

Mayor and Council Communication

DATE: 09/14/21

M&C FILE NUMBER: M&C 21-0647

LOG NAME: 03FY22 FEES

SUBJECT

(ALL) Adopt Fiscal Year 2022 Fee Adjustments for the Aviation Department, Code Compliance Department, Library Department, Neighborhood Services Department, Park & Recreation Department and Public Events Department and Authorize Certain Fee Modifications, and Formally Designate Certain Personnel to Act on Behalf of the Financial Management Services Department in Collecting Fees

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the identified fee changes for the Aviation Department, Code Compliance Department, Library Department, Neighborhood Services Department, Park & Recreation Department, and Public Events Department for Fiscal Year 2022;
 2. Authorize fee modifications to respond to market demands for the Neighborhood Services Department, Public Events Department, Park & Recreation Department for marketing, promotional and educational purposes; and
 3. Formally designate the departments and personnel that are routinely tasked with collecting fees and issuing licenses to act as agents of the Financial Management Services Department.
-

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to take action in connection with adjusting fees and adopting new fees that will apply to various City services during Fiscal Year 2022 (FY2022) and document compliance with the City Charter in connection with collecting fees, as applicable.

A variety of fees apply to City services that range from golf course rentals to lease fees for facilities at the City's airports. Many of the fees are set out in state law or in the City Code. However, in several provisions of the City Code, fees are defined as being in the amount set by City Council.

The proposed fees were used in crafting revenue projections for the development of the Fiscal Year 2022 budget and are included in the attached addendum.

The Aviation, Neighborhood Services, Public Events and Park & Recreation Departments operate facilities and programs that compete with public and private sector facilities for business and periodically need to make adjustments in response to market demands and for promotional and educational purposes. Approval of the second recommendation authorizes the Neighborhood Services, Park & Recreation, and Public Events Directors and their designees, directly or in connection with non-profit support groups, to adjust or waive fees in response to market demands, including, but not limited to, seasonal, weather-related, and facility condition-driven factors; customer service resolutions; memberships; advertising opportunities; special marketing promotions; and educational purposes. The maximum amount of fees for facilities operated by these three departments will continue to be capped at those amounts previously approved by the City Council.

Finally, approval of this M&C will also officially designate other personnel and departments as acting on behalf of the Financial Management Services (FMS) Department in collecting those fees and issuing licenses, as applicable. The City Charter charges the City's Finance Department "with the administration of the financial affairs of the city, including the keeping and supervision of all accounts and the issuance of licenses and the collection of license fees. "As the City has grown over the years, responsibilities for issuing licenses and collecting fees became decentralized, with various departments and personnel being assigned as reflected in the City's revenue manual. In connection with the adoption of the Fiscal Year 2016 budget, the City Council approved M&C G-18545 (September 15, 2015), which formally designated the assigned personnel and departments to act on behalf of FMS in collecting fees and issuing licenses, where applicable. Adoption of the current M&C continues that designation through Fiscal Year 2022.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendations and authorization of the fee modifications, funds will be deposited into the appropriate funds for Fiscal Year 22 (FY2022). The participating departments (and Financial Management Services) are responsible for the collection and deposit of funds due to the City.

Submitted for City Manager's Office by: Fernando Costa 6122

Originating Business Unit Head: Mark McAvoy 6222

Additional Information Contact:

Expedited