	27.26%	7.47%	\$ 10,482	\$ 209,243
Equipment Services Superintendent	OPW	UH1	0.02	\$ 114,417	110.31%	27.26%	7.47%	\$ 6,743	\$ 280,365
Public Works Maintenance Worker	OPW	SC1	0.28	\$ 55,010	110.31%	27.26%	7.47%	\$ 35,047	\$ 134,795
Building Manager	Planning Bk	UM1	0.00010	\$ 143,520	110.31%	21.53%	7.47%	\$ 34	\$ 343,455
Administrative Assistant II	Planning Bk	TW1	0.0010	\$ 69,527	110.31%	21.53%	7.47%	\$ 150	\$ 149,632
Revenue Operations Supervisors	Finance Dept	UH1	0.10	\$ 103,797	110.31%	0.00%	7.47%	\$ 22,605	\$ 226,047
Revenue Assistant	Finance Dept	SD1	0.05	\$ 60,678	110.31%	0.00%	7.47%	\$ 6,607	\$ 132,143
Cashier	Finance Dept	SD1	0.05	\$ 48,044	110.31%	0.00%	7.47%	\$ 5,231	\$ 104,629
City Clerk	City Clerk	DK1	0.02	\$ 160,284	110.31%	0.00%	7.47%	\$ 6,981	\$ 349,063
City Council Analyst	City Council	UG1	0.02	\$ 38,392	110.31%	31.71%	7.47%	\$ 4,406	\$ 220,295
Deputy City Administrator	City Administrator	DK1	0.02	\$ 198,147	110.31%	0.00%	7.47%	\$ 8,630	\$ 431,520
Deputy City Attorney III	City Attorney	TM1	0.00200	\$ 151,960	110.31%	0.00%	7.47%	\$ 662	\$ 330,935
Deputy City Attorney IV	City Attorney	TM1	0.00200	\$ 167,533	110.31%	0.00%	7.47%	\$ 730	\$ 364,849
Lieutenant OPD	OPD	PP1	0.00200	\$ 138,898	111.94%	15.36%	10.01%	\$ 659	\$ 329,543
Treasury Analyst I	Finance Dept	TW1	0.00200	\$ 70,278	110.31%	0.00%	7.47%	\$ 306	\$ 153,050
Public Service Representative	City Administrator	SD1	1.00000	\$ 54,345	110.31%	0.00%	7.47%	\$ 118,438	\$ 118,438

Public Works Agency

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-4



Inter Office Memorandum

TO: SABRINA B. LANDRETH
CITY ADMINISTRATOR

FROM: Brooke A. Levin
PUBLIC WORKS DIRECTOR

SUBJECT: FY 2016-17 Master Fee Schedule
OPW Amendments

DATE: January 26, 2016

City Administrator
Approval

Date

RECOMMENDATION

Staff recommends approval of the Oakland Public Work's (OPW) proposed master fee changes for FY 2016-2017, including modifications and additions of the current assessed fees in compliance with the state's voter-approved Proposition 26.

OUTCOME

Once the MFS ordinance is adopted by the City Council, the revised fees assessed by the Public Works Department will become effective July 1, 2016.

BACKGROUND/LEGISLATIVE HISTORY

The ordinance shows proposed changes to the MFS for FY 2016-17, for City Council adoption. Most changes to the MFS are required to offset increased costs related to the provision of services for which fees are charged. The staff analyzed and documented that the proposed fees or charges within the MFS for FY 2016-17 are 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 the payer bears a fair or reasonable relationship to the payer's burden on, or benefits received from, the activity of service. The changes in fees (added or modified) are intended to meet the requirement of Proposition 26. In areas where fee comparisons are applicable, the City of Oakland's fees are similar to other neighboring jurisdictions.

The amendments proposed in FY 2016-17 MFS include:

- Increases to existing fees to cover the reasonable cost of providing the service;
- New fees for new services proposed are part of the FY 2015-17 Adopted Budget or as mandated by State or regional legislation;
- Elimination of fees for services no longer provided; and,
- Re-alignment of fees to market rate in accordance with other entities or municipalities.

ANALYSIS

In November 2010, California voters approved Proposition 26, a ballot initiative that further restricts the ability of local governments, as well as the State, to raise revenues to fund government services, facilities, and programs. Proposition 26 amended the California Constitution by providing a new definition of the term "tax." Under the current 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 redefined to be taxes and are subject to voter approval.

Agencies seeking to adopt, increase, or extend any fee or charge must show that fee or charge is not a tax. Furthermore, the City of Oakland also must document that the amount of 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 to Proposition 26, all departments were instructed to follow guidelines provided by the City Attorney when analyzing the costs of their fees, where all fees are intended to be solely cost recovery.

The FY 2016-17 analysis confirms and documents that all fees charged do not exceed that amount the City charges for providing the service or product. The Public Works Department calculated fees at full cost, which took into account all salary fringe benefits, overhead, and retirement, and confirm that all existing and new proposed fees do not exceed the reasonable costs as mandated by Proposition 26, thus the fees are not subject to voter approval. Note: if an existing fee is tied to costs other than personnel, then the fee charged is increased by the rate of inflation, also, as stated earlier, in areas where a fee comparison is applicable, the department surveyed neighboring jurisdictions to confirm amounts charged are reasonable.

Another reason for the comprehensive analysis of the MFS, was to identify the true costs of providing City services. While the Council may choose to subsidize a service and charge a fee that is lower than true cost of providing the service, it is still necessary to understand the true cost of providing a service. Revenues from fees are included in

the FY 2015-17 Adopted Policy Budget. However, depending on the volume, amendments to some fees may not have a significant revenue impact.

Below are the key highlights and rationale for amendment proposed in FY 2016-17:

General Fee Increase: Where applicable, all fees were increased to reflect the 4% COLA on personnel costs, as approved by the City Council.

Tree Services Fees: Clarification of three existing fees and proposal of three new fees.

The fee description is clarified and the rate is adjusted on three existing fees to reflect the actual staff cost. This includes the **Non Development Tree Removal Permit fee**, the **Development Tree Removal Permit fee** and the **Undeveloped Property Replacement Tree In Lieu Fee**.

The three new proposed fees include the **Service Fee for City Arborist** at the actual rate; the **City Owned Tree Appeal** per section 12.36.120 OMC (\$509); and the **City Hazardous Tree Appeal** per section 12.36.120 OMC (\$509). The \$509 proposed fee is consistent with the appeal rate in the MFS.

Environmental Services Fees: There are four new proposed fees. **Exemptions from Minimum Required Collection Services - Annual Verification 2nd Unit fee** is added in accordance with OMC 8.28.100 which requires proper solid waste disposal, and allows requirement to be waived by the OPW Director. The Mixed Materials and Organics Collection Services Contract was amended to allow for such waiver for owner-occupied 2nd units, and required the City to verify the information annually (1.5 hours, Program Analyst 1 -\$119.92);

Self-Haul Permit - Application Review and Inspection fee is a new requirement of the OMC 8.28.115 and covers the actual staff cost (6 hours, Recycling Specialist - \$555.32). The OMC 8.28.115 allows property owners or occupants to elect to self-haul solid waste and organics generated at the premises directly to a disposal or processing facility by obtaining a 12-month permit to do so from the OPW Director and paying an annual fee to comply with proper solid waste disposal. This fee is for the administrative costs to the City associated with issuing the permit and monitoring the self-hauler's operations, including periodic inspection of the premises to ensure public health and safety standards are being upheld.

Self-Hauling Permit - Annual Verification fee is a new requirement of the OMC 8.28.115 and covers the actual staff cost (4 hours, Recycling Specialist -\$370.22) to ensure public health and safety standards are being upheld.

Non-Disposal Facility Element (NDFE) Amendment Processing and Implementation fee is needed to cover the City's costs related to updating the City's NDFE (State required planning document) when siting a new non-disposal facility, such as a recycling or organic material processing facility, within the City that was not previously identified in its NDFE (actual staff cost).

Private Sewer Assessment Fee and Assessment Collection Fee. This fee was in the Master Fee Schedule until 2004 and it is proposed to be re-established to assist homeowners to construct sewer improvements, establish private sanitary sewer districts, and share the cost with others homeowners and a fee to collect the Assessment.

POLICY CONSIDERATION

The Council must consider the impact, if any, of 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 may result in a General Purpose Fund subsidy, if Council does not reduce administration/regulation functions/costs accordingly. However, subsidization can be appropriate in situations where the City is trying to encourage business activity or pilot new programs.

PUBLIC OUTREACH/INTEREST

This item requires a Public Hearing, with two separate newspaper notifications of said hearing, allowing for public comment at that time.

COORDINATION

The Revenue Management Bureau and the Budget Office contacted all City departments, provided them sections of the current FY 2015-16 MFS, and requested their proposed changes for FY 2016-17. The OPW worked with the City Administration Office, the Revenue, Budget Office, and the City Attorney to establish compliance with Proposition 26.

COST SUMMARY/IMPLICATIONS

The revenues from fees are included in the FY 2015-17 Adopted Policy Budget, and any modifications to the fee proposal may impact budget balancing. Anticipated

revenue will help offset costs of providing services for which the fees are charged, with no net gain to the City's overall budget.

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.

For questions regarding this report, please contact Tom Morgan, Administrative Manager at (510) 238-7953.

Reviewed by:

Tom Morgan, Administrative Manager
Public Works

Nila Wong, Administrative Services Manager
Public Works

Agenda Report Attachments:

1. Department Fee Proposals

Summary of Proposed MFS Changes

Item	Bureau	Division	Contact Person	Fee Description	Current Fee	Proposed Fee	Justification
1	BEC	Eng.	Gus	Private Sewer Assessment District (PSAD): Application Fee	New	4,980.00	Permit needed to assist homeowners to construct sewer improvements, establish private sanitary sewer districts, and share the cost with others.
2	BEC	Eng.	Gus	Assessment Collection	New	348.00	As part of fee above, this is needed to collect assessment.
3	BFE	Tree Service	Robert Zahn	Non Development Tree Permit	355	N/A	Add "(1-10 trees)" to Fee Description in A2a. to clarify fee charged
4	BFE	Tree Service	Robert Zahn	Non Development Tree Permit	355	\$355+\$10 per tree	Add the line "Non-development tree permit (11-100 trees) plus 10.00 per tree" to clarify the fee charged. This was omitted from the Tree fees in error
5	BFE	Tree Service	Robert Zahn	Development Tree Permit (Over 100 Trees)	355 per hour	\$355 plus \$125.83	Arboricultural hourly rate added to cover actual cost.
6	BFE	Tree Service	Robert Zahn	Undeveloped Property, Replacement Tree In Lieu Fee	Actual Cost	\$619	Cost of planting tree as shown in MFS Trees Services Division A,1,c
7	BFE	Tree Service	Robert Zahn	Service Fee for City Arborist	None	Actual cost	This service fee is missing from the MFS
8	BFE	Tree Service	Robert Zahn	City Owned Tree Appeal	None	\$509.00	This fee is missing from the MFS per section 12.36.120 OMC. It should be added to the MFS under Appeal of the Tree Removal Permit at the same appeal rate of \$509 on page M-4, section 2e
9	BFE	Tree Service	Robert Zahn	City Hazardous Tree Appeal	None	\$509.00	This fee is missing from the MFS per section 12.40.050 OMC. It should be added to the MFS under Appeal of the Tree Removal Permit at the same appeal rate of \$509 on page M-4, section 2e
10	BFE	KOCB	Frank Foster	Special Event Crowd Control Barriers	multiple fees	No change in fee requested	Change to text in Fee Description column: Add "(Delivery & Pick up)" after "Special Event Crowd Control Barrier" under the Fee Description column to clarify fee cost. See page M2 item E1c in the adopted MFS. This was requested during the FY 15-17 budget development process, but was omitted in error.

Item	Bureau	Division	Contact Person	Fee Description	Current Fee	Proposed Fee	Justification
11	BFE	ESD	Peter Slote	Exemptions from Minimum Required Collection Services - Annual Verification 2nd Unit	None	1.5 hours, Program Analyst 1 \$119.92	OMC 8.28.100 requires proper solid waste disposal, and allows requirement to be waived by Director. MMO Contract was amended to allow for such waiver for owner-occupied 2nd units, and required City to verify annually.
12	BFE	ESD	Peter Slote	Self Haul Permit - Application Review and Inspection	None	6 hours, Recycling Specialist \$555.32	New requirement - OMC 8.28.115
13	BFE	ESD	Peter Slote	Self Hauling Permit - Annual Verification	None	4 hours, Recycling Specialist \$370.22	New requirement - OMC 8.28.115
14	BFE	ESD	Peter Slote	Non-Disposal Facility Element Amendment Processing and Implementation	None	Staff Time Actual Cost	This could involve several positions.

Planning and Building Department

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-5



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: January 25, 2016

Planning & Building Department (PBD) 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 \$120k increase in annual fee revenue.

FY15-16 PBD fees were developed as part of a fee study conducted by MGT of America, Inc. (MGT). As part of their analysis, and in anticipation of City-union cost of living adjustments, MGT built in a three percent (3%) cost inflationary factor into all fees. PBD will reanalyze and adjust fees during the FY 2017-19 budget process.

The following is a breakdown of each proposed fee revision:

1. We propose the clean-up of language, deleting “and all other Engineering Process and Approval Requests (Application)” due to the transfer of Engineering to Oakland Public Works (OPW).

FEE DESCRIPTION	Current (FY 2015-16)	Proposed (FY 2016-17)
	FEE UNIT	FEE UNIT
BUILDING SERVICES		
ADMINISTRATION		
2 All Other Permits and All Other Engineering Process and Approval Requests (Application)		

2. Following the December 1, 2015 Community and Economic Development Committee, staff received approval to reinstate the Repeat Offender program. Staff proposes the following fees:

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
CODE ENFORCEMENT		
B. SERVICE FEES		
5 Repeat Offender - violation within 24 months		
a. Complaint Investigation		125.00 Initial Inspection
b. Inspection		206.00 Inspection
c. Repeat Offender Notification		344.00 Notification

3. The minimum dollar amount for code enforcement “Contracted Work” was inadvertently left out during the FY15-16 Master Fee Schedule process.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
CODE ENFORCEMENT		
C. ADMINISTRATIVE FEES		
1 Contracted Work		
a. Demolition	\$1-\$5,000: 30% Instance or \$5,001-\$10,000: minimum 25% Contract, \$10,001+: 20% whichever is greater	\$1-\$5,000: 30% Instance or <u>\$</u> \$5,001-\$10,000: <u>150.00</u> minimum 25% Contract, \$10,001+: 20% whichever is greater
b. All Other	\$1-\$5,000: 30% Instance or \$5,001-\$10,000: minimum 25% Contract, \$10,001+: 20% whichever is greater	\$1-\$5,000: 30% Instance or <u>\$</u> \$5,001-\$10,000: <u>150.00</u> minimum 25% Contract, \$10,001+: 20% whichever is greater

4. The fee for the preparation of Public Documents has been updated to reflect current staff times dedicated to this effort. We also propose a description change from “Escrow Demand Preparation” to “Demand Preparation” for clarification purposes. Lastly, following the December 1, 2015 Community and Economic Development Committee, staff received approval to establish a new fee, “Property Owner Certification”.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
CODE ENFORCEMENT		
C. ADMINISTRATIVE FEES		
2 Public Documents (Order, Invoice, Notice, Declaration, Lien, Release, Termination, etc.)		
a. Preparation	512.00- Document	344.00 Document
7 Escrow Demand Preparation	125.00 Document	125.00 Document
8 <u>Property Owner Certification</u>		<u>60.00</u> Document

5. We propose the transfer of the “Push Cart Food Vending”, and “Vehicular Food Vending” fees to the Planning and Zoning section of the Master Fee Schedule. These fees will also be updated as part of the development of a Citywide Mobile Food Vending Program.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
CODE ENFORCEMENT		
G. PUSH CART FOOD VENDING		
1 Application-Processing	62.00- Pusheart- (non-refundable- application-fee- to-be applied-to- the-permit-fee)	Pusheart- (non-refundable- application-fee- to-be applied-to- the-permit-fee)
2 Initial-Permit-Fee	624.00- Pusheart- (includes- application/- processing-fee)	Pusheart- (includes- application/- processing-fee)
3 Permit-Renewal-Fee	624.00- Pusheart-/Year	Pusheart-/Year
4 Late-Fee		
a. Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:		
1 30-60-Days	10.00% Delinquent Per- Permit	Delinquent Per- Permit
2 61-90-Days	20.00% Delinquent Per- Permit	Delinquent Per- Permit
3 After 90-Days	50.00% Delinquent Per- Permit	Delinquent Per- Permit
5 Legalizing-Illegal-Vendor	914.00- Pusheart	Pusheart

FEE DESCRIPTION	Current (FY 2015-16)	Proposed (FY 2016-17)
	FEE UNIT	FEE UNIT
CODE ENFORCEMENT		
H. VEHICULAR FOOD VENDING PERMIT		
1 Application-Processing	125.00- Site- (non-refundable- application-fee- to-be-applied-to- the-permit-fee)	Site- (non-refundable- application-fee- to-be-applied-to- the-permit-fee)
2 Initial-Permit-Fee	1,374.00- Site-for-12- months- (includes- application-/-	Site-for-12- months- (includes- application-/-
3 Permit-Renewal-Fee	1,374.00- Site-Per-Year	Site-Per-Year
4 Late-Fee		
a. Assessed as a percentage of permit fee based on length- of-time after date of the renewal letter as follows:		
1 30-60-Days	40% Delinquent-Per- Permit	Delinquent-Per- Permit
2 61-90-Days	20% Delinquent-Per- Permit	Delinquent-Per- Permit
3 After-90-Days	50% Delinquent-Per- Permit	Delinquent-Per- Permit
5 Legalizing-Illegal-Vendor	3,644.00- Site	Site

6. The Consultant who calculated the July 1, 2015 fees made calculation errors. Staff is submitting corrected calculations to the “Review of Private Infrastructure Permit” fees. PBD is also proposing to transfer two fees to the OPW section of the Master Fee Schedule; these two fees were inadvertently placed in Planning & Building.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
ENGINEERING		
A. REVIEW OF PRIVATE INFRASTRUCTURE PERMIT		
3 \$50,001 - \$100,000 Construction Value	5,184.00 1st \$50,000 52.00 Each Additional \$1,000 or Fraction Thereof	<u>5,966.00</u> 1st \$50,000 52.00 Each Additional \$1,000 or Fraction Thereof
4 \$100,001 - \$500,000 Construction Value	9,963.00 1st \$100,000 47.00 Each Additional \$1,000 or Fraction Thereof	<u>8,566.00</u> 1st \$100,000 47.00 Each Additional \$1,000 or Fraction Thereof
5 Over \$500,000 Construction Value	31,364.00 1st \$500,000 45.00 Each Additional \$1,000 or Fraction Thereof	<u>27,366.00</u> 1st \$500,000 45.00 Each Additional \$1,000 or Fraction Thereof
6 General Plan Surcharge (Assessed On All P-JOB Permits)	0.17% of Review Construction Valuation	
7 Extension of P-Job Permit for Work Incomplete After One-Year	909.00 Plan/ Improvement	

7. We propose to transfer the “Creek Protection Permit” fee and the corresponding notification fees to the Planning and Zoning section of the Master Fee Schedule. The Appeal to the Planning Commission fee has been adjusted to be consistent with other Planning Commission appeal fees.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
ENGINEERING		
E. CREEK PROTECTION PERMIT		
1 Category-I	No Permit Required	
2 Category-II	139.00- Permit	
3 Category-III	682.00- Permit	
4 Category-IV (Up to 8 Hours)	1,331.00- Permit	
5 Over 8 Hours	160.00- Hour or Fraction- of	
6 Appeal of Determination to Building Official	532.00- Appeal	
7 Appeal to the Planning Commission	1,034.00- Appeal	
8 Inspection		
a. Basic	400.00- Inspection	
b. Over 3 inspections	160.00- Inspection	
PLANNING & ZONING		
A. APPLICATIONS UNDER THE OAKLAND ZONING REGULATIONS		
18 Application Notification Fee		
u. Category-III Creek Permit	1,105.00 Report	1,105.00 Notification
v. Category-IV Creek Permit	1,105.00 Report	1,105.00 Notification

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
PLANNING & ZONING		
U CREEK PROTECTION PERMIT		
1 <u>Category I</u>	No Permit Required	No Permit Required
2 <u>Category II</u>	139.00 Permit	139.00 Permit
3 <u>Category III</u>	682.00 Permit	682.00 Permit
4 <u>Category IV (Up to 8 Hours)</u>	1,331.00 Permit	1,331.00 Permit
5 <u>Over 8 Hours</u>	160.00 Hour or Fraction of	160.00 Hour or Fraction of
6 <u>Appeal of Determination to Building Official</u>	532.00 Appeal	532.00 Appeal
7 <u>Appeal to the Planning Commission</u>	1,034.00 Appeal	<u>890.00</u> Appeal
8 <u>Inspection</u>		
a. <u>Basic</u>	400.00 Inspection	400.00 Inspection
b. <u>Over 3 inspections</u>	160.00 Inspection	160.00 Inspection
9 <u>Category IV Creek Permit Notification</u>	1,105.00 Report	1,105.00 Notification
10 <u>Category III Creek Permit Notification</u>	1,105.00 Report	1,105.00 Notification

8. This fee adjustment is being proposed to reflect actual labor time needed for revisions.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
ENGINEERING		
F. REVIEW OF GEOTECHNICAL REPORT REQUIRED FOR PROJECTS LOCATED IN SEISMIC HAZARD ZONE AS IDENTIFIED BY THE STATE GEOLOGIST		
a. <u>Regular Working Hours</u>	474.00 Hour or Fraction of	<u>250.00</u> Hour or Fraction of

9. We propose that Solar Electric permits have their own separate inspection fee based on inspections performed per kilowatt. We also propose that Window – Replacement/Retrofit have their own separate inspection fee based on number of windows.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
INSPECTION		
h. <u>Solar Electric</u>		
1 <u>Residential</u>		<u>180.00</u> Permit
2 <u>Commercial</u>		
a. <u>1-10 k</u>		<u>180.00</u> Permit (3 inspections max)
b. <u>11-100 k</u>		<u>240.00</u> Permit (4 inspections max)
c. <u>101 K or higher</u>		<u>360.00</u> Permit (6 inspections max)

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
INSPECTION		
L. <u>Window - Replacement/Retro Fit</u>		
a. 1-10 windows		110.00 Permit (2 inspections max)
b. 11-100 windows		240.00 Permit (4 inspections max)
c. 101 windows or more		360.00 Permit (6 inspections max)

10. We propose deleting these fees as inspections for these items are done in combination with sink fixture inspections.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
INSPECTION		
F. INSPECTION OF FIXTURES AND WASTE DEVICES		
10 Dishwashing Equipment		
a. Domestic	48.75- Each	- Each
11 Garbage Disposal Unit		
a. Domestic	48.75- Each	- Each

11. We propose to delete the “Processing fee” and include this fee as part of the Plan Checking - Routing fee. In addition, we are proposing a further break down of the “Plan Checking” fee to distinguish between Front Counter staff time and Engineer review.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
PLAN CHECK		
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION FOR A PERMIT REQUIRED BY OAKLAND BUILDING CODE OR OAKLAND SIGN CODE OR ANY SECTION OF THE OAKLAND MUNICIPAL CODE		
1 Processing Fee Project Value \$5,001 or above	84.00 Permit	Permit
2 Plan Checking - Routing	448% Inspection Fee	125% Inspection Fee
2.a Plan Checking - Front Counter Support		84.00 per 1/2 hour
2.b Plan Checking - Engineer Review Support		125.00 per 1/2 hour

12. This proposed adjustment is required in order to align with the “Processing Request for Alternate Materials or Method of Construction” (AMR) fees, as this requires the same level of effort.

FEE DESCRIPTION	Current (FY 2015-16)	Proposed (FY 2016-17)
	FEE UNIT	FEE UNIT
BUILDING SERVICES		
PLAN CHECK		
G. BOARD OF EXAMINERS & APPEALS		
1 Grade I - Minimum Code Technically or Deviations Requiring Limited Management Staff Time	229.00-Appeal	<u>568.00</u> Appeal
2 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management	310.00-Appeal	<u>610.00</u> Appeal
3 Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stage	804.00-Appeal	<u>970.00</u> Appeal
4 Grade IV - Dangerous Building Code and Appeals by Other City Departments	804.00-Appeal	<u>970.00</u> Appeal

13. These were inadvertently left under Planning & Building and should be located under the OPW section of the Master Fee Schedule.

FEE DESCRIPTION	Current (FY 2015-16)	Proposed (FY 2016-17)
	FEE UNIT	FEE UNIT
PLAN CHECK		
N. DRIVEWAY APPEALS		
1 Grade I - Minimum Code Deviations Requiring Limited Staff Time	568.00-Appeal	Appeal
2 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management	568.00-Appeal	Appeal
3 Appeals for Projects in Design Stage	762.00-Appeal	Appeal
4 Appeals to City Council	762.00-Appeal	Appeal

14. We propose a correction to the unit value from “Report” to “Notification”, and a correction to the published fees for “Appeals to City Council” and “Appeals to Planning Commission”, to align with other appeal fees.

FEE DESCRIPTION	Current (FY 2015-16)		Proposed (FY 2016-17)	
	FEE UNIT		FEE UNIT	
PLANNING & ZONING				
A. APPLICATIONS UNDER THE OAKLAND ZONING REGULATIONS				
1 Major Conditional Use Permit				
b. Notification Fee: Major Conditional Use Permit	1,105.00	Report	1,105.00	<u>Notification</u>
2 Major Variance				
b. Notification Fee: Major Conditional Use Permit	1,105.00	Report	1,105.00	<u>Notification</u>
3 Rezoning				
b. Notification Fee: Rezoning / Zoning Text Amendment	1,105.00	Report	1,105.00	<u>Notification</u>
4 Planned Unit Development (Preliminary)				
d. Notification Fee: Planned Unit Development (Preliminary)	1,105.00	Report	1,105.00	<u>Notification</u>
5 Planned Unit Development (Final)				
c. Notification Fee: Planned Unit Development: Final Planning Commission Action	1,105.00	Report	1,105.00	<u>Notification</u>
6 Minor Variance				
b. Notification Fee: Minor Variance	1,105.00	Report	1,105.00	<u>Notification</u>
7 Minor Conditional Use Permit				
b. Notification Fee: Minor Variance	1,105.00	Report	1,105.00	<u>Notification</u>
8 Regular Design Review				
c. Notification Fee: Regular Design Review (Except for Landmarks)	1,105.00	Report	1,105.00	<u>Notification</u>
9 Small Project Design Review				
f. Notification Fee: Small Project Design Review (if notice required)	570.00	Report	570.00	<u>Notification</u>
10 Special Residential Design Review				
c. Notification Fee: Development Agreement	1,105.00	Report	1,105.00	<u>Notification</u>
12 Appeals				
d. Notification Fee: Appeals to Planning Commission	524.00	Report	524.00	<u>Notification</u>
e. Notification Fee: Appeals to City Council	524.00	Report	524.00	<u>Notification</u>
13 Requests				
a. For Extension of Time of Approved Permit	314.00	Request	314.00	Request
15 General Plan Amendment				
a. Notification Fee: Request for General Plan Amendment	1,105.00	Report		<u>Notification</u>
18 Application Notification Fee				
a. Major Conditional Use Permit	1,105.00	Report	1,105.00	<u>Notification</u>
b. Major Variance	1,105.00	Report	1,105.00	<u>Notification</u>
c. Rezoning / Zoning Text Amendment	1,105.00	Report	1,105.00	<u>Notification</u>
d. Development Agreement	1,105.00	Report	1,105.00	<u>Notification</u>
e. Tentative Map	1,105.00	Report	1,105.00	<u>Notification</u>
f. Request for General Plan Amendment	1,105.00	Report	1,105.00	<u>Notification</u>
g. Private Access Easement	1,105.00	Report	1,105.00	<u>Notification</u>
h. Minor Variance	1,105.00	Report	1,105.00	<u>Notification</u>
i. Minor Conditional Use Permit	1,105.00	Report	1,105.00	<u>Notification</u>
j. Appeals to City Council	4406.00	Report	524.00	<u>Notification</u>
k. Request for Environmental Review (CEQA/NEPA)	1,105.00	Report	1,105.00	<u>Notification</u>
l. Parcel Map	1,105.00	Report	1,105.00	<u>Notification</u>
m. Planned Unit Development: Preliminary Planning Commission Action	1,105.00	Report	1,105.00	<u>Notification</u>
n. Planned Unit Development: Final Planning Commission Action	1,105.00	Report	1,105.00	<u>Notification</u>
o. S-11 Site Development and Design Review: No Public	1,105.00	Report	1,105.00	<u>Notification</u>
p. Appeals to Planning Commission	4406.00	Report	524.00	<u>Notification</u>
q. Regular Design Review (Except for Landmarks)	1,105.00	Report	1,105.00	<u>Notification</u>
r. Accessory Signage for Civic Activities	1,105.00	Report	1,105.00	<u>Notification</u>
s. Challenge to Negative Declaration/Environmental	1,105.00	Report	1,105.00	<u>Notification</u>
t. Appeal of Director's Determination that EIR/EIS is Required	1,105.00	Report	1,105.00	<u>Notification</u>
B. APPLICATIONS UNDER THE OAKLAND SUBDIVISION				
3 Private Access Easement				
a. Notification Fee: Private Access Easement	1,105.00	Report	1,105.00	<u>Notification</u>
9 Application Notification Fee				
a. Tentative Map	1,105.00	Report	1,105.00	<u>Notification</u>
b. Parcel Map	1,105.00	Report	1,105.00	<u>Notification</u>
C. REQUEST FOR ENVIRONMENTAL IMPACT ASSESSMENT (CEQA/NEPA)				
2 Request for Environmental Review (If Project is Not Exempt)				
b. Notification Fee: Request for Environmental Review or an Environmental Assessment under NEPA	889.00	Report	889.00	<u>Notification</u>
4 Challenge or Appeal of any Environmental Determination or a Categorical Exclusion under NEPA				
a. To City Planning Commission	2044.00	Appeal	890.00	Appeal
b. To City Council	2011.00	Appeal	1,124.00	Appeal
c. Notification Fee: Challenge to Negative Declaration	2,011.00	Report	2,011.00	<u>Notification</u>
d. Notification Fee: Appeal of Director's Determination that EIR is Required	2,011.00	Report	2,011.00	<u>Notification</u>
5 Request for Notification for Environmental Determination/Review/Challenge/Appeal	664.00	Notification	524.00	<u>Notification</u>

15. PBD is proposing a new fee to support Planning extension requests that are sent to the Planning Commission for action (after administrative extensions are exhausted).

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
PLANNING & ZONING		
A. APPLICATIONS UNDER THE OAKLAND ZONING REGULATIONS		
13 Requests		
1. Exhausted Administrative Extensions - sent to Planning Commission		1,225.00 Request

16. We propose that the appeal fees for Environmental Impact Assessment align with other appeal Planning fees.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
PLANNING & ZONING		
C. REQUEST FOR ENVIRONMENTAL IMPACT ASSESSMENT (CEQA/NEPA)		
4 Challenge or Appeal of any Environmental Determination or a Categorical Exclusion under NEPA		
a. To City Planning Commission	2,044.00 Appeal	890.00 Appeal
b. To City Council	2,044.00 Appeal	1,124.00 Appeal

17. The fees for Unattended Donation/Collection Boxes (UDCB) were approved per Ordinance 13335 CMS, and should be added to the Master Fee Schedule.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
PLANNING & ZONING		
R. Unattended Donation/Collection Boxes (UDCB)		
1. UDCB Permit Application (includes one permit inspection)		467.00 Permit
2. UDCB Permit Renewal (includes one permit inspection)		214.00 Report

18. On July 14, 2015, staff of the Strategic Planning Division brought an informational report to the Community and Economic Development Committee of the Oakland City Council, detailing how a citywide mobile food vending program could operate in Oakland. Community workshops and public meeting were subsequently held to allow for public comment, before a final proposal is presented. Below are the current proposed fees that may replace the existing mobile food vending fees. These fees are subject to change based on the final outcome and adoption of the program and regulations.

FEE DESCRIPTION	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
PLANNING & ZONING		
S. FOOD VENDING		
<u>1. Annual and Seasonal Food Vending Facility permit (for Application Processing)</u>		
<u>a. Annual permit application fee for motorized vehicle</u>		<u>850.00 per motorized vehicle</u>
<u>b. Annual permit application fee for pushcart</u>		<u>850.00 Pushcart / Year</u>
<u>c. Seasonal permit application fee (1-90 days of operation)</u>		<u>425.00 per application</u>
<u>d. Notification fee</u>		<u>275.00 Notification</u>
<u>e. Late fee</u>		
<u>1 30-90 Days</u>		<u>10.00% Delinquent Per Permit</u>
<u>2 61-90 Days</u>		<u>20.00% Delinquent Per Permit</u>
<u>3 After 90 Days</u>		<u>50.00% Delinquent Per Permit</u>
<u>f. Legalizing Illegal Vendor</u>		<u>625.00 Legalization</u>
<u>g. Additional Locations for individual permit holders (per location)</u>		<u>200.00 per location</u>
<u>1 Food Vending Group Site Permit</u>		
<u>a. Application/Processing</u>		<u>850.00 Application</u>
<u>b. Notification fee</u>		<u>275.00 Notification</u>
<u>c. MFV Parking Space Use Fee</u>		<u>2.50 Per Hour</u>
<u>d. MFV Parking Space Use Sign</u>		<u>3.50 Per Sign</u>

_____/s/_____

Rachel Flynn
 Director, Planning and Building Department

Economic and Workforce Development

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-6



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
CITY ADMINISTRATOR

FROM: Mark Sawicki /s/

SUBJECT: FY 16-17 Master Fee Schedule --
EWD Amendments

DATE: January 28, 2016

RECOMMENDATION

The Economic & Workforce Development (EWD) Department has analyzed its fees and proposes increases that are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve proposed fee revisions, which include fee increases toward full cost recovery. The EWD proposed fee changes are included as attachment to this memo.

ANALYSIS

As mentioned above, EWD reviewed its fees in order to determine at what level the fees would be full cost recovery. Personnel costs were determined by reviewing the classifications/salary (including the recently negotiated Cost of Living Adjustment (COLA) involved in each activity, plus updated retirement, fringe and overhead rates. The average amount of time required to provide the service was estimated by staff.

1. Processing fees related to real estate property sales, appraisals and telecommunications leases are proposed to increase to full cost recovery.

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	% CHANGE
	(FY 2015-16)	(FY 2016-17)	
	FEE UNIT	FEE UNIT	
REAL ESTATE SERVICES			
A. PROCESS FEE			
1 Administrative Processing Fee for the Sale of Substandard	2,253.00 Parcel	2,475.00 Parcel	9.85%
2 Administrative Processing Fee for Surplus Property	4,514.00 Parcel	1,665.00 Parcel	9.97%
3 Processing Fee for Code Compliance Litigation Guarantees - Residential Properties	548.00 or 10% Report or of Actual Cost of Litigation Guarantee	600.00 or 10% Report or of Actual Cost of Litigation Guarantee	9.49%
4 Processing Fee for Code Compliance Litigation Guarantees - Commercial	548.00 or 10% Report or of Actual Cost of Litigation Guarantee	600.00 or 10% Report or of Actual Cost of Litigation Guarantee	9.49%
5 Processing Fee for Appraisals			
a. Residential Properties	775.00 Appraisal	850.00 Appraisal	9.68%
b. Commercial Properties	4,114.00 Appraisal	1,225.00 Appraisal	9.96%
6 Administrative Processing Fee for new telecommunication	2,362.00 Request	2,598.00 Request	9.99%
7 Administrative processing fee for Telecommunication	2,436.00 Request	2,349.00 Request	9.97%
8 Administrative processing fee for new Revenue-Generating	4,683.00 Request	1,850.00 Request	9.92%
B. EASEMENT REVIEW FEE	2,362.00 Each	2,598.00 Each	9.99%

2. Fees related to the review and facilitation of public art proposals on public, private and Caltrans property are proposed to increase to full cost recovery.

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	% CHANGE
	(FY 2015-16)	(FY 2016-17)	
	FEE UNIT	FEE UNIT	
PUBLIC ART PROGRAM, CULTURAL ARTS & MARKETING			
A. REVIEW AND FACILITATION FEE			
1 Public Art proposals for City property initiated by artist or community (with or without City funding) and City-funded or required Public Art proposals for private property	327.00 3-hr Minimum 409.00 per add'l hour	339.00 3-hr Minimum 113.00 per add'l hour	3.67%
2 Public Art official gifts to the City	1,090.00 3-hr Minimum 409.00 per add'l hour	1,130.00 10-hr Minimum 113.00 per add'l hour	3.67%
B. REVIEW, PERMIT PREPARATION AND PROCESS FEE			
1 Non-City Public Art projects proposed for Caltrans property	1,090.00 3-hr Minimum 409.00 per add'l hour	1,130.00 10-hr Minimum 113.00 per add'l hour	3.67%

3. EWD Enterprise Zone document retrieval fees are proposed to increase to closer cost recovery.

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	% CHANGE
	(FY 2015-16)	(FY 2016-17)	
	FEE UNIT	FEE UNIT	
A. Retrieval of Enterprise Zone Hiring Tax Credit	50.00 Each	60.00 Each	20.00%

FISCAL IMPACT

The revenues associated with the Real Estate and Public Art fees are deposited into the GPF; however, the volume is modest and difficult to project – as such, no revenue budget adjustment is proposed.

Attachments:

EWD Proposed Fees

Name of Fee
Annual Unit Volume

EZ Retrieval Fee

1

DESCRIPTION OF COST

A) Personnel Analysis:

Class Name	Hour	Salary, Benis & Overhead (Col J) from Master Staffing Sheet	Actual Cost @ FTE %
Employee Services Supervi	0.50	\$ 122	\$ 61
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		Total Amount	\$ 61

B) Other Operating Expenses:

Account Number	Description	Total Expense
52XXX	Box Access/Pull	\$ 2.10
	Transportation	\$ 1.75
	Refile	\$ 1.75
58XXX		
59XXX		
	Subtotal:	\$ 5.60
Total Dept Expenditures		\$ 66
	Total Annual Volume	1
	Fee	\$ 66

Economic & Workforce Development

	FEE DESCRIPTION	Volume	FEE	Unit	Annual Revenue
A. PROCESS FEE					
1	Administrative Processing Fee for the Sale of Substandard Surplus City Parcels	?	\$ 2,475.00	Parcel	
2	Administrative Processing Fee for Surplus Property (Planning Commission)	?	\$ 1,665.00	Parcel	
3	Processing Fee for Code Compliance Litigation Guarantees - Residential Properties		\$600 or 10%	Report or of Actual Cost of Litigation Guarantee	\$ 36,000.00
4	Processing Fee for Code Compliance Litigation Guarantees - Commercial	60	\$600 or 10%	Report or of Actual Cost of Litigation Guarantee	\$ 60,000.00
5	Processing Fee for Appraisals				
	a. Residential Properties	?	\$ 850.00	Appraisal	
	b. Commercial Properties	?	\$ 1,225.00	Appraisal	
6	Administrative Processing Fee for new telecommunication leases or licenses	?	\$ 2,598.00	Request	
7	Administrative processing fee for Telecommunication License Equipment Modification Reviews	?	\$ 2,349.00	Request	
8	Administrative processing fee for new Revenue-Generating Leases and Licenses	?	\$ 1,850.00	Request	
B. EASEMENT REVIEW FEE			\$ 2,598.00	Each	

- A
- 1 This fee is required to process sub-standard City surplus property to abutting property owners. The sale of surplus property will help eliminate blight in the community and lower the City's on-going maintenance costs and liability risks. Cost is based on **14 hours of staff time for a Real Estate Agent and 7 hours of clerical support**, including department overhead and central services overhead. This process fee shall not be applicable to City sponsored and City funded programs relating to the disposal or sale of sub-standard surplus City parcels.
This fee is required to process non-zoned City surplus property through the Planning Commission for zoning determination prior to sale. In order to sell City surplus property, the Planning Commission must process the City's application to zone the property. Real Estate staff incurs costs for processing the application and appearing before the Planning Commission – as required by City Ordinance 11602 dated June 29, 1993. Cost is based on **10 hours staff time for a Real Estate Agent and 4 hours of clerical support**, including departmental overhead and central services overhead. This processing fee shall not be applicable to City sponsored and City funded programs relating to the disposal or sale of sub-standard surplus City parcels.
 - 2
 - 3 This processing fee is based upon the cost to administer the various title and escrow company contracts required by Code Compliance and the City's Blight Ordinance for residential properties. It is estimated we will do a minimum of 60 reports per year. Cost is based on **4 hours of staff time for a Real Estate Agent and 1 hour of clerical support**, including department overhead and central services overhead. The Real Estate Division must perform on-going title contract administration to ensure Code Compliance receives timely title company litigation guarantees.
 - 4 This processing fee is based upon the increased cost to administer the various title and escrow company contracts required by Code Compliance and the City's Blight Ordinance for commercial properties. It is estimated we will do approximately 100 reports per year. Cost is based on **4 hours of staff time for a Real Estate Agent and 1 hour of clerical support**, including department overhead and central services overhead.
 - 5a This processing fee is required to process appraisal reviews for real estate that is residential in nature. A SFR, 1-4 units or land for a SFR or 1-4 units. Fee based on **6 hours of staff time for a Real Estate Agent and 1 hours of clerical support**, including department overhead and central services overhead. This processing fee shall not be applicable to City sponsored and City funded programs.
 - 5b This processing fee is required to process appraisal reviews for real estate that is commercial in nature. Apartment buildings, industrial, retail Hotel and land for such developments. Fee based on **9 hours of staff time for a Real Estate Agent and 1 hours of clerical support**, including department overhead and central services overhead. This processing fee shall not be applicable to City sponsored and City funded programs.
 - 6 This processing fee is based on the cost to draft and administer a telecommunications lease or license. Fee based on **16 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.
 - 7 This processing fee is based on the cost to draft and administer a telecommunications lease or license. Fee based on **14 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.
 - 8 This processing fee is based on the cost to draft and administer new revenue generating lease or license. Fee based on **10 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.
- B This fee is paid by people (the public) who require the use of City property. Easements encumber and restrict the value of City property. This is a service provided to the public. Fee based on **16 hours of staff time, 2 hours of managers time and 2 hours of clerical support**, including department overhead and central services overhead.

Name of Fee
Annual Unit Volume

Real Estate

DESCRIPTION OF COST

A) Personnel Analysis:

Class Name	Hour	Salary, Benis & Overhead (Col J) from Master Staffing Sheet	Actual Cost @ FTE %
Real Estate Agent	1.00	\$ 125	\$ 125
Real Estate Manager	1.00	\$ 198	\$ 198
Admin Analyst II	1.00	\$ 105	\$ 105

Economic & Workforce Development

FEE DESCRIPTION	Volume	FEE	Unit	Annual Revenue	Full Cost Recov
A. REVIEW AND FACILITATION FEE					
1 Public Art proposals for City property initiated by artist or community (with or without City funding) and City-funded Public Art proposals for private property	6	\$ 339.00 \$ 113.00	3-hr Minimum per add'l hour	\$ 2,034.00	\$ 339.75 \$ 113
2 Public Art official gifts to the City	0	\$ 1,130.00 \$ 113.00	10-hr Minimum per add'l hour	\$ -	\$ 1,132.51 \$ 113
B. REVIEW, PERMIT PREPARATION AND PROCESS FEE					
1 Non-City Public Art projects proposed for Caltrans property	2	\$ 1,130.00 \$ 113.00	10-hr Minimum per add'l hour	\$ 2,260.00	\$ 1,132.51 \$ 113

- A.1 (City property and/or City funding): These projects are the most common. They require a bare minimum of three hours' staff review, processing and assistance. The proposals must be reviewed by the Public Art Advisory Committee (PAAC) and the three hours includes staff communication with applicant, assembly of proposal packet for review, posting agenda materials, facilitating presentation at Committee, and documenting the result for artist/sponsor. Any additional complexity adds hours.

- A.2 (Gifts to City): The least frequent type of project we review. Takes at least 10 hours because we are required to convene a special review panel that meets separately and then makes recommendations to the PAAC and Council, in addition to the steps for type A.1. Staff must also negotiate a maintenance agreement with the donor. Frankly, this fee is probably the most disproportionate to cost recovery for actual elapsed staff time. (Example: The Remember Them humanitarian monument. This

- B.1. (Caltrans property): The maximum documented time we've spent on a Caltrans project was 39 hours; however this included learning time for staff on all-new Caltrans policies and application procedures. We've streamlined the process to the 10-hour minimum to keep down costs for the applicant. Though similar to type A.1, these projects also require staff to go to Council with a resolution to accept the project, and to prepare, submit, and monitor Caltrans permit applications.

MASTER FEE SCHEDULE
Public Art Program Fees

Minimum Hours Required

Task	A. 1. Community Initiated	A.2. Public Art Gifts	B.1. Projects on Caltrans Property
Communications with artist/sponsor/donor: Initial intake, advise on process, staff review of proposal	1	1.5	2
Coordinate with PWA/Parks/other depts. re. siting		1	
Coordinate Gifts Panel review		4.5	
Prep reports and coordinate PAAC meeting review	1.5	2	1.5
Follow-up with artist/sponsor	0.5	1	0.5
Write narrative, gather supporting materials for Caltrans application			1.5
Assemble, copy and mail/deliver Caltrans application			1.5
Encroachment Permit app. process			1
Encroachment permit coordination with Caltrans			2
TOTALS	3	10	10

Department-wide MASTER staffing sheet by Job Classification
 Calculate Salaries at Step 5

Annual Hours 1950
 Hours per day 7.5
 Hours per week 37.5
 Days per year 260

Position Title	City Dept	Rep Code	# of FTE	Hourly Wages, Cost at Step 5	Benefits	Overhead	OPEB	Total Salary, Benefits & Overhead	Salary, Benefits & Overhead per FTE	
Program Analyst III	Office of Ecor	UM2	1.00	\$ 48	110.31%	33.84%	7.47%	\$ 122	\$ 122	\$
Program Analyst II	Office of Ecor	UM2	1.00	\$ 42	110.31%	33.84%	7.47%	\$ 105	\$ 105	\$
								\$ -	\$ -	\$
Real Estate Agent	Office of Neig	TF1	1.00	\$ 49	110.31%	33.84%	7.47%	\$ 125	\$ 125	\$
Real Estate Manager	Office of Neig	UM2	1.00	\$ 79	110.31%	33.84%	7.47%	\$ 198	\$ 198	\$
Admin Analyst II	Office of Neig	TW1	1.00	\$ 42	110.31%	33.84%	7.47%	\$ 105	\$ 105	\$
								\$ -	\$ -	\$
Employment Services Supervisor	Office of Ecor	UH1	1.00	\$ 48	110.31%	33.84%	7.47%	\$ 121	\$ 121	\$
Admin Analyst II	Office of Ecor	TW1	1.00	\$ 42	110.31%	33.84%	7.47%	\$ 105	\$ 105	\$

113 Public Art Fees
 Public Art Fees

x 1.5%
 182.20 \$ 66.33
 157.48

Oakland Police Department

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-7



INTER OFFICE MEMORANDUM

TO: Sabrina Landreth
City Administrator

FROM: Sean Whent
Chief of Police

SUBJECT: Oakland Police Department Master Fee
Schedule Changes

DATE: January 25, 2016

RECOMMENDATION

The Oakland Police Department (OPD) has analyzed and determined that department fees are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve increasing the Medium Event and Large Event fees. OPD's fee calculations are presented in an attachment to this memo.

OUTCOME

Once the Master Fee Schedule (MFS) ordinance is adopted by the City Council, the revised fees assessed by all City Offices, Departments, and Agencies will become effective July 1, 2016.

ANALYSIS

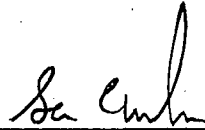
According to California law, local governments may charge fees to individuals or groups for permits or programs when it is clear that the benefit received is exclusive to the individual or group and not to the community at large. OPD increased many of its fees in FY15-16 to a contemporary cost-recovery level to better account for the true internal cost and reduce the subsidy provided by other community members who do not receive the benefit. In FY15-16, three special event fees were among the fees increased (Encroachment Permit, Small Event and Parade/Festival Permit). At the time, the Medium Event and Large Event fees were still being analyzed and were not increased. OPD has since completed its analysis and recommend also increasing the Medium Event and Large Event fees to recover additional costs associated with providing the service. This analysis covered the fully-loaded rate of compensation for an Officer and Account Clerk II. The analysis also included an estimate of how much time is required from an Officer and Account Clerk II based on previous, similar occurrences.

Based on the analysis, the Oakland Police Department proposes to increase the Medium Event Fee from \$100 to \$135 and the Large Event Fee from \$150 to \$200 to better align with the actual cost to provide this service. Per Chapter 9.52.05 of the Oakland Municipal Code, the Chief of Police shall have the discretion to completely waive this fee for nonprofit organizations.

COST SUMMARY/IMPLICATIONS

Increasing the Medium Event and Large Event fees will allow the City of Oakland to recoup additional costs associated with the provided service. The fee increases will result in an estimated \$2,500 revenue increase per year.

Respectfully submitted,



Sean Whent
Chief of Police
Oakland Police Department

Prepared by:
Donneshia Nell Taylor, Fiscal Manager
OPD, Office of the Chief, Fiscal Services Division

Attachment:
--OPD Fee Calculations

City of Oakland
Police - Fiscal Services

Medium Special Event

MFS Section:

Police Department Section AE

Quantity	1	Current	Calculated	Proposed
	\$	100	\$ 206	\$ 135
Total		100	206	135

Estimated Time of Processing

Police Officer	90	Minutes
Account Clerk II	30	Minutes

Total Processing Time	120	Minutes
------------------------------	------------	----------------

Estimated Cost of Material

Application	\$ 0.25
Envelope	\$ 0.25
Postage	\$ 0.46
Paper & Printing	\$ 0.20
Total Cost of Material	\$ 1.16

Estimated Fee

Police Officer	\$ 243,704.00
Hourly rate	\$ 117.17
cost per minute	\$ 1.95
Cost for 90 Minutes	\$ 175.75
Account Clerk II	\$ 113,794.23
Hourly rate	\$ 58.36
cost per minute	\$ 1.0
Costs for 30 Minutes	29.18
Total Staff Cost	\$ 204.93
Total Material Cost	\$ 1.16
Total Cost of Staff & Material	\$ 206.09

Description:

The Police Officer has a lot of back and forth with the customer via phone and in person to ensure all necessary documents are submitted, proper signatures are provided and the payment is made. The information is tracked via a weekly log. The Account Clerk II processes pre-payments, performs reconciliation and creates invoices for events requiring Police services.

City of Oakland
Police - Fiscal Services

Large Special Event

MFS Section:

Police Department Section AE

	Quantity	1	\$	Current	\$	Calculated	\$	Proposed	\$
				150		265		200	
	Total			150		265		200	

Estimated Time of Processing

Police Officer	120		Minutes
Account Clerk II	30		Minutes
Total Processing Time	150		Minutes

Estimated Cost of Material

Application	\$	0.25
Envelope	\$	0.25
Postage	\$	0.46
Paper & Printing	\$	0.20
Total Cost of Material	\$	1.16

Estimated Fee

Police Officer		\$ 243,704.00
Hourly rate	\$	117.17
cost per minute	\$	1.95
Cost for 120 Minutes	\$	234.33
Account Clerk II		\$ 113,794.23
Hourly rate	\$	58.36
cost per minute	\$	1.0
Costs for 30 Minutes		29.18
Total Staff Cost	\$	263.51
Total Material Cost	\$	1.16
Total Cost of Staff & Material	\$	264.67

Description:

The Police Officer has a lot of back and forth with the customer via phone and in person to ensure all necessary documents are submitted, proper signatures are provided and the payment is made. The information is tracked via a weekly log. The Account Clerk II processes pre-payments, performs reconciliation and creates invoices for events requiring Police services.

Revenue Management Bureau

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-8



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Margaret O'Brien
Interim Revenue & Tax
Administrator

SUBJECT: FY 2016-17 Master Fee Schedule
RMB Amendments

DATE: February 22, 2016

RECOMMENDATION

The Revenue Management Bureau (RMB) has analyzed its fees and proposes increases that are reasonable and apportioned in compliance with Proposition 26 and recommend the City Council approve proposed revision to existing fees and new fees. The revision of existing fees is due to employee wage increases as a result of the recent citywide cost of living adjustment ("COLA").

ANALYSIS

As mentioned above, the RMB reviewed its fees in order to determine at what level the fees would be full cost recovery. Most changes to the MFS offset increased costs related to the provision of services for which fees are charged. Staff analyzed and documented that the proposed fees or charges within the MFS for FY 2016-17 are 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 the payer bears a fair or reasonable relationship to the payer's burden on, or benefits received from, the activity of service. The changes in fees (added or modified) are intended to meet the requirement of Proposition 26.

The amendments proposed in the FY 2016-17 MFS include:

- Increases to existing fees to cover the reasonable cost of providing the service; and
- New fees for new services and for Business License program support.

FINDINGS

Revenue Management Bureau (RMB) proposes adding and modifying fees under its jurisdiction in an effort to recover those costs directly related to providing a service, processing applications or declarations and collection efforts. The result of the department fee analysis support the need to increase the dollar value of fees in an effort to recover costs, which the RMB has identified the main cost driver is the fully allocated

labor costs (labor costs to include salary, fringe benefits, and retirement). Any new fee will recover actual material, staff costs, and for delivering the service or product. Many of the RMB fees are designed to reflect full cost recovery or to close the gap towards full cost recovery. Although the labor costs has increased for all fees, which would require increasing all RMB fees its jurisdiction, however, during the FY 2015-16 MFS approval process, Council approved subsidizing the Special Event Fee and the Notice of Violation Fee, and would increase these fees to full cost recovery incrementally with the approval of future biennial budgets.

The RMB recommends Council approve the following for the FY 2016-17 MFS:

Fee Increases

- *Business License Verification from \$39 to \$40, or 2.56%*
- *Information Related to Business License Certificate from \$90 to \$94, or 4.44%*
- *Business Registration from \$87 to \$88, or 1.15%*
- *Administration of Promissory Notes from \$116 to \$120, or 3.45%*

New Fees

Citywide Lien Administrative Fee

RMB recommends approval of an administrative fee to recover costs for processing liens. The RMB will assume processing liens for the entire city and will incur all administrative and processing costs associated with all citywide liens. As such, this fee will recover these costs for liens assigned to the RMB for processing at a rate of \$120 per lien.

Recordation and Technology Fee

As with other departments, such as Planning and Building Department, the cost to maintain and service technology systems for permits and licenses is ever increasing. As a mechanism to recover the high cost, the RMB recommends Council to approve a \$2.00 Recordation and Technology Fee ("RecTech"), which will be charged to Business License Renewals and New Business License Registration accounts to support the Local Tax Solution System ("LTSS"). The proposed fee will reduce the need to acquire annual funding from other funds, such as the GPF and information technology based funding sources to provide a restricted and dedicated funding source to support the annual service and maintenance costs.

FISCAL IMPACT

Revenues received from both proposed fee increases and proposed new fees will be recovered in the General Purpose Fund (1010). The fiscal impact is approximately \$57,000. This amount is due to the increases of existing fees of approximately \$7,000

To: Sabrina B. Landreth

Subject: Master Fee Schedule: RMB Amendments

Date: February 22, 2016

Page 3

and a one-dollar increase of the Business Registration License and Business License Renewal. There are approximately 50,000 established licenses, which results in approximately \$50,000 revenue to recover increased costs. However, the fiscal impact for the proposed new fee, Citywide Lien Administration, revenue estimate for this fee cannot be determined at this time as the volume is unknown. The proposed \$2.00 RecTech Fee will be restricted and dedicated to the support of the LTSS and will generate approximately \$100,000, based on 50,000 existing business licenses to pay for the LTSS annual service and maintenance costs.

Attachments

Proposed Fee Changes

- 1 *Citywide Lien Administration*
- 2 *Business License Verification*
- 3 *Information Related to Business License Certificate*
- 4 *Business Registration*
- 5 *Administration of Promissory Notes*

**City of Oakland
Finance Department**

Citywide Lien Administrative Fee

Estimated Time of Processing

Tax Enforcement Officer II

Documentation Data Analysis 15 Minutes

Revenue Assistant

Research/Documentation/Case Setup 35 Minutes

Cashier

Payment Processing 5 Minutes

Total Processing Time 55 Minutes

Estimated Cost of Material

Postage \$ 0.46

Envelopes \$ 0.25

Paper & Printing \$ 0.20

Total Cost of Material \$ 0.91

Estimated Fee

Tax Enforcement Officer II \$ 287,590.68
 Hourly Cost \$ 147.48
 Cost per Minute \$ 2.46
15 Minutes Costs \$ 36.87

Revenue Assistant \$ 245,144.23
 Hourly rate \$ 125.71
 cost per minute \$ 2.10
35 Minutes Costs \$ 73.33

Cashier \$ 215,411.20
 Hourly rate \$ 110.47
 cost per minute \$ 1.84
5 Minutes Costs \$ 9.21

Total Staff Cost \$ 119.41
 Total Material Cost \$ 0.91

Total Cost of Staff & Material \$ 120.32

City of Oakland
Finance Department

Business License Verification

Estimated Time of Processing

Tax Representative	20	Minutes
Supervisor	2	Minutes

Total Processing Time	22	Minutes
------------------------------	-----------	----------------

Estimated Cost of Material

Postage	\$	0.46
Envelopes	\$	0.25
Paper & Printing	\$	0.20
Total Cost of Material	\$	0.91

Estimated Fee

Revenue Operations Supervisor	\$	263,487.24
Hourly Cost	\$	135.12
Cost per minute	\$	2.25
2 Minutes Cost	\$	4.50

Tax Representative	\$	205,173.61
Hourly Cost	\$	105.22
Cost per minute	\$	1.75
20 minutes Cost	\$	35.07

Total Minutes Cost	\$	39.58
Total Material Cost	\$	0.91

Total Cost of Staff & Material	\$	40.49
---	-----------	--------------

**City of Oakland
Finance Department**

**Information Related to
Business License**

Estimated Time of Processing

Revenue Assistant	60	Minutes
Total Processing Time	60	Minutes

Estimated Cost of Material

Postage	\$	0.46
Envelopes	\$	0.25
Paper & Printing	\$	0.20
Total Cost of Material	\$	0.91

Estimated Cost

Revenue Assistant	\$	181,875.02
Hourly Cost	\$	93.27
Cost per minute	\$	1.55
60 Minutes Cost	\$	93.27

10 Minutes Cost	\$	93.27
Total Material Cost	\$	0.91

Total Cost of Staff & Material	\$	94.18
---	-----------	--------------

**City of Oakland
Finance Department**

New Business License Registration

Estimated Time of Processing

Tax Representative II	30	Minutes
Revenue Assistant / Cashier	10	Minutes

Total Processing Time	40	Minutes
------------------------------	-----------	----------------

Estimated Cost of Material

Postage	\$	0.46
Certificate	\$	9.00
Envelopes	\$	0.25
Lockbox	\$	0.15
Paper & Printing	\$	0.20
Total Cost of Material	\$	10.06

Estimated Fee

Tax Representative	\$	244,027.41
Hourly Cost	\$	125.14
Cost per Minute	\$	2.09
30 Minutes Cost	\$	62.57

Revenue Assistant	\$	181,875.02
Hourly rate	\$	93.27
Cost per minute	\$	1.55
10 Minutes Cost	\$	15.54

Total Staff Cost	\$	78.12
Total Material Cost	\$	10.06

Total Cost of Staff & Material	\$	88.18
---	-----------	--------------

**City of Oakland
Finance Department**

**Administration Fee For
Promissory Note**

Estimated Time of Processing

Collections Officer

Processing Application 60 Minutes

Revenue Operations Supervisor

Review 10 Minutes

Total Processing Time 70 Minutes

Estimated Cost of Material

Application \$ 0.25

Paper & Printing \$ 0.20

Total Cost of Material \$ 0.45

Estimated Fee

Collection Officer \$ 190,769.81
 Hourly Cost \$ 97.83
 Cost per Minute \$ 1.63
60 Minutes Costs \$ **97.83**

Revenue Operations Supervisor \$ 261,399.44
 Hourly Cost \$ 134.05
 cost per minute \$ 2.2
10 Minutes Costs **22.34**

Total Staff Cost \$ **120.17**
 Total Minutes Cost \$ 0.45

Total Cost of Staff & Material \$ 120.62

Promissory Note

Housing and Community Development

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-9



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
CITY ADMINISTRATOR

FROM: Michele Byrd /s/

SUBJECT: FY 2016-17 Master Fee Schedule -- **DATE:** January 28, 2016
HCD Amendments

RECOMMENDATION

The Housing & Community Development (HCD) Department has analyzed its fees and proposes increases that are reasonable and fairly apportioned in compliance with Proposition 26 and recommend the City Council approve proposed fee revisions, which recover current costs of the City.

ANALYSIS

As mentioned above, HCD reviewed its fees in order to determine at what level the fees would be full cost recovery. Personnel costs were determined by reviewing the classifications/salary (including the recently negotiated Cost of Living Adjustment (COLA) involved in each activity, plus updated hourly fringe benefit rates and current overhead rates. The average amount of time required to provide the service was estimated by staff.

1. The two sections proposed for revisions to full cost recovery during this citywide review for FY 2016-17 are Residential Lending and Housing Development.

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)	PROPOSED FEE (FY 2016-17)	%
	FEE UNIT	FEE UNIT	CHANGE
D. RESIDENTIAL LENDING LOAN FEES			
1 Statement Fee	40.00 Loan	<u>53.00</u> Loan	32.50%
2 Reconveyance Fee	120.00 Loan	<u>160.00</u> Loan	33.33%
3 Loan Extension Fee	330.00 Loan	<u>510.00</u> Loan	54.55%
4 Subordination Fee	600.00 Loan	<u>830.00</u> Loan	38.33%
6 Re-Sale Fees	650.00 Loan	<u>895.00</u> Loan	37.69%
7 Loan Assumption Fee	350.00 Loan	<u>510.00</u> Loan	45.71%
G. HOUSING DEVELOPMENT SERVICES LOAN FEES			
2 Loan Modification Fee	3,000.00 Loan	<u>4,000.00</u> Loan	33.33%
3 Subordination Fee	1,000.00 Loan	<u>1,400.00</u> Loan	40.00%
4 Re-Sale Fees	1,500.00 Loan	<u>2,000.00</u> Loan	33.33%
5 Loan Assumption Fee	750.00 Loan	<u>1,050.00</u> Loan	40.00%
6 Monitoring Fee	100.00 Per unit per year	<u>140.00</u> Per unit per year	40.00%

2. For the Commercial Lending section, the Oakland Business Development Corporation (OBDC), the City's existing 3rd party contractor, will handle the bulk of loan servicing. The proposed changes are necessary for the fees to be in line with actual costs and fees from OBDC.

FEE DESCRIPTION	CURRENT FEE (FY 2015-16) FEE UNIT	PROPOSED FEE (FY 2016-17) FEE UNIT	% CHANGE
LENDING			
A COMMERCIAL LOAN APPLICATION-PROCESSING-FEE	400.00 Loan	400.00 Loan	0.00%
1 Micro Loan Application	100.00 Loan	100.00 Loan	0.00%
2 Non-Micro Loan	440.00 Loan	440.00 Loan	0.00%
3 Loan Service	4% Monthly Loan Payment	4% Monthly Loan Payment	0.00%
2 Loan Closing	3% Loan Amount	1% Loan Amount	-66.67%
3 Late Payment	5% Monthly Loan Payment After 40 Days	5% Monthly Loan Payment After 15 Days	0.00%

FISCAL IMPACT

The volume for loan processing fees is difficult to project – as such, no revenue adjustment is proposed. These revenues are collected in various non-General Purpose funds.

Attachments:

HCD Proposed Fees

Department of Housing and Community Development-Residential Lending Services
FY 2016-17 Proposed Fees & Charges

Fee Title: Statement Fee

<u>Personnel Costs</u>		117.78%			Overhead @	(S+F)	Total Salary
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	23.99%	* FTE	+ Overhead
	Loan Servicing Specialis	77,474.16	91,249.07	10.26%	1,906.26	17,304.95	19,211.21
	Loan Servicing Admin	103,832.64	122,294.08	5.13%	1,277.41	11,596.24	12,873.65
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-
	Total Cost 32,084.86
	Estimated Annual # Processed <u>600</u>
	Cost Per Permit \$53.47
	\$53.00 Proposed Fee
	0.991121737 % Cost Recovery

<u>Calculation for % FTE:</u>	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Loan Servicing Specialis	600	20	12,000	200.0	10.26%
Loan Servicing Admin	600	10	6,000	100.0	5.13%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

**Department of Housing and Community Development-Residential Lending Services
FY 2016-17 Proposed Fees & Charges**

Fee Title: Reconveyance Fee

Personnel Costs		117.78%			Overhead @	(S+F)	Total Salary
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	23.99%	* FTE	+ Overhead
	Loan Servicing Specia	77,474.16	91,249.07	15.38%	2,859.39	25,957.42	28,816.81
	Loan Servicing Admin	103,832.64	122,294.08	7.69%	1,916.11	17,394.36	19,310.47
					-	-	-
					-	-	-
					-	-	-
					-	-	-

Other Costs Description	Amount
1 Recorders Fee	48.00
2	-
3	-
4	-

Total Cost	48,175.29
Estimated Annual # Processed	300
Cost Per Permit	\$160.58

\$160.00 Proposed Fee
0.996361481 % Cost Recovery

Calculation for % FTE:		Average	Minutes	Total	Equivalent	% FTE
Class Name	Units Processed	Units Processed	Per Unit	Minutes	Hours	% FTE
Loan Servicing Specia	300	300	60	18,000	300.0	15.38%
Loan Servicing Admin	300	300	30	9,000	150.0	7.69%
				0	0.0	0.00%
				0	0.0	0.00%
				0	0.0	0.00%

Notes:

Department of Housing and Community Development-Residential Lending Services
FY 2016-17 Proposed Fees & Charges

Fee Title: Loan Extension Fee

<u>Personnel Costs</u>		117.78%			Overhead @	(S+F)	Total Salary
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	23.99%	* FTE	+ Overhead
	Loan Servicing Specia	77,474.16	91,249.07	2.05%	381.25	3,460.99	3,842.24
	Loan Servicing Admin	103,832.64	122,294.08	0.51%	127.74	1,159.62	1,287.36
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost 5,129.61
 Estimated Annual # Processed 10
 Cost Per Permit \$512.96

\$510.00 Proposed Fee
 0.994228297 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Loan Servicing Specia	10	240	2,400	40.0	2.05%
Loan Servicing Admin	10	60	600	10.0	0.51%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Residential Lending Services
 FY 2016-17 Proposed Fees & Charges

Fee Title: Subordination Fee

<u>Personnel Costs</u>		117.78%			Overhead @	(S+F)	Total Salary
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	23.99%	* FTE	+ Overhead
	Loan Servicing Specia	77,474.16	91,249.07	61.54%	11,437.57	103,829.68	115,267.25
	Loan Servicing Admin	103,832.64	122,294.08	20.51%	5,109.63	46,384.97	51,494.60
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost 166,761.85
 Estimated Annual # Processed 200
 Cost Per Permit \$833.81

\$830.00 Proposed Fee
 0.995431528 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Loan Servicing Specia	200	360	72,000	1,200.0	61.54%
Loan Servicing Admin	200	120	24,000	400.0	20.51%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Residential Lending Services
 FY 2016-17 Proposed Fees & Charges

Fee Title: Resale Fees

<u>Personnel Costs</u>		117.78%					
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
	Loan Servicing Specia	77,474.16	91,249.07	4.10%	762.50	6,921.98	7,684.48
	Loan Servicing Admin	103,832.64	122,294.08	0.51%	127.74	1,159.62	1,287.36
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost 8,971.85
 Estimated Annual # Processed 10
 Cost Per Permit \$897.18
 \$895.00 Proposed Fee
 % Cost
 Recover
 0.99756481 y

<u>Calculation for % FTE:</u>	Average	Minutes	Total	Equivalent	
Class Name	Units Processed	Per Unit	Minutes	Hours	% FTE
Loan Servicing Specia	10	480	4,800	80.0	4.10%
Loan Servicing Admin	10	60	600	10.0	0.51%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Residential Lending Services
 FY 2016-17 Proposed Fees & Charges

Fee Title: Loan Assumption Fee

<u>Personnel Costs</u>		117.78%					
<u>Class #</u>	<u>Position Title</u>	<u>1-Jan-16 Salary (step 5)</u>	<u>Hrly Fringe/ Retirement + OPEB</u>	<u>% FTE</u>	<u>Overhead (23.99%</u>	<u>(S+F) * FTE</u>	<u>Total Salary + Overhead</u>
	Loan Servicing Specialist	77,474.16	91,249.07	2.05%	381.25	3,460.99	3,842.24
	Loan Servicing Admin	103,832.64	122,294.08	0.51%	127.74	1,159.62	1,287.36
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-
	Total Cost 5,129.61
	Estimated Annual # Processed 10
	Cost Per Permit \$512.96
	\$510.00 Proposed Fee
	% Cost
	Recover
	0.9942283 y

Calculation for % FTE:

<u>Class Name</u>	<u>Average Units Processed</u>	<u>Minutes Per Unit</u>	<u>Total Minutes</u>	<u>Equivalent Hours</u>	<u>% FTE</u>
Loan Servicing Specialist	10	240	2,400	40.0	2.05%
Loan Servicing Admin	10	60	600	10.0	0.51%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2016-17 Proposed Fees & Charges

Fee Title: Loan Modification Fee

<u>Personnel Costs</u>		117.78%					
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development Coordinator IV	109,023.36	128,407.71	4.62%	1,207.14	10,958.36	12,165.50
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost	12,165.50
Estimated Annual # Processed	3
Cost Per Permit	\$4,055.17
	\$4,000.00 Proposed Fee
	0.986396165 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development Coordinator IV	3	1800	5,400	90.0	4.62%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2016-17 Proposed Fees & Charges

Fee Title: Subordination Fee

<u>Personnel Costs</u>		117.78%			Overhead @	(S+F)	Total Salary
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	23.99%	* FTE	+ Overhead
AP200	Housing Development Coordinator IV	109,023.36	128,407.71	2.69%	703.56	6,386.90	7,090.46
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost 7,090.46
 Estimated Annual # of Subordination Requests 5
 Cost Per Permit \$1,418.09

\$1,400.00 Proposed Fee
 0.987242373 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development Coordinator IV	5	630	3,150	52.5	2.69%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2016-17 Proposed Fees & Charges

Fee Title: Resale Fee

<u>Personnel Costs</u>		117.78%					
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development Coordinator IV	109,023.36	128,407.71	0.77%	201.19	1,826.39	2,027.58
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost	2,027.58
Estimated Annual # Processed	1
Cost Per Permit	\$2,027.58
	\$2,000.00 Proposed Fee
	0.986396165 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development Coordinator IV	1	900	900	15.0	0.77%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2016-17 Proposed Fees & Charges

Fee Title:

<u>Personnel Costs</u>		117.78%					
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development Coordinator IV	109,023.36	128,407.71	0.4%	104.62	949.72	1,054.34
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost	1,054.34
Estimated Annual # Processed	1
Cost Per Permit	\$1,054.34
	\$1,050.00 Proposed Fee
	0.995880743 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Processed	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development Coordinator IV	1	450	450	7.5	0.38%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes:

Department of Housing and Community Development-Housing Development Services
 FY 2016-17 Proposed Fees & Charges

Fee Title: Monitoring Fee

<u>Personnel Costs</u>		117.78%					
Class #	Position Title	1-Jan-16 Salary (step 5)	Hrly Fringe/ Retirement + OPEB	% FTE	Overhead @ 23.99%	(S+F) * FTE	Total Salary + Overhead
AP200	Housing Development Coordinator IV	109,023.36	128,407.71	85%	22,231.50	201,816.41	224,047.91
					-	-	-
					-	-	-
					-	-	-
					-	-	-

<u>Other Costs Description</u>	<u>Amount</u>
1	-
2	-
3	-
4	-

Total Cost 224,047.91
 Estimated Annual # of Units Monitored Per Year 1,557
 Cost Per Permit \$143.90
 \$140.00 Proposed Fee
0.972916905 % Cost Recovery

Calculation for % FTE:

Class Name	Average Units Monitored	Minutes Per Unit	Total Minutes	Equivalent Hours	% FTE
Housing Development Coordinator IV	1557	64	99,648	1,660.8	85.17%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%
			0	0.0	0.00%

Notes: Asset monitoring is required by most funding sources. New 2013 HUD HOME Investment partnership program rules allow for per unit fees to be charged to re
 It is the primary responsibility of one Housing Development Coordinator IV

Oakland Parks and Recreation

NARRATIVE

FY 2016-17 MASTER FEE SCHEDULE

ATTACHMENT A-10



AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Stephanie Hom
Interim- Director

SUBJECT: FY 2016-17 Master Fee Changes

DATE: February 5, 2016

City Administrator Approval

Date:

The purpose of the memorandum is to provide Oakland Parks and Recreation's (OPR's) proposed changes to Master Fee Schedule.

Oakland Parks and Recreation (OPR)

It should be noted that OPR's partners operating City facilities, venues, or leased land are permitted by agreement to amend fees to help meet operating expenses. The listed fees are traditionally for informational purposes only.

OPR proposes to amend and introduce the following fees in the Master Fee Schedule.

- Oakland Children's Fairyland is proposing a fee increase for Admissions. The increased fees are intended to help offset cost increases in operations. The Children's Fairyland Board has taken the decision to increase admissions by \$2/adult/child from \$8 to \$10. . Please see table below for fee changes.
- Chabot Golf Course is proposing to amend fees for Golf Course General Admission for senior play, golf carts and driving range golf ball buckets. The increased fees are intended to help offset cost increases in operations. Please see table below for fee changes.
- Correction to the unit of measure for Field Rental (Groups); Adult Sports Field Usage Fee from "Season" to "Season/Player". Please see table below for fee changes.
- Introduce in the Rental Facilities section a Non-Profit Groups with OPR Partnership Agreement fee with non-profit groups that can provide a specialized service or program not currently available from OPR staff. These partnership programs are offered to the Oakland community and not limited. Participants may be offered the program free of charge or charged a fee, similar to OPR programs. Please see table below for fee changes.

For questions regarding this report, please contact Robert R. Davila, Administrative Services Manager II, at 510-238-3926.

Respectfully submitted,

Stephanie Hom
Interim-Director, Oakland Parks and Recreation

Prepared by:
Robert R. Davila,
Administrative Services Manager II

Area	Description	Current Fee	Proposed Fee
Children's Fairyland	Admission for Adults & Children	\$8/Adult/Child	\$10/Adult/Child
Chabot Golf Course General Admission	Standard Eighteen-Hole Course		
	Monday- Friday Senior Resident	\$18.00/Person	\$19.00/Person
	Monday- Friday Senior Non- Resident	\$20.00/Person	\$21.00/Person
	Saturday, Sunday or Holiday, After 2:00pm (Twilight) – Resident	\$22.00/Person	\$24.00/Person
	Saturday, Sunday or Holiday, Before 2:00pm – Resident	\$34.00/Person	\$35.00/Person
	Saturday, Sunday or Holiday, Before 2:00pm – Non- Resident	\$41.00/Person	\$42.00/Person
Chabot Golf Course Miscellaneous <i>Description Change</i>	Super Twilight and Promotional Senior Cart Fee		
	Employee Cart/Comp Guest Cart Fee	NEW	\$5.00/Person
Driving Range	Large Bucket of Balls	New	\$11.00/ 3 Tokens/Vert
	Large Bucket of Balls Junior Program Token	\$5.00/ Token	\$4.00 / Token/Cert
	Monthly Range Membership	NEW	\$59.00/ Month
Field Rentals (Groups)	Additional Fees		
<i>Description Change</i>	Adult Sports Field Usage Fee	\$10.00/ Season	\$10 / Season/Player
Rental Facilities			
	Non-Profit Groups with OPR Partnership Agreement	NEW	Negotiated Based On Services Provided

2016 FEB 25 PM 5:46

Rick Warren
by R.A. Lopez City Attorney

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 ASSESSED BY OFFICES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE CITY OF OAKLAND, REFERENCED HEREIN.

WHEREAS, the City of Oakland periodically amends City Council Ordinance No. 13238 and updates its Master Fee Schedule to account for the various cost increases relating to 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, City Administrators Office, Public Works Agency, Planning and Building Department, Economic & Workforce Development, Oakland Police Department, Revenue Management Bureau, Housing and Community Development, Oakland Parks and Recreation ("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, A-8, A-9, and A-10, and B (herein "the Agenda Report") dated February 10, 2016, provided by staff of the Departments in support of the amendments to this ordinance, was prepared and includes proposed fees and charges, and documentation supporting the estimated and reasonable costs 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 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 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 March 15, 2016, 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 13238 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, City Administrators Office, Public Works Agency, Planning and Building Department, Economic & Workforce Development, Economic and Workforce Development, Oakland Police Department, Revenue Management Bureau, Housing and Community Development, and Oakland Parks and Recreation, as set forth in Exhibit-A and Exhibit-B, 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. This ordinance shall be effective immediately upon passage if it receives affirmative votes of six or more Councilmembers; otherwise, with five Councilmember votes it shall be effective upon the seventh day following adoption.

Section 5. Fees approved as set forth in Exhibit-A of the ordinance for the Planning and Building Department (A-5) shall be effective immediately upon passage if it receives affirmation of six or more Councilmember votes, April 5, 2016; otherwise, with five Councilmember votes these fees shall be effective no earlier than the seventh day after affirmation by the City Council, April 12, 2016. All other fees hereby approved shall be effective July 1, 2016.

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

ORDINANCE

AMENDING ORDINANCE 13320

FY 2016-17 MASTER FEE SCHEDULE

DEPARTMENT PROPOSALS

Departments:

- A-1 OFFICE OF THE CITY ATTORNEY: *Exhibit B*
- A-2 OFFICE OF THE CITY CLERK: *Exhibit B*
- A-3 CITY ADMINISTRATOR'S OFFICE: *Exhibit B*
- A-4 PUBLIC WORKS AGENCY: *Exhibit B*
- A-5 PLANNING & BUILDING: *Exhibit A*
- A-6 ECONOMIC & WORKFORCE DEVELOPMENT: *Exhibit B*
- A-7 OAKLAND POLICE: *Exhibit B*
- A-8 REVENUE MANAGEMENT BUREAU: *Exhibit B*
- A-9 HOUSING & COMMUNITY DEVELOPMENT: *Exhibit B*
- A-10 OAKLAND PARKS & RECREATION: *Exhibit B*

ATTACHMENT B

Amendment

DEPARTMENT FEE PROPOSALS

FY 2016-17 MASTER FEE SCHEDULE

Departments:

A-5 PLANNING AND BUILDING

EXHIBIT A

Planning and Building Department

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT A: A-5
Planning and Building Department



City of Oakland
Master Fee Schedule
Effective No Latter than April 12, 2016

PLANNING & BUILDING

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE
	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
BUILDING SERVICES		
ADMINISTRATION		
A. PERMIT APPLICATION FEE		
2 All Other Permits and All Other Engineering Process and Approval Requests (Application)		
CODE ENFORCEMENT		
B. SERVICE FEES		
5 Repeat Offender - violation within 24 months		
a. <u>Complaint Investigation</u>		125.00 Initial Inspection
b. <u>Inspection</u>		206.00 Inspection
c. <u>Repeat Offender Notification</u>		344.00 Notification
C. ADMINISTRATIVE FEES		
1 Contracted Work		
a. Demolition	\$1-\$5,000: 30% Instance or \$5,001-\$10,000: minimum 25% Contract, \$10,001+: 20% whichever is greater	Instance or \$ 150.00 minimum Contract, whichever is greater
b. All Other	\$1-\$5,000: 30% Instance or \$5,001-\$10,000: minimum 25% Contract, \$10,001+: 20% whichever is greater	Instance or \$ 150.00 minimum Contract, whichever is greater
2 Public Documents (Order, Invoice, Notice, Declaration, Lien, Release, Termination, etc.)		
a. Preparation	612.00- Document	344.00 Document
7 <u>Eserow Demand Preparation</u>	125.00 Document	Document
8 <u>Property Owner Certification</u>		158.00 Document
G. PUSHCART FOOD VENDING		
4 Application-Processing		
	62.00- Pusheart (non-refundable- application-fee-to- be-applied-to-the- permit-fee)	Pusheart- (non-refundable- application-fee-to- be-applied-to-the- permit-fee)
2 Initial-Permit-Fee		
	624.00- Pusheart (includes- application/- processing-fee)	Pusheart- (includes- application/- processing-fee)
3 Permit-Renewal-Fee		
	624.00- Pusheart /-Year	Pusheart /-Year
4 Late-Fee		
a. Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:		
1 30-60-Days	10.00% Delinquent Per- Permit	Delinquent Per- Permit
2 61-90-Days	20.00% Delinquent Per- Permit	Delinquent Per- Permit



City of Oakland
Master Fee Schedule
 Effective No Later than April 12, 2016

PLANNING & BUILDING

FEE DESCRIPTION	CURRENT FEE		PROPOSED FEE	
	Current (FY 2015-16)		Proposed (FY 2016-17)	
	FEE UNIT		FEE UNIT	
3 After 90 Days	60.00%	Delinquent-Per-Permit		Delinquent-Per-Permit
5 Legalizing Illegal Vendor	914.00	Pushcart		Pushcart
H. VEHICULAR FOOD VENDING PERMIT				
4 Application Processing	125.00	Site (non-refundable application fee to be applied to the permit fee)		Site (non-refundable application fee to be applied to the permit fee)
2 Initial Permit Fee	1,374.00	Site for 12 months (includes application / processing fee)		Site for 12 months (includes application / processing fee)
3 Permit Renewal Fee	1,374.00	Site Per Year		Site Per Year
4 Late Fee	a. Assessed as a percentage of permit fee based on length of time after date of the renewal letter as follows:			
4 30-60 Days	10%	Delinquent-Per-Permit		Delinquent-Per-Permit
2 61-90 Days	20%	Delinquent-Per-Permit		Delinquent-Per-Permit
3 After 90 Days	60%	Delinquent-Per-Permit		Delinquent-Per-Permit
5 Legalizing Illegal Vendor	3,644.00	Site		Site

ENGINEERING

A. REVIEW OF PRIVATE INFRASTRUCTURE PERMIT

\$1 to \$5,000 Construction Valuation	1,000.00			
1 \$5,001 to \$10,000 Construction Value	2,698.00	Plan / Improvement		Plan / Improvement
2 \$10,001 - \$50,000 Construction Value	3,046.00	1st \$10,000 73.00 Each Additional \$1,000 or Fraction Thereof		1st \$10,000 Each Additional \$1,000 or Fraction Thereof
3 \$50,001 - \$100,000 Construction Value	5,184.00	1st \$50,000 62.00 Each Additional \$1,000 or Fraction Thereof	5,966.00	1st \$50,000 52.00 Each Additional \$1,000 or Fraction Thereof
4 \$100,001 - \$500,000 Construction Value	9,063.00	1st \$100,000 47.00 Each Additional \$1,000 or Fraction Thereof	8,566.00	1st \$100,000 47.00 Each Additional \$1,000 or Fraction Thereof
5 Over \$500,000 Construction Value	31,364.00	1st \$500,000 45.00 Each Additional \$1,000 or Fraction Thereof	27,366.00	1st \$500,000 45.00 Each Additional \$1,000 or Fraction Thereof



City of Oakland
Master Fee Schedule
Effective No Later than April 12, 2016

PLANNING & BUILDING

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE
	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
6 General Plan Surcharge (Assessed On All P-JOB Permits)	0.17% of Review Construction Valuation	Review
7 Extension of P-Job Permit for Work Incomplete After One Year	909.00 Plan/ Improvement	Plan/ Improvement
E. CREEK PROTECTION PERMIT		
4 Category-I	No Permit Required	No Permit Required
2 Category-II	139.00 Permit	Permit
3 Category-III	682.00 Permit	Permit
4 Category-IV (Up to 8 Hours)	1,331.00 Permit	Permit
5 Over 8 Hours	160.00 Hour or Fraction of	Hour or Fraction of
6 Appeal of Determination to Building Official	532.00 Appeal	Appeal
7 Appeal to the Planning Commission	1,034.00 Appeal	Appeal
8 Inspection		
a. Basic	400.00 Inspection	Inspection
b. Over 3 inspections	160.00 Inspection	Inspection
F. REVIEW OF GEOTECHNICAL REPORT REQUIRED FOR PROJECTS LOCATED IN SEISMIC HAZARD ZONE AS IDENTIFIED BY THE STATE GEOLOGIST		
a. Regular Working Hours	174.00 Hour or Fraction of	<u>250.00</u> Hour or Fraction of

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

h. Solar Electric

1 Residential

180.00 Permit

2 Commercial

a. 1-10 k

180.00 Permit (3 inspections max)

b. 11-100 k

240.00 Permit (4 inspections max)

c. 101 K or higher

360.00 Permit (6 inspections max)

i. Window - Replacement/Retro Fit

a. 1-10 windows

110.00 Permit (2 inspections max)

b. 11-100 windows

240.00 Permit (4 inspections max)

c. 101 windows or more

360.00 Permit (6 inspections max)

F. INSPECTION OF FIXTURES AND WASTE DEVICES

10 Dishwashing Equipment

 a. Domestic

18.75 Each

- Each

11 Garbage Disposal Unit

 a. Domestic

18.75 Each

- Each



City of Oakland
Master Fee Schedule
Effective No Latter than April 12, 2016

PLANNING & BUILDING

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE
	Current (FY 2015-16)	Proposed (FY 2016-17)
	FEE UNIT	FEE UNIT
12 Backwater Valve	28.00 Each	Each
PLAN CHECK		
A. PLAN CHECKING AND/OR PROCESSING OF APPLICATION FOR A PERMIT REQUIRED BY OAKLAND BUILDING CODE OR OAKLAND SIGN CODE OR ANY SECTION OF THE OAKLAND MUNICIPAL CODE		
1 Processing Fee Project Value \$5,001 or above	84.00 Permit	Permit
2 Plan Checking - Routing	4.18 Inspection Fee	125% Inspection Fee
2.a Plan Checking - Front Counter Support		84.00 per 1/2 hour
2.b Plan Checking - Engineer Review Support		125.00 per 1/2 hour
G. BOARD OF EXAMINERS & APPEALS		
1 Grade I - Minimum Code Technically or Deviations Requiring Limited Management Staff Time	229.00 Appeal	568.00 Appeal
2 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management	340.00 Appeal	610.00 Appeal
3 Grade III - Appeals Regarding Code Requirements When Projects are Still in the Design Stage	804.00 Appeal	970.00 Appeal
4 Grade IV - Dangerous Building Code and Appeals by Other City Departments	804.00 Appeal	970.00 Appeal
N. DRIVEWAY APPEALS		
4 Grade I - Minimum Code Deviations Requiring Limited Staff Time	568.00 Appeal	Appeal
2 Grade II - Code Violations Found During Plan Checking or Field Inspection Requiring Field Review by Management	568.00 Appeal	Appeal
3 Appeals for Projects in Design Stage	762.00 Appeal	Appeal
4 Appeals to City Council	762.00 Appeal	Appeal

PLANNING & ZONING

A. APPLICATIONS UNDER THE OAKLAND ZONING REGULATIONS			
1 Major Conditional Use Permit			
b. Notification Fee: Major Conditional Use Permit	1,105.00	Report	Notification
2 Major Variance			
b. Notification Fee: Major Conditional Use Permit	1,105.00	Report	Notification
3 Rezoning			
b. Notification Fee: Rezoning / Zoning Text Amendment	1,105.00	Report	Notification
4 Planned Unit Development (Preliminary)			
d. Notification Fee: Planned Unit Development (Preliminary)	1,105.00	Report	Notification
5 Planned Unit Development (Final)			
c. Notification Fee: Planned Unit Development: Final Planning Commission Action	1,105.00	Report	Notification
6 Minor Variance			
b. Notification Fee: Minor Variance	1,105.00	Report	Notification
7 Minor Conditional Use Permit			
b. Notification Fee: Minor Variance	1,105.00	Report	Notification
8 Regular Design Review			
c. Notification Fee: Regular Design Review (Except for Landmarks)	1,105.00	Report	Notification
9 Small Project Design Review			
f. Notification Fee: Small Project Design Review (if notice required)	570.00	Report	Notification
10 Special Residential Design Review			
c. Notification Fee: Development Agreement	1,105.00	Report	Notification



City of Oakland
Master Fee Schedule
Effective No Later than April 12, 2016

PLANNING & BUILDING

FEE DESCRIPTION	CURRENT FEE		PROPOSED FEE	
	Current (FY 2015-16)	FEE UNIT	Proposed (FY 2016-17)	FEE UNIT
12 Appeals				
d. Notification Fee: Appeals to Planning Commission	524.00	Report		<u>Notification</u>
e. Notification Fee: Appeals to City Council	524.00	Report		<u>Notification</u>
13 Requests				
1. Exhausted Administrative Extensions - sent to Planning Commission			1,225.00	Request
15 General Plan Amendment				
a. Notification Fee: Request for General Plan Amendment	1,105.00	Report		<u>Notification</u>
18 Application Notification Fee				
a. Major Conditional Use Permit	1,105.00	Report		<u>Notification</u>
b. Major Variance	1,105.00	Report		<u>Notification</u>
c. Rezoning / Zoning Text Amendment	1,105.00	Report		<u>Notification</u>
d. Development Agreement	1,105.00	Report		<u>Notification</u>
e. Tentative Map	1,105.00	Report		<u>Notification</u>
f. Request for General Plan Amendment	1,105.00	Report		<u>Notification</u>
g. Private Access Easement	1,105.00	Report		<u>Notification</u>
h. Minor Variance	1,105.00	Report		<u>Notification</u>
i. Minor Conditional Use Permit	1,105.00	Report		<u>Notification</u>
j. Appeals to City Council	4406.00	Report	524.00	<u>Notification</u>
k. Request for Environmental Review (CEQA/NEPA)	1,105.00	Report		<u>Notification</u>
l. Parcel Map	1,105.00	Report		<u>Notification</u>
m. Planned Unit Development: Preliminary Planning Commission Action	1,105.00	Report		<u>Notification</u>
n. Planned Unit Development: Final Planning Commission Action	1,105.00	Report		<u>Notification</u>
o. S-11 Site Development and Design Review: No Public	1,105.00	Report		<u>Notification</u>
p. Appeals to Planning Commission	4406.00	Report	524.00	<u>Notification</u>
q. Regular Design Review (Except for Landmarks)	1,105.00	Report		<u>Notification</u>
r. Accessory Signage for Civic Activities	1,105.00	Report		<u>Notification</u>
s. Challenge to Negative Declaration/Environmental	1,105.00	Report		<u>Notification</u>
t. Appeal of Director's Determination that EIR/EIS is Required	1,105.00	Report		<u>Notification</u>
u. Category-III-Creek-Permit	4,406.00	Report		<u>Notification</u>
v. Category-IV-Creek-Permit	4,406.00	Report		<u>Notification</u>
B. APPLICATIONS UNDER THE OAKLAND SUBDIVISION				
3 Private Access Easement				
a. Notification Fee: Private Access Easement	1,105.00	Report		<u>Notification</u>
9 Application Notification Fee				
a. Tentative Map	1,105.00	Report		<u>Notification</u>
b. Parcel Map	1,105.00	Report		<u>Notification</u>
C. REQUEST FOR ENVIRONMENTAL IMPACT ASSESSMENT (CEQA/NEPA)				
2 Request for Environmental Review (If Project is Not Exempt)				
b. Notification Fee: Request for Environmental Review or an Environmental Assessment under NEPA	889.00	Report		<u>Notification</u>
4 Challenge or Appeal of any Environmental Determination or a Categorical Exclusion under NEPA				
a. To City Planning Commission	2044.00	Appeal	890.00	Appeal
b. To City Council	2044.00	Appeal	1,124.00	Appeal
c. Notification Fee: Challenge to Negative Declaration	2,011.00	Report		<u>Notification</u>
d. Notification Fee: Appeal of Director's Determination that EIR is Required	2,011.00	Report		<u>Notification</u>
5 Request for Notification for Environmental Determination/Review/Challenge/Appeal	664.00	Notification	524.00	Notification



City of Oakland
Master Fee Schedule
Effective No Latter than April 12, 2016

PLANNING & BUILDING

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE
	Current (FY 2015-16) FEE UNIT	Proposed (FY 2016-17) FEE UNIT
S. FOOD VENDING		
<u>1. Annual and Seasonal Food Vending Facility permit (for Application Processing)</u>		
<u>a. Annual permit application fee for motorized vehicle</u>		<u>850.00 per motorized vehicle</u>
<u>b. Annual permit application fee for pushcart</u>		<u>850.00 Pushcart / Year</u>
<u>c. Seasonal permit application fee (1-90 days of operation)</u>		<u>425.00 per application</u>
<u>d. Notification fee</u>		<u>275.00 Notification</u>
<u>e. Late fee</u>		
<u>1 30-90 Days</u>		<u>10.00% Delinquent Per Permit</u>
<u>2 61-90 Days</u>		<u>20.00% Delinquent Per Permit</u>
<u>3 After 90 Days</u>		<u>50.00% Delinquent Per Permit</u>
<u>f. Legalizing Illegal Vendor</u>		<u>625.00 Legalization</u>
<u>g. Additional Locations for individual permit holders (per location)</u>		<u>200.00 per location</u>
<u>1 Food Vending Group Site Permit</u>		
<u>a. Application/Processing</u>		<u>850.00 Application</u>
<u>b. Notification fee</u>		<u>275.00 Notification</u>
<u>c. MFV Parking Space Use Fee</u>		<u>2.50 Per Hour</u>
<u>d. MFV Parking Space Use Sign</u>		<u>3.50 Per Sign</u>
U CREEK PROTECTION PERMIT		
<u>1 Category I</u>	<u>No Permit Required</u>	<u>No Permit Required</u>
<u>2 Category II</u>	<u>139.00 Permit</u>	<u>139.00 Permit</u>
<u>3 Category III</u>	<u>682.00 Permit</u>	<u>682.00 Permit</u>
<u>4 Category IV (Up to 8 Hours)</u>	<u>1,331.00 Permit</u>	<u>1,331.00 Permit</u>
<u>5 Over 8 Hours</u>	<u>160.00 Hour or Fraction of</u>	<u>160.00 Hour or Fraction of</u>
	<u>1,034.00 Appeal</u>	<u>880.00 Appeal</u>
<u>7 Appeal to the Planning Commission</u>		
<u>8 Category IV Creek Permit Notification</u>	<u>1,105.00 Report</u>	<u>1,105.00 Notification</u>
<u>9 Category III Creek Permit Notification</u>	<u>1,105.00 Report</u>	<u>1,105.00 Notification</u>

Amendment

DEPARTMENT FEE PROPOSALS

FY 2016-17 MASTER FEE SCHEDULE

Departments:

- A-1 OFFICE OF THE CITY ATTORNEY
- A-2 OFFICE OF THE CITY CLERK
- A-3 CITY ADMINISTRATOR'S OFFICE
- A-4 PUBLIC WORKS AGENCY
- A-6 ECONOMIC & WORKFORCE DEVELOPMENT
- A-7 OAKLAND POLICE
- A-8 REVENUE MANAGEMENT BUREAU
- A-9 HOUSING & COMMUNITY DEVELOPMENT
- A-10 OAKLAND PARKS & RECREATION

Office of the City Attorney

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-1
Office of the City Attorney



**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

CITY ATTORNEY

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE			%
	(FY 2015-16)	(FY 2016-17)	FEE	UNIT	CHANGE
A. CITY ATTORNEY'S HOURLY RATES					
1 Deputy City Attorney I	194.00	201.76	Hour	Hour	4.00%
2 Deputy City Attorney II	262.00	272.48	Hour	Hour	4.00%
3 Deputy City Attorney III	289.00	300.56	Hour	Hour	4.00%
4 Deputy City Attorney IV	318.00	330.72	Hour	Hour	4.00%
5 Deputy City Attorney V	350.00	364.00	Hour	Hour	4.00%
6 Paralegal	152.00	158.08	Hour	Hour	4.00%
7 Claim Investigator III	198.00	205.92	Hour	Hour	4.00%
8 Special Counsel	368.00	382.72	Hour	Hour	4.00%
9 Neighborhood Law Corps Attorney	90.00	93.60	Hour	Hour	4.00%

Office of the City Clerk

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-2
Office of the City Clerk



City of Oakland
Master Fee Schedule
Effective November 17, 2015

CITY ADMINISTRATOR

FEE DESCRIPTION FEE UNIT

KTOP

A. PRODUCTION SERVICES

1 Duplication	
e. D9 Duplication / including stock (30 minutes)	35.00 Tape
d. D9 Duplication / including stock (104 minutes)	60.00 Tape
g. Raw Stock (tape)	
6 D9 (30 minutes)	25.00 Tape
7 D9 (104 minutes)	45.00 Tape
2 On-Line Studio Production and Editing Equipment Rental	
f. Digital S / D9 Deck	200.00 Day
ag. Portable 8 Channel Mixer	<u>150.00 Day</u>

City Administrator's Office

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-3
City Administrator's Office

City of Oakland
Master Fee Schedule

Effective July 1, 2016

CITY ADMINISTRATOR

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)		PROPOSED FEE (FY 2016-17)		%
	FEE	UNIT	FEE	UNIT	
SPECIAL ACTIVITIES					
A. APPLICATION FILING FEE FOR A SPECIAL ACTIVITY PERMIT AS REQUIRED BY OAKLAND MUNICIPAL CODE					
b. Annual Permit Fee	750.00	Permit	830.00	Permit	10.67%
c. Extended Hours Permit Application	1,000.00	Application	1,125.00	Application	12.50%
d. Extended Hours Annual Permit Fee	2,500.00	Permit	2,900.00	Permit	16.00%
f. Small Cabaret Exemption Annual Permit Fee	250.00	Permit	275.00	Permit	10.00%
C. APPEAL FILING FEE, SPECIAL ACTIVITY PERMITS	450.00	Appeal	650.00	Appeal	44.44%
E. ANNUAL PERMIT TO CONDUCT BINGO GAMES FOR CHARITY	50.00	Year	50.00	Year	0.00%
1 Bingo Hall Permit Fee for Manager of Bingo Hall	1,000.00	Permit	1,150.00	Permit	15.00%
I. TAXICAB PERMIT FEES					
1 Driver's Permit					
b. Annual Renewal	85.00	Year	74.00	Year	-12.94%
c. Replacement Permit	20.00	Permit	17.00	Permit	-15.00%
e. Lapsed Permit (31-60 days)	147.00	Permit	109.00	Permit	-6.84%
1 Admin Services for Inspection	175.00	Permit	150.00	Permit	-14.29%
2 Inspection Fee	178.00	Inspection	200.00	Inspection	12.36%
f. Annual Renewal of Vehicle Permit	719.00	Permit	718.00	Permit	-0.14%
5 Amendment to Permit Record					
a. 1-10 Permits	25.00	Each	21.00	Each	-16.00%
b. 11+ Permits	250.00	Flat Rate	210.00	Flat Rate	-16.00%
6 Costs of Investigations and Enforcement					
a. Assistant to the City Administrator	133.00	Hour	150.00	Hour	12.78%
b. Administrative Analyst+Public Service Representative	107.00	Hour	91.00	Hour	-14.95%
2 Costs of Oversight and Administration					
a. City Clerk	216.00	Hour	175.00	Hour	-18.98%
b. City Council Analyst	108.00	Hour	110.00	Hour	1.85%
c. Deputy City Administrator	207.00	Hour	216.00	Hour	4.35%
d. Deputy City Attorney III	146.00	Hour	165.00	Hour	13.01%
e. Deputy City Attorney IV	161.00	Hour	182.00	Hour	13.04%
f. Lt. Oakland Police Department	147.00	Hour	165.00	Hour	12.24%
g. Treasury Analyst	70.00	Hour	77.00	Hour	10.00%
h. Assistant to the City Administrator	133.00	Hour	150.00	Hour	12.78%

KTOP

A. PRODUCTION SERVICES

4 Duplication		
a.	BetacamSP-duplication / including stock (30-minutes)	35.00 Tape
b.	BetacamSP-duplication / including stock (60-minutes)	50.00 Tape
c.	D9-Duplication / including stock (30-minutes)	35.00 Tape
d.	D9-Duplication / including stock (104-minutes)	60.00 Tape
e.	DVD copies (KTOP-Original-Programming-Only)	10.00 DVD
f.	DVD-Legislative	2.50 DVD
g. Raw Stock (tape)		
1	BETA-SP (10-minutes)	10.00 Tape
2	BETA-SP (15-minutes)	12.00 Tape
3	BETA-SP (30-minutes)	14.00 Tape
4	BETA-SP (60-minutes)	20.00 Tape
5	BETA-SP (90-minutes)	31.00 Tape
6	D9 (30-minutes)	25.00 Tape
7	D9 (104-minutes)	45.00 Tape
8	DigiBeta (6-Min)	14.00 Tape
9	DigiBeta (12-Min)	15.00 Tape
10	DigiBeta (32-Min)	19.00 Tape
11	DigiBeta (40-Min)	21.00 Tape
12	DigiBeta (64-Min)	29.00 Tape
13	DigiBeta (94-Min)	45.00 Tape
14	XD-CAM-Disc	51.00 Media
15	XD-CAM-Disc 50gig	63.00 Media
16	DVCAM (40min)	26.00 Tape
17	Mini-DV (63)	24.00 Tape
2 On-Line Studio Production and Editing Equipment Rental		

TRANSFER KTOP FEES TO
CITY CLERK

TRANSFER KTOP FEES TO
CITY CLERK

City of Oakland
Master Fee Schedule

Effective July 1, 2016

CITY ADMINISTRATOR

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)		PROPOSED FEE (FY 2016-17)		% CHANGE
	FEE	UNIT	FEE	UNIT	
a. Stage Rental--(City Agency)	100.00	Hour			
b. Stage Rental--(City Agency-)	350.00	Half-Day			
c. Stage Rental--(City Agency)	500.00	Day			
d. Stage Rental--Non-City Organizations	125.00	Hour			
e. Stage Rental--Non-City Organizations	425.00	Half-Day			
f. Stage Rental--Non-City Organizations	750.00	Day			
g. Stage Rental--Non-City Organizations	600.00	Build -Strike-Day			
h. Phone Bank System	170.00	Day			
i. Teleprompter-Day Rate	180.00	Day			
j. Voice-Over-Studio (City Agencies)	25.00	Hour			
k. Voice-Over-Studio (Non-City Agencies)	75.00	Hour			
l. 600-Amp Electrical	100.00	Day			
m. Grip Package	100.00	Day			
n. Lighting Package	250.00	Day			
o. Sound Package--mixer, boom, shotgun & lav mics	100.00	Day			
p. Betacam SP Deck	200.00	Day			
q. Production Control Room & Studio Cams	1,650.00	Day			
r. Digital S/D0 Deck	200.00	Day			
s. Smoke Edit System (Hourly)	200.00	Hour			
t. Smoke Edit System (Daily)	800.00	Day			
u. Macintosh Graphic Workstation	30.00	Hour			
v. Macintosh Graphic Station	200.00	Day			
x. Final Cut Editing System (Hourly)	75.00	Hour			
y. Final Cut Editing System (Daily)	350.00	Day			
z. DigiBeta Deck	495.00	Day			
aa. Aja-KiPre	250.00	Day			
ab. DigiBeta Deck	65.00	Hour			
ac. HDGAM Deck	600.00	Day			
ad. Legalizer-"Video Standards Processor"	75.00	Day			
ae. PDW 1500 HD	70.00	Hour			
af. Avid Editing System (hourly)	150.00	Hour			
ag. Avid Editing System (Day)	700.00	Day			
3 Individual Lights					
a. Fresnels					
1 Baby-10K	115.00	Day			
2 Baby-5K	65.00	Day			
3 2K Juniors	45.00	Day			
4 2K Baby Juniors	45.00	Day			
5 1K Baby	35.00	Day			
6 650W Tweeny	28.00	Day			
7 200W Midget	25.00	Day			
b. Open-Face					
1 2K-Mighty-Mole	35.00	Day			
2 1K-Mighty-Mole	30.00	Day			
c. Soft-Lights					
1 6K-Space-Lights	75.00	Day			
2 2K-Zip	35.00	Day			
3 1K-Supersoft	30.00	Day			
4 750w-Zip	25.00	Day			
d. Kino-Flows--4-X-4 Fixture	65.00	Day			
e. DIVA	35.00	Day			
f. Image-80	120.00	Day			
g. Miscellaneous Lighting					
1 Source-4-Lekes	40.00	Day			
2 Lowell Lighting-Kits	50.00	Day			
h. Kamio-Kit	175.00	Day			
i. Parabeam-Kit	95.00	Day			
k. Dedo-Kit	150.00	Day			
l. Joker-800-HMI-Kit	225.00	Day			
4 Single-Camera-D9-Field-Production-Package-with-Lights-&-Sound (Excluding-Labor)					
a. Half-Day	750.00	1-4 Hours			

TRANSFER KT0P FEES TO
CITY CLERK

TRANSFER KT0P FEES TO
CITY CLERK

City of Oakland
Master Fee Schedule

Effective July 1, 2016

CITY ADMINISTRATOR

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)		PROPOSED FEE (FY 2016-17)		% CHANGE	
	FEE	UNIT	FEE	UNIT		
b. Full-Day	1,450.00	4-7.5-Hours				
c. Fujinon-Pro HD-wide-angle-lens-	150.00	Day	TRANSFER KTOP FEES TO CITY CLERK			
d. Fujinon-Pro HD-wide-angle-lens-	300.00	Weekend-				
e. Fujinon-12X4.5 wide-angle-lens	300.00	Day				
f. Anton-Bauer-Trimpac-14-batteries	15.00	Each/-Day				
g. Anton-Bauer-Trimpac-14-Charger	20.00	Day				
h. Sony-BP-L60S-Batteries-(4)	20.00	Day				
i. Sony-BC-L70-battery-Charger	35.00	Day				
5 Switched-D9-Field-Event-with-2-3-Cameras						
a. Half-Day	750.00	Half-day				
b. Full-Day	1,250.00	Day				
c. XDCam-	1,000.00	Day				
d. JVC-GYHD250	250.00	Day				
6 Stands						
a. Mole-Crank	15.00	Day	TRANSFER KTOP FEES TO CITY CLERK			
b. Combo-Hi'sHi's	13.00	Day				
c. Mole-Sr.-Brace-Stand	7.00	Day				
d. More-Baby-Dbl-Stand-Riser-Rolling-Stand	5.00	Day				
e. Double-Riser-Jr.-Stand	6.00	Day				
f. Triple-Riser-Stand	6.50	Day				
g. Double-Riser-Combo	6.00	Day				
h. Rolling-Stands	0.50	Day				
i. Low-Baby-Rolling-Stand	4.00	Day				
j. C-Stands-with-Arm	5.00	Day				
7 Butterflies-and-Overheads-and-Backdrops						
a. 20-X-20-Frame	50.00	Day	TRANSFER KTOP FEES TO CITY CLERK			
b. 20-X-20-Solid,-Silk,-Griffolyn	50.00	Day				
c. 12-X-12-Frame	35.00	Day				
d. 12-X-12-Solid,-Silk,-Sgl-Dbl-Griffolyn,-1/2-Grtid.-Mustin	35.00	Day				
e. 12-X-12-Set-Complete-w/-Frame-Std,-Sgl,-Dbl,-Silk	90.00	Day				
f. 8-X-8-Frame	28.00	Day				
g. 8-X-8-Std,-Sgl,-Dbl,-Silk,-Gryf	28.00	Day				
h. 6-X-6-Frame	25.00	Day				
i. 6-X-6-Std,-Sgl,-Dbl,-Silk,-Gryf	20.00	Day				
j. 6-X-6-Set-Complete-w/-Std,-Sgl,-Dbl,-Silk,-Gryf	55.00	Day				
k. Chroma-Green-Screen-20x20	125.00	Day				
l. Chroma-Green-Screen-30x40	300.00	Day				
m. Chroma-Green-Screen-12X12	100.00	Day				
8 Grip-and-Rigging						
a. Mafer-Clamps	5.00	Day	TRANSFER KTOP FEES TO CITY CLERK			
b. Baby-Pipe-Hangers	3.50	Day				
c. Jr.-Pipe-Hangers	3.50	Day				
d. Baby-Nail-Ons	3.50	Day				
e. Jr.-Nail-Ons	3.50	Day				
f. C-clamps-without-stud	3.50	Day				
g. C-clamps-with-studs	4.50	Day				
h. Furniture-clamp-with-stud	3.50	Day				
i. Cardilini-clamps	4.00	Day				
j. Jr.-To-Baby-Spod-Adapters	3.00	Day				
k. Jr.-Offset/Sidearms	3.50	Day				
l. Jr.-Risers	4.00	Day				
m. Jr.-Dbl-Headers	4.50	Day				
n. Baby-Dbl-Headers	4.50	Day				
o. Lollipops	4.50	Day				
p. Foamcore-Holders	4.00	Day				
q. Beadboard-Clamps	3.00	Day				
r. 90-degree-Cheesboroughs	3.50	Day				
s. Rotating-Cheesboroughs	3.50	Day				
t. Chain-Vice-Grip-with-Stud	3.50	Day				
u. Grip-Clips	1.50	Day				
9 Miscellaneous-Grip						
a. 4'-Ladder	6.00	Day				
b. 8'-Ladder	8.00	Day				

**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

CITY ADMINISTRATOR

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)		PROPOSED FEE (FY 2016-17)		%
	FEE	UNIT	FEE	UNIT	
c. 10'-Ladder	10.00	Day	TRANSFER KTOP FEES TO CITY CLERK		
d. 12'-Ladder	12.00	Day			
e. Wedges/crate of 30	9.00	Day			
f. Apple-Boxes	36.00	Day			
g. 1/2-Apple	3.00	Day			
h. 1/4-Apple	2.50	Day			
i. Pancakes	2.00	Day			
j. Doorway Dolly	30.00	Day			
k. Track-Wheels	20.00	Day			
l. Flying Tiger-Scissor-Lift	75.00	Day			
m. Varizoom-Jib-12ft w/robotic-rigging-Half-Day	212.00	Half-day			
n. Varizoom-Jib-12ft w/robotic-rigging-Full-Day	310.00	Day			
10 Flags and Nets					
a. 18 X 24 Sid, Sgl, Dbl, Silk	4.50	Day			
b. 24 X 36 Sid, Sgl, Dbl, Silk	4.50	Day			
c. 24 X 36 Open Frames	4.00	Day			
d. 4 X 4 Open Frames	5.00	Day			
14 Single-Camera-Engineering-Field-Production-Package-Rental- (Excluding-Labor)			TRANSFER KTOP FEES TO CITY CLERK		
a. Half-Day	300.00	Half-day			
b. Full-Day	500.00	Day			
12 Video Operator-Technician-Labor-Charge			TRANSFER KTOP FEES TO CITY CLERK		
a. Labor-Charges--Daytime					
1 Operators--Regular	53.00	Hour			
2 Operators--Overtime-	80.00	Hour			
3 Director	118.00	Hour			
4 Producer	107.00	Hour			
5 Contract-Professionals	Negotiated	Day			
6 Voice-over-Talent	107.00	Hour			
b. Labor-Charges--Evening/Weekend					
1 Operators--Regular	Negotiated	Hour			
2 Operators--Overtime--First 2 Hours	Negotiated	Hour			
3 Operators--Additional-Hours	Negotiated	Hour			
4 Director	Negotiated	Hour			
5 Producer	Negotiated	Hour			
6 Contract-Professionals	Negotiated	Day			
7 Voice-Over-Talent	107.00	Hour			
13 Cancellation-Fees					
a. 24-48-Hours-Notice	30%	Budget			
b. 24-Hours-Notice	50%	Budget			
14 Character-Generator-and-Computer-Text/Graphics-Creation					
a. Web-Video-Conversion	95.00	Hour			
b. Web-Video-Conversion-(City-Agencies)	55.00	Hour			
c. DVD-Authoring	100.00	Hour			
d. DVD-Authoring-(City-Agencies)	65.00	Hour			
B: FILM-RELATED FEES			TRANSFER KTOP FEES TO CITY CLERK		
1 Rental-of-City-Properties,-Facilities,-and/or-Parklands-(Except- Civic-Center-Complex-and-Dunsmuir-House)	500.00	Day-for-Actual- Filming			
a. Set-Preparations	250.00	Day			
b. Set-Clean-up	250.00	Day			
c. Still-Photography	50.00	Hour			
2 Rental-of-Dunsmuir-House-(Interior-&-Exterior)	1,000.00	Day-for-Actual- Filming			
a. Set-Preparations	500.00	Day			
b. Set-Clean-up	500.00	Day			
c. Still-Photography	100.00	Hour			
3 Film-Permit-for-Video-Production/Photography	50.00	Day			
4 Film-Permit-for-Commercial-Advertising-Production	150.00	Day			
5 Film-Permit-for-Major-Feature-Production	150.00	Day			
6 Film-Permit-for-Adjustments-for-More-than-10-Consecutive- Days-of-Production	Up-to-150.00	Day			
7 Film-Permit-for-Short-Subject-Production	50.00	Day			
8 Film-Permit-for-Television-Production	150.00	Day			

**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

CITY ADMINISTRATOR

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)		PROPOSED FEE (FY 2016-17)		% CHANGE
	FEE	UNIT	FEE	UNIT	
9 Film Permit for Industrial Production	400.00	Day			
NUISANCE ENFORCEMENT UNIT					
A. PUBLIC NUISANCE ORDINANCE AND NUISANCE EVICTION					
6 Assistant to the City Administrator (Case Manager)	433.00	Hour	150.00	Hour	12.78%
7 Administrative Assistant II	66.00	Hour	71.00	Hour	7.58%

Public Works Agency

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-4
Public Works Agency

City of Oakland
 Master Fee Schedule
 Effective November 17, 2015

PUBLIC WORKS

Added: COLA Increase 4% (Labor Only)

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
FACILITIES & ENVIRONMENT					
FACILITIES SERVICES					
A. FACILITIES USAGE FEE					
1 Security Guard Services					
a. Regular Rate	22.44	Hour	23.34	Hour	
b. Holiday/Overtime Rate	33.66	Hour	35.01	Hour	
2 Custodian Services	53.17	Hour	55.30	Hour	
3 Custodial Services Supervisor 1					
a. Normal Operating Hours	81.75	Hour	85.02	Hour	
4 Stationary Engineering Services					
a. Normal Operating Hours	90.18	Hour	93.79	Hour	
5 Chief Stationary Engineer					
a. Normal Operating Hours	120.80	Hour	125.63	Hour	
6 Non-City Event Public Address/Sound System/Podium Set-	50.00	Hour	52.00	Hour	
7 Room Rental					
a. City Hall Hearing Room (Two-Hour Minimum)	100.00	Hour	104.00	Hour	
b. City Hall 1st or 3rd Floor Lobby Or Mezzanine, Each	100.00	Hour	104.00	Hour	
c. Kitchen Use in Civic Center Complex facility	65.00	Hour	67.60	Hour	
d. Lionel J Wilson Building Lobby (Two-Hour Minimum)	100.00	Hour	104.00	Hour	
e. Dalziel Building Lobby (Two-Hour Minimum)	100.00	Hour	104.00	Hour	
8 Overtime Service Fee for Billing Outside Parties or Agencies	Actual Cost		Actual Cost		
B. REPAIRS FOR DAMAGE TO CITY PROPERTY					
1 Maintenance Mechanic					
a. Normal Operating Hours	78.37	Hour	81.50	Hour	
2 Plumber					
a. Normal Operating Hours	96.27	Hour	100.12	Hour	
3 Carpenter					
a. Normal Operating Hours	90.20	Hour	93.81	Hour	
4 Electrician					
a. Normal Operating Hours	98.76	Hour	102.71	Hour	
5 Construction & Maintenance Mechanic					
a. Normal Operating Hours	90.20	Hour	93.81	Hour	
6 Painter					
a. Normal Operating Hours	90.18	Hour	93.79	Hour	
7 Material	Actual Cost		Actual Cost		
KEEP OAKLAND CLEAN & BEAUTIFUL					
A. SERVICE FEE FOR BILLING OUTSIDE PARTIES OR					
1 Painter	90.18	Hour	93.79	Hour	
2 Street Sweeper Operator	76.66	Hour	79.73	Hour	
3 Street Maintenance Leader	81.34	Hour	84.59	Hour	
4 Public Works Maintenance Worker	64.02	Hour	66.58	Hour	

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
5 All Other Staff		Actual Cost		Actual Cost	
6 Materials		Actual Cost		Actual Cost	
B. OVERTIME SERVICE FEE FOR BILLING OUTSIDE PARTIES		Actual Cost		Actual Cost	
C. REMOVAL AND DISPOSAL OF ILLEGAL DUMPING					
1 Trash, Debris and Garbage (1 Hour Minimum)		Actual Cost		Actual Cost	
2 Abuse of Litter Container Fee		Actual Cost		Actual Cost	
D. REMOVAL OF ILLEGALLY PLACED ADVERTISING					
1 Removal and Restoration (Two Hour Minimum)	180.36	2 Hours	187.57	2 Hours	
E. BARRICADES AND SAFETY BARRIERS					
1 Rental Fee					
a. 18" Cone	1.00	Each Per Day	1.00	Each Per Day	
b. Barricade (Delivery & Pick-up)					
1 Request	218.00	Request	218.00	Request	
2 Barricade Rental	2.25	Each Per Day	2.25	Each Per Day	
c. Special Event Crowd Control Barriers (<u>Delivery & Pick-up</u>)					Pls. add "Delivery & Pick-up"
1 Request	363.00	Request	363.00	Request	
2 Charge per barrier	7.75	Barrier / Day	7.75	Barrier / Day	
3 Paper No Parking Signs	0.30	per sign	0.30	per sign	
2 Replacement of Lost or Damaged Safety Barriers					
a. 18" Cone	11.00	Each	11.00	Each	
b. Barricade	92.00	Each	92.00	Each	
c. Barrier	185.00	Each	185.00	Each	
PARK MAINTENANCE					
A. SERVICE FEE FOR REPAIRING DAMAGE TO LANDSCAPING					
1 Gardener Crew Leader	76.73	Hour	79.80	Hour	
2 Gardener II	64.67	Hour	67.26	Hour	
3 Park Attendant (PT)	28.72	Hour	29.87	Hour	
4 Park Supervisor II	105.80	Hour	110.03	Hour	
5 Park Supervisor I	99.38	Hour	103.36	Hour	
6 Irrigation Repair Specialist	82.55	Hour	85.85	Hour	
7 Park Equipment Operator	78.62	Hour	81.76	Hour	
8 Materials		Actual Cost		Actual Cost	
B. SERVICE FEE FOR PARK CLEANUP RELATED TO SPECIAL					
1 Park Supervisor II	105.80	Hour	110.03	Hour	
2 Park Supervisor I	99.38	Hour	103.36	Hour	
3 Gardener Crew Leader	76.73	Hour	79.80	Hour	
4 Gardener II	64.67	Hour	67.26	Hour	
5 Park Attendant (PT)	28.72	Hour	29.87	Hour	
6 Cardboard Litter Boxes	4.00	Each	4.00	Each	
ENVIRONMENTAL SERVICES DIVISION					
A. ENVIRONMENTAL CONSULTATION					
1 Labor		Actual Cost		Actual Cost	
B. PLAN AND REPORT REVIEW - CONSTRUCTION &					
1 Labor					

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
a. Recycling Specialist - 1.5 hour minimum	151.50	1.5 Hours	157.56	1.5 Hours	
C. APPLICATION REVIEW & INSPECTION - WEEKLY					
1 Labor					
a. Recycling Specialist - 2 hour minimum	202.00	2 Hours	210.08	2 Hours	
D. EQUIPMENT LOAN - EVENT RECYCLING					
1 Frame, Lid and Sign Kit set	5.00	Set	5.00	Set	
E. EQUIPMENT REPLACEMENT (Lost, Stolen, or Damaged) -					
1 Metal Frame	42.00	Each	42.00	Each	
2 Lid	25.00	Each	25.00	Each	
3 Sign Kit	20.00	Each	20.00	Each	
F. EXEMPTIONS FROM MINIMUM REQUIRED COLLECTION SERVICES - ANNUAL VERIFICATION FOR 2ND UNIT					
1 Labor			119.92	1.5 Hours	OMC 8.28.100 requires proper solid waste disposal, and allows requirement to be waived by Director. MMO Contract was amended to allow for such waiver for owner-occupied 2nd units, and required City to verify annually.
a. Program Analyst I - 1.5 hour minimum					
G. SELF HAUL PERMIT - APPLICATION REVIEW AND INSPECTION					
1 Labor					
a. Recycling Specialist - 6 hour minimum			555.32	6 Hours	New requirement - OMC 8.28.115
H. SELF HAULING PERMIT - ANNUAL VERIFICATION					
1 Labor			370.22	4 Hours	New requirement - OMC 8.28.115
a. Recycling Specialist - 4 hour minimum					
I. NON-DISPOSAL FACILITY ELEMENT AMENDMENT PROCESSING AND IMPLEMENTATION					
1 Labor					
a. Staff Time			Actual Cost		This could involve several positions.
TREE SERVICES DIVISION					
A. TREE AND SIDEWALK SERVICES					
1 Service Fee for Street Tree Planting					
a. Concrete Cutting of Sidewalk to Create New Tree Well	Actual Cost		Actual Cost		
b. Plant 15 Gallon Size Tree	360.00	Each	371.84	Each	
c. Plant 24 Inch Box Size Tree	619.00	Each	637.84	Each	
2 Tree Removal Permits					
a. Non-development tree permit (1-10 Trees)	355.00	Permit	355.00	Permit	Added Verbiage
b. Non-development tree permit (11-100 Trees) plus 10.00 per tree			355.00	Permit	This was omitted from the Tree fees in error
			+ 10.00	Per Tree	
c. b- Development tree permit (1-10 Trees to be Reviewed for Removal)	355.00	Permit	355.00	Permit	Please confirm verbiage is consistent with adopted version

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
d. e. Development tree permit (11-100 Trees to be Reviewed for Removal plus \$10 per tree over 10 trees)	355.00	Permit	355.00	Permit	Add \$10
			+ 10.00	Per Tree over 10 Trees	
e. d. Development tree permit (Over 100 Trees to be Reviewed for Removal)	355.00	Permit	355.00	Permit	Additional per hour charge - Arboricultural hourly rate added to cover actual cost.
			+ \$125.83	Per Hour	
f. e. Appeal of the Tree Removal Permit					This fee is missing from the MFS per section 12.36.120 OMC. It should be added to the MFS under Appeal of the Tree Removal Permit at the same appeal rate of \$509 on page M-4, section 2e
1 Non-development fee permit	509.00	Appeal	509.00	Appeal	
2 Development tree permit	711.00	Appeal	711.00	Appeal	
3 <u>City Owned Tree Appeal</u>			509.00	Appeal	
4 <u>City Hazardous Tree Appeal</u>			509.00	Appeal	This fee is missing from the MFS per section 12.40.050 OMC. It should be added to the MFS under Appeal of the Tree Removal Permit at the same appeal rate of \$509 on page M-4, section 2e
g. f. Undeveloped Property, Replacement Tree In Lieu Fee		Actual Tree	619.00	Tree	Cost of planting tree as shown in MFS Trees Services Division A,1,c
3 Service Fee for Damaged Trees					
a. Large Size Trees (DBH), Species, Condition, and Location Determine the Value		Actual Cost		Actual Cost	
b. Trees of Replaceable Size					
1 15-Gallon Tree Size	360.00	Tree	371.84	Tree	
2 24 Inch Box-Sized Tree	619.00	Tree	637.84	Tree	
c. Partially Damaged Tree					
1 Percentage of Damage is Estimated by Tree					
4 View Preservation Claim Appeal	712.00	each	712.00	each	
B. SERVICE FEE FOR CITY ARBORIST			Actual Cost		This service fee is missing from the MFS
INFRASTRUCTURE & OPERATIONS					
ELECTRICAL SERVICES					
A. RELAMPING LAKE MERRITT'S NECKLACE OF LIGHTS					
1 Reimbursement of actual City costs to relamp		Actual Cost		Actual Cost	
B. RULE 20A & RULE 20B UNDERGROUNDING ENGINEERING					
1 Electrical Engineer III	167.16	Permit	173.49		
2 Council Resolution & Report	25,074.00	Permit	26,022.88		
C. REPAIRS FOR DAMAGE TO CITY OF OAKLAND					
1 Labor		Actual Cost		Actual Cost	
2 Materials		Actual Cost		Actual Cost	
D. RELOCATION OR INSTALLATION OF TRAFFIC SIGNALS OR					
1 Labor					
a. Electrical Engineer III (1 hour minimum)	158.16	Hour	164.49	Hour	
b. Electrical Supervisor (1 hour minimum)	127.83	Hour	132.94	Hour	

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
c. Electrical Line Crew (1 hour minimum)	Actual Cost		Actual Cost		
d. Electrician (1 hour minimum)	99.01	Hour	102.97	Hour	
e. Electrical Leader (1 hour Minimum)	114.37	Hour	118.94	Hour	
f. Electrical Helper (1 hour Minimum)	63.99	Hour	66.55	Hour	
2 Materials	Actual Cost		Actual Cost		
3 PG&E Service Connection	Actual cost		Actual cost		
E. ELECTRICAL ENGINEERING REVIEW	167.16	Permit	173.85	Permit	
ELECTRICAL SERVICES - METER OPERATIONS					
A. RELOCATION OR INSTALLATION OF SINGLE-SPACE					
1 Labor					
a. Public Works Supervisor II	115.04	Hour	119.64	Hour	
b. Public Works Supervisor I	99.38	Hour	103.36	Hour	
c. Parking meter Repair Worker	64.99	Hour	67.59	Hour	
2 Materials	Actual Cost		Actual Cost		
B. OVERTIME SERVICE FEE FOR BILLING OUTSIDE PARTIES	1-1/2	Times Hour	1-1/2	Times Hour	
C. TRAFFIC CONTROL PLAN REVIEW (UTILITIES AND					
1 Hourly Staff Review	100.00	Hour	104.00	Hour	
ELECTRICAL SERVICES - TRAFFIC MAINTENANCE					
A. INSTALLATION OF QUIET ZONE SIGN AS ALLOWED BY					
1 Materials and labor	335.00	Per Sign	342.16	Per Sign	
B. PAINTING OF CURB MARKING TO INDICATE A DRIVEWAY					
1 Materials and labor	431.00	Marking	461.58	Marking	
C. PUBLIC MOTOR VEHICLE STAND AS ALLOWED BY					
1 Installation of Sign Post					
a. Materials and labor	335.00	Sign	342.16	Sign	
2 Painting of Street Curb Adjacent to Public Motor Vehicle					
a. Materials and labor up to 22 FT	193.00	Marking	198.00	Marking	
D. PAINTING OF CURBS TO INDICATE AND PARKING					
1 Painting of Street Curb Only and Street Markings					
a. Materials and labor up to 22 FT	755.00	Marking	782.60	Marking	
E. INSTALLATION OF SIGN TO INDICATE LOADNIG ZONE					
1 Installation of Sign					
a. Materials and labor	335.00	Per Sign	342.16	Per Sign	
F. REMOVAL OF AUTHORIZED PAINTING OF CURBS AS					
1 Painting of Street Cub and Street Markings					
a. Materials and labor	Actual Cost		Actual Cost		
G. SERVICE FEE FOR BILLING OUTSIDE PARTIES OR					
1 Public Works Supervisor II	115.04	Hour	119.64	Hour	
2 Public Works Supervisor I	99.38	Hour	103.36	Hour	
3 Sign Maintenance Worker	70.29	Hour	73.10	Hour	
4 Traffic Sign Maker	75.30	Hour	78.31	Hour	
5 Traffic Painter	90.18	Hour	93.79	Hour	
6 All Other Staff	Actual Cost		Actual Cost		
7 Taxi Cab Stand Sign Fee	7.00	Each	7.00	Each	
H. OVERTIME SERVICE FEE FOR BILLING OUTSIDE PARTIES	1-1/2	Times Hour	1-1/2	Times Hour	

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
I. TRAFFIC FLOW MAP	5.00	Map	5.00	Map	
J. PEDESTRIAN COUNT MAP	5.00	Map	5.00	Map	
K. BLUE LINE REPRODUCTION	5.00	Sheet	5.00	Sheet	
L. CONSTRUCTION AREA TRAFFIC CONTROL MANUAL	5.00	Manual	5.00	Manual	
FLEET MANAGEMENT & MAINTENANCE					
A. SALE OF FUEL	Cost + 15%	Gallon	Cost + 15%	Gallon	
B. TAXI CAB INSPECTION	178.00	50% of Initial	178.00	50% of Initial	
C. RENTAL OF CHANGEABLE MESSAGE BOARD	Actual Cost		Actual Cost		
D. TAXI CAB RE-INSPECTION	140.00	Re-Inspection	140.00	Re-Inspection	
SEWERS & STORM DRAIN MAINTENANCE					
A. BOARDING OF WINDOWS AND DOORS					
Personnel Services Fee Schedule					
1 Normal Operating Hours	364.00	2 Hours	378.56	2 Hours	
2 Not During Normal Operating Hours	509.00	2 Hours	529.36	2 Hours	
B. SERVICE FEE FOR BILLING OUTSIDE PARTIES OR					
1 Sewer Maintenance Leader	87.73	Hour	91.24	Hour	
2 Sewer Maintenance Leader Plus Premium	88.71	Hour	92.26	Hour	
3 Public Works Supervisor II	115.04	Hour	119.64	Hour	
4 Public Works Supervisor I	99.38	Hour	103.36	Hour	
5 Street Maintenance Leader	81.37	Hour	84.62	Hour	
6 Street Maintenance Leader (plus Premiums)	82.32	Hour	85.61	Hour	
7 Heavy Equipment Operator	84.96	Hour	88.36	Hour	
8 Heavy Equipment Operator (plus Premiums)	85.94	Hour	89.38	Hour	
9 Public Works Maintenance Worker	64.02	Hour	66.58	Hour	
10 Public Works Maintenance Worker (plus Premiums)	64.78	Hour	67.37	Hour	
11 Sewer Maintenance Worker	67.54	Hour	70.24	Hour	
12 Sewer Maintenance Worker (Plus Premiums)	68.52	Hour	71.26	Hour	
13 All Other Staff	Actual Cost		Actual Cost		
C. OVERTIME SERVICE FEE FOR BILLING OUTSIDE PARTIES	1-1/2	Times Hour	1-1/2	Times Hour	
STREET & SIDEWALK MAINTENANCE					
A. SERVICE FEE FOR BILLING OUTSIDE PARTIES OR					
1 Equipment	Actual Cost		Actual Cost		
2 Materials					
a. Asphalt	Actual Cost		Actual Cost		
b. Concrete	Actual Cost		Actual Cost		
c. Portland Cement (bag)	Actual Cost		Actual Cost		
d. Aggregate Base	Actual Cost		Actual Cost		
e. Sand	Actual Cost		Actual Cost		
f. All Other Materials	Actual Cost		Actual Cost		
B. SERVICE FEE FOR BILLING OUTSIDE PARTIES OR					
1 Public Works Operations Manager	190.45	Hour	198.07	Hour	
2 Public Works Supervisor II	115.04	Hour	119.64	Hour	
3 Public Works Supervisor I	99.38	Hour	103.36	Hour	
4 Street Maintenance Leader	81.34	Hour	84.59	Hour	

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
5 Street Maintenance Leader Plus Premiums	82.32	Hour	85.61	Hour	
6 Heavy Equipment Operator	84.96	Hour	88.36	Hour	
7 Heavy Equipment Operator Plus Premiums	85.94	Hour	89.38	Hour	
8 Concrete Finisher	86.88	Hour	90.36	Hour	
9 Concrete Finisher Plus Premium	87.64	Hour	91.15	Hour	
10 Public Works Maintenance Worker	64.02	Hour	66.58	Hour	
11 Public Works Maintenance Worker Plus Premiums	64.78	Hour	67.37	Hour	
12 All Other Staff		Actual Cost		Actual Cost	
C. OVERTIME SERVICE FEE FOR BILLING OUTSIDE PARTIES		1-1/2 Times Hour		1-1/2 Times Hour	
ENGINEERING & CONSTRUCTION					
AMERICANS WITH DISABILITIES ACT PROGRAMS					
A. AMERICANS WITH DISABILITIES ACT (ADA) -TECHNICAL					
1 Technical Training	170.00	Person / Hour	176.80	Person / Hour	
2 Expert Witness Fee	200.00	Hour	208.00	Hour	
3 Plan Reviews	390.00	Hour	405.60	Hour	
ENGINEERING PLANNING & DESIGN					
A. ENGINEERING REVIEW	169.00	Hour	175.76	Hour	
B. SEWER MITIGATION FEE		Per Engineering Review Finding		Per Engineering Review Finding	
C. SEWER DISCHARGE AUTHORIZATION	677.00	Application	704.08	Application	
D. PAVEMENT IMPACT		Per Engineering Analysis		Per Engineering Analysis	
PROJECT DELIVERY					
A. MATERIALS TESTING SERVICE	142.00	Hour	147.68	Hour	
B. STREET FURNITURE					
1 Advertising permits for bus shelters and kiosks	375.00	Location	375.00	Location	
2 Advertising permit appeal fee	100.00	Appeal	100.00	Appeal	
C. SURVEY SERVICES					
1 Standard 2 person survey party and equipment	1,390.00	Day	1,445.60	Day	
2 City Surveyor	144.00	Hour	149.76	Hour	
3 Senior Survey Tech	77.00	Hour	80.08	Hour	
4 Excavation Permit - Compliance with BPC8771 Review	58.00	Permit	60.32	Permit	
5 Replacement of a Survey Monument After Disturbance or Loss	5,858.00	Each	5,959.00	Each	
6 Each Review of Parcel Subdivision Map in excess of the	130.00	each	135.20	each	
7 Review of Subdivision: Parcel Map					
a. Parcel Map: Up to three reviews at three hours each	936.00	Each	973.44	Each	
b. Additional Reviews two hours	312.00	Each	324.48	Each	
8 Review of Subdivision: Final Map					
a. Final Map: Up to four reviews at 2.5 hours each	1,560.00	Each	1,622.40	Each	
b. Additional Reviews two hours	312.00	Each	324.48	Each	
RIGHT OF WAY MANAGEMENT					
A. INSPECTION FOR ISSUANCE OF A PERMIT AS REQUIRED					

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
1 Sewer Repair, Extension or Replacement including tap					
a. Within Private Property	276.00	Inspection	287.04	Inspection	
b. Within Private Property and Sidewalks/Roadway	414.00	Inspection	430.56	Inspection	
2 Sewers, New Building Connection including tap inspection	782.00	Inspection	813.28	Inspection	
3 Sewer or Septic Tank Abandonment	235.00	Inspection	244.40	Inspection	
4 Sewer, Common Private					
a. During Normal Working Hours	540.00	Parcel	561.60	Parcel	
b. Not During Normal Operating Hours	786.60	Parcel	818.06	Parcel	
5 Voluntary Repair with EBMUD Incentive Program	138.00	Inspection	143.52	Inspection	
6 Voluntary Repair Coordinated with City Project	No Fee		No Fee		
B. EXCAVATION PERMIT					
1 Permit (Includes 2 Hours of Inspection)	309.00	Permit	321.36	Permit	
2 Additional Inspection Hours					
a. Normal Operating Hours	138.00	Hour	143.52	Hour	
b. Not During Normal Operating Hours	207.00	Hour	215.28	Hour	
3 City-Performed Repairs-Mandatory per OMC 12.12 et. Al					
a. Repair Cost	Actual Cost	Repair	Actual Cost	Repair	
b. Collection Surcharge	2%	Repair	2%	Repair	
c. Administrative Fee	1,399.00	Repair	1,454.96	Repair	
4 Violation of Mandatory Completion Notice	432.00	Each Occurrence	432.00	Each Occurrence	
5 Emergency Surcharge	14.00	Each	14.00	Each	
6 Excavation Permit Review Fee					
a. Exceeding 300 Feet	875.00	Each Occurrence,	910.00	Each Occurrence,	
b. Shorter than 300 Feet or Within One City Block	324.00	Each Occurrence,	336.96	Each Occurrence,	
7 Extension of Excavation Permit	138.00	Permit	143.52	Permit	
C. EXCAVATION PERMIT (UTILITY COMPANIES ONLY)					
1 Permit	No Fee		No Fee		
2 Inspection for Excavation Permit					
a. Normal Operating Hours	138.00	Hour	143.52	Hour	
b. Outside Operating Hours	207.00	Hour	215.28	Hour	
3 Street Obstruction Fee	9.45	25 Lin/Ft. Per Day	9.45	25 Lin/Ft. Per Day	
4 Violation of Mandatory Completion Notice	432.00	Each Occurrence	432.00	Each Occurrence	
5 Emergency Surcharge	14.00	Each	14.00	Each	
6 Excavation Permit Review Fee					
a. Exceeding 300 Feet	875.00	Each Occurrence,	910.00	Each Occurrence,	
b. Shorter than 300 Feet or Within One City Block	324.00	Each Occurrence,	336.96	Each Occurrence,	
D. COMMENCING WORK FOR WHICH A PERMIT, IN					
1 Contractor use of unmarked vehicles to evade Oakland	1,000.00	Each Occurrence	1,000.00	Each Occurrence	
2 Failure to notify the City of the time and project locations or	1,000.00	Each Occurrence	1,000.00	Each Occurrence	
E. REPAIR OF SIDEWALKS, DRIVEWAYS, CURBS, AND					
1 City-Performed Repairs - Voluntary					
a. Repair	Actual Cost		Actual Cost		
b. Interest on the Unpaid Balance	10%	Year	10%	Year	
c. Interest on the Unpaid Balance, Low Income Loan	5%	Year	5%	Year	
d. Administrative Fee	525.00	Abatement	546.00	Abatement	
2 City-Performed Repairs - Mandatory					
a. Repair	Actual Cost		Actual Cost		

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
b. Collection Surcharge		2% Repair		2% Repair	
c. Administrative Fee	1,399.00	Abatement	1,454.96	Abatement	
F. SEWER ABATEMENT					
1 Voluntary					
a. Construction Contract		Actual Cost		Actual Cost	
b. Interest on the Unpaid Balance		10% Year		10% Year	
c. Interest on the Unpaid Balance, Low Income Loan		5% Year		5% Year	
d. Administrative Fee	541.00	Abatement	562.64	Abatement	
2 Mandatory					
a. Construction Contract		Actual Cost		Actual Cost	
b. Collection Surcharge		0.02 Abatement		0.02 Abatement	
c. Administrative Fee	1,399.00	Abatement	1,454.96	Abatement	
G. INSPECTION OF SIDEWALKS, DRIVEWAYS CURBS AND					
1 Permit (includes maximum 2 hours of inspection)					
a. Sidewalk and/or Driveway over 200 sq ft	276.00	Permit	287.04	Permit	
b. Curb and Gutter over 35 linear feet	0.93	Square Foot	0.93	Square Foot	
	3.27	Linear Foot	3.27	Linear Foot	
2 Additional inspection Hours					
a. Normal Operating Hours	138.00	Hour	143.52	Hour	
b. Not During Normal Operating Hours	207.00	Hour	215.28	Hour	
3 Voluntary Repair Coordinated with City Project					
		No Fee		No Fee	
H. REPAIR OF SIDEWALK, DRIVEWAYS, CURBS, AND					
1 Repair of City tree damaged sidewalk by private property					
a. Collection Surcharge		No Fee		No Fee	
b. Administrative Fee		No Fee		No Fee	
I. DRIVEWAY APPEALS					
1 <u>Grade I - Minimum Code Deviations Requiring Limited</u>	180.00	Appeal	568.00	Appeal	FROM PLANNING & BUILDING
2 <u>Grade II - Code Violations Found During Plan Checking</u>	393.00	Appeal	568.00	Appeal	Recommended per Fee Study
3 <u>Appeals for Projects in Design Stage</u>	524.00	Appeal	762.00	Appeal	Recommended per Fee Study
4 <u>Appeals to City Council</u>	524.00	Appeal	762.00	Appeal	Recommended per Fee Study
WATERSHED PROGRAM					
A. CREEK FIELD INSPECTION					
1 Inspection Fee	603.00	Inspection	627.12	Inspection	
2 Creek Determination Appeals	870.00	Appeal	904.80	Appeal	
ADMINISTRATION - APPLIES TO: ENGINEERING AND RIGHT OF WAY MANAGEMENT					
A. PERMIT APPLICATION FEE					
1 Building, Electrical, Mechanical, Plumbing Permits					
a. Filing	13.00	Permit	13.00	Permit	
b. Routing - Project Value \$2,000 or Less	44.00	Permit	44.00	Permit	
c. Routing - Project Value \$2,001 or Greater	57.00	Permit	57.00	Permit	
d. Routing - Application and Issuance by Internet	57.00	Permit	57.00	Permit	
2 All Other Permits and All Other Engineering Process and					
a. Filing	13.00	Permit	13.00	Permit	
b. Routing	57.00	Permit	57.00	Permit	
3 Mailing and Handling Charges Per 25 Count for Permit		Actual cost or		Actual cost or	

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
4 Service Charge for Verification of Proof of License and	13.00	Verification	13.00	Verification	
5 Zoning Sign-Off	72.00	Sign-Off	72.00	Sign-Off	
B. PLANS/MAP PHOTO COPY (COPIES LESS THAN 11"x17")	1.00	Map	1.00	Map	
C. DOCUMENT RESEARCH FEE	64.00	per hour	64.00	per hour	
D. PROCESS BILLING APPEALS AND REFUND REQUESTS	110.00	Appeal	110.00	Appeal	
E. PROCESS BILLING APPEALS WITH REFERRAL TO	318.00	Appeal	318.00	Appeal	
F. PROCESS BILLING APPEALS FOR SECOND	110.00	Appeal	110.00	Appeal	
G. PROCESSING SECURITY DEPOSITS (BONDS, CASH,	344.00	Each	344.00	Each	
H. RECORDS MANAGEMENT FEE	9.5%	All Permit \$ Code	9.5%	All Permit \$ Code	
I. TECHNOLOGY ENHANCEMENT FEE	5.25%	All Permit \$ Code	5.25%	All Permit \$ Code	
J. COLLECTIONS -- PERMITS & CODE ENFORCEMENT					
1 Alameda County Collection Surcharge on General Levy	1.70%	Lien	1.70%	Lien	
2 City Collection Transfer to or Rescission from County	3.00%	Lien	3.00%	Lien	
3 Interest on Unpaid Fees and Penalties	10.00%	Annual	10.00%	Annual	
K. COURIER SERVICE		Actual Cost		Actual Cost	
L. CERTIFICATION OF DOCUMENTS	1.00	Page	1.00	Page	
ENGINEERING					
A. PATH VACATION	5,154.00	Proceeding	5,154.00	Proceeding	
B. STREET VACATION					
1 Summary Vacation	4,980.00	Street	4,980.00	Street	
2 General Vacation	5,154.00	Street	5,154.00	Street	
3 Notifications	1,060.00	Block	1,060.00	Block	
C. EASEMENT - DEDICATION OR VACATION					
1 City Council Action	4,980.00	Easement	4,980.00	Easement	
2 City Engineer Action	2,564.00	Easement	2,564.00	Easement	
3 Shared Access Engineering Review	1,804.00	Easement	1,804.00	Easement	
D. CERTIFICATE OF COMPLIANCE					
1 For Work Through Six Hours	1,311.00	Certificate	1,311.00	Certificate	
2 For Work After Six Hours	190.00	Hour or Fraction of	190.00	Hour or Fraction of	
E. ENCROACHMENT IN THE PUBLIC RIGHT OF WAY OR PUBLIC EASEMENT					
1 City Engineer Action					
a. New encroachment	1,781.00	Permit	1,781.00	Permit	
b. Existing Encroachment	3,176.00	Permit	3,176.00	Permit	
c. Private Party bike rack installation, in accordance with	74.00	Permit	74.00	Permit	
d. Encroachment for R3 Occupancy	1,781.00	Permit	1,781.00	Permit	
e. Amendment or Recession	1,084.00	Permit	1,084.00	Permit	
2 City Council Action	4,980.00	Permit	4,980.00	Permit	
F. TRACT MAP					
1 Tentative Map	3,761.00	Map	3,761.00	Map	
2 Final Map	5,817.00	Tract	5,817.00	Tract	
3 Tentative Map - Each Lot over 5	354.00	Lot	354.00	Lot	
4 Certificate of Correction	1,157.00	Certificate	1,157.00	Certificate	
5 Subdivision Improvement Agreement	1,593.00	Agreement	1,593.00	Agreement	
6 Amended Final Map	1,709.00	Map	1,709.00	Map	
7 Revisions to Final Map, Tentative Map, or SIA					
a. Regular Operating Hours	174.00	Hour or Fraction of	174.00	Hour or Fraction of	

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
b. Overtime Hours	262.00	Hour or Fraction of	262.00	Hour or Fraction of	
G. STREET DEDICATION	4,980.00	Street	4,980.00	Street	
H. STREET NAME CHANGE					
1 Application	4,980.00	Street	4,980.00	Street	
2 Notifications	1,196.00	Block	1,196.00	Block	
I. REVIEW OF PUBLIC INFRASTRUCTURE PERMIT					
1 \$1 to \$5,000 Construction Valuation	1,000.00	Plan / Improvement	1,000.00	Plan / Improvement	
2 \$5,001 to \$10,000 Construction Value	2,698.00	Plan / Improvement	2,698.00	Plan / Improvement	
3 \$10,001 - \$50,000 Construction Value	3,046.00	1st \$10,000 Each	3,046.00	1st \$10,000 Each	
4 \$50,001 - \$100,000 Construction Value	5,184.00	1st \$50,000 Each	5,184.00	1st \$50,000 Each	
5 \$100,001 - \$500,000 Construction Value	9,063.00	1st \$100,000 Each	9,063.00	1st \$100,000 Each	
6 Over \$500,000 Construction Value	31,364.00	1st \$500,000 Each	31,364.00	1st \$500,000 Each	
7 General Plan Surcharge (Assessed On All P-JOB Permits)	0.17%	Review	0.17%	Review	
8 Extension of P-Job Permit for Work Incomplete After One Year	909.00	Plan/ Improvement	909.00	Plan/ Improvement	
9 Review of Plan Revisions					
a. Regular Working Hours	174.00	Hour or Fraction of	174.00	Hour or Fraction of	
b. Outside of Regular Working Hours	262.00	Hour or Fraction of	262.00	Hour or Fraction of	
J. FRANCHISE APPLICATION OR RENEWAL					
1 Personal Services Fee Schedule	5,677.00	Permit	5,677.00	Permit	
K. SPUR TRACK	4,631.00	Permit	4,631.00	Permit	
L. CONSULTATION REQUESTED FOR PRELIMINARY REVIEW OF IMPROVEMENTS AND CONSTRUCTION PROJECTS	174.00	Hour or Fraction of	174.00	Hour or Fraction of	
M. MYLAR PLAN RETRIEVAL	8.00	Plan	8.00	Plan	
N. CITY OF OAKLAND MAPS AND PLANS					
1 2,400 Scale	15.00	Map	15.00	Map	
2 1,500 Scale	15.00	Map	15.00	Map	
3 Plans (copies larger than 11"x17")	15.00	Sheet	15.00	Sheet	
O. S-11 ENGINEERING REVIEW	698.00	Report	698.00	Report	
P. PARCEL MAP					
1 Tentative Map	1,357.00	Map	1,357.00	Map	
2 Parcel Map	1,589.00	Map	1,589.00	Map	
3 Amended Tentative Map or Parcel Map	562.00	Map	562.00	Map	
4 Revisions to Tentative Map or Parcel Map					
a. Regular Working Hours	174.00	Hour or Fraction of	174.00	Hour or Fraction of	
b. Outside of Regular Working Hours	262.00	Hour or Fraction of	262.00	Hour or Fraction of	
5 Certificate of Correction	484.00	Certificate	484.00	Certificate	
Q. EIR ENGINEERING REVIEW					
1 Application	1,395.00	Review	1,395.00	Review	
2 Revisions	174.00	Hour or Fraction of	174.00	Hour or Fraction of	
R. INSPECTION OF PUBLIC INFRASTRUCTURE					
1 Basic Fee	8.50%	Value of	8.50%	Value of Improvement	
2 \$1 to \$100,000	8.50%	Value of	8.50%	Value of Improvement	
3 \$100,001 to \$500,000	\$8,500 + 8%	Value of	\$8,500 + 8%	Value of Improvement	
4 \$500,000+	\$40,500 + 7.5%	Value of	\$40,500 + 7.5%	Value of Improvement	
5 Outside of Regular Working Hours	240.00	Hour or Fraction of	240.00	Hour or Fraction of	
S. CONSTRUCTION SITE MONITORING (DUST, NOISE, C3 related to Public Improvements)					

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		Comments
	FEE	UNIT	Proposed Fee	UNIT	
1 Plan Review	2,595.00	Review	2,595.00	Review	
2 Basic	400.00	Inspection	400.00	Inspection	
3 Over 3 inspections	160.00	Inspection	160.00	Inspection	
4 Creek and Illicit Discharge Enforcement of the Creek Protection	400.00	Inspection	400.00	Inspection	
T. PERMIT APPLICATION REVIEW					
1 Permit Application Review and Processing Outside of Regular	262.00	Hour or Fraction of	262.00	Hour or Fraction of	
U. LOT LINE MERGER AND ADJUSTMENT					
320.00 Certificate	320.00	Certificate	320.00	Certificate	
V. PLAN CHECK AND INSPECTION FOR SITE DEVELOPMENT NOT RELATED TO ANY OTHER REQUIRED PERMIT					
1 Application	60.00	Application	60.00	Application	
2 Plan Check	174.00	Hour or Fraction of	174.00	Hour or Fraction of	
3 Inspection	160.00	Hour or Fraction of	160.00	Hour or Fraction of	
W. OBSTRUCTION PERMITS					
1 Short-term Permits (Maximum of 14 Days)					
a. Metered Area	35.00	Meter / Day	35.00	Meter / Day	
b. Un-metered Area	17.00	25 Ft / Day	17.00	25 Ft / Day	
c. No Parking Anytime Sign	3.00	Sign	3.00	Sign	
2 Long-term Permits (15-180 Day Maximum)					
a. Metered Area	1,037.00	Meter / 30 Days	1,037.00	Meter / 30 Days	
b. Un-metered Area	519.00	25 Ft / 30 Days	519.00	25 Ft / 30 Days	
X. MISCELLANEOUS ENGINEERING REVIEW					
1 Regular Working Hours	174.00	Hour or Fraction of	174.00	Hour or Fraction of	
2 Outside of Regular Working Hours	262.00	Hour or Fraction of	262.00	Hour or Fraction of	
Y. PAY TELEPHONE PERMIT					
1 Application Processing	365.00	Pay Telephone	365.00	Pay Telephone	
2 Annual Renewal	103.00	Pay Telephone	103.00	Pay Telephone	
3 Late Renewal	214.00	Pay Telephone	214.00	Pay Telephone	
4 Reclaiming Removed Pay Phone	496.00	Pay Telephone	496.00	Pay Telephone	NEW
Z. TRANSPORTATION/TRAFFIC PROJECT REVIEW					NEW
10% Consultant fees			10%	Consultant fees	
1 Records Management Fee	9.50%	Consultant fees	9.50%	Consultant fees	
2 Technology Enhancement Fee	5.25%	Consultant fees	5.25%	Consultant fees	
AA. PRIVATE SEWER ASSESSMENT DISTRICT (PSAD)					
1 Application			4,980.00	District	
2 Assessment Collection			348.00	Lot	

City of Oakland
Master Fee Schedule

FINANCE DEPARTMENT

Effective November 17, 2015

FEE DESCRIPTION	Adopted FY15-16		Proposed FY16-17		% Change
	FEE	UNIT	FEE	UNIT	
FINANCIAL MANAGEMENT					
A. SEWER SERVICE CHARGES AS ALLOWED BY OAKLAND MUNICIPAL CODE SECTION 13.04.020					
1 Residential Premises					
a. Single Family Residences	36.76	Premise / Month	36.58	Premise / Month	2.29%
b. Multiple Family Dwellings					
1 Duplexes	40.12	Premise / Month	41.04	Premise / Month	2.29%
2 Triplexes	60.18	Premise / Month	61.56	Premise / Month	2.29%
3 Fourplexes	80.24	Premise / Month	82.08	Premise / Month	2.29%
c. Residential Premises Not Included in (a) or (b) Above, Based on Cubic Feet of Water Used Upon the Premises	2.44	100 Cubic Feet / Month	2.5	100 Cubic Feet / Month	2.46%
d. Minimum Monthly Service Charge Per Residential Premise	35.76	Premise / Month	36.58	Premise / Month	2.29%
2 Commercial, Industrial, and Public Authority Classifications					
a. Premises without a Sewer Meter are Charged on Total Amount of Water Used					
1 Industrial Accounts	2.22	100 Cubic Feet / Month	2.27	100 Cubic Feet / Month	2.25%
2 Commercial Accounts	2.44	100 Cubic Feet / Month	2.5	100 Cubic Feet / Month	2.46%
3 Restaurants/Hotels	2.52	100 Cubic Feet / Month	2.58	100 Cubic Feet / Month	2.38%
4 Hospitals	2.74	100 Cubic Feet / Month	2.77	100 Cubic Feet / Month	2.21%
5 Laundromats/Carwashes	2.85	100 Cubic Feet / Month	2.92	100 Cubic Feet / Month	2.46%
6 Minimum monthly Charge Per Premise	35.76	Premise / Month	36.58	Premise / Month	2.29%
b. Premises with a Sewage Meter are Charged on Cubic Feet of Measured Sewage Flow. This Rate also Applies to Premises Where a Portion of the Water Received Does Not Flow into Sewers Due to Manufacturing Processes or Removal by Other Means and a Meter Measures the Volume of Sewage Discharge.					
1 All Classifications	2.96	100 Cubic Feet / Month	3.03	100 Cubic Feet / Month	2.36%
2 Minimum Monthly Charge Per Premise	35.76	Premise / Month	36.58	Premise / Month	2.29%

Economic and Workforce Development

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-6
Economic & Workforce Development

City of Oakland
 Master Fee Schedule
 Effective July 1, 2016

ECONOMIC & WORKFORCE
 DEVELOPMENT

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)		PROPOSED FEE (FY 2016-17)		% CHANGE
	FEE	UNIT	FEE	UNIT	
ECONOMIC DEVELOPMENT					
A. Retrieval of Enterprise Zone Hiring Tax Credit Vouchers and	50.00	Each	60.00	Each	20.00%
REAL ESTATE SERVICES					
A. PROCESS FEE					
1 Administrative Processing Fee for the Sale of Substandard	2,253.00	Parcel	2,475.00	Parcel	9.85%
2 Administrative Processing Fee for Surplus Property (Planning	1,544.00	Parcel	1,665.00	Parcel	9.97%
3 Processing Fee for Code Compliance Litigation Guarantees - Residential Properties	548.00 or 10%	Report or of Actual Cost of Litigation Guarantee	600.00 or 10%	Report or of Actual Cost of Litigation Guarantee	9.49%
4 Processing Fee for Code Compliance Litigation Guarantees - Commercial	548.00 or 10%	Report or of Actual Cost of Litigation Guarantee	600.00 or 10%	Report or of Actual Cost of Litigation Guarantee	9.49%
5 Processing Fee for Appraisals					
a. Residential Properties	775.00	Appraisal	850.00	Appraisal	9.68%
b. Commercial Properties	1,114.00	Appraisal	1,225.00	Appraisal	9.96%
6 Administrative Processing Fee for new telecommunication	2,362.00	Request	2,598.00	Request	9.99%
7 Administrative processing fee for Telecommunication License	2,136.00	Request	2,349.00	Request	9.97%
8 Administrative processing fee for new Revenue-Generating	1,683.00	Request	1,850.00	Request	9.92%
B. EASEMENT REVIEW FEE	2,362.00	Each	2,598.00	Each	9.99%
PUBLIC ART PROGRAM, CULTURAL ARTS & MARKETING					
A. REVIEW AND FACILITATION FEE					
1 Public Art proposals for City property initiated by artist or community (with or without City funding) and City-funded or required Public Art proposals for private property	327.00	3-hr Minimum	339.00	3-hr Minimum	3.67%
	409.00	per add'l hour	113.00	per add'l hour	3.67%
2 Public Art official gifts to the City	1,090.00	3-hr Minimum	1,130.00	10-hr Minimum	3.67%
	409.00	per add'l hour	113.00	per add'l hour	3.67%
B. REVIEW, PERMIT PREPARATION AND PROCESS FEE					
1 Non-City Public Art projects proposed for Caltrans property	1,090.00	3-hr Minimum	1,130.00	10-hr Minimum	3.67%
	409.00	per add'l hour	113.00	per add'l hour	3.67%

Oakland Police Department

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-7
Oakland Police Department



City of Oakland
Master Fee Schedule
Effective November 17, 2015

POLICE DEPARTMENT

FEE DESCRIPTION	CURRENT FEE (FY 2015-16) FEE UNIT	PROPOSED FEE (FY 2016-17) FEE UNIT	% CHANGE
AE. SPECIAL EVENT FEES (As allowed in OMC section			
1 Encroachment Permits	50.00 Permit	50.00 Permit	0.00%
2 Special Event			
a. Small Event (50 to 100 people)	50.00 Event	50.00 Event	0.00%
b. Medium Event (101 to 300 people)	100.00 Event	135.00 Event	35.00%
c. Large Event (301 or more people)	150.00 Event	200.00 Event	33.33%
d. Parade/ Festival Permit	450.00 Event	450.00 Event	0.00%

Revenue Management Bureau

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-8
Revenue Management Bureau



City of Oakland
Master Fee Schedule
Effective November 17, 2015

FINANCE DEPARTMENT

FEE DESCRIPTION	CURRENT FEE	FEE UNIT	PROPOSED FEE	%
	(FY 2015-15)		(FY 2016-17)	
			FEE UNIT	CHANGE
FINANCIAL MANAGEMENT				
J. BUSINESS LICENSE VERIFICATION FEE	39.00	Request	40.00 Request	<u>2.56%</u>
K. INFORMATION RELATING TO BUSINESS TAX CERTIFICATES	90.00	Per Hour, or Fraction there of	94.00 Request	<u>4.44%</u>
L. NEW BUSINESS REGISTRATION	87.00	Per New Established Business	88.00 Per Registration	<u>1.15%</u>
M. RECORDATION AND TECHNOLOGY FEE			<u>2.00 Per New License & Per License Renewal</u>	
T. CITYWIDE LIEN ADMINISTRATION FEE			<u>120.00 Per Lien</u>	-
U. ADMINISTRATIVE FEE FOR PROMISSORY NOTES	116.00	Per Note	120.00 Per Note	<u>3.45%</u>

Housing and Community Development

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-9
Housing & Community Development

City of Oakland
Master Fee Schedule

Effective July 1, 2016

HOUSING & COMMUNITY
DEVELOPMENT

FEE DESCRIPTION	CURRENT FEE (FY 2015-16)		PROPOSED FEE (FY 2016-17)		%
	FEE	UNIT	FEE	UNIT	
LENDING					
A. COMMERCIAL LOAN APPLICATION-PROCESSING-FEE					
	400.00	Loan	400.00	Loan	0.00%
1 Micro Loan Application	100.00	Loan	100.00	Loan	0.00%
2 Non-Micro Loan	110.00	Loan	110.00	Loan	0.00%
3 Loan Service	1% Monthly Loan Payment		1% Monthly Loan Payment		0.00%
2 Loan Closing	3% Loan Amount		1% Loan Amount		-66.67%
3 Late Payment	5% Monthly Loan Payment After 10 Days		5% Monthly Loan Payment After 15 Days		0.00%
D. RESIDENTIAL LENDING LOAN FEES					
1 Statement Fee	40.00	Loan	53.00	Loan	32.50%
2 Reconveyance Fee	120.00	Loan	160.00	Loan	33.33%
3 Loan Extension Fee	330.00	Loan	510.00	Loan	54.55%
4 Subordination Fee	600.00	Loan	830.00	Loan	38.33%
6 Re-Sale Fees	650.00	Loan	895.00	Loan	37.69%
7 Loan Assumption Fee	350.00	Loan	510.00	Loan	45.71%
G. HOUSING DEVELOPMENT SERVICES LOAN FEES					
2 Loan Modification Fee	3,000.00	Loan	4,000.00	Loan	33.33%
3 Subordination Fee	1,000.00	Loan	1,400.00	Loan	40.00%
4 Re-Sale Fees	1,500.00	Loan	2,000.00	Loan	33.33%
5 Loan Assumption Fee	750.00	Loan	1,050.00	Loan	40.00%
6 Monitoring Fee	100.00	Per unit per year	140.00	Per unit per year	40.00%

Oakland Parks and Recreation

FY 2016-17 MASTER FEE SCHEDULE

EXHIBIT B: A-10
Oakland Parks and Recreation



**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

**OAKLAND PARKS &
RECREATION**

%

FEE DESCRIPTION

FEE UNIT

FEE UNIT

CHANGE

ADMINISTRATION

A. AMUSEMENT PARKS

(These fees are included for information only; they are set and charged directly by service providers and not by the City of Oakland)

1 Children's Fairyland

a. Admission

1 Adults and Children

8.00 Adult / Child

10.00 Adult / Child

25.00%

2 Children with a School Group Weekday Only

5.00 Person

5.00 Person

0.00%

3 Children (Under 1 Year)

No Charge

No Charge

2 Oakland Zoo at Knowland Park

a. Admission

1 Adults (15 - 64)

13.75-15.75 Person

15.75-19.75 Person

2 Children (2 - 14 Years)

9.75-11.75 Person

11.75-15.75 Person

3 Children (Under 2 Years)

No Charge

No Charge

4 Seniors (65-79 Years)

9.75-11.75 Person

11.75-15.75 Person

5 Military Adults (15 - 64 Years)

11.00-12.75 Person

11.75-15.75 Person

6 Military Children (2 - 14 Years)

8.25-10.25 Person

9.75-11.75 Person

7 Military Seniors (65-79 Years)

8.25-10.25 Person

9.75-11.75 Person

8 Over Age 80

No Charge

No Charge

b. Group Rates (12 or More) With Reservation (Two Weeks In Advance Notice)

1 Adults (15-64)

10.00-12.00 Person

12.75-15.75 Person

2 Children (Under 2 Years)

No Charge

No Charge

3 Children (2-14 Years)

7.00-9.00 Person

8.75-11.75 Person

4 Seniors (65-79 Years)

7.00-9.00 Person

8.75-11.75 Person

5 Over-Age-80

No Charge

No Charge

c. Group Rates (12 or More) Without Reservation

1 Adults (15-64)

11.00-13.00 Person

13.75-16.75 Person

2 Children (Under 2 Years)

No Charge

No Charge

3 Children (2-14 Years)

8.00-10.00 Person

9.75-12.75 Person

4 Seniors (65-79 Years)

8.00-10.00 Person

9.75-12.75 Person

5 Over-Age-80

No Charge

No Charge

d. Rides

1 Miniature Train / Roller Coaster / Sky Ride / Kiddie Ride

1.50-3.50 Person

1.50-4.50 Person

e. Parking

1 Automobiles

7.00-8.00 Entry

8.00-12.00 Entry

2 Bus

10.00-12.00 Entry

12.00-16.00 Entry

B. PARK USE PERMITS

1 Special Event/Park/Facility/Attendant (May - September, Weekends and Holidays)

Direct Costs Event / Day

Direct Costs Event / Day

2 Permit Processing Fee

a. Regular Event Rate (50+)

15.00 Application

15.00 Application

0.00%

b. Special Event Rate

30.00 Application

30.00 Application

0.00%

3 Picnic & Related Event Rates (Residents) (4-Hr Minimum)

a. 1-49 Patrons

15.00 Hour

15.00 Hour

0.00%

b. 50-99 Patrons

20.00 Hour

20.00 Hour

0.00%

c. 100-299 Patrons

35.00 Hour

35.00 Hour

0.00%

d. 300-499 Patrons

55.00 Hour

55.00 Hour

0.00%

e. 500-999 Patrons

90.00 Hour

90.00 Hour

0.00%

f. 1,000 OR More Patrons

See Special Event Rates

See Special Event Rates



**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

**OAKLAND PARKS &
RECREATION**

FEE DESCRIPTION	FEE	UNIT	FEE	UNIT	%
					CHANGE
g. Holiday Surcharge			Add'l 50% of Rental Fees	Add'l 50% of Rental Fees	
4 Picnic & Related Event Rates (Nonresidents) (4-Hr Minimum)					
a. 1-49 Patrons	18.00	Hour	18.00	Hour	0.00%
b. 50-99 Patrons	24.00	Hour	24.00	Hour	0.00%
c. 100-299 Patrons	42.00	Hour	42.00	Hour	0.00%
d. 300-499 Patrons	66.00	Hour	66.00	Hour	0.00%
e. 500-999 Patrons	108.00	Hour	108.00	Hour	0.00%
f. Each additional Hour	55.00	Hour	55.00	Hour	0.00%
g. Holiday Surcharge			Add'l 50% of Rental Fees	Add'l 50% of Rental Fees	
5 Redwood Heights	25.00	Per Hour	25.00	Per Hour	0.00%
6 Montclair					
a. Picnic Area	15.00	2 Tables/ Hour	15.00	2 Tables/ Hour	0.00%
b. Outdoor Area A or Area B	15.00	2 Tables/ Hour	15.00	2 Tables/ Hour	0.00%
c. Stone Circle Patio	15.00	2 Tables/ Hour	15.00	2 Tables/ Hour	0.00%
7 Dimond (4-Hour Minimum, \$15 per hour each additional hour)					
a. Redwood Grove	25.00	Per Hour	25.00	Per Hour	0.00%
b. Sequoia Grove	25.00	Per Hour	25.00	Per Hour	0.00%
c. Dimond Grove Overflow					
1 With Rental	100.00	w / Rental	100.00	w / Rental	0.00%
2 With Table	25.00	Per Table	25.00	Per Table	0.00%
8 Joaquin Miller Park (4-Hour Minimum, \$15 per hour each additional hour)					
a. Park Picnic Reservation (Residents)					
1 Baywood	40.00	Per Hour	40.00	Per Hour	0.00%
2 Fire Circle	35.00	Per Hour	35.00	Per Hour	0.00%
3 Fernwood, Redwood Glen, Pinewood	30.00	Per Hour	30.00	Per Hour	0.00%
4 Other Designated / Undesignated Sites	35.00-100.00	Per Hour	35.00-100.00	Per Hour	0.00%
5 Cascade Wedding Site					
a. First Two Hours (Two Hour Minimum)	130.00	Per Hour	130.00	Per Hour	0.00%
b. Each Additional Hour	60.00	Per Hour	60.00	Per Hour	0.00%
b. Park Picnic Reservation (Non-Residents) (4-Hour Minimum, \$18 per hour each additional hour)					
1 Baywood	48.00	Per Hour	48.00	Per Hour	0.00%
2 Fire Circle	42.00	Per Hour	42.00	Per Hour	0.00%
3 Fernwood, Redwood Glen, Pinewood	36.00	Per Hour	36.00	Per Hour	0.00%
4 Other Designated/Undesignated Sites	42.00-120.00	Per Hour	42.00-120.00	Per Hour	0.00%
5 Cascade Wedding Site					
a. First Two Hours (Two Hour Minimum)	156.00	Per Hour	156.00	Per Hour	0.00%
b. Each Additional Hour	72.00	Per Hour	72.00	Per Hour	0.00%
c. Deposits (Residents/Nonresidents)					
1 Cascade Wedding Site	150.00	Day	150.00	Day	0.00%
2 Other Designated / Undesignated Sites	75.00	Day	75.00	Day	0.00%
9 Deposits (Picnics & Related Events)					
a. Up to 299 Patrons	75.00-150.00	Day	75.00-150.00	Day	0.00%
b. 300-499 Patrons	150.00	Day	150.00	Day	0.00%
c. 500-999 Patrons	250.00	Day	250.00	Day	0.00%
d. 1000 or more Patrons	500.00	Day	500.00	Day	0.00%
10 Knowland Park (These Fees are Included for Information Only)					
a. Deposit	100.00	Day	100.00	Day	0.00%
b. Family and Group Sites	150.00	Day	150.00	Day	0.00%
c. Cancellation Fee					
1 Less Than 30 Days Before Reservation Date	100.00	Day	100.00	Day	0.00%



**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

**OAKLAND PARKS &
RECREATION**

%

FEE DESCRIPTION	FEE	UNIT	FEE	UNIT	CHANGE
11 Park Use Permit for Special Events (Fairs, Exhibits, Festivals, Concerts, Rallies, Sporting Events, Runs, Walks and Related Activities) (4-Hour Minimum).					
a. Rates					
1 Up to 99 Patrons	30.00	Per Hour	30.00	Per Hour	0.00%
2 100-299 Patrons	40.00	Per Hour	40.00	Per Hour	0.00%
3 300-499 Patrons	65.00	Per Hour	65.00	Per Hour	0.00%
4 500-1,000 Patrons	127.50	Per Hour	127.50	Per Hour	0.00%
5 Over 1,000 Patrons	175.00-200.00	Per Hour	175.00-200.00	Per Hour	
6 Community Based/Non-Profit Organizations	25% Discount	Rental Fee	25% Discount	Rental Fee	
7 Holiday Surcharge	Add'l 50%	Rental Fees	Add'l 50%	Rental Fees	
b. Rates - Nonresidents					
1 Up to 99 Patrons	36.00	Hour	36.00	Hour	0.00%
2 100-299 Patrons	48.00	Hour	48.00	Hour	0.00%
3 300-499 Patrons	78.00	Hour	78.00	Hour	0.00%
4 500-1,000 Patrons	153.00	Hour	153.00	Hour	0.00%
5 Over 1,000 Patrons	210.00	Hour	210.00	Hour	0.00%
6 Holiday Surcharge	Add'l 50%	Day	Add'l 50%	Day	
c. Deposit (Special Events)					
1 Up to 299 Patrons	300.00	Day	300.00	Day	0.00%
2 300-499 Patrons	500.00	Day	500.00	Day	0.00%
3 Over 500 Patrons	1000.00	Day	1000.00	Day	0.00%
d. Cancellation					
1 61 Days or More Notice	Forfeit 1/2	Day/Site Deposit	Forfeit 1/2	Day/Site Deposit	
2 31 Days or More Notice	Forfeit Entire	Day/Site Deposit	Forfeit Entire	Day/Site Deposit	
3 11-30 Days Notice	Forfeit Deposit	Day/Site plus 1/2 Rental Fees	Forfeit Deposit	Day/Site plus 1/2 Rental Fees	
4 10 Days or Less Notice	Forfeit all Fees	Day/Site	Forfeit all Fees	Day/Site	
12 Lakeside Park Bandstand					
a. Rates (Residents)					
1 Two-Hour Minimum	130.00	Per Hour	130.00	Per Hour	0.00%
2 Additional Hours	60.00	Per Hour	60.00	Per Hour	0.00%
b. Rates (Nonresidents)					
1 Two-Hour Minimum	156.00	Per Hour	156.00	Per Hour	0.00%
2 Additional Hours	72.00	Per Hour	72.00	Per Hour	0.00%
13 Cancellation Fee					
a. 61 Days or More Notice	Forfeit 1/2	Day / Site Deposit	Forfeit 1/2	Day / Site Deposit	
b. 31 Days Notice	Forfeit Deposit	Day / Site	Forfeit Deposit	Day / Site	
c. 11-30 Days Notice	Forfeit Deposit	Day / Site plus 1/2 Rental Fees	Forfeit Deposit	Day / Site plus 1/2 Rental Fees	
d. 10 Days or Less Notice	Forfeit all Fees	Day / Site	Forfeit all Fees	Day / Site	
C. RENTAL FACILITIES					
3 Other Facilities - Commercial Rates (Filming, Photography, Equipment Storage, etc.)					
p. Non-Profit Groups with OPR Partnership Agreement	NEW		Negotiated Based on Services Provided		
D. SERVICE FEES					
E. FIELD RENTALS (GROUPS)					
3 Additional Fees					
a. Youth Sports Field Usage Fee	10.00	Season/Player	10.00	Season/Player	0.00%
b. Adult Sports Field Usage Fee	10.00	Season	10.00	Season/Player	0.00%



**City of Oakland
Master Fee Schedule**

Effective July 1, 2016

**OAKLAND PARKS &
RECREATION**

FEE DESCRIPTION	FEE	UNIT	FEE	UNIT	CHANGE
RECREATION SERVICES					
E. GOLF (These fees are included for information only; they are charged directly by service providers and not by the City of Oakland)					
1 Chabot Golf Course General Admission					
a. Standard Eighteen-Hole Course					
1 Monday - Friday, Before 2:00 p.m.					
a. Resident	26.00	Person	26.00	Person	0.00%
b. Nonresidents (Monday-Friday Only)	31.00	Person	31.00	Person	0.00%
2 Monday - Friday, After 2 p.m.					
a. Resident	17.00	Person	17.00	Person	0.00%
b. Nonresidents (Monday-Friday Only)	20.00	Person	20.00	Person	0.00%
3 Monday - Friday, Senior (Over 60)					
a. Resident	18.00	Person	19.00	Person	5.56%
b. Nonresidents (Monday-Friday Only)	20.00	Person	21.00	Person	5.00%
4 Monday - Friday, After 1 pm, Resident Youth (Under 19 Years)	6.00	Person	6.00	Person	0.00%
5 Saturday, Sunday or Holiday, After 2:00 pm (Twilight)					
a. Resident	22.00	Person	24.00	Person	9.09%
b. Nonresidents	32.00	Person	32.00	Person	0.00%
6 Saturday, Sunday or Holiday, Before 2:00 pm					
a. Resident	34.00	Person	35.00	Person	2.94%
b. Nonresidents	41.00	Person	42.00	Person	2.44%
7 "Super Twilight" Everyday, not more than 3 hours before official sunset time					
a. Resident	11.00	Person	11.00	Person	0.00%
b. Nonresidents	12.00	Person	12.00	Person	0.00%
b. Nine-Hole Course					
1 Adult (Any Day, Including Holidays)					
a. Resident	10.00	Person	10.00	Person	0.00%
b. Nonresidents	11.00	Person	11.00	Person	0.00%
2 Youth (Under 19 Years)					
	5.00	Person	5.00	Person	0.00%
c. Tournaments					
1 Monday - Sunday (includes green fee and cart fee)	25.00-70.00	Person	25.00-70.00	Person	
2 Chabot Golf Course Miscellaneous					
a. Golf Carts					
1 Single Rider	16.00	Person	16.00	Person	0.00%
2 Super Twilight and Promotional Senior Cart Fee	10.00	Person	11.00	Person	10.00%
3 Employee Cart/Comp Guest Cart Fee	NEW		5.00	Person	
b. Driving Range					
1 Bucket of Balls	5.00 to 9.00	Bucket	5.00 to 9.00	Bucket	
2 Range Ticket - buy five buckets get one free	30.00	Buy 5 Lg. buckets and get one free	30.00	Buy 5 Lg. buckets and get one free	0.00%
3 Large	NEW		11.00	3 Tokens/Cert	
b. Junior Program Token	5.00	Token	4.00	Token/Cert	-20.00%
4 Monthly Range Membership	NEW		59.00	Month	