



City of Emeryville

C A L I F O R N I A

MEMORANDUM

DATE: April 20, 2021
TO: Christine Daniel, City Manager
FROM: Brad Farmer, Finance Director
SUBJECT: Resolution Of The City Council Of The City Of Emeryville Amending
The City Of Emeryville Master Fee Schedule For Fiscal Year 2021-22

RECOMMENDATION

Staff recommends that the City Council hold a Public Hearing and thereafter approve the resolution updating the Master Fee Schedule effective July 1, 2021.

BACKGROUND

The City of Emeryville charges fees for a variety of specific services offered by City departments. These fees are intended to recover the costs of services provided, to the extent possible. Services for which fees are charged are those performed by a governmental agency for the benefit of an individual community member or group. The costs of services benefiting individuals and not the community at large should be borne by the individuals receiving the service. The City may only set fees at a level to recover the full cost of providing the service and may not make a “profit” on fees. However, in certain circumstances for policy reasons, it is reasonable to set fees at a level that does not recover the full cost of the service, thereby resulting in a General Fund subsidy.

The last comprehensive fee analysis for Emeryville was conducted in fiscal year 2015-16 by NBS and adopted by the City Council on July 19, 2016. The Master Fee Schedule attached to the proposed resolution has been updated with the San Francisco Bay Area Consumer Price Index (CPI), or, in certain cases as mandated by the Municipal Code, the Engineering News Record Construction Cost Index for San Francisco.

DISCUSSION

The Master Fee Schedule attached to the proposed resolution identifies fee changes and additions proposed by City departments. The tables contain a description of the fee, the current level of the fee and the proposed change. Primarily the proposed changes reflect adjustments of 1.6% as measured by the average change in the SF Bay Area Consumer Price Index from February 2020 to February 2021.

Proposed increases for fees in the City Manager & City Clerk, Finance, Fire and Economic Development & Housing Departments were based on the annual CPI changes. Other new or significantly revised updates are detailed by department below.

The proposed changes will take effect on July 1, 2021 if approved by the City Council. Please note that Government Code Section 66017(a) provides that new or increased fees relating to the filing, accepting, reviewing, approving or issuing of an application, permit, or entitlement of a development project shall become effective 60 days after adoption of the new fee or increase.

Highlights of Proposed Changes

1. *Building Division*

Most Building Division fees are based on construction valuation. These fees remain unchanged to ensure that Emeryville's fees are comparable to those of other cities. Most flat fees have been increased by CPI. Photovoltaic Solar Panel reduced from \$500 to \$450 per State law (AB1414). Staff proposes Private Sewer Laterals fees be moved to Public Works because these fees are no longer collected by Building. Sewer Connection modified to reference "Single Family Dwelling Equivalent (SFDE)" instead of units per EMC Section 7-3.805 and added a footnote to explain. Increased fees by 2.55% to reflect annual increase in Engineering News Record Construction Cost Index (ENR-CCI) per EMC Section 7-3.806. Added new administrative fees for routine activities and set at the same rate as similar activities. School Fees increased per EUSD resolution passed on 11/8/20, effective 1/17/21.

2. *Planning Division*

Various flat fees have been increased by CPI, however increased cost recovery deposit to reflect actual cost.

Staff proposes to update the Alameda County filing fees for environmental documents. These fees, set by the State Department of Fish & Game, increase every year on January 1. The fees shown are as of 1/1/2021. They will go up again on 1/1/2022. (This information is provided for the public's convenience.)

3. *Public Works Department*

Many flat fees have increased by CPI. Staff recommends Sewer Lateral permit fees be moved from the Building section of the Master Fee to Public Works section, since Public Works collects these fees. Dockless Mobility System Permit Issuance fee has been updated and new fee for Permit Renewal has been added, per Resolution No. 21-12, adopted by Council on 3/2/2021, effective 3/16/2021.

4. *Police Department*

Most flat fees have been adjusted for CPI. Police Non-Sworn and Sworn Hourly Rates have been adjusted for actual cost. New fee for Police Sworn Overtime Hourly rate has been added.

5. *Community Services Department*

In general, community service programs are subsidized by the General Fund. It has been the City's longstanding policy to keep the fees low to ensure programs are affordable to residents and non-residents. Community Services Department fees have been adjusted to reflect the CPI increase.

Youth Services Division

New fee added for extra/replacement t-shirt for summer youth program.

FISCAL IMPACT

The recommended actions will provide the City an opportunity to recover costs for providing services.

ADVISORY BODY REVIEW

The proposed master fee schedule was reviewed by the Budget and Governance Committee at its special meeting on April 8, 2021. The Committee recommended that the City Council approve the updated Schedule.

CONCLUSION

Staff recommends that the City Council approve the proposed revisions to the master fee schedule.

PREPARED BY: Andrea Arriaga, Accounting Technician

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:



Christine Daniel, City Manager

ATTACHMENTS

1. Draft Master Fee Schedule (Redline)
2. Draft Resolution
 - a. Exhibit A – FY 21-22 Proposed Master Fee Schedule (Clean)