

Capitola City Council

Agenda Report



Meeting: June 23, 2022

From: Finance Department

Subject: FY 22-23 Fee Schedule

Recommended Action: Conduct the noticed public hearing on the proposed City Fee Schedule for Fiscal Year 2022/2023 and adopt the proposed resolution amending the current fee schedule.

Background: The annual budget process includes a review of the City's Fee Schedule. Capitola's current fee schedule is based on the comprehensive fee study adopted on November 24, 2015. A consultant recommended the City review the fee schedule on a yearly basis and implement a Consumer Price Index (CPI) adjustment. The fee schedule has been reviewed annually every year since 2015.

State law requires the City conduct a public hearing where testimony can be taken before any fees are added or existing fees are altered.

Discussion: Best management practices recommend conducting a comprehensive fee study every five years. In January 2020, staff began the process of performing a comprehensive fee study with City Council review tentatively planned for late April, to allow for approved fee adjustments beginning in July 2020. Due to the pandemic, these plans were put on hold; however, staff now anticipates completing a comprehensive fee study during FY 2022-23.

This year, the CPI adjustment applied to the fee schedule is 3.21%.

Animal Service Fees: Animal service fees are set by Santa Cruz County Animal Services Agency (ASA), of which the City is a member jurisdiction. This resolution adopts the ASA animal service fee schedule for 2022-23.

Fiscal Impact: The Fiscal Year 2022/23 Budget will incorporate the amended fees; the amended Fee Schedule will go into effect July 1, 2022.

Attachments:

1. Proposed resolution
2. Exhibit A: FY 22-23 Fee Schedule
3. Exhibit B: FY 22-23 Animal Service Fees

Report Prepared By: Mark Sullivan, Senior Accountant

Reviewed By: Jim Malberg, Finance Director, Chloé Woodmansee, City Clerk

Approved By: Jamie Goldstein, City Manager