



Staff Report

DISCUSSION AND DIRECTION REGARDING MASTER FEE SCHEDULE

Honorable Mayor and Council Members:

Summary

Staff seeks direction from Council on evolving the current Master Fee Schedule into a Master Revenue Schedule which would include chapters on discretionary revenues in addition to the City's existing fees for services now included in the current Master Fee Schedule.

Background

The Master Fee Schedule lists the City's existing fees, charges and rates for service and is updated each year as part of the City's annual Budget cycle. Fees are a subset of revenue and the City has several revenue sources.

Staff is proposing to expand the Master Fee Schedule by creating a Master Revenue Schedule.

Discussion

The proposed Master Revenue Schedule would include chapters on discretionary revenues including such categories as assessments, licenses, permits, fines, forfeitures, penalties, citations, bails, rents, leases and other forms of revenue. Each chapter would begin with a definition of the revenue source, how it is authorized and its purpose.

An example of the "Licenses and Permits" chapter is given below:

Description: Licenses or permits are issued, for regulatory or revenue-raising purposes, to conduct activities within the city jurisdiction.

Authority: Cal. Const., Article XI, § 7 gives cities police power to engage in regulatory activities. State statutes authorize various licenses, including business licenses (Gov't Code, § 37101).

Administering Agency: City.

*Use of Revenues: Mostly unrestricted, but some restrictions exist for certain licenses (e.g., bicycle revenues must be used to support and improve bicycle safety programs.)**

**League of California Cities Municipal Sources Handbook, 2001 Edition*

In conjunction with the expanded Master Revenue Schedule, staff plans to perform a fee update during this fiscal year which will be rolled out with the next published schedule. This will include an update of the Barrett Rental fee schedule and other charges.

General Plan/Vision Statement

No impact.

Fiscal Impact

No Fiscal Impact.

Public Contact

Posting of City Council agenda.

Recommendation

Accept report and direct staff to move forward with evolving the Master Fee Schedule into a Master Revenue Schedule for the next fiscal year as described.

Alternatives

1. Take no action.
2. Refer matter back to staff with direction.

Respectfully submitted,

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City Manager

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