

ANIMAL SERVICES

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-1



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Jestin Johnson
Interim City Administrator

FROM: Ann Dunn
Director, Department of Oakland
Animal Services

SUBJECT: FY 2024-25 Master Fee Schedule

DATE: March 26, 2024

RECOMMENDATION

Oakland Animal Services requests that no changes be made to the Master Fee Schedule (“MFS”) for Fiscal Year 2024-2025.

EXECUTIVE SUMMARY

On February 7, 2023, the City Council approved a cost-of-living adjustment (“COLA”) to increase OAS’s existing relevant fees by 5% to fully cover the cost of providing services. Because the overwhelming majority of OAS clients are low-income and Black, Indigenous and people of color, and a further fee increase would present a hardship for these clients, and an obstacle to families redeeming their lost animals, OAS requests that no changes be made to the Master Fee Schedule (“MFS”) for Fiscal Year 2024-2025.

RACE AND EQUITY ANALYSIS

Residents from zip codes identified in the 2018 Oakland Equity Indicators Report that are more than 60% BIPOC make up 89% of owner surrenders; 90% of requests for veterinary services for owned animals; 85% of people looking for their lost animals; and, 62% of adopters. Residents from zip codes 94603 and 94621, in deep East Oakland, make up 38% of owner surrenders; 37% of requests for veterinary services for owned animals; 28% of people redeeming their lost animals; and 6% of adopters.

Because existing fees were increased by 5% to cover COLA on February 7, 2023, OAS requests that no additional increases occur so as not to create an unfair burden to our mostly low-income clients.

Ann Dunn Digitally signed by Ann Dunn
Date: 2024.03.26 15:22:16
-07'00'

Ann Dunn
Director, Oakland Animal Services

CITY ATTORNEY

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-2



INTER OFFICE MEMORANDUM

TO: Jestin Johnson
City Administrator

FROM: Barbara J. Parker
City Attorney

SUBJECT: City Attorney Master Fee Schedule
FY 2024-2025

DATE: March 22, 2024

The Office of the City Attorney (“OCA”) is not revenue generating. OCA utilizes the rates in the master fee schedule to calculate the Office’s staff costs for various matters, including, 1) when the City prevails in a litigation as plaintiff or secures a judgment in the City’s favor as a defendant, the City sometimes is entitled to reimbursement of attorneys’ fees and costs pursuant to a statute, court order or the terms of a contract, or 2) to calculate the OCA’s costs for bond issuances. For example, when OCA defends the City in litigation regarding a project approval, Planning Code section 17.130.060 requires that the applicant reimburse the City for attorneys’ fees, including fees for in-house attorney time defending the City’s land use decisions.

To calculate the proposed FY 2024-2025 fees we added the three percent (3%) Cost of Living Adjustment (“COLA”) authorized by the City Council. OCA is not requesting any additional fee revisions at this time.

Race & Equity Impact

The proposed fees have no discernable equity impact.

For questions, please contact Dara A. Wiseman, Legal Administrative Services Manager at (510) 238-3827.

BARBARA J. PARKER
City Attorney

Attachments (1)

Office of the City Attorney FY 2024-2025 MFS Ordinance Update

CITY CLERK

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-3



INTER OFFICE MEMORANDUM

TO: Jestin Johnson
City Administrator

FROM: Britney Davis
Acting City Clerk

SUBJECT: FY2024-25 Master Fee Schedule

DATE: March 22, 2024

The Office of the City Clerk is submitting the department's Master Fee Schedule for FY2024-25 to adjust for the 3% COLA.

KTOP Stage Rental

This memo outlines the rationale behind the revised fee schedule for the City of Oakland's KTOP Stage Rental. Our analysis has benchmarked KTOP Stage against leading competitors, such as Goal Line (Pleasanton), Mama Dog (Oakland), and Stage One Creative Spaces (San Jose). This comparison focuses on pricing, facilities, services, and establishes KTOP as a top contender in the market. Despite our superior offerings, our pricing has remained unchanged since 2018, not reflecting the CPI increases or enhancements to our facilities and services over this period.

The proposed adjustment to our fee schedule, is grounded in two key considerations. Firstly, the Consumer Price Index (CPI) has risen significantly since 2018, indicating an increase in the general price level of goods and services. Secondly, KTOP is committed to achieving full cost recovery to maintain and enhance our facilities and services. This adjustment ensures our pricing reflects the actual value offered to our clients, aligning with our commitment to provide exceptional service while remaining financially responsible. We believe that even with this adjustment, KTOP remains the premier choice for production needs, offering unparalleled service and facilities at competitive prices.

Race and Equity Impact

There are no direct race or equity impacts with these fee increases.

Film Related Fees

The Film related fees currently showing under KTOP are not a fee under KTOP's purview. Discussions among the departments have concluded the following:

- Film Fees #1 and #2 belong to OPYRD.
- Film Fees #3 to #9 belong to EWD.

To: Jestin Johnson, City Administrator

Subject: FY 2024-25 Master Fee Schedule

Date: March 22, 2024

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We appreciate your understanding and continued support as we make these changes. Our team is available to discuss any concerns or questions regarding this adjustment.

/s/

Britney Davis
Acting City Clerk
Office of the City Clerk

For questions, please contact Evelyn Parodi, Management Assistant, at (510) 238-7979.

Attachments

Master Fee Schedule

FINANCE DEPARTMENT

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-4



INTER OFFICE MEMORANDUM

TO: Jestin D. Johnson
City Administrator

FROM: Erin Roseman
Director of Finance

SUBJECT: FY 2024-25 Master Fee Schedule
Proposed Updates:

DATE: April 29, 2024

RECOMMENDATION

The Finance Department recommends the City Council approve, the unchanged and proposed changes to the FY2024-25 Master Fee Schedule (“MFS”). This proposal includes, affirmation of existing fees, the addition of fees to help recover the reasonable cost of providing services, as well as the removal of fees that are obsolete.

EXECUTIVE SUMMARY

The Finance Department has analyzed its fees and proposes to revise fees for the FY2024-25 MFS update. The Finance Department identified the need to increase fees due to cost increases associated with providing services consistent with cost-of-living adjustments (“COLA”) and the increased cost of employee benefits.

ANALYSIS

The Finance Department reviewed its fees to determine at what level the fees would be full cost recovery. The proposed fees or charges within the MFS for FY2024-25 are no more than necessary to cover the reasonable costs of the activity or service being provided. The changes in fees are intended to meet the requirements of Proposition 26.

FINDINGS

The Finance Department identified the following fees to be included in the Master Fee Schedule to close the gap towards full cost recovery:

Increased Fees

- ***Collection Fee for delinquent accounts*** – *Accounts with balance of \$315.00 or more – increase from \$315.00 to \$324.00.*
- ***Business License Verification Fee*** – *from \$42.00 to \$43.00.*
- ***New Business Registration*** – *from \$99.00 to \$100.00 per new established business.*
- ***Duplicate Release of Lien*** – *from \$170.00 to \$175.00 per lien.*

- ***Parking Promissory Note Maintenance Fee per Non-Indigent***—from \$100.00 per note to \$103.00 per note.
- ***Administrative Service Charge, Release of Lien*** – from \$170.00 to \$175.00 per lien.
- ***Administrative Service Charge, Collection by Special Tax Roll*** – from \$170.00 to \$175.00 per lien.
- ***Notice of Violation Fee – Non-Procurement of Business Certificate*** – from \$162.00 to \$166.00 per issuance.
- ***Citywide Lien Administrative Fee*** – from \$170.00 to \$175.00 per lien.
- ***Demand Letter / Research & Processing Fee*** – from \$170.00 to \$175.00 per request.
- ***Administrative Fee for Promissory Notes*** – from \$135.00 to \$139.00 per note.
- ***Financial Reports (Retirement) Oakland Police & Fire Retirement System*** – from \$5.51 to \$5.67 per report
- ***Financial Reports (Retirement) Oakland Municipal Employees Retirement System*** – from \$5.51 to \$5.67 per report
- ***Standard Court Services (Other Courts, Bay Area Counties)***—from \$45.00 per job to \$50.00 per job.

New Fees

- ***Credit Card Convenience Fee*** – at cost
- ***ACH Check Fee*** – at cost

The Finance Department identified the following fees as obsolete, to be removed from the Master Fee Schedule:

- ***Access Fee for Warrants in Private Storage*** – \$5.00 each
- ***Automated Teller Machine (ATM) Encroachment Fee*** – \$1,000.00 per year


FISCAL IMPACT

The fiscal impact of the proposed increase in revenue is expected to offset the cost of providing these services, therefore no fiscal impact is anticipated.

RACE & EQUITY IMPACT

Race and Equity impacts are unknown at this time. The proposed fee increases are intended to meet the requirements of Proposition 26.

Respectfully submitted,


Erin Roseman (Apr 30, 2024 09:47 PDT)

Erin Roseman
Director of Finance

POLICE DEPARTMENT (OPD)

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-5



INTER OFFICE MEMORANDUM

TO: Master Fee Schedule Department

FROM: LaRajia Marshall
Fiscal Services Manager
Oakland Police Department

SUBJECT: FY 2024-2 Master Fee
Schedule Oakland Police
Department Amendments

DATE: March 19, 2024

PURPOSE

The Oakland Police Department (OPD) is proposing a three percent (3%) increase in all relevant fees listed in the Master Fee Schedule. This adjustment aims to align fees with changes in costs associated with providing services subject to fee assessment.

Additionally, OPD has made updates to services that are no longer offered, such as the Bicycle License. Furthermore, the responsibility for issuing Special Events and Sound Truck permits has been transferred to the Economic Workforce Development Department.

FISCAL IMPACT

The anticipated increase in fee revenues will help offset the costs of delivering services covered by the fees. This adjustment is projected to have no net impact on OPD's overall budget.

RACE AND EQUITY IMPACT

No specific equity analysis has been conducted regarding the proposed updates to the Master Fee Schedule. However, a comprehensive equity analysis would be necessary to fully understand the implications of fee increases on communities affected by racial disparities.

LaRajia J. Marshall
Fiscal Services Manager
Oakland Police Department
455 7th Street
Oakland, CA 94607
Office: 510.238.4767
lmarshall@oaklandca.gov

FIRE DEPARTMENT (OFD)

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-6



INTER OFFICE MEMORANDUM

TO: Jestin Johnson
City Administrator

FROM: Damon Covington
Fire Chief

SUBJECT: FY 2024-25 Master Fee Schedule
(MFS)

DATE: March 20, 2024

SUMMARY

The Oakland Fire Department (OFD) proposed a 3% Cost of Living Adjustment (COLA) increase to all relevant fees as authorized by the City Council.

Under the Collections, OFD is proposing an increase to be consistent and aligned with the Finance Department collections fee.

Under the Fire Service Impact Fees, OFD is proposing to change the Records Management Fee and Technology Enhancement Fee to be aligned with the Planning & Building Department Records Management & Technology Enhancement Fee.

FISCAL IMPACT

The 3% increase on all relevant fees is to reflect the Cost of Living Adjustment for the respective union's agreement for the fee to be cost recovered.

There will be an increase in revenue for some of the fees being adjusted.

RACE AND EQUITY IMPACT

There are no racial or equity impacts caused by the proposed changes.

Respectfully,

Damon Covington
Fire Chief

For questions, please contact Jack Schmidt, Management Assistant, at 510-238-6820.

OAKLAND PUBLIC LIBRARY

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-7



INTER OFFICE MEMORANDUM

TO: Jestin Johnson
City Administrator

FROM: Jamie Turbak
Library Director

SUBJECT: OPL FY 2024-2025 MFS 3% COLA
exemption

DATE: March 22, 2024

PURPOSE

The Oakland Public Library seeks authorization to exclude the impact of the 3% increase on its fees due to COLA, and requests that no changes be made to OPL's approved FY 2024-2025 Master Fee Schedule (MFS).

JUSTIFICATION

OPL's fees consist of service and use fees related to printing, faxing, scanning, overdue fees for tools and laptops, and the use of images and audio from the African American Museum Library (AAMLO) for publications and advertisements. The replacement fees for books, tools and other materials are already set at actual cost.

The only fee that would be impacted by COLA is the rental of the AAMLO gallery, which includes an element of staff time. There has been no revenue generated from the AAMLO meeting room over the past three years, with a total of just \$1,100 collected over the last five years.

EQUITY IMPACT

The American Library Association in its Library Bill of Rights cautions that libraries who charge fees for their meeting rooms "may abridge or deny access for some community members," and given disproportionate impacts to library borrowers in zip codes most impacted by factors in the Oakland Equity Indicators report. There is no negative equity impact as a result of leaving this fee unchanged.

Jamie Turbak
Library Director

Attachments:

OPL FY 2024-2025 Master Fee Schedule

PARKS AND RECREATION AND
YOUTH DEVELOPMENT

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-8



INTER OFFICE MEMORANDUM

TO: Jestin D. Johnson
City Administrator

FROM: Fred Kelley
OPRYD Director

SUBJECT: FY 2024-2025 OPRYD
Master Fee Schedule Proposal

DATE: May 3, 2024

The Oakland Parks, Recreation & Youth Development (OPRYD) Department is advancing a proposal to revise the Master Fee Schedule. The aim is to enrich accessibility to recreational services for both Oakland residents and visitors and fortify revenue streams vital for supporting and maintaining city facilities.

The proposed amendments, cataloged within Section J of the Master Fee Schedule, include Cost-of-Living Adjustment (COLA) for fees associated with increased labor cost for programs and services in OPRYD. The proposed amendments also provide greater flexibility in addressing costs for low-income residents at the East Oakland Sports Center (EOSC), Camps, and Classes/Programs/Special Events sections. In addition, OPRYD has introduced a new fee to offer rental equipment for the Malonga Casquelourd Center for the Arts (MCCA). Lastly, updated fees for Metropolitan Golf, Lake Chabot Golf and Montclair Golf are included for information only; golf fees are set and charged directly by service providers and not by the City of Oakland).

The proposed fees for the MCCA will enable OPRYD to broaden the scope of services available to both individuals and organizations that reserve the theater to have the option to rent stage lighting on-site. Ion Xe Lighting Console (Digital) and Cyclorama (Specialty Backdrop for Video Projection & Lighting) would be offered at a fee that is affordable. Currently, these services are outsourced and paid for by event hosts through external vendors. OPRYD aims to internalize this service, streamlining the process and enhancing it as a fee-based offering.

Likewise, the proposed updates for Camps, Classes, Programs, and Special Events will enable OPRYD to stay competitive with other recreational programs while ensuring flexibility to meet the community's financial needs through a varied fee structure. Fees may be reduced pursuant to OPRYD's Financial Assistant policy. The City will cover the costs of the services where it decides to reduce a fee, based on subsidy donations, grants and Perfect Mind donations received each fiscal year.

The EOSC is a premier recreational haven within William "Bill" Patterson Park, boasting 25,000 square feet of space. Tailored to suit individuals of all ages and fitness levels, the EOSC offers extensive year-round programs to foster health, wellness, and pure enjoyment.

The state-of-the-art fitness center offers patrons access to a diverse range of exercise equipment, including treadmills, elliptical machines, weight machines, free weights, and more. This comprehensive setup supports a variety of workout routines and fitness aspirations.

Moreover, the EOSC features an inviting indoor water park and pool, serving as a delightful aquatic retreat. Here, guests can partake in various activities, from festive parties to swim lessons, water aerobics, lazy river floats, and thrilling waterslide adventures. For dance and group fitness enthusiasts, the wood floor studio offers an energetic space to engage in various classes. From dance workouts to fitness sessions and cultural arts programs, this studio fosters creativity and physical well-being.

In addition, the facility boasts two versatile multipurpose rooms, adaptable to host an array of events. From community gatherings to specialized workshops and birthday celebrations, these rooms cater to diverse needs and interests. The vision for the EOSC was born from the commitment of former Oakland City Councilmember Larry Reid, who aimed to establish a recreational hub accessible to all. Rooted in principles of affordability, accessibility, and availability, the EOSC embodies Reid's dedication to enhancing the community through accessible recreation.

To ensure sustainability and competitiveness, the OPRYD department seeks to establish flexible fee ranges for EOSC. These ranges enable the center to compete effectively with other local fitness facilities and open avenues for partnerships with third-party funders, such as HMOs. By offering fitness membership benefits to authorized providers with fixed payment schedules, EOSC can tap into additional revenue streams, bolstering its financial viability and capacity to serve the community effectively.

Cost of Living Adjustment

As part of our ongoing commitment to providing high-quality programs and services to the Oakland community, we propose a 3% COLA increase for OPRYD programs and services. This adjustment recognizes the rising costs associated with staffing essential to effectively delivering our programs and services.

In recent years, we have witnessed significant increases in the cost of staffing. These rising costs challenge our ability to maintain the same level of quality and accessibility in our offerings. To ensure we can continue delivering the best possible programs and services to the Oakland community, we must adjust our budget to account for these increased expenses. The proposed COLA increase will help offset the rising costs of delivering OPRYD programs and services.

This COLA increase is essential to the continued success of OPRYD and our ability to serve the diverse needs of the Oakland community. We are committed to transparent and responsible

financial management, and this adjustment is necessary to uphold our standards of excellence in delivering programs and services that enrich the lives of Oakland residents.

Program/Services Policy Revision

The OPRYD recognizes the importance of not turning away participants due to financial constraints. Therefore, based on budgeted allocations, we have established a policy to extend Financial Assistance to eligible residents. Financial Assistance is offered to youth participants based on residency and demonstrated need. The City is subsidizing the cost of the programs when it offers financial assistance, using community donations. With the OPRYD policy revision to include programs and classes, OPRYD aims to broaden the reach of Financial Assistance, enhancing accessibility for eligible participants.

While promoting transparency and fairness, OPRYD will update the policy to clearly delineate eligibility requirements. This adjustment seeks to mitigate disparities in the application process, ensuring all eligible individuals have equal access to Financial Assistance.

Furthermore, the OPRYD policy will enhance access to Oakland residents. This policy will facilitate more accurate demographic tracking, enabling us to effectively monitor and uphold equity standards. By proactively addressing financial barriers and promoting inclusivity, OPRYD is committed to fostering an environment where all community members can access and benefit from our programs and services.

Race and Equity Impact

The proposal to revise the Master Fee Schedule by the OPRYD Department aligns with our mission to provide best-in-class, relevant, and equitable programs, and services, particularly with an emphasis on Oakland's youth. By aiming to enrich accessibility to recreational services for both Oakland residents and visitors, the department reaffirms its commitment to meeting the specific needs of people and communities at both the neighborhood and regional levels throughout the City of Oakland.

In implementing the proposed amendments, which span across various sections including COLA, MCCA, EOSC, Camps, and Classes/Programs/Special Events, it is imperative that our efforts are aligned with our mission of intentional engagement and removing barriers that prohibit equitable opportunities for all. Special attention must be given to low-income residents and marginalized groups, including Oakland residents and/or Oakland youth residing in areas prioritized as High or Highest Priority Neighborhoods by the Oakland Department of Transportation Geography Equity Toolbox.

The proposed fees for the MCCA, aimed at broadening the scope of services available, should be implemented to foster equitable access to the enhanced offerings, which is in line with our mission. Similarly, adjustments proposed for the EOSC, Camps, and Classes/Programs/Special

To: Jestin D. Johnson, City Administrator
Subject: FY2024-25 Master Fee Schedule OPRYD
Date: May 3, 2024

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Events, intended to maintain competitiveness while accommodating the community's financial needs, should prioritize equitable access for all residents.

As these changes are implemented, OPRYD remains committed to monitoring the impact on different demographic groups and taking proactive measures to address any possible disparities. By incorporating a race and equity lens into the implementation of the revised fee schedule, OPRYD reaffirms its dedication to fostering a more inclusive and accessible recreational environment for all residents of Oakland, which is consistent with our mission statement.

Fred Kelley
Fred Kelley (May 3, 2024 13:08 PDT)

FRED KELLEY
Director of OPRYD

For questions, please contact DENISE AARON, ACTING FISCAL MANAGER, at (510) 238-3504.

HUMAN SERVICES

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-9



INTER OFFICE MEMORANDUM

TO: Jestin Johnson
City Administrator

FROM: Scott Means
Interim Director, Human Services

SUBJECT: FY 24-25 Master Fee Schedule (HSD) **DATE:** March 11, 2024

The City of Oakland Human Services Department (HSD) does not propose an increase to the Master Fee Schedule (MFW.) The fees HSD charges are associated with services for seniors. Rates were recently updated with the COLA increase in February 2023 and therefore an additional increase not needed at this time.

Race & Equity Impact

HSD Senior Centers are located within underserved neighborhoods of East, West, North Oakland. Senior Centers provided case management services, daily activities, and meals to over 3,200 Seniors during FY 23-24. Most of the population served at the centers are BIPOC (over 90%) and fall well below the median income level for Alameda County, reported as \$113,339, according to the 2021 Census.

Respectfully submitted,

Scott Means
Interim Director, Human Services

Jestin Johnson
City Administrator

PUBLIC WORKS (OPW)

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-10



INTER OFFICE MEMORANDUM

TO: Jestin Johnson
City Administrator

FROM: G. Harold Duffey
Public Works Director

SUBJECT: FY 2024-25 Master Fee Schedule
OPW Amendments

DATE: March 15, 2024

The City of Oakland Public Works Department (OPW) proposes Master Fee Schedule (MFS) amendments for FY 2024-25, including modifications and additions of the current assessed fees in compliance with the state's voter-approved Proposition 26. Anticipated revenue from proposed fee changes will help offset costs of providing services for which the fees are charged with no net gain to the City's overall budget.

In addition to the cost-of-living adjustments of 3%, below are the key highlights and rationale for amendments proposed in FY 2024-25:

Environmental Services

Construction & Demolition Non Exclusive Franchise – Administrative Fee (J.2.): Staff has assessed the actual time spent to administer this program to monitor compliance with O.M.C. 15.34. The increase includes a true up in staff time and software subscriptions required to maintain this program.

Private Sewer Lateral

Private Sewer Lateral Inspection Fees update to account for labor costs and actual time spent for an Administrative Analyst II to complete billing. Billing previously included an Administrative Assistant II Classification which was upgraded to an Administrative Analyst II in the recent years. Here is the list of *Private Sewer Lateral Inspection* fees which reference this change:

Repair or Replace Existing Sewer Lateral – Lateral on Private Property (Includes main connection in easement) – Up to 2 Inspections (A.1.a.)

Repair or Replace Existing Sewer Lateral – Upper and/or Lower Lateral Within Private and Sidewalk/Roadway (A.1.b)

New Sewer Later Connection (A.2.)

Sewer Abandonment (A.3.)

Sewer, Common Private – During Normal Working Hours (A.4.a.)

Sewer, Common Private – Not During Normal Operating Hours (A.4.b.)

Additional Inspections During Normal Hours (A.5.)

Additional Inspection Non-Normal Hours (A.6.)

Commencing Work Without Having Obtained a Permit – Investigation Work (B.4.)

Utility Cross Bore – Permit to Abate (E.1.)

Utility Cross Bore – Additional Inspections During Normal Hours (E.2.)

Utility Cross Bore – Additional Inspections Not During Normal Hours (E.3.)

Race & Equity Impact

No analysis was performed with the proposed fee change, therefore the Race & Equity Impact is unknown as this time.

Respectfully submitted,



[Harold \(Glenn\) Duffey \(Apr 23, 2024 11:01 PDT\)](#)

G. Harold Duffey
Director, Oakland Public Works



TM

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

Attachments:
Department Fee Calculations

ECONOMIC WORKFORCE
DEVELOPMENT

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-11

INTER OFFICE MEMORANDUM

TO: Jestin Johnson, City Administrator

FROM: Ashleigh Kanat, Director
Economic & Workforce
Development Department

SUBJECT: FY 2024-25 Master Fee Schedule for
Economic & Workforce Development
Department (EWDD)

DATE: April 24, 2024

SUMMARY

Attached is the Proposed FY2024-25 Master Fee Schedule (MFS) for the Economic & Workforce Development Department (EWDD) consisting of Real Estate, Public Art, Film, and Special Activities.

The types of fees that were in place for the Real Estate, Public Art, Film and Special Activities divisions remain the same as FY2023-24 with amendments to include a 3% COLA increase to each fee. There are some updates to existing items and a few new fees which are as follows:

A. Real Estate Services

1. Development Agreement Negotiation and Preparation Fee, Item B-23.

This is a new fee as allowed per Cal. Gov. Code § 65865. A development agreement is a type of zoning entitlement that the Planning and Building Department (PBD) allows for large, phased private development projects. Over the last several years, PBD has requested EWDD's assistance in negotiating and preparing development agreements, as the expertise in these types of agreements lies within EWDD's Real Estate and Public/Private Development Unit. This fee allows EWDD staff time to be paid for by the applicant, consistent with Cal. Gov. Code § 65865.

B. Special Activities

1. Annual Permit to Conduct BINGO Games for Charity, Item B-90.

Decrease in fee of 9% due to State Law Penal Code 326.5(I) which caps annual permits at \$50 per year.

2. Special Event Application Fee, Item B-129

The items below represent new fees for EWDD but not for the City of Oakland as the fees were inherited from OPD. Repeat special events as defined by OMC 9.52.040 provide for a reduced fee between 25%-75% depending on the number of events developed in a given year. Community events as defined by OMC 9.52 provides a 50% reduced application fee.

a. Tier One (Less than 300 people), Item C-130

b. Tier Two (300 or more), Item C-131

c. Tier Three (2,500 or more people/parade), Item C-132

d. Tier Four (marathons), Item C-133

3. Events That Include Cannabis Vendors

a. Up to 15 Vendors, Item D-137

- b. Each Additional 15 Cannabis Vendors, Item D-138

RACE AND EQUITY IMPACT


EWDD's proposed Master Fee Schedule amendments consist of a (1) Cost of Living Adjustment (COLA), (2) transferring fees to EWDD for functions handled by EWDD, as well as (3) the introduction of a Development Agreement Negotiation and Preparation Fee.

With respect to the COLA to EWDD fees, this can present a barrier to City services for less resourced communities in Oakland. To address this barrier, the City continues to exempt cannabis equity applicants from all City fees and charge special event applicants that qualify as a "community event" as defined under [Oakland Municipal code 9.52.040](#) half of the required special event application fee and a reduced fire inspection hourly rate. Furthermore, the collection of fees for staff costs reduces the City's reliance on the General Fund to support the cost of City staff, which allows the City Council to provide more funding for services in historically marginalized communities.

With regards to the transferring of fees to EWDD, there is no equity impact as the fees remain the same to the public.

Finally, the new Development Agreement Negotiation and Preparation Fee will allow EWDD to assess applicants, i.e., developers, a fee to cover staff time assisting the Planning & Building Department (PBD) with the negotiation and preparation of development agreements. A development agreement is a type of zoning entitlement that PBD allows for large, phased private development projects. Over the last several years, PBD has requested EWDD's assistance in negotiating and preparing development agreements, as the expertise in negotiating these types of agreements, particularly around community benefits, lies within EWDD's Real Estate and Public/Private Development Unit. This fee allows EWDD staff time to be paid for by the applicant, consistent with Cal. Gov. Code § 65865.

Thus, there is no equity impact caused by the new Development Agreement Negotiation and Preparation Fee. Rather, this fee covers the staff time of employees with the necessary expertise to, among other things, negotiate robust community benefits as part of a development agreement.


Ashleigh Kanat (Apr 24, 2024 20:59 PDT)

Ashleigh Kanat - Director
Economic & Workforce Development Department

For questions, please contact Kenton Mak, ASM-II, at 510-238-4796.

HOUSING AND COMMUNITY DEVELOPMENT

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-12



CITY OF OAKLAND

Inter Office Memorandum

TO: Jestin D. Johnson, City Administrator

CC: William Gilchrist, Director, Planning and Building

FROM: Emily Weinstein, Director
Housing and Community Development Department

DATE: March 21, 2024

RE: **Inflationary Adjustments to the Jobs Housing Impact Fee 2024-25**

City Administrator Approval

Date March 21, 2024

EXECUTIVE SUMMARY

Ordinance No. 12442 C.M.S, adopted on July 30, 2002, established the Jobs Housing Impact Fee and is codified in Section 15.68 of the Oakland Municipal Code (OMC). In accordance with Section 15.68, the Housing and Community Development Department (HCDD) has calculated the increase to the Jobs Housing Impact Fee for fiscal year (FY) 2024-25. Under the OMC, the City Administrator may adopt adjustments to the fee commencing July 1, 2024. In order for the fee increase to go into effect, the City Administrator's authorization is required. No Council action is needed and the changes will go into effect upon your approval. We request that be executed and returned by February 29, 2024.

ANALYSIS

The Jobs Housing Impact Fee must be adjusted with inflation each year. The inflation increase should be effective on July 1, 2024, as stated in the code section 15.68.050. This new fee should be charged on applicable projects that have applied for their building permits on July 1, 2024 or later.

Methodology

The OMC stipulates that the Marshall and Swift (M&S) index should be used as the basis for the fee increase. These increases are summarized in the table below.

Table 1: M&S Index Analysis

Year	M&S Construction Cost Index (Jan.) for Wood Framed Buildings in Western District	Inflation Increase for Year	Jobs Housing Impact Fee per Square Foot
2024	4387.6	$4387.6/4493.2 = 0.976$	\$7.87
2023	4493.2	$4493.2/4037.9 = 1.113$	\$8.05
2022	4037.9	$4037.9/3509.8 = 1.150$	\$7.24
2021	3509.8	$3509.8/3332.9 = 1.053$	\$6.29
2020 ¹	3332.9	$3332.9/3287.1 = 1.014$	\$5.98
2019	3287.1		\$5.89

1. The FY 2020/21 Master Fee Schedule incorrectly listed the Jobs Housing Impact Fee as \$5.90 per square foot, rather than the correct amount of \$5.98 per square foot. The inflation increase for FY 2022/23 was applied to the corrected FY 20/21 baseline amount of \$5.98.

The Jobs Housing Impact Fee was not updated in the Master Fee Schedule in FY 2021/22 or FY2022/23 due to administrative oversight, despite having calculations completed and signed off in FY2022/23.

RACE & EQUITY IMPACT

Since the fee was initially enacted in 2002, with a set formula for increases, no analysis was performed with the proposed fee changes. Therefore, the Race & Equity Impact is unknown at this time.

CONCLUSION

Thank you for your consideration of HCDD’s analysis of the FY 2024/25 Jobs Housing Impact Fee. Please let us know if you require any explanation or further information.

Sincerely,

Emily Weinstein
Emily Weinstein (Mar 22, 2024 09:45 PDT)

Emily Weinstein, Director
 Housing and Community Development Department

PLANNING AND BUILDING (PBD)

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-13



INTER OFFICE MEMORANDUM

TO: Jestin Johnson,
City Administrator

FROM: William Gilchrist

SUBJECT: PBD Master Fee Schedule FY24-25

DATE: 5/2/2024

Summary

Planning & Building Department contracted MGT Consulting Group to conduct a user fee study using 2024 budgeted figures, staffing and operational information. The primary objective of the study was to provide the department with basic data needed to make informed pricing decisions. Based on this study, 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). Included in the proposed adjustment, will be the 3% Cost of Living Adjustment (COLA) increase.

Race & Equity

As part of the fee study, the impact fees can have on racial inequities in the city. The study consisted of a review of fee-related processes and then a series of listening sessions with community partners to better understand their perspective how fees were impacting the city residents. The equity analysis also included a dive into the fee related processes and some recommendations to become more equitable as a department.

William Gilchrist
William Gilchrist (May 6, 2024 16:24 PDT)

William Gilchrist
Director, Planning and Building Department

For questions please contact Albert Merid, Acting Assistant Director, at 510-238-3588.

INFORMATION TECHNOLOGY (ITD)

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-14



INTER OFFICE MEMORANDUM

TO: Jestin D. Johnson, City Administrator

FROM: Tony Batalla, CIO
Rufina Macaraeg, ACCTIII

SUBJECT: ITD - FY 2024-25 Master Fee Schedule

DATE: March 19, 2024

RECOMMENDATION

Staff recommends that the City Administrator amend the Information Technology fees in the Master Fee Schedule to:

	Current Fee FY23-24	Proposed Fee FY24-25
A. Radio Services (External to the City)		
Monthly Radio Usage Fee	27.56 per radio	28.35 per radio
Radio Programming, Installation, and Support	93.71 per hour	96.39 per hour
B. Consulting Services (External to the City)		
1. IT Project Management Services	116.87 per hour	120.38 per hour
2. IT Administrative Services	94.82 Appraisal	97.53 Appraisal
3. IT Technical Services	77.18 per hour	79.39 per hour

EXECUTIVE SUMMARY

As part of the budget process, the Master Fee Schedule (MFS) is reviewed annually. Following our review, the Information Technology Department (ITD) is proposing to amend the current fees for Fiscal Year 2024-25. The amended fees represent an increase of 3.0% cost-of-living adjustment for *Monthly Radio Usage Fee, Radio Programming, Installation and Support, IT Project Management Services, IT Administrative Services, and IT Technical Services*. Note: these fees are only intended for external usage (e.g., an outside agency requesting services from the City) and are not used for internal charges or other budgeting purposes.

ANALYSIS

ITD has not charged or collected any fees from the MFS in recent history because the Department has not received any qualifying requests for these services. However, the Department recommends maintaining them in the FY 2024-2025 MFS in the event that such services are requested.

FISCAL IMPACT

The cost of the fee increase is an additional \$0.79 on Monthly Radio Usage Fee, \$2.68 on Radio Programming, Installation and Support, \$3.51 on IT Project Management Services, \$2.71 on IT Administrative Services, and \$2.21 on IT Technical Services. As these fees are intended to only be externally applied outside of the City of Oakland, and ITD has not collected revenue on these fees in recent history, no impact to the ITD or general budget is anticipated.

To: Jestin D. Johnson

Subject: Master Fee Schedule: ITD Amendments

Date: March 19, 2024

Page 2

RACE & EQUITY IMPACT

No formal analysis has been proposed on this proposed fee change. The Department has not charged these fees in recent history. While charging agencies external to the City of Oakland for these services would not have a direct impact on residents, the fees may impact external agency budgets, and if forward facing, could have an adverse impact on the services those departments are able to provide to their residents.



Tony Batalla
CIO, ITD

CC: Michelle NewRingeisen, ITD

Attachments: FY 2024-25 Master Fee Schedule Template - ITD

DEPARTMENT OF TRANSPORTATION
(DOT)

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-15

INTER OFFICE MEMORANDUM

TO: Jestin Johnson, City Administrator
Betsy Lake, Assistant City Administrator
Bradley Johnson, Budget Administrator

FROM: Josh Rowan, Director
Department of Transportation

SUBJECT: FY 2024-25 MFS Amendments –
Department of Transportation

DATE: April 19, 2024

The City of Oakland Department of Transportation (OakDOT) proposes Master Fee Schedule (MFS) revisions for FY 2024 – 25, including modifications of the current assessed fees in compliance with the state’s voter-approved Proposition 26. Anticipated revenue from proposed fee changes will help offset costs of providing services for which the fees are charged, with no net gain to the City’s overall budget.

In addition to the 3% cost-of-living adjustment to permit fees directly associated with OakDOT staff time, OakDOT proposes the following revisions:

- **New Permit Fee**

Consistent with City Council direction from 2008 (CMS 12902) OakDOT proposes documenting the reduced “Film Short-Term Obstruction Permits” rate in the Master Fee Schedule.

Racial Equity Impacts

There are no new racial equity impacts as Council adopted reduced parking obstruction rates in 2008.

- **Increased On-Street Parking Fee Rates**

The fee for “On-Street Parking Meter” is proposed to increase from \$2.00 to \$3.00 per hour. This increase is intended to keep pace with inflation consistent with market trends in on-street parking demand and prices, and increase revenues to the City by \$7.5 million. The projected increase in revenue largely offsets a reduction in baseline revenues by \$9.1 million made by the Budget Bureau to reflect recent trends, and ensure conservative revenue projections throughout the mid-cycle budget update. Oakland's parking meter fee rate has not been modified since 2009.

This proposal would help the City avoid staff layoffs and/or cuts to city services. Given the choice to increase this rate or reduce staffing, this proposal is estimated to add back approximately \$7.5 million in revenues to the GPF. Alternatively, reducing staffing within the parking enforcement team would result in further reduction of revenues and not closing the deficit gap.

To: Jestin Johnson, City Administrator

Subject: FY 2024-25 MFS Amended – Department of Transportation

Date: April 19, 2024

Page 2

OakDOT's Parking and Mobility Division will closely monitor the impacts of the rate change on parking demand, turnover and revenues, and may propose subsequent location-specific rate changes consistent with Oakland's adopted Parking Principles (84664 C.M.S.).

Racial Equity Impacts

This proposal would adjust City of Oakland on-street parking rates to be more aligned with the increase in costs of delivering City services since the rates had last increased in FY2009 (the Consumer Price Index has increased by 47% during the same time period). However, the impacts of this fee increase would be most felt by low-income Oaklanders, who are disproportionately BIPOC. Parking fees are regressive in that they are the same regardless of one's income level; therefore, these fees disproportionately harm people who are low-income. However, by not increasing parking fees since FY2009, the City has subsidized driving, which provides ease and access to those who are affluent enough to afford cars, often at the expense of low-income and BIPOC communities that live near freeways and heavily trafficked streets, and are more likely to rely on public transit. Per the Oakland Parking Meter Inventory (<https://www.oaklandca.gov/resources/parking-mobility-related-maps-and-data>), Oakland's parking meters are concentrated in commercial areas, primarily in downtown and uptown Oakland, Temescal, Rockridge, Grand Lake, Eastlake/Fruitvale, Montclair, and Laurel; with the exception of Eastlake/Fruitvale, these commercial areas are low-to-medium Equity Priority Communities based on the OakDOT Geographic Equity Toolbox.

For questions related to this Memo, please contact Neil Valle, Administrative Services Manager II. He can be reached at NValle@oaklandca.gov or 510-238-1222.

Sincerely,



Josh Rowan (Apr 25, 2024 08:57 PDT)

Josh Rowan

Director, Oakland Department of Transportation

PUBLIC ETHICS COMMISSION

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-16



Ryan Micik, Chair
Francis Upton IV, Vice Chair
Alea Gage
Charlotte Hill
Vincent Steele
Karun Tilak

Nicolas Heidorn, Executive Director

TO: City Administrator Jestin Johnson
FROM: Nicolas Heidorn, Executive Director
DATE: March 18, 2024
RE: Requesting No Changes to PEC Fees in the Master Fee Schedule

Dear City Administrator Johnson:

The Public Ethics Commission (PEC or Commission) administers three fees in the Master Fee Schedule (MFS):

1. A \$10/day late fee for late campaign finance report filings
2. A \$10/day late fee for late lobbyist report filings
3. A \$500 annual lobbyist registration fee

For the reasons stated below, we request that these fees **not** be adjusted with a 3% cost of living adjustment (COLA).

1. \$10 Campaign Finance Report Late Fee

The PEC is the filing officer for campaign finance reports for candidates running for City or Oakland Unified School District (OUSD) elected office. These reports are required under state law. The \$10/day late fee is also required under state law. Because that fee is set by state law, the City is not able to adjust the fee. (Cal. Gov. Code Sec. 91013.)

2. \$10 Lobbyist Report Late Fee

The PEC is the filing officer for persons who register as City lobbyists under Oakland's Lobbyist Registration Act (LRA). Pursuant to recent amendments to the LRA, the PEC must charge a \$10/day late fee for late lobbyists reports. (O.M.C. 3.20.225) Changes to this fee would require an amendment to the LRA.

Adjusting the lobbying late fee to \$10.30 would generate very little additional revenue, likely tens of dollars per year. This added revenue would easily be offset by the added staff hours it would take to implement the minor fee change, including amending the Municipal Code and updating the PEC's guides and recorded lobbyists trainings. For policy and equity reasons, it is also preferable that the lobbyist report late fee be the same as the campaign finance report late fee, which may not be changed from \$10.

3. \$500 Lobbyist Registration Fee

Under amendments to the LRA adopted late last year, the PEC now charges a \$500 fee for lobbyists to register with the City. This fee offsets some of the cost associated with administering and enforcing the disclosure requirements of the LRA. Raising the fee to \$515 would likely raise no more

March 18, 2024

than \$1,000 in additional revenue per year. However, these gains would be offset by added staff time to update existing guides and trainings to include the new fee. Because this fee was adopted just this past year, we do not believe it should be raised already. Moreover, in the PEC’s analysis of peer jurisdictions, a \$500 fee would match the highest local lobbyist registration fees of other cities in our region; going beyond that amount would make Oakland have the highest fee in the region.

Economic Impact: There are no economic impacts associated with maintaining existing fee levels.

Environmental: There are no direct environmental impacts associated with maintaining existing fee levels.

Race & Equity: There are no direct race or equity impacts associated with maintaining existing fee levels. To promote greater fee equity, the PEC’s lobbyist registration fee was adjusted last year to include an income-based fee waiver and fee reduction policy for lobbyists representing small businesses and nonprofits.

Nicolas Heidorn

Nicolas Heidorn (Mar 22, 2024 11:09 PDT)

Mar 22, 2024

Nicolas Heidorn

Executive Director, Public Ethic Commission

WORKPLACE EMPLOYMENT STANDARDS

DIRECTOR NARRATIVE

FY 2024-25 MASTER FEE SCHEDULE

ATTACHMENT A: A-17

To: MFS Team

Subject: Director's Narrative for Changes to Master Fee Schedule 24-25

Date: March 6, 2024

Page 1



INTER OFFICE MEMORANDUM

TO: Jestin Johnson, City Administrator

FROM: Emylene Aspilla,
Director, Department of
Workplace and

Employment Standards

SUBJECT: Director's Narrative for Changes to
Master Fee Schedule FY 24-25

DATE: April 22, 2024

DWES proposes deleting (A) the monthly LCP Tracker Usage Fee and (C) the per transaction LCP Tracker Subscription fee and replacing them with:

A. LCP Tracker Usage Fee: \$300 per project per year.

LCP Tracker charges annual subscription fees for the use of their software as a service product based on the total dollar value of the contracts open in a given year. We divided the annual rate for our current subscription tier, \$61,113, by 200 projects, our current estimate of the number of projects we have. We then rounded down, to calculate a fee of \$300 per project per year as the cost-recovery level.

If we exceed our tier allotment of "up to \$2 billion in contracts," we may incur higher costs and be below cost-recovery. The next tier is "up to \$4 billion in contracts," which would cost \$87,173 per year and would require \$435 per project per year to recover costs on the estimate of 200 projects. At this time, we do not project that our value of contracts will require moving up to the next tier.

Race and Equity Impact

In general, LCP Tracker is used to track the utilization of construction workers for compliance with local, state, and federal workforce requirements. Among other information on wages and job classifications, the software tracks the race and ethnicity of workers, and can provide reports on workforce utilization trends. There is no obvious race and equity impact that results from the change to an annual fee per project and no longer charging for staff time.

A handwritten signature in black ink, appearing to read "Emylene Aspilla".

Emylene Aspilla
Director, Department of Workplace and
Employment Standards

To: MFS Team

Subject: Director's Narrative for Changes to Master Fee Schedule 24-25

Date: March 6, 2024

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For questions, please contact Juliet Huang, Assistant to the Director.

Attachments

--Attachment A: Proposition 26

--Ordinance Sheet
