



CITY OF OAKLAND

MEMORANDUM

TO: Edward D. Reiskin
CITY ADMINISTRATOR

FROM: Greg Minor

SUBJECT: RV Pilot Program Fees

DATE: July 7, 2020

RECOMMENDATION

Staff recommends the City Council adopt the proposed application and annual permit fees for the Recreational Vehicle (RV) Pilot Program.

ANALYSIS

Staff has attached proposed application and annual permit fees for the RV Pilot Program to account for a portion of staff's costs administering the RV Pilot Program. Staff costs include responding to program inquiries, reviewing and processing applications and permits, as well as onsite education and monitoring to ensure compliance with public health and safety standards.

Staff recommends adopting application and permit fees below the anticipated actual staff costs to encourage RV occupants with limited financial resources to participate in the RV Pilot Program and comply with the program's public health and safety requirements. The reduced recommended fees will afford RV occupants with more resources to cover the costs of complying with public health and safety requirements, such as waste disposal, that will be critical to the program's success. In short, staff recommends RV occupants' limited financial resources go towards compliance rather than the cost of staff monitoring compliance.

For questions regarding the proposed fees, please contact Greg Minor, Assistant to the City Administrator, at (510) 238-6370.

Respectfully submitted,

GREG MINOR
Assistant to the City Administrator

Attachment:
Proposed Recreational Vehicle (RV) Pilot Program Fees

PROPOSED RECREATIONAL VEHICLE (RV) PILOT PROGRAM FEES

Recommended
Application Fee: **\$150.00**

Anticipated Actual Application Cost

Department	Class	Class Name	#Hours	Hourly Wage	Subtotal
CAO	EM117	Assistant to the City Administrator	0.5	\$168.00	\$84.00
CAO	SS176	City Administrator Analyst	1	\$123.00	\$123.00
CAO	AAS198	Public Service Representative	0.5	\$69.00	\$34.50
CAO	AF060	Muni Code Enforcement	0.5	\$113.00	\$56.50
					Anticipated Actual Total
					\$298.00

Recommended Application Fee
\$150.00

Recommended Annual
Permit Fee: **\$500.00**

Anticipated Actual Permit Cost

Department	Class	Class Name	#Hours	Hourly Wage	Subtotal
CAO	EM117	Assistant to the City Administrator	1	\$168.00	\$168.00
CAO	SS176	City Administrator Analyst	1	\$123.00	\$123.00
CAO	AAS198	Public Service Representative	1	\$69.00	\$69.00
CAO	AF060	Muni Code Enforcement	12	\$113.00	\$1,356.00
					Anticipated Actual Total
					\$1,716.00

Recommended Annual Permit Fee
\$500.00