



Overview of Fees

Fiscal Year 2022-23

Fees & Charges Methodology

- Each year, departments conduct a review of key fees that are charged for services:
 - The goal of the fee review is to analyze the extent to which costs are recovered for specific non-general services provided by the City.
 - Based on actual costs, a reasonable and recommended fee schedule is proposed for consideration.
- Fees are typically established either by statute, survey results, and / or a comprehensive service delivery cost analysis

Fees & Charges Methodology

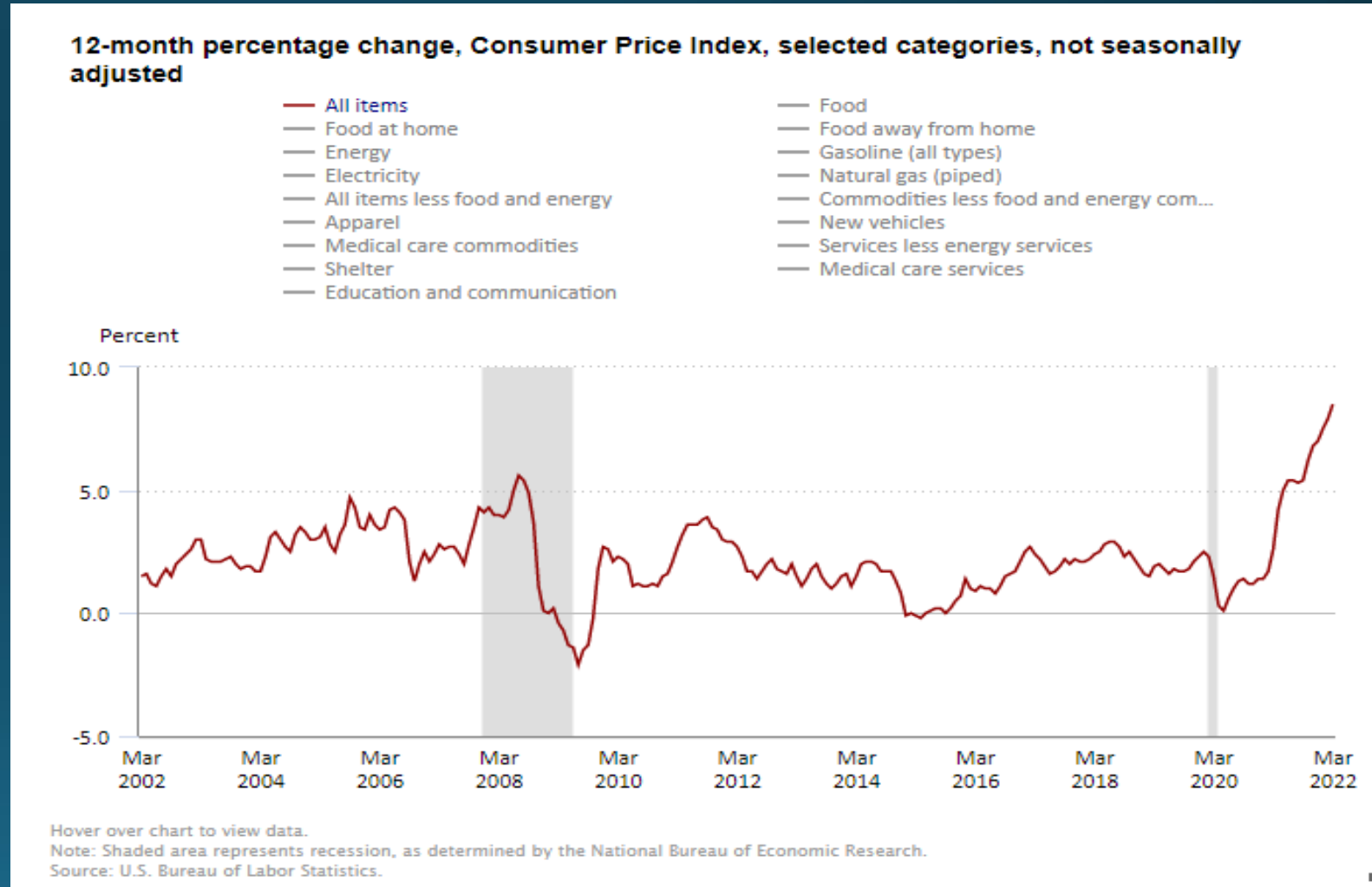
To keep up with the cost of providing services, the City has incorporated a CPI in prior years for many fees:

FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
3%	0%	3%	0%	3%

Incorporating a CPI helps fees stay in line with annual inflation and cost of living increases.

Fees & Charges – CPI Impacts

- CPI has been increasing significantly over the past 12 months and is currently at unprecedented levels.
- CPI for March 2022 was 8.5%.
- While preparing the budget for Fiscal Year 2022-23, we are experiencing increases in vendor contracts for the cost of goods and services.
- Staff is proposing a 5% CPI increase for many fees.



Fee Adjustment Summary

- Staff assumed a base 5% increase across-the-board for all fees, and then individually reviewed each fee to determine the applicability of the proposed change.
- Based on our assessment, a summary of the adjustments includes the following:
 - No Change – 35% of all fees (257 fees total)
 - 5% Increase – 60% of all fees (437 fees total)
 - >5% Increase – 1% of all fees (7 fees total)
 - Eliminated – 1% of all fees (7 fees total)
 - New – 1% of all fees (5 fees total)
 - Restructured – 2% of all fees (13 fees total)
- All fee adjustments being proposed are projected to result in approximately \$130K in net revenue collection.
 - As part of our in-depth review, we will be presenting those fees that had a >5% increase, eliminated fees, new fees, and restructured fees.

Fees With >5% Increase

Fee Type	Department	Current Fee	FY 2022-23 Proposed Fees	Proposed \$ Increase	% Increase
Youth Sports Per Session	Recreation	Non Resident / Resident \$72 / \$36	Non Resident / Resident \$100 / \$100	Non Resident / Resident \$28 / \$64	Non Resident / Resident 39% / 178%
Police Crime Verification Letter	Police	\$25	\$28	\$3	12%
Microfilm Reproduction	Police	\$20	\$30	\$10	50%
Covenant Preparation - Residential Unit	Community Development	\$128	\$200	\$72	56%
Negative/Mitigated Negative Declaration (by Applicant)	Community Development	\$5,000	\$7,550	\$2,550	34%
DRC Design Review (decision)	Community Development	\$1,200	\$1,300	\$100	8%
Fire False Alarm Response - 3rd and Subsequent Within 12-month Period	Fire	\$432	\$475	\$43	10%

Eliminated Fees

Fee Type	Department	Current Fee
Foothill Transit Bus Pass (Senior/Disabilities Local)	Recreation	Foothill Transit established rate of \$30 with \$9 subsidy from the City
Foothill Transit Bus Pass (Student Local)	Recreation	Foothill Transit established rate of \$40 with \$11 subsidy from the City
Foothill Transit Bus Pass (Adult Local)	Recreation	Foothill Transit established rate \$60 with \$10 subsidy from the City
MTA EZ Senior / Disable	Recreation	MTA established rate of \$42 with \$9 subsidy from the City
MTA Senior 62+ 30 Day Pass	Recreation	MTA established rate of \$20 with \$9 subsidy from the City
MTA College Vocational 30 Day Pass	Recreation	MTA established rate of \$43 with \$11 subsidy from the City
New Years' Eve Child Care (Per Child)	Recreation	Non Resident / Resident \$51 / \$25.50

New Fees

Service Description	New Fee	Comments
<p>Community Development:</p> <ul style="list-style-type: none">• Small Cell Wireless Collocation Facilities (SWF)<ul style="list-style-type: none">• Application for 1-5 installations• Application for each additional installation• New Pole for SWF• SWF Annual ROW Access Fee	<p>\$500</p> <p>\$100</p> <p>\$1,000</p> <p>\$270</p>	<p>Safe Harbor Fees established by FCC "2018 Ruling and Order"</p>
<p>Fire:</p> <ul style="list-style-type: none">• AB-38 Defensible Space Inspections and Compliance Report Fee• Fire -Technology Cost Recovery Fee	<p>\$60</p> <p>\$7</p>	<p>AB-38 triggers inspections not associated with the annual brush inspection program</p> <p>Per application/permit fee. This fee is charged to support the cost of technology associated with providing service (e.g., TRAKit Software System).</p>

Restructured Fees

Community Development – Wireless Facility (WF):

Fees previously grouped under WF fees have now been reorganized to be a part of the new SWF fees added this year.

- Prior WF fees
 - Right-of-Way – Minor Conditional Use Permit
 - Right-of-Way – Major Conditional Use Permit
- New SWF fee
 - Annual Right-of-Way Access Fee

Restructured Fees

Community Development – CEQA/Environmental:

Fees will no longer require deposits.

Fee Type	Current Fee	FY 2022-23 Proposed Fees
Environmental Review by Applicant	\$5,000 deposit Consultant cost + 15% of actual cost	Consultant cost + 15% of actual cost
Technical Review (3 rd Party)	\$1,000 deposit Consultant cost + 15% of actual cost	Consultant cost + 15% of actual cost

Restructured Fees

Community Development – Minor Permits:

- The City currently assesses permit fees based on a Tier system with subsequent categories.
 - Categories:
 - Building
 - Mechanical
 - Electrical
 - Plumbing
 - Energy/Solar
- To better streamline our fees, the City is proposing to move Energy/Solar related permits into our Building and Electrical categories.

Restructured Fees

Community Development – Minor Permits:

Tier 1 – Currently

Categories	Projects
Building	
Mechanical	
Electrical	
Plumbing	
Energy/Solar	Electrical Vehicle Charging System (Level 1 & 2)

Tier 1 – Proposed Changes

Categories	Projects
Building	
Mechanical	
Electrical	Electrical Vehicle Charging System (Level 1 & 2)
Plumbing	
Energy/Solar	Electrical Vehicle Charging System (Level 1 & 2)

Restructured Fees

Community Development – Minor Permits

Tier 2 – Currently

Categories	Projects
Building	
Mechanical	
Electrical	
Plumbing	
Energy/Solar	Residential Solar PV/Roof, Battery Storage Systems

Tier 2 – Proposed Changes

Categories	Projects
Building	Residential Solar PV/Roof
Mechanical	
Electrical	Battery Storage Systems
Plumbing	
Energy/Solar	Residential Solar PV/Roof, Battery Storage System

Restructured Fees

Community Development – Minor Permits

Tier 3 – Currently

Categories	Projects
Building	
Mechanical	
Electrical	
Plumbing	
Energy/Solar	Commercial PV System, Electric Vehicle Charging Stations

Tier 3 – Proposed Changes

Categories	Projects
Building	Commercial PV System
Mechanical	
Electrical	Electric Vehicle Charging Stations
Plumbing	
Energy/Solar	Commercial PV System, Electric Vehicle Charging Stations

Restructured Fees

Community Services – Memorial Program Fees:

Fee Type	Current Fee	FY 2022-23 Proposed Fees	Proposed \$ Change	% Change
Memorial Tree	\$515	\$556	\$41	8%
Old Town Memorial Bench	\$5,150	\$3,313	– \$1,837	– 36%
Park Bench Memorial	\$3,090	\$1,885	– \$1,205	– 39%
Memorial Mutt Mitt	\$835	\$980	\$145	17%
Memorial Plaque	\$405	\$570	\$165	41%

Fees were adjusted to accurately reflect and recover the full cost for materials.

Other

Community Development – Administrative Cleanup

- Minor cleanup language is needed to provide clarification.
- Cleanup will include listing fees separately instead of embedding in fee language.

Service Description	Fee	Comments
Cumulative Entitlement Collection Fee	Actual cost of main request + 50% cost of additional requests	Reduced fee for multiple entitlements that are processed concurrently. Fee applicable only to Subdivisions (Tentative Parcel and Tract Maps), Major Conditional Use Permits, Hillside Development, Major Variances, and Specific Plans.
Entitlement Amendment Fee	50% of Full Entitlement Fee	Application fee for the review of entitlement amendments Fee applicable only to Subdivisions (Tentative Parcel and Tract Maps), Major Conditional Use Permits, Major Variances, Hillside Development Permits, and Specific Plans.

Next Steps

Fee proposal will be incorporated in the Fiscal Year 2022-23 Budget presented to City Council on June 21, 2022.

Questions?



Thank you!