

Capitola City Council

Agenda Report



Meeting: January 13, 2022
From: Finance Department
Subject: Amend FY 2021-22 City Fee Schedule

Recommended Action: Adopt the proposed resolution amending the fee schedule for Fiscal Year (FY) 2021-22.

Background: Since the adoption of Resolution No. 4229 adopting the City’s Fee Schedule for FY 2021-22, the City Council adopted Ordinance No. 1048, adding Chapter 9.62: Film Permits to the Capitola Municipal Code. The ordinance states that fees for film permits will be set by City Council. In addition, City Recreation staff is proposing a clarification to the “per day” fee as it pertains to the Recreation Afterschool Program.

Discussion:

Film Permit: City Staff analyzed the work patterns of the Clerk’s Office; the division that processes film permit applications. Generally, film permit applications fall into two categories; basic film permit requests and major film permit requests, which involve more back-and-forth communication and inter-department collaboration between the Clerk’s Office and the Police and Public Works Departments. The following summarizes costs, and proposed rate for both permit types.

Permit Type	City Clerk	Deputy City Clerk	Police Dept Analyst	Public Works Project Manager	Total City Cost	Proposed Permit Cost
Basic Film Permit	n/a	1hr at \$107	n/a	n/a	\$107	\$50
Major Film Permit	0.5hrs at \$136 = \$68	2hrs at \$107 = \$214	1hr at \$121	0.5hrs at \$158 = \$79	\$482	\$250

Afterschool Program: The FY 2021-22 Fee Schedule lists the Afterschool Program resident / non-resident daily rate at \$15 / \$17. This fee is intended to be used to calculate the monthly fee for the Afterschool Program for a given month based on the number of school days for each school based on the individual school’s monthly schedule. The fee was established to recover the cost of providing three hours per school day of afterschool programming. There has been confusion among program participants and recreation staff around minimum school day schedules which increase the number of hours participants are in the Afterschool Program to more than 3 hours for that day.

Staff proposes to amend the daily rate to an hourly rate of \$5.00 for residents and \$5.67 for non-residents to calculate the monthly fee based on the number of school days and the number of operating hours including minimum schedule days, in the month. The establishment of an hourly fee allows for participants to pay for the number of hours in program based on their individual

school schedule while providing staff with some expectations of necessary staffing levels for each month. The Recreation Division will not be offering drop-in or daily al-la carte Afterschool Programming at this time.

Fiscal Impact: The establishment of these new fees is intended to offset the cost of providing these services to the community.

Attachments:

1. Proposed Fee Schedule Resolution
2. FY 2021-22 Amended Fee Schedule
3. FY 2021-22 Animal Service Fees
4. FY 2021-22 Amended Fee Schedule Comparison

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