



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 05/29/07

AGENDA ITEM _____

WORK SESSION ITEM WS #2

TO: Mayor and City Council
FROM: Director of Finance and Internal Services
SUBJECT: Master Fee Schedule for 2007-2008

RECOMMENDATION:

It is recommended that City Council review and comment on this report.

DISCUSSION:

Each year, staff reviews the Master Fee Schedule to ensure that the various fees and service charges are appropriate and within State Guidelines. A review was conducted for the fiscal year 2007-2008 and staff is suggesting only limited changes to the schedule. These changes have been developed pursuant to applicable Government Codes, and the City's principle of full cost reimbursement. The summary tables in Exhibit A give a brief description of the current fee, proposed fee and a reason for the increase. The current fees represent the amounts previously adopted by Council. The proposed fee is staff's recommendation.

A complete copy of the current Master Fee Schedule is on file in the City Clerk's Office and on the City Website (www.hayward-ca.gov/municipal.shtm). The current Master Fee Schedule includes all changes adopted by the Council during the current fiscal year.

Proposed Changes to Master Fee Schedule

Library Fees - The Library proposes to update fees that are no longer relevant, such as those related to cassette tapes and cameras. A new fee is proposed for the mailing of library materials. This fee will be determined based on the cost of the service provided.

Assessment Districts - There are three fees charged to assessment districts for the administration services performed by the City. The Master Fee Schedule provides for an annual adjustment of those fees to reflect changes in the San Francisco Bay Area Consumer Price Index. The December 2006 change is 3.4 percent. The summary of proposed changes, in Exhibit A, indicates the recommended changes.

Animal Services - The City's Animal Services program plays a vital role in the health and safety of our community overall. During FY 2006-2007 the City Council amended the Animal Control ordinance to clarify the City's role with respect to dangerous or potentially dangerous dogs. The Master Fee Schedule has been modified to accommodate these changes to the ordinance.

Police Fees - The Police Department provides services ranging from the provision of public documents, to traffic control and security services (fingerprinting), to abandoned vehicle abatement and more. The fingerprinting fees have been modified to account for new technology.

Building Inspection and Plan Check Services - The Building Division has proposed clarification for building permit renewal fees by including them in the master fee schedule.

Low Income Refuse Service Rates - Corrections to the Low Income Refuse rates have been made to be consistent with present procedures and to incorporate the new discount of \$6.04 per month effective June 1, 2007.

Document Storage and Duplication - City-wide changes have been made related to photocopying due to the frequent request for color copies and information provided in digital format. These fees are based on the cost of the service. Improvements in technology require changing from out-of-date microfilming of documents to digital and electronic storage processes for permits and related documents. Due to these improvements, staff will be exploring a digital storage/technology fee. Staff will present our recommendations to the Council Technology Application Committee in the Fall.

Recommended by:



Debra C. Auker, Director of Finance and Internal Services

Approved by:


Jesús Armas, City Manager

Attachment: Exhibit A - Schedule of Master Fee Recommended Changes

EXHIBIT A
SCHEDULE OF MASTER FEE RECOMMENDED CHANGES

Library Fees	Current Fee	Proposed Fee	Reason for Change
Overdue fines : Audio cassette tapes	\$0.25/day (maximum cost of item)	No fee	no longer relevant
Teacher Loan Box	\$3.00	\$8.00	actual cost of each is \$8.11

Finance	Current Fee	Proposed Fee	Reason for Increase
Assessment District Fees			
Establishment Fee	\$2,907.00	\$3,006.00	per bond terms
Annual Administration Fee	\$2,766.00	\$2,860.00	per bond terms
Bond Call Fee	\$ 284.00	\$ 294.00	per bond terms

Police Fees	Current Fee	Proposed Fee	Reason for Increase
ANIMAL CONTROL			
IMPOUNDING			
- for each dog			
4th impoundment of dangerous/potentially dangerous animal	\$200	\$200	modified language per ordinance
HEARING FEE: Hearing and inspection of property of owners of animals declared dangerous or potentially dangerous.	\$100	\$100	modified language per ordinance
POLICE ADMINISTRATION			
FINGER PRINTING	\$10 for first and \$5 for each additional	\$20 each	upgraded technology

Building Inspection and Plan Check Services	Current Fee	Proposed Fee	Reason for Changes
Permit Renewal Fee	none	\$50 per permit	Establish fee

Low Income Refuse Service Rates	Current Reduced Rate	Proposed Reduced Rate	Reason for Changes
Low Income Single Family Dwelling 32-gallon Cart Service	\$4.27	\$6.04	New Franchise Agreement - Effective June 1, 2007