



TO: Elizabeth Pauli, City Manager
FROM: Katie Johnston, Budget Officer
Andrew Cherullo, Finance Director
COPY: City Council and City Clerk
SUBJECT: Resolution - Miscellaneous Fee Schedule Adjustments – Nov 20, 2018
DATE: October 24, 2018

SUMMARY:

City Staff recommend adjustments to the City’s General Government fee schedule. A resolution for these updates is scheduled for the council meeting of November 20th.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

The City Council last approved the fee schedule by Resolution No. 39587 on November 22, 2016. Biennially, departments review the City’s General Government Miscellaneous Fee Schedule for fees related to their services. City departments reviewed the fee schedule and are requesting fee updates, which include the elimination of fees for services not used, minor administrative changes to some current fees, adjusting the special event off-duty rate for police personnel to reflect current wages, and updating fees to reflect current public disclosure laws. Included as Exhibit “B” is a memo from Police describing the requested changes.

ISSUE:

Staff recommends modifying the City’s fee schedule to remove outdated fees and adjust fees based on cost of service or administrative issues. Recommended adjustments can be identified in Exhibit “A.”

ALTERNATIVES:

The City Council could decide not to adjust or modify the language and fees charged in the City’s General Government Miscellaneous Fee Schedule. If the fee schedule changes are not approved, departments may face service level impacts, through increased demand for some services or inability to fully recognize costs.

RECOMMENDATION:

Staff recommends that the City Council approve this resolution adjusting the City’s General Government Miscellaneous Fee Schedule by removing fees for unused services, making minor administrative changes, and adjusting other fees based on increased costs for services.

FISCAL IMPACT:

This resolution will add a minimal amount to revenues and has no effect on expenditures. For detailed adjustments, please refer to Exhibit “A.”