

# ANIMAL SERVICES

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-1



CITY OF OAKLAND

## *INTER OFFICE MEMORANDUM*

**TO:** G. Harold Duffey  
Interim City Administrator

**FROM:** Ann Dunn  
Director, Department of Oakland  
Animal Services

**SUBJECT:** FY 2023-24 Master Fee Schedule

**DATE:** March 9, 2023

---

### **RECOMMENDATION**

Oakland Animal Services requests that no changes be made to the Master Fee Schedule (“MFS”) for Fiscal Year 2023-2024.

### **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 2023-2024.

### **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* /s/

---

Ann Dunn  
Director, Oakland Animal Services

CITY ATTORNEY

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-2



## *INTER OFFICE MEMORANDUM*

---

**TO:** Steven Falk  
Interim City Administrator

**FROM:** Barbara J. Parker  
City Attorney

**SUBJECT:** City Attorney Master Fee Schedule  
FY 2023-2024

**DATE:** March 15, 2023

---

The Oakland City Attorney's Office is not revenue generating. The City Attorney's office 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 matter at 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 office's costs for bond issuances. For example, when the City Attorney 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 time in-house attorney time defending the City's land use decisions.

The proposed FY 2023-2024 (Attachment 1) fees have been calculated by 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.

### **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 2023-2024 MFS Ordinance Update

3242666v2

# CITY CLERK

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-3



## INTER OFFICE MEMORANDUM

---

TO: Steven Faulk, City Administrator

FROM: Asha Reed, City Clerk *ARA*

CC: Angela Pinon-Robinson, Deputy City Administrator

SUBJECT: MFS 23-24

DATE: March 15, 2023

---

### **SUMMARY**

The Office of City Clerk proposed a 5% Cost of Living Adjustment (COLA) increase to fees associated with labor cost for KTOP as suggested by the 2023-2024 Master Fee Schedule team. Additionally, there are no Proposition 26 implications associated with these fees. All changes were to increase COLA.

### **RACE AND EQUITY IMPACT**

There are no race and equity impacts proposed by these changes.

For questions about this report, please contact Mike Munson, KTOP operations manager [mmunson@oaklandca.gov](mailto:mmunson@oaklandca.gov), (510)238-6565.

# FINANCE DEPARTMENT

## DIRECTOR NARRATIVE

### FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-4



# INTER OFFICE MEMORANDUM

---

**TO:** Steven Falk  
Interim City Administrator

**FROM:** Erin Roseman  
Director of Finance

**SUBJECT:** FY 2023-24 Master Fee Schedule

**DATE:** May 9, 2023

---

## **RECOMMENDATION**

The Finance Department recommends the City Council approve proposed changes to the FY2023-24 Master Fee Schedule (“MFS”), which include modification to an existing fee and increases to existing fees to recover reasonable cost of providing service.

## **EXECUTIVE SUMMARY**

The Finance Department has analyzed its fees and proposes to revise fees for the FY2023-24 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 FY2023-24 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.

- ***City Subscription Administrative Service Charge*** – Delete sub-section and consolidated under one fee.
- ***Collection Fee for delinquent accounts*** – Accounts with balance of \$300 or more, increase threshold from \$300 to \$315.00. Deleted, or 10% whichever is greater. Accounts with a balance less than \$300, increase threshold from \$300 to \$315.
- ***Business License Verification Fee*** – from \$40.00 to \$42.00.
- ***New Business Registration*** – from \$95.00 to \$99.00 per new established business.



- **Recordation and Technology Fee** – from \$4.50 to \$5.00 per new business license & per business renewal.
- **Certificate for Non-Profit Business** – from \$28.00 to \$29.00 per certificate.
- **Special Event Permit** – from \$90.00 to \$94.00 per permit.
- **Duplicate Release of Lien** – from \$170.00 to \$178.00 per lien.
- **Administrative Service Charge, Release of lien** – from \$162.00 to \$170.00 per lien.
- **Administrative Service Charge, Duplicate Certificate** – from \$27.80 to \$29.00 per duplicate certificate.
- **Administrative Service Charge, Collection by Special Tax Roll** – from \$162.00 to \$170.00 per lien.
- **Notice of Violation Fee – Non-Procurement of Business Certificate** – from \$155.00 to \$162.00 per issuance.
- **Citywide Lien Administrative Fee** – from \$162.00 to \$170.00 per lien.
- **Demand Letter / Research & Processing Fee** – from \$162.00 to \$170.00 per request.
- **Administrative Fee for Promissory Notes** – from \$129.00 to \$135.00 per note.
- **Financial Reports (Retirement) Oakland Police & Fire Retirement System** – from \$5.25 to \$5.51 for the first 30 pages and from .26 to .28 per page for pages in excess of 30.
- **Financial Reports (Retirement) Oakland Municipal Employees Retirement System** – from \$5.25 to \$5.51 for the first 30 pages and from .26 to .28 per page for pages in excess of 30.

### **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 increase is intended to meet the requirements of Proposition 26.

Respectfully submitted,



Erin Roseman  
Director of Finance

# POLICE DEPARTMENT (OPD)

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-5



## ***INTER OFFICE MEMORANDUM***

---

**TO:** Master Fee Schedule Department

**FROM:** LaRajia Marshall  
Fiscal Services Manager  
Oakland Police Department

**SUBJECT:** FY 2023-24 Master Fee Schedule  
Oakland Police Department  
Amendments

**DATE:** March 24, 2023

---

### **PURPOSE**

The Oakland Police Department (OPD) proposes to increase all relevant fees in the Master Fee Schedule by five percent (5%) to offset changes in costs related to the provision of services for which fees are assessed.

### **FISCAL IMPACT**

The revenues anticipated from fees associated with this increase will help offset costs to provide services for which fees are assessed, with no net gain to OPDs overall budget.

### **RACE AND EQUITY IMPACT**

No equity impact analysis was undertaken with respect to the suggested Master Fee Schedule updates. A complete equity analysis would need to be performed to fully understand the impacts of increasing fees to services for communities impacted by racial disparities.

***LaRajia J. Marshall***  
*Fiscal Services Manager*  
*Oakland Police Department*  
*455 7<sup>th</sup> Street*  
*Oakland, CA 94607*  
*Office: 510.238.4767*  
[lmmarshall@oaklandca.gov](mailto:lmmarshall@oaklandca.gov)

# FIRE DEPARTMENT (OFD)

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-6



# MEMORANDUM

**TO:** Master Fee Schedule Team

**FROM:** Dr. Reginald D. Freeman  
Fire Chief

**SUBJECT:** FY 2023-24 Master Fee Schedule  
(MFS)

**DATE:** March 9, 2023

## **SUMMARY**

The Oakland Fire Department (OFD) proposed a 5% Cost of Living Adjustment (COLA) increase to all relevant fees as requested by the Master Fee Schedule (MFS) Team.

Per the City Attorney's recommendation, OFD added fees to identify and indicate which inspection types are not charged. Additional fees were also added that were not captured in prior MFS, but allowable under applicable Health and Safety Codes.

Under the Incident Recovery Fees by classification, OFD is proposing to change the fee structure to "Actual Cost" to recover the actual amount allowed. This will also align with the Oakland Police Department's recovery fee structure (Section G-2 of current MFS).

## **FISCAL IMPACT**

The 5% 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 added, as the fees were not captured in prior MFS and not previously charged.

## **RACE AND EQUITY IMPACT**

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

For questions relating to this report, please contact Gene B. Tom, Chief Financial Officer. He can be reached at (510) 238-4055.

Respectfully submitted,

Dr. Reginald D. Freeman  
Fire Chief

# OAKLAND PUBLIC LIBRARY

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-7



## **INTER OFFICE MEMORANDUM**

**TO:** Steven Falk  
Interim City Administrator

**FROM:** Jamie Turbak  
Library Director

**SUBJECT:** OPL FY 2023-2024 MFS COLA  
exemption

**DATE:** March 20, 2023

### **PURPOSE**

The Oakland Public Library seeks authorization to exclude the impact of any increase in its fees due to COLA, and requests that no changes be made to OPL's approved FY 2023-2024 Master Fee Schedule (MFS).

### **FISCAL IMPACT**

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 two years, with an average of just \$1,100 collected over the last five years. We are requesting that this fee remain unchanged.

### **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 will be no negative equity impact as a result of leaving this fee unchanged.

---

Jamie Turbak  
Library Director

### *Attachments:*

*OPL FY 2023-2024 Master Fee Schedule*

# PARKS AND RECREATION AND YOUTH DEVELOPMENT

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-8





## *INTER OFFICE MEMORANDUM*

---

**TO:** Steven Falk,  
Interim City Administrator

**FROM:** Dana Riley,  
Interim Director

**SUBJECT:** FY2023-24 Master Fee Schedule  
OPRYD

**DATE:** May 5, 2023

---

Oakland Parks, Recreation & Youth Development Department proposes to update the Master Fee Schedule to accommodate rates negotiated under agreement with non-profits.

The proposed change on page J-19 from “OPR Partnership Agreement” to “License Agreement” is a clean-up amendment to correct the type of agreements that OPRYD would have with non-profits, which would allow a reduced fee for rental facilities listed under Section C “Rental Facilities” to be negotiated based on services provided.

The Malonga Casquelourd Center for the Arts (MCCA) changes (on pages J-23 thru J-25) are in accordance with Ordinance No. 13730 C.M.S., which directed the City Administrator to return to Council to amend the Master Fee Schedule before July 1, 2023 to provide for reduced fees for studio spaces and theater performance spaces pursuant to negotiated agreements with tenants of the MCCA.

### **Race & Equity Impact:**

Tenants under negotiated agreements receiving below market rent for office space and reduced studio space and theater use fees will be required annually to describe quantitatively and qualitatively the community benefits provided to the Oakland community during the negotiated agreement period. Community benefits should prioritize low-income 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, which was created as a way for the City of Oakland to prioritize neighborhoods based on concentrations of people with demographic factors determined to have experienced historic and current disparities.

Examples of community benefits may include but are not limited to:

- The number of complimentary tickets to performances for Oakland youth or low-income residents
- Number of Oakland youth served at no charge or at a reduced rate by tenant's programs

- Number of scholarships provided to low-income Oakland residents or Oakland youth for tenant's programs
- Number of Oakland Unified School District students served by tenant's programs
- Engagement and outreach performed to increase awareness of and access to cultural programs of the Malonga
- Number of partnership events with OPRYD and/or at OPRYD facilities



---

Harith Aleem (May 5, 2023 12:00 PDT)

---

Harith Aleem, Acting Assistant Director for  
Dana Riley, Interim Director

For questions, please contact Neil Valle, Administrative Services Manager II, at (510) 238-3926.

# HUMAN SERVICES

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-9



## *INTER OFFICE MEMORANDUM*

---

**TO:** Steven Falk  
Interim City Administrator

**FROM:** Estelle Clemons  
Interim HSD Director

**SUBJECT:** FY 23-24 Master Fee Schedule (HSD) **DATE:** 3/24/2023

---

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 is 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 21-22. 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.

---

**Estelle Clemons, Interim Director  
Human Services Department**

# PUBLIC WORKS (OPW)

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-10



# INTER OFFICE MEMORANDUM

---

**TO:** G.Harold Duffey  
Interim City Administrator

**FROM:** David Ferguson  
Interim Public Works  
Director

**SUBJECT:** FY 2023-24 Master Fee Schedule  
OPW Amendments

**DATE:** March 07, 2023

---

The City of Oakland Public Works Department (OPW) proposes Master Fee Schedule (MFS) amendments for FY 2023-24, 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, below are the key highlights and rationale for amendments proposed in FY 2023-24:

### **Environmental Services**

*Non-Compliance Civil Penalty (D.5.):* In compliance with O.M.C. 15.34.100.F., adding an existing City fee for transparency purposes. The fee amount is based upon the maximum penalty amount as listed in O.M.C. 15.34.100.

### **Race & Equity Impact**

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

Respectfully submitted,

*David Ferguson*

David Ferguson (Mar 7, 2023 15:34 PST)

---

David Ferguson  
Interim Director, Oakland Public Works

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

# ECONOMIC WORKFORCE DEVELOPMENT

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-11



CITY OF OAKLAND

## INTER OFFICE MEMORANDUM

---

**DATE:** March 8, 2023  
**TO:** G. Harold Duffey, Interim City Administrator  
**FROM:** Sofia Navarro, Interim Director, Economic & Workforce Development  
**CC:** Kenton Mak, Administrative Services Manager II  
**RE:** **FY 2023-24 Master Fee Schedule for Economic and Workforce Development Department (EWDD)**

---

Attached is the Proposed FY2023-24 Master Fee Schedule (MFS) for the Economic & Workforce Development Department (EWDD) consisting of Real Estate, Public Art, Film, Special Activities and Nuisance Enforcement. The Proposed FY2023-24 MFS for Special Events is in a separate worksheet.

The proposed amendments to the Real Estate, Public Art, Film and Nuisance Enforcement fees are due to increased staff cost. Staff costs are increased by 5% to full cost recovery based on staff time including fringe and overhead rates, as instructed by the Revenue Office.

In addition, most of the Special Activities Fees are proposed to increase by 5% to full cost recovery, with some amendments and new fees.

1. Amendment to Application Filing Fee for a Special Activity Permit as required by Oakland Municipal Code
  - a. Change in Fee Description to Item A-5.  
The language "Large Cabaret" is added to "Annual Permit Fee" to differentiate between Large and Small Cabaret.
  - b. Increase of 10% in Fee to Item A-5.  
Historically, the annual permit fee was included in the MFS, but when Special Activities transferred over from the City Administrator's Office (CAO) to EWDD, the fee line item was inadvertently dropped from the MFS. The last known fee was \$1,141. This was from FY2020-21, which is the current fee EWDD collects for each annual permit. EWDD is proposing an increase total to 10% in order to capture the approved COLA increases in FY 2022-23 (5%) and FY2023-24 (5%).



- c. Reduction in Fee for A-24 Outdoor Sound Amplification.  
The reduction in fee will encourage compliance.
2. Reduction in Fees for Charitable Solicitation Permit
  - a. Reduction in Fee for D-1 Fees for Charitable Solicitation Permit. The reduction in fee will encourage compliance.
3. New fees in Cannabis Permit
  - a. Compliance Plan Fee  
In 2021 the City of Oakland's cannabis operator regulations established a compliance plan process to locally authorize cannabis permit applicants for a state cannabis license while operators finish the local cannabis permitting process. The intent was to balance the City's need to ensure cannabis permit operators diligently finalize all building and fire permitting requirements needed to obtain a City of Oakland cannabis permit. This would give cannabis operators a fair and predictable working relationship with the City and reduced barriers of entry into the regulated market. While staff and the Cannabis Regulatory Commission support continuing compliance plan processes, additional staff time is spent monitoring operators' compliance with local permitting requirements.
  - b. Large (5,000+ square foot facility) Cultivator Annual Plan  
Large cultivation facilities require additional monitoring to ensure compliance with clean energy, building code, and fire code requirements. Staff time is spent on additional administrative and inspection resources monitoring these facilities.
4. New fees: Mobile Vending Permit  
In 2017, the Oakland City Council adopted Ordinance No. 13421 C.M.S., which established a permitting process for mobile food vendors and authorized related fees to be set in the Master Fee Schedule. This initial program restricted the number of mobile food vending permits available, did not include a permitting option for mobile retailers, and included planning related fees.  
In 2020, the City Administrator adopted the Flex Streets Initiative (Flex Streets) to provide outdoor options for businesses, including mobile food vendors, to continue operating during the COVID-19 pandemic. Flex Streets eliminated the limit on the number of mobile food vending permits and waived all permitting fees.  
In 2022 the Oakland City Council adopted Ordinance No. 13682 C.M.S., which codified the Flex Streets' approach of no limits on the number of mobile food vending permits, established a permitting process for mobile retailers, and directed the City Administrator to establish fees for each component of the Flex Streets program by July 1, 2023.

The proposed fees for mobile vending will cover a portion of staff's costs processing mobile vending permits and applications as well as inspecting mobile vending locations.

5. Special Event Application Fee

Ordinance 13700 provided a New One-Stop Shop Approach for Special Event application process. The Ordinance reflected fees for FY2022-23 but was not captured on the MFS. EWDD is adding the FY2022-23 fees to the Special Event MFS and proposing the 5% Approved COLA increase for FY2023-24 fees.

Approved for Forwarding



---

Sofia Navarro, Interim Director

# HOUSING AND COMMUNITY DEVELOPMENT

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-12



CITY OF OAKLAND

**Inter Office Memorandum**

**TO:** Steven Falk, Interim City Administrator

**CC:** William Gilchrist, Director, Planning and Building

**FROM:** Emily Weinstein, Interim Director  
Housing and Community Development Department

**DATE:** May 9, 2023

**RE:** **Inflationary Adjustments to the Jobs Housing Impact Fee 2023-24**

---

City Administrator Approval

Date May 9, 2023

---

**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) 2023-24. Under the OMC, the City Administrator may adopt adjustments to the fee commencing July 1, 2023. 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 June 30, 2023.

**ANALYSIS**

The Jobs Housing Impact Fee must be adjusted with inflation each year. The inflation increase should be effective on July 1, 2023 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, 2023 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**

<b>Year</b>	<b>M&amp;S Construction Cost Index (Jan.) for Wood Framed Buildings in Western District</b>	<b>Inflation Increase for Year</b>	<b>Jobs Housing Impact Fee per Square Foot</b>
2023	4493.2	$4493.2/4037.9 = 1.113$	\$8.05
2022	4037.9	$4037.9/3509.8 = 1.151$	\$7.24
2021	3509.8	$3509.8/3332.9 = 1.053$	\$6.29
2020 <sup>1</sup>	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 2021/23 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. However, the fees are

### **CONCLUSION**

Thank you for your consideration of HCDD's analysis of the FY 2023/24 Jobs Housing Impact Fee. Please let us know if you require any explanation or further information.

Sincerely,

  
Emily Weinstein (May 9, 2023 12:51 PDT)

Emily Weinstein, Interim Director  
Housing and Community Development Department

# INFORMATION TECHNOLOGY (ITD)

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-13



# *INTER OFFICE MEMORANDUM*

**TO:** Erin Roseman  
Director of Finance

**FROM:** Tony Batalla, CIO  
Rufina Macaraeg, ACCTIII

**SUBJECT:** ITD - FY 2023-24 Master Fee Schedule

**DATE:** March 15, 2023

## **RECOMMENDATION**

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

	Current Fee FY22-23	Proposed Fee FY23-24
A. Radio Services		
Monthly Radio Usage Fee	26.25 per radio	27.56 per radio
Radio Programming, Installation, and Support	89.25 per hour	93.71 per hour
B. Consulting Services		
1. IT Project Management Services	111.30 per hour	116.87 per hour
2. IT Administrative Services	90.30 Appraisal	94.82 Appraisal
3. IT Technical Services	73.50 per hour	77.18 per hour

## **EXECUTIVE SUMMARY**

The Master Fee Schedule is reviewed annually. The Information Technology Department is requesting to amend the current fees for Fiscal Year 2023-24. The proposed amended fees are an increase of 5% 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.

## **ANALYSIS**

The Information Technology Department increased 5% on fees due to Cost-Of-Living Adjustment in order to cope with inflation on goods and services.

## **FISCAL IMPACT**

The cost of the fee increase is an additional \$1.31 on Monthly Radio Usage Fee, \$4.46 on Radio Programming, Installation and Support, \$5.57 on IT Project Management Services, \$4.52 on IT Administrative Services, and \$3.68 on IT Technical Services.

**To: Erin Roseman**

Subject: Master Fee Schedule: ITD Amendments

Date: March 14, 2023

**RACE & EQUITY IMPACT**

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



Tony Batalla (Mar 17, 2023 14:22 PDT)

Mar 17, 2023

---

Director Name

Date

Department

Attachments: FY 2023-24 Master Fee Schedule Template - ITD



DEPARTMENT OF TRANSPORTATION  
(DOT)

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-14



## DEPARTMENT OF TRANSPORTATION

---

**TO:** Steven Falk, Interim City Administrator  
**FROM:** Fred Kelley Director, Oakland Department of Transportation (OakDOT)  
**SUBJECT:** FY 2023 – 24 Master Fee Schedule OakDOT Amendments  
**DATE:** May 2, 2023

---

The City of Oakland Department of Transportation (OakDOT) proposes Master Fee Schedule (MFS) revisions for FY 2023 – 24, 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 5% cost-of-living adjustment to permit fees directly associated with OakDOT staff time, OakDOT proposes the following revisions to resolve discrepancies across the MFS Transportation Section:

1. The fee for “Inspection Hours Outside of Normal Operating Hours” increases by 5.17% to reflect an hourly rate of one and one-half times the rate for inspection hours during normal operating hours.
2. The hourly fee for “Plan Review” of Public Infrastructure Permits increases to \$257.54 (or by 16.22%) to ensure consistency across the Master Fee Schedule. The hourly fee for “Engineering Review” across permit types is \$257.54.
3. The hourly fee for “Plan Review Outside of Regular Working Hours” of Public Infrastructure Permits increases to \$386.31 (or by 16.41%) to ensure consistency across the Master Fee Schedule. The hourly fee for Engineering Review Outside of Normal Working Hours across permit types is \$386.31, or one and one-half times the normal rate.
4. The hourly fee for “Consultation Requested For Preliminary Review Of Improvements And Construction Projects” increases to \$257.54 (or by 23.16%) to ensure consistency across the Master Fee Schedule. The hourly fee for “Engineering Review” across permit types is \$257.54.
5. The hourly rate for “Inspection of Public Infrastructure Outside of Regular Working Hours” increases from \$32.45 in the FY 2022 – 23 MFS to \$359.49 (or by 1,007.84%) to fix an error in the Master Fee Schedule and ensure consistency within the MFS and to reflect an hourly rate of one and one-half times the rate for inspection hours during operating hours.
6. The hourly rate for “Permit Application Review and Processing Outside of Regular Working Hours” increases to \$386.31 (or by 25.08%) to ensure consistency across the Master Fee Schedule. The hourly fee for Engineering Review Outside of Normal Working Hours across permit types is \$386.31, or one and one-half times the normal rate.

### *Racial Equity Impacts*

There are no racial equity impacts caused by proposed Master Fee Schedule revisions to support cost-of-living adjustments and to improve internal consistency within the MFS.

### **New Parklet Permit Fees and Equity Fee Waiver Program**

Consistent with City Council direction (CMS 13682) and OMC 8.62.050, OakDOT also proposes adding Parklet Permit fees effective July 1, 2023, and a parklet fee discount program as described below. During the COVID-19 emergency, OakDOT issued temporary no-fee Flex Streets Permits to accommodate parklets in the right-of-way and support the emergency operations of Oakland’s businesses. Temporary Flex Streets Permits expire on June 30, 2023. Commencing July 1, 2023, OakDOT proposes the following revised Parklet Permit fees, which are the minimum sufficient to cover the costs of providing services for which the fees are charged, with no net gain to OakDOT’s overall budget.

- The fee for a “New Parklet” is \$994.41 per permit per year to cover the costs of two “Inspection Hours During Normal Operating Hours” and two hours of “Engineering Review During Normal Business Hours.”
- The annual fee for a “Parklet Renewal” is \$479.33 per permit per year to cover the costs of two “Inspection Hours During Normal Operating Hours.” To renew a Parklet Permit, OakDOT staff will inspect the parklet to ensure the parklet continues to adhere to parklet safety standards and permit conditions.
- The Annual Parking Space Rental Fee is \$1,000 per parklet.

### *Racial Equity Impacts*

In addition to directing staff to develop a permanent Parklet Permit program with attendant fees, in March 2022 the City Council established an “equity fee waiver program...for applicants who meet certain equity criteria” (CMS 13682). OakDOT staff, in partnership with colleagues from the Economic & Workforce Development Department (EWDD) and the Department of Race & Equity (DRE), recommend a two-step qualification process to support economic and neighborhood activity in highest and high priority neighborhoods while reserving fee exemptions for businesses lacking financial resources. Specifically, OakDOT recommends waiving the Annual Parking Space Rental fee and reducing the New Parklet and Parklet Renewal Fees to \$100 and \$50, respectively, for applicants who meet the following two equity criteria:

1. Proposed parklet is located in a High Priority Neighborhood or Highest Priority Neighborhood, per the [OakDOT Geographic Equity Toolbox Oakland Equity Map](#).
2. Applicant’s prior year annual gross receipts are in the bottom quartile of Oakland restaurants, or less than \$400,000.

OakDOT routinely utilizes the OakDOT Geographic Equity Toolbox Oakland Equity Map to inform and prioritize investments in communities historically and currently underserved. The Oakland Equity Map assigns each census tract in Oakland a level of priority between lowest and highest determined by seven demographic factors including the proportion of People of Color, low-income households, people with disability, seniors, single parent households, severely rent-burdened households, and low educational attainment compared to the Citywide average. Reducing barriers to parklet implementation in priority neighborhoods can help to encourage equitable distribution of the vibrant community spaces that parklets create.

To minimize potential displacement and perceptions of gentrification, OakDOT, DRE, and EWDD staff also recommend an income criterion. According to data provided by the Finance Department, the bottom quartile of Oakland restaurants made less than \$400,000 in annual gross receipts in 2022. By providing relief to these under-resourced businesses, both the businesses and their surrounding neighborhoods will benefit. Eligible businesses can expand their business footprint and generate more revenue, and priority neighborhoods benefit from the activation of public space—foot traffic and eyes on the street—that brings vitality to the public right of way.

In terms of the fiscal impact, adopting a fee waiver program reduces the amount of permit fees collected and requires the General Fund to offset any lost permitting fee revenues. An initial estimate by OakDOT staff of existing parklet permittees that may be eligible for a fee waiver based on staff's proposed eligibility indicates that the proposed policy will result in the approximate loss of \$48,000.00 in permit fees. Accordingly, in order to implement the proposed fee waiver program, the City Council should allocate approximately \$48,000 from the General Fund to account for the proposed Equity Fee Waiver.

This upfront investment lowers the likelihood that City fees will present a barrier to participation in the parklet program and improves access to the economic benefits of parklets for highest and high priority neighborhoods. In turn, participating businesses may generate more tax revenues and employ more staff, improving the City's overall economy.

For questions related to this Memo, please contact Emily Ehlers, Transportation Manager. She can be reached at [ehlers@oaklandca.gov](mailto:ehlers@oaklandca.gov) or 510-238-2259.

Sincerely,



Fred Kelley

Director, Oakland Department of Transportation

# PUBLIC ETHICS COMMISSION

DIRECTOR NARRATIVE

FY 2023-24 MASTER FEE SCHEDULE

ATTACHMENT A-15



Ryan Micik, Chair  
Charlotte Hill, Vice Chair  
Alea Gage  
Arvon Perteet  
Vincent Steele  
Francis Upton IV

Suzanne Doran, Acting Executive Director

---

TO: Steven Falk, Interim City Administrator  
FROM: Suzanne Doran, Acting Executive Director  
Ana Lara-Franco, Commission Analyst  
DATE: May 5, 2023  
RE: FY 2023 – 2024 Master Fees Schedule (MFS) Public Ethics Commission Amendments

---

The City of Oakland Public Ethics Commission (PEC or Commission) proposes Master Fee Schedule (MFS) amendments for FY 2023-24 to add to 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. Below is a summary for the amendments proposed in FY 2023-24.

## Background

The Oakland Lobbyist Registration Act (LRA) requires any person that qualifies as a lobbyist to register annually with the Public Ethics Commission before conducting any lobbying activity. Under Oakland law, a person qualifies as a local government lobbyist in Oakland if:

- They are paid \$1,000 or more in a calendar month to communicate with City officials to influence any proposed or pending governmental, legislative, or administrative action; or
- Their duties as an employee, officer, or director of an organization or business entity include communicating (directly or through an agent) with City officials or employees to influence any proposed or pending governmental, legislative, or administrative action.

The LRA also requires that lobbyists submit quarterly reports disclosing their lobbying activities to ensure that the public knows who is trying to influence City decisions. The Public Ethics Commission ensures compliance with the City of Oakland's lobbyist registration laws and acts as filing officer for lobbyist disclosure. Examples of filing officer activities include processes such as noticing registration and filing deadlines, advice and technical assistance, surface review of filings for completeness, engaging with non-filers to gain compliance, and maintenance of the PEC's online filing system. In 2022, over 18 percent of requests to staff for advice and technical assistance came from lobbyists. At present, the City of Oakland does not charge lobbyists a registration fee or late fees for missed deadlines. The Commission proposes an annual lobbyist registration fee and late fee for filings submitted after deadlines be added to the Master Fee Schedule.<sup>1</sup>

## Rationale

A survey of California cities and counties that require lobbyist registration by Commission staff found that most (over 70 percent) charge a registration fee. For example, Anaheim, Berkeley, Long Beach, Los Angeles, Sacramento, San Diego, San Francisco, and San Jose all charge lobbyist registration fees

---

<sup>1</sup> The Lobbyist Registration Act must be amended to include the registration fee and late filing fees prior to implementation.

that range from \$100 to \$500. Long Beach, Los Angeles, Sacramento, San Diego, and San Jose also charge a one-time fee for each additional client a lobbyist takes on.

In addition, most California cities that require lobbyist registration charge penalty fees for late registrations and/or other late lobbyist disclosure filings. The City of Oakland charges other persons required to file public disclosure reports a penalty for late filings. For example, late campaign filers are charged \$10 per day after the filing deadline until a statement is filed. Similarly, Form 700 filers are subject to a late fee of \$10 per day after the filing deadline until the statement is filed.

The table below summarizes lobbyist fee policies in surveyed cities.

City	Annual Fee	Per Client Fee	Late Penalty
Anaheim	\$100.00	N/A	\$50 per day
Berkeley	\$500.00	N/A	3-month disbarment
Long Beach	\$129.00	\$31.00	\$25 per day
Los Angeles	\$450.00	\$75.00	\$25 per day
Sacramento	\$100.00	\$25.00	\$25 per day
San Diego	\$191.94	\$40.23	Misdemeanor
San Francisco	\$500.00	N/A	\$50 per day
San Jose	\$223.55	\$74.41	5% of unpaid fee

Given the substantial staff resources associated with administering the lobbyist registration program, the Commission requests the following registration fee and late filing penalty be added to the Master Fee Schedule to take effect FY 2023 - 2024:

1. An annual lobbyist registration fee of \$500.
2. A late filing penalty of \$10 per day after the filing deadline until the form is filed for lobbyist registration and lobbyist reports.

The proposed annual registration fees cover reasonable regulatory costs to the City for issuing registrations, performing investigations, inspections, and audits, and administrative enforcement and are comparable to fees charged by cities with similar lobbyist disclosure programs.

The proposed \$10 per day late filing penalty is a deterrent to untimely filings and is consistent with late filing penalties charged by the City of Oakland to other regulated groups.

**Economic impact:** An estimated \$35,000 in revenues generated from the registration and late fees to fund essential City services.

**Environmental:** There are no direct environmental impacts associated with the requested fees.

**Race & Equity:** There are no direct race or equity impacts associated with the requested fees. However, the Commission shall develop a registration fee waiver policy for lobbyists that are employees or representatives of 501(c)(3) nonprofit organizations and/or community-based organizations that can demonstrate hardship, prior to fee implementation.

### **5% COLA Adjustment**

Currently the Public Ethics Commission maintains the following fee:

ELECTION FILING FEES – Campaign Finance Statements Late Fee per day until filed. \$10.00/day penalty may not exceed cumulative amount of expenditures or receipts or \$100, whichever is greater.

This fee is set by State law, specifically, California Government Code section 91013, which is part of the California Political Reform Act. That statute outlines a \$10/day fee for late campaign statements that cannot be adjusted by local governments. Thus, because the fee is established by State law, the Public Ethics Commission does propose increasing this late filing penalty.