

DEPARTMENT NARRATIVES

FY 2020-21 MASTER FEE SCHEDULE

Attachments:

- A-1 ANIMAL SERVICES DEPARTMENT
- A-2 CONTRACT & COMPLIANCE DEPARTMENT
- A-3 DEPARTMENT OF TRANSPORTATION
- A-4 ECONOMIC & WORKFORCE DEVELOPMENT
- A-5 HOUSING & COMMUNITY DEVELOPMENT
- A-6 OAKLAND FIRE DEPARTMENT
- A-7 OAKLAND POLICE DEPARTMENT
- A-8 OAKLAND PUBLIC LIBRARY
- A-9 OAKLAND PUBLIC WORKS
- A-10 OFFICE OF THE CITY ATTORNEY
- A-11 PLANNING & BUILDING DEPARTMENT

ATTACHMENT A

Animal Services Department

DIRECTOR NARRATIVE FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-1 ANIMAL SERVICES DEPARTMENT



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Steven Falk
INTERIM CITY ADMINISTRATOR

FROM: Ann Dunn

SUBJECT: FY 2020-21 Master Fee Schedule --
OAS Amendments

DATE: May 4, 2020

RECOMMENDATION

Oakland Animal Services (“OAS”) recommends that the City Council adopt its proposed adjustments for the FY 2020-2021 Master Fee Schedule (“MFS”).

EXECUTIVE SUMMARY

OAS has analyzed its fees and proposes to revise fees for the FY 2020-21 MFS Update. OAS has identified the need to increase fees due to cost increases associated with providing services, consistent with cost of living adjustments (“COLA”) and the increase cost of employee benefits.

ANALYSIS

As mentioned above, OAS reviewed its fees to determine at what level the fees would be full cost recovery. The proposed fees or charges within the MFS for FY 2020-21 are no more than necessary to cover the reasonable regulatory costs of the program. Existing fees were increased by 5% to cover COLA.

FINDINGS

OAS proposes modifying fees under its jurisdiction in an effort to recover the reasonable costs directly related to providing the regulatory program. OAS has identified the proposed fees changes to be included in the Master Fee Schedule to close the gap towards full cost recovery.

FISCAL IMPACT

The fiscal impact of the proposed Master Fee Schedule is an expected increase in licensing revenue of approximately \$7,200. These fees are recovered to the General Purpose Fund (1010).

Ann Dunn

/s/

Ann Dunn
Director, Oakland Animal Services

Contract & Compliance Department

DIRECTOR NARRATIVE FY 2020-21 MASTER FEE SCHEDULE

**ATTACHMENT A: A-2
CONTRACT & COMPLIANCE DEPARTMENT**



INTER OFFICE MEMORANDUM

TO: Edward Reiskin
City Administrator

FROM: Deborah Barnes
Director
Contracts & Compliance

SUBJECT: FY 2020-21 Master Fee Schedule
Contracts and Compliance Division

DATE: April 30, 2020

RECOMMENDATION

The City Administrator's Office, Contracts and Compliance Division (CCD) recommends the City Council approve proposed changes to the FY 2020-21 Master Fee Schedule ("MFS"), which include changes to fees to recover the reasonable cost of providing services.

EXECUTIVE SUMMARY

The CCD has analyzed its fees and proposes to revise fees for the FY 2020-21 MFS Update. The CCD has identified the need to recover costs for providing existing services, and to institute more aggressive collection of fees due and unpaid. The CCD proposes to introduce a 5% increase in its fees in line with a city-wide directive to recover increased labor costs for providing services. The fees will recover costs associated with processing payments for the LCP Tracker Usage fee as well as the Minimum Wage and Labor Standards Enforcement Fee to capture costs associated with analysis of wages paid to hotel workers and non-hotel workers per Measure Z. The fiscal impact of the proposed fee request will be recovered in the General-Purpose Fund (1010).

ANALYSIS

As mentioned above, the CCD reviewed its fees 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. The changes in fees (added or modified) are intended to meet the requirement of Proposition 26.

FINDINGS

CCD has identified the following fees to be included in the Master Fee Schedule to close the gap towards full cost recovery.

The CCD recommendations for the FY 2020/21 MFS Update:

- Staff fee for processing LCP Tracker Usage Fee payments - \$36.00 each transaction
- Minimum Wage & Labor Standards Enforcement fee - \$5.00 per employee

Certified Payroll Tracking Usage Monthly Payment Processing Fee

State prevailing wage rates apply to all public works contracts as set forth in Labor Code Sections 1720, 1720.2, 1720.3, 1720.4, and 1771. Workers employed on public improvement projects in California that use public funds are paid the prevailing wage, which is the basic hourly rate most workers in a craft or classification earn. The prevailing wage requirement is monitored and enforced by the CCD through the collection of data from certified payrolls that all contractors on City public works projects are required to submit to prove payment of prevailing wages. Data collection and reporting is facilitated by certified payroll tracking software that the contractor uses to submit information. CCD maintains a subscription to LCP Tracker, a labor compliance software to track the payment of prevailing wages on City funded construction projects. The LCP Tracker Usage fee is a monthly fee paid by the contractor for the use of the certified payroll tracking software. The proposed new LCP Tracker Usage Monthly Payment Processing fee will recover staff costs for the time spent to process the contractor payments received for software usage.

Minimum Wage and Labor Standards Enforcement Fee

Oakland's voter-enacted ballot measures, Measure FF and Measure Z, establish enforcement of minimum wage and employment standards. Measure FF provides annual increases to Oakland's Minimum Wage based on the local Consumer Price Index (CPI), requires that employers in Oakland provide paid sick leave to their employees, and requires that hospitality employers who collect service charges from customers pay all service charges to their hospitality workers. Measure Z provides workplace protections and minimum hourly wages of \$15 with benefits or \$20 without benefits, increasing annually with inflation, for employees of Oakland hotels with 50 or more guest rooms. This proposed new regulatory fee recovers staffing, education, and other administrative costs around enforcement of these minimum wage and labor measures

FISCAL IMPACT

The proposed fee for LCP Tracker payment processing will bring in an estimated \$5,000 in FY 20/21 to recover costs incurred from processing contractor payments for use of certified payroll tracking software to determine payment of prevailing wages on City construction projects.

To: Edward Reiskin

Subject: Master Fee Schedule: CCD Amendments

Date: April 30, 2019

Page 3

The proposed new fee for Minimum Wage and Labor Standards Enforcement will bring in an estimated \$930,000 in FY20/21 to recover costs associated with enforcing minimum wage and labor standards imposed by Measure FF and Measure Z. These revenue estimates are limited to cost recovery in compliance with California Proposition 26.

Anticipated revenues for both fees were adjusted to account for the economic downturn expected because of the COVID-19 pandemic.

Department of Transportation (DOT)

DIRECTOR NARRATIVE

FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-3

DEPARTMENT OF TRANSPORTATION



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Ryan Russo
Dept. Of Transportation

SUBJECT: FY 2020-21 Master Fee Schedule
DOT Amendments

DATE: March 5, 2020

The DOT proposes master fee changes for FY 2020-21, including modifications and additions of the current assessed fees in compliance with the state's voter-approved Proposition 26.

The amendments proposed in FY 20-21 MFS include:

- Increases to existing fees to cover the cost of providing the service, and including the approved 5% COLA increase.
- Updated fees for certain survey review services

Below are the key highlights and rationale for the amendments proposed in FY 20-21:

General Fee Increase - Where applicable, all fees were increased to reflect the 5% COLA on personnel costs, fringe benefits, retirement and other personnel costs, per AI 1303, and approved by the City Council.

Survey Fees: The line items for review of a subdivision parcel map and final map have been increased based on updated estimates of staff review time. The old fees were not cost recovery based on actual time spent on these reviews. These new fee amounts are in line with other jurisdictions.

Overall Fiscal Impact: Anticipated revenue from COLA adjustments will offset costs to provide services for which the fees are charged, with no net gain to the City's overall budget.

Ryan Russo
Director, Department of Transportation

For questions, please contact Ariel Espiritu Santo, Agency Administrator at (510) 238-2098.

Economic & Workforce Development

DIRECTOR NARRATIVE

FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-4

ECONOMIC & WORKFORCE DEVELOPMENT



INTER OFFICE MEMORANDUM

DATE: March 6, 2020

TO: Sabrina Landreth, City Administrator

FROM: Alexa Jeffress, Director, Economic & Workforce Development Department

CC: Kenton Mak, Administrative Services Manager II
Brendan Moriarty, Real Property Asset Manager

RE: **FY 2020-21 Master Fee Schedule for Economic & Workforce Development Department (EWDD)**

Attached is the Proposed FY 2020-21 Master Fee Schedule (MFS) for the Economic & Workforce Development Department (EWDD) consisting of Real Estate, Public Art and Film fees.

The proposed amendments to the Real Estate, Public Art and Film fees are due to increased staff cost. Staff costs were increased by 5% to full cost recovery based on staff time including Cost of Living Allowance (COLA), fringe and overhead rates, as instructed by the Budget Office.

The new Real Estate fees cover staff time to review, process and approve applications submitted for new small cell telecommunication lease or license. The two fees are differentiated based on the volume of the applications received. A single application for new lease or license will take three hours of Real Estate Agent's and one and a half hours of the Real Property Asset Manager's time. A batch of new 10 or more like-kind and location lease or license takes less time to process; each application will take two hours of Real Estate Agent's and one hour of the Real Property Asset Manager's time. The Real Estate Agent and Real Property Asset Manager staff costs are calculated at 256.95% for cost recovery (100% salary + 117.85% EWDD fringe + 39.10% EWDD central services overhead), pursuant to AI 1303 Appendix A.



Approved for Forwarding Alexa Jeffress, Director

Housing & Community Development

DIRECTOR NARRATIVE

FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-5

HOUSING & COMMUNITY DEVELOPMENT



INTER OFFICE MEMORANDUM

TO: Steven Falk – Interim City Administrator

FROM: Olatoye, Shola Director, Housing and Community Development

SUBJECT: FY 2020-21 Master Fee Schedule

DATE: May 4, 2020 Housing and Community Development Department

RECOMMENDATION

The Housing & Community Development (HCD) Department 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 recover current costs of the City.

Justification and calculation for the corrections to the Housing Development Fees are included.

ANALYSIS

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.

The proposed changes are necessary for the fees to be in line with actual costs.

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.



Shola Olatoye, Director
Housing and Community Development

Oakland Fire Department

DIRECTOR NARRATIVE FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-6 OAKLAND FIRE DEPARTMENT



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth,
City Administrator

FROM: Darin White,
Fire Chief

SUBJECT: FY 2020-21 Master Fee Schedule

DATE: March 5, 2020

RECOMMENDATION

The Oakland Fire Department (OFD) recommends the City Council approve proposed changes to the FY 2020-21 Master Fee Schedule (MFS).

EXECUTIVE SUMMARY

The proposed FY 2020-21 MFS reflects an increase in fees to most personnel-based services, in accordance with Proposition 26 cost recovery guidelines. All respective fees were increased by a 5% Cost of Living Adjustment (COLA) increase to ensure all services achieve adequate cost recovery levels to minimize the impact to the General Purpose Fund (1010).

OFD did not propose any new fees; however, there were minor realigning of some fees. For example:

- The “Food Truck” and “Non-Profit Special Event” permit fees were moved from the “Inspections” section to the “Permits” section.
- The “Hazardous Material” incident recovery fees’ unit of measure were modified to match the existing fees under the respective “Fire Apparatus Fees for Operations Response” category.

FISCAL IMPACT

The total increase in Revenue and Expenditures is estimated at 5%, which was reflected in the Frozen Baseline report. These revenue estimates are limited to cost recovery in compliance with California Proposition 26.

For questions relating to this report, please contact Gene B. Tom, Chief Financial Officer. He can be reached at (510) 238-4405.


Darin White
Fire Chief

Oakland Police Department

DIRECTOR NARRATIVE FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-7 OAKLAND POLICE DEPARTMENT



INTER OFFICE MEMORANDUM

TO: Steven Falk - Interim
City Administrator

FROM: Drennon Lindsey
Acting Assistant
Chief of Police

SUBJECT: Oakland Police Department
Master Fee Changes

DATE: March 5, 2020

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 proposed fee additions and revisions. 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, 2020.

ANALYSIS

The Oakland Police Department manages many programs that require fees to cover associated costs. OPD proposes to increase 4 fees (Vehicle Releases, Alcoholic Beverage Retail Establishment, Tobacco Retail Establishment, and Special Event Permit fees) and remove one fee (Cassette Tape Copies of Communications Division's Tapes).

The proposed fee increases are to recoup some of the associated personnel costs which have increased due to labor MOU agreements since approval of the last MFS. This allows the Department to more adequately support the service provided to the public. OPD requests the following fees be amended with the FY 2020-21 MFS update.

- Vehicle Releases

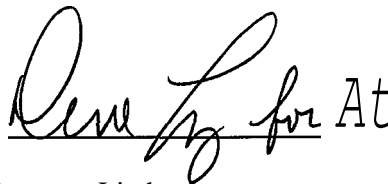
The OPD proposes an increase from \$166 to \$170 to recover additional costs associated with providing service. The increase in the "Administrative Fee Authorized by Vehicle Code Section 22850.5 for Towing/ Impounding, and Releasing Vehicles Towed/Impounded or Held Under Authority of Division 11, Chapter 10, of the Vehicle

Code with the Exception of the Vehicle Code Section "22651(c)" fee will allow the City to recover cost associated with providing this service.

- **Alcoholic Beverage Retail Establishment**
The OPD proposes increasing Alcoholic Beverage Retail Establishment Annual Inspection fee from \$1,500 to \$1,550 therefore increasing the 10% Re-instatement fee for expired certificates from \$150 to \$155. Personnel costs associated with inspections services has increased since approval of the last MFS updates. This increase will help align cost with service.
- **Tobacco Retail Establishment**
The OPD proposes increasing Tobacco Beverage Retail Establishment Annual License fee from \$1,500 to \$1,550 therefore increasing the 10% Re-instatement fee for expired licenses from \$150 to \$155. Personnel costs associated with inspections services has increased since approval of the last MFS updates. This increase will help align cost with service.
- **Special Event Fees**
The OPD proposes increasing the Medium Event fees from \$135 to \$140, the Large Event fees from \$200 to \$210 and the Parade/Festival Permits fee from \$450 to \$470 to better align with the actual cost to provide this service. Per Section 9.52.05.F of the Oakland Municipal Code, the Chief of Police shall have the discretion to waive this fee for nonprofit organizations.
- **Cassette Tape Copies of Communications Division's Tapes**
The OPD proposes removing cassette tape copies from the MFS as the department no longer offers cassette tape copies of records. Requested Communications Division tapes are produced in CD/DVD format.

COST SUMMARY IMPLICATIONS

Amending the recommended fees will allow the City of Oakland to recoup costs associated with the provided service. None of the proposed fee changes result in a revenue budget adjustment due to minor modifications and/or the volume of requests.



Drennon Lindsey
Acting Assistant Chief of Police
Oakland Police Department

For questions please contact Shamika Shavies, Fiscal Manager, at (510) 238-4767.

Attachments
FY19-20 OPD Proposed Fee Changes

Oakland Public Library

DIRECTOR NARRATIVE FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-8 OAKLAND PUBLIC LIBRARY



INTER OFFICE MEMORANDUM

TO: Sabrina Landreth
City Administrator

FROM: Jamie Turbak
Library Director

SUBJECT: Library FY 2020-21 Master Fee Changes **DATE:** March 5, 2020

RECOMMENDATION

The Oakland Public Library (OPL) has analyzed and determined that department fees are reasonable and fairly apportioned in compliance with Proposition 26 and recommend that the City Council approve minor fee additions.

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, 2020.

ANALYSIS

The Oakland Public Library manages various programs that require fees to cover associated costs. According to California law, local governments may charge fees to individuals or groups for permits or programs when it is clear that the benefit is exclusive to the individual or group and not to the community at large.

OPL recommends adding a new public access fax fee of \$0.15 per page so patrons have the option to send faxes from our branches if the need arises.

COST SUMMARY/IMPLICATIONS

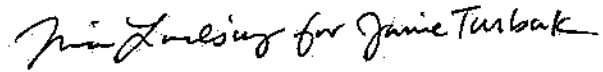
Adding the new fax fee of \$0.15 per page will allow OPL to recoup costs associated with sending faxes. The cost of the service is equivalent to the actual cost of sending a fax and will be fully cost recovered. The fee does not result in a revenue budget adjustment and revenue generation will be dependent upon usage.

To: Sabrina Landreth
Subject: Library FY 2020-21 Master Fee Changes
Date: March 5, 2020

Page 2

Thank you for your time and consideration of this proposal. For questions, please contact Janelle Montu Veresa at 510-238-6609.

Respectfully submitted,



Jamie Turbak
Library Director

Attachment:

FY 2020-21 OPL Proposed Fee Change

Oakland Public Works

DIRECTOR NARRATIVE FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-9 OAKLAND PUBLIC WORKS



INTER OFFICE MEMORANDUM

TO: Sabrina B. Landreth
City Administrator

FROM: Jason Mitchell
Public Works Director

SUBJECT: FY 2020-21 Master Fee Schedule
OPW Amendments

DATE: March 5, 2020

The City of Oakland Public Works Department (OPW) proposes Master Fee Schedule (MFS) amendments for FY 2020-21, including modifications and additions of the current assessed fees in compliance with the state's voter-approved Proposition 26.

The amendments proposed in FY 2020-21 MFS include:

- Increases to existing fees to cover the cost of providing the service, and including the approved COLA increase since the approval of the last MFS in FY19-20; and
- Elimination of fees for services no longer provided;

Below are the key highlights and rationale for amendments proposed in FY 2020-21:

General Fee Increase - Where applicable, all fees were increased to reflect the adopted five percent (5%) MOU agreements in COLA on personnel costs.

Private Sewer Laterals / Right of Way Inspection Fees – Staff is proposing an increase in fees to cover the personnel costs for administrative staff responsible for permit intake.

Voluntary Repair with EBMUD Incentive Program – Staff is proposing to delete this fee because the EBMUD Incentive Program is no longer offered.

Security Guard Services – Staff is proposing to update the hourly billing rates for Security Guard Services to align with the billing rate of the City's contracted vendor, ABC Security Services, Inc. (Resolution #87321).

/s/

Jason Mitchell
Director, Oakland Public Works

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

Attachments:
Department Fee Calculations

Office of the City Attorney

DIRECTOR NARRATIVE FY 2020-21 MASTER FEE SCHEDULE

**ATTACHMENT A: A-10
OFFICE OF THE CITY ATTORNEY**



INTER OFFICE MEMORANDUM

TO: Steven Falk
Interim City Administrator

FROM: Barbara J. Parker
City Attorney

SUBJECT: City Attorney Master Fee Schedule
FY 20-21

DATE: April 22, 2020

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 for the staff is calculated using the position's hourly rate (at step 5 or top or range), adding the annual fringe benefits rate, Office overhead rate, and the Post-employment (OPEB) rate. 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 FY 20-21 (Attachment 1) fees were calculated by using the current fees and adding the 5% Cost of Living Adjustment (COLA), authorized by the City Council. Our Office is not requesting any additional fee revisions at this time.

For questions, please contact Mark Forte, Legal Services Coordinator at (510) 238-2960.

BARBARA J. PARKER
City Attorney

By Mark Forte
Legal Services Coordinator

Attachments (1)
Office of the City Attorney FY 2020-21 MFS Ordinance Update

Planning & Building Department

DIRECTOR NARRATIVE

FY 2020-21 MASTER FEE SCHEDULE

ATTACHMENT A: A-11

PLANNING & BUILDING DEPARTMENT



INTER OFFICE MEMORANDUM

TO: Steven Falk
Interim City Administrator

FROM: William A. Gilchrist
Director, Planning
And Building Department

SUBJECT: Master Fee Schedule -
Planning and Building
Amendments

DATE: May 12, 2020

Planning & Building Department (PBD) is proposing adjustments to the Master-Fee Schedule that continue to support full cost recovery for service provision within the Development Service Fund (2415) and that have no fiscal impact to the General Fund (1010). PBD is bringing forward amendments that include: the addition of fees for new functions/services, clarification of existing fees to properly address levels of effort, deletion of fees for services that are no longer performed nor relevant to the department operations and an increase of Cost of Living of 5%.

The summary of changes to each of the department divisions is highlighted below, and a detailed report is attached to reflect all changes.

I. Administration:

- A. Consolidation of all fees associated with Billing Appeals and expanding list of items (Surety bonds, Cash, Cashier Checks, Checks and Certificate of deposits) with processing security deposits.
- B. Addition of a new fee to cover the cost of Project Submittal Advisory Group (PSAG), to facilitate a meeting for pre-submittal for applicant across multiple departments to include PBD, DOT, PW, OFD and EWD for efficient coordination across permitting departments and agencies.
- C. Addition of a new fee to account for Owner's or the Owner's Agent's cancelation of scheduled inspections/appointments less than 48 hours in advance.

II. Code Enforcement

- A. Addition of new fees to cover cost associated with desk monitoring of cases and processing Stop Work Orders.
- B. Inclusion of existing graffiti-related enforcement fees into Master Fee Schedule as adopted by ordinance.
- C. Expanded Public Documents categories for clarification and added Order to Abate – Habitability and Notice of Limitation documentation for level of work performed.
- D. Inclusion of existing Single Room Occupancy (SRO) into Master Fee Schedule as adopted by ordinance.

III. Engineering

- A. Addition of new fee for agreement preparation for Engineering Division to include Stormwater review.
- B. Fees for Creek Protection Permits were removed since they are under Public Works.
- C. Fees for Inspection of Private Infrastructure was moved to Inspections for clarity purposes.

IV. Inspection

- A. Reorganization of Private Infrastructure fee to address inspections and plan check.
- B. Reorganization of Grading fee to categorize inspections and plan check.
- C. Deletion of Un-Reinforced Masonry Ordinance Building Permit as process is no longer regulated or performed
- D. Fees for a new process was added for Earthquake Re-Occupancy Program.
- E. Hotel/Motel/Rooming House Inspections Fee moved to Code Enforcement.

V. Plan Check

- A. Reorganization of Appeals fees for Handicapped Exception to Title 24 Regulation, Alternate Materials, or Method of Construction, and driveway appeals.
- B. Addition of new fee to account for the recently adopted Soft Story Retrofit program.
- C. Alignment of Revised Solar Electric fee with State GC 66015.
- D. During PBD 2014 fee study by independent 3rd party contractor, full recovery cost for General Plan Surcharge was 0.96%. However, the City recovered ½ of the fees charged at 0.43%. We are recommending to scale increase by 25% a year until the full recovery of 0.96% is reached.

VI. Planning

- A. Consolidated Planning Notification fees to clarify type of notice and level of effort.
- B. Removed fees for services that are no longer performed by nor relevant to the department operations or delegation of authority.

Respectfully submitted,



William A. Gilchrist
Director, Planning and Building Department